



MKHAMBATHINI LOCAL MUNICIPALITY

FINAL INTEGRATED DEVELOPMENT PLAN (IDP), BUDGET & PERFORMANCE MANAGEMENT SYSTEM (PMS)

PROCESS PLAN REVIEW

2027/2028 FINANCIAL YEAR

In terms of

The Municipal Systems Act, Act 32 of 2000 and Municipal Financial Management Act,
Act 56 of 2003

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1. **ACRONYMS**

AG	: Auditor General
AR	: Annual Report
B2B	: Local Government Back to Basics Strategy
BSC	: Budget Steering Committee
C/WBP	: Community/Ward Based Plans
CBO	: Community Based Organization
CDW	: Community Development Worker
CoGTA	: KZN Department of Cooperative Governance & Traditional
Affairs COP 17	: Conference of Parties 17
CPF	: Community Policing Forum
DEPT.	: Department
DGDP	: District Growth Development Plan
DPSS	: Development Planning Shared Services
EXCO	: Executive Council
GIS	: Geographic Information System
HSP	: Housing Sector Plan
IDP	: Integrated Development Planning
IDP RF	: Integrated Development Planning Representative Forum
IDP TSC	: Integrated Development Planning Technical Steering Committee
UMDM	: uMgungundlovu District Municipality
LED	: Local Economic Development
LM	: Local Municipality
MANCO	: Management Committee
MEC	: Member of the Executive Committee
MFMA	: Municipal Finance Management Act
MM	: Municipal Manager
MSA	: Municipal Systems Act, 2000
mSCOA	: Municipal Standard Chart of Accounts
MTREF	: Medium Term Revenue and Expenditure Framework
NDP	: National Development Plan
NDPs	: Nodal Development Plans
NGO	: Non-Governmental Organization
(o) PMS	: (Organizational) Performance Management
System OSS	: Operation Sukuma Sakhe (War on Poverty)
PC	: Portfolio Committee
PED	: Planning and Economic Development
PGDS	: Provincial Growth Development Strategy
PMS	: Performance Management Systems
PSC	: Project Steering Committee
PT	: Provincial Treasury (KZN)
RET	: Radical Economic Transformation
S54 / 56	: Senior Management Employed in terms of this section on the act
SCM	: Supply Chain Management
SDBIP	: Service Delivery and Budget Implementation Plan
SDF	: Spatial Development Framework
SODA	: State of the District Address
SONA	: State of the Nation Address
SOPA	: State of the Province Address
SPLUMA	: Spatial Planning and Land Use Management Act
TSC	: Technical Steering Committee
WC(M)	: Ward Committee (Member)
WR	: War Room

SECTION 1: INTRODUCTION

THE INTEGRATED DEVELOPMENT PLANNING PROCESS PLAN

What is the Purpose and function thereof?

According to/ the KZN COGTA IDP Guidelines, a Process Plan is a plan about planning for planning. It is a short rationale for the preparation process, explaining what needs to be prepared and why. It is typically a business plan with the inclusion of the roles and responsibilities which have to be clarified in advance and internal human resources have to be allocated accordingly. Organisational arrangements have to be established and decisions on the membership of teams, committees or forums have to be made. A programme needs to be worked out which sets out the envisaged planning activities, a time frame and the resource requirements for the planning process. Such a detailed programme of the planning process is crucial to keep track and to interact with other role players. Special attention must be paid to deciding on mechanisms and procedures for community and stakeholder participation during the planning process: Who has to be involved, consulted and informed in which stage of the process by which means. This must be decided in advance in order to inform people in time and to allocate required resources in time. The same is true with regard to mechanisms and procedures of alignment with external stakeholders such as other municipalities, districts, and other spheres of government. Such alignment activities have to be decided on a mutually binding basis, through a joint process for the interactive planning process, which requires preparation well in advance.

The Integrated Development Planning process is a continuous cycle of planning, implementation, formulation, and review. It 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 new 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. All municipalities are expected to formulate their Integrated Development Plans (IDP) and be reviewed annually (financial year). The Mkhambathini Municipality is now engaging in the 2024-2025 Integrated Development Plan Review in accordance with requirements set out in the Municipal Systems Act (32 of 2000) and Local Government Municipal Planning and Performance Management Regulations (2001).

The IDP implementation programme is monitored to identify if the Organizational Objectives, Key Performance Indicators and Targets are being achieved. Monitoring also involves gathering of information on changing circumstances in different situations such as:

- Baseline data and demographics,
- New policy legislation,
- Corporate development,
- Sector departments,
- New investments opportunities,
- Sector development plans,

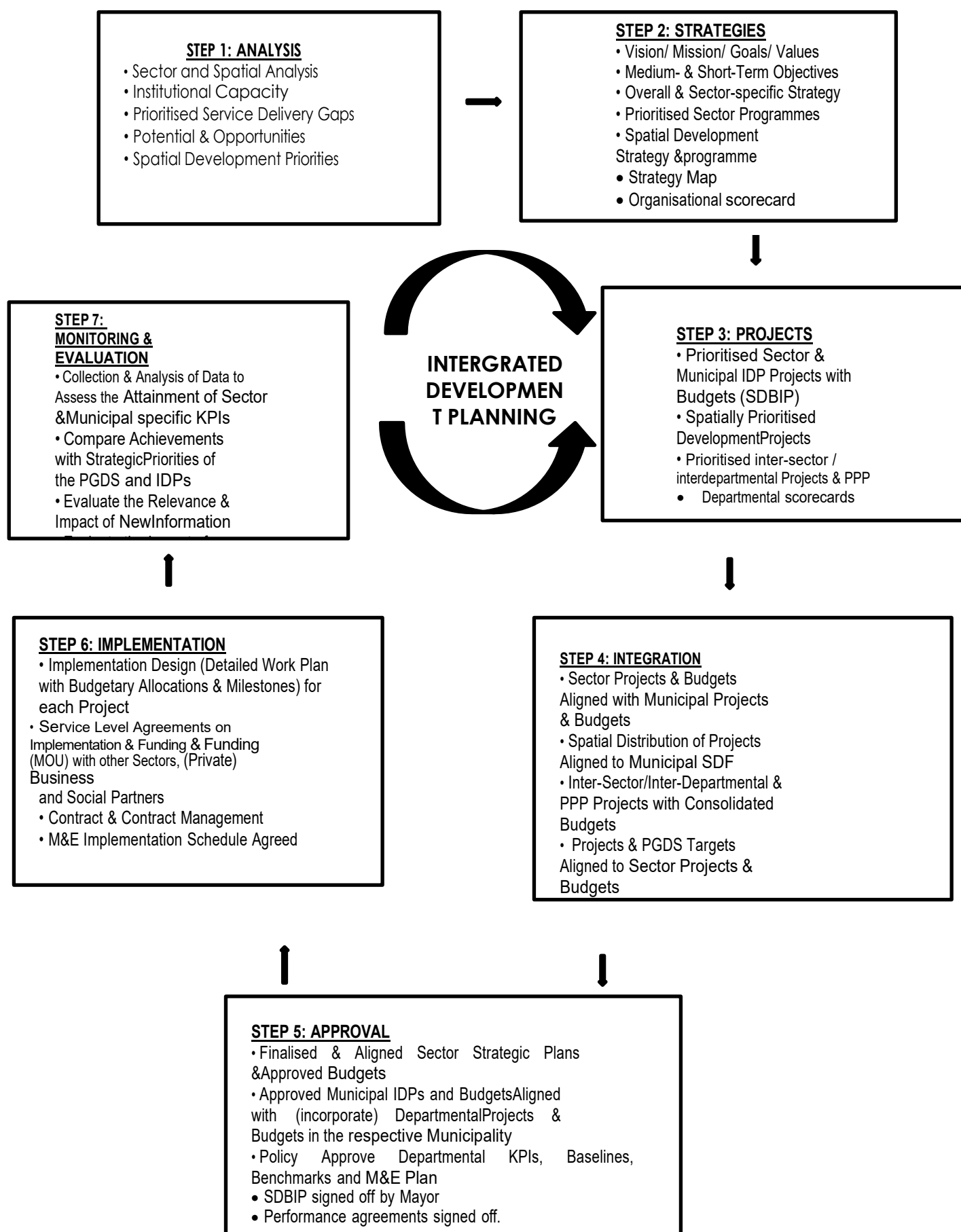
- Changes in the existing situation due to unexpected events such as natural disasters which are related to Covid-19
- Input from stakeholder organizations and constituencies,
- Budget information from other spheres of government as well as municipal budget review process,
- More or improved in-depth information about new developments and trends.

This kind of information is normally kept by the Municipal Manager or designated official throughout the year and is evaluated during the IDP review process of its relevance to the review process.

To ensure certain minimum quality standards of the Integrated Development Plan (IDP), and proper coordination between and within spheres of government, the preparation of the process plan has been regulated in the Municipal Systems Act (32 of 2000). The preparation of the process plan, which is the IDP process set out in writing, requires adoption by the Council.

This plan must include the following:

- A programme specifying the timeframes for the different planning activities steps
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organ of state, traditional authorities, and other role players in the IDP drafting process
- An indication of the organizational arrangements for the IDP process
- Binding plans and planning requirements, *i.e.* policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment.

FIGURE: INTERGRATED DEVELOPMENT PLANNING

THE FIVE CRITICAL PHASES OF PREPARATION/ LEGISLATIVE REQUIREMENT

The five critical phases that must be followed in the preparation of the IDP:

1. **Research, Information Collection, and Analysis:** This involves analyzing the current situation, identifying problems and their causes, and prioritizing issues.

Key requirements:

- Involve stakeholders and the community to determine the problems.
 - Quantify problems with facts and figures.
 - Identify positive aspects, opportunities, and strengths.
 - Map existing community infrastructure (GIS).
 - Identify the causes of priority problems.
 - Identify key projects and programmes of other spheres of government.
2. **Vision, Objectives, and Strategies:** Formulate solutions to address the problems and leverage opportunities.
 - **Key requirements:**
 - Develop a **Vision** (a long-term view of what the municipality wants to become).
 - Establish **Strategic Objectives** (practical statements of what to achieve to realize the vision).
 - Create **Development Strategies** (how the municipality will reach its objectives).
 - Ensure alignment with national and provincial policy imperatives (e.g., NDP, MTDP, IUDF, DDM).
 3. **Development of Programmes and Projects:** Identify the specific programmes and projects the municipality will undertake in the five-year period.
 - **Key requirements:**
 - Get input from other spheres of government and the private sector on their plans.
 - Articulate projects in detail (nature, location, duration, cost, funding source).
 - Set **targets and indicators** to measure the impact of projects.
 - Ensure projects respond to priority issues and consider initiatives by other organs of state.
 4. **Integration and Consolidation:** Harmonize all programmes and projects in terms of content, location, and timing.
 - **Key requirements:**

- Ensure projects support the vision and objectives.
 - Ensure projects address the priority problems outlined in the analysis.
 - Ensure projects comply with the applicable policy and legislative framework.
 - Develop the final components of the IDP, including the:
 - Financial Plan.
 - Spatial pattern of development (SDF).
 - Integrated sectoral programmes.
 - Performance Management System.
 - Institutional Plan.
5. **Approval, Adoption, and Publication:** Formal adoption of the IDP by the municipal council.
- **Key requirements:**
 - Submit a draft for public comment (for at least 21 days).
 - Consider and incorporate all comments and inputs received.
 - Ensure the IDP is approved by **31 May** (in line with Section 24(1) of the MFMA).
 - Within **14 days of adoption**, give public notice of the adoption and publicise a summary of the plan (Section 25(4) of the MSA).
 - Submit a copy of the adopted IDP to the MEC for local government within **10 days** (Section 32(1) of the MSA).

Mandatory IDP Components (Section 26 of the MSA)

The preparation process must result in an IDP that reflects the following minimum components:

- The municipal council's vision.
- An assessment of the existing level of development.
- The council's development priorities and objectives (including LED aims).
- Development strategies aligned with national and provincial sectoral plans.
- A Spatial Development Framework (SDF) with basic guidelines for land use management.
- The council's operational strategies.
- Applicable Disaster Management Plans.
- A financial plan (including a budget projection for at least the next three years).
- Key performance indicators and targets.

Legislative Requirements for the Development of a new 5-year IDP

The development of a legally compliant IDP is governed by a combination of legislative acts, regulations, and policies. The core requirements are established to ensure that the IDP is a single, inclusive, and strategic plan that forms the policy framework for the municipality's budget and development. Key legislative milestones and timelines must be adhered to.

Core IDP Development and Adoption

- **Municipal Systems Act (MSA), 32 of 2000:**

- **Section 25(1):** Mandates that each municipal council must adopt a single, inclusive, and strategic plan (the IDP) within a prescribed period after the start of its elected term. This plan must link, integrate, and coordinate plans for the municipality.
- **Section 26:** Specifies the minimum content that the IDP must reflect, including the vision, assessment of existing development, development priorities and objectives, development strategies, a Spatial Development Framework (SDF), operational strategies, disaster management plans, a financial plan (including a 3-year budget projection), and key performance indicators.
- **Section 34(a):** Requires the municipal council to review its IDP annually, based on performance measurement assessments.
- **Section 34(b):** Allows the municipal council to amend the IDP in accordance with a prescribed process.

Municipal Finance Management Act (MFMA), 56 of 2003:

- **Section 24(1):** Requires the municipal council to consider the approval of the annual budget at least 30 days before the start of the budget year.
- **Section 21(1)(a):** Requires the mayor to coordinate the processes for preparing the annual budget and reviewing the IDP to ensure they are mutually consistent.
- **Section 21(2)(a):** Requires the mayor, when preparing the budget, to take the municipality's IDP into account.

Organizational Performance Management System (OPMS)

- The **Organisational Performance Management System** is a mandatory component of the IDP (under Section H of the IDP components). It requires that the IDP must include:
 - Key Performance Indicators (KPIs) for each objective.
 - **An Annual Performance Report for the previous year**, which monitors the reasons for deviance and corrective measures for indicators that were not achieved.
 - A clear linkage where **Organisational KPIs are linked to Departmental Indicators**, which are then linked to outputs in individual Performance Agreements, and finally linked to activities in Operational Plans.

Alignment with the IDP, Budget, and SDBIP

- The OPMS is the mechanism that ensures cohesion between the municipality's key strategic documents:
- The **Implementation Plan** (Section E of the IDP) should cover all SDBIP indicators because the "Top Layer" is used as the PMS Scorecard.
- This creates the critical **alignment between the IDP, Budget, and PMS**.
- Year 1 of the IDP Implementation Plan must be reflected on the Top Layer SDBIP and broken down into quarterly targets to facilitate performance monitoring.

Annual Review and Performance Measurement

- The OPMS is central to the mandatory annual review of the IDP:
- Section 34 of the Municipal Systems Act requires a municipal council to review its IDP annually **"in accordance with an assessment of its performance measurements in terms of section 41"** (which deals with performance management).
- During the annual review, the municipality must report on performance from the previous year, including **corrective measures (AG action plans), areas of recurring challenges, and mitigating strategies**.
- Municipalities must **"measure and review performance at least once per year"** and review their key performance indicators annually as part of this performance review process.

Public Participation in Performance Measurement

The OPMS is not just an internal administrative tool; it involves the community:

- Regulation 13(1) (cited in the text) requires that a municipality must, **"after consultation with the local community, develop and implement mechanisms, systems and processes for the monitoring, measurement and review of performance"** in respect of its KPIs and targets.

Integration with the SDBIP and Mayor's Responsibilities

The operational linkage between the OPMS and the Service Delivery and Budget Implementation Plan (SDBIP):

- Section 53(1)(c)(ii) of the MFMA requires the Mayor to ensure the SDBIP is approved within 28 days after the budget is approved.
- Section 54(1) requires the Mayor to check, upon receiving performance reports, whether the budget is implemented in accordance with the SDBIP. The Mayor can issue instructions to the Accounting Officer to ensure compliance.

