

**2019/20 IDP REVIEW, BUDGET AND PMS PROCESS PLAN**

**31 JULY 2018**

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## Acronyms and Abbreviations

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

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

<b>PMS</b>	Performance Management System
<b>SDBIP</b>	Service Delivery and Budget Implementation Plan
<b>SDF</b>	Spatial Development Framework
<b>SEA</b>	Strategic Environmental Assessment
<b>STATSSA</b>	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 2019/20 IDP Review will serve as a second 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).

The IDP also provides specific benefits for different target groups, namely:

Stakeholder	Benefits
Municipality	<p>Enables the municipality to:</p> <ul style="list-style-type: none"> <li>Obtain access to development resources and outside investment;</li> <li>Provide clear and accountable leadership and development direction;</li> <li>Develop a co-operative relationship with its stakeholders and communities;</li> <li>Monitor the performance of the municipality</li> </ul>

<b>Councillors</b>	Provides Councillors with a mechanism of communicating with their constituencies;
	Enables Councillors to represent their constituencies effectively by making informed decisions; and
	Enables Councillors to measure their own performance
<b>Municipal Officials</b>	Provides officials with a mechanism to communicate with the Councillors;
	Enables the officials to contribute to the municipality's vision; and
	Enables officials to be part of the decision-making process
<b>Communities and other stakeholders</b>	Gives them an opportunity to inform council what their development needs are;
	Gives them an opportunity to determine the municipality's development direction;
	Provides a mechanism through which to communicate with their Councillors and the governing body; and
	Provides a mechanism through which they can measure the performance of the councillors and the municipality as a whole.
<b>National and Provincial Sector Departments</b>	A significant amount of financial resources for the implementation of projects lie with sector departments. The availability of the IDP provides guidance to the departments as to where their services are required and hence where to allocate their resources.
<b>Private Sector</b>	The IDP serves as a guide to the private sector in making decisions with regard to areas and sectors to invest in.

In the absence of an IDP, a municipality would act in an ad hoc, uninformed and uncoordinated manner which would lead to duplication and wastage of limited resources. Furthermore, the lack of a municipal tool to guide development would result in other spheres of government imposing their developmental programmes, which might not be a priority for the municipality.

## 1.1 PROCESS PLAN

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The Process Plan sets out the approach and the activities to be undertaken in reviewing the IDP, and to ensure the buy-in from all key stakeholders. The Process Plan forms an important part of the IDP process as elaborated in terms of Section 28 of the Municipal Systems Act (No 32 of 2000) which is as follows:

- a) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process setting out in writing to guide the planning, drafting, adoption and review of its integrated development plan.
- b) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- c) A municipality must give notice to the local community of particulars of the process it intends to follow.

A municipal council—

- (a) must review its integrated development plan—
  - (i) annually in accordance with an assessment of its performance measurements in terms of section 4 (i); and
  - (ii) to the extent that changing circumstances so demand; and
- (b) may amend its integrated development plan in accordance with a prescribed process.

## 1.2 KEY ELEMENTS OF THE PROCESS PLAN

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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 2017/22 IDP, **new information** has emerged and **priorities** have changed;
- 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.



## 2. ORGANISATIONAL / INSTITUTIONAL ARRANGEMENTS

In order to ensure ownership of the process, the municipality will make use of existing institutions as much as possible. i.e. Joint Project Steering Committee (IDP Alignment Committee), the IDP Manager, Municipal Manager, IDP\_LED Technical Committee (IDP Representative Forum) etc. The roles and responsibilities of participants are clearly defined as follows:

