



***DR NKOSAZANA DLAMINI-ZUMA LOCAL  
MUNICIPALITY***

***FINAL IDP/BUDGET/PMS/SDF REVIEW  
FRAMEWORK AND PROCESS PLAN FOR THE  
DEVELOPMENT OF THE 2022/2023 FOR 2023/2024  
BUDGET AND INTEGRATED DEVELOPMENT PLAN  
(IDP)***

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**TABLE OF CONTENTS**

	Page No.
1. Introduction	4
2. Distinction between the Framework and a Process Plan	6
3. Process Plan and Framework Plan: Contents in comparison	8
4. Key elements to be addressed during this review	9
5. Organisational/Institutional arrangements	9
6. External role players	12
7. Mechanisms for public participation	16
8. The District Development Model Technical Hub & Cluster Terms of Reference	19
9. Implementation of District Development Technical Hub and Cluster Resolutions	25
10. Alignment of IDP, Budget and Performance Management System	43
11. Time schedule of key deadlines for the preparation of 2023/24 MTREF	47
12. 2023/24 IDP generic programme with time frames	50
13. Alignment mechanisms	54
14. Budget and IDP cost estimates	61
15. IDP prepared in house or by a service provider	61
16. Procedures and principles for monitoring the process	61
17. Procedures and principles for amendment of the framework plan	61
18. Spatial Development Framework Programme 2023/2024	63

**GLOSSARY**

IDP	-	Integrated Development Plan
SDBIP	-	Service Delivery and Budget Implementation Plan
MSA	-	Municipal Systems Act
PMS	-	Performance Management System
OPMS	-	Organisational Performance Management System
PGDS	-	Provincial Growth Development Strategy
DCOGTA	-	Department of Cooperative Governance and Traditional Affairs
MTAS	-	Municipal Turn Around Strategy
DGDP	-	District Growth Development Plan
SDF	-	Spatial Development Framework
PSC	-	Project Steering Committee
Buffer Committee	-	Ukhahlamba Drakensberg Park World Heritage Site Buffer Technical Committee
SPLUMA	-	Spatial Land Use Management Act

## **1. INTRODUCTION**

All local municipalities in South Africa have to use Integrated Development Planning as a tool to plan future development in their areas. Integrated Development Planning is a super plan for an area that gives an overall framework for development. The main aim is to co-ordinate the work of local and other spheres of government in a coherent plan to improve the quality of life for all the people living in an area.

In terms of the Municipal Systems Act (Act 32 of 2000), all municipalities must prepare an Integrated Development Plan (IDP). The IDP is a product of integrated development planning process. The IDP is a strategic plan that guides and informs all planning processes, activities, decision making, budgeting and management in the municipality. According to Section 34 of the Municipal Systems Act (Act 32 of 2000) a municipal council must review its IDP annually:

- in accordance with an assessment of its performance measurements in terms of section 41
- to the extent that changing circumstances so demand and
- may amend its IDP in accordance with the prescribed process.

Additionally reference should be made to Government Notice R796 which refers to the legal requirements of a Spatial Development Framework (SDF). The SDF is an integral part of the IDP and this notice sets out the core components of an SDF, i.e. (paraphrased)

- objectives that reflect the desired spatial form of the municipality
- strategies and policies to achieve the objectives
- basic guidelines for land use management
- set out a Capital Investment Framework
- contain a strategic assessment of the environmental impact of the SDF
- identify programmes and projects for development
- be aligned with SDFs of neighboring municipalities
- provide visual representation of the desired spatial form

The promulgation of the Spatial Planning and Land Use Management Act, Act No. 16 of 2013, also known as SPLUMA , which also seeks to guide municipalities in the preparation of the SDF by providing the content or additional components that will be considered during the development and/or review processes from this point onwards.

Furthermore, all municipalities must prepare a Process Plan as a preparatory phase for the review of the IDP. The Process Plan must outline how the IDP Review process will unfold (i.e. the planning process to be undertaken, organizational structures and distribution of roles and responsibilities). The District Municipality is in charge of preparing a Framework Plan. The Framework Plan and the Process Plan are two distinct documents which should be aligned to guide the review process.

### **1.1 WHO ARE WE? (OVERVIEW)**

Dr Nkosazana Dlamini Zuma is a Local Municipality which emerged as a result of the merger between the former KwaSani and Ingwe Local Municipalities. Dr Nkosazana Dlamini Zuma is a category B municipality and falls within Harry Gwala District Municipality. The municipality has its administrative seats in Creighton and Underberg Town. There are 15 wards with 29 Councillors, 15 Ward Councillors and 14 PR Councillors.

In addition to this the areas of Thunzi, Ngqiya, Ridge and Stepmore which were taken as a result of demarcation process had been reincorporated from Impendle.

The municipality is located on the southern part of Harry Gwala District Municipality and is approximately 80 kilometres South-Western part of Pietermaritzburg which is the capital of the Province. It is bordered by Impendle Municipality to the north, Richmond Municipality to the north-east, Ubuhlebezwe Municipality to the south-east, Greater Kokstad Municipality to the south and Kingdom of Lesotho to the west. It is approximately 3200 km<sup>2</sup> in extent with an estimated total population of 118 480. Dr Nkosazana Dlamini Zuma Municipality is predominantly rural in nature and it is in these areas where most of the population resides.

## **1.2 LEGISLATIVE REQUIREMENTS**

### **1.2.1 The Constitution of the Republic of South Africa**

**Section 152 of the Constitution of the Republic of South Africa mandates all local government to:**

- (a) to provide democratic and accountable government for local communities;
- (b) to ensure the provision of services to communities in a sustainable manner;
- (c) to promote social and economic development;
- (d) to promote a safe and healthy environment; and
- (e) to encourage the involvement of communities and community organisations in the matters of local government.

**Section 153 goes on to argue that:**

- (a) structure and manage its administration and budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community; and
- (b) participate in national and provincial development programmes

### **1.2.2 The White Paper on Local Government**

Section B of the White Paper on Local Government presents Municipalities with the challenge of being more developmental. It outlines four main characteristics of a developmental local Government which all municipalities must strive towards. These are:

- (a) Maximising social development and economic growth.
- (b) Integrating and coordinating.
- (c) Democratising development.
- (d) Leading and learning.

### **1.2.3 Municipal Systems Act**

**Section 25 of the Municipal Systems act outlines that:**

- (1) Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which—
  - (a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;
  - (b) aligns the resources and capacity of the municipality with the implementation of the plan;
  - (c) forms the policy framework and general basis on which annual budgets must be based;
  - (d) complies with the provisions of this Chapter; and
  - (e) is compatible with national and provincial development plans and planning requirementsBinding on the municipality in terms of legislation

#### **1.2.4 CORE COMPONENTS OF THE IDP**

An integrated development plan must reflect –

- (a) The municipal councils vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs:
- (b) An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services:
- (c) The council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs:
- (d) The council's development strategies which must be aligned with any national or provincial Sectoral plans and planning requirements binding on the municipality in terms of legislation:
- (e) A spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality:
- (f) The council's operational strategies:
- (g) Applicable disaster management plans:
- (h) A financial plan, which must include a budget projection for at least the next three years:  
and
- (i) The key performance indicators and performance targets determined in terms of section 41.

And thus as such, the process plan at hand will guide the drafting and implementation of the above mentioned components.

**Section 28 of the Municipal Systems Act 32 of 2000** requires the following from each of the municipalities:

1. 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.
2. The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
3. A municipality must give notice to the local community of particulars of the process it intends to follow.

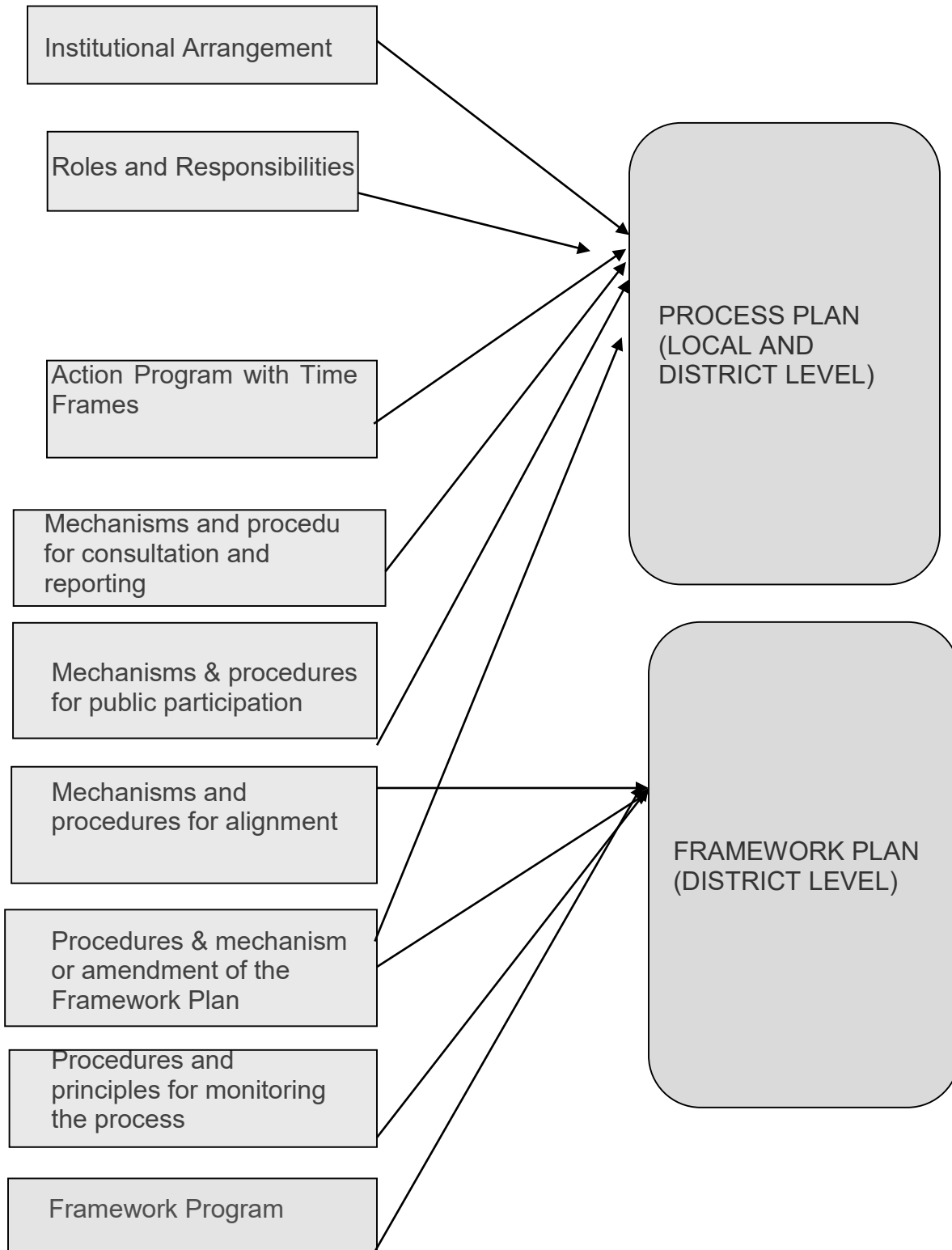
## **2. DISTINCTION BETWEEN A FRAMEWORK PLAN AND A PROCESS PLAN**

The Framework Plan is a coordination tool for the district which ensures interrelated and parallel planning processes at district and local levels whilst the Process Plan is a management tool for each municipality which helps with the management of the IDP process on a day to day basis. The Framework Plan must ensure that the district IDP and the local municipalities IDP are mutually linked and can inform each other.

