

“ The City of Heritage ”



**ULUNDI MUNICIPALITY ANNUAL IDP
REVIEW**

**2015/2016 IDP PROCESS PLAN
(FINAL)**

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1. INTRODUCTION

The Process Plan is a tool that is used to guide the IDP process and review. It is in this document that the important areas of the IDP are highlighted, co-ordination, alignment, adherence to the route followed, timeframes, milestones, sector plans, role players, their responsibilities and the end product of the process.

In terms of the Municipal Systems Act No 32 of 2000, Reg (5)28: "Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan."

The Process Plan is prepared in line with the Framework of Zululand District Municipality. The process plan is approved by Council to initiate the IDP process.

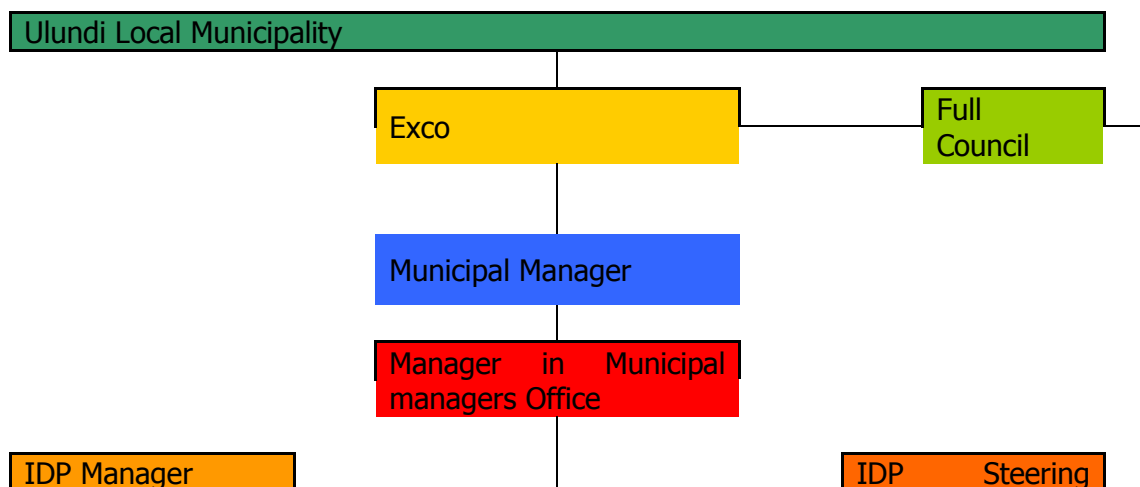
The District Framework is the tool that is mainly used to guide the alignment and co-ordination of the IDP processes and milestones between the District and the Local Municipalities so that there is a common finalization at the end of the process.

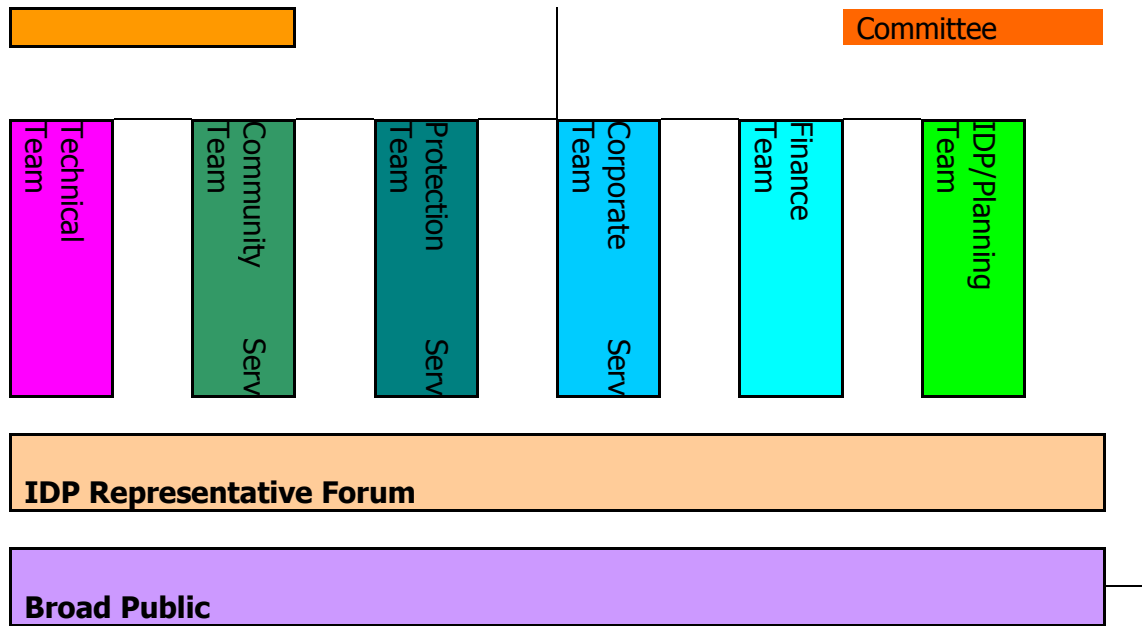
This Process Plan sets out the activities for the review of the 2015/2016 Integrated Development Plan of Ulundi Local Municipality.

2. INSTITUTIONAL ARRANGEMENTS

The high organisational structure below outlines the involvement of major role-players in this process. Roles and responsibilities of the various stakeholders will be outlined to ensure proper integration, alignment, coordination, implementation and management of the process.

2.1 ORGANISATIONAL STRUCTURE IN THE IDP PROCESS





2.2 IDP STEERING COMMITTEE

The IDP Steering Committee is primarily responsible for overall steering, alignment, coordination, integration, monitoring and evaluate the IDP Process including review. They make recommendations to EXCO.

