
uMgungundlovu District Municipality Final Integrated Development Plan Process Plan for the 2025/2026 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 ID Strategy Reviews



uMGUNGUNDLOVU
UMASIPALA WESIFUNDA
DISTRICT MUNICIPALITY
DISTRIK MUNISIPALITEIT



Contents

Abbreviations	4
Contact details.	4
1.Introduction to the UMDM District IDP Process Plan-	5
1.1 What is the Purpose and function thereof?.....	5
Key Steps in the IDP Formulation Process	6
1.2 REQUIREMENTS OF THE PREPARATION PROCESS	6
1.3 Legislative requirements for the IDP review.....	7
1.3.1 Municipal Finance Management Act No. 56 of 2003 – Section 21:	7
1.3.2 Municipal Systems Act 32 of 2000 – Section 28:.....	7
1.3.3 MSA (e.g., Sections 25, 26, 28 and 34).	7
1.4Key elements to be addressed during the IDP development and review process:	9
2. ORGANIZATIONAL / INSTITUTIONAL ARRANGEMENTS.....	9
2.1.2 Roles and responsibilities:	10
2.1.3 IDP Steering Committee (Extended Management Committee)	11
2.1.4 Executive Committee (EXCO) and Full Council	11
3. External Role Players	11
3.1 Ward Committees (Local Municipalities)	12
3.2 IDP Representative Forum.....	12
3.3 Sector Departments, State-owned Enterprises, Business Community, NGOs, CBOs and FBOs.....	12
3.4 Economic Sector Investments and Infrastructure Development Cluster (ESIID).	12
3.5 District Development Model Political Hub	12
4. Mechanisms for Public Participation	13
4.1 IDP Representative Forum:.....	13
4.2 Committees (Local Municipalities):	13
4.3 LOCAL MEDIA and UMDM OFFICIAL WEBSITE:.....	13
4.4 IZIMBIZO/ PUBLIC PARTICIPATION.....	13
4.5 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.	14
5. District Development Model (DDM) Review Process Plan:.....	14
5.1 DDM OBJECTIVES.....	15
5.2 IMPLEMENTATION OF DISTRICT DEVELOPMENT MODEL	16
5.3 THE DEVELOPMENT OF THE UMGUNGUNDLOVU ONE PLAN	20
5.3.1 THE UMGUNGUNDLOVU DDM PROFILE.....	20
5.3.2 THE DEVELOPMENT OF THE FIRST GENERATION ONE PLAN	21
6. Organisational Performance Management System (OPMS)	22
7. Alignment Mechanism.....	22

7.1 Alignment with Stakeholders:22

7.2 Alignment at National Level23

7.2.1 Provincial Level.....23

7.2.3 Local Level23

7.3 Alignment between District Council and Local Councils24

7.3.1 Amakhosi Engagement24

7.4 Types of alignment.....25

7.4.1 Representative Forums25

7.4.2 Planning and Development Forums25

7.4.3 One-on-One meetings between sectors.....25

8. Cost Estimates are as follows:25

9. Approval25

10. ALIGNMENT OF THE IDP, BUDGET, OPMS, IWMP, DDM, PROCESSES (ACTION PROGRAMME).....26

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 to the UMDM District IDP Process Plan-

1.1 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.

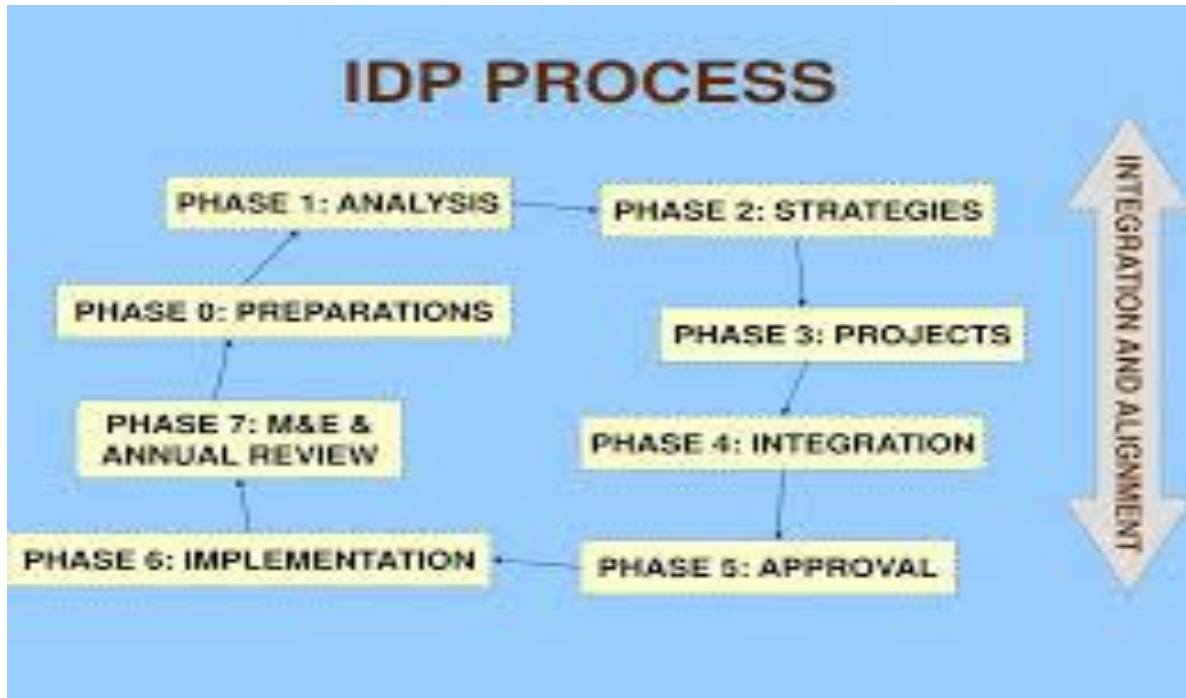


Figure 1 STEPS DIAGRAM-IDP PHASES

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



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.

