
uMgungundlovu District Municipality Draft Integrated Development Plan Process Plan for the 2024/2025 Review

Aligned to the Budget- Organisational Performance Management System (OPMS)- Spatial Development Framework (SDF)- Water Services Development Plan (WSDP), District Development Model (DDM One Plan- One Budget) and LED Strategy Reviews



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Abbreviations

IDP	: Integrated Development Plan (product), Integrated Development Planning (process)
MSA	: Municipal Systems Act, 32 of 2000
MFMA	: Municipal Finance Management Act, 56 of 2003
MStrA	: Municipal Structures Act, 117 of 1998
OPMS	: Organizational Performance Management System
SDF	: Spatial Development Framework
CIF	: Capital Investment Framework (usually 3 or 5 years)
M.E.C	: Member of Executive Council/ Provincial Cabinet
S54 Manager	: Manager appointed in terms of Section 54 of the Municipal Systems Amendment Act, 2011 / the municipal manager
S56 Manager	: Manager appointed in terms of Section 54 of the Municipal Systems Amendment Act, 2011 /senior manager reporting to the municipal manager
PDA	: Planning and Development Act-KZN 2000 as Amended
SPLUMA	: Spatial Planning and Land-use Management Act 2013
NDP	: National Development Plan /Vision 2030
DDM	: District Development Model
DGDP	: District Growth and Development Plan
WSDP	: Water Services Development Plan
PGDP	: Provincial Growth and Development Plan
LED	: Local Economic Development
HOD	: Head of Department
SoEs	: State Owned Enterprises

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1. INTRODUCTION

1.1 Purpose and function.

According to the KZN COGTA IDP Guidelines, a Process Plan is a plan about planning for planning. It is a short rationale for the preparation process, explaining what needs to be prepared and why. It is typically a business plan with the inclusion of the roles and responsibilities which have to be clarified in advance and internal human resources have to be allocated accordingly. Organisational arrangements have to be established and decisions on the membership of teams, committees or forums have to be made. A programme needs to be worked out which sets out the envisaged planning activities, a time frame and the resource requirements for the planning process. Such a detailed programme of the planning process is crucial to keep track and to interact with other role players. Special attention has to be paid to deciding on mechanisms and procedures for community and stakeholder participation during the planning process: Who has to be involved, consulted and informed in which stage of the process by which means? This has to be decided in advance in order to inform people in time and to allocate required resources in time. The same is true with regard to mechanisms and procedures of alignment with external stakeholders such as other municipalities, districts and other spheres of government. Such alignment activities have to be decided on a mutually binding basis, through a joint process for the interactive planning process, which requires preparation well in advance.

The UMDM Process Plan will include 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; and the identification of all plans and planning requirements binding on the district municipality in terms of national and provincial legislation



Figure 1 STEPS DIAGRAM-IDP PHASES

The above diagram summarizes the Phases to be followed during the review period, but it is not exhaustive. The UMDM also has developed (in-house) an induced monitoring and evaluation framework and plan for its IDP and OPMS. Its implementation includes stakeholder involvement in a 360-degree feed-back mechanism. The methodology would be to improve on the existing system and add new aspects to them.



Source: Revised IDP Guidelines (2020)

1.2 REQUIREMENTS OF THE PREPARATION PROCESS

The preparation process requires consultation with key role players in the planning process:

- A. Between the District and the 7 local municipalities.
- B. With community and stakeholder groupings; and
- C. municipal officials for the alignment of various resources.

The Process Plan will assist in deciding on the distribution of roles and responsibilities; designing organisational structures and institutional arrangements for the IDP drafting process; drafting the Action Programme with phases, time schedules, and resource requirements; deciding on appropriate participation mechanisms and procedures; deciding on contents and mechanisms for co-ordination and alignment; identifying binding legislation and planning requirements; and preparing the budget for the planning process.

2. LEGISLATIVE REQUIREMENTS FOR THE IDP REVIEW I.T.O. MSA (E.G. SECTIONS 26, 28 AND 34).

Section 25(1) of Municipal Systems Act, (Act 32) of 2000 directs that each municipal Council must, upon election adopt a single, inclusive and strategic plan which:

- a. links, integrates and co-ordinates plans;
- b. aligns the resources and capacity with the implementation of the plan;

2.1 26. Core components of integrated development plans. —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 that 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 or 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 predetermined in terms of section 41.

2.2 On the basis of the agreed framework plan, Section 28 directs that each Municipal Council must adopt a process plan to guide the planning, drafting, adoption and reviewing of its integrated development plan.

2.2.1 Section 34 of the MSA states that: A Municipal Council -

2.2.1.1 must review its integrated development plan annually,

2.2.1.1.1 In accordance with an assessment of its performance measurements in terms of section 4 i; and

2.2.1.1.2 To the extent that changing circumstances so demand; and may amend its integrated development plan in accordance with a prescribed process.

Consequently, the uMgungundlovu District Municipality, in pursuance of the above Constitutional and legislative directives, is thus presenting the following framework to guide process plans and, consequently the IDPs of both, the district itself and of the Local Municipalities within its area of jurisdiction.

