

# DANNHAUSER MUNICIPALITY

KZN 254



## Integrated Development Planning BUDGET AND PMS FINAL PROCESS PLAN 2025- 2026

8 CHURCH STREET  
PRIVATE BAG X1011  
DANNHAUSER  
3080

TEL : 034 621 2666  
FAX : 034 621 3114  
EMAIL : [info@dannhauser.gov.za](mailto:info@dannhauser.gov.za)  
WEBSITE : [www.dannhauser.gov.za](http://www.dannhauser.gov.za)

## **TABLE OF CONTENTS**

### **SECTION ONE: INTRODUCTION**

<b>1.1 THE INTEGRATED DEVELOPMENT PLANNING PROCESS</b>	<b>PG 4</b>
1.1.1 LEGISLATIVE FRAMEWORK	PG 4
1.1.2 BACKGROUND ON IDP	PG 4
1.1.3 PREVIOUS IDP REVIEWS	PG 4
1.1.4 OTHER MATTERS TO BE ADDRESSED INCLUDE THE FOLLOWING	PG 5
<b>1.2 PREPARING FOR THE IDP, BUDGET AND OPMS</b>	<b>PG5</b>
1.2.1 IDP PROCESS PLAN	PG 5
1.2.2 BUDGET PROCESS	PG 5
1.2.3 OPMS	PG 6
1.3 ALIGNMENT OF THE IDP, BUDGET PERFORMANCE	PG 6
1.4 ASSESSMENT ISSUES	PG 7
1.5 REVIEW OF THE STRATEGY ELEMENTS OF IDP IN TERMS OF COUNCIL'S NEW PRIORITIES	PG 7
1.6 INCLUSION OF NEW INFORMATION WHERE NECESSARY	PG 7
1.7 FRAMEWORK PLAN	PG 7
1.8 ALIGNMENT WITH SERVICE PROVIDER	PG 8

### **SECTION TWO: ORGANISATIONAL ARRANGEMENT**

<b>2. IDP STEERING COMMITTEE</b>	<b>PG 9</b>
2.1 INSTITUTIONAL ARRANGEMENTS	PG 9
2.2 TERMS OF REFERENCE FOR THE IDP STEERING COMMITTEE	PG 9
2.3 THE IDP MANAGER AND RESPONSIBILITIES	PG 10
2.4 IDP REPRESENTATIVE FORUM	PG 10

### **SECTION THREE: ROLES AND RESPONSIBILITIES**

<b>3.1 ROLES AND RESPONSIBILITIES</b>	<b>PG 12</b>
TABLE 3.2 ROLES AND RESPONSIBILITIES	PG 12

### **SECTION FOUR: MECHANISMS FOR PARTICIPATION AND ALIGNMENT**

4.1 FUNCTIONS AND CONTEXT FOR PUBLIC PARTICIPATION	PG 14
4.2 MECHANISMS FOR PARTICIPATION	PG 14
4.3 MECHANISMS FOR ALIGNMENT	PG 15
4.3.1 ROLE PLAYERS	PG 15
4.4 PROCEDURES/PROCESS FOR PARTICIPATION	PG 16
4.4.1 REPRESENTATIVE FORUM AND CONSTITUENCY MEETINGS	PG 16
4.4.2 COUNCIL APPROVAL	PG 17

**SECTION FIVE: ACTION PROGRAMME**

5.1 CORE ELEMENTS OF THE IDP PREPARATION PG 18

**SECTION SIX: COST ESTIMATES**

PG 19

ANNEXURE A: IDP, BUDGET AND OPMS PREPARATION PROGRAMME PG 20

ANNEXURE B: APPLICABLE LEGISLATION PG 25

ANNEXURE C: KEY IDP REVIEW DATES PG 40

**1.1 THE INTEGRATED DEVELOPMENT PLANNING PROCESS****1.1.1 LEGISLATIVE FRAMEWORK**

In terms of the Municipal Systems Act, 32 of 2000, the Municipal Council must, within the prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which –

- (a) links, integrates and co-ordinates plans and considers proposals for the development of the municipality.
- (b) aligns the resources and capacity of the municipality with the implementation of the plan.
- (c) forms the policy framework and general basis on which annual budgets must be based.
- (d) complies with the provisions of this Chapter; and
- (e) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

**1.1.2 BACKGROUND ON IDP**

The Integrated Development Planning (IDP) Process is a process through which Municipalities prepare strategic development plans for a five-year period. An IDP is one of the key tools for Local Government to cope with its developmental role and seeks to arrive at decisions on issues such as municipal budgets, land management, promotion of local economic development and institutional transformation in a consultative, systematic and strategic manner.

**1.1.3 PREVIOUS IDP REVIEWS**

The current 5-year IDP was review and adopted by Council at the meeting held on the 24May 2024. It was subsequently submitted to the MEC for Local Government for assessments. The IDP has also been subjected to annually reviews and assessments.

#### 1.1.4 OTHER MATTERS TO BE ADDRESSED INCLUDE THE FOLLOWING:

- Address the 5 steps of IDP preparation and focus on Council's vision, strategies and objectives and link to Council's mandate.
- MEC Comments on the adopted IDP and various role-players in the assessment of the IDP Review documentation.
- SPLUMA Review and LUMS
- Performance Management System Review
- Areas requiring additional attention in terms of legislative requirements.
- Consideration, review and inclusion of any relevant and new information.
- Shortcomings and weaknesses identified through the Imbizo's held in the last three financial years and through self-assessment.
- The preparation and review of relevant sector plans and their alignment with the IDP.
- Status of the implementation process.

## 1.2 PREPARING FOR THE IDP REVIEW, BUDGET AND OPMS

### 1.2.1 IDP Process Plan

To ensure certain minimum quality standards of the IDP Review process, and proper co-ordination between and within spheres of government, municipalities need to prepare IDP review process plans. The preparation of a Process Plan, which is in essence the IDP Review Process set in writing, requires adoption by Council. This 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 review process; and
- Cost estimates for the review process.

### 1.2.2 Budget Process

All Municipalities are required in terms of the Municipal Finance Management Act to set out in writing the Budget Process Plan. This plan must set out the following:

- i) timeframes for the different planning steps
- ii) mechanisms, processes and procedures for consultation

In view of the fact the Budget Process Plan must be linked to the IDP Process Plan the Municipality has prepared one document that captures both processes.

### 1.2.3 Organisational Performance Management System (OPMS)

In terms of the Municipal Systems Act, municipalities are required to prepare organisational performance management system. This system must be linked to the IDP. It is therefore critical that the IDP and Budget Process Plan captures the formulation of the OPMS.

### 1.3 ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES

Every attempt has been made in this Process Plan to align the IDP and Budget preparation processes and the Performance Management System (PMS) review. However, there is an on-going challenge in terms of addressing others especially the PMS, though the municipality is attempting to alleviate this problem with the effort that will be provided by current management. The linkages of the three processes are summarised in the following diagram:

**FIGURE 1. The IDP, Budget and PMS Linkages**



### KEY ELEMENTS TO BE ADDRESSED IN THIS PROCESS

The following is a summary of the main activities to be undertaken during IDP Process:

#### **1.4 ASSESSMENT ISSUES**

- Comments received from the various role-players in the assessment of the IDP Review documentation for 2024/2025, particularly during the “IDP Hearings” conducted by the DCOGTA and the COGTA-KZN; and
- Shortcomings and weaknesses identified through self-assessment.

#### **1.5 REVIEW OF THE STRATEGIC ELEMENTS OF THE IDP IN TERMS OF COUNCIL’S NEW PROIRITIES**

- Review of the Vision, Mission and Objectives.
- Review of the Strategic elements of the IDP.
- Review of the Spatial Development Framework.
- Review of IPMS and OPMS.

#### **1.6 INCLUSION OF NEW INFORMATION WHERE NECESSARY**

- Addressing areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review Process i.e. (MFMA);
- Aligning of the IDP with newly completed Sector Plans.
- Progress report on the Local Government Turn Around Strategy
- Review of the Strategic elements of the IDP.
- The ongoing alignment of the Amajuba Performance Management System (PMS), in terms of Chapter 6 of the MSA, with the IDP.
- The update of the Financial Plan, the list of projects (both internally and externally funded), and the capital investment framework.
- Alignment of IDP with National, Provincial, and District priorities, Plans, strategies, Policies and Programmes.

## **1.7 FRAMEWORK PLAN**

In terms of Chapter 5 of the Municipal Systems Act (2000), Section 27, Districts are required to prepare and adopt a Framework Plan which indicates how the said Districts and Local Municipalities will align their IDP's. The Framework Plan provides the linkage and binding relationships to be established between the District and Local Municipalities in the region, and in doing so, proper consultation, coordination and alignment of the IDP review process of the District Municipality and various Local Municipalities can be maintained.

## **1.8 ALIGNMENT WITH SERVICE PROVIDERS**

Alignment with Service Providers is essential in order that the DM and LM's priorities can be reflected in their project prioritisation process, for projects to be reflected in the IDP document. It is anticipated that Service Provider Forum (SPF's) will be held during this round of the IDP Review, and the date will be confirmed by District, as well as a series of one-on-one meetings with key Departments.



## SECTION TWO: ORGANISATIONAL ARRANGEMENTS

### 2. IDP STEERING COMMITTEE

#### 2.1 INSTITUTIONAL ARRANGEMENTS

IDP Steering Committee (IDP SC) has been operational since the inception of the IDP SC acting as support to the IDP Representative Forum, making technical decisions and inputs, to the Municipal Manager and IDP Manager. This IDP SC, as well as the Representative Forum will be reconstituted for the preparation process.

Institutional Arrangements:

- The IDP SC will be chaired by the Municipal Manager and in his/her absence, by the IDP Manager.
- Secretariat will be provided by the **IDP Manager**.
- **Members of the IDP SC will comprise the Senior** Management of the LM, the Municipal Manager will recommend any co-option of members in the committee.

#### 2.2 TERMS OF REFERENCE FOR THE IDP STEERING COMMITTEE

The terms of reference for the IDP SC are as follows:

- Provide terms of reference for the various planning activities associated with the IDP.
- Commission research studies as may be required.
- Considers and comment on:
  - Consideration of inputs from subcommittee/s, study teams and consultants.
  - Consideration of inputs from provincial sector departments and service providers; and IDP RF members.
- Processes, summarise and document outputs.

- Makes content and technical recommendations; and
- Prepares and facilitates meetings.

## **2.3 THE IDP MANAGER AND RESPONSIBILITIES**

Amongst other things, the following responsibilities have been allocated to the IDP Manager for the IDP Process:

- 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.

## **2.4. IDP REPRESENTATIVE FORUM**

### **2.4.1 COMPOSITION OF IDP REPRESENTATIVE FORUM**

The IDP Representative Forum (IDP RF) will be constituted as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP Review processes.

The proposed composition of the IDP RF could be as follows:

- EXCO members.
- Councillors.
- Traditional Leaders.
- Ward Committee Chairperson.
- 1Ward Committee Member per Ward,
- Community Development Workers.
- Senior Municipal Officials.
- Stakeholder representatives of organised groups.
- Advocates of un-organised groups.
- Resource persons.
- Other community representatives.
- Labour Movement.
- Organised Business Chambers.
- National and Provincial Developments representatives.
- NGO's; and
- Parastatal organisations.

