

# MANDENI LOCAL MUNICIPALITY



## INTEGRATED DEVELOPMENT PLAN/BUDGET AND PERFORMANCE MANAGEMENT SYSTEM REVIEW PROCESS PLAN **2018/2019**

**AUGUST 2017**

# CONTENTS

|  |           |
|--|-----------|
| <b>SECTION 1 : INTRODUCTION .....</b>  | <b>3</b>  |
| 1.1 The Integrated Development Planning Review Process   |           |
| 1.2 Preparing for the IDP Review / Compilation   |           |
| 1.3 Legal Context  |           |
| <b>SECTION 2 : ORGANISATIONAL ARRANGEMENTS .....</b>   | <b>4</b>  |
| 2.1 IDP MANAGER:   |           |
| ▪ Functions of the IDP Manager   |           |
| ▪ Terms of Reference of the IDP Manager  |           |
| 2.2 IDP Steering and Technical Committees  |           |
| ▪ Terms of Reference of the IDP Steering and Technical Committees  |           |
| ▪ Composition of the IDP Steering and Technical Committees   |           |
| 2.3 IDP Representative Forum   |           |
| ▪ Terms of Reference of the IDP Representative Forum   |           |
| ▪ Composition of the IDP Representative Forum:   |           |
| 2.4 ILembe District Municipality IDP Steering Committee  |           |
| ▪ Terms of Reference of the ILembe District Municipality's IDP Steering Committee                          |           |
| <b>SECTION 3 : ALLOCATION OF ROLES AND RESPONSIBILITIES .....</b>  | <b>7</b>  |
| 3.1 Role-Players in the Process  |           |
| 3.2 Roles and Responsibilities   |           |
| <b>SECTION 4 : MECHANISMS FOR PUBLIC PARTICIPATION .....</b>   | <b>10</b> |
| The Public Participation Context.  |           |
| Key Public Participation tools:  |           |
| 4.1 Newspaper Adverts and Notices  |           |
| 4.2 Municipal Website  |           |
| 4.3 Municipal Notice Boards  |           |
| 4.4 IDP Outreach Programme   |           |
| 4.5. IDP Representative Forum  |           |
| 4.6 Ward Committees and Community Development workers  |           |
| 4.7. Brochures and Flyers  |           |
| <b>SECTION 5 : ALIGNMENT OF THE IDP, BUDGET &amp; MUNICIPAL PERFORMANCE<br/>MANAGEMENT PROCESSES .....</b> | <b>12</b> |
| 5.1 IDP, Budget and PMS Linkages   |           |
| 5.2 Relative Process Flow  |           |
| 5.3  |           |
| <b>SECTION 6 : ALIGNMENT MECHANISMS .....</b>  | <b>13</b> |
| 6.1 Role-players   |           |
| ▪ Horizontal Alignment   |           |
| ▪ Vertical Alignment.  |           |

**SECTION 7 : BINDING LEGISLATION AND PLANNING REQUIREMENTS ..... 14**

7.1 Legislation

7.2 Policies

**SECTION 8 : ACTION PROGRAMME AND TIME FRAMES ..... 15**

8.1 Mandeni Local Municipality Action Plan

8.2 Cost Estimates

**LIST OF ABBREVIATIONS**

|               |  |
|---------------|--|
| <b>AG</b>     | <b>- Auditor General</b>   |
| <b>DCOGTA</b> | <b>- Department of Co-operative Governance &amp; Traditional Affairs</b> |
| <b>EXCO</b>   | <b>- Executive Committee</b>   |
| <b>GIS</b>    | <b>- Geographical Information System</b>                                 |
| <b>IDP</b>    | <b>Integrated Development Plan</b>                                       |
| <b>IRSDP</b>  | <b>- iLembe Regional Spatial Development Plan</b>                        |
| <b>KZN</b>    | <b>- KwaZulu-Natal</b>   |
| <b>MEC</b>    | <b>Member of the Executive Council</b>                                   |
| <b>MFMA</b>   | <b>Municipal Finance Management Act, No. 56 of 2003</b>                  |
| <b>MIG</b>    | <b>Municipal Infrastructure Grant</b>                                    |
| <b>MTEF</b>   | <b>Medium Term Expenditure Framework</b>                                 |
| <b>MSA</b>    | <b>- Municipal Systems Act, No. 32 of 2000NT</b>                         |
| <b>NT</b>     | <b>- National Treasury</b>   |
| <b>NDP</b>    | <b>National Development Plan</b>   |
| <b>OPMS</b>   | <b>- Organisational Performance Management System</b>                    |
| <b>PAC</b>    | <b>- Performance Audit Committee</b>                                     |
| <b>PGDS</b>   | <b>- Provincial Growth and Development Strategy</b>                      |
| <b>PMAC</b>   | <b>- Performance Management Audit Committee</b>                          |
| <b>RF</b>     | <b>- Representative Forum</b>  |
| <b>SDF</b>    | <b>- Spatial Development Framework</b>                                   |
| <b>SDBIP</b>  | <b>- Service Delivery and Budget Implementation Plan</b>                 |

## SECTION 1 : INTRODUCTION

The Municipal Systems Act 32 of 2000 (MSA) regulates the preparation of a Process Plan to ensure compliance with certain minimum quality standards of the IDP process and that proper coordination between and within spheres of government occurs within this process. This process plan will therefore serve as a guide for preparing the new 5 year IDP that will be adopted by Council in 2017.