ENTITY	RESPONSIBILITY
<b>Municipal Council</b>	<p>As the ultimate political decision-making body of the municipality, the Municipal Council has to:</p> <ul style="list-style-type: none"> <li>○ Consider, approve and adopt the Process Plan for IDP, Budget and PMS</li> <li>○ Consider, approve and adopt the IDP, Budget and PMS</li> </ul>
<b>Executive Committee</b>	<p>The Executive Committee:</p> <ul style="list-style-type: none"> <li>○ Delegate the overall management, co-ordination and monitoring of the process and reviewing the IDP to the Municipal Manager; and</li> <li>○ Approve nominated persons to be in charge of the different roles, activities and responsibilities of the process and preparation.</li> </ul>
<b>Joint Project Steering Committee (IDP Alignment Committee)</b>	<ul style="list-style-type: none"> <li>○ Consists of the district IDP / PMS Manager, GIS Specialist, Senior Planners, IDP / PMS Managers and Planners from the four Local Municipalities within the uMzinyathi District, key sector departments, including Department of Co-operative Governance and Traditional Affairs (DCOGTA), Department of Environmental Affairs and MISA.</li> <li>○ The alignment committee deals with the alignment, co-ordination, management of strategic issues of the IDP in terms of the planning process.</li> </ul>
<b>IDP LED Technical Committee( IDP Representative Forum)</b>	<p>Consists of the Planning and Development Forum members, IDP Steering committee members, LED Practitioners from the district and local municipalities, sector departments, business, private sector, NGO's and civil society organizations. The role of the IDP_LED Technical Committee is to:</p> <ul style="list-style-type: none"> <li>○ Streamlining planning process;</li> <li>○ Finding a common district wide development vision;</li> <li>○ Consolidation and alignment of programmes and budgets;</li> </ul>

	<ul style="list-style-type: none"> <li>o Unifying the channelling of both private and public sector investments;</li> <li>o Combating socio-economic ills in a strategic and coordinated manner; and</li> <li>o Put forward a plan of action that will enjoy political buy-in at levels</li> </ul>
<b>Municipal Manager</b>	<p>The role of the Municipal Manager being assisted by the IDP Manager is as follows:</p> <ul style="list-style-type: none"> <li>o Chairing of the IDP Steering Committee;</li> <li>o Responsible for the management and co-ordination of IDP process;</li> <li>o Respond to comments on the IDP;</li> <li>o Avails documents to inform the IDP process;</li> <li>o Promote involvement of all stakeholders;</li> <li>o Adjust the IDP according to the MEC's proposals;</li> <li>o Ensure vertical and horizontal alignment of the IDP;</li> <li>o Ensure integration and alignment of the IDP and Budget;</li> <li>o Ensure submission of the IDP to the MEC on time; and</li> <li>o Ensure effective implementation of the IDP.</li> </ul>
<b>IDP Manager</b>	<p>The role of the IDP manager is to assist the Municipal Manager in the review, co-ordination and management of the IDP process. This entails:</p> <ul style="list-style-type: none"> <li>o Being responsible for secretarial services associated with the IDP meetings;</li> <li>o Responding to comments on the Draft IDP from the public;</li> <li>o Vertical and horizontal alignment with other spheres of government to the satisfaction of the Municipal Council;</li> <li>o Ensuring proper documentation of the results of the planning process;</li> <li>o Day to day preparation and management of the IDP; and</li> <li>o Ensure that the IDP fully complies with the provisions of the Chapter 5 of the Municipal Systems Act and the IDP provincial framework.</li> </ul>
<b>MANCO(IDP Steering Committee)</b>	<p>Consists of Heads of Departments to:</p> <ul style="list-style-type: none"> <li>o Provide relevant technical, sector and financial information for priority issue analysis;</li> <li>o Contribute technical expertise in the consideration of strategies and development of projects;</li> </ul>

- Provide departmental operational and capital budgetary information; and
- Be responsible for ensuring that project proposals are integrated with cross cutting dimensions such as Gender Equity, Employment Equity, Operation Sukuma Sakhe, Back to Basics, HIV/AIDS etc.

### **3. IDP PREPARATION (IN - HOUSE)**

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The office dealing with the review, implementation and management of the IDP is falling under the Planning and Economic Development Department, and it has authority to obtain, analyse, align and integrate data from internal and external stakeholders. It must be noted that the process of reviewing the 2019/20 IDP will be undertaken internally being co-ordinated by the IDP / PMS Section in the Planning and Economic Development Department.

### **4. EXTERNAL ROLE PLAYERS**

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The IDP should guide where private and sector departments allocate their resources at local government level. At the same time, the municipality should take into consideration the sector departments' policies and programmes when reviewing the IDP. Private and sector departments have to participate in the integrated development planning process to ensure that there is alignment between its programmes and that of municipalities. The external role players will include, namely but not limited to National and Provincial Sector Departments, Private Sector, NGO's, CBO's, Community, Traditional Authorities etc.

