

2021/2022



# INTEGRATED DEVELOPMENT PLANNING

## IDP/BUDGET PROCESS PLAN 2021/2022

IDP 2020/21 REVIEW

### AMAJUBA DISTRICT MUNICIPALITY

“A PLACE OF OPPORTUNITIES”



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## SECTION ONE: INTRODUCTION & BACKGROUND

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### 1. INTRODUCTION

In order to ensure certain minimum quality standards of the Integrated Development Plan (IDP), and 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 must include the following:

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

### 2. LEGAL CONTEXT

#### 2.1 THE INTEGRATED DEVELOPMENT PLAN

Chapter 5 and 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.*

A full IDP was prepared for the 2020/21 financial year and was adopted by Council on the 30 June 2020.

The legislation indicates that in terms of Section 34 of the MSA:

*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 demand; and*
- (b) *may amend its IDP in accordance with a prescribed process*

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 spatial 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.*

## **2.2 THE ANNUAL BUDGET**

The Annual Budget and the IDP are inextricably linked to one another, something that has been formalised through the promulgation of the Municipal Finance Management Act (2004). Chapter 4 and Section 21 (1) of the Municipal Finance Management Act (MFMA) indicates that:

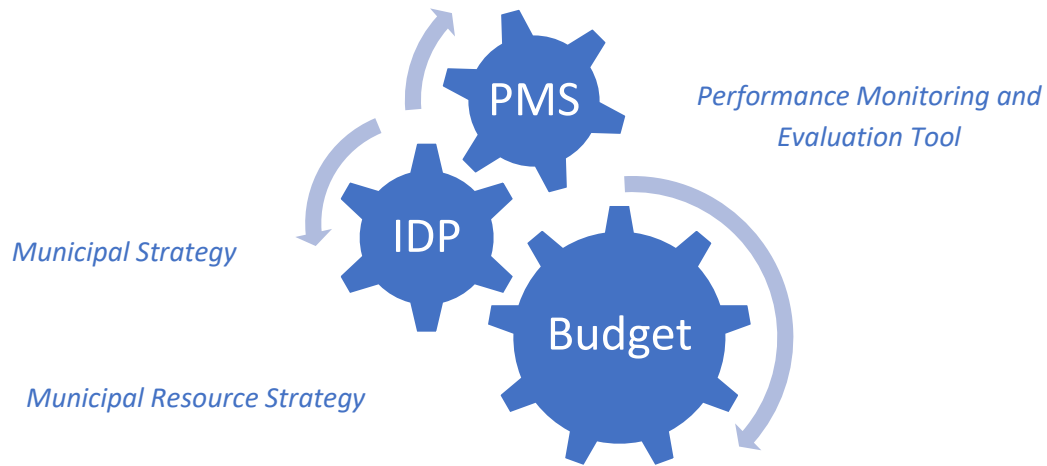
*The Mayor of a municipality must-*

- (b) At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-*
  - i. The preparation, tabling and approval of the annual budget;*
  - ii. The annual review of-*
    - aa) The integrated development plan in terms of section 34 of the Municipal Systems Act; and*
    - bb) The budget related policies.*
  - iii. The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
  - iv. The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

## **3. ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES**

Every attempt has been made in this Process Plan to align the IDP and Budget preparation process, and the Performance Management System (PMS) review. The linkages of the three processes are summarised in the following diagram:

Figure 1: IDP, Budget and PMS Linkages



#### 4. KEY ELEMENTS TO BE ADDRESSED IN THIS PROCESS

Municipalities throughout the Province are continuously in the process of reviewing, improving and updating its IDP.

This IDP process will address, amongst others, the following elements:

➤ **Assessment Issues**

Comments received from the various role-players in the assessment of the IDP documentation for 2019/20, particularly during the “IDP Alignment Sessions” in Dundee and the MEC’s assessment; and Shortcomings and weaknesses identified through self-assessment.

➤ **Review Of The Strategic Elements Of The IDP In Terms Of Priorities Of Council And The Objectives Of Management**

- Review of the Strategic elements of the IDP based on changed circumstances.
- Incorporation of any new council priorities

➤ **National and Provincial Strategies/Plans to be Considered**



For purposes of alignment during the review process within all spheres of Government, the plans/strategies/policies/programmes below will be considered and incorporated on to the IDP:

• National Development Plan	• Provincial Growth and Development Plan
• Operation Sukuma Sakhe	• Back to Basics
• State of the Nation Address	• State of the province Address
• Provincial Spatial Economic Development Plan	• Outcomes Based Approach
• Spatial Development Plans	• District Growth and Development Plan

➤ **Inclusion Of New Information Where Necessary**

Addressing areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review Process (ie. MFMA, PDA, Rural Development, Poverty alleviations etc):

- Alignment of the IDP with newly completed Sector Plans;
- The ongoing alignment of the Amajuba Performance Management System (PMS), in terms of Chapter 6 of the MSA, with the IDP;
- Updating information on the IDP as per recommendations from MEC COGTA
- The update of the Financial Plan, the list of projects (both internal and external funded), and the capital investment framework.

## 5. HORIZONTAL AND VERTICAL ALIGNMENT

### 5.1 FRAMEWORK PLAN

In terms of Chapter 5 and Section 26, 27 and 28 of the Municipal Systems Act (2000), Districts are required to prepare 3 documents and adopt all documents. These documents are:

- The Framework Plan which indicates how the District and Local Municipalities will align their IDP's. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the district.

- The Process Plan that will outline the activities required to review the IDP to ensure proper consultation, coordination and alignment of the review process of the district municipality and local municipalities, and;
- The Integrated Development Plan.

## **5.2 ALIGNMENT WITH SECTOR DEPARTMENTS AND STAKEHOLDERS**

Alignment with Sector Departments and Stakeholders is essential to ensure that the DM and LM's priorities can be reflected in their project prioritisation process, and to ensure that projects from Sector Departments and Stakeholders are reflected in the IDP document.

Alignment with Sector Departments will take place through:

- The existing ADAF;
- IDP Representative Forum;
- District Area Planning and Development Forum;
- One-on-one meetings with sector departments and stakeholders where necessary.

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## SECTION TWO: ORGANISATIONAL ARRANGEMENTS

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### 6. DISTRICT AREA PLANNING AND DEVELOPMENT FORUM

#### 6.1 INSTITUTIONAL ARRANGEMENTS

The purpose/object of the District Area Planning and Development Forum is to promote and support the facilitation of intergovernmental relations and cooperative governance in the Amajuba District Municipal area by:

- Ensuring effective and efficient service delivery unhampered by jurisdictional boundaries, powers and functions
- Supporting the TSF by ensuring that sufficient technical analysis has been conducted before making recommendations
- Coordinating activities and/or functions relevant to Planning and Development throughout the district
- Implementing decisions of the TSF as well as those of its own in a coordinated & co-operative manner

The DAPDF comprises of members from the IDP Steering Committee and the Planners Forum. This is a result of a trend of none attendance from stakeholders and that the IDP-SC, Planners Forum and IGR Forum consists of the same stakeholders.

##### 6.1.1 ROTATION OF MEETINGS

Meetings will be rotated equally between municipalities of Amajuba, Newcastle, Dannhauser and Emadlangeni. In the event of failure to secure a suitable venue in any of the municipalities, the default venue shall be the ADM.

Institutional Arrangements:

- The DADPF will be chaired by the District Planning and Development HOD and in his/her absence, by the Planning and Development HOD from the Local Municipality;
- The Municipal Managers Forum is the next reporting structure for the Forum;
- Secretariat will be provided by the Office Assistant Planning.

- Members of the DAPDF will comprise of HODs, IDP Managers, Planners, GIS personal from the ADM family of municipalities and representatives from CoGTA;

#### **6.1.2 TERMS OF REFERENCE FOR THE DAPDF**

- Manage, co-ordinate and align the overall IDP process in terms of the District Alignment Framework Plan;
- Monitor the IDP preparation and/or review process including acting as a “clearing house” for issues that arise during the IDP review process, and a forum for sharing information and experience;
- Coordinate the formulation and implementation of LED policies, strategies, projects and plans within the district;
- Co-ordinate sectorial and project alignment between Spatial, Social, Economic and Infrastructure development activities;
- Co-ordination, implementation and monitoring towards formulation of land use management policies across the district including the Spatial Development Framework, Land Use Management System, Town Planning Schemes and others;
- Monitor and review implementation of the Planning and Development Act (PDA) and the Spatial Planning and Land Use Management Act (SPLUMA);
- Co-ordinate, monitor and review functionality and support mechanisms of Geographic Information Systems (GIS) across the district;
- Co-ordinate, monitor and review functionality and support mechanisms of Amajuba Development Planning Shared Services;
- Share best practices on the implementation of LED, Tourism and Sector plans, policies and bylaws;
- Alignment of Outcome 9 Agreement with Planning and Development activities;
- Review, adopt and monitor development application procedures;
- Drive implementation of the District Growth and Development Action Plan;
- Assist in mobilizing resources for project implementation;
- Commission and co-ordinate research studies in order to improve decision making in any part of the district on a needs basis;
- Establish sub-committees to address specialized planning issues, projects and programmes from time to time.

## 7. IDP REPRESENTATIVE FORUM

### 7.1 COMPOSITION OF IDP REPRESENTATIVE FORUM

The IDP Representative Forum (IDP RF) will be constituted as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP Review processes. The proposed composition of the IDP RF could be as follows:

- Mayor of the ADM as Chairperson
- Mayor of the Newcastle Local Municipality
- Mayor of the Emadlangeni Local Municipality
- Mayor of the Dannhauser Local Municipality
- EXCO Members and Councillors of the ADM.
- Representatives of the Traditional Leaders within ADM.
- Municipal Manager and Senior municipal officials from the ADM.
- Municipal Managers from all the three (3) constituent Local Municipalities.
- All the IDP Managers within the District
- 1 Representative from each of the registered Political Parties represented in ADM.
- Representatives from Big Business
- 1 representative from each of the various Business Chambers within ADM
- 1 representative from each respective Parastatals operational within ADM
- 1 representative from each respective and relevant National Departments
- 1 representative from each of the Provincial Departments respectively
- 1 representative from each respective Non-Governmental Organizations, CBOs within ADM.
- 1 representative from each of all the other interest groups across the District, as per the available stakeholder list

### 7.2 TERMS OF REFERENCE FOR THE IDP REPRESENTATIVE FORUM

The terms of reference for the IDP-RF is as follows:

- Represent the interest of the municipality's constituency in the IDP process;
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government;

- Ensure communication between all the stakeholder representatives inclusive of municipal government; and
- Monitor the performance of the planning and implementation process.

## **8. THE IDP MANAGER AND RESPONSIBILITIES**

Amongst other, the following responsibilities have been allocated to the IDP Manager for the IDP Process:

- To ensure that the Process Plan is finalised 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;
- To submit the reviewed IDP to the relevant authorities.

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## SECTION THREE: ROLES, RESPONSIBILITIES & KEY ACTIVITIES

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### 9. ROLE PLAYERS

The Municipality will confirm the identification of the following role players in the IDP Review Process by removing/adding to their list of stakeholders in the IDP Process:

#### 9.1 INTERNAL ROLE-PLAYERS

- Council and the Executive Committee;
- Nominated Councillors;
- Mayor;
- Municipal officials;
- Municipal Managers;
- IDP Manager;
- IDP Steering Committee; and
- Representative Forum/Civil Society.