The Framework Plan binds the district and the local municipalities in consultation and alignment of their planning processes. The Framework Plan is based on a consultative process with the local municipalities whilst the Process Plan is based on appropriate consultation with local communities. The Framework Plan is prepared by the district in consultation with the local municipalities and all municipalities must agree on a joint time schedule and joint milestones. The approved plan has to be made available to all Local Municipalities. It is important to note that some of the sections of the Framework Plan and Process

Plan are identical. All local municipalities will use Framework Plan as a basis for drafting their IDP review process plans.

#### 4. PROCESS PLAN AND FRAMEWORK PLAN: CONTENTS IN COMPARISON





#### **4. KEY ELEMENTS TO BE ADRESSED DURING THE DR NKOSAZANA DLAMINI-ZUMA MUNICIPALITY IDP REVIEW**

- Draft IDP Assessments
- MEC Panel Comments
- Self-Assessment of the contents of the IDP as well as its credibility
- New Council priorities
- Outcomes based approach (Cabinet Lekgotla Resolutions, District Lekgotla Resolutions, OPMS, State of the Nation Address, State of the Province Address, PGDS and PDP, Outcome 9, Back to Basics, COP 27)
- The Sukuma Sakhe/War on Poverty and War Rooms.
- The review/updating of the SDF to ensure that the IDP and SDF preparation processes are adequately aligned.
- District Growth Development Plan (DGDP)

These are inputs into the IDP development process. The main output is a reviewed strategic document. This, depending on the circumstances of the municipality, is likely to comprise a number of components, including:

- a reviewed Spatial Development Framework,
- a reviewed Performance Management Framework
- reviewed Sector Plans,
- updated list of projects,
- Service Delivery and Budget Implementation Plan.

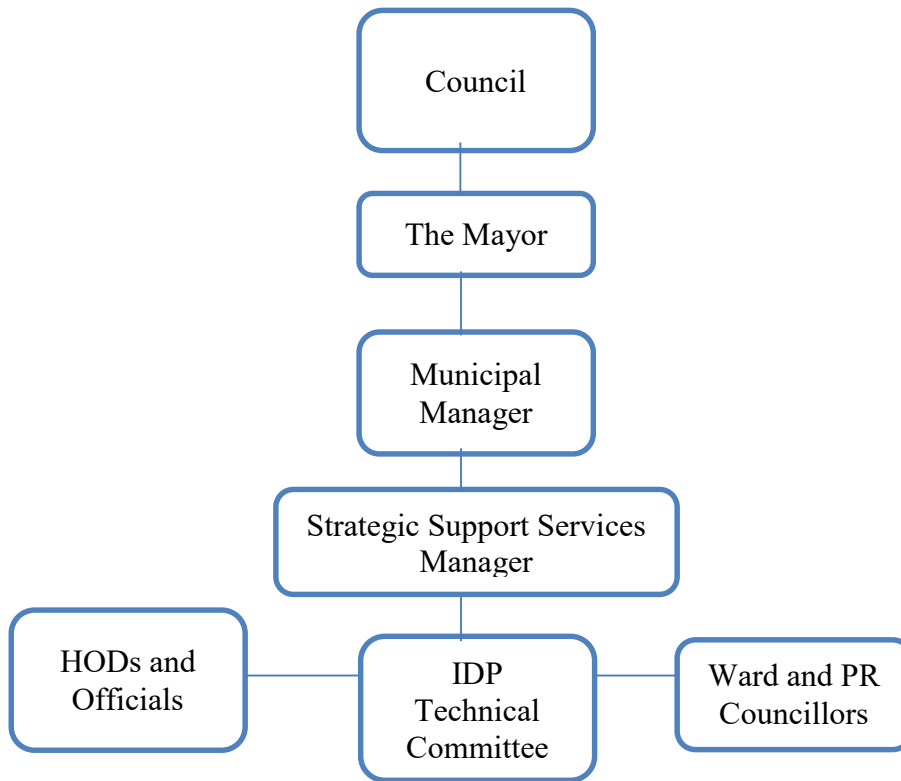
#### **5. ORGANISATIONAL/INSTITUTIONAL ARRANGEMENT**

IDP is an integrated plan and requires the involvement of different role players. For the project of this magnitude to be successful, all stakeholders involved must be encouraged to participate in the process. The IDP review process requires participation of communities, stakeholders, and all spheres of government and professionals. In order to ensure the involvement of all affected groups the following persons and structures should be in place:

##### **5.1 INSTITUTIONAL ARRANGEMENT**

The diagram below reflects the Internal Organisational Structure.

### 5.1.1 Internal Organisational Structure



## 5.2 INTERNAL ROLES AND RESPONSIBILITIES

ROLE PLAYERS	RESPONSIBILITIES
Dr Nkosazana Dlamini-Zuma Local Municipality	<p>The Council will be responsible for adopting the Process Plan, managing and co-coordinating the IDP Review Process by:</p> <ul style="list-style-type: none"> <li>• Ensuring alignment of the local municipality’s IDP with that of the District Municipality</li> <li>• Ensuring that business plans and budget decisions are based on the IDP</li> <li>• Ensuring that Key Performance Indicators and Targets as outlined in the IDP are realistic and achievable</li> <li>• Ensuring that the IDP is tied to the budget</li> <li>• Ensuring that there is a linkage between the IDP, the Performance Management Systems (PMS) and the Budget Process</li> <li>• Monitoring the implementation of the IDP</li> <li>• Ensuring that the review process complies with the prescribed legislation</li> <li>• Approving and adopting the revised IDP</li> </ul>
Executive Committee/Council	<ul style="list-style-type: none"> <li>• Decision making body throughout the review process</li> <li>• Monitoring of the Budget/IDP Review Process</li> <li>• Overall management and co-ordination of the review process</li> <li>• Submission of IDP to Council for adoption</li> </ul>
The Mayor	<ul style="list-style-type: none"> <li>• Overall management, coordination and monitoring of the review process</li> <li>• Drafting of the IDP Review or delegate this function</li> <li>• Preparing the budget</li> <li>• Managing the budget process</li> <li>• Liaising with different role players</li> <li>• Ensuring transparency in the process</li> <li>• Ensuring that budget process is informed by and tied to the IDP</li> <li>• Ensuring that the budget process complies with the prescribed legislation</li> </ul>
Ward Councillors/Ward Committees	<ul style="list-style-type: none"> <li>• Linking of the IDP Review Process to their constituencies</li> <li>• Facilitating public consultation and participation</li> <li>• Ensuring transparency in the review process</li> </ul>
IDP Manager/ Strategic Support Services Manager	<p>The IDP Manager, of which the role is played by the Office of the Municipal Manager, has the following responsibilities allocated to the office:</p> <ul style="list-style-type: none"> <li>• Prepare the Process Plan</li> <li>• Undertake the overall management and co-ordination of the planning process</li> <li>• Ensure that all relevant role-players are identified and involved</li> <li>• Nominate persons in charge of different roles</li> </ul>

