

EMADLANGENI LOCAL MUNICIPALITY



# EMADLANGENI MUNICIPALITY DRAFT IDP, PMS AND BUDGET PROCESS PLAN

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2023/24 FINANCIAL YEAR

PO BOX 11, UTRECHT 2980

**Local Government Municipal Systems Act 32 of 2000, Section 28** requires all **municipalities**, 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 and each municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.

The process plan is a schedule of activities and events to be undertaken in the process of developing and reviewing IDPs by municipalities.

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# Vision

*By 2036 eMadlangeni Municipality will be a diverse thriving economy municipality where all citizens enjoy a high quality of life within a sustainable and resilient environment.*

# Mission

*The municipality pledges to its communities and stakeholders to the embodiment of good governance; deliver services in an efficient and effective manner; promote and facilitate sustainable socio-economic development; To create mutual trust and understanding between the municipality and the community. Promote tourism, agriculture and mining, and facilitate the development of urban hubs in support of these economic sectors and delivery of services. To apply good and transparent corporate governance in order to promote community prosperity*

## 1. INTRODUCTION

This Process Plan outlines the manner in which the IDP/Budget and Performance Process will be undertaken. This process plan outlines the manner in which the 2023/2024 IDP Development and budget process will be undertaken. It has been prepared in line with the District Framework Plan. The IDP development is a legislative requirement; in terms of Chapter 5 of the Municipal Systems Act the Municipal Council must develop and adopt the single, inclusive and strategic plan for the development of the municipality. This Plan will also be reviewed annually as legislated in terms of Section 34 of the Municipal Systems Act which states:

A municipal council-

- a) Must review its Integrated Development Plan—
  - i. annually in accordance with an assessment of its performance measurements in terms of Section 41; and
  - ii. to the extent that changing circumstances so demand; and
- b) May amend its IDP in accordance with a prescribed process.

The IDP has to be reviewed annually for the following reasons:

- i) To ensure its relevance as the Municipality's Strategic Plan.
- ii) To inform other components of the Municipal business process including institutional and financial planning and budgeting.
- iii) To inform the cyclical inter-governmental planning and budgeting cycle.

For the IDP to remain relevant the Municipality must assess its performance and the achievement of its targets and strategic objectives. Therefore, the IDP must reflect the impact of the achievements and the challenges as well as corrective measures to address those challenges. The IDP process will address internal and external circumstances that impact on the priority issues, objectives, strategies, projects and programmes of integrated planning.

The IDP, as a municipality's **strategic plan**, informs Municipal decision-making as well as all the business processes of the Municipality. The IDP must inform the Municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

The IDP process and the budget process are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and budget related policies and the tabled budget are mutually consistent and credible. (Municipal Finance Management Act, 2003; Local Government: Municipal Planning and Performance Management Regulations, 2001).

### 1.1 *Legal context*

Municipal Systems Act (2000) Chapter 5, Section 25 (1) requires the municipal council to adopt a single, inclusive and strategic plan for the development of the municipality. As alluded above, it further states that the IDP must be reviewed annually.

In addition to the Municipal Systems Act; the Municipal Finance Management Act (MFMA) provides for timeframes for the IDP and the budget. In terms of the budget and IDP schedule (or the IDP Process Plan) the MFMA requires that these be adopted

by Council by the end of August, the draft budget and IDP to be tabled before the council in March and final budget and IDP to be adopted by council in May section (21) and (24) of the Municipal Finance Management Act No. 56 Of 2003.

The preparation and adoption of a Process Plan is also a legislated requirement and is provided for under Section 28 of the Municipal Systems Act. The Process plan outlines the process of development of the Integrated Development Plan (IDP).

