



2020/2021

# UMZIMKHULU LOCAL MUNICIPALITY

## DRAFT IDP, SDF, PMS & BUDGET PROCESS PLAN FOR 2021/2022 IDP

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## SECTION 1: BACKGROUND TO INTEGRATED DEVELOPMENT PLANNING

### 1.1 THE INTEGRATED DEVELOPMENT PLANNING PROCESS

#### 1.1.1 Background

The Integrated Development Planning (IDP) Process is a process through which municipalities prepare strategic development plans for a five-year period. An IDP is one of the key tools for Local Government to cope with its new developmental role and seeks to arrive at decisions on issues such as municipal budgets, land management, promotion of local economic development, and institutional transformation in a consultative, systematic and strategic manner.

According to the Municipal Systems Act (MSA) of 2000, all municipalities have to undertake an IDP process (i.e. IDP Process Plan) to produce Integrated Development Plans (IDP's). The process plan in this case is a detailed procedure aligned with its budget where necessary, that the municipality will follow in the development of the IDP. The IDP SDF, PMS & Budget Process Plan will include amongst others developing the 2020/2021 IDP, addressing MEC comments, identify sector plans to be developed or reviewed, aligning IDP/SDF/PMS and Budget processes, aligning with sector departments and service providers, integrating IDP and Sector Plans with the resource framework, reviewing the Spatial Development Framework, the Housing Sector Plan, LED & Tourism Strategy & Plan and development of Service Delivery and Budget Implementation Plan.

As the IDP is a legislative requirement, has a legal status and it supersedes all other plans that guide development at local government level.

When Districts and Local Municipalities come to an end of a five year term for their councilors, new councilors have to be elected and that means the new councilors will decide whether to adopt the existing IDP or start a new one. In terms of Section 24 (3) of the MSA:

A newly elected municipal council may-

- (a) within the prescribed period referred to in subsection (1), adopt the integrated development plan of its predecessor, but before taking a decision it must comply with section 29(1)(b)(i), and (d) which states that the local communities must be consulted on its development needs and priorities be consistent with any other matters that may be prescribed by regulation
- (b) a newly elected council that adopts the IDP of its predecessor with amendments must effect the amendments in accordance with the process referred to in section 34(b) which stipulates that a municipal council may amend its integrated development plan in accordance with a prescribed process.

Section 26 stipulates the core components of the integrated development plans as the following:

An IDP must reflect –

- (a) the municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs
- (b) an assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to municipal services

- (c) the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- (d) the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality;
- (e) the spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- (f) the council's operational strategies;
- (g) applicable disaster management plans;
- (h) a financial plan, which must include a budget projection for at least the next three years; and
- (i) the key performance indicators and performance targets determined in terms of section 41

Section 28 of the MSA ***Adoption of Process*** states that: -

- (1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.
- (2) The municipality must through appropriate mechanism, process and procedures established in terms of chapter 4, consult the local community before adopting the process.
- (3) A municipality must give notice to the local community of the process it intends to follow.

Section 30 of the MSA ***Management of Drafting Process*** states that: –

The executive committee or executive mayor of a municipality or, if the municipality does not have an executive committee or executive mayor, a committee of councilors appointed by the municipal council, must in accordance with section 29 –

- (a) manage the drafting of the municipality's integrated development plan;
- (b) assign responsibilities in this regard to the municipal manager; and
- (c) submit the draft plan to the municipal council for adoption by the council

Section 31 of the MSA ***Provincial Monitoring and Support*** states that: -

The MEC for local government in the province may, subject to any other law regulating provincial supervision of local government –

- (a) monitor the process followed by a municipality in terms of section 29;
- (b) assist a municipality with the planning, drafting, adoption and review of its integrated development plan;
- (c) facilitate the co-ordination and alignment of –
  - i. integrated development plans of different municipalities, including those of a district municipality and local municipalities within its area; and
  - ii. the integrated development plan of a municipality with the plans, strategies and programmes of national and provincial organs of state
- (d) take any appropriate steps to resolve dispute or differences in connection with the planning, drafting, adoption or review of an integrated development plan between –
  - i. a municipality and the local community; and

- ii. different municipalities

Section 32 of the MSA *Copy of the integrated development plan to be submitted to the MEC for local government* states that

- (1) (a) The municipal Manager of a municipality must submit a copy of the integrated development as adopted by the council of the municipality, and any subsequent amendment to the plan, to the MEC for local government in the province within 10 days of the adoption or amendment of the plan.
- (b) The copy of the integrated development plan to be submitted in terms of paragraph (a) must be accompanied by
  - i. a summary of the process referred to in section 29 (1);
  - ii. a statement that the process has been complied with, together with any explanations that may be necessary to amplify the statement; and
  - iii. In the case of a district and local municipality, a copy of the framework adopted in terms of section 27.
- (2) The MEC for local government in the province may, within 30 days of receiving a copy of an integrated development plan or an amendment to the plan, or within such reasonable longer period as may be approved by the Minister, request the relevant municipal council –
  - (a) to adjust the plan or the amendment in accordance with the MEC's proposals, if the plan or amendment –
    - i. does not comply with a requirement of this act; or
    - ii. is in conflict with or is not aligned with or negates any of the development plans and strategies of other affected municipalities or organs of state; or
  - (b) to comply with the process referred to in section 29, or with a specific provision of this act relating to the process of drafting or amending integrated development plans if the municipality has failed to comply with that process or provision, and to adjust the plan or the amendment if that becomes necessary after such compliance.
- (3) A municipal council must consider the MEC's proposals, and within 30 days of receiving the MEC's request must –
  - (a) If it agrees with those proposals, adjust its integrated development plan or amendment in accordance with the MEC's request; or
  - (b) If it disagrees with the proposals, object to the MEC's request and furnish the MEC with reasons in writing why it disagrees.
- (4) On receipt of an objection in terms of subsection (3) (b) the MEC may refer the municipality's objection to an ad hoc committee referred to in section 33 for decision by the committee, the objection must be referred within 21 days of receipt of the objection.

## SECTION 2: PURPOSE, OBJECTIVE AND APPROACH ADOPTED

### 2.1. PURPOSE OF DOCUMENT

The purpose of this document is to set out in writing the approach of Umzimkhulu Municipality to the development of IDP for 2021/2022.