- a. With community and stakeholder groupings; and
- b. 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.

1.3 Legislative requirements for the IDP review

1.3.1 Municipal Finance Management Act No. 56 of 2003 – Section 21:

21(1) The Mayor of the Municipality must –

- a. Coordinate the process for preparing the annual budget and for reviewing the Municipality’s integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget related- policies are mutually consistent and credible.
- b. At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines.

21(2) When preparing the annual budget, the Mayor of the Municipality must –

- a. consider the Municipality’s Integrated Development Plan.

1.3.2 Municipal Systems Act 32 of 2000 – Section 28:

38. Establishment of performance management systems

A municipality must;

- a. Establish a performance management system that is commensurate with its resources, best suited to its circumstances, and in line with the priorities, objectives, indicators and targets contained in its integrated development plans.
- b. Promotes a culture of performance management among its political structures, political office bearers and councillors and in its administration.
- c. Administer its affair in an economical, effective, efficient and accountable manner.

1.3.3 MSA (e.g., Sections 25, 26, 28 and 34).

- A. 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:
 - I. links, integrates and co-ordinates plans.
 - II. aligns the resources and capacity with the implementation of the plan.

26. Core components of integrated development plans. —an integrated development plan must reflect—

- I. 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.
 - II. 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.
 - III. The Council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs.
 - IV. 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;
 - V. A spatial development framework, which must include the provision of basic guidelines for a land, use management system for the Municipality.
 - VI. The council's operational strategies;
 - VII. Applicable disaster management plans;
 - VIII. A financial plan, which must include a budget projection for at least the next three years; and
 - IX. The key performance indicators and performance targets predetermined in terms of section 41.
- B. Based on 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.
- C. Section 34 of the MSA states that: A Municipal Council -
- I. must review its integrated development plan annually,
 - II. In accordance with an assessment of its performance measurements in terms of section 4 i; and
 - III. 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.

1.4 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.)

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.

2.1 Internal Role Players

- a) Council and the Executive Committee.
- b) Local Amakhosi; (participating in Council in terms of Section 81 of Structures Act, 117 of 1998)
- c) Municipal Manager.
- d) IDP Manager.
- e) Extended Management Committee
- f) Budget Steering Committee
- g) Management Committee (MANCO).
- h) Planning and Development Cluster.
- i) IDP Sub- Cluster-Committee (IDP Managers/ Coordinators).
- j) District Technical Committee / Municipal Managers' Forum; and
- k) District Coordinating Committee / Mayors Forum and Speakers Forum
- l) Economic Cluster (DDM)

2.1.2 Roles and responsibilities:

The Municipal Manager-can delegate an IDP Manager:

- a) Undertake the overall management and co-ordination of the planning process.
- b) Ensure that all relevant actors are appropriately involved,
- c) Nominate persons in charge of different roles.
- d) Be responsible for the day- to-day management of the drafting process.
- e) Ensure that the planning process is participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements.
- f) Respond to comments on the draft IDP from the public, horizontal alignment, and other spheres of government to the satisfaction of the municipal council.
- g) Ensure proper documentation of the results of the planning of the IDP document.
- h) That conditions for participation are provided.
- i) That all outcomes are being documented.
- j) Chairing of the IDP Steering Committee.

- k) Adjust the IDP in accordance with the MEC for Local Government's proposals; and
- l) 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.
- m) Drive the process of drawing the process plan for the review.

2.1.3 IDP Steering Committee (Extended Management Committee)

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

2.1.4 Executive Committee (EXCO) and Full Council

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

Strategic Planning Sessions

These will be convened on a need's 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. Amakhosi do form part of the Strategic planning session and EXCO Members from the respective local municipalities are part of the composition of the Strategic planning session. Invitations of the District Strategic Planning Session are sent to external stakeholders as well as Sector Departments to enhance vertical and horizontal alignment. Dates to be confirmed.

3. External Role Players

- a. Department of Cooperative Governance and Traditional Affairs.
- b. Government Departments.
- c. IDP Representative Forum Members/Civil Society.
- d. Business Sector.
- e. State-Owned Enterprises.
- f. NGOs, CBOs, and Faith Based Organizations

3.1 Ward Committees (Local Municipalities)

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

3.2 IDP Representative Forum

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

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

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

3.4 Economic Sector Investments and Infrastructure Development Cluster (ESIID).

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

3.5 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 –

- a. draft national and provincial policy and legislation relating to matters affecting local government interests in the district.
- b. 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.