#### **2.4.2 TERMS OF REFERENC FOR THE IDP REPRESENTATIVE FORUM**

The terms of reference for the IDP RF are as follows:

- Represent the interest of the Municipal constituency in the 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 the Municipal Government; and
- Monitor the performance of the planning and implementation process.

## SECTION THREE: ROLES, RESPONSIBILITIES, AND KEY ACTIVITIES

### 3.1 ROLE PLAYERS

3.1.1 The Municipality will confirm the identification of the role players in the IDP Process by removing/adding to their list of stakeholders in the IDP Process. The organisational structures that were utilised during the IDP preparation and all the previous reviews will be revived for the purpose of this review. The main roles and responsibilities allocated to each of the role players are set out in the following table:

**Table 3.2: Roles and Responsibilities**

#### Internal

Role Player	Roles and Responsibilities
Council	<ul style="list-style-type: none"> <li>❖ Final decision making</li> <li>❖ Approval of the reviewed IDP documentation.</li> </ul>
Councillors	<ul style="list-style-type: none"> <li>❖ Linking the IDP process with their constituencies</li> <li>❖ Organising public participation.</li> </ul>
Portfolio Committee (Economic Dev and Planning)	<ul style="list-style-type: none"> <li>❖ Political over-sight of the IDP Process and recommendations to the Executive Committee</li> </ul>
Mayor/ Executive Committee	<ul style="list-style-type: none"> <li>❖ Decide on the process plan.</li> <li>❖ Be responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP documentation, or delegate this function</li> </ul>
Municipal Manager	<ul style="list-style-type: none"> <li>❖ Accountable for all IDP related administrative processes</li> <li>❖ Decide on planning process.</li> <li>❖ Monitor the process and progress.</li> <li>❖ Overall Management and co-ordination.</li> </ul>
IDP Manager (may be delegated this function by the Municipal Manager)	<ul style="list-style-type: none"> <li>❖ Day-to-day management of the process</li> </ul>
MANCO (IDP Steering Committee)	<ul style="list-style-type: none"> <li>❖ Assist and support the Municipal Manager/IDP Manager and Representative Forum.</li> <li>❖ Make relevant line function inputs into the various stages of the IDP</li> <li>❖ Information “GAP” identification.</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Oversee the alignment of the planning process internally with those of the local municipality areas.</li> </ul>
Municipal Officials	<ul style="list-style-type: none"> <li>❖ Provide technical/sector expertise.</li> <li>❖ Prepare draft progress proposals.</li> </ul>

### External

Role Player	Roles and Responsibilities
Alignment Committee	<ul style="list-style-type: none"> <li>❖ Provide technical expertise into the IDP process</li> <li>❖ Ensure alignment of District IDP and Locals</li> </ul>
Representative Forum: consisting of Civil Society, Ward Committees, Traditional Structures and Public and Private Sector entities	<ul style="list-style-type: none"> <li>❖ Representing stakeholder interest and contributing knowledge and ideas.</li> </ul>
Government Departments	<ul style="list-style-type: none"> <li>❖ Provide data and information.</li> <li>❖ Budget guidelines.</li> <li>❖ Alignment of budgets with the IDP.</li> <li>❖ Provide professional and technical support.</li> </ul>
Planning/ Specialist Professionals	<ul style="list-style-type: none"> <li>❖ Methodological guidance.</li> <li>❖ Facilitation of planning workshops.</li> <li>❖ Support with guidance on Sector Plans (sources of funding and guidelines).</li> <li>❖ Documentation.</li> <li>❖ Providing the required specialist services for various planning activities.</li> </ul>

## SECTION FOUR: MECHANISMS FOR PARTICIPATION AND ALIGNMENT

### 4.1 FUNCTIONS AND CONTEXT FOR PUBLIC PARTICIPATION

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

- Needs orientation.
- Appropriateness of solutions.
- Community ownership; and
- Empowerment.

In the preparation of the IDP, the public participation process must be institutionalised in order to ensure all residents have an equal right to participate.

### 4.2 MECHANISMS FOR PARTICIPATION

The following mechanisms for participation are proposed:

#### a) IDP Representative Forum (RF)

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the RF and ensure their continued participation throughout the process. The representative forum will meet as indicated in the attached programme.

- The first RF meeting will involve a presentation of the Process Plan as well as a Gap analysis identifying areas to be addressed in the IDP Process.
- The other two RF workshops will be held to provide feedback on the IDP Review Process as well as to acquire input from RF members on the Sector Plans.

#### (b) Ward Committee and Traditional Authority meetings

#### (c) Izimbizo/ Roadshows, and Ward Constituency meetings

#### (d) Various Fora – Housing Forum, Summits, Amakhosi Forum, etc.

#### (e) Media

Local newspapers will be used to inform the community of the progress of the IDP process. A notice will be submitted to the local newspaper on the initiation and completion of the IDP Review.

Local Radio Stations will be utilized as and when required.

#### (f) Information Booklets

At the completion of each of the Sector Plans, as well as the IDP, an information booklet will be prepared in the two dominant languages, namely isiZulu and English

and consist of a summary of the IDP. The members of the Representative Forum, Officials and Councillors will be given copies of these information booklets and will assist in the distribution of the booklets.

**(g) MEDIA**

Local newspapers and the district's newsletter will be used to inform the community of the progress of the IDP.

**(h) RADIO SLOTS**

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

**(i) INFORMATION SHEETS**

This will be prepared in English and Zulu and be distributed via the Representative Forum where a need for this has been identified.

**(j) THE LM's WEBSITE**

The LM's website will also be utilised 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.

**(k) COMMUNITY RADIO SHOW**

The Dannhauser LM's will be hosting its community road shows and engaging other strategic stakeholders to publicise the draft **IDP and Budget on the 04-16 November 2024**. The venue for these meeting will be published at the IDP RF as well as through the Media.

### **4.3. MECHANISMS FOR ALIGNMENT**

#### **4.3.1 Role Players**

**a) National Linkages**

The national sphere should provide a framework for the preparation of the Sector plans, and funding where possible. This will contribute to the creation of a normative framework and consistency between municipalities.

The national sphere should also co-ordinate and prioritises programmes 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 Sectoral Guidelines and funding for the preparation of these plans. The preparation of the Sector plans and programmes and district programmes also need to be coordinated and aligned.

## **c) Amajuba District Municipality**

Amajuba District Municipality will, in consultation with local municipalities within its jurisdiction, prepare a framework plan to co-ordinate all planning activities during the review process. Through the IDP Manager, the District Municipality will also organize district level alignment meetings between all the municipalities and as well as between municipalities and service providers. There may be a need for Amajuba to liaise with the Regional Traditional Authorities via the Amakhosi Forum.

## **d) Other Local Municipalities**

Local municipalities will participate in all district-level alignment events and specific alignment meetings but will also attempt to draw individual service providers into the local planning processes. The local municipalities will also contribute strategies in addressing district-level issues during the alignment meetings.

## **e) The District Shared Planning Service**

The Amajuba District IDP Steering Committee will support both the district and the local municipality to ensure that proper alignment takes place through facilitation and guidance where required. This would be facilitated through among others the newly established Amajuba District Planning Forum.

## **f) Horizontal Alignment**

Alignment of the Dannhauser Local IDP with the District municipality is very important to ensure that there is a sharing of information – particularly with regards to strategies, objectives, programmes and projects, and it will be undertaken through the IDP and PMS committee meeting which sits on a quarterly basis and as when the needs arise. The frequent meetings of the IDP & PMS committee through the DAPF meeting will assist the district family to monitor alignment issues constantly.



### **g) Vertical Alignment**

Alignment with Sector department and other Stakeholders will also take place as it is essential for the Dannhauser Local Municipality and District family to have consistent planning and priorities can be indicated in their project prioritization. This will be undertaken through meetings or one-on-one basis. The district will convene three IDP Representative Forums, the first one will be in 29 November 2024 to discuss integration issues and also to present to Sector Departments the key municipal priorities which require funding for implementation in the next financial year, and the second IDP Representative Forum will be in 19 March 2025, to obtain feedback from Sector Departments and also for presenting the Draft IDP and the third meeting in 30 May 2025 to present the Final IDP and Budget.

### **h) Cross Boarder Alignment**

In terms of section 24 (1) of the Municipal Systems Act No 32 of 2000, planning undertaken by a municipality must be aligned with, and compliment, the development plans and strategies of other affected municipalities and other organs of state to give effect to the principles of co-operative government contained in section 41 of the Constitution. The spatial planning system that the Spatial Planning and Land Use Management Act (SPLUMA), Act 16 of 2013 strives to establish national coherence, stability, and predictability. Nesting jurisdiction and the inherently multi-scalar nature of spatial planning necessitates alignment of the different scales of SDFs. It is thus clear that effective and credible spatial planning depends heavily on cooperative governance.

One of the critical objectives of the relations is to achieve Integrated Spatial Planning that would result in seamless service delivery across the Provincial boundary. This is in line with vision 2035 (as well as vision 2030) of the NDP (National Development Plan) that seeks to realise, among other things, Sustainable Human Settlements through Integrated Spatial Planning. The relations between the two provinces involve three Local municipalities and two district municipalities within the participating Locals. The municipalities are namely:

- Endumeni Local Municipality
- Alfred Duma Municipality
- Thabo Mofutsanyana District
- Umzinyathi District Municipality

#### 4.4. PROCEDURES/PROCESS FOR PARTICIPATION

##### 4.4.1 Representative Forum and Constituency Meetings

The representative forum and Constituency Meetings will meet as follows and deal with the following issues:

NATURE OF MEETING / ACTIVITY	ACTION DATE	OUTCOMES
First IDP Forum meeting	<b>23 August 2024</b> <b>Friday</b>	Municipal Manager; IDP Manager; Communications Manager
Submission of the Final and Adopted Process to Provincial Treasury, COGTA KZN, Ward Committees and Councillors with the Council resolution.	<b>29 August 2024</b> <b>Thursday</b>	IDP Manager and Communication
Submission of the Final and Adopted Process to Provincial Treasury, COGTA KZN, Ward Committees and Councillors with the Council resolution.	<b>29 August 2024</b> <b>Thursday</b>	IDP Manager and Communication
Review of strategies, objectives, priorities desired for the next three years and notification of the IDP Forum	<b>26 August 2024</b> <b>Thursday</b>	Municipal Manager; HODs
Ward Public Meetings (Ward 1-13)  Second meeting of the Steering Committee (MANCO and Govt. Dept.) Municipality receive inputs from Govt. Depts. and SOEs	<b>21-25 October 2024</b>  <b>Monday to Friday</b>	Municipal Manager; IDP Manager
Community and stakeholders' engagement process and reporting on the current budget, IDP, PMS, and on the reviewing of the IDP, Budget and OPMS	<b>11-14 November 2024</b>  <b>Monday to Thursday</b>	Council; EXCO; Municipal Manager
Engage Ward Committees and War Rooms on the compilation of the 2025/2026 Ward Base Plans and Ward Operational Plans	<b>04 March 2025</b>  <b>Tuesday</b>	Director Corporate Services and Public Participation Officer
Present draft IDP Review, preliminary Budget and OPMS proposals to Finance Committee for recommendation to Executive Committee	<b>11 March 2025</b>  <b>Tuesday</b>	CFO
<b>Second meeting of the IDP Forum</b>	<b>19 March 2025</b>  <b>Wednesday</b>	Municipal Manager; IDP Manager; Mayor
Mayor tables draft multi – year budget to Council	<b>26 March 2025</b>	Mayor

