

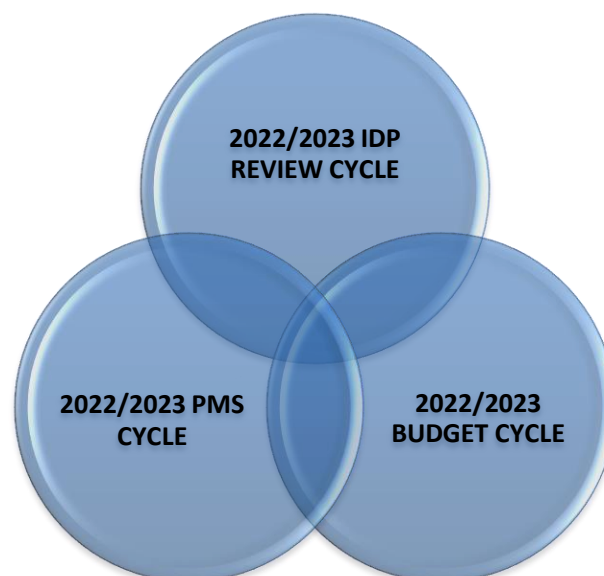


PROCESS PLAN: INTEGRATED DEVELOPMENT PLAN REVIEW

2022-
2023

The Okhahlamba Municipality Process Plan details all the events and activities involved leading to the drafting and completion of the 5 Year Plan [Integrated Development Plan – IDP]. It outlines in detail all the processes that the municipality will embark on in completing its IDP Cycle”

OKHAHLAMBA
LOCAL
MUNICIPALITY



PROCESS PLAN: INTEGRATED DEVELOPMENT PLAN REVIEW

TABLE OF CONTENTS

SECTION	CONTENTS	PAGE
A	An Introduction <ul style="list-style-type: none"> i. What is an IDP Process Plan ii. Legislative requirement for IDP Review iii. Key elements to be addressed during 2020/2021 review process <ul style="list-style-type: none"> 1) Draft IDP Assessment from provincial steering committee 2) MEC Panel Comments 3) Municipal Assessment 4) New Council Priorities 5) New policies to be developed 	3-5
B	Organizational / Institutional Arrangement <ul style="list-style-type: none"> i. Established Internal IDP Structures with roles and responsibilities ii. Identified Internal Role players and responsibilities 	5-7
C	External Role Players <ul style="list-style-type: none"> i. Identified external role players with roles and responsibilities 	7
D	Mechanisms for Public Participation <ul style="list-style-type: none"> i. Ward Committees ii. Representative Forum iii. Traditional Authorities iv. Public Participation meetings / Road shows v. Media [public notices, newsletters, radio] 	8
E	Alignment Mechanisms <ul style="list-style-type: none"> i. Alignment with stakeholders [Vertical Horizontal & Cross boarder alignment] ii. Type of Alignment mechanisms [RF's, Service Providers, one on one] 	9 -11
F	Cost Estimates <ul style="list-style-type: none"> i. Estimated cost breakdown for the IDP Process ii. Preparation of an IDP [In-House or by a Service Provider] 	11
G	Alignment of IDP, BUDGET and PMS <ul style="list-style-type: none"> i. IDP 2022/2023 year programme ii. Alignment of related monthly activities for IDP , BUDGET and PMS as per MFMA 	13
H	Spatial Development Framework (SDF)	14
I	List of Annexures	16

SECTION A AN INTRODUCTION

i. WHAT IS A PROCESS PLAN AND ITS FUNCTIONS

- In simple terms “The Process Plan is a municipality’s schedule of events detailing all events and activities involved leading to the drafting and completion of the 5 Year Plan [Integrated Development Plan – IDP]. It is a statement that outlines in detail all the processes that the municipality will embark on in completing its IDP cycle”
- The Municipal Systems Act as promulgated in 2000 describes the various core processes that are essential to realizing a system of developmental local government. These aspects include participative governance, IDP, performance management and reporting, resource allocation and organizational change. These processes are linked into a single cycle at the local level that will align various sectoral initiatives from national and provincial government departments with municipalities own capacities and processes.
- Therefore, the purpose of this document is to outline the operational plan [an Integrated ‘Process Plan’] for the development of Integrated Development Plan for Okhahlamba Local Municipality. This process plan is based on the unique character and circumstances of Okhahlamba Municipality, taking due cognisance of the process plan requirements as outlined in the Municipal Systems Act (S 34) and guidelines for Integrate Development Planning provided by National Department of Provincial and Local Government (DPLG) (Currently known as COGTA).
- In order to ensure certain minimum quality standards of the Integrated Development Plan (IDP), a proper coordination between and within spheres of government, the preparation of the Process Plan has been regulated in the Municipal Systems Act (2000). The preparation of a Process Plan, which is in essence the IDP Process set out in writing, requires the 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 organizational arrangements for the IDP Process;
 - Binding Process and Planning requirements, i.e. policy and legislation; and
 - Mechanisms and procedures for vertical and horizontal alignment.

ii. **LEGISLATIVE REQUIREMENT FOR IDP REVIEW**

- **Chapter 5, Section 25 (1) of the Municipal Systems Act (2000) indicates that, each Municipal Council must, within a prescribed period after the start of its elected term, adopt a single, all-inclusive and strategic plan for the development of the municipality which-**
 - a. Links integrates and coordinates plans and takes into account proposals for the development of the municipality;
 - b. Aligns the resources and capacity of the municipality with the implementation of the plan;
 - c. Complies with the provisions of this Chapter; and
 - d. Is compatible with national and provincial development Plans and planning requirements binding on the municipality in terms of legislation.
- **In terms of the core components of Integrated Development Plans, Chapter 5 and Section 26 of the Municipal Systems Act (2000) indicates that: an Integrated Development Plan must reflect:**
 - a. The Municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
 - b. An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
 - c. The council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
 - d. The council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
 - e. A special development framework which must include the provision of basic guidelines for a land use management system for the municipality;
 - f. The council's operational strategies;
 - g. Applicable disaster management plans;
 - h. A financial plan, which must include a budget projection for at least the next three years; and
 - i. The key performance indicators and performance targets determined in terms of Section 41.
- **In terms of the Municipal Systems Act Section 28: Adoption of 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, adoption and review of its integrated development plan.
 - 2. The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter4, consult the local community before adopting the process.
 - 3. A municipality must give notice to the local community of particulars of the process it intends to follow.
- **In terms of the Municipal Systems Act Section 34: Annual review and amendment of integrated development plan**
 - 1. A municipal council-
 - (a) Must review its integrated development plan—
 - (i) Annually in accordance with an assessment of its performance measurement in terms of section 4 i; and

(ii) To the extent that changing circumstances so demand; and

(b) May amend its integrated development plan in accordance with a prescribed process.

