



MSUNDUZI MUNICIPALITY INTEGRATED DEVELOPMENT PLAN (IDP) DRAFT PROCESS PLAN FOR THE 2025/2026 IDP

“The City of Choice – Second to None”



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1. INTRODUCTION

Pietermaritzburg affectionately known as the 'City of Choice Second to None' is not unique from other South African cities that are characterized by socio-economic growth and developmental challenges in re-dressing imbalances of the past, maintaining and upgrading developed urban areas and uneven developed peri-urban and rural areas within limited budgets. Municipalities are at the coalface of service delivery, and that citizens of our country will only enjoy this democracy, peace and freedom as enshrined in the South African's constitution of 1996, the Bill of Human Rights, and various pieces of legislation, if a sense of belonging, ownership, participation of communities in their development can possibly be realized through the Integrated Development Plan (IDP) review process.

Having regarded the prioritization process as a critical phase in the IDP review process, the alignment of the IDP and Budget is profound in order to begin to make the IDP realistic, affordable, and supported by reputable baseline data in determining developmental indicators that are crafted in terms of short-, medium- and long-term planning. The spatial reference cannot be re-emphasized in realizing the citizens' vision of becoming a safe, vibrant, sustainable, and smart metropolis.

2. PURPOSE OF THE IDP PROCESS PLAN:

The Municipal Systems Act as promulgated in 2000 describes the various core processes that are essential in realizing a system of developmental local government. These aspects include participative governance, IDP, performance management and reporting, resource allocation and organizational change. These processes are linked into a single cycle at the local level that will align various sectoral initiatives from national and provincial government departments with municipalities own capacities and processes including alignment with district initiatives.

Therefore, the purpose of this document is to outline the framework process for the review of Integrated Development Plan for Msunduzi Municipality in alignment with parallel processes, namely the budget and the Performance Management System (PMS).

What is a Process Plan? The Process Plan is a timetable for all the milestones and activities that will be realized to review the IDP in the context of the budget, Performance Management System, Spatial Development Framework, and all other sector plans. with an emphasis to four core sector plans such as the Disaster Management Plan, the Financial Plan, Spatial Development Plan, and the Institutional Management Plan.

This Process Plan is based on the unique character and circumstances of Msunduzi Municipality, taking cognizance of the process plan requirements as outlined in the Municipal Systems Act (S34) and guidelines for Integrated Development Planning provided by Department of Cooperative Governance and Traditional Affairs.

To ensure certain minimum quality standards of the Integrated Development Plan, and a proper coordination between and within spheres of government, the preparation of the Process Plan has been regulated in the Municipal Systems Act (2000). The preparation of a Process Plan, which sets out the IDP Process in writing, it requires adoption by Council. This plan must include the following:

- A programme specifying the time frames for the different planning steps.
- 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.
- An indication of the organizational arrangements for the IDP Process; ▪ Binding Process and planning requirements, i.e. policy and legislation; and Mechanisms and procedures for vertical and horizontal alignment.

3. LEGAL CONTEXT OF THE IDP PROCESS PLAN

3.1 Municipal Systems Act 32 of 2000 (Section 28,1)

In terms of Chapter 5 of the Municipal Systems Act, 2000, as amended and section 28 (1) states that: *“Each municipal council must, within a prescribed period after the start of its elected term, adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan for the development of the entire municipality that: -*

3.1.1. *Consults the local community on the Process Plan.*

3.1.2. *Gives Public Notice on the process the Municipality intended to follow.”*

3.2 Municipal Systems Act 32 of 2000 (Section 25,1):

“Each Municipal council must, within a prescribed period after the start of its elected term, adopt a single, all-inclusive, and strategic plan for the development of the municipality which-

- a. Links integrates and coordinates plans and takes into account proposals for the development of the municipality.*
- b. Aligns the resources and capacity of the municipality with the implementation of the plan.*
- c. Complies with the provisions of this Chapter; and*
- d. Is compatible with national and provincial development Plans and planning requirements binding on the municipality in terms of legislation.”*

In terms of the core components of Integrated Development Plans, Chapter 5, and Section 26) of the Municipal Systems Act (2000) indicates that:

“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 which 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 and 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 determined in terms of section 41."*

3.3 Municipal Finance Management Act

The Annual Budget and the IDP are inextricably linked to one another. This has been formalized through the promulgation of the Municipal Finance Management Act (2003). Chapter 4 and Section 21 (1) of the Municipal Finance Management Act (MFMA) which states that:

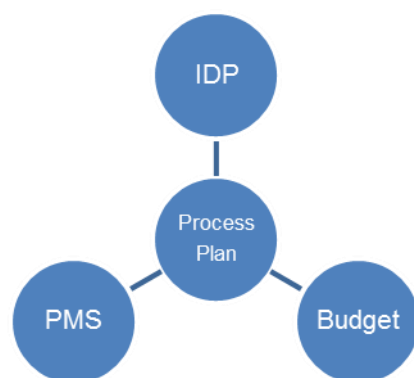
"The mayor of a municipality must-

- a. *At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-*
 - i. *The preparation, tabling, and approval of the annual budget.*
 - ii. *The annual review of-*
 - (a) *The integrated development plan in terms of section 34 of the Municipal Systems Act; and*
 - (b) *The budget related policies.*
 - iii. *The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
 - iv. *The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

4. ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES

Every attempt will be made in this Municipal Plan to align the IDP and Budget preparation process, and the PMS review. The linkage of the three processes is summarized in the following diagram:

Figure 1: The IDP, Budget and PMS Linkages



5. STATUS QUO ANALYSIS

The Msunduzi Municipality is the second largest Municipality in the province of KwaZulu Natal and is proudly the Capital of the province of KwaZulu Natal. The confirmation of the capital status of Msunduzi has entrenched its role and position as the administrative and political hub of Kwa Zulu Natal. The Municipality is moving in the direction of achieving Metropolitan status, as more strategic approaches to reviewing the Integrated Development Plan (IDP) have been adopted.

The Msunduzi Municipality is located along the N3 corridor which links Durban to Gauteng. The Municipality covers an area of approximately 590,6 km² and consists of 41 wards. It is predominantly urban to peri-urban in nature, with areas of rural residential. This IDP document marks the development of the Msunduzi IDP for 2025-2026 and incorporates key amendments including the review of the Municipal Vision, Strategic Priority Areas, Goals, Value Statements, and includes long term targets for 2040.

5.1 THE MUNICIPALITY AT A GLANCE

The following table summarizes key municipal statistics, and is explained briefly below:

TABLE 1: MUNICIPAL KEY STATISTICS

NAME	2022	2011
Total population	817 725	621 715
Number of households	213 727	164 757
Average household size	3,8	3,8
Young children (0-14 years)	23,5%	26,7%
Working age population (15-64 years)	69,7%	68,3%
Elderly (65+ years)	6,8%	5,0%
Dependency ratio	43,4	46,4

NAME	2022	2011
Sex ratio	91,3	90,8
No schooling (20+ years)	4,0%	5,5%
Higher education (20+ years)	14,6%	12,8%
Formal dwellings	90,5%	73,5%
Flush toilets connected to sewerage	63,0%	56,7%
Weekly refuse disposal service	56,6%	53,1%
Access to piped water in the dwelling	54,5%	47,9%
Electricity for lighting	98,0%	91,9%