- **Spatial Development Framework (SDF) and the Integrated Development Plan (IDP)**

The SDF is required as a core component of the IDP by Section 26 of the Municipal Systems Act and further detailed by the Spatial Planning and Land Use Management Act (SPLUMA). The SDF must be prepared "**as part of**" the IDP process.

Section 21 (b) and (c) of SPLUMA requires municipal spatial development frameworks to include statements that demonstrate the short term (5 year) plan for the spatial form of a municipality as well as more strategically show a longer-term vision statement for the desired spatial growth and development pattern of the municipality for the next 10 to 20 years. SPLUMA is an important legislative component in the development of IDPs and the implementation of the NDP, MTDP and other critical policies.

- The **SDF** is a **long-term plan** (guiding development for 10 to 20 years).
- The **IDP** is a **medium-term plan** (the 5-year strategic plan for the council's term).
- The **Spatial Development Plan (SDP)** is the **5-year implementation plan** of the SDF and is reviewed annually to mirror the IDP review cycle, ensuring the spatial plan remains current with the IDP's priorities.

2. Framework and Process Plan

- **MSA, Section 27(1):** Requires each district municipality to adopt a framework for integrated development planning for the area as a whole, after consultation with local municipalities.
- **MSA, Section 28(1):** Requires each municipal council to adopt a process plan, set out in writing, to guide the planning, drafting, adoption, and review of its IDP. Read with **MFMA Section 21(1)(a) & (b)**, this framework and process plan must be adopted by **31 August**.

3. IDP Components and Content (Section 26 of the MSA)

The IDP document must specifically include:

- **(a)** The municipal council's vision for long-term development.
- **(b)** An assessment of the existing level of development, identifying communities without access to basic services.
- **(c)** The council's development priorities and objectives for its elected term.
- **(d)** Development strategies aligned with national and provincial sectoral plans.
- **(e)** A Spatial Development Framework (SDF) with basic guidelines for a land use management system.
- **(f)** The council's operational strategies.
- **(g)** Applicable disaster management plans.
- **(h)** A financial plan with a budget projection for at least the next three years.
- **(i)** Key performance indicators and performance targets.

Local Government: Municipal Planning and Performance Management Regulations, 2001, further details the content, requiring the IDP to identify:

- **(Reg 2(1)(a)):** The institutional framework (including an organogram) for implementation.
- **(Reg 2(1)(b)):** Any investment initiatives in the municipality.
- **(Reg 2(1)(c)):** Any development initiatives (infrastructure, physical, social, economic, institutional).
- **(Reg 2(1)(d)):** All known projects, plans, and programs to be implemented by any organ of state.
- **(Reg 2(3)):** A detailed financial plan that includes financial resources, budget projections, and a financial strategy for revenue raising, asset management, etc.

4. Transversal and Sectoral Planning Integration

The IDP guidelines mandate that the IDP must integrate plans from various sectors as required by other legislation. This includes:

- **Human Settlements (Housing Act):** Housing development must be based on integrated development planning and included in the IDP

- **Transport (National Land Transport Act):** A Local Integrated Transport Plan (LITP) must form an essential part of the IDP.
- **Water Services (Water Services Act):** Water Services Development Plans (WSDPs) must be part of the IDP for water service authorities.
- **Climate Change (Climate Change Act, 2024):** Municipalities must integrate climate change considerations, risk assessments, and response strategies into the IDP and SDF.
- **Spatial Planning (SPLUMA):** The SDF must be a core component of the IDP and include both a long-term (10-20 year) vision and a short-term (5-year) Spatial Development Plan (SDP).

5. Submission and Compliance

- **MSA, Section 32(1):** The Municipal Manager must submit a copy of the adopted IDP and any amendments to the MEC for Local Government within **10 calendar days** of adoption or amendment.
- **MSA, Section 31:** The MEC is empowered to monitor the IDP process, assist municipalities, and facilitate coordination and alignment. The MEC can request adjustments if the IDP is non-compliant or conflicts with other plans.

6. Public Participation

- **MSA, Section 29(1)(b):** The process for drafting the IDP must allow for the local community to be consulted and to participate.
- **MSA, Section 29(1)(b)(iii):** Organs of state, including traditional authorities, must be identified and consulted.
- **Regulation 3(4)(b):** The draft IDP must be published for public comment for at least **21 days**.
- **MSA, Section 25(4):** Within 14 days of adoption, the municipality must give notice to the public and publicize a summary of the plan.

7. Election Year Provisions

The IDP guidelines advise on the adoption of the IDP and budget during an election year. The outgoing council is obligated to adopt the IDP by **31 May** to ensure continuity and legislative compliance, although this presents risks if the new council has differing priorities.

Local Government Elections

- Section 24(1) of the Municipal Structures Act (1998) prescribes the term of office municipal councils as five years.
- Last Local Government Elections were held on **1 November 2021**

- Consistent with Section 24(2) of the MSA, Elections must be held within 90 days of the expiry of the term of office: **2 November 2026 – 30 January 2027**
- The Commission has to plan for the earliest possible election date: **04 November 2026.**
- The CoGTA Minister Proclaimed the Election Date (**04 November 2026**) on Friday **07 August 2026**. President has announced **04 November 2026** as the Election Date
- Proclamation signals the closure of the voters roll and the official opening of the candidate nomination season.

N O	MILESTONE	DATES
1	Final wards delivery by MDB	Nov 2025 - May 2026
2	Voting district (VD) delimitation revision by IEC / Venues Identification	January - May 2026
3	Special Council meetings on ward and VD boundary changes	March – May 2026
4	Targeted communication and registration (TCR) in all affected wards and voting districts	22 – 24 May 2026
5	National voter registration (Weekend 1)	20 – 21 Jun 2026
6	National voter registration (Weekend 2)	01 – 02 Aug 2026
7	Proclamation of the Election Date / Closure of the Voters Roll / Opening of Candidate Nomination / Electoral Code of Conduct comes into effect	07 Aug 2026
8	Voters Roll Objections	11 – 18 August 2026
9	Decisions on Objections Communicated	24 August 2026
10	Voters Roll Certification	28 August 2026
11	Candidate nomination	07 August – 28 August 2026
11	Publishing of Party Lists	16 September 2026
12	Applications for special votes/early voting (3 weeks window period)	21 Sept – 12 October 2026
13	Special votes	2 – 3 Nov 2026
14	Election Day	4 Nov 2026
15	Results Announcement	Within 7 days from Election Day

1 6	Election of 60% Local Council Reps to District Council	Within 14 Days of Results Proclamation
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The Mkhambathini Local Municipality will conduct the orientation and training of newly elected Councillors and Ward Committees on the proposed date of **01 February 2027**.

Legislative Requirements for the IDP Review

The review of a municipal Integrated Development Plan (IDP) is a legally mandated process governed by several key pieces of legislation. The primary requirements are as follows:

1. Mandate for Annual Review

- In terms of **Section 34(a)** of the **Municipal Systems Act (MSA), Act 32 of 2000**; A municipal council **must review its IDP annually**. This review must be based on:
 - An assessment of its performance measurements.
 - Changing circumstances in the municipality.

2. Alignment with Budget and Performance

- In terms of **Section 24(1)** of the **Municipal Finance Management Act (MFMA), Act 56 of 2003**; The annual budget must be approved at least 30 days before the start of the budget year, and the IDP review is a key part of this process. The Mayor is responsible for ensuring the budget and IDP are mutually consistent and credible.
- In terms of **Sections 41(1) and 53(1)(c)(ii)** of the **Municipal Systems Act (MSA)** and the **Municipal Finance Management Act (MFMA)**; The annual IDP review process must incorporate the review of Key Performance Indicators (KPIs) and performance targets. The resulting plan must be linked to the Service Delivery and Budget Implementation Plan (**SDBIP**), which must be approved within 28 days after the budget is approved.

3. Timelines

- **Adoption Date:** The IDP review (and the associated budget) must be adopted by the municipal council by **May 31st** each year.
- **Submission Deadline:** The municipal manager must submit a copy of the adopted IDP and any subsequent amendments to the MEC for Local Government in the province within **10 calendar days** of the adoption or amendment.

4. Process and Public Participation

- In terms of **Sections 29(1)(b) and 34(b)** of the **Municipal Systems Act (MSA)** and **Regulation 3(4)(b)** of the **Local Government: Municipal Planning and Performance Management Regulations, 2001**;
- The review process must follow a predetermined, consultative process that allows for:
 - The local community to be consulted and participate in the drafting of the IDP.
 - Organs of state, including traditional authorities, to be identified and consulted.

- **Public Comment:** Any proposed amendment to the IDP or the draft IDP itself must be published for public comment for a period of **at least 21 days**.

5. Focus of the IDP Review and Amendment Process

The IDP guidelines emphasize that the annual review should be focused on **implementation**, monitoring progress against the 5-year IDP priorities. The review is not meant to be a complete re-write of the plan each year but should track performance and make necessary adjustments. The process for each year of the 5-year cycle is differentiated:

- **Year 0:** Preparing the Framework and Process Plan for the next 5-year IDP.
 - Report on the Performance of the previous year
 - Presentation of the report on the implementation concluding 5-year IDP by the outgoing council
 - Implementation of the last reviewed IDP by outgoing council
 - Preparation of the Framework and Process Plan for the next 5-year IDP, Policies, sector plans by new council
 - Submission of draft SDBIP
 - Data collection to inform the narrative of the document
 - Identification of policies, bylaws and sector plans which need to be developed in support of the coming IDP
 - Development of an IDP risk management plan to be adopted by Council to ensure that the IDP is well implemented and challenges to be dealt with prior to the execution of year 1
- **Year 1 – 2027/2028:** Full assessment on projects and programmes
 - Strategic Planning Session
 - Preparation and submission of the Full IDP, Policies, Sectors, etc- with Backlogs and set 5 years Priorities and targets
 - Mapping of the “as-built” community infrastructures and facilities as part of the existing level of development
 - Report on the Performance of the Previous Year
 - Implementation of the last reviewed IDP by the outgoing council.
 - Preparation of the Framework and Process Plan for the development of the next 5-year IDP, Policies, sector plans, etc. by the New Council.
 - Submission of draft SDBIP
 - Full IDP Credibility assessment (Credibility assessment template)
 - Looking at the Credibility ranking
- **Year 2 – 2028/2029: Progress made in IDP implementation**
 - Review and submission of the IDP, - Implementation Plan

- Report on the Performance from the Previous Year - (Corrective measures (AG action plan), areas of recurring challenges/areas of underperformance and mitigating strategies to be included
- Submission of draft SDBIP

- IDP Implementation assessment (Implementation assessment template) (consider scoring on implementation + year 1 score)
 - Focus on significant aspects that have changed, material changes
 - Consider Issues from the MEC letter,
 - Submit missing IDP, Policies, Sectors, etc.)
 - Looking at the Credibility ranking
 - Implementation Assessment (Implementation assessment template)
 - Municipalities with assistance from the province will need to develop a recovery report which will be informed by
 - The risk management report which was developed in year one of the IDP which elaborates how the municipality will recover from the projects that they have not met further ensuring that the projects are also included into the next IDP and SDBIP
 - Assessment to look at the SDBIP and any material legislative mandates and changes that may have been pronounced during the year
 - Should there be issues which were not addressed during year 1, year 2 will be a grace year for municipalities to develop and address those issues more especially those which have financial implications such as the gazetting of bylaws.
 - Scoring will be done in accordance with the implementation of the SDBIP against the goals and objectives of the municipality and how well the municipality is using its instruments (policies and sector plans) to guide the implementation of the IDP and geographical status quo
 - Assessment template for year 1 will be different from that of year 2
- **Year 3 – 2029/2030: Mid-term IDP analysis and assessment**
 - Review and submission of the IDP, - Implementation Plan
 - Report on the Performance from the Previous Year - (Corrective measures (AG action plan), areas of recurring challenges/areas of underperformance and mitigating strategies to be included
 - Submission of draft SDBIP
 - IDP Implementation assessment (Implementation assessment template) (consider scoring on implementation + year 1 score)
 - Focus on significant aspects that have changed, material changes
 - Consider Issues from the MEC letter,
 - Submit missing IDP, Policies, Sectors, etc.)
 - Looking at the Credibility ranking
- **Year 4 – 2030/2031: Progress made in IDP implementation**
 - Review and submission of the IDP, - Implementation Plan
 - Report on the Performance from the Previous Year - (Corrective measures (AG action plan), areas of recurring challenges/areas of underperformance and mitigating strategies to be included
 - Submission of draft SDBIP
 - IDP Implementation assessment (Implementation assessment template) (consider scoring on implementation + year 1 score)

- Focus on significant aspects that have changed, material changes
- Consider Issues from the MEC letter,
- Submit missing IDP, Policies, Sectors, etc.)

- Submit a report which indicates the projects which the municipality deem not implementable for the remaining IDP term as this is now the second to last year of review.
 - Municipalities should reflect whether they have been able to meet the developmental objectives working towards the goals for the IDP term and begin reflecting on what to take in the next IDP term
 - Looking at the Credibility ranking
- **Year 5 – 2031/2032: Level of implementation of the 5-year IDP**
 - Last Review and submission of the IDP, - Implementation Plan
 - Report on the Performance from the Previous Year - (Corrective measures (AG action plan), areas of recurring challenges/areas of underperformance and mitigating strategies to be included
 - Presentation of the report on the implementation concluding 5-year IDP by the outgoing council.
 - Submission of draft SDBIP
 - IDP Implementation assessment (Implementation assessment template) (consider scoring on implementation + year 1 score)
 - Focus on significant aspects that have changed, material changes
 - Consider Issues from the MEC letter,
 - Submit missing IDP, Policies, Sectors, etc.)
 - Looking at the Credibility ranking

Summary of Key Acts and Regulations:

- **Municipal Systems Act (MSA), Act 32 of 2000:** Sections 25, 26, 29, 32, 34, 41. (The primary act for IDP content, process, and review).
- **Municipal Finance Management Act (MFMA), Act 56 of 2003:** Sections 21, 24, 53, 72. (Links the IDP to the budget and financial management).
- **Local Government: Municipal Planning and Performance Management Regulations, 2001:** Regulations 2, 3, 11, 13. (Details specific requirements for IDP content, amendments, and performance management).

1. Key elements to be addressed during the IDP development and review process:

The focus is to strive to ensure that the District and Local Municipality IDPs are localizing the National and Provincial priorities by aligning their plans with the National Development Plan and the KZN Medium-Term Development Plan. There will be a particular focus on the following:

- a) District Development Model
- b) Information conveyed during Draft IDP assessment
- c) MEC Panel comments
- d) Municipal self-assessments

- e) Council priorities
- f) Outcome based approach (Cabinet Lekgotla Resolutions, District Lekgotla Resolutions, OPMS, SONA, SOPA, Sustainable Development Goals (SDGs), NDP, KZN-MTDP, Circular 88, IUDF, Back to Basics and Climate Change).
- g) The Sukuma Sakhe/War Rooms
- h) The SDF and SDP with Capital Investment Framework, to ensure that the IDP and SDF preparation processes are adequately aligned; and
- i) SPLUMA
- j) Back to Basics
- k) New Council – including the long-term i.e. 20-30 years
- l) New policies and legislation
- m) Inclusion of new information

KEY ELEMENTS OF IDP DEVELOPMENT

Notwithstanding the statutory imperative, it is necessary for Mkhambathini Municipality to develop its IDP to:

- Ensure the IDP's relevance as the municipality's strategic plan.
- Inform other components of the municipal business processes, including institutional and financial planning and budgeting.
- Inform the cyclical inter-governmental planning and budget processes.