3. KEY ELEMENTS TO BE ADDRESSED DURING THE IDP DEVELOPMENT AND REVIEW PROCESS

The focus is to strive to ensure that the District and Local Municipality IDPs are localizing the National and Provincial priorities by aligning their plans with the National Development Plan, the Provincial Growth & Development Strategy and the Provincial Growth & Development Plan. There will be a particular focus on the following informants:

- a. District Development Model
- b. Information conveyed during Draft IDP assessments.
- c. MEC Panel comments.
- d. Municipal Self-assessments.
- e. Council priorities;
- f. Outcomes based approach (Cabinet Lekgotla Resolutions, District Lekgotla Resolutions, OPMS, State of the Nation Address, State of the Province Address, Sustainable Development Goals (SDGs), PGDS, PGDP, DGDP, 14 National Outcomes, Back to Basics and Climate Change);
- g. The Sukuma Sakhe/War on Poverty and War Rooms.
- h. The SDF, with Capital Investment Framework, to ensure that the IDP and SDF preparation processes are adequately aligned; and
- i. SPLUMA implementation requirements.
- j. Back to Basics
- k. New Council priorities-including the long-term i.e. 20-30 years
- l. New policies (e.g. Medium Term Strategic Framework) and legislation (e.g. Spatial Planning and Land-use Management Act); and
- m. Inclusion of new information (e.g. War on poverty, mainstreaming HIV/ AIDS , Economic Recovery, COVID 19 mitigation etc)

4. ORGANIZATIONAL / INSTITUTIONAL ARRANGEMENTS

At present, the Spatial Planning function located in the District is responsible for District wide coordination of strategic spatial planning. The Spatial Planning Unit is then also, with the various local municipalities that participated in the planning process, the champion of the District Spatial Development Framework.

The District Development Planning Shared Services currently provides Development Planning and GIS support to all the Municipalities in the District, excluding Msunduzi. The Development Planning component is dealt with by a senior professionals providing support to all the Municipalities.

The GIS support function, linked to the District Planning Shared Services, is split between two staff members located in the district supporting Mkhambathini, uMshwathi and Richmond Municipalities and two staff members located at the Umngeni Municipality responsible for Umngeni, Mpofana and Impendle municipalities.

4.1 Internal Role Players

- Council and the Executive Committee;
- Local Amakhosi; (participating in Council in terms of Section 81 of Structures Act, 117 of 1998)
- Municipal Manager;
- IDP Manager;
- Extended Management Committee
- Budget Steering Committee
- Management Committee (MANCO);
- Planning and Development Cluster;
- IDP Sub- Cluster-Committee (IDP Managers/ Coordinators);
- District Technical Committee / Municipal Managers' Forum; and
- District Coordinating Committee / Mayors Forum and Speakers Forum
- Economic Cluster (DDM)

4.2 Roles and responsibilities:

The Municipal Manager-can delegate an IDP Manager

- Undertake the overall management and co-ordination of the planning process;
- Ensure that all relevant actors are appropriately involved,
- Nominate persons in charge of different roles;
- Be responsible for the day- to-day management of the drafting process;
- Ensure that the planning process is participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements;
- Respond to comments on the draft IDP from the public, horizontal alignment and other spheres of government to the satisfaction of the

municipal council;

- Ensure proper documentation of the results of the planning of the IDP document;
- That conditions for participation are provided;
- That all outcomes are being documented;
- Chairing of the IDP Steering Committee;
- Adjust the IDP in accordance with the MEC for Local Government's proposals; and
- Even if the Municipal Manager delegates some of these functions to an IDP Manager on his/her behalf, he/she is still responsible and accountable.
- Drive the process of drawing the process plan for the review.

4.3 IDP Steering Committee (Extended Management Committee)

- Provide relevant technical, sector and financial information for analysis and for determining priority issues.
- Contribute technical expertise in the consideration and finalization of strategies and identification of projects;
- Provide departmental operational and capital budgetary information;
- Responsible for the formulation and /or revision of objectives and strategies for their respective business unit;
- Responsible for the preparation of project proposals, the integration of projects and sector programmes;
- Responsible for preparing amendments to the draft IDP for submission to the municipal council for approval and the MEC for Local Government for alignment.

4.4 Executive Committee (EXCO) and Full Council

- Consider and adopt a Framework Plan;
- Consider, adopt and approve the IDP
- Monitoring the implementation of the IDP.
- Ensuring that the review process complies with the prescribed legislation.

4.5 Budget Steering Committee

Provides technical assistance to the Mayor in discharging his responsibilities set out in section 53 of the MFMA as follows:

- Provides political guidance to the IDP and budget processes and the priorities that must guide the preparation of the budget
- Ensures the budget gets approved before 1 July
- Ensures that the SDBIP is produced and that senior managers' annual performance contracts are signed, submitted to council and made public on time.
- The committee includes all senior managers within the municipality that need to be involved in the IDP and budget processes to ensure that they are aligned and relate directly to the service responsibilities of the municipality.
- The members of the committee are ultimately be accountable for the

implementation of the IDP and budget, through the SDBIP and their annual performance agreements.

- The committee is chaired by the municipal manager.

The Budget Steering Committee of the municipality is fully functional and participates in all matters and processes relating to the IDP and budget in line with the requirements of the MFMA.

4.6 MSCOA Steering Committee

The purpose of the committee is to drive and oversee the successful implementation of the Municipal Regulations on Standard Chart of Accounts in the municipality.

The MSCOA Steering Committee of the municipality is multi-disciplinary and include members of top management, including the following functions and skills:

- Finance;
- Budgeting;
- Financial and Performance Reporting;
- Risk management;
- Engineering;
- Information technology; and
- Human resources.

The committee is chaired by the chief financial officer.

The key responsibilities of the mSCOA Steering Committee are as follows:

- To establish a governance framework environment for implementation of mSCOA in accordance with their delegated responsibilities
- To monitor successful implementation of mSCOA
- To foster close collaboration between the municipality, National/Provincial Treasury, service providers and other key stakeholders.

The municipality is currently in the process of re-establishing this committee. The terms of reference have been drafted and the members thereof have been identified. The target date for the for the finalisation of the appointment of committee members is 31 August 2023, and September 2023 for the first meeting of the Committee.