### 1.1 The Integrated Development Planning Process

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) and be reviewed annually (financial year).

The Mandeni Local Municipality is now engaging in the 2018-2019 IDP development Process. The 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 from other spheres of government as well as municipal budget review process,
- More or improved in-depth information about new developments and trends.

This kind of information is normally kept by the Municipal Manager or designated official throughout the year and is evaluated during the IDP review process of its relevance to the review process.

### 1.2 Preparing for the IDP Compilation

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

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

This Process plan therefore indicates the above components and further unpacks them in the body of this document.

### **1.3 Legal Context**

The preparation of an IDP Process Plan for the annual review is referred to in Chapter 5, Section 28 of the Municipal Systems Act, Act 32 of 2000 as follows:

#### ***Adoption of a process-***

- (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*
- (3) A municipality must give notice to the local community of particulars of the process it intend to follow.*

In order to ensure certain minimum quality standards of the IDP Review 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 in essence the IDP Review Process set in writing, requires adoption by Council. This plan has to 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.

The alignment of IDP and preparation of Annual Budget is regulated in terms of Chapter 4 Section 21 of Municipal Finance Management Act 56 of 2003; therefore it's very crucial that the IDP and Budget are linked as per the legislative requirement.

## **SECTION 2 : ORGANISATIONAL ARRANGEMENT**

### **2.1 The IDP Technical Committee**

The IDP Technical Committee is 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 Manager and ensure a smooth review process. The IDP Manager can delegate functions to the Committee members. The Municipal Manager shall chair the IDP Steering Committee and the secretarial duties performed by the municipal officials of Mandeni Local Municipality.

• **Terms of Reference for the Mandeni IDP Technical 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 process,
- To consider and comment on the inputs the consultants, study teams, task departments and service providers,
- Processing, summarising and documentation of project outputs,
- To ensure all stakeholders are included in the IDP Representative Forum

• **Composition of the IDP Technical Committee and IDP Steering Committee:**

The IDP Technical Committee is composed of the following:

**Chairperson** : **Municipal Manager / IDP Manager**  
**Secretariat** : **Municipal Officials**

**Members:**

|                   |   |  |
|-------------------|---|--|
| Mr. S G Khuzwayo  | Acting Municipal Manager                                      | Municipal Manager's Office                           |
| Mr. S.G. Khuzwayo | Director Economic Development, Planning and Human Settlements | Economic Development, Planning and Human Settlements |
| Mr. N.R. Hlongwa  | CFO   | Finance  |
| Ms. Z. Mngadi     | Director Corporate Services                                   | Corporate Services                                   |
| Mr. R. Sewdular   | Director Technical Services                                   | Technical Services                                   |

|                  |  |   |
|------------------|--|---|
| Mr Z. W Mcineka  | Director community services and Public Safety          | Community services and Public Safety                  |
| Mr. N Mhlungu    | Manager Administration                                 | Corporate Services                                    |
| Mr. M Dlamini    | Manager Community Services                             | Community Services                                    |
| Mr. D Mkhize     | Manager Public Safety                                  | Public Safety   |
| Ms. N Zungu      | Manager OPMS , Monitoring AND Evaluation and Reporting | Office of the Municipal Manager                       |
| Ms. P. Z. Sibisi | Manager Local Economic Development                     | Economic Development and Planning                     |
| Mr. T Mjuza      | Senior Planner :                                       | Economic Development, Planning and Human Settlements. |
| Ms. N Phiri      | Development Planning Administrator                     | Economic Development, Planning and Human Settlements  |
| Mr. Y Owusu      | Manager: IT  | Corporate Services                                    |
| Mr T Mthembu     | Manager: Housing                                       | Economic Development, Planning and Human Settlements  |
| Mr. M Mthembu    | Manager : Special Programmes                           | Office of the Municipal Manager                       |
| Mrs. N. Ngwane   | Manager: Civil and Operations.                         | Technical Services                                    |
| Ms. B Zondo      | Manager: HR and Employee Relations                     | Corporate Services                                    |
| Ms. M Guzana     | Manager: Budget  | Finance   |

|             |                   |  |
|-------------|-------------------|--|
| Mr. V Devan | GIS Administrator | Economic Development, Planning and Human Settlements |
|-------------|-------------------|--|

The IDP Steering Committee has no decision-making powers, but act as an advisory body to the IDP Technical Committee and further act as a link between the IDP technical Committee and the Community Based Groups via the Ward Committees.