In the IDP Review cycle, changes to the IDP may be required from these main sources:

- Comments from the Draft IDP Assessment Sessions.
- Comments from the MEC on Co-operative Governance and Traditional Affairs (COGTA).
- Comments from the Auditor-General in respect of the previous Audit Report, if any.
- Comments from the Internal Audit Committee if there are any.
- Municipal Self-Assessment.
- New Council Priorities.
- Outcomes Based Approach (Cabinet Lekgotla Resolutions, District Lekgotla Resolutions, OPMS, State of the Nation Address, State of the Province Address, Sustainable Development Goals (SDGs), NDP, NSDP, 14 National Outcomes, PGDS, PSEDs, PGDP, DGDG goals and objectives, IUDF, Back-to-Basics and Climate Change)
- Alignment of the IDP with both the Provincial and National Policies and Programmes (i.e. KPA's)
- The Operation Sukuma Sakhe / War on Poverty and War Rooms.
- Covid-19 Support Measures, Climate Change and Natural Disaster
- Incorporation of the most recent Descriptive Data.
- Review and refinement of the Objectives and Strategies.
- Review and refinement of the projects and its status.
- Amendments in response to changing circumstances, and
- Improving the IDP process and content in terms of:
 - The SDF, with Capital Investment Framework, to ensure that the IDP and SDF Preparation Processes are adequately aligned.
 - SPLUMA implementation requirements, and
 - Alignment of Ward Based Plans (WBPs) to the IDP.

The significant development, which in all probabilities will have a huge impact on the IDP, is Community Based Planning. Community Based Planning is a planning instrument, which is geared towards the enhancement of the community participation component of the IDP.

SECTION 2: ORGANISATIONAL ARRANGEMENT

The involvement and participation of the internal role-players is crucial to the accomplishment of the Mkhambathini IDP participatory Review Process. The Structures will guide the IDP Process within the Mkhambathini Municipal Area.

INTERNAL STRUCTURES AND ROLE PLAYERS

- The mayor
- Municipal Council
- Municipal Manager / Director: Technical
- Executive Committee
- Management Committee (MANCO)
- All Municipal Councilors
- The IDP Steering Committee
- Budget Steering Committee
- Mkhambathini LM IDP Representative Forum
- The Municipal Officials
- Local Amakhosi; (participating in Council in terms of section 81 of structures Act, 117 of 1998)

ROLE AND RESPONSIBILITIES

THE MAYOR

The mayor is the leader of the council and has a number of functions, power and responsibilities assigned by legislation, in terms of section 56 of the Municipal Structures Act and Chapter 7 of the MFMA, as well by resolutions of Council passed from time to time to allocate specific responsibilities to the Executive Mayor. Provided that the legislation permits sub-delegation, or Council has authorized the power to sub-delegate in respect of Council delegations of authority made to the Executive Mayor, the Executive Mayor may sub-delegate such functions to the Mayoral Committee members of Standing Committees.

A summary of the powers and functions of the Executive Mayor assigned in terms of Section 56 of the Municipal Systems Act, are as follows:

- Identify the needs of the municipality and recommend to Council strategies, programmes and services to address such needs.
- Identify and develop criteria for the evaluation of strategies, programmes and services implemented to address needs of the municipality.
- Evaluate progress against key performance indicators.
- Review the performance of the municipality in terms of its:
 - Economy, efficiency, and effectiveness.
 - Credit control and debt collection efficiency.
 - Monitor the management of administration.
 - Oversee the sustainable provision of services to communities.
- Perform duties and exercises powers as delegated by council.

- Reports annually on the involvement of communities and community organizations in the affairs of the municipality.
- Such reports must be presented at the institutional political forum to ensure ownership of the reports by the executive.
- Gives attention to the public views and reports on the effect of consultation on the decisions of the council.
- Decides on the Process Plan and make firm recommendations to Council, and
- Chair meetings of IDP Forum.

THE MUNICIPAL COUNCIL

Mkhambathini Municipal Council is responsible for the following:

- Adoption of the IDP Process Plan
- Adoption and approval of the reviewed IDP
- Amendment of the IDP in accordance with the comments by sector departments and MEC
- Approval of the various review phases
- Ensuring that the IDP is linked to the PMS and Municipal Budget.

THE Municipal Manager Office

The Mayor, Executive Committee manages the Drafting of the IDP. Part of that duty is the assignment of responsibilities to the municipal manager. Section 30 clearly identifies the two primary actors in IDP management. The executive mayor/executive committee or the IDP committee is under a legal duty to 'manage the IDP process'. Duties can only be assigned to the municipal manager. The municipal manager acts within the scope of these assignments.

The roles and responsibilities assigned to the **IDP Officer**:

- Responsible for the preparation of the IDP Process Plan
- Management and Co-ordination of the IDP process
- Ensure that there's vertical and horizontal alignment.
- Ensuring all stakeholders are informed of the process and their involvement.
- Create a conducive environment for public participation.
- Responsible for the day-to-day management of the IDP review process and the allocation of resources, time, people, thereby ensuring:
 - Involvement of all different role-players, especially councilors and officials.
 - The allocation of the roles to officials,
 - Conditions for participation are conducive,
 - That the timeframes are adhered to in accordance with the stipulated timeframes,
 - That the participatory, strategic, implementation oriented, and sector planning requirements are compiled with,
 - That information is gathered, collated, and evaluated and properly documented,
 - That the information obtained receives attention during the IDP process,
 - That the review process is horizontally and vertically aligned and complies with national

and provincial requirements,

- Responsible for the chairing of the IDP Steering Committee,
- Ensuring that the MEC's comments are attended to and form part of the IDP review process.

THE EXECUTIVE COMMITTEE

The Executive Committee has the following responsibilities:

- Recommend to Council the adoption of the IDP Process Plan and reviewed IDP.
- Overall management of the IDP Review process
- Monitoring the IDP review process.

STRATEGIC PLANNING SESSIONS

These will be convened on a need's basis in consultation with the Office of the Mayor through the office of the Municipal Manager who is custodian of the strategic planning function in Mkhambathini Local Municipality. The next year strategic planning session is planned to be on: **08-12 February 2027.**

MUNICIPAL WARD COUNCILLOR'S

Ward Councilors are an important link between the municipality and the constituents. They are the first to know of any community needs or service delivery gaps. The Councilors are also responsible for:

- Forwarding this information to the municipal officials.
- Organizing community meetings and ensuring maximum participation of residents in the IDP review process.
- Link the planning process to their wards and ward base plans
- Assist in the organizing of public consultation and participation engagements.
- Assisting with the Covid-19, new pandemic and KZN Floods support measures that are pronounced in public consultation and public participation engagements
- Ensure that the annual municipal budget and business plans are linked to and based on the IDP.

THE IDP STEERING COMMITTEE

The IDP Steering Committee must be established during the IDP process, and it must continue performing its functions during the IDP review process. It is a technical working group made up of senior officials and relevant officials to support the Director: Planning and ensure a smooth review process. The Director: Planning can delegate functions to the Committee members. The Municipal Manager/Director: Planning shall chair the IDP Steering Committee, and the secretarial duties performed by the municipal officials of Mkhambathini Local Municipality.

The roles and responsibilities assigned to the IDP Steering Committee:

- Ensuring the gathering and collating of information while the IDP implementation is proceeding
- Support the of the Municipal Manager in the management and co-ordination of the IDP

- Discussion of input and information for the IDP review
- Ensuring the monitoring and evaluation of the gathered information
- Attending to MEC's comments.
- To act as a secretariat for the IDP Representative Forum
- To ensure alignment at a district and local level,
- To support the IDP Officer,
- To support and advise the IDP Representative Forum on technical issues,
- To make content recommendations,
- To prepare, facilitate and document meetings,
- To commission relevant and appropriate research studies during the IDP process,
- To consider and comment on the inputs the consultants, study teams, task departments and service providers,
- Processing, summarizing and documentation of project outputs, and,
- To ensure all stakeholders are included in the IDP Representative Forum.

The Composition of the IDP/Budget Steering Committee will be as follows.

Chairperson	: Hon. Mayor	-	Cllr NW Ntombela
Secretariat	: IDP Officer	-	Ms. B Ngcongco
Members	: Municipal Manager	-	Mr. S Mngwengwe
	: Chief Financial Officer	-	Mr. TE Gambu
	: Dir. Corporate Services	-	Ms. P Ngubane
	: Dir. Technical Services	-	Mr. TSG Zulu
	: Dir. Community Services	-	Ms. NS Mkhize
	: Political Support Manager	-	Ms. L Mabude
	: Finance Manager	-	Mr. S Magcaba
	: Budget Accountant	-	Ms. N Ngubane
	: Human Resources Manager	-	Ms. N. Ziqubu
	: SCM Manager	-	Mr. MS Dlamini
	: Manager Planning & Dev.	-	Ms. Z. Mbonambi
	: Manager PMU	-	
	: Communications Officer	-	Mrs. BK Mthiyane
	: Public Participation Manager	-	Mr. M Ngcongco
	: PMS Officer	-	Mrs. TP Moses
	: Waste Management Officer	-	Mrs. K Matiwane
	: Manager LED	-	Mrs. PL Ngcobo
	: Town Planner	-	Ms. T. Mdladla

The IDP Steering Committee has no decision-making powers, but act as an advisory body to the IDP Representative Forum.

THE MUNICIPAL OFFICIALS

The municipal officials are responsible for the implementation of the IDP and in the process gather information on any changes in the circumstances. They must provide budgetary information and any information on the performance evaluation. They provide technical expertise during the planning process. Municipal Officials also interact with the Ward Councilors and Ward Committees and provide guidance and advice that is crucial during the IDP process.

MKHAMBATHINI IDP REPRESENTATIVE FORUM

This is the structure, which institutionalizes and ensures a participatory IDP review process. It represents the interests of the constituents of the municipality in the review process. It is envisaged that all organizations, stakeholders, or interest groups will be represented in the forum. The IDP Representative Forum will meet according to the action programme and as when there is a need.

The roles and responsibilities assigned to the IDP Representative Forum:

- To monitor performance and implementation of the IDP,
- To ensure alignment takes place at various levels,
- To represent the interest of the constituents in the IDP process,
- To provide input on new strategies and discuss changes to circumstances,
- To provide a forum and a mechanism for discussion, debate and agreement on development planning and progress on the IDP implementation,
- To ensure communication between all the stakeholders in the IDP process.
- Recommend reports for approval / adoption
- Representing interests of the constituents
- Present a forum for communication and participation for all stakeholders
- Monitoring of the municipal IDP review process.

Composition of the IDP Representative Forum:

Chairperson	: The Honourable Mayor
Secretariat	: Mkhambathini IDP unit
Members	: All Municipal Councillors
	: The Executive Committee
	: uMgungundlovu District Council Representatives
	: uMgungundlovu District Officials Representatives
	: Municipal Manager and Municipal Officials
	: Traditional Leaders within Mkhambathini Municipality
	: Ward Committees Representatives
	: Community Development Workers (CDWs)
	: Parastatals and Service Providers
	: NGOs and NPOs
	: Sector Departments
	: Neighbouring Municipalities
	: Farmers Associations
	: Rate Payers Organisations
	: Chamber of Businesses
	: SAPPI, Transnet, SANRAL, Vodacom, MTN, Cell C & etc.
	: The General Public (The Community)

LOCAL AMAKHOSI; (PARTICIPATING IN COUNCIL IN TERMS OF SECTION 81 OF STRUCTURES ACT, 117 OF 1998)

This section prescribes that traditional leaders can participate in Municipal Councils. Mkhambathini Municipality traditional leaders participate in committees that discuss municipal matters.

SECTION 3: IDP EXTERNAL ROLE PLAYERS

The involvement and participation of the following role-players will be crucial to the accomplishment of a participatory review process. The external role players in the Mkhambathini IDP Review Process are the following:

EXTERNAL STRUCTURES AND ROLE PLAYERS

- uMgungundlovu District IDP Representative Forum
- uMgungundlovu District IDP-Sub Cluster
- District IDP Steering Committee
- District Planners Forum
- Department of Local Government and Traditional Affairs
- Traditional Councils
- Ward Committees
- Sector Departments
- Neighboring Provinces
- Organised business structures
- NGOs and CBOs
- Local Farmers Association
- Organised Farm-workers structures

ROLES AND RESPONSIBILITIES

uMGUNGUNDLOVU IDP REPRESENTATIVE FORUM

This is the structure, which institutionalizes and ensures a participatory District IDP review process. It represents the interests of the constituents of the municipality in the review process. It is envisaged that all organisations, stakeholders, or interest groups are represented in the forum. The IDP Representative Forum will meet according to the action programme and as when there is a need.

The roles and responsibilities assigned to the IDP Representative Forum:

- To monitor performance and implementation of the IDP,
- To ensure alignment takes place at various levels,
- To represent the interest of the constituents in the IDP process,
- To provide input on new strategies and discuss changes to circumstances,
- To provide a forum and a mechanism for discussion, debate and agreement on development planning and progress on the IDP implementation,
- To ensure communication between all the stakeholders in the IDP process.
- Recommend reports for approval / adoption
- Representing interests of the constituents
- Present a forum for communication and participation for all stakeholders
- Monitoring the District Local Municipalities IDP review process.

Composition of the IDP Representative Forum:

Chairperson	: The District Honourable
Mayor Secretariat	: District IDP Unit
Members	: All Municipal Councillors
	: The Executive Committee
	: uMgungundlovu District Council Representatives
	: uMgungundlovu District Officials Representatives
	: Municipal Manager and Municipal Officials
	: Traditional Leaders within Mkhambathini Municipality
	: Ward Committees Representatives
	: Community Development Workers (CDWs)
	: Parastatals and Service Providers
	: NGOs and NPOs
	: Sector Departments
	: Neighbouring Municipalities
	: Farmers Associations
	: Rate Payers Organisations
	: Chamber of Businesses
	: SANRAL
	: Civil Society

uMGUNGUNDLOVU DISTRICT MUNICIPALITY IDP STEERING COMMITTEE

uMgungundlovu District Municipality has established a District IDP Steering Committee (IDP Planners Forum) that will ensure co-ordination of the IDP Review processes of the district and the local municipalities. The uMgungundlovu District Municipality forms a district wide IDP Steering Committee for the purpose of alignment with all the local municipalities within the district. Membership of this committee must include all the Local Municipalities and the District's Municipal Managers, IDP Managers and Planners, representatives from the Department of Local Government and Traditional Affairs and targeted service providers within uMgungundlovu District Municipality. The uMgungundlovu IDP Manager must chair the Committee / Forum. The District Municipality to oversee the implementation of the DDM to attain the realization of One Plan and One Budget through the Local Municipalities. uMgungundlovu District to ensure the functionality of the DDM Sub-clusters that include the participation of the Local Municipalities in the following forums and committees.

The roles and responsibilities assigned to the uMgungundlovu District IDP Steering Committee:

- To ensure horizontal and vertical alignment between Local Municipalities and the District Municipality,
- To co-ordinate the overall IDP process in terms of the agreed framework,
- To monitor the IDP reviews programme and decide on amendments (if necessary).
- To act as "clearing house" for issues that arises during IDP review process, and a forum for sharing information and experience.