iii. **KEY ELEMENTS TO BE ADDRESSED DURING 2022/2023 REVIEW PROCESS**

- (a) Draft IDP Assessment report from Provincial steering committee
 - Comments received from various Provincial Steering Committee role-players including other stakeholders in the assessment of the Draft IDP Review documentation
- (b) MEC Panel comments
 - Responding to comments to be issued by the MEC Panel on the Final IDP Review documentation
- (c) Municipal Assessment
 - Responding to shortcomings and weaknesses to be identified through municipal self-assessment and through public hearings.
- (d) New Council Priorities
 - New Council Priorities will be identified during a strategic Workshop for Councillors and staff, to be conducted during the analyses phase. Where focus will be to review council's vision, mission, objectives and strategies components of the IDP.
- (e) Outcomes based approach
 - Responding to government priorities, policies, projects and programmes (Cabinet Lekgotla, District Lekgotla Resolutions, OPMS, State of the Nation Address, State of the Province Address, PGDP/S, DGDP and PDP, Outcome 9, MTAS, COP25, DDM and Sukuma Sake/ War on Poverty and War Rooms.
- (f) Review of the SDF (with capital investment framework) to ensure that the IDP and the SDF preparation processes are adequately aligned.
- (g) The municipality's focus will also be to identify and develop long outstanding policies/plans that are crucial in development of the municipality.

SECTION B

ORGANIZATIONAL / INSTITUTIONAL ARRANGEMENT

I. ESTABLISHED INTERNAL STRUCTURE WITH ROLE PLAYERS AND RESPONSIBILITIES

a) OKHAHLAMBA MUNICIPAL COUNCIL

The Okhahlamba Municipal Council is formed by fourteen ward councillors and fourteen Party Representatives Councillors, the responsibility of the Council in the IDP Development is to:

- To adopt a process plan;
- Be responsible for the overall management and coordination of the planning process;
- Adopt and approve the final IDP; and
- Ensure that annual business plans, budget and related development activities are based on approved IDP.

b) OKHAHLAMBA EXECUTIVE COMMITTEE

The Executive Committee is formed by five Councillors and it is therefore responsible for:

- Managing the IDP development through the Municipal Manager;
- Ensure legislative compliance by recommending the IDP review process to the Council;
- Recommending the IDP revision and adoption to the Council;
- The Mayor, as an Executive Committee Chairperson is also responsible for chairing the IDP Representative Forum; and
- Allocate resources for reviewing the IDP.

c) IDP STEERING COMMITTEE

As part of the IDP Preparation Process, Council resolved to establish an IDP Steering Committee which is formed by all HOD's and other Senior Officials, their responsibility is to:

- Prepare the IDP Review Process Plan;
- Identify resource people;
- Coordinate and manage the components of the planning process, including Stakeholders meetings, Meeting deadlines, Horizontal and Vertical alignment, Compliance with National and Provincial requirements;
- Provide terms of reference for all reviewing and planning activities;
- Commission IDP planning studies, programs and projects;
- Process, summarize and document outputs from subcommittees, teams, etc.
- Recommend amendments to the contents of the IDP;
- Prepare, facilitate and document meetings and workshops;
- Ensure alignment and participation in the determination and prioritization of plans and programs in the spirit of cooperative governance.

NOTE: Full terms of reference and membership of the IDP Steering Committee are attaché as annexure A & B

II. IDENTIFIED INTERNAL ROLE PLAYERS AND THEIR RESPONSIBILITIES

A. THE MAYOR

As the Chairperson of the Executive has to:

- Ensure legislative compliance by, recommending to the Municipal Council the adoption of the Process Plan, and of the IDP;
- Have an input on the Process Plan;
- Approve structures of communication to be established e.g. Representative Forum, Steering Committee and other committees and Chair the IDP Representative Forum.

B. THE MUNICIPAL MANAGER / IDP MANAGER

The Municipal Manager will delegate these functions to the IDP Manager, but remain accountable for the overall IDP Process as dictated by Municipal Systems Act 2000. Amongst other things, the following responsibilities have been allocated to the IDP Manager for the IDP Process:

- To ensure that the process plan is finalized and adopted by council;
- To adjust the IDP according to the proposals of the MEC;
- To identify additional role-players to sit on the IDP Representative Forum;
- To ensure the continuous participation of role-players;
- To monitor the participation of role players;
- To ensure appropriate procedures are followed;
- To ensure documentation is prepared properly;
- To carry out the day-to-day management of the IDP process;
- To respond to comments and enquiries;
- To ensure alignment of the IDP with other IDP's within the District Municipality;
- To co-ordinate the inclusion of Sector Plans into the IDP documentation;
- To co-ordinate the inclusion of the Performance Management System (PMS) into the IDP; AND
- To submit the reviewed IDP to the relevant authorities.

C. MUNICIPAL OFFICIALS

All Municipal officials are responsible for implementing the IDP through:

- Provision of full support to the: IDP Manager; by
- Submitting all departmental plans, budget and other relevant information for the compilation of the IDP;
- Senior officials to seat on the IDP Steering Committee;
- Ensure proper alignment of departmental plans; and
- To be committed in providing ideas, opinions with regards to the accessing of funds for developmental projects.

D. WARD COUNCILLORS

Ward councillors will play a crucial role in the preparation of the IDP Process, both in terms of the technical and community participation process. They will act as the main interface between the council and communities. Primary responsibilities would include:

- Organising public consultation and participation at ward level;
- Dissemination of the information from council to constituents and visa versa;
- Identification of issues and projects at ward levels;
- Participating in the approval and ongoing monitoring of approved IDP; and
- Identify and encourage unorganised groups to participate in the IDP Process.

E. WARD COMMITTEES

Ward Committees are the structure established to ensure proper flow of information between the municipality, ward Councillors and the community, they are responsible for:

- Submission of community priorities to the ward councillor at ward committee meetings;
- Effective in all programmes of the municipality, e.g. IDP, BUDGET EVENTS etc.
- Participating in the IDP Forum.

F. TRADITIONAL LEADERS [AMAKHOSI]

There are 3 Traditional Authorities within the jurisdiction of Okhahlamba Municipality:

- Form part of the municipal planning and implementation of programmes , as per MSA S29;
- Co-operation with the local municipality; and
- Participate in the IDP Representative Forum.

SECTION C

EXTERNAL ROLE PLAYERS

1) UTHUKELA DISTRICT MUNICIPALITY

UThukela District Municipality will have the same role as Okhahlamba but only in the preparation of District IDP Framework, but the role of the District municipality an a local level is the coordination of IDP Processes of Local Municipalities and this includes:

- Ensuring the horizontal alignment of IDP 's of the municipalities in the district area;
- Ensuring the horizontal alignment between the district and local planning;
- Facilitation of vertical alignment of IDP's with the sphere of government and the sector departments;
- Preparation of joint strategy workshops with local municipalities, provincial and national role players and other subject specialists;
- Providing a technical support to the local municipalities within the district; and
- Establishment of intergovernmental structures.

