

UMfolozi Municipality

2020/21



**2020/21 IDP REVIEW &
BUDGET PROCESS PLAN**



UMFOLOZI MUNICIPALITY: IDP REVIEW PROCESS PLAN (2020/21)

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SECTION 1: INTRODUCTION

1.1 BACKGROUND

The Integrated Development Planning process is a continuous cycle of planning, implementation, formulation and review. All municipalities are expected to formulate their Integrated Development Plans (IDP) for every five years and these IDPs are then reviewed annually (financial year).

After 2016 elections the municipality engaged in a new 5 years IDP cycle. After these elections a new IDP will be developed and it will come to an end in year 2021/2022. IDP implementation programme is monitored to identify if the Organizational objectives, Key Performance Indicators and Targets are being achieved. Monitoring also involves gathering of information on changing circumstances in different situations such as:

- ❖ Baseline data and demographics;
- ❖ New policy legislation;
- ❖ Corporate development;
- ❖ Sector departments;
- ❖ New investments opportunities;
- ❖ Sector development plans;
- ❖ Changes in the existing situation due to unexpected events such as natural disasters;
- ❖ Input from stakeholder organizations and constituencies;
- ❖ Budget information in compliance with Mscoa from other spheres of government as well as municipal budget review process; and



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- ❖ More or improved in-depth information about new developments and trends.

The Municipal Systems Act requires that each municipality, before the drafting of the IDP, prepare a process plan indicating:

- ❖ Roles and Responsibilities and responsible persons
- ❖ A description of the organizational arrangements to be established including the terms of reference,
- ❖ An action programme with activities and horizontal alignment, binding legislation and planning requirements and the cost estimates for the whole review process,
- ❖ Mechanisms and procedures for public participation.

1.2 LEGISLATIVE REQUIREMENTS FOR IDP REVIEW

The preparation of an IDP Process Plan is referred to in Chapter 5, Section 28 of the Municipal Systems Act No. 32 of 2000 as follows:

- (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 and adoption and review of its integrated development plan.*
- (2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process*



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(3) A municipality must give notice to the local community of particulars of the process.

In order to ensure certain minimum quality standards of the IDP process, and a proper coordination between and within spheres of government, the preparation of the Process Plan has been regulated in the MSA. The preparation of a Process Plan, which is the IDP Review Process set in writing, requires adoption by Council. This plan must include the following:

- ❖ A programme specifying the time frames for the different planning steps;
- ❖ Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP drafting process;
- ❖ An indication of the organisational arrangements for the IDP process;
- ❖ Binding plans and planning requirements, i.e. policy and legislation; and Mechanisms and procedures for vertical and horizontal alignment.

1.3 IDP REVIEW PROCESS

When reviewing the IDP, there are key factors that need to be considered as means towards the improvement of the Integrated Development Plan.

1.3.1 Key Elements to be addressed during the IDP review Process

UMfolozi Municipality 2020/21 IDP review address amongst other issues the following.

- ❖ MEC panel comments for 2019/20 IDP



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- ❖ New council priorities;
- ❖ Outcome based approach (cabinet Lekgotla Resolutions, District Lekgotla Resolutions, OPMS, State of the Nation Address, State of the Province Address, PGDS and PDP, Outcome 9, MTAS, COP17);
- ❖ The Operation Sukuma Sakhe/War on Poverty and War Rooms effectiveness;
- ❖ UMfolozi SDF finalization in line with the Spatial Planning and Development Act; and
- ❖ Ensure that the IDP is Aligned to the SDF; key national, provincial, and district plans.

1.3.2 Municipal Standard Chart of Accounts (mSCOA) Compliance

the Minister of Finance has, in terms of section 168 of the Local Government: Municipal Finance Management Act, 2003 (Act No.56 of 2003), and acting with the concurrence of the Minister of Cooperative Governance and Traditional Affairs gazetted the Municipal Regulations on Standard Chart of Accounts (mSCOA) into effect on 22 April 2014. Municipal SCOA provides a uniform and standardized financial transaction classification framework. Essentially this means that mSCOA prescribes the method (the how) and format (the look) that municipalities and their entities should use to record and classify all expenditure (capital and operating), revenue, assets and liabilities, policy outcomes and legislative reporting. This is done at transactional level and ensures that a municipality and its entities have minimum business processes in place. This will result in an improved understanding of the role of local government in the broader national policy framework and linkage to other government functions.

The Regulations apply to all municipalities and municipal entities and indicate its applicability and relevance to each specific municipal environment while accommodating organizational uniqueness and structural differences. The Regulation



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provides for a three-year preparation and readiness window for the whole local government sphere to be compliant with all of the mSCOA segments.

1.3.3 MSCOA TERMS OF REFERENCE

The mSCOA Steering Committee of the municipality should be multi-disciplinary and include members of top management, including the following functions and skills:

- Finance and Budgeting
- Management
- Risk management;
- Engineering; Technical and Planning
- Information technology
- Human resources.
- Community
- Local Economic Development

Representatives, at the appropriate senior level, of all departments should also be represented on the Steering Committee, which should be chaired by the Municipal Manager or a Project Sponsor, duly assigned the role in writing. Committee members should be assigned in writing to the Steering Committee and their performance agreements amended to accommodate these responsibilities.