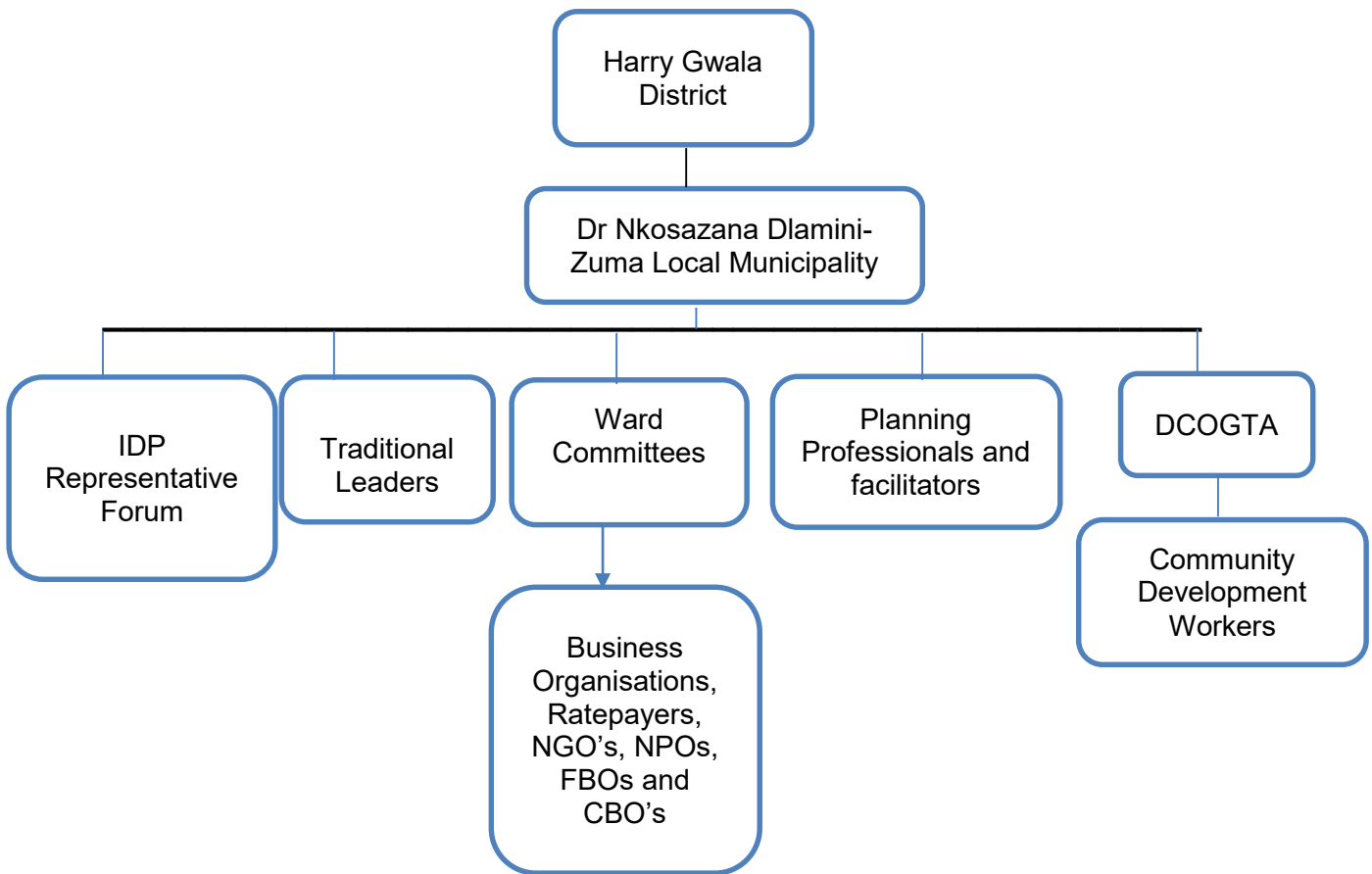
ROLE PLAYERS	RESPONSIBILITIES
	<ul style="list-style-type: none"> <li>• Be responsible for the day-to-day management of the drafting process</li> <li>• Ensure that the planning process is participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements</li> <li>• Respond to comments on the draft IDP from the public, horizontal alignment and other spheres of government to the satisfaction of the municipal council</li> <li>• Ensure proper documentation of the results of the planning of the IDP document:</li> <li>• That conditions for participation are provided</li> <li>• That all outcomes are being documented</li> <li>• Ensuring the alignment of the IDP with other IDP's within the District Municipality area and the District's IDP</li> <li>• Providing input into the preparation of the Sector Plans and ensuring their inclusion into the IDP Documentation</li> <li>• Adjust the IDP in accordance with the MEC for Cooperative Governance's proposals</li> <li>• Ensuring the Process Plan is finalized and adopted by Council</li> <li>• Submitting the reviewed IDP to the relevant authorities</li> </ul>
<p>Technical Committee</p>	<p>The IDP Technical Committee will act as a support to the IDP Representative Forum and the IDP Manager. The members will comprise the Municipal Management Committee, The Mayor, Harry Gwala District Municipality and Department of Cooperative Governance and Traditional Affairs.</p> <ul style="list-style-type: none"> <li>• To provide the terms of reference for various planning activities.</li> <li>• To commission research studies or any other information collection activity.</li> <li>• To assess proposals from project teams and make recommendations in regard to improvements/ amendments.</li> <li>• To process, summarize and document outputs.</li> <li>• To make content recommendations to the IDP Representative Forum and Council.</li> <li>• To prepare, facilitate and document meetings.</li> <li>• To provide technical input.</li> <li>• To assess and comment on inputs from project teams and Representatives Forum.</li> </ul>

## 6. EXTERNAL ROLE PLAYERS

External stakeholders play an important role in the review of the Integrated Development Plan. The Process Plan indicates the public participation process for the review. The public participation process is varied and includes ward level participation. Both written and verbal comments would be accepted.

The review process would also accommodate Provincial sector departments inputs. These comments would be obtained during the public participation processes and through a combined representative forum meetings.

Below is the structure reflecting the external role players.



**ROLE PLAYERS**

<p>IDP Representative Forum, namely, Sector Departments, Amakhosi, Youth Council, Women’s Sector, Men’s Sector, People living disabilities, Public Transport Association, Farmers Association, Business Association, Street Traders, NGO’s, FBO’s, CBO’s, Sports Federation, Artists, etc.</p>	<ul style="list-style-type: none"> <li>• Represent the interest of constituents in the IDP Process</li> <li>• Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders, including municipal government</li> <li>• Ensure communication between all stakeholders representatives, including municipal government</li> <li>• Monitor performance of the planning and implementation process</li> </ul>
<p>Harry Gwala District Municipality</p>	<ul style="list-style-type: none"> <li>• Co-ordination 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.</li> <li>• Facilitation of vertical alignment of IDP’s with other spheres of government and sector departments.</li> <li>• Provide events for joint strategy workshops with local municipalities, provincial and national role-players and other subject matter specialists</li> </ul>
<p>Government Departments/Sector Departments</p>	<ul style="list-style-type: none"> <li>• Provide data and information</li> <li>• Assist in the preparation guidelines for sector plans</li> <li>• Provide funding for the preparation of sector plans</li> <li>• Facilitate alignment</li> </ul>
<p>Department of Cooperative Governance and Traditional Affairs</p>	<ul style="list-style-type: none"> <li>• Providing data and information</li> <li>• Providing guidelines for the review process</li> <li>• Providing guidelines for the preparation of Sector Plans</li> <li>• Providing methodological guidance</li> <li>• Providing technical support</li> <li>• Providing funding for IDP Review and PMS</li> <li>• Monitoring the review process</li> <li>• Coordinating IDP and PMS related training</li> <li>• To provide guidelines for IDP</li> </ul>
<p>Ward Committees and Community Development Workers</p>	<ul style="list-style-type: none"> <li>• To be consulted on an individual or collective basis</li> <li>• To establish the community needs and reach consensus on ID Projects initiatives and priorities</li> </ul>
<p>Traditional Leaders</p>	<ul style="list-style-type: none"> <li>• To be consulted on an individual basis or through the chairperson of the Sisonke House of Traditional Leaders.</li> <li>• To establish the community needs and reach consensus on IDP</li> </ul>
<p>Business Organizations, Ratepayers, NGO’s, CBO’s, and FBO’s</p>	<ul style="list-style-type: none"> <li>• To represent interests and contribute knowledge and ideas in the planning process</li> </ul>

## **7. MECHANISM FOR PUBLIC PARTICIPATION**

Chapter 4 of the Municipal Systems Act, 2000 states that a municipality must develop a system of participatory governance by encouraging and creating conditions for communities, residents and other stakeholders to participate in the municipal governance.

The IDP Representative Forum and Ward Committees are the appropriate structures to facilitate public participation in the IDP process. Entrusted with this responsibility, both structures should be highly functional and understand the review process and other processes that are informed by the IDP. Both structures should particularly focus on those social groups that are not well organized and which do not have the power to articulate their interests publicly e.g. woman, disabled, people subjected to poverty, orphans, aged etc.

### **7.1. FUNCTIONS AND CONTEXT FOR PUBLIC PARTICIPATION**

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

- Appropriateness of solutions
- Needs orientation
- Community ownership, and
- Empowerment

As with the preparation of the IDP, the public participation process in the IDP Review Process has to be institutionalized in order to ensure that all community have equal right to participate.

### **7.2 METHODS AND TOOLS FOR PARTICIPATION**

The following participation mechanisms are proposed:

#### **IDP Representative Forum**

The IDP is central to a municipality's ability to deliver on its mandate. It is recognized as a business plan for the municipality and determines projects that a municipality may or may not undertake. Thus the IDP Formulation process is required to be a transparent and inclusive one and the content of the IDP must be representative of the needs and aspirations of all interest groups in wards. An IDP representative forum is one of the vehicles utilized to promote inclusivity and transparency during IDP process. This forum should be inclusive of all stakeholders in the ward and should serve as a platform for stakeholders to advance and defend the inclusion of their interest in the IDP.

#### **IDP Steering Committee**

This committee ensures cooperation and coordination within the Dr Nkosazana Dlamini-Zuma Local Municipality in the IDP process. The IDP addresses the full spectrum of local government services and institutional matters and therefore requires involvement from all departments.

The committee gives technical and financial input into the analysis needs assessments, determination of priority issues and proposed projects. It provides the terms of reference for specific planning and project activities, considers comments and recommendations from the IDP Representative Forum, provincial departments, district council and broad public. This committee also takes responsibility for implementing the IDP as well as monitoring and evaluating the outcomes of the IDP process to ensure that implementation targets are achieved.



### **Broad Public**

The significance of the public participation is emphasized in the Municipal Systems Act, 32 of 2000 as the foundation for the IDP process. It is the responsibility of Dr Nkosazana Dlamini-Zuma Local Municipality through the Ward Councilors, Ward Committees and IDP Manager to ensure that the public is encouraged to participate in the affairs of the municipalities through Community Based Plans (CBP) as well as IDP/Budget/PMS roadshows which are held through all social media platforms available to the municipality as per the Covid-19 Regulations.

These planning sessions focusses on creating an understanding of the community requirements, thereby exploiting community strengths and eliminating weaknesses.

### **IDP/PMS Coordinator**

The IDP/PMS Coordinator is responsible for the management and coordination of the IDP Process.

Specific aspects the IDP/PMS Coordinator is responsible for includes:

- Formulation of the Process Plan- ensuring alignment with Harry Gwala District Municipality Framework Plan
- Management and coordination of the IDP, Budget, SDBIP and PMS processes
- Ensuring involvement of all role players and stakeholders
- Ensuring that community involvement is effective
- Ensuring that the IDP is completed within the time frames and is aligned to budget
- Responding to inputs from participants and stakeholders on the draft IDP
- Consolidate inputs and propose amendments in accordance with the proposals from the MEC for Local Government.

### **Municipal Manager**

The Municipal Manager is responsible for spearheading the IDP, Budget, SDBIP and PMS Process within the Dr Nkosazana Dlamini-Zuma Local Municipality and ensuring coordination between Councillors, officials and stakeholders in the process.

In particular integrated planning, budgeting, monitoring service delivery performance is the responsibility of the Accounting Officer.

### **Councillors**

Councillors are the link between the Dr Nkosazana Dlamini-Zuma Local Municipality and the communities they serve. They are therefore responsible for informing communities of the IDP Process and encouraging them to participate. Ward Councillors coordinate and spearhead the processes of Community Based Planning (CBP) in the respective wards, which determines IDP objectives, strategies and projects.

### **Media**

Amongst other means, the local newspapers circulating within the area will be used to inform the community on the progress with respect to the IDP Review process.

The following are local newspaper circulating within the District.

