

" The City of Heritage "



THE

PROCESS

PLAN

" The City of Heritage "



Table of Contents

1. INTRODUCTION	3
2. INSTITUTIONAL ARRANGEMENTS	3
3. ROLES AND ROLEPLAYERS.....	8-11
4. MECHANISMS FOR PUBLIC PARTICIPATION	11-20
5. PARTICIPATION OF MUNICIPALITIES AND OTHER STAKEHOLDERS	21
6. FOCUS AREAS FOR REVIEW	19-20
7. TABLE SHOWING THE LINKAGE BETWEEN THE IDP, BUDGET, & PERFORMANCE MANAGEMENT SYSTEMS	22-26
8. METHODOLOGY	42
9. IDP BUDGET	44
10. IDP ACTIVITY SCHEDULE.....	45-6

1. INTRODUCTION

The Process Plan is a tool that is used to guide the IDP process and review. It is in this document that the important areas of the IDP are highlighted, co-ordination, alignment, adherence to the route followed, timeframes, milestones, sector plans, role players, their responsibilities and the end product of the process, the Final IDP.

In terms of the Municipal Systems Act No 32 of 2000, Reg (5)28: "Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan." Chapters 4 and 5 induces all Municipalities to conduct the Public participation whilst developing/reviewing the Integrated Development Plan.

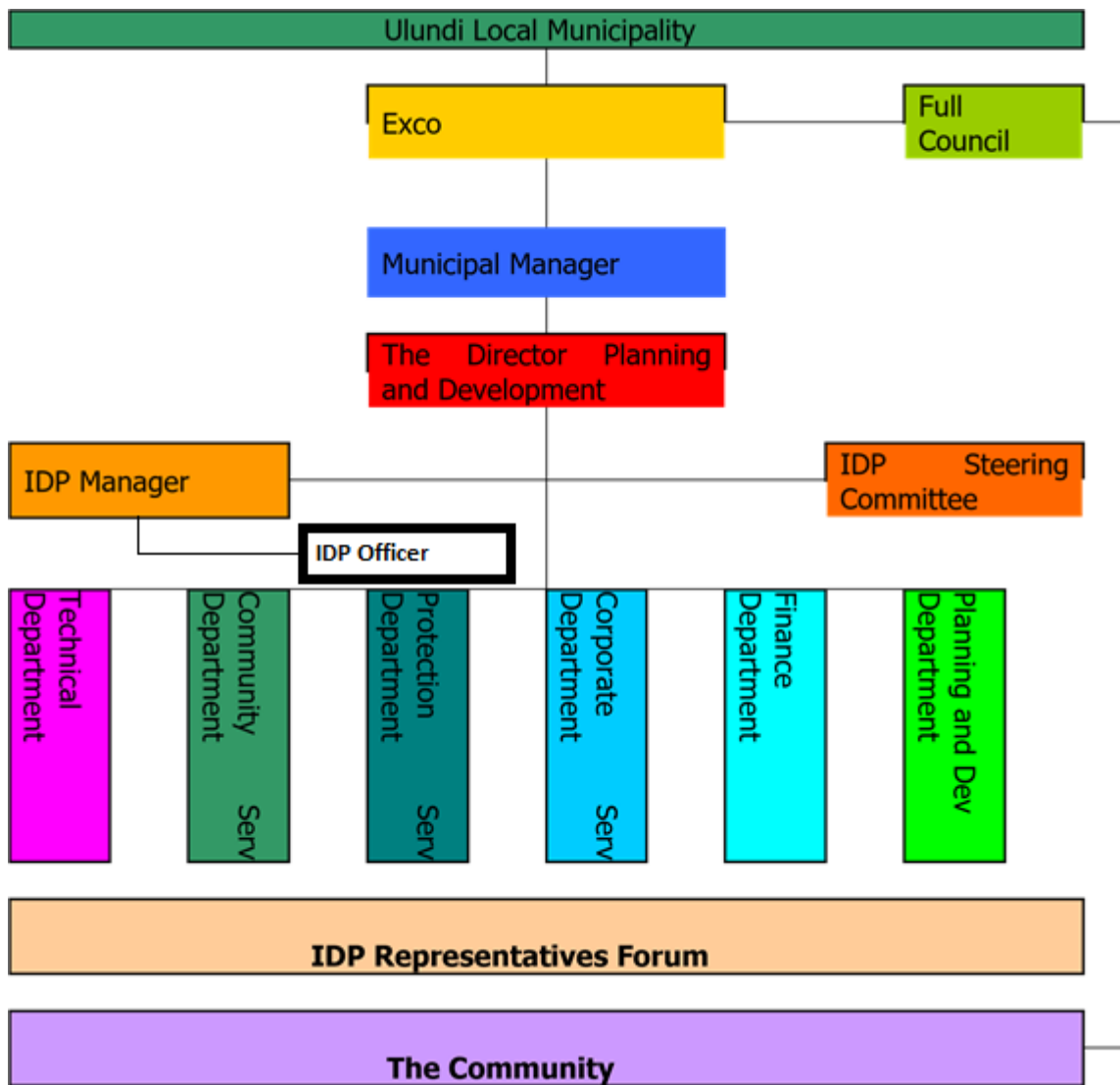
The Process Plan is prepared in line with the Framework Plan of the Zululand District Municipality in our case, the COGTA Management Plan, the Ulundi Municipality internal information and other sources of reference. The process plan is approved by Council to initiate and guide the IDP process to its completion and it is therefor binding to all.

The District Framework Plan is the tool that is mainly used in terms of the Municipal Systems Act, to guide the alignment and co-ordination of the IDP processes and milestones between the District and the Local Municipalities so that there is a common finalization at the end of the process.

2. INSTITUTIONAL ARRANGEMENT

The high level organisational structure below outlines the involvement of major role-players in this process. Roles and responsibilities of the various stakeholders will be outlined to ensure proper integration, alignment, coordination, implementation and the management of the process.

2.1 ORGANISATIONAL STRUCTURE IN THE IDP PROCESS



This Process Plan sets out the activities for the development of the Integrated Development Plan for Ulundi Local Municipality.

- The following, but not limited to, elements will have to be considered during the IDP process:
- The IDP assessment comments from the MEC of the Department of Corporate Governance and Traditional Affairs
- The Municipality will have to do the self-assessment
- Revisit its Municipal challenges and the Situational Analysis
- The Strategic Objective-Goals, objectives and priorities for the new Council to be developed -Council objectives will have to be aligned to the National Strategies and talk directly to the needs of the people
- The alignment of the IDP processes to the Spatial Development Framework
- The SDF of Ulundi Municipality has been reviewed and this review has covered all the Spatial Legislative requirements eg the SPLUMA effects and other legislative requirements.

2.2 THE IDP STEERING COMMITTEE

The IDP Steering Committee is primarily responsible for overall steering, alignment, coordination, integration, monitoring and evaluate the IDP Process including review. It makes recommendations to the Executive and Finance Committee. It will meet at least three times a year.

Members of the IDP Steering Committee

The IDP Steering Committee is chaired by the Mayor of the Municipality.

Other members include Deputy Mayor, Municipal Manager, All Departmental Directors, Deputy Directors, Co-opted members: Managers in the Office of the Mayor and in the Office of the Municipal Manager as well as the IDP Manager and the IDP Officer

2.3 TASK TEAMS

The task teams comprise of the six line function Departments responsible for own relevant programmes and projects. The IDP steering committee allocates duties and responsibilities according to the said task teams. The task teams formulate, review Sector Plans and execute programmes and projects in line with the National, Provincial and the District Strategies as well as the Municipal developmental challenges, Goals and objectives.

Each Department formulates its Sector Plans, reviews them and has to formulate the outstanding ones. some outstanding Sector Plans and Policies are as follows:

2.3.1.1 TECHNICAL SERVICES

- Roads and Storm Water Master Plan
- Electrification/Energy Sector plan
- Integrated Transport Plan

2.3.1.2 Planning and Development Department

- Spatial Development Framework- Reviewed in 2023/2024
- Land Use Management System- Reviewed 2019/2020
- Human Settlement Plan- reviewed 2019/2020

2.3.2 CORPORATE SERVICES

- Formulation and Review of Policies and By-Laws- on going
- Policy implementation- on going

2.3.3 COMMUNITY SERVICES

Social Development Master Plan

- Comprehensive Cemetery Plan
- Sports and Recreation Plan
- Integrated Waste Management Plan Review

2.3.4 FINANCE

- Revenue Enhancement Strategy-Review
- Tariff Policy Review and implementation-On going
- Debt/Credit Collection Policy Review-On Going
- Financial Recovery Plan

2.3.5 PROTECTION SERVICES

- Disaster Management Plan- Reviewed in 2021
- Vehicle Pound Facility
- Animal Pound-Upgraded
- Fire Response Plan
- Fire Station/Disaster Management Centre

3. ROLES AND RESPONSIBILITIES OF ROLE PLAYERS

3.1 Internal role players

- Executive Committee and Council
- Mayor
- Municipal Manager
- Directorate-6
- Councillors
- Director Planning and Development
- IDP Manager
- IDP Officer
- IDP Steering Committee
- SDF Steering Committee
- IDP Working Group
- Task Teams
- Strategic Planning
- Ward Committees
- Performance Management

3.2 External Role Players

- Government Sector Departments-all levels
- Private Sector
- Zululand District Municipality
- Community Structures/IDP Representative Forum
- Community Development Workers
- Traditional Leaders
- Specialized Groups
- Broad Public

3.3 Table showing role players and roles:

Role Player	Roles and Responsibilities
Council	<ul style="list-style-type: none"> ✦ Manages the drafting of the IDP ✦ Assigns responsibilities to the Municipal Manager ✦ Oversight Function ✦ Approval of the IDP
Councillors	<ul style="list-style-type: none"> ✦ Linking the IDP process with their constituencies ✦ Organising the public participation ✦ Mobilise Communities for involvement in the IDP Process. ✦ Recommend IDP to council for adoption
Mayor	<ul style="list-style-type: none"> ✦ Decides on the process plan. ✦ Responsible for the overall management, coordination and monitoring of the process and drafting of the IDP Review and delegates the day to day activities of this function to the Municipal Manager.
Municipal Officials	<ul style="list-style-type: none"> ✦ Provide technical/sector expertise. ✦ Prepare Sector Plans. ✦ Prepare draft progress proposals.
Municipal Manager	<ul style="list-style-type: none"> ✦ Decides on the planning process. ✦ Monitors the process. ✦ Overall Management and co-ordination of the IDP Process.