- c. mutual support in terms of section 88 of the Municipal Structures Act (Act 117 of 1998).
- d. service delivery in the district.
- e. coherent planning and development in the district; and
- f. 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 must be institutionalized to ensure that all residents have an equal right to participate.

The Public will be encouraged to participate using the following platforms:

4.1 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.

4.2 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.

4.3 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.

UMDM OFFICIAL FACEBOOK PAGE

4.4 IZIMBIZO/ PUBLIC PARTICIPATION

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

The District will also conduct public consultation with Traditional Houses/Local Houses within uMgungundlovu District to table the Draft IDP/Budget of the District municipality.

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 centers.

4.5 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:

- a. encourage coordination,
- b. co-operative decision-making.
- c. ensure the execution of policies through the effective flow of communication.
- d. co-ordinate priorities and budgets across different sectors and.
- e. 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**.

5. 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).

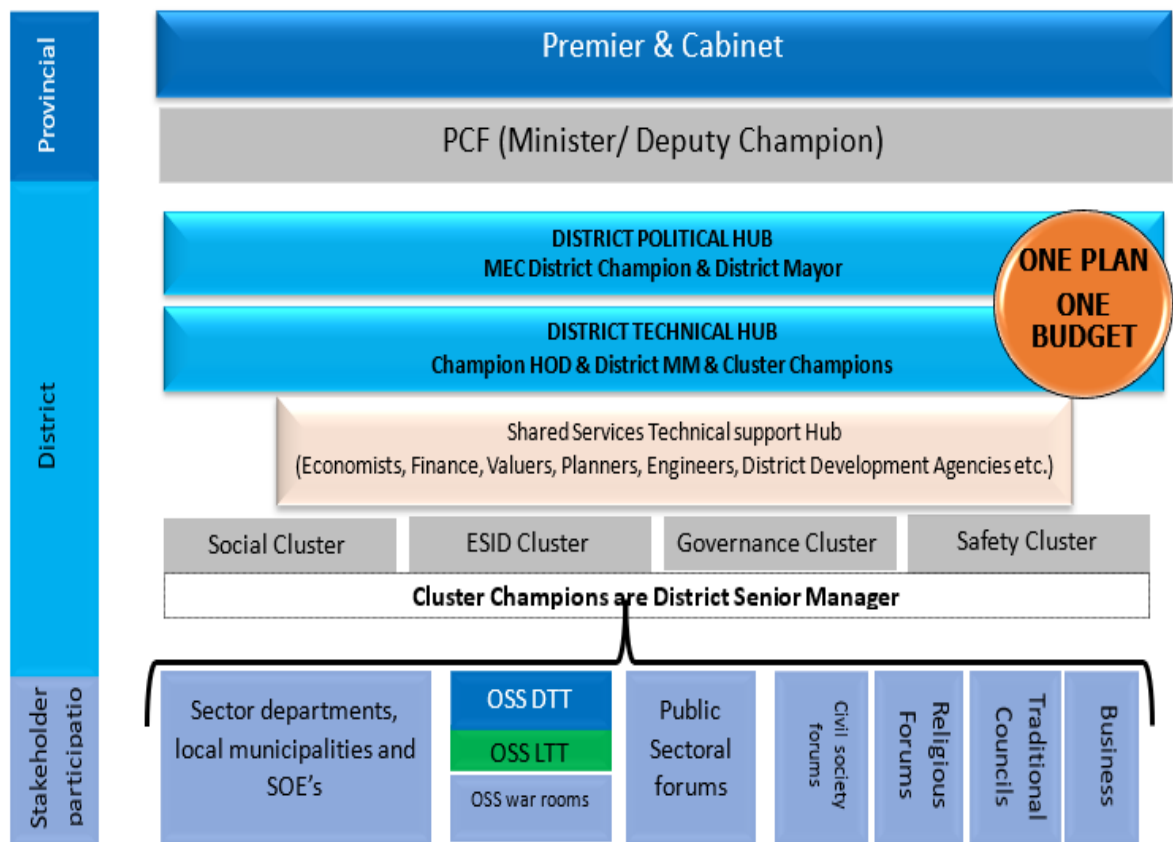
These policies complement each other in addressing major social, spatial, and economic challenges in line with the goals outlined in the National Development Plan (NDP). The NDP calls for the elimination of poverty, unemployment, and inequality, whilst the DDM seeks to ensure maximum coordination and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

