



**UMNGENI
INTEGRATED
DEVELOPMENT
PLAN REVIEW
& BUDGET
PROCESS
PLAN
2024/2025**

OFFICE OF THE MUNICIPAL MANAGER

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1. BACKGROUND

Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its Integrated Development Plan (IDP). The IDP is a strategic plan that guides and informs all planning processes, activities, decision making, budgeting and management in the municipality.

The IDP has a five-year lifespan which is in accordance with the term of office of the Council. At the end of the five-year period, the new council has the option of either adopting the IDP of its predecessor, to bring forward aspects that are still relevant or to develop a new plan altogether.

In terms of Section 26 of the Municipal Systems Act, 2000 “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 or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- (e) a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- (f) the council's operational strategies;
- (g) applicable disaster management plans;
- (h) a financial plan, which must include a budget projection for at least the next 3 years; and
- (i) the key performance indicators and performance targets determined.”

In terms of Section 34 of the Municipal Systems Act, 2000:

“A municipal council-

- (a) must review its integrated development plan-
 - (i) Annually in accordance with an assessment of its performance measurements
 - (ii) To the extent that changing circumstances so demand; and
- (b) may amend its IDP in accordance with a prescribed process.”

To ensure certain minimum standards in the IDP process, and coordination between and within the various spheres of government, the preparation of a Process Plan has been regulated in the Municipal Systems Act

(MSA), 2000. Section 28(1) of the Act requires each municipal council to “adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan”. The Process Plan must 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 process; and cost estimates for the review process.

This process plan forms part of the process to be followed in the preparation, tabling, and approval of the IDP Review, Multiyear Budget, and Performance Management System for uMngeni Local Municipality.

2. ORGANISATIONAL ARRANGEMENTS

In order to manage the IDP Process, and to provide for effective public participation therein, it is proposed that the following organisational arrangements be in place:

uMngeni Local Council:	Executive Committee	Ward Councilors/Ward committees
<ul style="list-style-type: none"> ▪ Adopting the Process Plan, managing and coordinating the IDP process by: ▪ Ensuring that business plans and budget decisions are based on the IDP. ▪ Ensuring that Key Performance Indicators and Targets as outlined in the PMS are realistic and achievable. ▪ Ensuring that the IDP is tied to the budget. ▪ Ensuring that there is a linkage between the IDP and the Budget Process. ▪ Monitoring the implementation of the IDP. ▪ Ensuring that the IDP process complies with the prescribed legislation. ▪ Approving and adopting the IDP. 	<ul style="list-style-type: none"> ▪ Decision making body throughout the IDP process. ▪ Monitoring of the IDP Process. ▪ Overall management and co-ordination of the IDP process. ▪ To finalise the Terms of Reference of the IDP Representative Forum for the IDP process. ▪ To provide the Terms of Reference for various planning activities. 	<ul style="list-style-type: none"> ▪ Linking the IDP process to their constituencies. ▪ Facilitating public consultation and participation. ▪ Ensuring transparency in the IDP process.

<p>THE IDP Technical Committee</p>	<p>Project Teams</p>	<p>IDP Representative Forum</p>
<ul style="list-style-type: none"> • This Committee is chaired by the Municipal Manager and comprises of the Heads of Department and other key officials. Its Terms of Reference is as follows: <ul style="list-style-type: none"> ▪ To commission research studies or any other information collection activity. ▪ To assess proposals from project teams and make recommendations regarding improvements / amendments. ▪ To process, summarize and document outputs. ▪ To make content recommendations to the IDP Manager. ▪ To prepare, facilitate and document meetings. ▪ To assess, and comment on, inputs from project teams, provincial sector departments and support providers. 	<ul style="list-style-type: none"> • The municipality will establish project teams to deal with project planning and implementation if and when required. Such teams will comprise municipal officials, public/private sector agencies and relevant portfolio councilors 	<ul style="list-style-type: none"> • The main function of the IDP Representative Forum is to ensure the participation of various interested and affected organizations, groups, and individuals. The general Terms of Reference of the Forum, in accordance with the IDP Guidelines, are as follows: <ul style="list-style-type: none"> ▪ Represent the interests of constituents in the IDP process. ▪ Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders, including municipal government. ▪ Ensure communication between all the stakeholder representatives, including municipal government; and ▪ Monitor the performance of the planning and implementation process. • In order to encourage the continued participation of Forum members in the IDP process (as well as to encourage additional organizations to become members of the Forum), it is proposed that notices informing community members of the IDP process be placed in the local press, municipal notice boards and municipal website.