SECTION 2: INSTITUTIONAL ARRANGEMENTS

This section reflects the institutional arrangements of uMfolozi Local Municipality in relation with the Integrated Development Plan deliverables.



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2.1 THE IDP MANAGER

The Functions of the IDP Manager in line with the IDP process plan implementation are presented below as follows:

- ❖ Responsible for the implementation of the IDP Process Plan;
- ❖ Responsible for the day to day management of the IDP review process and the allocation of resources, time, people, thereby ensuring that:
 - All different role-players, especially councillors and officials are involved during the implementation of the IDP process plan;
 - Allocation of the roles to the relevant municipal officials;
 - Conditions for participation are conducive;
 - The timeframes are adhered to;
 - The participatory, strategic, implementation oriented, and sector planning requirements are complied with;
 - The information is gathered, collated and evaluated and properly documented;
 - The information obtained receives attention during the IDP process; and that
 - The review process is horizontally and vertically aligned and complies with national and provincial requirements,

2.2 THE IDP/BUDGET STEERING COMMITTEE

The IDP/Budget Steering Committee must be established during the IDP process and it must continue performing its functions during the IDP review process. It is a technical working group made up of senior officials and relevant officials to support the IDP



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Manager and budget officer and ensure a smooth review process. The Mayor chairs the IDP/ Budget Steering Committee and the secretarial duties performed by the municipal officials of uMfolozi Municipality.

2.2.1 Terms of Reference for the uMfolozi IDP/Budget Steering Committee:

- ❖ To act as a secretariat for the IDP Representative Forum;
- ❖ To ensure alignment at a district and local level;
- ❖ To support the IDP Manager;
- ❖ To support and advise the IDP Representative Forum on technical issues;
- ❖ To make content recommendations;
- ❖ To prepare facilitate and document meetings;
- ❖ To commission relevant and appropriate research studies during the IDP and budget process;
- ❖ To consider and comment on the inputs the consultants, study teams, task departments and service providers; and
- ❖ Processing, summarising and documentation of project outputs,



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2.2.2 Composition of the IDP/BUDGET Steering Committee:

The IDP/Budget Steering Committee is composed of the following:

K.E Gamede	Municipal Manager (Chairperson)
S.N Mngayi	Manager: IDP/development planning (Coordinator & Secretary)
S.G Hlatshwayo	Senior Manager: Technical Services
N.Z Ndlela	Senior Manager: Corporate Services
N.N.V Nsele	Senior Manager: Community Service
K.N Mthethwa	Chief Financial Officer
T.V Xulu	Chief Operations Officer
A.S Shandu	Manager: PMS& Compliance
N Mngayi	Manager: Youth
P.P Khumalo	Manager: Communication
T.L Mfusi	Manager: Council Support
B.N Dlamini	Manager: Human Resource
N.N Nyewula	Administration Manager
B.D Mtshali	Manager: CD/DM
D.S Mthembu	Chief Traffic Officer
M.M.R Magubane	Manager: Operations & Maintenance
V.G Mdletshe	Manager: Financial Services
S.Q.V Dlamini	PMU Manager
S.S Maphanga	Manager: LED/Tourism
L.F Mhlanzi	Manager: Supply Chain Management
S.I Mthethwa	Manager: Community Services Centre

The IDP/Budget Steering Committee has no decision-making powers, but act as an advisory body to the IDP Representative Forum.



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2.3 ALLOCATION OF ROLES AND RESPONSIBILITIES

2.3.1 Role-Players

The involvement and participation of the following role-players remains crucial to the accomplishment of IDP process plan implementation:

- ❖ All municipal Councillors ;
- ❖ Municipal Manager;
- ❖ Diverse Heads of uMfolozi Municipal Departments;
- ❖ Members of the IDP/ Budget Steering Committee;
- ❖ Members of the IDP Representative Forum;
- ❖ The District IDP Steering Committee;
- ❖ Organised business structures;
- ❖ Traditional Councils;
- ❖ Sector Departments;
- ❖ Ward Committees;
- ❖ Provincial Departments;
- ❖ NGOs and CBOs;
- ❖ Local Farmers Association;
- ❖ Organised Farm-workers structures; and the
- ❖ Private sector

2.3.2 Roles and Responsibilities

(a) uMfolozi Municipal Council

UMfolozi Municipal Council is responsible for the following:

- ❖ Adoption of the IDP Process Plan
- ❖ Adoption and approval of the reviewed IDP,



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- ❖ Amendment of the IDP in accordance with the comments by sector departments and MEC,
- ❖ Approval of the various review phases,
- ❖ Adoption of the Mscoa Action Plan
- ❖ Ensuring that the IDP is linked to the PMS and Municipal Budget

(b) The Executive Committee:

The Executive Committee has the following responsibilities:

- ❖ Recommend to Council the adoption of the IDP Process Plan and reviewed IDP;
- ❖ Overall management of the IDP Review process; and
- ❖ Monitoring and evaluation of the IDP implementation process

(c) The IDP Manager:

The IDP Manager is assigned the following responsibilities:

- Management and Co-ordination of the IDP review process;
- Ensure that there's vertical and horizontal alignment;
- Ensuring all stakeholders are informed of the process and their involvement; and
- Create a conducive environment for public participation,

(d) IDP/Budget Steering Committee:

The IDP Steering Committee is assigned the following responsibilities:

- ❖ Ensuring the gathering and collating of information while the IDP implementation is proceeding;



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- ❖ Support the IDP Manager in the management and co-ordination of the IDP;
- ❖ Discussion of input and information for the IDP review;
- ❖ Ensuring the monitoring and evaluation of the gathered information; and

- ❖ Attending to MEC's comments

(e) IDP Representative Forum:

The IDP Representative Forum is assigned the following responsibilities:

- ❖ Recommend reports for approval / adoption,
- ❖ Representing interests of the constituents,
- ❖ Present a forum for communication and participation for all stakeholders,
- ❖ Monitoring the IDP review process.

