

CITY OF CHOICE



PIETERMARITZBURG
MSUNDUZI

FINAL INTEGRATED DEVELOPMENT PLAN PROCESS PLAN 2023-2024



Well-run City 

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TABLE OF CONTENTS

ITEM	PAGE NO.
1. Introduction	3
2. Purpose of IDP Process plan	3
3. Legal Context of IDP	
3.1 The Process Plan	4
3.2 The Integrated Development Plan	
3.3 Annual Budget	
3.4 Disaster Regulations	5
4. Alignment of the IDP, Budget and Performance Management Processes	5
5. Status Quo Analysis	6
5.1 The Municipality at A Glance	6
6. The IDP Strategic Approach	12
6.1 The IDP Review Process for the development of the 2022/2027 IDP review	12
6.2 Public Participation	16
6.3 Sector Department Consultation	16
6.4 Community Identified Needs	16
6.5 Development Challenges	17
6.6 Developing a Strategy Towards Development	17
6.7 Spatial and Geographic Considerations	21
6.8 Service Delivery and Budget Implementation Plan (SDBIP)	21
6.9 Monitoring of the IDP Through the Performance Management System (PMS)	22
7. External Role Players	22
7.1 External Role Players: Public Sector and Civil Society, CBOs and NGOs	
8. Organizational/Institutional Arrangements (Distribution of Roles and Responsibility within the Municipality)	25
8.1 The Msunduzi Municipal Council	25
8.2 The Executive Committee	25
8.3 The IDP Steering Committee	25
8.4 Municipal Manager's Coordinating Committee	25
8.5 Ward Councilors	26
8.6 The Municipal Manager	26
8.7 Officials	26
8.8 Budget Steering Committee/ Finance committee.	26
8.9 Strategic Management Committee (SMC)	26
8.10 Portfolio Committees	27
8.11 Operational Management Committee	27
9. Mechanisms and Procedures for Participation	27
9.1 Functions and Context for Public Participation	27
9.2 Mechanisms for Participation	27
10. Alignment Mechanism	28
12. Procedures and Process for Participation	28



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 coal-face 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 realising the citizens' vision of a City of Choice Second to None.

2. THE PURPOSE OF 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 organisational 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 cognisance 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.

In order 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 has to include the following:



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

3.2.1. *Consults the local community on the Process Plan;*

3.2.2. *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 formalised 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).*

5. 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





6. 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. 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 2023-2024 and incorporates key amendments including the review of the Municipal Vision, Strategic Priority Areas, Goals, Value Statements, and includes long term targets for 2040.

6.1 THE MUNICIPALITY AT A GLANCE

POPULATION

In order to develop credible population and household projections it is important to review existing information together with past and current trends at a provincial, district and local level. Furthermore, the ABM areas have different social and economic compositions. These factors play a role in determining the future population growth in the designated ABM areas. A review of the anticipated growth rates for the next 5 years, 2022 - 2027 is provided below.