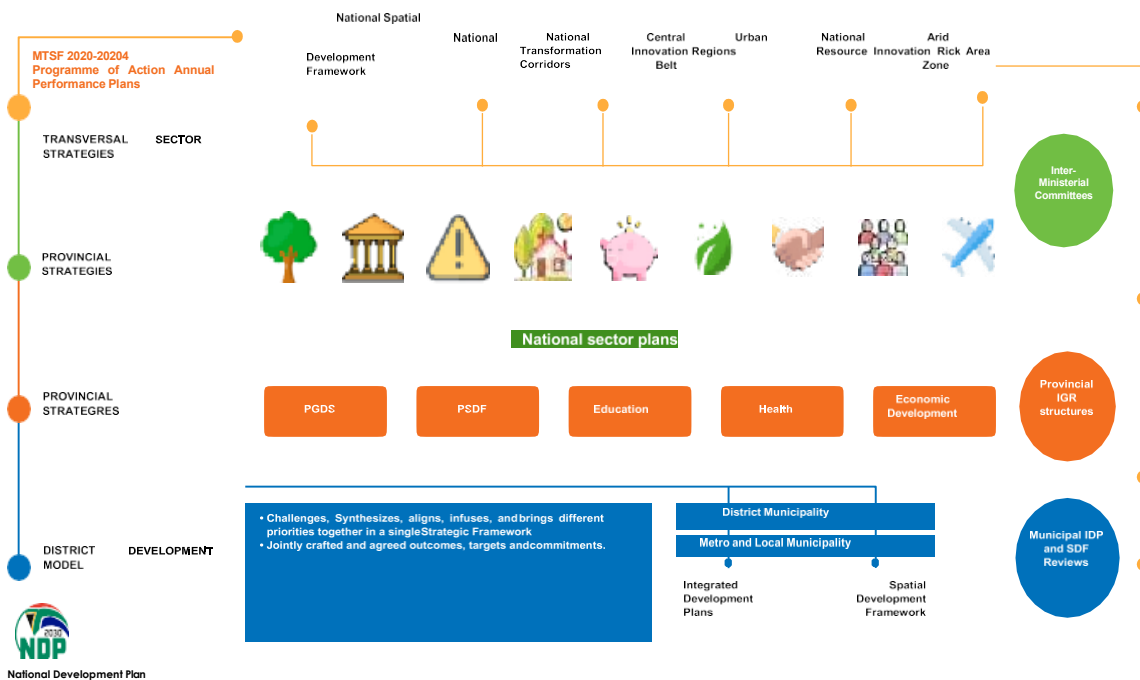
DISTRICT DEVELOPMENT MODEL (DDM) CLUSTERS AND HUBS

WHAT PROBLEMS ARE DDM TRYING TO SOLVE?

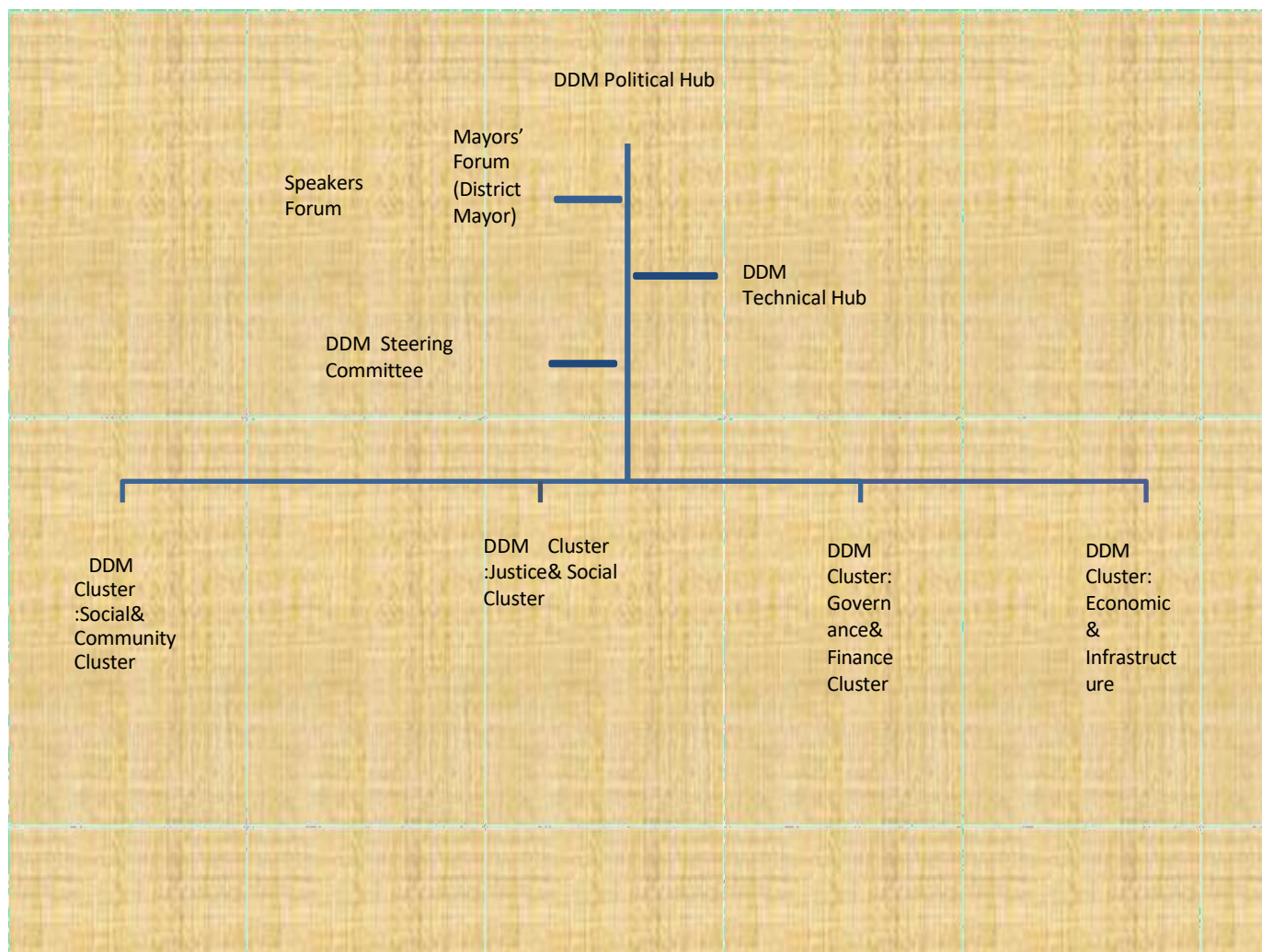
DDM enables synergy between national, provincial and local priorities, and implementation of immediate priority projects and actions as well as a long-term strategic framework for predictable, coherent and effective service delivery and development.

It enables implementation of the National Development Plan (NDP), National Spatial Development Framework (NSDF), Integrated Urban Development Framework (IUDF) and the Medium-Term Strategic Framework (MTSF) by localising and synergising objectives, targets, and directives in relation to the 52 District and Metropolitan spaces (IGR Impact Zones), thereby addressing the triple challenges of poverty, inequality and unemployment in a spatially targeted and responsive manner. The DDM is positioned in relation to the NDP, MTSF and NSDF to enhance the overall system by synergizing national, provincial and local priorities in relation to the district and metro.

POSITIONING THE DDM



The district IDP unit has meetings of the IDP Sub-Cluster between the District Family Planners and IDP Practitioners. The DDM Cluster IGR Structure depicted below is the overall structure for “horizontal alignment” within the district. The District IGR Manager plays an integral role in the implementation of the DDM IGR framework and implementation of uMgungundlovu One Plan in liaison with the district family and sector departments.



CURRENT UMGUNGUNDLOVU DDM STRUCTURES

DDM CLUSTER: SOCIAL & COMMUNITY CLUSTER			
CHAIRPERSON	CONVENOR	SECRETARIAT	SECRETARIAT CONTACT DETAILS
MKHAMBATHINI MAYOR: CLLR N NTOMBELA DEPUTY CHAIR: IMPENDLE MAYOR: CLLR MLABA	MPOFANA MM: DR H DLADLA IMPENDLE MM: Z TSHABALALA	SILINDILE BUTHELEZI MHLengi SITHOLE	buthslee@gmail.com / silindile.buthelezi@mpofana.gov.za Mhlengi.sithole@mpofana.gov.za 076-303-2167
DDM CLUSTER: JUSTICE & COMMUNITY CLUSTER			
CHAIRPERSON	CONVENOR	SECRETARIAT	SECRETARIAT CONTACT DETAILS
MPOFANA MAYOR: CLLR M MAGUBANE DEP CHAIR MAYOR UMNGENI: CLLR C PAPPAS	UMSHWATHI MM: N MABASO RICHMOND MM: B MSWANE	NONTOBEKO MASANGO LINDIWE NXUMALO	NONTOBEKO MASANGO 072 113 0348 masangon@umshwathi.gov.za nxumalon@umshwathi.gov.za 082-814-2404
DDM CLUSTER: GOVERNANCE & FINANCE CLUSTER			
CHAIRPERSON	CONVENOR	SECRETARIAT	SECRETARIAT CONTACT DETAILS
UMSHWATHI MAYOR, CLLR M ZONDI	MKHAMBATHINI MM: MR S MNGWENGWE CO-CONVENOR: MM UMNGENI, MR M HLOBA	NOKULUNGA NKOSI	Secretarymm@mkhambathini.gov.za 031- 785-9307 or 073-382-4086
DDM CLUSTER: ECONOMIC & INFRASTRUCTURE CLUSTER			
CHAIRPERSON	CONVENOR	SECRETARIAT	SECRETARIAT CONTACT DETAILS
MSUNDUZI MAYOR, CLLR M THEBOLLA	MM MSUNDUZI – LULAMILE MAPHOLOBA	MBALI NDLOVU	ndlovumb@umdm.gov.za 076-794-6830/ 033-897-6742

DDM COORDINATION HUBS'

District Hub's monitor the Integrated Planning & Implementation of the District Development Model at a District widespread these hubs include the DDM Political Hub which is represented by Political leadership championed by a deployed MEC/HOD , DDM Technical Hub which is represented by the District Municipal Manager and the Family of Municipal Managers under the jurisdiction of the District which is also championed by a deployed MEC/HOD and these hubs manage, monitor and coordinate the process of formulating Single Joined-Up plan for the district space:

District Coordination Hubs' Functions

- economic positioning and investment attraction:
- spatial restructuring
- infrastructure engineering
- service provisioning
- governance:
- Develop and manage a work plan for the plan formulation process in consultation with national, relevant province and district or metro.
- Undertake and coordinate research related to district service delivery and development
- Identify key national and local priorities; and district localization factors;
- Assess local and sector plans against long-term planning criteria;
- Coordinate compilation of district diagnostic profiles as a basis to inform the single plan formulation;
- Support the district and local municipalities to make and coordinate their inputs into the plan formulation process;
- Convene intergovernmental working sessions;
- Compile inputs emanating from working sessions;
- Manage the drafting and adoption of Single Joined-Up Plans;
- Oversee implementation processes;
- Track IGR compact commitments; and
- Coordinate project preparation.

DDM STEERING COMMITTEE

The DDM steering committee consists of the District Hub Manager and representatives of provincial COGTA, district and local municipalities. The steering committee will assume ownership of the work Hubs and be responsible for:

- Guiding and advising in respect of all four components of the hub's work:
- Monitoring the Integrated development planning process
- capacity building
- shared resourcing
- impact monitoring
- Ensuring horizontal alignment of the IDPs of the local municipalities in the district council area;
- Facilitation of vertical alignment of IDPs with other spheres of government and sector departments.
- Preparation of joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists
- Overseeing implementation of business and work plans

- Supporting and enabling the smooth running and operational functioning of the hubs
- Enabling a conducive environment for intergovernmental collaboration
- Reporting to Provincial COGTA and identifying progress, challenges and opportunities in relating to improving government coherence, service delivery and development.

DISTRICT MAYORS COORDINATING COMMITTEE (MAYORS' FORUM) AND SPEAKERS FORUM

- The Forum is a consultative forum for the District Municipality and the Local Municipalities to discuss and consult each other on matters of mutual interest, including –
- draft national and provincial policy and legislation relating to matters affecting local government interests in the district.
- the implementation of national and provincial policy and legislation with respect to such matters in the district; matters arising in the Premier's Coordination Forum and MUNIMEC.
- mutual support in terms of section 88 of the Municipal Structures Act (Act 117 of 1998).
- Service Delivery in the District.
- Coherent Planning and Development in The District; And
- Speakers ensure political and Council's harmony; and aligned planning.

THE DEVELOPMENT OF THE UMGUNGUNDLOVU ONE PLAN

THE UMGUNGUNDLOVU DDM PROFILE

uMgungundlovu District One Plan process was initiated in 2019 with the development of the DDM Profile which has been updated on a number of occasions as and when new and updated data becomes available. The profile is a *Status Quo* Analysis and a Short-Term Action Plan identifying immediate service delivery actions, and catalytic activities aimed at unlocking developmental projects.

The profile:

- Provides the District Hub members with a brief overview of the district demographics, and development profile.
- Provide a high-level assessment of the key strategies and priorities for improvement and transformation in the following: - economic positioning, spatial restructuring, infrastructure engineering, housing and services provisioning, and governance and management.
- Identifies and collates all current sector and sphere commitments (projects and investments) in the district area for the next 18 months.
- Identifies catalytic projects; and
- Identifies key gaps and areas of misalignment between SDF, IDP and DGDP and gaps between sector plans with the DGDP, SDF and IDP.

The profile has been used as the basis to inform the development of the First Generation One Plan and assisted in the framing the discussions at the uMgungundlovu District DDM Workshop.

THE DEVELOPMENT OF THE FIRST GENERATION ONE PLAN

The First Generation One Plan was discussed at a District Level. The purpose of the workshop was to:

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

The following areas were focused on:

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

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

Following on from the workshop, and once feedback had been consolidated, a follow-up working session was held with key members of the planning team where after a first draft was collaboratively prepared. The draft was then presented for recommendation to the uMgungundlovu DDM Technical Cluster at the DDM Planning IGR Forum.

The One Plan was then presented to the DDM political Cluster, where it was adopted.

IMPLEMENTATION OF DISTRICT DEVELOPMENT MODEL

President Cyril Ramaphosa launched a new integrated district-based approach to enable development and accelerate service delivery in the 44 districts and 8 metros that constitute the country, called the District Development Model (DDM) which is a District level model. Operating in silos is a challenge that has led to a lack of coherence in planning and implementation of government initiatives. The District Development Model aims to accelerate, align and integrate service delivery under a single development plan per district or metro that is to be developed jointly by national, provincial and local government together with businesses and the community.

Each District plan will ensure that national priorities such as economic growth and employment; improvements to living conditions; the fight against crime and corruption and better education are attended to and aligned to existing local government plans i.e. IDP. The proposed District Level Model builds on the White Paper on Local Government (1998), which locates the role of local government as critical in *"rebuilding local communities and environments, as the basis for a democratic, integrated, prosperous and truly non-racial society"*¹. Therefore, the model is a practical Intergovernmental Relations (IGR) mechanism for all three spheres of government to work jointly and to plan and act in unison. The model consists of a process by which joint and collaborative planning is undertaken at local, district and metropolitan spheres together by all three spheres of government resulting in a single strategically focused Joined-Up plan (One Plan) for each of the 44 districts and 8 metropolitan geographic spaces in the country.

This Development approach aims at ensuring that planning and spending across the three spheres of government is integrated and aligned but the planning process is to be technically facilitated and supported in a more rigorous way at local level through reconfigured capacities. The uMgungundlovu District Development Model was launched on 21 November 2019 in Richmond Municipality where all spheres of government were present. A District Profile has been developed for UMDM in conjunction with COGTA and all sector departments which is a consultative report that is yet to be workshopped with the assistance of COGTA internally and finalized.

Implementing the District Development profile calls for municipalities, sector departments, the private sector and many other stakeholders to work together towards fostering service delivery.

The One Plan will consist of the objectives, outputs, roles and responsibilities, and commitments in terms of which all spheres and departments as well as partners will have to act and against which they will be held accountable for prioritising resources and delivering results.