- Mountain Echo
- East Griqualand Fever
- Kokstad Advertiser
- NIX Matters
- Provincial Newspapers
- Flyers and Newsletters
- Ward Councillors and Ward Committees (there are 150 Ward Committees in Dr Nkosazana Dlamini-Zuma Local Municipality)
- Municipal Notice boards
- Municipal website
- Facebook
- Radio stations
- Twitter
- Instagram
- Whatsapp
- Municipal Customer Care

### **Notices**

Notices on the IDP Review will be placed on the Municipal Notice Boards and public buildings e.g. schools, clinics, community halls and local supermarkets.

## **7.3 COMMUNITY/ WARD BASED PLANS**

### **7.3.1 WHY COMMUNITY BASED PLANNING?**

Community Based Planning is the developmental approach which is based on sustainable livelihood principles. Its main aim is to ensure that people are active and involved in managing their own development, in claiming their rights and in exercising their responsibilities. As Dr Nkosazana Dlamini-Zuma Municipality we have ensure that this process is being implemented by aligning the CBP with the IDP, this exercise will be done by community members through Sukuma Sakhe structures where community members with the presence of other stakeholders such as government departments, civil society organizations, CDWs and ward committees identify projects that must be prioritized by the municipality in their respective wards. These projects are placed in the municipal IDP; alignment is done because the projects that reflect in the IDP document of Dr Nkosazana Dlamini-Zuma municipality are informed by the community based plan. All the fifteen wards of Dr Nkosazana Dlamini-Zuma Municipality will apply the same process in aligning the CBP with the IDP.

Dr Nkosazana Dlamini-Zuma Municipality hold meetings with different stakeholders through IDP Roadshows, IDP Representative Forum meetings, Community meetings and Ward Committee meetings which are held per Voting District in all 15 Wards of the municipality. Civil Society structures that exists in the municipality are Business association, Farmers association, Ratepayers association. There are a number of special programme structures that have been developed and launched, namely, Local AIDS Council, Youth Council, Men's Forum, Senior Citizens Forum, Disability Forum, Operation Sukuma Sakhe, Local Drug Action Committee.

### **7.3.2 PROCESS OF DEVELOPING A COMMUNITY BASED PLAN (CBP)**

A community/Ward based plan is a form of participatory planning designed to provide community action and to link to the integrated development plan (IDP).

CBP is moving from consultation to empowerment overcoming dependency syndrome, hence giving people power to plan and decide.

#### **Development of CBP/WBPs process uses the following tools:**

- Quality of plans- the community must work with what they have
- Quality of services- the community members must be part of that development plan
- Community control over that development- the community must feel in control, contribute and have a sense of ownership for that development.
- A CBP must be prepared by local people, it needs to be owned by the community, they must be actively involved throughout the process plan, it must provide information that guides IDP and must be supported through discretionary fund.

#### **Who must be involved in CBP/WBP?**

- Residents
- Councillors
- Officials
- Structures
- Service Providers
- Traditional leaders
- Local interested groups
- Local business

#### **The Principles of CBP/WBP**

- People centered
- Participatory & responsive
- Partnership between structures
- Flexible & dynamic
- Sustainable
- Holistic & be based on strengths

## **8.THE DITRICT DEVELOPMENT MODEL TECHNICAL HUB AND CLUSTERS TERMS OF REFERENCE**

### **PURPOSE**

The Terms of Reference will serve as a framework for the coordination of the Harry Gwala District Development Model Technical Hub.

### **LEGISLATIVE MANDATES**

The Harry Gwala District Development Model Technical Hub is established in line with the following legislations:

- a) Section 41(1) of the Constitution requires all spheres of government and all organs of state within each sphere to –
- preserve the peace of the Republic;
  - secure the well-being of the people of the Republic;
  - provide effective, transparent, accountable and coherent government for the Republic as a whole;
  - cooperate with one another in mutual trust and good faith by *inter alia* – assisting and supporting one another; informing one another of, and consulting one another on matters of common interest; and
  - Coordinating their actions and legislation with one another.
- b) Section 154 of the Constitution which provides for the Provincial Government to support and strengthen the capacity of municipalities to manage their own affairs, to exercise their powers and to perform their functions.
- c) The IGR Framework Act of (2005) establishes a framework for the national government, provincial governments and local governments to promote and facilitate intergovernmental relations.

## **8.1 NAME OF THE STRUCTURES**

The structures of the District in respect of the Development Model shall be as follows: -

- a) The Harry Gwala District Development Model Political Hub
- b) The Harry Gwala District Development Model Technical Hub
- c) The Harry Gwala District Development Model Clusters: -
- Social Protection, Community and Human Development Cluster.
  - Economic Sectors & Infrastructure Development Cluster.
  - Governance, State Capacity, Institutional Development Cluster
  - Justice, Crime Prevention & Security Cluster.

## **8.2 OBJECTIVES OF THE STRUCTURE**

- a) The overarching objective of the Structures is to ensure that service delivery is fast tracked and that municipalities are properly supported and adequately resourced.
- b) The following are the broad objectives of the Technical Hub: -
- Oversee the development and recommendation of the ONE PLAN and ONE BUDGET of the agreed plan, according to district and local strategic objectives, national and provincial priorities and towards district/metro developmental impact;
  - Ensure all 3 spheres of government are accountable & participating in the district sphere
  - Identify and approve required clusters, sub committees and other IGR forums needed to enable DDM to achieve objectives
  - Identify areas requiring shared services and oversee the establishment of such
  - Monitor and prepare reports for DDM Political hub
- c) The following are the broad focal areas for the Social Protection, Community and Human Development Cluster: -

- Public Participation
- Community Services
- Disaster Management
- Public Administration
- Social services
- Sports and recreation
- Health and education
- Any other as identified

d) The following are the broad focal areas of the Economic Sectors & Infrastructure Development:

- Economic and agricultural Development
- Tourism.
- Infrastructure development.
- Investment.
- job creation.
- Community Services
- Any other as identified.

e) The following are the broad focal areas for the Governance, State Capacity, Institutional Development Cluster: -

- Functionality of governance structures and institutional stability
- Organizational Development, Capacity Building and Human Resources
- Sound financial and asset management
- Performance Management
- Strategic Planning and Management
- Ethics and quality assurance
- Intergovernmental Relations and Communication
- Information and Communication Technology
- Any other as identified.

f) The following are the broad focal areas for the Justice, Crime Prevention & Security Cluster : -

- Community Safety and Protection Services
- Justice and access
- Crime prevention
- Any other as identified.

### **8.3 MEMBERSHIP AND COMPOSITION**

a) The Harry Gwala District Development Model Technical Hub shall comprise of the following:

- i. HOD Champion – Co-Chairperson
- ii. District Municipal Manager – Co-Chairperson
- iii. Local Municipal Managers
- iv. Sector Reps (National & Provincial)
- v. COGTA Senior Management Representative
- vi. DDM Cluster Chairs
- vii. State Owned Entities and other Public Entities

- viii. Operation Sukuma Sakhe Provincial Convener
- ix. Operation Sukuma Sakhe District Task Team Chair
- x. Support: Local Government Specialist, IGR, MISA, DCOG, DBSA
- xi. The HOD Champion/ District Municipal Manager may invite other stakeholders (not stipulated above) pending the nature of the Agenda Item at the meeting.

a) The Harry Gwala District Development Model Clusters shall comprise of the following:

- i. Cluster Chairperson: Local Mayor
- ii. Cluster Convenor: Local MM
- iii. Sector representatives
- iv. OSS Local Task Team chairs
- v. SOEs/ Public Entity
- vi. IGR forum chairs
- vii. Other relevant civil society groups
- viii. The Cluster Chairperson/ Cluster Convenor may invite other stakeholders (not stipulated above) pending the nature of the Agenda Item at the meeting.

#### **8.4 SECRETARIAT**

- a) The District Municipal Manager shall assign District Municipality Officials the responsibility for providing secretariat services for the Technical Hub Structure.
- b) Cluster Chairpersons/Cluster Conveners shall arrange secretariat services for the respective Clusters from their respective municipalities.
- c) Monitor the attendance at the DDM Structures (political and technical) to enable the Hub to ensure accountability.
- d) The notice of meeting should be issued at least 5 working days' prior the date of meeting.
- e) Agenda, Minutes, Reports, and Cluster Reports must reach the chairperson(s) at 5 working days prior the meeting.
- f) The Decision Circular and the register of emerging issues must be appended to the minutes with the implementation responsibility clearly spelt out.
- g) Support the Chairpersons to compile reports for the Technical and political Development Model Hub meetings and for the Premier's Coordinating Forum & MuniMec on DDM functionality and issues.
- h) Set up pro-forma reports and dashboards to track the implementation of resolutions.
- i) The authority to cancel or postpone a meeting is reserved for the Chairperson in consultation with the secretariat.
- j) Should there be a justifiable cause for cancellation or postponement; meetings should be reconvened within 7 working days of the scheduled date where possible.

#### **8.5 QUORUM**

The Quorum for all Technical Hub Meetings will be 50% + 1 of the total membership. Decisions may however be made in inquorate meeting provided that there are no financial implications or negative effect to municipalities and other stakeholders.