#### 9.2 EXTERNAL ROLE-PLAYERS

The IDP should guide where private and sector departments allocate their resources at local government level. At the same, the municipality should take into consideration the sector departments' policies and programmes when reviewing the IDP. Private and sector department have to participate in the integrated development planning process to ensure that there is alignment between its programmes and that of municipalities. The external role players will include:-

- Relevant Government Departments;
- Planning professionals/facilitators;
- Traditional Authorities;
- Municipal officials; and
- Representative Forum/Civil Society.

## **10. KEY ACTIVITIES**

Below is a summary of the key activities to take place in terms of the IDP, Budget and PMS for the 2020/21 IDP Review Process:



## CYCLE FOR THE 2020/21 – 2021/22 IDP INCLUDING THE PMS AND BUDGET LINKAGES

Table 1: IDP, PMS and Budget activity linkages

MONTH	ACTIVITIES				
	IDP	PMS	Mayor and Council / Entity Board	Administration - Municipality and Entity	Budget Review Activities
<b>JULY 2020</b>	Finalisation of IDP Review document and submission to the COGTA for approval by the MEC. IDP Review Process Plan Drafted.	Adoption of the PMS Implementation of approved SDBIP for current financial year Final assessment of previous financial year SDBIP Signing of new performance contracts for Section 57 Managers and submission to EXCO (Section 69 of the MFMA and Section 57 of the MSA).	Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process <b>MFMA s 53</b> Planning includes review of the previous years budget process and completion of the Budget Evaluation Checklist	Accounting officers and senior officials of municipality and entities begin planning for next three-year budget <b>MFMA s 68, 77</b> Accounting officers and senior officials of municipality and entities review options and contracts for service delivery <b>MSA s 76-81</b>	Approve and announce new budget schedule and set up committees and forums. Consultation on performance and changing needs.
<b>AUGUST 2020</b>	IDP Review Process Plan tabled at EXCO and Council for approval. <b>IDP preparation process initiated.</b> Review of comments received on the previous financial year IDP Review document. Self-assessment to identify gaps in the IDP process. Integration of information from adopted Sector Plans into the IDP Review document.	Final S57 Managers' Performance Assessments Quarterly Audit Committee meeting (for the last quarter of 05/06) MFMA Sect 166 & MPPR Reg. 14(3)(a)	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. <b>MFMA s 21,22, 23;</b> <b>MSA s 34, Ch 4 as amended</b>	Accounting Officer to submit AFS to Auditor-General [Due by 31 August, <b>MFMA Sec 126(1)(a)</b> ]	Consultation on performance and changing needs. Review performance and financial position. Review external mechanisms. Start Planning for next three years.

MONTH	ACTIVITIES			
	IDP	PMS	BUDGET	
	<p>Initiation of new sector plans into the IDP.</p> <p>Review and updating of the IDP Vision, Mission and Objectives.</p> <p>Updating and review of the strategic elements of the IDP in light of the new focus of Council.</p> <p>Compilation of the SDF</p> <p>Collection of the SDF data from sector plans and population data</p>		<p>Mayor establishes committees and consultation forums for the budget process</p>	
SEPT	<p>Integration of information from adopted Sector Plans into the IDP Review document.</p> <p>Review of Spatial Development Framework.</p> <p>Updating and review of the strategic elements of the IDP in light of the new focus of Council.</p> <p>Collection of the SDF data from sector plans and population data</p>	<p>Auditor General audit of performance measures</p>	<p>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</p>	<p>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</p> <p>Engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc)</p> <p>Update policies, priorities and objectives.</p> <p>Determine revenue projections and policies.</p>

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
<b>OCTOBER 2020</b>	<p>Integration of information from adopted Sector Plans into the IDP Review document.</p> <p>Review of Spatial Development Framework.</p> <p>Updating and review of the strategic elements of the IDP in light of the new focus of Council.</p>	<p>Appointment of Internal Auditors (MFMA Sect 55(2))</p> <p>Appointment of the Audit Committee (MPPR Reg. 14)</p> <p>Sect 57 Managers' quarterly assessments (for first quarter)</p> <p>Assessment of the SDBIP (for first quarter)</p> <p>First draft annual report to Auditor General</p>		<p>Accounting officer does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials</p> <p><b>MFMA s 35, 36, 42; MTBPS</b></p>	<p>Determine revenue projections and policies.</p> <p>Engagement with sector departments, share and evaluate plans, national policies, MTBPS.</p> <p>Draft initial allocations to functions.</p> <p>Draft initial changes to IDP.</p>
<b>NOVEMBER 2020</b>	<p>Review of Municipal Strategies, Objectives, KPA's, KPI's and targets.</p> <p>Identification of priority IDP projects.</p> <p>Project alignment between the DM and LM's.</p> <p>Municipal alignment sessions under auspices of COGTA</p>	<p>Quarterly Audit Committee meeting (for the first quarter) MFMA Sect 166 &amp; MPPR Reg. 14(3)(a)</p>		<p>Accounting officer reviews and drafts initial changes to IDP</p> <p><b>MSA s 34</b></p> <p>Auditor-General to return audit report [Due by 30 November, <b>MFMA 126(4)</b>]</p>	<p>Draft initial changes to IDP.</p> <p>Consolidation of budgets and plans.</p> <p>Executive determines strategic choices for next three years.</p>
<b>DECEMBER 2020</b>	<p>Review of Municipal Strategies, Objectives, KPA's, KPI's and targets.</p> <p>Project alignment between the DM and LM's.</p> <p>Identification of priority IDP projects.</p> <p>Development of Spatial strategies and mapping.</p>	<p>Compile annual report (MFMA Sect 121)</p> <p>Quarterly Audit Committee (MFMA Sect 166 &amp; MPPR Reg. 14(3)(a))</p>	<p>Council finalises tariff (rates and service charges) policies for next financial year</p> <p><b>MSA s 74, 75</b></p>	<p>Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous years performance as per audited financial statements</p>	<p>Executive determines strategic choices for next three years.</p> <p>Finalise tariff policies.</p>

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
<b>JANUARY 2021</b>	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. Identification of priority IDP projects. Development of Spatial strategies and mapping.	Mayor tables annual report (MFMA Sect 127(2)) Mid-year Sect 57 Managers' performance assessments Mid-year assessment of the SDBIP MPPR Reg. 14	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 <b>MFMA s 87(1)</b>	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) <b>MFMA s 36</b>	Prepare detailed budgets and plans for the next three years.
<b>FEBRUARY 2021</b>	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. Identification of priority IDP projects. Alignment of the draft budget and capital investment framework with the SDF	Make public annual report and invite community inputs into report (MFMA Sect 127 & MSA Sect 21a)	Council considers municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity <b>MFMA s 87(2)</b>	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 Accounting officer to notify relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year <b>MFMA s 37(2)</b>	Prepare detailed budgets and plans for the next three years. Executive adopts budget and plans and changes to IDP.
<b>MARCH 2021</b>	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets.	Council to consider and adopt an oversight report	Entity board of directors considers recommendations of parent municipality and	Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites	Mayor tables budget, resolutions, plans and changes to IDP at least

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
	<p>Initiate preparation of Capital Investment Plan.</p> <p>Initiate preparation of Financial Plan.</p> <p>Conclusion of Sector Plans initiated for the previous financial year and integration into the IDP Review report.</p> <p>Finalisation of the SDF</p> <p>Submissions of Draft 2016/17 Reviewed IDPs to COGTA</p>	<p>[Due by 31 March <b>MFMA Sec 129(1)</b>]</p> <p>Submit annual to AG, Provincial &amp; DTLGA (MFMA Sect 127)</p> <p>Set performance objectives for revenue for each budget vote (MFMA Sect 17)</p>	<p>submit revised budget by 22nd of month</p> <p><b>MFMA s 87(2)</b></p> <p>Mayor tables municipality budget, budgets of entities, resolutions, plans, and proposed revisions to IDP at least 90 days before start of budget year</p> <p><b>MFMA s 16, 22, 23, 87; MSA s 34</b></p>	<p>local community comment and submits to NT, PT and others as prescribed</p> <p><b>MFMA s 22 &amp; 37; MSA Ch 4 as amended</b></p> <p>Accounting officer reviews any changes in prices for bulk resources as communicated by 15 March</p> <p><b>MFMA s 42</b></p>	<p>90 days before the start of the financial year.</p>
<b>APRIL 2021</b>	<p>Incorporation of DORA information into the IDP document.</p> <p>Prepare departmental business plans linked to the IDP strategies, objectives, KPI's and targets.</p> <p>Identify departmental allocations from Municipality's Own Funds.</p> <p>Workshops with Portfolio Councillors to identify projects to which Own Funds will be allocated to.</p> <p>Preparation of Capital Investment Plan.</p> <p>Preparation of Financial Plan.</p> <p>Conclusion of Sector Plans initiated for the previous financial year and integration into the IDP Review report.</p>	<p>Refinement of Municipal Strategies, Objectives, KPA's, KPI's and targets and inclusion into IDP Review report.</p> <p>Submit Annual Report to Provincial Legislature/MEC Local Government [Due mid-April <b>MFMA Sec 132(2)</b>]</p> <p>S57 Managers' Quarterly Performance Assessments</p> <p>Publicise Annual Report [Due mid-April <b>MFMA Sec 129(3)</b>]</p> <p>Quarterly Annual Report [Due mid-April <b>MFMA Sec 129(3)</b>]</p>	<p>Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc</p> <p><b>MFMA s 21</b></p>	<p>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</p>	<p>Consultation with National and Provincial Treasuries and finalise sector plans, water and sanitation, electricity, etc.</p> <p>Public hearings on the Budget, Council Debate on Budget and Plans.</p>

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
	Convening of decentralised IDP Assessment Forums	Budget for expenses of audit committee			
<b>MAY 2021</b>	<p>Public participation process launched through series of public hearings on the IDP and Budget.</p> <p>Prepare departmental business plans linked to the IDP strategies, objectives, KPI's and targets.</p> <p>IDP Assessment feedback</p>	<p>Annual review of organisational KPIs (MPPR Reg. 11)</p> <p>Review annual organisational performance targets (MPPR Reg. 11)</p>	<p>Public hearings on the budget, and council debate. Council consider views of the local community, NT, PT, other provincial and national organs of state and municipalities. Mayor to be provided with an opportunity to respond to submissions during consultation and table amendments for council consideration. Council to consider approval of budget and plans at least 30 days before start of budget year.</p> <p><b>MFMA s 23, 24; MSA Ch 4 as amended</b></p> <p>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</p>	<p>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</p>	<p>Public hearings on the Budget, Council Debate on Budget and Plans. Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP.</p>

MONTH	ACTIVITIES			
	IDP	PMS	BUDGET	
			council of the parent municipality <b>MFMA s 87</b>	
<b>JUNE 2021</b>	IDP RF meeting to consider the amendments to the IDP. EXCO recommends adoption of the IDP to Council. Council workshop on the IDP. Adoption of the IDP by Council.	Community input into organisation KPIs and targets Quarterly Audit Committee meeting MFMA Sect 166 & MPPR Reg. 14(3)(a)	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 source and expenditure by vote before start of budget year <b>MFMA s 16, 24, 26, 53</b> Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with s 57(2) of the MSA. Mayor to ensure that the annual performance agreements are linked to the measurable performance objectives approved with the budget and SDBIP. The mayor submits the approved SDBIP and performance	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. <b>MFMA s 69; MSA s 57</b> Accounting officers of municipality and entities publishes adopted budget and plans <b>MFMA s 75, 87</b>

Publish budget and plans.  
Finalise performance contracts and delegation.