5.1 DDM OBJECTIVES

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

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



5.2 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*

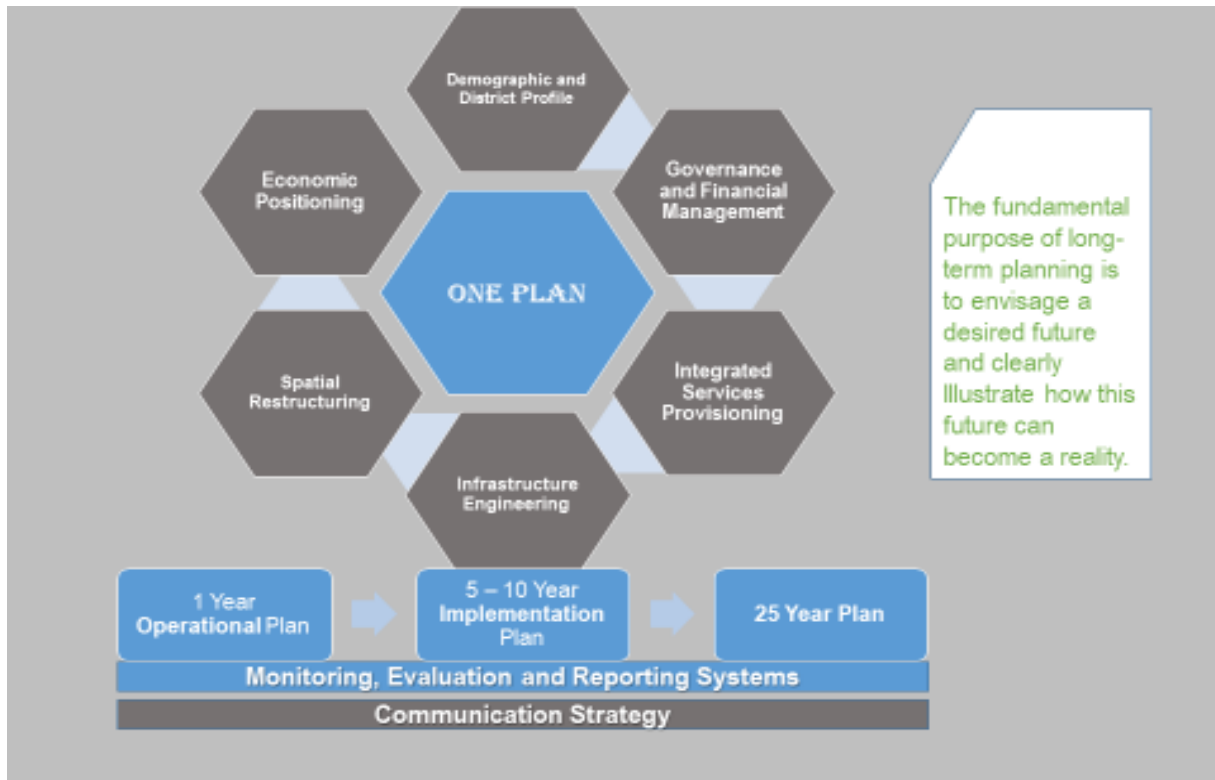
*truly non-racial society*¹. Therefore, the model is a practical Intergovernmental Relations (IGR) mechanism for all three spheres of government to work jointly and to plan and act in unison. The model consists of a process by which joint and collaborative planning is undertaken at local, district and 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:



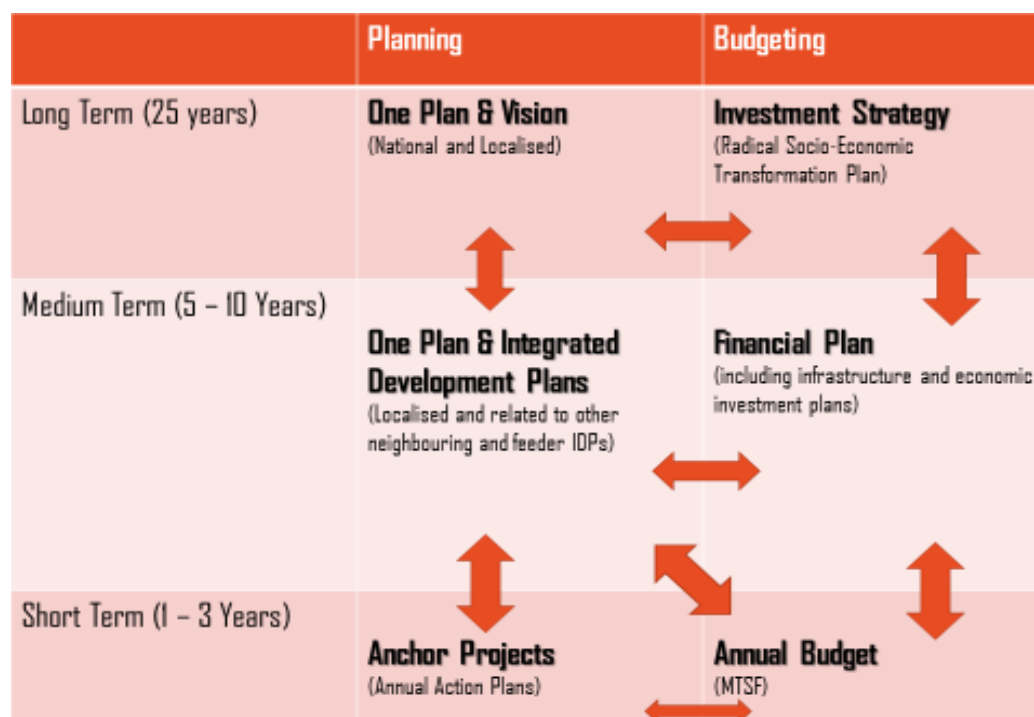
The Key principles underpinning the new District model include:

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 regarding 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 Provide 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. A shared understanding of the district space.
- b. An agreement on priorities for support, investment and development within the district.
- c. A common vision for the growth and development of District as well as related measurable outcomes; and
- d. The alignment of targets and commitments with the district to avoid wasteful expenditure, unused infrastructure and duplication of resources.