Section 34 of the Municipal Systems Act, indicates that a municipal council

- (a) Must review in accordance its integrated development plan-
  - (i) Annually in accordance with an assessment of its performance measurements in terms of section 41; and
  - (ii) To the extent that changing circumstances so demanded; and
- (b) may amend its IDP in accordance with the prescribed process

### **1.2 What elements does the Development of this IDP comprise?**

In the IDP cycle, changes to the IDP may be required from three main sources:

1. MEC comments, which needs to be addressed after the previous year's comments of the IDP and the SDF document
2. Amendments necessitated by changing circumstances, and
3. Revisiting the vision, objectives and strategies in line with the new Council, if the Council is has not changed; the Strategic Planning Session must be conducted to review the merely the Chapter D of the IDP.
4. Updating planned and the status quo of the projects
5. Performance Management System review

The eMadlangeni Municipality 2023/2024 reviewed IDP is expected to comprise of the following:

- The reviewed comprehensive SDF
- Development of sector plans
- New projects
- Reviewed operational plan

The IDP and the SDF processes will be done concurrently to ensure the alignment between the documents. All date stipulated in this process plan will be for both documents

### **1.3 How is the IDP Process Undertaken (Process)?**

The steps below represent a continuous cycle of planning, implementation and review. Implementation commences immediately after the Municipal Council adopted the reviewed IDP for 2023/24.

1. Preparing for IDP
2. Monitoring and evaluation
3. Defined objectives, strategies and projects
4. Drafting of the Review
5. Adoption
6. Public participation (through Community Based Planning)
7. IDP implementation
8. Performance Management Systems

Throughout these steps community participation plays a big role in ensuring that the public's needs are reflected in the IDP

## **2 ORGANISATIONAL ARRANGEMENTS**

The following structures will guide the IDP Review Process of eMadlangeni Municipality:

- ✓ IDP Representative Forums
- ✓ IDP Steering Committees
- ✓ Technical Intergovernmental Relations Forum and
- ✓ Task teams
- ✓ Public Participation

### ***2.1 IDP Representative Forum***

The IDP Representative Forum, formed as part of the IDP process in the previous years will continue to function throughout the IDP Review. To ensure wide representation community members are encouraged to participate in the process or send their representatives. To ensure meaningful contribution terms of reference may be reviewed and extended during the IDP process. It assists in the alignment of programmes and projects of different sector departments to avoid the duplication of programmes to be undertaken by sector departments and the municipality within the jurisdiction of the municipal area. The IDP Representative Forum composition is as follows:

Chaired by:

- The Executive Mayor or a member of the EXCO

Secretariat:

- IDP Steering Committee

Composition:

- Chairperson of the Development and Infrastructure Planning Development sub-committee
- Traditional Leaders
- Ward Committee members
- Heads of Departments / Senior officials
- Stakeholder representatives of organized groups
- Advocates for unorganized groups
- Resource persons
- Government Sector Departments
- Religious leaders

### ***2.2 IDP Steering Committee***

The IDP Steering Committee, formed as part of the IDP process during the previous year will continue to function throughout the IDP review. The IDP Steering Committee comprise of:

- Municipal Manager
- IDP Manager



- Departmental Section Heads

This committee will monitor progress of critical importance is that it will be the structure that “puts it all together”. This is important because there are a number of sub-activities that form part of the IDP Review, each of which will require a specific focus.

### **2.3 IDP Task Teams**

IDP task teams, formed as a combination of the IDP Steering Committee and Councillors will play a major role in the IDP process. It should, however, be noted that the way in which these structures relate to other structures of Council needs to be carefully considered to minimize unnecessary bureaucracy and delays.

<b>TASK TEAM</b>	<b>PRIORITY ISSUES</b>
<b>Institution and Finance</b>	<ul style="list-style-type: none"> <li>• Institution</li> <li>• Finance</li> <li>• Communication</li> <li>• SPU/ IGR</li> <li>• ICT</li> </ul>
<b>Local Economic Development and Environment</b>	<ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Manufacturing</li> <li>• Tourism</li> <li>• Heritage</li> <li>• SMME Development</li> <li>• Environment</li> </ul>
<b>Social Needs</b>	<ul style="list-style-type: none"> <li>• Municipal/ environmental health</li> <li>• HIV/ AIDS</li> <li>• Disaster Management and Fire Fighting</li> <li>• Safe and Healthy environment</li> <li>• Community Safety               <ul style="list-style-type: none"> <li>• Youth Development</li> </ul> </li> </ul>
<b>Infrastructure</b>	<ul style="list-style-type: none"> <li>• Water and Sanitation</li> <li>• Roads</li> <li>• Telecommunication and electricity</li> <li>• Solid Waste</li> <li>• Land and Housing</li> <li>• Public Transport</li> <li>• Community Facilities</li> <li>• Building Control</li> </ul>