Members of the IDP Steering Committee

The IDP Steering Committee is chaired by the Honorable Mayor Cllr. NJ Manana. Other members include Deputy Mayor, Speaker, Municipal Manager, Departmental Directors, Managers in the Office of the Mayor and Municipal Manager as well as IDP Manager.

2.3 TASK TEAM

The task team comprises of the five line function Municipal Departments responsible for its own relevant programmes and projects. The steering committee allocates duties and responsibilities according to the said task teams. The task teams formulate, review and execute programmes and projects in line with the National and Provincial Goals as well as the Municipal developmental objectives.

Each Department should formulate sector plans some of which are as follows:

2.3.1 TECHNICAL SERVICES

Sector plans

- Roads and Storm Water Master Plan
- Electrification/Energy Sector plan
- Spatial Development Framework Plan

- Land Use Management System
- GIS

Municipal Turn Around Strategy 10 points

- (1) Repairs and Maintenance Plan
- (2) Electricity
- (3) Roads and Maintenance
- (4) Comprehensive Infrastructure Plan

2.3.2 CORPORATE SERVICES

- Service Delivery-(Analysis on section 78)
- Policy implementation-On going
- Policy review/By Laws-On going
- Performance Management Review-On Going

2.3.3 COMMUNITY SERVICES

Social Development Master Plans

- Cemetery Plan
- Sports and Recreation Plan
- Waste Management Plan

2.3.4 FINANCE

- Enhancement of revenue
- Tariff Policy Review-On going
- Debt Collection Policy Review-On Going
- **Municipal Turn Around Strategy 10 Points:**
- (1) Revenue Management Services
- (2) Debtor's Management
- (3) Clean Audit
- (4) Credibility and Transparency of SCM-on going

2.3.5 PROTECTION SERVICE

- Disaster Management Plan Review
- Pound-Vehicles
- Pound-Live Stock
- Fire Response Plan
- Fire Station/Disaster Management Centre

3. ROLES AND RESPONSIBILITIES OF ROLE PLAYERS
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3.1 Internal role players

- Executive Committee and Council
- Mayor
- Municipal Manager
- Directorate
- Nominated Councilors
- Manager-Office of the Municipal Manager
- IDP Officer
- IDP Steering Committee
- IDP Planning Unit
- Task Teams

3.2 External Role Players

- Government Sector Departments
- Private Sector
- Zululand District Municipality
- Community Structures/IDP Representative Forum
- Ward Committees
- Community Development Workers
- Traditional Leaders
- Specialized Groups
- Broad Public

3.3 Table showing role players and roles:

Role Player	Roles and Responsibilities
Council	<ul style="list-style-type: none"> ❖ Manage drafting of the IDP ❖ Assign responsibilities to the Municipal Manager ❖ Adoption of IDP
Councillors	<ul style="list-style-type: none"> ❖ Linking the IDP process with their constituencies ❖ Organising the public participation ❖ Recommend IDP to council for adoption
Mayor	<ul style="list-style-type: none"> ❖ Decide on the process plan. ❖ Responsible for the overall management, coordination and monitoring of the process and drafting of the IDP Review documentation, or delegate this function.
Municipal Officials	<ul style="list-style-type: none"> ❖ Provide technical/sector expertise. ❖ Prepare selected Sector Plans. ❖ Prepare draft progress proposals.

Role Player	Roles and Responsibilities
Municipal Manager	<ul style="list-style-type: none"> ❖ Decide on planning process. ❖ Monitor process. ❖ Overall Management and co-ordination.
Management Committee	<ul style="list-style-type: none"> ❖ Information "GAP" identification. ❖ Oversee the alignment of the planning process internally with those of the local municipality areas. ❖ Co-ordinate, identify and prioritise plans. ❖ Make recommendation to the executive committee.
Planning and LED Forum	<p>Determine actions to be taken in the review process. Commission sub-committees for identified action. Provide guidance to the IDP Planning Forum.</p>

Role Player	Roles and Responsibilities
Planning Professionals	<ul style="list-style-type: none"> ❖ Methodological guidance. ❖ Facilitation of planning workshops. ❖ Support with guidance on Sector Plans (sources of funding and guidelines). ❖ Documentation.
The District Municipality	<ul style="list-style-type: none"> ❖ Coordination roles for local municipalities. ❖ Ensuring horizontal alignment of the IDP's of the municipalities in the district council area. ❖ Ensuring vertical alignment between the district and local planning. ❖ Facilitation of vertical alignment of IDP's with other spheres of government and sector departments. ❖ Provide events for joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists.
ZDM Growth and Development Forum	<ul style="list-style-type: none"> ❖ Representing stakeholder interest and contributing knowledge and ideas.
Government Departments	<ul style="list-style-type: none"> ❖ Provide data and information. ❖ Budget guidelines. ❖ Alignment of budgets with the IDP. ❖ Provide professional and technical support.
Consultants	<ul style="list-style-type: none"> ❖ Providing the required specialist services for various planning activities as and when needed.

3.4 MANAGER IN OFFICE OF THE MUNICIPAL MANAGER

He assists in the co-ordination and the overseeing of the IDP process and in liaison with senior management, councillors, officials and stakeholders in the process. He will ultimately be responsible and accountable to the Municipal Manager.