#### **8.6 AREAS OF FOCUS OF THE DISTRICT DEVELOPMENT MODEL**

The following are focus areas (not limited)

- a) Governance

- b) Finance
- c) Human Settlements
- d) Health
- e) Education
- f) Social Protection
- g) Community and Human Development
- h) Economic Sectors
- i) Infrastructure Development
- j) Capacity & Institutional Development
- k) Justice,
- l) Crime Prevention &
- m) Security
- n) Communication

### **8.7 FUNCTIONS OF PARTICIPANTS**

The following broad functions are allocated to participants of the various structures: -

Designation	Function
National Minister	<ul style="list-style-type: none"> <li>a. Co-chairs the District Development Model Political Hub</li> <li>b. Provide strategic guidance for the development and implementation of the One Plan.</li> <li>c. Contribute towards the institutional stabilisation of the allocated district and the reprioritisation process that seek to respond to urgent institutional and governance gaps and urgent development priorities outlined in the specific district profile,</li> <li>d. Facilitate the District wide adoption of the One Plan through the various IGR structures, including its sign off and implementation,</li> <li>e. Work in collaboration with line Ministries</li> <li>f. Provide support to unblock and bring to the surface any issues that may hinder progress in the implementation of the District Development Model and to engage in learning and lesson sharing processes facilitated by the Minister of CoGTA.</li> </ul>
MEC Champion	<ul style="list-style-type: none"> <li>a. Co-chairs the District Development Model Political Hub</li> <li>b. Provides political oversight to DDM functionality, implementation &amp; impact.</li> <li>c. Monitors the implementation of the One Plan &amp; One Budget</li> <li>d. Intervenes where spheres of government – province &amp; national are not co-operating/participating in DDM</li> <li>e. Intervenes on behalf of Province where sectors are not participating in local OSS structures</li> <li>f. Accounts to Premier’s Coordinating Forum with the District Mayor</li> <li>g. Elevates issues to provincial clusters where required</li> </ul>
District Mayor	<ul style="list-style-type: none"> <li>a. Convene &amp; Co-chair the District Development Model Political Hub</li> <li>b. Provides political oversight to the District Development Model functionality, implementation &amp; impact</li> <li>c. Monitors the implementation of the One Plan &amp; One Budget</li> <li>d. Intervenes where spheres of government: municipalities are not co-operating/participating in DDM</li> <li>e. Accounts to Premier’s Coordinating Forum with Champion MEC.</li> </ul>

	<ul style="list-style-type: none"> <li>f. Accounts to MuniMec.</li> <li>g. Ensures that Operation Sukuma Sakhe issues are integrated in the DDM structures and supported by District Task Team.</li> <li>h. Advise Provincial and MEC Champion of progress on the implementation of plans.</li> </ul>
HOD champion	<ul style="list-style-type: none"> <li>a. Co-chairs the District Development Model Technical Hub.</li> <li>b. Intervenes where province sectors are not co-operating.</li> <li>c. Supports the Municipal Manager to ensure implementation.</li> <li>d. Supports the MEC to report into provincial structures.</li> </ul>
District Municipal Manager	<ul style="list-style-type: none"> <li>a. Convene &amp; Co-Chairs the District Development Model Technical Hub.</li> <li>b. Provides technical guidance to DDM functionality, implementation &amp; impact.</li> <li>c. Takes all reasonable steps to encourage participation of all members in meetings and to facilitate free and constructive discussion.</li> <li>d. Supports the District/ Metro Mayor in DDM functionality &amp; oversight.</li> <li>e. Ensure proper coordination and functions of the Technical Hub and any sub structures created through the Hub.</li> <li>f. Maintain an ethical and responsible decision making framework at the Technical Hub and address any potential matters, arising conflicts brought to his/her attention in a timely and efficient manner.</li> <li>g. Provide overall leadership to the Technical Hub without limiting the principle of collective responsibilities of Technical Hub decisions.</li> <li>h. Report to and account for the Technical Hub actions and plans to the District/Metro Development Political Hub.</li> <li>i. Advise the Political Hub and HOD Champions of progress on the implementation of plans.</li> </ul>
LG Specialist & IGR Representative	<ul style="list-style-type: none"> <li>a. Support the District/Metro in the establishment of the DDM Structures.</li> <li>b. Mobilize sector department (national &amp; provincial) coordination and participation at the DDM structures.</li> <li>c. Mobilize COGTA Senior Management Representative, DDM Cluster Chairs, SOE's/ Public Entities, District Task Team Chair, IGR, MISA, DBSA, ESKOM, and other stakeholders coordination and participation.</li> <li>d. Identify and support interventions in challenges arising.</li> <li>e. Provide guidance to the District secretariat in preparation for the meetings (Agenda, Decision Matrix's &amp; stakeholders)</li> <li>f. Support and advise the MEC, Mayors, HOD &amp; Municipal Manager to prepare for the meetings.</li> <li>g. Monitor the DDM IGR forums for functionality.</li> </ul>
COGTA Representative in DDM	<ul style="list-style-type: none"> <li>a. Support the Local Government Specialist in ensuring cooperative Governance.</li> <li>b. Represent the Departments interests, programmes, projects, budgets and actions in the DDM ONE PLAN and structures.</li> <li>c. Ensure COGTA representation &amp; participation in the DDM IGR structures</li> <li>d. Ensure the implementation of Resolutions allocated to their respective department.</li> <li>e. Provides Departmental progress on projects, programmes, budgets and actions to the DDM structures.</li> </ul>
National & Provincial Sector, SOE's, Public Entities representatives	<ul style="list-style-type: none"> <li>a. Represent the Departments interests, programmes, projects, budgets and actions in the DDM ONE PLAN and structures.</li> <li>b. Ensure Sector representation &amp; participation in the DDM IGR structures</li> <li>c. Ensure the implementation of Resolutions allocated to their respective department.</li> <li>d. Provides Departmental progress on projects, programmes, budgets and actions to the DDM structures.</li> </ul>



OSS DTT representative	a. Support the District Mayor to infuse the OSS issues into the DDM plans and actions
Cluster Chairpersons and Conveners	<ul style="list-style-type: none"> <li>a. Cluster Chairpersons preside over Cluster meetings and provide direction to the Cluster.</li> <li>b. Cluster Chairpersons ensure the functionality of the respective Clusters.</li> <li>c. Cluster Chairpersons ensure that all focal areas are adequately attended to.</li> <li>d. Cluster Chairpersons should provide reports to the Technical Hub at least 7 working days before its bi-monthly meeting or as and when requested</li> <li>e. Conveners effectively assist Chairpersons to administer and effective and efficient Cluster.</li> <li>f. Conveners should schedule cluster meetings on quarterly basis or when its required / develop a roster of meetings.</li> <li>g. Conveners should develop Terms of Reference for adoption by the Cluster.</li> <li>h. Conveners should brief the Cluster chairpersons (Local Mayors) on cluster reports in preparation for Political DDM sitting.</li> <li>i. Conveners keep proper records of all participation by sector representatives.</li> <li>j. Conveners represent Cluster Chairpersons when they are not available for meetings including presiding over Cluster meetings.</li> </ul>

## **8.9 FREQUENCY OF MEETINGS**

Meeting criteria for the Harry Gwala District Development Technical Hub:

- a) The Harry Gwala District Technical Hub meetings shall be held bi-monthly
- b) The Harry Gwala District Development Model Cluster meetings shall be held monthly
- c) The notice of meeting should be issued at least 5 working days' prior the date of meeting.
- d) Agenda, Minutes, Reports, Cluster Reports must reach the chairperson(s) 5 working days prior the meeting.
- e) The authority to cancel or postpone a meeting is reserved for the Chairperson in consultation with the secretariat.
- f) Should there be a justifiable cause for cancellation or postponement; meetings should be reconvened within 7 working days of the scheduled date where possible.

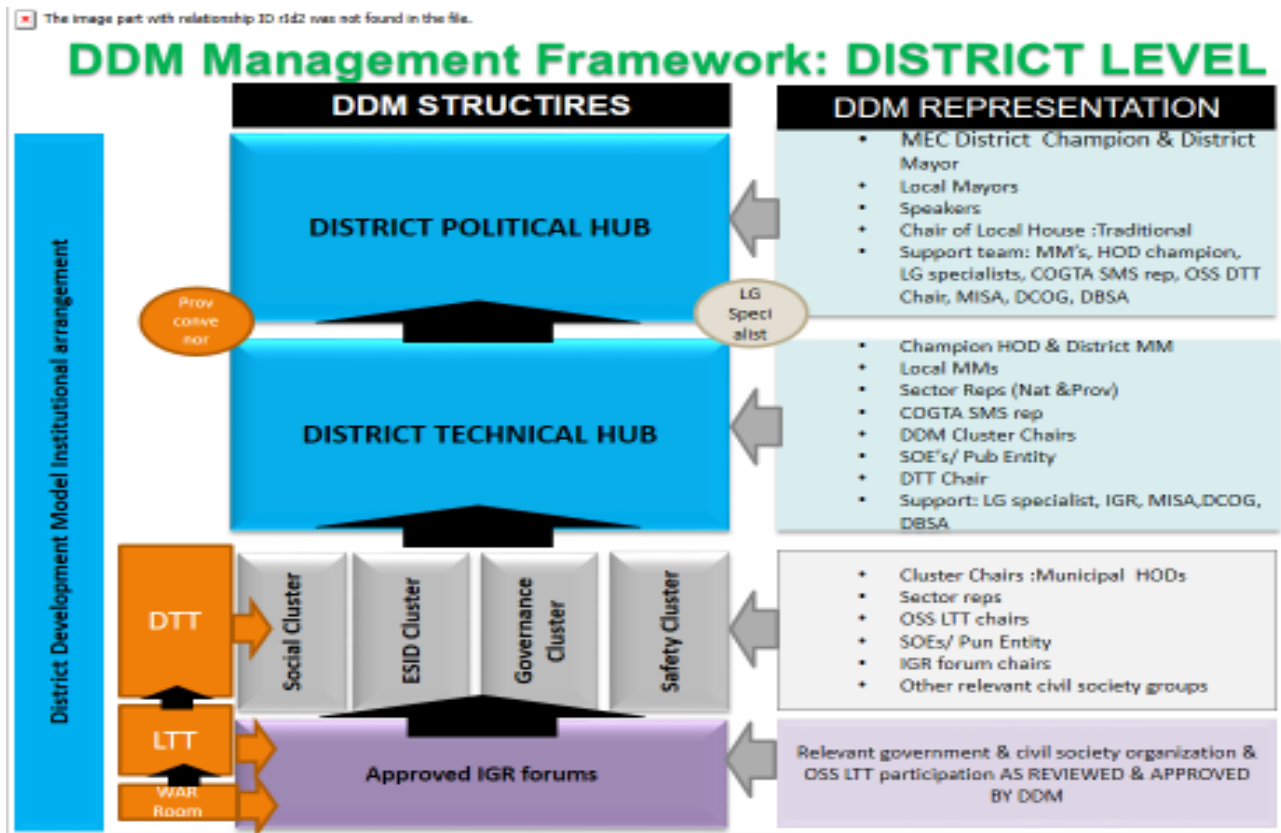
## **9. IMPLEMENTATION OF DISTRICT DEVELOPMENT TECHNICAL HUB AND CLUSTER RESOLUTIONS**

The following criteria will apply with regard to the implementation of the District Development Hub Resolutions:

- a) The secretariat will draft the minutes within 2 working days after the meeting;
- b) Copies of the draft minutes will be circulated to all Committee members for input and corrections;
- c) The decision matrix and the register of emerging issues must be appended to the minutes
- d) with the implementation responsibility clearly spelt out;
- e) Relative progress reports on the implementation of the resolutions must be submitted to the
- f) Chairperson periodically depending on the nature of resolution.

### **9.1 FRAMEWORK AND REPORTING LINES AND RELATIONSHIPS**

- a) The District Development Model Technical Hub will report to the District Development Model Political Hub.



