



**UTHUKELA DISTRICT
MUNICIPALITY**

**DRAFT IDP FRAMEWORK AND
IDP/BUDGET PROCESS PLAN FOR 2022/2023**

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SECTION ONE:

BACKGROUND OF THE INTEGRATED DEVELOPMENT PLANNING

1. THE INTEGRATED DEVELOPMENT PLANNING PROCESS

The Integrated Development Planning (IDP) is a process through which municipalities prepare strategic development plans for a five-year period. An IDP is one of the key tools for Local Government to cope with its new developmental role and seeks to arrive at decisions on issues such as municipal budgets, land management, promotion of local economic development, and institutional transformation in a consultative, systematic and strategic manner.

According to the Municipal Systems Act (MSA) of 2000, all municipalities have to undertake an IDP process to produce Integrated Development Plans (IDP's). As the IDP is a legislative requirement, has a legal status and it supersedes all other plans that guide development at local government level.

Section 26 stipulates the core components of the graded development plans as the following:

An IDP 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 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 or provincial sectoral plans and planning requirements binding on the municipality;
- (e) the 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 the key performance indicators and performance targets determined in terms of section 41.

Section 28 states clearly the adoption of the process in the following:

- (a) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.
- (b) The municipality must through appropriate mechanisms, processes and procedures established consult the local community before adopting the process
- (c) A municipality must give notice to the local community of particulars of the process it intends to follow.

In terms of Section 34

A municipality must review its integrated development plan annually in accordance with an assessment of its performance measurements and the extent that changing circumstances so demand, and may amend its integrated development plan in accordance with a prescribed process.

1.1 IDP FRAMEWORK AND PROCESS PLAN

The Framework plan is a coordination tool for the district that helps with interrelated parallel planning processes at district and local level. The function of the Framework Plan is to ensure that the Review Process of the District IDP and Local IDP's are mutually linked and can inform each other, ensuring co-operative governance as contained in section 42 of the Constitution of South Africa.

In terms of Chapter five of the Municipal Systems Act of 2000, each District must in consultation with the Local Municipalities adopt a framework for integrated development planning in the area as a whole. The framework must at least do the following:

- Identify the binding plans and planning requirements of National and Provincial legislation
- Identify the matters to be included in the IDP that require alignment
- Specify the principles to be applied and co-ordinate the approach in respect of above matters
- Determine procedures –
 - For consultation between District and Local Municipalities
 - To effect essential amendments to the Framework

A draft Framework Plan for integrated development planning binds both the District and Local Municipalities in the area and strives to ensure proper consultation, co-ordination and alignment of the planning process.

The Process Plan is the management tool for the municipality which helps with the management of the IDP process on a day-to-day basis. The process plan should fulfil the function of the business plan or an operational plan for the IDP process. It must be simple, transparent manner what has to happen when, by whom, with whom, and where, and it should include the cost estimates. The plan includes the following:

- A programme specifying the timeframes for the different planning steps
- Appropriate mechanism, process and procedures for consultation and participation of local communities, organs of state, and other role players in the drafting process
- An indication of organizational arrangements for the IDP process
- Clear roles and responsibilities of various stakeholders

1.1.1 MECHANISM FOR PUBLIC PARTICIPATION OF UTHUKELA DISTRICT MUNICIPALITY IN REVIEWING THE 2022/2023 IDP

ROADSHOWS

The Mayor will be having a series of road shows in the whole of uThukela district to ensure that the community is part and parcel of the IDP and Budget. The municipality will be using the municipality's Public participation unit to spread the message through loud hailing and fliers. The road shows will be into folds i.e. the first consultation will be collecting needs and the second one will be together with the budget.

IDP REPRESENTATIVE FORUM

The municipality will be utilizing the Representative Forum throughout this IDP Review process. The local municipalities within the family will be part of this structure.

MEETINGS WITH AMAKHOSI

In the previous IDP Review the uThukela district municipality had meetings with uThukela Local House of Amakhosi to ensure that are well informed with all the development that will take place and even in the forthcoming 2022/2023 IDP Review, there will be meetings with Amakhosi where they will be given an opportunity to comment on both IDP and Budget.

MEDIA

The municipality will be using the local newspapers in advertising the meetings dates, venues as well as public notices for both IDP and Budget. The municipality has put aside a budget for local radio station to ascertain that the information is cascaded down to everyone.