3.5 FULL FUNCTIONS OF THE IDP MANAGER

The IDP Manager is directly responsible for the management and coordination drafting of the IDP and the Review Process with specific responsibilities; namely:

- Preparation of the IDP Process/Action Plan
- Compilation of the IDP Document
- Attends to the alignment function
- Attends to the District IDP Framework Plan
- Management and coordination of the IDP Review process
- Ensuring involvement of all role players and stakeholders,
- Ensuring that the public participation process takes place effectively.
- Ensuring that the IDP Review is completed within the time frame.
- Responding to input from participants and stakeholders on the IDP.
- Amending the IDP in line with comments from MEC for DLGTA.
- Represents Ulundi municipality in the District IDP Forum
- Keep continuous communication with the Government Sector
- Continuous engages with Corporative Government and Traditional Affairs.
- Attend to all meetings locally, Provincially and Nationally.
- Effect and monitor all IDP milestones.
- Facilitates all logistics pertaining to the IDP process.

The IDP Activity Schedule is annexed.

4. MECHANISMS FOR PUBLIC PARTICIPATION

The broad public and community structures are constantly involved in the review process, either through direct participation as stakeholders, in wards or any other organized grouping, etc. within the constituted IDP Representative Forum or through public workshop sessions word of mouth, through councilors and Ward committees, through Traditional Structures, IDP and budget road shows or through written representation/comments to documents that will be availed for public inspection and comments. In addition, the local media like Ezasekhaya will inform and update the general public. Advertisements in newspapers, notices are used to communicate with the public.

The Municipal Communication Strategy is the key to public information.

4.1 WARD COMMITTEES

Ward Committees are constituted in terms of the Municipal Systems and Structures Act in order to provide a link between the constituents and the Local Municipality. There are a total of 24 functional ward structures in Ulundi Local Municipality which will be engaged for the duration of the IDP Review Process.

4.2 PORTFOLIO COMMITTEES

There are Portfolio Committees which are responsible for monitoring and recommending certain interventions to EXCO in terms of development execution. The schedule will be incorporated into the activity schedule of the IDP.

4.3 IDP ROADSHOWS

There are two sets of IDP Roadshows in the financial year which may be held as a mechanism to enable the community to participate and comment on the IDP and Budget process of the Ulundi Local Municipality.

4.4 IDP REPRESENTATIVE FORUM

The Representatives Forum database is updated for IDP review process through the standard mechanism.

The IDP Representative Forum represents the interests of the community. It will provide a vehicle for discussion and communication among all stakeholders. This forum will be intensively involved in the identification of needs, confirmation of existing, and formulation of new objectives and strategies, identification and prioritization of projects and providing valuable input in the formulation of sector plans and programmes. An activity Plan for IDP review process is attached as the Annexure.

5. Participation of Municipalities and Government Departments

In order to ensure Integrated Development Planning for the area of the District Municipality as a whole, the District Municipality has established structures for participation by municipalities in its area of jurisdiction. Government Departments are also invited to attend to ensure a holistic developmental trajectory.

Planning and Development Forum	Date
	07-Aug-14
	21-Sept-14
	25-Oct-14
	29 Nov-14
	13 Jan 15
	27 Feb 15

5.1 ZULULAND DISTRICT MUNICIPALITY PLANNING AND DEVELOPMENT FORUM

In addition to the abovementioned roles, IDP Manager will represent the Local Municipality on the ZDM Planning and Development Forum. The purpose of this body is to ensure the co-ordination and alignment of the District and Local Municipality IDPs as well as cross boarder alignment.

5.2 ZULULAND DISTRICT MUNICIPALITY GROWTH AND DEVELOPMENT FORUM

The Growth and Development Forum is the main District institutional mechanism for consultation in the IDP process.

While establishing a strategic direction, the forum prepares the foundation for continuous alignment and integration by means of a joint planning dialogue between all development stakeholders in the district. Key issues include factors inhibiting economic growth in all sectors.

Further, the forum forges a link with all IDPs by setting the theme for critical issues that will be dealt with in the Review process.

Another key objective for the forum to fulfill is to approve the final Zululand District Municipality IDP.

Composition includes:

- Executive Councils of the District and Local Municipalities
- Municipal Section 57 and 56 Managers
- Provincial and National Sector Department Managers
- Traditional Councils
- Resource Persons
- Community Representatives
- Other stakeholders as identified, and which responded to advertisements

Terms of reference for the forum are as follows:

- represent the interests of the community

- provide an organizational mechanism for discussion, negotiation, and decision-making between the stakeholders, including municipal government
- ensure communication between all stakeholder representatives
- monitor the performance of the planning and implementation process.

6. Focus Areas for review of IDP 2015/2016

Ulundi Municipality are doing their IDP in house with the assistance of a consultant. This allows more opportunity to understand issues and to direct energies and the scarce resources exactly where they are required the most. The Council priorities are in line with National, Provincial and the District development Strategies. The KwaZulu Natal Province adopts and reviews the Provincial Growth and Development Strategy continuously for the ever changing circumstances.

The standard areas for review are aligned with that of the District Framework and are as follows:

6.1 Demographics

Census 2011 data will be fully incorporated into the IDP document to justify existing and newly identified key issues.

6.2 Development Strategies

Based on the previous year's financial and non-financial performance, service delivery backlogs and identified key issues, the development strategies will be revised to talk to the current situation.

6.3

6.4 Sector Plans

The following sector plans may be scheduled for review into the IDP:

1. LED Plan
2. Spatial Development Framework
3. Land Use Management Scheme
4. Communication Plan
5. Financial Plan
6. Housing Sector Plan
7. Disaster Management Plan
8. Human Resource Plan
9. Tourism and Marketing Plan
10. Policies

Other plans as identified by the IDP Steering Committee may be reviewed as well.

6.5 Financial Plan and Budget

The Financial Plan and budget are revised annually in terms of the MFMA. A decision will be taken whether to review the following;

1. Subsistence and Traveling policy
2. Credit control policy
3. Tariff policy-Reviewed annually
4. Investment and cash management policy
5. Insurance policy
6. Supply chain management policy
7. Asset management policy
8. Risk management policy
9. IT Disaster Recovery Plan
10. Fraud Prevention Strategies

6.6 Key Performance Measures and policies

These include Key Performance Areas, Key Objectives, Objectives, Strategies, targets and Indicators. All these are reviewed annually in line with the development strategies to monitor implementation thereof.

