



INTEGRATED DEVELOPMENT PLAN, BUDGET & PMS PROCESS PLAN 2021/2022



10 CONNOR STREET
PORTSHEPSTONE
4240

Vision

By 2036 Ray Nkonyeni will be a prime tourist- friendly- economically diversified, and smart municipality with equitable access to opportunities and services in a safe and healthy environment

Mission

The municipality is committed to create an enabling environment for the establishment of agriculture; maritime; leading tourism and industrial hub to create business and employment opportunities for sustainable development and improved quality of lives through shared vision; smart service delivery solutions and collaboration with stakeholders

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ACRONYMS

Acronym	Description	Acronym	Description
CDWs	Community Development Workers	NSDP	National Spatial Development Perspective
Corp MANCO	Corporate Management	OPMS	Organisational Performance Management Systems
EMP	Environment Management Plan	PGDS	Provincial Growth and Development Strategy
EXCO	Executive Committee	RNM	Ray Nkonyeni Municipality
IDP	Integrated Development Plan	SDF	Spatial Development Framework
DCOGTA	Department of Cooperate Governance and Traditional Affairs	SDBIP	Service Delivery and Budget Implementation Plan
DM	District Municipality	SEA	Strategic Environmental Assessment
LM	Local Municipality	SoE	State of the Environment
MSA	Municipal Systems Act No. 32 of 2000		
MSIG	Municipal Systems Improvement Grant		
MTAS	Municipal Turnaround Strategy		
NGOs	Non-Governmental Organisations		

INTRODUCTION

The South African constitution (Section 152 and 153) has given local government (municipalities) major developmental responsibilities which mandates them to conduct municipal planning in order to ensure that the quality of life for all the country's citizens is made better and improved. This role of local government includes delivery of basic services, economic development, promotion of democracy, promotion of accountability and eradication of poverty. To be able to perform this role effectively, municipalities ought to develop an Integrated Development Plan (IDPs) which is a five year strategic planning document that serves as the guiding document for the municipal administration in setting its budget priorities and effectively allocates resources accordingly. The five year Integrated Development Planning (IDP) document is reviewed annually and municipal council agrees on the process that will be followed each year.

The purpose of this process plan is to identify and detail the elements identified in the Framework Plan and set out the specific time frames in which all activities should be achieved.

The preparation of a Process Plan, which is in essence the IDP Review Process set in writing, requires adoption by Council. This plan has to include the following:

- A programme specifying the time frames for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP review process; and
- Cost estimates for the review process.

A series of Community Forums, IDP & Budget Road shows, municipal indabas, Intergovernmental Relations Forums and strategic planning workshops are held annually with a goal of promoting and laying a platform for massive participation that is non-discriminatory in our development state of affairs. The approach continues to strive in realizing our vision and mission by minimizing the gaps that would be a threat to our democracy and transparency.

The IDP as a strategic plan for the municipal area provides with the opportunity to dissect the municipal shared analysis and planning between the range of stakeholders such as the community, political leadership, administrative leadership, parastatals, organized business and organized interest groups (i.e. Community-Based Organizations (CBOs) and Non- governmental Organizations (NGOs) in order to craft a strategy and set the tone for a meaningful development agenda and participatory governance. Ward Based Plans are also utilised and these form a major component of the Good Governance and Public Participation. These plans are prepared by the residents of the ward to ensure that planning is done by them.

1. LEGISLATIVE REQUIREMENTS

In terms of Chapter 5, Section 34 of the Local Government Municipal Systems Act, 2000 it requires that all municipalities to annually review and amend its IDP in accordance with an assessment of its performance measurements, Section 41 of the Act requests the inclusion in to the extent that changing circumstances so demand. Section 26 of the Act also describes the core components of integrated development plans. Section 28 further stipulates that the municipal council must adopt a process to guide the planning, drafting, adoption and review of its IDP. The Municipal Finance Management Act, No.56 of 2003 (MFMA), Section 21 (1) (b) prescribes that the Mayor must table in the Municipal Council a time schedule outlining the key deadlines for the preparation, tabling and approval of the annual budget, annual review of the IDP as

well as the budget related policies and related consultative processes, approval of the annual budget, annual review of the IDP as well as the budget related policies and related consultative processes.