2) SECTOR DEPARTMENTS, PARASTATALS, NGO'S & COGTA (DPLG & KZNLGTA) IS RESPONSIBLE FOR:

- Provision of financial support to the local municipality in the form of grants;
- Provide training and workshops on IDP;
- Participate on IDP Representative Forum;
- Assist in provision of sector plans;
- Assist in providing relevant and update of departmental yearly programmes and budget;
- Supervise the progress of the IDP Process;
- Provide comments on Draft IDP; and
- Continuously interact with Local Municipalities.

3) PROFESSIONAL SERVICE PROVIDERS

- Provision of technical expertise to the municipality;
- Assist in facilitation of IDP Workshops;
- Assist in Spatial Development Framework and Land Use Management System; and
- Assist in drafting of business plans.

SECTION D

MECHANISMS FOR PUBLIC PARTICIPATION

Section 16(1) of the Municipal Systems Act 2000 states that municipality must develop a culture of municipal governance that complements formal representation. This means that a municipality must create conditions for the local community to participate in its affairs, including the involvement of the community in the preparation, implementation and review of IDP's. Community based Planning (CBP) is considered the preferred form of participatory planning designed to promote community action and to link IDP as it provides a mechanism for entrenching participatory planning and management at ward level. To this effect, the Department invested and rolled out a massive programme to introduce municipal officials to CBP. Community Based Planning will now form the basis at community involvement in the development of IDPs.

Four major functions can be aligned with the public participation process, namely:

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

1. WARD COMMITTEES

- Ward committees are utilised as communicating agents to the community;
- They were and continuously trained on IDP, BUDGET and PMS and also on the reporting style, further they seat on IDP Forums and participate in all strategic Workshops of the Municipality; and
- Provision of secretarial during IDP public meetings.

2. IDP REPRESENTATIVE FORUM

- This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the IDP RF and ensure their continued support and participation throughout the process.

3. ROAD SHOWS / PUBLIC HEARINGS

- The venues of these meetings will be publicized at the IDP RF as well as through the media;
- There are 15 sessions of Public Participation Meetings scheduled for the April of IDP/ Budget Road shows.

4. MEDIA

- Community radio stations will be utilised to make public announcements where necessary and depending on financial availability;
- Flyers-to be distributed in Public Facilities;
- Local Newspapers are commonly used to advertise dates and venues of meetings and other notices; and
- Word of mouth-we rely more on ward committees.
- Any persons that cannot read or write may come to the municipality to have their comments/ representations transcribed for them as contemplated in Section 17 of the MSA.

SECTION E

ALIGNMENT MECHANISMS

a. ALIGNMENT WITH STAKEHOLDERS

• HORIZONTAL ALIGNMENT AND VERTICAL ALIGNMENT

- **FRAMEWORK PLAN:** In terms of Chapter 5 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 linkages and the binding relationship to be established between the District and the Locals in the region, therefore proper consultation, coordination and the alignment of the review process of the district municipality and family of municipalities can be maintained.
- **ALIGNMENT WITH SERVICE PROVIDERS:** The District and local municipality are responsible to ensure the alignment between the district and local planning through the District IDP Forum, Local IDP Forum and one on one meetings with sector departments and the family of municipalities in uThukela.

• ACCROSS BOARDER ALIGNMENT

- In this IDP Review Process, the municipality will be aligning its development plans with the nearby municipalities on development corridors.

b. TYPE OF ALIGNMENT MECHANISM

• IDP REPRESENTATIVE FORUM

- The IDP Representative Forum was established to align activities of different government departments with the plans of the local municipality. Such forum enables the municipality to integrate all programmes in the municipal IDP. And it also helps to involve all stakeholders at a planning stage in order to avoid the previously called "white elephants" projects.

• LED & TOURISM FORUM

- Relevant government departments and other stakeholders seat in this forum to discuss matters concerning Local Economic Development.

• DISTRICT IDP FORUM

- The Local Municipality representatives and District Municipality seat on the District IDP Forum to align their programmes and or planning activities for that particular financial year.

• ONE ON ONE MEETING WITH SECTOR DEPARTMENTS

- The District Municipality is responsible for coordinating these meetings. All representatives of the district family of municipalities are invited to participate during these meetings.

• PROVINCIAL IDP STEERING COMMITTEE

PROCESS PLAN: INTEGRATED DEVELOPMENT PLAN REVIEW

- The provincial IDP Steering Committee plays a vital role in the establishment of relationships between IDP Managers of all municipalities in the Province, further it facilitates and monitors
- The panning process for all municipalities and provides human support where necessary.

BELOW IS THE SCHEDULE OF MEETINGS, IDP FORUMS, AUDIT COMMITTEE, and IDP/BUDGET ROADSHOWS:

IDP REVIEW 2022/2023 CALENDAR OF MEETINGS

CALENDAR A

IDP REPRESENTATIVE FORUM		
DATE	VENUE	TIME
2 nd QUARTER – OCTOBER 2022	MUNICIPAL COUNCIL CHAMBER	11H00
4 th QUARTER – APRIL 2022	MUNICIPAL COUNCIL CHAMBER	11H00

CALENDAR B

IDP STEERING COMMITTEE MEETING		
DATE	VENUE	TIME
2 nd QUARTER - AUGUST 2021	MUNICIPAL COUNCIL CHAMBER	09H00
2 ND QUARTER - NOVEMBER 2021	MUNICIPAL COUNCIL CHAMBER	09H00
3 RD QUARTER - MARCH 2022	MUNICIPAL COUNCIL CHAMBER	09H00
4 TH QUARTER - MAY 2022	MUNICIPAL COUNCIL CHAMBER	09H00

CALENDAR C

WARD/S	VENUE	IDP ROADSHOWS	TIME	PEOPLE ATTENDING
1,2,3	Bergville Sports Field	APRIL 2022	11H00	ALL MANAGEMENT/ALL COUNCILLORS/ PUBLIC PARTICIPATION/ COMMITTEE
6,7,9	Newstand Sports Field	APRIL 2022	11H00	ALL MANAGEMENT/ALL COUNCILLORS/ PUBLIC PARTICIPATION/ COMMITTEE
4,5,8	Dukuza sport field	APRIL 2022	11H00	ALL MANAGEMENT/ALL COUNCILLORS/ PUBLIC PARTICIPATION/ COMMITTEE
10,11,12	Bergville Sports Field	APRIL 2022	11H00	ALL MANAGEMENT/ALL