3. ROLES AND RESPONSIBILITIES

The main roles and responsibilities allocated to each of the role-players in the IDP Process are set out in the table below:

INTERNAL ROLEPLAYERS	ROLES AND RESPONSIBILITIES	EXTERNAL ROLEPLAYERS	ROLES AND RESPONSIBILITIES
Council / Executive Committee	Final decision-making. Decide on the process plan. Approval of the IDP documentation.	Planning Professionals/Facilitators	Methodological guidance. Facilitation of planning workshops. Support and input into Sector Plans. Documentation of the outcomes of planning activities
Ward Councilors/Ward Committees	Linking the IDP process with their constituencies. Gathering input. Facilitating public participation.	uMgungundlovu District Council	Co-ordination role for local municipalities. Ensuring horizontal alignment of the IDPs of the municipalities in the district council area. Ensuring vertical alignment between the district and local planning.
Mayor	Be responsible for the overall management, coordination, and monitoring of the process.	COGTA	Facilitation of vertical alignment of IDP's with other spheres of government and sector departments. Provide events for joint strategy workshops with local municipalities, provincial and national role-players, and other subject matter specialists
Municipal Officials	Provide technical/sector expertise. Provide input into selected Sector Plans. Prepare draft project proposals.	IDP Representative Forum/ Civil Society	Representing stakeholder interests and contributing knowledge and ideas
Manager (IDP & PMS)	Day-to-day management of the process. Drafting of the IDP documentation.	Service Providers	Technical input Provide data and information on capital projects Ensuring alignment.
IDP Technical Committee	Assist and support the Municipal Manager and the IDP Representative Forum. Information "gap" identification. Oversee the alignment of the planning process internally.	Government Departments	Provide data and information. Provide budget guidelines. Facilitate alignment of budgets with the IDP. Provide professional and technical support.
		Traditional Leadership	Provide inputs into the IDP Linking the IDP Process with constituencies.

4. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

4.1 Functions and context public participation:

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

- appropriateness of solutions.
- needs orientation.
- community ownership; and
- empowerment

The public participation process in the IDP Process must be institutionalized - in order to ensure that all residents have an equal right to participate.

4.2 Mechanisms for participation:

The following participation mechanisms are proposed:

IDP Representative Forum - The Forum will represent all stakeholders and will be as inclusive as possible. Additional organisations will be encouraged to participate in the Forum throughout the IDP process.

Media - Amongst other means, the local press and the municipal website will be used to inform the community of the progress with respect to the IDP process.

Ward Committees - Ward Committees are to be briefed on the IDP progress. They will be tasked with liaising with residents in each Ward, providing feedback and facilitating public participation.

Loud hailing is also used as a form of mechanism for the mobilization of communities for participation in municipal plans especially to those who cannot read and write.

5. ACTION PROGRAMME

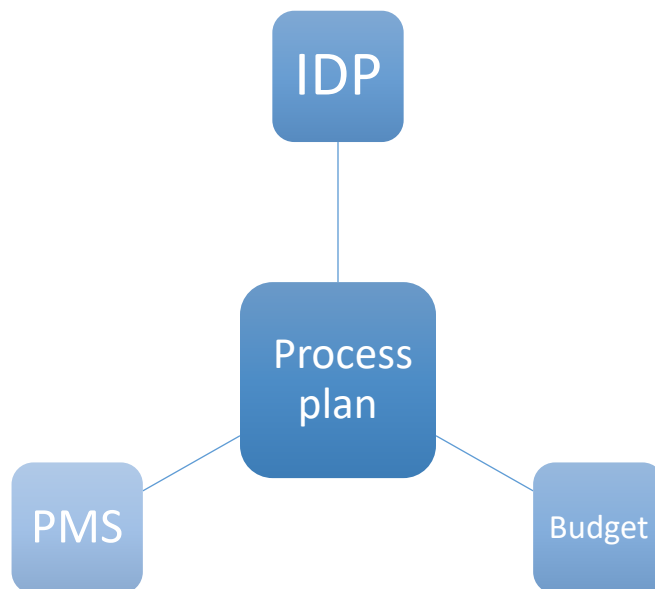
5.1 Core of the IDP preparation:

The key elements to be addressed during the development process will be the following: -

- Ensuring that all legislative requirements are adhered to.
- Incorporate latest Stats SA data.
- Ensure alignment with policies at all spheres of government.
- MEC Panel Assessments.