## **2.4 Technical Intergovernmental Relations Forum**

For the Municipality to succeed other spheres of government must also play a role. In order to maximize co-ordination and synergy between the spheres of government an invitation is extended to all government spheres to part-take in the IDP process. Chapter 3 of the Constitution Act 108 of 1996 provides for the principles that underlie the relations between the spheres of government. This structure is responsible for:

- Coherent planning and development in the municipal area;
- Co-ordination and alignment of the strategic and performance plans and priorities; objectives and strategies of the municipality; and
- Any matter of strategic importance which affects service delivery within the municipal area.

## **2.5 IDP/Budget/OPMS ACTION PLAN**

The table below provides the detailed framework plan for IDP, Budget and OPMS Action Plan for eMadlangeni Local Municipality 2022/23 IDP Annual review. The action plan is broken up into the 4 quarters of the municipal financial year with activities reflecting IDP, PMS and Budget.

Date	IDP	PMS	BTO
JULY 2022	<ol style="list-style-type: none"> <li>1. Lodge advert to register on IDP Forum Database</li> <li>2. Publication and advertisement of the availability for comments of the Draft 2023/24 Process Plan for at least 14days.</li> <li>3. Ensuring alignment of the Section 54 &amp; 56 Managers individual Scorecards with the IDP strategies</li> </ol>	<ol style="list-style-type: none"> <li>1. Signing of new performance contracts for Section 54&amp;56 Managers and submission to EXCO (Section 69 of the MFMA and Section 54&amp;56 of the MSA).</li> <li>2. Prepare Departmental Business Plans SDBIP (Component 3) for the next financial</li> </ol>	<ol style="list-style-type: none"> <li>1. IDP and Finance to discuss the 2023/2024 Budget planning issues</li> <li>2. Prepare budget process plan and timetable for the 2023/2024.</li> <li>3. Compile Section 71 Reports and present to the Mayor.</li> <li>4. Compile section 52 Report.</li> </ol>

	4. Adoption of the Final Process Plan by end of July 2022	year. 3. Previous year S54&56 Managers' Performance Assessments 4. Adoption of 2022/2023 SDBIP	
AUGUST 2022	<p>1. Publication/notification to the public of the adoption of the Final 2023/24 Process Plan</p> <p>2. Director IDP and Public Participation to submit the Final IDP, PMS and Budget Process Plan to COGTA.</p> <p>3. Receive MEC comments on previous year's IDP COGTA submission.</p> <p>4. End of August 2021 IDP Project Steering Meeting (Extended MANCO)</p>	<p>1. Quarterly Project Implementation Report</p> <p>2. Quarterly Audit Committee meeting</p> <p>3. Performance evaluation panel</p> <p>4. Start the process of the Drafting Annual Report 2021/2022</p>	<p>1. Obtain Council's approval for 2023/2024 Multi-year budget process and timetable (IDP Process Plan)</p> <p>2. Review external mechanisms affecting the medium term budget forecasts.</p> <p>3. Compile Section 71 Reports and present to the Mayor</p>
SEPTEMBER 2022	<p>1. Formalise Council's Vision, Mission, Objectives and Strategies</p> <p>2. Consultation with and alignment with Sector Departments. 3. Create template in relation to the scorecard (*Situational Analysis*)</p> <p>4. Feedback to Steering Committee regarding MEC's assessment</p>		<p>1. Assess Council's 2021/2022 Financial Statements and current year's revised results and capacity, to determine the impact on future strategies and budgets</p> <p>2. Assess the funding policies</p>