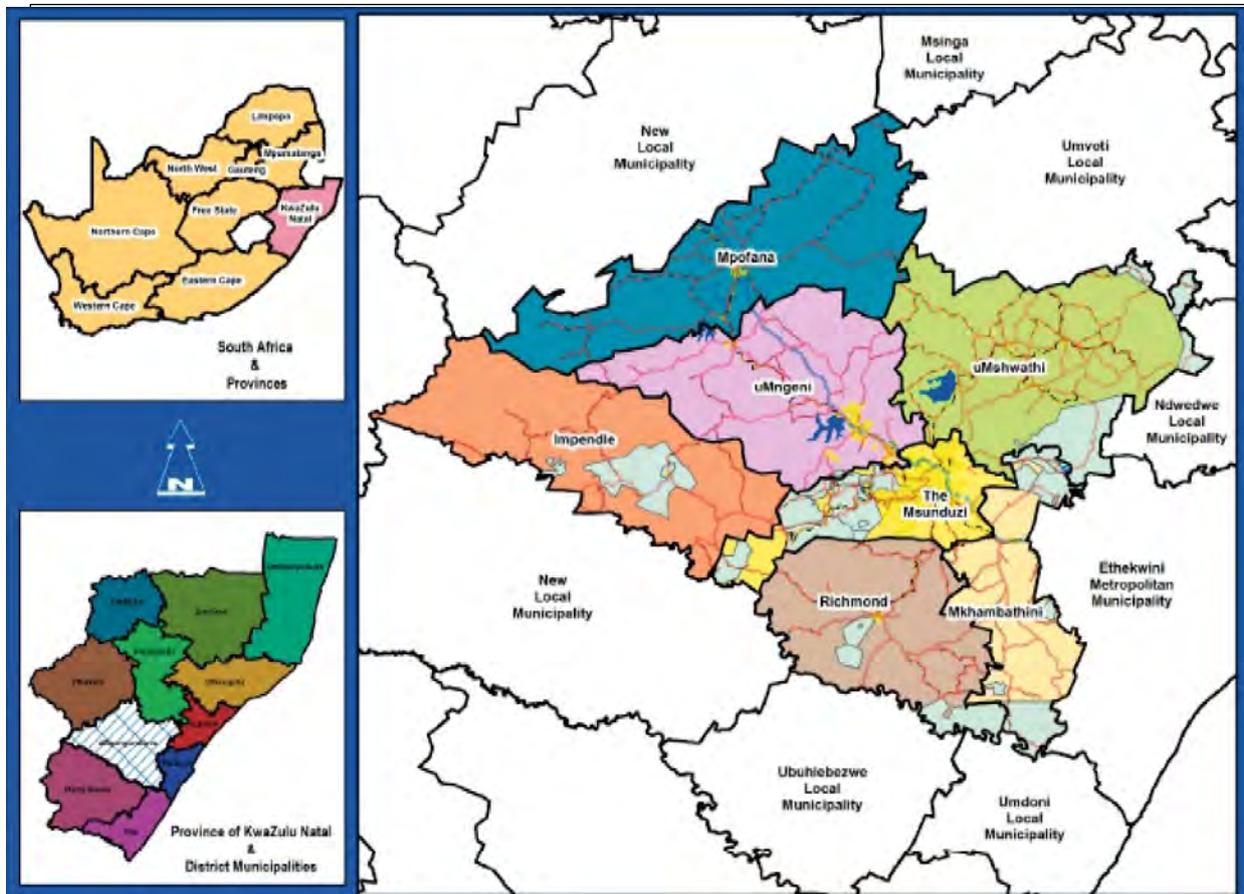
The basis of these projections is derived from the historical population growth rates experienced in the municipality between the 2001 and 2011 Census, which is estimated to be approximately 1.1%. This was higher than both provincial and district average which have been below 1%. In calculating the growth rate, each wards rate of growth was calculated and applied over the period and the summation of this is reflected in Table 8. An indication of the medium and high growth rate is also reflected below, but these scenarios are unlikely to be reached in the short term, given that the current growth rate continues to hold around 1%.

Year	Low population Growth 1.1	Medium Growth Rate 2.2%	High Growth Rate 3.3 %
2022	710,737	785,822	853,605
2023	718,697	803,111	879,215
2024	726,746	820,779	905,589
2025	734,886	838,836	932,757
2026	742,924	852,526	950,210

Derived on StatsSA census 2001, 2011 and communitySurvey2016 baseline data.