- Self-Assessment gaps identified.
- New council priorities.
- Outcomes based approach and.
- The municipal Spatial Development Framework
- Spatial Planning and Land Use Management Act implementation requirements.

The time schedule detailed below shows the link of the IDP process with the related activities of the Multiyear budget and Performance Management System of the municipality.



**5.2 IDP-BUDGET TIME SCHEDULE
Quarter 1**

Aligned process	Activities	Target dates	Responsibility	Outputs
IDP	UMDM IDP Sub-cluster meeting	TBD	Manager (IDP & PMS)	Process Plan Framework
	Assess status of sector plans and policies	August–September 2023	Manager (IDP & PMS)	Updated table indicating status of reviewed sector plans and policies.
	UMDM IDP Sub-cluster meeting	TBD	Manager (IDP & PMS)	Attendance Register
	IDP Status Quo	30 September 2023	Manager (IDP & PMS)	Status Quo Report
IDP-BUDGET	Prepare Draft IDP & Budget Process Plan 2023/2024	01 July 2023– 31 August 2023	Manager (IDP & PMS) Budget Manager	Draft Process Plan
	Submit to COGTA Draft IDP & Budget Process Plan	31 July 2023	Manager (IDP & PMS) Budget Manager	Letter of acknowledgement
	Public notice on the Draft IDP & Budget 2022/2023 Process Plan	3-14 August 2023	Manager (IDP & PMS)	Public notice on the Draft Process Plan
	Tabling and adoption of IDP & Budget Process 2023/2024	30 August 2023	Honorable Mayor	Council Resolution

Aligned process	Activities	Target dates	Responsibility	Outputs
PMS	Internal Audit reports on performance information must be submitted to Council and Performance Audit Committee	Quarterly	Manager (IDP & PMS)	Quarterly performance reports
	Signed S56 & S57 Managers Performance Agreements	31 July 2023	Municipal Manager	Signed Performance agreements.
	Draft 2023-2024 Annual Performance Report to internal auditor	05 August 2023	Municipal Manager PMS Manager	Draft 2023-2024 Annual Performance Report
	Draft 2023-2024 Annual Performance Report to Auditor General	31 August 2023	Municipal Manager PMS Manager	Draft 2023/2024 Annual Performance Report
BUDGET	Draft 2023-2024 AFS to Auditor General	31 August 2023	Chief Financial Officer	Draft 2023-2024 AFS and letter of acknowledgement
SDF	Preparation of a SPLUMA compliant SDF - Draft Policy review, spatial analysis, trends and pattern synthesis of issues and vision development	30 September 2023	Director: Economic Development, Planning and Human Settlements	

Quarter 2

Aligned process	Activities	Target dates	Responsibility	Outputs
IDP	IDP Alignment Session for uMgungundlovu District	5 November 2023	Manager (IDP & PMS)	Minutes
	Strategic Planning Session	November 2023	Councillors and Senior Administration	Strategic Planning Session Report
	UMDM IDP Sub-cluster meeting	TBD	Manager (IDP & PMS)	Attendance
	Develop the measurable objectives for the next five years and include the required budget for achieving those objectives.	20-30 November 2023	Councillors, Ward committees	Measurable objectives to be integrated into Draft IDP
	uMngeni IDP Representative Forum	05 December 2023	Manager (IDP & PMS)	Inputs from sector departments
	IDP Izimbizo inclusive of SDF public participation process	TBD	Honourable Mayor, councillors, ward committees and municipal officials	IDP Izimbizo Report
PMS	Quarterly performance report submitted to Council.	Quarterly	Manager (IDP & PMS)	Quarterly performance report with Council resolution
BUDGET	2023-2024 First Quarter Budget Review - Section 52(d)	31 October 2023	CFO Budget Manager	Budget review report
	Internal departments budget inputs into multi-year budget	December 2023 to January 2024	Internal departments	Completed templates aligned to IDP format (mSCOA)