	<p>5. Review and updating of Departmental Sector Plans</p> <p>6. Ward Councillors and Ward committees to submit community needs for budget consideration</p>		<p>including the tariff structures.</p> <p>3. Compile Section 71 Reports and present to the Mayor.</p>
OCTOBER 2022	<p>1. Integration of information from adopted Sector Plans into the IDP Review</p> <p>2. Review mission, vision and objectives</p> <p>3. Cross border municipal alignment and Formulate Strategies</p> <p>4. Feedback from Senior Managers on Priorities - Projects – as well as Budget inclusions</p> <p>5. Regional alignment (District Municipality)</p>		<p>1. Complete first Quarter Section 52 Financial Performance Evaluation Report.</p> <p>2. Discuss Findings and obtain input from management, BSC and Council.</p> <p>3. Compile Section 71 Reports and present to the Mayor.</p>
NOVEMBER 2022	<p>1. 22 November 2022 - IDP Steering Committee - Reviewing of strategies/IDP RF</p> <p>2. November 2022 - Sector Alignment Workshop – COGTA</p>	<p>1. Quarterly Project Implementation Report (for first quarter)</p> <p>2. Quarterly Audit Committee meeting (for the first quarter)</p>	<p>1. Compile Section 71 Reports and present to the Mayor.</p>
DECEMBER 2022	<p>1. Review KPI's and targets</p> <p>2. IDP Best Practise Conference with COGTA</p>	<p>1. Compile annual report (MFMA Sect 121)</p>	<p>1. Compile Section 71 Reports and present to Mayor.</p> <p>2. Commence processes for</p>

	<p>3. Amajuba District Municipality Planner's Forum</p> <p>4. Review of Strategies</p> <p>5. Alignment of Capital estimates to the IDP</p>		Section 72 and adjustment budget
JANUARY 2023	<p>1. Steering Committee in the month of January 2023</p> <p>2. Send reminders 18-22 January 2021 requesting projects (with proposed budgets)</p> <p>3. IDP Review integration phase</p> <p>4. Projects/Send template by the end of January 2023</p>	<p>1. Mayor tables annual report MFMA Sect 127 (2)</p> <p>2. Make public annual report and invite community inputs into report (MFMA Sect 127 &amp; MSA Sect 12a)</p> <p>3. Sect 54&amp;56 Managers' quarterly assessments (for second quarter)</p> <p>4. Tabling of Midterm Report to Council by the 25th of January.</p>	<p>1. Submit the mid-year budget and performance assessment report to Council. Submit to National Treasury and Provincial Treasury both printed and electronic form the mid-year budget and performance assessment (Section 35).</p> <p>2. Compile Section 71 Reports and present to Mayor.</p>
FEBRUARY 2023	<p>1. Consolidation of information and finalization of MEC Assessment issues</p> <p>2. Meeting with COGTA IDP submission and assessment</p> <p>3. Draft IDP &amp; Budget – Prioritization and Budget Allocation</p> <p>4. Conclusion of Sector Plans initiated and integration into the IDP Review report</p> <p>5. Finalise</p>	<p>1. Quarterly Project Implementation Report (for second quarter implementation)</p> <p>2. Quarterly performance audit committee meeting</p> <p>3. Oversight process for the annual report and public participation.</p> <p>4. Submit annual</p>	<p>1. Compile Section 71 Reports and present to Mayor.</p> <p>2. Adjustment budget to be considered if necessary</p> <p>3. Make public the adjustment budget and supporting documentation within 10 working days after being approved by</p>

	outstanding MEC assessment issues	report to AG, Provincial & DTLGA (MFMA Sect 127). 5. Adjustment of the Organizational Scorecard targets tabled to Council with Adjustment budget.	Council (Section 126). 4. Draft IDP & Budget – Prioritization and Budget Allocation 5. Review of the Mid-year visit Report by National Treasury and implementation of any recommendations. 6. Compile Section 71 Reports and present to Mayor.
MARCH 2023	1. 21 IDP Representative Forum on/by mid-March 2023 2. 22-31 March 2022 Adoption of Draft IDP 2023/24 financial year. 3. Submit 2023/24 Draft Multi-year budget, IDP and Service Delivery and Budget implementation plan in both printed and electronic format forwarded to Provincial COGTA, within 10 working days after being approved by Council.	1. Council to consider and adopt an oversight report [Due by 31 March 2023 MFMA Sec 129 (1)] 2. Set performance objectives for revenue for each budget vote (MFMA Sect 17) 3. Annual Customer Satisfaction survey (to be considered to annual report) MSA Sect 40. 4. Submit 2023/2024 Service Delivery and Budget	1. Submit 2023/2024 Draft Multi-year budget and IDP submitted to BSC and Council for consideration. 2. Submit 2023/2024 Draft Multi-year budget in both printed and electronic format forwarded to National and Provincial Governments, including National Treasury within 10 working days after being approved by Council. 3. All Income inputs by no later than 25th