PROCESS PLAN: INTEGRATED DEVELOPMENT PLAN REVIEW

				COUNCILLORS/ PUBLIC PARTICIPATION/ COMMITTEE	
13, 14 and 15	Bergville Sports Field		APRIL 2022	11H00	ALL MANAGEMENT/ALL COUNCILLORS/ PUBLIC PARTICIPATION/ COMMITTEE
Central Drakensberg Ratepayers association, Winterton Farmers Association, Winterton Ratepayers Association	Winterton Country Club		APRIL 2022	18H00	ALL MANAGEMENT/ALL COUNCILLORS/ PUBLIC PARTICIPATION/ COMMITTEE
Khanyisa Forum, Nothern Drakensberg Ratepayers association, Gelukksberg ratepayers Association, Gelukksberg Landowners Assiciation, Gelukksberg Farmers Association, Bergville Black Landowners association	Council Chamber: Municipal Offices		APRIL 2022	18H00	ALL MANAGEMENT/ALL COUNCILLORS/ PUBLIC PARTICIPATION/ COMMITTEE
Amangwane, Amazizi, Amaswazi Tribal Councils	Council Chamber: Municipal Offices		APRIL 2022	11H00	ALL MANAGEMENT/ALL COUNCILLORS/ PUBLIC PARTICIPATION/ COMMITTEE
IDP RF	Council Chamber: Municipal Offices		APRIL 2022	11H00	ALL MANAGEMENT/ALL COUNCILLORS/ PUBLIC PARTICIPATION/ COMMITTEE

SECTION F

COST ESTIMATES FOR 2020/2021 IDP REVIEW PROGRAMMES

ACTIVITY	ESTIMATED	ESTIMATED COSTS	VOTE
IDP PUBLIC CONSULTATION MEETINGS	1000 PEOPLE X 4 SESSIONS	R329 375	IDP REVIEW
IDP RF, IDP WORKSHOP FOR WARD COMMITTEES AND STAFF	100 PEOPLE	—	IDP REVIEW
TRANSPORT FEES FOR WARD COMMITTEE MEMBERS	RE-IMBURSEMENT OF WARD COMMITTEE MEMBERS WHEN ATTENDING IDP WORKSHOPS AND FORUM MEETINGS	R52 700	IDP REVIEW

PROCESS PLAN: INTEGRATED DEVELOPMENT PLAN REVIEW

LAYOUT & DESIGN OF IDP DOCUMENT	FORMATTING & PRINTING IDP INTO A BOOKLET DOCUMENT BY PROFESSIONAL PRINTERS	—	IDP REVIEW
STRATEGIC PLANNING SESSIONS X2	TO REVIEW, MISSION, VISION, STRATEGIC OBJECTIVES AND PRIORITIES AS WELL AS WORKSHOP ON DRAFT IDP FOR COUNCILLORS AND MANAGEMENT.	R527 000	STRATEGIC PLANNING
DEVELOPMENT OF THE OKHAHLAMBA SPATIAL DEVELOPMENT FRAMEWORK (SDF)	APPOINTMENT OF SERVICE PROVIDER	R332 010	CONSULTANT FEES
TOTAL COSTS EXCLUDING OTHER COSTS E.G. ADVERTISING		R1 241 085	

❖ IDP PREPARATION

The Okhahlamba Municipality's IDP is prepared in-house, through this it's hoped that the quality will be improved remarkably in the 2016/2017 IDP REVIEW.

SECTION G ALIGNMENT OF IDP, PMS AND BUDGET CYCLE

ACTIVITY NO.	ACTION/TASK FOR IDP PROCESS	TIME FRAMES
1	1 ST IDP REPRESENTATIVE FORUM	27 JULY 2021
2	1 ST IDP STEERING COMMITTEE (DRAFT PROCESS PLAN)	04 AUGUST 2021
	1 ST UTHUKELA IDP SUPPORTING STRUCTURE COMMITTEE MEETING	AUGUST 2021
3	ADOPT IDP PROCESS PLAN-2020/201	26 AUGUST 2021
4	PLANNING INDABA	SEPTEMBER 2020
	UTHUKELA IDP REPRESENTATIVE FORUM	21 OCTOBER 2021
5	WORLD PLANNING DAY	05 NOVEMBER 2021
6	IDP ALIGNMENT SESSIONS	06- 24 NOVEMBER 2021
7	2 ND IDP STEERING COMMITTEE <ul style="list-style-type: none"> Review Municipal Strategy Review MTAS (key priorities for the municipality) Identify outstanding sector plans Integrate finalized sector plans Municipal PMS Align with National KPA'S Design projects Review KPI targets, timeframes, etc where impacted upon by prioritization Review municipal vision/mission Review Spatial Development Framework / Land Use Management System 	29 NOVEMBER 2021
8	IDP BEST PRACTICE CONFERENCE	01 DECEMBER 2021
	UTHUKELA IDP REPRESENTATIVE FORUM	25 JANUARY 2022

PROCESS PLAN: INTEGRATED DEVELOPMENT PLAN REVIEW

9	IDP STAKEHOLDERS MEETING	14 FEBRUARY 2022
	MID-YEAR BUDGET & PERFORMANCE ASSESSMENT ENGAGEMENT WITH PROVINCIAL TREASURY	17 FEBRUARY 2022
	IDP CO-ORDINATING COMMITTEE MEETING	25 FEBRUARY 2022
	UTHUKELA IDP REPRESENTATIVE FORUM	28 FEBRUARY 2022
10	3 RD STEERING COMMITTEE MEETING (STRATEGIC PLANNING SESSION)	02 MARCH 2022
11	SUBMIT DRAFT IDP & SDF TO COGTA -2020/2021	28 MARCH 2022
12	ATTEND DRAFT IDP ASSESSMENTS	26 APRIL 2022
13	IDP- BUDGET PUBLIC PARTICIPATION	01-30 APRIL 2022
14	ATTEND IDP FEEDBACK SESSION-PROVINCIALY	09 MAY 2022
15	AMEND DRAFT IDP IN ACCORDANCE WITH PROVINCIAL IDP FORUMS'S COMMENTS	MAY 2022
16	4 TH STEERING COMMITTEE MEETING (STRATEGIC PLANNING SESSION) <ul style="list-style-type: none"> • Consider public comments • Alignment of the IDP and BUDGET 	16 MAY 2022
17	2 ND IDP REPRESENTATIVE FORUM (STRATEGIC PLANNING SESSION)	18 MAY 2022
	DRAFT BUDGET ENGAGEMENT WITH PROVINCIAL TREASURY	19 MAY 2022
18	ADOPT FINAL IDP / BUDGET 2020/2021	MAY/JUNE 2022
29	SUBMIT FINAL 2020/ 2021 IDP & SDF TO MEC	JUNE/JULY 2022

SECTION H

SPATIAL DEVELOPMENT FRAMEWORK (SDF)

The Okhahlamba Local Municipality SDF review forms a component of the Municipality's Integrated Development Plan. In essence, the Spatial Development Framework is the picture of the IDP, it illustrates the form and extent of development that Okhahlamba Local Municipality wishes to promote, within the strategic approach adopted by the IDP. The Spatial Development Framework is guided and informed by the overall development vision contained in the IDP and seeks to find the best ways to use available land for development in a way that is both practical and sustainable. There is no dedicated budget for the Okhahlamba Municipality SDF which needs to be reviewed.