Quarter 3

Aligned process	Activities	Target dates	Responsibility	Outputs
IDP	Develop Ward Based Plans	30 January 2024	Manager (Communications and Research) Manager (IDP & PMS) Ward Committees	Ward Based Plans developed for all wards
	COGTA departmental sector alignment sessions	07 February 2024	Manager (IDP & PMS)	Department programmes report
	IDP Khulumanathi Programme inclusive of SDF public participation process	February 2024	Honourable Mayor, councillors, ward committees and municipal officials	Public Participation Report
BUDGET-PMS	2023/2024 Budget Performance Assessment –S52 MFMA	31 January 2024	Chief Financial Officer	Budget performance report
IDP-BUDGET-PMS	Alignment of Draft 2023/2024 – 2027/2028 IDP and Multi-year Budget towards Draft SDBIP	15 March 2024	Internal departments Manager (IDP & PMS)	Draft 2023/2024-2027/2028 IDP Review, Multi-year Budget and SDBIP
	Tabling of Draft 2023/2024-2027/2028 IDP, Draft Multi-year Budget and Draft SDBIP to council	31 March 2024	Honourable Mayor Full Council	Draft 2023/2024-2027/2028 IDP, Draft Multi-year Budget and Draft SDBIP with council resolutions
	Submission of Draft 2023/2024 IDP, Draft Multi-year Budget and Draft SDBIP to COGTA and Provincial Treasury	By 31 March 2024	Manager (IDP & PMS) Budget Manager	Letter of acknowledgement
BUDGET	Midyear budget review and performance assessment – S72 MFMA	25 January 2024	Chief Financial Officer	Budget review and midyear performance report
	2023/2024 Budget Adjustment	28 February 2024	Chief Financial Officer	Adjustment Budget with Council Resolution

Aligned process	Activities	Target dates	Responsibility	Outputs
PMS	Submit Draft SDBIP 2023/2024 to Treasury	30 March 2024	Manager: IDP & PMS	Proof of submission
SDF	Draft SDF Situational Analysis	February 2024	Director: Economic Development, Planning and Human Settlements	SDF Phase 1 Report
	Preparation of a SPLUMA compliant SDF - Tabling of Draft Spatial Development Framework to council committee	30 March 2024	Director: Economic Development, Planning and Human Settlements	Draft SDF with council resolution