### **5. MECHANISMS FOR PUBLIC PARTICIPATION**

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Since the IDP involves participation of a number of stakeholders, it is crucial for the municipality to adopt an appropriate approach and also put in place appropriate structures to ensure effective participation. It is in line with the

developmental mandate of the municipality to promote effective public participation by:

- creating conditions for public participation, which are in line with the provisions of Chapter 4 of the Municipal Systems Act (No 32 of 2000); and
- encouraging public participation, which should be done in particular with regard to disadvantaged or marginalised groups and gender equity in accordance with the conditions and capacities in a municipality

The municipality has a number of existing structures advocating public participation which are as follows:

The **IDP\_LED Technical Committee (IDP Representative Forum)** is a broad based meeting where all the key role players meet to discuss developmental programmes and projects of the district, and it also serves for alignment and integration of the IDP's. The representatives that attend these meetings include the IDP, LED, and Planning Personnel of the district and four local municipalities, the sector departments, the Service Providers, NGO's etc.

The **Joint Project Steering Committee** (IDP Alignment Committee) is a mechanism that is established with the purpose of addressing specific issues of interest that need to be aligned between the district and local municipalities. The Alignment Committee meetings are different from the IDP\_LED Technical Committee meetings. The intension is that the alignment meetings focus on specific challenges and opportunities that exist between the district and local municipalities.

The **Public Engagements** is a process where communities are being provided an opportunity to discuss developmental issues as required by Chapter 4, Section 16 & 17 of the Municipal Systems Act (No 32 of 2000), which stipulates

that municipalities are required to develop a culture of public participation and consult their respective communities on developmental issues.

As the communities will be adequately involved during the preparation of the IDP as per the above structures, the municipality will inform the community about public engagements through radio, newspaper adverts, place notices at public institutions and also via a word of mouth through Councillors, Ward Committees, Community Development Workers etc.

The municipality will also develop an easy to read IDP / Budget booklet which will contain a summary of both documents to distribute to the community within the district to enhance the provision of comments and inputs on the documents. The district will also place both the Draft and Final IDP on the website for public viewing.

## **6. ALIGNMENT MECHANISM**

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### **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 Joint Project Steering Committee which convenes on Quarterly basis. The meetings of the Joint Project Steering Committee 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 2018 to discuss integration issues and also to present to Sector Departments the key municipal priorities which require funding for implementation in 2019/20 financial year, and the second session will be in March 2019, to obtain feedback from Sector Departments and also for integration.

### **6.3 Cross Border 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.

## **7. PERFORMANCE MANAGEMENT SYSTEM**

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The legislative and policy framework for PMS includes the Constitution, the Municipal Systems Act (MSA), the Municipal Finance Management Act (MFMA), the 2001 and 2006 Municipal Planning and Performance Management Regulations, the White Paper on Local Government and the Batho Pele Principles.

The main regulatory mechanism for PMS is Chapter 6 of the MSA and the related Municipal Planning and Performance Management Regulations. Umzinyathi District Municipality has in place the Organizational Performance Management System as required in terms of Chapter 6 of the Municipal

System Act, 2000 (No 32 of 2000). The documents which have been developed as part of the process are as follows:

- PMS Framework;
- Organizational and Departmental Scorecards
- Section 54 and 56 Performance Agreements; and
- Individual Performance Plans.

The municipality has also finalized the 2018/19 performance agreements of Section 54 and 56 Managers; the 2018/19 performance agreements meet the requirements of the Municipal Systems Act, Municipal Finance Management Act, the 2006 Municipal Performance Regulations for Municipal Managers and Managers reporting directly to Municipal Managers, and 2014 Regulations for appointment and conditions of employment for Senior Managers.

During the 2018/19 financial year the Municipality will continue Cascading to Middle Management (below section 56) through Individual Performance Plans, which was first piloted during the 2017/18 financial year.

The performance of the Section 54 and 56 **Employees in** relation to the performance agreements and plans, and shall be reviewed as per the following quarters with the understanding that reviews in the first and third quarter may be verbal if performance is satisfactory:

<b>First quarter</b>	:	July – September 2018
<b>Second quarter</b>	:	October – December 2018
<b>Third quarter</b>	:	January – March 2019
<b>Fourth quarter</b>	:	April – June 2019

Umzinyathi District Municipality has an Audit Committee as required in terms of section 166(6)(a) of the Municipal Finance Management Act 56 of 2003, and the municipality also has its own Internal Audit unit. One of the functions

of the structures is to maintain oversight responsibilities of all financial and performance reporting.