### 2.2. OBJECTIVE OF IDP REVIEW PROCESS

The municipality intends to develop and review the IDP as an effective management tool for the municipality, this include:

- ✓ creating a greater level of focus and thereby improving on the strategic nature of the document;
- ✓ aligning this strategic document with the realities of the resources, both financial and human, available;
- ✓ alignment of the IDP with the activities of the sector departments and other service providers (and vice versa i.e. influencing their planning);
- ✓ alignment of the IDP with the various sector plans; and
- ✓ ensure improved public and stakeholder participation

### 2.3. OVERVIEW OF THE APPROACH TO 2021/2022 IDP

The key activities for this process include:

- ✓ **The Strategic Development of the contents of the 2021/2022 IDP:** This process will involve updating and revising the data in the IDP to reflect the current status of the municipality;
- ✓ **Addressing MEC Comments:** This process will identify and address the comments that were highlighted by the MEC. Here the focus will be to ensure that all comments that have been made by the MEC are incorporated into the reviewed IDP and a table highlighting each comment and how it has been addressed will be developed.
- ✓ **Operation Sukuma Sakhe/War on Poverty:** This process will identify and address the comments/issues that were highlighted by the communities at war rooms. Here the focus will be to ensure that all challenges and problems that have been made by the communities are incorporated into the reviewed IDP.
- ✓ **United Nation Climate Change Conference of Congress of Parties UNFCC (COP 25):** The municipality has developed a Climate Change Policy as per the resolutions and integration to the National Climate Change Response. Here the municipality will integrate the climate change policy to the IDP.
- ✓ **Back to Basics, Cabinet and District Lekgotla Resolution:** The municipality is looking at implementing the resolution taken at Cabinet and Provincial Lekgotla including back to basics as a directive from national Government. These will be integrated to the IDP and see that they find influence on the implementation plan and the operational plans.

- ✓ **State of the Nation Address and the Provincial Address:** The Honorable state president in his SONA identified a new plan to ignite growth and create jobs, and In his SOPA, the Premier reconfirmed the Province's commitment to the new plan and Key National Priorities, the municipality will identify its role in relation to the SONA and SOPA and integrated the relevant to the IDP.
- ✓ **Provincial Growth and Development Plan and the District Growth and Development Plan:** The Provincial Growth and Development Plan (PGDP) and the District Growth and Development Plan are vehicles to address the legacies of the apartheid space economy, to promote sustainable development and to ensure poverty eradication and employment creation. These two strategies are fundament to the IDP review and implementation.
- ✓ **The identification of sector plans to be developed or reviewed:** As things might have changed in each sector there is a need to revise the plans to be in line with change. This process will thus involve reviewing and updating the sector plans to reflect the status quo;
- ✓ **Alignment of IDP, PMS, SDF and Budget processes:** This process will involve aligning the reviewed IDP, PMS, SDF with the current/associated budget;
- ✓ **Alignment with sector departments and service providers:** This process will include aligning all activities or projects in sector departments with its relevant implementing agents or service providers;
- ✓ **Integrating IDP and Sector Plans with the resource framework:** It is important that all sector plans that have been integrated in the IDP are aligned with the available resources. As such, the sector plans activities or projects will be prioritized based on the available municipal resources to realize their implementation;
- ✓ **The Review of Spatial Development Framework:** It is likely that the statuses of previous projects have currently changed and possibly new projects have emerged. This process will therefore, align the current projects and reflect them in the SDF.
- ✓ **The development of Service Delivery and Budget Implementation Plans:** This will involve aligning the current projects that are to be implemented with their associated budgets;
- ✓ **The preparation of the IDP and EXCO Strat Plan:** This process will involve reviewing the strategies, objectives, key performance indicators and municipal vision to realize the future of the municipality; and
- ✓ **Financial Plan:** This process will entail developing a plan that will highlight the total operations and related costs in implementing the IDP and how the resources will be sourced. Similarly, the plan will amongst others highlight the challenges the finance department is facing in controlling debts and how it intends to improve its financial base.



## 2.4. ORGANISATIONAL ARRANGEMENT

### 2.4.1. IDP AND BUDGET STEERING COMMITTEE

As part of the IDP preparation process, the IDP & Budget Steering Committee chaired by the Honorable Mayor acts as a support to the IDP Representative Forum, the Municipal Manager and the Deputy Manager, Strategic Planning, Housing & IDP.

This structure will continue functioning throughout the process.

Terms of Reference for the management of the IDP Steering Committee have been attached as Annexure B.

### 2.4.2. THE DEPUTY MANAGER STRATEGIC PLANNING, HOUSING & IDP RESPONSIBILITIES

Amongst other, the following responsibilities have been allocated to the DM: Strategic Planning, Housing & IDP for the IDP Process:

- ✓ To ensure that the Process Plan is finalized and adopted by Council;
- ✓ To adjust the IDP according to the proposals of the MEC;
- ✓ To identify additional role players to sit on the IDP Representative Forum;
- ✓ To ensure the continuous participation of role players;
- ✓ To monitor the participation of role players;
- ✓ To ensure appropriate procedures are followed;
- ✓ To ensure documentation is prepared properly;
- ✓ To carry out the day-to-day management of the IDP process;
- ✓ To respond to comments and enquiries;
- ✓ To ensure alignment of the IDP with other IDP's within the District Municipality;
- ✓ To co-ordinate the preparation of the Sector Plans and their inclusion into the IDP documentation;
- ✓ To co-ordinate the inclusion of the Performance Management System (PMS) into the revised IDP;
- ✓ To submit the reviewed IDP to the relevant authorities.

### 2.4.3. IDP REPRESENTATIVE FORUM

#### 2.4.3.1. Composition of IDP Representative Forum

The IDP Representative Forum (RF) constitutes government departments, corporate service providers; ward committees as part of the preparation phase of the IDP and continue to meet throughout the process. The list of IDP Representative Forum Members is attached in Annexure "C". Following is a summary of representative forum meetings that are scheduled for this IDP Process:

**Table 1: Sector Alignment**

No	Sector/Representative Forum	Alignment Meeting by Sector	Date of Meeting	Championing Partner/Sector	Issues Discussed
A	Dept. Of Education	A/D	To be determined	SC Zakuza-Njakazi	Education projects
B	Dept. Of Agriculture, Forestry and Fisheries	K	To be determined	BH Zondo/ Mr. Matomane	Agriculture initiatives
C	Operation Sukuma Sakhe	A/B/C/D/E/F	To be determined	Ms T Mahlobo	Sukuma sakhe projects
D	Dept. of Social development	A/C/E/F	To be determined	Mr NM Njomi/ NE Maqokolo	Social development projects
E	Department of health	D/F	To be determined	Ms N Keswa	Department of