The Process Plan of the District and its Local Municipalities need to be prepared in line with this IDP Review Framework Plan as agreed to by all the municipalities in the District. The IDP Process Plan provides guidance with respect to the programme of action that has to be followed during the IDP development process.

When IDPs were formulated, their intentions were to deal with the following:

- Integrate and coordinate development
- Democratizing development, empowering and redistribution of resources
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- Skewed settlement patterns
- Extreme concentration of taxable economic resources in former white areas
- Huge backlogs in service infrastructure which far exceeded the income / resources of municipalities
- Creating viable institutions in dense rural settlements
- Great spatial separation and disparities between townships, towns and urban sprawl
- Entrenched modes of decision making, administration and delivery
- Inability to access or borrow private sector resources to invest in development initiatives
- Substantial differences in the capacity different municipalities
- Build relations between municipalities and the communities they serve
- Easy access to services to all communities
- Maximise social development and economic growth

2. 2021/2022 IDP EXPECTATIONS

- Eradicating Poverty and Hunger
- Creating a Conducive Environment for Inclusive and diverse Economic Growth and Development
- Promoting healthy lives and equitable access
- To education and learning opportunities
- Developing a capable, equitable and financially viable institution and ensuring good and sound governance
- Ensuring Infrastructure Development and Universal Access to Reliable Basic Services
- Promoting a safe and secure society
- Combating climate change and ensuring sustainable development and resilient communities
- Facilitating Spatial Integration and Development of Sustainable Human Settlements

3. PROCESS PLAN

The Municipal Systems Act of 2000 requires that the processes set out in writing should be adopted by the municipal council to guide the IDP process. Therefore, Ray Nkonyeni Municipality has embarked on the process of preparing a process plan as a preparatory step towards the 2021/2022 IDP review and approval. The IDP review process is aimed at addressing the shortfalls to the existing IDP of the municipality. Therefore, the process plan guides the management of IDP as well as the following:

- The distribution of roles and responsibilities in the IDP review process;
- Institutional arrangements for the process;
- Mechanisms and procedures for public participation;
- Action programme with timeframes and resources requirements;
- Mechanisms and procedures for alignment with external stakeholders;
- Relevant binding planning and policies requirements at national and provincial sphere

4. FRAMEWORK PLAN CONCEPT

The district framework plan is used to integrate and synergise development processes between the Ugu District Municipality and the four Local Municipalities that fall within its area of jurisdiction. The framework plan facilitates communication amongst all stakeholders including all the spheres of government regarding the processing to be followed in IDP preparation. The completion of local municipalities process plan depend on the completion and requirement set by the district framework plan.

The framework plan determines procedures for co-ordination, consultation and alignment of the review process to district and local municipalities, which need to be strengthened. The process plan should be developed and submitted to COGTA for assessment.

5. UGU DISTRICT FRAMEWORK

The table below provides the detailed framework plan for the 2020/2021 IDP of the Ugu District Municipality. The action plan is broken up into the 4 quarters of the municipal financial year with activities reflecting being either IDP, PMS or Budget related with budget estimates.

First Quarter															
PHASE	ACTIVITY	RESPONSIBILITY	KEY DEADLINES	JULY				AUGUST				SEPTEMBER			
				1	2	3	4	1	2	3	4	1	2	3	4
Preparatory	1. Drafting of Framework and Process Plan	Manager Strategic Planning	July – Aug 2020												
	1.1. Submission of draft Framework & Process Plan to Cogta for comment		August 2020												

[illegible]

	2.1. Review IDP Implementation Plan (by reviewing alignment of objectives strategies and projects against the METF budget)	Manager Strategic Planning	September 2020														
	2.2. Determine funding availability and requirements and all the necessary preparations	Manager Strategic Planning	September 2020														
	2.3. Determine which sector plans need to be reviewed and commence with the process of reviewing thereof	Manager Strategic Planning	September 2020														
	3. Consider MEC Comments	Manager Strategic Planning	November 2020														
	3.1. Action Plan to Address MEC Comments	Manager Strategic Planning	December 2020														
SECOND QUARTER																	
PHASE	ACTIVITY																