Section 25(e) of the Local government: Municipal Systems Act no.32 of 2000 requires all municipalities to compile Spatial Development Frameworks (SDF) as a core component of Integrated Development Plans (IDP). Whilst SDF's have been developed by municipalities in legal compliance with their IDP's, different development approaches have been applied.

1. LEGAL MATTERS

Since an integral part of any IDP is the SDF it is necessary to identify those legal requirements which need to be addressed during the development of a SDF which are:

- Spatial Development Framework must (Government Notice R 796 Local Government: Municipal Planning and Performance management Regulations 2001) addressing the following:

PROCESS PLAN: INTEGRATED DEVELOPMENT PLAN REVIEW

- (a) Give effect to the principles contained in chapter 1 of the development facilitation Act, 1995 (Act 67 of 1995);
- (b) Set out objectives that reflect that desired special form of the municipality;
- (c) Contain strategies and policies regarding the manner in which to achieve the objectives referred to in paragraph (b), which strategies and policies must-
 - (i) Indicate desired patterns of land use within the municipality;
 - (ii) Address the spatial reconstruction of the municipality ; and
 - (iii) Provide strategic guidance in respect of the location and nature of development within the municipality;
- (d) Set out basic guidance for land use management system in the municipality;
- (e) Set out capital investment framework for the municipality's development programs;
- (f) Contain a strategic assessment of the environmental impact of the spatial development framework;
- (g) Identify programs and projects for the development of land within the municipality;
- (h) Be aligned with the Spatial Development Frameworks reflected in the integrated development plans of neighbouring municipalities; and
- (i) Provide a visual representation of the desired special form of the municipality, which representation:
 - i. Must indicate where public and private land development and infrastructure investment should take place;
 - ii. Must indicate desired or undesired utilisation of space in a particular area;
 - iii. May delineate the urban edge;
 - iv. Must identify areas where strategic intervention is required; and
 - v. Must indicate areas where priority spending is required.

SPATIAL PLANNING AND LAND USE MANAGEMENT ACT (ACT 16 OF 2013)

The SPLUMA replaces the Development Facilitation Act (67 of 1995), Removal of Restrictions Act (84 of 1967), the Physical Planning Act (88 of 1967) and other relevant planning legislation. It aims to rationalise planning by ensuring the following objectives are achieved:

- a) provide for a uniform, effective, efficient and integrated regulatory framework for spatial planning, land use and land use management in a manner that promotes the principles of co-operative government and public interest;
- b) provide for and determine development principles, compulsory norms and standards for land use management;
- c) maintain essential standards for land use management, spatial development and land use;
- d) promote-
 - i. co-operative governance;
 - ii. socio-economic benefits; and
 - iii. sustainable and efficient use of land;
- e.) establish planning tribunals; and
- f.) redress the imbalances of the past and ensure that there is equity in land use and land use management."

PROCESS PLAN: INTEGRATED DEVELOPMENT PLAN REVIEW

Spatial Development Frameworks are addressed in Chapter 4 of the Act. In terms of Section 20 a Municipal Spatial Development Framework must:

- a) give effect to the development principles set out in chapter 2;
- b) include a written and visual representation of a five year spatial development plan for the spatial form for the municipality;
- c) identify current and future significant structuring and restructuring elements of the spatial form of the municipality, including development corridors, activity spines and economic nodes where public and private investment will be prioritised and facilitated;
- d) include population growth estimates over the next five years;
- e) include estimates of the demand for housing units across different socio-economic categories and the planned location and densities of future housing developments;
- f) include estimates of economic activity and employment trends and locations in the municipal area over the next five years;
- g) identify, quantify and provide location requirements of engineering infrastructure and services provision for existing and future development needs over the next five years;
- h) identify the designated residential, business, commercial and industrial areas where national or provincial inclusionary housing and inclusionary economy policy or statutory requirements will be applicable;
- i) identify the designation of areas in the municipality where incremental upgrading approaches to development and regulation will be applicable;
- j) identify the designation of areas in which:
 - k) more detailed local plans must be drawn up; and
 - l) where shortened land use development procedures may be applicable and land use schemes may be so amended;
- m) determine a capital expenditure framework for the municipality's development programmes;

SECTION I

LIST OF ANNEXURES

- Annexure A: Terms of Reference for the IDP Steering Committee
- Annexure B: Terms of Reference for the Representative Forum
- Annexure C: Cycle for the 2022/2023 IDP including the PMS and Budget Linkages
- Annexure D: Composition of the Representative Forum
- Annexure E: Okhahlamba Local Municipality: IDP Steering Committee

ANNEXURE A

OKHAHLAMBA LOCAL MUNICIPALITY: IDP STEERING COMMITTEE

1. Purpose of the IDP Steering Committee

Every municipality is obliged to prepare an IDP in terms of Chapter 5 of the Municipal Systems Act. The IDP is a principle strategic document, which will guide and inform all planning, management, investment, development and implementation decisions within the Okhahlamba Local Municipality.

The Okhahlamba Local Municipality IDP Steering Committee will support the Municipal Manager, who is responsible for the IDP, in the execution of **his** task to manage and co-ordinate the IDP process.

In terms of the guideline IDP manual, the IDP Steering Committee is intended to be a working group made up of **dedicated Heads of Departments and other senior officials**, who support the IDP Manager and ensure a smooth planning process. Although the IDP Manager is responsible for the IDP process, functions can be delegated to members of the Steering Committee.

Further, the IDP Steering Committee has no decision-making powers, but is an advisory body to the Representative Forum.

2. Terms of Reference for Okhahlamba L.M IDP Steering Committee

- To support the Municipal Manager and/ or the IDP Manager;
- To support and advise the Representative Forum on technical issues;
- To prepare a criteria for the selection of members of the Representative Forum;
- To ensure that all stakeholders are included in the Representative Forum;
- The drafting of Terms of Reference for various planning activities;
- To commission relevant and appropriate research studies;
- To consider and comment on:
 - The inputs from consultants, sub- committees and study teams;
 - The inputs from National and Provincial Departments and service providers;
- To make content recommendations;
- The processing, summarizing and documentation of project outputs;
- Prepare, facilitate and co-ordinate the formation of the Okhahlamba IDP's Representative Forum.