Additional areas for review as identified in the MEC letter will also be covered.

7. ACTIVITY SCHEDULE SHOWING ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT SYSEMS

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		Budget Review Activities
			Mayor and Council	Administration - Municipality	
JULY 2014	<ul style="list-style-type: none"> • Prepare draft Framework Plan • Prepare draft Process Plan 	<ul style="list-style-type: none"> • Signing of new performance contracts for Section 57 Managers and submission to EXCO (Section 69 of the MFMA and Section 57 of the MSA). • Prepare Departmental Business Plans for the next 	<ul style="list-style-type: none"> • Mayor begins planning for next three-year budget in accordance with co-ordination of budget process • MFMA s 53 • Planning includes review of the previous years budget process and completion 	<ul style="list-style-type: none"> • MM & HOD's of municipality begin planning for next three-year budget. MFMA Budget Project Team (IDP/Budget Task Team) commences and reviews past budget/IDP process. • MFMA s 68, 77 • MM & HOD's of municipality review options and contracts for service delivery • MSA s 76-81 	<ul style="list-style-type: none"> • Approve and announce new budget schedule and set up committees and forums. • Consultation on performance and changing needs.

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration Municipality	Budget Review Activities
		financial year. <ul style="list-style-type: none"> • Previous year S57 Managers' Performance Assessments • Adoption of SDBIP 	of the Budget Evaluation Checklist <ul style="list-style-type: none"> • Formation of budget Steering Committee (Section 4, subsection 1) • Mayor establishes committees and consultation forums for the budget process 		
AUGUST 2014	<ul style="list-style-type: none"> • Commence review of Situational Analysis (i.e. backlogs) • Review national and provincial sector strategic plans 	<ul style="list-style-type: none"> • Quarterly Project Implementation Report (for last quarter of previous year) MPPR Reg. 14 • Quarterly Audit Committee meeting (for the last quarter of previous year) MFMA Sect 166 & MPPR Reg. 14(3)(a) • Special Audit Committee meeting (for evaluation of Sect 57 Managers final assessments) MPPR Reg. 14(3)(b) • Draft Annual Report 12/13 	<ul style="list-style-type: none"> • Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year. • MFMA s 21,22, 23; • MSA s 34, Ch 4 as amended 	<ul style="list-style-type: none"> • MM to give notice to the community of the process to be followed (advertise) • MSA s28(3) • Budget Task Team meeting 	<ul style="list-style-type: none"> • Consultation on performance and changing needs. • Review performance and financial position. • Review external mechanisms. • Start Planning for next three years.
SEPT 2014	<ul style="list-style-type: none"> • Confirm Development Strategies and 		<ul style="list-style-type: none"> • Council through the IDP review process 	<ul style="list-style-type: none"> • CFO, Asst. CFO Budget & Income of municipality determine revenue 	<ul style="list-style-type: none"> • Update policies, priorities and objectives. • Determine revenue projections and policies.

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration - Municipality	Budget Review Activities
	prioritise of council and determine budget parametres		determines strategic objectives for service delivery and development for next three-year budgets including review of provincial and national government sector and strategic plans <ul style="list-style-type: none"> Budget Steering Committee 	projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives <ul style="list-style-type: none"> Engages with Provincial and National sector departments on specific programmes for alignment with municipalities plans. 	
OCTOBER	<ul style="list-style-type: none"> Identify projects/project proposals Prepare Departmental Operational Plans linked to strategic priorities 	<ul style="list-style-type: none"> Auditor General audit of performance measures Appointment of Internal Auditors (MFMA Sect 55(2)) Sect 57 Managers' quarterly assessments (for first quarter) Commence with preparation of Annual Report 	<ul style="list-style-type: none"> Review of Service Delivery & Budget Implementation Plan 	<ul style="list-style-type: none"> MM does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials MFMA s 35, 36, 42; MTBPS 	<ul style="list-style-type: none"> Determine revenue projections and policies. Engagement with sector departments, share and evaluate plans, national policies, MTBPS. Draft initial allocations to functions. Obtaining MTBPS (Medium Term Budget Policy Statement) - National Treasury
NOVEMBER	<ul style="list-style-type: none"> Commence with Community and stakeholder consultation process (IDP Roadshows, ward consultations) 	<ul style="list-style-type: none"> Quarterly Project Implementation Report (for first quarter) MPPR Reg. 14 Quarterly Audit Committee meeting (for the first quarter) 		<ul style="list-style-type: none"> MM reviews and drafts initial changes to IDP MSA s 34 Auditor-General to return audit report [Due by 30 November, MFMA 126(4)] Budget section commences the process of Adjustment Budget, liaises with 	<ul style="list-style-type: none"> Draft initial changes to IDP. Consolidation of budgets and plans. Executive determines strategic choices for next three years. Submit draft operational budget computations to CFO Review past MTEF and Draft 3 year budget AG to complete audit within 3 months of receiving financial statements Review of tariff structure IDP and Budget Roadshows