		RESPONSIBILITY	KEY DEADLINES	1	2	3	4	1	2	3	4	1	2	3	4
Strategic & Projects	4. Conduct Community needs Consultation	Manager Strategic, Senior Manager Communications, manager public participation													
	4.1. Mayoral Izimbizo		November 2020												
	4.2. IDPRF	Manager Strategic Planning	1 November 2020												
	4.3. Ward Committee Imbizo Workshop	Manager Strategic Planning	November 2020												
	5. Hold strategic sessions (to include sector departments and feed local analysis into sector strategic plans thereof)	Manager Strategic Planning	December 2020												
	5.1. Align the strategic framework with internal and external policies	Manager Strategic Planning	December 2020												
	5.2. Submit the draft reviewed strategic framework to	Manager Strategic Planning	December 2020												

	the Steering Committee and IDPRF																
	6. Integrate Reviewed Sector Plans into the IDP.	Manager Strategic Planning	December 2020														
	7. Sector - Municipal Alignment sessions under the auspices of COGTA	COGTA	November 2020														
	8. Alignment meetings with neighbouring District Municipalities	Manager Strategic Planning	December 2020														
Third Quarter																	
PHASE	ACTIVITY	RES	KEY DEADLINES	JANUARY				FEBRUARY				MARCH					
				1	2	3	4	1	2	3	4	1	2	3	4		
Integration	9. 1 st draft 2018/19IDP review		March 2021														
	9.1. IDPRF	Manager Strategic Planning	February 2021														
	9.2. Submit 1 st draft IDP review to Steering Committee, IDPRF and EXCO for	Manager Strategic Planning	March 2021														

[illegible]

6. ROLES AND RESPONSIBILITIES

The distribution of roles and responsibilities is divided into two, that is the internal and the external within Ray Nkonyeni Municipality as shown below:

STRUCTURE	TERMS OF REFERENCE
COUNCIL	<ul style="list-style-type: none"> • IDP approval • Budget approval • Policies
MAYOR	<ul style="list-style-type: none"> • Decides on Process Plan for IDP and reviews • Provides political direction and leadership of the IDP Process • Ensures that the IDP Process Plan and IDP document are submitted to Council for adoption • May assign some responsibilities to the municipal manager
MUNICIPAL MANAGER	<ul style="list-style-type: none"> • Responsible for the management and coordination of the preparation of the IDP and review processes • Chairs the management meeting • Responsible for day to day management of the planning process • Ensures that legislative timeframes are adhered to • Ensures that resources are allocated accordingly and are well managed • Facilitates coordination of different role players and ensure horizontal and vertical alignment • Ensures that performance management & evaluations are done on a quarterly basis • Management of consultants
STRATEGIC PLANNING MANAGER	<ul style="list-style-type: none"> • Works closely with the municipal manager in ensuring that the municipal manager meets the council vision

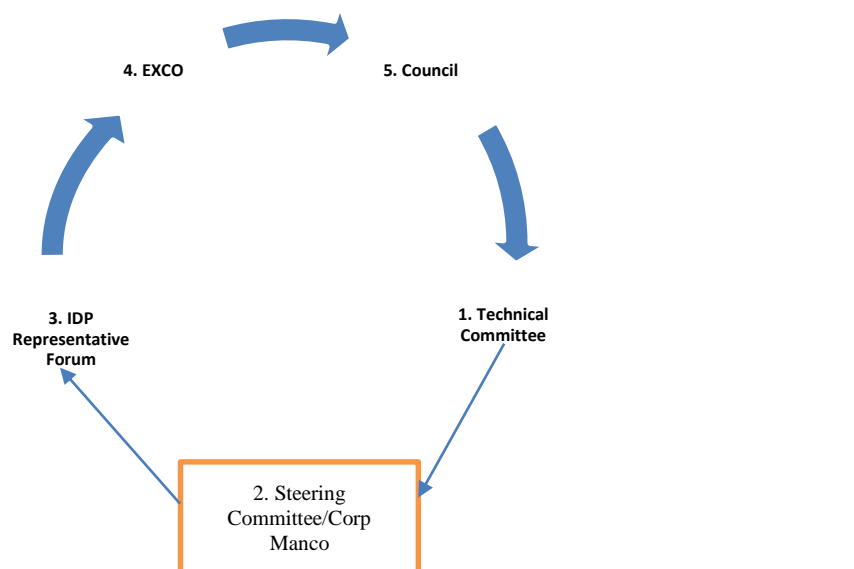
	<ul style="list-style-type: none"> • Coordinates all IDP processes • Ensure alignment and compliance with the legislative framework, IDP guidelines, Sector Departments and with the District • Responsible for putting the IDP document together • Interpret political issues into administrative functions • Facilitates IDP meetings • Timeously communicates IDP status to relevant committees • Work closely with Ugu's Development Planning Section for guidance, alignment, technical support and methodologies to be used
IDP REPRESENTATIVE FORUM	<ul style="list-style-type: none"> • Inform affected and interested groups, communities and organisation/institutions on relevant planning activities and their outcomes • Chaired by Deputy Mayor • Determine priorities, analyse issues, negotiate and reach consensus • Participate in project design and monitor and assess projects • Make recommendations on planning matters to council • Lobby sector departments participation in municipal planning • Chairperson has a right to discipline members who do not participate meaningfully and inform their principals of their unsatisfactory participation
STEERING COMMITTEE/CORP MANCO	<ul style="list-style-type: none"> • Develops terms of reference for various planning activities • Provides guidance on planning matters • Monitors IDP and Review progress on a quarterly basis • Make recommendations to the IDP Representative Forum • Takes decisions on administrative matters in line with legislations, policies and COGTA guidelines • Give strategic direction to IDP and Reviews and provide support to the Strategic Planning Manager • Ensures that information is provided to the Strategic Planning Manager in time and communicates IDP issues with staff members ensures that the Strategic Planning Manager does not end up thumb sucking information • Overall management including appointment of consultants • Refers matters to relevant committees for further investigations, research and alignment • Closely monitor and evaluate consultants progress and performance • Consider inputs from all stakeholders and make amendments accordingly