					health projects
F	COGTA	ALL	To be determined	Dr. H. Theron	All issues on IDP development
G	EDTEA	K/D/A	To be determined	Siphiwe Khanyile/ Nondumiso Dumakude/ Lourie vn Merwe/ Xolani Dube	Department of Economic Development, Tourism and Environmental Affairs
H	DHS	B/K/L/F	To be determined	Langa Nkosi	Housing projects
I	Harry Gwala DM IDP Framework plan	All	To be determined	Mr Z Mtolo	IDP Framework plan
J	Dept of Justice and constitutional development	N/M	To be determined	Mr L Malevu	DOJ & CD initiatives
K	Department of Rural Development & Land Reform	B/A/D/O/H	To be determined	Mr. R. Hoole/ Walter van Rensburg	DRDLR
L	Department of Transport	A/E/B/C	To be determined	Craige Dewar	DOT Projects
M	Community liaison and police	J	To be determined	Ms P Dlamini	Police initiatives
N	Department of Home affairs	I/E	To be determined	Ms F Lurwengu	Home affairs initiatives
O	Department of Arts, culture sports & recreation	K/L/F	To be determined	Mr. M. Msani	Arts and Culture & sports projects and initiatives
P	Khulu Damoyi Development Foundation	A/D	To be determined	Ms K Damoyi	KDDF Development projects
Q	Umzimkhulu development services	R	To be determined	N Mjindi	UDS projects
R	Independent Development Trust	P/Q	To be determined	Mr S Zuma	IDT Funding & Projects
S	Umzimkhulu Farmers Association		To be determined	B. Mbanjwa	Farmers Association Initiatives
T	Life Line	A/C/D/E/U	To be determined	Zizile Dladla	NGO/NPO Initiatives
U	World Vision	A/C/D/E/T	To be determined	Buhle Mnguni	NGO/NPO Initiatives
V	Department of Public Works	A/L/D	To be determined	Ms. Ndlanzi	Projects

## 2.5. IDP PROJECT TASK TEAM

These are small operational teams composed of a number of relevant officials, sector departments and technical people who are involved in the management and implementation as well as communities and stakeholders that are directly affected by projects. These teams play a major role in the compilation of sector plans, implementation of projects, to a greater extent influencing prioritization of projects, monitoring and IDP implementation.

## 2.6. ROLE PLAYERS

The following are the role players in the IDP process:

- ✓ Council and the Executive Committee;
- ✓ Mayor;
- ✓ Ward Committees;
- ✓ Municipal officials;
- ✓ Municipal Manager / IDP Manager;
- ✓ IDP & Budget Steering Committee;
- ✓ Representative Forum;

- ✓ The District Municipality;
- ✓ Relevant Government Departments;
- ✓ Inter-Governmental Relations; and
- ✓ The community

## 2.7. ROLES AND RESPONSIBILITIES

The main roles and responsibilities allocated to each of the role players are set out in the following table:

**Table 2: Roles and Responsibilities (Internal)**

Role Player	Roles and Responsibilities
Council	<p><b>IDP</b></p> <ul style="list-style-type: none"> <li>❖ Final decision making</li> <li>❖ Approval of the reviewed IDP documentation.</li> <li>❖ Monitoring the process</li> </ul> <p><b>BUDGET:</b></p> <ul style="list-style-type: none"> <li>❖ Council must approve the budget before the start of the financial year;</li> <li>❖ Council to consider draft budget;</li> <li>❖ Council to approve unforeseen and unavoidable expenses;</li> <li>❖ Approval of budget implementation plans;</li> <li>❖ Ensure conclusion of management's performance agreements</li> <li>❖ Ensure that the management's performance agreements are made public; and</li> <li>❖ Submit to council an annual report within 7 months after the end of the financial year.</li> </ul>
Individual Councillors	<ul style="list-style-type: none"> <li>❖ Linking the IDP process with their constituencies</li> <li>❖ Organizing the public participation.</li> </ul>
Mayor	<ul style="list-style-type: none"> <li>❖ Decide on the process plan.</li> <li>❖ Be responsible for the overall management, coordination and monitoring of the process and drafting of the IDP Review documentation, or delegate this function</li> </ul>
Municipal Officials	<ul style="list-style-type: none"> <li>❖ Provide technical/sector expertise and information</li> <li>❖ Prepare draft project proposals</li> </ul>
Municipal Manager	<p><b>IDP:</b></p> <ul style="list-style-type: none"> <li>❖ Decide on planning process.</li> <li>❖ Nominate persons in charge</li> <li>❖ Monitor process.</li> </ul> <p><b>PMS:</b></p> <ul style="list-style-type: none"> <li>❖ Overall Management and co-ordination (to make sure that all relevant actors are involved).</li> </ul> <p><b>BUDGET:</b></p> <ul style="list-style-type: none"> <li>❖ Decide on planning process.</li> <li>❖ Give notice of bank account to National Treasury (NT) and Auditor General (AG);</li> <li>❖ Supply NT and AG with list of bank accounts.</li> <li>❖ Table consolidated report of all withdrawals from bank account to Council within 30 days after the end of each quarter.</li> <li>❖ Submission of draft budget implementation plan to Mayor within 14 days after approval of the budget.</li> <li>❖ Perform mid-year performance assessment of the municipality and the submission of the report to the Mayor.</li> <li>❖ The submission of the annual financial statements to the AG within two months after the end of the Financial Year.</li> <li>❖ Submission of annual oversight reports to the Provincial Legislature within 7 days after adoption by Council.</li> </ul>
IDP Manager	<p><b>IDP:</b></p> <ul style="list-style-type: none"> <li>❖ Ensures that the Process Plan is prepared, finalized and adopted by Council;</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Identifies additional role-players to sit on the IDP Representative Forum;</li> <li>❖ Ensures the continuous participation of role players;</li> <li>❖ Monitors the participation of role players and the process;</li> <li>❖ Ensures that appropriate procedures are followed;</li> <li>❖ Ensures that documentation is prepared properly;</li> <li>❖ Carries out the day-to-day management of the IDP process;</li> <li>❖ Responds to comments and enquiries;</li> <li>❖ Ensures alignment of the IDP with other IDP's within the District Municipality;</li> <li>❖ Co-ordinates/Facilitates the preparation of the Sector Plans and their inclusion into the IDP documentation;</li> <li>❖ Submit the IDP to the relevant authorities.</li> </ul> <p>PMS :</p> <ul style="list-style-type: none"> <li>❖ Day-to-day management of the process;</li> <li>❖ Performance planning and preparation;</li> <li>❖ Submits report via EXCO to the Council about mechanisms, systems and processes for auditing the results of performance measurements as part of the internal auditing process;</li> <li>❖ Obtains Council approval for the mechanisms, systems and procedures;</li> <li>❖ Compiles schedule / programme for internal auditing; and</li> <li>❖ Submits quarterly reports on audits to the Performance Audit Committee.</li> </ul>
Officials	<ul style="list-style-type: none"> <li>❖ Day-to-day management of the process</li> <li>❖ Provide technical/sector expertise.</li> <li>❖ Prepare selected Sector Plans.</li> <li>❖ Prepare draft progress proposals.</li> </ul>
IDP Steering Committee	<ul style="list-style-type: none"> <li>❖ Assist and support the Municipal Manager/IDP Manager and Representative Forum.</li> <li>❖ Information "GAP" identification.</li> <li>❖ Oversee the alignment of the planning process internally with those of the district municipality areas.</li> </ul>