SECTION TWO:

PURPOSE, OBJECTIVE AND APPROACH ADOPTED

2.1. PURPOSE OF DOCUMENT

The purpose of this document is to divulge the approach of the uThukela district municipality to the 2022/2023 IDP and beyond.

2.2 OBJECTIVE OF IDP PROCESS

uThukela district municipality wants to develop its IDP as an effective management tool for the municipality, this include:

- Creating a greater level of focus and thereby improving on the strategic nature of the document;
- Aligning this strategic document with the realities of the resources, both financial and human, available;
- Alignment of the IDP with the activities of the sector departments and other service providers (and vice versa i.e. influencing their planning); and
- Alignment of the IDP with the various sector plans.

2.3 OVERVIEW OF THE APPROACH TO 2022/2023 IDP Review

The key activities for this process include:

- The Strategic Review of the contents of the 2022/2023 IDP Review;
- The development and finalization of sector plans;
- Alignment with sector departments and service providers;
- A filtering process whereby the IDP and Sector Plans are integrated with the resource framework;
- The development of a detailed implementation framework; and the preparation of the IDP.
- The review of Spatial Development Framework(SDF)
- Alignment of the IDP with the national and provincial policies such as NSDP and PGDS.
- IDP assessments and self-assessment

- New Council priorities and new policies and legislations
- District initiative of War on Poverty/operation sukuma sakhe
- Outcomes based approach (Cabinet Lekgotla Resolutions, District Lekgotla Resolutions, OPMS, State of the Nation Address, State of the Province Address, PGDS and PDP, Outcome 9, back to basics, and COP22)

2.4 ORGANISATIONAL ARRANGEMENT

2.4.1 IDP STEERING COMMITTEE

As part of the IDP preparation process, Council will continue to use the existing IDP Steering Committee, which acts as a support to the IDP Representative Forum, the Municipal Manager and the IDP Manager. This structure is to continue functioning throughout the process.

Terms of Reference for the management of the IDP Steering Committee have been attached as an **Annexure A** as well the members of the IDP Steering Committee.

2.5 THE IDP MANAGER AND RESPONSIBILITIES

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

- To ensure that the IDP framework and Process plan is finalized and adopted by Council;
- To adjust the IDP according to the proposals of the MEC and draft assessments;
- 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 the IDP's of local municipalities within the District
- To co-ordinate the preparation of the Sector Plans and their inclusion 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.
- To ensure that the IDP complies with the relevant legislations e.g. MSA

2.6 IDP REPRESENTATIVE FORUM

2.6.1 Composition of IDP Representative Forum

The IDP Representative Forum (RF) will continue to function throughout this IDP process. The inclusion of more organizations and ensure their continued participation throughout the IDP Review will be done since this is critical. The terms of reference are attached. (See **Annexure B** for Terms of Reference of the Representative Forum)

2.7 ROLE PLAYERS

2.7.1 The following are the role players in the IDP process:

- Council and the Executive Committee;
- Mayor;
- Senior Municipal officials;
- Municipal Manager / IDP Manager;
- IDP Steering Committee;
- IDP Representative Forum;
- The IDP supporting structure(IDP Managers of the family of municipalities)
- Community
- Local municipalities
- Government Departments; and
- COGTA.
- Researchers

2.8 ROLES AND RESPONSIBILITIES

2.8.1 The main roles and responsibilities allocated to each of the role players are set out in the following table:

Roles and Responsibilities (Internal)

Role Player	Roles and Responsibilities
Council	<ul style="list-style-type: none"> ❖ Final decision making ❖ Approval of the IDP documentation.
Individual Councillors	<ul style="list-style-type: none"> ❖ Linking the IDP process with their constituencies ❖ Organizing the public participation.
Mayor	<ul style="list-style-type: none"> ❖ Decide on the process plan. ❖ Be responsible for the overall management, coordination and monitoring of the process and drafting of the IDP documentation, or delegate this function
Municipal Manager / IDP Manager	<ul style="list-style-type: none"> ❖ Decide on planning process. ❖ Monitor process. ❖ Overall Management and co-ordination.
Officials	<ul style="list-style-type: none"> ❖ Day-to-day management of the process ❖ Provide technical/sector expertise. ❖ Prepare selected Sector Plans. ❖ Prepare draft progress proposals.
IDP Steering Committee	<ul style="list-style-type: none"> ❖ Assist and support the Municipal Manager/IDP Manager and Representative Forum. ❖ Information "GAP" identification. ❖ Oversee the alignment of the planning process internally with those of the local municipalities.
The District Council	<ul style="list-style-type: none"> ❖ Coordination role for local municipalities. ❖ Ensuring horizontal alignment of the IDP's of the local municipalities in the district council area. ❖ Ensuring vertical alignment between the district and local planning. ❖ Facilitation of vertical alignment of IDP's with other spheres of government and sector departments. ❖ Provide events for joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists.