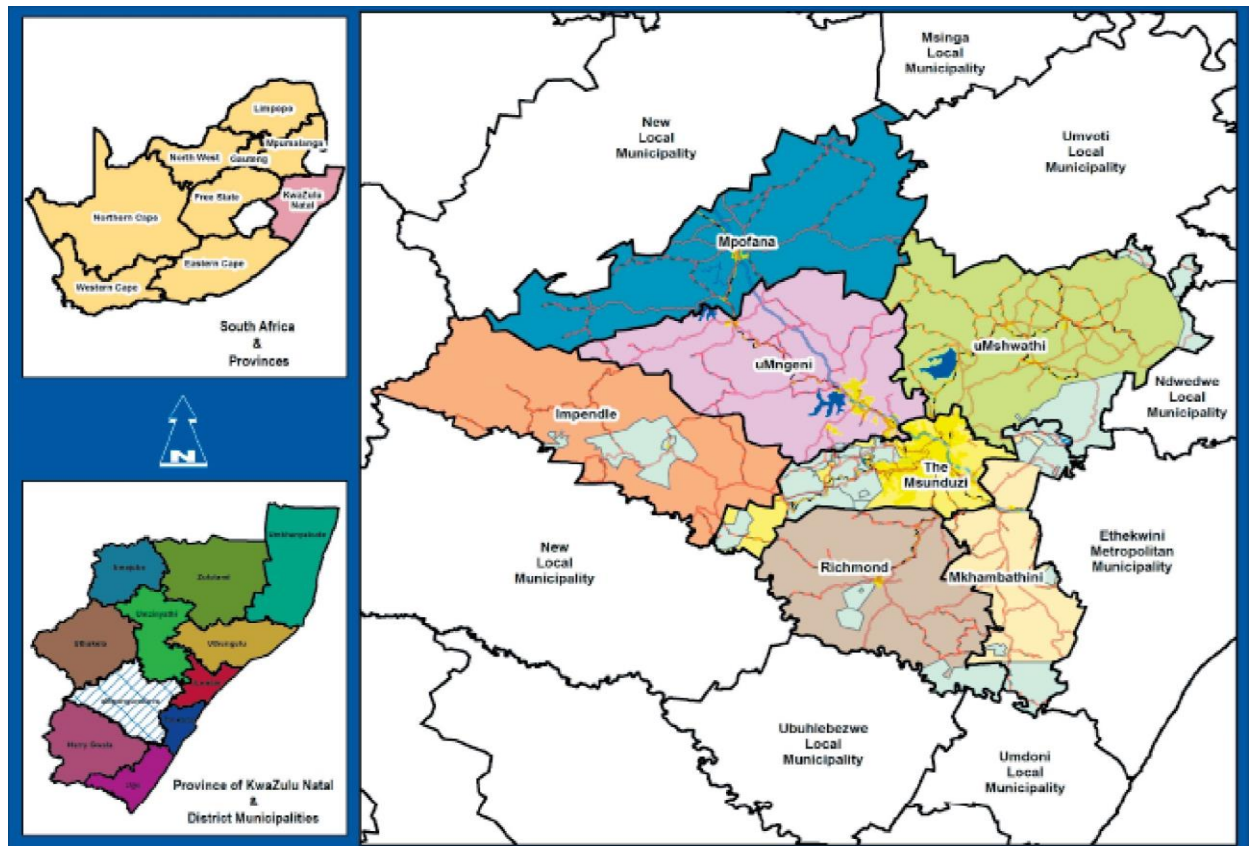
Source: Census 2022

TOTAL POPULATION

Capturing fundamental statistical data linked to the Msunduzi municipality permits the municipality to monitor various developments in key areas that influence the social and economic life of everyone who lives within the Msunduzi. These key statics drawn from Stats SA Census (2001, 2011 & 2022), and community survey (2016) include demographic profile, education level, age profile, employment profile and household income profile of people residing in the municipality. Knowledge of these key areas in turn enhances the municipality's ability to make service delivery decisions that aid in achieving greater social and economic development of the municipality. This was Stats SA first digital census in 2022 with a multi-mode options of data collection including Face to face (CAPI), Telephonic (CATI), or Web-based (CAWI).

Msunduzi local municipality, annual growth rate was 2,7% from 2011 to 2022. The overview of the demographic profile of the municipality indicates that the population of Msunduzi has been on an incline, having risen from 552 801 people in 2001, to 618 536 people in 2011 to 682 000 people in 2016 and 817 725 people in 2022. This rise puts greater pressure on the service delivery priorities of the municipality, which includes the provision of adequate housing. In correlation with the increase of population the number of households and household density has also increased. The number of households has increased from 135 311 households in 2001 to 164 625 households in 2011 to 181 584 households in 2016 and to 213 727 households in 2022. This is a positive indication that the municipality continues towards the aim of providing adequate households for all its citizens in line with its growing population.

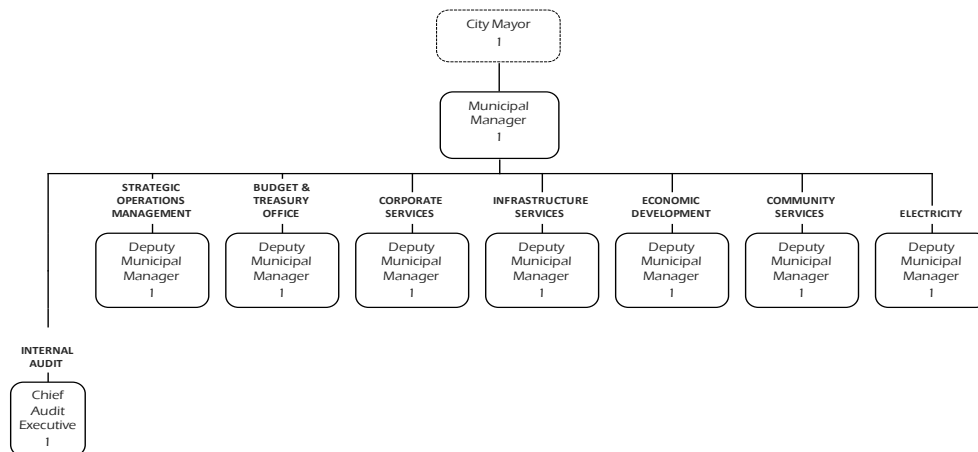
MAP 1: Locality Map



5.2 THE INSTITUTIONAL STRUCTURE

The following diagram summarizes the recently adopted functional organogram of the Top Management of the Municipality, as well as functions associated with each of the departments.

FIGURE 1: Functional Organogram



6. THE IDP STRATEGIC APPROACH

The IDP strategies have been aligned to the following National, Provincial, and District Level initiatives.

- Sustainable Development Goals
- National Development Plan (Vision 2030)
- Spatial Planning and Land Use Management Act (2016)
- Government Outcomes
- National Priorities (State of The Nation Address 2024)
- Provincial Priorities (State of The Province Address 2024)
- Provincial Growth and Development Strategy
- Provincial Spatial Development Strategy (PSEDS)
- District Development Model
- Community surveys

6.1 THE IDP REVIEW PROCESS FOR THE DEVELOPMENT OF THE 2025/26 IDP REVIEW

MEC ASSESSMENT OUTCOMES

The Msunduzi 2023/24 IDP was assessed by the MEC's panel in 2023. In line with the IDP Assessment Criteria, the IDP attained an overall credibility rating of 82.06% and the IDP is ranked number 20 in the province. It should be noted that the Provincial benchmark for IDP

credibility is 60% and the DCOG National benchmark for IDP credibility is 50%. The KZN Provincial average credibility rating for the 2023/2024 IDPs is 79.07%.