Management Committee	<ul style="list-style-type: none"> † Information "GAP" identification. † Oversee the alignment of the planning process internally with those of the local municipality areas. † Co-ordinate, identify and prioritise plans. † Make recommendation to the executive committee.
Planning and LED Forum	<p>Determines actions to be taken in the review process. Commission sub-committees for identified action, monitors the alignment function Provide guidance to the IDP Planning Forum.</p>

Role Player	Roles and Responsibilities
Planning Professionals	<ul style="list-style-type: none"> † Methodological guidance. † Support with guidance on Sector Plans (sources of funding and guidelines). † Documentation.
The District Municipality	<p>Roles and Responsibilities</p> <ul style="list-style-type: none"> † Coordination roles for local municipalities. † Ensuring horizontal alignment of the IDP's of the municipalities in the district council area. † Ensuring vertical alignment between the district and local planning. † Facilitation of vertical alignment of IDP's with other spheres of government and sector departments. † Provide events for joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists.
ZDM Growth and Development Forum	<ul style="list-style-type: none"> † Representing stakeholder interest and contributing knowledge and ideas in line with the National and Provincial Strategies.
Government Departments	<ul style="list-style-type: none"> † Provide data and information. † Budget guidelines. † Alignment of budgets, Projects and Programs with the IDP † Provide professional and technical support. † Provide Funding for Projects † Participate in Municipal Processes

Traditional Leadership	Provides high level parental guidance and also mobilises the communities when necessary. Involved in land issues for development Mobile Communities when necessary They participate in all Council Committees 2 Selected Amakhosi Representatives attend Council Meetings and are automatically expected to give feedback to other AmaKhosi
Consultants	✦ Providing the required specialist services for various planning activities all times.

3.4 Director Planning and Development:

Entrusted by the Municipal Manager to co-ordinate, drive and oversee the IDP process to its finality and to liaison with all stakeholders eg Management, councillors, officials and all other stakeholders in the process. He will ultimately be responsible and accountable to the Municipal Manager. He also drives all necessary service delivery activities.

3.5 FULL FUNCTIONS OF THE IDP MANAGER

The IDP Manager is directly responsible for the management, coordination and the physical drafting of the IDP and the Review Process with specific responsibilities; namely:

- ✦ Preparation of the IDP Process/Action Plan and monitoring thereof
 - ✦ Compilation of the IDP Document
 - ✦ Attends to the alignment function vertically and horizontally
 - ✦ Attends to the District IDP Framework Plan and aligns the IDP Processes with it.
 - ✦ Presents the District Framework to Council for adoption and Process Plan for approval
 - ✦ Management and coordination of the IDP Review process
 - ✦ Ensuring involvement of all role players and stakeholders,
 - ✦ Ensuring that the public participation process takes place effectively and demonstrates that clearly in the IDP.
 - ✦ Ensures that programs and projects are integrated in the IDP
 - ✦ Ensuring that the IDP Review is completed within the time frame.
 - ✦ Responding to input from participants and stakeholders on the IDP.
 - ✦ Amending the IDP in line with Legislation & comments from MEC for COGTA.
 - ✦ Represents Ulundi municipality in the District IDP Forum
 - ✦ Keep continuous communication with the Government Sector
 - ✦ Continuous engagement with Corporative Government and Traditional Affairs.
 - ✦ Attends to all meetings locally, Provincially and Nationally.
 - ✦ Effects and monitors all IDP milestones.
-
- ✦ Facilitates all logistics pertaining to the IDP process.
 - ✦ Responds to internal Stakeholders on matters pertaining to the IDP.

3.6 Full Functions of the IDP Officer:

Execute administrative functions, work with the IDP Manager on all the above duties.
Carries other functions as may be directed.

The IDP Activity Schedule is annexed hereto.

4. **MECHANISMS FOR PUBLIC PARTICIPATION**

The broad public and community structures are constantly involved in the review process, either through direct participation as stakeholders, in wards or any other organized grouping, etc. within the constituted IDP Representative Forum or through public workshop sessions, word of mouth, through councillors mand Ward committees, through Traditional Structures, Imbizos, Mayoral Outreach, IDP and budget road shows or through written representation/comments to documents that will be availed for public inspection and comments. In addition, the local media like the local Radio stations, Ezasekhaya News Letter will inform and update the general public. Advertisements in newspapers, notices are used to communicate with the public.

Inline with the 4th Industrial Revolution, and especially the COVID 19 Pandemic and taking economy to the people, Ulundi Municipality, like the whole Country and the World at large, is mainstreaming itself with the new developments. More attention is and should be paid to the ever compelling and improving Information and Technology Demand in order to be competent in the ever-changing circumstances. More focus must be paid to legislation concerning the above facts.

The Municipal Communication Strategy and the Information Manual are the key to public information.

4.1 WARD COMMITTEES

Ward Committees are constituted in terms of the Municipal Systems and Structures Acts in order to provide a link between the constituencies and the Local Municipality. They submit to the Portfolio Committees through the Chairpersons who are the Ward Councillors. There are a total of 24 functional Ward Committees in Ulundi Local Municipality which participate for the duration of the IDP Review Process. A plan below makes sure that the Ward Committees function properly throughout the year. They hold monthly meetings. Meeting standards are kept eg the Attendance Registers, minutes etc. At the end of the Financial Year the functionality Report is prepared.

ULUNDI MUNICIPALITY

" The City of Heritage "



Office of the Speaker

SCHEDULE OF MEETINGS: JULY 2023 - JUNE 2024

WARD COMMITTEE MEETINGS

WARD NO.	MONTH	EXACT DATE	VENUE	TIME
PUBLIC PARTICIPATION OFFICER:				
01	July	07/07/2023	Mantungwini Community Hall	10H00
	August	03/08/2023	Mantungwini Community Hall	10H00
	September	01/09/2023	Mantungwini Community Hall	10H00
	October	02/10/2023	Mantungwini Community Hall	10H00
	November	07/11/2023	Mantungwini Community Hall	10H00
	December	05/12/2023	Mantungwini Community Hall	10H00
	January	05/01/2024	Mantungwini Community Hall	10H00
	February	01/02/2024	Mantungwini Community Hall	10H00
	March	04/03/2024	Mantungwini Community Hall	10H00
	April	16/04/2024	Mantungwini Community Hall	10H00
	May	03/05/2024	Mantungwini Community Hall	10H00
	June	03/06/2024	Mantungwini Community Hall	10H00
PUBLIC PARTICIPATION OFFICER:				
02	July	21/07/2023	Nodayana Community Hall	09H00
	August	18/08/2023	Nodayana Community Hall	09H00
	September	22/09/2023	Nodayana Community Hall	09H00
	October	20/10/2023	Nodayana Community Hall	09H00
	November	20/11/2023	Nodayana Community Hall	09H00
	December	01/12/2023	Nodayana Community Hall	09H00
	January	19/01/2024	Nodayana Community Hall	09H00
	February	23/02/2024	Nodayana Community Hall	09H00
	March	28/03/2024	Nodayana Community Hall	09H00
	April	22/04/2024	Nodayana Community Hall	09H00
	May	08/05/2024	Nodayana Community Hall	09H00
	June	21/06/2024	Nodayana Community Hall	09H00
PUBLIC PARTICIPATION OFFICER: V. NGUBANE				
03	July	03/07/2023	eGazini Community Hall	10H00
	August	04/08/2023	eGazini Community Hall	10H00
	September	08/09/2023	eGazini Community Hall	10H00
	October	06/10/2023	eGazini Community Hall	10H00
	November	03/11/2023	eGazini Community Hall	10H00
	December	05/12/2023	eGazini Community Hall	10H00
	January	02/01/2024	eGazini Community Hall	10H00
	February	02/02/2024	eGazini Community Hall	10H00
	March	19/03/2024	eGazini Community Hall	10H00
	April	08/04/2024	eGazini Community Hall	10H00
	May	06/05/2024	eGazini Community Hall	10H00
	June	11/06/2024	eGazini Community Hall	10H00
PUBLIC PARTICIPATION OFFICER: V. NGUBANE				
04	July	17/07/2023	Ulundi Library	10H00
	August	17/08/2023	Ulundi Library	10H00
	September	18/09/2023	Ulundi Library	10H00
	October	19/10/2023	Ulundi Library	10H00
	November	17/11/2023	Ulundi Library	10H00
	December	01/12/2023	Ulundi Library	10H00
	January	18/01/2024	Ulundi Library	10H00
	February	16/02/2024	Ulundi Library	10H00