(f) District (KCDM) IDP Representative Forum:

The King Cetshwayo District Municipality forms a district-wide Planning and Development Forum for the purpose of alignment with all the local municipalities within the district.

(g) Municipal Officials:

- ❖ The municipal officials are responsible for the implementation of the IDP gathering of the information on any changes in any circumstance;
- ❖ Provision of budgetary information and any information on the performance evaluation;
- ❖ Provision of technical expertise during the planning process;
- ❖ Interaction with the Ward Councillors and Ward Committees; and
- ❖ Guidance and advisory provision that is crucial during the IDP process.



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(h) Ward Committees:

The Ward Committees have a crucial role of identifying the needs and service delivery gaps in the community and report to the Ward Councillor.

(i) Sector Departments:

The Sector Departments have the following responsibilities:

- ❖ Assist in the IDP formulation and review process;
- ❖ Provide budget information and sector plans;
- ❖ Provide data and information;
- ❖ Ensure programme and project alignment between the municipality and province; and
- ❖ Ensure budgetary alignment between provincial programmes and projects and the municipality's IDP.

(j) Ward Councillors:

Ward Councillors are an important link between the municipality and the constituents. They are the first to know of any community needs or service delivery gaps. The Councillors will be responsible for forwarding this information to the municipal officials. They are also responsible for organizing community meetings and ensuring maximum participation of residents in the IDP review process.

(k) Traditional Councils:



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The Traditional Councils will work as a link between the community and Ward Councillors and matters of service delivery and needs of the people. Assist in giving information regarding to land rights and possible available areas for future development.

(I) The IDP Representative Forum:

This is the structure, which institutionalises and ensures a participatory IDP review process. It represents the interests of the constituents of the municipality in the review process. It remains the key responsibility for each member to efficiently represent his or her institution during the IDP review process

2.3.3 Terms of Reference for the IDP Representative Forum:

- ❖ To monitor performance and implementation of the IDP;
- ❖ To ensure alignment takes place at the various levels;
- ❖ To represent the interest of the constituents in the IDP process;
- ❖ To provide input on new strategies and discuss changes to circumstances;
- ❖ To provide a forum and a mechanism for discussion, debate and agreement on development planning and progress on the IDP implementation; and
- ❖ To ensure communication between all the stakeholders in the IDP process.

The IDP Representative Forum will meet according to the action programme and as when there is a need.



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SECTION 4: MECHANISMS FOR PUBLIC PARTICIPATION

4.1 CONTEXT OF PUBLIC PARTICIPATION

It appears in Chapter 4 of the Municipal Systems Act, Act 32 of 2000 that a municipality must encourage and create conditions for the local community to participate in the affairs of the municipality, including in the preparation and implementation of its Integrated Development Plan. In this context, the municipality has committed to a participatory process of IDP whereby the community will play a meaningful role.

4.2 MECHANISMS FOR PUBLIC PARTICIPATION

The following mechanisms will be used for participation:

4.2.1 Mayoral IDP Road Show

Umfolozi Municipality will use mayoral roadshows to enhance public participation

4.2.2 Ward IDP Consultative meetings

The municipality has 17 wards and will engage all 17 wards for a meaningful participation in the process.

4.2.3 Community Engagement Meetings

The municipality will timeously have community engagement meetings as a measure to maximise public participation in regard to the IDP.

4.2.4 IDP Representative Forum



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This forum is a representation of all stakeholders. Umfolozi Municipality ensures that this structure remains inclusive as much as possible. The meetings of this structure are regarded as an action programme.

4.2.5 Media

Municipal web site, brochures, Local newspapers circulating within the municipal area of jurisdiction will be used to inform on progress and issuing public notices on the

IDP and Budget processes. The local / community Radio Stations will also be utilised for publicity purposes.

4.2.6 Ward Committees and Community Development Workers

As formal structures established in terms of the Municipal Structures Act, the Ward Committees and Ward Councillors will be used as a link between the municipality and communities, to obtain information on any other information on progress on the IDP and Budget implementation.

4.2.7 Municipal Notice Boards

The municipal notice boards, library notice board and traffic station notice board will be used to inform stakeholders of crucial meetings.



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SECTION 5: MECHANISMS ON ALIGNMENT

This section indicates the key mechanisms from which the uMfolozi Municipality's IDP process plan draws its alignment.

5.1 ALIGNMENT BETWEEN NATIONAL AND LOCAL GOVERNMENT

UMfolozi Municipality will endeavour to align its IDP review process with relevant national legislations, policies, and programmes (CBPWP, NDP, ISRDP, Urban Renewal Programme, etc.) and financial plans (e.g. MTEF, MTEP)

5.2 ALIGNMENT BETWEEN PROVINCIAL AND LOCAL GOVERNMENT

Alignment between the provincial sector plans and uMfolozi municipal IDP will always remain evident. The process will be able to integrate the plans, programmes and budgets of the Provincial Sector Departments into the Municipal IDP; this includes the KZN Provincial Growth and Development Plan and Strategy (PGDP/S).