**Table 3: Roles and Responsibilities (External)**

Role Player	Roles and Responsibilities
Harry Gwala District Municipality	<ul style="list-style-type: none"> <li>❖ Coordination roles for local municipalities;</li> <li>❖ Ensuring horizontal alignment of the IDP's of the municipalities in the district council area;</li> <li>❖ Ensuring vertical alignment between the district and local planning;</li> <li>❖ Facilitation of vertical alignment of IDP's with other spheres of government and sector departments; and</li> <li>❖ Provide events for joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists.</li> </ul>
Representative Forum/Civil Society Consists of Councillors, Traditional leaders, Ward Committee Chairpersons, Stakeholder representatives, Senior municipal officials, Councillors, Other community representatives, National and Provincial Departments regional representatives, NGO's, Parastatal organisations	<ul style="list-style-type: none"> <li>❖ Representing interest and contributing knowledge and ideas.</li> <li>❖ Represent the interest of the municipality's constituency in the IDP process;</li> <li>❖ Provide an organisational mechanism for discussion, negotiation and decision-making between the stakeholders inclusive of municipal government;</li> <li>❖ Ensure communication between all the stakeholder representatives inclusive of municipal government;</li> <li>❖ Monitor the performance of the planning and implementation process.</li> </ul>
Planning Professionals ( Town and Regional Planning)	<p>Methodological guidance and professional support in:</p> <ul style="list-style-type: none"> <li>❖ Facilitation of planning workshops.</li> <li>❖ Sector Plans.</li> <li>❖ Performance Management.</li> </ul> <p>Documentation.</p>
Provincial: Department of Local Government and Traditional Affairs	<ul style="list-style-type: none"> <li>❖ Co-ordinate training;</li> <li>❖ Provide financial support;</li> <li>❖ Provides general IDP guidance;</li> <li>❖ Monitor the process in the province;</li> <li>❖ Facilitate co-ordination and alignment between district municipalities;</li> <li>❖ Facilitate resolution of disputes between municipalities;</li> <li>❖ Facilitates alignment of IDP's with sector department policies and programmes</li> <li>❖ Assess IDP's</li> </ul>

Other Government Departments, Parastatals and NGOs	<ul style="list-style-type: none"> <li>❖ Provide data and information.</li> <li>❖ Budget guidelines.</li> <li>❖ Alignment of budgets with the IDP.</li> <li>❖ Provide professional and technical support.</li> </ul>
District Inter-Governmental Relations Management Forum Consists of all the Mayors in each district and its local municipalities	<ul style="list-style-type: none"> <li>❖ To improve the quality of IDP's and opportunities for improved co-operative governance and the alignment</li> <li>❖ Discussions around matters of interests</li> </ul>
The community	<ul style="list-style-type: none"> <li>❖ To participate in identifying and suggesting important projects</li> <li>❖ Participate in contributing inputs during public participation</li> </ul>

## SECTION 3: ACTION PROGRAMME

### 3.1. CORE ELEMENTS OF THE IDP

The 'core elements' of the IDP correspond to the core functions of municipalities as outlined in the Municipal Structures Act and the Constitution of the Republic South Africa, critical elements that have arisen from the preparation of the IDP's over the past years as well as the comments of the MEC for Department of Cooperative Governance & Traditional Affairs.

#### 3.1.1. Key Focus Areas for the 2021/2022 IDP.

The core components of the 2021/2022 IDP process are grouped as follows:

- ✓ Comments received from the various role-players in the IDP process including the comments from the MEC. Various aspects / elements have been identified through different process for inclusion within the IDP review process. In line with the credible IDP Evaluation Framework developed by DPLG as well as COGTA guideline document, an improvement approach in these aspects will contribute to the further development and improvement of the municipal IDP and ensure improved integration and implementation of the IDP.

Aspects / elements for this IDP process were identified through assessment conducted at the Provincial IDP Assessment held at Dr. NDZ Municipality on March 2020, the MEC's comments and municipal self-assessment of the IDP. The following aspects were identified:

- ✓ MEC Comments;
- ✓ Comments received from the assessment of the last IDP Review which could not be addressed during the 2020/2021;
- ✓ Areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Process;
- ✓ Revision of Municipal Strategic Framework;
- ✓ Gaps identified through self assessment and KZN-IDP Assessment and Engagement held at Dr. NDZ Municipality March 2020;
- ✓ The development and review of relevant sector plans and its alignment with the IDP to achieve alignment with the SDF of the District and surrounding municipalities, and to reflect the progress made with Scheme in line with Spatial Planning & Land Use Management Act (SPLUMA) and the National Development Plan (Vision 2030); Provincial Growth and Development Strategy (PGDS), Provincial Spatial Economic Development Strategy and Accelerated and Shared Growth Initiative for South Africa (ASGISA);

- ✓ The update of the 5-year Financial Plan inclusive of a 3-year capital investment framework;
- ✓ Preparation and finalization of the annual municipal budget in terms of the relevant legislation; and;
- ✓ Alignment of the various important municipal processes such as the IDP Review, Performance Management and Budget and Service Delivery and Budget Implementation Plan;
- ✓ Review and Update of Project List (based on input received from Councilors, Rep Forum and taking into account municipal responsibilities and possible funding);
- ✓ Implementation of the Urban Renewal programme for the municipality;
- ✓ The preparation of the Sector Plans;
- ✓ Performance Management System (PMS);
- ✓ District / Local Municipality's alignment strategies;

### **3.2. NON-CORE ELEMENTS FOR THE IDP**

Non-core elements are those programmes and Sector Plans that have been prescribed by various government departments, but guidelines for the preparation and/ or funds have not been set aside for the preparation of these plans.

## SECTION 4: MECHANISMS AND PROCEDURES FOR PARTICIPATION AND ALIGNMENT

### 4.1. PUBLIC PARTICIPATION IN THE IDP PROCESS

The Constitution of South Africa stipulates that one of the objectives of the municipalities is to encourage the involvement of communities and community organizations.

The White Paper on Local Government (WPLG) emphasizes public participation beyond municipal planning. It goes into some detail on how to achieve public participation of citizens in policy formulation and designing of municipal programmes, as well as implementation, monitoring and evaluation of such programmes. Public participation is meant to promote local democracy. While the WPLG emphasizes that the municipalities themselves should develop appropriate strategies and mechanisms to ensure participation, some hints on how are given, such as:

- ✓ Forums of organized formations (especially in the fields of visioning and on issue specific policies, rather than on multiple policies);
- ✓ Structured stakeholder participation in council committees (in particular in temporary issue-oriented committees);
- ✓ Participatory action research, with specific focus groups (for in depth information on specific issues);
- ✓ Formation of associations (especially among people in marginalized areas).

Municipalities are required to create conditions for public participation and, moreover, to encourage it. The only prescribed tool for promotion of public participation, however, is the dissemination of information on mechanisms and matters of public participation, on rights and duties of residents and on municipal governance issues in general.

Participation in the development of municipal IDP's has to be seen within this wider context. It serves to fulfill four major functions namely:

- ✓ Needs orientation;
- ✓ Appropriateness of solutions;
- ✓ Community ownership; and
- ✓ Empowerment.