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration - Municipality	Budget Review Activities
		MFMA Sect 166 & MPPR Reg. 14(3)(a)		departments.	
DECEMBER 2014	<ul style="list-style-type: none"> Finalise first draft of Departmental Operational Plans 	<ul style="list-style-type: none"> Finalise first draft of annual report (MFMA Sect 121) 	<ul style="list-style-type: none"> Council finalises tariff (rates and service charges) policies for next financial year MSA s 74, 75 BudgetSC 	<ul style="list-style-type: none"> MM & HOD's consolidate and prepare proposed budget and plans for next financial year taking into account previous years performance as per audited financial statements 	<ul style="list-style-type: none"> Review past MTEF and Draft 3 year budget Council finalises tariff (service charges) policies for next financial year
JANUARY 2015	<ul style="list-style-type: none"> MM reviews and drafts initial changes in the IDP 	<ul style="list-style-type: none"> Annual Customer Satisfaction survey (to be consolidated to annual report) MSA Sect 40 Mayor tables annual report MFMA Sect 127(2) Make public annual report and invite community inputs into report (MFMA Sect 127 & MSA Sect 21a) Sect 57 Managers' quarterly assessments (for second quarter) Approve Annual Report 	<ul style="list-style-type: none"> Review of Mid-Year Budget & Performance Assessment. MFMA 8 Section 72 	<ul style="list-style-type: none"> MM prepares Mid Year budget review and performance assessment MFMA 8 Section 72 MM reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January) MFMA s 36 Submit a report of the mid year budget and performance assessment to NT and PT. MFMA 8 Section 72(1)b 	<ul style="list-style-type: none"> Prepare detailed budgets and plans for the next three years. FSPC - Review of mid year budget and annual report. EXCO - Approval of mid year budget and annual report. Mayor to table Adjustment Budget Review of Mid-Year Budget & Performance Assessment. Mayor to table annual report to Council. Contents of report in accordance with Sect. 127 (3) MM reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. Submit a report of the mid year budget and performance assessment to NT and PT. Departmental Managers Review and Approve provisional 3 year budget
FEBRUARY	<ul style="list-style-type: none"> Finalise draft budget incorporating draft budget, WSDP, PMS and other sector plans 	<ul style="list-style-type: none"> Quarterly Project Implementation Report (for second quarter) MPPR Reg. 14 		<ul style="list-style-type: none"> MM finalises and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any 	<ul style="list-style-type: none"> Prepare detailed budgets and plans for the next three years. Executive adopts budget and plans and changes to IDP. Review Draft Budget for next financial year Consultation with local municipalities

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration - Municipality	Budget Review Activities
		<ul style="list-style-type: none"> Quarterly Audit Committee meeting (for the second quarter) MFMA Sect 166 & MPPR Reg. 14(3)(a) Submit annual report to AG, Provincial & DTLGA (MFMA Sect 127) 		<ul style="list-style-type: none"> corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report MM to notify relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year MFMA s 37(2) 	<ul style="list-style-type: none"> Mayor to table annual report to Council. Contents of report in accordance with Sect 127 (3) Gazetting of DORA allocations (Final) and incorporation within Draft Budget Draft budget for MANCO & Finance Portfolio, including draft policies, tariffs
MARCH	<ul style="list-style-type: none"> Table draft budget to Council by 28 March 	<ul style="list-style-type: none"> Council to consider and adopt an oversight report [Due by 31 March MFMA Sec 129(1)] Set performance objectives for revenue for each budget vote (MFMA Sect 17) 	<ul style="list-style-type: none"> Mayor tables municipality budget, budgets of entities, resolutions, plans, and proposed revisions to IDP at least 90 days before start of budget year MFMA s 16, 22, 23, 87; MSA s 34 	<ul style="list-style-type: none"> MM reviews any changes in prices for bulk resources as communicated by 15 March MFMA s 42 District draft IDP to Finance Portfolio, EXCO and Council 	<ul style="list-style-type: none"> Manco - final draft budget for next year MM reviews any changes in prices for bulk resources as communicated by the 15th of March Review of final draft budget / IDP to Finance Portfolio Council to adopt an oversight report containing the councils comments on the annual report Approval of final draft Budget & IDP by Council - Mayor must table annual budget 90 days before start of budget year Acc Officer to Publish draft budget for comments/invite communities for comments. Draft Tabled Budget submission to National Treasury & Provincial Gvt
APRIL	<ul style="list-style-type: none"> IDP Hearing Assessments (1-4 April) 	<ul style="list-style-type: none"> Refinement of Municipal Strategies, Objectives, KPA's, KPI's and targets and inclusion into IDP Review report. S57 Managers' Quarterly Performance Assessments 	<ul style="list-style-type: none"> Public hearings on the budget, and council debate. Council consider views of the local community, NT, PT, other provincial and national organs of state and municipalities 	<ul style="list-style-type: none"> MM publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed MFMA s 22 & 37; MSA Ch 4 as amended MM assists the Mayor in revising budget documentation in 	<ul style="list-style-type: none"> Consultation with National and Provincial Treasuries and finalise sector plans, water and sanitation, electricity, etc. Public hearings on the Budget, Council Debate on Budget and Plans. Revision of budget and IDP after input from National Treasury, Provincial, other Municipalities and public have been received.

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration - Municipality	Budget Review Activities
		<ul style="list-style-type: none"> Publicise Annual Report [Due by 7 April MFMA Sec 129(3)] Submit Annual Report to Provincial Legislature/ MEC Local Government [Due by 7 April MFMA Sec 132(2)] 	<ul style="list-style-type: none"> Mayor to be provided with an opportunity to respond to submissions during consultation and table amendments for council consideration MFMA s 23 Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc MFMA s 21 	<ul style="list-style-type: none"> accordance with consultative processes and taking into account the results from the third quarterly review of the current year 	
MAY	<ul style="list-style-type: none"> Table Final IDP to IDP Rep Forum Table Final IDP to council for adoption by 30 May 	<ul style="list-style-type: none"> Quarterly Project Implementation Report (for third quarter) MPPR Reg. 14 Quarterly Audit Committee meeting (for third quarter) MFMA Sect 166 & MPPR Reg. 14(3)(a) Annual review of organisational KPIs (MPPR Reg 11) Review annual organisational performance targets 	<ul style="list-style-type: none"> Council to consider approval of budget and plans at least 30 days before start of budget year. MFMA s 24; MSA Ch 4 as amended Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for 	<ul style="list-style-type: none"> MM assists the Mayor in preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year taking into account consultative processes and any other new information of a material nature District draft IDP to Finance Portfolio, EXCO and Council 	<ul style="list-style-type: none"> Public hearings on the Budget, Council Debate on Budget and Plans. Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP. Revised budget and IDP tabled to Financial Portfolio Final approval of Budget & IDP by Council - Council to consider approval of budget and plans (at least 30 days before start of budget year)