		<p>Implementation Plans submitted to Executive Committee and Council for approval</p> <p>5. Submit 2023/2024 Draft Multi-year and Service Delivery and Budget implementation plan in both printed and electronic format forwarded to National and Provincial Governments, including National Treasury within 10 working days after being approved by Council.</p> <p>6. Final approval and adoption of the 2021/22 APR by Council by end of March.</p>	<p>February. All Expenditure and Capital inputs by no later than 3rd March inputs to the Budget Office.</p> <p>4. Make public the tabled draft budget and supporting documentation within 10 working days after being approved by Council.</p> <p>5. Compile Section 71 Reports and present to Mayor.</p>
APRIL 2023	<p>1. Notice to publicize the draft IDP (21 days)</p> <p>2. Incorporate comments –adjust the IDP &amp; Budget where necessary</p> <p>3. IDP Budget Roadshows.</p> <p>4. Report back on the results of Assessment Feedback</p>	<p>1. Strategies, objectives, KPA's, KPI's and targets and inclusion into IDP Review Report.</p> <p>2. S54&amp;56 Managers' Quarterly Performance Assessments</p> <p>3. Publicise Annual</p>	<p>1. Revision of the budget and IDP from inputs received from the community, Government departments and National Treasury, if required</p>

	<p>5. Ward committee meeting highlighting involvement of members in the IDP and Budget Public Participation process</p> <p>6. Possibly undertake a 2- week community consultation process of the budget. 7. Adjustment of Draft IDP from 15th of April 2023.</p>	<p>Report [Due by 7 April MFMA Sec 129 (3)] 4. Submit Annual Report to Provincial Legislature/MEC Local Government (Due by 7 April MFMA Sec 132 (2))</p>	<p>2. Compile Section 71 Reports and present to Mayor.</p> <p>3. All consultation processes to be completed during April 2023.</p> <p>4. All departmental feedback by no later than the end of April 2023</p>
MAY 2023	<p>1. Adjustment of Draft IDP from the 1st – 15th May 2023</p> <p>2. On/By 31st of May 2021 Final 2023/24 IDP Adoption</p>	<p>1. Implementation Report (for third quarter)</p> <p>2. Quarterly Audit Committee meeting</p> <p>3. Annual review of organizational KPIs 4. Review annual organizational performance targets (MPPR Reg</p>	<p>1. Compile Section 71 Reports and present to Mayor.</p> <p>2. Final Alignment sessions between IDP, PMS and Budget.</p> <p>3. All final inputs and balancing of the budget and presentation to BSC by 5th May 2023.</p> <p>4. Between the 5th and 19th May 2023 loading of budget and generating of mSCOA report and other Council required documentation.</p> <p>5. Presentation of final Budget for adoption to Council.</p>



<p>JUNE 2023</p>	<p>. Submit to MEC on or before 10 days after adoption.</p> <p>2. Prepare Draft IDP Process Plan for the 2023/24 Financial Year.</p> <p>3. Publish Council's adopted FINAL IDP 2023/24 on the Municipal website and local Newspapers.</p>	<p>1. Submission of draft SDBIP to the mayor within 14 days of approval of the budget</p> <p>2. Establish and complete performance evaluations for functional outcomes based on operational plans and the IDP</p> <p>3. Approval of the SDBIP within 28 days after approval of the budget and completion of the annual performance contracts in accordance with S54/56 of MSA</p> <p>4. Make public the SDBIP within 10 working days after being approved by Council</p> <p>5. The Service Delivery and budget implementation plan in both printed and electronic format to be forwarded to national Treasury within 10 working days after being</p>	<p>1. Compile Section 71 Reports and present to Mayor.</p> <p>2. Approved 2023/2023 Multi-year budget in both printed and electronic format forwarded to National Treasury within 10 working days after being approved by council</p> <p>3. Make public the approved budget and supporting documentation within 10 working days after being approved by Council.</p> <p>4. Publish Council's budget on the website and local Newspapers.</p>
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		approved Council	by	

### 3. MECHANISMS FOR PUBLIC PARTICIPATION

The Municipal Systems Act stipulates that the IDPs should work as a developmental tool within the district, local municipalities and all other stakeholders. Therefore, all municipalities have a constitutional mandate to encourage the involvement of community participation organizations in the matters of local government. Communication at municipal level will happen through a highly structured and strategic process.