4.7 Strategic Planning Sessions

These will be convened on a needs basis in consultation with the Office of the Mayor through the office of the Municipal Manager who is custodian of the strategic planning function in the District. Dates to be confirmed.

5. External Role Players

- 5.1. Department of Cooperative Governance and Traditional Affairs;
- 5.2. Government Departments;
- 5.3. IDP Representative Forum Members/Civil Society;
- 5.4. Business Sector;
- 5.5. State-Owned Enterprises;
- 5.6. NGOs, CBOs and Faith Based Organizations

5.1 Ward Committees (Local Municipalities)

- Link the planning process to their constituencies and/or wards;
- Are responsible for organizing public consultation and participation;

5.2 IDP Representative Forum

- Represent specific interests in the IDP process
- Provide a structured mechanism for discussion, negotiation and decision making between the stakeholders including the municipality
- Ensure communication between all the stakeholder representatives including the municipality
- Monitor the performance of the planning and implementation process
- Assist with monitoring and evaluation in line with the Performance Management Framework and system (OPMS).

5.3 Sector Departments, State-owned Enterprises, Business Community, NGOs, CBOs and FBOs

- Contribute relevant information on the plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner;
- Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects
- Participate in the provincial management system and coordination.

Economic Sector Investments and Infrastructure Development Cluster (ESIID).

- Monitoring of the IDP process
- Ensuring horizontal alignment of the IDPs of the municipalities in the district council area;
- Facilitation of vertical alignment of IDPs with other spheres of government and sector departments;
- Preparation of joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists

5.4 District Development Model Political Hub

The Forum is a consultative forum for the District Municipality and the Local

Municipalities to discuss and consult each other on matters of mutual interest, including –

- draft national and provincial policy and legislation relating to matters affecting local government interests in the District;
- the implementation of national and provincial policy and legislation with respect to such matters in the District; matters arising in the Premier's Coordination Forum and MUNIMEC;
- mutual support in terms of section 88 of the Municipal Structures Act (Act 117 of 1998);
- service delivery in the District;
- coherent planning and development in the District; and
- Speakers ensure political and Councils harmony; and aligned planning.

6. MECHANISMS FOR PUBLIC PARTICIPATION

The public participation process in the IDP Review Process is critical and therefore has to be institutionalized in order to ensure that all residents have an equal right to participate. The Public will be encouraged to participate using the following platforms:

6.1 IDP Representative Forum:

The District has an established IDP Representative Forum with registered members from diverse stakeholders. Annually the District advertises for new organizations that also want to register as members of the uMDM's IDP Representative Forum.

6.2 Committees (Local Municipalities):

These structures represent the communities. They'll be encouraged and trained to participate meaningfully and advocate the needs of the communities they represent.

6.3 Local media and UMDM official website :

Amongst other means, the local newspapers and municipal newsletter will be used to inform the community of the progress with respect to the compilation process for 2024/25. Where possible the local radio stations will also be utilized. The IDP information also is placed on the Municipal Website: www.umdmd.gov.za : access to information.

6.4 UMDM official Facebook page

6.5 IZIMBIZO/ public participation

The District will participate in the Local Municipalities izimbizo or mass meetings. There will be a two-way communication on the planned programmes and budget.

6.6 CALL CENTRE AND CUSTOMER-CARE CENTRES

The District has a Call Centre that operates 24 hours. Communities can use the hotline. There are also customer-care centers spread across Local Municipalities. Copies of the IDP are placed at these centres.

7. DISTRICT DEVELOPMENT MODEL (DDM) REVIEW PROCESS PLAN:

The purpose of this chapter is to provide an overview of the District Development Model (DDM) review process plan. The review process will take into consideration the inputs from all sector departments, feedback from all clusters, Constitutional dimensions, and alignment of the one plan to other development-oriented policies and a cursory look at the unfolding process of the institutionalization of the DDM in line with section 47 (1) (b) of the Intergovernmental Relations Framework Act, 2005.

It is worth noting that The Province of KZN modelled the DDM One Plan along the OSS program whereby MEC's and HODs were assigned as District Champions for the implementation of the DDM. Subsequently, national political champions (Ministers and Deputy Ministers) have also been assigned to districts. The district was guided by the KZN Provincial COGTA in the establishment of Technical and Political Hubs, as well as 4 DDM Clusters (Economic, Governance, Social and Justice).

Moreover, Clusters were strengthened by the deployment of senior managers from different sector departments. In 2020 the district was also supported in the development of district profiles, which then translated into first generation One Plans and this marked a critical milestone in the institutionalization of the DDM as a government approach to enabling joint planning, implementation, and budgeting across the three spheres of government. Since the adoption of the UMDM DDM One plan in 2022, the DDM steering committee commenced with a process of engaging all sector departments, and Clusters in order to ensure that the One plan is aligned with other service delivery oriented policies (plans, frameworks, regulations, etc.) such as the Integrated Development Plans (IDP), Integrated Urban Development Framework (IUDF), Spatial Development Frameworks (SDFs).