NATURE OF MEETING / ACTIVITY	ACTION DATE	OUTCOMES
	<b>Wednesday</b>	
Tabling of the Draft Budget, IDP, OPMS, to Ward Committees, Traditional Leadership, Business, Focal Group, and other stakeholders (Mayoral Roadshow engagement)	<b>8-11 April 2025</b> <b>Tuesday to Friday</b>	Office of the Speaker; Municipal Manager; CFO
Third meeting of the IDP Forum (Tabling final 2025/2026 IDP Review, final 2025/2026 Budget, Final 2025/2026 Ward Base Plans and Ward Operational Plans and OPMS proposals to Finance Committee to discuss and recommend Council and its committees for approval)	<b>15 May 2025</b> <b>Thursday</b>	Municipal Manager; IDP Manager; Mayor
Tabling Final 2025/2026 IDP Review, Final 2025/2026 Budget, Final 2025/2026 Ward Base Plans and Ward Operational Plans and OPMS proposals to Finance Committee to discuss and recommend to Executive Committee	<b>20 May 2025</b> <b>Tuesday</b>	Municipal Manager; EXCO
Mayor tabling Final 2025/2026 IDP Review, Final 2025/2026 Budget, Final 2025/2026 Ward Base Plans and Ward Operational Plans and OPMS proposals to Executive Committee to discuss and recommend to Council for approval	<b>23 May 2025</b> <b>Friday</b>	Mayor and Municipal Manager

#### 4.4.2 Council Approval

Once the IDPRF has recommended to Council for the adoption of the IDP and Budget on the **30 May 2025**, the IDP will be tabled at EXCO for consideration on the **16 May 2025**. Council will then adopt the IDP, PMS and Budget on the **23 May 2025**.

## SECTION FIVE: ACTION PROGRAMME

### 5.1 CORE ELEMENTS OF THE IDP PREPARATION

5.1.1 The 'core elements' of the IDP preparation correspond to the core functions of municipalities as outlined in the Municipal Structures Act and other legislation, the Department of Provincial and Local Government's IDP Guide Pack III and VI, as well as critical elements that have arisen from the preparation of the IDP's over the past years.

The core components of the IDP process are grouped as follows:

- Status of the implementation process of the 2023/2024 IDP (Full term performance report).
- IDP Components as per the MSA.
- OPMS
- Preparation and finalisation of the annual municipal budget and ensuring compliance with the requirements of the Municipal Finance Management Act, of 2004

## SECTION SIX: COST ESTIMATES

### IDP COST BREAKDOWN

#### Cost Analysis: 2024/2025 – 2026/27 IDP Review

PROJECT	DESCRIPTION	BUDGET	TIME FRAME
PROCESS PLAN	APPROVAL OF THE PROCESS PLAN BY COUNCIL, IDP RF AND WARD COMMITTEES	R 60000.00	23 AUGUST 2024
SPLUMA AND SDF REVIEW	REVIEW OF SDF AND SPLUMA COMPLIANCE	R 0, 00	NOVEMBER 2024- MARCH 2025
IDP/BUDGET ROADSHOWS 1 <sup>ST</sup> ROUND	DRAFT BUDGET AND IDP, AND INVITING INPUT FOR DRAFT 2024/2025 BUDGET AND IDP REVIEW	R 500 000, 00	04-15 NOVEMBER 2024
PRESENTATION OF THE SDF/SPLUMA TO AMAKHOSI, WARD COMMITTEES AND IDPRF	PROCESS OF TABLING THE SDF/SPLUMA TO THE DIFFERENT STAKEHOLDERS	R 0, 00	FEBRUARY TO MARCH 2025
APPROVAL OF THE SPLUMA AND SDF/BUDGET AND IDP REVIEW BY COUNCIL	PROCESS FOR APPROVAL OF THE SPLUMA AND SDF BY COUNCIL	R 0, 00	20 MARCH 2025
2 <sup>ND</sup> ROUND OF THE BUDGET/IDP ROADSHOWS	SUBMISSION OF THE OF 2024/2025 FINAL IDP REVIEW AND 2024/2025 BUDGET TO DIFFERENT STAKEHOLDERS	R 500 000.00	01-04 APRIL 2025
FINAL APPROVAL OF THE BUDGET AND IDP	PROCESS FOR APPROVAL OF THE 2024/2025 BUDGET AND IDP BY COUNCIL	R 0, 00	23 MAY 2025
PRINTING OF THE IDP DOCUMENT	PRINTING OF THE IDP DOCUMENT FOR DISTRIBUTION	R 0, 00	JUNE 2025

For the 2024/2025 IDP Review process the municipality will develop the document in house, and the printing editing will be outsourced.

**ANNEXURE A**

**Multi – Year IDP; Budget and OPMS Programme**

**Multi – Year IDP; Budget and OPMS Programme**

<b>MILESTONES</b>		
<b>JUNE 2024 TO JULY 2024</b>	<b>DATE</b>	<b>RESPONSIBILITY</b>
First meeting Steering Committee (MANCO and Govt. Depts. Review provincial and national government sector and strategic plans	<b>02 July 2024</b> <b>Tuesday</b>	Municipal Manager; IDP Manager
First meeting of the Technical Committee (MANCO)	<b>03 July 2024</b> <b>Wednesday</b>	Municipal Manager; IDP Manager
Preparation of the Draft IDP, Budget and OPMS Process Plans	<b>09 July 2024</b> <b>Tuesday</b>	Municipal Manager; CFO and IDP Manager
Advertise Draft Process Plan and notification of the IDP Forum	<b>10 July – 24 July 2024</b>	Municipal Manager; IDP Manager
Tabling of the 2024/2025 Performance Management System Policy and Framework, Performance Agreements of the Municipal Manager and Directors to Council for approval	<b>25 July 2024</b> <b>Thursday</b>	Municipal Manager
Submit Draft 2024/2025 Reviewed IDP Framework and Process Plans for comments to COGTA.	<b>29 July 2024</b> <b>Monday</b>	IDP
Submission of the approved 2024/2025 Final PMS Policy and Framework, and signed Performance Agreements for Municipal Manager and Directors to COGTA KZN PMS Business Unit	<b>30 July 2024</b> <b>Tuesday</b>	PMS Officer
Publish approved 2024/2025 Final PMS Policy and Framework and signed Performance Agreements for Municipal Manager to print media and municipal website.	<b>31 July 2024</b> <b>Wednesday</b>	PMS Officer

Submission of draft 2025/26 Framework and Process plans for 5 <sup>th</sup> Generation IDP to COGTA for assessment	<b>31 July – 2024</b> <b>Wednesday</b>	Municipal Manager; IDP Manager
<b>AUGUST 2024</b>	<b>DATE</b>	<b>RESPONSIBILITY</b>
Tabling of the 2024/2025 Draft Process Plan, 2024/2025 Final SDBIP, and PMS Policy and Framework, Final Budget, Approved Sector Plans, Financial Policies (Indigent Policy) and Ward Base Plans and Ward Operational Plans for 2024/2025 financial year	<b>01 August 2024</b> <b>Thursday</b>	Municipal Manager; Dir. Corporate Services; Office of the Speaker, and other officials
Mayor establishes/reconstitute committees and consultation forums for the IDP, Budget and OPMS processes	<b>05 August 2024</b> <b>Monday</b>	Municipal Manager; Mayor
Mayor tables timetable for the IDP, Budget and OPMS to Executive Committee	<b>07 August 2024</b> <b>Wednesday</b>	Municipal Manager; Office of the Mayor
Analyse gaps between actual and planned performance and assess the impact on the next three-year plan	<b>13 August 2024</b> <b>Tuesday</b>	Municipal Manager; CFO
Based on the financial statements of previous years and performance review, determine the financial position of the municipality, and assess its financial capacity and potential impacts on future strategies and budgets	<b>15 August 2024</b> <b>Thursday</b>	Municipal Manager; CFO & MANCO
COGTA finalise comments on Draft Framework and Process Plans	<b>20 August 2024</b> <b>Tuesday</b>	IDP Co-ordination Business Unit, Spatial Planning Business Unit, Municipal Planners
Second meeting of the Technical Committee	<b>21 August 2024</b> <b>Wednesday</b>	Municipal Manager; IDP Manager
Closing date for comments in Draft Process Plan	<b>21 August 2024</b> <b>Wednesday</b>	Municipal Manager; IDP Manager
First IDP Forum meeting	<b>23 August 2024</b> <b>Friday</b>	Municipal Manager; IDP Manager; Communications Manager
Analyse gaps between actual and planned performance and assess the impact on the next three-year plan	<b>23 August 2024</b> <b>Friday</b>	Municipal Manager; CFO

Based on the financial statements of previous years and performance review, determine the financial position of the municipality and assess its financial capacity and potential impacts on future strategies and budgets	<b>27 August 2024</b> <b>Tuesday</b>	Municipal Manager; CFO
Adoption of the 2024/2025 Financial Statements and Annual Performance Report by Council	<b>28 August 2024</b> <b>Wednesday</b>	Municipal Manager
Submission of the Final and Adopted Process to Provincial Treasury, COGTA KZN, Ward Committees and Councillors with the Council resolution.	<b>29 August 2024</b> <b>Thursday</b>	IDP Manager and Communication
Publishing of the final 2024/2025 Process Plan to print media and municipal website	<b>29 August 2024</b> <b>Thursday</b>	
Sustainable Living Exhibition	<b>26 August 2024 to 29 August 2024</b> <b>Monday- Friday</b>	MEC, IDP Co-ordination Business Unit, Municipal representatives, Sector Departments
<b>SEPTEMBER 2024</b>	<b>DATE</b>	<b>RESPONSIBILITY</b>
Identify factors that impact on future budgets and determine financial parameters	<b>03 September 2024</b> <b>Tuesday</b>	Municipal Manager; CFO
Determine funding revenue available for next three years	<b>10 September 2024</b> <b>Tuesday</b>	Municipal Manager; CFO
IDP Indaba (Op on PGDP, MEC Panel Feedback, Adoption of IDP Management Plan, review of assessment process and template	<b>18 September 2024</b> <b>Wednesday</b>	IDP Co-ordination Business Unit, Municipal representatives, Sector Departments
Review funding policies and tariff structures	<b>20 September 2024</b> <b>Friday</b>	Municipal Manager; CFO
Based on past year's performance compile draft medium – term expenditure framework	<b>23 September 2024</b> <b>Monday</b>	Municipal Manager; CFO; HODs