Needs assessment at local level participation will feed into the process through local municipality participation. Other role-players in community participation include Steering Committee/Corp Manco, IDP Representative Forum etc. Individual and community input will also be requested through the local media, municipal website [print/electronic].

It should be borne in mind that the IDP approach is based on the principle of inclusive and representative consultation and/or participation of all residents, communities, all stakeholders within the municipality and representatives from all spheres of government and sector departments.

#### 3.1 Other Communication Structures

- **Mayoral outreach programme / Izimbizo**

Through road shows / outreach programmes to get community needs and provide feedback accordingly. Izimbizo meeting are held in November and April of each year to gather community needs and report back on issues raised by the communities. The Izimbizo programme is managed by Public Participation.

- **Ward Committees**

Ward committees assist in collection and provision of accurate and reliable information per ward for planning and research purposes. They hold public participation meetings at least once a quarter with respective clusters and submit reports highlighting the needs of the community and the progress made to meet cluster needs and project status quo in line with SDBIP for year under review.

- **CDW's / NGO's**

Provide vital information and support during planning, surveys, evaluation and monitoring through the Representative Forum.

- **Media**

IDP notices (e.g. development and implementation of the IDP, IDP forum meeting invitations and the 21 days public comments) will be posted on the local newspapers. Media houses will be invited to the IDP representative forums.

i. Methodology

a) *Ward Committee Meetings*

Consultation will be cascaded to ward committee level, championed by the Ward Councilor. Four Ward Committee workshops will be arranged to identify and agree on each ward needs, existing level of services, permissible land uses, sharing of resources with neighboring wards, etc. Community Development Workers will be invited to these workshops. Concept maps will be developed to illustrate these issues.

b) *Ward sub structures*

Quarterly meetings will be held at this level to establish, enhance and strengthen sub structures. This Structure will deal with specific ward issues in terms of progress made, backlog, challenges and future plans. This will enhance the izimbizo process and ensure that communities are aware of their developmental issues.

Objectives

- Ward Committee members are close to neighborhood issues and can better assist in clearly identify community needs and advocate passionately for local concerns.
- Acknowledgement of ward committee members as a legal structure put in place by government to assist in development issues.
- Enhance and promote good working relations between ward councilors and ward committee meetings.

c) *Cluster approach*

The rationale behind this approach is to ensure management take full control of the IDP given the recognition of the IDP as the master strategic plan of the municipality. The cluster committee will be led by the Heads of Departments looking at strategic position of each department, cross cutting matters, how departments can support and assist each other to fast track and ensure implementation plans.

The IDP clusters are divided into three categories as follows:

- Good governance, Corporate Services and Finance;
- Infrastructure, Planning and economic Development and
- Community Services and Safety.

The clusters will be convened by the municipal Heads of Departments and meets quarterly. Quarterly reports once consolidated will be forwarded to the Strategic Planning Unit for compilation and be presented to Council.

One of the main features of the Integrated Development Planning process is the involvement of community and stakeholder organizations in the process. Participation of affected and interested parties is obligatory in the IDP review process and is set

down in Sections 16 – 18 of the Municipal Systems Act. This is to ensure that the IDP addresses the real issues that are experienced by the citizens of a municipality.

The Municipality will place a notice on the local newspaper inviting interested parties to participate in the representative forum. As part of consulting and informing the community, on approval of the draft IDP/Budget the municipality will advertise in the local newspapers as well as on local notice boards.

The Representative Forum will meet throughout the IDP process. The frequency of meetings is highlighted in the table above.

The municipality will further ensure that it strengthens communication with the public through translation of the IDP to IsiZulu to ensure that the community at large understands the services they will receive and what is the aim of the Municipality in a long term goal of 5years.