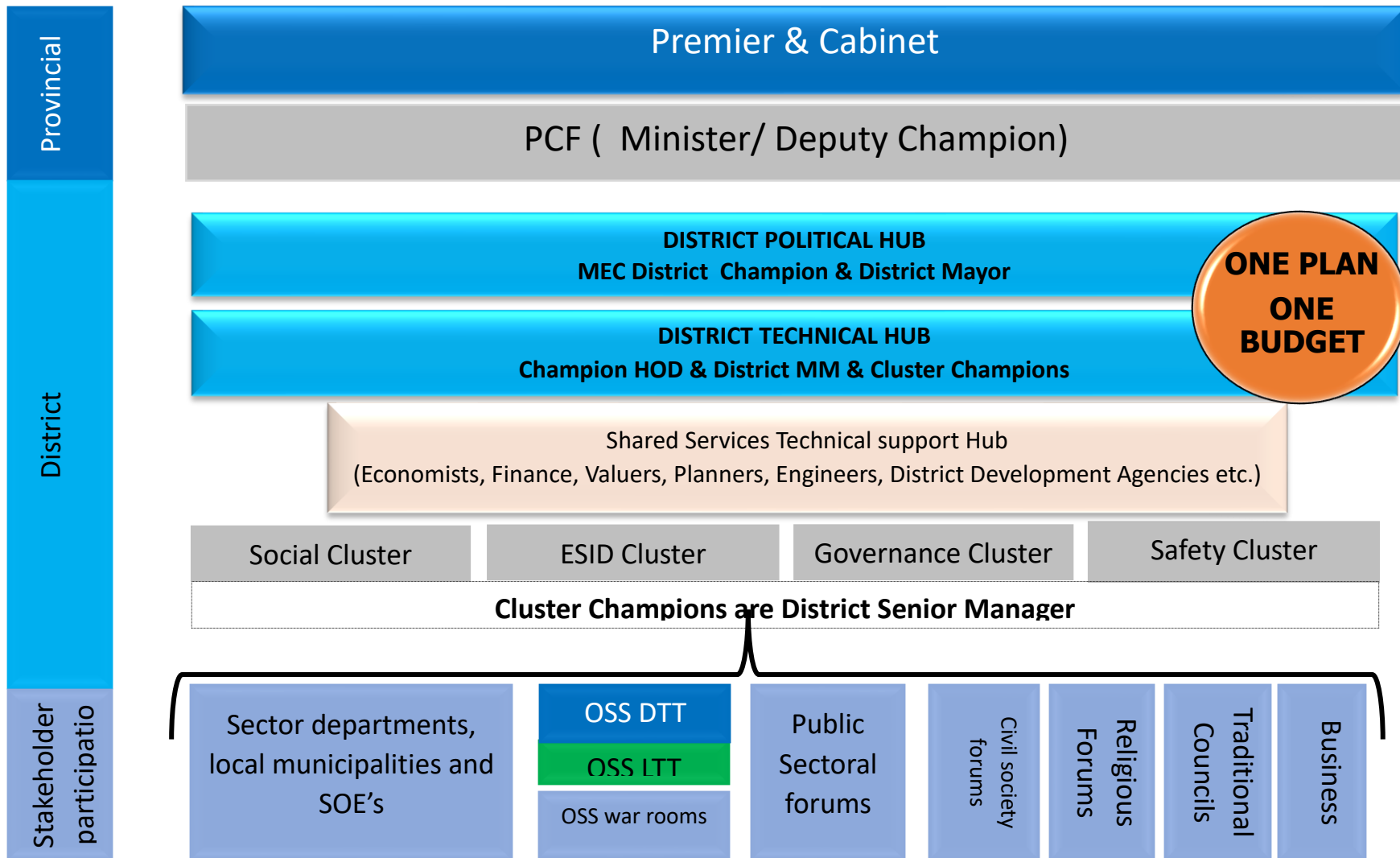
These policies complement each other in addressing major social, spatial, and economic challenges in line with the goals outlined in the National Development Plan (NDP). The NDP calls for the elimination of poverty, unemployment, and inequality, whilst the DDM seeks to ensure maximum coordination and cooperation among all three spheres of government.

For the Plan itself:

- Review intro in line with DDM training model and DDM National documents.
- Status Quo - overview of people, economic spatial etc.
- Status Quo - identifying trends and patterns per theme.
- Status Quo - understanding what this information means in the context of the District especially when it comes to long-term growth and development.
- Identify the key findings of the Status Quo which needs to be addressed/supported over the long-term (which will be the focus of the DDM and its strategies). in this regard, also discuss the matter of revenue versus expenditure/social obligation versus fiscal prudence.

- Review Vision and objectives - is it attempting to address the actual key issues identified in the Status Quo? Align with National DDM objectives, goals etc.
- Identify appropriate strategies in line with the above.
- Propose projects over the medium-long-term that will need to be implemented to ensure that the vision comes true in 30-years. Include estimation of cost, beneficiaries, risks, proposed funding sources etc.
- Prioritize the above projects over the long-term (at 5-year increments - IDP and electoral cycle) using a Criteria Based Matrix - identify criteria and weighting.
- Map projects and create Story Maps with proposed projects/population growth/settlement areas, TC areas, infrastructure capacity.

In terms of monitoring and evaluation - provide linkage with the IDP Plan and Budget



In summary the one plan can be depicted as:



	Planning	Budgeting
Long Term (25 years)	One Plan & Vision (National and Localised)	Investment Strategy (Radical Socio-Economic Transformation Plan)
Medium Term (5 - 10 Years)	One Plan & Integrated Development Plans (Localised and related to other neighbouring and feeder IDPs)	Financial Plan (including infrastructure and economic investment plans)
Short Term (1 - 3 Years)	Anchor Projects (Annual Action Plans)	Annual Budget (MTSF)

8. Organisational Performance Management System (OPMS)

The establishment of the Municipal Performance System is mandated under the Local Government: Municipal Systems Act (MSA) of 2000. The system involves a process of how the municipality's cycle and processes of performance planning, monitoring, measuring, reviewing, reporting will be conducted, organised and managed. Good organisational performance provides a tool for assessing, managing, and improving the overall health and success of the municipality, promotes accountability and creates culture of best practise within the organisational.