MONTH	ACTIVITIES			
	IDP	PMS	BUDGET	
			<p>agreements to council, MEC for local government and makes public within 14 days after approval.</p> <p><b>MFMA s 53; MSA s 38-45, 57(2)</b></p> <p>Council must finalise a system of delegations.</p> <p><b>MFMA s 59, 79, 82; MSA s 59-65</b></p>	



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## SECTION FOUR: MECHANISMS AND PROCEDURES FOR PARTICIPATION

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### 11. FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION

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.

#### *11.1 MECHANISMS FOR PARTICIPATION*

The following mechanisms for participation will be utilised:

##### **IDP Representative Forum (IDP RF)**

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 participation throughout the process. The representatives that attend these meetings include the IDP Manager of the three local municipalities, ADM Council, Sector departments, Services Providers, Community Councils/Committees, NGO's etc.

##### **Media**

Local newspapers, social media platforms, digital platforms, radio broadcasts and the District's newsletter will be used to inform the community of the progress of the IDP.

##### **Radio Slots**

The community radio station will be utilised to make public announcements where necessary.

##### **Information sheets**

This will be prepared in English and isiZulu and be distributed via the Representative Forum where a need for this has been identified.

##### **The DM's Website**

The DM’s website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for people and service providers to download.

### **Community Road Shows**

The Amajuba DM will be hosting its community road shows as part of needs analysis in Oct/Nov 2020 and in April/May 2021 to publicise the draft IDP and Budget. The venues and exact dates for these meetings will be publicised at the IDP-RF and through media.

## **11.2 ALIGNMENT MECHANISM**

### **Horizontal Alignment**

Alignment of the district IDP with the local municipalities is very important to ensure that there is a sharing of information – particularly with regards to strategies, objectives, programmes and projects, and it will be undertaken through the IDP and PMS committee meeting which sits on a quarterly basis and as when the needs arise. The frequent meetings of the IDP & PMS committee through the DAPF meeting will assist the district family to monitor alignment issues constantly.

### **Vertical Alignment**

Alignment with Sector department and other Stakeholders will also take place as it is essential for the District family to have consistent planning and priorities can be indicated in their project prioritization. This will be undertaken through meetings or one-on-one basis. The district will convene three IDP Representative Forums, the first one will be in November 2020 to discuss integration issues and also to present to Sector Departments the key municipal priorities which require funding for implementation in the next financial year, and the second IDP Representative Forum will be in February 2021, to obtain feedback from Sector Departments and also for presenting the Draft IDP and the third meeting in May 2021 to present the Final IDP and Budget.

### **Cross Boarder Alignment**

In terms of section 24 (1) of the Municipal Systems Act No 32 of 2000, planning undertaken by a municipality must be aligned with, and compliment, the development plans and strategies of other affected municipalities and other organs of state to give effect to the principles of co-operative government contained in section 41 of the Constitution. The spatial planning system that the Spatial Planning and Land Use Management Act (SPLUMA), Act 16 of 2013 strives to establish national coherence, stability and predictability. Nesting jurisdiction and the inherently multi-scalar nature of spatial planning necessitates alignment of the different scales of SDFs. It is thus clear that effective and credible spatial planning depends heavily on cooperative governance.

One of the critical objectives of the relations is to achieve Integrated Spatial Planning that would result in seamless service delivery across the Provincial boundary. This is in line with vision 2035 (as well as vision 2030) of the NDP (National Development Plan) that seeks to realise, among other things, Sustainable Human Settlements through Integrated Spatial Planning. The relations between the two provinces involve three district municipalities and six local municipalities within the participating districts. The municipalities are namely:

- Amajuba District municipality;
- Newcastle Local Municipality
- Emadlangeni Local municipality;
- Zululand District Municipality;
- Uphongolo Local municipality;
- Edumbe Local Municipality;
- Gert Sibande District Municipality;
- Dr Pixley ka Isaka Seme Local Municipality and
- Mkhondo Local Municipality.

## 12. PROCEDURES/PROCESS FOR PARTICIPATION

### 12.1 DISTRICT AREA PLANNING AND DEVELOPMENT FORUM

The representative forum will meet as follows and deal with the following issues:

Table 2: Dates for DAPDF

DATES FOR IDP STEERING COMMITTEE		
DATE	PURPOSE OF MEETING	VENUE
04 July 2020	To ensure that all process plans have been approved by Council To present Process Plan and Framework Plans To formally present the comments received from DCOGTA on the draft plans To present on Phase one of the IDP Review Process	Planning Boardroom
	To present feed-back report on the IDP Community Meetings (Local Municipalities) To present status report on Phase 1 and Phase 2 of the IDP Review Process	Planning Boardroom
06 November 2020	To present the draft IDP and Budget To identify issues that pose challenges on the review process of the IDP To present progress report on the implementation of the Process Plan and Framework Plan and the overall status ion Phase 3 of the IDP Review Process To present the proposed dates for the IDP/Budget and PMS road shows (DM) and the community consultative programme (LM)	Planning Boardroom
05 March 2021	To verify the alignment of the Draft IDP to the Budget To ensure that Phase 4 of the IDP Review Process has been initiated To ensure that community priorities are clearly indicated on the IDP	Planning Boardroom

	To provide any support on outstanding information from stakeholders (DCGOTA)	
04 June 2021	To identify any outstanding matters in that have a direct impact on the content of the IDP, To ensure that all consultation has been concluded and is captured on the IDP To table the proposed Framework Plan for the ADM To propose dates for the new financial year	Planning Boardroom

## 12.2 IDP REPRESENTATIVE FORUMS

The representative forum will meet as follows and deal with the following issues:

Table 3: Dated for IDP-RF (ADM)

DATES OF IDP REPRESENTATIVE FORUM MEETINGS		
DATE	PURPOSE OF MEETING	VENUE
13 November 2020	<ul style="list-style-type: none"> <li>Presentation of the District Framework and Process Plan 2021/22</li> <li>The provision of feedback on the status quo and strategic framework components of the IDP;</li> <li>Need Prioritization</li> <li>Community Survey 2016</li> </ul>	Council Chamber – Amajuba District Municipality Building
09 February 2021	<ul style="list-style-type: none"> <li>Presentation of the draft IDP and Budget ahead of the public participation process.</li> <li>Recommendation to Council by IDP-RF to adopt Draft IDP 2021/22</li> </ul>	Council Chamber – Amajuba District Municipality Building
14 May 2021	<ul style="list-style-type: none"> <li>Feedback on comments received during the 21-day advert period on the Budget and IDP as well as the public participation process and suggested ways of addressing these issues.</li> <li>Submission of business plans by sector departments for 2021/22</li> <li>Recommendation by the IDP RF for adoption of the Final IDP 2021/22 by Council.</li> </ul>	Council Chamber – Amajuba District Municipality Building

Table 4: IDP RF meeting schedule (Newcastle LM)

DATES	EVENTS	RESPONSIBILITY
<b>FIRST QUARTER (2020/21)</b>		
29 July 2020	EXCO/Council to approve Draft Process Plan (2021/22).	Municipal Manager/Director IDP
July 2020	Joint meeting for IDP, Budget and PMS for process alignment purposes.	Manager IDP
31 July 2020	Submission of the Draft Process Plan (2021/22) to COGTA	Manager IDP
03 August 2020	Posting of Draft Process Plan on the Official Municipal Website	Manager IDP
06 August 2020	21 Days advertising period for public consultation on the Draft Process Plan (2021/22).	Manager IDP
10/22 August 2020	IDP-SC to deliberate on Final IDP Process Plan.	Manager IDP
26 August 2020	Final Process Plan to EXCO/Council for approval.	Manager IDP
31 August 2020	Posting of Final IDP Process Plan on the Municipal website.	Manager IDP
03 September 2020	Public notice on the Final IDP Process Plan (2021/22).	Manager IDP

04 September 2020	Submission of Final IDP Process Plan to COGTA.	Manager IDP
<b>SECOND QUARTER (2020/21)</b>		
October 2020	Strategic Planning Workshop on the IDP/Budget (2020/21).	Manager IDP
November 2020	COGTA Cross-border Alignment Meeting	COGTA/Director IDP
13 November 2020	ADM First IDP Representative Forum	ADM Manager IDP/Director IDP
16 November 2020	NLM First IDP Representative Forum:- <ul style="list-style-type: none"> <li>▪ Presentation of the Final IDP/Budget Process Plan (2021/22).</li> <li>▪ The provision of feedback on the <i>status quo</i> and strategic framework components of the IDP.</li> <li>▪ Deliberation on the comments received on the Final IDP Review (2020/21).</li> <li>▪ Outcomes of the Constituency Meetings/Community Based Planning sessions.</li> </ul>	Municipal Manager/Director IDP
<b>THIRD QUARTER (2020/21)</b>		
09 February 2021	ADM Second IDP Representative Forum	ADM Manger IDP/Director IDP
12 February 2021	IDP Progress Report to IDP-SC.	Director IDP
February 2021	Budget Strategic Planning Workshop on the IDP/Budget (2021/22).	Director IDP
05 March 2021	Second IDP Representative Forum <ul style="list-style-type: none"> <li>▪ Presentation on the Draft IDP Review (2021/22) outlining the improvements made in response to the MEC: COGTA comments on the Final IDP Review (2020/21).</li> <li>▪ Presentation on the Draft Budget (2021/22).</li> </ul>	Director IDP
19 March 2021	EXCO approval of Draft IDP Review (2021/22).	Director IDP
22 March 2021	Council approval of Draft IDP Review (2021/22)	Director IDP
March 2021	ADM Draft IDP/Budget (2021/22) Consultative Process.	ADM Manager IDP
<b>FOURTH QUARTER (2020/21)</b>		
April 2021	ADM Draft IDP/Budget (2020/21) Consultative Process continued.	ADM Manager IDP
27 March 2021	Posting of Draft IDP document on Official Municipal Website	Director IDP
31 March 2021	Submission of Draft IDP to COGTA.	Director IDP
25 March - 14 April 2021	21 Days Advertising period for public comments.	Director IDP
April / May 2021	IDP/ Budget Roadshows.	Director IDP
04 May 2021	IDP-SC to deliberate on the Final IDP document.	Director IDP
11 May 2021	Final IDP Representative Forum for adoption. <ul style="list-style-type: none"> <li>▪ Feedback on comments received during the 21 day advertising period for public comments on the Draft IDP/Budget.</li> <li>▪ Recommendations by the IDP RF for adoption of the IDP by Council.</li> </ul>	Director IDP
17 May 2021	EXCO to recommend Final IDP Review (2021/22) approval by Council.	Director IDP
14 May 2021	ADM Third IDP Representative Forum.	ADM Manager IDP/Director IDP
May 2021	Public Hearing on the IDP and Budget Roadshows.	Mayor/Director IDP/SED: BTO

24 May 2021	Council meeting to adopt the Final IDP document for the 2021/21 financial year.	Director IDP
27 May 2021	Public notice on the approval/adoption of the Final IDP Review (2021/22).	Director IDP
29 May 2021	Posting of Final IDP Review (2021/22) document on Official Municipal Website	Director IDP
03 June 2021	Submission of Final IDP Document to COGTA.	Director IDP