5.3 ALIGNMENT BETWEEN DISTRICT AND LOCAL MUNICIPALITY

Alignment at this level will be co-ordinated at the uMfolozi Municipality's Planners forum. The main function of the Forum is to monitor progress in the various review processes and to ensure alignment between the District Growth and Development Plan (DGDP) and uMfolozi municipal plans through which the service delivery is facilitated.



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5.4 ALIGNMENT AT LOCAL MUNICIPAL LEVEL

Performance in terms of expected roles and responsibilities will be monitored through the IDP Steering Committee meetings through which the reports on the current and future year deliverables will be presented. Alignment with other border municipalities i.e. The City of uMhlatuze and uMlalazi will be strengthened.



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SECTION 6: ACTION PROGRAMME AND TIME FRAMES

The methodology to be followed in the IDP process is as follows:

- Phase 1:** Preparing for IDP / Formulation
- Phase 2:** Gathering of the IDP Information through public participations and other relevant sources
- Phase 3:** Assessment and Evaluation of Information
- Phase 4:** Aligning IDP, Budget and PMS
- Phase 5:** Adoption of IDP

6.1 2019/20 IDP PREPARATION SUMMARY

- ❖ Preparation of Process Plan;
- ❖ Discussing the IDP Process Plan at the Steering Committee;
- ❖ Submission of Process Plan to all relevant key structures;
- ❖ Tabling of the 2020/21 IDP Process Plan to Council for adoption;
- ❖ Coordination of the IDP Public Participations as means to enhance community participation in the process;
- ❖ Tabling of the Draft 2020/21 IDP to all relevant key structures;
- ❖ Advertising of the Draft 2020/21 to the local newspapers as a Public Notice to enhance more participation;
- ❖ Compilation of the Final 2020/21 IDP;
- ❖ Tabling of the Final 2020/21 IDP to all relevant key structures;
- ❖ Public Participations on the Final 2020/21 IDP;
- ❖ Tabling the Final 2020/21 IDP to the Council; and
- ❖ Advertising the Final 2020/21 IDP as a Public Notice.



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6.2 2020/21 IDP PREPARATION TIME FRAMES (August 2019-June 2020)

PHASE 1: PREPARING FOR IDP / FORMULATION

- ❖ Preparation of the IDP Process Plan;
- ❖ Tabling of the IDP process plan to the council for adoption; and
- ❖ Draft the Public Participations Concept document

PHASE 2: GATHERING OF INFORMATION

This activity schedule is aligned to the King Cetshwayo Framework plan and IDP Management plan of the Department of CoGTA.

NO	AUDIENCE DESCRIPTION	PLANNED/ PROPOSED DRAFT IDP PUBLIC CONSULTATION	VENUE
1	IDP Representative Forum	27 August 2019	Municipal Council Chambers
2	Ward Committees IDP Consultation	24 October 2019	Municipal Council Chambers
3	IDP Representative Forum	24 October 2019	Municipal Council Chambers
4	IDP Managers & Planners Forum (KCDM)	06 September 2019	To be Confirmed
5	IDP Consultations (KCDM)	September 2019	To be Confirmed
6	IDP Consultations (KCDM)	09 October 2029	To be Confirmed
7	Sokhulu Tribal Authority	05 November 2019	Sokhulu Tribal Court
8	Mbuyazi Tribal Authority	07 November 2019	Mbuyazi Tribal Court
9	Somopho Tribal Authority	12 November 2019	Somopho Tribal Court
10	Mhlana Tribal Authority	13 November 2019	Mhlana Tribal Court
11	Mambuka Tribal Authority	19 November 2019	Mambuka Tribal Court
12	IDP Alignment Session (KCDM)	November 2019	To be Confirmed
13.	Community/ Public Participation (Inland)	26 November 2019	To be Confirmed
14.	Community/ Public Participation (Coastal)	29 November 2019	To be Confirmed
15.	Receive support from DCoGTA to improve IDP	November 2019-March 2020	KCDM/ DCoGTA
16.	Attend the IDP Stakeholders Meeting	February 2020	KCDM/ DCoGTA
PLANNED/ PROPOSED FINAL IDP PUBLIC CONSULTATION			
17.	IDP Managers & Planners Forum	06 March 2020	
18.	IDP Steering Committee	25 March 2020	Municipal Council Chambers
19.	IDP Representative Forum	26 March 2020	Municipal Council Chambers



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20.	Submission of the Draft Reviewed 2020/21 Reviewed IDP and WBPs to COGTA	End of March 2020	DCoGTA
21.	Budget & IDP Consultations (KCDM)	March/April 2020	To be Confirmed
22.	Ward Committees IDP Consultation	08 April 2020	To be Confirmed
23.	Community/ Public Participation (Inland)	09 April 2020	To be Confirmed
24.	Community/ Public Participation (Coastal)	18 April 2020	To be Confirmed
25.	Attend Draft IDP assessment sessions; IDP/DGDP Alignment Feedback session; and Establishment of MEC Panel	April 2020	KCDM/ DCoGTA
26.	Incorporate comments into Final IDP.	May 2020	uMfolozi LM
27.	IDP Representative Forum	24 June 2020	Municipal Council Chambers