	March	18/03/2024	Ulundi Library	10H00
	April	19/04/2024	Ulundi Library	10H00
	May	20/05/2024	Ulundi Library	10H00
	June	18/06/2024	Ulundi Library	10H00
PUBLIC PARTICIPATION OFFICER: V. NGUBANE				
05	July	14/07/2023	KwaMpanza Community Hall	09H00
	August	11/08/2023	KwaMpanza Community Hall	09H00
	September	11/09/2023	KwaMpanza Community Hall	09H00
	October	13/10/2023	KwaMpanza Community Hall	09H00
	November	02/11/2023	KwaMpanza Community Hall	09H00
	December	06/12/2023	KwaMpanza Community Hall	09H00
	January	12/01/2024	KwaMpanza Community Hall	09H00
	February	09/02/2024	KwaMpanza Community Hall	09H00
	March	08/03/2024	KwaMpanza Community Hall	09H00
	April	03/04/2024	KwaMpanza Community Hall	09H00
	May	10/05/2024	KwaMpanza Community Hall	09H00
	June	14/06/2024	KwaMpanza Community Hall	09H00
PUBLIC PARTICIPATION OFFICER:				
06	July	05/07/2023	CBD Venues	10H00
	August	08/08/2023	CBD Venues	10H00
	September	05/09/2023	CBD Venues	10H00
	October	03/10/2023	CBD Venues	10H00
	November	01/11/2023	CBD Venues	10H00
	December	05/12/2023	CBD Venues	10H00
	January	03/01/2024	CBD Venues	10H00
	February	06/02/2024	CBD Venues	10H00
	March	01/03/2024	CBD Venues	10H00
	April	10/04/2024	CBD Venues	10H00
	May	30/05/2024	CBD Venues	10H00
	June	06/06/2024	CBD Venues	10H00
PUBLIC PARTICIPATION OFFICER: V. NGUBANE				
07	July	11/07/2023	Zungu C/H or Ulundi Intermodal Fac.	09H00
	August	22/08/2023	Zungu C/H or Ulundi Intermodal Fac.	09H00
	September	15/09/2023	Zungu C/H or Ulundi Intermodal Fac.	09H00
	October	05/10/2023	Zungu C/H or Ulundi Intermodal Fac.	09H00
	November	10/11/2023	Zungu C/H or Ulundi Intermodal Fac.	09H00
	December	05/12/2023	Zungu C/H or Ulundi Intermodal Fac.	09H00
	January	11/01/2024	Zungu C/H or Ulundi Intermodal Fac.	09H00
	February	28/02/2024	Zungu C/H or Ulundi Intermodal Fac.	09H00
	March	06/03/2024	Zungu C/H or Ulundi Intermodal Fac.	09H00
	April	12/04/2024	Zungu C/H or Ulundi Intermodal Fac.	09H00
	May	14/05/2024	Zungu C/H or Ulundi Intermodal Fac.	09H00
	June	07/06/2024	Zungu C/H or Ulundi Intermodal Fac.	09H00
PUBLIC PARTICIPATION OFFICER:				
08	July	04/07/2023	Nhlamvuziyashisa Community Hall	10H00
	August	02/08/2023	Nhlamvuziyashisa Community Hall	10H00
	September	04/09/2023	Nhlamvuziyashisa Community Hall	10H00
	October	04/10/2023	Nhlamvuziyashisa Community Hall	10H00

	November	06/11/2023	Nhlamvuziyashisa Community Hall	10H00
	December	04/12/2023	Nhlamvuziyashisa Community Hall	10H00
	January	10/01/2024	Nhlamvuziyashisa Community Hall	10H00
	February	05/02/2024	Nhlamvuziyashisa Community Hall	10H00
	March	06/03/2024	Nhlamvuziyashisa Community Hall	10H00
	April	04/04/2024	Nhlamvuziyashisa Community Hall	10H00
	May	02/05/2024	Nhlamvuziyashisa Community Hall	10H00
	June	05/06/2024	Nhlamvuziyashisa Community Hall	10H00
PUBLIC PARTICIPATION OFFICER: V. NGUBANE				
09	July	25/07/2023	eZimakethe Community Hall	14H00
	August	22/08/2023	eZimakethe Community Hall	14H00
	September	29/09/2023	eZimakethe Community Hall	14H00
	October	27/10/2023	eZimakethe Community Hall	14H00
	November	28/11/2023	eZimakethe Community Hall	14H00
	December	12/12/2023	eZimakethe Community Hall	14H00
	January	20/01/2024	eZimakethe Community Hall	14H00
	February	28/02/2024	eZimakethe Community Hall	14H00
	March	11/03/2024	eZimakethe Community Hall	14H00
	April	29/04/2024	eZimakethe Community Hall	14H00
	May	29/05/2024	eZimakethe Community Hall	14H00
	June	26/06/2024	eZimakethe Community Hall	14H00
PUBLIC PARTICIPATION OFFICER				
10	July	28/07/2023	P.Z Phakathi Hall	10H00
	August	25/08/2023	P.Z Phakathi Hall	10H00
	September	27/09/2023	P.Z Phakathi Hall	10H00
	October	30/10/2023	P.Z Phakathi Hall	10H00
	November	30/11/2023	P.Z Phakathi Hall	10H00
	December	01/12/2023	P.Z Phakathi Hall	10H00
	January	16/01/2024	P.Z Phakathi Hall	10H00
	February	27/02/2024	P.Z Phakathi Hall	10H00
	March	27/03/2024	P.Z Phakathi Hall	10H00
	April	26/04/2024	P.Z Phakathi Hall	10H00
	May	28/05/2024	P.Z Phakathi Hall	10H00
	June	28/06/2024	P.Z Phakathi Hall	10H00
PUBLIC PARTICIPATION OFFICER: V. NGUBANE				
11	July	12/07/2023	Sishwili 1 Community Hall	10H00
	August	15/08/2023	Sishwili 1 Community Hall	10H00
	September	12/09/2023	Sishwili 1 Community Hall	10H00
	October	11/10/2023	Sishwili 1 Community Hall	10H00
	November	14/11/2023	Sishwili 1 Community Hall	10H00
	December	04/12/2023	Sishwili 1 Community Hall	10H00
	January	09/01/2024	Sishwili 1 Community Hall	10H00
	February	13/02/2024	Sishwili 1 Community Hall	10H00
	March	14/03/2024	Sishwili 1 Community Hall	10H00
	April	15/04/2024	Sishwili 1 Community Hall	10H00
	May	15/05/2024	Sishwili 1 Community Hall	10H00
	June	10/06/2024	Sishwili 1 Community Hall	10H00
PUBLIC PARTICIPATION OFFICER:				

12	July	10/07/2023	P.Z. Phakathi Community Hall	10H00
	August	01/08/2023	P.Z. Phakathi Community Hall	10H00
	September	07/09/2023	P.Z. Phakathi Community Hall	10H00
	October	25/10/2023	P.Z. Phakathi Community Hall	10H00
	November	21/11/2023	P.Z. Phakathi Community Hall	10H00
	December	01/12/2023	P.Z. Phakathi Community Hall	10H00
	January	24/01/2024	P.Z. Phakathi Community Hall	10H00
	February	29/02/2024	P.Z. Phakathi Community Hall	10H00
	March	12/03/2024	P.Z. Phakathi Community Hall	10H00
	April	18/04/2024	P.Z. Phakathi Community Hall	10H00
	May	16/05/2024	P.Z. Phakathi Community Hall	10H00
	June	28/06/2024	P.Z. Phakathi Community Hall	10H00
PUBLIC PARTICIPATION OFFICER:				
13	July	26/07/2023	Ulundi Library	10H00
	August	23/08/2023	Ulundi Library	10H00
	September	20/09/2023	Ulundi Library	10H00
	October	17/10/2023	Ulundi Library	10H00
	November	22/11/2023	Ulundi Library	10H00
	December	08/12/2023	Ulundi Library	10H00
	January	08/01/2024	Ulundi Library	10H00
	February	07/02/2024	Ulundi Library	10H00
	March	13/03/2024	Ulundi Library	10H00
	April	11/04/2024	Ulundi Library	10H00
	May	09/05/2024	Ulundi Library	10H00
	June	13/06/2024	Ulundi Library	10H00
PUBLIC PARTICIPATION OFFICER: V. NGUBANE				
14	July	13/07/2023	Mlaba Tribal Authority or Ulundi Library	09H00
	August	14/08/2023	Mlaba Tribal Authority or Ulundi Library	09H00
	September	14/09/2023	Mlaba Tribal Authority or Ulundi Library	09H00
	October	12/10/2023	Mlaba Tribal Authority or Ulundi Library	09H00
	November	09/11/2023	Mlaba Tribal Authority or Ulundi Library	09H00
	December	07/12/2023	Mlaba Tribal Authority or Ulundi Library	09H00
	January	30/01/2024	Mlaba Tribal Authority or Ulundi Library	09H00
	February	15/02/2024	Mlaba Tribal Authority or Ulundi Library	09H00
	March	20/03/2024	Mlaba Tribal Authority or Ulundi Library	09H00
	April	12/04/2024	Mlaba Tribal Authority or Ulundi Library	09H00
	May	21/05/2024	Mlaba Tribal Authority or Ulundi Library	09H00
	June	24/06/2024	Mlaba Tribal Authority or Ulundi Library	09H00