TABLE 3:

No.	National KPA	MEC input	Progress to date
1	Municipal Transformation and Institutional Development	<ul style="list-style-type: none"> To further enhance this KPA, the Municipality is encouraged to provide additional information on the implementation of the Human Resources Strategy and provide updated Workplace Skills Plan information. The Municipality is commended for employing people living with disabilities (currently have 2) and encouraged to continue with its efforts to attract and recruit people living with disabilities. 	<ul style="list-style-type: none"> Workplace Skills Plan has been reviewed
2	Local Economic Development	<ul style="list-style-type: none"> The Municipality is encouraged to clearly indicate in the LED Strategy when the LED Strategy was adopted by Council, include the establishment of the LED and functionality thereof. Indicate the alignment of the LED Forum with sector specific forums in the LED Strategy in the proposed section that deals with the LED Forum as indicated above and further indicate how the LED Forum and District Development Model structures are aligned. Clearly indicate the capacity of the Municipality to manage and implement LED in the LED Strategy as well as the challenges and risks associated with the capacity constraints, if any. The LED Strategy should include a Value Chain Analysis which indicates core economic activities as well potential upstream and downstream opportunities in the economic sectors identified. 	<ul style="list-style-type: none"> The LED Strategy 2022 did not have the Council resolution date. Which is 7 September 2022. The current LED Strategy review will comprise of the Council resolution date and functionality. The LED Strategy review process has included sector forums. Moreover, in all our LED forums, we invite sector departments and relevant stakeholders in order align with our LED Strategy. The LED review will include the DMM. Alignment. The reviewed strategy will include the 2023 organogram with capacity and vacancy rates. The

No.	National KPA	MEC input	Progress to date
		<ul style="list-style-type: none"> Clearly indicate the 3-priority poverty-stricken wards and relevant interventions in the Action Plan of the LED Strategy. The Informal Economy, SMME and Cooperatives Development Strategies were developed in 2017 and are outdated therefore are due for the review process. The specific sector development strategies developed for vulnerable groups were developed in 2017 and are outdated. New strategies should be developed or specific development initiatives for vulnerable groups should be included into the LED Strategy. 	<p>status quo document has the information at present.</p> <ul style="list-style-type: none"> In all our Msunduzi Municipal LED Strategies (2014, 2017 and 2022), we always include the Economic structure and value chain of the Msunduzi economic activities. In the current LED review, we will include the potential upstream and downstream information. The Informal Economy and Street Trading strategy has been reviewed and adopted by Council in 2020. The SMME and Cooperatives is currently under review internally. The target is for Council to approve and adopt by June 2024. The Youth, Women and Disabled economic empowerment strategies are currently under review internally. The target is for Council to approve and adopt by June 2024.
3	Basic Service Delivery	<ul style="list-style-type: none"> The narrative on the water and sanitation challenges with the supporting graphs is commended. It is requested that the water and sanitation projects are listed over the five-year planning horizon using the Infrastructure Delivery Management System (IDMS) phases as required by National Treasury to improve alignment and implementation. 	<ul style="list-style-type: none"> The process of developing a CIP is underway, service provider has been appointed

No.	National KPA	MEC input	Progress to date
		<ul style="list-style-type: none"> The Municipality should have an updated Integrated Waste Management (IWMP), which must be reviewed and adopted council, and endorsed by the MEC for Economic Development Tourism and Environmental Affairs (EDTEA). However, the Municipality is reminded once more to prioritize reviewing their Comprehensive Integrated Transport Plan (CITP) since the existing one is way outdated. 	<ul style="list-style-type: none"> IDMS is being addressed.
4	Financial Viability and Management	<ul style="list-style-type: none"> The Municipality is commended for a good attempt made to structure the Financial Viability and Management KPA in accordance with the IDP framework. The improvements are noted especially in respect of the budgeting and expenditure on repairs and maintenance. It is noted that there are minor gaps in the stipulated criteria where the Municipality has not fully provided the required details or omitted certain reporting requirements to allow an analysis of trends on debtor's management and collection rate challenges with indications of how the municipality will address these matters of concern. The SWOT analysis is also an area for improvement and must be considered in the next IDP cycle. The Municipality is encouraged to continue with the good results achieved, and the implementation of the financial plan sound financial strategies. 	The KPA is well captured as per the COGTA IDP guidelines
5	Good Governance and Public Participation	<ul style="list-style-type: none"> Batho Pele Policy and Manual to be developed and included in the IDP. The Municipality is again congratulated for the comprehensive coverage and detailed reporting on all aspect of the Good Governance and Public KPA. The Municipality is reminded of the Cabinet Resolution dated September 2016 stating that all Municipalities are expected to implement the Batho Pele Principles. As thus the Municipality has not developed the Batho 	<p>The Batho-Pele Policy and manual is included</p> <ul style="list-style-type: none"> Risk Register has been updated. Traditional Authority is being consulted in all structures of Msunduzi.

No.	National KPA	MEC input	Progress to date
		<p>Pele Policy and Procedure Manual as recommended in the IDP Framework Guideline. The Municipality is therefore advised to develop the Policy to ensure compliance with the Batho Pele requirements.</p> <ul style="list-style-type: none"> • With respect to the identification and discussions of the Good Governance KPA challenges in the Executive Summary (Chapter A) and in the Good Governance and Public Participation Chapter of the IDP, not all challenges listed in the Good Governance chapter A have been listed in Chapter A. Further, a descriptive explanation has only been included for the challenges listed in Chapter A and none were included for the challenges listed in the Good Governance chapter. There should be a link and flow in discussions of challenges mentioned in Chapter A, the good governance status quo in the Good Governance chapter and the concluding good governance SWOT analysis and the good governance challenges identified. 	
6	Cross Cutting	<ul style="list-style-type: none"> • The Municipality has complied with Section 26(e) of the Municipal Systems Act and Sections 12 (1) and Sections 20 of the Spatial Planning and Land Use Management Act, Act No 16 of 2013, by developing and submitting the Spatial Development Framework as an annexure to your Integrated Development Plan. • The Spatial Development Framework is required to be in compliance with Section 2(4) of the Local Government Planning and Performance Management Regulations, 2001, Regulation 796 of 2001 and the provisions of Section 21 of the Spatial Planning and Land Use Management Act, 2013. • The Municipality is commended for the attempt made toward achieving compliance with Act, 2013 (Act 16 of 2013) by submitting 	<ul style="list-style-type: none"> • An engagement session with Cogta is being arranged to ascertain the specific aspects SPLUMA section 21 which are outstanding on the SDP. • A review of the Spatial Development Plain is underway to address further technical analysis required on institutional arrangements and monitoring mechanisms. The SDP final draft will be ready by March 2024

No.	National KPA	MEC input	Progress to date
		<p>an SDP as annexure to the SDF however, the SDP is not fully compliant with Section 21, noting the specific content requirements of the Act.</p> <ul style="list-style-type: none"> • The SDF review should prioritize the development of an SDP (5-year plan) provide a summary of key strategic priorities and interventions for short-term implementation, envisioned spatial form, demonstrate coordination and alignment of various sectoral plans. • Specify the necessary institutional arrangements required for the implementation of the SDF, demonstrate alignment with the IDP, budget, DDM and other high order Provincial plans and further develop a mechanism to monitor spending on a yearly basis. 	

6.2 PUBLIC PARTICIPATION

A core part of the process plan for the IDP review will be public participation, which provides an opportunity for stakeholders to represent the interests of their constituencies. Furthermore, it provides structures for discussion, negotiations and joint decision making and ensure proper communication between all stakeholders and the municipality. The various public participation engagements are outlined and included in table 16.

Msunduzi has established a task team to ensure that the events run smoothly, and we comply with all the legislation provisions. Hence the municipality ensures that all five events are a success, in compliance with The Safety at Sports and Recreational Events Act 2 of 2010 that regulates the hosting at events which aims:

To provide for measures to safeguard the physical well-being and safety of persons and property at sports, recreational, religious, cultural, exhibition, organizational or similar events held at stadiums.