During the preparation of the IDP, the public participation process has to be institutionalized in order to ensure all residents have an equal right to participate. The public participation process during the IDP is closely linked to the activities of developing the municipal IDP, such as contributing to the reviewing of municipal issues, reviewing of important objectives, ensuring the appropriateness of municipal strategies and forming part of project development task teams.

Implementation and Review of the Performance Management System (PMS) for the municipality as part of the IDP Review Process will contribute to the importance of the public participation process.

The importance of alignment is a crucial part of the IDP Process. Alignment in terms of Spatial Development Frameworks, Land Use Management Systems (LUMS) and cross border alignment forms part of the IDP Process, and special effort will be made, such as alignment meetings, bi-laterals and ensuring the discussion of alignment issues during district and local Rep Forum meetings

## **4.2. MECHANISMS FOR PARTICIPATION**

### **4.2.1. IDP/Budget Steering Committee**

The committee will facilitate the participation of the management and other senior officials of municipality in the process. The committee will also ensure efficient alignment and co-ordination between IDP projects and the budget so as to ensure that there is sufficient funding for the proposed projects. The functionality of this committee will improve the IDP in various areas of expertise and some decisions will be made based on its recommendations.

### **4.2.2. IDP Representative Forum**

The IDP Representative Forum comprises of government departments, NGO's that are active in a range of issues, Corporate Service Providers and all other structures that exists within the community. The municipality will continuously identify the groups and ensuring their representation in the IDP Representative Forum. For example, each meeting of the Rep Forum is advertised on municipal website, invitations are also delivered using door-to-door in the most accessible addresses, through posters and announcement in social meetings.

In order to ensure maximum participation in the Representative Forum (Rep Forum) meetings from members of the public, representatives and relevant government officials, Rep Forum meetings are to be scheduled as and when required during the key stages of the IDP Process to ensure focused and meaningful contributions by participants:

- ✓ The first Rep Forum meeting will involve a presentation of the Process Plan, as well as Gap Analysis identifying key focus areas to be addressed in the IDP Review Process;
- ✓ Additional Rep Forum workshops will be held to provide feedback on the IDP Process, to acquire input from Rep Forum members and to ensure participation in relevant activities (such as PMS, review of the LUMS and Budget development).

### **4.2.3. Ward Councillors**

Ward councilors are the representatives of their constituents and their immediate needs. Ward councilors in our municipality play a critical role. They act as intermediaries of their constituents and the municipalities. Our councilors have been very proactive in ensuring that their constituents actively participate in public meeting and contribute towards the development of the municipal IDP.

### **4.2.4. Ward Committee Meetings**

All the Ward Committees in all the 22 wards in the municipality are very functional and active in all development issues affecting their wards and the municipal area at large. These structures are in continuous contact with the community at the ward levels and all issues raised in the meetings are conveyed to the council for consideration. These committees receive ongoing training.

### **4.2.5. Traditional Structures**

Section 81 (1) of the Municipal Structures Act, Act 117 of 1998 provides for the participation of traditional leaders in municipal councils. Traditional Leaders' are an important component of Umzimkhulu stakeholders and their representatives are always inviting in the council sittings to participate in municipal policy decisions. Further to that traditional leadership is imperative in the public participation/ Imbizo of the IDP as they gather communities in their respective areas.



#### **4.2.6. Media**

Other forms of communication that will be used by Umzimkhulu Municipality to communicate with their communities are as follows:-

Izimbizo / Mini Izimbizo, Road Shows, Lekgotla, Radio Stations, Local Newspapers and Advertisements as well as Notices to all public places. A progress report will be submitted to the local newspaper on the completion of the IDP Process, as well as on the completion of any of the Sector Plans. During IDP Izimbizo's all 22 wards in the municipal area are consulted twice during IDP development process.

#### **4.2.7. Information sheets**

At the completion of development of the IDP, an information sheet will be developed in isiXhosa and English and circulated in all public and municipal offices. These information sheets will represent a simplified version of the IDP, taking note of the key interests of the community members particularly certain projects and how these will benefit them.

#### **4.2.8. IDP Road Shows/ Imbizo**

They will be held in all 22 wards within the municipality during October/Nov 2020 as well as March/April 2021 to consider draft IDP, SDF, Budget and PMS.

#### **4.2.9. Umzimkhulu Municipality website**

The website is currently functional and is updated on a monthly basis (as well as when need arises) and all programmes and updates on projects of the municipality are presented. The website for the municipality is used to inform the public about the progress on the IDP and other related municipal programmes.

#### **4.2.10. The Department of Cooperative Governance and Traditional Affairs website**

The website is used to display all KZN municipal IDP's (including Umzimkhulu IDP) for the public and other sector departments.

#### **4.2.11. Council Approval**

The Council will approve and adopt 2021/2022 IDP and budget in May 2021. The Council will also approve the various Sector Plans necessary during the IDP process upon their completion.

### **4.3. ROLE PLAYERS**

#### **4.3.1. National Linkages**

The national sphere should at least provide a framework for the preparation of the Sectorial Plans, and where possible funding be accessed. This will contribute to the creation of a normative framework and consistency between municipalities.

#### **4.3.2. Provincial Level**

As with the National Government, Provincial Government should prepare Sectoral Guidelines and funding analysis (Business Plans) for the preparation of these plans.

The preparation of the Sectoral Plans and programmes and district programmes also need to be co-ordinate and aligned.

COGTA is currently providing support to all municipalities on compilation of IDP's (i.e. guideline document, IDP management plan as well as provincial alignment meetings) as well as creating a platform for other sector departments to perform in the process.

#### **4.3.3. Harry Gwala District municipality**

Harry Gwala District Municipality will in consultation with local municipalities within its jurisdiction prepare a framework plan to co-ordinate all planning activities during the review process. Through the IDP/ PMS Director, the District Municipality will also organize district level alignment meetings between all the municipalities and as well as between municipalities and service providers. There may be a need for Harry Gwala District to liaise with the Regional Authorities via the Amakhosi Forum. There is also an established Planners Forum which to a certain extent could be beneficial to this process.

#### **4.3.4. Cross Border Alignment**

Local municipalities will participate in all district cross border level alignment events and specific alignment meetings, but will also attempt to draw individual service providers into the local planning processes through IDP Representative Forum. The local municipalities will also provide strategies in addressing cross border level alignment issues during the alignment meetings.

#### **4.3.5. Inter- governmental Relations**

The district municipality has established IGR forums chaired by Mayors and Municipal Managers from its four (4) local municipalities. These forums are Infrastructure Development, Planners, LED, and Finance Forum etc. The Umzimkhulu Local IGR is functional and there is a stakeholder's forum which meets quarterly. The aim of the forums is to ensure improvement in the quality of plans and programmes implemented by the municipality which will inform the IDP's. These structures will also ensure alignment of plans between the families of municipalities.