**The IDP Steering Committee is comprised of the following members:**

|              |                  |                       |
|--------------|------------------|-----------------------|
| Hon. Mayor   | Cllr S.B Zulu    | Office of the Mayor   |
| Deputy Mayor | Cllr. P Sishi    | Office of the Mayor   |
| Speaker      | Cllr M. P Zungu  | Office of the Speaker |
|              | Cllr. X Mdletshe | EXCO MEMBERS          |
|              | Cllr. NF Ntuli   |                       |
|              | Cllr LR Mdletshe |                       |
|              | Cllr Mdunge      |                       |
|              | Cllr M Shelembe  |                       |

The IDP Steering committee shall convene as and when required under the direction of the Municipal Manager to engage in IDP processes occurring during the review and to further give representations and recommendations when deemed necessary.

**2.2. 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 is envisaged that all organisations, stakeholders or interest groups are represented in the forum.

- **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,
  - To ensure communication between all the stakeholders in the IDP process.

- **Composition of the IDP Representative Forum:**

- Chairperson** : **The Mayor (Cllr. SB Zulu)**
- Secretariat** : **Mandeni IDP Technical Committee**
- Members** : **All Municipal Councillors**
- : **The Executive Committee**
- : **Councillors and Officials from ILembe District**
- : **Municipal Manager and Municipal Officials**
- : **Traditional Leaders within Mandeni Local Municipality**
- : **Ward Committees Representatives**



- : **Community Development Workers (CDWs)**
- : **Parastals and Service Providers**
- : **NGOs**
- : **Sector Departments**
- : **Neighbouring Municipalities**
- : **Farmers Associations**
- : **Ithala Estate ,Spar, BAC, SAPPI etc.**

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

### **2.3. ILembe District Municipality IDP Steering Committee**

ILembe District Municipality has established a District Planners Forum that will ensure co-ordination of the IDP Review processes of the district and the local municipalities. Membership of this committee must include all the Local Municipalities and the District's Municipal Managers, IDP Managers and Planners, representatives from the DCOGTA and targeted service providers within ILembe District Municipality. The ILembe IDP Manager chairs the Forum.

- **Terms of Reference of the ILembe District Planners Forum:**

- To ensure horizontal and vertical alignment between Local Municipalities and the District Municipality,
- To co-ordinate the overall IDP process in terms of the agreed framework,
- To monitor the IDP reviews programme and decide on amendments (if necessary).
- To act as “clearing house” for issues that arises during IDP review process, and a forum for sharing information and experience.

## **SECTION 3 : ALLOCATION OF ROLES AND RESPONSIBILITIES**

### **3.1 Role-Players in the Process**

The involvement and participation of the following role-players will be crucial to the accomplishment of a participatory IDP process. The internal and external role players in the Mandeni IDP Process are the following:

#### **3.1.1 Internal Role Players**

- Municipal Council
- Executive Committee
- All Municipal Councillors
- The Mayor
- The Municipal Officials
- Municipal Manager / Director: EDPHS
- The IDP Technical Committee

### 3.1.2 External Role Players

- IDP Representative Forum
- District IDP Steering Committee
- Traditional Councils
- Ward Committees
- Sector Departments
- Neighbouring Provinces
- Organised business structures
- NGOs and CBOs
- Local Farmers Association
- Organised Farm-workers structures

### 3.2 Roles and Responsibilities

#### • **Mandeni Municipal Council**

Mandeni Municipal Council is responsible for the following:

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

#### • **The Executive Committee:**

The Executive Committee has the following responsibilities:

- Recommend to Council the adoption of the IDP Process Plan and IDP.
- Overall management of the IDP Review process,
- Monitoring the IDP implementation process

#### • **The Municipal Manager / IDP Manager**

The MM / IDP Manager is assigned the following responsibilities:

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

#### • **IDP Technical Committee**

The IDP technical Committee is assigned the following responsibilities:

- Ensuring the gathering and collating of information while the IDP implementation is proceeding,
- 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,
- Attending to MEC's comments

- **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 process.

- **ILembe District Planners Forum**

The I Lembe District Municipality forms a district-wide Planners Forum for the purpose of alignment with all the local municipalities within the district:

- **Municipal Officials**

The municipal officials are responsible for the implementation of the IDP and in the process gather information on any changes in the circumstances. They have to provide budgetary information and any information on the performance evaluation. They provide technical expertise during the planning process. Municipal Officials also interact with the Ward Councillors and Ward Committees and provide guidance and advice that is crucial during the IDP process.