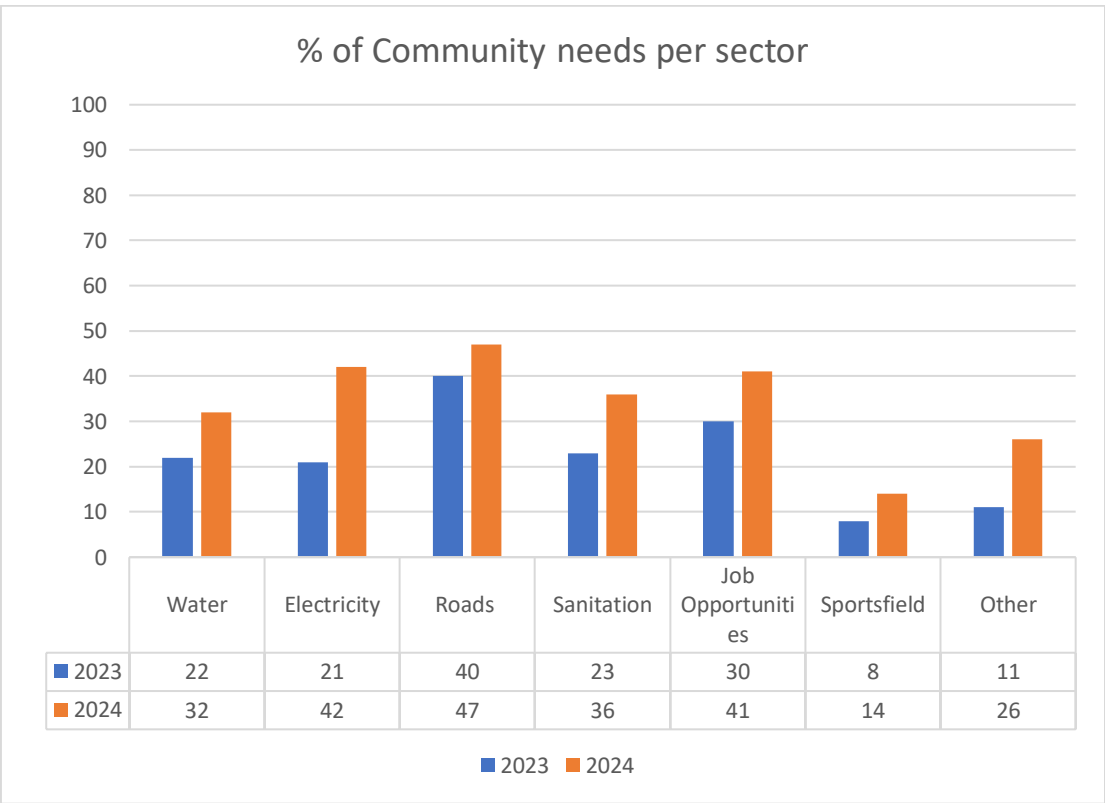
6.3 SECTOR DEPARTMENT CONSULTATION

Sector Departments will be engaged as part of the IDP review process. This is to ask for their opinions and to learn their intentions. Also, it's to get their agreement to what they require. Most importantly it's to plan together, to develop a proposal or to advance an argument. The various public sector engagements are outlined and included in table 16.

6.4 COMMUNITY IDENTIFIED NEEDS

The following figure summarizes the issues raised by community members in terms of their importance. It is taken from both minutes of community meetings and surveys and shows needs and/or issues of importance that have been categorized according to the five national Key Performance Areas.

FIGURE 2: Summary of Community Needs Analysis



IDP KEY CHALLENGES

6.5 DEVELOPMENT CHALLENGES

The following development challenges have been identified by the Msunduzi Municipality:

TABLE 9:

IDP Key Challenges and Corresponding Strategic Priority

KPA	KEY CHALLENGES	STRATEGIC PRIORITIES
Financial Viability and Management	<ul style="list-style-type: none"> Poor planning in respect of capital expenditure resulting in poor capital spending and loss of revenue from capital grants to the NRF (National Revenue Fund) Critical vacancies in the core functional areas/ over-reliance on consultants. Inadequate implementation of debt and revenue collection policies and procedures resulting in the ballooning of debt to over 4.5 billion as of 31 December 2020 Failure of the Enterprise Resource Planning (ERP) System commonly known as the Financial System – SAP despite the millions invested in the system by the municipality. 	6. A Financially Viable and Well-Governed City
Basic Service Delivery	Failure of key infrastructure, such as electricity and water due to poor/ inadequate maintenance, age, and vandalism. Failure to attend to the repair of potholes, streetlights and storm water drains Failure to adequately plan for and spend conditional grants over the past MTEF.	1. A Well-Serviced City
	Failure to clean the city and surrounding nodal and residential areas including on irregular collection of solid waste and challenges associated with the processing and disposal of solid waste.	1. A Well-Serviced City 3. A Clean, Green City

Cross Cutting Interventions	Planning alignment and coordination impact on the ability to deliver effectively. • Inter-governmental relations and the ability to align priorities (both within the municipality and other spheres of government). The uncontrolled land invasion and lack of law enforcement. Lack of accessibility to Ward 39 and potential lack of integration due to isolation	2. An Accessible and Connected City
	City connectivity.	2. An Accessible and Connected City
Municipal Transformation and Institutional Development	Institutional and individual performance management framework.	2. An Accessible and Connected City
	Institutional skills development and professionalization of the Organization	6. A Financially Viable and Well-Governed City
	Improved capacity to spend on capital expenditure;	6. A Financially Viable and Well-Governed City
	Filling of strategic critical vacant posts.	6. A Financially Viable and Well-Governed City
Local Economic Development	Limited Economic growth leads to unemployment.	5. An Economically Prosperous City
Good Governance	<ul style="list-style-type: none"> • No mechanism in place to communicate any changes to the business unit Risk registers to Chief Risk Officer. • Management failure to implement recommendations of internal audit & resolutions of the audit committee lack of covered. • Exit of staff in critical posts result to loss of institutional memory. • Budgetary constraints. 	1. A Well-Served City 2. . A Financially Viable and Well-Governed City

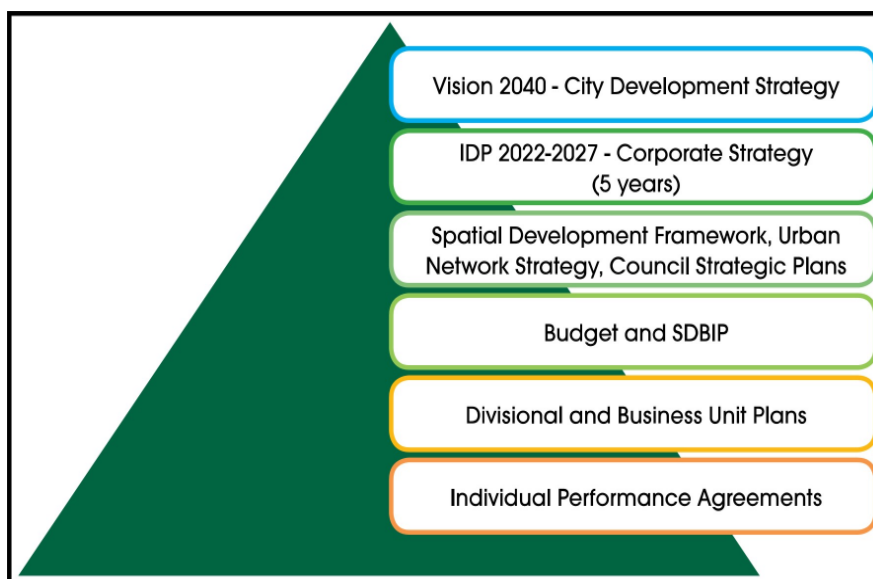
	<ul style="list-style-type: none"> • Shortage of staff. • Lack of training & development of staff & media negative reports about the municipality results to high turnover of staff 	
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6.6 DEVELOPING A STRATEGY TOWARDS DEVELOPMENT

INTRODUCTION

The following diagram provides a summary of how the different plans in the Municipality align and inform each other. The over-arching and direction-giving document that informs all operations and expenditure by the Municipality is Vision 2040. This is briefly summarized below.

FIGURE 5: Corporate Strategy for the Msunduzi Municipality



6.7 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)

The SDBIP has been operational for several years. The SDBIP 2024/25 was approved by the Mayor during June 2024. Taking cognizance of issues previously raised by the Auditor General, the Office of the Municipal Manager embarked on initiatives to ensure that the content of the SDBIP is 'SMART', and that better alignment exists between the IDP, Budget, and SDBIP.

6.8 MONITORING OF THE IDP THROUGH THE PERFORMANCE MANAGEMENT SYSTEM (PMS)

The Msunduzi Municipality has an approved Organizational Performance Management System (OPMS) Framework and Individual Performance Management System (IPMS) policy, which serve as the guideline documents for the implementation of the Performance Management System (PMS) within the Municipality. The implementation of performance management is guided by various legislative prescripts and requirements. The OPMS Framework is inclusive of the following interrelated processes:

Planning.