PUBLIC PARTICIPATION OFFICER: V. NGUBANE				
15	July	27/07/2023	Nomkhangala Okhukho Community Hall	09H00
	August	29/08/2023	Nomkhangala Okhukho Community Hall	09H00
	September	28/09/2023	Nomkhangala Okhukho Community Hall	09H00
	October	26/10/2023	Nomkhangala Okhukho Community Hall	09H00
	November	23/11/2023	Nomkhangala Okhukho Community Hall	09H00
	December	13/12/2023	Nomkhangala Okhukho Community Hall	09H00
	January	25/01/2024	Nomkhangala Okhukho Community Hall	09H00
	February	22/02/2024	Nomkhangala Okhukho Community Hall	09H00
	March	22/03/2024	Nomkhangala Okhukho Community Hall	09H00
	April	25/04/2024	Nomkhangala Okhukho Community Hall	09H00
	May	24/05/2024	Nomkhangala Okhukho Community Hall	09H00
	June	12/06/2024	Nomkhangala Okhukho Community Hall	09H00
PUBLIC PARTICIPATION OFFICER: V. NGUBANE				
16	July	19/07/2023	Babanango Community Hall	10H00
	August	21/08/2023	Babanango Community Hall	10H00
	September	19/09/2023	Babanango Community Hall	10H00
	October	10/10/2023	Babanango Community Hall	10H00
	November	27/11/2023	Babanango Community Hall	10H00
	December	13/12/2023	Babanango Community Hall	10H00
	January	04/01/2024	Babanango Community Hall	10H00
	February	12/02/2024	Babanango Community Hall	10H00
	March	05/03/2024	Babanango Community Hall	10H00
	April	02/04/2024	Babanango Community Hall	10H00
	May	07/05/2024	Babanango Community Hall	10H00
	June	04/06/2024	Babanango Community Hall	10H00
PUBLIC PARTICIPATION OFFICER: N.K.B. ZULU				
17	July	18/07/2023	Ulundi Library	10H00
	August	10/08/2023	Ulundi Library	10H00
	September	20/09/2023	Ulundi Library	10H00
	October	18/10/2023	Ulundi Library	10H00
	November	16/11/2023	Ulundi Library	10H00
	December	06/12/2023	Ulundi Library	10H00
	January	17/01/2024	Ulundi Library	10H00
	February	26/02/2024	Ulundi Library	10H00
	March	15/03/2024	Ulundi Library	10H00
	April	23/04/2024	Ulundi Library	10H00

	May	17/05/2024	Ulundi Library	10H00
	June	19/06/2024	Ulundi Library	10H00
PUBLIC PARTICIPATION OFFICER: N.K.B. ZULU				
18	July	24/07/2023	Unit L Creche or Unit A Commun. Hall	14H00
	August	01/08/2023	Unit L Creche or Unit A Commun. Hall	14H00
	September	13/09/2023	Unit L Creche or Unit A Commun. Hall	14H00
	October	09/10/2023	Unit L Creche or Unit A Commun. Hall	14H00
	November	15/11/2023	Unit L Creche or Unit A Commun. Hall	14H00
	December	05/12/2023	Unit L Creche or Unit A Commun. Hall	14H00
	January	22/01/2024	Unit L Creche or Unit A Commun. Hall	14H00
	February	21/02/2024	Unit L Creche or Unit A Commun. Hall	14H00
	March	13/03/2024	Unit L Creche or Unit A Commun. Hall	14H00
	April	18/04/2024	Unit L Creche or Unit A Commun. Hall	14H00
	May	09/05/2024	Unit L Creche or Unit A Commun. Hall	14H00
	June	19/06/2024	Unit L Creche or Unit A Commun. Hall	14H00
PUBLIC PARTICIPATION OFFICER:				
19	July	18/07/2023	B/South or Thokoza Community Hall	10H00
	August	16/08/2023	B/South or Thokoza Community Hall	10H00
	September	13/09/2023	B/South or Thokoza Community Hall	10H00
	October	09/10/2023	B/South or Thokoza Community Hall	10H00
	November	15/11/2023	B/South or Thokoza Community Hall	10H00
	December	06/12/2023	B/South or Thokoza Community Hall	10H00
	January	15/01/2024	B/South or Thokoza Community Hall	10H00
	February	08/02/2024	B/South or Thokoza Community Hall	10H00
	March	12/03/2024	B/South or Thokoza Community Hall	10H00
	April	10/04/2024	B/South or Thokoza Community Hall	10H00
	May	14/05/2024	B/South or Thokoza Community Hall	10H00
	June	14/06/2024	B/South or Thokoza Community Hall	10H00
PUBLIC PARTICIPATION OFFICER: V. NGUBANE				
20	July	25/07/2023	Ntukwini Creche or Ulundi Library	10H00
	August	07/08/2023	Ntukwini Creche or Ulundi Library	10H00
	September	26/09/2023	Ntukwini Creche or Ulundi Library	10H00
	October	16/10/2023	Ntukwini Creche or Ulundi Library	10H00
	November	13/11/2023	Ntukwini Creche or Ulundi Library	10H00
	December	12/12/2023	Ntukwini Creche or Ulundi Library	10H00
	January	23/01/2024	Ntukwini Creche or Ulundi Library	10H00
	February	08/02/2024	Ntukwini Creche or Ulundi Library	10H00
	March	11/03/2024	Ntukwini Creche or Ulundi Library	10H00
	April	24/04/2024	Ntukwini Creche or Ulundi Library	10H00
	May	13/05/2024	Ntukwini Creche or Ulundi Library	10H00
	June	26/06/2024	Ntukwini Creche or Ulundi Library	10H00
PUBLIC PARTICIPATION OFFICER:				
21	July	20/07/2023	eMkhazane Creche	09H00
	August	30/08/2023	eMkhazane Creche	09H00
	September	06/09/2023	eMkhazane Creche	09H00
	October	24/10/2023	eMkhazane Creche	09H00
	November	08/11/2023	eMkhazane Creche	09H00
	December	06/12/2023	eMkhazane Creche	09H00

	January	31/01/2024	eMkhazane Creche	09H00
	February	21/02/2024	eMkhazane Creche	09H00
	March	07/03/2024	eMkhazane Creche	09H00
	April	05/04/2024	eMkhazane Creche	09H00
	May	22/05/2024	eMkhazane Creche	09H00
	June	20/06/2024	eMkhazane Creche	09H00
PUBLIC PARTICIPATION OFFICER: V. NGUBANE				
22	July	17/07/2023	Unit D Community Hall	16H00
	August	15/08/2023	Unit D Community Hall	16H00
	September	26/09/2023	Unit D Community Hall	16H00
	October	11/10/2023	Unit D Community Hall	16H00
	November	17/11/2023	Unit D Community Hall	16H00
	December	08/12/2023	Unit D Community Hall	16H00
	January	29/01/2024	Unit D Community Hall	16H00
	February	13/02/2024	Unit D Community Hall	16H00
	March	20/03/2024	Unit D Community Hall	16H00
	April	15/04/2024	Unit D Community Hall	16H00
	May	15/05/2024	Unit D Community Hall	16H00
	June	07/06/2024	Unit D Community Hall	16H00
PUBLIC PARTICIPATION OFFICER:				
23	July	31/07/2023	King Senzangakhona Community Hall	10H00
	August	31/08/2023	King Senzangakhona Community Hall	10H00
	September	21/09/2023	King Senzangakhona Community Hall	10H00
	October	23/10/2023	King Senzangakhona Community Hall	10H00
	November	29/11/2023	King Senzangakhona Community Hall	10H00
	December	08/12/2023	King Senzangakhona Community Hall	10H00
	January	15/01/2024	King Senzangakhona Community Hall	10H00
	February	14/02/2024	King Senzangakhona Community Hall	10H00
	March	26/03/2024	King Senzangakhona Community Hall	10H00
	April	17/04/2024	King Senzangakhona Community Hall	10H00
	May	31/05/2024	King Senzangakhona Community Hall	10H00
	June	27/06/2024	King Senzangakhona Community Hall	10H00
PUBLIC PARTICIPATION OFFICER: V. NGUBANE				
24	July	06/07/2023	KwaMvula Warroom	10H00
	August	28/08/2023	KwaMvula Warroom	10H00
	September	29/09/2023	KwaMvula Warroom	10H00
	October	31/10/2023	KwaMvula Warroom	10H00
	November	24/11/2023	KwaMvula Warroom	10H00
	December	07/12/2023	KwaMvula Warroom	10H00
	January	26/01/2024	KwaMvula Warroom	10H00
	February	20/02/2024	KwaMvula Warroom	10H00
	March	25/03/2024	KwaMvula Warroom	10H00
	April	29/04/2024	KwaMvula Warroom	10H00
	May	27/05/2024	KwaMvula Warroom	10H00
	June	24/06/2024	KwaMvula Warroom	10H00