- **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.

- **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,
- Ensure budgetary alignment between provincial programmes and projects and the municipality's IDP.

- **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.

- **Traditional Councils**

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 with regard to land rights and possible available areas for future development.

## **SECTION 4 : MECHANISM FOR PUBLIC PARTICIPATION**

### **The Public Participation Context**

Chapter 4 of the Municipal Systems Act, Act 32 of 2000 as amended states that a Municipality must encourage and create conducive conditions for the local community and all interested stakeholders to participate freely in the affairs of the municipality, which by virtue includes the preparation, implementation and review of its Integrated Development Plan. To this end, the Mandeni municipality continues to be committed to a participatory process of in the IDP development and IDP review process by ensuring that it creates ample opportunities whereby the community will receive a fair opportunity of playing a meaningful role during the development of this IDP.

There are four major functions that can be aligned with the public participation process namely:

- Needs identification;
- Identification of appropriateness of proposed solutions;
- Community ownership and buy-in; and
- Empowerment.

The following public participation tools and mechanisms will be utilised by the Municipality during this IDP development Process:

#### **4.1. Newspaper adverts and Notices**

Local and Regional newspapers will be used to inform the local community and stakeholders on the progress towards the development of the and furthermore, this form of print media will be used as a primary medium of communication for communicating important meetings relating to the IDP Process, that is the dates of council meetings, the dates for the sitting of IDP fora and any other IDP Public meetings.

#### **4.2 Municipal Website**

The Mandeni Municipality Website will also be utilized to communicate and inform the community on various activities and public engagements. Copies of the IDP and Budget will be placed on the website for people and service providers to download.

#### **4.3 Municipal Notice Board**

The Municipal Notice Board will be used to inform stakeholders of critical IDP meetings.

#### **4.4 IDP Outreach Programme**

The Mandeni Municipality will be conducting intensive IDP Outreach programmes not only to publicize the IDP and Budget but also to solicit community inputs on the

documents and most importantly to get their buy in before Council adoption. The IDP Outreach programs will take the form of various meetings at ward level where the council will also get an opportunity to report on progress made in meeting the community needs and also use this opportunity to empower these communities with information to better their lives and create exposure to various opportunities. The venues for these meetings will be publicized at the IDPRF as well as through the various forms of media.

#### **4.5 IDP Representative Forum (IDPRF)**

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organizations into the IDPRF and ensure their continued participation throughout the process.

#### **4.6 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 and any other information with regards to the progress of the implementation of IDP.

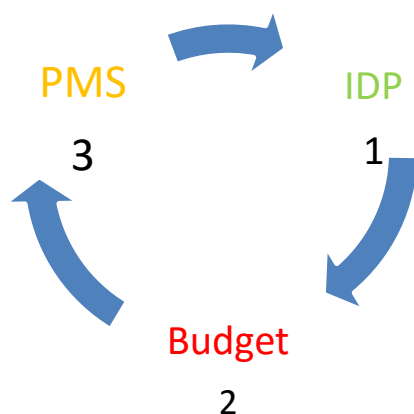
#### **4.7 Information Sheet/ Brochures/ Pamphlets**

At the completion of each of the Sector Plans, as well as the IDP Review, an information sheet will be prepared in the two dominant languages, namely isiZulu and English. The members of the Representative Forum, Officials and Councillors will be given copies of these information booklets and will assist in the distribution of the booklets. Ward Committees will also be used to explain and to distribute information that needs to get to the public.

### **SECTION 5: ALIGNMENT OF THE IDP, BUDGET & MUNICIPAL PERFORMANCE MANAGEMENT PROCESSES**

Progress has been made with the process of aligning the IDP, Budget and the Organisational Performance Management System. Every effort will be made in this financial year to improve the integration of these three processes to an even greater extent through the 2018/19 IDP/BUDGET/PMS Process Plan. It should, however, be noted that the Organisational PMS specifically also requires its own in-depth process comparable to that of the IDP. Such an Organisational PMS process is strongly linked to and guided by the IDP process. The Budgetary Process will address the various budget requirements and focus areas identified through self-assessment, i.e. compliance issues. The spotlight is on the alignment of the Budget to the IDP, OPMS and SDBIP. Every attempt will be made in this Municipal Plan to align the IDP and Budget preparation process, and the Performance Management System (PMS). The linkages of the three processes are summarised in the following diagram.