In summary the one plan can be depicted as:



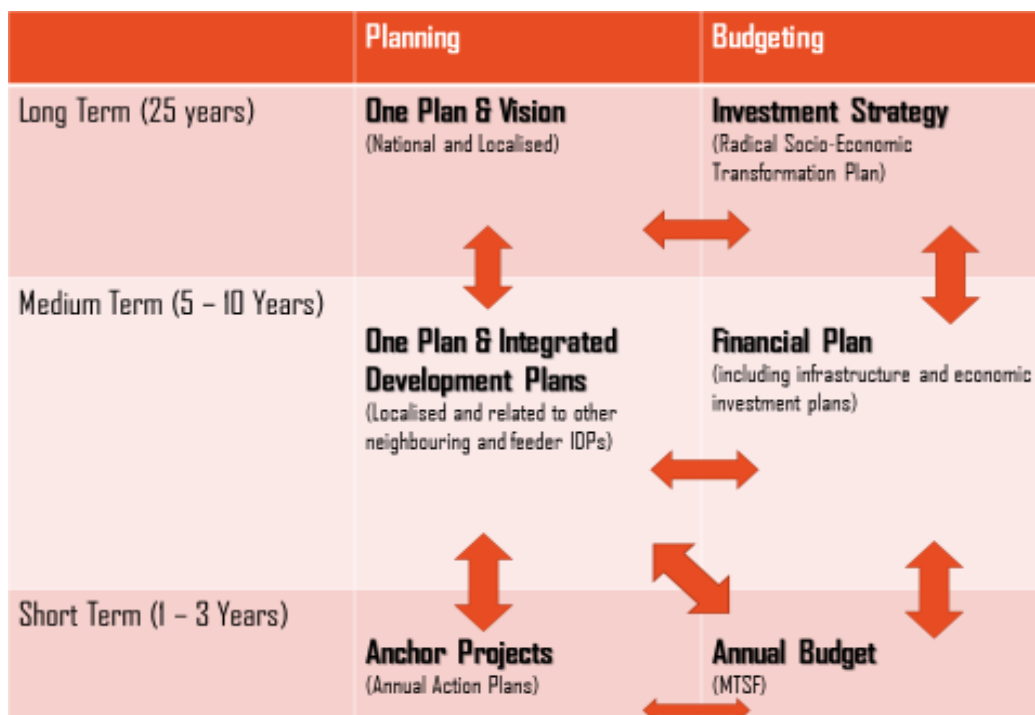
The Key principles underpinning the new District model include:

Existing Constitutional Framework Remains as is, whilst strengthening the regulatory framework for Cooperative Governance- the model is within the current constitutional framework for cooperative governance and intergovernmental relations.

Reinforce Local Government and its Proximity to Communities- Districts and Metropolitan municipalities are seen as the 'landing strip' which are to be the starting point for consolidating a better understanding of community needs. National, Provincial and local governments will be discouraged from developing their individual plans and projects in isolation to the expected policy outcomes and impacts on the district/metro spaces. To achieve this all plans will be subjected to coordinated outcomes, collaborative processes and joint work methods across spheres of government and development partners.

Distinction Between Long-term and Medium-term Strategic Planning / Implementation Mechanisms- For the model to be credible and effective it must attain a sound balance between long-term Strategic

Development Planning/Execution and Short/Medium-term Alignment of Strategic Operational Plans. This will require that the cooperative governance system be subjected to longer term planning as currently championed in the NDP. In so doing disciplined execution must directly align to the projected outcomes of the NDP through strengthened cooperative governance and intergovernmental relations framework to be closely aligned through the district/metro model. In order to link long term and short- term planning the framework proposed by the White Paper on Local Government has been adapted to current realities, which can be depicted as:



DDM ONE PLAN ONE BUDGET DEVELOPMENT AND REVIEW

As per the KwaZulu Natal Premier's 2020 State of the Province address, the following is noted with regard to the Implementation of the District Development Model [DDM]:

"For government to effectively deliver services, it must function optimally and in a coordinated way. It is against this background that government has introduced the District Development Model – One Plan, One Budget Approach.

In last year's State of the Provide Address, we pledged to re-engineer Operation Sukuma Sakhe. We have since integrated OSS with the new DDM as part of re-engineering the former.

This Model constitutes a new way of doing things where the three spheres of government and development partners in the private sector, civil society and traditional leaders plan, budget and implement together all developmental programs with the district at the core of the process. President Ramaphosa launched the Model last October in eThekweni.

For the first time we will have one plan and one budget with only the division of labour and a shared focus on implementation. The districts are going to be major impact zones and a key yardstick to measure the progress we are making as a country in changing the lives of our people.

To date, district profiles for all 10 KZN districts have been drafted by CoGTA and a Provincial Task Team, headquartered at the Office of the Premier, has been established to lead the alignment and integration process with the existing Operation Sukuma Sakhe. All MECs who are champions in district will drive this campaign."

Accordingly, the One Plan is an intergovernmental Plan that provides a long-term strategic framework to guide both investment and delivery within a specific District or Metropolitan Municipal space. The development of such a Plan is undertaken as part of a collaborative approach by all three spheres of government using supporting plans and policies developed within each sphere as it relates to the relevant area. As such, the Plan is adopted collectively by all three spheres of government (with their stakeholders) as an Intergovernmental Relations (IGR) and Social Compact to ensure:

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

DDM is a practical Intergovernmental Relations (IGR) mechanism for all three spheres of government & SOE's to work jointly and to plan and act in unison.

IGR is to further foster an integrated approach to governance, aimed at improving government planning, decision making and service delivery at national, provincial and local levels. The coordination of all spheres has also incorporated Operation Sukuma Sakhe

	DATES
DDM Political Hub	Quarterly
DDM Technical Hub	Quarterly
DDM Core Task Team	Quarterly

ALIGNMENT MECHANISMS

Alignment with Stakeholders:

While the IDP process is local, it also requires substantial input and support from other spheres of Government i.e., National and Provincial departments (as well as the private sector, SOEs, NGOs, CBOs, and the community at large). Accordingly, there needs to be alignment with these role-players. In principle, the roles of the various spheres of government in the IDP Review process are anticipated to be as follows:

National Linkages: The national sphere of Government should at least provide a framework for the preparation of the Sectoral Plans, and where possible funding for such plans. This will contribute to the creation of a normative framework and consistency between municipalities. The national sphere should also coordinate and priorities programmes and budgets between sectors and the national sphere in line with the framework.

Provincial Level: As with the National Government, the Provincial Government should prepare Sectoral Guidelines and funding for the preparation of Sectoral Plans. The preparation of the Sector Plans and programmes and district programmes also need to be coordinated and aligned.

Local Government: Local Government must review IDPs and prepare Sectoral Plans. To ensure that the 2025/2026 IDP Compilation process is undertaken in a holistic manner, it is essential that there is interaction and alignment between Mkhambathini Municipality and uMgungundlovu District Municipality.

Mkhambathini Municipality participates in the District IDP alignment meetings e.g. the IDP Sub-Cluster Committee and workshops.

Alignment at National Level

The National sphere has provided a national framework and guidelines for sectoral, provincial and municipal planning. This contributes to the creation of a normative framework consisting of common policy guidelines and principles, general strategic guidelines regarding sectoral strategies and spatial macro-strategies.

The national spheres should also co-ordinate and prioritize programmes and budgets between sectors and the national sphere in line with the national framework and in particular the National Spatial Development Perspective (NSDP)- National Development Plan (NDP), the State of the Nation Address as well as the 2018 targets and beyond.

Provincial Level

At this level, there are specific frameworks with mid-term objectives and targets for public investment and services as well as a spatial macro-framework for all sectors and municipalities.

Sectoral programmes and District programmes also need to be coordinated and aligned. Provincial level is best positioned to facilitate this.

Important among policy directives are the following:

- Priorities set by the Premier's State of the Province Address
- Priorities set out in the Provincial Growth and Development Strategy (PGDS) and PGDP.
- Provincial Spatial Economic Development Perspective.

Local Level

Mkhambathini municipality has prepared a 5-year IDP document. However, the Municipal Manager must, with the support of the IDP Officer and the IDP Steering Committee, ensure that all role players perform their duties. Performance will be monitored at all the meetings. Organizational restructuring should be provided for inter-disciplinary teams around each Key Performance Area.

INCORPORATION OF PROJECTS AND COMMITMENTS OF SECTOR DEPARTMENTS INTO 5TH GENERATION IDP



KWAZULU-NATAL PROVINCE
TRANSPORT
REPUBLIC OF SOUTH AFRICA

Local Municipality	2022/2023	2023/2024	2024/25	2025/26	2026/27	TOTAL
Mkhambathini	27 500 000	18 621 430	24 312 650	360000.00	Nil	R 106 434 080.00

MKHAMBATHINI LM

Description	2022/3	2023/4	2024/25	2025/26	2026/27	DC	LC No
Maintenance contract - Camperdown Zone	13 750 000	9 310 715	12 156 325	18 000 000	Nil	DC22	KZN226 - Mkhambathini
Maintenance contract - Nagle Dam zone	27 500 000	9 310 715	12 156 325	18 000 000	Nil	DC22	KZN226 - Mkhambathini

DEPARTMENT OF TRANSPORT

Local Municipality	2022/3	2023/4	2024/25	2025/26	2026/27	TOTAL
Mkhambathini	27 500 000	18 621 430	24 312 650	36 000 000	Nil	R 106 434 080.00

MKHAMBATHINI 2027/2028 IDP, BUDGET & PMS PROCESS PLAN

TOTALS	27 500 000	18 621 430	24 312 650	36 000 000		
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CAPITAL HEAD OFFICE PROJECTS UPGRADES and REHABILITATION

MKHAMBATHINI LM

Project / Programme Name	Activity	Implementer/ Responsibility	Municipality / Region	Estimated budget	Project Status (to be as per IRM)
Upgrade of D1001 (km0,00 to km8,50)	Upgrade roads	Construction	Mkhambathini Local Municipality	R 140 000 000	Stage 5: construction
Rehabilitation of P338 (km0 to km11,6)	Rehabilitation	Rehabilitation	Mkhambathini Local Municipality	R 115 058 000	Stage 7 Works 100% complete



PROJECT NAME	DISTRICT MUNICIPALITY NAME	Local Municipality	Ward Number	INFRASTRUCTURE PROGRAMMES	IMPLEMENTING AGENT	TOTAL PROJECT COST R'000	ALLOCATION 2022-23 R'000	ALLOCATION 2023-24 R'000	ALLOCATION 2024-25 R'000	PROJECT NAME
BANIYENA PRIMARY SCHOOL	UMGUNGUNDL OVU	Mkhambathini (KZN226)	7	UPGRADES AND ADDITIONS	DOPW	R 2,250.00	R-	R-	R 241.580	BANIYE NA PRIMA RY SCHOOL
DWENGU HIGH SCHOOL	UMGUNGUNDL OVU	Mkhambathini (KZN226)	6	UPGRADES AND ADDITIONS	DOPW	R 1,150.00	R-	R 21.150	R 161.264	DWENGU HIGH SCHOOL
EMFENI PRIMA RY SCHOOL	UMGUNGUNDL OVU	Mkhambathini (KZN226)	4	UPGRADES AND ADDITIONS	COEGA	R 3,300.000	R-	R 846.900	R 350.443	EMFENI PRIMA RY SCHOOL
GCINA PRIMA RY SCHOOL	UMGUNGUNDL OVU	Mkhambathini (KZN226)	1	UPGRADES AND ADDITIONS	DOPW	R 8,192.393	R-	R 1,827.944	R 616.168	GCINA PRIMA RY SCHOOL
GULUBE PRIMA RY SCHOOL	UMGUNGUNDL OVU	Mkhambathini (KZN226)	7	UPGRADES AND ADDITIONS	COEGA	R 2,584.214	R-	R 846.900	R 350.443	GULUBE PRIMA RY SCHOOL
GULUBE PRIMA RY SCHOOL	UMGUNGUNDL OVU	Mkhambathini (KZN226)	7	UPGRADES AND ADDITIONS	DOPW	R 1,150.000	R162.573	R-	R-	GULUBE PRIMA RY SCHOOL
IMBOYI PRIMA RY SCHOOL	UMGUNGUNDL OVU	Mkhambathini (KZN226)	3	UPGRADES AND ADDITIONS	COEGA	R 2,611.808	R-	R 846.900	R 350.443	IMBOYI PRIMA RY SCHOOL
ISMONT HIGH SCHOOL	UMGUNGUNDL OVU	Mkhambathini (KZN226)	6	REFURBISHMENT AND REHABILITATION	DOPW	R 4,106.940	R1,245.692	R-	R 1,967.552	ISMONT HIGH SCHOOL
ISMONT HIGH SCHOOL	UMGUNGUNDL OVU	Mkhambathini (KZN226)	6	REFURBISHMENT AND REHABILITATION	DOPW	R 2,900.000	R-	R 612.946	R 275.445	ISMONT HIGH SCHOOL
ISMONT HIGH SCHOOL	UMGUNGUNDL OVU	Mkhambathini (KZN226)	6	UPGRADES AND ADDITIONS	DBSA	R 1,041.703	R567.000	R 176.068	R 119.464	ISMONT HIGH SCHOOL



FUNDING SUPPORT & PROJECTS

Project	Description	Location	Status	Budget
Operation Vula Fund Tiers: T1-3	Entrepreneurial Support In progress	uMgungundlovu District Tiers: 1 2 3 Msunduzi: 67 2 17 Umshwathi: 8, 0 0 Mkhambathini: 7 0 0 Umnengi: 5 0 0 Impendle: 7 0 1 Mpofana: 6 0 0 Richmond: 3 0 1	Different levels of Implementation	R17,000,000 R900,000 R33,000,000 R50,500,000
N3 Corridor Development Master Plan	Plan and establish a New Town along the N3 (eThubeni). UMEDA - Champion	Mkhambathini LM along the N3 Development Corridor	Funds transferred to UMEDA and very slow progress to date.	R1,750,000
Tourism Graduate Development Programme (Ongoing project – roll over)	Provides integrated learning for unemployed tourism students to promote job creation in sector	Edendale/Mbali CTO 1, Mpophomeni CTO 1, Richmond 1, uMshwathi 1, Impendle 2, uMnengi 1, UMEDA 1, EDTEA 1 (Total – 9)	The graduates were appointed During December 2020	Monthly stipends +/- R6,000pm

ALIEN INVASIVE SPECIES PROGRAMME 223/24-,24/25, -25/26.

Approved for a 3-year cycle (Currently on third year of implementation)

MUNICIPALITY	WARDS	BUDGET
MKHAMBATHINI	WARDS 1,2,3,4,5,6,7	- R3 800 000 for 23/24 FY - R 3 800 000 for 24/25 FY - R 3 600 000 for 25/26 FY - Budget to be confirmed 2026/2027 FY



Municipality	Project Name	Ward	Status	Units	2021/22	2022/23	2023/24	2025/26	2026/27
Mkhambathini Municipality									
Mkhambathini	Stockdale	3	Pre-Planning	250	R317 000,00	R0,00	R0,00	R0,00	R0,00
Mkhambathini	Mkhambathini Ward 3 and 5 Housing Project	3 & 5	Pre-Planning	2000	R0,00	R0,00	R0,00	R0,00	R0,00
Mkhambathini	Poortjie	3 & 4	Pre-Planning	TBD	R0,00	R0,00	R0,00	R0,00	R0,00

MKHAMBATHINI LOCAL MUNICIPALITY SECTOR PLANS INFORMATION

The five-year review of the Mkhambathini Municipality's Sector Plans is done and approved by Council and will be thoroughly reviewed in 2026/2027 financial year. However, the monitoring and evaluation of the strategy/sector plans is done on an ongoing basis with a review of the plan submitted to the Council with the new IDP priorities.