- ❖ Collection and collation of new information on project implementation and performance targets e.g. Implementation management information about achievement or non-achievement of Objectives, KPIs and Targets and Changes in priority issues;
- ❖ Consider the new information generated from internal and external sources e.g. municipal officials, stakeholders, sector departments, service providers etc. Identify sector plans that need to be integrated in the plan;
- ❖ Presentation of the 2020/21 IDP Assessment Report from the Department of CoGTA to all relevant Structures;
- ❖ Address the MEC comments on the 2020/21 IDP;
- ❖ Identify further gaps that need to be addressed on the 2019/20 IDP; and
- ❖ Collect the information from the Steering Committee, IDP Representative Forum and Public Participation uMfolozi Planning and other relevant structures.

PHASE 3: ASSESSMENT AND EVALUATION OF INFORMATION

- ❖ Prepare a summary document that contains information in terms of its relevance;
- ❖ Prepare a report on financial changes due to budget review and MIG allocations;
- ❖ Draft proposed changes and new information sections of the IDP;
- ❖ Publicize the proposed changes within the IDP with an allowance of 21 days inspection; and



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- ❖ Submission of the 2020/21 Draft IDP to the Department of CoGTA for a pre-assessment

PHASE 4: IDP, BUDGET AND PMS ALIGNMENT

- ❖ Incorporate comments from all stakeholders;
- ❖ Incorporate completed sector plans;
- ❖ Draft the reviewed IDP document;
- ❖ Distribute IDP to Councilors and Officials for comments;
- ❖ Conduct IDP Steering Committee and IDP Representative Forum meeting;
- ❖ Submission of Draft IDP to the Province;

PHASE 5: APPROVAL OF THE FINAL IDP

- ❖ Address the Department's comments;
- ❖ Preparation of the 2019/20 final IDP documents;
- ❖ Public/ Stakeholder Consultation on the final IDP as follows:

NO	ACTION DESCRIPTION	DATE	VENUE
1	IDP/Budget Steering Committee Meeting	April 2020 (1 st Week)	Municipal Council Chambers
2	IDP Representative Forum	April 2020 (1 st Week)	Municipal Council Chambers
3	Consultations with Tribal Authorities	April 2020 (2 nd -3 rd Week)	Tribal Authorities
4.	Consultations with Municipal Structures	April 2020 (3 rd Week)	Municipal Council Chambers
5	General Community Consultation Meeting	April 2020 (4 th Week)	Coastal Wards
6	General Community Consultation Meeting	April 2020 (4 th Week)	Inland Wards

- ❖ Tabling of the final IDP to the Council Structures;
- ❖ Collection of all sector plans and other relevant supporting documents;
- ❖ Submission of the final 2019/20 IDP to the Department of CoGTA; and
- ❖ Publicize the final 2020/21 IDP



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6.3 2019/20 IDP REVIEW AND BUDGET CONSOLIDATED IMPORTANT DATES

NO	ACTION DESCRIPTION	DATE	VENUE
1	IDP Representative Forum	27 August 2019	Municipal Council Chambers
2.	Ward Committees IDP Consultation	24 October 2019	Municipal Council Chambers
3.	IDP Representative Forum	24 October 2019	Municipal Council Chambers
4.	Sokhulu Tribal Authority	05 November 2019	Sokhulu Tribal Court
5.	Mbuyazi Tribal Authority	07 November 2019	Mbuyazi Tribal Court
6.	Somopho Tribal Authority	12 November 2019	Somopho Tribal Court
8.	Mhlana Tribal Authority	13 November 2019	Mhlana Tribal Court
9.	Mambuka Tribal Authority	19 November 2019	Mambuka Tribal Court
10.	IDP Alignment Session (KCDM)	November 2019	To be Confirmed
11.	Community/ Public Participation (Inland)	28 November 2019	To be Confirmed
12.	Community/ Public Participation (Coastal)	05 December 2019	To be Confirmed
13	Budget Steering Committee (Adjustment Budget)	21 February 2020	Municipal Council Chambers
14	Budget Steering Committee (Draft Budget)	18 March 2020	Municipal Council Chambers
15.	IDP Steering Committee	25 March 2020	Municipal Council Chambers
16.	IDP Representative Forum	26 March 2020	Municipal Council Chambers
17.	Budget & IDP Consultations (KCDM)	March/April 2020	To be Confirmed
18.	Ward Committees IDP Consultation	08 April 2020	To be Confirmed
19.	Community/ Public Participation (Inland)	09 April 2020	To be Confirmed
20.	Community/ Public Participation (Coastal)	18 April 2020	To be Confirmed
21.	Budget Steering Committee (Final Budget)	15 May 2020	Municipal Council Chambers
22.	IDP Representative Forum	24 June 2020	Municipal Council Chambers



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SECTION 7: 2020/21 BUDGET PROCESS