MAP 1: Locality Map

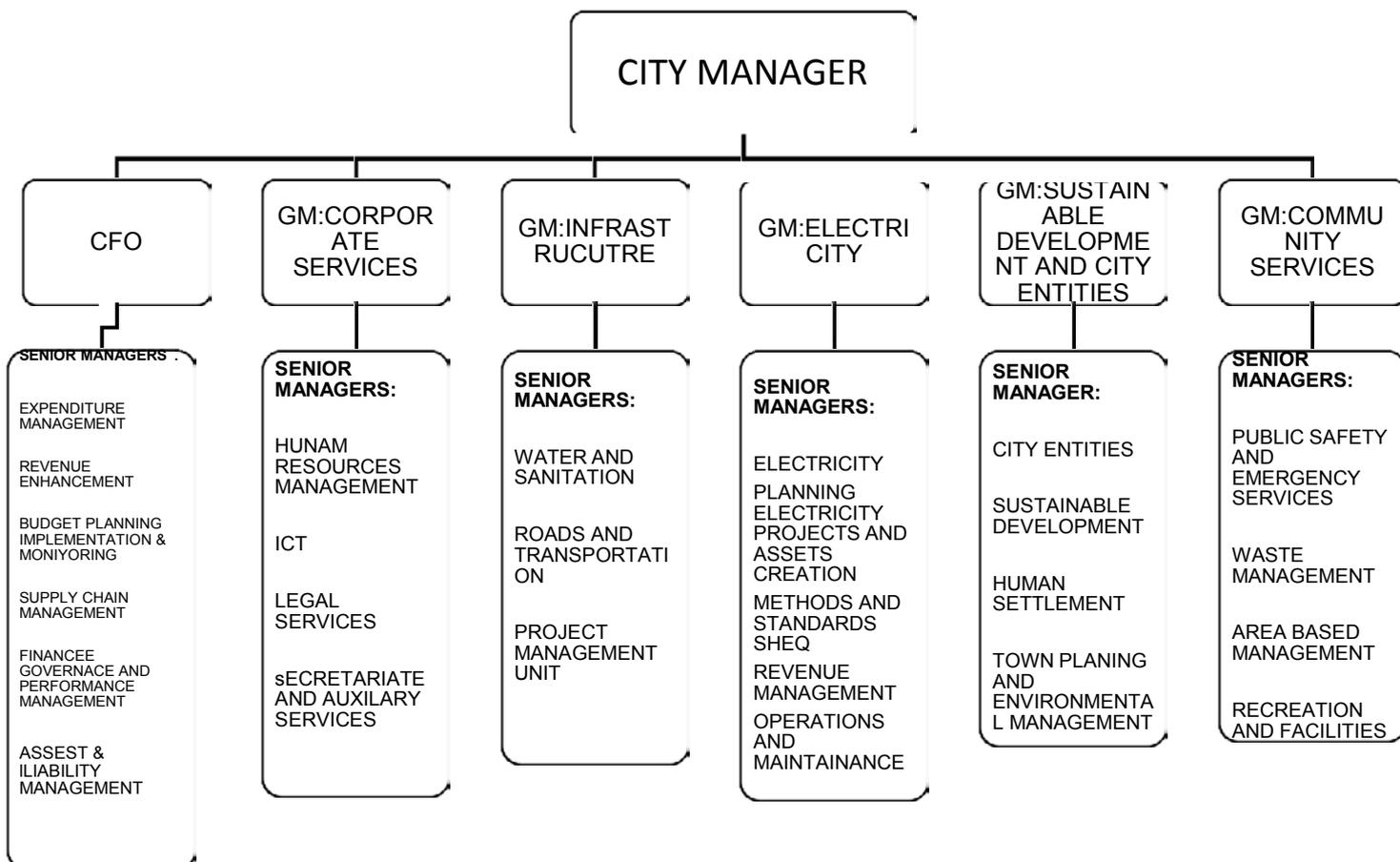


THE INSTITUTIONAL STRUCTURE

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



FIGURE 3: Functional Organogram



7. 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 2022)
- Provincial Priorities (State Of The Province Address 2022)
- Provincial Growth And Development Strategy
- Provincial Spatial Development Strategy (PSEDS)
- District plans
- Community surveys

7.1 THE IDP PROCESS FOR THE DEVELOPMENT OF THE 2022/23 IDP REVIEW



MEC ASSESSMENT OUTCOMES

The approved Msunduzi 2022/2027 IDP has been submitted to the MEC and the final report in this regard is still awaited. However, the following table indicates the MEC assessment of the 2021-22 Final IDP.

TABLE 3 :

No.	National KPA	MEC input	Progress to date
1	Municipal Transformation and Institutional Development	<ul style="list-style-type: none"> Update on the Draft Recruitment Policy. The municipality indicate if the Human Resource strategy is adopted and the implementation of the strategy. The municipality's current vacancy rate needs to be reflected in the IDP. 	Recruitment Policy is currently undergoing Council Committees for approval. Human Resource Strategy is still a draft document. Current vacancy rate has been included in the 2021/22 IDP.
2	Local Economic Development	<ul style="list-style-type: none"> The review/alignment of the Local Economic Development Strategy to the National Framework on Local Economic Development. Include the Municipality's contributions to Provincial and District Targets. 	LED Strategy has been reviewed and it is up to date.
3	Basic Service Delivery	<ul style="list-style-type: none"> Review the Local Integrated Transport plan and develop the Integrated Waste Management Plan. Update IDP information using information from Water Services Authority. Include plans to maintain and expand basic service delivery infrastructure. 	<p>An update on the implementation of the IWMP has been included.</p> <p>An update on the CIP has been included in the IDP document</p> <p>Infrastructure maintenance to be reviewed included in the IDP</p>
4	Financial Viability and Management	<ul style="list-style-type: none"> Municipality to include comprehensive presentation on the capital funding and expenditure. Include the debtor's age analysis. Include an asset renewal plan, plans to address Repairs and Maintenance challenges and the financial ratios. 	<p>Capital funding and expenditure has been included in the current IDP</p> <p>Debtor's age analysis has been included.</p>
5	Good	<ul style="list-style-type: none"> Appointment of Intergovernmental Relations officials and inclusion of Intergovernmental 	In progress



No.	National KPA	MEC input	Progress to date
	Governance and Public Participation	Relations indicators in performance agreements.	
6	Cross Cutting	<ul style="list-style-type: none"> • Include where the Spatial Development Framework strategic management priorities are. • Municipality must adhere to the KwaZulu-Natal Environmental Implementation and Management Plan. • Review/align Spatial Development Framework to Spatial Planning, Land Use Management Act and Spatial Development Framework Guidelines (2017). • Include a long-term spatial development vision, population growth estimates, capital expenditure framework and spatial alignment and integration of sectoral policies. 	SDF has been reviewed in line with SPLUMA

7.2 PUBLIC PARTICIPATION

A core part of the process plan for the IDP review will be public participation. The various public participation engagements are outlined and included in table 16.