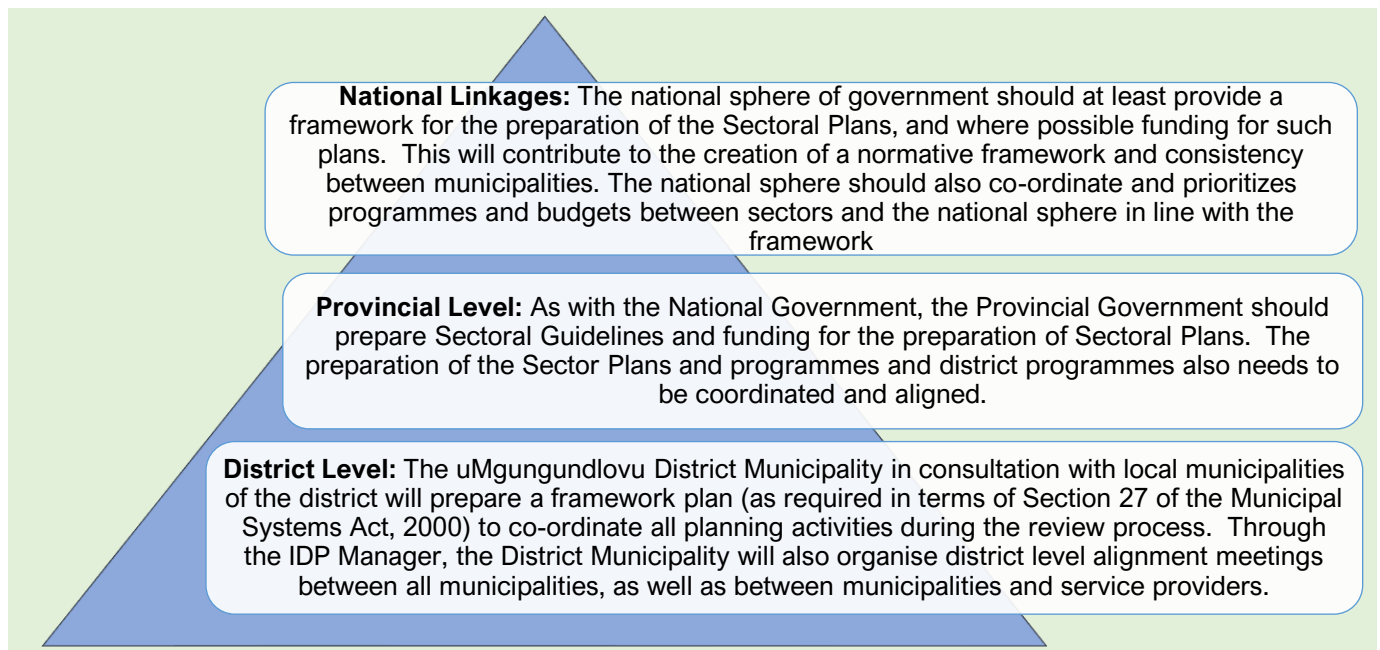
Quarter 4

Aligned process	Activities	Target dates	Responsibility	Outputs
IDP	UMDM IDP Sub- cluster meeting	01 April 2023	Manager (IDP & PMS)	Self-Assessment tool
	uMngeni IDP Representative Forum	06 April 2023	Manager (IDP & PMS)	Presentation of Draft IDP Review
	Convening of decentralised IDP Assessment Forums	11 April 2023	Manager (IDP & PMS)	IDP assessment report
	IDP Assessment feedback Session by COGTA IDP Coordination Business Unit	08 May 2023	COGTA	Report of assessment feedback
	Public Notice on adopted IDP Review and Multi-year Budget.	03 June 2023	Manager (IDP & PMS) Budget Manager	Public Notice
IDP-BUDGET	Public notice on tabled items including a schedule of public meetings.	01-22 April 2023	Manager (Communications and Research) Manager (IDP & PMS)	Public notice
	Submission of adopted 2023/2024 IDP and Multi-year	10 June 2023	Manager (IDP & PMS) Budget Manager	Letter of acknowledgement

Aligned process	Activities	Target dates	Responsibility	Outputs
	Budget to relevant sector departments			
	Tabling and adoption of Final 2023/2024 IDP and Multi-year Budget	31 May 2023	Honourable Mayor	Multi-year Budget with Council Resolution
IDP-SDF-BUDGET	Presentation of Draft 2023/2024 IDP inclusive of SDF, Draft Multi-year Budget to communities and stakeholders in all wards	April 2023	Honourable Mayor and all relevant internal departmental personnel	Register and minutes of public inputs
BUDGET-PMS	2022/2023 Budget Performance Assessment – S52 MFMA	30 April 2023	Chief Financial Officer	Budget performance report
IDP-BUDGET-PMS	Address AG comments on the Annual Report of the previous financial year	By 29 May 2023	All departments	Response table
PMS	Quarterly performance report submitted to Council.	Quarterly	Municipal Manager Manager (IDP & PMS)	Quarterly performance report with Council resolution
	Approved departmental SDBIP	28 June 2023	Honourable Mayor Municipal Manager Manager (IDP & PMS)	Signed SDBIP by Honourable Mayor
SDF	Implementation, monitoring & evaluation process	30 April 2023	Director: Economic Development, Planning and Human Settlements	Implementation, monitoring & evaluation process incorporated into Final Draft SDF
	Preparation of a SPLUMA compliant SDF - Tabling of Final Draft Spatial Development Framework to council committee	31 May 2023	Director: Economic Development, Planning and Human Settlements	Final SDF with council resolution

6. MECHANISMS AND PROCEDURES FOR ALIGNMENT

While the IDP process is a local process, it requires substantial input and support from other spheres of government i.e., national, and provincial departments (as well as service providers). There accordingly needs to be alignment with these role-players. In essence, the roles of the various spheres of government in the IDP process are anticipated as follows:



The uMngeni Municipality will participate in district alignment events and will also attempt to draw individual service providers into the local planning process. The Municipality will also contribute strategies in addressing district level issues during alignment events.

The uMngeni Integrated Development Plan Review 2024/2025 will be prepared in-house.

7. COST ALLOCATION

The costs associated with the IDP Preparation are outlined below:

TASK	DESCRIPTION	BUDGET
SDF Preparation	Appointment of service provider	R700, 000
IDP Public Participation	Logistics	R30,000
Total		R730,000

Enquiries regarding the report may be directed to:

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