Description	Responsibility	Quarter One		
		July 2019	August 2019	September 2019
STAGE ONE Planning and Strategizing	Mayor and Accounting Officer	<ul style="list-style-type: none"> ❖ Schedule key budget dates ❖ Establish consultation forum ❖ Commence Reviewing of policies ❖ Reviewing of delegations as per the delegation policies 	<ul style="list-style-type: none"> ❖ Commence process to review policies ❖ Table to council – Budget and IDP process plan ❖ Plan programme of internal and public meetings ❖ Advertise all Budget and IDP time schedule 	<ul style="list-style-type: none"> ❖ Implement Budget and IDP key deadlines ❖ Finalise the reviewing of budget related policies ❖ Consult on Tariffs, indigent, credit control ❖ Consider local, provincial, national issues and previous year's performance ❖ Consider current economic and demographic trends
Quarter Two				
		October 2019	November 2019	December 2019
STAGE TWO Preparation	MAYOR, AO & CFO	<ul style="list-style-type: none"> ❖ Commence Preparation of departmental revenue and expenditure projection ❖ Table draft budget policies to council for discussion 	<ul style="list-style-type: none"> ❖ Commence preparation of departmental operational plan, SDBIP's aligned to strategic priorities in IDP ❖ Commence the process of budget adjustment for 2019/20 	<ul style="list-style-type: none"> ❖ Table Draft policies to council for approval ❖ Confirm approval of Rollovers - gazetted ❖ Prepare conditional grants



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		<ul style="list-style-type: none"> ❖ National Government to provide Council with Medium Term Revenue and Expenditure Framework Plans 		implementation plans
Quarter Three				
Description	Responsibility	January 2020	February 2020	March 2020
STAGE THREE Tabling to council	Mayor, AO and CFO	<ul style="list-style-type: none"> ❖ Table Mid- Year Budget and performance report, AG Report & Annual report to council ❖ Advertise, draft annual report invite public for comments ❖ Submission of Adjusted Capital budget and Operating Budget for 2019/2020 according to activities aligned to Council's strategic objectives ❖ Submit Mid-Year Budget and Performance report to National and Provincial Treasury. 	<ul style="list-style-type: none"> ❖ Mid- Year Review and engagement with Provincial Treasury ❖ Confirm 2020/21 allocations from NT, PT & district municipality and incorporate allocation to the draft budget 2020/21 ❖ Submit Annual report to AG, PT & provincial department responsible for local government ❖ Table budget adjustment to finance portfolio ❖ Finalize the budget adjustment for 2019/20 ❖ Table Adjusted Budget 2018/19 , SDBIP and section 57 performance agreements to council for approval(Schedule B format) 	<ul style="list-style-type: none"> ❖ Submit Adjusted Budget to NT & PT ❖ Print and Distribute all budget documents and supporting documents prior to the meeting ❖ Table to the council the draft annual budget & supporting documents 2020/21 ❖ Submit tabled annual budget to NT,& PT



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Quarter Four				
Description	Responsibility	April 2020	May 2020	June 2020
STAGE FOUR Approving and Finalising	Mayor, AO and CFO	<ul style="list-style-type: none"> ❖ Advertise tabled annual budget ❖ Commence consultation process on annual budget 2020/21 ❖ Publish ward base information for ward councillors ❖ Conclude consultation process ❖ Revise annual budget after consultation, take into account third quarter report (section 52) ❖ Assessment and engagement with Provincial Treasury on Tabled Budget for 2020/21 	<ul style="list-style-type: none"> ❖ Prepare the final budget document for final approval by the council ❖ Print and distribute the ALL budget documentation including, Draft IDP, SDBIP and performance contracts prior to the meeting at which budget is to be approved ❖ Approve budget by a council resolution, including taxes, tariff, measurable performance objectives, changes in IDP and budget related policies, service delivery agreements and long-term contracts 	<ul style="list-style-type: none"> ❖ Submit approved annual budget to NT & PT ❖ Submit Municipal Banking Details to NT ❖ Advertise the final budget, SDBIP & performance agreements in the municipal website



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SECTION 8: 2020/21 IDP, PMS AND BUDGET CONSOLIDATED ACTION PLAN

1 st Quarter	IDP	OPMS	BUDGET
JULY	<ul style="list-style-type: none"> ❖ Preparation of the IDP Process Plan ❖ Submission of the IDP Process Plan for assessment by the DLGTA 	<p>Approved SDBIP Posted on website – submit to IT</p> <p>Develop Agreements and Performance Plans aligning to SDBIP. Submit to Managers and MM for review and signing</p> <p>Collect Monthly Performance reports and POE's from Departments to compile Organisational Monthly reports. Verify reported information against POE's.</p> <p>Final Performance Agreements made public – Submit to scm</p> <p>Submission of Performance Agreements to MEC (CoGTA, Treasury, AG)</p> <p>Approved SDBIP made public – submit to scm</p> <p>Performance Agreements posted on website – submit to IT</p>	<ul style="list-style-type: none"> ❖ Commence planning for next three years budget, reviews of IDP and budget policies and consultation in accordance with budget process co – ordination role, ❖ Review previous year budget evaluation checklist, council delegations and budget time schedule of key deadlines ❖ Review delegation and all budget related policies including review tariff, rates, credit control and supply chain management and cash management/investment policies ❖ Establish department budget committees to include portfolio councillors and official and delegation in accordance with delegation policy