7.3 SECTOR DEPARTMENT CONSULTATION

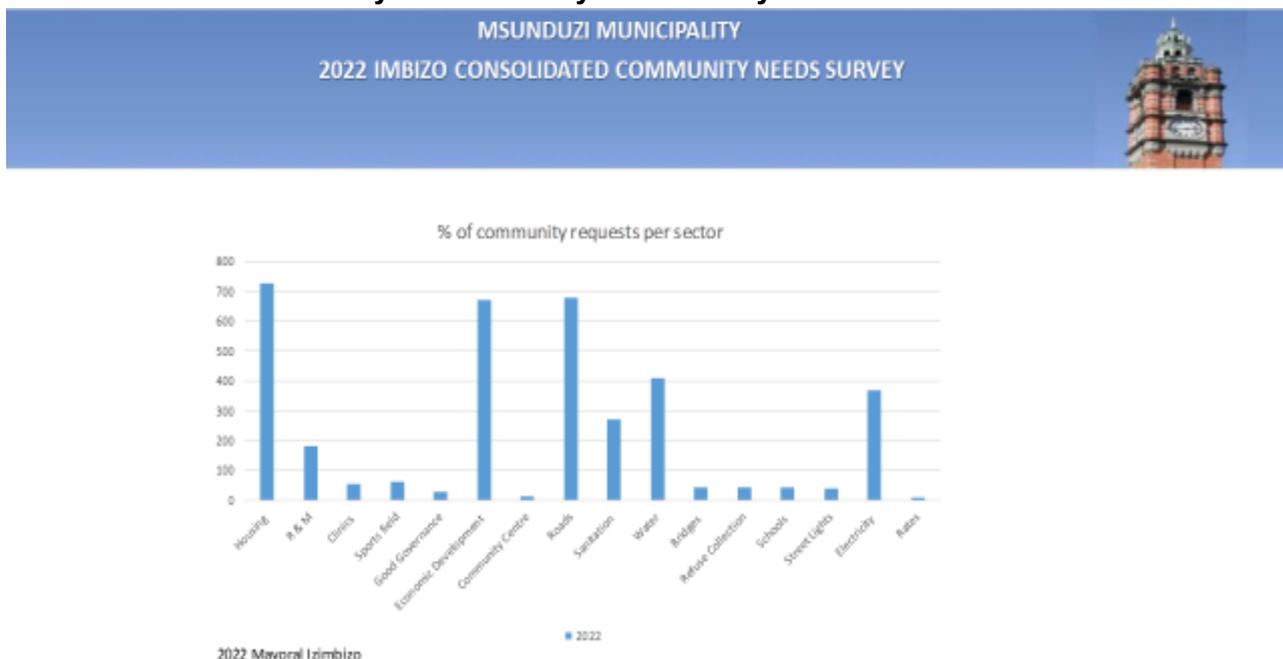
Sector Departments will be engaged as part of the IDP review process. The various public sector engagements are outlined and included in table 16.

7.4 COMMUNITY IDENTIFIED NEEDS

The following figure summarises 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 categorised according to the five national Key Performance Areas.



FIGURE 4: Summary of Community Needs Analysis



IDP KEY ISSUES

7.5 DEVELOPMENT CHALLENGES

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

TABLE 9:

IDP Key Issues and Corresponding Strategic Priority

KPA	KEY Challenges	CORRESPONDING Strategic Priority
Financial Viability And Management Good Governance	Revenue protection and enhancement.	6. A Financially Viable and Well-Governed
Basic Service Delivery	Addressing service delivery challenges in terms of water, sanitation, and electricity.	1. A well serviced city
	Integrated waste management and renewable energy.	1.A well serviced city 3.A Clean, Green City
Cross Cutting Interventions	Seamless movement of people, goods, and services in and around	An Accessible and Connected City



