



# *uMgungundlovu District Municipality Final Integrated Development Plan Process Plan for the 2023/2024 Review*

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



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## Abbreviations

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

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## **1. Introduction to the UMDM District IDP Process Plan-**

### **What is the Purpose and function thereof?**

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

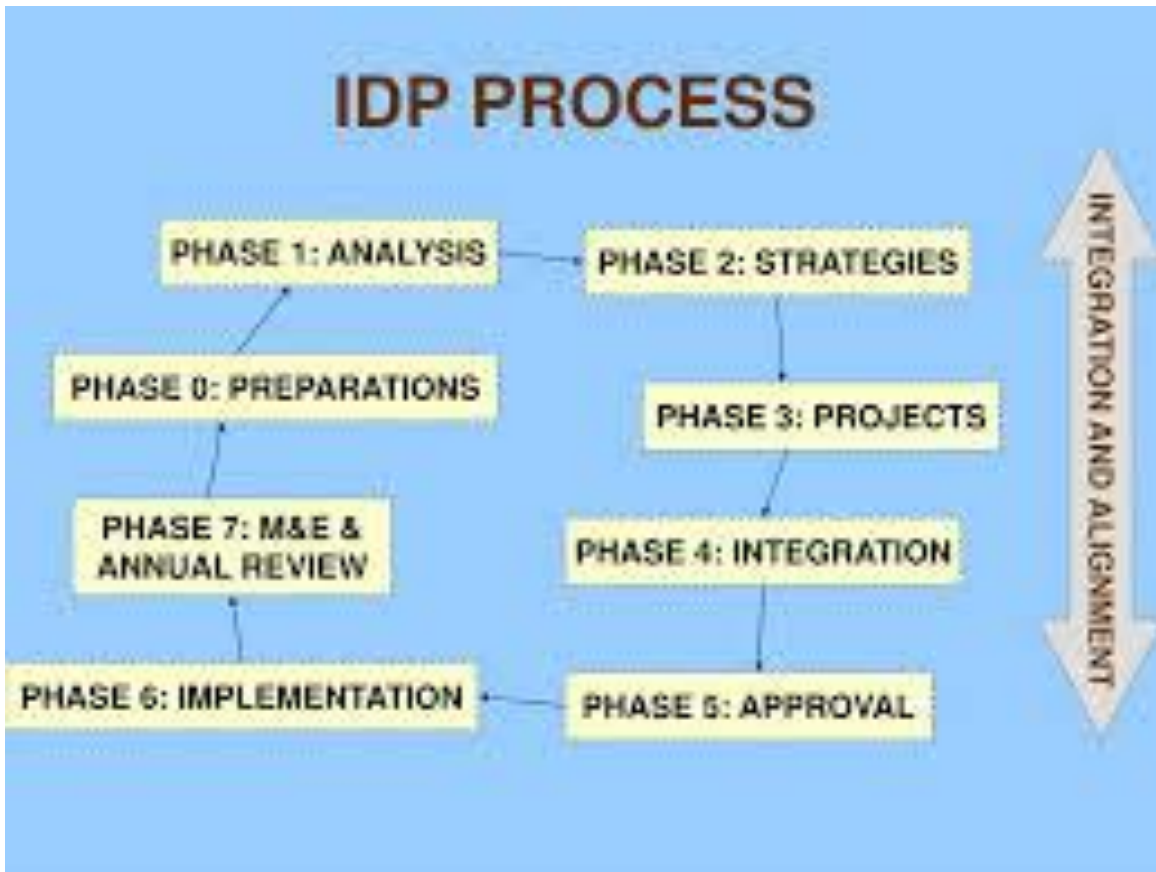


Figure 1 STEPS DIAGRAM-IDP PHASES

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.

### Key Steps in the IDP Formulation Process



Source: Revised IDP Guidelines (2020)

## 1.1 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.

## 1.2 Legislative requirements for the IDP review i.t.o. MSA (e.g. Sections 26, 28 and 34).

- 1.2.1 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;
- 1.2.2 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.
- 1.2.4 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.
- 1.2.5 Section 34 of the MSA states that: A Municipal Council -
- (a) must review its integrated development plan annually,
    - (i) In accordance with an assessment of its performance measurements in terms of section 4 i; and
    - (ii) 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.

### **1.3. 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. New 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)

## **2. 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 professional 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.



## 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)

## 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.

### *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.

### **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.

### **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.

Orientation and Training of Newly Elected Councillors - The newly elected Council have been inducted accordingly including all the related IDP process led by the Corporate Services Department and the Office of the Speaker.

### **3. External Role Players**

- 3.1. Department of Cooperative Governance and Traditional Affairs;
- 3.2. Government Departments;
- 3.3. IDP Representative Forum Members/Civil Society;
- 3.4. Business Sector;
- 3.5. State-Owned Enterprises;
- 3.6. NGOs, CBOs and Faith Based Organizations

### **Ward Committees (Local Municipalities)**

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

### **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).

### **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.

### **District Technical Hub (MMs Forum)**

- 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

### **District Political Hub (Mayors' Forum) and Speakers Forum**

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.

#### **4. 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:

##### **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.

##### **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.

##### **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 2023/24. Where possible the local radio stations will also be utilized. The IDP information also is placed on the Municipal Website: [www.umdmd.gov.za](http://www.umdmd.gov.za) : access to information.