Implementation.

Monitoring.

Evaluation.

With the approval of the Organizational Performance Management System (OPMS) and the Individual Performance Management System (IPMS) policies, Council has embarked upon the process of cascading performance agreements from the Municipal Manager to the Senior Manager level being levels 1 – 3 in the organization. With the signing of the performance agreements, it becomes mandatory to keep a Portfolio of Evidence, to enhance performance reporting at all levels. A Standard Operating Procedure on the development of Portfolios of Evidence has been approved by Council to have a clear process to collate and store information that is verified, accurate, reliable, and complete.

The Msunduzi Municipality's PMS is the primary mechanism to monitor, review, and improve the implementation of its IDP and gauge the progress made in achieving the objectives set out in the IDP. In addition, the Municipality's PMS facilitates increased accountability, learning, improvement, as well as providing early warning signals to facilitate decision-making.

The PMS monitors actual performance against set targets and contractual obligations. Effective service delivery relies upon the IDP, efficient utilization of all resources and the PMS being closely integrated across all functions at an organizational and individual level. The most valuable reason for measuring performance is that what gets measured gets done.

Once performance planning and the IDP have been completed and departmental SDBIP's are in place, they need to be implemented by executing the work in accordance with these plans. As the work is executed, it needs to be continuously monitored and periodically measured and reported on. Reporting requires that the Municipality takes the priorities of the organization, its performance objectives, indicators, targets, measurements, and analysis, and presents this information in a simple and accessible format, relevant and useful to the specific target group, whilst meeting the legal prescripts for reporting.

7. EXTERNAL ROLE PLAYERS

7.1 External Role Players: Public Sector and Civil Society, CBOs, and NGOs

Office of the Premier

The Office of the Premier through the Director General performs, amongst others, the following roles, and responsibilities:

- Coordinate Medium Term Frameworks and Strategic Plans of the Provincial Departments, by ensuring that strategic plans are carried through various departments and translated into meaningful programs. Projects are also carried through municipalities across the Province of KZN and IDPs for a such as MMs, Mayors and technical groups involved in project-based initiatives.
- Render support, monitor various sector departments including the Department of Cooperative Government and Traditional Affairs
- Intervene in situation where non-performance of Provincial Departments becomes a matter of concern, including participation in IDP review process, especially at the district sphere of government

7.2 Department of Cooperative Governance and Traditional Affairs (COGTA)

COGTA is responsible, amongst other things, to:

- Ensure horizontal alignment of the IDPs for various municipalities (including uMgungundlovu District Municipality and other seven local municipalities including Msunduzi Municipality.
- Ensure vertical sector alignment between provincial sector departments, provincial strategic plans and the IDP process at local and district level by:
- Guiding the provincial sector departments' participation sector in and their required contribution to the municipal planning process; and
- Assessing the credibility of IDPs and aligning their sectoral programmes and budget with the IDPs.
- Ensure alignment between Provincial Departments and designated parastatals within provincial departments.
- Efficient and effective financial management of provincial IDP grants where applicable.
- Monitor the progress of the IDP processes through the uMgungundlovu District Municipality and through the IDP Managers Forum.
- Facilitate and coordinate IDP drafting processes, where needs expressed.
- Facilitate capacity building including IDP specific training where necessary; and
- Co-ordinate and manage the MEC's IDP assessments.

7.3 Sector Departments

- Contribute knowledge, expertise and execution on development and planning agenda and priorities.

- Provide relevant information on provincial sector department's development plans, programmes, budgets, objectives, strategies, and specific projects aligned to the PGDS and PGDP.
- Ensure alignment of strategic objectives, strategies, and projects with the IDP process and alignment of local, district, provincial and national priorities
- Contribute towards technical expertise and knowledge to enhance municipal service delivery.

7.4 The uMgungundlovu District Municipality

- The District Municipality will have the same role as Msunduzi but only in the preparation of District.
- IDP framework but the role of district municipality on a local level is the coordination of IDP processes for local municipalities and this include:
- Ensuring the horizontal alignment of IDP's of the municipalities in the district area.
- Ensuring the horizontal alignment between the district and local planning.
- Facilitation of vertical alignment of IDPs with the sphere of government and the sector departments.
- Preparation of joint strategy workshops with local municipalities, provincial and national role players, and other subject specialists.
- Providing a Shared Service Centre that is responsible to provide technical support to the local municipalities within the district.
- Establishment of intergovernmental structures.

7.4.1. District Development Model (DDM) - The uMgungundlovu District Development Model Profile

uMgungundlovu District One Plan process was initiated in 2019 with the development of the District Development Model 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. Additionally, the DDM is an operational model for improving Cooperative Governance aimed at building a capable, ethical Developmental State. It embodies an approach by which the three spheres of government and state entities work in unison in an impact-oriented way, and where there is higher performance and accountability for coherent service delivery and development outcomes. The DDM One Plan is a 25 to 30-year strategic plan that transcends the planning period of at least five IDP planning cycles and is anchored on the development of a 'One Plan' for the region spatially. The 1st Option of the vision has been approved: - "By 2052 UMDM will be a viable, innovative and resilient region that is built on sustainable economic growth and accountability".

Objective of the District Development Model Profile

- Coordinate a government response to challenges of poverty, unemployment, and inequality particularly amongst women, youth and people living with disabilities.
- Ensure inclusivity by gender budgeting based on the needs and aspirations of our people and communities at a local level.
- Narrow the distance between people and government by strengthening the coordination role and capacities at the District and City levels.
- Foster a practical intergovernmental relations mechanism to plan, budget and implement jointly to provide a coherent government for the people in the Republic; (solve silo's, duplication, and fragmentation) maximize impact and align plans and resources at our disposal through the development of "One District, One Plan and One Budget".
- Build government capacity to support to municipalities.
- Strengthen monitoring and evaluation at district and local levels.
- Implement a balanced approach towards development between urban and rural areas.

7.5. IDP Representative Forum Stakeholders

The IDP Stakeholder Representatives are comprised of all stakeholders that will be invited, through various public engagement activities, to provide input towards the review of the IDP.

- Rate Payers Associations
- Traditional leaders.
- Ward Committees.
- Stakeholder representatives of organized groups.
- Advocates of unorganized groups.
- Resource persons.
- Other community representatives.
- National and Provincial Departments regional representatives.
- NGO's.
- Parastatal organizations.

7.5.1. Role of the IDP Representatives Forum Stakeholders

The role of the IDP Representatives Forum Stakeholders is as follows:

- Represent the interest of the respective constituencies in the IDP process.
- Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government.
- Ensure communication between all the stakeholder representatives including municipal government.
- Monitor the performance of the planning and implementation process.
- To institutionalize participation in integrated development planning.
- Participation to ensure geographical and social representation.

- Provide an organizational mechanism for discussion, negotiation and decision-making between the stakeholders and municipal government.
- Ensure communication between all stakeholder's representatives and the Msunduzi Municipality
- Monitor performance of the planning process
- Represent interests and contribute knowledge and ideas in the planning process by."
- Participating in the IDP Rep Forum to:
- Inform interest groups, communities, organizations on relevant planning activities and outcomes.
- Analysis issues, determine priorities, negotiate, and reach consensus.
- Conducting meetings/ workshops with groups, communities' organizations to prepare for and follow-up on relevant planning activities.
- Representatives to have mandate to represent the interests of their constituents in the integrated development planning process.
- Participate in designing project proposals and / or assess them.
- Discuss and comment on the draft Integrated Development Plan.
- Comment on and discuss alignment of annual business plans and budget with integrated development plan.

(i) Code of conduct for IDP RF Members

- Meetings schedule (frequency and attendance) every six weeks and at least once for every phase
- Agenda, facilitation, and documenting of meetings- IDP management
- Feedback to constituents
- Require simple majority for decisions.
- Dispute resolution as per institutional structures recommendations- role of provincial department.