3. Composition of the Okhahlamba IDP Steering Committee:

- **Chairperson:** **The Municipal Manager/ IDP Manager**
- **Secretariat:** **Committee Office**

Municipal Officials:

Municipal Manager: Director of Corporate Services, Director Finance, Housing Manager, Town Planner, Project Manager, Director of Technical Services ,Director of Social and Community Services, Manager in the Mayor's Office , LED Manager/Officer, Tourism Marketing Officer, IDP Manager , Internal Auditor, DTLGA and District Municipality.

Quorum:

For a meeting to seat, at least **50% plus one member** needs to be present. If a meeting is postponed, due to lack of quorum, a special meeting will be called. In the case where a quorum could not be reached at the special; meeting, the meeting would continue regardless.

Meetings:

The meetings will be held as stipulated in the **Action Programme (refer p.12 of Process Plan)** .If any changes in the Action Programme, all members will be notified in writing and or telephonically. According to the Action Programme only three (3) have been planned; however more meetings might be called when the need arises.

ANNEXURE B

TERMS OF REFERENCE FOR THE IDP REPRESENTATIVE FORUM

1. Purpose of the IDP Representative Forum

Every Municipality is obliged to prepare an IDP Review in terms of Chapter 5 of the Municipal Systems Act (2000). The IDP is a principle strategic document, which will guide and inform all planning, management, investment, development and implementation decisions within the Okhahlamba Local Municipality.

The Okhahlamba IDP Steering Committee is responsible for the establishment of the Okhahlamba IDP Representative Forum. The IDP Representative Forum is the structure which institutionalises and ensures representative participation in the IDP process.

IDP Representative Forum represents the interests of all the constituents, at level of the Okhahlamba, in the IDP process. Any person, organisation, stakeholder or interest group that wishes to serve in the Representative Forum, should submit an application to the Okhahlamba Local Municipality.

2. Terms of Reference for the Okhahlamba IDP Representative Forum:

- Represent the interests of the local level constituents in the Okhahlamba IDP process.
- Provide a forum and mechanism for discussion, negotiation and decision making between stakeholders, including municipal government, on the Okhahlamba IDP process.
- To ensure communication between all stakeholder representatives, including the municipal government, in the Okhahlamba IDP process.
- To ensure alignment takes place at various levels
- To monitor the performance of the planning and implementation process.

3. Chairperson of the Okhahlamba IDP Representative Forum:

The Mayor of Okhahlamba Local Municipality or a nominated member of the Okhahlamba Executive Committee.

4. Secretariat to the Okhahlamba IDP Representative Forum:

The Okhahlamba IDP Steering Committee.

5. Composition of the Okhahlamba IDP Representative Forum:

The Okhahlamba IDP Representative Forum is the structure which institutionalises and guarantees representative participation in the IDP process. The selection of members of the IDP Representative Forum needs to be based on criteria which ensure geographical and social interest representation.

- Members of the Okhahlamba Executive Committee.
- All Okhahlamba Councilors, particularly ensuring portfolio committee representation and input.
- Mayors, Deputy Mayors and relevant portfolio committee Councilors from the local Municipality.
- Local level Amakhosi and/or their representatives from Okhahlamba Local Municipality.
- Municipal Manager; IDP Manager; Heads of Departments and relevant Senior officials of the Okhahlamba Local Municipality
- Representatives from the National and Provincial Government Departments

PROCESS PLAN: INTEGRATED DEVELOPMENT PLAN REVIEW

- Parastatals; Utilities and Service Providers.
- Representatives from the organised formal and informal Business Sector.
- Representatives from organised labour.
- Representatives from other stakeholders.
- Representatives from other stakeholder groupings (in response to the public advertisement.
- Non-Governmental Organizations
- Ward Committee Representatives

6. Code of conduct:

- Quorum:

For a meeting to proceed, at least 50% plus one member needs to be present. If a meeting is postponed, due to a lack of quorum, a special meeting will be called. In the case where a quorum could not be reached at the special meeting, the meeting will continue regardless.

- Meetings:

Meetings should take place on a monthly basis to discuss issues relevant to the composition of the IDP, to provide input into the process and the referencing of project progress at key milestones.

- Absent members:

Where representatives of an organisation have not attended two meetings, the organisation will be notified in writing. The organisation has the right to replace the representative as member of the Okhahlamba Representative Forum.

- Voting:

Each organisation has the right to one vote

- Number of Representatives per organisation

Each organisation may nominate two members to serve on the Representative Forum.

ANNEXURE C

CYCLE FOR THE 2020/2021 IDP INCLUDING THE PMS AND BUDGET LINKAGES

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
JULY 2019	<ul style="list-style-type: none"> Preparation of the Draft IDP / Budget and PMS Process Plan. Engagement with Budget Office and PMS for alignment purposes. Convene 1st IDP Representative Forum 	<ul style="list-style-type: none"> Roll out of the SDBIP Prepare Departmental Business/Sectional Plans for the 2020/2021 financial year. Preparation of s46 Reports by IDP/ PMS OFFICE 	Mayor and Council / Entity Board (NEDA)	Administration - Municipality and Entity	Budget Review Activities
			<ul style="list-style-type: none"> Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process MFMA s 53 Planning includes review of the previous year's budget process and completion of the Budget Evaluation Checklist 	<ul style="list-style-type: none"> Accounting officers and senior officials of municipality and entities begin planning for next three-year budget MFMA s 68, 77 Accounting officers and senior officials of municipality and entities 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.
AUG 2019	<ul style="list-style-type: none"> 1st IDP Steering Committee Meeting Tabling of Draft IDP Process Plan to EXCO for comments and recommendation. Draft IDP Process Plan tabled to Council. Advertisement of the IDP Process Plan in order to meet AG audit requirements. Self-assessment to identify gaps in the IDP process. Review of comments received on the 2020/2021 Process Plan document. 25 August 2019- uThukela IDP Supporting Structure Committee Meeting. 	<ul style="list-style-type: none"> Submission of Q4 SDBIP Reports (for last quarter of 13/14) MPPR Reg. 14. Submission of the Annual Performance Reports prepared in terms of s46 of MSA 2000 to Council. Submission of Draft Annual and s46 Report to AG. Quarterly Audit Committee meeting on August (for the last quarter of 13/14) MFMA Sect 166 & MPPR Reg. 14(3)(a). Tabling of Draft Annual Report to Audit Committee & Council. 	<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 Mayor establishes committees and consultation forums for the budget process 	<ul style="list-style-type: none"> Accounting Officer to submit AFS to Auditor-General [Due by 31 August, MFMA Sec 126(1)(a)] 	<ul style="list-style-type: none"> Consultation on performance and changing needs. Review performance and financial position. Review external mechanisms. Planning for next three years.
SEPT 2019	<ul style="list-style-type: none"> Integration of information from adopted Sector Plans into the IDP Review document if possible. Review and updating of the IDP Vision, Mission and Objectives. Initiation of new sector plans into the IDP, if any. Updating and review of the strategic elements of the IDP in light of the new focus of Council. SDF Inception Meeting. September 2019- Planning Indaba. 	<ul style="list-style-type: none"> Auditor General audit of performance measures. 	<ul style="list-style-type: none"> Council through the IDP review process 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 offices of municipality and entities determine revenue 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 Engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc.) 	<ul style="list-style-type: none"> Update policies, priorities and objectives. Determine revenue projections and policies.
OCT 2019	<ul style="list-style-type: none"> Integration of information from adopted Sector Plans into the IDP Review document. Updating and review of the strategic elements of the IDP in light of the new focus of Council. 	<ul style="list-style-type: none"> Compilation of Q1 Reports with HOD's Q1 Reports tabled to Council (for first quarter of 14/15) MPPR Reg. 14 Sect 57 & 54 Managers' quarterly informal assessments (for first quarter of 13/14) 		<ul style="list-style-type: none"> Accounting officer does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials 	<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.