Review of strategies, objectives, priorities desired for the next three years and notification of the IDP Forum	<b>26 September 2024</b> <b>Thursday</b>	Municipal Manager; HODs
<b>OCTOBER 2024</b>	<b>DATE</b>	<b>RESPONSIBILITY</b>
Conducting Performance Assessments for Municipal Manager and Directors Quarter1	<b>02 October 2024</b> <b>Wednesday</b>	Municipal Manager and Mayor
Performance and Finance Audit Committee Meeting review Section71 Reports and Performance Reports	<b>08 October 2024</b> <b>Tuesday</b>	PMS Officer
Cost estimate capital and operational plans	<b>17 October 2024</b> <b>Thursday</b>	Municipal Manager; Dir. Infrastructure and Technical; CFO; IDP Manager
Ward Public Meetings (Ward 1-13) Second meeting of the Steering Committee (MANCO and Govt. Dept.) Municipality receive inputs from Govt. Depts. and SOEs	<b>21-25 October 2024</b> <b>Monday to Friday</b>	Municipal Manager; IDP Manager
Third meeting of the Technical Committee (MANCO)	<b>29 October 2024</b> <b>Tuesday</b>	Municipal Manager; MANCO
Finalization of FP/PP (Bongani)	<b>31 October 2024</b> <b>Thursday</b>	IDP co-ordination, Municipal Council, Municipal Planner
<b>NOVEMBER 2024</b>	<b>DATE</b>	<b>RESPONSIBILITY</b>
Tabling of the progress report on the implementation of the budget, IDP, Performance Report and other developmental reports Ward Committees	<b>04 November 2024</b> <b>Monday</b>	Mayor and Municipal Manager
IDP Alignment and implementation session	<b>08 November 2024</b>	Municipal manager: IDP Manager
Community and stakeholders' engagement process and reporting on the current budget, IDP, PMS, and on the reviewing of the IDP, Budget and OPMS	<b>11-14 November 2024</b> <b>Monday to Thursday</b>	Council; EXCO; Municipal Manager
IDP Feedback Session Amajuba District and Umzinyathi Municipalities	<b>14 November 2024</b> <b>Thursday</b>	IDP Co-ordination Business Unit, Municipal Planners, Sector Depts. and SOEs

World Planning Day Celebrations	<b>19 November 2024</b> <b>Tuesday</b>	IDP Co-ordination Business Unit, Municipal representatives
Support provided to Municipalities to improve IDPs	<b>20 November 2024</b>	IDP Co-ordination Business Unit
MANCO discussing public comments and inputs on Budget/IDP/OPMS, and considers inputs for reviewing of the IDP, compilation of the Budget and OPMS input.	<b>28 November 2024</b> <b>Thursday</b>	Municipal Manager; IDP Manager
IDP Best Practice Conference and IDP Alignment session.	<b>29 November 2024</b>	IDP Coordination BU, Municipal Planners, Sector Departments, COGTA Bus and SOEs
<b>DECEMBER 2024</b>	<b>DATE</b>	<b>RESPONSIBILITY</b>
EXCO discussing public inputs and MANCO recommendations on the IDP/Budget and OPMS	<b>03 December 2024</b> <b>Tuesday</b>	Executive Committee
Support provided to Municipalities with weak IDPs	<b>December 2024-March 2025</b>	Municipal representatives, Sector Departments, SOE's
<b>JANUARY 2025</b>	<b>DATE</b>	<b>RESPONSIBILITY</b>
Assess midyear budget and performance to inform adjustments	<b>06 January 2025</b> <b>Monday</b>	Municipal Manager; CFO
Tabling of the 2024/2025 Mid-Year to Mayor by the Municipal Manager	<b>14 January 2025</b> <b>Tuesday</b>	Municipal Manager; CFO
Discussion, review and discussion of the 2024/2025 Mid-Year by the Mayor to EXCO	<b>21 January 2025</b> <b>Tuesday</b>	Executive Committee
Consideration and adoption of the 2024/2025 Mid-Year Report by Council	<b>23 January 2025</b> <b>Thursday</b>	Mayor and CFO
Submission of the adopted 2024/2025 Mid-Year Report to Provincial Treasury and COGTA KZN	<b>24 January 2025</b> <b>Friday</b>	Municipal Manager
Publishing of the adopted 2024/2025 Mid-Year Report to municipal website and print media	<b>27 January 2025</b> <b>Monday</b>	Municipal Manager
<b>FEBRUARY 2025</b>	<b>DATE</b>	<b>RESPONSIBILITY</b>

Prepare Draft IDP Review, Budget and OPMS	<b>03 February 2025</b> <b>Monday</b>	Municipal Manager; CFO; IDP Manager
Commencing process for compilation of the 2024/2025 Adjustment Budget and Revised SDBIP	<b>05 February 2025</b> <b>Wednesday</b>	Municipal Manager and MANCO
Engage departments for finalization of the 2024/2025 Adjustment Budget and SDBIP	<b>11 February 2025</b> <b>Tuesday</b>	HOD's
Submission of the proposed or draft Budget and SDBIP to Mayor for tabling to Executive Committee	<b>12 February 2025</b> <b>Wednesday</b>	Municipal Manager
Tabling of the 2024/2025 Draft Adjustment Budget and Draft Revised SDBIP to Finance Committee for discussion and Consideration	<b>17 February 2025</b> <b>Monday</b>	Municipal Manager and CFO
Align draft budget and IDP Review report	<b>19 February 2025</b> <b>Wednesday</b>	Municipal Manager; CFO; IDP Manager
Meeting of COGTA, Sector Departments and Municipalities on IDP drafting and assessment process for 2025/2026	<b>20 February 2025</b> <b>Thursday</b>	IDP Co-ordination Business Unit
Finalise budget for next three years in prescribed formats	<b>21 February 2025</b> <b>Friday</b>	Municipal Manager; CFO
Determine future directions and priority areas for the municipality to guide the budget allocations and IDP	<b>24 February 2025</b> <b>Monday</b>	Municipal Manager and MANCO
Set Key Performance Indicators and Targets	<b>27 February 2025</b> <b>Thursday</b>	Municipal Manager; HODs; IDP Manager
Municipal Manager submit draft budget and plans, tariffs, and related policies to Mayor	<b>28 February 2025</b> <b>Friday</b>	Municipal Manager; CFO
Mayor tables 2024/2025 Adjustment budget to Council for the current financial year	<b>28 February 2025</b> <b>Friday</b>	Mayor and CFO
Tabling of the Draft 2024/2025 Final Adjustment Budget and Revised SDBIP to Executive Committee for discussion and recommended to Council for adoption	<b>28 February 2025</b> <b>Friday</b>	Mayor
<b>MARCH 2025</b>	<b>DATE</b>	<b>RESPONSIBILITY</b>

Engage Ward Committees and War Rooms on the compilation of the 2025/2026 Ward Base Plans and Ward Operational Plans	<b>04 March 2025</b> <b>Tuesday</b>	Director Corporate Services and Public Participation Officer
Submission of the 2025/2026 Draft Ward Base Plans and Ward Operational Plans to Municipal Manager	<b>06 March 2025</b> <b>Thursday</b>	Director Corporate Services
Present draft IDP Review, preliminary Budget and OPMS proposals to Finance Committee for recommendation to Executive Committee	<b>11 March 2025</b> <b>Tuesday</b>	CFO
Present draft IDP Review, preliminary Budget and OPMS proposals to EXCO for recommendation to Council	<b>13 March 2025</b> <b>Thursday</b>	Municipal Manager; CFO; IDP Manager
Submission of the 2025/2026 Draft Ward Base Plans and Ward Operational Plans to Mayor and for Executive Committee to discuss the reports	<b>14 March 2025</b> <b>Friday</b>	Municipal Manager and Director Corporate Services
Review and update of rates tariffs and policies and other financial policies	<b>17-28 March 2025</b>	Municipal Manager; CFO; HODs
<b>Second meeting of the IDP Forum</b>	<b>19 March 2025</b> <b>Wednesday</b>	Municipal Manager; IDP Manager; Mayor
Incorporate EXCO proposals to the 2025/2026 Draft IDP Review	<b>20 March 2025</b> <b>Thursday</b>	Municipal Manager; IDP Manager
Present Draft IDP Review, Budget, Draft Ward Base Plans and Ward Operational Plans, and OPMS reports to EXCO and Council. Council informs strategic objectives, KPIs and Targets as set out in the Draft IDP Review	<b>21 March 2025</b> <b>Friday</b>	EXCO; Municipal Manager
Mayor tables draft multi – year budget to Council	<b>26 March 2025</b> <b>Wednesday</b>	Mayor
Present the draft IDP Review to Council and submission of report to DLGTA for assessment	<b>26 March 2025</b> <b>Wednesday</b>	Municipal Manager
Submit copies of the tabled budget to Provincial and National Treasury	<b>28 March 2025</b> <b>Friday</b>	Municipal Manager; CFO
Formulation of the Vision, Mission and setting of Municipal Priorities	<b>27 Thursday 2025</b>	Municipal Manager: IDP Manager

Municipalities complete draft Reviewed IDPs for submission to COGTA for Assessment Discussion Sessions	<b>28 March 2025</b> <b>Friday</b>	Municipal Planners- COGTA Planners, Sector Departments, SOEs
Municipalities submit draft 2025/2026 to COGTA for Decentralised Assessment Discussion Sessions	<b>31 March 2025</b>	Municipal Planners, COGTA Planners
<b>APRIL 2025</b>	<b>DATE</b>	<b>RESPONSIBILITY</b>
Publish tabled draft budget with all related policies, tariffs, and by-laws for comments	<b>03 April 2025</b> <b>Thursday</b>	Municipal Manager; CFO
Tabling of the Draft Budget, IDP, OPMS, to Ward Committees, Traditional Leadership, Business, Focal Group, and other stakeholders (Mayoral Roadshow engagement)	<b>8-11 April 2025</b> <b>Tuesday to Friday</b>	Office of the Speaker; Municipal Manager; CFO
Decentralised IDP Self-Assessment discussion session  Amajuba	<b>14 April 2025</b>	IDP Co-ordination Business Unit, COGTA Business Units, Municipal representatives
Community consultation process on the reviewing of the IDP, Budget and OPMS	<b>15 April 2025</b> <b>Tuesday</b>	Council; EXCO; Municipal Manager
Incorporate comments from stakeholders including provincial and national departments.	<b>18 April 2025</b> <b>Friday</b>	Municipal Manager; CFO
Closing date for public comments on draft budget	<b>24 April 2025</b> <b>Thursday</b>	Municipal Manager; CFO
Consult with sector departments to finalize allocations from government0	<b>24 April 2025</b> <b>Thursday</b>	Municipal Manager; CFO
Fourth meeting of the Technical/Steering Committee.	<b>29 April 2025</b> <b>Tuesday</b>	Municipal Manager
<b>MAY 2025</b>	<b>DATE</b>	<b>RESPONSIBILITY</b>
MANCO discuss stakeholder's inputs and recommendations on Budget, IDP, and OPMS	<b>06 May 2025</b> <b>Tuesday</b>	CFO, Municipal Manager and HOD's
Convening of Decentralised IDP Assessment Discussions and IDP Feedback session	<b>08 May 2025</b> <b>Thursday</b>	IDP Co-ordination Business Unit, COGTA Business Units,