##### **UMDM OFFICIAL FACEBOOK PAGE**

##### **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. This will also be dependent on the levels of the COVID-19 infection rate as mass gatherings have been strictly prohibited.

- **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.

## 5. ALIGNMENT OF THE IDP, BUDGET, OPMS, SDF, 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 25th of July 2022 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 SDF management plan is aligned to this District Process Plan.

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
<b>Critical milestone (below is working forward to achieve it)</b>	<b>Milestone 1 (IDP Preparation phase): Submission of 2023 /2024 IDP Framework and Process Plans to CoGTA and Treasury</b>	<b>31 August 2022</b>	<b>All Municipalities to CoGTA and Treasury</b>	<b>Submitted Framework and Process plans</b>
IDP	Meeting with Local Municipalities/ Extended Planning sub cluster on IDP-Budget-OPMS	20 July 2022	All municipality	Attendance register
IDP-BUDGET-OPMS	Prepare 2023//2024 IDP / Budget /OPMS Process Plans	18 July 2022 – 23 August 2022	All municipalities	Drafts FP-PPs completed
IDP	Circulate the draft Process Plan and framework plan internally for preliminary comments	July 2022	District municipality-IDP office, All municipalities	Circulated draft
DDM	Send questionnaire to local municipalities to provide updated vision as per IDP and Strategies. Include a copy of existing One Plan and allow for comments and updates.	11 July 2022	District Municipality	Questionnaire

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
DDM	Planning meeting with LMs to ensure required information has been obtained for input into the One Plan document	29 July 2022	All municipalities	Attendance register
IDP	Submit Draft Framework/Process Plans to COGTA	29 July 2022	All municipalities	Letter of acknowledgement
DDM	Consolidate all inputs from LMs	01 August – 05 August 2022	District Municipality	
DDM	Strategic Workshop to finalize Vision, Strategies and Projects	16 August 2022	COGTA – attended by all LMs and sector departments	
IDP	Tabling the Framework Plan and Process Plan at Council	30 August 2022	All municipalities	Council Resolution
IDP-WSDP	Incorporate WSDP review processes with those of the IDP, and reporting to the Department of Water and Sanitation (DWS).	31 August 2022	District Municipality-WSA Division	Submission of the report to DWS.
LED Strategy	Submission of the LED Strategy to EDP, EXCO and Full Council for approval	30 June 2022	District Municipality; Manager LED.	Council Resolution
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 2022 or per CoGTA	All Municipalities	Letter of acknowledgement

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
OPMS	Signed s56/57 Performance Agreements for 2022/2023– financial year (S53 MFMA and S57 MSA)	29 July 2022	All Municipalities	Signed performance agreements and place on website within 14 days
<b>Critical milestone (below is working backwards to achieve it)</b>	<b>Milestone 2 : IDP Phase 1 Analysis /Status Quo analysis</b>	<b>25 September – end October 2022</b>	<b>All municipalities</b>	<b>Status quo analysis reports</b>
IDP	➤ MEC Panel assesses submitted 2022/2023 IDPs Draft Process Plan comments	22 July 2022– 03 August 2022 21 August 2022	MEC Panel	Results of the assessment and response
IDP	Sustainable Living Exhibition	TBA	MEC COGTA, Sector Departments, Municipal representative	
DDM	Presentation of the One Plan to the Technical Hub for adoption	19-23 September 2022	DDM Adoption	DDM One Plan/ Resolution
IDP	IDP Indaba	16 September 2022	COGTA, Sector Departments, Municipal representative	Final IDP assessment results
IDP	Meeting with Local Municipalities/Planning sub cluster on IDP: Cross-border alignment	14 September 2022	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 2022	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 2022	All municipalities	Updated table indicating status of reviewed strategies, sector plans and policies
OPMS	Draft Annual Performance Report for 2021/2022 Financial year (S46 MSA)	31 August 2022	Accounting Officer / PMS Manager	Draft 2021/ 2022 Annual Performance Report submitted to AG – S46 MSA
IDP- INCORPORATING BUDGET AND OPMS	Submission and adoption of final Draft Process Plan /FP to all relevant Council Committees	1-23 August 2022	All municipalities	Final drafts submitted and adopted
BUDGET AND REPORTING	2022/ 2023 First Quarter Budget Review  MFMA SECTION 52D REPORT	28 October 2022-	Mayor/ MM /CFO	MFMA section 52(d) report and Council resolution
OPMS	Internal Audit Reports on performance information must be submitted to the MM and Performance Audit Committee – S45 MSA and Reg 14 PPMR	Quarterly	MM / Internal Audit / PAC	Quarterly performance reports
IDP	Advertise Process Plans	01-23 August 2022	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-based engagements	August – September 2022	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
IDP	Update Report on alignment for this Phase to Mayors Forum	Per District Calendar	District Municipality	Phase Update reports
IDP	IDP Representative Forum	26 September 2022	District Municipality / LMs	Phase Update reports
IDP	Status Quo Report to Exco – to Full Council as from next month	27 September 2022	District Municipality/all municipalities	Status Quo Report to Exco /Council
<b>DDM</b>	<b>Presentation of the One plan to the Political Hub for adoption</b>	<b>26-30 September 2022</b>	<b>District Municipality / LMs</b>	<b>Resolution/ The DDM One Plan</b>
<b>Critical milestone (below is working backwards to achieve it)</b>	<b>Milestone 3 Phase 2 &amp;3 of the IDP: Review Strategies &amp; projects</b>	<b>29 November 2022</b>	<b>All municipalities</b>	<b>Reviewed strategies report</b>
IDP	Review municipal strategies	1– 15 November 2022	All municipalities	Report on reviewed strategies
IDP	IDP Alignment session for UMGungundlovu and Harry Gwala District	8 November 2022	CoGTA	Attendance
World Planning Day Event	Attend the event	08 November 2022	SAPI, CoGTA, stakeholders and municipalities	Attendance
IDP Alignment Session for DC22 Family and stakeholders	Participation and presentation of progress	TBC	OTP, CoGTA, stakeholders and all municipalities in DC22	Attendance and progress report /draft plan of the DGDP review