In April 2023 the municipality will embark on wide scale public consultation (the schedule is attached below). These public engagements allow the honourable Mayor to table before the community the budget and the planned projects as reflected in the IDP and SDBIP. This public engagement opens a platform where the community get to voice their concerns regarding service delivery. Importantly, as chapter 4 mentions this engagement is aimed more at the illiterate members of the community, who would not be able to read the IDP document on display.

#### **4. BINDING PLANS AND LEGISLATION**

The broader legal context for reviewing the IDPs is attached as Annexure A on number 6.

#### **5. ACTION PLAN AND BUDGET**

##### **5.1 Budget**

<b>Activity</b>	<b>Budget</b>
IDP RF & Steering Committee catering	R30 000.00
IDP, Advertising and Printing	R550 000. 00
Workshops & Accommodation	R 30 000.00
<b>Total</b>	<b>R610 000.00</b>

#### **6. ANNEXURE A: BINDING PLANS AND LEGISLATION**

National legislation can be distinguished between those that deal specifically with municipalities arising from the Local Government White Paper on the one hand and sector planning legislation on the other.

The Municipal Structures and Systems Acts are specific to municipalities. The Systems Act has a specific chapter dedicated to IDPs and is the driving piece of legislation for the development of IDPs. Arising from the Systems Act, the soon to be finalised IDP Regulations need to be complied with.

National sector legislation contains various kinds of requirements for municipalities to undertake planning. Sector requirements vary in nature in the following way:

- Legal requirements for the formulation of a discrete sector plans (e.g. a water services development plan).
- A requirement that planning be undertaken as a component of, or part of, the IDP (like a housing strategy and targets).
- Links between the IDP and Budget process as outlined in the Municipal Finance Management Act, 2003.

Legal compliance requirement (such as principles required in the Development Facilitation Act – DFA – and the National Environmental Management Act – NEMA).

- More a recommendation than a requirement, which is deemed to add value to the municipal planning process and product (in this case, Local Agenda 21). These are highlighted in the table below:

Category of requirement	Sector requirement	National department	Legislation/policy
Legal requirement for a district/local plan	Integrated Transport Plan	Department of Transport	National Transport Bill
	Waste Management Plan	Department of Environmental Affairs & Tourism	White Paper on Waste Management
	Spatial planning requirements	Department of Corporate Governance and Traditional Affairs	SPLUMA 2013
Requirement for sector planning to be incorporated into IDP	Housing strategy and targets	Housing	Housing Act (Chapter 4, Section 9)
	Environmental management issues	Department of Environmental	

Category of requirement	Sector requirement	National department	Legislation/policy
		Affairs & Tourism	
	LED	Department of Corporate Governance and Traditional Affairs	Municipal Systems Act
	Integrated Infrastructure Planning	Department of Provincial and Local Government	
	Spatial framework	Department of Corporate Governance and Traditional Affairs.	Municipal Systems Act, Land Use Management Bill
	Integrated Energy Master Plan	Department of Minerals & Energy	White Paper on Energy Policy, December 1998
Requirement that IDP complies with	National Environmental Management Act (NEMA) Principles	Department of Environmental Affairs & Tourism	National Environment Management Act (107 of 1998)
	Development Facilitation Act (DFA) Principles	Department of Corporate Governance and Traditional Affairs	Development Facilitation Act of 1995
	Environmental Implementation Plans (EIPs)	Department of Environmental Affairs & Tourism	National Environment Management Act (107 of 1998)
Value adding contribution	Local Agenda 21		

## 7. ROLES AND RESPONSIBILITIES

As with the preparation of the IDP, in the review, the main roles and responsibilities allocated to each of the role players are set out in the following.