PROCESS PLAN: INTEGRATED DEVELOPMENT PLAN REVIEW

MONTH	ACTIVITIES				
	IDP	PMS		BUDGET	
	<ul style="list-style-type: none"> 23 October 2020- uThukela IDP Representative Forum Meeting 			<ul style="list-style-type: none"> MFMA s 35, 36, 42; MTBPS 	<ul style="list-style-type: none"> Draft initial changes to IDP.
NOV 2019	<ul style="list-style-type: none"> Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. Identification of priority IDP projects. Project alignment between the DM and LM's 2nd IDP Steering Committee Meeting. November 2017- World Planning Day 06- 24 November 2020- IDP Alignment Sessions. 	<ul style="list-style-type: none"> Quarterly Audit Committee meeting (for the first quarter of 13/14) MFMA Sect 166 & MPPR Reg. 14(3)(a) 2013/14 Final S57 Managers' Performance Assessments. Evaluation Panel Audit Committee meeting (for evaluation of Sect 57 Managers final assessments) MPPR Reg. 14(3)(b). Finalise Annual Report for 13/14 (MFMA Sect 121). Make public Annual Report and invite community inputs into report (MFMA Sect 127 & MSA Sect 21a). 		<ul style="list-style-type: none"> Accounting officer reviews and drafts initial changes to IDP MSA s 34 Auditor-General to return audit report [Due by 30 November, MFMA 126(4)] 	<ul style="list-style-type: none"> Draft initial changes to IDP. Consolidation of budgets and plans. Exco. determines strategic choices for next three years.
DEC 2019	<ul style="list-style-type: none"> Departments to comment on the reviewed Municipal Strategies, Objectives, KPA's, KPI's and targets. Project alignment between the DM and LM's. Identification of priority IDP projects. 01 December 2019- IDP Best Practice Conference. 	<ul style="list-style-type: none"> Mayor tables draft Annual Report for 13/14 MFMA Sect 127(2). Council Adopts draft Annual Report for the year ending June 2019. 	<ul style="list-style-type: none"> Council finalises tariff (rates and service charges) policies for next financial year MSA s 74, 75 	<ul style="list-style-type: none"> Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year's performance as per audited financial statements 	<ul style="list-style-type: none"> Executive determines strategic choices for next three years. Finalise tariff policies.
JAN 2020	<ul style="list-style-type: none"> Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. Identification of priority IDP projects. IDP Steering Committee Meeting. IDP Cluster Teams. 22 January 2020- uThukela IDP Representative Forum Meeting. 	<ul style="list-style-type: none"> Submit Annual Report to AG, Provincial Treasury & CoGTA (MFMA Sect 127). Compilation of Q2 Reports by PMS Office Q2 Reports tabled to Council (for second quarter of 14/15) MPPR Reg. 14 Municipal Manager submits Midterm/Midyear Report to the Mayor (in terms s72 MFMA) Midterm/Midyear Report is published in the Local Newspaper. Preparation of Oversight Report on Annual Report. 	<ul style="list-style-type: none"> Entity board of directors must approve and submit proposed budget and plans for next three-year budgets to parent municipality at least 150 days before the start of the budget year MFMA s 87(1) 	<ul style="list-style-type: none"> Accounting officer 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 	<ul style="list-style-type: none"> Prepare detailed budgets and plans for the next three years.
FEB 2020	<ul style="list-style-type: none"> Continuous Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. Identification of priority IDP projects. 12 February 2020- IDP Stakeholders Meeting. 25 February 2020- IDP Co-ordinating Committee Meeting (IDP Managers). 18 May 2020- IDP Representative Forum Meeting. 	<ul style="list-style-type: none"> Quarterly Project Implementation Report (for second quarter of 14/15) MPPR Reg. 14. Quarterly Audit Committee meeting (for the second quarter of 14/15) MFMA Sect 166 & MPPR Reg. 14(3)(a). Council to consider and adopt an oversight report [Due by 31 March MFMA Sec 129(1)]. 	<ul style="list-style-type: none"> Council considers municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity MFMA s 87(2) 	<ul style="list-style-type: none"> Accounting officer finalises and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report 	<ul style="list-style-type: none"> Prepare detailed budgets and plans for the next three years. EXCO adopts budget and plans and changes to IDP.
MARCH 2020	<ul style="list-style-type: none"> Finalization of Municipal Strategies, Objectives, KPA's, KPI's and targets. IDP Steering Committee Meeting (Strategic Planning Session) Adoption of Draft IDP and Budget 2020/2021 Conclusion of Sector Plans (if any) initiated for the 2020/2021 financial 	<ul style="list-style-type: none"> Draft SDBIP's for 2020/2021 developed and for incorporation into draft IDP 2020/2021 FY. Set performance objectives for revenue for each budget vote (MFMA Sect 17). Sect 57 & 54 Managers' formal quarterly assessments (for second quarter of 14/15). 	<ul style="list-style-type: none"> Entity board of directors considers recommendations of parent municipality and submit revised budget by 22nd of month MFMA s 87(2) Mayor tables municipality budget, budgets of entities, resolutions, plans, 	<ul style="list-style-type: none"> Accounting officer 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 	<ul style="list-style-type: none"> Mayor tables budget, resolutions, plans and changes to IDP at least 90 days before the start of the financial year.