The MFMA further requires municipalities to develop, implement and monitor SDBIP which gives effect to the Integrated Development Plan (IDP) and budget of the municipality. In short, the SDBIP serves as a management tool that monitors the municipal budget implementation in line with strategic priorities, key performance areas, strategic objectives contained in the IDP. It does so by formulating the basis for measuring service delivery performance against end of year targets and budget implementation and developing key performance indicators and performance targets. It is therefore of critical importance that the municipal IDP, Budget and SDBIP are aligned.

9. Alignment Mechanisms

9.1 Alignment with Stakeholders:

While the IDP process is local, it also requires substantial input and support from other spheres of Government i.e. National and Provincial departments (as well as the private sector, SoEs, NGOs, CBOs and the community at large). Accordingly, there needs to be alignment with these role- players. In principle, the roles of the various spheres of government in the IDP Review process are anticipated to be as follows:

- **National Linkages:** The national sphere of Government should at least provide a framework for the preparation of the Sectoral Plans, and where possible funding for such plans. This will contribute to the creation of a normative framework and consistency between municipalities. The national sphere should also coordinate and prioritise programmes and budgets between sectors and the national sphere in line with the framework.
- **Provincial Level:** As with the National Government, the Provincial Government should prepare Sectoral Guidelines and funding for the preparation of Sectoral Plans. The preparation of the Sector Plans and programmes and district programmes also needs to be coordinated and aligned.

- Local Government:** Local Government has to review IDPs and prepare Sectoral Plans. In order to ensure that the 2024/2025 IDP Compilation process is undertaken in a holistic manner, it is essential that there is interaction and alignment between the uMgungundlovu District Municipality and the local municipalities located within the District. The uMgungundlovu District Municipality, in consultation with local municipalities of the District, has prepared a framework plan (as required in terms of Section 27 of the Municipal Systems Act, 2000) to co-ordinate all planning activities during the review process. The District Municipality will also organize District level IDP alignment meetings and workshops between all municipalities, as well as between municipalities and service providers. In order to ensure that the IDP process is carried out in a holistic manner, interaction between the District Municipality and its Local Municipalities is essential. Jointly the IDP Sub-Cluster Committee exists to ensure this alignment.

9.2 Alignment at National Level

The National sphere has provided a national framework and guidelines for sectoral, provincial and municipal planning. This contributes to the creation of a normative framework consisting of common policy guidelines and principles, general strategic guidelines regarding sectoral strategies and spatial macro-strategies.

The national spheres should also co-ordinate and prioritise programmes and budgets between sectors and the national sphere in line with the national framework and in particular the National Spatial Development Perspective (NSDP)-National Development Plan (NDP), the State of the Nation Address as well as the 2018 targets and beyond.

9.3 Alignment at a Provincial Level

At this level, there are specific frameworks with mid-term objectives and targets for public investment and services as well as a spatial macro-framework for all sectors and municipalities. Sectoral programmes and District programmes also need to be coordinated and aligned. Provincial level is best positioned to facilitate this. Municipalities are urged to be pro-active in soliciting this assistance. Important among policy directives are the following priorities set by the Premier's State of the Province Address: Priorities set out in the Provincial Growth and Development Strategy (PGDS) and PGDP. Provincial Spatial Economic Development Perspective.

9.4 Alignment at Local Level

Municipalities have to prepare a 5-year IDP. Interaction between the District and Local Municipalities is essential. The Framework Plan for the District must address the alignment.

The Municipal Manager must, with the support of the IDP Manager / Coordinator and the IDP Steering Committee, ensure that all role players are performing their duties. Performance will be monitored at all the meetings. Organizational restructuring should be provided for inter- disciplinary teams around each Key Performance Area.

9.5 Alignment between District Council and Local Councils

Alignment between the Local Municipality and the District Municipality will be managed by a District Technical Coordinating Committee (MM's Forum) comprising the Municipal Managers from the locals and the District to ensure that deadlines are met. This committee will then report to the District Mayor's Coordinating Forum.

District Planning and Development Cluster comprise of all planners and economic development practitioners led by one of the Municipal Managers. This cluster will report to the District Technical Coordinating Committee (Municipal Managers Forum).

IDP Managers/Coordinators from Local Municipalities and the District are responsible for the formulation of IDPs as well as to support each other during the process. These Managers/Coordinators will meet on a regular basis.

Any deviation from the Framework Plan can only be adopted by the meeting and the following procedures for amendment to the Framework will apply:

In terms of the MSA, the District and Local Councils must all agree on the amendment procedures to be followed where a Framework Plan needs to be amended.

9.6 Cross border alignment (other Districts and Provinces)

Cross-border alignment will be attained through the Provincial Planners Forum and the alignment sessions. Furthermore, the IGR structures will also be utilized.

What is required is the continued input and refinement of the information into a consolidate and realistic package that is user friendly and informative.

9.1. Types of alignment

9.1.1. Representative Forums

The District will host at least two IDP Representative forum meetings during 2022/2023. The District will participate in the IDP Forums of all its LM's and host Imbizo. There will also be a stakeholders' forum, which will be the third meeting. The dates of these meetings will be reflected.

9.1.2. Planning and Development Forums

As per the IGR structure depicted in the Framework Plan of the uMDM, the uMngeni Municipality's MM is the convener of the Planning and Development Cluster that have sub-clusters: IDP, Spatial/statutory, L.E.D./DGDP as its sub-committees. The meetings of the IDP sub-cluster are depicted in the Process Plan.

9.1.3. One-on-One meetings between sectors

There will be one-on-one meetings for the purpose of information exchanges.

10. Cost Estimates are as follows:

The 2024/25 IDP will be reviewed **internally** together with the DDM One plan and the IWMP.

The WSDP and LED Strategy have been budgeted for in this current financial year 2023/2024.