7.6. South African Cities Network

The South African Cities Network was established in 2002 as a knowledge-sharing and learning network for the 9 largest cities in South Africa they assist the Municipality as follows:

- Updates leaders on current and emerging changes and trends in urban policy across the world and in South Africa.
- Promotes innovation and strategic thinking between cities and other spheres of government.
- Assist in the development of long-term planners such as the CDS.
- Fosters cooperation and exchange of best practice.
- Generates options and make recommendations to network members.
- Mobilizes the capacity of cities to support local government and national development; and
- Strengthens linkages between cities, towns, and rural area.

8. ORGANIZATIONAL/INSTITUTIONAL ARRANGEMENTS (Distribution of Roles and Responsibility within the Municipality)

8.1 The role of the Msunduzi Municipal Council

- To adopt the IDP Process plan.
- Be responsible for the overall management and coordination of the planning process.
- Adopt and approve the final IDP and.
- Ensure that annual business plans, budget and related development activities are based on the approved IDP.

8.2 The role of the Executive Committee

- Manage through the Municipal Manager or alternative the review process.
- Recommend the IDP review process to the Council.
- Recommend the IDP revisions to the Council.
- Allocate resources for reviewing the IDP.
- Manage the development of the IDP.
- Approve and adopt indicators and targets.

8.3 The composition of the Political IDP/Budget Steering Committee

a) Comprising:

- The Mayor
- The Deputy Mayor
- The Executive Committee Members
- The IDP Champions (elected from the different party caucuses)
- Municipal Manager (or alternate) (chair)
- Deputy Municipal Managers (DMMs)
- Two representatives from IMATU and SAMWU
- Municipal Manager's Coordinating Committee (IDP Broad Planning Technical Committee)

b) The role of the Political IDP Steering Committee will be:

- Commission IDP planning studies, programs, and projects.
- Process, summarize and document outputs from subcommittees, teams etc.
- Recommend amendments to the contents of the IDP.
- Prepare, facilitate, and document meetings and workshops.
- Ensure alignment and participation in the determination and prioritization of plans and programs in the spirit of cooperative governance.

8.4 Municipal Manager's IDP/Budget Technical Steering committee

(a) Comprising:

- The Municipal Manager
- Manager: IDP

- Manager: Mayors and Speakers Office
- Manager: Budget
- Manager: PMU
- Manager: PMS
- Admin support

(b) The role of the Technical IDP/Budget Steering committee:

- Prepare the IDP review process plan.
- Identify resources people.
- Coordinate and manage the components of the planning process, including: Stakeholders' meetings and Meeting deadlines
- Horizontal and vertical aligns.
- Compliance with national and provincial requirements

8.5 Ward Councilors

Ward councilors will play a pivotal role in the preparation of the IDP process, both in terms of the technical and community participation process. They will act as the main interface between the council and communities. Primary responsibilities would include:

- Organizing public consultation and participation at ward level.
- Dissemination of the information from council to constituents and vice versa.
- Identification of issues and projects at a ward level.
- Participating in the approval and ongoing monitoring of approved IDP.
- Identify and encourage unorganized groups to participate in the IDP process.

8.6 The Municipal Manager

The Municipal Manager will be responsible for overall management of the IDP process and Remains accountable for the overall IDP process as required in terms of the Municipal Systems

Act as follows:

- To ensure that the Process Plan is finalized and adopted by Council.
- To adjust the IDP according to the proposals of the MEC.
- To identify additional role-players to sit on the IDP Representative Forum.
- To ensure the continuous participation of role players.
- To monitor the participation of role players.
- To ensure appropriate procedures are followed.
- To ensure documentation is prepared properly.
- To carry out the day-to-day management of the IDP process.
- To respond to comments and enquiries.
- To ensure alignment of the IDP with other IDP's within the District Municipality.
- To co-ordinate the inclusion of Sector Plans into the IDP documentation.
- To co-ordinate the inclusion of the Performance Management System (PMS) into the IDP.
- To submit the reviewed IDP to the relevant authorities.

8.7 Officials

The officials of Msunduzi Municipality will ultimately be responsible for the implementation of the IDP Process and such will play a key role in the development of the IDP's specific activities that will be undertaken by the officials. This includes:

- Provision of relevant technical and financial information.
- Development of strategies and project plans.
- Providing inputs regarding the financial and technical feasibility aspects of projects and strategies identified by committees.

8.8 Top Management Committee (TMC)

This is the strategic high-level committee of the top management Deputy Municipal Managers and is chaired by the Municipal Manager and they meet every Monday of the week to provide strategic direction and decisions on behalf of the administration. Specific terms of reference are available and revolves around the above points.

Top management Committee have the highest authority and are responsible for the entire Municipality. They control and oversee if their respective unit goes in the direction they want. They make decisions about where the unit is headed. And they also develop municipal goals, strategic plans, and policies. In addition, they play an important role in allocating and mobilizing Municipal resources.

Committees	Members	Convening dates
Top Management Committee (TMC)	Municipal Manager and All Deputy Municipal Managers	Every Monday 08h00

8.9 Portfolio Committees

In terms of the Portfolio Committees there is a comprehensive list of terms of reference, and these Portfolio Committees are chaired by the members of the Executive Committee with delegated powers from the Executive Committee.

8.10 Management Committee (MANCO)

Msunduzi Municipality has strong Senior Management structures in place aimed at ensuring that the municipality functions in an effective and efficient manner.

COMMITTEE	MEMBERS	CONVENING DATES
Management Committee (MANCO)	Municipal Managers, All Deputy MM and Senior Managers	Once a month
Extended Management Committee	Municipal Manager, DMM, All Senior	First Monday of each Quarter

	Managers and All Managers	
Business Units Manco	Deputy Municipal Managers with their respective managers	Every first Monday of the month

9. MECHANISMS AND PROCEDURES FOR PARTICIPATION

9.1 FUNCTIONS AND CONTEXT FOR PUBLIC PARTICIPATION

Four major functions can be aligned with the public participation process namely:

- Needs identification.
- Identification of appropriateness of proposed solutions.
- Community ownership and buy-in.

9.2 MECHANISMS FOR PARTICIPATION

The following mechanisms for participation will be utilized:

(i) IDP Representative Forum

A variety of public participation engagements will take place whereby all IDP Stakeholder Representatives will be invited as per the Stakeholders database.

(ii) Traditional Media, social media, and virtual meetings

The local newspapers (commercial and community) will be used for the publishing of all relevant notices and invitations. In addition, the municipality's newspaper, 'Msunduzi News', will be used as a mechanism to educate and inform the public on progress and processes related to the IDP.

(iii) Radio Slots

The community radio station will be utilized to make public announcements where necessary.

(iv) Survey Questionnaires

These will be prepared in English and isiZulu and be distributed at the IDP/ Budget Izimbizo that will be conducted in all five (05) ABM areas. The objective of the questionnaires is to solicit the needs from members of the community. The input from these questionnaires will be consolidated and analyzed towards the development of a needs analysis.

(v) **The Municipality's Website**

The Municipality's website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for people and service providers to download.

(vi) **IDP/ Budget Izimbizo**

The Msunduzi Municipality plans to host IDP/ Budget Izimbizo in all five (05) ABM zones. Dates are contained in table 16. The details and invitation to these meetings will be publicized in the local media.

10. ALIGNMENT MECHANISM

(i) **National Linkages**

The national sphere provides a framework for the preparation of the Sector plans, and funding where possible. This contributes to the creation of normative frameworks and consistency between municipalities.

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

(ii) **Provincial Level**

As with the National Government, Provincial Government should prepare Sectorial. Guidelines and funding for the preparation of these plans. The preparation of the Sector plans and programs and both local and district programs also need to be coordinated and aligned.

(iii) **As a Local Municipality**

Msunduzi will participate in all district-level alignment events and specific alignment meetings. The municipality will also contribute strategies in addressing district-level issues during the alignment meetings. The municipality will also arrange for alignment meetings with neighboring municipality to discuss development issues of mutual concern. meetings with neighboring municipality to discuss development issues of mutual concern.