**SECTION 5 : SCHEDULE OF THE PLANNED ACTIVITIES TO ALIGN WITH IDP, SDF, PMS & BUDGET PROCESS MANAGEMENT PLAN FOR 2020/2021.**

**Table 4: Development of Umzimkhulu IDP 2020/2021 Programme**

ACTION	ACTION DATE	PROPOSED BUDGET	RESPONSIBILITY
<i>Phase 0: Preparation</i>			
Establish departmental IDP & budget committees (IDP & Budget steering and Standard Chart of Accounts Committee) to include portfolio councilors and officials and delegate tasks in accordance with delegations policies.	July 2020		Chief Financial Officer & Manager: Strategic Planning, Housing & LED
Signed S57 Manager's Performance Agreements and score-cards, submitted to COGTA, Advertised and Posted on the municipal Website (S53 MFMA and S57 MSA). Review gaps in the SDF as per MEC comments on the submitted 2019/2020 IDP & SDF.	July/Aug 2020		Manager: M & E.
Submission of Quarterly Reports to M&E Unit (Q4 of 2019/2020) and Submission of Quarterly Reports to Internal Audit Unit.	July 2020		Manager: M & E.
Submission of draft 2020/2021 IDP, PMS SDF, Budget Review Process Plan to the District Municipality. Submission of draft 2020/2021 IDP, PMS SDF, Budget Review Process Plan to IDP & Budget Steering Committee, Standing Committee, EXCO & Council.	July/ August 2020		Manager: Strategic Planning, Housing & LED, Manager: Corporate Services.
4th Formal Performance Assessment (Q4 of 2019/20) of S57 Managers as required by S28(1) of Performance Regulations. MPAC Meeting and Performance Audit Committee to consider Q4 performance report. Performance Reports Regulation 13 PPMR (CoGTA, National & Provincial Treasury).	Aug/Sept 2020		Manager : M & E.
Commence planning for the next three- year budget, reviews of IDP and budget policies and consultation in accordance with budget process co-	July 2020		Chief Financial Officer

ordination role- review previous year's budget evaluation checklist, council delegations and budget time schedule key of key deadlines.			
Submit quarterly (section 52) report for period ending 30 June on implementation of the budget and financial state of affairs of the municipality to council. Print and distribute final approved budget and SDBIP.  o Engage other internal stakeholders regarding MSCOA transactions	July 2020		Chief Financial Officer
Consultation on 2020/2021 IDP, SDF, PMS & Budget, Process Plan with Steering Committee/Manco/Exco/Council.	August/ September 2020		Manager: Strategic Planning, Housing & LED & All HOD's
Advertise for stakeholder participation for 2020/2021 IDP, SDF, PMS, Budget Process Plan. PMS Review/ Annual Performance Report Submitted to Auditor General.	August 2020		Manager: Strategic Planning, Housing & LED & Manager: M & E.
Approval and Adoption by council of IDP, SDF, PMS & Budget Process Plan for 2021/2022 IDP	October 2020		Council
Place quarterly (section 52 (d) report on budget implementation on the municipal website, Submit key deadlines to the council. Make public the service delivery and budget implementation plan – final date under legislation <b>mSCOA</b> o Buy-In from council o Review of SCOA transformation	August 2020		Chief Financial Officer
Quarterly Performance Assessments (Q1 of 2020/21) for s57 Managers as required by s28(1) of Performance Regulations	October/November 2020		Manager: M & E.
Submission of Performance & Audit Committee Report to council/ Performance Report Reg 13PPMR (Cogta, National & Provincial Treasury)	Nov/Dec 2020		Manager: M & E, & Internal Audit manager.

IDP Representative Forum meeting: The first Rep Forum meeting will involve a presentation of the Process Plan, as well as Gap Analysis identifying key focus areas to be addressed in the IDP Development Process.	October/ November 2020		Manager: Strategic Planning, Housing & LED
Submission of Approved and Adopted 2020/2021 IDP, SDF, PMS & Budget Process Plan to the District and COGTA.	October 2020		Manager: Strategic Planning, Housing & LED
Address MEC Comments of the Spatial Development Framework, IDP and other sector plans.	October/ November 2020		Manager: Strategic Planning, Housing & LED
Prepare for the Executive Council Strat Plan to be conducted in November or December 2020	November/ December 2020		Manager: Strategic Planning, Housing & LED & MM's Office.
<b>Phase 1: Review Analysis</b>			
Evaluation of changes and new information/ Review of the Situational Analysis of the Spatial Development Framework/ Also include comments from Cogta in relation to the Spatial Development Framework and other sector plans	September/ October 2020		Manager: Strategic Planning, Housing & LED
Development of situational analysis for the IDP, SDF, Housing Sector Plan, Disaster Management Plan and other sector plans.	September/ October 2020		Manager: Strategic Planning, Housing & LED & MM's Office.
Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendment to the SDBIP – due end of month. <b>mSCOA</b> o Review of SCOA transformation	September 2020		Chief Financial Officer
Submit monthly report on the budget to mayor, provincial treasury and National Treasury – within 10 working days of start month. Submit quarterly (section 52) report for the period ending 30 September on implementation of the budget and financial state of affairs of the municipality to council.	October 2020		Chief Financial Officer
Assessment of IDP implementation status/Prepare Action Plan to	January 2021		M/M and all heads of

address PMS issues from AG.			departments
Mid-year Performance Assessments for s57 Managers as required by s28(1) of Performance Regulations/ Tabling Annual Report to Council/ Performance Report Reg 13PPMR (Cogta, National & Provincial Treasury)	January 2021		Manager: M & E.
Place quarterly (section 52) report on budget implementation on the municipal website <b>mSCOA</b> o Set-up SCOA and all 7 segments o Align old chart to new SCOA and migrate comparatives o Internal Engagements on new Budget Screens o Review of SCOA transformation	November 2020		Chief Financial Officer
<b>Phase 2: Strategic Analysis</b>			
Coordinate Executive Council Strat Plan, Policy Review/ Core Functions & Organogram.	October/ November 2020		Manager: Strategic Planning, Housing & LED
Development of Vision, Priorities, objectives and strategies of the IDP & Spatial Development Framework, CBP, HSP & DMP.	November 2020		M/M and all heads of departments
Alignment of Vision, Priorities, objectives and strategies of the Ward Base Plan and other strategic planning documents together with that of the IDP.	December 2020		Manager: Public Participation & Manager: Strategic Planning, Housing & LED
The submissions are to be consolidated by the BTO with all working papers that would have been submitted in support of the proposed operating budget. <b>mSCOA</b> o Training and budget input from departments o Review of SCOA transformation	December 2020		Chief Financial Officer
Review the municipality's priority list of strategies and projects	November - December 2020		M/M, all heads of departments and relevant committees
Review of Key Performance Areas, Key Performance Indicators and	November/ December		Municipal