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		<p>Consolidate Monthly Performance Reports and review information against POE'S. Submit Reporting information to IA for Review, AC for inputs and to Council for noting</p> <p>Collect information. Consolidate quarterly reports and verify information against POE's. Make use of Internal Audit quarterly reports to develop APR</p> <p>Distribution of Template to Departments for information collection. Consolidate information to develop Draft AR. Submit to IA for review & inputs. Submit to AC for inputs. Submit to Council for inputs.</p>	
<p>AUGUST</p>	<ul style="list-style-type: none"> ❖ Sitting of the IDP Steering Committee and Representative Forum meetings ❖ IDP Process Plan for 2020/21 finalized and adopted by the Council. 	<p>Collect Monthly Performance reports and POE's from Departments to compile Organisational Monthly reports. Verify reported information against POE's</p> <p>Factor inputs and submit Final APR to AG</p> <p>Factor inputs and submit Drat AR to AG</p>	<ul style="list-style-type: none"> ❖ Table in council budget and IDP time table schedule of key deadlines(include timing for development of policies and process of consultation ❖ Mayor to establish appropriate committees and consultation forums and plan programmes of internal and public meeting, to update community needs analysis and obtain feedback on past years performance



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			<ul style="list-style-type: none"> ❖ Advertise budget and IDP time schedule in terms of budget consultation policy
SEPTEMBER	<ul style="list-style-type: none"> ❖ Implementation of the IDP Process Plan ❖ IDP Representative Forum Meeting ❖ Commencement of IDP Analysis and Strategies Phase 	<p>Collect Monthly Performance reports and POE's from Departments to compile Organisational Monthly reports. Verify reported information against POE's.</p> <p>Coordinate the performance assessments. Ensure Performance Plans and Portfolio of Evidence Files are readily available</p>	<ul style="list-style-type: none"> ❖ Determination of revenue projections and draft initial allocations to powers and functions and departments Implementation budget and IDP time schedule of key deadlines

2 nd Quarter	IDP	OPMS	BUDGET
OCTOBER	<ul style="list-style-type: none"> ❖ Evaluation of changed circumstances ❖ Reviewal of the municipal objectives and strategies ❖ Reviewal/ Development of the municipal sector Plans 	<p>Collect Monthly Performance reports and POE's from Departments to compile Organisational Monthly reports. Verify reported information against POE's.</p> <p>Consolidate Monthly Performance Reports and review information against POE'S. Submit Reporting information to IA for Review, AC for inputs and to Council for noting</p>	<ul style="list-style-type: none"> ❖ Next three year budget-commence preparation of departmental operational plans and service delivery and budget implementation plan aligned to strategic priorities in IDP and inputs from other stakeholders including government and bulk service providers(NER) ❖ Conclude the first draft and policies for initial council discussion as per MFMA guide
NOVEMBER	<ul style="list-style-type: none"> ❖ Sitting of the IDP Steering Committee and Representative Forum meetings 	<p>Collect Monthly Performance reports and POE's from Departments to compile Organisational Monthly reports. Verify</p>	<ul style="list-style-type: none"> ❖ Next three year budget-commence community and stakeholders consultation process, review inputs, financial models, assess



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	❖ IDP Consultation Meetings	reported information against POE's. Coordinate the performance assessments. Ensure Performance Plans and Portfolio of Evidence Files are readily available	impacts on tariffs and charges and consider funding decisions incl. borrowing ,adjust estimates based on plans and resources as per MFMA guide
DECEMBER	❖ IDP Alignment Meeting	Inform the IDP Preparation Process of KPA, objectives and strategies Collect Monthly Performance reports and POE's from Departments to compile Organisational Monthly reports. Verify reported information against POE's.	❖ Finalize first draft of departmental operational plans and services delivery and budget implementation plan for review against strategic priorities as per MFMA guide ❖ Finalise Tariffs and other related policies applicable for 2020/21

3 rd Quarter	IDP	OPMS	BUDGET
JANUARY	❖ Attending to the MEC Comments	Factor inputs and Submit Draft Annual Report to AG Collect Monthly Performance reports and POE's from Departments to compile Organisational Monthly reports. Verify reported information against POE's. Factor inputs after AG and Table Audited Draft Annual Report to Council Consolidate Monthly Performance Reports and review information against POE'S. Submit Reporting	❖ Notes the president's state of the address for further budget priorities, finalize details operating and capital budget in the prescribed format incorporating national and provincial budget allocation, integrate and align to IDP documentation and draft service delivery and implementation plan, finalize budget polices including tariffs policy as per MFMA guide ❖ Tabling (Proposed National and Provincial allocations for



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		<p>information to IA for Review, AC for inputs and to Council for noting</p> <p>Develop Midterm by consolidating Q1 & Q2 performance information. Verify information against POE's. Submit Draft to IA for review and inputs and AC for inputs. Submit to CoGTA; AG, NT & PT</p>	<p>three years must be made available by 20 January of each year) MFMA s 36</p>
February	<p>IDP</p> <ul style="list-style-type: none"> ❖ Attending to the MEC Comments ❖ Sitting of the IDP Steering Committee and Representative Forum meetings 	<p>OPMS</p> <p>Collect Monthly Performance reports and POE's from Departments to compile Organisational Monthly reports. Verify reported information against POE's.</p> <p>Review of mid-term performance to assess performance of the Municipality for the first half of the year. Revise SDBIP based on the Mid-Term performance assessment. Submit the Draft document to IA for review and inputs; submit to AC for inputs and to Council for noting</p>	<p>BUDGET</p> <ul style="list-style-type: none"> ❖ Mid-Year Budget and Performance Report review and engagement with Provincial Treasury. ❖ Note national budget for provincial and provincial allocations to municipalities for incorporation into budget ❖ Accounting officer should table adjustment budget as per MFMA section 28
MARCH	<ul style="list-style-type: none"> ❖ IDP Alignment Meeting at KCDM ❖ Tabling of the draft IDP to the Council Structures 	<p>Collect Monthly Performance reports and POE's from Departments to compile Organisational Monthly reports. Verify reported information against POE's.</p>	<ul style="list-style-type: none"> ❖ Accounting Officer should receive the notification of any transfers that that will be made to the municipality from other municipalities in each of the next three financial year as per MFMA section 37(2)