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP-OPMS-BUDGET	Develop/Review the measurable objectives for the next financial year and include the required budget for achieving those objectives	18 November 2022	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 Committee – S45 MSA and Reg 14 PPMR	Quarterly	MM / Internal Audit / PAC	Quarterly performance reports
IDP	Meeting with local municipalities to discuss strategies reports /sub cluster	17 November 2022	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 Representative Forum	23 November 2022	District municipality (joint engagement of all municipalities, registered stakeholders and service providers)	Aligned Programmes reports
IDP	Provincial IDP Best Practice Conference	25 November 2022	CoGTA	Attendance
IDP	Update Report on alignment for this Phase to MMs Forum	12 October 2022	District Municipality	Phase Update reports
IDP	Submit adopted IDP Framework and Process Plan to COGTA	31 October 2022	All Municipalities	Letter of acknowledgement
IDP	Update Report on alignment for this Phase to Mayors Forum	23 October 2022	District Municipality	Phase Update reports

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP- WSDP	Review strategies and projects impacting on the WSDP	29 November 2022	District Municipality- WSA Division	Reviewed strategies report
IDP	Strategies Report to Exco	11 December	District / All Municipalities	Item: reviewed
IDP- WSDP		2022	per Council calendars	strategies report for
IDP	Full Council	02 December 2022	District / All Municipalities	approval
IDP	Feedback and Sector – Municipal Alignment sessions coordinated with COGTA- uMgungundlovu District	08 November 2022	COGTA, Municipal Representatives-all managers, Sector Departments and State- Owned Enterprises (SOEs)	Alignment of MTSFs, MTEFs, programmes and budgets
IDP	Prioritization of IDP projects drafts	01– 11 December 2022	All municipalities	Projects prioritization lists integrated into the IDP
BUDGET-IDP OPMS	Consider proposed budget from the board of Directors from the Development Agency	January 2023	Mayor / MM/ CFO	Development Agency Draft Budget Submitted
OPMS- BUDGET	2022/2023 Mid year Budget Performance Assessment- S72 MFMAI	25 January 2023	Mayor/MM/CFO	Midyear Performance Assessment Report
MAIN BUDGET ASSESSMENT	2022/2023 Main Adjustment Budget to Council	10February-21 February 2023	Budget Steering Committee Finance Committee Mayor/ MM / CFO	Adjustment Budget and Council resolution

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
		28 February 2023	Full Council	
IDP	IDP Stakeholders meeting to agree on 2023/2024 reviewed IDP process	TBC	COGTA	Attendance
BUDGET- IDP OPMS	2022/23 Internal departments Budget Inputs for draft budget	01-28 February 2023	Council Internal Departments	Completed budget templates aligned to IDP format (mSCOA)
IDP	Meeting of COGTA, Sector Departments and Municipalities on IDP drafting and assessment process for 2023/2024	03 February 2023	COGTA, Sector Departments and Municipalities	Attendance
BUDGET	Commence with the Review of 2022/2023 Budget Related Policies and tariff calculation and National policies	03 March 2023	All Departments / Management Committee	List of Budget Policies reviewed tariff
IDP- BUDGET- SDBIP	Alignment of IDP and Budget towards SDBIP	11 March 2023	All Municipalities / Departments	Completed templates aligned to IDP format
OPMS	Schedule Performance Audit Committee meetings at least twice a year – Reg 14 PPMR	30 January and July 2022	MM / Internal Audit / PAC	Minutes of Committee meetings
OPMS- BUDGET	Presentation of Treasury assessment of Mid-year Budget and performance management assessment	February-March 2023 (as per treasury calendar)	Treasury/ Municipality	Agenda and resolution

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
<b>Critical milestone (below is working backwards to achieve it)</b>	<b>Milestone 4 Phase 4 &amp;5 of the IDP: Integration and approval/ Adoption and submission of Draft 2023/2024 IDPs to COGTA and Budget to Treasury</b>	<b>31 March 2023</b>	<b>All municipalities DCOGTA AND TREASURY</b>	
BUDGET	Mayor tables municipality draft budget as well as consolidated budget, aligned to reviewed IDP	31 March 2023	Mayor/MM/CFO Finance Committee Exco Full Council	Draft Budget report and Council resolution
IDP	Municipalities submit draft 2023/2024 IDPs to CoGTA	01-31 March 2023	COGTA and all municipalities	Proof of submission of draft reviewed IDP
SDBIP	Municipalities submit draft 20222023 SDBIP to Treasury and CoGTA	20-27 March 2023	Treasury and all municipalities	Proof of submission of draft reviewed SDBIP
IDP	Update Report on alignment for this Phase to MMs Forum	March 2023--(per Calendar)	District Municipality	Phase Update reports
IDP	Update Report on alignment for this Phase to Mayors Forum	March 2023 (per Calendar)	District Municipality	Phase Update reports
BUDGET	Grants Notification to Local Municipalities	12 March 2022	District Municipality	Grants Notification report circulated
IDP	Adoption of Draft IDP by Council	Before 31 March 2023	All Municipalities	Council Resolution