## **8. SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN**

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The municipality has also finalised the 2018/19 Service Delivery and Budget Implementation Plan as required in terms of the Municipal Financial Management Act, which has the following key components:

- Monthly projections of revenue to be collected for each source;
- Monthly projections of expenditure (Operating and Capital) and revenue for each vote;
- Quarterly projections of service delivery targets and performance indicators for each vote;
- Ward information for expenditure and service delivery; and
- Detailed capital works plan broken down by ward over three years.

## **9. SCOPE OF WORK**

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### **Phase 1: Process Plan**

- To clearly set out the approach and activities to be undertaken in executing the project; and
- To ensure the support and buy-in of all key stakeholders.

### **Activities proposed**

- Review comments from the MEC to be attended to;
- Identify change in circumstances requiring detail analysis;
- Identify elements of the IDP process that require amendment e.g. institutional arrangements, process arrangements etc; and
- Confirm elements to be contained in the Annual Review (performance measurement criteria).

### **Phase 2: Consolidation of Data and Review**



- To collect all relevant information that will inform the assessment of the IDP and its implementation; and
- To identify the implications and impact for the IDP.
- Advertisement and appointment for the development of the Five Year Spatial Development Framework

### **Activities proposed**

- a) Consolidate information relating to the implementation of projects as set out in the IDP, including their financial status;
- b) Collect all new information available within the municipality that could inform further development;
- c) Collect information regarding the funding priorities and allocations of other spheres of government and funding agencies;
- d) Evaluate and assess this information with respect to the current IDP document;
- e) Preparation of an IDP, setting out the key elements from the above, and identifying the implications thereof. Particular focus to be on the analysis of the current implementation and management, including the identification of blockages and challenges in implementation, achievement of IDP objectives and projects financial status, identification of the strategies and objectives affected by changes in circumstances and on the identification of committed funds;
- f) One Joint Project Steering Committee (IDP Alignment Committee) meeting to discuss the information analysed, the implications for the IDP, alignment of issues with the local municipalities relating to sector plans and also to determine progress made; and
- g) IDP\_LED Technical Committee (IDP Representative Forum) meeting to discuss the information analysed, the implications for the IDP and also to align the projects and programmes.
- h) Advertisement and appointment for the development of the Five Year Spatial Development Framework

### **Phase 3: IDP Revision**

- To revise identified sections of the IDP document;
- To prepare revised priority project lists; and
- To inform the municipal budget.

### **Activities proposed**

Revision of identified sections of the IDP, particular focus to be paid to:

- a) Strategic Planning Session, to serve as a framework for the 2019/20 IDP Review;
- b) Prioritisation of projects, in the light of funding commitments of external agents and the municipal financial capacity;
- c) Integration and alignment with activities of the Local Municipalities;
- d) Integration of DGDP and IDP priorities, objectives and strategies.
- e) Informing the municipal budget preparation;
- f) Integration and alignment with the Performance Management System for the municipality;
- g) IDP\_LED Technical Committee (IDP Representative Forum) meeting to confirm the above;
- h) Two Joint Project Steering Committee (IDP Alignment Committee) to discuss issues relating to programmes and projects of the IDP, and ensure alignment;
- i) Preparation of an Implementation Strategy, including a consolidated list of development indicators, tabular compilation of output targets, list of performance indicators, implementation plan and guide for sourcing required funds;
- j) Alignment of the IDP with the Budget;
- k) Submission of the Draft Five Year Spatial Development Framework to Council for approval, and subsequently be submitted to COGTA assessment purposes, and advertisement thereof;
- l) Submission of the Draft 2019/20 IDP Review, Performance Management System and Organogram to Council for approval, and

subsequently be submitted to COGTA, PT and NT for assessment purposes, and advertisement thereof.

#### **Phase 4: Adoption**

Adoption of the Five Year Spatial Development Framework by Council; and Adoption of the 2019/20 IDP Review, Performance Management System and Organogram by Council.