PROCESS PLAN: INTEGRATED DEVELOPMENT PLAN REVIEW

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
	<ul style="list-style-type: none"> year and integration into the IDP Review report. Submit Draft 2020/2021 IDP to CoGTA. 02 March 2020- 3rd Steering Committee Meeting (Strategic Planning Session). 		<ul style="list-style-type: none"> 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"> Accounting officer reviews any changes in prices for bulk resources as communicated by 15 March MFMA s 42 	
APR 2020	<ul style="list-style-type: none"> Publicise Draft IDP and Budget (Invite Local Community to make written comments in respect of the IDP and Budget) Conclusion of Sector Plans initiated for the 2020/2021 financial year and integration into the IDP Review report. Public participation process launched through series of public hearings on the IDP and Budget. Prepare departmental business plans linked to the IDP strategies, objectives, KPI's and targets. Attend Draft IDP Assessments. Attend IDP Feedback Session- Provincially. 	<ul style="list-style-type: none"> Q3 Reports tabled to Council (for third quarter of 14/15) MPPR Reg. 14 Refinement of Municipal Strategies, Objectives, KPA's, KPI's and targets and inclusion into 2020/2021 IDP Review report. Sect 57 Managers' informal quarterly assessments (for third quarter of 14/15) Review annual organisational performance targets (MPPR Reg 11) 	<ul style="list-style-type: none"> MFMA s 21 	<ul style="list-style-type: none"> Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year 	<ul style="list-style-type: none"> Public hearings on the Budget, Council Debate on Budget and Plans.
MAY 2020	<ul style="list-style-type: none"> Review written comments in respect of the Budget and IDP. Amend IDP in accordance with the Provincial IDP Forums' comments. 4th IDP Steering Committee Meeting (Strategic Planning Session). Convene 2nd IDP Representative Forum (Strategic Planning Session). 	<ul style="list-style-type: none"> Community input into organisation KPIs and targets Budget for expenses of audit committee 	<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 23, 24; MSA Ch 4 as amended Entity board of directors to approve the budget of the entity not later than 30 days before the start of the financial year, taking into account any hearings or recommendations of the council of the parent municipality MFMA s 87 	<ul style="list-style-type: none"> Accounting officer 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 	
JUNE 2020	<ul style="list-style-type: none"> EXCO recommends adoption of the IDP to Council. Adoption of the IDP by Council. Publicise IDP and Budget in the Local Newspaper. 	<ul style="list-style-type: none"> Approval of SDBIP by the Mayor. Signing of new performance contracts for Section 57 & 54 Managers and submission to EXCO on July 2019 (Section 69 of the MFMA and Section 57 of the MSA). 	<ul style="list-style-type: none"> Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by 	<ul style="list-style-type: none"> Accounting officer submits to the mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA. 	<ul style="list-style-type: none"> Publish budget and plans. Finalise performance contracts and delegation. Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP.

PROCESS PLAN: INTEGRATED DEVELOPMENT PLAN REVIEW

MONTH	ACTIVITIES		
	IDP	PMS	BUDGET
	<ul style="list-style-type: none"> Submission of the Final IDP to CoGTA. Publicise the Adopted IDP for the 2020/2021 financial year. 	<ul style="list-style-type: none"> Signing of Performance Agreements by Senior Managers. Table the approved SDBIP and performance agreements to council and submit to the MEC for local government. Publicise the approved 2020/2021 SDBIP and signed Performance Agreements in the Local Newspaper. 	<p>source and expenditure by vote before start of budget year MFMA s 16, 24, 26, 53</p> <p>Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with sect 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.</p> <ul style="list-style-type: none"> MFMA s 53; MSA s 38-45, 57(2) Council must Finalise a system of delegations. MFMA s 59, 79, 82; MSA s 59-65

ANNEXURE C

COMPOSITION OF THE REPRESENTATIVE FORUM

Members of the Okhahlamba IDP Representative Forum.

1. Members of the Okhahlamba Municipality Executive Committee
2. All Okhahlamba Councilors
3. Traditional Leadership /Councilors
4. The Okhahlamba Municipal Manager; the IDP Manager; and the Heads of Department and Steering Committee Members
5. Ward Committee Members at least 2 per ward , Chairperson included.
6. Representatives from the National Government Departments and the Provincial Government Department
 - KZN Dept of Agriculture and Environmental Affairs (L/SMITH)
 - Dept of Land Affairs (DLA – L/SMITH)
 - KZN Dept Arts, Culture and Tourism (L/SMITH)
 - Dept of Communications (GCIS- B/VILLE)
 - Dept of Correctional Services – Regional Office (B/VILLE)
 - Dept of Defence – Regional Office (L/SMITH)
 - KZN Dept of Education (L/SMITH)
 - Dept of Environmental Affairs and Tourism (National/Regional)
 - KZN Dept of Economic Development-Ladysmith
 - Dept of Foreign Affairs
 - KZN Dept of Health (B/VILLE-L/SMITH)
 - Dept of Home Affairs – Regional Office (L/SMITH)
 - KZN Dept of Housing(LOCAL)
 - Dept of Justice – Regional Office (L/SMITH)
 - Dept of Labour – Regional Office (L/SMITH)
 - Dept of Mineral and Energy Affairs – Regional Office (N/CASTLE)
 - Office of the Premier
 - Dept of Public Enterprises
 - KZN Dept of Public Works (L/SMITH /PMBG)
 - KZN Dept of Safety and Security(Okhahlamba)
 - KZN Dept of Social Welfare and Population Development (Okhahlamba)
 - KZN Dept of Sports and Recreation (L/SMITH)
 - Dept of Trade and Industry (L/SMITH)
 - Dept. of Traditional & Local Government Affairs (DTLGA)
 - Service Providers/ Parastatals & NGO's
 - Bergville Chamber of Commerce / Business
 - SEDA- LADYSMITH
 - Bergville Farmers Assoc.
 - Winterton Farmers Assoc.
 - Geluksburg Farmers Assoc.
 - Okhahlamba/ Drakensberg Community Tourism Assoc.(CTO)
 - Telkom
 - Rand Water
 - Vodacom, Mtn and Cell-C
 - World Vision (OADP)
 - AFRA (Association for Rural Advancement)
 - Ekuphileni
 - Matthew 24 (Winterton)
 - Okhahlamba Ratepayers(Bergville ,Winterton and Cathkin)
 - Department of Transport
 - Water Affairs
 - DWAF
 - UThukela District Municipality

PROCESS PLAN: INTEGRATED DEVELOPMENT PLAN REVIEW

- Winterton Taxi Association
- Bergville Taxi Association
- ESKOM
- Department of Minerals & Energy

PROCESS PLAN: INTEGRATED DEVELOPMENT PLAN REVIEW

ANNEXURE D **OKHAHLAMBA LOCAL MUNICIPALITY: IDP STEERING COMMITTEE**

Composition of the Okhahlamba IDP Steering Committee:

- OLM Municipal Manager(Chairperson)
- IDP Manager
- PMS Manager
- Director of Corporate Services
- Director of Finance
- LED Officer /Manager
- Marketing / Tourism Officer
- Housing Manager
- Mayor and/ or Deputy-Mayor (Exco Members)
- Town Planner
- Director of Technical Services
- Director of Social & Community Services
- District Municipality (IDP)
- DTLGA (Planning Department)
- Building Inspector
- Internal Auditor
- Project manager
- Accountant Expenditure
- Accountant Income