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration Municipality	Budget Review Activities
		(MPPR Reg 11)	revenue by source and expenditure by vote before start of budget year • MFMA s 16, 24, 26, 53		
JUNE	<ul style="list-style-type: none"> Submission to COGTA / MEC Publish adopted budget and IDP and place multi-year budget and related documents on website Notice of IDP on website to all Service Providers and LM's 	<ul style="list-style-type: none"> Community input into organisation KPIs and targets Submit Draft Performance Contracts to Mayor 	<ul style="list-style-type: none"> Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with s 57(2) of the MSA. Mayor to ensure that the annual performance agreements are linked to the measurable performance objectives approved with the budget and SDBIP. The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval. MFMA s 53; MSA s 38-45, 57(2) Council must finalise a 	<ul style="list-style-type: none"> MM 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 MM of municipality publishes adopted budget and plans and places Multi-Year Budget and budget related documents on website and submits budget/IDP to national and provincial treasury. MFMA s 75, 87 	<ul style="list-style-type: none"> Publish budget and tariffs (supplement) Finalise performance contracts and delegation. Draft SDBIP to Mayor (14 days after approval of budget) SDBIP approval by Mayor - 28 day deadline after approval of the budget

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration Municipality	Budget Review Activities
			<ul style="list-style-type: none"> system of delegations. • MFMA s 59, 79, 82; MSA s 59-65 		
JULY	<ul style="list-style-type: none"> - Municipalities submit adopted IDPs by 30 June - Draft IDP Review Process and Framework Plan for 2015/16 by 30 July. 		<ul style="list-style-type: none"> • The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval. • MFMA s 53; MSA s 38-45, 57(2) 	<ul style="list-style-type: none"> • MM makes public projections of revenue and expenses for each month of the coming year, service delivery targets for each quarter, and performance agreements, 14 days after SDBIP is approved. • MFMA s 53 	<ul style="list-style-type: none"> • Approved SDBIP and performance agreements to council, MEC for local government (publish within 14 days after approval)

8. METHODOLOGY

Taking into consideration, the MFMA timeframes of the section above, the following table is a summary of proposed timeframes for the 2015/2016 IDP Review Process.

Phase/Activity	Proposed Timeframe	Completion
Situational Analysis	Sept-Nov 2014	
Development Strategies	Oct-Jan 2014	
Projects	Nov-Jan 2015	
Integration	Jan 2014	
Draft Approval	Feb 2015	
Final Approval	May/June 2015	

The IDP Process has six main phases:

8.1 SITUATIONAL ANALYSIS

The current status of developmental needs like demography (back logs, population, unemployment, illiteracy, infrastructure etc), Community projects are dealt with in order to understand what exists and what is required in terms of the community needs.

8.2 DEVELOPMENT STRATEGIES

Once the need analysis is known, plans and strategies are developed as part of service delivery machinery. Some of the strategies are: Performance Management Systems, Sector Plans, budget, Service Delivery and Budget Implementation Plan, the IDP, etc.

8.3 PROJECTS

Once the pressing developmental needs are known and best strategies are in place, project teams undertake activities that will address the needs. The project management unit has to play a vital role on the operational Plan. Projects, human and financial resources form a Service Delivery Machine to produce the desired results.

8.4 INTEGRATION AND ALIGNMENT

During this phase, overall alignment and integration of need versus backlog and available resources will take place, together with alignment of projects to that of the Financial Plan. All the activities are informed by the IDP. All stake holders like the Representatives Forum, Sector Departments etc must be co-ordinated and always be well informed. During this stage a draft IDP is produced for verification by various stakeholders.

COGTA has established Decentralised Fora to assist municipalities in terms of IDP alignment with Government Departments. Information regarding development programmes taking place in each of the local municipalities by each sphere of government will be shared.

8.5 DRAFT IDP SUBMISSION

In terms of the COGTA IDP Management Plan the draft IDP must be submitted to the COGTA MEC by 20 March 2015.

8.6 FINAL APPROVAL

In terms of the Municipal Systems Act, the IDP must be approved by the Council by end June of the financial year. The IDP must be approved after it has been endorsed by the IDP Representatives Forum.

Activity	Date	Responsible
IDP Rep Forum	May 2015	Council
Final IDP	30 June 2014	All Municipalities

8.7 FINAL IDP

In all phases, public participation should be part and parcel. The IDP is approved both by external role players like the public, represented by the IDP representatives forum and by Internal role players like the Municipal Council.

8.8 IMPLEMENTATION

Once approved, implementation takes place in various forms. Business plans in line with the least recourses and linked to objectives and priorities in order to accurately utilize available scarce resources and attract outside funding. Here, monitoring and evaluation and performance review are carried out. Regular meetings and workshops are held with various stake holders for continuous information about progress of implementation and challenges and solutions thereof. During this phase all promises, commitments and community benefits must show fruition eg employment opportunities when projects are carried out etc should come into practice.