WSDP Budget: R 1 00 00 00

LED Strategy Budget: R 500 00

11. APPROVAL

The Process Plan will be submitted to the Management Committee, Executive Committee, the Public and CoGTA for comments. It will be approved and adopted by Full Council by the 31st of August 2023 and submitted to Provincial COGTA and KZN Treasury respectively.

12. ALIGNMENT OF THE IDP, BUDGET, OPMS, IWMP,LED, DDM, WSDP PROCESSES (ACTION PROGRAMME)

In terms of the IDP process, it is a binding requirement that the Framework Plan and Process Plan be agreed upon at an early stage of the preparation phase. The uMgungundlovu District Family met on the 21st of July 2023 to agree on an aligned Action Programme with aligned timelines. Furthermore, there has been an input from the District Budget Office and from OPMS office including the Economic Development and Planning and Water Services Authority. The table below aligns all these planning activities. The IWMP and Disaster management plan is aligned to this District Process Plan.

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
Critical milestone (below is working forward to achieve it)	Milestone 1 (IDP Preparation phase): Submission of 2021 /2022 IDP Framework and Process Plans to CoGTA and Treasury	31 August 2023	All Municipalities to CoGTA and Treasury	Submitted Framework and Process plans
IDP	Meeting with Local Municipalities/ DC 22 sub cluster on IDP-Budget-OPMS	21 July 2022	All municipalities	Attendance register
IDP-BUDGET- OPMS	Prepare 2024/2025 IDP / Budget /OPMS Process Plans	18 July 2023 – 25 August 2023	All municipalities	Drafts FP-PPs completed
IDP	Circulate the draft Process Plan and framework plan	July 2023	District municipality-IDP office, All municipalities	Circulated draft
DDM	Planning meeting with LMs to ensure required information has been obtained for input into the One Plan document	29 July 2023	All municipalities	Attendance register

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	Submit Draft Framework/Process Plans to COGTA	31 July 2023	All municipalities	Letter of acknowledgement
DDM	Consolidate all inputs from LMs	01 August – 05 August 2023	District Municipality	DDM One Plan Process Plan.
IDP	Tabling the Framework Plan and Process Plan at Council	30 August 2023	All municipalities	Council Resolution
IDP-WSDP	Incorporate WSDP review processes with those of the IDP, and reporting to the	31 August 2023	District Municipality-WSA Division	Submission of the report to DWS.
LED Strategy	Develop ToR, advertise, appoint service provider, establish PSC and	30 June 2024	All Local Municipalities	Adopted LED Strategy
Tourism Strategy	Develop ToR, advertise, appoint service provider, establish PSC and	30 June 2024	District	Adopted Tourism Strategy
Investment Strategy	Develop ToR, advertise, appoint service provider, establish PSC and	30 June 2024	District	Adopted Investment Strategy
DDM	Political Hub Meetings	Quarterly	uMDM, Political Champion, LMs within DC22, COGTA	Minutes & updated DDM documents
DDM	Technical Hub Meetings	Bi-Monthly	uMDM, Technical Champion, LMs within DC22, COGTA	Minutes & updated DDM documents
DDM	Cluster Meetings	Bi-Monthly	uMDM Executive Managers/Conveners & stakeholders	Cluster Reports
IDP	Final Process Plans submitted to COGTA with council resolution	29 October 2023 or per CoGTA	All Municipalities	Letter of acknowledgement

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IWMP	Consultation on Draft IWMP with all stakeholders Review of Draft IWMP and submission to uMDM Full	30 September 2023 15 December 2023 15 January 2024	uMDM Community Services	Approved IWMP Endorsed IWMP Annual Review of IWMP Annual Performance Management Report
OPMS	Signed S54 and 56 Manager's Performance Agreements 2023/2024 – S53	30 August 2023	All Municipalities	Signed performance agreements and place on website within 14 days
Critical milestone (below is working backwards to achieve it)	Milestone 2 : IDP Phase 1 Analysis /Status Quo analysis	25 September – end October 2023	All municipalities	Status quo analysis reports
IDP	➤ MEC Panel assesses submitted 2023/2024 IDPs. Draft Process Plan	July and August 2023	KZNCOGTA MEC Panel KZNCOGTA	Results of the assessment and response Comments on IDP Process Plan
DDM	Core Team meeting	August 2023	UMDM	Minutes of DDM One Plan PSC Meeting Minutes
IDP	IDP Indaba	October	COGTA, Sector Departments, Municipal representative	Final IDP assessment results
IDP	Meeting with Local Municipalities/Planning sub cluster on IDP: Cross-border	14 September 2023	All municipalities and Department of Social Development-Population Unit.	Draft status quo reports and data alignment
IDP	Collect data to review Status Quo of the Municipality	03 August 2023	All municipalities	Verified data

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP- INCORPORATING BUDGET AND OPMS	Assess the status of sector plans and policies	1 – 13 August 2023	All municipalities	Updated table indicating status of reviewed strategies, sector plans and policies
OPMS	Draft 2022/ 2023 Annual Performance Report – S46 MSA	25 August 2023	MM / PMS Manager	Draft 2022/ 2023 Annual Performance Report – S46 MSA
IDP- INCORPORATING BUDGET AND OPMS	Submission and adoption of final Draft Process Plan /FP to all relevant Council Committees	1-23 August 2023	All municipalities	Final drafts submitted and adopted
OPMS	Internal Audit Reports on performance information must be submitted to the MM and Performance Audit	Quarterly	MM / Internal Audit / PAC	Quarterly performance reports
IDP	Advertise Process Plans	01-23 August 2023	District municipality/all municipalities	Copies of adverts
IDP	Consult Private Sector, Sector Departments, Parastatals, NGOs etc. on status quo of the district- one-on-one and Ward-	August – September 2023	All municipalities	Schedule of consultations
IDP	Update Report on alignment for this Phase to MMs Forum	Per District Calendar	District Municipality	Phase Update reports