TECHNICAL COMMITTEE	<ul style="list-style-type: none"> Sits in all IDP Stakeholder Forums on behalf of HoDs Consolidates and provides required information from their department and report to the Strategic Planning Manager Holds quarterly meetings to ensure all information needed for IDP purposes is available Provides technical assistance on planning matters Makes recommendations to the Steering Committee Provides departmental issues that have influence on planning Considers inputs from Cogta and communities
TRADITIONAL LEADERS	<ul style="list-style-type: none"> Amakhosi / Izinduna should work with ward councillors to identify priority developmental issues Facilitate community consultation in collaboration with ward councillors

Ray Nkonyeni Municipality will need to establish a set of organizational arrangements during the IDP process to:

- Institutionalise and enhance the participation process;
- Effectively manage the KPI's and performance indicators;
- Give affected stakeholders access to contribute to the planning and decision – making process; and
- Fully institutionalise the IDP cluster approach to oversee technical aspects

It is proposed that the IDP process utilise the existing institutional arrangements to avoid duplication. The following structure is proposed:



8. FOCUS AREAS OF THE IDP PROCESS

Ray Nkonyeni Municipality will focus on the following Key Focus Areas during the IDP development:

1. Infrastructure provision and maintenance
2. Development and implementation of strategic sector plans
3. Good governance and accountability
4. Financial viability and value for money
5. Spatial planning and environmental planning and development
6. Youth development and skills development
7. Job creation, economic growth , tourism support and transformation
8. Safe and healthy environment
9. Knowledgeable communities
10. Promoting sports and recreation and cultural diversity
11. Vulnerable groups

To achieve consistency, it is critical that the following issues are attended to during IDP formulation process:

- The structure of the adopted 5 year IDP document for the new elected term of office
- Six National KPA's
- National priorities
- Provincial priorities
- The shortfalls in respect of the previous IDP Review [2019 – 2020]
 - Areas that need additional attention in terms of the legislation requirements and local municipality's mandate
 - Grey areas identified through IDP Review assessments on the 2019/2020 IDP Review and Draft IDP Review by Provincial MEC
- Vision and mission, priorities, objectives, strategies of the municipality
- Strengthening working relationship with all sector departments and ensuring that sector department participate meaningfully in the IDP Representative Forum and when necessary
- Alignment of IDPs in line with Key Performance Areas (KPAs) and Key Performance Indicators (KPI's) with the South African Excellence Foundation (SAEF), and Performance Management System.
- Implementation of the Organisational Performance Management System
- Preparing and reviewing of Sector Plans

The Ugu District Municipality's Development Planning Unit should play a meaningful role in assisting with building capacity in local municipalities, provide support, and coordinate all planned programmes, projects for the year ahead.