Table 2: Roles and Responsibilities (External)

Role Player	Roles and Responsibilities
Planning Professionals (Town and Regional Planning)	Methodological guidance and professional support in: <ul style="list-style-type: none">❖ Facilitation of planning workshops.❖ Sector Plans.❖ Performance Management.❖ Documentation.
Representative Forum/Civil Society	<ul style="list-style-type: none">❖ Representing interest of the community❖ Contributing knowledge and ideas.
Government Departments, Parastatals and NGOs	<ul style="list-style-type: none">❖ Provide data and information.❖ Budget guidelines.❖ Alignment of budgets with the IDP.❖ Provide professional and technical support.

SECTION THREE:

ACTION PROGRAMME

3.1 CORE ELEMENTS OF THE IDP PHASES

The 'core elements' of the IDP correspond to the core functions of municipalities as outlined in the Municipal Structures Act and other relevant legislations, the DPLG's Guide Pack III (DPLG, 2000), critical elements that have arisen from the preparation of the IDP's over the past years as well as the comments received from the KZN MEC for Cooperative Governance and Traditional Affairs (COGTA).

The core components of the 2022/2023 IDP Review process are grouped as follows:

- Comments received from the various role-players in the IDP process including the comments made in the IDP alignment for the last 2021/2022 IDP Review;
- Comments from the MEC Panel
- Areas requiring additional attention in terms of legislative requirements;
- Areas identified through self-assessment;
- The update of the Financial Plan as well as the list of projects;
- The preparation and finalization of the Sector Plans;
- Organizational Performance Management System (OPMS);
- Development of the Spatial Development Framework in accordance with SPLUMA
- District / Local Municipality's alignment strategies; and
- Integrated Communication Plan;
- Full Implementation Plan.

3.2 NON-CORE ELEMENTS FOR THE IDP

Non-core elements are those programmes and Sector Plans that have been prescribed by various government departments, but guidelines for the preparation and/ or funds have not been set aside for the preparation of these plans.

3.3

ACTIVITY PROGRAMME

Activity No.	Action/ Task for IDP and Budget	Timeframe for Task Completion
July 2021 & August 2021	<ul style="list-style-type: none"> ▪ Drafting of the IDP Framework and process plan ▪ Alignment of IDP and budget process plans ▪ Submission of the draft Framework and Process Plan to COGTA for comments ▪ Advertisement of the IDP Framework and process plan ▪ 1st IDP Supporting Structure Committee Meeting ▪ Planning Indaba ▪ Adoption of IDP Framework and Process Plan by full council 	<p>12 July 2021 19 July 2021</p> <p>30 July 2021</p> <p>30 July 2021 2 August 2021</p> <p>30 August 2021 31 August 2021</p>
Sept 2021	<ul style="list-style-type: none"> ▪ Submission of the 2022/2023 adopted IDP Framework and Process plan to COGTA ▪ Identify outstanding Sector Plans ▪ Integrate sector plans. ▪ IDP input into provincial adjustment budgets ▪ Provincial planners Forum 	<p>03 September 2021</p> <p>24 September 2021 24 September 2021</p> <p>27 September 2021 30 September 2021</p>
Oct 2021	<ul style="list-style-type: none"> ▪ Review of the Spatial Development Framework ▪ Projects identifications and prioritization ▪ Develop KPI's targets, timeframes etc. where impacted upon by reprioritization ▪ Align with draft budget estimates 	<p>05 October 2021 13 October 2021 21 October 2021</p> <p>25 October 2021</p>
Nov 2021	<ul style="list-style-type: none"> ▪ World Planning Day ▪ Municipal alignment session ▪ Alignment meeting between DM & Province to revised 3 year MTEF ▪ Alignment meeting with family of municipalities ▪ SDF Alignment between the bordering district municipalities 	<p>05 November 2021 12 November 2021 15 November 2021 19 November 2021 26 November 2021</p>
Dec 2021	<ul style="list-style-type: none"> □ IDP best practice conference 	<p>03 December 2021</p>
Jan 2022	<ul style="list-style-type: none"> □ IDP Supporting Structure Committee Meeting 	<p>21 January 2022</p>
Feb 2022	<ul style="list-style-type: none"> ▪ IDP steering committee and strategic planning session to: <ul style="list-style-type: none"> - Review Municipal Vision - Develop Objectives and Strategies 	<p>7 & 8 February 2022</p>