NO	SECTOR PLAN	COMPLETED Y/N	ADOPTED Y /N	ADOPTION DATE	DATE OF NEXT REVIEW
(a)	Disaster Management Plan	N/A	N/A	May 2024	28 May 2026
	LED Strategy and Plan	N/A	N/A	30 June 2022	28 May 2026
(b)	Mkhambathini Business Investment Directory	N/A	N/A	29 May 2025	28 May 2026
(c)	Informal Economy Policy & BYLAW	N/A	N/A	29 May 2025	To be reviewed
(d)	IWMP Plan	N/A	N/A	29 May 2025	28 May 2026
(e)	Waste Management By law	N/A	N/A	29 May 2025	28 May 2026
(f)	SDF	N/A	N/A	27 June 2019	To be reviewed
(g)	Housing Sector Plan	N/A	N/A	30 June 2022	To be reviewed after 5 Year
(h)	Employment Equity Plan	N/A	N/A	29 May 2025	To be reviewed after 5 Year
(i)	Retention Policy	N/A	N/A	29 May 2025	To be reviewed by 25 June 2026
(j)	Human Resource Strategy and Plan	N/A	N/A	29 May 2025	To be reviewed after 5 years
(k)	Draft Comprehensive Integrated Transport Plan	N/A	N/A	29 May 2025	To be reviewed after 5 years
(l)	Revenue Enhancement Strategy	N/A	N/A	29 May 2025	To be reviewed after 5 years

MKHAMBATHINI 2027/2028 IDP, BUDGET & PMS PROCESS PLAN

(m)	Supply Chain Management Policy	N/A	N/A	29 May 2025	28 May 2026
(n)	Recruitment and Selection Policy	N/A	N/A	29 May 2025	To be reviewed by 25 June 2026
(o)	Reviewed Municipal Organogram	N/A	N/A	29 May 2025	28 May 2026
(p)	WSP Planning Training Report	N/A	N/A	29 May 2025	To be reviewed by 25 June 2026
(q)	ICT Strategy	N/A	N/A	29 May 2025	To be reviewed by 25 June 2026
(r)	Indigent Register Policy	N/A		29 May 2025	28 May 2026
(s)	Operations and Maintenance Plan	N/A	Y	29 May 2025	28 May 2026
(t)	Reviewed WSDP Water Service Development Plan	N/A	UMDM Link attached in IDP		To be reviewed
(u)	EPWP Policy	Y	N/A	28 February 2025	28 August 2025
(v)	Communication Strategy	N/A	N/A	29 May 2025	28 May 2026
(w)	Mkhambathini Annual Report 2022/2023	N/A	N/A	29 May 2025	28 May 2026
(x)	Draft SDBIP 2024/2025	N/A	N/A	29 May 2025	28 May 2026

DEPARTMENT OF COOPERATIVE GOVERNMENT AND TRADITIONAL AFFAIRS

The roles and responsibilities assigned to the Department of Cooperative Government and Traditional Affairs:

- Coordinate participation and cooperation of all other key sector departments.
- Monitor and advise the municipalities on the drafting, review, and implementation of the IDP.
- Ensure that sector department's planning and participation is informed by Municipal plans and IDP
- Closely monitor sector department's performance in terms of fulfilling their core functions and support the Municipality
- Ensure the Functionality of IGR Structures as per DDM implementation at a District Level to a Local Level

TRADITIONAL COUNCILS

The Traditional Councils work as a link between the community and Ward Councillors and matters of service delivery and needs of the people. Assist in giving information about land rights and possible available areas for future development.

Mkhambathini Local Municipality does engage with traditional leadership by attending meetings from their respective councils. Mbambangalo Traditional council does not have the traditional council committee in place as the one that was elected years ago expired. However, if there are pressing issues the council will sit and invite the municipality.

Moreover, Manyavu Traditional council sits quarterly, but they do not have a proper schedule of meetings due to internal matters. The secretariat notifies the municipality if they will convene the meeting in the quarter.

Consultation with Traditional Leadership/Amakhosi Engagement

In accordance with the provisions of the Municipal Systems Act, 2000 (Act No. 32 of 2000), the Municipal Structures Act, 1998 (Act No. 117 of 1998), and the KwaZulu-Natal Traditional and Khoi-San Leadership Act, Mkhambathini Local Municipality recognises the important role of Traditional Leadership in municipal planning and development. The Municipality therefore provides Traditional Councils with an opportunity to participate and submit inputs and comments during the review of the Integrated Development Plan (IDP) and the IDP, Budget and Performance Management System (PMS) Process Plan.

Furthermore, during the preparation and review of the Spatial Development Framework (SDF), the Municipality facilitated a series of consultation workshops with Traditional Leadership. The purpose of these engagements was to present the Municipality's spatial development proposals, obtain inputs, promote alignment between municipal planning and traditional authority areas, and ensure that the Spatial Development Framework reflects local development priorities.

The Municipality has successfully engaged with a number of Traditional Councils and has established constructive working relationships with those participating in the planning process. Engagements with the remaining Traditional Councils will continue as part of the Municipality's ongoing stakeholder consultation programme to ensure meaningful participation, strengthen cooperative governance, and enhance the credibility and legitimacy of the IDP planning process.

The Municipality remains committed to continuous engagement with Traditional Leadership throughout the IDP, Budget, SDF and Performance Management planning cycles to ensure that development planning is inclusive, coordinated and responsive to the needs and priorities of all communities within the municipal area.

IDP and Process Plan Document: Councils prior before the Integrated development plans and IDP, Budget and PMS process plan. this however, to obtain input and comments from traditional council. Mkhambathini local municipality during the development of SDF ensured that workshops were conducted along with traditional leadership. This was done to assist and alert the traditional leaders about the municipality's spatial development framework. So far, the municipality has been able to negotiate with so of our traditional leadership.

Following are Traditional Councils within Municipal jurisdictions:

- Maphumulo Traditional Council
- Macala-Gwala Traditional Council
- Embo-Thimuni Traditional Council
- Esimahleni Traditional Council

A ward committee may only have ten members, and no executive powers can be

delegated to ward committees. The powers and functions of ward committees are left to the discretion of the municipality.

Composition and Functions of the Ward Based Planning Forums. The forum consists of Ward Committee Members who participate also in the IDP representative forum to do the following:

- Inform interest groups, communities and organisations about relevant planning activities and their outcomes.
- Analyse issues, determine priorities, negotiate, and reach consensus.
- Participate in the designing of project proposals and/ or the evaluation thereof.
- Discuss and comment on the draft IDP.
- Discuss and comment on the Ward-based Plan of the respective ward
- Ensure that annual operational business plans and budgets are based on and linked to the IDP; and
- Monitor the implementation performance of the ward-based plans
- Conduct meetings or workshops with groups, communities, or organisations to prepare and follow up on relevant planning.
- Provide inputs related to various planning steps
- Summarising /processing inputs from the participating process
- Advising ward councilors on policy matters affecting wards.
- Identifying needs and challenges that wards face.
- Receiving complaints from residents about municipal service delivery, and
- Communicating information to wards on budgets, IDP's and service delivery options.

SECTOR DEPARTMENTS

The Sector Departments have the following responsibilities:

- Assist in the IDP formulation and review process,
- Contribute and provide relevant information on the provincial sector departments' plans, programs, budgets, objectives, strategies, and projects in a concise and accessible manner,
- Ensure budgetary alignment between provincial programs and projects and the municipality's IDP to enhance the realization of the DDM
- Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects, and,
- Participate in the provincial management system of coordination

SECTION 4: MECHANISM FOR PUBLIC PARTICIPATION

PUBLIC PARTICIPATION EXISTING STRUCTURES

It appears in Chapter 4 of the Municipal Systems Act, Act 32 of 2000 that a Municipality must encourage and create conditions for the local community to participate in the affairs of the municipality, including the preparation, implementation, and review of its Integrated Development Plan. In this context, the municipality is committed to a participatory process of IDP review whereby the community will play a meaningful role.

There are four major functions that can be aligned with the public participation process namely:

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

The following mechanisms for public participation will be utilized in accordance with the Municipal Systems Act, Section 28, The municipality must, through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process and the municipality must give notice to the local community of particulars of the process it intends to follow.

The public consultation process that has been utilized by the municipality considering the Covid-19 challenges and the alert levels pronounced by national government which have introduced a diverse method for communication by the municipality for community engagements are the various Social Media platforms utilized by the municipality to enhance public participation, such as the Municipal Facebook page, Mkhambathini Twitter Page and Mkhambathini Local Municipality WhatsApp Group for community interaction and Radio Stations such as uMgungundlovu FM and Gagasi FM are utilized to disseminate information to the community of Mkhambathini Local Municipality.

IDP REPRESENTATIVE FORUM (IDP RF)

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organizations into the IDP RF and ensure their continued participation throughout the process.

The core purpose of the Representative Forum is to provide a structured mechanism for discussion, negotiation, and joint decision-making between a municipality and its diverse stakeholders. Municipalities are expected to establish this forum to enhance community participation in the drafting and implementation of the IDP, as well as in monitoring performance.

Mkhambathini host two (2) IDP Representative Forum meetings during the 2026/2027 financial year. Mkhambathini ensures that the district participates in the IDP Representative Forum meetings. The dates of these meetings are shown below:

IDP Representative Forum Meetings

	Dates
Q1 - Jul-Aug-Sept	18 September 2026
Q2 – Oct-Nov-Dec	Nil
Q3 – Jan-Feb-Mar	Nil
Q4 – Apr-May-June	25 May 2027

Steering Committee meetings

	Dates
Q1 - Jul-Aug-Sept	24 July 2026
Q2 – Oct-Nov-Dec	14 October 2026
Q3 – Jan-Feb-Mar	20 January 2027
Q4 – Apr-May-June	08 April 2027

MKHAMBATHINI IDP/BUDGET ROADSHOWS

The Mkhambathini Municipality conducts two sets of IDP (Integrated Development Plan) Roadshows per Ward a year. This is done to make sure that residents of Mkhambathini Municipality get the opportunity to constructively contribute to participatory democracy and local government. The meetings provide the community with the opportunity to express their needs and give input on how the Municipality must direct plans and resources, including its budget, for the next financial year.

Mayoral Izimbizo

Municipality Name	IDP/ Budget Mayoral Izimbizo	IDP Mayoral Outreach Programme
Mkhambathini LM	May 2027	November 2027

WARD COMMITTEES AND COMMUNITY DEVELOPMENT WORKERS

As formal structures established in terms of the Municipal Structures Act, the Ward Committees and Ward Councilors will be used as a link between the Municipality and Communities, to obtain information and any other information with regards to the progress of the implementation of IDP.

The Ward Committees have a crucial role of identifying the needs and service delivery gaps in the community and report to the Ward Councilor. Ward Committees are the vehicles through which the notions of a participatory democracy and a representative democracy as outlined in Section 152 of

the Constitution become a reality. In both the Structures Act and the Systems Act, a statutory framework is established that broadly outlines a system of participatory democracy. The Structures Act gives the bare bones of a ward committee whilst the Systems Act defines the nature of community participation.

Local Government Municipal Structures Act 117 of 1998, as amended Section 74. A ward committee may make recommendations on matters affecting its ward to the ward councilor; or through the ward councilor, to the council, the executive committee, the executive mayor, and has such duties and powers as the council may delegate to it in terms of section 32.

PUBLIC PARTICIPATION METHODS

NEWSPAPER ADVERTISEMENT

Local newspapers such as (Isolezwe and The Witness) will be used to inform the local community of the progress of the IDP.

RADIO SLOTS

The National and Local Radio Station such as uMgungundlovu FM and Gagasi FM will be utilised to make public announcements, and social media platforms will be utilized such as the Municipal Facebook Page and Twitter page to make public announcements where such necessary to adhere to the Covid-19 regulations.

MUNICIPAL WEBSITE

The Mkhambathini Website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for people and service providers to download on the municipal website: www.mkhambathini.gov.za.

MUNICIPAL NOTICE BOARD

The Municipal Notice Board will be used to inform stakeholders of critical IDP meetings.

IDP IZIMBIZO/PUBLIC PARTICIPATION

The Mkhambathini Municipality will be hosting Imbizo/Public participation road shows to publicize the Draft IDP and Budget after approval in March. The Mayoral Draft IDP and Budget Imbizo /will be conducted on the month of April /May on the planned programs and budget. The venues for these meetings will be publicized at the IDP Representative Forum as well as through the social media platforms and Municipal Website.

INFORMATION SHEET/ BROCHURES/ PAMPHLETS

At the completion of each of the Sector Plans, as well as the IDP Review, an information sheet will be prepared in the two dominant languages, namely isiZulu and English. The members of the Representative Forum, Officials and Councilors will be given copies of these information booklets and will assist in the distribution of the booklets. Ward Committees will also be used to explain and to distribute information that needs to get to the public.

ACTIVITIES OF THE PROVINCIAL IDP MANAGEMENT PLAN

The Processes outlined in the Process Plan are aligned to the Provincial IDP Management Plan. The key activities and their subsequent dates are reflected below and will form part of the Process Plan.

DATE	ACTIVITY
06 July – 07 August 2026	Assessment of Adopted 2025/2026 IDPs
07 August 2026	Compile populated templates, consolidate and disseminate to Municipalities
10 – 21 August 2026	Municipalities have an opportunity to verify assessment templates content prior to finalization of MEC letters. MEC Panels considers Municipal proposed inputs prior to finalization of MEC paragraphs.
28 August 2026	MEC Panels finalize and submit KPA paragraphs for inclusion in MEC letters.
11 September 2026	MEC Panels finalize and submit KPA high level observations and recommendations. MEC Panels submit KPA scores
30 September 2026	IDP BOU finalize Draft MEC letters, Certificates of Recognition, MEC Report. Submission to MEC for signature.
26 – 30 October 2026	IDP Alignment and implementation sessions: Provide detailed feedback on KPA MEC assessments, including gaps and recommendations. Identify support to be provided to address IDP assessment gaps.
	Make inputs on IDP alignment to National, Provincial and District priorities and on IDP implementation. Provide project and budget information.
30 November 2026	Dissemination of signed MEC letters.
04 December 2026	IDP Best Practice Conference and IDP Alignment session: • Hand out MEC IDP Certificates of Recognition. • Share lessons learnt and KPA best practices. • Discussions on IDP alignment and implementation.

Nov 2026 – March 2027	Support to Municipalities to improve IDPs: • Support establishment / resuscitation and convening IDP Steering Committee and RF. • Participate in Planners Forums and RFs. • Support Municipalities in distress. • Draft the IDP in line with MEC comments Action Plan and IDP assessment criteria comments and recommendations. • Convene strategic planning sessions. • Provide hands-on support in line with KPA gaps identified in MEC comments. • Indicate where/if specific support is still required from COGTA BUs, Sector Departments and SOEs. • Support DDM implementation through provision of project and budget information.
29 January 2027	IDP Stakeholders Engagement: • Discuss and adopt reviewed Provincial IDP Management Plan. • Discuss and adopt reviewed IDP Assessment Criteria and IDP Framework Guidelines. • Discussions on Draft 2027/2028 IDP submission requirements and assessment process.
31 March 2027	Adoption of Draft IDP and Draft Budget.
01 April 2027	Submission of Draft 2027/2028 IDP documentation to COGTA for assessment.
05 April 2027 – 30 April 2027	Assessment of Draft 2027/2028 IDPs by MEC Panels.

03 – 07 May 2027	Draft 2027/2028 IDP assessment feedback sessions: 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.
31 May 2027	Adoption of 2027/2028 IDP.
By 10 June 2027 latest	Submission of Adopted 2027/2028 IDP. (Within 10 calendar days of adoption – AG requirement).
25 June 2027	MEC Panel Briefing: Discuss expectations, timeframes and logistical arrangements.
By 28 June 2027 latest	Submission of Adopted SDBIP.