Role player	Roles and responsibilities
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Municipal Council	<p>As the ultimate political decision making body of the municipality, the council has to: consider, approve and adopt the Process Plan and the IDP Review.</p> <ul style="list-style-type: none"> <li>• IDP approval</li> <li>• Budget Approval</li> <li>• Policies</li> </ul>
Mayor	<ul style="list-style-type: none"> <li>• Decides on Process Plan for IDP and reviews</li> <li>• Provides political direction and leadership of the IDP Process</li> <li>• Ensures that the IDP Process Plan and IDP document are submitted to Council for adoption</li> <li>• May assign some responsibilities to the Municipal Manager</li> </ul>
MANCO	<ul style="list-style-type: none"> <li>• Consist of Heads of Departments to: provide technical/sector expertise</li> <li>• Provide Departmental operational and capital budgetary information</li> <li>• Ensure project proposals are compliant with legislation such Gender Equity, Employment Equity, BBEE and addressing HIV/AIDS</li> </ul>
Municipal Manager	<ul style="list-style-type: none"> <li>• Responsible for the management and coordination of the preparation of the IDP and review processes</li> <li>• Chairs the Management Meeting</li> <li>• Responsible for day to day management of the planning process</li> <li>• Ensures that legislative timeframes are adhered to</li> <li>• Ensures that resources are allocated accordingly and are well managed</li> <li>• Facilitate coordination of different role players and ensure horizontal and vertical alignment</li> <li>• Ensures that performance management &amp; evaluations are done on a quarterly basis</li> <li>• Management of consultants</li> </ul>
IDP Manager	<ul style="list-style-type: none"> <li>• Day to day management of the process</li> <li>• Responding to comments from the public</li> </ul>
IDP Steering Committee	<ul style="list-style-type: none"> <li>• Assist and support the Municipal Manager/IDP Manager and the Representative Forum.</li> <li>• Monitor progress</li> </ul>
IDP Representative	<ul style="list-style-type: none"> <li>• Chaired by Deputy Mayor</li> </ul>

<p>Forum/Task Teams</p>	<ul style="list-style-type: none"> <li>• Informs affected and interested groups, communities and organisation/institutions on relevant planning activities and their outcomes</li> <li>• Determines priorities, analyse issues, negotiate and reach consensus</li> <li>• Participates in project design and monitor and assess projects</li> <li>• Makes recommendations on planning matters to council</li> <li>• Lobbies sector departments participation in municipal planning</li> <li>• Chairperson has a right to discipline members who do not participate meaningfully and inform their principals of their unsatisfactory participation.</li> </ul>
<p>External Sector departments</p>	<ul style="list-style-type: none"> <li>• Provide data and information especially with regard to projects, budget guidelines. Alignment of budgets with the IDP.</li> </ul>
<p>IDP alignment Committee</p>	<ul style="list-style-type: none"> <li>• This committee is made of the District's IDP Manager, Disaster Manager, LED Manager, IDT Coordinator, DEAT Representative; IDP Managers from all Local Municipalities within the Amajuba District, key sector departments including DLGTA and DEAT. Located within the District, it will ensure the co-ordination and deal with strategic issues of the IDP planning process</li> </ul>
<p>NGOs &amp; CBOs</p>	<ul style="list-style-type: none"> <li>• Contribute on matters that are affecting the community at a ground level and assist with practical interventions that will stimulate the living conditions of the public</li> </ul>
<p>Traditional Leaders</p>	<ul style="list-style-type: none"> <li>• Amakhosi / Izinduna should work with ward councillors to identify priority developmental issues</li> <li>• Facilitate community consultation in collaboration with ward councillors</li> </ul>



## CONCLUSION

For the success of the IDP processes implementation within the municipality, it is essential that all role players fulfil their mandate by ensuring that they give support and direction to the Strategic Planning Unit. Heads of Departments are expected to further participate fully in the IDP processes and submit requested information on time. Institutional arrangements for the IDP process must also be in place. It should be understood that the IDP formulation and Review process' success of the IDP depends on Council intervention, co-operation of all involved stakeholders, key role-players, internal support through Corporate Management Body, IDP Clusters as well as Amajuba District Municipality. This is aimed at achieving developmental objectives in a spirit of co-operative governance.

To further enhance fruitful results in the IDP implementation:

- Councillors will be on regular basis work shopped on processes pertaining the IDP
- Ensure there is a positive representation of sector departments in IDP Forums
- Deadlines as per the legislation requirement are met in terms of adoption and submission of the compiled documents to Cogta.
- Relevant binding planning and policies requirements at national and provincial sphere will be adhered to by the municipality.

EMadlangeni Local Municipality will strive to better the livelihoods of its communities by ensuring on constant basis that it fulfils its mandate of service delivery by working collectively with key relevant role players and further ensures its vision and mission is achieved