		Municipal representatives
IDP Assessment Feedback Session	<b>13 May 2025</b> <b>Tuesday</b>	IDP Co-ordination Business Unit COGTA Business Units Municipal Representatives
Third meeting of the IDP Forum (Tabling final 2025/2026 IDP Review, final 2025/2026 Budget, Final 2025/2026 Ward Base Plans and Ward Operational Plans and OPMS proposals to Finance Committee to discuss and recommend Council and its committees for approval	<b>15 May 2025</b> <b>Thursday</b>	Municipal Manager; IDP Manager; Mayor
Tabling final 2025/2026 IDP Review, final 2025/2026 Budget, Final 2025/2026 Ward Base Plans and Ward Operational Plans and OPMS proposals to Finance Committee to discuss and recommend to Executive Committee	<b>16 May 2025</b> <b>Friday</b>	Mayor and Municipal Manager
Tabling Final 2025/2026 IDP Review, Final 2025/2026 Budget, Final 2025/2026 Ward Base Plans and Ward Operational Plans and OPMS proposals to Finance Committee to discuss and recommend to Executive Committee	<b>20 May 2025</b> <b>Tuesday</b>	Municipal Manager; EXCO
Mayor tabling Final 2025/2026 IDP Review, Final 2025/2026 Budget, Final 2025/2026 Ward Base Plans and Ward Operational Plans and OPMS proposals to Executive Committee to discuss and recommend to Council for approval	<b>23 May 2025</b> <b>Friday</b>	Mayor and Municipal Manager
Prepare draft SDBIPs linked to IDP, Budget and OPMS.	<b>29 May 2025</b> <b>Thursday</b>	Municipal Manager; CFO; HODs
Adoption 2025/2026 reviewed IDP	<b>30 May 2025</b>	Municipal Manager; IDP Manager
<b>JUNE &amp; JULY 2025</b>	<b>DATE</b>	<b>RESPONSIBILITY</b>
Publish budget and forward copies of approved budget to Provincial and National Treasury, COGTA	<b>05 June 2025</b> <b>Thursday</b>	Municipal Manager; CFO.
Training of Sector Departments	<b>18-19 June 2025</b>	IDP Co-ordination Business Unit,

	<b>Wednesday and Thursday</b>	
Mayor approves SDBIPs within 28 days after approval of the budget setting tariffs, approving changes to IDP, budget related policies, approving measurable performance objectives for revenue by source and by vote before start of the financial year-. MFMA s 16,24,26,53	<b>23 June 2025 Monday</b>	Mayor
Publish the SDBIPs and Performance Agreements. Copies forwarded to National and Provincial Treasury; MEC for Local Government MFMA S75,87	<b>30 July 2025 Wednesday</b>	Mayor; Municipal Manager; HODs
Briefing session with Sector Departments and SOEs, handing out of CDs with draft IDPs and assembling of MEC Panel	<b>31 July 2025 Thursday</b>	IDP Co-ordination Business Unit, Sector Departments, SOEs

**ANNEXURE B**

**APPLICABLE LEGISLATION DIRECTORATE: DEVELOPMENT PLANNING CO-ORDINATION CHIEF DIRECTORATE:**

**DEVELOPMENT PLANNING DEPARTMENT OF TRADITIONAL & LOCAL GOVERNMENT AFFAIRS DATE: 13 AUGUST 2001**

**IDP FRAMEWORK GUIDELINE: APPLICABLE LEGISLATION & POLICIES FOR KWAZULU-NATAL MUNICIPALITIES IN INTEGRATED DEVELOPMENT PLANNING**

**LEGISLATION**

**Table 1 – Legislation applicable in IDP**

LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
<p><b>Development Facilitation Act, 1995 (Act No. 67 of 1995)</b></p>	<p>Department of Co-operative Governance Traditional Affairs</p>	<p><b>Land Development Objectives</b> Spatial development Spatial integration Sustainable development Bulk infrastructure planning Settlement density Land use control Development strategies Administrative structures Housing delivery</p>	<p>Municipalities</p>	<p>Municipalities &amp; MEC Local Government</p>



LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
<b>KwaZulu Land Affairs Act (Act No. 11 of 1992)</b>	Department of Co-operative Governance Traditional Affairs	To provide for disposal of Govt land, rights to land tenure, registration of title, development, use and subdivision of land and removal of restrictive conditions	Municipalities	Department of Co-operative Governance Traditional Affairs
<b>Less Formal Township Establishment Act (Act 113 of 1991)</b>	Department of Rural Development & Land Affairs	Shortened procedures for designation, provision and development of land and establishment of townships, less formal forms of residential settlement, regulating use of land by tribal communities for communal forms of residential settlement	Municipalities	Department of Co-operative Governance Traditional Affairs
<b>Removal of Restrictive Conditions Act (Act No 84 of 1967)</b>	Department of Rural Development & Land Affairs	To alter, suspend or remove certain restrictions and obligations in respect of land in the province	Municipalities	Department of Co-operative Governance Traditional Affairs

LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
<b>Upgrading of Land Tenure Rights Act (Act No 112 of 1991)</b>	Department of Rural Development & Land Affairs	Upgrading and conversion of certain rights, granted in respect of land and for the transfer of tribal land in full ownership of tribes	Municipalities	Department of Co-operative Governance Traditional Affairs and Human Settlements (jointly administered)
<b>KwaZulu –Natal Planning Development Act (No 6 of 2008)</b>	Department of Co-operative Governance Traditional Affairs	Establishment of private townships, sub-division and layout of land for building purposes or urban settlement and the preparation and carrying out of town planning schemes	Municipalities	Department of Co-operative Governance Traditional Affairs
<b>Municipal Systems Act (No. 32 of 2000)</b>	Department of Co-operative Governance Traditional Affairs	<b>Integrated Development Plans</b> Strategic planning Multi-sectoral planning, co-ordination & alignment	Municipalities	Municipalities. MEC Local Government may require

LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
				amendment to IDP
<b>Water Services Act, 1997 (Act No. 108 of 1997)</b>	Department of Water Affairs and Forestry	<b>Water Services Plans</b> Provision and delivery of water services	Water Services Authorities/ Municipalities	Water Services Authorities
<b>National Land Transport Transition Act (Act No. 22 of 2000)</b>	Department of Transport	<b>Transport Plans</b> Public transport plan operational plan Integrated transport plan Operational plan.	Transport Authorities Municipalities	Transport Authorities Municipalities
<b>National Housing Act, 1997 (Act No. 107 of 1997)</b>	Department of Human Settlements	<b>Housing Delivery Plans</b> Provision and delivery of housing.	National & Provincial Government, Municipalities	National & Provincial Govt., Municipalities
	Department of Agriculture &	<b>Environnemental Management Plans</b>		

LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
<b>National Environmental Management Act (Act No. 107 of 1998)</b>	Environmental Affairs & Rural Development	Environnemental Principles Environnemental implémentation and management plans	Certain national departments and each province	Relevant department in the province
<b>Environmental Conservation Act</b>	Department of Agriculture & Environmental Affairs & Rural Development	Provides for the effective protection and controlled utilization of the environment and for matters incidental thereto	Minister/ Administrator/ local authority	Minister/ Administrator/ local authority
<b>Municipal Structures Act, 1998 (Act No. 117 of 1998)</b>	Department of Co-operative Governance Traditional Affairs	Municipal establishment and determination of powers and functions of Municipalities	Municipalities	N/A
<b>Public Finance Management Act (Act No. 1 of 1999) &amp; Treasury Regulations</b>	National Treasury	economic, efficient & effective management of public finances transferred from National or Province to Municipalities through sound accounting and internal control systems	Municipalities	National & Provincial Treasury

LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
<b>Municipal Finance Management Bill (2000) ***</b>	National Treasury	economic, efficient & effective management of municipal finances through sound accounting and internal control systems	Municipalities	National & Provincial Treasury
<b>Property Rating Bill (2000) ***</b>	Department of Co-operative Governance Traditional Affairs	Creation & maintenance of sustainable municipal rates base	Municipalities	N/A
<b>Promotion of Administrative Justice Act (Act No. 3 of 2000)</b>	Department of Justice	Fair Administrative Procedures	Municipalities	N/A
<b>Promotion of Access to Information Act (Act No. 2 of 2000)</b>	Department of Justice	Freedom of access to public information	Municipalities	N/A
			Minister Land Affairs	

LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
<b>Interim Protection of Informal Land Rights Act (Act No. 31 of 1996)</b>	Department of Rural development Land Affairs	Provides for the temporary protection of certain rights to and interests in land which are not otherwise adequately protected by law.		Department of Land Affairs
<b>Ingonyama Trust Act (Act No.3 of 1994)</b>	Department of Rural Development & Land Affairs	Provides for the transfer of all land under the jurisdiction of the former KZN Government to the Ingonyama Trust. His majesty the King has been appointed as the sole trustee of the Trust and the Trust is to be administered for the benefit, material welfare and social well-being of the members of Tribes and communities which have been identified in the KwaZulu Amakhosi and Iziphakanyiswa Act (Act 9 of 1990).	Former areas KwaZulu	Ingonyama Trust Board
		- Establishes the Ingonyama Trust Board.	Former areas KwaZulu	Ingonyama Trust Board

LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
<b>Ingonyama Trust Amendment Act (Act No.9 of 1997)</b>	Department of Rural development & Land Affairs	<ul style="list-style-type: none"> <li>- Transfers all land in former R293 townships to municipalities.</li> <li>- Transfers land used for state domestic purposes to the National or Provincial Government.</li> </ul>		
<b>Extension of Security of Tenure Act, Act 62, 1997</b>	Department of Rural Development & Land Affairs	Provides for measures with State assistance to facilitate long-term security of land tenure; to regulate the conditions of residence on certain land; to regulate the conditions on and circumstances under which the right of persons to reside on land may be terminated: and to regulate the conditions and circumstances under which persons, whose right of residence has been terminated, may be evicted from land; and to provide for matters connected therewith.	Municipalities	Department of Rural Development & Land Affairs

LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
<b>Labour Tenants Act, Act 3 of 1996.</b>	Department of Rural Development & Land Affairs	Provides for the security of tenure of labour tenants and those persons occupying or using land as a result of their association with labour tenants, to provide for the acquisition of land and rights in land by labour tenants. The date for lodgement of claims in terms of this act has passed. Some 2600 claims have been received by the Provincial Land Reform Office.	Municipalities	Department of Rural Development & Land Affairs
<b>Restitution Act, Act 22 of 1994</b>	Department of Rural Development & Land Affairs	Provides for the restitution of rights in land in respect of which persons or communities were dispossessed under or for the purpose of furthering the objects of any racially based discriminatory law. (Administrative responsibility lies with the Provincial Restitution Commission)	Municipalities	Land Restitution Commission



LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
<p><b>Provision of Land and Assistance Act, Act 126, 1993</b></p>	<p>Department of Rural Development &amp; Land Affairs</p>	<p><b>Provides for the designation of certain land; to regulate the subdivision of such land and the settlement of persons thereon; to provide for the rendering of financial assistance for the acquisition of land and to secure tenure rights; and to provide for matters connected therewith.</b></p>	<p>Municipalities</p>	<p>Department of Rural Development &amp; Land Affairs</p>
<p><b>KwaZulu Amakhosi and Iziphakanyiswa Act (Act No.9 of 1990)</b></p>	<p>Department of Co-operative Governance Traditional Affairs</p>	<p>Provides for the establishment of Tribal Authorities, Community Authorities and Regional Authorities and provides further for the powers, functions and duties of such Authorities in relation to the acquisition, control, settlement and development of all land within the jurisdiction of these Authorities.</p>	<p>Tribal Authorities, Community Authorities and Regional Authorities</p>	<p>Department of Co-operative Governance Traditional Affairs</p>