Feb 2022	<ul style="list-style-type: none"> ▪ Meeting COGTA and municipalities on IDP assessment ▪ Updating of municipal CIP and MTEF based on Draft DORA allocations ▪ IDP Coordinating committee meeting(IDP Managers) ▪ IDP Representative Forum meeting ▪ IDP Roadshows (needs analysis) 	<p>11 February 2022 14 February 2022</p> <p>16 February 2022 20 February 2022 21-24 February 2022</p>
March 2022	<ul style="list-style-type: none"> ▪ Exco approval of the Draft, recommend to Council ▪ Council Approval of the Draft IDP 2022/2023 	<p>25 March 2022 31 March 2022</p>
April 2022	<ul style="list-style-type: none"> • Submission of the Draft 2022/2023 IDP to COGTA • Decentralized IDP assessment forums • Advertise for public comments(21days) • IDP/Budget Road shows 	<p>01 April 2022 11 April 2022</p> <p>13 April 2022 18-22 April 2022</p>
May 2022	<ul style="list-style-type: none"> ▪ IDP Assessment Feedback Session ▪ Amend IDP in accordance with the outcome of the assessment 	<p>06 May 2022 10 May 2022</p>
May 2022	<ul style="list-style-type: none"> ▪ Exco approval, recommend to Council ▪ Council approval of the 2022/2023 IDP 	<p>13 May 2022 27 May 2022</p>
June 2022	<ul style="list-style-type: none"> ▪ Submission of the adopted IDP to the MEC ▪ Advertise the Adopted IDP in the local newspaper 	<p>06 June 2022 08 June 2022</p>

SECTION FOUR: MECHANISMS AND PROCEDURES FOR ALIGNMENT

4.1 ROLE PLAYERS

4.1.1 National Linkages

The national sphere should at least provide a framework for the preparation of the sectoral Plans, and where possible funding be accessed. This will contribute to the creation of a normative framework and consistency between municipalities.

The national sphere should also co-ordinate and prioritizes programmes and budgets between sectors and the national sphere in line with the framework.

4.1.2 Provincial Level

As with the National Government, Provincial Government should prepare sectoral guidelines and funding analysis (Business Plans) for the preparation of these plans. The preparation of the sectoral Plans and programmes and district programmes also need to be coordinated and aligned.

4.1.3 KEY STAGES OF ALIGNMENT BETWEEN UTHUKELA DISTRICT MUNICIPALITY AND ITS FAMILY OF MUNICIPALITIES

Alignment meetings will take place on a quarterly basis through the IDP Supporting structure Committee that is formed by the IDP Managers of all Local Municipalities, representative from COGTA and is chaired by the District IDP Manager. It ensures that the IDP process is carried out in a holistic manner, interaction between the district and locals is essential as well as the alignment. Should a need arise for more of these meetings, local municipalities and the district municipality will have to come to consensus on suitable dates.

4.1.4 PARTICIPATING LOCAL MUNICIPALITIES

The uThukela district municipality consists of three local municipalities, which are:

- Alfred Duma Local Municipality
- Inkosi Langalibalele Local Municipality
- Okhahlamba Local Municipality

The Draft IDP Framework and Process Plan have been circulated to all local municipalities and COGTA for their inputs before its adoption.

4.1.5 MONITORING OF THE PROCESS PLAN

Alignment is the instrument that synthesis and integrates the top-down and the bottom-up planning process between different spheres of government. Not only alignment between the district and the local municipalities is important, but also between the local municipalities within the jurisdiction of the district municipality. The alignment procedures and mechanisms should be incorporated in the process plans of the local municipalities, while the responsibility for alignment rests with the district municipality.