#### **Activities proposed**

- a) Advertisement of the Draft 2019/20 IDP Review, Performance Management System and Organogram, for public comments for a period of 21 days;
- b) Undertaking of public engagements in all four local municipalities as required in terms of Chapter 4 of the Municipal Systems Act (No 32 of 2000); and
- c) Adoption of the Five Year Spatial Development Framework by Council
- d) Submission of the Final 2019/20 IDP Review, Performance Management System and Organogram to Council for adoption and its submission to COGTA, PT and NT for consideration, and advertisement thereof.

### **10. DEVELOPMENT OF THE FIVE YEAR SPATIAL DEVELOPMENT FRAMEWORK**

All municipalities, at both the district and the local level, are required in terms of the Municipal Systems Act (No. 32 of 2000) to prepare Integrated Development Plans (IDPs) and review them annually. Section 26 (e) of the Municipal Systems Act (No 32 of 2000) indicates that an Integrated Development Plan (IDP) must reflect "a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality".

Section 12 of the Spatial Planning and Land Use Management Act (No 16 of 2013), which stipulates that each municipality must prepare a Spatial Development Framework, and Section 20 (2) (1) stipulates that a municipal

Spatial Development Framework must be prepared as part of a municipal Integrated Development Plan.

In terms of the 2001 Performance Regulations, a Spatial Development Framework reflected in a municipality's Integrated Development Plan must:

- set out objectives that reflect the desired spatial form of the municipality;
- set out a capital investment framework for the municipality's development programs;
- contain a strategic assessment of the environmental impact of the spatial development framework;
- identify programs and projects for the development of land within the municipality;
- be aligned with the spatial development frameworks reflected in the integrated development plans of neighbouring municipalities; and
- provide a visual representation of the desired spatial form of the municipality, which representation
  - must indicate where public and private land development and infrastructure investment should take place;
  - must indicate desired or undesired utilisation of space in a particular area;
  - may delineate the urban edge;
  - must identify areas where strategic intervention is required; and
  - must indicate areas where priority spending is required.

During the 2018/19 financial year, the municipality will be developing a Five Year Spatial Development Framework which is aligned to the 2017/22 IDP. The development process of the Five Year Spatial Development Framework will be in line with the legislative provisions of Section 2 (4) of the MSA and Section 21 of SPLUMA, which covers amongst others but not limited to:

- (a) Give effect to development principles;
- (b) Spatial development plan for municipal form within next five years;

- (c) Spatial Development Vision Statement and desired growth pattern;
- (d) Significant Structuring Elements eg. Corridors, nodes, public and private investment;
- (e) Population Growth Estimates for next five years;
- (f) Housing demand for various sectors, location and densities;
- (g) Employment trends and economic activity and locations for the next five years;
- (h) Location of engineering infrastructure and services required over the next five years;
- (i) Designated areas where National and Provincial Inclusionary housing policy may be applicable;
- (j) Strategic assessment of the environmental pressures as well as environmental sensitivities and potential (eg. Agriculture);
- (k) Locality of areas where incremental upgrading approaches will be followed;
- (l) Identify areas where more detailed local plans are required and/or shortened development procedures may be applicable;
- (m) Spatial expression of sectoral integration and alignment of municipal departments;
- (n) Capital Investment Framework depicted spatially;
- (o) Purpose, Impact and Structure of Municipal Land Use Scheme; and
- (p) Implementation plan, consisting of
  - Sectoral Requirements for budgets and resources, including targets and monitoring indicators;
  - Necessary amendments to land use schemes; and
  - Institutional arrangements for implementation (including partnerships).
- (q) MEC Comments on the SDF; and
- (r) Disaster Risk Assessment depicted spatially.

## 11. PROJECTED COST BREAKDOWN FOR EACH IDP PHASE

**Budget = R 1 290 000.00 – Operational Budget**

**R 450 000.00 – DPSS Grant Funding**

**Total = R 1 740 000.00**

NO	ACTIVITIES	SUCCESS INDICATOR	COMPLETION DATE	AMOUNT
1.	<p><b><u>Phase 1: Process Plan</u></b></p> <ul style="list-style-type: none"> <li>To clearly set out the approach and activities to be undertaken in executing the project;</li> <li>To ensure the support and buy-in of all key stakeholders.</li> </ul> <p><b>Activities proposed</b></p> <ul style="list-style-type: none"> <li>Review comments from the MEC to be attended to;</li> <li>Identify change in circumstances requiring detail analysis;</li> <li>Identify elements of the IDP process that require amendment e.g. institutional arrangements, process arrangements etc;</li> </ul>	<p>Draft 2019/20 IDP Review, Budget and PMS Process Plan submitted to the Department of Co-operative Governance and Traditional Affairs, PT and NT for assessment purposes;</p> <p>Final 2019/20 IDP Review, Budget and PMS Process Plan submitted to Council for adoption, and subsequently submitted to the Department of Co-operative Governance and Traditional Affairs, PT and NT for</p>	<p>31 July 2018</p> <p>31 August 2018</p>	R 7 000.00