Table 5: Emadlangeni LM schedule of meetings

KEY DEADLINES	ACTIVITY	RESPONSIBILITY
25 July 2020	Review Performance agreements of section 54 and 56 managers.	HODs, Director Corporate services, IDP Manager & Municipal manager
31 July 2020	Submission of Draft Process Plan 2021/22 to COGTA for comment	HODs, IDP Manager & Municipal manager
30 August 2020	Submit the Annual Performance Report, annual financial statements	IDP Manager/CFO
30 September 2020	Council Adopt IDP, Budget and Process Plan for 2021/22	IDP Manager/CFO
30 October 2020	Advertise the Process Plan to Public	IDP Manager
09 October 2020	1 <sup>st</sup> quarter performance report	HODs/IDP Manager
30 October 2020	IDP/Budget Steering Committee	IDP Manager/CFO
13 November 2020	Chief Financial Officer of municipality 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	CFO
20 November 2020	IDP Representative Forum	HODs/ Managers/ IDP & LED Officer
08 January 2021	2 <sup>nd</sup> Quarter PMS report	IDP Manager
25 January 2021	Midyear report S72 Submitted to Council & Provincial Treasurer	IDP Manager/CFO
25 January 2021	Table Draft Annual Report to council	IDP Manager
29 January 2021	<ul style="list-style-type: none"> <li>▪ Review of mid-year budget</li> <li>▪ Chief Financial Officer combines various departmental estimates and calculates total income and expenditure of the municipality.</li> </ul> Chief Financial 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)	CFO/MM

KEY DEADLINES	ACTIVITY	RESPONSIBILITY
Immediately after tabling to council	Advertise the Draft Annual Report to public	IDP Manager
05 February 2021	IDP/Budget steering committee	IDP Manager/CFO
12 February 2021	Alignment of draft budget and Capital Investment Framework with SDF	CFO
12 February 2021	Budget structure is submitted to MANCO.	CFO
19 February 2021	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	CFO
26 February 2021	Chief Financial Officer notifies relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year <b>MFMA s 37(2)</b>	CFO
26 February 2021	Approval of Adjusted Budget and SDBIP	CFO
19 February 2021	IDP Representative Forum	IDP Manager/ Mayor
February 2021	Provincial Stakeholders Meeting	IDP Manager/ IDP Officer
21 days after adoption in terms of MSA	Advertise the Draft IDP/Budget	IDP Manager/CFO
31 March 2021	Adopt Oversight Report	MPAC/Council
Within 07 days after adoption by council	Advertise Oversight Report	IDP Manager
30 March 2021	Draft budget, SDF and revised IDP together with all related documents to be posted onto the municipal website so that the budget is accessible to the public.	BTO/MM
02 April 2021	Hard copies of draft budget and all other related documents are made available to the public and the local communities are invited to make written submissions to the Council on the budget and to make representation at the budget hearing.	CFO
02 April 2021	Hard copies of draft budget to be submitted to the following: <ul style="list-style-type: none"> <li>• National Treasury;</li> <li>• Provincial Treasury; and</li> <li>• Amajuba District Municipality</li> </ul>	CFO

KEY DEADLINES	ACTIVITY	RESPONSIBILITY
16 April 2021	S 54/56 Managers Quarterly Performance Assessments Third quarterly report	MM
09 April 2021	3 <sup>rd</sup> Quarterly PMS report	IDP Manager
09 April 2021	Due date for budget written comments Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc.	MM/CFO
10-17 April 2021	Public participation of IDP and Budget in terms of Section 17 and 18 chapter 4 of MSA (2000) and Section 22 Of MFMA (2003)	Council/MM/ Community Services/Public Participation/ IDP
07 May 2021	Meeting to discuss key issues, IDP status, Evaluating changed circumstances, MEC comment & discuss matters of Budget	IDP manager/CFO/HODs
14 May 2021	IDP Representative Forum	MM/HOD/IDP Manager/ Mayor
28 May 2021	Adoption of IDP and Budget by Council	Council
28 days after the adoption of the Budget	Adoption of SDBIP	Mayor/Council
10 days after council adoption	Submit final IDP and Budget to COGTA within 10 days of adoption	CFO/IDP Manager

Table 6: IDP RF meeting schedule (Dannhauser LM)

DATE	PURPOSE OF MEETING	VENUE
August 2020	<ul style="list-style-type: none"> <li>The provision of feedback on the status quo and strategic framework components of the IDP; (Process Plan)</li> <li>Presentation of the Sector Plans</li> <li>Status Quo and review of the Spatial Development Framework and SPLUMA introduction.</li> </ul>	TBC
March 2021	<ul style="list-style-type: none"> <li>Presentation of the draft IDP and Budget ahead of the public participation process.</li> <li>Presentation of the PMS quarterly report.                             <ul style="list-style-type: none"> <li>Sector Plans</li> </ul> </li> </ul>	TBC
May 2021	<ul style="list-style-type: none"> <li>Presentation of the draft IDP and Budget ahead of the public participation process.</li> <li>Presentation of the PMS quarterly report.                             <ul style="list-style-type: none"> <li>Sector Plans</li> </ul> </li> </ul>	TBC

The ADM has established a Planning and Development Forum with the purpose of promoting and supporting the facilitation of intergovernmental relations and cooperative governance in the



Amajuba District Municipal area by:

- Ensuring effective and efficient service delivery unhampered by jurisdictional boundaries, powers and functions
- Supporting the Technical Support Forum by ensuring that sufficient technical analysis has been conducted before making recommendations
- Coordinating activities and/or functions relevant to Planning and Development throughout the district
- Implementing decisions of the TSF as well as those of its own in a coordinated & co-operative manner

The proposed dates for the IDP 2021/22 Needs Analysis Consultative Meetings and IDP/Budget and PMS consultation dates are enlisted below. Kindly take note that these dates are subject to the availability of the Honorable Mayors and Council of the ADM Family of municipalities hence they might change, the venues for the meetings will be confirmed in due course. Below are the dates:

Table 7: IDP Needs Analysis Consultative Meetings

NEEDS ANALYSIS CONSULTATIVE COMMUNITY MEETINGS			
COMMUNITY MEETINGS			
AREA	DATE	TIME	VENUE
Dannhauser Local Municipality	22 October 2020	09h00	To be confirmed and communicated
Newcastle Local Municipality	26 October 2020	09h00	To be confirmed and communicated
Emadlangeni Local Municipality	29 October 2020	09h00	To be confirmed and communicated

\*Proposed dates are as per the approved ADM Family of Municipalities Integrated Calendar 2020/21

\*Proposed dates are for Joint Consultative meetings between ADM and LMs

Table 8: IDP/Budget Roadshow Consultative Dates

DRAFT IDP/BUDGET CONSULTATIVE COMMUNITY MEETINGS			
COMMUNITY MEETINGS			
AREA	DATE	TIME	VENUE
Dannhauser Local Municipality	09 April 2021	09h00	To be confirmed and communicated
Emadlangeni Local Municipality	16 April 2021	09h00	To be confirmed and communicated
Newcastle Local Municipality	20 April 2021	09h00	To be confirmed and communicated

\*Proposed dates are as per the approved ADM Family of Municipalities Integrated Calendar 2020/21

\*Proposed dates are for Joint Consultative meetings between ADM and LMs

### 12.3 COUNCIL APPROVAL

Once the IDP-RF has recommended to Council for the adoption of the IDP and Budget by 14 May 2021, the IDP will be tabled at EXCO for consideration by 25 June 2021. Council will then adopt the IDP and Budget by the 30 June 2021.

## **12.4 IDP PREPARATION (IN-HOUSE)**

The unit dealing with the review, implementation and management of the IDP under the Office of the Municipal Manager however the functions are seconded at the Planning & Development Services Department. The IDP unit has authority to obtain, analyze, align and integrate data from internal and external stakeholders. The review of the IDP 2020/21 will be conducted in-house, the estimated cost for the review of the IDP 2020/21 is R 845 932,50 including roadshows and administrative costs with an allocated budget of R60 000.

## **12.5 ALIGNMENT OF THE SDF**

Alignment of the Amajuba IDP and SDF review with the local municipality will take place as it is crucial in order for district family to have continuing planning and prioritize project can be pointed out on SDF. The district will arrange meeting on one on one basis to update municipal SDF and ensure the preparation process is adequately aligned. The SDF will include:

- Alignment of the SDF with the capital budget of the municipality
- Alignment of the SDFs of surrounding municipalities.
- Alignment of the SDF with key National and Provincial Spatial Planning initiatives
- The identification of urban edges within municipalities in line the Department guideline, and
- The alignment of the SDF with the provincial special Planning guidelines

## **12.6 COST ESTIMATION**

With the IDP review process being done partly in-house and externally (in terms of limited and targeted specialists for assistance) the costs of the planning process for the review will be budgeted from Council Budget.

The ADM will endeavour to access funds for Sector Plans from Provincial and National Departments. Business plans will need to be prepared and submitted. Cost can relate to the following:

- Information dissemination
- Meetings
- Printing and Documentation
- Public participation
- Travelling and subsistence costs

- The table below is the cost breakdown for the completion of the IDP review up until its successful completion:

Table 9: Cost Analysis: 2020/21 IDP Review

<b>IDP 2020/21 REVIEW - COSTING ANALYSIS (ESTIMATION)</b>				
<b>ITEM</b>	<b>AREA</b>	<b>UNIT COST</b>	<b>QUANTITY</b>	<b>TOTAL COST</b>
IDP Review and consultations	Process and Framework Plan	R5 000,00	1	R5 000,00
	Draft IDP 2021/22	R20 000,00	1	R20 000,00
	Final IDP 2021/22	R30 000,00	1	R30 000,00
IDP Meetings	IDP-RF and IDP-SC	R1 666,7	3	R1666,7
Adverts	Local Newspaper	R12 000,00	4	R12 000,00
<b>Total Cost</b>				<b>R68 666.70</b>

## 13. ANNEXURE B: PLANNING LEGISLATION AND POLICIES

**FRAMEWORK GUIDELINE: APPLICABLE LEGISLATION & POLICIES FOR KWAZULU-NATAL MUNICIPALITIES IN INTEGRATED DEVELOPMENT PLANNING**

### 13.1 LEGISLATION

LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
<b>KwaZulu–Natal Planning Development Act (No 6 of 2008)</b>	Department of Co-operative Governance Traditional Affairs	Establishment of private townships, sub-division and layout of land for building purposes or urban settlement and the preparation and carrying out of town planning schemes	Municipalities	Department of Co-operative Governance Traditional Affairs
<b>Municipal Systems Act (No. 32 of 2000)</b>	Department of Co-operative Governance Traditional Affairs	<b>Integrated Development Plans</b> Strategic planning Multi-sectoral planning, co-ordination & alignment	Municipalities	Municipalities. MEC Local Government may require amendment to IDP
<b>Municipal Structures Act (No 117 of 1998)</b>	Department of Co-Operative Governance and Traditional Affairs	To provide for the establishment of municipalities in accordance with the requirements relating to categories and types of municipality; to establish criteria	Municipalities	Department of Co-operative Governance Traditional Affairs

LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
		for determining the category of municipality to be established in an area; to define the types of municipality that may be established within each category; to provide for an appropriate division of functions and powers between categories of municipality; to regulate the internal systems, structures and office-bearers of Municipalities.		
<b>Planning and Development Act</b>	Department of Co-Operative Governance and Traditional Affairs	To direct and regulate planning and development in the Province and ensure that all planning and development decisions now occur at municipal level.	Municipalities	Department of Co-Operative Governance and Traditional Affairs
<b>Spatial Planning and Land Use Management Act (No. 6 of 2008)</b>	Department of Co-Operative Governance and Traditional Affairs	Framework act for all spatial planning and land use management legislation in South Africa. It seeks to promote consistency and uniformity in procedures and decision-making in this field.	Municipalities	Department of Co-Operative Governance and Traditional Affairs
<b>Water Services Act, 1997 (Act No. 108 of 1997)</b>	Department of Water and Sanitation	<b>Water Services Plans</b> Provision and delivery of water services	Water Services Authorities/ Municipalities	Water Services Authorities
<b>National Land Transport Transition Act (Act No. 22 of 2000)</b>	Department of Transport	<b>Transport Plans</b> Public transport plan operational plan	Transport Authorities Municipalities	Transport Authorities Municipalities

LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
		Integrated transport plan Operational plan.		
<b>National Housing Act, 1997 (Act No. 107 of 1997)</b>	Department of Human Settlements	<b>Housing Delivery Plans</b> Provision and delivery of housing.	National & Provincial Government, Municipalities	National & Provincial Govt., Municipalities
<b>National Environmental Management Act (Act No. 107 of 1998)</b>	Department of Environmental Affairs	<b>Environmental Mangement Plans</b> Environmental principles Environmental Implementation and management plans	Certain national departments and each province	Relevant department in the province
<b>Municipal Structures Act, 1998 (Act No. 117 of 1998)</b>	Department of Co-operative Governance Traditional Affairs	Municipal establishment and determination of powers and functions of Municipalities	Municipalities	N\A
<b>Municipal Finance Management Act (No 56 of 2003)</b>	National Treasury	Economic, efficient & effective management of municipal finances through sound accounting and internal control systems	Municipalities	National & Provincial Treasury
<b>Ingonyama Trust Amendment Act (Act No.9 of 1997)</b>	Department of Rural development & Land Reform	- Establishes the Ingonyama Trust Board. - Transfers all land in former R293 townships to municipalities.	Former KwaZulu areas	Ingonyama Trust Board

LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
		- Transfers land used for state domestic purposes to the National or Provincial Government.		
<b>KwaZulu Amakhosi and Iziphakanyiswa Act (Act No.9 of 1990)</b>	Department of Co-operative Governance Traditional Affairs	Provides for the establishment of Tribal Authorities, Community Authorities and Regional Authorities and provides further for the powers, functions and duties of such Authorities in relation to the acquisition, control, settlement and development of all land within the jurisdiction of these Authorities.	Tribal Authorities, Community Authorities and Regional Authorities	Department of Co-operative Governance Traditional Affairs

## 13.2 POLICIES

POLICY	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
<b>Reconstruction &amp; Development Programme (RDP)</b>	Office of the President	Development planning and service delivery. Local Economic Development.
<b>Growth, Employment &amp; Redistribution Strategy (GEAR)</b>	Office of the President	A (macro-economic) strategy for rebuilding and restructuring the economy. Contents include fiscal policy; monetary and exchange rate policy; trade, industrial and small enterprise policies; social and sectoral policies; public investment and asset restructuring; employment, wages and training; and policy coordination.
	Office of the President	

POLICY	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
<b>Integrated Sustainable Rural Development Strategy (ISRDS)</b>		The ISRDS is designed to realize a vision that will attain socially cohesive rural communities with viable institutions, sustainable economies and universal access to social amenities, able to attract and retain a skilled and knowledgeable people, who are equipped to contribute to growth and development.
<b>Urban Development Framework</b>	Department of Human Settlements	Seeks to accommodate the growth and job creation orientation of GEAR with the more re-distributive and >people development= association of the RDP. It does so through the accommodation of the need to stimulate local economic development and enhanced global competitiveness of South African cities.
<b>Rural Development Framework (RDF)</b>	Department of Rural Development & Land Affairs	The RDF asserts a powerful poverty focus. It describes how government working with rural people aims to achieve a rapid and sustained reduction in rural poverty.
<b>Local Agenda (LA 21)</b>	Department of Agriculture & Environmental Affairs and Rural Development and Department of Co-operative Governance Traditional Affairs	Blueprint for Sustainable Development. Delivering basic environmental, social and economic services. Local level planning. Sustainable development of local urban settlements and communities.
<b>White Paper for Sustainable Coastal Development</b>	Department of Agriculture & Environmental Affairs & Rural Development	Sets out a Policy that aims to achieve sustainable coastal development in South Africa through integrated coastal management. Sustainable coastal development is enhancing the capacity of current and future generations to realize their human potential, within the context of maintaining diverse, healthy and productive coastal ecosystems.
<b>KwaZulu-Natal Environmental Implementation Plan (Draft First Edition)</b>	Department of Agriculture & Environmental Affairs & Rural Development	An environmental management system for integrating government policies, programmes and related plans. Provides an assessment of the present state of environmental management in the province.
<b>KwaZulu-Natal</b>	Premiers Office	



POLICY	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
<b>Provincial Growth &amp; Development Strategy (PGDS)</b>		A 2035 vision to create a dynamic, peaceful, secure, prosperous, healthy, educated, democratic, attractive and competitive province.
<b>KwaZulu-Natal Integrated Rural Development White Paper</b>	Department of Co-operative Governance Traditional Affairs	Its purpose is to identify policy instruments and specific strategies through which economic and social development of KZN's rural areas might be realized.
<b>Land redistribution for Agricultural Development (LRAD)</b>	Department of Rural Development & Land Affairs	Primarily deals with agricultural land redistribution. Deals with the transfer of agricultural land to specific individuals or groups. Deals with commonage projects to improve access to municipal and tribal land for grazing purposes.
<b>Beneficial Occupation Policy for State Land</b>	Department of Rural Development & Land Affairs	Deals with the entitlements of rights holders of Interim Protection of Informal Rights Act on state land and Extension of Security of Tenure Act, in respect of state land disposal projects.
<b>National Policy Framework for Women's Empowerment and Gender Equality.</b>	Office of the Premier	Outlines South Africa's vision for gender equality and for how it intends to realize this ideal. It details the overarching principles which will be integrated by all sectors into their own sectoral policies, practices and programmes.
<b>UN Convention on the Rights and Welfare of the Child (ratified in 1995 by the government of South Africa)</b>	Office of the Premier	Recognizes that the child, for the full and harmonious development of his or her personality, should grow up in a family environment and in an atmosphere of happiness, love and understanding; the child should be prepared to live an individual life in society and brought up in the spirit of peace, dignity, tolerance, freedom, equality and solidarity.
<b>UN Declaration on the Rights of Disabled Persons</b>	Office of the Premier	Emphasizes the necessity of preventing physical and mental disabilities and of assisting disabled persons to develop their abilities in the most varied fields of activities and of promoting their integration as far as possible in normal life.

## 14. ANNEXURE B – KEY IDP, BUDGET AND PMS

### 14.1 KEY EVENT DATES FOR 2020/21 REVIEW

#### 14.1.1 KEY IDP DATES

Table 10: IDP Activity schedule 2021/22

QUARTER ONE		
ACTIVITY	DUE DATE	DEPARTMENT RESPONSIBLE
First IDP Steering Committee meeting (DAPDF)	24 July 2020	Planning and Development
Submission of draft Framework & Process Plan – KZN COGTA	31 July 2020	Planning and Development
Advertisement on the Process for Review 2020/21	31 July 2020	Planning and Development
ExCo approval of IDP Framework Plan 2021/22	19 August 2020	Planning and Development
Council approval of IDP Framework Plan 2020/21	26 August 2020	Planning and Development
Advertisement of approval of Framework Plan	09 September 2020	Planning and Development
QUARTER TWO		
ACTIVITY	DUE DATE	DEPARTMENT RESPONSIBLE
2020/21 Review – Consultative process (Needs analysis)	5, 8 and 12 October 2020	Office of the Speaker & Office of the Mayor
Second IDP Steering Committee meeting (DAPDF)	06 November 2020	Planning and Development
ADM CoGTA Alignment Session	06 November 2020	CoGTA & ADM
First IDP Representative Forum meeting	13 November 2020	Planning and Development
QUARTER THREE		
ACTIVITY	DUE DATE	DEPARTMENT RESPONSIBLE
Second IDP Representative Forum meeting	09 February 2021	Planning and Development
Third IDP Steering Committee meeting (DAPDF)	05 March 2021	Planning and Development
ExCo Approval of Draft IDP 2021/22	25 March 2021	Planning and Development
Council Approval of Draft IDP 2021/22	31 March 2021	Planning and Development
QUARTER FOUR		
ACTIVITY	DUE DATE	DEPARTMENT RESPONSIBLE
Submission of Draft IDP 2021/22 to COGTA	10 April 2021	Planning and Development
Draft IDP/Budget 2021/22 Consultative process	19 - 21 April 2021	Office of the Speaker & Office of the Mayor
Draft IDP assessment feedback	23 April 2021	Planning and Development
Third IDP Representative Forum meeting	14 May 2021	Planning and Development
Fourth IDP Steering Committee meeting (DAPDF)	04 June 2021	Planning and Development
ExCo approval of Final Draft IDP 2021/22	25 June 2021	Planning and Development
Council approval of final Draft IDP 2021/22	30 June 2021	Planning and Development

Submission of Final IDP 2021/22 to COGTA	10 July 2021	Planning and Development
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### 14.1.2 KEY DATES OF PUBLIC PARTICIPATION

Table 11: Public participation Dates

Date	Venue	Nature of the meeting	Target Audience	Amount required
August 2020	Osizweni Community Hall	Annual Traditional Medicines Commemoration	1000	R100 000 Transport, catering and all other related logistics
September 2020	The Pines	Breakfast meeting with Amakhosi neZinduna and Cogta Officials	100	R50 000 Transport, catering and other related logistics
September 2020	Emadlangeni Town Hall	Women Caucus Prayer	500	R50 000 Transport, catering and all other related logistics
October 2020	Amajuba District Municipality	Speaker's Forum	50 this includes Speaker's from all locals and public participation officers	R50 000 Catering and all other related logistics
November 2020	Richview Civic Hall	Religious Leaders Meeting. Culture and Religious Association to mobilise all religious fraternals	1000	R100 000 Transport, catering and all other related logistics
December 2020	Early Childhood Development Centres in and around Amajuba District	Visiting Early Childhood Development Centres	2 per each local municipality	R60 000 For toys and other related instruments
January 2021	Amajuba District Municipality	Speaker's Forum	50 people all Local Municipalities ,Public participation Officers and Rapid Response Teams	R50 000 Catering and all other related logistics
February 2021	Showground Hall	Youth Summit	2-3 days summit Expecting 100 people to attend	R200 000 Transport, catering and all other related logistics