In order to facilitate the above, frequent IDP alignment meetings will be rotational in all local municipalities, chaired and convened by the District. The secretariat function will be performed by the hosting municipality and verified by the district IDP Manager before its circulation to all members of the family. Coordination meetings have been scheduled as well as alignment workshops as stipulated in the Activity programme.

IDP Manager is required to submit a written report at each meeting, indicating progress and deviations from the Framework and Process plan, as well as the recommended action to address the deviation. The members at the meeting will assess the deviation and recommend necessary amendments to the Process Plan to the individual Steering Committees, which will make a decision as to whether the matter needs to be endorsed by the Executive Committee of the relevant Municipality.

4.1.6 PROCEDURES FOR DEVIATION

In terms of the Municipal Systems Act of 2000, the district and local municipalities must determine procedures to effect amendments to the Framework Plan. In order to amend the Framework Plan, amendments should be tabled at the IDP Supporting structure Committee meeting. The Committee will evaluate the changes and recommend such amendments to the individual Steering Committees. The IDP Steering Committee may recommend that changes be presented to Council in order to formally amend the Framework Plan

SECTION FIVE - LEGAL BINDING PLANNING REQUIREMENTS

5.1 APPLICABLE LEGISLATION & POLICIES FOR MUNICIPAL INTEGRATED DEVELOPMENT PLANNING IN KWAZULU-NATAL

The formulation of the IDP Review should be done within the context of all applicable legislation and policies. The impact of the various pieces of legislation should be taken into account during the analysis and the strategy phases. A list of legislation and policies, which could have possible impact on the IDP, is set out in table 5.1 and 5.2.

Table 5.1: Applicable Legislation

Legislation	Responsible Department	Subject Matter	Responsible Authority	Approval
Upgrading of Land Tenure Rights Act (Act No 112 of 1991)	Department of Land Affairs	Upgrading and conversion of certain rights, granted in respect of land and for the transfer of tribal land in full ownership of tribes	Municipalities	Department of cooperative Governance and Traditional Affairs
Town Planning Ordinance (27 of 1949)	COGTA	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	COGTA
Municipal Systems Act (No. 32 of 2000)	COGTA	Integrated Development Plans Strategic planning Multi-sectoral planning, co-ordination & alignment	Municipalities	Municipalities. MEC Local Government may require amendment to IDP
Water Services Act, 1997 (Act No. 108 of 1997)	Department of Water Affairs	Water Services Plans Provision and delivery of water services	Water Services Authorities/ Municipalities	Water Services Authorities

National Land Transport Transition Act (Act No. 22 of 2000)	Department of Transport	Transport Plans Public transport plan operational plan Integrated transport plan Operational plan.	Transport Authorities Municipalities	Transport Authorities Municipalities
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National Housing Act, 1997 (Act No. 107 of 1997)	Department of Human Settlements	Housing Delivery Plans Provision and delivery of housing.	National & Provincial Government, Municipalities	National & Provincial Govt., Municipalities
National Environmental Management Act (Act No. 107 of 1998)	Department of Environmental Affairs	Environmental management Plans Environmental principles and implementation and management plans	Certain national departments and each province	Relevant department in the province
Environmental Conservation Act	Department of Environmental Affairs	Provides for the effective protection and controlled utilization of the environment and for matters incidental thereto	Minister/ Administrator / local authority	Minister/ Administrator/ local authority
Municipal Structures Act, 1998 (Act No. 117 of 1998)	COGTA	Municipal establishment and determination of powers and functions of Municipalities	Municipalities	N/A
Public Finance Management Act (Act No. 1 of 1999) & Treasury Regulations	National Treasury	Economic, efficient & effective management of public finances transferred from National or Province to Municipalities through sound accounting and internal control	Municipalities	National Provincial Treasury
Municipal Finance Management Act (2000)	National Treasury	economic, efficient & effective management of municipal finances through sound accounting and internal control systems	Municipalities	National Provincial Treasury