4.2 COUNCIL COMMITTEES (EXCO, COUNCIL & PORTFOLIO COMMITTEES)

There are Four main Committees of council. Here below is the schedule of the annual Functioning of them:

“ The City of Heritage “



Consolidated Schedule of Council and Council Committee Meetings 2023/2024

ORDINARY COUNCIL MEETINGS

1 st 23/08/2023	Budget Timelines; Draft Unaudited Annual Report & Annual Performance Report; Approval of District IDP Framework & Ulundi IDP Process Plans; and any other matters
2 nd 27/09/2023	Annual Review of Information Manual; and any other matters
3 rd 13/12/2023	Approval of the Employment Equity Plan; Council Recess and any other matters
4 th 25/01/2024	Mid-Year Budget Review & Performance Assessment and any other matters
5 th 23/02/2024	Approval of Budget Adjustment and any other matters
6 th 27/03/2024	Oversight Report on Annual Report; Approval of Draft Budget, Draft Schedule of Tariffs; Draft SDBIP, Draft IDP and any other matters
7 th 27/05/2024	Approval of:- Final Budget , Financial and IT Policies Approval Final IDP and any other matters
8 th 28/06/2024	Audit Committee Report Approval of Staff Establishment Approval of Reviewed Organisational Policies and Strategies and any other matters

Executive and finance Committee meetings to be convened monthly to consider the monthly financial report, Department reports and any other matters

1 ST	26/07/2023
2 ND	23/08/2023
3 RD	27/09/2023
4 TH	25/10/2023
5 TH	29/11/2023
6 TH	13/12/2023
7 TH	24/01/2024
8 TH	21/02/2024
9 TH	20/03/2024
10 TH	24/04/2024
11 TH	22/05/2024
12 TH	26/06/2024

Municipal Public Accounts Committee: the proposed dates were informed by the schedule of Internal Audit and Performance Committee

1 st	21/08/2023
2 nd	14/11/2023
3 rd	11/12/2023
4 th	24/01/2024
5 th	25/03/2024
6 th	25/06/2024

The Portfolio Committee meetings are scheduled either for 10H00 or 14H00 on the following dates:-

Community Services Portfolio Committee	Protection Services Portfolio Committee	Technical & Infrastructure Portfolio Committee	Local Economic Development Tourism Portfolio Committee	Planning & Development Portfolio Committee
Tuesdays @10H00	Wednesdays @10H00	Thursdays @10H00	Friday @10H00	Thursdays @14H00
11/07/2023	12/07/2023	13/07/2023	14/07/2023	13/07/2023
15/08/2023	16/08/2023	17/08/2023	18/08/2023	10/08/2023
12/09/2023	13/09/2023	14/09/2023	15/09/2023	14/09/2023
10/10/2023	11/10/2023	12/10/2023	13/10/2023	12/10/2023
14/11/2023	08/11/2023	09/11/2023	10/11/2023	09/11/2023
12/12/2023	06/12/2023	07/12/2023	08/12/2023	07/12/2023
16/01/2024	17/01/2024	11/01/2024	19/01/2024	11/01/2024
13/02/2024	14/02/2024	15/02/2024	16/02/2024	08/02/2024
12/03/2024	13/03/2024	14/03/2024	15/03/2024	07/03/2024
09/04/2024	10/04/2024	11/04/2024	12/04/2024	11/04/2024
14/05/2024	15/05/2024	16/05/2024	17/05/2024	09/05/2024
11/06/2024	12/06/2024	13/06/2024	14/06/2024	13/06/2024

Notes:-

- 1) This schedule was approved by Council per resolution number A5 of 29 June 2023
- 2) All Departments are urged to submit only approved items for the agenda.
- 3) The approval of agenda items is through the Office of the Municipal Manager.
- 4) It is compulsory to prepare full items for the agenda (all necessary comments per matter) e. g. for matters with financial implications, the comments of the CFO
Legal implications: comments of the Legal Services; Administrative implications : comments of Director Corporate Services and so forth.
- 5) All the items with recommendations must have the comments of the Accounting Officer
- 6) All agenda items to be submitted timeously to allow for internal processes:-

The following the are the closing dates for submission of items for EXCO agenda:-

20/07/2023; 17/08/2023; 21/09/2023; 19/10/2023; 23/11/2023; 07/12/2023
18/01/2024; 15/02/2024 14/03/2024; 18/04/2024; 16/05/2024; 20/06/2024

Notes:-

- 1) The schedule is approved by Council annually.
- 2) All Departments submit items approved by the Municipal Manager for the meeting's agenda
- 3) All agenda items are to be submitted timeously to allow for internal processes

4.3 IDP ROADSHOWS

There are two sets of IDP Roadshows in the financial year which may be held as a mechanism to enable the community to participate and comment on the IDP, Process Plan, PMS and the Budget processes of the Ulundi Local Municipality. Ulundi Municipality normally extends the IDP/LED Road Shows to all wards in order to afford all communities the opportunity to reach the venues close to them for participation. If, for the reasons of financial constraints or otherwise, visiting all wards is not possible, an IMBIZO is arranged where all stake holders come together and share the process. There are other platforms of public participation eg Ward Committee Meetings, Mayoral outreach Programmes, Service Delivery events ect. Ulundi Municipality like all other stakeholders is still highly alert where need be, against the Covid 19 Pandemic and strictly adheres to rules and regulations. Although the Covid 19 rules have been scrapped by the State President, it is still good and necessary to exercise the precaution by each individual.

The schedule will be included here once it is available.

4.4 IDP REPRESENTATIVES FORUM

The IDP Representatives Forum database is updated for IDP review process through the standard mechanism.

The IDP Representative Forum represents the interests of the community. It will provide a vehicle for discussion and communication among all stakeholders. This forum will be intensively involved in the identification of needs, confirmation of existing, and formulation of new objectives and strategies, identification and prioritization of projects and providing valuable input in the formulation of sector plans and programmes. It will meet once to verify the draft IDP, have an opportunity to include whatever is left out before it is finalised and adopted by Council. The last IDP Reps Forum Meeting was held on 11 May 2023. An activity Plan for IDP review process is attached as an Annexure.

4.5 SDF STEERING COMMITTEE

Oversees the formulation and the review of the SDF and ensures compliance with the Legislation. The SDF action Plan will be included in the Final Process Plan.

4.6 THE IDP Unit/Working Group:

Plans and executes all IDP logistics for the IDP events eg IDP Road Shows, Imbizos, IDP Representatives Forum meetings etc

4.7 TRADITIONAL LEADERSHIP:

Ulundi Municipal area is constituted by 9 AmaKhosi and 10 Traditional Councils. All AmaKhosi have Traditional Courts except Inkosi Buthelezi of Empithimpithini. AmaKhosi play an very important role in organising and mobilising the Communities in their Areas whenever necessary. They also take part in Council Activities and they are represented in Council of Ulundi Municipality. They are also custodians of land on behalf of the Communities. They give general governance to communities in their respective areas. The Structure of Traditional Leadership is composed of Amakhosi, Izindunas and their subjects. The COGTA comment was noted and the Municipality believes that Amakhosi as the representatives of the other Amakhosi, within the IGR, do report back.

4.8 STRATEGIC PLANNING SESSION:

Guides and paves the way to accurate implementation process of the budget and the IDP. The first one includes both Political and administrative role players. This session identifies and prioritises projects and aligns them with the available budget. The second one is purely for administration to refine and prepare for the implementation of the above process.

4.9. Participation of Municipalities and Government Departments (IGR)
--

In order to ensure Integrated Development Planning for the area of the District Municipality as a whole, the District Municipality has established structures for participation by municipalities in its area of jurisdiction. Government Departments are also invited to ensure a holistic developmental trajectory.

Planning and Development Technical Forum (ZDM Lead)	Date
	Sept 2023

	Nov 2024
	Feb 2024
Planning and Development Strategic Forum (quarterly)	Date
	Sept 2023
	Nov 2023
	Feb 2024
	April 2024
	April 2024

4.10 ZULULAND DISTRICT MUNICIPALITY PLANNING AND DEVELOPMENT FORUM

In addition to the abovementioned roles, IDP Manager will represent the Local Municipality on the ZDM Planning and Development Forum. The purpose of this body is to ensure the coordination and alignment of the District and Local Municipality IDPs as well as cross border alignment.

4.11 ZULULAND DISTRICT MUNICIPALITY GROWTH AND DEVELOPMENT FORUM

The District Growth and Development Forum is the main District institutional mechanism for consultation in the IDP process.

While establishing a strategic direction, the forum prepares the foundation for continuous alignment and integration by means of a joint planning dialogue between all development stakeholders in the district. Key issues include the challenges and factors inhibiting economic growth in all sectors and the priorities for the entire district. Its other main function is to analyse the PGDS for alignment at a District level and its local Municipalities.

Further, the forum forges a link with all IDPs by setting the theme for critical issues that will be dealt with in the Review process.

Another key objective for the forum to fulfil is to verify the final Zululand District Municipality IDP.

Composition includes:

- Executive Councils of the District and Local Municipalities
- Municipal Section 57 and 56 Managers
- Provincial and National Sector Department Managers
- Traditional Councils
- Resource Persons
- Community Representatives
- Other stakeholders as identified, and which responded to advertisements.