### 9.1 HARRY GWALA DISTRICT POLITICAL HUB

DESIGNATION	NAME	CONTACT NUMBERS	EMAIL ADDRESS
<b>Dr. Nkosazana Dlamini-Zuma Municipality – Final IDH Review Framework and Process Plan 2023- 2024</b>			
Minister	Mr. Mondli	Chief of Staff	Chief of Staff
Champion	Gungubele	Private Secretary	<a href="mailto:Musi@dpme.gov.za">Musi@dpme.gov.za</a> Private Secretary <a href="mailto:Glory@dpme.gov.za">Glory@dpme.gov.za</a>
MEC Champion	MEC SE Hlomuka	Head of Ministry 063 5053 795 076 1870 495	<a href="mailto:Phumlani.kubheka@kzncogta.gov.za">Phumlani.kubheka@kzncogta.gov.za</a> <a href="mailto:Pkubheka549@gmail.com">Pkubheka549@gmail.com</a>
Mayor of Harry Gwala DM	Cllr ZD Nxumalo	083 4643 726	<a href="mailto:zamodn@gmail.com">zamodn@gmail.com</a>
	Secretary: Ms Nelly Chiliza	072 232 9556	<a href="mailto:ChilizaN1@harrygwaladm.gov.za">ChilizaN1@harrygwaladm.gov.za</a>
Mayor of Ubhlebezwe	Cllr EB Ngubo	079 0808 787	<a href="mailto:mayor@ubuhlebezwe.gov.za">mayor@ubuhlebezwe.gov.za</a>
	Secretary: Ms Nobuhle Mbanjwa	039 834 7700	<a href="mailto:nrmbanjwa@ubuhlebezwe.gov.za">nrmbanjwa@ubuhlebezwe.gov.za</a>
Mayor of Umzimkhulu	Cllr J. Msiya	082 5610 735	<a href="mailto:msiyaj@umzimkhulum.gov.za">msiyaj@umzimkhulum.gov.za</a>
	Secretary: Ms Babalwa Sulelo	039 834 5300	<a href="mailto:sulelob@umzimkhulum.gov.za">sulelob@umzimkhulum.gov.za</a>
Mayor of Greater Kokstad	Cllr MB Mtolo	081 875 2841	<a href="mailto:bheki.mtolo@kokstad.gov.za">bheki.mtolo@kokstad.gov.za</a>
	Secretary: Ms Zimkhitha Mahonya	039 797 6600	<a href="mailto:Zimkhitha.mahonya@kokstad.gov.za">Zimkhitha.mahonya@kokstad.gov.za</a>
Mayor of Dr Nkosazana Dlamini-Zuma	Cllr M Msomi	082 598 5467	<a href="mailto:majobemsomi@gmail.com">majobemsomi@gmail.com</a>
	Secretary: Ms Samkelisiwe Sikhakhane	067 957 3640	<a href="mailto:sikhakhane@ndz.gov.za">sikhakhane@ndz.gov.za</a>
Speaker of Harry Gwala DM	Cllr MS Mdunge	083 758 0035	<a href="mailto:msdmdunge@gmail.com">msdmdunge@gmail.com</a>
	Secretary: Ms Nokukhanya Dladla	060 469 5189 039 834 8700/8769	<a href="mailto:DladlaN1@harrygwaladm.gov.za">DladlaN1@harrygwaladm.gov.za</a>
Speaker of Ubhlebezwe	Cllr Muzi Chiya	072 991 5928	<a href="mailto:stanleynchiya@gmail.com">stanleynchiya@gmail.com</a>
	Secretary : Ms Minenehle Dlamini	039 837 7700 074 246 0819	<a href="mailto:mptdlamini@Ubuhlebezwe.onmicrosoft.com">mptdlamini@Ubuhlebezwe.onmicrosoft.com</a>
Speaker of Umzimkhulu	Cllr. G. Mavuma	039 259 5300	<a href="mailto:MavumaG@umzimkhulum.gov.za">MavumaG@umzimkhulum.gov.za</a>
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	Cllr L. Madikizela	073 571 8488	<a href="mailto:Lwanda.madikizela@kokstad.gov.za">Lwanda.madikizela@kokstad.gov.za</a>

**Dr. Nkosazana Dlamini- Zuma Municipality – Final IDP Review Framework and Process Plan 2023- 2024**

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	Secretary: Mr. Velani Sosibo	073 470 3037	<a href="mailto:Sosibov@ndz.gov.za">Sosibov@ndz.gov.za</a>
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HOD Champion	Mr S Gumbi	082 904 5662	<a href="mailto:sbusiso.gumbi@comsafety.gov.za">sbusiso.gumbi@comsafety.gov.za</a>
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Municipal Manager of Umzimkhulu Local Municipality	Mr. Z Sikhosana	082 8207 165	<a href="mailto:zsikhosana@umzimkhululm.gov.za">zsikhosana@umzimkhululm.gov.za</a> <a href="mailto:KonzaN@umzimkhululm.gov.za">KonzaN@umzimkhululm.gov.za</a>
Municipal Manager of Greater Kokstad Local Municipality	Mr. SR Zwane	082 6039 476	<a href="mailto:sipho.zwane@kokstad.gov.za">sipho.zwane@kokstad.gov.za</a> / <a href="mailto:zizipho.vendle@kokstd.gov.za">zizipho.vendle@kokstd.gov.za</a>
Municipal Manager of Dr Nkosazana Dlamini-Zuma	Mr. NC Vezi	073 9766 682	<a href="mailto:vezin@ndz.gov.za">vezin@ndz.gov.za</a> / <a href="mailto:mbathas@ndz.gov.za">mbathas@ndz.gov.za</a>
OSS Provincial Convener	Ms Xoli Diko		<a href="mailto:Xoliswa.Diko@comsafety.gov.za">Xoliswa.Diko@comsafety.gov.za</a> <a href="mailto:xoliswadiko@gmail.com">xoliswadiko@gmail.com</a>
DDT Chairperson	Vacant	-	-
KZN COGTA OSS Champion	Mr Zama Sibisi	083 400 7274	<a href="mailto:zama.sibisi@kzncogta.gov.za">zama.sibisi@kzncogta.gov.za</a>
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**Dr. Nkosazana Dlamini- Zuma Municipality – Final IDP Review Framework and Process Plan 2023- 2024**

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**Dr. Nkosazana Dlamini- Zuma Municipality – Final IDP Review Framework and Process Plan 2023- 2024**

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Department of Agriculture and Rural Development			
	Mr Ntokoza Gumede	083 708 1634	<a href="mailto:ntokoza.gumede@kzndard.gov.za">ntokoza.gumede@kzndard.gov.za</a>
Department of Arts & Culture (DAC)	Mr. Dumisani Radebe	083 307 8958	<a href="mailto:radebed@kzndac.gov.za">radebed@kzndac.gov.za</a>
	Mrs. TP Mahlobo	083 307 8956	<a href="mailto:mahlobot@kzndac.gov.za">mahlobot@kzndac.gov.za</a>
Department of Sports & Recreation (DSR)	Mr Siyabonga Memela	083 397 8842	<a href="mailto:siyabonga.memela@kzndsr.gov.za">siyabonga.memela@kzndsr.gov.za</a>
	Mr Ndiphiwe Gidi	072 783 7996	<a href="mailto:Ndiphiwe.gidi@kzndsr.gov.za">Ndiphiwe.gidi@kzndsr.gov.za</a>
DCOG	Ms Nolwazi Njokweni	082 8107 197	<a href="mailto:NolwaziN@cogta.gov.za">NolwaziN@cogta.gov.za</a>
	Mr Dumisani Mngadi	082 496 2108	<a href="mailto:DumiM@cogta.gov.za">DumiM@cogta.gov.za</a>
	Ms Nomazwe Lebona	073 340 2766	<a href="mailto:NomazweL@cogta.gov.za">NomazweL@cogta.gov.za</a>
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Department of Energy	-	-	-
Eskom	Ernest Donnelly	073 232 6469	<a href="mailto:DonnelE@eskom.co.za">DonnelE@eskom.co.za</a>
Department of Home Affairs	Ms. Lindiwe Ngobeni	082 909 7730	<a href="mailto:Ingobeni@dha.gov.za">Ingobeni@dha.gov.za</a>
Department of Agriculture, Land Reform and Rural Development	Mr Nhlanhla Mndaweni	082 888 6282	<a href="mailto:Nhlanhla.Mndaweni@kzndalrrd.gov.za">Nhlanhla.Mndaweni@kzndalrrd.gov.za</a>

9.2 HARRY GWALA DISTRICT TECHNICAL HUB

DESIGNATION	NAME	CONTACT NUMBERS	EMAIL ADDRESS
HOD Champion	Mr S Gumbi	082 904 5662	<a href="mailto:sbusiso.gumbi@comsafety.gov.za">sbusiso.gumbi@comsafety.gov.za</a>
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**Dr. Nkosazana Dlamini- Zuma Municipality – Final IDP Review Framework and Process Plan 2023- 2024**

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**Dr. Nkosazana Dlamini- Zuma Municipality – Final IDP Review Framework and Process Plan 2023- 2024**

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**9.5 HARRY GWALA DISTRICT GOVERNANCE STATE CAPACITY AND INSTITUTIONAL DEVELOPMENT CLUSTER MEMBERS DETAILS**

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**Dr. Nkosazana Dlamini- Zuma Municipality – Final IDP Review Framework and Process Plan 2023- 2024**

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## 10. ALIGNMENT OF IDP, BUDGET AND PERFORMANCE MANAGEMENT SYSTEM

There are two major processes that are informed by the IDP, they are: Performance Management System (PMS) and the Budget process. The IDP and the PMS should be developed at the same time. PMS is a tool to improve service delivery and to monitor the implementation of the IDP. The budget process must be aligned and tied to the IDP and PMS process. It is therefore important that all role players involved in these two processes work together and align their activities.

As indicated above the IDP is the strategic plan and PMS is a monitoring tool and the municipality will prepare a Service Delivery and Budget Implementation Plan (SDBIP) as implementation tool as stipulated in the MFMA of 2003.

The following outlines the dates for meetings of the different sections to ensure alignment of the various processes within the municipality.

