

2021/22 IDP REVIEW, BUDGET AND PMS FRAMEWORK PLAN

31 AUGUST 2020

1.	INTRODUCTION	5
2.	FRAMEWORK PLAN	5
3.	KEY MATTERS OF THE IDP ALIGNMENT	6
4.	DM / LM CONSULTATION AND PROCEDURES	8
5.	LOCAL MUNICIPALITIES – IDP STEERING COMMITTEE AND REPRESENTATIVE FORUM MEETINGS	13
6.	ALIGNMENT MECHANISMS	16

Acronyms and Abbreviations

AG	Auditor General
DAEA	Department of Agriculture and Environmental Affairs
EDTEA	Department of Economic Development, Tourism and Environmental Affairs
DRDLR	Department of Rural Development and Land Reform
COGTA	Department of Co-operative Governance and Traditional Affairs
DCOGTA	National Department of Co-operative Governance and Traditional Affairs
DM	District Municipality
LM	Local Municipality
DWS	Department of Water and Sanitation
EIA	Environmental Impact Assessment
EMF	Environmental Management Framework

EMP	Environmental Management Plan
EPWP	Expanded Public Works Programme
FBS	Free Basic Services
HH	Households
IDP	Integrated Development Plan
IGR	Inter Governmental Relations
ISRDP	Integrated Sustainable Rural Development Programme
IWMP	Integrated Waste Management Plan
LED	Local Economic Development
NDP	National Development Plan
PGDS	Provincial Growth and Development Strategy
PGDP	Provincial Growth and Development Plan
DGDP	District Growth and Development Plan

PMS	Performance Management System
SDBIP	Service Delivery and Budget Implementation Plan
SDF	Spatial Development Framework
SEA	Strategic Environmental Assessment
STATSSA	Statistics South Africa

1. INTRODUCTION

Integrated Development Planning is a **process** through which municipalities prepare a strategic development plan, for a five year period. The Integrated Development Plan (IDP) is a **product** of the integrated development planning process. The IDP is a principal strategic planning instrument which guides and informs all planning, budgeting, management and decision-making in a municipality. In terms of Section 28 of the Municipal Systems Act (No 32 of 2000), municipalities are required to prepare a process that will guide the planning, drafting, adoption and review of the Integrated Development Planning.

All municipalities have to undertake an integrated development planning process to produce integrated development plans (IDPs) as required in terms of the Section 32 of the Municipal Systems Act (No 32 of 2000). The IDP is a legislative requirement and it has a legal status, and it supercedes all other plans that guide development at local government level.

The 2021/22 IDP Review will serve as a fifth cycle of the review process of the 2017/22 IDP as required in terms of Section 34 of the Municipal Systems Act (No 32 of 2000).

2. FRAMEWORK PLAN

The District Municipalities are required to prepare and adopt Framework Plans which indicate how the District and Local Municipalities will align their IDP's. The Framework Plan provides the linkage and binding relationship to be established between the district and local municipalities in the region and in doing so, proper consultation, coordination and alignment of the review process of the district municipality and various local municipalities can be maintained.

The function of the Framework Plan also serves to ensure that the process of district and local IDP's are mutual linked and can inform one another. If parallel processes are supposed to be smoothly inter-linked, one has to agree on a joint schedule and some crucial joint milestones. This will be done through the Framework Plan which the district has been in charge in drafting, and it will be agreed to by local municipalities and as it will be used by all municipalities as a basis for drafting their Process Plans.

3. KEY MATTERS OF IDP ALIGNMENT

In order to ensure that the requirements of the IDP Review are met, and that proper co-ordination is regulated between and within the different spheres of government (local and provincial, vertical and horizontal), there is a need for the preparation of a process plan. The process plan serves as a good base for the municipality in addressing the following issues:

- **Comments from the MEC** for Co-operative Governance and Traditional Affairs need to be considered as part of the IDP preparation process;
- Consider new **Council priorities**;
- Since the completion of the 2020/21 IDP, **new information** has emerged and **priorities** have changed;
- Ensuring alignment with the newly introduced **One plan One Budget** initiative for faster and coordinated service delivery.
- The municipality is currently preparing various **Sector plans**. As such, the impact that these sector plans will have on the district as a whole need to be taken into account when undertaking the IDP Review;
- Implementation and alignment to the **New policies**;
- Ensuring the **involvement** of Councillors and their Constituent Communities;
- Ensuring **alignment** with the Local Municipalities and Sector Departments particularly with regards to programmes, projects and sector plans;
- **Interaction** with funding and implementing agents;