9. MECHANISMS AND PROCEDURES FOR COMMUNITY AND STAKEHOLDER PARTICIPATION

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

Needs assessment at local level participation will feed into the process through local municipality participation. Other role-players in community participation include Steering Committee, IDP

Representative Forum, and Ugu's Planning Development Unit. Individual and community input will also be requested through the local media [print/electronic].

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

OTHER COMMUNICATION STRUCTURES

- **Mayoral outreach programme / Izimbizo's**

Through road shows / outreach programmes to get community needs and provide feedback accordingly. Izimbizo meetings are held in November and April of each year to gather community needs and report back on issues raised by the communities. The Izimbizo programme is managed by the Office of the Speaker. However, due to prohibited public gatherings, radio slots are utilised.

- **Ward Committees**

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

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

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

- **Media**

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

METHODOLOGY

- a) *Ward Committee Meetings*

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

- b) *Ward sub structures*

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

Objectives

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

c) Cluster approach

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

The IDP clusters are divided into three categories as follows: Good governance, Corporate Services and Finance; Infrastructure, Planning and Economic Development and Community Services and Safety. The clusters will be convened by RNM Heads of Departments.

Cluster	Good governance, Corporate and Finance Cluster	Infrastructure Planning and Economic Development Cluster	Community Services and Safety Cluster
Chair	Department of Strategic Planning (DSPG)	Technical Services	HoD: Community Services
Deputy	CFO & Corporate Services	Technical Services	Sectional manager or Strategic Planning Manager
Composition	X2 Managers Manager Budget and Finance Manager HIV/Aids Special programmes Officer Occupational Health Officer	X2 Managers Manager Budget and Finance Manager HIV/Aids Special programmes Officer Occupational Health Officer	All departmental managers Manager Budget and Finance Manager Special programmes Officer Occupational Health Officer

Focus Areas	<ul style="list-style-type: none"> -Good governance and accountability -Effective and efficient governance -Organisational and skills development -Professionalism -Youth development - Sector plans development - Municipal policies -HIV/Aids 	<ul style="list-style-type: none"> -Sustainable Infrastructure provision - Infrastructure maintenance plans and strategies -Infrastructure backlog eradication -Sustainable job creation - Economic growth & transformation - Tourism - Sector plans development - Orderly planning - Effective environment management -Rural development -Cohesion and integration -HIV/Aids 	<ul style="list-style-type: none"> -Safety and security measures -Effective provision of services Sector plans and strategies development - HIV/Aids -Waste management -Knowledgeable communities - Cultural diversity
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10. ROLES AND RESPONSIBILITIES OF ROLE-PLAYERS

NO.	ROLE PLAYERS	ROLES AND RESPONSIBILITIES
1.	Ugu District Municipality	<ul style="list-style-type: none"> • Horizontal alignment of IDP' s between local and the district; • Vertical alignment between district and local municipalities, National, Provincial as well as other district municipalities • Formulate the district process plan based on the district's framework plan; • Formulate, manage and approve districts IDP; • Monitor and evaluate the district IDP process plan; • Ensure that draft process plans are compiled by the local municipalities with Ugu District; • Ensure that the process plans adhere to the framework as agreed; • Ensure that all local municipalities under the district adhere to the timeframes in the framework plan as agreed; • Coordinate the alignment of the district's budget process with the district IDP Process and local IDP processes; • Facilitate vertical alignment of IDP's with other spheres of government and sector departments and the preparation of joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists; • Give financial support in line with its financial policy; • Give institutional support to develop expertise.
2.	Ray Nkonyeni Municipality	<ul style="list-style-type: none"> • Guide provincial sector departments participation in their contribution to the municipal planning processes;