March 2021	Amajuba District Municipality	Strategic engagement with Traditional Health Practitioners	80 people to attend, only executive committee members representing all local municipalities	R100 00 Transport, catering and all other related logistics
March 2021	Enyonini Church situated at Section 2 Madadeni	Amajuba District Prayer	2000 communities and religious leaders	R200 000 Transport, catering and all other related logistics
April 2021	IDP Budget Roadshows Emadlangeni Dannhauser Newcastle	IDP Budget Roadshows ➤ Emadlangeni ➤ Dannhauser ➤ Newcastle	1000 people per each local municipality	R1 000 000 Transport, catering and all other related logistics
May 2021	Amajuba District Municipality	Speaker's Forum with Public Participation, Rapid Response and Cogta Officials	50 people to attend	R50 000 Transport, catering and all other related logistics
June 2021	Amajuba District Municipality	Gala Dinner with Amakhosi neZinduna, Religious Leaders, and Traditional Health Practitioners, public participation officers and Rapid Response Teams	200 people to attend	R300 000 Transport, Catering and all other related logistics

Table 12: SDF Review Dates 2021/22

Activity	Due Date	Responsible
Advertisement of Review of SDF	28 Aug 2021	ADM SCM
Appointment	02 October 2021	ADM Planners
First Draft SDF	27 Jan 2022	ADM Planners
Final Draft SDF	31 March 2022	ADM Planners
Final Product	30 May 2022	ADM Planners

### 14.1.3 KEY BUDGET DATES – ANNUAL BUDGET 2020/21 PROCESS PLAN

#### Financial Modelling and Key Planning Drivers

As part of the compilation of the 2021/22 MTREF; extensive financial modelling will be undertaken to ensure affordable tariffs and long-term financial sustainability. The following key factors and planning strategies will inform the compilation of the Final Budget 2021/22 MTREF:

- Municipality’s growth;
- Policy priorities and strategic objectives;
- Asset maintenance;
- Economic climate and trends (i.e. inflation, Eskom increases, household debt, migration patterns);
- Performance trends;
- The approved 2020/21 adjustments budget and performance against the SDBIP;
- Cash Flow Management Strategy;
- Debtor payment levels;
- Loan and investment possibilities;
- The need for tariff increases versus the ability of the community to pay for services; and
- Improved and sustainable service delivery.

In addition to the above, the strategic guidance given in National Treasury’s MFMA Circulars 93 - 94 will be taken into consideration in the planning and prioritisation process.

Table 13: MTREF Budget Review Schedule

<b>TIME SCHEDULE FOR BUDGET REVIEW PROCESS 2020/2021</b>			
<b>NO</b>	<b>ACTIVITY/TASK</b>	<b>RESPONSIBLE OFFICIAL</b>	<b>TARGET DATES</b>
			<b>BUDGET</b>
<b>JULY 2020</b>			
1.	Submit monthly report on the budget for period ending 30 June 2019 within 10 working days to the Executive Mayor	Manager Budget	14/07/2020
2.	Senior Management to discuss the Draft Budget Process Plan	CFO	31/07/2020
<b>AUGUST 2020</b>			
3.	Submit Draft Budget Process Plan to Council for adoption	CFO	14/08/2020
4.	Submit monthly report on the budget for period ending 31 July 2020 within 10 working days to the Executive Mayor	Manager Budget	14/08/2020
5.	Table Draft Annual Performance Report and Annual Financial Statements to Council	Municipal Manager	31/07/2020
6.	Submit the Annual Performance Report and Annual Financial Statements to the Auditor-General	CFO	31/08/2020
<b>SEPTEMBER 2020</b>			
7.	Advertisement of IDP/Budget Process Plan on website/local newspaper/notice boards	CFO	14/09/2020
8.	Submit monthly report on the budget for period ending 31 August 2020 within 10 working days to the Executive Mayor	Manager Budget	14/09/2020
<b>OCTOBER 2020</b>			
9.	Submit monthly S71 report on the budget for	Manager Budget	14/10/2020

	period ending 30 September 2020 within 10 working days to the Executive Mayor  Submit S52(D) Quarterly Report to Council for adoption.		30/10/2020
<b>NOVEMBER 2020</b>			
10.	Submit monthly S71 report on the budget for period ending 31 October 2020 within 10 working days to the Executive Mayor	Manager Budget	13/11/2020
<b>DECEMBER 2020</b>			
11.	Submit monthly report on the budget for period ending 30 November 2019 within 10 working days to the Executive Mayor	Manager Budget	14/12/2020
<b>JANUARY 2021</b>			
12.	Submit monthly report on the budget for period ending 31 December 2020 within 10 working days to the Executive Mayor	Manager Budget	15/01/2021
13	Submit Mid-Year Budget & Performance Assessment Report to Executive Mayor (Section 72) Submit S52(D) Quarterly Report to Council for adoption	CFO/MM	25/01/2021 29/01/2021
14.	Submit Mid-Year Budget and Performance Report to Council	CFO/MM	25/01/2021
15	Submit Mid-Year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government Treasury and Department of Local Government	MUNICIPAL MANAGER /CFO	29/01/2021
16	Make public the Mid-Year Budget and Performance report	MUNICIPAL MANAGER /CFO	29/01/2021
17.	Submit monthly report on the budget for period ending 31 January 2021 within 10 working days to the Executive Mayor	Manager Budget	12/02/2021
<b>FEBRUARY 2021</b>			
18.	Council considers and adopts 2019/2020 Adjustment Budget and potential revised 2020/2021 SDBIP	Municipal Manager	26/02/2021
<b>MARCH 2021</b>			
19.	Advertise the approved 2020/2021 Adjustments Budget and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days)  Prepare Draft MTREF Budget 2021/2022-24  Submit Draft MTREF Budget 2021/2022 -24 to Budget Steering Committee  Submit Draft MTREF Budget 2021/2022-24 to Executive Committee (EXCO)	Municipal Manager	12/03/2021  18/03/2021 26/03/2021 27/03/2021

	Submit Draft MTREF Budget 2020/2021-23 to Council for Approval		30/03/2021
<b>APRIL 2021</b>			
20.	Submit the Electronic Approved Draft Annual Budget 2021/2022 MTREF and corresponding data- strings to National Treasury and relevant Provincial Departments	CFO	05 /04/2021
	Submit monthly report on the budget for period ending 31 March 2021 within 10 working days to the Executive Mayor	Manager Budget	14/04/2021
	Submit S52(D) Quarterly Report to Council for adoption	CFO/MM	30/04/2021
<b>MAY 2021</b>			
21	Submit monthly report on the budget for period ending 30 April 2021 within 10 working days to the Executive Mayor	Manager Budget	14/05/2021
22	Budget Steering Committee Meeting	CFO	17/05/2021
23	Council to adopt Revised IDP and the 2021/2022 budget (at least 30 days before the start of the budget year)	Municipal Manager	30/05/2021
<b>JUNE 2021</b>			
24	Approved annual budget must be submitted to both National Treasury and the relevant provincial treasury <b><i>within ten working days</i></b> after the council has approved the annual budget (Electronic Copies)	CFO	03/06/2021
	Place the IDP, 2021/2022 multi-year budget, all budget-related documents and all budget-related policies on the website		
25.	Submit approved budget 2021/2022 to National and Provincial Treasuries ( printed formats)	CFO	12/06/2021
26.	Submit monthly report on the budget for period ending 31 May 2021 within 10 working days to the Executive Mayor	Manager Budget	14/06/2021
27.	Draft Annual Financial statement preparation plan	CFO	07/06/2021

#### 14.1.4 KEY DATES - PERFORMANCE MANAGEMENT SYSTEM

Table 14: PMS Review Dates

OUTPUT	CORE ACTIVITIES	TIMEFRAMES
PMS policy and framework	Review of PMS Policy and Framework Guide	31 May
OPMS & IPMS	Establishment of Draft SDBIP	March/April

	Establishment of Final SDBIP	28 days after budget approval
	Development and Signing of performance agreements	31 July
	Make public SDBIP and submit to relevant stakeholders	14 days after SDBIP approval
Performance monitoring and evaluation	Quarterly assessment of the 2018/2019 SDBIP	October, January, April, July
	Individual performance assessments	November, February, May, August
Performance reporting	Tabling of the draft annual report to Council by the Mayor	31 January
	Tabling of the oversight report to Council by the MPAC	31 March
	Tabling of the final annual report to Council by the Mayor	31 March
	Make public annual report and invite community inputs into report	21 days in February
	Publicise Annual Report and Submit copy to Provincial Legislature	April
Performance auditing	Quarterly audit of performance measurements	November, February, May, August
	Audit Committee	Towards end of: November, February, May, August



## 14.2 2020/21 PROVINCIAL IDP MANAGEMENT PLAN

Table 15: Provincial IDP Management Plan 2020/21

TASK	TARGET DATE	RESPONSIBILITY	ACTIVITY
<b>Phase 1: COGTA provide support to IDPs; IDP Stakeholders Meeting</b>	<b>November 2019 - March 2020</b>		
➤ <b>Provide support to Municipalities to improve IDPs</b>	November 2019 - March 2020	- IDP Co-ordination BU	<ul style="list-style-type: none"> <li>• Ensure establishment of Project Steering Committee or equivalent body</li> <li>• Participation in Planners Forum and RFs</li> </ul>
		- Municipal representatives	<ul style="list-style-type: none"> <li>• Establish and convene meetings of PSC, RF</li> <li>• Draft the IDP</li> </ul>
		- Sector Departments	<ul style="list-style-type: none"> <li>• Make input into IDPs</li> </ul>
		- SOEs	<ul style="list-style-type: none"> <li>• Make input into DPs</li> </ul>
➤ <b>IDP Stakeholders Meeting (on 2019/20 Reviewed IDP process)</b>	1-31 March	- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>✚ Present, discuss and adopt reviewed Provincial IDP Management Plan</li> <li>✚ Present, discuss and adopt reviewed IDP assessment criteria</li> </ul>
		- Municipal representatives	<ul style="list-style-type: none"> <li>✚ Participate in discussion and decision taking</li> <li>✚ Adopt Framework to guide agenda setting for IDP and budget Imbizo.</li> <li>✚ Adopt Provincial IDP Management Plan and criteria</li> </ul>
		- Sector Departments	<ul style="list-style-type: none"> <li>✚ Participate in discussion and decision taking</li> </ul>

			<ul style="list-style-type: none"> <li>✚ Adopt Provincial IDP Management Plan and criteria</li> </ul>
		- SOEs	<ul style="list-style-type: none"> <li>✚ Participate in discussion and decision taking</li> <li>✚ Adopt Provincial IDP Management Plan and criteria</li> </ul>
TASK	TARGET DATE	RESPONSIBILITY	ACTIVITY
<b>Phase 2: Submission Draft Reviewed 2019/20 Reviewed IDPs and WBPs to COGTA</b>	<b>31 March 2020</b>		
➤ <b>Submission Draft 2019/20 Reviewed IDPs to COGTA for assessment</b>	1 - 31 March 2020	- COGTA Planners	<ul style="list-style-type: none"> <li>• Support Municipalities with completion of draft Reviewed IDPs</li> <li>• Receive &amp; register draft Reviewed IDPs</li> </ul>
	1 - 31 March 2020	- Municipal Planners	<ul style="list-style-type: none"> <li>• Finalise draft Reviewed IDPs into Process Plans &amp; IDP Assessment Criteria</li> <li>• Finalise WBPs</li> <li>• Align WBPs to IDP</li> <li>• Submit Draft IDPs and WBPs</li> </ul>
	1 - 3 March 2020	- Sector Departments	<ul style="list-style-type: none"> <li>• Make input into finalization of draft Reviewed IDPs</li> <li>• Participate in IDP RFs and provide project and budget information</li> <li>• Assessment of IDPs</li> </ul>
		- SOEs	<ul style="list-style-type: none"> <li>• Make input into finalisation of draft Reviewed IDPs</li> <li>• Participate in IDP RFs and provide project and budget information</li> <li>• Assessment of IDPs</li> </ul>
TASK	TARGET DATE	RESPONSIBILITY	ACTIVITY