SECTION 5: ALIGNMENT OF THE IDP AND BUDGET PREPARATION PROCESS, AND THE PERFORMANCE MANAGEMENT SYSTEM (PMS)

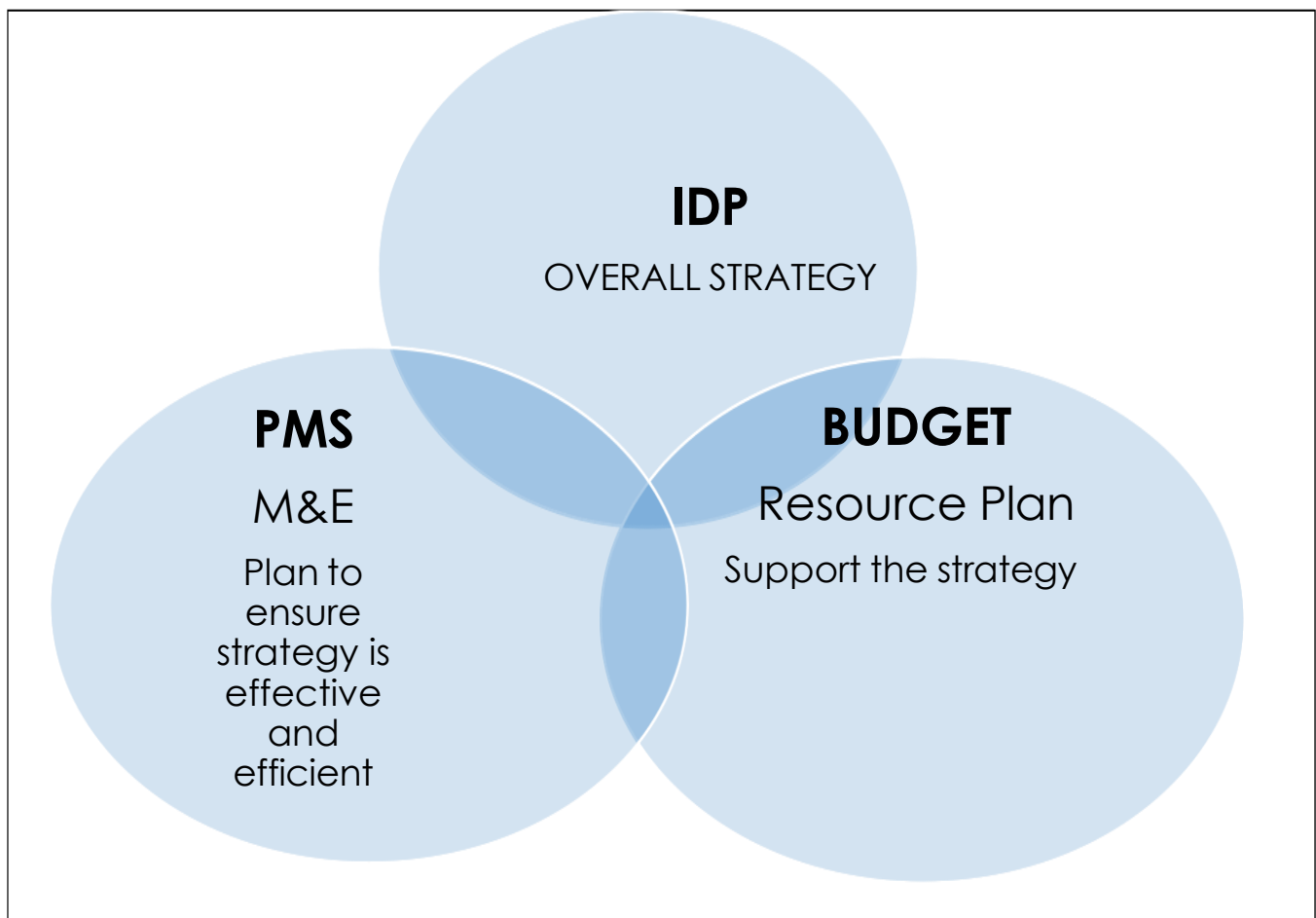
ALIGNMENT BETWEEN IDP, BUDGET AND PMS

The PMS process must address the following issues:

- Alignment of the PMS, Budget and IDP Processes.
- Implementation of individual performance management system at senior managerial level.

The IDP, performance management systems (PMS) and budget are all components of one overall development planning and management system. The IDP sets out what the municipality aims to accomplish, how it will do this. The PMS enables the municipality to check to what extent it is achieving its aims through the SDBIP. The budget provides the resources that the municipality will use to achieve its aims table on the SDBIP of the municipality. As indicated earlier, every attempt has been made in this process plan to align the IDP and PMS formulation and/or review, and the budget preparation process. The linkages of the three processes are summarized in the following diagram:

LINKAGES BETWEEN IDP, BUDGET AND PMS



SECTION 6: IDP DEVELOPMENT PROCESS

ALIGNMENT BETWEEN IDP, BUDGET AND PMS

The following is a summary of possible key elements to be addressed during the IDP Review Process:

ASSESSMENT ISSUES

- Comments received from the various role-players in the assessment of the IDP Review, particularly during the "IDP Decentralized Assessments" conducted by COGTA as well as the MEC Panel comments; and
- Areas identified through self-assessment and CBP
- The IDP Managers and Planners forum ensures that all issues of alignment between the activities of the district are synchronised with those of LMs.

REVIEW OF THE STRATEGIC ELEMENTS OF THE IDP IN TERMS OF COUNCIL'S NEW PRIORITIES

- Vision, Mission and Objectives.
- Strategic thrusts of the Municipality (Developed in the Strategic Planning Session);
- Spatial Development Framework and other critical sector plans
- Implementation of Radical Economic Transformation Policies
- Integration with the local Government Back to Basics Strategy

INCLUSION OF NEW INFORMATION WHERE NECESSARY

- Addressing any areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review Process.
- On-going alignment with the DGDP
- On-going alignment with the OPMS, in terms of Chapter 6 of the Municipal Systems Act (MSA), with the IDP.
- Any changes based on the annual performance assessment as contained in the Annual Report; and m
- The update of the Financial Plan, the list of projects (both internally and externally funded).

LINK OF THE IDP PROCESS WITH OPMS AND BUDGET ACTIVITIES**Table 1:** IDP - PMS – Budget Linkages with Timeframes (as per MFMA)

Performance Indicator/ Activity	Timeline
1 st IDP Steering Committee: To discuss the MEC Letter and areas of improvement on preparation of the Draft IDP for 2024/25	January 2026
KZN COGTA: IDP Stakeholder engagements on the preparation of the 5 th Generation IDP and sectoral coordination	5 TH February 2026
Mkhambathini Strategic Planning Session in preparation of the Draft IDP for 2025/2026. Head of Departments to incorporate their inputs in line with the Draft Budget/ Govt spatially mapped projects to be included in 5 th Generation Draft IDP	13-15 February 2026
Advertising of the Draft Budget and Draft IDP	March-April 2026
Approval of the draft PMS Framework Review 2025/2026	March - April 2026
Submit Draft 2026/2027 IDP / Draft 2026/2027 SDBIP to COGTA	31 March 2026
EXCO and Council approval of Draft IDP	30 March 2026
Submission of draft IDP to KZN COGTA for Provincial Assessment	31 March 2026
1 st IDP Steering committee: to discuss Provincial Assessment on IDP and any further amendments on Draft prior final adoption of IDP	April 2026
Advertisement of Draft IDP for public comments/objections/inputs (minimum 21 Day Period)	April 2026
Mayoral Draft IDP and Budget izimbizo engagements	April-May 2026
IDP Process Consultation with Amakhosi aseMkhambathini	April 2026
Attending UMDM DRAFT IDP and BUDGET IZIMBIZO	May 2026
Mkhambathini IDP Forum Meeting: Govt Department to present the projects and programmes planned for Mkhambathini in the 2024/2025 FY. The relevant stakeholder was invited Ratepayers/Traditional Leadership/Business/etc.	May 2026
Budget tabled at EXCO for adoption of the Budget	May 2026
Mayoral Budget/Izimbizo IDP Review – Public participation engagement	May 2026
EXCO and Council approval Adoption of Review IDP for 2026/27, SDBIP and BUDGET 2026/27	May 2026
Advertise the Adopted reviewed IDP FOR 2026/27	May 2026
Advertise and adopt PMS Review 2026/27	31 May 2026
Advertise 2026/27 SDBIP	10 June 2026
District IDP Subcluster: District Family in preparation of the process plans for the Draft	July 2026

MKHAMBATHINI 2027/2028 IDP, BUDGET & PMS PROCESS PLAN

IDP for 2026/2027	
Preparation of Draft Process Plan for the 2025/26 and submission to COGTA for assessment	31 July 2026
Sec. 56 & 57 employees signing of 2026/2027 performance agreements	31 July 2026
One on one engagement with KZN COGTA: IDP on the adoption of the Draft Process Plan	July 2026
Adoption of Process Plan by Council	August 2026
Advertising of IDP-Budget-PMS Process Plan	August 2026
2024/2025 Annual Performance Report	31 August 2026
Submission of adopted IDP-Budget-PMS Process Plan	September 2026
District IDP Subcluster meeting to discuss the readiness of the 4 th Generation Draft IDP /Sector plans /Public participation in light of Covid-19 regulations	October 2026
SDBIP performance assessment and organizational performance reporting (Jul – Sept)	31 October 2026
Public Participation: Mayoral Outreach Programme/Roads with the participation of the District Municipality. The Honorable Mayor gives feedback to the community on what the municipality has done this far and address the issues of the community	November 2026
MEC Comments delivered by COGTA: IDP Unit to the Mayor of the municipality	November 2026
IDP Steering Committee Meeting: To discuss the identified gaps from the MEC Letter/Review/inclusion of critical sector plans review/required inputs from each municipal department/each department to give a status quo of their relevant plans required for inclusion in the IDP	November 2026
2 ND IDP Forum Meeting with Government Departments to present the progress of the implemented projects and programmes for Mkhambathini Municipality	November 2026
KZN CoGTA Alignment Feedback Sessions	November 2026
KZN COGTA Best Practice	December 2026
Sect 57 Managers formal mid-year report to Council	25 January 2027
Mayor tables 2023/2024 Annual Report to Council	31 January 2027
SDBIP performance assessment and organizational performance reporting (Oct – Dec)	31 January 2027
AC meeting (audit of mid-year performance assessment)	March 2027
SDBIP performance assessment and organizational performance reporting (Jan – Mar)	April 2027
Make public Annual Report and invite community inputs into report	20 Feb 2027
Council to adopt Oversight Report	31 March 2027
Publicize Annual Report and Submit copy to Provincial Legislature	5 April 2027
Draft and submit performance agreements to Mayor	June 2027

PLANNING PROCESSES AND ALIGNMENT MECHANISMS

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATE	RESPONSIBILITY	OUTPUTS
PMS	Submission of 4th Quarter PMS report by all Departments	July 2026	Municipal Manager and all Directors	Quarterly reports
PMS	Submission of 4th Quarter Performance Report to Internal Audit	July 2026	PMS Officer	Quarterly reports
UMDM	Meeting with Local Municipalities/ DC 22 subcluster on IDP-BUDGET-OPMS	16 July 2026	All municipalities	Attendance register
IDP-BUDGET-PMS	Prepare 2025/2026 IDP/Budget/OPMS Process Plans	01 July 2026 – 15 August 2026	IDP Officer	Drafts Process Plan completed
IDP	Draft 2025/2026 IDP, Budget and PMS Process Plan to EXCO	July 2026	IDP Officer	Circulated Draft Process Plan
IDP	Budget Steering Committee meeting for quarter 4	July 2026	CFO	Attendance registers and minutes
PMS	Review Performance Agreements of Section 54/56 Managers.	July 2026	Municipal Manager & PMS Officer	Performance Agreements
IDP	Submission of Draft 2025/2026 IDP Process Plan to COGTA for comment	31 July 2026	IDP Officer	Letter of acknowledgement
PMS	Finalize Performance Agreements for Section 54/56 Review, to sign with The Mayor. Upload on the website.	July 2026	Municipal Manager & PMS Officer	Performance Agreements on website
IDP	Meeting with Local Municipalities/ DC 22 subcluster on IDP-BUDGET-OPMS	July 2026	All municipalities	Attendance register
PMS	1st Draft Annual Performance Report to Audit Committee	August 2026	Municipal Manager and PMS Officer	Draft Annual Performance Report
Office of the Municipal Manager	1st Draft Performance Report to EXCO	August 2026	Municipal Manager	Draft Annual Performance Rep
IDP Office	Consider and incorporate Assessment Comments into draft IDP, Budget and PMS process	August 2026	Municipal Manager and IDP Officer	Process Plan

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	plan prior to adoption.			
IDP Office	Final 2026/2027 IDP and Budget Process Plan to EXCO/Council	31 August 2026	CFO, IDP Officer	Council Resolution
PMS	Submit to AG, Treasury & DCOGTA the Annual Performance Report 2023/2024, Annual Report (draft) Annual Financial Statements	31 August 2026	Chief Financial Officer (CFO) PMS Officer and	Annual Performance Report
PMS	Upload on the website	31 August 2026	PMS	Annual Performance Report
IDP Office	Upload electronic copies of the Process Plan	31 August 2026	IDP Officer	Final Process Plan
IDP Office	IDP Budget / Steering Committee	August 2026	IDP Officer	Attendance registers and minutes
IDP Office	Advertise on the newspaper the IDP, BUDGET & PMS Process Plan to the public Upload on the website	01 September 2026	IDP Officer	Process Plan
IDP	Meeting with Local Municipalities/ Planning sub cluster on IDP: Cross-border alignment.	17 September 2026	All municipalities and Departments of Social Development-Population Unit, KZN Treasury and StatsSA	Draft status Quo reports and data alignment
PMS	Submission of First Quarter Performance Reports and POE	15 October 2026	Municipal Manager and all Directors	Quarterly Report
PMS	Submission of 1st Quarter Performance Report to Internal Audit	October 2026	PMS Officer	Quarterly Report
PMS	First Quarter Performance Review to EXCO	November 2026	PMS Officer	Quarterly Report
UMDM	IDP Alignment session for uMgungundlovu and Harry Gwala District	04 November 2026	CoGTA	Attendance
IDP	Mayoral Outreach Programs	November 2026	IDP Officer/UMDM/ Sector departments	Attendance registers and minutes
UMDM	Consult Private Sector, Sector Departments, Parastatals, NGOs etc. on strategies and priorities of the district-IDP Representative	23 November 2026	District municipality (joint engagement of all municipalities, registered stakeholders and service providers)	Aligned Programs reports

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	Forum			
IDP	IDP Rep Forum	December 2026	IDP Officer/UMDM/ Sector departments	Attendance registers and minutes
IDP	Provincial IDP Best Practice Conference	29 November 2026	CoGTA	Attendance
PMS	Submission of 2nd Quarter Performance Reports and POE	13 January 2027	Municipal Manager and all Directors	Quarterly Report
PMS	Submission of 2nd Quarter Performance Report to Internal Audit	January 2027	PMS Officer	Quarterly Report
PMS	2nd Quarter Performance Assessment of S54/56 Managers	January 2027 January 2027	Municipal Manager & PMS Officer	Quarterly Report
Budget	Table 2024/2025 Mid-year Budget and Performance assessment to-	January 2027	Budget	Mid-year Budget and Performance Report
	•National Treasury •Provincial Treasury •Mayor	January 2027	CFO	Mid-year Budget and Performance
		January 2027	CFO	Mid-year Budget and Performance
		30 January 2027	Municipal Manager & PMS	Mid-year Budget and Performance
Office of the Municipal manager	Strategic planning session	January 2027	Municipal officials	Attendance registers
Office of the Municipal manager	Advertise Annual Report	February 2027	CFO & PMS Officer	Annual Report
Finance	Coordination of Budget adjustment inputs from Internal departments and Consolidation of inputs received from internal departments for purposes of Budget Adjustment	01 February 2027	Budget office	Budget inputs
IDP	IDP Stakeholders Meeting – 2026/27 Reviewed IDP assessment process	February 2027	IDP Officer	Attendance register