PHASES	ACTION	PURPOSE	RESPONSIB LE	TARGET DATE
<b>Pre- Planning Phase</b>	Gathering of latest Community Survey information from Stats SA; Treasury and comments from MEC COGTA	To reflect the changes in relation to socio-economic and environmental issues in the fifth generation of the IDP.  Draft budget process plan is tabled to Council for comments and also published in 2 local newspapers for comments.	IDP Manager- Municipal Manager	<b>July- August 2022</b>
	Public Participation	In order to adhere to Chapter 4 of the MSA and ensure that members of the community partake in the affairs of the municipality. The final IDP/Budget process plan is submitted to Council for approval.	IDP Manager- Municipal Manager	<b>Mid-August 2022</b>
	Tabling of the 2023/2024 Draft IDP Framework and Process Plan to Council	The Council confirm the process to be followed in relation to the fifth generation of the IDP before it is submitted to COGTA	IDP Manager – Municipal Manager	<b>End of August 2022</b>
	Submission of the 2023/2024 Final Budget/ IDP Framework and Process Plan to COGTA	To guide and align planning between the district and local municipalities, government departments and other stakeholders	IDP Manager - Municipal Manager	<b>September 2022</b>
<b>Analysis Phase</b>	Public Participation	To solicit new issues from the community	IDP Manager and the Office of the Mayor/Speaker	<b>Mid- October 2022</b>
	Submission of key issues raised by the public to relevant departments (both internally and externally)	To effect the process of prioritization and seeking strategic partnership on matters of common interest	IDP Manager- Municipal Manager	<b>Mid-October - November 2022</b>
<b>Strategies Phase</b>	Submission of projections (Strategic Matrix) by departments	To compile draft budget	Departments	<b>November 2022</b>
	Review of Strategic Risks	To identify risks that may hinder achieving certain objectives	Risk Manager- Municipal Manager	<b>November 2022</b>
	Tabling and Submission of Mid-Year Budget and Performance Assessment to Council, National & Provincial Treasury	To report on the performance in terms of budget and achievement of performance targets and make recommendations for adjustment budget	MM, CFO & IDP/PMS Manager	<b>25 January 2023</b>
PHASE	ACTION	PURPOSE	RESPONSIB LE	TARGET DATE

**Dr. Nkosazana Dlamini- Zuma Municipality – Final IDP Review Framework and Process Plan 2023- 2024**

	Mid-Year Performance Assessments for the 2022-2023 SDIBP	To assess the organisational performance for the first six months of the financial year	IDP Manager – Municipal Manager	<b>January 2023</b>
<b>Projects Phase</b>	Draft budget is compiled	Define Service Delivery objectives for each function for recommendations to Council	IDP/MM/CFO/HODs	<b>November 2022- February 2023</b>
	Review of Operational Risks	Assessing of budget allocation in line with priorities and key risks identified	Risk Manager/Municipal Manager	<b>February 2023</b>
	Risk Awareness	Workshop Departments on risks identified	Risk Manager/Municipal Manager	<b>March 2023</b>
<b>Integration Phase</b>	Integrate programs and projects	Identify areas and sector plans that need integration in order to share the scarce resources and to forge alignment and synergies	IDP Manager/Municipal Manager and all Departments	<b>March 2023</b>
<b>Feedback Session</b>	2022/2023 Mid-Year Budget and Performance Assessments	Engagement with Provincial Treasury on the Mid-Year budget assessment	CFO, Provincial Treasury, IDP/PMS	<b>February-March 2023</b>
<b>Approval Phase</b>	Table Draft Budget and Budget Related Policies, /IDP/SDF and SDBIP	For Council's recommendations and approval	IDP Manager/Municipal Manager/CFO	<b>March 2023</b>
	Annual review of budget related policies and bylaws	To review budget related policies and bylaws in order to accommodate changes in legislation	CFO	<b>March 2023</b>
	Table the risks policies and draft risk register to Council	For Council's recommendations and approval	Risk Manager/Municipal Manager	<b>March 2023</b>
	Submission of the draft IDP/SDF/Budget/ Budget Related Policies and SDBIP to COGTA and relevant departments	Compliance	MM/IDP/Planning/PMS and Budget	<b>End March 2023</b>
	Public comments on draft Budget/ Budget related policies, IDP/SDF and SDBIP	To obtain input from the communities	Council	<b>April 2023</b>
	Mayor responds to submissions during consultations by proposing amendments in the draft IDP/Budget/ Budget related policies, SDF and SDBIP	Community participation	MM/CFO/Mayor	<b>April 2023</b>

	Council engage with the input from various stakeholders	Councillors engage with draft IDP/Budget/ Budget related policies, SDF& SDBIP to confirm the said documents are a true reflection of the needs of the general populace within the Dr. NDZ Municipality.  Key stakeholders such as Traditional Leadership, Rates and Residents Association, Business Fraternity and general public is engaged on the prioritized projects for the 2023/24 financial year.	Council	<b>May 2023</b>
<b>Analysis and feedback sessions</b>	2023/2024 Tabled draft budget assessment	The provincial treasury office visits the municipality to provide a feedback on the draft budget and the alignment of the strategic objectives as outlined in the IDP submitted and approved by Council in March 2023	CFO, Provincial Treasury, IDP/PMS Unit	<b>April-May 2023</b>
<b>PHASE</b>	<b>ACTION</b>	<b>PURPOSE</b>	<b>RESPONSIBLE</b>	<b>TARGET DATE</b>
<b>Approval Phase</b>	Finalize the Strategic and Operational Risk Register	Table the final strategic risk register and operational plan to council for approval	Risk Manager/Municipal Manager and Council	<b>May 2023</b>
	The Mayor tables the IDP/Budget/SDF/SDBIP/ PMS and related policies in Council and send copy to National Treasury and COGTA	Council to adopt and confirm that all the needs of the community were taken into account during the compilation of the key strategic documents	Council	<b>End May 2023</b>
	Submission of SDBIP to the Mayor	To ensure existence of an implementation plan before the start of the financial year	Municipal Manager/PMS	<b>June 2023</b>
	Conclusion of Annual Performance Agreements by Mayor	To ensure a performance driven management and to comply with the legislation	Mayor/Municipal Manager	<b>July 2023</b>
	Performance Agreements	Include risk management responsibilities in Performance Management Agreements	Risk Manager/Municipal Manager	<b>July 2023</b>
	The Mayor submits the approved SDBIP and Performance Agreements to Council, MEC for Corporative Governance and Traditional Affairs (COGTA)	Compliance	Mayor/MM	<b>End July 2023</b>

	Performance Agreements/SDBIP are publicized and posted to the Dr. NDZ Website	For accountability and transparency	PMS	August 2023
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**Section 21 of the MFMA, Budget preparation process states that:**

- (1) The mayor of a municipality must –
- (a) co-ordinate the processes for preparing the annual budget and for reviewing the municipality’s integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget related policies are mutually consistent and credible;
  - (b) at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-
    - (i) the preparation, tabling and approval of the annual budget;
    - (ii) the annual review of- (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and
  - (bb) the budget related policies;
  - (iii) the tabling and adoption of any amendments to the integrated development plan and budget-related policies; and
  - (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

**11. BELOW IS THE TIME SCHEDULE OF KEY DEADLINES FOR THE PREPARATION OF THE 2023/2024 MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK (MTREF) BUDGET**

MONTH	MAYOR AND COUNCIL	ADMINISTRATION
July	Mayor begins planning for next three- year budget in accordance with co-ordination role of the budget process  Planning includes review of the previous year budget process and completion of the Budget Evaluation Checklist	Accounting Officer and Senior Officials of the municipality and entities begin planning for the next three-year budget - <b>MFMA s 68,77</b>  Accounting Officer and Senior Officials of municipality and entities review options and contracts for service delivery <b>MFMA s 76-81</b>
August	Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget, reviewing the IDP (as per section 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year- <b>MFMA s 21,22,23 and MSA s 34, Ch 4 as amended</b>  Mayor establishes committees and consultation forums for the budget process	
September	Council through the IDP review process determines strategic objectives for service delivery and development for next three-	Budget offices of municipality and entities determine revenue projections

	year budgets including review of provincial and national government sector and strategic plans	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 (schools, libraries, clinics, water, electricity, roads, etc)
October		Accounting Officer does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials <b>MFMA s 35, 36, 42; MTBPS</b>
November		Accounting officer reviews and drafts initial changes to IDP - MSA s 34
December	Council finalizes tariff (rates and service charges) policies for next financial year - <b>MSA s 74, 75</b>	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
January	Entity board of directors must approve and submit proposed budget and plans for next three-year budgets to parent municipality at least 150 days before the start of the budget year- <b>MFMA s 87(1)</b>	Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for
<b>MONTH</b>	<b>MAYOR/COUNCIL</b>	<b>ADMINISTRATION</b>
		three years must be available by 20 January) - <b>MFMA s 36</b>
February	Council considers municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity- <b>MFMA s 87(2)</b>	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 - <b>MFMA s 37(2)</b>
March	Entity board of directors considers recommendations of parent municipality and submit revised budget by 22nd of month- <b>MFMA s 87(2)</b>  Mayor tables municipality budget, budgets of entities, resolutions, plans, and proposed revisions to IDP at least 90 days before start of budget year- <b>MFMA s 16, 22, 23, 87; MSA s 34</b>	Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed - <b>MFMA s 22 &amp; 37; MSA Ch 4 as amended</b>



		Accounting officer reviews any changes in prices for bulk resources as communicated by 15 March- <b>MFMA s 42</b>
April	Consultation with national and provincial treasuries and finalize sector plans for water, sanitation, electricity etc - <b>MFMA s 21</b>	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
May	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. Council to consider approval of budget and plans at least 30 days before start of budget year.- <b>MFMA s 23, 24; MSA Ch 4 as amended</b>  Entity board of directors to approve the budget of the entity not later than 30 days before the start of the financial year, taking into account any hearings or recommendations of the council of the parent municipality - MFMA s 87	Accounting officer assists the Mayor in preparing the final budget 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
June	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 - <b>MFMA s 16, 24, 26, 53</b>  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 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. MFMA s 53; MSA s 38-45, 57(2)  Council must finalize a system of delegations - <b>MFMA s 59, 79, 82; MSA s 59-65</b>	Accounting officer 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 <b>s 57(1)(b) of the MSA. MFMA s 69; MSA s 57</b>  Accounting officers of municipality and entities publishes adopted budget and plans - <b>MFMA s 75, 87</b>