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP-WSDP	Preparing a draft WSDP and submission to stakeholders for 2023/2024 WSDP	30 March 2022	District Municipality-WSA Division	Advert requesting public comments on the draft WSDP.
IDP & BUDGET	Advertise draft /reviewed IDPs and draft Budget related documents for Public Comments	03 April 2023	All Municipalities	Copies of adverts
OPMS	Draft SDBIP for 2023/2024 Financial year	30 March 2023	Accounting Officer/ PMS Manager	Draft SDBIP for 2023/2024 financial year
OPMS	Review OPMS Policy and prepare draft OPMS scorecard for inclusion into draft IDP (Ensure draft scorecard indicators are aligned to IDP objectives)	Before end of June 2023	S56 Managers / IDP Manager / PMS Manager	Aligned process
BUDGET-IDP OPMS	Finalization of budget related Policies 2022 /2023	05 May 2023	MM/CFO/HOD's	Reviewed Budget related Policies
BUDGET-IDP OPMS	Finalization of proposed 2022/2023 service tariffs	05 May 2023	MM/CFO	Reviewed Tariffs
OPMS	Review OPMS Policy and prepare draft OPMS scorecard for inclusion into draft IDP (Ensure draft scorecard indicators are aligned to IDP objectives)	Before end of June 2023	S56 Managers / IDP Manager / PMS Manager	Aligned process

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
<b>Critical milestone (below is working backwards to achieve it)</b>	<b>Milestone 5: Assessment of Draft 2023/2024 IDPs and self-assessment</b>	<b>31 May 2023</b>	<b>All Municipalities DCOGTA Sector Depts.</b>	
BUDGET-OPMS	Presentation of Draft Budget Assessment by Treasury	April-May 2023	MM/CFO	Agenda
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 2023	All Municipalities	Draft izimbizo contents. Finalize allocated roles for alignment presentations.
IDP	Convening of decentralized IDP Assessment Forums	12 April 2023	COGTA, Municipal Representatives, Sector Departments and State- Owned Enterprises (SOEs)	Attendance and reports
IDP	IDP Forum-on draft IDP	24 April 2023	District	Meeting
IDP-WSDP	Stakeholder engagements and public participation on the draft WSDP	30 April 2023	District Municipality-WSA Division	Comments received during stakeholder engagements.
IDP	IDP Alignment Feedback Session based on IDP Assessment Frameworks	9 May 2023 (TBC)	COGTA: IDP Coordination Business Unit, COGTA. Sector Departments Municipal representatives and SOEs.	Attendance and reports

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP & BUDGET	Present Draft IDP and Budget to the community (Izimbizo) and all stakeholders	April -May 2023	All Municipalities jointly- (Speakers Forum)	Approved and published schedule of dates for Izimbizo
<b>Critical milestone (below is working backwards to achieve it)</b>	<b>Milestone 6: Adoption by Councils and Submission of final 2023/2024 IDPs to CoGTA</b>	<b>28 June 2023</b>	<b>All Municipalities CoGTA AND ALL</b>	
IDP & BUDGET	Incorporate public comments on Draft IDP and Budget	April 2023	All Municipalities	Incorporated comments
IDP	Incorporate comments from the Assessment panel from COGTA	12 May 2023	All Municipalities	Response-table
BUDGET	Table 2023/2024 Final Budget to the Council for adoption	31 May 2023	MM/CFO	Minutes Final budget and Council Resolution
IDP- BUDGET- OPMS	Address comments from the Auditor General on the Annual Report of the previous Financial Year	30 March 2023	All Municipalities	Response-table
IDP	Update Report on alignment for this Phase to MMs Forum	March 2023 (per Calendar)	District Municipality	Phase Update reports
IDP	Update Report on alignment for this Phase to Mayors Forum	March 2023 (per Calendar)	District Municipality	Phase Update reports
IDP	Present Final Draft IDP to Exco	May/June 2023	District Municipality	Item: final draft IDP



ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
OPMS	Approved Departmental SDBIPs / Scorecards 2022/2023 – S53 MFMA	27 June 2023	Mayor /MM (PMS Manager)	Approved Municipal Report
PMS-IDP	Approved Municipal / Organizational Scorecard 2023/2024 – S44 MSA	27 June 2023	Accounting Officer/ PMS Manager	Approved Municipal SDBIP for 2023/2024 financial year
OPMS	Performance Reports twice a year – Reg 13 PPMR- Council, PAC mid-year	Council: 22 January PAC February 2022 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 July 2023	All Municipalities COGTA-	Copies of adverts and directions
IDP- WSDP	Table final draft of the WSDP together with IDP to council	30 June 2023	District Municipality- WSA Division	Council resolution on the final WSDP
OPMS	Draft 2022/2023 Annual Performance Report – S46 MSA	25 August 2023	MM / PMS Manager	Report
OPMS	Prepare 2022/23 Performance Working Paper File and submit to AG after necessary approvals	30 August 2023	MM / PMS Manager / Internal Audit	Audit working paper file and Report
IDP	MEC Panel assesses New 5 year IDPs	19 July 2023 (TBC)	COGTA-led panel	M.E.C. Letters

### 5.1. Spatial Development Framework Timeline

The uMgungundlovu District Municipality has engaged the services and support of KZN COGTA to undertake a development of a SPLUMA Compliant SDF. The process commenced during the 2020/21 Financial year and is currently ongoing.