**Figure 1: The IDP, Budget and PMS Linkages**



## SECTION 6 : ALIGNMENT MECHANISM

### 6.1. Vertical Alignment

#### a. National Government Departments

Mandeni Local Municipality will endeavour to align the IDP process with relevant National legislations, Policies, Programmes

#### b. Provincial Government Departments

Alignment between Mandeni Local municipality and the Provincial Government will occur and be reinforced at the IDP Representative Forum. During this process, we will be able to integrate the plans, programmes and budgets of the Provincial Government Departments into the Mandeni Local Municipal IDP.

### 6.2. Horizontal Alignment

In terms of Chapter 5 and Section 26 of the Municipal Systems Act (2000), Districts are required to prepare and adopt a Framework Plan which indicates how the District and Local Municipalities will align their IDP's. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities, and in doing so, proper consultation, coordination and alignment of the review process of the district municipality and various local municipalities can be maintained.

Therefore, alignment at this level will be co-ordinated at the ILembe District Municipality's Planners Forum. The main function of the forum is to monitor progress in the various planning processes and to ensure alignment between the district and the local municipality in terms of the framework plan. A series of alignment meetings will be held between the ILembe District Municipality and its Local Municipalities.

Section 26 (e) of the Local Government: Municipal Systems Act, No. 32 of 2000 (hereinafter the MSA) stipulates that all municipalities are required to compile Spatial Development Frameworks (hereinafter "SDFs") as an essential aspect of their Integrated Development Plans (hereafter "IDPs"). The Mandeni Local Municipality has reviewed and adopted its Spatial Development Framework within the previous financial year and

this SDF will guide the Municipality in its spatial development.

### **6.3 Alignment at Local Level**

The Municipal Manager / IDP & Planning Manager with the support of the IDP Steering and Technical Committees will ensure that all the role-players are performing their duties. Performance in terms of expected roles and responsibilities will be monitored by the Technical/Steering Committee members and corrective measures be taken should there be unsatisfactory performance.

There must be cross boundary alignment with other local municipalities such as KwaDukuza, Ndwedwe and Maphumulo municipalities. Currently, Cross boarder alignment is being achieved through the various ILembe District Planners forums within which Mandeni Municipality actively participates

### **6.4 Alignment with Service Providers**

Alignment with Service Providers is very essential in order to ensure that the DM and LM's priorities can be reflected in Service Providers' project prioritization process, as well as to ensure that their projects can be reflected in the IDP documentations.

## **SECTION 7 : BINDING LEGISLATION AND PLANNING REQUIREMENTS**

The IDP process should proceed within the context of all applicable legislation, policies and development planning requirements. The impact of the pieces of legislation on the IDP must be taken into account.

### **7.1 Legislation:**

- The Constitution of the Republic of South Africa (Act No. 108 of 1996)
- Municipal Structures Act, 1998 (Act No. 117 of 1998)
- Municipal Structures Amendment Act, 2000 (Act No. 33 of 2000)
- KwaZulu Natal Planning and Development Act, 2008 (Act No. 6 of 2008)
- Local Government Transitional Act
- Municipal Finance Management Act
- Municipal Property Rates Act
- Local Authorities Ordinance
- Development Facilitation Act, 1995 (Act No. 67 of 1995)
- Town Planning and Township Ordinance 1949 as amended
- Water Services Act, 1997 (Act No. 108 of 1997)
- National Environmental Management Act, 1998 (Act No. of 1998)
- Ingonyama Trust Act, 1994 (Act No. 3 of 1994)
- National Land Transport Transition Act, (Act No. 22 of 2000)
- National Housing Act, 1997 (Act No. 107 of 1997)
- Ingonyama Trust Amendment Act, 1997 (Act No. 9 of 1997)
- Kwazulu-Natal Provincial Roads Act
- Disaster Management Act

- Division of Revenue Act of 2001
- Planning and Development Act, 2008 (Act No. 6 of 2008)
- Spatial Planning and Land Use Management Act ,2013

## **7.2 Policies and Strategies**

- Urban Renewal Programme (URP)
- National Development Plan 2030
- Reconstruction and Development Programme
- African Peer Review Mechanism (APRM)
- Health Planning Policies
- Environmental Planning Policies
- Integrated Sustainable Rural Development Strategy (ISRDP)
- Environmental Health Policies
- Local Agenda 21
- Provincial Growth and Development Strategy
- Back to Basics Programme/Concept to be referenced accordingly in the IDP.
- District Growth and Development Plan
- Ilembe Regional Spatial Development Plan