## POLICIES

Table 2 – Policies applicable in IDP

POLICY	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
<b>Reconstruction &amp; Development Programme (RDP)</b>	President's Office	Development planning and service delivery. Local Economic Development.
<b>Growth, Employment &amp; Redistribution Strategy (GEAR)</b>	President's Office	A (macro-economic) strategy for rebuilding and restructuring the economy. Contents include fiscal policy; monetary and exchange rate policy; trade, industrial and small enterprise policies; social and sectoral policies; public investment and asset restructuring; employment, wages and training; and policy coordination.
<b>Urban Development Framework</b>	Department of Human Settlements	Seeks to accommodate the growth and job creation orientation of GEAR with the more re-distributive and >people development= association of the RDP. It does so through the accommodation of the need to stimulate local economic development and enhanced global competitiveness of South African cities.
<b>Rural Development Framework (RDF)</b>		

POLICY	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
	Department of Rural Development & Land Affairs	The RDF asserts a powerful poverty focus. It describes how government working with rural people aims to achieve a rapid and sustained reduction in rural poverty.
<b>Local Agenda (LA 21)</b>	Department of Agriculture & Environmental Affairs and Rural Development and Department of Co-operative Governance Traditional Affairs	Blueprint for Sustainable Development. Delivering basic environmental, social and economic services. Local level planning. Sustainable development of local urban settlements and communities.
<b>White Paper for Sustainable Coastal Development</b>	Department of Agriculture & Environmental Affairs & Rural Development	Sets out a Policy that aims to achieve sustainable coastal development in South Africa through integrated coastal management. Sustainable coastal development is enhancing the capacity of current and future generations to realize their human potential, within the context of maintaining diverse, healthy and productive coastal ecosystems.

POLICY	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
<b>KwaZulu-Natal Environmental Implementation Plan (Draft First Edition)</b>	Department of Agriculture & Environmental Affairs & Rural Development	An environmental management system for integrating government policies, programmes and related plans. Provides an assessment of the present state of environmental management in the province.
<b>KwaZulu-Natal Provincial Growth &amp; Development Strategy (PGDS)</b>	Premiers Office	A 2020 vision to create a dynamic, peaceful, secure, prosperous, healthy, educated, democratic, attractive and competitive province.
<b>KwaZulu-Natal Integrated Rural Development White Paper</b>	Department of Co-operative Governance Traditional Affairs	Its purpose is to identify policy instruments and specific strategies through which economic and social development of KZN=s rural areas might be realized.
<b>Land redistribution for Agricultural Development (LRAD)</b>	Department of Rural Development & Land Affairs	Primarily deals with agricultural land redistribution. Deals with the transfer of agricultural land to specific individuals or groups. Deals with commonage projects to improve access to municipal and tribal land for grazing purposes.

POLICY	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
<b>Beneficial Occupation Policy for State Land</b>	Department of Rural Development & Land Affairs	Deals with the entitlements of rights holders of Interim Protection of Informal Rights Act on state land and Extension of Security of Tenure Act, in respect of state land disposal projects.
<b>National Policy Framework for Women's Empowerment and Gender Equality.</b>	Premiers Office	Outlines South Africa=s vision for gender equality and for how it intends to realize this ideal. It details the overarching principles which will be integrated by all sectors into their own sectoral policies, practices and programmes.
<b>UN Convention on the Rights and Welfare of the Child (ratified in 1995 by the government of South Africa)</b>	Premiers Office	Recognizes that the child, for the full and harmonious development of his or her personality, should grow up in a family environment and in an atmosphere of happiness, love and understanding; the child should be prepared to live an individual life in society and brought up in the spirit of peace, dignity, tolerance, freedom, equality and solidarity.
<b>UN Declaration on the Rights of Disabled Persons</b>	Premiers Office	Emphasizes the necessity of preventing physical and mental disabilities and of assisting disabled persons to develop their abilities in the most varied fields of activities and of promoting their integration as far as possible in normal life.

**2025/2026 AMAJUBA DISTRICT MUNICIPALITY IDP ALIGNMENT DATES**

**Table: 2 AMAJUBA DISTRICT MUNICIPALITY IDP ALIGNMENT DATES**

<b>AMAJUBA DISTRICT MUNICIPALITY DISTRICT DEVELOPMENT MODEL (DDM) 2024/2025 CALENDAR OF MEETINGS</b>						
<b>MONTH</b>	<b>POLITICAL HUB</b>	<b>TECHNICAL HUB</b>	<b>SOCIAL CLUSTER</b>	<b>JUSTIC CLUSTER</b>	<b>ECONOMIC CLUSTER</b>	<b>GOVERNANCE CLUSTER</b>
<b>QUARTER 1 MEETINGS</b>						
<b>JULY 2024</b>			04	04	05	05
<b>AUGUST 2024</b>			01	01	02	02
<b>SEPTEMBER 2024</b>	27	23	05	05	06	06
<b>QUARTER 2 MEETINGS</b>						
<b>OCTOBER 2024</b>			03	03	04	04
<b>NOVEMBER 2024</b>	07	08	04	04	05	05
<b>DECEMBER 2024</b>			05	05	06	06
<b>QUARTER 3 MEETINGS</b>						
<b>JANUARY 2025</b>			09	09	10	10
<b>FEBRUARY 2025</b>			06	06	07	07
<b>MARCH 2024</b>	19	28	06	06	07	07
<b>QUARTER 4 MEETINGS</b>						
<b>APRIL 2025</b>			02	02	03	03
<b>MAY 2025</b>			08	08	09	09
<b>JUNE 2025</b>	13	06	04	04	03	03

**IDPREPRESENTATIVE FORUMS**

The representative forum will meet as follows and deal with the following issues:

**Table 3: Dates for IDP-RF (ADM) – 2025/2026)**

<b>DATES OF IDP REPRESENTATIVE FORUM MEETING</b>		
<b>DATE</b>	<b>PURPOSE OF MEETING</b>	<b>VENUE</b>
<b>15 November 2024</b>	<ul style="list-style-type: none"> <li>• Presentation of the District Framework and Process Plan 2025/2026</li> <li>• The provision of feedback on the status quo and strategic framework components of the IDP.</li> <li>• Need Prioritization</li> <li>• Census Survey</li> <li>• StatSA 2024</li> </ul>	Council Chamber – Amajuba District Municipality Building / Virtual Microsoft Teams
<b>15 March 2025</b>	<ul style="list-style-type: none"> <li>• Feedback on comments received during the 21-day advert period on the Budget and IDP as well as the public participation process and suggested ways of addressing these issues.</li> <li>• Submission of business plans by sector departments for 2024/25.</li> <li>• Recommendation by the IDP RF for adoption of the Final IDP 2024/25 by Council.</li> </ul>	Council Chamber – Amajuba District Municipality Building / Virtual Microsoft Teams

## KEY IDP REVIEW DATES – 2025/2026 PROVINCIAL IDP MANAGEMENT PLAN

Table 3: Provincial IDP Management Plan 2023/2024 – 2027/2028

TASK	TARGET DATE	RESPONSIBILITY	ACTIVITY
<b>MILESTONE: COGTA PROVIDE SUPPORT TO MUNICIPALITIES WRT THE IDPs; IDP STAKEHOLDERS MEETING</b>	<b>October 2023 - March 2024</b>		
<ul style="list-style-type: none"> <li><b>Review IDP assessment criteria and IDP Framework Guidelines to guide the development of the 5th Generation IDPs</b></li> </ul>	October 2023 - February 2024	IDP Coordination Business Unit (BU)	<ul style="list-style-type: none"> <li>Establish Steering Committee.</li> <li>Disseminate Draft documents to IDP stakeholders for inputs.</li> <li>Coordinate inputs received.</li> <li>Ensure adoption of final set of Assessment Criteria and Framework Guidelines.</li> </ul>
		Sector Departments, COGTA BUs, SOEs, Municipalities	<ul style="list-style-type: none"> <li>Review IDP Assessment Criteria and IDP Framework Guidelines to guide the development of the 5<sup>th</sup> Generation IDPs in line with the DDM, DCOG Guidelines and strategic pronouncement alignment requirements.</li> </ul>
<ul style="list-style-type: none"> <li><b>Provide support to Municipalities to improve IDPs</b></li> </ul>	November 2023 - March 2024	IDP Coordination BU	<ul style="list-style-type: none"> <li>Support establishment of IDP Steering Committees.</li> <li>Participate in Planners Forums and RFs.</li> <li>Support Municipalities in distress.</li> </ul>



			<ul style="list-style-type: none"> <li>• Provide hands-on support in line with KPA gaps identified in MEC comments.</li> <li>• Support DDM implementation through facilitation of provision of project and budget information.</li> </ul>
		Municipal representatives	<ul style="list-style-type: none"> <li>• Establish and convene meetings of IDP Steering Committee and RF.</li> <li>• Draft the IDP in line with MEC comments Action Plan and revised IDP Assessment Criteria.</li> <li>• Indicate where / if specific support is still required from COGTA BUs, Sector Departments and SOEs.</li> <li>• Convene strategic planning session.</li> </ul>
		Sector Departments, COGTA BUs and SOEs	<ul style="list-style-type: none"> <li>• Provide hands-on support with IDP, SDF and Sector Plans in line with KPA gaps and recommendations identified in MEC comments.</li> <li>• Support Municipalities in distress.</li> <li>• Support DDM implementation through provision of project and budget information.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>IDP Stakeholders Engagement on 2024/25 Reviewed IDP assessment process</b></li> </ul>	02 February 2024	IDP Coordination BU	<ul style="list-style-type: none"> <li>• Present, discuss and adopt reviewed Provincial IDP Management Plan.</li> <li>• Present, discuss and adopt reviewed IDP Assessment Criteria and IDP Framework Guidelines.</li> <li>• Discussions on aligned projects and IDP implementation.</li> </ul>

			<ul style="list-style-type: none"> <li>• Discussions on Draft IDP submission requirements and Draft IDP assessment process.</li> </ul>
		Municipal representatives	<ul style="list-style-type: none"> <li>• Participate in discussions and decision taking.</li> <li>• Adopt reviewed Provincial IDP Management Plan, IDP Assessment Criteria and IDP Framework Guidelines.</li> </ul>
		Sector Departments, COGTA BUs and SOEs	<ul style="list-style-type: none"> <li>• Participate in discussions and decision taking.</li> <li>• Adopt reviewed Provincial IDP Management Plan, IDP Assessment Criteria and IDP Framework Guidelines.</li> <li>• Provide project and budget information.</li> </ul>
<b>MILESTONE: SUBMISSION OF DRAFT 2024/25 REVIEWED IDPs TO COGTA</b>	<b>02 April 2024</b>		
➤ <b>Submission of Draft 2024/25 Reviewed IDPs to COGTA for assessment</b>	01 - 31 March 2024	COGTA Planners	<ul style="list-style-type: none"> <li>• Support Municipalities with completion of draft Reviewed IDPs and SDFs in line with the MEC comments Action Plan and revised IDP Assessment Criteria.</li> <li>• Participate in IDP RFs.</li> <li>• Receive and register draft IDPs, SDFs and relevant Sector Plans.</li> </ul>
	01 - 31 March 2024	Municipal Planners	<ul style="list-style-type: none"> <li>• Ensure compliance with Process Plan activities and dates.</li> <li>• Ensure compliance with MFMA Section 16(1) and (2).</li> </ul>