- Appropriate **mechanisms, processes and procedures** of consultation and participation for local communities, sector departments, stakeholders and also feedback mechanism to ensure responsiveness to communities; and
- Addressing and alignment of issues for Operation Sukuma Sakhe / Back to Basics campaign which serves to reach out to more poverty - stricken communities, with the intention of making maximum impact on those communities in the shortest possible way, and also to ensure that communities including the private and the public sector join forces to fight against poverty.

4. DM / LM CONSULTATION AND PROCEDURES

NO	ACTIVITIES	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
1.	Mayor begins planning for the next three - year budget in accordance with the co-ordination role of the budget process	CFO	01 July 2020
2.	Finalize Performance agreements and plans for Section 54 and 56 Managers and Work Plans for Middle Managers for 2020/21, and subsequently submitted to COGTA	Manager: IDP/PMS	31 July 2020
3.	Submission of the Draft 2021/22 IDP Review, Budget and PMS Process and Framework Plan to the COGTA for assessment purposes	Manager: IDP/PMS	31 July 2020
4.	Co-ordination of the dates for the 2021/22 Process and Framework Plan with the IDP Managers of the family of municipalities, for alignment purposes.	Manager: IDP/PMS	15 August 2020
5.	MEC Panel Assessment	COGTA	July/August 2020
6.	Mayor tables in Council for adoption of the Final 2020/21 IDP Review, Budget and PMS Process and Framework Plan and subsequently submitted to COGTA, PT and NT for consideration.	CFO / Manager: IDP/PMS	30 August 2020
7.	Assist the Mayor in the preparation of time schedule for the Budget and related policies	CFO	September 2020
	1 st Planning and Development forum – to Discuss Framework and Process Plans of Family	Manager IDP/PMS	September 2020
8.	IDP Indaba	Manager: IDP/PMS	18 September 2020
9.	Advertisement of the 2021/22 IDP Review, Budget and PMS Process and Framework Plan	Manager: IDP/PMS	15 September 2020
10.	IDP Alignment Session	Manager: IDP/PMS	06 November 2020

NO	ACTIVITIES	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
11.	1 st Quarterly performance assessment of Section 54 and 56 Managers as required by Section 28(1) of the 2006 Performance Regulations	Manager: IDP/PMS	01 October 2020
12.	Initial Review of the National policies and Budget plans	CFO / Acting MM	October 2020
13.	UDM 1 st IDP_LED Technical Committee (IDP Representative Forum) – inter-sphere alignment session (integration / alignment of issues and also key municipal priorities which require funding for 2020/21 fy - IDP Alignment Session	Manager: IDP/PMS and LED Manager	10 November 2020
14.	2 nd Planning and Development forum - discussion of the MEC Comments Action Plan and IDP Review Situational Analysis	Manager: IDP/PMS	10 November 2020
15.	Municipal departments to prepare the Draft 2021/22 staff structure and staff budget (salaries) and departmental budgets	Heads of Departments	November 2020
16.	Review budget related policies and determine guidelines for 2021/22 Budget	CFO / MM / Council	November 2020
17.	IDP Best Practise	Manager: IDP/PMS	20 November 2020
18.	Submission of the 2020/21 Mid – Year Budget and Performance Assessment Report to the Internal Audit Unit and subsequently submitted to the Audit Committee	CFO / MM	11 January 2021
19.	Tabling of the 2020/21 Mid – year Budget and Performance Assessment Report to Council for adoption, and its submission to COGTA, PT and NT	CFO / MM / Council	25 January 2021
20.	Tabling of the 2019/20 Annual Report to Council	MM / Council	25 January 2021
21.	2 nd Quarterly performance assessment of Section 54 and 56 Managers as required by Section 28(1) of the 2006 Performance Regulations and Work Plans of Middle Managers	Manager: IDP/PMS	14 January 2021