Terms of reference for the forum are as follows:

- Represent the interests of the community
- Provide an organizational mechanism for discussion, negotiation, and decision making between the stakeholders, including Municipal Government
- Ensure communication between all stakeholder representatives
- Monitor the performance of the planning and implementation process.

5. THE DISTRICTGROWTH AND DEVELOPMENT STRATEGY

Ulundi Municipality, like all other Service Delivery Stakeholders and Municipalities, works towards appraising the main plan of the Country, the National Development Plan in which Vision 2030 is contained. The Province of KwaZulu Natal adopted the NDP and developed the KZN PGDS isolated 7 Goals as its priorities under Vision 2035. These Goals are:

1. Inclusive Economic Growth
2. Human Resources Development
3. Human and Community Development
4. Strategic Infrastructure
5. Environmental Sustainability
6. Good Governance and Policy
7. Spatial Equity

The Zululand District Municipality also developed its Growth and Development Plan in line with the PGDS and also adopted the same Vision, Goals and Objectives. This DGDP cascades down to local Municipalities in conclusion.

The Province of KwaZulu Natal is therefor saying if it can have done enough for the Communities and the Country on the above 7 Goals by 2035, it will have done justice and fairness to its Communities.

5.1 THE INTEGOVERNMENTAL RELATIONS.

The IGR is the process and relationship among the Spheres of Government. The KZN Co-ordinating Council is the Provincial body which seeks to improve and enhance, among other things, the method of bringing Service Delivery to the Communities, design and the mechanisms for communication at all levels so that valuable information and good practices can be shared among all.

5.2 IGR STRUCTURES

The following structures exist in and are linked to the Premier of KwaZulu Natal Coordinating Council:

- Mayors Forum
- Municipal Managers Forum
- Corporate Services and Communications Forum
- District Area Finance Forum
- Social and Disaster Management Forum
- Infrastructure Forum
- Planning and Development Forum

5.3 ALIGNMENT WITH THE NATIONAL FRAMEWORK POLICIES

The Republic of South Africa operates within the International Policy Framework. The Sustainable Development Goals affect Government operations and therefore Ulundi Municipality Integrated Development Planning seeks to align itself thus.

Ulundi Municipality Integrated Development Planning Processes also seek to align to various national Policy Framework like, among others, The National Development Plan, the Climate Change Focus Areas, States of the Nation and Province Address, the Provincial and District Growth and Development Strategies, District Development Model the SDF, National Outcomes (9, 13, 16), the SPLUMA Sec 20, the five National KPAs, the Nine Point Plan etc

5.4 The District Development Model

The Model, also known as One Plan One Budget, is a high level kind of a venture which aims at putting the District and its Municipalities in one common perspective to deal primarily with catalytic type of projects with specific aims. It aims at enhancing Service Delivery in a more sustainable manner whilst creating the clear enabling environment for the investments. The Department of Co-operative Governance and Traditional Affairs championed the Development of these Plans.

6. Focus Areas for review of IDP 2024/2025

Ulundi Municipality are doing their IDP partly in house with the assistance of the consultant. This allows the Municipality more opportunity to understand issues and to direct energies and the scarce resources exactly where they are required the most. The Council priorities, emanating from the Community are in line with National, Provincial and the District development Strategies. The KwaZulu Natal Province adopts and reviews the Provincial Growth and Development Strategy continuously for the ever-changing circumstances. The KZN Province has

developed and adopted vision 2035 which forms part of the Spatial Development Framework which in turn gives direction of Economic Growth and Development. The KZN further breaks down Vision 2035 into 5-year cycle in line with the Government Term and the integrated Development Planning. The KZN PGDS has 7 main goals which are derived from the National Development Plan. The development of the 2024/2025 will take into account other strategic areas of improvement like DDM(District Profile and one Plan one Budget/DGDP Goals and Objectives, WBP as well as the Sector Departmental APPs. The alignment of the above with the DCoG Circular no 6 of 2021 will be considered.

The standard areas for review are aligned with that of the District Framework and are as follows:

6.1 Demographics

Census 2011 data and the Community Survey 2016 was fully incorporated into the IDP document to justify existing and newly identified key issues.

6.2 Development Strategies

Based on the previous year's financial and non-financial performance, service delivery backlogs and identified key issues, the development strategies will be reviewed to talk to the current situation.

6.3 Sector Plans and Policies

The following sector plans may be scheduled for review into the IDP:

1. Spatial Development Framework
2. Local Economic Development Strategy
3. Land Use Management Scheme
4. Communication Plan
5. Financial Plan
6. Human Settlement Plan
7. Disaster Management Plan
8. Human Resource Plan
9. Tourism and Marketing Strategy
10. Integrated Waste Management Plan
11. Policies and By-Laws

Other plans as identified by the IDP Steering Committee may be reviewed as well.

6.4 Financial Plan/ Budget

The Financial Plan/ budget is revised annually in terms of the MFMA. A decision will be taken whether to review the following, to name a few:

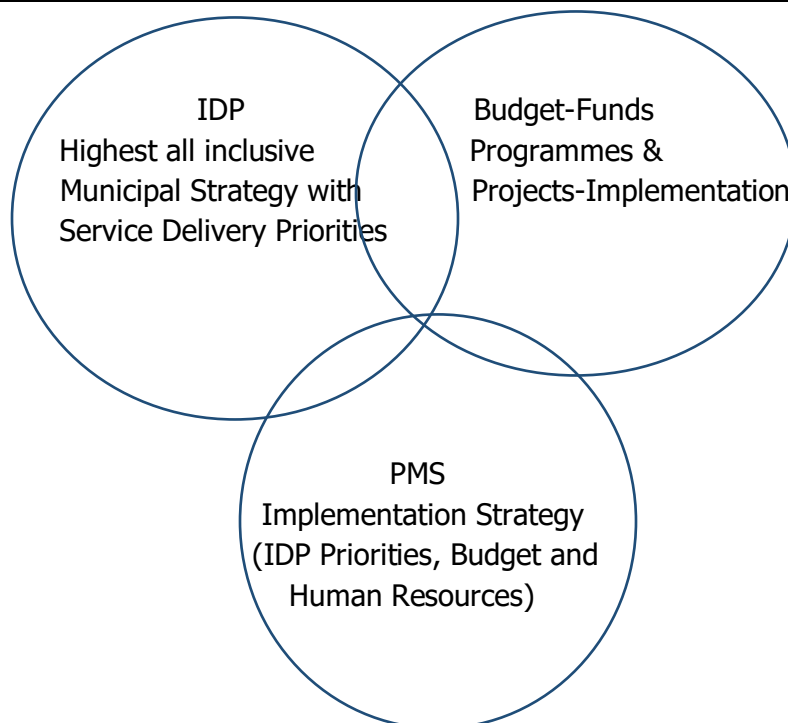
1. Subsistence and Traveling policy
2. Credit control policy
3. Tariff policy-Reviewed annually
4. Investment and cash management policy
5. Insurance policy
6. Supply chain management policy
7. Asset management policy
8. Risk management policy
9. IT Disaster Recovery Plan
10. Fraud Prevention Strategies

6.5 Key Performance Measures and policies

These include Key Performance Areas, Key Objectives, Objectives, Strategies, targets, Indicators and outcomes. All these are reviewed annually in line with the development strategies to monitor implementation thereof.

Additional areas for review as identified in the MEC letter will also be covered.

7. ACTIVITY TABLE SHOWING LINKAGE BETWEEN THE IDP, BUDGET AND PERFORMANCE MANAGEMENT SYSEMS



Human Resource

MONTH	ACTIVITIES				
	PMS		BUDGET		
			Mayor and Council	Administration - Municipality	Budget Review Activities
JULY	<ul style="list-style-type: none"> Prepare draft Framework Plan Prepare draft Process Plan 	<ul style="list-style-type: none"> Signing of new performance contracts for Section 57 Managers and submission to EXCO (Section 69 of the MFMA and Section 57 of the MSA). Prepare Departmental Business Plans for the next financial year. Previous year S57 Managers' Performance Assessments Adoption of SDBIP 	<ul style="list-style-type: none"> 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 Formation of budget Steering Committee (Section 4, subsection 1) Mayor establishes committees and consultation forums for the budget process 	<ul style="list-style-type: none"> MM & HOD's of municipality begin planning for next three-year budget. MFMA Budget Project Team (IDP/Budget Task Team) commences and reviews past budget/IDP process. MFMA s 68, 77 MM & HOD's of municipality review options and contracts for service delivery MSA s 76-81 	<ul style="list-style-type: none"> Approve and announce new budget schedule and set up committees and forums. Consultation on performance and changing needs.