*Table 1 Review of the Spatial Development Framework (SDF)-*

The uMgungundlovu District Municipality has engaged the services and support of KZN COGTA to undertake a development of a SPLUMA Compliant SDF. The process commenced during the 2020/21 Financial year and is currently ongoing. The service provider is in a process of preparing a Final Draft of the SDF, which will be submitted for adoption to Council in August 2022. The SDF is at project phase 7 as depicted below.

*Table 1 Review of the Spatial Development Framework (SDF)-*

Project phases	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
Phase 7	<p><b>Final SDF and Maps</b></p> <ul style="list-style-type: none"> <li>• Review of SDF based on Stakeholder and public engagement</li> <li>• Preparation of a final document</li> <li>• Finalisation and submission to Council for adoption</li> <li>• Publication of the SDF in a booklet / brochure format</li> </ul>	August 2022	Service provider	Final SDF

<b>Phase 8</b>	<b>Project Closure</b> <ul style="list-style-type: none"> <li>• Preparation and submission of a consolidated close out report</li> <li>• Public participation report</li> <li>• Submission of copies of the SDF and maps PSC Meeting</li> </ul>	<b>August 2022</b>	<b>Service provider</b>	<b>Close out report</b>
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DDM is a practical Intergovernmental Relations (IGR) mechanism for all three spheres of government & SOE's to work jointly and to plan and act in unison.

The purpose of Inter-Governmental Relations (IGR) is to:

- ❖ encourage coordination,
- ❖ co-operative decision-making.
- ❖ ensure the execution of policies through the effective flow of communication;
- ❖ co-ordinate priorities and budgets across different sectors and;
- ❖ the prevention of disputes and conflicts between all spheres of Government

IGR is to further foster an integrated approach to governance, aimed at improving government planning, decision making and service delivery at national, provincial and local levels. The coordination of all spheres has also incorporated the **Operation Sukuma Sakhe**.