			<ul style="list-style-type: none"> <li>Finalise draft IDPs and SDFs in line with revised IDP Assessment Criteria and the MEC comments Action Plan.</li> <li>Align WBPs to IDP.</li> <li>Align IDP to One Plan.</li> <li>Submit Draft IDPs, Draft SDBIPs, Draft Budgets, Draft SDFs / SDPs and relevant Sector Plans to COGTA.</li> </ul>
	01 - 31 March 2024	Sector Departments, COGTA BUs and SOEs	<ul style="list-style-type: none"> <li>Support Municipalities with completion of draft IDPs, SDFs / SDPs and Sector Plans in line with the MEC comments Action Plan and revised IDP Assessment Criteria.</li> <li>Participate in IDP RFs and provide project and budget information.</li> </ul>
<b>MILESTONE: DRAFT IDP / SDF ASSESSMENTS AND ASSESSMENT / ALIGNMENT FEEDBACK SESSIONS</b>	<b>10 May 2024</b>		
➤ <b>Draft IDP/SDF assessments:</b>	02 April 2024	Municipal Planners	<ul style="list-style-type: none"> <li>Submit Draft IDPs, Draft SDBIPs, Draft Budgets, Draft SDFs / SDPs, Draft DMP, relevant Sector Plans and Implementation Plan Progress Report (Appendix G) to COGTA.</li> </ul>
	02 – 05 April 2024	IDP Coordination BU	<ul style="list-style-type: none"> <li>Collate e-copies for distribution to MEC Panels.</li> <li>Upload on COGTA website.</li> </ul>

	05 April 2024	Sector Departments, COGTA BUs and SOE	<ul style="list-style-type: none"> <li>Collect e-copies from IDP BU.</li> <li>Download complete sets of IDP submissions from COGTA website.</li> </ul>
	08 – 30 April 2024	MEC Panel (at virtual / decentralised venues)	<ul style="list-style-type: none"> <li>Assessment of IDPs, SDFs / SDPs and Sector Plans in line with Assessment Criteria. Fill out assessment templates and disseminate to IDP BU.</li> </ul>
<p>➤ <b>Draft IDP Assessment Feedback:</b></p> <ul style="list-style-type: none"> <li>uMgungundlovu &amp; Harry Gwala</li> <li>eThekwini, uGu &amp; iLembe</li> <li>uMkhanyakude &amp; King Cetshwayo</li> <li>Zululand</li> <li>uThukela, Umzinyathi &amp; Amajuba</li> </ul>	<p>(Decentralised meetings)</p> <ul style="list-style-type: none"> <li>06 May 2024</li> <li>07 May 2024</li> <li>08 May 2024</li> <li>09 May 2024</li> <li>10 May 2024</li> </ul>	IDP Coordination BU, Sector Departments, COGTA BUs, SOEs	<ul style="list-style-type: none"> <li>Provide feedback per KPA on assessment findings gaps and recommendations to improve the IDP, SDF / SDP, Sector Plans and Policies, prior to the adoption of the Final IDP.</li> <li>Disseminate assessment templates to Municipalities.</li> </ul>
		Municipal planners	<ul style="list-style-type: none"> <li>Receive populated assessment templates.</li> <li>Incorporate comments from Feedback presentations and populated templates into Final IDP, SDF / SDP, Sector Plans and Policies.</li> </ul>
<b>MILESTONE: ADOPTION AND SUBMISSION OF 2024/25 IDPs, SDFs TO COGTA</b>	<b>31 October 2024</b>		
<ul style="list-style-type: none"> <li><b>Municipalities adopt 2024/25 Reviewed IDPs</b></li> </ul>	Adopt by 31 May 2024	Municipal Councils	<ul style="list-style-type: none"> <li>Ensure compliance with MSA Section 25(1).</li> <li>Ensure compliance with MFMA Section 24(1) and (2).</li> </ul>

			<ul style="list-style-type: none"> <li>• Ensure compliance with Process Plan activities and dates.</li> <li>• Resolve to adopt IDPs and SDFs. Ensure that IDP is advertised to notify public on completion of IDPs.</li> </ul>
	Within 10 calendar days from adoption (Last possible date: 10 June 2024)	Municipal planners	<ul style="list-style-type: none"> <li>• Ensure that the signed Council Resolution and adopted IDPs are submitted to COGTA, with supporting documentation within 10 calendar days of adoption – to ensure AG compliance.</li> </ul>
	Within 28 days after adoption of the IDP. (By latest 28 June 2024)	Municipal planners	<ul style="list-style-type: none"> <li>• Ensure compliance with MFMA Section 53 (1)(c)(ii).</li> <li>• Ensure that adopted SDBIPs are submitted to COGTA.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Management of received IDPs and related documents (information management)</b></li> </ul>	31 May – 30 June 2024	IDP Coordination BU	<ul style="list-style-type: none"> <li>• Register and verify submitted IDPs.</li> <li>• Collate all 54 IDPs into one e-folder for MEC Panel.</li> <li>• Upload complete sets of IDP submissions on COGTA website.</li> <li>• Compile and send out IDP submission confirmation letters.</li> </ul>
	21 June 2024	MEC Panel	<ul style="list-style-type: none"> <li>• Convene a MEC Panel briefing meeting to confirm IDP Assessment Criteria and to discuss expectations, timeframes and logistical arrangements.</li> </ul>
	05 July 2024	MEC Panel	<ul style="list-style-type: none"> <li>• Collect consolidated IDPs e-folder from IDP BU.</li> </ul>

			<ul style="list-style-type: none"> <li>Download complete sets of IDP submissions from COGTA website.</li> </ul>
➤ <b>MEC Panel assess adopted IDPs, populate templates, score IDPs and draft paragraphs</b>	08 July – 02 August 2024	MEC Panel / KPA Champions (at virtual / decentralised venues)	<ul style="list-style-type: none"> <li>Assess IDPs based on IDP and SDF Assessment Criteria.</li> <li>Fill-out of templates.</li> <li>Determine scores per KPA.</li> <li>Compile KPA paragraphs.</li> <li>Compile high level KPA observations and recommendations.</li> <li>Submit all above to COGTA IDP BU.</li> </ul>
• <b>IDP Coordination finalise MEC letters, assemble templates and formulate MEC Report</b>	05 August – 30 September 2024	IDP Coordination BU	<ul style="list-style-type: none"> <li>Finalise draft letters and submit to MEC for signature.</li> <li>Finalise draft Report and submit to MEC for signature.</li> <li>Compile certificates of recognition and submit to MEC for signature.</li> <li>Compile populated templates, consolidate, and disseminate to Municipalities.</li> </ul>
	05 August - 16 August 2024	IDP Coordination BU	<ul style="list-style-type: none"> <li>For transparency purposes circulate draft populated KPA templates to Municipalities for verification / confirmation of assessment comments prior to finalization of MEC letters.</li> </ul>
		Municipal Planners	<ul style="list-style-type: none"> <li>Verify MEC Panel KPA comments and where needed indicate applicable page numbers / annexures where relevant information can be found for consideration by the MEC Panel.</li> </ul>

		MEC Panel / KPA Champions	<ul style="list-style-type: none"> <li>Consider inputs received from Municipalities and adjust KPA comments accordingly, if applicable.</li> </ul>
	05 – 23 August 2024	MEC Panel / KPA Champions	<ul style="list-style-type: none"> <li>Populate final templates and disseminate to IDP BU.</li> <li>Determine scores per KPA.</li> <li>Compile KPA paragraphs.</li> <li>Compile high level KPA observations and recommendations.</li> </ul>
	31 October 2024	IDP Coordination BU	<ul style="list-style-type: none"> <li>Disseminate signed letters to Mayors.</li> <li>Forward copy of signed letter to MMs and IDP Managers.</li> <li>➤ Forward copy of signed report to DCOG.</li> </ul>
<b>MILESTONE: COGTA FINALISE COMMENTS ON DRAFT 2025/26 FRAMEWORK AND PROCESS PLANS</b>	<b>30 September 2024</b>		
<ul style="list-style-type: none"> <li><b>Municipalities submit draft 2025/26 Framework and Process Plans for 5<sup>th</sup> Generation IDP to COGTA for assessment</b></li> </ul>	31 July 2024	Municipal planners	<ul style="list-style-type: none"> <li>Ensure that draft FPs / PPs are submitted to COGTA.</li> </ul>
	31 July – 30 August 2024	IDP Coordination BU	<ul style="list-style-type: none"> <li>Receive and register draft FPs / PPs.</li> <li>Comment on Draft FPs / PPs in line with Guidelines.</li> <li>Disseminate comments to Municipalities prior to adoption.</li> </ul>
	30 August – 30 Sept 2024	Municipal Planners	<ul style="list-style-type: none"> <li>Consider and incorporate assessment comments into Draft FP / PP prior to adoption.</li> </ul>

			<ul style="list-style-type: none"> <li>• Submit copy of signed Council Resolution and adopted PP / FP to COGTA.</li> <li>• Advertise draft FP / PPs for 21 days.</li> <li>• Commence with formulation of Draft 2025/26 IDPs based on adopted PP / FP.</li> <li>• Ensure compliance with activities and timeframes in adopted FP / PP.</li> </ul>
		Municipal Councils	<ul style="list-style-type: none"> <li>• Adopt FPs / PPs.</li> <li>• Ensure compliance with activities and timeframes in adopted FP / PP.</li> </ul>
	31 October 2024	IDP Coordination BU	<ul style="list-style-type: none"> <li>• Receive adopted FPs / PPs and signed Council Resolutions for record purposes.</li> <li>• Disseminate copies of adopted FP / PP to Sector Departments, COGTA BU, SOEs.</li> </ul>
		Sector Departments, COGTA BU and SOEs	<ul style="list-style-type: none"> <li>• Attend IDP RFs and PF based on dates reflected in FP / PP.</li> </ul>
<b>MILESTONE: National, Provincial and District priorities alignment</b>	<b>29 November 2024</b>		
<p>➤ <b>IDP Alignment and implementation sessions:</b></p> <ul style="list-style-type: none"> <li>• Umkungundlovu &amp; Harry Gwala</li> <li>• Metro, Ugu &amp; Ilembe</li> </ul>	(Decentralised meetings)	IDP Coordination BU	<ul style="list-style-type: none"> <li>• Logistical arrangements for sessions.</li> </ul>
		Municipal Planners	<ul style="list-style-type: none"> <li>• Assist with venue for sessions.</li> <li>• Report on alignment and IDP implementation.</li> </ul>
		Sector Departments, COGTA BUs, SOEs	<ul style="list-style-type: none"> <li>• Provide detailed feedback on KPA MEC assessment, including gaps and recommendations.</li> </ul>