	<ul style="list-style-type: none"> <li>• Confirm elements to be contained in the Annual Review (performance measurement criteria);</li> <li>• Draft 2019/20 IDP Review, Budget and PMS Process Plan submitted to the Department of Co-operative Governance and Traditional Affairs, PT and NT for assessment purposes</li> <li>• Adoption of the 2019/20 IDP Review, Budget and PMS Process Plan by Council, and its submission to COGTA, PT and NT for consideration; and</li> <li>• Advertisement of the 2019/20 IDP Review, Budget and PMS Process Plan.</li> </ul>	<p>consideration;</p> <p>Advertisement of the Final 2019/20 IDP Review, Budget and PMS Process Plan.</p> <p>Development of an action plan to address the MEC comments on the 2019/20 IDP.</p>	<p>28 September 2018</p> <p>31 October 2018</p>	
<p><b>2.</b></p>	<p><b><u>Phase 2: Consolidation of Data.</u></b></p> <p>a) To collect all relevant information that will inform the assessment of the IDP and its implementation including its review; and</p> <p>b) To identify the IDP implications.</p> <p>c) Advertisement and appointment for the development of the Five Year Spatial</p>	<ul style="list-style-type: none"> <li>• Two Joint Project Steering committee (IDP Alignment Committee) meetings convened;</li> <li>• First IDP_LED Technical Committee (IDP Rep Forum) meeting convened;</li> </ul>	<p>31 December 2018</p>	<p>R 7 000.00</p>