Table 16 below; indicates the various milestones/ activities which all contribute towards ensuring that the process involving the review of the IDP results in alignment of the budget, IDP and the PMS.

11. COST ESTIMATE

- (i) **The IDP Unit has been allocated a total of +- R 4 000 000.00**

This amount will cover the 5 Zonal Mayoral Izimbizo that the municipality host during the months of April/May. The zones are namely Vulindlela (Zone 1), Edendale (Zone 2), Imbali (Zone 3), Central (Zone 4) and Northern Areas (Zone 5). The anticipated number of attendees to our Izimbizo is expected to be +- 10 000 people. This cost also covers our publications and advertising expenses.

Due to cost containment the Integrated Development Plan (IDP) and Spatial Development Framework (SDF) will be done in-house.

12. PROCEDURES AND PROCESS FOR PARTICIPATION.

Table 16 below indicates the milestones/ activities towards the approved IDP, Budget and PMS for the 2025/ 2026 financial year:

**Table 16 IDP/ Budget/OPMS Process Plan in Preparation
for the 2025/ 2026 Financial Year**

JULY 2024				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
OPMS	Signed S57 Manager's Performance Agreements – S53 MFMA and S57 MSA	12 th of July 2024	PMS Unit	Signed performance agreements and place on website within 14 days.
IDP	IDP/Budget and OPMS Process Plan meeting	16 th of July 2024	IDP/PMS	Attendance Register
OPMS	Data Collection, Preparation, and finalization of the annual performance report 2023/2024	03 rd of July – 15 th of August 2024	OPMS	Draft Annual performance report
IDP	Meeting with the district family of municipalities	19 th of July 2023	IDP	Attendance registers and draft framework plan
Finance	Preparation and finalization of the annual financial statements / consolidated financial statements 2023/2024	July – August 2024	Budget	Annual financial Statements
IDP	IDP Representatives Forum	26 th of July 2024	IDP	Attendance Register Minutes Invites Presentations
IDP- BUDGET- OPMS	Prepare 2025/2026 IDP / Budget /OPMS Process Plans	29 th of July 2024	Municipal Manager/ Director Strategy and City development /PMS BTO	Drafts Process Plan submitted to Top Management Committee (TMC)
IDP	Provincial Planners forum	31 st of July 2024	Municipal Manager/IDP	Attendance & Minutes

IDP	Circulate the draft Process plan internally for preliminary comments and inputs Including EXCO	29 th of July 2024	Municipal Manager/ IDP	Circulated draft
IDP	Submit Draft Framework/Process Plans to COGTA and Treasury	31 st of July 2024	Municipal Manager/ IDP	Letter of acknowledgement from COGTA

AUGUST 2024				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	Collect data to review Status Quo of the IDP	08 th of August 2024	Municipal Manager /IDP	Verified data
COGTA (IDP)	IDP Coordination finalize letters, assemble Templates, and formulate Report	07 th – 30 th of August 2024	COGTA (IDP)	Finalized letters and reports signed by the MEC and will receive compiled populated IDP and SDF templates and disseminate.
IDP	Business unit internal alignment and working group (IDP Review Committee)	19 th of August 2024	IDP	Attendance Register Minutes Invites Presentations
IDP	Collect data to review Status Quo of the Municipality	23 rd of August 2024	Municipal Manager /IDP DMM's	Verified data
IDP- BUDGET AND OPMS	Assess the status of sector plans and policies	02 nd – 16 th of August 2024	Municipal Manager, IDP, DMM's	Updated table indicating status of reviewed. Strategies, sector plans And policies.

IDP	➤ MEC Panel assesses Submitted 2024-25 IDPs ➤ Draft Process Plan comments	31 st of July – 30 th of August 2024	MEC Panel	Results of the assessment and response
IDP	IDP technical budget steering committee meeting	29 th of August 2024	IDP	Attendance Register Minutes Invites Presentations
OPMS	2023 / 2024 Annual Performance Report submitted to Auditor General– S46 MSA	30 th of August 2024	Municipal Manager / Manager PMS	Letter of acknowledgement
BUDGET	2023/2024 Annual financial Statements and submitted to the Auditor General	30 th of August 2024	BTO	Letter of acknowledgement
OPMS	Internal Audit reports on Performance information must be Submitted to the MM	Quarterly	Municipal Manager / Internal Audit / PAC	Quarterly Internal Audit Reports on performance
OPMS	Performance Audit Committee – S45 MSA and Reg 14 PPMR	Quarterly	Municipal Manager / Internal Audit / PAC	Quarterly Internal; Audit Reports on Performance
Finance	Safe City (Municipal Entity) to submit to the Municipality and the Auditor General its annual financial statements for auditing	On or before the 30 th of August 2024	Municipal Manager/ CFO	Safe City Annual Financial Statements
	TABLE DRAFT PROCESS PLAN TO COUNCIL (LAST WED OF AUG			

SEPTEMBER 2024				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS

IDP	Advertise Process Plans	04 th – 26 th September 2024 (21 days after adoption)	Municipal Manager / IDP	Copies of adverts
IDP	Business unit internal alignment and working group (IDP Review Committee)	12 September 2024	IDP	Attendance Register Minutes Invites Presentations
IDP	Meeting with the District Municipality/Planning Sub Cluster on IDP/ cross boarder alignment	18 th of September 2024	Municipal Manager	Draft status Quo Report
IDP	IDP Phase 1 analysis/Status quo	27 th of September – 29 th of October 2024	Municipal Manager	Exco/Resolution
IDP	Planning Indaba/MEC Panel Feedback	26 th of September 2024	Municipal Manager	Final IDP Assessments
IDP	IDP Coordination finalize letters, assemble Templates, and formulate Report	30 th of Sept 2024	IDP	Letter disseminated to Mayor by COGTA
IDP-INCORPORATING BUDGET AND OPMS	Adoption of final Draft Process Plan to Full Council Committees	30 th of September 2024	Municipal Manager	Council Resolution
OPMS	Data collection commences for the compilation of a first draft of the annual report – an e-mail with a template attached will be forwarded to respective individuals responsible for required information submissions to complete the annual report 2023/2024 - Submissions to be received by the end of September 2024.	September 2024	Municipal Manager/OPMS	Populated Draft Annual Report templates

OCTOBER 2024				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
OPMS	Finalize 1st draft of the Annual report 2023/2024 and forward to the Municipal Manager for comment	2 nd – 14 th of October 2024	Municipal Manager DMM's/OPMS	Draft Annual Report
OPMS	Draft completed and forwarded to Auditor General for comments / changes if required	14 th -21 st of October 2024	Municipal Manager DMM's/OPMS	Draft Annual Report
BUDGET	2024/25 first quarter budget review	23 rd of October 2024	Budget/ Treasury unit	Budget review report
IDP	IDP Representative Forum	25 th of October 2024	IDP	Attendance Register Minutes Invites Presentations
NOVEMBER 2024				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
OPMS	2nd draft of Annual report completed and forwarded to Municipal Manager for comment.	On or before the 29 th of November 2024	Municipal Manager DMM's/OPMS	Draft Annual Report

IDP	IDP/Budget steering Committee Meeting	14 th of November 2024	IDP	Attendance Register Minutes Invites Presentations
IDP	Review municipal strategies	1 st – 11 th of November 2024	Municipal Manager DMM's	Report on reviewed strategies submitted to SMC
BUDGET	2025/2026 Interdepartmental Budget Inputs	1 st - 30 th of November 2024	DMM'S Council Internal Departments	Completed templates from BTO
IDP / OPMS /BUDGET	Develop the measurable objectives for the next financial year and include the required budget for achieving those objectives	06 th - 29 th of November 2024	Internal Departments	Reports /inputs in required format.
OPMS	Internal Audit Reports on performance information must be submitted to the MM	Quarterly	Municipal Manager / Internal Audit / PAC	Quarterly Internal Audit Reports on performance
IDP	COGTA world Planning Day celebrations	08 th of November 2024	IDP	Participate