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration - Municipality	Budget Review Activities

AUGUST	<ul style="list-style-type: none"> Commence review of Situational Analysis (i.e. backlogs) Review national and provincial sector strategic 	<ul style="list-style-type: none"> Quarterly Project Implementation Report (for last quarter of previous year) MPPR Reg. 14 Quarterly 	<ul style="list-style-type: none"> Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving 	<ul style="list-style-type: none"> MM to give notice to the community of the process to be followed (advertise) MSA s28(3) Budget Task Team meeting 	<ul style="list-style-type: none"> Consultation on performance and changing needs. Review performance and financial position. Review external mechanisms. Start Planning for next three years.
---------------	--	---	---	---	--

	plans	<p>Audit Committee meeting (for the last quarter of previous year) MFMA Sect 166 & MPPR Reg. 14(3)(a)</p> <p>Special Audit Committee meeting (for evaluation of Sect 57 Managers final assessments) MPPR Reg. 14(3)(b)</p> <p>Draft Annual Report</p> <ul style="list-style-type: none"> 14/15 	<p>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.</p> <ul style="list-style-type: none"> MFMA s 21,22, 23; MSA s 34, Ch 4 as amended 		
SEPT	<ul style="list-style-type: none"> Confirm Development Strategies and prioritise of council and determine budget parametres 		<ul style="list-style-type: none"> Council through the IDP review process determines strategic objectives for service delivery and development for next three-year budgets including review of provincial and national government sector and strategic plans Budget Steering Committee 	<ul style="list-style-type: none"> CFO, Asst. CFO Budget & Income of municipality determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives Engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans. 	<ul style="list-style-type: none"> Update policies, objectives, and priorities and projections and policies. Determine revenue and policies.

OCTOBER	<ul style="list-style-type: none"> Identify projects/project proposals Prepare Departmental Operational 	<ul style="list-style-type: none"> Auditor General audit of performance measures Appointment of Internal Auditors 	<ul style="list-style-type: none"> Review of Service Delivery & Budget Implementation Plan 	<ul style="list-style-type: none"> MM does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials 	<ul style="list-style-type: none"> Determine revenue projections and policies. Engagement with sector departments, share and evaluate plans, national policies, MTBPS. Draft initial allocations to functions. Obtaining MTBPS (Medium Term
----------------	---	---	---	---	---

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration - Municipality	Budget Review Activities

	Plans linked to strategic priorities	(MFMA Sect 55(2)) <ul style="list-style-type: none"> • Sect 57 Managers' quarterly assessments (for first quarter) • Commence with preparation of Annual Report 		<ul style="list-style-type: none"> • MFMA s 35, 36, 42; MTBPS 	Budget Policy Statement) National Treasury	-
NOVEMBER	<ul style="list-style-type: none"> • Commence with Community and stakeholder consultation process (IDP Roadshows, ward consultations) 	<ul style="list-style-type: none"> • Quarterly Project Implementation Report (for first quarter) MPPR Reg. 14 • Quarterly Audit Committee meeting (for the first quarter) MFMA Sect 166 & MPPR Reg. 14(3)(a) 		<ul style="list-style-type: none"> • MM reviews and drafts initial changes to IDP • MSA s 34 • Auditor-General to return audit report [Due by 30 November, MFMA 126(4)] • Budget section commences the process of Adjustment Budget, liaises with departments. 	<ul style="list-style-type: none"> • Draft initial changes to IDP. • Consolidation of budgets and plans. • Executive determines strategic choices for next three years. • Submit draft operational budget computations to CFO • Review past MTEF and Draft 3 year budget • AG to complete audit within 3 months of receiving financial statements • Review of tariff structure • IDP and Budget Roadshows 	
DECEMBER	<ul style="list-style-type: none"> • Finalise first draft of Departmental Operational Plans 	<ul style="list-style-type: none"> • Finalise first draft of annual report (MFMA Sect 121) 	<ul style="list-style-type: none"> • Council finalises tariff (rates and service charges) policies for next financial year • MSA s 74, 75 • BudgetSC 	<ul style="list-style-type: none"> • MM & HOD's consolidate and prepare proposed budget and plans for next financial year taking into account previous years performance as per audited financial statements 	<ul style="list-style-type: none"> • Review past MTEF and Draft 3 year budget • Council finalises tariff (service charges) policies for next financial year 	

JANUARY	<ul style="list-style-type: none"> MM reviews and drafts initial changes in the IDP 	<ul style="list-style-type: none"> Annual Customer Satisfaction survey (to be consolidated to annual report) MSA Sect 40 Mayor tables annual report MFMA Sect 127(2) 	<ul style="list-style-type: none"> Review of Mid-Year Budget & Performance Assessment. MFMA 8 Section 72 	<ul style="list-style-type: none"> MM prepares Mid Year budget review and performance assessment MFMA 8 Section 72 MM reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed 	<ul style="list-style-type: none"> Prepare detailed budgets and plans for the next three years. FSPC - Review of mid year budget and annual report. EXCO - Approval of mid year budget and annual report. Mayor to table Adjustment Budget Review of Mid-Year Budget & Performance Assessment. Mayor to table annual report to Council. Contents of report in accordance with Sect. 127 (3)
----------------	--	--	---	---	---

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration - Municipality	Budget Review Activities

		<ul style="list-style-type: none"> • Make public annual report and invite community inputs into report (MFMA Sect 127 & MSA Sect 21a) • Sect 57 Managers' quarterly assessments (for second quarter) • Approve Annual Report 		<p>national and provincial allocations for three years must be available by 20 January)</p> <ul style="list-style-type: none"> • MFMA s 36 • Submit a report of the mid year budget and performance assessment to NT and PT. • MFMA 8 Section 72(1)b 	<ul style="list-style-type: none"> • MM reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. • Submit a report of the mid year budget and performance assessment to NT and PT. • Departmental Managers Review and Approve provisional 3 year budget
FEBRUARY	<ul style="list-style-type: none"> • Finalise draft budget incorporating draft budget, WSDP, PMS and other sector plans 	<ul style="list-style-type: none"> • Quarterly Project Implementation Report (for second quarter) MPPR Reg. 14 • Quarterly Audit Committee meeting (for the second quarter) MFMA Sect 166 & MPPR Reg. 14(3)(a) • Submit annual report to AG, Provincial & DTLGA (MFMA Sect 127) 		<ul style="list-style-type: none"> • MM 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 • MM to notify relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year • MFMA s 37(2) 	<ul style="list-style-type: none"> • Prepare detailed budgets and plans for the next three years. • Executive adopts budget and plans and changes to IDP. • Review Draft Budget for next financial year • Consultation with local municipalities • Mayor to table annual report to Council. Contents of report in accordance with Sect 127 (3) • Gazetting of DORA allocations (Final) and incorporation within Draft Budget • Draft budget for MANCO & Finance Portfolio, including draft policies, tariffs

MARCH	<ul style="list-style-type: none"> Table draft budget to Council by 28 March 	<ul style="list-style-type: none"> Council to consider and adopt an oversight report [Due by 31 March MFMA Sec 129(1)] Set performance 	<ul style="list-style-type: none"> Mayor tables municipality budget, budgets of entities, resolutions, plans, and proposed revisions to IDP at least 	<ul style="list-style-type: none"> MM reviews any changes in prices for bulk resources as communicated by 15 March MFMA s 42 District draft IDP to Finance Portfolio, EXCO and Council 	<ul style="list-style-type: none"> Manco - final draft budget for next year MM reviews any changes in prices for bulk resources as communicated by the 15th of March Review of final draft budget / IDP to Finance Portfolio Council to adopt an oversight report containing the councils
--------------	---	---	---	--	---

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration - Municipality	Budget Review Activities
		objectives for revenue for each budget vote (MFMA Sect 17)	90 days before start of budget year <ul style="list-style-type: none"> MFMA s 16, 22, 23, 87; MSA s 34 		comments on the annual report <ul style="list-style-type: none"> Approval of final draft Budget & IDP by Council - Mayor must table annual budget 90 days before start of budget year Acc Officer to Publish draft budget for comments/invite communities for comments. Draft Tabled Budget submission to National Treasury & Provincial Gvt

APRIL	<ul style="list-style-type: none"> • IDP Herring Assessments (1-4 April) 	<ul style="list-style-type: none"> • Refinement of Municipal Strategies, Objectives, KPA's, KPI's and targets and inclusion into IDP Review report. • S57 Managers' Quarterly Performance Assessments • Publicise Annual Report [Due by 7 April MFMA Sec 129(3)] • Submit Annual Report to Provincial Legislature/ MEC Local Government [Due by 7 April MFMA Sec 132(2)] 	<ul style="list-style-type: none"> • Public hearings on the budget, and council debate. 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 . • MFMA s 23 • Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc • MFMA s 21 	<ul style="list-style-type: none"> • MM publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed • MFMA s 22 & 37; MSA Ch 4 as amended • MM 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 	<ul style="list-style-type: none"> • Consultation with National and Provincial Treasuries and finalise sector plans, water and sanitation, electricity, etc. • Public hearings on the Budget, Council Debate on Budget and Plans. • Revision of budget and IDP after input from National Treasury, Provincial, other Municipalities and public have been received.
MAY	<ul style="list-style-type: none"> • Table Final IDP to IDP Rep Forum 	<ul style="list-style-type: none"> • Quarterly Project Implementat 	<ul style="list-style-type: none"> • Council to consider approval of 	<ul style="list-style-type: none"> • MM assists the Mayor in preparing the final budget 	<ul style="list-style-type: none"> • Public hearings on the Budget, Council Debate on Budget and Plans.
MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		