Property Rating Bill (2000)***	COGTA	Creation & maintenance of sustainable municipal rates base	Municipalities	N/A
Promotion of Administrative Justice Act (Act No. 3 of 2000)	Department of Justice	Fair Administrative Procedures	Municipalities	N/A
Promotion of Access to Information Act (Act No. 2 of 2000)	Department of Justice	Freedom of access to public information	Municipalities	N/A
Interim Protection of Informal Land Rights Act (Act No. 31 of 1996)	Department of rural development and Land Reform	Provides for the temporary protection of certain rights to and interests in land which are not otherwise adequately protected by law.	Minister of rural development and Land Affairs	Department of rural development and Land Affairs
Ingonyama Trust Act (Act No.3 of 1994)	Department of rural development and Land Reform	Provides for the transfer of land under the jurisdiction of the KZN Government to the Ingonyama Trust. His majesty the King has been appointed as the sole trustee of the Trust and it is to be administered for the benefit, material welfare and social wellbeing of the members identified in the KwaZulu Amakhosi Act (Act 9 of 1990).	Former KwaZulu areas	Ingonyama Trust Board
Ingonyama Trust Amendment Act (Act No.9 of 1997)	Department of rural development and Land Reform	-Establishes the Ingonyama Trust Board. - Transfers all land in former R293 townships to municipalities. -Transfers land used for state domestic purposes to the National or Provincial Government.	Former KwaZulu areas	Ingonyama Trust Board

KZN Tribal authorities (Amakhosi) Act (Act No.9 of 1990)	COGTA	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	COGTA
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Table 5.2: Applicable Policies

POLICY	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
Reconstruction & Development Programme (RDP)	President's Office	Development planning and service delivery. Local Economic Development.
Growth, Employment & Redistribution Strategy	President's Office	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.
Integrated Sustainable Rural Development Strategy (ISRDS)	President's Office	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.

Urban Development Framework	Department of Human Settlements	Seeks to accommodate the growth and job creation orientation of GEAR with the more redistributive 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.
Rural Development Framework (RDF)	Department of rural development and Land Reform	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.
Local Agenda (LA 21)	Department of Agriculture & Rural development) and Department of Cooperative Governance and Traditional Affairs	Blueprint for Sustainable Development. Delivering basic environmental, social and economic services. Local level planning. Sustainable development of local urban settlements and communities.
KwaZulu-Natal Environmental Implementation Plan	Department of Economic Development, Tourism and Environmental affairs	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.
KwaZulu-Natal Provincial Growth & Development Strategy (PGDS)	Premiers Office	A 2035 vision to create a dynamic, peaceful, secure, prosperous, healthy, educated, democratic, attractive and competitive province.
KwaZulu-Natal Integrated Rural Development White Paper	Department of Cooperative Governance and 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.
Land redistribution for Agricultural Development (LRAD)	Department of rural development and Land Reform	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.

Beneficial Occupation Policy for State Land	Department of rural development and Land Reform	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.
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SECTION SIX:

LIST OF ANNEXURES

- Annexure A: Terms of Reference for the IDP Steering Committee
- Annexure B: Terms of Reference for the Representative Forum
- Annexure C: Composition of the Representative Forum
- Annexure D: IDP/Budget and PMS Cycle
- Annexure E: Cost estimates
- Annexure F: IDP preparation

ANNEXURE A

UTHUKELA DISTRICT MUNICIPALITY: IDP STEERING COMMITTEE

1. Purpose of the IDP Steering Committee

Every municipality is obliged to prepare an IDP in terms of Chapter 5 of the Municipal Systems Act. The IDP is a principle strategic document, which will guide and inform all planning, management, investment, development and implementation decisions within the uThukela district municipality. The uThukela IDP Steering Committee will support the Municipal Manager/IDP Manager, who is responsible for the IDP, in the execution of his task to manage and co-ordinate the IDP process.

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

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

2. Terms of Reference for uThukela IDP Steering Committee

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

3. Composition of the uThukela IDP Steering Committee:

- Chair: The Municipal Manager/IDP Manager
- Secretariat: IDP supporting staff
- Composition:

- Municipal Manager
- General Managers
- Middle management
- Professional support services

4. uThukela district municipality IDP Steering Committee

Composition of uThukela IDP Steering Committee:

Municipal Manager
 Chief Finance Officer
 General Manager: Corporate Services
 General Manager: Social and Economic Services
 General Manager: Water, Sanitation and Technical Services
 General Manager: Municipal health & water services authority
 IDP Manager
 PMS Manager
 Manager: Facilitation
 Manager: Water Services operation
 Senior Manager: Planning and LED
 Senior Manager: Municipal health& water services authority
 Senior Manager: Finance
 Manager: Human Resources
 Disaster and Customer care Manager
 PMU Manager
 Manager: Administration
 Manager: Health and Environmental Services
 Manager in the office of the Mayor
 Manager: Communication
 Manager: Expenditure
 Manager: Income
 Manager: Budget
 Manager: Legal
 Manager: Asset
 Manager: SCM
 Manager: Public participation
 Manager: OSS
 Manager: Revenue