5.3 THE DEVELOPMENT OF THE UMGUNGUNDLOVU ONE PLAN

5.3.1 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 several 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:

- a. Provides the District Hub members with a brief overview of the district demographics, and development profile.
- b. 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.
- c. Identifies and collates all current sector and sphere commitments (projects and investments) in the district area for the next 18 months.
- d. Identifies catalytic projects; and
- e. 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 and assisted in the framing the discussions at the Umgungundlovu DDM Workshop on 10 June 2021.

5.3.2 THE DEVELOPMENT OF THE FIRST GENERATION ONE PLAN

A workshop of key role-players was held on 10 June 2021 where the development of the First Generation One Plan was discussed. The purpose of the workshop was to:

- a. Develop a shared understanding of the DDM as an IGR approach for improved integrated and co-ordinated governance.
- b. Develop a shared understand the purpose of DDM One plan and its relationship to existing planning framework of government.
- c. Give focussed attention on the development of the 1st Generation ONE PLAN to ensure that the purpose and objectives behind the DDM approach is achieved; and
- d. Ensure compliance with the provincial November Lekgotla resolutions that the DDM teams rapidly work towards developing an initial ONE PLAN and the need to provide immediate implementation focus and purpose during 2021/2022, while the more detailed ONE PLAN process is undertaken.

The following areas were focused on:

Confirming the current situation as contained in the Umgungundlovu DDM Profile, in terms of the key opportunities and challenges

- a. Identified a desired future per transformation focus area. This looked at the desired vision and outcome if problems were solved and opportunities taken.
- b. Identified what strategies and interventions are needed to move from the current to the desired futures.
- c. The identification of current commitments by the three spheres of government to enable implementation.

6. Organisational Performance Management System (OPMS)

The establishment of the Municipal Performance System is mandated under section 38 of 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.

7. Alignment Mechanism

7.1 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:

- a. **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 priorities programmes and budgets between sectors and the national sphere in line with the framework.
- b. **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.
- c. **Local Government:** Local Government has to review IDPs and prepare Sectoral Plans. In order to ensure that the 2025/2026 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:

- I. 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.
- II. The District Municipality will also organize District level IDP alignment meetings and workshops between all municipalities, as well as between municipalities and service providers.
- III. 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.

7.2 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 prioritize 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.

7.2.1 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.

7.2.3 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.

7.3 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.

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.

7.3.1 Amakhosi Engagement

Section 29(1) of the Municipal Systems Act, No 32 of 2000 and Regulations stipulate that the process followed by a municipality to draft its Integrated Development Plan, including its consideration and adoption of the draft plan, should, "(b) through appropriate mechanisms, process and procedures established in terms of Chapter 4, allow for (iii) organs of state, including traditional authorities and other role players to be identified and consulted on the drafting of the Integrated Development Plan"

It is against this background that uMgungundlovu District Municipality hosts an engagement session with the Local House of Traditional Leaders for uMgungundlovu District to present the IDP, the Budget and the DDM

and to solicit input into these documents. This session will also ensure alignment between AmaKhosi as their work as a council is in line with the constitution, especially section 152 (A) which obliges them to work democratically in the community and 152 (E) which looks at how the council can work with the communities that make up the municipality.

The IDP and Budget consultation session will be held in May 2025 with Amakhosi, Izinduna and Secretary Traditional Councils within uMgungundlovu District Family and an addition to having Amakhosi sitting in the municipality's Representative Forum and Council. Consultations with Amakhosi are conducted by the District in May 2025 on the IDP Processes of the District Municipality.

7.4 Types of alignment

7.4.1 Representative Forums

The district will host at least two IDP Representative forum meetings during 2025/2026. 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.

7.4.2 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.

7.4.3 One-on-One meetings between sectors

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

8. Cost Estimates are as follows:

The 2025/26 IDP will be reviewed **internally** together with the DDM One plan and the IWMP.

The WSDP and LED Strategy were budgeted for in the 2023/2024 Financial Year and were finalized and adopted by Council in the 2024/2025 Financial Year.

WSDP Budget: R 1 00 00 00

LED Strategy Budget: R 500 00

9. Approval

The final Process Plan was submitted to the Management Committee, Executive Committee, the Public and CoGTA for comments. It was approved and adopted by Full

Council by the 30th of August 2024 and submitted to Provincial COGTA and KZN Treasury respectively.

10. ALIGNMENT OF THE IDP, BUDGET, OPMS, IWMP, DDM, 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 15th of July 2024 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. 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 DATE	RESPONSIBILITY	OUTPUTS
Critical Milestone (below is working forward to achieve it)	Milestone 1 (IDP Preparation phase): Submission of 2025/2026 IDP Framework and Process Plans to CoGTA and Treasury	31 August 2024	All Municipalities CoGTA and Treasury	Submitted Framework and Process Plans
IDP	Meeting with Local Municipalities/ DC 22 subcluster on IDP-BUDGET-OPMS	16 July 2024	All municipalities	Attendance register
IDP-BUDGET-OPMS	Prepare 2025/2026 IDP/Budget/OPMS Process Plans	01 July 2024 – 15 August 2024	All municipalities	Drafts FP-PPs completed
IDP	Circulate the draft Process Plan and Framework Plan internally for preliminary comments and inputs.	July 2024	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