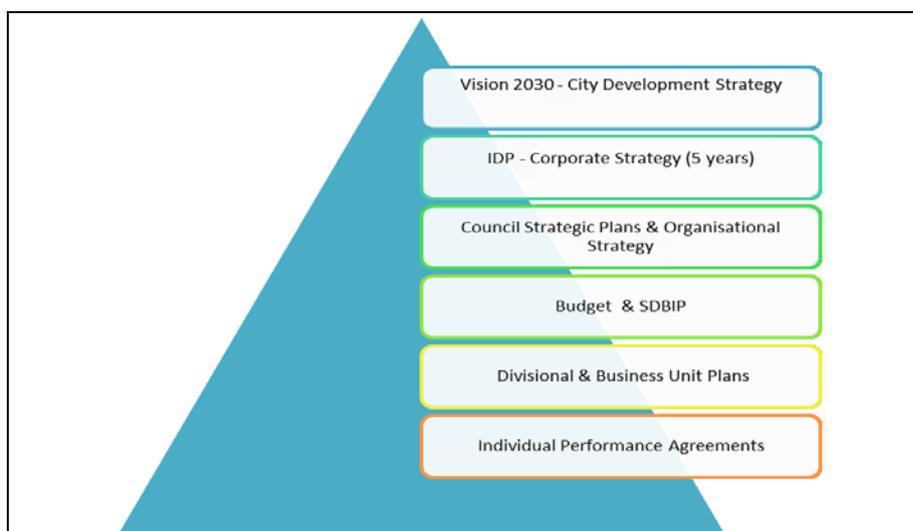
	the city.	
	City connectivity	An Accessible and Connected City
Municipal Transformation And Institutional Development	Institutional and individual performance	6. A Financially Viable and Well-Governed City
	management framework.	6. A Financially Viable and Well-Governed
	Institutional skills development and professionalization of the organisation.	6.A Financially Viable and Well-Governed City
	Improved capacity to spend on capital expenditure;	6. A Financially Viable and Well-Governed
	Filling of strategic critical vacant posts.	6.A Financially Viable and Well-Governed City
Local Economic Development	Economic growth leading to the creation	5. An Economically Prosperous City

7.6 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 summarised below.

FIGURE 5: Corporate Strategy for the Msunduzi Municipality



7.8 SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)

The SDBIP has been operational for several years. The SDBIP 2022/23 was approved by the Mayor during June 2022. Taking cognisance 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.

7.9 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 City 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, so as to enhance performance reporting at all levels. A Standard Operating Procedure on the development of Portfolios of Evidence has been approved by Council so as 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.

8. EXTERNAL ROLE PLAYERS

8.1 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 department 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.

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

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.



The 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.
- Establish and drive the functionality of DDM structures

IDP Stakeholder Representatives

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 organised groups;
- Advocates of unorganised groups;
- Resource persons;
- Other community representatives;
- National and Provincial Departments regional representatives;
- NGO's;
- Parastatal organisations.

Role of the IDP Stakeholder Representatives

The role of the IDP Stakeholder Representatives is as follows:

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



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

9.1 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.

9.2 The role of the Executive Committee

- Manage through the City 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

9.3 The composition of the IDP/budget Steering Committee

(a) Comprising:

- The Mayor
- The Deputy Mayor
- The Executive Committee Members
- The IDP Champions (elected from the different party caucuses)
- City 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 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

9.4 The composition of the Technical IDP/Budget Steering committee

(a) Comprising:

- The City 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
 - Meeting deadlines
 - Horizontal and vertical aligns
 - Compliance with national and provincial requirements

9.5 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



9.6 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 finalised 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.

9.7 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.

9.8 Budget Steering Committee/ Finance committee.

This committee will be responsible for ensuring that the budget as well as the IDP processes are aligned and do comply with MFMA. Activities of this committee will be reported to the council regularly.

9.9 Strategic Management Committee (SMC)

This is the strategic high level committee of the top management General Managers and is chaired by the City 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.

9.10 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.



9.11 Operational Management Committee

This committee is chaired by the City Manager and is a committee under SMC which is comprised of the Municipal Manager, General Managers and Senior Managers.

10. MECHANISMS AND PROCEDURES FOR PARTICIPATION

10.1 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;

10.2 MECHANISMS FOR PARTICIPATION

The following mechanisms for participation will be utilized:

(i) IDP Stakeholder Representatives

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 utilised 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 analysed 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 will hold 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.

11. ALIGNMENT MECHANISM

a) 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.

b) 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.

c) 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.

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.