9. IDP BUDGET

The total budget for the IDP process is **to be determined**. The breakdown is as follows:

IDP ACTIVITY	ALOCATION
Advertisements	R 30 000
IDP Projects	R 240 000
Refreshments	R 210 000
Promotional Material	R 72 000
TOTAL	R 552 000

IDP ACTIVITY SCHEDULE

HUMAN RESOURCE	ACTIVITY	TIMEFRAME	COST ESTIMATE
IDP Steering Committee	Review of 2014/2015 Process Plan	3rd Week of August 2014	
IDP Manager	Receives District Framework and prepares the draft Process Plan and submit to Cogta for comments	End of July 2014	
IDP Steering Committee	1. Adopts the District Framework 2. Finalise the Process Plan and 3. IDP Road show dates	2nd to 3RD week of August 2014	
Exco	To adopt the District Framework and to approve the Process Plan	27 August 2014	
IDP Manager	Incorporate Cogta comments and submits the Final Process Plan to Cogta	End of August 2014	
Cogta	MEC Panel Assesses Reviewed 2014-2015 IDPs	29 August 2014	
Exco	Adoption of ZDM Framework and Ulundi Process Plans	27 August 2014	
ZDM	Planning and Development Forum	22 September 2014	
Council	Adoption of the ZDM Framework and Process Plans	25 September 2014	
Cogta	IDP Planning Indaba	25 September 2014	
ZDM	Planning and Development Forum	27 October 2014	
ZDM	Planning and Development Forum	28 November 2014	
Council	Identification, Prioritization, Linking of projects with resources, programmes and Strategies	October to December 2014	
Council	IDP Road Shows:		
	Babanango Ward 16	2/10/2014	R 10 000
	Mpungamhlophe Ward 13	7/10/2014	R 10 000
	Mhlahlane Ward 10, P13	9/10/2014	R 10 000
	Mashona/Nhlamvu. Ward 8	14/10/2014	R 10 000
	KwaPhindangene Wards 9, P11	16/10/2014	R 10 000
	KwaDuvela Hall-Barnet Ward 4	21/10/2014	R 10 000
	Emantungweni Ward 1	27/10/2014	R 10 000
	Nsabekhuluma Wards 5,6	28/10/2014	R 10 000
	Nondayane Wards 2, P4	30/10/2014	R 10 000

	Zungu Traditional Court Ward 7	4/11/2014	R 10 000
	Mlaba Traditional Court Wards 14,15	6/11/2014	R 10 000
	Ekujulukeni Creche Hall Ward 24	11/11/2014	R 10 000
	Maqhingendoda H. School Ward 21	13/11/2014	R 10 000
	Zondela Primary School-Gqikazi Ward 20	18/11/2014	R 10 000
	Mabedlane Ward 17	20/11/2014	R 10 000
	Makhosini Hall Ward 23	25/11/2014	R 10 000
	P Z Phakathi Hall Wards 11,12,18,19,22	27/11/2014	R 10 000
	Nqedamacebo Hall-Ceza Ward 4	02/12/2014	R 10 000
	Enkantolo KwaMpungose-Ward 11	03/12/2014	R 10 000
	Ulundi Creche-Ezihlabeni	09/12/2014	R 10 000
Cogta	IDP Best Practice Conference	04 December 2014	
IDP Manager	Physical Review of the IDP Document	Dec to January 2015	
ZDM	Planning and Development Forum	13 January 2015	
IDP Steering Committee	1. Verify and approve the Draft IDP 2. Set date for the IDP Reps Forum 3. Interrogate 14/15 MEC Comments	February 2015	
Cogta, Municipalities & Sector Depts	To discuss IDP submission and Assessments	9 February 2015	
Exco	Approve the 15/16 Draft IDP	25 Feb 2015	
ZDM	Planning and Development Forum	27 Feb 2015	
Council	Approve the Draft IDP	25 Feb 2015	
Cogta	IDP Assessment F/back based on F/work	3 March 2015	
ZDM	Planning and Development Forum	March 2015	
IDP Manager	Submits Draft IDP to Cogta and ZDM	20 March 2015	
Sector Reps, Municipalities	Analyse Draft IDPs based on Assessment Framework	26-29 March 2015	
Sector Reps, Municipalities	Assessment at Central Place	30 March-02 April 2015	
IDP Manager	Publicise Draft IDP for Comments	April 2015	
ZDM	Planning and Development Forum	24 April 2015	
IDP Manager	IDP Reps Forum Meeting to Verify Draft	May 2015	R 10 000
IDP Steering Committee	Approves the Final IDP	May 2015	
Exco & Council	Approves the Final IDP	24 June 2015	
IDP Manager	Submits the Final IDP to Cogta	30 June 2015	
IDP Manager	Advertises the Final IDP	By 7 July 2015	R 15 000

SCHEDULE OF COUNCIL MEETINGS FOR 2014/2015 FINANCIAL YEAR

EXCO MEETINGS		TIME	COUNCIL MEETINGS		TIME
1 ST	30/07/2014	14H00			
2 ND	27/08/2014	14H00			
3 RD	18/09/2014	14H00			
4 TH	25/09/2014	9H00	1 ST	25/09/2014	10H00
5 TH	29/10/2014	14H00			
6 TH	26/11/2014	14H00			
7 TH	10/12/2014	9H00	2 ND	10/12/2014	10H00
8 TH	28/01/2015	14H00			
9 TH	25/02/2015	14H00			
10 TH	18/03/2015	14H00			
11 TH	25/03/2015	9H00	3 RD	25/03/2015	10H00
12 TH	29/04/2015	14H00			
13 TH	27/05/2015	14H00			
14 TH	17/06/2015	14H00			
15 TH	24/06/2015	9H00	4 TH	24/06/2015	10H00