IDP	Submit Draft Framework/Process Plan to CoGTA	31 July 2024	All municipalities	Letter of acknowledgement
DDM	OSS/DTT REPORT to identify real challenges within each Municipality that requires input and addressing through the DDM	August 2024	DTT	
DDM	A workshop with all LMs to do a SWOT Analysis per theme (Economic, people, governance etc.) And a Refresher training for all stakeholders		UMDM/COGTA/TREASURY	
DDM	Engage with the UMDM Local House of Traditional Leaders and ITB to get input and buy-in, especially on projects to address challenges in their areas.	September 2024	UMDM COGTA	
IDP	Tabling the Framework Plan and Process Plan at Council	29 August 2024	All municipalities	Council Resolution
Tourism Strategy	Develop ToR, advertise, appoint service provider, establish PSC and submit Inception report, draft strategy and strategy to full council for adoption.	30 June 2024	District	Adopted Tourism Strategy
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATE	RESPONSIBILITY	OUTPUTS
Investment Strategy	Develop ToR, advertise, appoint service provider, establish PSC and submit	30 June 2024	District	Adopted Investment Strategy

	Inception report, draft strategy and strategy to full council for adoption			
DDM	Political Hub Meetings	Quarterly	uMDM, Political Champion, LMs within DC22, COGTA	Minutes, matrix resolutions updated
DDM	Technical Hub Meetings	Quarterly	uMDM, Technical Champion, LMs within DC22, COGTA	Minutes, matrix resolutions updated
DDM	Cluster Meetings	Quarterly	uMDM Executive Managers/Conveners & stakeholders	Cluster Reports convened and presented by Cluster Co-Chairs (MMs)
IDP	Final Process Plans submitted to CoGTA with Council Resolution	31 October 2024 or per CoGTA	All municipalities	Letter of acknowledgement
OPMS	Signed S54 and 56 Manger's Performance Agreements 2024/2025 – S53 MFMA and S57 MSA	14 August 2024	All municipalities	Signed performance agreements and place on website within 14 days.
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATE	RESPONSIBILITY	OUTPUTS
Critical milestone (below is working backwards to achieve it)	Milestone 2: IDP Phase 1 Analysis/Status Quo analysis	25 September – end October 2024	All municipalities	Status Quo analysis reports
IDP	MEC Panel assesses submitted 2024/2025 IDPs. Draft Process Plan comments	05 August 2024 -30 September 2024 30 August 2024 – 30 September 2024	KZNCogTA MEC Panel KZNCogTA	Results of the assessment and response Comments on IDP Process Plan
DDM	Undertake a UMDM DDM Indaba to	October 2024	UMDM	

	get input from the Private Sector on proposals/trajectory (businesses, community groups, taxi associations, tertiary institutions etc.) and identify possible partnerships			
DDM	Status Quo Review <ul style="list-style-type: none"> • Vision and objectives • Revenue matters • Catalytic Projects • Projects prioritization • Whole document updating 	TBC	TORs Development	Reviewed status quo regarding people, economic positioning, spatial use etc.
DDM		TBC	SERVICE PROVIDER	Trends and patters identified per theme.
DDM				Clearly define and describe the UMDM long-term growth and development strategy
DDM	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.	TBC	UMDM/COGTA	Key findings identified, including the question of revenue versus expenditure/social obligations versus fiscal prudence)
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATE	RESPONSIBILITY	OUTPUTS
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 alignment.	17 September 2024	All municipalities and Departments of Social Development- Population Unit, KZN Treasury and StatsSA	Draft status Quo reports and data alignment
IDP	Collect data to review Status Quo of the municipality	August 2024	All municipalities	Verified data
IDP – INCORPORATING BUDGET AND OPMS	Assess the status of sector plans and policies	1 – 13 August 2024	All municipalities	Updated table indicating status of reviewed strategies, sector plans and policies.
OPMS	Draft 2023/2024 Annual Performance Report – S46 MSA	21 August 2024	MM / PMS	Draft 2023/2024 Annual Performance Report – S46 MSA
IDP- INCORPORATING BUDGET AND OPMS	Submission and adoption of final 2025/2026 Draft Process Plan /FP to all relevant Council Committees	13-30 August 2024	All municipalities	Final drafts submitted and adopted
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATE	RESPONSIBILITY	OUTPUTS
OPMS	Internal Audit Reports on performance information must be submitted to the MM and Performance Audit Committee – S45 MSA	Quarterly	MM/ Internal Audit/PAC	Quarterly performance reports
IDP	Advertise Process Plans	01-23 August 2024	District municipality/ all municipalities	Copies of adverts
IDP	Consult Private Sector, Sector Department, Parastatals, NGOs etc on status quo of the district – one-on-one and Ward-based engagements.	August – September 2024	All municipalities	Schedule of consultations
IDP	Update Report on alignment for this Phase to MMs Forum	Per District Calendar	District Municipality	Phase Update reports