ANNEXURE: B

TERMS OF REFERENCE FOR THE IDP REPRESENTATIVE FORUM

1. Purpose of the IDP Representative Forum

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

uThukela IDP Steering Committee is responsible for the establishment of the uThukela IDP. The IDP Representative Forum is the structure, which institutionalizes and ensures representative participation in the IDP process. IDP Representative Forum represents the interests of all the constituents, at level of the uThukela district, in the IDP process. Any person, organization, stakeholder or interest group that wishes to serve in the Representative Forum, should submit an application to the uThukela district municipality.

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

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

3. Chairperson of the uThukela IDP Representative Forum:

The Mayor of uThukela district municipality or a nominated member of the uThukela district Executive Committee.

4. Secretariat to the uThukela IDP Representative Forum:

The IDP Manager.

5. Composition of the uThukela IDP Representative Forum:

The uThukela IDP Representative Forum is the structure, which institutionalizes and guarantees representative participation in the IDP process. The selection of members of

the IDP Representative Forum needs to be based on criteria, which ensures geographical and social interest representation.

- Members of the uThukela Executive Committee.
- All uThukela Councillors, particularly ensuring portfolio committee representation and input.
- uThukela local house of Amakhosi
- Municipal Manager; IDP Manager and Heads of Departments
- IDP Managers of local municipalities
- Representatives from the National and Provincial Government Departments □ Parastatals; Utilities and Service Providers.
- Representatives from the organized formal and informal Business Sector.
- Representatives from organized labour.
- Representatives from other stakeholders.
- Representatives from other stakeholder groupings (in response to the public advertisement.)

6. Code of conduct:

- Quorum:

People present at the meeting will form the quorum.

- Meetings:

Meetings should take place as stipulated in the uThukela IDP Process Plan

- Absent members:

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

- Voting:

Each organization has the right to vote

- Number of Representatives per organization

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

ANNEXURE C

COMPOSITION OF THE REPRESENTATIVE FORUM

Members of the uThukela IDP Representative Forum.

1. All uThukela Councilors
2. uThukela local house of Amakhosi
3. Municipal Manager, IDP Manager and the General Managers
4. IDP Managers of local municipalities
5. Representatives from the National and the Provincial Government Department
 - KZN Dept of Agriculture and Rural development
 - Dept of Arts, Culture – Regional Office
 - KZN Dept Arts, Culture and Tourism
 - Dept of Communications (GCIS)
 - Dept of correctional Services – Regional Office (L/SMITH)
 - Dept of Defence – Regional Office (L/SMITH)
 - KZN Dept of Education
 - Dept of Environmental Affairs
 - KZN Dept of Economic Development
 - KZN Treasury
 - KZN Dept of Health
 - Dept of Home Affairs – Regional Office (L/SMITH)
 - KZN Dept of Human Settlement
 - Dept of Justice – Regional Office (L/SMITH)
 - Dept of Labour – Regional Office (L/SMITH)
 - Dept of Rural development and Land Reform – Regional Office (L/SMITH)
 - Dept of Mineral and Energy Affairs – Regional Office (Dundee)
 - Office of the Presidency
 - Dept of Public Enterprises
 - KZN Dept of Public Works
 - KZN Dept of Safety and Security
 - KZN Dept of Social Development
 - KZN Dept of Sports and Recreation
 - Dept of Trade and Industry
 - Department of Water Affairs
 - KZN COGTA