		<ul style="list-style-type: none"> • Guide departments in assessing draft IDP's and to align their sectoral programmes and budget with the IDP's; • Assist in accessing financial grants for IDP process; • Monitor the progress of the IDP processes through the district and IDP Managers Forum; • Facilitate resolution of disputes related to the IDP; • Organize IDP-related training when required; and • Co-ordinate and manage the MEC's assessments and comments with regards to IDP's. • Orientation of councillors on IDP.
3.	Planner's Forum	<p>Meetings is chaired by the District IDP Manager.</p> <ul style="list-style-type: none"> • IDP Forums to be held quarterly to: <ul style="list-style-type: none"> - coordinate technical submissions and the compilation of the respective IDP documents - Ensure horizontal alignment between the district and local municipalities IDP's, and - Ensure vertical alignment between the district and local municipalities, National and Provincial spheres.
4.	Department of Local Government and Traditional Affairs	<ul style="list-style-type: none"> • Coordinate participation and cooperation of all other key sector departments. • Monitor and advice the municipalities on the drafting, review and implementation of the IDP. • Ensure that sector department's planning is informed by RNM plans and IDP • Closely monitor sector departments performance in terms of fulfilling their core functions and support RNM
5.	Sector Departments	<ul style="list-style-type: none"> • Identify an IDP Coordinator in the sector departments • Contribute knowledge and ideas about planning issues in the province and sectors; • Contribute relevant information on the provincial sector departments plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner; • Ensure that their objectives and strategies and projects take various IDP's into consideration and adjust their budgets as informed by the various IDP's into consideration and adjust their budget as inform by the various IDP's; • Engage in a process of alignment with district municipalities, and participate in the provincial management system and co-ordination; • Ensure active participation in IDP Representative Forum and Task Teams
6.	Ugu District Development Planning Unit	<ul style="list-style-type: none"> • Provide methodological guidance and support to local municipality during the IDP implementation and review and well other planning processes;

		<ul style="list-style-type: none"> • Support the planning and implementation management process of local municipalities and district municipality • Establish and maintain close links with public and private service providers for proper programme alignment in municipal; • Provide information to municipalities relevant national and provincial policy and legislation frameworks; • Organize/conduct relevant training events for municipalities to build their planning and implementation management capacity; and • Liaise with Donors and other state agencies for municipalities to build their planning and implementation management capacity; • Render secretarial services to all district communication and sub-committee.
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11. IDP ACTION PLAN & TIMEFRAMES

Integrated Development Plans should be developed and reviewed on a yearly basis guided by the district's framework plan and all stakeholders are encouraged to participate during this process. It should be considered that all the activities that take place during the IDP development process should be systematic and flexible. The first phase of IDP is analysis phase, which focuses on the existing or current situation (status quo of an area). The second phase is strategies, which focuses on the objectives and the most appropriate and suitable means of achieving those objectives.

The third phase is projects, which is a process of project planning and prioritisation of appropriate projects. The forth phase is the integration phase, which is a consolidation and screening of proposed projects. The last phase is the Council approval phase.

No.	IDP PHASE	Start	End	Deliverables	Responsibilities
1.	Preparation	August 2020	September 2020	<ul style="list-style-type: none"> Workshop councillors and Management on IDP Review Review process plan Review of priorities for the elected term of office 	Strategic Planning Manager
2.	Phase 1 – Analysis	September 2020	November 2020	<p>Demographic information in relation to spatial characteristics of RNM</p> <ul style="list-style-type: none"> Understanding of nature/dynamics and causes of these issues; [data collection on basic service status core] Identification of areas of high priority, the not so crucial areas and impediments to development Obtain knowledge from available resources and potentials. Standardization of data/ templates and information systems 	MM, Strategic Planning Manager

3.	Phase 2 – Review Strategies	December 2020	February 2021	<p>Clear methods to realise RNM vision</p> <ul style="list-style-type: none"> • Revision of the municipality's vision, objectives and services delivery strategies; • Identification of feasible and viable projects; • Identification and analyzing alternative options for implementation of projects 	MM, HOD Strategic Planning and Strategic Planning Manager
4.	Phase 3 – Review of Projects	March 2021	April 2021	<p>Sustainable projects that will meet the community's needs</p> <ul style="list-style-type: none"> • Checking the feasibility and sustainability of projects • Evaluation and monitoring of the revised projects. 	MM, Strategic Planning Manager, Rep Forum, Corporate Management
5.	Phase 4 – Integration	April 2021	May 2021	<p>Proper alignment & integration from all spheres of govt & other role-players</p> <ul style="list-style-type: none"> • Integration of all projects into integrated sector plans and operational strategies and finalization of IDP; • Ensure project prioritisation between RNM and provincial departments • Linkages to the performance management system; • Gives guidance on how to deal with the implications of the capital budget. 	MM, HOD Strategic Planning, Strategic Planning Manager, Sector Departments, Council