targets	2020		Manager/Corporate Services
Review of Performance Contracts for Section 57 Managers and middle management;	March 2021		Municipal Manager/Corporate Services
<b><i>Phase 3: projects identification (Review of Projects)</i></b>			
Review quarterly projections for the period ending 31 December for the service delivery & budget implementation plan & compare actual performance to objectives, in conjunction with preparation of section 72 report. Where necessary consider tabling and approval of an adjustment budget. Table in council quarterly consolidated report for the period ending 31 December of all withdrawals not approved in the budget and submit report to the provincial treasury and the Auditor – General Report to council on status of next three year budget, previous year's annual report (including annual financial statements, audit report) & summarise overall findings of previous year's annual performance report – reinforce upcoming process for the budget approval and oversight. Submit quarterly (section 52) report for the period ending 31 December on implementation of the budget and financial state of affairs of the municipality to council. <b>mSCOA</b> o Budget on SCOA o Review of SCOA transformation	January 2021		Chief Financial Officer
Establish preliminary budget for each project	January 2021		CFO & Strategic Planning, Housing & LED & Infrastructure Managers
Alignment meetings with sector departments	January to March 2021		Manager Strategic Planning, Housing, LED & Tourism.
Update of 3 year financial plan, list of projects for 2021/2022 and 3 year capital investment programme; to integrate with IDP to inform strategic municipal budget aligned with IDP	December 2020		CFO & All HOD's

Preparation of the Budget 2021/2022 Financial year's: <ul style="list-style-type: none"> <li>• Capital budget</li> <li>• Operational budget</li> <li>• Salaries Budget</li> <li>• Tariff of charges</li> <li>• Revised Budget</li> <li>• Draft SDBIP &amp; Scorecard</li> </ul> Table in council the annual budget and all supporting documentation. Submit the approved adjustment to the provincial treasury. National Treasury and other affected organs of state ten days after approval and Data strings	March 2021		Chief Finance Officer
Submission and presentation of all Capital projects for 2021/2022 and the 3 year capital plan	January 2021		CFO
IDP Representative Forum Meeting	February/ April 2021		Manager: Strategic Planning, Housing & LED
Council project prioritization workshop. Receive proposed budget from the board of directors of any municipal entity under the sole or share control of the municipality. Place quarterly ( section52) report on budget implementation on the municipal website Consider proposed budget of municipal entity & assess entity's priorities & objectives, & make recommendations to the board of directors as necessary. Consideration tabling and approval of an adjustment budget.	February 2021		Council & CFO
<b><i>Phase 4: Project Integration</i></b>			
Screening of projects	February 2021		Manager: Strategic Planning, Housing & LED
Integration of projects and programmes	February 2021		Manager: Strategic Planning, Housing & LED
Integrate all Plans (SDF, Community Base Plan, Sector Plans, Disaster Plans, and Infrastructure Plan) ect.	February 2021		Manager: Strategic Planning, Housing & LED
Integration with Municipal Budget/ SDBIP	February 2021		M/M, CFO and Manager



			Strategic Planning
Present 1 <sup>st</sup> draft budget to the Mayor <ul style="list-style-type: none"> <li>Table 1<sup>st</sup> draft budget to Executive Committee</li> <li>Table 1<sup>st</sup> draft budget to the Full Council</li> </ul>	February 2021		M/M & Chief Finance Officer
Finalization and Submission of 2021/2022 Draft IDP	February 2021		Municipal Manager
Submission for Provincial Analysis	February 2021		Municipal Manager
Provincial IDP Analysis	April 2021		DLGTA & Service Providers
Umzimkhulu Municipality Izimbizo/Public meetings on IDP, SDF, Budget & PMS for 2020/2021.	April 2021		Municipal Officials & Councilors
<b>Phase 5: Approval</b>			
Presentation of the Revised 2020/2021 IDP, (After the Provincial Analysis/Assessment)	April 2021		Municipal Manager
Final approval of IDP, SDF, Budget and PMS by Council and other strategic planning documents such as Ward Base Plan, Housing Sector Plan, Disaster Management Sector Plan.	May / June 2021		Council
Submission of Final Service Delivery and Budget Implementation Plan (SDBIP)	June 2021		CFO
Submission of the budget in the approved format to the Provincial and National Treasuries	June 2021		CFO
Submission of the approved and adopted 2020/2021 IDP to the MEC for Local Government & Traditional Affairs	10 days after date of adoption.		Municipal Manager

## SECTION 6: COST ESTIMATES FOR THE PLANNING PROCESS 2016/2017

### 6.1. COST ESTIMATES

Table 5: The Cost estimates relate to the following items:

PROJECT	UMZIMKHULU MUNICIPALITY: FUNDING REQUIRED	DPLG FUNDING (MSIG)	DISTRICT ALLOCATION	PROVINCE (COGTA) & OTHER DEPARTMENTS FUNDING REQUIRED	DBSA	TOTAL
IDP Support -IDP Review by Service Provider for 2020/2021 Financial Year (Technical Capacity, Workshops and Meetings, Advertisements, Printing IDP / Information booklets)	R 600 000.00	NIL	NIL	NIL	NIL	R 600 000.00
Community Participation (IDP Izimbizo, IDP/PMS and Budgeting and Road shows)	NIL	NIL	NIL	NIL	NIL	NIL
IDP Grant Funding for the popularization of the IDP.	NIL	NIL	NIL	NIL	NIL	NIL
<b>Sector Plans Development:-</b>						
• Review of PMS-OPMS	NIL	NIL	NIL	NIL	NIL	NIL
• Review of Financial Plan as well as the list of projects, inclusive of a 3-year capital investment framework;	NIL	NIL	NIL	NIL	NIL	NIL
• Service Delivery and Budget Implementation Plan	NIL	NIL	NIL	NIL	NIL	NIL
• Review of the Spatial Development Framework	NIL	NIL	NIL	NIL	NIL	NIL
• Review of Community Base Plan	NIL	NIL	NIL	NIL	NIL	NIL
• Review of Housing Sector Plan	NIL	NIL	NIL	NIL	NIL	NIL
<b>OTHER AREAS:</b>						
<b>Town Planning:</b> <ul style="list-style-type: none"> <li>Filing System</li> <li>Formalization of Townships (Rietvlei and Ibisi)</li> <li>Implementation of SPLUMA.</li> <li>Housing pre-feasibility studies (Zone 1 Housing).</li> <li>CRU feasibility study.</li> <li>GIS</li> </ul>	n/a	NIL	NIL	NIL	NIL	n/a
<b>TOTAL ALLOCATION</b>	<b>R 600 000.00</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>R 600 000.00</b>



## **6.2. MONITORING OF THE PROCESS**

For the success of the IDP Review process, it is important that mechanisms for monitoring the progress are established. Umzimkhulu Municipality will be responsible for monitoring its own Process Plan and ensure that it is aligned with the District Framework Programme and implemented as per its provisions. Monthly progress reports will be submitted to all relevant committees of Council. Monitoring mechanisms may include the submission of progress monthly reports by the municipality. Furthermore, the following institutional arrangements are already in place to ensure success of IDP Process:

- ✓ Deputy Manager: Strategic Planning, Housing & IDP;
- ✓ IDP & Budget Steering Committee;
- ✓ IDP Representative Forum

The municipality will put in place mechanisms to ensure interaction and alignment between the District Municipality and the Local Municipalities.