ANNEXURE: D

IDP/BUDGET AND PMS CYCLE

MONTH	IDP	BUDGET	PMS
July & Aug 2021	<ul style="list-style-type: none"> ▪ Drafting of the IDP Framework and process plan ▪ Alignment of IDP and budget process plans ▪ Submission of the draft Framework and Process Plan to COGTA for comments ▪ Advertisement of the IDP Framework and process plan ▪ 1st IDP Supporting Structure Committee Meeting ▪ Planning Indaba ▪ Adoption of IDP Framework and Process Plan by full council 	Drafting of the Budget Process plan Alignment of Budget process plan with IDP process plan Annual Financial reports to Council Finance to provide incomes allocation (DORA)	Bi- annual report 4 th quarterly review Annual reports to AG & MEC
Sept 2021	<ul style="list-style-type: none"> ▪ Submission of the 2022/2023 adopted IDP Framework and Process plan to COGTA ▪ Identify outstanding Sector Plans ▪ Integrate sector plans. ▪ IDP input into provincial adjustment budgets ▪ Provincial planners Forum 	Addressing the policy issues	Submission of the first quarter report
Oct 2021	<ul style="list-style-type: none"> • Development of the Spatial Development Framework • Projects identifications and prioritization • Develop KPI's targets, timeframes etc. where impacted upon by reprioritization • Align with draft budget estimates 	Departments submit their budgets as per allocation	1 st quarterly review Audit report to council
Nov 2021	<ul style="list-style-type: none"> • World Planning Day • Municipal alignment session • Alignment meeting between DM & Province to revised 3 year MTEF • Alignment meeting with family of municipalities • SDF Alignment between the bordering district municipalities 	Auditor General to complete audit within 3 months of receiving financial statements	Inform IDP (KPA's objectives and strategies)
Dec 2021	<ul style="list-style-type: none"> □ IDP best practice conference 		

Jan 2022	IDP Supporting Structure Committee Meeting	Mayor to table the adjusted budget Mayor to table annual report to Council	2 nd quarterly review due Audit report to Council Bi-annual report prepared
Feb 2022	<ul style="list-style-type: none"> ▪ IDP steering committee and strategic planning session to: <ul style="list-style-type: none"> - Review Municipal Vision ▪ Develop Objectives and Strategies ▪ Meeting COGTA and municipalities on IDP assessment ▪ Updating of municipal CIP and MTEF based on Draft DORA allocations ▪ IDP Coordinating committee meeting(IDP Managers) ▪ IDP Representative Forum meeting ▪ IDP Roadshows (needs analysis) 	MM of the DM to notify LM's of capital allocations 120 days before start of budget year	Customer and employee satisfaction survey commences
Mar 2022	<ul style="list-style-type: none"> ▪ Exco approval of the Draft, recommend to Council ▪ Council Approval of the Draft IDP 2022/2023 ▪ Submission of the Draft 2022/2023 IDP to COGTA 	Mayor tables the budget to Council at least 90 days before the start of the budget year Council to consider the report	Measurable performance objectives for revenue from each source. Submission of the 3 rd quarterly report
April 2022	<ul style="list-style-type: none"> • Submission of the Draft 2022/2023 IDP to COGTA • Decentralized IDP assessment forums • Advertise for public comments(21days) • IDP/Budget Road shows 	IDP/Budget roadshows Mayor to get views of local community on budget between 30-90 days of budget approval.MM to table the report Acc.Officer to publicize Gazetting of Dora allocations	3 rd quarterly review due. Audit report to Council
May 2022	<ul style="list-style-type: none"> • IDP Assessment Feedback Session • Amend IDP in accordance with the outcome of the assessment • Exco approval recommend to Council • Council approval of the 2022/2023 IDP 	Approval of the budget by 31 May 2022	Customer employee satisfaction surveys completed. Scorecard target set Identify quarterly targets
June 2022	<ul style="list-style-type: none"> ▪ Submission of the adopted IDP to the MEC ▪ Advertise the Adopted IDP in the local newspaper 		Review conclusion of HOD's performance contracts Strategic scorecards approved. Submission of the 4 th quarterly report

ANNEXURE E : COST ESTIMATES

COST ALLOCATION PER PHASE

In the case of uThukela district municipality, the IDP will be done in-house and if the council decides to outsource it, the estimated cost per phase is set out in the following table:

Cost allocation per phase

Phase number	Phase	Cost (R)	%
1	Analysis	70 000.00	35
2	Strategies	50 000.00	25
3	Projects	30 000.00	15
4	Integration	40 000.00	20
5	Approval	10 000.00	5
TOTAL		200 000.00	100

ANNEXURE F : IDP PREPARATION

uThukela district municipality's 2022/2023 IDP five-year plan will be fully prepared in – house guided by the relevant legislations, best practices, comments from the 2021/2022 IDP Review as well as the IDP Framework Guide.