	<p>Development Framework</p> <p><b>Activities proposed</b></p> <p>d) Consolidate information relating to the implementation of projects as set out in the IDP, including their financial status;</p> <p>e) Collect all new information available within the municipality that could inform further developments;</p> <p>f) Collect information regarding the funding priorities and allocations of other spheres of government and funding agencies;</p> <p>g) Evaluate and assess this information with respect to the current IDP document;</p> <p>h) Preparation of an IDP setting out the key elements from the above, and identifying the implications thereof. Particular focus to be on the analysis of the current implementation and management, including the identification of blockages and problems in implementation, achievement of IDP objectives and</p>	<ul style="list-style-type: none"> <li>• Draft consolidated data of the situational analysis, programmes and projects, and</li> <li>• Advertisement and appointment for the development of the Five Year Spatial Development Framework.</li> </ul>		
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	<p>project financial status, identification of the strategies and objectives affected by changes in circumstances and on the identification of committed funds;</p> <ul style="list-style-type: none"> <li>i) One Joint Project Steering committee (IDP Alignment Committee) meetings to discuss the information analysed, the implications for the IDP, alignment of issues with the local municipalities relating to sector plans and also to determine progress made;</li> <li>j) First IDP_LED Technical Committee (IDP Representative Forum) meeting to discuss the information analysed, the implications for the IDP and also to align the projects and programmes, and</li> <li>k) Advertisement and appointment for the development of the Five Year Spatial Development Framework.</li> </ul>			
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<p><b>3.</b></p>	<p><b><u>Phase 3: IDP Revision</u></b></p> <ul style="list-style-type: none"> <li>• To revise identified sections of the IDP document;</li> <li>• To prepare revised priority project lists to inform the municipal budget;</li> <li>• Alignment of 2018 DGDP and 2019/20 IDP.</li> <li>• Holding of the Strategic Planning Session, to serve as a framework for the 2019/20 IDP Review and Budget;</li> <li>• Draft Five Year Spatial Development approved by Council and submitted to COGTA for assessment purposes;</li> <li>• Draft 2019/20 IDP Review, Performance Management System and Organogram approved by Council, and submitted to the Department of Co-operative Governance and Traditional Affairs, PT and NT for assessment purposes.</li> </ul> <p><b>Activities proposed</b></p>	<ul style="list-style-type: none"> <li>• Holding of the Strategic Planning Session, to serve as a framework for the 2019/20 IDP Review and Budget;</li> <li>• Draft Five Year Spatial Development approved by Council and submitted to COGTA for assessment purposes.</li> <li>• Draft 2019/20 IDP Review, Performance Management System and Organogram approved by Council, and submitted to the Department of Co-operative Governance and Traditional Affairs, PT and NT for assessment purposes.</li> </ul>	<p>29 March 2019</p>	<p>R 826 000.00</p>
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	<p>a) Strategic Planning Session, to serve as a framework for the 2019/20 IDP Review and Budget;</p> <p>b) Revision of identified sections of the IDP; particular focus to be on:</p> <ul style="list-style-type: none"> <li>• Prioritization of projects, in the light of funding commitments of external agents and the municipal financial capacity;</li> <li>• Enhancement and alignment to the IDP Sector Plans;</li> <li>• Integration and alignment with activities of the local municipalities;</li> <li>• Integration of DGDP and IDP priorities, objectives and strategies.</li> <li>• Informing the municipal budget preparation; and</li> <li>• Integration and alignment with the Performance Management System for the municipality.</li> </ul> <p>c) IDP_LED Technical Committee (IDP</p>			
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	<p>Representative Forum) meeting to confirm the above;</p> <p>d) Two Joint Project Steering committee to discuss issues relating to programmes and projects of the IDP, and ensure alignment;</p> <p>e) Preparation of an Implementation Strategy, including a consolidated list of development indicators, tabular compilation of output targets, list of performance indicators, implementation plan and guide for sourcing required funds;</p> <p>f) Alignment of the IDP with the Budget;</p> <p>g) Draft Five Year Spatial Development approved by Council and submitted to COGTA for assessment purposes; and</p> <p>h) Submission of the Draft 2019/20 IDP Review, Performance Management System and Organogram to Council for</p>			
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	approval, and subsequently be submitted to Department of Co-operative Governance and Traditional Affairs, PT and NT for assessment purposes.			
4.	<p><b><u>Phase 4: Adoption</u></b></p> <p>Adoption of the Five Year Spatial Development by Council and submitted to COGTA for consideration.</p> <p>Adoption of the 2019/20 IDP Review, Performance Management System and Organogram by Council.</p> <p><b>Activities proposed</b></p> <p>a) Advertisement of the Draft 2019/20 IDP Review and SDF for public comments for a period of 21 days;</p> <p>b) Undertaking of Public Engagement in all four local municipalities as required in terms of Chapter 4 of the Municipal Systems Act (No</p>	<ul style="list-style-type: none"> <li>• Draft 2019/20 IDP Review and SDF advertised, as required in terms of the Municipal Systems Act (No. 32 of 2000);</li> <li>• Public Engagements held in all four local municipalities as required in terms of Chapter 4 of the Municipal Systems Act (No 32 of 2000);</li> <li>• Adoption of the Five Year Spatial Development by Council and submitted to COGTA for consideration;</li> <li>• Final 2019/20 IDP Review, Performance Management System, Organogram adopted by Council;</li> </ul>	28 June 2019	R 900 000.00

	<p>32 of 2000);</p> <p>c) One Joint Project Steering Committee (IDP alignment Committee) meeting to consider comments;</p> <p>d) To make amendments on the Draft IDP, SDF Performance Management System and Organogram in response to comments received;</p> <p>e) Adoption of the Five Year Spatial Development by Council and submitted to COGTA for consideration;</p> <p>f) Submission of the Final 2019/20 IDP Review, Performance Management System, Organogram to Council for adoption;</p> <p>g) Submission of the Final 2019/20 IDP Review, Performance Management System, Organogram to COGTA, PT and NT for consideration, and</p> <p>h) Advertisement of the Final 2019/20 IDP Review</p>	<ul style="list-style-type: none"> <li>• Final 2019/20 IDP Review, Performance Management System, Organogram submitted to COGTA, PT and NT for consideration; and</li> <li>• Advertisement of the Final 2019/20 IDP Review.</li> </ul>		
<b>TOTAL</b>				<b>R 1740 000.00</b>