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	<ul style="list-style-type: none"> ❖ Submission of the Draft IDP to the DCoGTA 	<p>Factor inputs and submit Final Annual Report Council for adoption</p> <p>Coordinate the Mid-Term and Annual performance assessments. Ensure Performance Plans and Portfolio of Evidence Files are readily available</p> <p>Submit the Final Revised SDBIP to Council for adoption and to Treasury, Cogta</p>	<ul style="list-style-type: none"> ❖ Table in council the draft annual budget and all supporting document as section 16(2) 17 & 87 (3) ❖ Publicize annual budget and accompanying budget documentation, invite the community to submit representation and submit to the provincial treasury, national treasury and other affected organs of state as MFMA section 22
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4 th Quarter	IDP	OPMS	BUDGET
APRIL	<ul style="list-style-type: none"> ❖ Advertisement of the draft IDP for public comment ❖ Assessment of the IDP by sector departments 	<p>Approved Revised SDBIP Posted on website – Submit to IT</p> <p>Consolidate Monthly Performance Reports and review information against POE'S. Submit Quarterly Reporting information to IA for Review, AC for inputs and to Council for noting</p> <p>Approved Revised SDBIP made public – submit to SCM</p> <p>Review of previous years PMS Framework and Policy. Amend framework and Policy for that current year</p> <p>Collect Monthly Performance reports and</p>	<ul style="list-style-type: none"> ❖ Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year ❖ Confirm provincial and national allocations ❖ Assessment and Engagement with Provincial Treasury on tabled budget for 2020/21



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		POE's from Departments to compile Organisational Monthly reports. Verify reported information against POE's
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4 th Quarter	IDP	OPMS	BUDGET
MAY	<ul style="list-style-type: none"> ❖ Consideration of the inputs following the 21 days' notice period ❖ IDP Steering Committee and Representative Forum Meetings 	<p>Factor inputs. Submit to IA for review & Inputs. Submit to AC for inputs. Factor inputs from IA & AC. Submit Draft SDBIP to the Mayor (Council for approval)</p>	<ul style="list-style-type: none"> ❖ Public hearings on the budget and Council debate Council considers views of the community and other Provincial and National organs of the state and municipalities ❖ Accounting Officer assists the Mayor in preparing the final budget documentation for consideration and approval at least 30 days before the start of the budget year taking into account consultative processes and any other new information of material nature ❖ Mayor to be provided with an opportunity to respond to submissions during consultation budget amendments for Council consideration Council to consider approval of budget and plans at least 30 days before start of budget year – MFMA s 23, 24, MSA Chapter 4 as amended ❖ Council to approve annual budget by resolution, setting taxes and tariffs, approving



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			changes to IDP and budget related policies, approving measurable performance objectives for revenue by source expenditure by vote before start of budget year – MFMA s 213, 24: MSA Chapter 4 as amended
JUNE	<ul style="list-style-type: none"> ❖ Tabling of the final IDP to the Council structures ❖ Submission of the Council adopted final IDP to the DCoGTA. ❖ Advertisement of the public notice 	<p>Factor inputs. Submit to IA for review & Inputs. Submit to AC for inputs. Factor inputs from IA & AC. Submit Draft SDBIP to the Mayor (Council for approval)</p> <p>Collect Monthly Performance reports and POE's from Departments to compile Organisational Monthly reports. Verify reported information against POE's.</p> <p>Develop Performance Plans with Directors in terms of s57 of MSA. Submit to IA for review & Inputs. Submit to AC for inputs. Factor inputs from IA & AC</p> <p>Factor inputs after Council submission. Finalise document. Submit Final SDBIP to Council</p> <p>Coordinate the performance assessments. Ensure Performance Plans</p>	<ul style="list-style-type: none"> ❖ Accounting Officer of the Municipality publishes adopted budget and Plans – MFMA s 69; MSA s57 ❖ Accounting Officer submits to the Mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57 (1) (b) of the MSA MFMA s 69; MSA s 57 ❖ The Mayor approves the SDBIP within 28 days after approval of the budget and ensures that annual performance contracts are concluded in accordance with s 57 (2) of the MSA ❖ The Mayor submits the approved SDBIP and performance agreements to Council and MEC for Local Government and makes public within 14 days after approval – MFMA s 53; MSA s 38-45, 57 (2)



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		<p>and Portfolio of Evidence Files are readily available</p> <p>Develop SOP and submit to MANCO for noting</p>	<ul style="list-style-type: none"> ❖ Council finalizes a system of delegations – MFMA s 59, 79, 82; MSA s 59-65
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