			Mayor and Council	Administration - Municipality	Budget Review Activities
	<ul style="list-style-type: none"> Table Final IDP to council for adoption by 30 May 	<ul style="list-style-type: none"> ion Report (for third quarter) MPPR Reg. 14 Quarterly Audit Committee meeting (for third quarter) MFMA Sect 166 & MPPR Reg. 14(3)(a) Annual review of organisation al KPIs (MPPR Reg 11) Review annual organisation al performance targets (MPPR Reg 11) 	<ul style="list-style-type: none"> budget and plans at least 30 days before start of budget year. MFMA s 24; MSA Ch 4 as amended 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 	<ul style="list-style-type: none"> documentation for consideration for approval at least 30 days before the start of the budget year taking into account consultative processes and any other new information of a material nature District draft IDP to Finance Portfolio, EXCO and Council 	<ul style="list-style-type: none"> Council adopts to budget resolutions, s , capital implementation t objectives plans, and a changes in IDP. r t Revised budget and IDP tabled to Financial Portfolio consider of Final approval of Budget & IDP by Council - Council approval of budget and plans (at least 30 days before budget year)

<p>JUNE</p>	<ul style="list-style-type: none"> • Submission to COGTA / MEC • Publish adopted budget and IDP and place multiyear budget and related documents on website • Notice of IDP on website to all Service Providers and LM's 	<ul style="list-style-type: none"> • Community input into organisation KPIs and targets • Submit Draft Performance Contracts to Mayor 	<ul style="list-style-type: none"> • Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with s 57(2) of the MSA. • Mayor to ensure that the annual performance agreements 	<ul style="list-style-type: none"> • MM submits to the mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA. • MFMA s 69; MSA s 57 • MM of municipality publishes adopted budget and plans and places MultiYear Budget and budget related documents on 	<ul style="list-style-type: none"> • Publish budget and tariffs (supplement) • Finalise performance contracts and delegation. • Draft SDBIP to Mayor (14 days after approval of budget) • SDBIP approval by Mayor - 28 day deadline after approval of the budget
--------------------	---	---	--	---	--

MONTH	ACTIVITIES				
	IDP	PMS	BUDGET		
			Mayor and Council	Administration - Municipality	Budget Review Activities
			<p>are linked to the measurable performance objectives approved with the budget and SDBIP. The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval.</p> <ul style="list-style-type: none"> • MFMA s 53; MSA s 38-45, 57(2) • Council must finalise a system of delegations. • MFMA s 59, 79, 82; MSA s 59-65 	<p>website and submits budget/IDP to national and provincial treasury.</p> <ul style="list-style-type: none"> • MFMA s 75, 87 	
JULY	<ul style="list-style-type: none"> - Municipalities submit adopted IDPs by 30 June - Draft IDP Review Process and Framework Plan for 2015/16 by 30 July. 		<ul style="list-style-type: none"> • The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval. • MFMA s 53; MSA s 38-45, 57(2) 	<ul style="list-style-type: none"> • MM makes public projections of revenue and expenses for each month of the coming year, service delivery targets for each quarter, and performance agreements, 14 days after SDBIP is approved. • MFMA s 53 	<ul style="list-style-type: none"> • Approved SDBIP and performance agreements to council, MEC for local government (publish within 14 days after approval)

8. METHODOLOGY

Taking into consideration, the MFMA timeframes of the section above, the following table is a summary of proposed timeframes for the 2024/2025 IDP Review Process.

Phase/Activity	Proposed Timeframe	Completion
Situational Analysis	Sept-Nov 2023	
Development Strategies	Oct-Jan 2023-24	
Projects	Nov-Jan 2023-24	
Integration	Jan 2024	
Draft Approval	Feb/March 2024	
Final Approval	May 2024	

The IDP Process has six main phases:

8.1 SITUATIONAL ANALYSIS

The current status of developmental needs like demography (Service Delivery back logs, population, unemployment, illiteracy, infrastructure etc), Community projects are dealt with in order to understand what exists and what is required in terms of the community needs.

8.2 DEVELOPMENT STRATEGIES

Once the need analysis is known, plans and strategies are developed as part of service delivery machinery. Some of the strategies are: The IDP, Financial Plan, Performance Management System, Organogram, Sector Plans, Service Delivery and Budget Implementation Plan, etc.

8.3 PROJECTS / PRIORITIES

Once the pressing developmental needs are known and best strategies are in place, project teams undertake activities that will address the needs. The project management unit has to play a vital role on the operational Plan. Service Delivery Priorities, human and financial resources form a Service Delivery Machine to produce the desired results. All Service Delivery Stakeholders get involved.

8.4 INTEGRATION AND ALIGNMENT

During this phase, overall alignment and integration of need versus backlog and available resources will take place, together with alignment of projects to that of the Financial Plan. All the activities are informed by the IDP. All stake holders like the Representatives Forum, Sector

Departments etc must be co-ordinated and always be well informed. During this stage a draft IDP is produced for verification by various stakeholders.

COGTA has established Decentralised Fora to assist municipalities in terms of IDP alignment with Government Departments. Information regarding development programmes taking place in each of the local municipalities by each sphere of government will be shared.

8.5 DRAFT IDP SUBMISSION

In terms of the COGTA IDP Management Plan the draft IDP must be submitted to the COGTA MEC by March annually.

8.6 FINAL APPROVAL

In terms of the Municipal Systems Act, the IDP must be approved by the Council by end May of each financial year. The IDP must be approved after it has been endorsed by the IDP Representatives Forum and be submitted to COGTA by the end of May annually.

Activity	Date	Responsible
IDP Reps Forum	April/May 2024	All IDP Stakeholders
Final IDP	End of May 2024	All Municipalities

8.7 FINAL IDP

In all phases, public participation should be part and parcel. The IDP is approved both by external role players like the public, represented by the IDP representative's forum and by Internal role players like the Municipal Council.

8.8 IMPLEMENTATION

Once approved, implementation takes place in various forms. Business plans in line with the least recourses and linked to objectives and priorities in order to accurately utilize available scarce resources and attract outside funding. Here, monitoring and evaluation and performance review are carried out. Regular meetings and workshops are held with various stake holders for continuous information about progress of implementation and challenges and solutions thereof. During this phase all promises, commitments and community benefits must show fruition eg employment opportunities when projects are carried out etc should come into practice.

9. IDP BUDGET

The total budget for the IDP process is as follows:

IDP ACTIVITY	ALLOCATION
Catering-IDP/LED Road Shows	R 551 250
IDP Review	R 733 793
IDP Reps Forum	R 150 000
Travelling and accommodation	61 665
Total	R 1 346 858

IDP ACTIVITY PLAN

HUMAN RESOURCE	ACTIVITY	TIMEFRAME	COST ESTIMAT
IDP Steering Committee	Review of 2024/2025 Process Plan	August 2023	
IDP Manager	Receives District Fwork Plan and prepares draft Process Plan, submits to COGTA for comments	30 July 2023	
IDP Manager	Advertise the Draft Process Plan	August 2023	R 20 000
COGTA	Assesses the IDPs	3-17 July 2023	
COGTA	Finalises Letters of comments	31 Aug 2023	
COGTA	Finalise comments on Process & FW Plans	31 Aug 2023	
IDP Steering Committee	1. Adopts the District Framework 2. Finalise the Process Plan, decides on IDP Road shows	August 2023	
Exco	To adopt the District Framework and to approve the Process Plan	23 August 2023	
ZDM	Planning and Dev Technical Forum	Sept 2023	
IDP Manager	Incorporate COGTA comments and submits the Final Process Plan to COGTA	31 Aug 2023	
COGTA	IDP Indaba meeting	22 Sept 2022	
Council	Adopts the ZDM Fwork and Process Plans	23 Aug 2023	
COGTA	IDP Planning Indaba/Feedback Session	Sept 2022	
COGTA	IDP alignment and implementation session	6-10 Nov 2023	
ZDM	Planning and Development Tech Forum	Nov 2023	

Council	Strategic Planning-Identification, Prioritization, Linking of projects with resources, programmes and Strategies	Oct to Dec 2023	
COGTA/All	Alignment Session-ZDM, adopt IDP M. Plan	Nov 2023	
Council	IDP Road Shows –TBA		R 551 000
COGTA	IDP Best Practice Conference	24 Nov 2023	
IDP Manager	Physical Review of the IDP Document	Dec to Jan 2023-2024	
ZDM	Planning and Dev Technical forum	Feb 2024	
ZDM	Planning and Development Tech Forum	Feb 2024	
Ulundi L M	Submission of Ward Based Plan	Feb 2024	
IDP Steering Committee	1. Verify and approve the Draft IDP 2. Set date for the IDP Reps Forum 3. Interrogate 22/23 MEC Comments	March 2024	
COGTA	Stake Holders engagement Meeting	2 Feb 2024	
Exco	Approve the 2024/2025 Draft IDP	23 Marc 2024	
Council	Approve the 2024/2025 Draft IDP	27 Marc 2024	
COGTA	Centralised IDP Alignment Session	April 2024	
IDP Manager	Submits Draft IDP to COGTA and ZDM	March 2024	
Municipalities	Submit DIDPs for PGDP/DGDP/IDP centralized alignment session	March 2024	
ZDM	Alignment-ZDM Family, Sector Depts	April 2024	
IDP Manager	Publicise Draft IDP for Comments	April 2024	R 20 000
IDP Manager	IDP Reps Forum Meet to Verify IDP Draft	May 2024	R 500 000
IDP Steering Committee	Approves the 2024/2025 Final IDP	27 May 2024	
Exco & Council	Approve the Final IDP	27 May 2024	
IDP Manager	Submits the Final IDP to COGTA	Early June 24	
IDP Manager	Advertises the 2024/2025 Final IDP	Early June 2024	R 20 000