12. PROCEDURES AND PROCESS FOR PARTICIPATION

Table 16 below indicates the milestones/ activities towards the approved IDP, Budget and PMS for the 2023/ 2024 financial year:



**Table 16 IDP/ Budget/OPMS Process Plan in Preparation
for the 2023/ 2024 Financial Year**

JULY 2022				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	Budget Process Plan meeting	15 th of July 2022	IDP/BUDGET/OPMS	Attendance Register and Minutes
OPMS	Data Collection, Preparation and finalization of the annual performance report 2022/2023	11 th of July – 14 th of August 2022	OPMS	Draft Annual performance report
IDP	District IDP Sub-Cluster	July 2022	IDP	Attendance register and draft framework plan
Finance	Preparation and finalization of the annual financial statements / consolidated financial statements 2022/2023	July – August 2022	Budget	Annual financial Statements
IDP- BUDGET- OPMS	Prepare 2023/2024 IDP / Budget /OPMS Process Plans	15 th of July 2022	City Manager/ Manager Strategic Planning/ PMS BTO	Drafts Process Plan submitted to Strategic Management Committee (SMC)
IDP	Provincial Planners forum	29 th of July 2022	City Manager/IDP	Attendance & Minutes
IDP	Circulate the draft Process plan internally for preliminary comments and inputs Including EXCO	27 th of July 2022	City Manager/ IDP	Circulated draft
IDP	Submit Draft Framework/Process Plans to COGTA and Treasury	29 th of July 2022	City Manager/ IDP	Letter of acknowledgement from COGTA



AUGUST 2022				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
OPMS	Signed S57 Manager's Performance Agreements – S53 MFMA and S57 MSA	11 th of August 2022	PMS Unit	Signed performance agreements and place on website within 14 days
IDP	Collect data to review Status Quo of the IDP	05 th of August 2022	City Manager /IDP	Verified data
COGTA (IDP)	IDP Coordination finalize letters, assemble Templates and formulate Report	05 th – 31 st of August 2022.	COGTA (IDP)	Finalized letters and reports signed by the MEC and will receive compiled populated IDP and SDF templates and disseminate.
IDP	Collect data to review Status Quo of the Municipality	19 th of August 2022	City Manager /IDP DMM's	Verified data
IDP- BUDGET AND OPMS	Assess the status of sector plans and policies	03 rd – 17 th of August 2022	City Manager IDP General Managers	Updated table indicating status of reviewed Strategies, sector plans And policies.
IDP	IDP Ward Consultations	22 nd of August 2022 to 9 th of September 2022	IDP/ABM	Invite, Register and Presentations
IDP	<ul style="list-style-type: none"> ➤ MEC Panel assesses Submitted 2022-23 IDPs ➤ Draft Process Plan comments 	28 th of July – 31 st of August 2022	MEC Panel	Results of the assessment and response
OPMS	2021 / 2022 Annual Performance Report submitted to Auditor General– S46 MSA	31 st of August 2022	City Manager / PMS Manager	Letter of acknowledgement
BUDGET	2021/2022 Annual financial Statements and submitted to the Auditor General	31 st of August 2022	BTO	Letter of acknowledgement
OPMS	Internal Audit reports on Performance information must be Submitted to the MM	Quarterly	City Manager / Internal Audit / MPAC	Quarterly Internal Audit Reports on performance
OPMS	Performance Audit Committee – S45 MSA and Reg 14 PPMR	Quarterly	City Manager / Internal Audit / MPAC	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 31 st of August 2022	City Manager/ CFO	Safe City Annual Financial Statements



SEPTEMBER 2022

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	IDP Representative Forum	16 th of September 2022	City Manager /IDP Spatial Planning/ ABM	Invite, Attendance Register, Minutes, Presentations Sector Input document.
IDP	Advertise Process Plans	02 nd – 23 th September 2022 (21 days after adoption)	City Manager / IDP	Copies of adverts
IDP	Meeting with the District Municipality/Planning Sub Cluster on IDP/ cross boarder alignment	September 2022	City Manager	Draft status Quo Report
IDP	COGTA IDP Indaba	23 th of September 2022	IDP	Presentation on the major findings of Provincial MEC IDP report Focusing on KPAs
IDP	IDP Phase 1 analysis/Status quo	28 th of September – 28 th of October 2022	City Manager	Exco/Resolution
IDP	Planning Indaba/MEC Panel Feedback	26 th of September 2022	City Manager	Final IDP Assessments
IDP	IDP Coordination finalize letters, assemble Templates and formulate Report	28 th of Sept 2022	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 2022	City 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 in order to complete the annual report 2021/2022 - Submissions to be received by the end of September 2022.	September 2022	City Manager/OPMS	Populated Draft Annual Report templates