<b>Phase 3: Convene Draft IDP assessment sessions; Convene IDP/DGDP Alignment Feedback session; and Establishment of MEC Panel</b>	<b>14 May 2020</b>			
<p>➤ <b>Draft IDP assessment sessions:</b></p> <ul style="list-style-type: none"> <li>• Ugu</li> <li>• Ethekwini</li> <li>• Ilembe</li> <li>• Umgungundlovu</li> <li>• Harry Gwala</li> <li>• King Cetshwayo</li> <li>• Umkhanyakude</li> <li>• Uthukela</li> <li>• Amajuba</li> <li>• Zululand</li> <li>• Umzinyathi</li> </ul>	01 - 09 April 2020	IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Cut CDs for distribution to stakeholders</li> </ul>	
			Sector Departments & SOE	<ul style="list-style-type: none"> <li>• Collect CD copies from COGTA</li> </ul>
	<ul style="list-style-type: none"> <li>• 14 April 2020</li> <li>• 15 April 2020</li> <li>• 16 April 2020</li> <li>• 23 April 2020</li> </ul>	- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Assessment of IDPs</li> <li>• Fill out templates and disseminate to municipalities</li> </ul>	
	<ul style="list-style-type: none"> <li>• 17 April 2020</li> <li>• 20 April 2020</li> <li>• 21 April 2020</li> <li>• 22 April 2020</li> <li>• 24 April 2020</li> </ul>	- Municipal representatives	<ul style="list-style-type: none"> <li>• Receive populated assessment templates</li> <li>• Incorporate comments into Final IDP.</li> </ul>	
		- Sector Departments	<ul style="list-style-type: none"> <li>• Update baseline information</li> <li>• Provide financial support for catalytic projects</li> <li>• Provide alignment information and check if information provided in Nov. 2016 was included</li> </ul>	
		- SOEs	<ul style="list-style-type: none"> <li>• Assessment of IDPs</li> <li>• Fill out templates</li> <li>• Provide alignment information and check if information provided in Nov. 2020 was included</li> </ul>	
➤ <b>Draft WBPs assessment</b>	15 May 2020	- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Assessment of WBPs, including WBP alignment to IDPs</li> <li>• Fill out templates and disseminate to municipalities</li> </ul>	
➤ <b>Draft IDP assessment feedback session</b>	31 May 2020	-IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Arrange venue for session</li> <li>• Invite stakeholders</li> <li>• Draft Minutes and Report</li> </ul>	

			<ul style="list-style-type: none"> <li>Establish MEC Panel and present Gantt chart on assessment process Make inputs on alignment</li> </ul>
		- Sector Departments	<ul style="list-style-type: none"> <li>Make inputs on assessment findings</li> </ul>
		- SOEs	<ul style="list-style-type: none"> <li>Make inputs on assessment findings</li> </ul>
		- Municipal Planners	<ul style="list-style-type: none"> <li>Comment of assessment findings</li> </ul>
		- Sector Departments	<ul style="list-style-type: none"> <li>Make inputs on MEC Panel activities</li> </ul>
		- SOEs	<ul style="list-style-type: none"> <li>Make inputs on MEC Panel activities</li> </ul>
TASK	TARGET DATE	RESPONSIBILITY	ACTIVITY
<b>Phase 4: Adoption, submission and assessment of 2020/21 IDPs and submission of and commenting on draft 2021/22 Framework and Process Plans</b>	<b>30 September 2020</b>		
➤ <b>Municipalities adopt IDPs</b>	30 June 2020	- Municipal Councils	<ul style="list-style-type: none"> <li>Ensure Council quorum</li> <li>Resolve to adopt IDPs</li> </ul>
		- Municipal Planners	<ul style="list-style-type: none"> <li>Ensure that adopted IDPs are submitted to COGTA with supporting documentation</li> <li>Ensure that IDP is advertised to notify public of completion of IDPs</li> </ul>
➤ <b>Municipalities submit adopted IDPs to COGTA</b>	10 July 2020	- Municipal Planners	<ul style="list-style-type: none"> <li>Deadline for submission of adopted IDP</li> </ul>
	10 July 2020	IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>Register adopted IDPs</li> <li>Circulate submission confirmation letter to Municipalities</li> <li>Cut CDs with adopted IDPs for distribution to MEC Panel</li> </ul>

➤ <b>Management of received IDPs and related documents (information management)</b>	May - 10 July 2020	-MEC Panel	<ul style="list-style-type: none"> <li>• Collect CDs from IDP Coordination</li> <li>• Pre-assess reviewed IDPs based on IDP Assessment Criteria</li> </ul>
➤ <b>MEC Panel assess adopted IDPs, populate Templates, score IDPs and draft paragraphs</b> ➤ <b>IDP Coordination finalise letters, assemble Templates and formulate Report</b>	09-10- July 202	- MEC Panel (at decentralised venues)	<ul style="list-style-type: none"> <li>• Assess reviewed IDPs based on IDP and SDF Assessment Criteria</li> <li>• Fill-out of Templates</li> <li>• Determine scores per KPA</li> <li>• Draft paragraphs</li> </ul>
	13- 31 July 2020	- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Finalise letters and MEC sign</li> <li>• Finalise Report and MEC sign</li> <li>• Compile populated Templates and disseminate</li> </ul>
	13-31 July 2020	Spatial Planning Business Unit	<ul style="list-style-type: none"> <li>• Finalise paragraphs</li> <li>• Finalise Spatial DM Reports and disseminate</li> <li>• Compile populated SDF Templates and disseminate</li> </ul>
	30 Sept 2020	IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Disseminate letters to Mayors</li> </ul>
➤ <b>COGTA finalise comments on Draft Framework and Process Plans</b>	31 July 2020	- Municipal planners	Ensure that draft FPs/PPs are submitted to COGTA
	31 July - 31 August 2020	- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Receive and register draft FPs / PPs</li> <li>• Comment on Draft FPs/PPs and disseminate</li> </ul>
- Spatial Planning Business Unit		<ul style="list-style-type: none"> <li>• Make SDF input into comments on draft FPs/PPs</li> </ul>	
➤ <b>IDP Indaba</b>	18 September 2020	- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Present major findings of Provincial MEC IDP Report focusing on KPAs</li> </ul>
		- Municipal representatives	<ul style="list-style-type: none"> <li>• Participate in proceedings</li> </ul>
		- Sector Departments	<ul style="list-style-type: none"> <li>• Participate in proceedings</li> </ul>

		- SOEs	<ul style="list-style-type: none"> <li>• Participate in proceedings</li> </ul>
➤ Finalisation of FP/PP	31 August – 30 September 2020	- Municipal Planners	<ul style="list-style-type: none"> <li>• Advertise draft FP/PPs for 21 days</li> <li>• Incorporate COGTA comments into draft FPs/PPs prior to adoption</li> <li>• Forward copies of adopted FP and PP together with Council Resolution to COGTA</li> </ul>
	Sept – October 2020	- Municipal Councils	<ul style="list-style-type: none"> <li>• Adopt FPs/PPs</li> </ul>
		- IDP co-ordination	<ul style="list-style-type: none"> <li>• Receive adopted FPs/PPs for record purposes</li> </ul>
<b>TASK</b>	<b>TARGET DATE</b>	<b>RESPONSIBILITY</b>	<b>ACTIVITY</b>
<b>Phase 5: World Planning Day; DGGP and IDP Alignment session</b>	<b>November 202</b>		
➤ World Planning Day Celebrations	08 November 2020	- SAPI	<ul style="list-style-type: none"> <li>• Logistics and invitations</li> </ul>
		- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Participate</li> </ul>
		- Municipal representatives	<ul style="list-style-type: none"> <li>• Participate</li> </ul>
		- Sector Departments	<ul style="list-style-type: none"> <li>• Participate</li> </ul>
➤ IDP Best Practice Conference and IDP Alignment session	20 November 2020	- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Make logistical arrangements</li> <li>• Hand out of certificates and trophies on 2020/21 IDP assessment results</li> </ul>
		- Municipal representatives	<ul style="list-style-type: none"> <li>• Participate in proceedings</li> </ul>
		- Sector Departments	<ul style="list-style-type: none"> <li>• Participate in proceedings</li> </ul>
		- SOEs	<ul style="list-style-type: none"> <li>• Participate in proceedings</li> </ul>
<b>TASK</b>	<b>TARGET DATE</b>	<b>RESPONSIBILITY</b>	<b>ACTIVITY</b>
<b>Phase 6: COGTA provide support to IDPs; IDP Stakeholders Meeting</b>	<b>November 2021 - March 2022</b>		

➤ <b>Provide support to Municipalities to improve IDPs</b>	November 2021 - March 2022	- IDP Co-ordination BU	<ul style="list-style-type: none"> <li>• Ensure establishment of Project Steering Committee or equivalent body</li> <li>• Participation in Planners Forum and RFs</li> </ul>
		- Municipal representatives	<ul style="list-style-type: none"> <li>• Establish and convene meetings of PSC, RF</li> <li>• Draft the IDP</li> </ul>
		- Sector Departments	<ul style="list-style-type: none"> <li>• Make input into IDPs</li> </ul>
		- SOEs	<ul style="list-style-type: none"> <li>• Make input into DPs</li> </ul>
➤ <b>IDP Stakeholders Meeting (on 2021/22 Reviewed IDP process)</b>	05 Feb 2021	- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Present, discuss and adopt reviewed Provincial IDP Management Plan</li> <li>• Confirm IDP assessment criteria</li> </ul>
		- Municipal representatives	<ul style="list-style-type: none"> <li>• Participate in discussion and decision taking</li> <li>• Adopt Provincial IDP Management Plan and criteria</li> </ul>
		- Sector Departments	<ul style="list-style-type: none"> <li>• Participate in discussion and decision taking</li> <li>• Adopt Provincial IDP Management Plan and criteria</li> </ul>
		- SOEs	<ul style="list-style-type: none"> <li>• Participate in discussion and decision taking</li> <li>• Adopt Provincial IDP Management Plan and criteria</li> </ul>
<b>TASK</b>	<b>TARGET DATE</b>	<b>RESPONSIBILITY</b>	<b>ACTIVITY</b>
<b>Phase 7: Submission Draft Reviewed 2021/22 Reviewed IDPs and WBPs to COGTA</b>	<b>31 March 2021</b>		
➤ <b>Submission Draft 2020/21 Reviewed IDPs to COGTA for assessment</b>	31 March 2021	- COGTA Planners	<ul style="list-style-type: none"> <li>• Support Municipalities with completion of draft Reviewed IDPs</li> <li>• Receive &amp; register draft Reviewed IDPs</li> </ul>