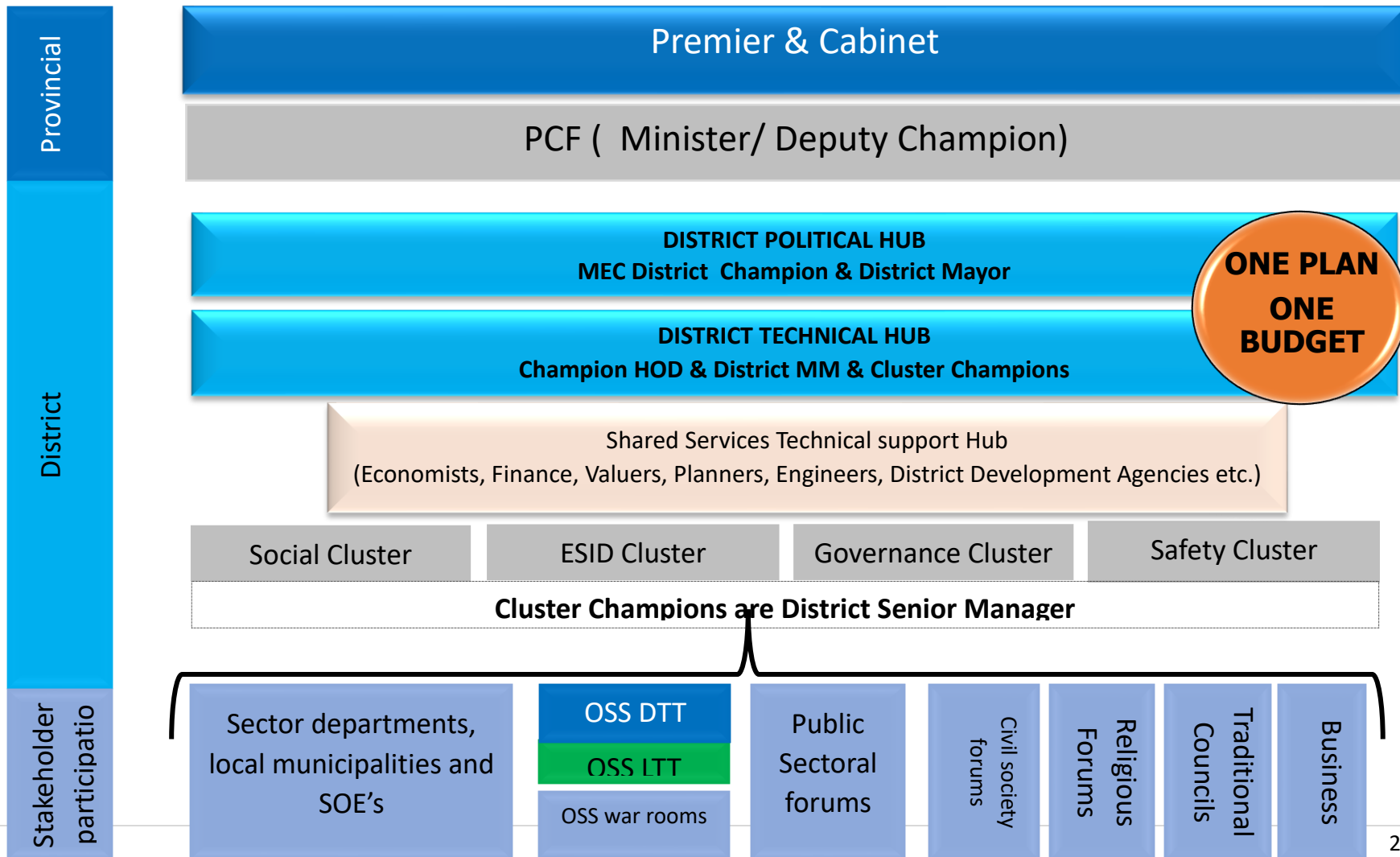
#### **DDM OBJECTIVES**

To **achieve coherent governance**, the President announced:-

- **a coordinated District & Metro level approach to business by all 3 spheres-** “we are going to do away with this fragmented approach to development.”
- 44 Districts and 8 Metros will be the high impact zones for the country;
- **Redirect and confirm Co-operative governance & Integrated collaborative planning and implementation** undertaken at a District and Metro level by all 3 spheres.
  - Institutionalized Long term co planning in ONE PLAN per District & Metro towards Sustainable Development and Spatial Transformation & Equity.
  - Integrated Services

- Strengthened M&E
- **DDM is a practical Intergovernmental Relations (IGR) mechanism for all three spheres of government & SOE's to work jointly and to plan and act in unison**
- Ensure that we **bring to life the aspirations** of The People Shall Govern & **Bring government closer to the people**. Developmental change is shaped and owned at district level in partnership with communities, citizens, and social partners.

***An Illustration of DDM Framework: Provincial Level is depicted on the next page***



## IMPLEMENTATION OF DISTRICT DEVELOPMENT MODEL

President Cyril Ramaphosa launched a new integrated district based approach to enable development and accelerate service delivery in the 44 districts and 8 metros that constitute the country, called the District Development Model (DDM) which is a District level model. Operating in silos is a challenge that has led to lack of coherence in planning and implementation of government initiatives. The District Development Model aims to accelerate, align and integrate service delivery under a single development plan per district or metro that is to be developed jointly by national, provincial and local government together with businesses and the community.

Each District plan will ensure that national priorities such as economic growth and employment; improvements to living conditions; the fight against crime and corruption and better education are attended to and aligned to existing local government plans i.e. IDP. The proposed District Level Model builds on the White Paper on Local Government (1998), which locates the role of local government as critical in *“rebuilding local communities and environments, as the basis for a democratic, integrated, prosperous and truly non-racial society”*<sup>1</sup>. Therefore, the model is a practical Intergovernmental Relations (IGR) mechanism for all three spheres of government to work jointly and to plan and act in unison. The model consists of a process by which joint and collaborative planning is undertaken at local, district and metropolitan spheres together by all three spheres of government resulting in a single strategically focussed Joined-Up plan (One Plan) for each of the 44 districts and 8 metropolitan geographic spaces in the country.

This Development approach aims at ensuring that planning and spending across the three spheres of government is integrated and aligned but the planning process is to be technically facilitated and supported in a more rigorous way at local level through reconfigured capacities. The uMgungundlovu District Development Model was launched on 21 November 2019 in Richmond Municipality where all spheres of government were present. A District Profile has been developed for UMDM in conjunction with COGTA and all sector departments which is a consultative report that is yet to be workshopped with the assistance of COGTA internally and finalized.

Implementing the District Development profile calls for municipalities, sector departments, the private sector and many other stakeholders to work together towards fostering service delivery.

The One Plan will consist of the objectives, outputs, roles and responsibilities, and commitments in terms of which all spheres and departments as well as partners will have to act and against which they will be held accountable for prioritising resources and delivering results.

In summary the one plan can be depicted as:



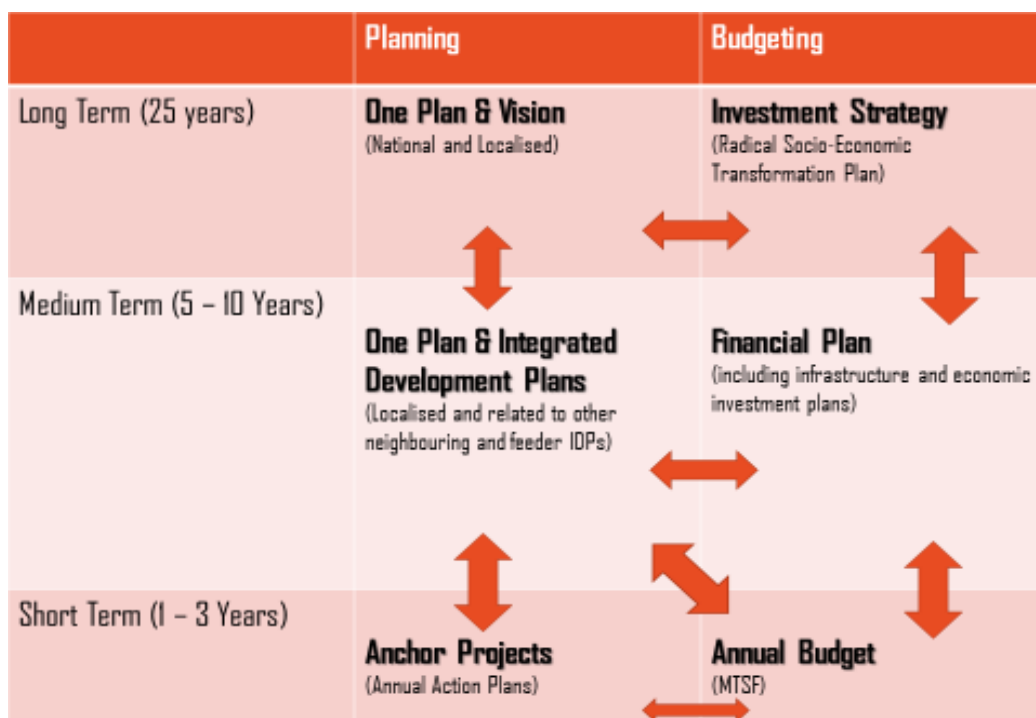
*The Key principles underpinning the new District model include:*