6.	Phase 5 – Approval	May 2021	May 2021	Credible IDP <ul style="list-style-type: none"> Amended, adoption of IDP and advertising 	Council
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ROLE PLAYER	PURPOSE	DATE
CORP MANCO	<ul style="list-style-type: none"> Consider process plan. Revision of strategic framework Compilation of preliminary project list Determine if external assistance is required (consultants) Planning of project planning phase, setting up of project teams and determining terms of reference for project teams Review progress made with project plans Screening of all project plans Consider comments and objections received to the revised IDP 	<ul style="list-style-type: none"> August 2020 February 2021 March 2021 March 2021 March 2021 March 2021 March 2021 March 2021
EXCO	<ul style="list-style-type: none"> Consideration of process plan Confirmation of key issues and consideration of IDP Cluster Meetings recommendations Confirmation of resources allocation per key issue Consider vision statement Consider Draft IDP prior Council approval 	<ul style="list-style-type: none"> August 2020 December 2020 March 2021 March 2021 March 2021
Council	<ul style="list-style-type: none"> Consider IDP Process Plan Consider draft IDP Consider public comments Adopt final IDP 	<ul style="list-style-type: none"> August 2020 March 2020 April 2020 May 2020
IDP Representative Forum	<ul style="list-style-type: none"> Input on priorities and projects Consider and recommend IDP document for council approval Adopt Final Process Plan Input on vision, objectives and strategies 	<ul style="list-style-type: none"> February 2021 May 2020 August 2020 November 2021
Cogta	<ul style="list-style-type: none"> Alignment of projects and programmes by Sector Departments and Municipalities 	<ul style="list-style-type: none"> November 2020
Public Participation	<ul style="list-style-type: none"> Community needs 	<ul style="list-style-type: none"> November 2020 and April 2021

	<ul style="list-style-type: none"> Budget Community consultations and participation 	<ul style="list-style-type: none"> April 2021 April 2021
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Ugu District Municipality Schedule of IDP RF Meetings

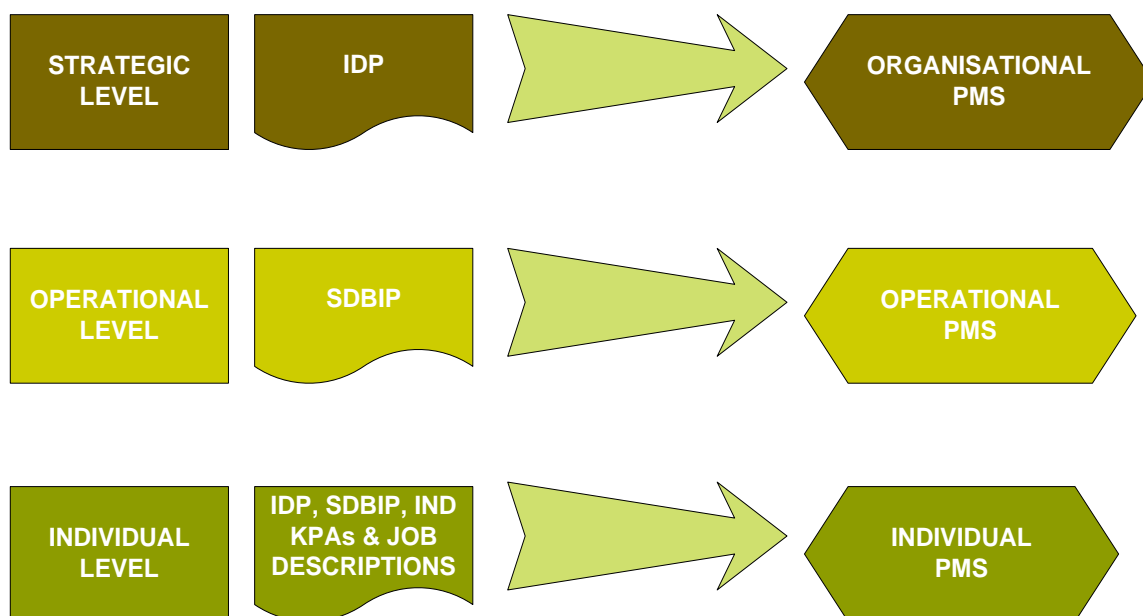
The Ugu DM IDP RF meetings are scheduled to sit bi-monthly as follows