IDP	Strategies Report to Exco/Full Council	27 th of November 2024	Municipal Manager/ IDP	Reviewed strategies report submitted to Council for approval
IDP	Sector – Municipal Alignment sessions Under the auspices of COGTA and uMgungundlovu	13 th to the 27 th of November 2024	COGTA, Municipal Representative managers, Sector Departments and State-Owned Enterprises (SOEs)	Alignment of MTSFs, MTEFs, programs and budgets

IDP	Public Consultation (Meeting with Stakeholder MARRC)	18 th - 22 nd of November 2024	IDP/Budget	Attendance Register Minutes Invites
IDP	IDP Best Practice Conference and IDP Alignment session BY COGTA	29 th of November 2024	IDP	Make logistical arrangements. Hand out of certificates and trophies on 2020/21 IDP assessment results
IDP BUDGET	Advertise proposed rates and tariffs	29 th of November 2024	BTO	Proposed rates and tariffs advertised in local media.
DECEMBER 2024				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	Prioritization of IDP projects	2 nd to the 10 th of December 2024	Municipal Manager/ IDP, DMM's	Projects prioritization lists integrated into the IDP
IDP	Business unit internal alignment and working group (IDP Review Committee)	04 th of December 2024	IDP	Attendance Register Minutes Invites Presentations
Finance	Proposed Sap Pilot Mode (Draft Budget)	06 th of December 2024	SM: Expenditure	
JANUARY 2025				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS

OPMS BTO	2024/25 Mid-year budget and performance assessment review – S72 MFMA	24 th of January 2025	Municipal Manager / CFO / GM's / PMS DD	Mid-year budget and performance report submitted to Council for approval
OPMS IDP BUDGET	Table 2023/2024 Draft Annual Report in Council	31 st of January 2025	Municipal Manager/PMS	Annual Report tabled to the Council
OPMS/BU DGET	Municipal entities to table their proposed three-year budget to council	29 th of January 2025	Municipal Manager/CFO/Board members	Draft budget for the municipal entities
OPMS	Schedule Performance Audit Committee meetings twice a year – Reg 14 PPMR	29 th of January and 31 st of July 2025	Municipal Manager / Internal Audit / PAC	Minutes of committee meetings

FEBRUARY 2025				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	IDP Stakeholders Meeting (on 2024/2025 Reviewed IDP process)	07 th of February 2025	IDP	present, discuss and adopt reviewed provincial IDP management plan. present, discuss and adopt reviewed IDP. assessment criteria
IDP	Business unit internal alignment and working group (IDP Review Committee)	10 th of February 2025	IDP	Attendance Register Minutes Invites Presentations

IDP BUDGET	Meeting of COGTA Sector Departments and Municipalities on IDP drafting and assessment process for 2025/2026	12 th of February 2025	COGTA Sector Departments and Municipalities	Attendance
IDP	IDP technical budget steering committee meeting	19 th of February 2025	IDP	Attendance Register Minutes Invites Presentations
IDP- BUDGET- SDBIP	Alignment of IDP and Budget towards draft budget and SDBIP	24 th – 26 th of February 2025	Municipal Manager/PMS/ BTO/ DMM's	Completed templates. Aligned to Budget/ IDP / SDBIP format
MARCH 2025				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUT
IDP/ BUDGET	Alignment of IDP and Budget towards SDBIP	11 th of March 2025	Municipal Manager/IDP/PMS	Completed Templates Alignment to IDP format
IDP	IDP SDF working session	7 th – 11 th of March 2025	IDP	Attendance Register Minutes Invites
IDP	IDP Representative Forum meeting	14 March 2025	MM/IDP	Alignment document and input into the draft IDP
OPMS IDP	Review organizational. Scorecard for inclusion into draft IDP (Ensure draft scorecard indicators are Aligned to IDP objectives)	14 th -18 th of March 2025	Municipal Manager/ DMM's / IDP Manager/ PMS Manager	Reviewed Organizational Scorecards

IDP BUDGET	Draft 2025/2026 IDP/ Budget Review to Full Council	25 th of March 2025	Municipal Manager/ IDP BTO	Present Draft IDP, Budget to Full council, council Resolution.
IDP BUDGET OPMS	Submit 2023/2024 Oversight Report and final annual Report to council for approval.	28 th of March 2025	Political Support	Council Resolution
IDP BUDGET	Submission of Draft IDP/Budget to COGTA and Treasury	28 th of March 2025	Municipal Manager/ IDP BTO	Proof of submitting the draft IDP on time to COGTA
SDBIP	Municipalities submit draft 5 year and 1-year organizational scorecards Reviewed 2025/26 to Treasury	31 st of March 2025	Municipal Manager PMS	Proof of submission of draft reviewed SDBIP
Finance	IDP/Budget module phase 2 pilot	31 st of March 2025	S.M Expenditure	

APRIL 2025				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP BUDGET	Advertise the draft IDP/Budget	04 th of April 2025	Municipal Manager/ IDP BTO	Issue a public notice on the draft IDP and Budget within 21 days
IDP & BUDGET	Incorporate public comments on Draft IDP and Budget	March - April 2025	All Municipalities	Incorporated comments
IDP	Draft IDP assessment sessions by COGTA: uMgungundlovu	07 th of April 2025	IDP	Assessment of IDPs Fill out templates and disseminate to municipalities.

				Receive populated assessment templates. Incorporate comments into Final IDP.
IDP & BUDGET	Councilors Strategic Planning session	14 th – 18 th of April 2025	Mayor EXCO/ MPAC SMC All councilors	Leadership strategic Planning Conducted.
IDP & BUDGET	Ward Committee workshop	22 nd of April 2025	Mayor EXCO/ MPAC SMC All councilors Ward committees	Leadership strategic Planning Conducted.
IDP	Zonal IDP / Budget Izimbizo	April - May 2025	Municipal Manager / IDP BTO ABM	IDP / Budget Izimbizo Conducted in all 5 ABM. zones
IDP	Draft WBPs assessment by COGTA	18 th – 22 nd of April 2025	IDP	Assessment of WBPs, including WBP alignment to IDPs. Fill out templates and disseminate to municipalities.
IDP & BUDGET	National Treasury Benchmark Session	25 th – 30 th of April 2025	SMC Budget IDP	Leadership strategic Planning Conducted.

MAY 2025				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	IDP Alignment and Draft IDP assessment feedback sessions:	05 th of May 2025	IDP	Make inputs on assessment findings

	uMgungundlovu & Harry Gwala			
OPMS	Draft scorecards develop and submit to the mayor	7 th -09 th of May 2025	PMS	Draft 2022/23 SDBIP
IDP-BUDGET	Incorporate public comments on Draft IDP and Budget	9 th -13 th of May 2025	Municipal Manager/IDP BTO	Finalized community input
IDP	IDP assessment feedback session based on the IDP assessment outcomes	14 th of May 2025	Municipal Manager/IDP	Attendance and reports
IDP	Incorporate comments from the assessments panel from COGTA.	20 th of May 2025	Municipal Manager/IDP	Response table
IDP	Business unit internal alignment and working group (IDP Review Committee)	16 th -23 rd of May 2025	IDP	Attendance Register Minutes Invites Presentations
IDP	IDP Representative Forum	23 rd of May 2025	Manager IDP	IDP Rep Forum Terms of Reference Sector Input Document.
IDP	Submission of the Final 2025-2026 IDP to Council	30 th of May 2025	Municipal Manager/ Manager IDP	Council resolution
JUNE 2025				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	IDP technical budget steering committee meeting	05 th of June 2025	Manager IDP	Attendance Register Minutes Invites Presentations

IDP	Submit and publish adopted IDP/Budget to COGTA and Public	10 th of June 2025(absolute deadline)	Municipal Manager/ Manager IDP, Senior Manager BTO	Copies of advert
OPMS	Publish the final 2025-2026 SDBIP	23 rd of June 2025	Manager PMS	Confirmation of Publication