OCTOBER 2022

ALIGNED	ACTIVITIES	TARGET	RESPONSIBILITY	OUTPUTS
		November 2022		Minutes
BUDGET	2022/23 first quarter budget review	22 nd of October 2022	Budget/ Treasury unit	Budget review report

NOVEMBER 2022

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
OPMS	Finalize 1st draft of the Annual report 2021/2022 and forward to the Municipal Manager for comment	2 nd – 11 th of November 2022	City Manager GM's/OPMS	Draft Annual Report
OPMS	Draft completed and forwarded to Auditor General for comments / changes if required	11 th – 18 th of November 2022	City GM's/OPMS Manager	Draft Annual Report
OPMS	2nd draft of Annual report completed and forwarded to Municipal Manager for comment.	On or before the 30 th of November 2022	City GM's/OPMS Manager	Draft Annual Report
IDP	Review municipal strategies	1 st – 11 th of November 2022	City Manager GM's	Report on reviewed strategies submitted to SMC
BUDGET	2023/2024 Interdepartmental Budget Inputs	1 st - 30 th of November 2022	GM'S Council Internal Departments	Completed templates from BTO
IDP	Zonal IDP/ Budget online Izimbizo	1 st - 30 th of November 2022	City Manager / IDP BTO ABM	IDP/ Budget Izimbizo conducted in all 5 ABM zones
IDP / OPMS /BUDGET	Develop the measurable objectives for the next financial year and include the required budget for achieving those objectives	04th- 30 th of November 2022	Internal Departments	Reports /inputs in required format
OPMS	Internal Audit Reports on performance information must be submitted to the MM	Quarterly	City Manager / Internal Audit / MPAC	Quarterly Internal Audit Reports on performance
IDP	COGTA world Planning day celebrations	08 th of November 2022	IDP	Participate
IDP	Strategies Report to Exco/Full Council	30th November 2022	City Manager/ IDP	Reviewed strategies report submitted to Council for approval
IDP	Sector – Municipal Alignment sessions Under the auspices of COGTA and UMgungundlovu	11 th to the 25 th of November 2022	COGTA, Municipal Representative managers, Sector Departments and State-Owned Enterprises (SOEs)	Alignment of MTSFs, MTEFs, programs and budgets
IDP	IDP Best Practice Conference and IDP Alignment session BY COGTA	30 th of November 2022	IDP	Make logistical arrangements Hand out of certificates and trophies on 2023/27 IDP assessment results
IDP BUDGET	Advertise proposed rates and tariffs	29 th of November 2022	BTO	Proposed rates and tariffs advertised in local media



FINAL INTEGRATED DEVELOPMENT PLAN PROCESS PLAN 2023-2024

DECEMBER 2022

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	Prioritization of IDP projects	1 st to the 9 th of December 2022	City Manager/ IDP GM's	Projects prioritization lists integrated into the IDP
OPMS	Engage appointed service provider – produce drafts of the Annual Report 2021/2022	December 2022	City Manager GM's/OPMS	Draft Annual Report

JANUARY 2023

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
OPMS BTO	2022/23 Mid-year budget and performance assessment review – S72 MFMA	25 th of January 2023	City Manager / CFO / GM's / PMS Manager	Mid-year budget and performance report submitted to Council for approval
OPMS IDP BUDGET	Table 2021/2022 Annual Report in Council	31 st of January 2023	City Manager/PMS	Annual Report tabled to the Council
OPMS/BU DGET	Municipal entities to table their proposed three year budget to council	27 th of January 2023	City Manager/CFO/Board members	Draft budget for the municipal entities
OPMS	Schedule Performance Audit Committee meetings twice a year – Reg 14 PPMR	27 th of January and 31 st of July 2023	City Manager / Internal Audit / PAC	Minutes of committee meetings

FEBRUARY 2023

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	IDP Stakeholders Meeting on 2023/2024 Reviewed IDP process	08 th of February 2023	IDP	present, discuss and adopt reviewed provincial IDP management plan present, discuss and adopt reviewed IDP assessment criteria
IDP	IDP Sub-unit consultation continuation	03 rd – 10 th of February 2023	IDP	Attendance register, Minutes updated sector plans and policies.
IDP BUDGET	Meeting of COGTA Sector Departments and Municipalities on IDP drafting and assessment process for 2023/2024	10 th of February 2023	COGTA Sector Departments and Municipalities	Attendance
IDP	IDP Representative Forum	15 th of February 2023	IDP	Minutes, Register and Presentations
IDP- BUDGET- SDBIP	Alignment of IDP and Budget towards draft budget and SDBIP	20 th – 24 th of February 2023	City Manager/ PMS/ BTO/ GM's	Completed templates Aligned to Budget/ IDP / SDBIP format