<ul style="list-style-type: none"> <li>King Cetshwayo &amp; Umkhanyakude</li> <li>Zululand</li> <li>Uthukela, Umzinyathi &amp; Amajuba</li> </ul>	<ul style="list-style-type: none"> <li>07 Nov 2024</li> <li>08 Nov 2024</li> </ul>		<ul style="list-style-type: none"> <li>Identify support to be provided to address IDP assessment gaps.</li> <li>Make inputs on IDP alignment to National, Provincial and District priorities and on IDP implementation.</li> <li>Provide project and budget information.</li> </ul>
<ul style="list-style-type: none"> <li><b>IDP Best Practice Conference and IDP Alignment session</b></li> </ul>	29 November 2024	IDP Coordination BU	<ul style="list-style-type: none"> <li>Hand out MEC IDP Certificates of Recognition</li> <li>Discussions on IDP alignment and implementation.</li> </ul>
		Municipal Planners	<ul style="list-style-type: none"> <li>Share lessons learnt and KPA best practices.</li> <li>Participate in proceedings.</li> </ul>
		Sector Departments, COGTA BUs and SOEs	<ul style="list-style-type: none"> <li>Provide project and budget information.</li> <li>Participate in proceedings.</li> </ul>
<b>MILESTONE: COGTA PROVIDE SUPPORT TO MUNICIPALITIES WRT THE IDPs; IDP STAKEHOLDERS MEETING</b>	<b>October 2024 - March 2025</b>		
<ul style="list-style-type: none"> <li><b>Review IDP assessment criteria and IDP Framework Guidelines (where applicable) to guide the development of the 5th Generation IDPs</b></li> </ul>	October 2024 – January 2025	IDP Coordination BU	<ul style="list-style-type: none"> <li>Establish Steering Committee.</li> <li>Disseminate Draft documents to IDP stakeholders for inputs.</li> <li>Coordinate inputs received.</li> <li>Ensure adoption of final set of Assessment Criteria and Framework Guidelines.</li> </ul>

		Sector Departments, COGTA BUs, SOEs, Municipalities	<ul style="list-style-type: none"> <li>Review IDP Assessment Criteria and IDP Framework Guidelines to guide the development of the 5<sup>th</sup> Generation IDPs in line with the DDM, DCOG Guidelines and strategic pronouncement alignment requirements.</li> </ul>
<ul style="list-style-type: none"> <li><b>Provide support to Municipalities to improve IDPs</b></li> </ul>	November 2024 - March 2025	IDP Coordination BU	<ul style="list-style-type: none"> <li>Support establishment of IDP Steering Committees.</li> <li>Participate in Planners Forums and RFs.</li> <li>Support Municipalities in distress.</li> <li>Provide hands-on support in line with KPA gaps identified in MEC comments.</li> <li>Support DDM implementation through facilitation of provision of project and budget information.</li> </ul>
		Municipal representatives	<ul style="list-style-type: none"> <li>Establish and convene meetings of IDP Steering Committee and RF.</li> <li>Draft the IDP in line with MEC comments Action Plan and revised IDP Assessment Criteria.</li> <li>Indicate where / if specific support is still required from COGTA BUs, Sector Departments and SOEs.</li> <li>Convene strategic planning session.</li> </ul>
		Sector Departments, COGTA BUs and SOEs	<ul style="list-style-type: none"> <li>Provide hands-on support with IDP, SDF and Sector Plans in line with KPA gaps and recommendations identified in MEC comments.</li> <li>Support Municipalities in distress.</li> </ul>

			<ul style="list-style-type: none"> <li>Support DDM implementation through provision of project and budget information.</li> </ul>
<ul style="list-style-type: none"> <li><b>IDP Stakeholders Engagement on 2025/26 IDP review assessment process</b></li> </ul>	31 January 2025	IDP Coordination BU	<ul style="list-style-type: none"> <li>Present, discuss and adopt reviewed Provincial IDP Management Plan.</li> <li>Present, discuss and adopt reviewed IDP Assessment Criteria and IDP Framework Guidelines.</li> <li>Discussions on aligned projects and IDP implementation.</li> <li>Discussions on Draft IDP submission requirements and Draft IDP assessment process.</li> </ul>
		Municipal representatives	<ul style="list-style-type: none"> <li>Participate in discussions and decision taking.</li> <li>Adopt reviewed Provincial IDP Management Plan, IDP Assessment Criteria and IDP Framework Guidelines.</li> </ul>
		Sector Departments, COGTA BUs and SOEs	<ul style="list-style-type: none"> <li>Participate in discussions and decision taking.</li> <li>Adopt reviewed Provincial IDP Management Plan, IDP Assessment Criteria and IDP Framework Guidelines.</li> <li>Provide project and budget information.</li> </ul>
<b>MILESTONE: SUBMISSION OF DRAFT 2025/26 REVIEWED IDPs TO COGTA</b>	<b>31 March 2025</b>		
➤ <b>Submission of Draft 2025/26 Reviewed IDPs to COGTA for assessment</b>	01 - 31 March 2025	COGTA Planners	<ul style="list-style-type: none"> <li>Support Municipalities with completion of draft Reviewed IDPs and SDFs in line with the MEC</li> </ul>

			<p>comments Action Plan and revised IDP Assessment Criteria.</p> <ul style="list-style-type: none"> <li>• Participate in IDP RFs. Receive and register draft IDPs, SDFs and relevant Sector Plans.</li> </ul>
	01 - 31 March 2025	Municipal Planners	<ul style="list-style-type: none"> <li>• Ensure compliance with Process Plan activities and dates.</li> <li>• Ensure compliance with MFMA Section 16(1) and (2).</li> <li>• Finalise draft IDPs and SDFs in line with revised IDP Assessment Criteria and the MEC comments Action Plan.</li> <li>• Align WBPs to IDP.</li> <li>• Align IDP to One Plan. Submit Draft IDPs, Draft SDBIPs, Draft Budgets, Draft SDFs / SDPs and relevant Sector Plans to COGTA.</li> </ul>
	01 - 31 March 2025	Sector Departments, COGTA BUs and SOEs	<ul style="list-style-type: none"> <li>• Support Municipalities with completion of draft IDPs, SDFs / SDPs and Sector Plans in line with the MEC comments Action Plan and revised IDP Assessment Criteria. Participate in IDP RFs and provide project and budget information.</li> </ul>
<b>MILESTONE: DRAFT IDP / SDF ASSESSMENTS AND ASSESSMENT / ALIGNMENT FEEDBACK SESSIONS</b>	<b>09 May 2025</b>		
➤ <b>Draft IDP/SDF assessments:</b>	31 March 2025	Municipal Planners	➤ Submit Draft IDPs, Draft SDBIPs, Draft Budgets, Draft SDFs / SDPs,

			Draft DMP, relevant Sector Plans and Implementation Plan Progress Report (Appendix G) to COGTA.
	31 March – 04 April 2025	IDP Coordination BU	<ul style="list-style-type: none"> <li>• Collate e-copies for distribution to MEC Panels.</li> <li>➤ Upload on COGTA website.</li> </ul>
	04 April 2025	Sector Departments, COGTA BUs and SOE	<ul style="list-style-type: none"> <li>• Collect e-copies from IDP BU.</li> <li>➤ Download complete sets of IDP submissions from COGTA website.</li> </ul>
	07 April – 02 May 2025	MEC Panel (at virtual / decentralised venues)	Assessment of IDPs, SDFs / SDPs and Sector Plans in line with Assessment Criteria. Fill out assessment templates and disseminate to IDP BU.
<ul style="list-style-type: none"> <li>➤ <b>Draft IDP Assessment Feedback:</b></li> <li>• Umgungundlovu &amp; Harry Gwala</li> <li>• Ethekwini, Ugu &amp; Ilembe</li> <li>• Umkhanyakude &amp; King Cethswayo</li> <li>• Zululand</li> <li>• Uthukela, Umzinyathi &amp; Amajuba</li> </ul>	(Decentralised meetings) <ul style="list-style-type: none"> <li>• 05 May 2025</li> <li>• 06 May 2025</li> <li>• 07 May 2025</li> <li>• 08 May 2024</li> <li>• 09 May 2025</li> </ul>	IDP Coordination BU, Sector Departments, COGTA BUs, SOEs	<ul style="list-style-type: none"> <li>• Provide feedback per KPA on assessment findings gaps and recommendations to improve the IDP, SDF / SDP, Sector Plans and Policies, prior to the adoption of the Final IDP. Disseminate assessment templates to Municipalities.</li> </ul>
		Municipal planners	<ul style="list-style-type: none"> <li>• Receive populated assessment templates. Incorporate comments from Feedback presentations and populated templates into Final IDP, SDF / SDP, Sector Plans and Policies.</li> </ul>

<b>MILESTONE: ADOPTION AND SUBMISSION OF 2025/26 IDPs TO COGTA</b>	<b>31 October 2025</b>		
<b>Municipalities adopt 2025/26 Reviewed IDPs</b>	Adopt by 30 May 2025	Municipal Councils	<ul style="list-style-type: none"> <li>• Ensure compliance with MSA Section 25(1).</li> <li>• Ensure compliance with MFMA Section 24(1) and (2).</li> <li>• Ensure compliance with Process Plan activities and dates.</li> <li>• Resolve to adopt IDPs and SDFs. Ensure that IDP is advertised to notify public on completion of IDPs.</li> </ul>
	Within 10 calendar days from adoption (Last possible date: 10 June 2025)	Municipal planners	Ensure that the signed Council Resolution and adopted IDPs are submitted to COGTA, with supporting documentation within 10 calendar days of adoption – to ensure AG compliance.
	Within 28 days after adoption of the IDP. (By latest 27 June 2025)	Municipal planners	<ul style="list-style-type: none"> <li>• Ensure compliance with MFMA Section 53 (1)(c)(ii). Ensure that adopted SDBIPs are submitted to COGTA.</li> </ul>
<b>Management of received IDPs and related documents (information management)</b>	31 May – 27 June 2025	IDP Coordination BU	<ul style="list-style-type: none"> <li>• Register and verify submitted IDPs.</li> <li>• Collate all 54 IDPs into one e-folder for MEC Panel.</li> <li>• Upload complete sets of IDP submissions on COGTA website. Compile and send out IDP submission confirmation letters.</li> </ul>
	20 June 2025	MEC Panel	Convene a MEC Panel briefing meeting to confirm IDP Assessment Criteria and

			to discuss expectations, timeframes, and logistical arrangements.
	04 July 2025	MEC Panel	<ul style="list-style-type: none"> <li>Collect consolidated IDPs e-folder from IDP BU.</li> <li>Download complete sets of IDP submissions from COGTA website.</li> </ul>

- All submission of Draft IDP 2025/26 to be handed to COGTA by 31 MARCH 2025
- Draft IDP 2025/26 assessments will be held on 09 May 2025 at a venue to be communicated.
- Final IDP 2025/26 to be adopted and approved by Council by 30 May 2025 and submitted to COGTA by 10 June 2025