*Existing Constitutional Framework Remains as is, whilst strengthening the regulatory framework for Cooperative Governance- the model is within the current constitutional framework for cooperative governance and intergovernmental relations.*

*Reinforce Local Government and its Proximity to Communities- Districts and Metropolitan municipalities are seen as the 'landing strip' which are to be the starting point for consolidating a better understanding of community*

*needs. National, Provincial and local government will be discouraged from developing their individual plans and projects in isolation to the expected policy outcomes and impacts on the district/metro spaces. To achieve this all plans will be subjected to coordinated outcomes, collaborative processes and joint work methods across spheres of government and development partners.*

*Distinction Between Long-term and Medium-term Strategic Planning / Implementation Mechanisms-* For the model to be credible and effective it must attain a sound balance between long-term Strategic Development Planning/Execution and Short/Medium-term Alignment of Strategic Operational Plans. This will require that the cooperative governance system be subjected to longer term planning as currently championed in the NDP. In so doing disciplined execution must directly align to the projected outcomes of the NDP through strengthened cooperative governance and intergovernmental relations framework to be closely aligned through the district/metro model. In order to link long term and short term planning the framework proposed by the White Paper on Local Government has been adapted to current realities, which can be depicted as:





## DDM ONE PLAN ONE BUDGET DEVELOPMENT AND REVIEW

As per the KwaZulu Natal Premier's 2020 State of the Province address, the following is noted with regard to the Implementation of the District Development Model [DDM]:

*"For government to effectively deliver services, it must function optimally and in a coordinated way. It is against this background that government has introduced the District Development Model – One Plan, One Budget Approach.*

*In last year's State of the Province Address, we pledged to re-engineer Operation Sukuma Sakhe. We have since integrated OSS with the new DDM as part of re-engineering the former.*

*This Model constitutes a new way of doing things where the three spheres of government and development partners in the private sector, civil society and traditional leaders plan, budget and implement together all developmental programs with the district at the core of the process. President Ramaphosa launched the Model last October in eThekweni.*

*For the first time we will have one plan and one budget with only the division of labour and a shared focus on implementation. The districts are going to be major impact zones and a key yardstick to measure the progress we are making as a country in changing the lives of our people.*

*To date, district profiles for all 10 KZN districts have been drafted by CoGTA and a Provincial Task Team, headquartered at the Office of the Premier, has been established to lead the alignment and integration process with the existing Operation Sukuma Sakhe. All MECs who are champions in district will drive this campaign."*

Accordingly, the One Plan is an intergovernmental Plan that provides a long-term strategic framework to guide both investment and delivery within a specific District or Metropolitan Municipal space. The development of such a Plan is undertaken as part of a collaborative approach by all three spheres of government using supporting plans and policies developed within each sphere as it relates to the relevant area. As such, the Plan is adopted collectively by all three spheres of government (with their stakeholders) as an Intergovernmental Relations (IGR) and Social Compact to ensure:

- A shared understanding of the District space;
- An agreement on priorities for support, investment and development within the District;

- A common vision for the growth and development of District as well as related measurable outcomes; and
- The alignment of targets and commitments with the District so as to avoid wasteful expenditure, unused infrastructure and duplication of resources.

## **THE DEVELOPMENT OF THE UMGUNGUNDLOVU ONE PLAN**

### **a. THE UMGUNGUNDLOVU DDM PROFILE**

The uMgungundlovu District One Plan process was initiated in 2019 with the development of the DDM Profile which has been updated on a number of occasions as and when new and updated data becomes available. The profile is a *Status Quo* Analysis and a Short-Term Action Plan identifying immediate service delivery actions, and catalytic activities aimed at unlocking developmental projects (Stabilisation Phase).

The profile:

Provides the District Hub members with a brief overview of the District demographics, and development profile;

Provide a high level assessment of the key strategies and priorities for improvement and transformation in the following:- economic positioning, spatial restructuring, infrastructure engineering, housing and services provisioning, and governance and management;

Identifies and collates all current sector and sphere commitments (projects and investments) in the District area for the next 18 months;

Identifies catalytic projects; and

Identifies key gaps and areas of misalignment between SDF, IDP and DGDP and gaps between sector plans with the DGDP, SDF and IDP.