## **SECTION 8 : ACTION PROGRAMME AND TIMEFRAMES**

### **8.1 MANDENI LOCAL MUNICIPALITY ACTION PLAN**

#### **Figure 3: IDP, Budget preparation and PMS Action Plan**



| Activity No.   | Activity/Task  |  |   | Time Frame        | Responsibility                     | Estimated Cost |
|--|--|--|---|-------------------|------------------------------------|----------------|
| <b>Phase 1: (Information Gathering-Situational Analysis)</b> |  |  |   |                   |                                    |                |
|  | <b>IDP</b>   | <b>BUDGET</b>  | <b>PMS</b>  | <b>DATES</b>      |                                    |                |
| 1.   | IDP/BUDGET/PMS Technical Committee Meeting to discuss Draft Process Plan | Tabling of 2018/2019 MTREF IDP and Budget time schedule to the Mayor for approval  | Implementation and Monitoring of approved SDBIP 2017/18 (In year financial reporting) | 3 July 2017       | IDP/BUDGET/PMS Technical Committee | Nil in-house   |
| 2.   | Kick-start IDP Process   |  | Submission of Annual Performance Report by end of July.                               | 08 August 2017    | IDP Manager/PMS Manager            | Nil in-house   |
| 3.   |  | Tabling of 2018/2019 MTREF IDP and Budget time scheduled to the Mayor for approval |   | 31 August 2017    | Acting Municipal Manager           | Nil            |
| 4.   |  | Advertisement of time schedule on website, local newspaper and notice boards       |   | 05 September 2017 | Acting Municipal Manager           |                |

|    |  |  |   |  |  |              |
|----|--|--|---|--|--|--------------|
| 5. | Tabling of IDP Process Plan to EXCO                                      |  |   | 7 September 2017                       | IDP Manager/<br>Municipal<br>Manager Exco  | -            |
| 6. | Public Participation Road Shows cluster approach                         | Public Participation Road Shows cluster approach                         | Public Participation Road Shows cluster approach                          | 03 September -<br>08 September<br>2017 | Mayor and<br>Council<br><br>IDP/BUDGET/P<br>MS Managers to<br>provide inputs<br><br>(championed by<br>Municipal<br>Manager | R350 000     |
| 7. | Adoption of the Final IDP Process Plan                                   |  |   | 28 September<br>2017                   | IDP Manager/<br>Municipal<br>Manager<br>Council  | Nil in-house |
| 8. | IDP/BUDGET/PMS Technical Committee Meeting to discuss Draft Process Plan | IDP/BUDGET/PMS Technical Committee Meeting to discuss Draft Process Plan | IDP/BUDGET/PM S Technical Committee Meeting to discuss Draft Process Plan | 02 October 2017                        | IDP/BUDGET/P<br>MS Technical<br>Committee  |              |
| 9. | Advertisement of Adopted 2018/2019 IDP Process plan                      |  |   | 04 October 2017                        | IDP Manager  |              |

|                                    |   |   |                          |                   |  |              |
|------------------------------------|---|---|--------------------------|-------------------|--|--------------|
| 10.                                | <b>Ilembe Framework plan to be consulted for activities</b> | Review of national policies and budget plans and potential price increases of bulk resources with function and department officials.<br><br><b>MFMA s 35, 36, 42; MTBPS</b> |                          | September 2017    | Budget Manager/Chief Financial Officer |              |
| 11.                                | Submit the Final IDP Process Plan to Cogta.                 |   |                          | 29 September 2017 | IDP Manager/PMS Manager                | Nil in-house |
| <del>12.</del>                     | IDP Representative forum                                    | IDP Representative forum  | IDP Representative forum | 20 September 2017 |  |              |
| <b>INITIATE THE BUDGET PROCESS</b> |   |   |                          |                   |  |              |
| 13.                                |   | Propose tariffs increase for 2018/2019<br><br>Review of national policies and budget plans and potential price of bulk resources with function and                          |                          | 31 October 2017   | Manco                                  |              |

|     |   |   |  |                     |  |              |
|-----|---|---|--|---------------------|--|--------------|
|     |   | department officials<br>Submission of budget request for capital and operational budget for 2018/2019 |  |                     |  |              |
| 14. | The review and draft initial changes to the IDP and Municipal Budget<br><b>MSA s 34</b> | The review and draft initial changes to the IDP and Municipal Budget<br><b>MSA s 34</b>               |  | November 2017       | Chief Financial Officer/Budget/IDP Manager                 | Nil in-house |
| 15. | (Strategies/Vision/Mission/PMS alignment)   | (Strategies/Vision/Mission/PMS alignment)   | (Strategies/Vision/Mission/PMS alignment)              | 16 November 2017    | IDP/BUDGET/PMS Managers<br>(Municipal Manager to Champion) | R            |
| 16. | IDP Representative Forum Meeting to discuss strategies                                  | IDP Representative Forum Meeting to discuss strategies  | IDP Representative Forum Meeting to discuss strategies | 30 November 2017    | Council and Municipal Manager                              | R 10-000     |
| 17. | Develop project operational plans and set targets for the next financial                |   |  | 13-15 December 2016 | Respective Business Strategic Units                        | Nil          |