SCHEDULE OF PORTFOLIO COMMITTEE MEETINGS: 2014/2015

Protection Services Portfolio Committee	Community Services Portfolio Committee	Technical & Infrastructure Portfolio Committee	Local Economic Development & Tourism Portfolio Committee
15-07-2014	08-07-2014	10-07-2014	22-07-2014
12-08-2014	12-08-2014	07-08-2014	19-08-2014
16-09-2014	09-09-2014	04-09-2014	23-09-2014
14-10-2014	14-10-2014	02-10-2014	21-10-2014
24-11-2014	11-11-2014	06-11-2014	24-11-2014
02-12-2014	09-12-2014	04-12-2014	11-12-2014
13-01-2015	13-01-2015	08-01-2015	20-01-2015
17-02-2015	10-02-2015	05-02-2015	24-02-2015
16-03-2015	10-03-2015	05-03-2015	17-03-2015
14-04-2015	14-04-2015	02-04-2015	21-04-2015
12-05-2015	12-05-2015	07-05-2015	19-05-2015
15-06-2015	09-06-2015	04-06-2015	23-06-2015

SCHEDULE OF WARD COMMITTEE MEETINGS

JULY 2014 – JUNE 2015												
WARD NO.	JULY '14	AUG '14	SEPT '14	OCT '14	NOV '14	DEC '14	JAN '15	FEB '15	MAR'15	APRIL '15	MAY '15	JUNE '15
Ward 1	09-07-2014	11-08-2014	09-09-2014	15-10-2014	12-11-2014	07-12-2014	08-01-2015	12-02-2014	02-03-2015	08-04-2014	14-05-2015	08-06-2015
Ward 2	02-07-2014	06-08-2014	09-09-2014	01-10-2014	05-11-2014	09-12-2014						
Ward 3	08-07-2014											
Ward 4	24-07-2014	21-08-2014	18-09-2014	16-10-2014	28-11-2014	04-12-2014	21-01-2015	18-02-2015	18-03-2015	22-04-2015	20-05-2015	17-06-2015
Ward 5	30-07-2014											
Ward 6	07-07-2014	06-08-2014	10-09-2014	06-10-2014	06-11-2014	10-12-2014						
Ward 7	15-07-2014	19-08-2014	16-09-2014	21-10-2014	18-11-2014	09-11-2014	20-01-2015	10-02-2015	17-09-2015	14-04-2015	19-05-2015	10-06-2015
Ward 8	31-07-2014	28-08-2014	25-09-2014	30-10-2014	27-11-2014	10-12-2014	30-01-2015	27-02-2015	27-09-2015	24-04-2015	29-05-2015	26-06-2015
Ward 9	24-07-2014	21-08-2014	25-09-2014	23-10-2014	28-11-2014	11-12-2014						
Ward 10	15-07-2014	12-08-2014	17-09-2014	14-10-2014	11-11-2014	09-11-2014						
Ward 11	10-07-2014	07-08-2014	11-09-2014	09-10-2014	13-11-2014	11-12-2014	16-01-2015	13-02-2015	13-09-2015	17-04-2015	15-05-2015	12-06-2015
Ward 12	29-07-2014	15-08-2014	20-09-2014	28-10-2014	18-11-2014	06-12-2014						

SCHEDULE OF WARD COMMITTEE MEETINGS

cont.

WARD NO.	JULY '14	AUG '14	SEPT '14	OCT '14	NOV '14	DEC '14	JAN '15	FEB '15	MAR '15	APR '15	MAY '15	JUNE '15
Ward 13	04-07-2014	08-08-2014	12-09-2014	10-10-2014	07-11-2014	05-12-2014	10-01-2015	09-02-2015	09-03-2015	09-04-2015	07-05-2015	11-06-2015
Ward 14	22-07-2014	05-08-2014	04-09-2014	02-10-2014	05-11-2014	09-12-2014	06-01-2015	03-02-2014	10-03-2015	14-04-2015	12-05-2015	09-06-2015
Ward 15	12-07-2014	16-08-2014	13-09-2014	11-10-2014	15-11-2014	09-12-2014	10-01-2015	14-02-2014	14-03-2015	18-04-2015	16-05-2015	13-06-2015
Ward 16	26-07-2014	29-08-2014	27-09-2014	28-10-2014	28-11-2014							
Ward 17	29-07-2014	26-08-2014	25-09-2014	29-10-2014	27-11-2014	12-12-2014						
Ward 18	14-07-2014	15-08-2014	05-09-2014	03-10-2014	10-11-2014	01-12-2014	09-01-2015	06-02-2015	06-03-2015	03-04-2015	08-05-2015	05-06-2015
Ward 19												
Ward 20	17-07-2014	26-08-2014	19-09-2014	14-10-2014	21-11-2014	02-12-2014	15-01-2015	19-02-2015	19-03-2015	16-04-2014	21-05-2015	18-06-2015
Ward 21	19-07-2014	16-08-2014	20-09-2014	18-10-2014	15-11-2014	09-12-2014	11-01-2015	09-02-2015	15-03-2015	19-04-2015	17-05-2015	14-06-2015
Ward 22	05-07-2014	07-08-2014	04-09-2014	02-10-2014	05-11-2014	04-12-2014	01-01-2015	05-02-2015	05-03-2015	02-04-2015	07-05-2015	04-06-2015
Ward 23	29-07-2014	15-08-2014	01-09-2014	05-10-2014	01-11-2014	07-12-2014	14-01-2015	20-02-2015	10-03-2015	15-04-2015		22-06-2015
Ward 24	21-07-2014	05-08-2014	02-09-2014	07-10-2014	04-11-2014	02-12-2014						

NOTE

The remaining comments will be worked in the next financial year Process Plan as they are a process.