The profile has been used as the basis to inform the development of the First Generation One Plan.

## THE DEVELOPMENT OF THE FIRST GENERATION ONE PLAN

A Turn Around Strategy has been developed to assist in the finalisation of the UMDM One Plan. The turn-around strategy is as follows:

MILESTONES	KEY ACTIVITIES	EXPECTED OUTPUT	RESPONSIBILITY
<b>Development of provincial process for updating the District/Metro One Plans</b>	Provinces develop their process for updating the district/metro One Plans in line with the national programme on reviewing and updating the one plans.	A provincial process to update the one plans	<b>Provinces DDM / IGR Technical Committees</b>
	District/Metro DDM / IGR Technical Committees endorse the process for updating the one plans.	Process for updating the one plans endorsed by relevant District/Metro DDM / IGR Technical Committees	
<b>Consideration of the outcomes of the assessment of the One Plans for the district/metro spaces</b>	Consideration of the outcomes of the assessment of the One Plans for the district/metro spaces through relevant DDM / IGR Technical Committees	Recommendations by the National One Plan Quality Assurance Panel considered by all stakeholders.	<b>DDM / IGR Technical Committees</b>
<b>Updating of the District/Metro One Plans (in line with the One Plan content and process guidelines)</b>	Review and updating of the One Plan through intergovernmental sessions guided by the provincial process.	Draft updated One Plans	<b>DDM / IGR Technical Committees</b>
	Submit monthly progress to DCOG	Monthly progress reports	<b>Provincial COGTA DDM national COGTA team</b>
<b>Approval of the updated One Plans</b>	final	Endorsement of the updated One Plan by the relevant DDM/ IGR Technical Committee.	<b>DDM / IGR Technical Committee</b>
		Endorsement of the updated One Plan by the relevant Political Committee.	<b>DDM / IGR Political Committee</b>
<b>Submission of approved updated One Plan by <u>15 December 2022.</u></b>	Submission of final updated One Plan to Provincial COGTA.	Final updated One Plan submitted to Provincial COGTA.	<b>DDM/IGR Committee</b>
	Submission of final updated One Plan to DCOG.	<b>Final updated One Plan submitted to DCOG by 15 December 2022.</b>	<b>Provincial COGTA</b>

DCOG issued Circular No 1 of 2020 which directed districts and metropolitan municipalities to develop and implement Economic Recovery Plans as a programme of action to mitigate the effects of COVID-19 in the economy. Subsequently, district and metropolitan municipalities were requested to ensure that the Economic Recovery/Development Plans are incorporated into the DDM One Plans. It is expected that districts and metros should submit reports on the implementation of Economic Recovery Plan as per the timelines below:

No.	Milestones	Timelines
1.	Submission of the first reports on the implementation of economic recovery initiatives.	<b>01-20 September 2022</b>
2.	Submission of the second reports on the implementation of economic recovery initiatives.	<b>01-22 December 2022</b>
3.	<b>Submission of the final reports</b>	<b>15-28 February 2023</b>

## **6. LED STRATEGY DEVELOPMENT AND REVIEW PROCESS**

A Local Economic Development Strategy has been developed through a broad consultative process and submitted to the Economic Development and Planning Portfolio Committee , where it was endorsed. The committee have requested a workshop for the members to familiarise themselves with the details and strategic objectives.

The document is awaiting approval by the Council. The review process of the document will begin a year later to be followed by annual review for the next four years.

Ongoing engagements through the following structures will ensure a better coordinated and aligned economic recovery process :

- 1) District LED Forum
- 2) District planning and Development Sub Cluster
- 3) District Tourism Forum
- 4) ESID Technical Cluster

Key areas of the LED Strategy are the following :

1. Post Lockdown Economic Recovery Campaign
2. Post July Looting Disaster Recovery
3. N3 Corridor Developments
4. The Logistics Sector
5. The Agriculture Sector
6. Green / Sustainable Economy

## **7. Organizational 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.

## **8. Alignment Mechanisms**

### **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 prioritize 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 2022/2023 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.

### **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.

### **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 Premiers State of the Province Address

Priorities set out in the Provincial Growth and Development Strategy (PGDS) and PGDP. Provincial Spatial Economic Development Perspective.

## **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.

### **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 Political Hub (Mayor's Forum).

District Economic Sectors and Infrastructure 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 Hub 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.

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.



## **9. 1 Types of alignment**

### **9.1.1. Representative Forums**

The District will host at least two IDP Representative forum meetings during the financial year. 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. Economic Sectors and Infrastructure Development (ESID) Technical Cluster**

As per the IGR structure depicted in the Framework Plan of the uMDM, the ESID Cluster considers IDP matters. The ESID cluster houses the 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 uMDM 5-year IDP was developed and will be reviewed **internally** together with the DDM Oneplan, WSDP, DGDP and LED Plans/Strategy.

The SPLUMA Compliant SDF is currently at Draft stage and is being reviewed using the grant received from KZN COGTA of **R 1 000 000.00 through an appointment of a professional service provider.**

## **11. APPROVAL**

The Process Plan was submitted to the Management Committee, the Representative Forum, the ESID Cluster, Executive Committee, the Public and CoGTA for comments. The Framework Plan and Process Plan were approved and adopted by Full Council by the **30<sup>th</sup> of August 2022** and subsequently submitted to Provincial COGTA and KZN Treasury respectively.

***End.***