NO	ACTIVITIES	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
22.	Strategic Planning Session – to serve as a framework for the 2021/22 IDP Review and Budget	Management and Council	February 2021
23.	Provincial IDP Stakeholders Meeting – IDP Assessment Criteria	Manager: IDP/PMS	05 February 2021
24.	3 rd Planning and Development Forum – Alignment of programmes and Projects, Presentation on the progress of the 2020/21 IDP Review and Budget (Alignment & integration of project lists, sector plans, finalizing implementation programmes)	Manager: IDP/PMS	February 2021
25.	Council to approve the 2020/21 Adjustment Budget	MM / Council	28 February 2021
26.	Consolidation of the Draft 2021/22 Budget <ul style="list-style-type: none"> Review of the provincial and national allocations for the incorporation into the Draft 2021/22 Budget; and Alignment of the Draft 2021/22 Budget to the IDP Review 	CFO	31 March 2021
27.	Special Manco Meeting, for each department to present and motivate the 2021/22 staff structure, operating and capital budget	HODs / MM / ExCo	March 2021
28.	UDM 2 nd IDP_LED Technical Committee Meeting (IDP Representative Forum) presentation of the Draft IDP for comments and also to obtain feedback on key municipal projects submitted to Sector Departments and Private Sector.	Manager: IDP/PMS and LED Manager	March 2021
29.	Submission of the Draft 2021/22 IDP Review, Budget and Budget related policies, and SDF to ExCo, to recommend to Council the approval thereof	MM / ExCo	31 March 2021
30.	Council to approve the Draft 2021/22 IDP Review, Budget and Budget related policies,	MM / Council	31 March 2021

NO	ACTIVITIES	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
	and SDF and their submission to COGTA, PT and NT for assessment purposes.		
31.	Council to adopt the 2019/20 Oversight Report and Annual Report and its submission to COGTA, PT, NT and Provincial Legislature	MM / Council	31 March 2021
32.	Mid – Year Budget and Performance Assessment Visits	CFO / PT	March 2021
33.	Advertisement of the Draft 2021/22 IDP Review, Budget and SDF for a period of 21 days as required by the Municipal Systems Act, for public comments and inputs	Manager: IDP/PMS / CFO	April 2021
34.	Convening of Decentralised IDP Assessment Forums	Manager: IDP/PMS / COGTA	April 2021
35.	Public Consultation Meetings on the Draft 2021/22 IDP Review, Budget and related policies, and SDF in terms of the Municipal Systems Act, (No 32 of 2000) and the Municipal Finance Management Act, (No 56 of 2003) in all four Local Municipalities.	Manager: IDP/PMS / Acting CFO	April/May 2021
36.	IDP /SDF/ DGDP Assessment Feedback Session	Manager: IDP/PMS	22 April 2021
37.	Third Quarterly performance assessment of Section 54 and 56 as required by Section 28(1) of the 2006 Performance Regulations	Manager: IDP/PMS	May 2021
38.	4 th Planning and Development forum - to finalize and align the programmes and projects, and key strategic issues, IDP and Budget	Manager: IDP/PMS	May 2021
39.	Budget and Benchmark Assessment	CFO / PT	May 2021
40.	Adoption of the 2021/22 IDP Review, Budget and related policies, and SDF by Council	Council	May/June 2021
41.	Submission of the Final 2021/22 IDP Review, Budget and Budget related policies, and SDF to COGTA, PT and NT within 10 days after adoption.	CFO / Manager: IDP/PMS	30 June 2021

NO	ACTIVITIES	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
42.	Commence with the implementation of the 2021/22 IDP Review, Budget and SDF, and monitor performance through PMS	CFO / Manager: IDP/PMS	01 July 2021

5. LOCAL MUNICIPALITIES – IDP STEERING COMMITTEE MEETINGS AND REPRESENTATIVE FORUMS

Herewith below are the IDP Steering Committee and IDP Representative Forum meeting dates for the local municipalities:

Msinga Local Municipality

ACTIONS	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
1 st IDP Steering Committee Meeting	Manager: IDP/PMS	17 November 2020
2 nd IDP Steering Committee Meeting	Manager: IDP/PMS	26 January 2021
3 rd IDP Steering Committee Meeting	Manager: IDP/PMS	16 March 2021
4 th IDP Steering Committee Meeting	Manager: IDP/PMS	18 May 2021
1 st IDP Representative Forum Meeting	Manager: IDP/PMS	15 February 2021
2 nd IDP Representative Forum Meeting	Manager: IDP/PMS	20 April 2021

Umvoti Local Municipality

ACTIONS	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
1 st IDP Steering Committee Meeting	Manager: IDP/PMS	November 2020
2 nd IDP Steering Committee Meeting	Manager: IDP/PMS	March 2021
3 rd IDP Steering Committee Meeting	Manager: IDP/PMS	May 2021

1 st IDP Representative Forum Meeting	Manager: IDP/PMS	November 2020
2 nd IDP Representative Forum Meeting	Manager: IDP/PMS	March 2021

Endumeni Local Municipality

ACTIONS	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
1 st IDP Steering Committee Meeting	IDP Manager	22 September 2020
2 nd IDP Steering Committee Meeting	IDP Manager	4 December 2020
3 rd IDP Steering Committee Meeting	IDP Manager	19 March 2021
4 th IDP Steering Committee Meeting	IDP Manager	21 May 2021
1 st IDP Representative Forum Meeting	IDP Manager	29 September 2021
2 nd IDP Representative Forum Meeting	IDP Manager	11 December 2021
3 rd IDP Representative Forum Meeting	IDP Manager	26 March 2021
4 th IDP Representative Forum Meeting	IDP Manager	28 May 2021

Nquthu Local Municipality

ACTIONS	RESPONSIBLE PERSON / STRUCTURE	TARGET DATE
1 st IDP Steering Committee Meeting	Manager: IDP/PMS	5 September 2020
2 nd IDP Steering Committee Meeting	Manager: IDP/PMS	30 November 2020
3 rd IDP Steering Committee Meeting	Manager: IDP/PMS	10 February 2021

4 th IDP Steering Committee Meeting	Manager: IDP/PMS	13 March 2021
5 th IDP Steering Committee Meeting	Manager: IDP/PMS	15 May 2021
1 st IDP Representative Forum Meeting	Manager: IDP/PMS	30 September 2020
2 nd IDP Representative Forum Meeting	Manager: IDP/PMS	10 April 2021
3 rd IDP Representative Forum Meeting	Manager: IDP/PMS	15 April 2021

6. ALIGNMENT MECHANISMS

6.1 Horizontal Alignment

Alignment of the Umzinyathi IDP with the local municipalities is imperative to ensure that there is a sharing of information – particularly with regards to strategies, objectives, programmes and projects, and it will be undertaken through the Planning and Development Forum which convenes on Quarterly basis. The meetings of the Planning and Development Forum will assist the district family to monitor the alignment and integration of issues constantly.

6.2 Vertical Alignment

Alignment with Sector Departments and Service Providers will also take place as it is essential in order for the district family of the municipalities to have consistence planning and also priorities can be indicated in their project prioritization. This will be undertaken through various meetings or one-on-one basis.

The district will convene two IDP_LED Technical Committee Meetings (IDP Representative Forum), the first session will be in November 2020 to discuss integration issues and also to present to Sector Departments the key municipal priorities which require funding for implementation in 2021/22 financial year, and the second session will be in March 2021, to obtain feedback from Sector Departments and also for integration.

6.3 Cross Boarder Alignment

Cross border alignment meetings, Umzinyathi District Municipality will also be arranging meetings with cross border district municipalities to align and integrate issues of functional areas on the IDP, Spatial Development Framework and Disaster Management. It will also assist the municipalities to align development issues in an efficient, effective and sustainable manner especially where there are shared and interdependent functional areas across the district.

The municipality also has in place other intergovernmental forums to enhance the preparation of the IDP and its implementation. These forums include amongst others but not limited to the District Co-ordinating Forum, Municipal Managers Forum, Planning and Development Forum, Infrastructure Forum, Communicators Forum, Disaster Advisory Forum etc.

6.4 Alignment During COVID 19

During the Pandemic the District Municipality as well as its Local Municipality will be interacting virtually for alignment purposes. All other stakeholders are encouraged to also adopt the methods for communicating with the family.