FINAL INTEGRATED DEVELOPMENT PLAN PROCESS PLAN 2023-2024



MARCH 2023				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUT
IDP/ BUDGET	Alignment of IDP and Budget towards SDBIP	10 th of March 2023	City Manager/IDP/PMS	Completed Templates Alignment to IDP format
IDP	IDP SDF working session	8 th – 12 th of March 2023	IDP	Register, Minutes and Presentations
OPMS IDP	Review organizational Scorecard for inclusion into draft IDP (Ensure draft scorecard indicators are Aligned to IDP objectives)	14 th -20 th of March 2023	City Manager/ GM's / IDP Manager / PMS Manager	Reviewed Organizational Scorecards
IDP BUDGET	Draft 2023/2024 IDP/ Budget Review To Full Council	24 th of March 2023	City Manager/ IDP BTO	Present Draft IDP, Budget to Full council, council Resolution.
IDP BUDGET OPMS	Submit 2021/2022 Oversight Report and final annual Report to council for approval	31 st of March 2023	MPAC	Council Resolution
IDP BUDGET	Submission of Draft IDP/Budget to COGTA and Treasury	31 st of March 2023	City 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 2023/24 to Treasury	31 st of March 2023	City Manager PMS	Proof of submission of draft reviewed SDBIP
IDP BUDGET	Advertise the draft IDP/Budget	31 st of March 2023	City Manager/ IDP BTO	Issue a public notice on the draft IDP and Budget within 21 days

APRIL 2023				
ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP & BUDGET	Incorporate public comments on Draft IDP and Budget	March - April 2023	All Municipalities	Incorporated comments
IDP	Draft IDP assessment sessions by COGTA: UMgungundlovu	06 th of April 2023	IDP	Assessment of IDPs Fill out templates and disseminate to municipalities. Receive populated assessment templates Incorporate comments into Final IDP.
IDP & BUDGET	Leadership Strategic Planning	12 th – 14 th of April 2023	Mayor EXCO/ MPAC SMC	Leadership strategic Planning Conducted.



FINAL INTEGRATED DEVELOPMENT PLAN PROCESS PLAN 2023-2024

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP & BUDGET	Councillors Strategic Planning session	18 th – 19 th of April 2023	Mayor EXCO/ MPAC SMC All councillors	Leadership strategic Planning Conducted.
IDP & BUDGET	Ward Committee workshop	12 th of April 2023	Mayor EXCO/ MPAC SMC All councillors Ward committees	Leadership strategic Planning Conducted.
IDP	Draft WBPs assessment by COGTA	17 th – 21 st of April 2023	IDP	Assessment of WBPs, including WBP alignment to IDPs. Fill out templates and disseminate to municipalities.
IDP	Zonal IDP / Budget Online Izimbizo	12 th – 21 st of April 2023	City Manager / IDP BTO ABM	IDP / Budget Izimbizo Conducted in all 5 ABM zones
IDP & BUDGET	National Treasury Benchmark Session	24 th - 28 th of April 2023	SMC Budget Manager IDP Manager	Leadership strategic Planning Conducted.

MAY 2023

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	IDP Alignment and Draft IDP assessment feedback sessions: UMgungundlovu & Harry Gwala	3 rd of May 2023	IDP	Make inputs on assessment findings
IDP	IDP Representative Forum meeting	10 th of May 2023	MM/IDP	Alignment document and input into the draft IDP
OPMS	Draft scorecards develop and submitted to the Mayor	8 th -12 th of May 2023	PMS Manager	Draft 2023/24 SDBIP
IDP- BUDGET	Incorporate public comments on Draft IDP and Budget	8 th -12 th of May 2023	City Manager/IDP BTO	Finalized community input
IDP	IDP assessment feedback session based on the IDP assessment outcomes	12 th of May 2023	City Manager/IDP	Attendance and reports
IDP	Incorporate comments from the assessments panel from COGTA	19 th of May 2023	City Manager/IDP	Response table
IDP	Submission of the Final 2023-2024 IDP to Council	30 th of May 2023	City Manager/IDP	Council resolution

JUNE 2023

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
OPMS	Publish the final 2023-2024 SDBIP	23 th of June 2023	PMS Manager	Confirmation of Publication
IDP- BUDGET	Submit and publish adopted IDP/Budget to COGTA and Public	10 th of July 2023(absolute deadline)	City Manager/ IDP BTO	Copies of adverts

CITY OF CHOICE



PIETERMARITZBURG
MSUNDUZI

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