## **6.3. PRINCIPLES FOR AMENDMENT OF THE PROCESS PLAN**

The Umzimkhulu Municipality has the overall responsibility of ensuring co-ordination of the joint planning process throughout the review process. Each Unit within the municipality must inform the Office of the Municipal Manager, within reasonable time, on deviations of the Action Programme that affect the municipality's wide activities. All the proposed stakeholders/structures should meet as required according to the proposed programme to jointly assess progress and make recommendations to the IDP Steering Committee. The proposed stakeholders/structures must inform the Steering Committee of its recommendations and the Steering Committee has the mandate to decide when and how an amendment takes place and therefore to postpone an activity or continue with the agreed programme. The IDP Steering Committee must inform all the stakeholders/structures of its decision. It is important that all stakeholders/structures agree before the Process is amended.

## **6.4. CONCLUSION**

The success of the IDP review process plan will depend on the co-operation of all stakeholders and IDP structures (listed in the Plan) in order to achieve the developmental objectives in a spirit of co-operative governance.

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## SECTION SIX:

### LIST OF ANNEXURES

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Annexure A:	Terms of Reference for the IDP Steering Committee
Annexure B:	Terms of Reference for the IDP Representative Forum

## ANNEXURE A

### TERMS OF REFERENCE FOR THE IDP STEERING COMMITTEE

#### 1. Purpose of the IDP Steering Committee

Every municipality is obliged to prepare an IDP in terms of Chapter 5 of the Municipal Systems Act. The IDP is a principle strategic document, which will guide and inform all planning, management, investment, development and implementation decisions within the Umzimkhulu Municipality.

The Umzimkhulu IDP Steering Committee will support the Municipal Manager, who is responsible for the IDP, in the execution of his task to manage and co-ordinate the IDP process.

In terms of the guideline IDP manual, the IDP Steering Committee is intended to be a working group made up of dedicated Heads of Departments and other senior officials, who support the IDP Manager and ensure a smooth planning process. Although the IDP Manager is responsible for the IDP process, functions can be delegated to members of the Steering Committee.

Further, the IDP Steering Committee has no decision-making powers, but is an advisory body to the Representative Forum.

#### 2. Terms of Reference for Umzimkhulu IDP Steering Committee

- ✓ To support the Municipal Manager and/ or the IDP Manager;
- ✓ To support and advise the Representative Forum on Technical issues;
- ✓ To prepare a criteria for the selection of members of the Representative Forum;
- ✓ To ensure that all stakeholders are included in the Representative Forum;
- ✓ The drafting of Terms of Reference for various planning activities;
- ✓ To commission relevant and appropriate research studies;
- ✓ To consider and comment on:
  - The inputs from consultants, sub- committees and study teams;
  - The inputs from National and Provincial Departments and service providers;
- ✓ To make content recommendations;
- ✓ The processing, summarising and documentation of project outputs;

#### 3. Composition of the Umzimkhulu IDP Steering Committee:

Chair: The Mayor  
Secretariat: IDP Secretariat.

Composition:

***Officials:***

Municipal Manager, Municipal Senior Officials and  
Sector Departments, Professional Support Services, District Municipality: as and when required

# ANNEXURE B

## TERMS OF REFERENCE FOR THE IDP REPRESENTATIVE FORUM

### 1. Purpose of the IDP Representative Forum

Every Municipality is obliged to prepare an IDP Review in terms of Chapter 5 of the Municipal Systems Act (2000). The IDP is a principle strategic document, which will guide and inform all planning, management, investment, development and implementation decisions within the Umzimkhulu Municipality.

The IDP Steering Committee is responsible for the establishment of the IDP Representative Forum. The IDP Representative Forum is the structure which institutionalizes and ensures representative participation in the IDP process.

IDP Representative Forum represents the interests of all the constituents, at level of the Umzimkhulu, in the IDP process. Any person, organization, stakeholder or interest group that wishes to serve in the Representative Forum, should submit an application to the Umzimkhulu Municipality.

### 2. Terms of Reference for the Umzimkhulu IDP Representative Forum:

- ✓ Represent the interests of the local level constituents in the Umzimkhulu IDP process.
- ✓ Provide a forum and mechanism for discussion, negotiation and decision making between stakeholders, including municipal government, in the Umzimkhulu IDP process.
- ✓ To ensure communication between all stakeholder representatives, including the municipal government, in the Umzimkhulu process.
- ✓ To ensure alignment takes place at various levels
- ✓ To monitor the performance of the planning and implementation process.

### 3. Chairperson of the Umzimkhulu IDP Representative Forum:

- ✓ The Mayor of Umzimkhulu Municipality or a nominated member of the Umzimkhulu Executive Committee.

### 4. Secretariat to the Umzimkhulu IDP Representative Forum:

- ✓ Deputy Manager: Strategic Planning, Housing & IDP.

### 5. Composition of the Umzimkhulu IDP Representative Forum:

The Umzimkhulu IDP Representative Forum is the structure which institutionalizes and guarantees representative participation in the IDP process. The selection of members of the IDP Representative Forum needs to be based on criteria which ensure geographical and social interest representation.

- ✓ Members of the Umzimkhulu Executive Committee.
- ✓ All Umzimkhulu Councilors, particularly ensuring portfolio committee representation and input.
- ✓ Mayor, Deputy Mayor and relevant portfolio committee Councilors from Umzimkhulu Municipality.

- ✓ Local level Amakhosi and/or their representatives.
- ✓ Municipal Manager; IDP Manager and relevant officials from Umzimkhulu municipality.
- ✓ Representatives from the National and Provincial Government Departments
- ✓ Parastatals; Utilities and Service Providers.
- ✓ Representatives from the organized formal and informal Business Sector.
- ✓ Representatives from organized labour.
- ✓ Representatives from other stakeholders.
- ✓ Representatives from other stakeholder groupings (in response to the public advertisement).

## 6. Code of conduct:

### Quorum:

For a meeting to proceed, at least 50% plus one member needs to be present. If a meeting is postponed, due to a lack of quorum, a special meeting will be called. In the case where a quorum could not be reached at the special meeting, the meeting will continue regardless.

### Meetings:

Meetings should take place on a quarterly basis to discuss issues relevant to the composition of the IDP, to provide input into the process and the referencing of project progress at key milestones.

### Absent members:

Where representatives of an organisation have not attended two meetings, the organisation will be notified in writing. The organization has the right to replace the representative as member of the Umzimkhulu Representative Forum.

### Voting:

Each organization has the right to vote

### Number of Representatives per organisation

Each organization may nominate two members to serve on the Representative Forum.