OPMS	Signed S54 and 56 Managers Performance Agreements	14 August 2024	All municipalities	Signed Performance agreements and place on website within 14 days
IDP	IDP Representative Forum	20 August 2024	District Municipality / LMs	Phase Update Reports.
OPMS	Draft 2023/2024 Annual Performance Report – S46 MSA	21 August 2024	MM / PMS Manager	Draft 2023/ 2024 Annual Performance Report – S46 MSA
BUDGET	2024/ 2025 First Quarter Budget Review	13 October 2024 (internal) 30 October 2023 (External)	Finance	Quarterly Budget Statement
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATE	RESPONSIBILITY	OUTPUTS
Critical milestone (below is working backwards to achieve it)	Milestone 3 Phase 2 & 3 of the IDP: Review Strategies & Projects	November 2024	All municipalities	Reviewed Strategies report
IDP	Review municipal strategies	1– 15 November 2024	All municipalities	Report on reviewed strategies
IDP	IDP Alignment session for UMgungundlovu and Harry Gwala District	04 November 2024	CoGTA	Attendance
World Planning Day Event	Attend the event	November 2024	SAPI, CoGTA, stakeholders and municipalities	Attendance
IDP-OPMS-BUDGET	Develop the measurable objectives for the next financial year and include the required budget for achieving those objectives.	20 November 2024	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 2024	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 2024	District municipality (joint engagement of all municipalities, registered stakeholders and service providers)	Aligned Programmes reports
IDP	Provincial IDP Best Practice Conference	29 November 2024	CoGTA	Attendance
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATE	RESPONSIBILITY	OUTPUTS
IDP	Submit adopted IDP Framework and Process Plan to COGTA	31 October 2024	All Municipalities	Letter of acknowledgement
DDM	Confirm the catalytic projects that will need to be implemented in line with the 30-year vision of the one plan	October 2024	UMDM/UMEDA	Catalytic Projects identified and confirmed
DDM	Project prioritization over the long term (at 5-year increments-IDP-and Electoral cycle) using a criteria-based matrix	November 2024	UMDM	Project Priortization Completed
DDM	Monitoring and Evaluation, provide linkage with the IDP and Budget	November 2024	COGTA/UMDM	M&E Framework developed
IDP	Feedback and Sector – Municipal Alignment sessions coordinated with COGTA-uMgungundlovu District	November 2024 – March 2025	COGTA, Municipal Representatives-all managers, Sector Departments and State- Owned Enterprises (SOEs)	Alignment of MTSFs, MTEFs, programmes and budgets

DDM	Submission of the reviewed One Plan to the Technical and Political Hubs for approval and adoption	December 2024	UMDM/Technical Hub	Reviewed DDM One Plan Approved and Adopted by the Political Hub
IDP-OPMS-BUDGET	Council Strategic Planning Session	January 2025	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 2025/26 budget from the board of Directors from the Development Agency	January 2025	Mayor / MM/ CFO	Development Agency Draft Budget Submitted
BUDGET – OPMS	2024/2025 Budget Performance Assessment – S72 MFMA	25 January 2025	MM / CFO / S56 Managers / PMS Manager	Budget Performance Report and Council Resolution
Budget	Commence with the Review of 2024/2025 Budget Related Policies	21 January 2025 (Internal)	All Departments / Management Committee	List of Budget Policies to be reviewed
IDP	IDP Stakeholders engagement on 2025/2026 IDP Review assessment process	31 January 2025	COGTA/ Municipal Representatives/ Sector departments	Adopt reviewed Provincial IDP Management Plan, IDP assessment criteria and IDP Framework Guidelines.
ALIGNED PROCESSES	ACTIVITIES AND MILESTONES	TARGET DATE	RESPONSIBILITY	OUTPUTS
BUDGET-IDP – OPMS	2024/25 Internal departments Adjustment Budget Inputs & 2025/2026 Internal departments Draft Budget Inputs	21 January – 7 February 2025	Council Internal Departments	Complete templates aligned to IDP format (mSCOA)
IDP	IDP steering committee meeting	February 2025	District MM/ manager IDP/ internal department HODS	Internal department input for draft IDP 2025/2026
BUDGET	2024/25 Mid-year Budget Assessment Engagement with Provincial Treasury	February 2025	Provincial Treasury, Mayor, MM, s56 Managers	Provincial Treasury Mid-Year Assessment Feedback
BUDGET	2024/2025 Budget Adjustment - S28 MFMA	14 February 2025	Budget Steering & Finance Committee	Adjustment Budget Report and Council Resolution
		19 February 2025	Executive Committee	
		27 February 2025	Full Council	