|                                   |       |  |  |                  |       |  |
|-----------------------------------|-------|--|--|------------------|-------|--|
|                                   | year. |  |  |                  |       |  |
| 18.                               |       | Prepare proposed budget plans for the next financial year taking into account previous year's performance as per the audited FS<br><br>Budget steering committee |  | 20 December 2017 | Manco |  |
| <b>Mid-year Budget Assessment</b> |       |  |  |                  |       |  |
| 19.                               |       | Assess performance of the municipality during the first half of the year for 2018/19   | MANCO<br><br>Manager Budget<br><br>Council | 16 January 2018  |       |  |
| 20.                               |       | Budget steering  |  | 20 January 2018  |       |  |

|  |   |  |  |  |                                  |  |
|--|---|--|--|--|----------------------------------|--|
|  |   | committee  |  |  |                                  |  |
| 21.  | IDP / Budget Workshop for councillors and ward committees | IDP / Budget Workshop for councillors and ward committees  |  | 17 January 2018  |                                  |  |
| 22.  |   | Submission of mid-year assessment to NT and PT and publication of mid-year budget and performance in the municipal website |  | 25 January 2018  |                                  |  |
| 23.  |   | Mid- year budget and performance assessment  |  | January 2018   |                                  |  |
| 24.  | Sector Department Alignment Workshop                      |  |  | Dates to be received from COGTA as per IDP 2018/19 Management Plan | IDP Manager                      |  |
| <b>PHASE 4: PRIORITISATION AND DRAFTING OF IDP</b> |   |  |  |  |                                  |  |
| 25.  | IDP/BUDGET/PMS Technical Meeting                          | Report on Midyear guided by s72 MFMA   | Develop KPIs, targets etc. and align with draft budget estimates | January 2018   | IDP/BUDGET/PMS Technical Meeting |  |

|     |  |   |  |              |                    |  |
|-----|--|---|--|--------------|--------------------|--|
|     |  |   |  |              |                    |  |
| 26. | Finalisation and Registration of new Sector Funded Projects into IDP |   |  | CONTINUOUS   | IDP Manager        |  |
| 27. |  | Revise an approved annual budget through an adjustment budget by receiving input from departments |  | January 2018 | Budget Manager/CFO |  |
| 28. | Finalisation and Registration of new Sector Funded Projects into IDP |   |  | CONTINUOUS   | IDP Manager        |  |
| 29. | Review of Situational Analysis                                       |   |  | CONTINUOUS   | IDP Manager        |  |

**FIRST DRAFT BUDGET FOR 2018/19 MTREF**

|     |                                |   |  |                  |             |                                |
|-----|--------------------------------|---|--|------------------|-------------|--------------------------------|
| 30. |                                | Revised proposed national and Provincial allocations to the municipality for incorporation into the draft budget for tabling<br><br>Budget technical committee to review three year capital budget and operating                                |  | 31 January 2018  | Manco       |                                |
| 31. | Review of Situational Analysis |   |  | CONTINUOUS       | IDP Manager | Review of Situational Analysis |
| 32. |                                | Finalize and submit to the Mayor proposed budget and plans for next three year budget taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for previous years audited AFS and AR |  | 28 February 2018 |             |                                |



**Phase 5: Assessment Feedback on the Draft IDP**

|     |  |   |  |               |   |  |
|-----|--|---|--|---------------|---|--|
| 33. | IDP/BUDGET/PMS Technical Committee: Obtain inputs on the First Draft IDP and Budget<br><br>Prepare for REP Forum | Present DORA Allocation<br><br>Present Draft Budget.<br><br>Review bulk price resources.    |  | 05 March 2018 | IDP Manager   | Nil  |
| 34. | IDP Representative Forum meeting to discuss 1 <sup>st</sup> Draft IDP and Budget                                 | IDP Representative Forum meeting to discuss 1 <sup>st</sup> Draft IDP and Budget            | IDP Representative Forum meeting to discuss 1 <sup>st</sup> Draft IDP and Budget | 07 March 2018 | Mayor and the Council                               | R 10 000 (advertising, catering and sound) |
| 35. | Tabling of 1 <sup>st</sup> Draft IDP and Budget 2018/2019 to EXCO  |   |  | 08 March 2018 | IDP/BUDGET Managers                                 | -  |
| 36. |  | Budget Steering Committee Presentation of IDP aligned to Budget<br><br>Draft Budget 2018/19 |  | 15 March 2018 | Mayor<br><br>Municipal Manager<br><br>Budget Office |  |