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Finance	Presentation of Proposed budget adjustment to MANCO, Budget Steering Committee & to EXCO	February 2027	CFO	Minutes
Finance	Draft Budget to be considered by The Mayor.	February 2027	CFO /Budget Accountant	Draft Budget
IDP	IDP Stakeholders meeting to agree on 2025/2026 reviewed IDP process	February 2027	COGTA	Attendance
Finance	Advertise Adjusted IDP/Budget and SDBIP	March 2027	CFO	Advert
Finance	Draft budget inputs from internal departments by Budget Validation of budget on the financial system.	March 2027	Budget office/CFO	Draft Budget
Office of the Municipal Manager	Strategic Planning Sessions (New Projects and Departmental Budget Requirements)	March 2027	Council, All Directors and Management	Register
IDP	IDP Steering Committee meeting	March 2027	Municipal Manager and all Directors IDP Officer	Attendance registers and minutes
UMDM	Districts and IDP Forum (Presentation of the draft IDP for comments and receive Municipal projects to Sector Departments and Private Sector)	March 2027	IDP Officer	Registers
PMS	Submit the Final Annual Report & APR to EXCO & COUNCIL	March 2027	Municipal Manager and PMS	Final Annual Report
IDP	Submit the Draft 2025/2026 IDP, Budget and Budget related Policies & SDBIP to EXCO & COUNCIL	March 2027	IDP Officer	Draft IDP and resolution
Public Participation	Finalize and align Ward Based Plans (WBP's) to IDP	March 2027	Public Participation	Ward based plans
IDP	Submission of draft IDP & Budget to DCOGTA; & Treasury.	31 March 2027	IDP Officer	Draft IDP

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IDP	Advertise Adjusted IDP/Budget and SDBIP	March 2027	CFO	Advert
PMS	Submission of 3rd Quarter Performance Report	10 April 2027	Municipal Manager and all Directors	Quarterly report
Finance	Submission of the Tabled Budget to PT, NT and COGTA Make public in terms of S22, 75 of the MFMA and 21A of the Municipal Systems Act.	April 2027	Office of the Mayor, Public Participation Unit, Budget & Treasury Office	Proof of submission
PMS	Submission of 3rd Quarter Performance Report to Internal Audit	April 2027	PMS Officer	Quarterly report
PMS	Advertise Final Annual Report	April 2027	PMS Officer	Advert
IDP	Advertise Draft 2025/2026 IDP, Budget & Budget related Policies, & SDBIP	April 2027	CFO	Advert
PMS	Submission of Third Quarter Performance Report to Internal Audit	April 2027	PMS Officer	Quarterly report
UMDM	Meeting with local municipalities –planning sub-cluster to reflect on draft IDPs and planning for joint izimbizo. And prepare for the alignment session.	03 April 2027	All Municipalities	Draft izimbizo contents. Finalize allocated roles for alignment presentations.
UMDM	Convening of decentralised IDP Assessment Forums	14 April 2027	COGTA, Municipal Representatives, Sector Departments and State- Owned Enterprises (SOEs)	Attendance and reports
UMDM	Present Draft IDP and Budget to the community (Izimbizo) and all stakeholders	April 2027(actual dates to be published) (LMs in Jan-Feb 2027- DM to attend)	All Municipalities jointly- (Speakers Forum)	Approved and published schedule of dates for Izimbizo (LMs &DM to do izimbizo prior to drafts for needs and jointly with DM after the drafts)
IDP	IDP Alignment Feedback Session based on IDP Assessment Frameworks	5 May 2027 (TBC)	COGTA: IDP Coordination Business Unit, COGTA Sector Departments	Attendance and reports

MKHAMBATHINI 2027/2028 IDP, BUDGET & PMS PROCESS PLAN

			Municipal representatives and SOEs.	
IDP	IDP and Budget Roadshows	May 2027	Office of the Mayor, IDP Officer	Attendance Registers
IDP	IDP Representative Forum	May 2027	Mayor, Municipal Manager and all Directors, IDP Officer LED Manager Traditional Leaders; Ward Committee	Attendance Registers
IDP	IDP Steering Committee meeting; to finalize programs and projects. Alignment of IDP, Budget and Develop 1 st Draft 2027/2028 SDBIP	May 2027	Municipal Manager and all Directors, IDP Officer	Attendance Registers
IDP	Final 2027/2028 IDP and Budget & Budget related Policies and SDBIP to EXCO As per MFMA S24	May 2027	Municipal Manager and CFO, IDP	Final 2025/2026 IDP
IDP	Final 2027/2028 IDP and Budget & Budget related policies and SDBIP to Council	31 May 2027	IDP Officer, Municipal Manager and CFO	Final 2025/2026 IDP
IDP	Advertising of Final 2026/2027 IDP, Budget and SDBIP	31 May 2027	IDP Officer	Advert
IDP	Submission of Final 2027/2028 IDP and Budget to COGTA with Council Resolution, Draft IDPs, Draft SDBIPs, Draft Budgets, SDFs and relevant Sector Plans and Draft WBPs within 10 days adoption as per MSA.	31 May 2027	IDP Officer	Acknowledgement letter
IDP	Develop Final 2027/2028 SDBIP	31 May 2027	IDP Officer	Final IDP
	Advertising of Final 2027/2028 IDP, Budget and SDBIP	June 2027		

IDP Office	Submission of Final 2027/2028 IDP and Budget to COGTA with Council Resolution, Draft IDPs, Draft SDBIPs, Draft Budgets, SDFs and relevant Sector Plans and Draft WBPs within 10 days adoption as per MSA.	June 2027	Municipal Manager and all Directors	Final IDP
PMS	Develop Final 2027/2028 SDBIP	June 2027	Office of the Mayor, Public Participation Unit, Budget & Treasury Office	SDBIP
PMS	Advertising of Final 2027/2028 IDP, Budget and SDBIP	June 2027	PMS Officer	Advert

FINANCE PLANNING PROCESSES AND ALIGNMENT MECHANISMS

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATE
Finance	Mayor begins planning for next three-year budget in accordance with coordination role of budget process MFMA s 53 Planning includes review of the previous years budget process and completion of the Budget Evaluation Checklist Accounting officers and senior officials of municipality and entities begin planning for next three-year budget MFMA s 68, 77 Accounting officers and senior officials of municipality and entities review options and contracts for service delivery MSA s 76-81	July
Finance	Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year. MFMA s 21, 22, 23; MSA s 34, Ch 4 as amended Mayor establishes committees and consultation forums for the budget Process	August
Finance	Council finalises tariff (rates and service charges) policies for next financial year MSA s 74, 75 Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous years performance as per audited financial statements.	December

Finance	MFMA s 87(1) Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January) MFMA s 36	January
Finance	Council considers municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity MFMA s 87(2) Accounting officer finalises and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report Accounting officer to notify relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year MFMA s 37(2)	February
Finance	MFMA s 16, 22, 23, 87; MSA s 34 Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites local community comments and submits to NT, PT and others as prescribed MFMA s 22 & 37; MSA Ch 4 as amended Accounting officer reviews any changes in prices for bulk resources as communicated by 15 March MFMA s 42	March
Finance	MFMA s 21 Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year.	April
Finance	Public hearings on the budget, and. Council consider views of the local community, NT, PT, other provincial and national organs of state and municipalities. Mayor to be provided with an opportunity to respond to submissions during consultation and table amendments for council consideration. Council to consider approval of budget and plans at least 30 days before start of budget year. MFMA s 23, 24; MSA Ch 4 as amended MFMA s 87 Accounting officer assists the Mayor in preparing the final budget documentation for consideration for approval at least 30 days	May

	before the start of the budget year taking into account consultative processes and any other new information of a material nature	
Finance	Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year MFMA s 16, 24, 26, 53	June

Alignment of the IDP, MIG Planning and Capital Budgeting

Mkhambathini Local Municipality recognises that the effective planning, registration and implementation of Municipal Infrastructure Grant (MIG) projects depend on the alignment of the Integrated Development Plan (IDP), Spatial Development Framework (SDF), Budget and Project Management Unit (PMU) planning processes.

To ensure compliance with the Municipal Infrastructure Grant Framework and to facilitate the implementation of infrastructure projects, the Municipality will align the annual IDP Review Process with the Municipal Infrastructure Grant (MIG) planning cycle. Infrastructure projects identified through community participation, sector planning, Ward-Based Plans and the IDP Representative Forum will be assessed, prioritised and incorporated into the municipal capital investment programme.

The IDP Unit will work closely with the Project Management Unit (PMU), Budget and Treasury Office, Technical Services Department and other relevant stakeholders to ensure that:

- Infrastructure project proposals are informed by the approved IDP and Spatial Development Framework.
- Projects are prioritised and registered in accordance with the annual MIG planning timetable.
- MIG project registration milestones are aligned with the municipal IDP and Budget preparation process.
- MIG Business Plans are prepared and submitted within the prescribed timeframes communicated by the Department responsible for the Municipal Infrastructure Grant.
- Registered projects are incorporated into the draft and final Capital Budget before Council approval.
- The annual Capital Budget reflects only projects that are aligned to the approved IDP and applicable sector plans.
- Progress on project registration, Business Plan submissions and infrastructure implementation is reported through the IDP Steering Committee, Budget Steering Committee and Council structures.

The IDP Officer/ Manager shall engage the Project Management Unit (PMU) throughout the planning cycle to confirm the annual MIG planning timetable, project registration deadlines, Business Plan submission dates and funding allocations. These milestones shall be incorporated into the municipal IDP, Budget and PMS Process Plan to ensure alignment between strategic planning, infrastructure delivery and financial planning.

This integrated planning approach will ensure that infrastructure projects are properly planned, funded, registered and implemented in accordance with the requirements of the Municipal Systems Act, the Municipal Finance Management Act and the Municipal Infrastructure Grant Framework.

MIG Process Plan Activities/Timeframes

Activity	Responsible Official	Timeframes	Outputs
Confirm annual MIG planning timetable and registration milestones with PMU	PMU Manager/IDP Manager	July–August	Approved MIG planning schedule
Review infrastructure priorities from the IDP, Ward-Based Plans and Sector Plans	IDP Unit / Technical Services	August–September	Prioritised infrastructure project list
Register proposed MIG projects	PMU / Technical Services	September–October (or as per MIG timetable)	Registered MIG projects
Prepare and submit MIG Business Plans	PMU	According to the annual MIG submission deadlines	Submitted MIG Business Plans
MIG projects Align registered with the Draft Capital Budget	Budget and Treasury Office / PMU	October–January	Draft Capital Budget
Present proposed MIG-funded projects to the IDP Representative Forum and Council	IDP Unit / PMU	During Draft IDP and Budget consultation process	Stakeholder and Council inputs
Incorporate approved MIG projects into the Final IDP, SDBIP and Capital Budget	IDP Unit / Budget Office / PMU	Before Council approval	Approved IDP and Capital Budget
Monitor implementation and report through the PMS and IDP review processes	PMU / IDP Unit	Quarterly	Performance and infrastructure progress reports

NATIONAL GOVERNMENT DEPARTMENTS

VERTICAL ALIGNMENT

Mkhambathini Local Municipality will endeavour to align the IDP review process with relevant National legislations, Policies, Programmes (i.e. CBPWP, ASGISA, ISRDP, Water, Urban Renewal Programme, etc.) and financial plans (i.e. MTEF, MTEP, etc)

Alignment between Mkhambathini Local Municipality and the Provincial Government will occur and be reinforced at the IDP Representative Forum. During this process, we will be able to integrate the plans, programmes, and budgets of the Provincial Government Departments into the Mkhambathini Municipal IDP.

HORIZONTAL ALIGNMENT

In terms of Chapter 5 and Section 26 of the Municipal Systems Act (2000), Districts are required to prepare and adopt a Framework Plan which indicates how the District 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, and in doing so, proper consultation, coordination, and alignment of the review process of the district municipality and various local municipalities can be maintained.

Therefore, alignment at this level will be co-ordinated at the uMgungundlovu District Municipality's IDP Steering Committee and DDM IDP-Subcluster committee (IDP Planners/Technical Forum). The main function of the Committee is to monitor progress in the various reviews process and to ensure alignment between the district and the local municipality in terms of the framework plan. A series of alignment meetings will be held between the uMgungundlovu District Municipality and its Local LM.

ALIGNMENT AT LOCAL LEVEL

The Municipal Manager / IDP Manager with the support of the IDP Steering Committee will ensure that all the role-players are performing their duties. Performance in terms of expected roles and responsibilities will be monitored at the Steering Committee meetings and corrective measures be taken should there be unsatisfactory performance.

The cross-border alignment with bordering municipalities i.e. Richmond, Mshwathi, Msunduzi, uMngeni, Mpofana and Impendle Municipality should be strengthened as and when necessary.

ALIGNMENT WITH SERVICE PROVIDERS

Alignment with Service Providers is very essential to ensure that the DM and LM's priorities can be reflected in the Service Providers' project prioritization process, as well as to ensure that their projects can be reflected in the IDP documentation. It is anticipated that one Service Provider Forums (SPF's) will be held during this round of the IDP Review as well as a series of one-on-one meetings with key departments.

SECTION 7: COST ESTIMATES

COST ESTIMATES

ESTIMATED COST BREAKDOWN

The municipality has not yet estimated the costs that will be incurred for the IDP Development Process due to financial constraints.

Figure 1: Estimated Budget

IDP PROCESS		ESTIMATED BUDGET
Phases	Activities	
Phase 1: Preparing	IDP Process Plan	
Phase 2: Analysis	Assessment of existing level of development. Priority issues or problems. Information on causes of priority issues/problems. Information on available resources.	
Phase 3: Strategies	The Vision. Objectives. Strategies. Identified Projects.	
Phase 4: Projects	Performance indicators. Project outputs, targets, location. Project related activities & time schedule. Cost & budget estimates.	
Phase 5: Integration	5-Year Financial Plan. 5-Year Capital Investment Program (CIP). Spatial Development framework. Disaster management plan. Consolidated monitoring/Performance Management System. Integrated sectoral program (LED, HIV, Poverty alleviation, gender equity etc). Reference to sector plans.	
Phase 6: Approval	Approval and Adoption of the IDP	
Total Costs	IDP ROADSHOWS (Transport) IDP ROADSHOWS (Contracted Services: Stage and Sound) IDP ROADSHOWS (Contracted Services: Catering Services) IDP ROADSHOWS (Hire Charges) e.g. tent, t/shirts, etc. Municipal Strategic Planning Session Mayoral Imbizo	R 220 000.00 R 160 000.00 R 150 000.00 R 40 000.00 R 200 000.00 R 230 000.00
Total Cost		R 1 000 000.00

IDP AND SDF PREPARATION

Mkhambathini SDF is reviewed every 5 years, however, a revision is done annually in line with the MEC comments and with the IDP process and IDP plan. Although we have refined the document, there has been no change in the spatial representation of the SDF as a result of the Covid 19 lockdown which has stagnated growth to some degree. The current SDF was approved and adopted ON THE 25TH of June 2026 and will be reviewed annually.

This revision has focused on the following:

- Addressing the MEC for COGTA's comments on the SDF.
- Updating the CIF
- Holding stakeholder engagement with neighboring municipalities.
- Engaging with the relevant departments on budget alignment process.
- Give effect to the development principles and applicable norms and standards set out in chapter 2 of SPLUMA.
- Development of five-year Spatial Development Plan (SDP).

Mkhambathini municipality adopted a SPLUMA compliant wall to wall Land Use Scheme in 2020 in line with the municipal Spatial Development Framework. The provision of the Scheme is read with section 40 of the Mkhambathini SPLUMA By-Laws as amended. Mkhambathini Land Use Scheme establishes the use and development of land within the municipal area. Mkhambathini Local Municipality will comprehensively review its Spatial Development Framework in 2024, with the possible assistance of grant funding as provided by KZN CoGTA. The municipality will review the SDF externally with the assistance of a Service Provider and this process will run concurrently with the IDP Process.

The success of Mkhambathini IDP/Budget Review Process Plan will depend on the co-operation of all stakeholders and IDP structures (listed in the Plan) to achieve the developmental objectives in a spirit of cooperative governance. Mkhambathini Local Municipality will strive to develop an IDP that is credible and all inclusive, ensuring that it is a document that is a true reflection of its Council and Citizens.

Approval

The Final Process Plan will be presented to the Management Committee, Executive Committee, the Public and CoGTA for comments. After it has been approved and adopted by Full Council by the 27th of August 2026, it will be submitted to Provincial COGTA.

Enquiries: to be submitted in writing to Ms. Balungile Ngcongco (IDP Officer), using

IDP@mkhambathini.gov.za , Tel: 031 785 9392.