IDP	IDP Stakeholders meeting to agree on 2025/2026 reviewed IDP process	February 2025	COGTA	Attendance
BUDGET-IDP – OPMS	2025/2026 Internal departments Budget Inputs	27 January – 14 February 2025	Council Internal Departments	Complete templates aligned to IDP format (mSCOA)
BUDGET-IDP OPMS	Finalization of proposed 2025/2026 service tariffs	28 February 2025	Full Council	Tariffs Review
IDP	Meeting of COGTA, Sector Departments and Municipalities on IDP drafting and assessment process for 2025/2026	03 February 2025	COGTA, Sector Departments and Municipalities	Attendance
BUDGET-IDP – OPMS	Submission of draft budget related Policies 2025/2026	14 March 2025	Full Council	Budget Policies Review
IDP-BUDGET-SDBIP	Alignment of IDP and Budget towards SDBIP	By 12 March 2025	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 2024	MM / Internal Audit / PAC	Minutes of Committee meetings
BUDGET	2024/25 Adjustment Budget Assessment Engagement with Provincial Treasury	March 2025	Provincial Treasury, Mayor, MM, s56 Managers	Provincial Treasury Adjustment Budget Assessment Feedback
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATE	RESPONSIBILITY	OUTPUTS
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 2025/2026 IDPs to COGTA and Budget to Treasury	31 March 2025	All municipalities DCOGTA AND TREASURY	
BUDGET	Adoption of 2025/2026 Draft Budget	14 March 2025	Budget Steering & Finance Committee	First Draft Budget Report and Council Resolution
		20 March 2025	Exco	
		27 March 2024	Full Council	

IDP	Adoption of the 2025/2026 Draft IDP	14 March 2025	Budget Steering & Finance Committee	Draft IDP and Council Resolution
		20 March 2025	Exco	
		27 March 2025	Full Council	
IDP	Municipalities submit draft 2025/2026 IDPs to CoGTA	01-31 March 2025	COGTA and all municipalities	Proof of submission of draft reviewed IDP
SDBIP	Municipalities submit draft 2025-2026 SDBIP to Treasury and CoGTA	31 March 2025	Treasury and all municipalities	Proof of submission of draft reviewed SDBIP
BUDGET	Grants Notification to Local Municipalities	12 March 2025	District Municipality	Grants Notification report circulated
IDP	Adoption of the Draft IDP by Council	Before 30 March 2025	All Municipalities	Council Resolution
IDP & BUDGET	Advertise Draft IDPs and draft Budget and Tariff Schedules for Public Comments	10 April 2025	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 are aligned to IDP objectives)	Before end of June 2025	S56 Managers / IDP Manager / PMS Manager	Aligned process
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATE	RESPONSIBILITY	OUTPUTS
Critical milestone (below is working backwards to achieve it)	Milestone 5: Assessment of Draft 2025/2026 IDPs and self-assessment	31 May 2025	All Municipalities DCOGTA	
IDP	Meeting with local municipalities – planning sub-cluster to reflect on draft IDPs and planning	03 April 2025	All Municipalities	Draft izimbizo contents. Finalize allocated roles for alignment presentations.

	for joint izimbizo. And prepare for the alignment session.			
IDP	Convening of decentralised IDP Assessment Forums	14 April 2025	COGTA, Municipal Representatives, Sector Departments and State- Owned Enterprises (SOEs)	Attendance and reports
IDP	IDP steering committee meetings	May 2025	District MM/ manager IDP/ internal department HODS	Internal department inputs for Final IDP 2025/2026
IDP	IDP Forum-on draft IDP	20 May 2025	District	Meeting
IDP	IDP Alignment Feedback Session based on IDP Assessment Frameworks	5 May 2025 (TBC)	COGTA: IDP Coordination Business Unit, COGTA Sector Departments Municipal representatives and SOEs.	Attendance and reports
IDP & BUDGET	Present Draft IDP and Budget to the community (Izimbizo) and all stakeholders	April 2025 (actual dates to be published) (LMs in Jan-Feb 2025- DM to attend)	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 DATE	RESPONSIBILITY	OUTPUTS
Critical milestone (below is working backwards to achieve it)	Milestone 6: Adoption by Councils and Submission of final 2025/2026 IDPs to CoGTA	30 June 2025	All Municipalities CoGTA AND ALL	
IDP & BUDGET	Incorporate public comments on Draft IDP and Budget	April 2025	All Municipalities	Incorporated comments

BUDGET	2025/26 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 2025	All Municipalities	Response-table
BUDGET	Approve Final Budget 2025/2026	16 May 2025	Finance Committee	Final Budget Report and Council Resolution
		22 May 2024	Executive Committee	
		29 May 2024	Full Council	
IDP	Approve Final UMDM IDP 2025/2026	16 May 2025	Finance Committee	Final IDP and Council resolution
		22 May 2024	Executive Committee	
		29 May 2024	Full Council	
IDP-BUDGET-OPMS	Address comments from the Auditor General on the Annual Report of the previous Financial Year	30 March 2025	All Municipalities	Response-table
IDP-OPMS	Adoption of 2025/2026 IDP and performance targets by Council	June 2025	District Municipality	Council Resolution
OPMS	Approved Departmental SDBIPs / Scorecards 2025/2026 – S53 MFMA	30 June 2025	Mayor /MM (PMS Manager)	Report
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATE	RESPONSIBILITY	OUTPUTS
PMS-IDP	Approved Municipal / Organizational Scorecard 2022/2023 – S44 MSA	25 June 2024	PMS Manager &MM	Report
OPMS	Performance Reports twice a year – Reg 13 PPMR- Council, PAC mid-year	Council: January 2025; PAC February 2025 and for APR 30 August 2025	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	All Municipalities COGTA-	Copies of adverts and directions

		2025		
IDP	MEC Panel assesses 2025/2026 Draft IDPs	04 July 2025	COGTA-led panel	M.E.C. Letters
OPMS	Draft 2023/2024 Annual Performance Report – S46 MSA	21 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

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