|     |                                      |   |                                       |   |  |          |
|-----|--------------------------------------|---|---------------------------------------|---|--|----------|
|     |                                      | <p>MTREF tabled to Council</p> <p>Publishing Draft tabled budget, plans and proposed revisions to IDP, invite local community comments and submit to NT &amp; PT</p> <p>Review any changes in prices for bulk resources</p> <p>Budget and Benchmark Assessment by Provincial Treasury</p> |                                       | <p>1-26 April 2018</p> <p>31 March 2018</p> <p>April 2018</p> |  |          |
| 37. | IDP/BUDGET/PMS<br>Community Outreach | IDP/BUDGET/PMS<br>Community Outreach  | IDP/BUDGET/PM<br>S Community Outreach | 1 -17 April 2018  | <p>Mayor and Council</p> <p>IDP/BUDGET/PMS Managers to provide inputs</p> <p>(championed by Municipal Manager)</p> | R350 000 |

|     |  |   |  |                               |                         |                                 |
|-----|--|---|--|-------------------------------|-------------------------|---------------------------------|
| 38. | Tabling of 1 <sup>st</sup> Draft IDP and Budget to Council | Tabling of 1 <sup>st</sup> Draft IDP and Budget to Council  | Tabling of 1 <sup>st</sup> Draft IDP and Budget to Council | 29 March 2018                 | Council                 | Nil                             |
| 39. |  |   | Council Adopts Oversight Report                            |                               |                         |                                 |
| 40. | Advertise Draft IDP/ Budget and PMS for public Comments    | Advertise Draft IDP/ Budget and PMS for public Comments   | Advertise Draft IDP/ Budget and PMS for public Comments    | 29- March 04- April 2018      | IDP Manager             | R 5000 (Stager and or Isolezwe) |
| 41. | Align IDP/Budget with Provincial and National Priorities   | Align IDP/Budget with Provincial and National Priorities  | Align IDP/Budget with Provincial and National Priorities   | April 2018                    | IDP/BUDGET/PMS Managers | Nil                             |
| 42. |  | Consultation with National and Provincial Treasury and finalize sector plans<br>Revising budget documentation in accordance with consultative processes<br>Budget Steering<br>Committee feedback after Consultation |  | 1 <sup>st</sup> Week May 2018 |                         | -                               |
| 43. | Tabling of Final Reviewed                                  | Tabling of Final Reviewed   |  | 10 May 2018                   |                         | -                               |

|     | IDP/BUDGET/PMS to EXCO                    | IDP/BUDGET/PMS to EXCO   |  |             |  |   |
|-----|---|--|--|-------------|--|---|
| 44. | Council approve final IDP/ Budget and PMS | <p><b>Approval of Annual Budget</b></p> <p>Public hearings on the budget, and Council Debate. Council considers views of the local community, NT &amp; PT and other organs of state and municipalities.</p> <ul style="list-style-type: none"> <li>▪ Preparing the final budget documentation 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</li> </ul> <p>Council must approve annual budget by resolution, setting taxes &amp; tariffs, approving changes to IDP and Budget related policies, approving measurable performance</p> |  | 31 May 2018 | <p>Council Mayor</p> <p>Municipal Manager<br/>Budget Office</p> <p>Council Mayor</p> | - |

|     |   |   |  |                       |  |                        |
|-----|---|---|--|-----------------------|--|------------------------|
|     |   | objectives for revenue by source and expenditure by vote before start of the budget year  |  |                       |  |                        |
| 45. | Submit Adopted IDP and Budget to MEC for COGTA              | Submit Adopted IDP and Budget to Treasury   |  | 08 June 2018          | Municipal Manager<br><br>Budget Office |                        |
| 46. | Advertise the adopted IDP and Budget 10 Days after Adoption | <b>Publication of Annual Budget</b> <ul style="list-style-type: none"> <li>▪ Submission of Approved budget to NT &amp; PT in both printed and electronic format</li> <li>▪ Publishing the approved budget on the municipal website</li> <li>▪ Promulgation of by laws</li> </ul> Budget and benchmark Assessment by Provincial Treasury |  | 31 May – 08 June 2018 | Municipal Manager<br>Budget Office     | R8000( Stanger weekly) |
|     | <b>TOTAL</b>  |   |  |                       |  | <b>R 731 000**</b>     |

## 8.2 COST ESTIMATES

The municipality has estimated a cost of R 731 000\*\* that will be incurred for the IDP Review Process as our 2018/2019 IDP will be done in-house.

Figure 4: Estimated Budget

| Phases and Activities  | Estimated Budget |
|--|------------------|
| information gathering ( Situational Analysis/ Public Participation or outreach programmes) | R 360 000        |
| <b>First Draft Budget 2018/2019</b>  | -                |
| <b>Mid-year Assessment</b>   | 8000             |
| Prioritisation and Drafting of the IDP   | -                |
| Assessment Feedback on the IDP   | 363 000          |
| <b>Total</b>   | <b>R731 000</b>  |