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
OPMS	Signed S54 and 56 Manager's Performance Agreements	30 August 2023	All Municipalities	Signed performance agreements and place on website within 14 days
IDP	IDP Representative Forum	25 August 2023	District Municipality / LMs	
OPMS	Draft 2022/ 2023 Annual Performance Report – S46 MSA	16 August 2023	MM / PMS Manager	Draft 2022/ 2023 Annual Performance Report – S46 MSA
BUDGET	2023/ 2024 First Quarter Budget Review	13 October 2023 (Internal) 30 October 2023 (External)	Finance	Quarterly Budget Statement
BUDGET	Commence with the Review of 2023/2024 Budget Related Policies	01 November 2023 (Internal)	All Departments / Management Committee	List of Budget Policies to be reviewed
Critical milestone (below is working backwards to achieve it)	Milestone 3 Phase 2 & 3 of the IDP: Review Strategies & projects	November 2022	All municipalities	Reviewed strategies report.
IDP	Review municipal strategies	1– 15 November 2023	All municipalities	Report on reviewed strategies
IDP	IDP Alignment session for UMgungundlovu and Harry Gwala District	November 2023	CoGTA	Attendance
World Planning Day Event	Attend the event	November 2023	SAPI, CoGTA, stakeholders and municipalities	Attendance

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP-OPMS-BUDGET	Develop the measurable objectives for the next financial year and include the required budget for achieving those	20 November 2023	Internal Departments	Reports /inputs in required format (mSCOA key dates indicated)
OPMS	Internal Audit Reports on performance information must be submitted to the MM and Performance Audit	Quarterly	MM / Internal Audit / PAC	Quarterly performance reports
IDP	Meeting with local municipalities to discuss strategies reports /sub cluster	17 November 2023	All municipalities	Alignment of strategies report (progress on mSCOA requirements)
IDP	Consult Private Sector, Sector Departments, Parastatals, NGOs etc. on strategies and priorities of the district- IDP	23 November 2023	District municipality (joint engagement of all municipalities, registered stakeholders and service providers)	Aligned Programmes reports
IDP	Provincial IDP Best Practice Conference	November	CoGTA	Attendance
IDP	Submit adopted IDP Framework and Process Plan to COGTA	31 October 2023	All Municipalities	Letter of acknowledgement
IDP-WSDP	Review strategies and projects impacting on the WSDP	November 2023	District Municipality- WSA Division	Reviewed strategies report

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	Feedback and Sector – Municipal Alignment sessions coordinated with COGTA- uMgungundlovu District	08 November 2023	COGTA, Municipal Representatives- all managers, Sector Departments and State- Owned Enterprises (SOEs)	Alignment of MTSFs, MTEFs, programmes and budgets
IDP/OPMS/BUDGET	Council Strategic Planning Session	01– 11 December 2023	All municipalities	Review of Vision.Mission, Strategies etc.
IDP	Prioritization of IDP projects drafts	December/January	All municipalities	Projects prioritization lists integrated into the IDP
BUDGET-IDP OPMS	Receive and consider proposed budget from the board of Directors from the Development	January 2024	Mayor / MM/ CFO	Development Agency Draft Budget Submitted
BUDGET-OPMS	2023/2024 Budget Performance Assessment – S72 MFMA	25 January 2024	MM / CFO / S56 Managers / PMS Manager	Budget Performance Report and Council Resolution
BUDGET-IDP - OPMS	2024/2025 Internal departments Budget Inputs	25 January – 09 February 2024	Council Internal Departments	Complete templates aligned to IDP format (mSCOA)
BUDGET-IDP - OPMS	Finalization of budget related Policies 2024/2025	16 February 2024	Full Council	Budget Policies Review

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
BUDGET	2023/24 Mid-year Budget Assessment Engagement with Provincial Treasury	February 2024	Provincial Treasury, Mayor, MM, s56 Managers	Provincial Treasury Mid-year Assessment Feedback
BUDGET	2023/2024 Budget Adjustment - S28 MFMA	16 February 2024	Budget Steering & Finance Committee	Adjustment Budget Report and Council Resolution
		21 February 2024	Executive Committee	
		28 February 2024	Full Council	
IDP	IDP Stakeholders meeting to agree on 2024/2025 reviewed IDP process	February 2024	COGTA	Attendance
BUDGET-IDP - OPMS	2024/2025 Internal departments Budget Inputs	25 January – 09 February 2024	Council Internal Departments	Complete templates aligned to IDP format (mSCOA)
BUDGET-IDP OPMS	Finalization of budget related Policies 2024/2025	16 February 2024	Full Council	Budget Policies Review
BUDGET-IDP OPMS	Finalization of proposed 2024/2025 service tariffs	28 February 2024	Full Council	Tariffs Review
IDP	Meeting of COGTA, Sector Departments and Municipalities on IDP drafting and assessment process for 2024/2025	03 February 2024	COGTA, Sector Departments and Municipalities	Attendance
IDP-BUDGET-SDBIP	Alignment of IDP and Budget towards SDBIP	By 12 March 2024	All Municipalities / Departments	Completed templates aligned to IDP format