	2020			2021		
MONTH	MAY	AUGUST	NOVEMBER	FEBRUARY	APRIL	JUNE
DATE	TBC	TBC	TBC	TBC	TBC	TBC

IDP / BUDGET / PMS CYCLE

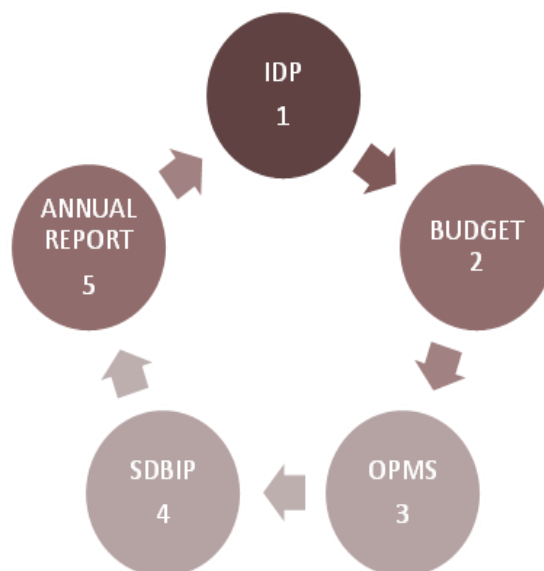
The municipality has developed an Organisational Performance Management System (OPS) framework and policy and was adopted by Council. The framework broadly looks at how the organisation can enhance and improve on performance management. The policy details out how the framework will be implemented and how it will be rolled out to all levels of employees. Below is a diagram illustrating the proposed three different levels of performance management.

Levels of PMS



The Planning Cycle

Below is an illustration of the planning cycle already in place, starting from the IDP until the development of the annual report.



2021/2022 Performance evaluation calendar

Activity	1 st quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Submission of report	October	January	April	July
Management evaluation	October	January	April	July
Quarterly evaluation session	November	February	May	August

12. MECHANISMS AND PROCEDURES FOR ALIGNMENT WITH EXTERNAL STAKEHOLDER

While IDP document is a local municipality's process, it requires input and support from other spheres of government. Alignment is the instrument used to synthesize and integrate the top-down and bottom-up approach planning process between all spheres of government.

Firstly the Ugu District Municipality and all the six local municipalities that fall within its area of jurisdiction should be properly aligned. The District Planners Forum is responsible for ensuring alignment between the district and its local municipalities. All forums and committees should be respected and mandate, directives and consequences from them should be taken seriously.

The National and Provincial departments [Department of Cooperative Governance and Traditional Affairs] should also ensure that the IDP's are aligned with the National and Provincial policies and legislations. The Ugu District's Development Planning Unit should provide methodological guidance and support to local and district municipalities throughout all the phases of the Integrated Development Plan Review. The Ugu Development Planning Unit should

also liaise with the National Government, Provincial Government, Donors, other and private sector for district and local municipalities funding.

13. COST ESTIMATE FOR THE PLANNING PROCESS

The municipality's IDP will be developed in-house, and an amount of R40 000 has been budgeted for its development and a service provider will be outsourced for the design, layout and printing. No budget has been set aside for the layout and printing of the Annual Report.

14. CONCLUSION

All key role-players responsible for compiling the IDP are expected to meet on a regular basis and make necessary recommendations with regards to the IDP and should ensure that all processes and procedures are followed. Stakeholders involved in the IDP formulation and Review processes should bear in mind that the success of the IDP depends on Council intervention, co-operation of stakeholders, key role-players, internal support through Corporate Management Body, IDP Clusters, Ugu District in order to achieve developmental objectives in a spirit of co-operative governance.

Training will be necessary from time to time to sharpen the key role-players skills and knowledge. The Municipal Manager should also fulfil his legislative mandate by giving administration support and direction in the IDP formulation and Reviews. Heads of Departments should participate fully in the IDP processes and submit requested information in writing and on time from their relevant departments and ensure that IDP Clusters are a success. Residents of Ray Nkonyeni have a right to be informed about developmental issues affecting their respective communities and be afforded an opportunity to voice their opinions and concerns.

15. CONTACT DETAILS

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