	31 March 2021	- Municipal Planners	<ul style="list-style-type: none"> <li>Finalise draft Reviewed IDPs into Process Plans &amp; IDP Assessment Criteria</li> <li>Finalise draft WBPs</li> <li>Align WBPs to IDP</li> <li>Submit Draft IDPs and Draft WBPs</li> </ul>
	01 - 31 March 2021	- Sector Departments	<ul style="list-style-type: none"> <li>Make input into finalization of draft Reviewed IDPs</li> <li>Participate in IDP RFs and provide project and budget information</li> </ul>
		- SOEs	<ul style="list-style-type: none"> <li>Make input into finalization of draft Reviewed IDPs</li> <li>Participate in IDP RFs and provide project and budget information</li> </ul>
TASK	TARGET DATE	RESPONSIBILITY	ACTIVITY
<b>Phase 8: Convene Draft IDP assessment sessions; Convene IDP/DGDP Alignment Feedback session</b>	<b>31 May 2021</b>		
<p>➤ <b>Draft IDP assessment sessions:</b></p> <ul style="list-style-type: none"> <li>Ugu</li> <li>Ethekwini &amp; Ilembe</li> <li>Umgungundlovu</li> <li>Harry Gwala</li> <li>King Cetshwayo</li> <li>Umkhanyakude</li> <li>Uthukela &amp;</li> <li>Amajuba</li> </ul>	01 - 09 April 2021	IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>Collate e-copies for distribution to stakeholders</li> </ul>
		Sector Departments & SOE	<ul style="list-style-type: none"> <li>Copy e-copies from COGTA</li> </ul>
	<ul style="list-style-type: none"> <li>12 April 2021</li> <li>13 April 2021</li> <li>14 April 2021</li> <li>15 April 2021</li> <li>20 April 2021</li> <li>19 April 2021</li> <li>16 April 2021</li> </ul>	- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>Assessment of IDPs</li> <li>Fill out templates and disseminate to municipalities</li> </ul>
		- Municipal representatives	<ul style="list-style-type: none"> <li>Receive populated assessment templates</li> <li>Incorporate comments into Final IDP.</li> </ul>
		- Sector Departments	<ul style="list-style-type: none"> <li>Update baseline information</li> <li>Provide financial support for catalytic projects</li> </ul>



<ul style="list-style-type: none"> <li>• Zululand</li> <li>• Umzinyathi</li> </ul>	<ul style="list-style-type: none"> <li>• 23 April 2021</li> <li>• 21 April 2021</li> <li>• 22 April 2021</li> </ul>		<ul style="list-style-type: none"> <li>• Provide alignment information and check if information provided in Nov. 2018 was included</li> <li>• Assessment of IDPs</li> <li>• Fill out templates</li> </ul>
		- SOEs	<ul style="list-style-type: none"> <li>• Assessment of IDPs</li> <li>• Fill out templates</li> <li>• Provide alignment information and check if information provided in Nov. 2018 was included</li> </ul>
➤ <b>Draft WBPs assessment</b>	21 May 2021	- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Assessment of WBPs, including WBP alignment to IDPs</li> <li>• Fill out templates and disseminate to municipalities</li> </ul>
<b>TASK</b>	<b>TARGET DATE</b>	<b>RESPONSIBILITY</b>	<b>ACTIVITY</b>
<b>Phase 9: Adoption, submission, and assessment of 2021/22 IDPs and submission of and commenting on draft 2022/23 Framework and Process Plans</b>	<b>29 October 2021</b>		
➤ <b>Municipalities adopt IDPs</b>	30 June 2021	- Municipal Councils	<ul style="list-style-type: none"> <li>• Ensure Council quorum</li> <li>• Resolve to adopt IDPs</li> </ul>
		- Municipal Planners	<ul style="list-style-type: none"> <li>• Ensure that adopted IDPs are submitted to COGTA with supporting documentation</li> <li>• Ensure that IDP is advertised to notify public of completion of IDPs</li> </ul>
➤ <b>Municipalities submit adopted IDPs to COGTA</b>	09 July 2021	- Municipal Planners	<ul style="list-style-type: none"> <li>• Deadline for submission of adopted IDP</li> </ul>
	31 August – 30 September 2021	IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Register adopted IDPs</li> <li>• Circulate submission confirmation letter to Municipalities</li> </ul>

			<ul style="list-style-type: none"> <li>• Collate e-copies of adopted IDPs for distribution to MEC Panel</li> </ul>
➤ <b>Management of received IDPs and related documents (information management)</b>	June - 09 July 2021	-MEC Panel	<ul style="list-style-type: none"> <li>• Copy e-copies from IDP Coordination</li> <li>• Pre-assess reviewed IDPs based on IDP Assessment Criteria</li> </ul>
➤ <b>MEC Panel assess adopted IDPs, populate Templates, score IDPs and draft paragraphs</b> ➤ <b>IDP Coordination finalise letters, assemble Templates and formulate Report</b>	September – October 2021	- MEC Panel (at decentralised venues)	<ul style="list-style-type: none"> <li>• Assess reviewed IDPs based on IDP and SDF Assessment Criteria</li> <li>• Fill-out of Templates</li> <li>• Determine scores per KPA</li> <li>• Draft paragraphs</li> </ul>
	September – October 2021	- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Finalise letters and submit to MEC for signature</li> <li>• Finalise Report and submit to MEC for signature</li> <li>• Compile populated Templates and disseminate</li> </ul>
	02 - 31 Aug 2021	Spatial Planning Business Unit	<ul style="list-style-type: none"> <li>• Finalise paragraphs</li> <li>• Finalise Spatial DM Reports and disseminate</li> <li>• Compile populated SDF Templates and disseminate</li> </ul>
	30 September 2021	IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Disseminate signed MEC letters to Mayors</li> </ul>
➤ <b>COGTA finalise comments on Draft Framework and Process Plans</b>	31 July 2021	- Municipal planners	Ensure that draft FPs/PPs are submitted to COGTA
	02 -31 Aug 2021	- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Receive and register draft FPs / PPs</li> <li>• Comment on Draft FPs/PPs and disseminate</li> </ul>

		- Spatial Planning Business Unit	<ul style="list-style-type: none"> <li>• Make SDF input into comments on draft FPs/PPs</li> </ul>
➤ <b>IDP Indaba</b>	17 September 2021	- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Present major findings of Provincial MEC IDP Report focusing on KPAs</li> </ul>
		- Municipal representatives	<ul style="list-style-type: none"> <li>• Participate in proceedings</li> </ul>
		- Sector Departments	<ul style="list-style-type: none"> <li>• Participate in proceedings</li> </ul>
		- SOEs	<ul style="list-style-type: none"> <li>• Participate in proceedings</li> </ul>
➤ <b>Finalization of FP/PP</b>	31 August – September 2021	- Municipal Planners	<ul style="list-style-type: none"> <li>• Advertise draft FP/PPs for 21 days</li> <li>• Incorporate COGTA comments into draft FPs/PPs prior to adoption</li> <li>• Forward copies of adopted FP and PP together with Council Resolution to COGTA</li> </ul>
		- Municipal Councils	<ul style="list-style-type: none"> <li>• Adopt FPs/PPs</li> </ul>
		- IDP co-ordination	<ul style="list-style-type: none"> <li>• Receive adopted FPs/PPs for record purposes</li> </ul>
<b>TASK</b>	<b>TARGET DATE</b>	<b>RESPONSIBILITY</b>	<b>ACTIVITY</b>
<b>Phase 10: World Planning Day; DGDP/IDP Alignment sessions</b>	<b>November 2021</b>		
➤ <b>World Planning Day Celebrations</b>	08 November 2021	- SAPI	<ul style="list-style-type: none"> <li>• Logistics and invitations</li> </ul>
		- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Participate</li> </ul>
		- Municipal representatives	<ul style="list-style-type: none"> <li>• Participate</li> </ul>
		- Sector Departments	<ul style="list-style-type: none"> <li>• Participate</li> </ul>
➤ <b>IDP Alignment and adopted IDP assessment feedback sessions:</b>	<ul style="list-style-type: none"> <li>• 02 Nov 2021</li> </ul>	- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Invite stakeholders</li> <li>• Draft Minutes</li> <li>• Make inputs on alignment</li> </ul>
		- Sector Departments	<ul style="list-style-type: none"> <li>• Update baseline information</li> </ul>
<ul style="list-style-type: none"> <li>• Umgungundlovu &amp; Harry Gwala</li> </ul>			

<ul style="list-style-type: none"> <li>• Uthukela, Umzinyathi &amp; Amajuba</li> <li>• Zululand</li> <li>• Metro &amp; Ugu</li> <li>• Umkhanyakude, Ilembe &amp; King Cetshwayo</li> </ul>	<ul style="list-style-type: none"> <li>• 05 Nov 2021</li> <li>• 04 Nov 2021</li> <li>• 01 Nov 2021</li> <li>• 03 Nov 2021</li> </ul>		<ul style="list-style-type: none"> <li>• Provide financial support for catalytic projects</li> <li>• Provide budget and alignment information</li> </ul>
		Municipal representatives	<ul style="list-style-type: none"> <li>• Arrange venue for session</li> <li>• Request project and budget information</li> </ul>
<ul style="list-style-type: none"> <li>➤ IDP Best Practice Conference and IDP Alignment session</li> </ul>	19 November 2021	IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Hand out of certificates to best performing KPA municipalities.</li> </ul>
		Municipal representatives	<ul style="list-style-type: none"> <li>• Make presentations on KPA best practices</li> </ul>
		- Sector Departments & SOEs	<ul style="list-style-type: none"> <li>• Make inputs on presentations</li> </ul>
<b>TASK</b>	<b>TARGET DATE</b>	<b>RESPONSIBILITY</b>	<b>ACTIVITY</b>
<b>Phase 11: COGTA provide support to IDPs; IDP Stakeholders Meeting</b>	<b>November 2021 - March 2021</b>		
<ul style="list-style-type: none"> <li>➤ Provide support to Municipalities to improve IDPs</li> </ul>	November 2021 - March 2022	- IDP Co-ordination BU	<ul style="list-style-type: none"> <li>• Ensure establishment of Project Steering Committee or equivalent body</li> <li>• Participation in Planners Forum and RFs</li> </ul>
		- Municipal representatives	<ul style="list-style-type: none"> <li>• Establish and convene meetings of PSC, RF</li> <li>• Draft the IDP</li> </ul>
		- Sector Departments & SOEs	<ul style="list-style-type: none"> <li>• Make input into IDPs</li> </ul>
<ul style="list-style-type: none"> <li>➤ IDP Stakeholders Meeting (on 2020/21 Reviewed IDP process)</li> </ul>	05 Feb 2021	- IDP Co-ordination Business Unit	<ul style="list-style-type: none"> <li>• Present, discuss and adopt reviewed Provincial IDP Management Plan</li> <li>• Present, discuss and adopt reviewed IDP assessment criteria</li> </ul>

		- Municipal representatives	<ul style="list-style-type: none"> <li>✚ Participate in discussion and decision taking</li> <li>• Adopt Provincial IDP Management Plan and criteria</li> </ul>
		- Sector Departments & SOEs	<ul style="list-style-type: none"> <li>✚ Participate in discussion and decision taking</li> <li>✚ Adopt Provincial IDP Management Plan and criteria</li> </ul>

- ✚ All submission of Draft IDP 2021/22 to be handed to COGTA by 31 March 2021
- ✚ Draft IDP 2021/22 assessments will be held in April 2021 at a venue to be communicated
- ✚ Final IDP 2021/22 to be adopted and approved by Council by 30 June 2021 and submitted to COGTA by 10 July 2021