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
OPMS	Schedule Performance Audit Committee meetings at least twice a year – Reg 14 PPMR	30 January and July 2024	MM / Internal Audit / PAC	Minutes of Committee meetings
BUDGET	2023/24 Adjustment Budget Assessment Engagement with Provincial Treasury	March 2024	Provincial Treasury, Mayor, MM, s56 Managers	Provincial Treasury Adjustment Budget Assessment Feedback
Critical milestone (below is working backwards to achieve it)	Milestone 4 Phase 4 & 5 of the IDP: Integration and approval/ Adoption and submission of Draft 2024/2025 IDPs to COGTA and Budget to	31 March 2024	All municipalities DCOGTA AND TREASURY	
BUDGET	Adoption of 2024/2025 Draft Budget	16 March 2024	Budget Steering & Finance Committee	First Draft Budget Report and Council Resolution
		20 March 2024	Exco	
		28 March 2024	Full Council	
IDP	Municipalities submit draft 2024/2025 IDPs to CoGTA	01-31 March 2024	COGTA and all municipalities	Proof of submission of draft reviewed IDP
DDM	Draft DDM Interim One Plan-One Budget	31 June 2023	UMDM	Adopted DDM Interim One Plan- One Budget

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
SDBIP	Municipalities submit draft 2022/2023 SDBIP to Treasury and CoGTA	20-27 March 2024	Treasury and all municipalities	Proof of submission of draft reviewed SDBIP
BUDGET	Grants Notification to Local Municipalities	12 March 2024	District Municipality	Grants Notification report circulated
IDP	Adoption of Draft IDP by Council	Before 29 March 2024	All Municipalities	Council Resolution
IDP-WSDP	Preparing a draft WSDP and submission to stakeholders for 24/25WSDP	30 March 2024	District Municipality-WSA Division	Advert requesting public comments on the draft WSDP.
IDP & BUDGET	Advertise Draft IDPs and draft Budget and Tariff Schedules for Public Comments	10 April 2024	All Municipalities	Copies of adverts and directions
OPMS	Review OPMS Policy and prepare draft OPMS scorecard for inclusion into draft IDP (Ensure draft scorecard indicators	Before end of June 2024	S56 Managers / IDP Manager / PMS Manager	Aligned process
Critical milestone (below is working backwards to achieve it)	Milestone 5: Assessment of Draft 2023/2024 IDPs and self-assessment	31 May 2024	All Municipalities DCOGTA Sector Depts.	

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	Meeting with local municipalities – planning sub-cluster to reflect on draft IDPs and planning for joint izimbizo. And also prepare for the alignment session.	03 April 2024	All Municipalities	Draft izimbizo contents. Finalize allocated roles for alignment presentations.
IDP	Convening of decentralised IDP Assessment Forums	12 April 2024	COGTA, Municipal Representatives, Sector Departments and State- Owned Enterprises (SOEs)	Attendance and reports
IDP	IDP Forum-on draft IDP	24 April 2024	District	Meeting
IDP-WSDP	Stakeholder engagements and public participation on the draft WSDP	30 April 2024	District Municipality- WSA Division	Comments received during stakeholder engagements.
IDP	IDP Alignment Feedback Session based on IDP Assessment Frameworks	9 May 2024 (TBC)	COGTA: IDP Coordination Business Unit, COGTA Sector Departments Municipal representatives	Attendance and reports
IDP & BUDGET	Present Draft IDP and Budget to the community (Izimbizo) and all stakeholders	April 2024 (actual dates to be published) (LMs in January 2024-DM to	All Municipalities jointly- (Speakers Forum)	Approved and published schedule of dates for Izimbizo (LMs &DM to do izimbizo prior to drafts for needs and jointly with DM after the drafts)

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
Critical milestone (below is working backwards to achieve it)	Milestone 6: Adoption by Councils and Submission of final 2023/2024 IDPs to CoGTA	28 June 2024	All Municipalities CoGTA AND ALL	
IDP & BUDGET	Incorporate public comments on Draft IDP and Budget	April 2024	All Municipalities	Incorporated comments
BUDGET	2024/25 Draft Budget Assessment Engagement with Provincial Treasury	May 2024	Provincial Treasury	Provincial Treasury Draft Budget Assessment Feedback
IDP	Incorporate comments from the Assessment panel from COGTA	12 May 2024	All Municipalities	Response-table
BUDGET	Approve Final Budget 2024/2025	17 May 2024 23 May 2024 30 May 2024	Finance Committee Executive Committee Full Council	Final Budget Report and Council Resolution
IDP- BUDGET- OPMS	Address comments from the Auditor General on the Annual Report of the previous Financial Year	30 March 2024	All Municipalities	Response-table
IDP	Present Final Draft IDP to Exco	May 2024	District Municipality	Item: final draft IDP
IDP-OPMS	Adoption of 2024/2025 IDP and performance targets by Council	June 2024	District Municipality	Council Resolution

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
OPMS	Approved Departmental SDBIPs / Scorecards	25 June 2024	Mayor /MM (PMS Manager)	Report
PMS-IDP	Approved Municipal / Organizational Scorecard 2022/2023 – S44	25 June 2024	PMS Manager &MM	Report
OPMS	Performance Reports twice a year – Reg 13 PPMR- Council, PAC mid-year	Council: 22 January PAC February 2023 and for APR 25 August	Mayor / MM / PMS Manager / S56	Reports
IDP-BUDGET	Submit and publish adopted IDP/Budget to CoGTA and Public	10 days after adoption date or latest 10 June 2024	All Municipalities COGTA-	Copies of adverts and directions
IDP-WSDP	Table final draft of the WSDP together with IDP to council	30 June 2024	District Municipality- WSA Division	Council resolution on the final WSDP
OPMS	Draft 2023/2024 Annual Performance Report – S46 MSA	25 August 2024	MM / PMS Manager	Report
OPMS	Prepare 2023/ 2024 Performance Working Paper File and submit to AG after necessary approvals	30 August 2024	MM / PMS Manager / Internal Audit	Report

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	MEC Panel assesses 2024/25 IDPs	July 2024	COGTA-led panel	M.E.C. Letters