**12. 2023/2024 IDP GENERIC PROGRAMME WITH TIMEFRAME**

Activity	Deliverables	Responsible Department	TIME FRAMES 2023 TO 2024													
			July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	
Initiate IDP/Budget/OPMS/ SDF Planning Cycle 2023/24 (1st IDP Alignment Meeting)	Planning Cycle Commences , Co-ordination & Preparation of IDP/Budget/OPMS Process	All stakeholders	3 <sup>rd</sup> week													
Prepare Process Plan for the development of the fourth IDP Generation/Budget/OPMS & SDF Review	Prepare the draft IDP/ Budget/ PMS process plan for Exco's approval		2 <sup>nd</sup> week July to End September													
Submission of the 2022-2023 IDP to the Council for amendments if any and further submit the Draft IDP Process Plan for comments	To allow the Council to engage with the IDP/SDF so as to confirm the extents into which it addresses their new mandate	Office of the Municipal Manager		End August												
Submission of draft IDP Process Plan to COGTA and Council	In order to allow Cogta an opportunity to comment on the Draft Process Plan		End July	End Aug												
Advertise the draft Process Plan on media		IDP Manager		1 <sup>st</sup> week												
IDP Alignment Committee 2nd Meeting to discuss COGTA comments		IDP Manager			2 <sup>nd</sup> week											

**Dr. Nkosazana Dlamini- Zuma Municipality – Final IDP Review Framework and Process Plan 2023- 2024**

Submission of the IDP Process Plan to COGTA and Council		IDP Manager			4 <sup>th</sup> week													
Community Based Plan	Development of a situational analysis of the CBP per ward	IDP Manager					CB P situ ational ana lysi s per ward											
Submission of the 2022-2023 Draft Annual Report and AFS to the AG and Council		Finance Dept./IDP/ PMS Officer		4 <sup>th</sup> week														
Submission of the 1 <sup>st</sup> quarter report for the 2023/2024 FY		All Depts/ IDP/PMS Officer				By 10 <sup>th</sup>												
2 <sup>nd</sup> Alignment Committee	Identify key issues that require alignment and synergy with Sector Departments and other stakeholders					1 <sup>st</sup> week October to 1 <sup>st</sup> week Nov												
IDP key elements	Analysis of key IDP perspective in preparation for the development of a long term objectives and strategies	MM/IDP Manager																
3 <sup>rd</sup> IDP Alignment meeting	To discuss the IDP Roadshows with LMs	Office of the Municipal Manager			2 <sup>nd</sup> week													
Consultation with the House of Traditional Leadership in drafting IDP		Office of the Municipal Manager			3 <sup>rd</sup> week													
IDP/SDF/Budget/Annual Report Roadshows		Office of the Municipal Manager				2 <sup>nd</sup> week												

**Dr. Nkosazana Dlamini- Zuma Municipality – Final IDP Review Framework and Process Plan 2023- 2024**

Strategic Matrix Scorecard	Submit the IDP Strategic Matrix Scorecard to budget for budgeting purposes	Office of the Municipal Manager						4 <sup>th</sup> week									
Review Budget, HR, and PMS policies	To influence performance in the last half of the financial year							1 <sup>st</sup> week of November to 2 <sup>nd</sup> week of January									Policy Review
Submit the Mid-year Performance Report and adjustment budget to Provincial and National Treasury	Take into account the mid-year performance report in order to review the strategies									1 <sup>st</sup> week Review the IDP strategies and submit the Annual Report for Council adoption							
Submission of the Oversight Report to MPAC	As per Circular 63 of the MFMA																2 <sup>nd</sup> week
Determination of Revenue and Policies																	2 <sup>nd</sup> week
Prepare IDP/Budget/S DF and PMS for review process	A special focus is given to the Strategic or 3 year Implementation Plan									1 <sup>st</sup> week Nov to 1 <sup>st</sup> week of March							
IDP sector engagement meeting the entire HGDM	To ensure proper alignment of all the activities and solicit implementation plans from the stakeholders to be included in the IDP	HGDM and all Local Municipalities															2 <sup>nd</sup> week
Table draft IDP/Budget/S DBIP to Council and COGTA	To seek approval of the draft IDP/Budget and SDBIP/score card and submit to Cogta	Office of the Municipal Manager and Finance Department															End March



## **13. ALIGNMENT MECHANISMS**

### **(a) Alignment with stakeholders**

#### **➤ Vertical Alignment**

##### **National Level**

The National Government should provide a framework for sectoral, provincial and municipal planning. This will contribute to the creation of a normative framework consisting of common policy guidelines and principles, general strategic guidelines and spatial macro-strategies.

##### **Provincial Level**

This sphere of government should provide a more specific framework, with mid-term objectives and targets for public investment and services. The Provincial Departments should provide guidelines and funding for the preparation of Sector Plans. Apart from that, all provincial sector departments should be actively involved in the IDP process.

##### **Local Level**

To ensure alignment at a local government level the District IDP Manager should drive the alignment process.

#### **➤ Horizontal Alignment**

The aim of this level of alignment is to ensure that the municipal planning processes, programs and projects are addressed jointly. The District Municipality has to facilitate this level of alignment.

#### **➤ Cross border alignment**

As per the National and Provincial policies and legislation (MSA-S26 (d), MSA Regs S2 (4) (h), municipalities are required to provide a clear indication of how the IDP is aligned with the planning of neighbouring municipalities. Dr Nkosazana Dlamini Zuma Local Municipality has a mandate to ensure that its IDP is in compliance with the planning legislation and policies to give effect to the development of an SDF as spatial representation of the IDP. The municipal SDF, in turn, directs and guides strategic investments that are developmental and beneficial within Harry Gwala District Municipality and across neighbouring district municipalities as well as local municipalities.

It is further reiterated that Dr. Nkosazana Dlamini Zuma Local Municipality forms an integral part of a larger system of local governance and regional economy. It also influences development in the adjoining regions. Cross-border planning issues have become more prevalent and significant. The focus is on strategic or shared development issues that would benefit from a joint approach and engaging with the relevant neighboring authorities to explore joint operational potential. This section is thus intended to ensure that there is no disharmony between proposals that are suggested by Dr. Nkosazana Dlamini Zuma Local Municipality's Spatial Development Framework and its neighboring municipalities.

## **(b) Types of alignment mechanism**

### **IDP Representative Forum**

The IDP Representative Forum is a structure which institutionalizes and guarantees representative participation of stakeholders in the IDP Process. The selection of members of the IDP Representative Forum needs to be based on criteria which will ensure geographical and social representation.

### **Terms of Reference**

1. Represent the interests of their constituencies.
2. Provide a Forum and mechanisms for discussion, negotiation and decision making between all stakeholders and municipality.
3. To ensure communication between all stakeholder representatives, including the municipal government.
4. To ensure that alignment takes place at the various levels.
5. To monitor the performance of the planning and the implementation process.

**Composition:** The District will use IDP Representative Forums of Local Municipalities and IDP Representative Forum meetings will be held in each Local Municipality.

## **THE SERVICE PROVIDERS FORUM**

The forum is composed of the various Provincial Sector Departments, Municipal Managers or IDP Managers of all municipalities within the district, Corporate Service Providers (TELKOM, ESKOM) and Municipal Officials responsible for IDP.

### **Roles and Responsibilities of the Committee**

- Ensure alignment of the district IDP and local municipalities IDP's with Plans, projects and programs of Government Departments and Corporate Service Providers
- Identify alignment needs and translate those needs into alignment events
- Identify entry points for alignment
- Identify Alignment Mechanisms
- Discuss projects, programs and sector plans and align them with the District and its Local Municipalities (completed projects, existing projects, committed projects and planned)

## Harry Gwala District Municipality Service Providers Forum Members

NO	NAME	COMPANY	TELEPHONE	FAX NUMBER
1	Ms. M. Ndumo	CoGTA	031-204 1760	031-204 1980
2	Ms M Zungu	CoGTA	031-204 1760	031-204 1980
3	Mr. NC Vezi	Dr Nkosazana Dlamini-Zuma Municipality	039-833 1038	039-833 1179
4	Mr. ZC Skhosana	Umzimkhulu Municipality	039- 259 0216	039-259 0427
5	Mr. GM Sineke	Ubuhlebezwe Municipality	039-834 2074	039-834 1168
6	Ms N.C. James	Harry Gwala District Municipality	039-834 8700	039-834 8701
7	Mrs. NN Vakalisa	Dr Nkosazana Dlamini-Zuma Municipality	039 833 1038	039 833 1179 033-702 1148
8	Mrs N Ndlovu	Harry Gwala District Municipality	039-834 8700	
9	Mr. A Zuma	Eskom	033-395 3544	039-395 3432
10	Mr. E Donnelly	Eskom	033-395 3544	039-395 3432
11	Ms J Zungu	Telkom	031-363 2883	031-304 9391
12	Mr. TC Lushaba	FNB	039-834 2002	039-834 1474
13	Mrs. Z Mkhize	Standard Bank	039-834 8000	
14	Mr. L Dlamini	Ithala Bank	031-710 7574	031-710 7608
15	Mr. N Knickelbeig	Absa	033-845 6627	033-394 4387
16	Ms Mkhize	Dept of Health	039 8341 038	039 8341 038
17	Ms J Makhanya	Dept of Health	039 8341 415/7	039 8341 415
18	Mr. T Zondi	Dept of Transport	039-834 1450	039-8341 513
19	Mr. M Manicum	Dept of Transport	033 3558 648	033 3558 090
20	Mr. B Zulu	Dept of Land affairs	039-682 2295	039-682 0004
21	Mr. B Ndlovu	Dept of Land Affairs	039-682 2295	039-682 0004
22	Mr. A Matomane	DWAF (Forestry Section)	033-342 8101	033-345 1210
23	Ms Z Radikonyana	Dept of Public Works	031-203 2229	031-261 6066
24	Ms TP Buthelezi	Dept of Public Works	031-203 2100	031-261 6066
25	Ms Skhakhane	Dept of Social Development	033-395 9600	033-342 8648
26	Mr. Cwele	Dept of Agriculture, Environmental and Rural Affairs	039-834 1032	039-834 1412
27	Mr. T Smith	Dept of Education	033- 3552 317	033- 3426 034
28	Ms. L Msimango	Dept of Sports & Recreation	033- 3422 970	033- 3427 107
29	Mr DB Makwakwa	Harry Gwala District Municipality	039 8348 700	039 834 1701
30	Mr Gqiba	Harry Gwala District Municipality	039 8348 700	039 834 1701
31	Mrs AN Dlamini	Harry Gwala District Municipality	039 8348 700	039 834 1701
32	Mr. M Dlamini	GCIS	039- 8341 599	039- 8341 599
33	Mr. Zuma	ESKOM	031 204 5632	
34	Mr. B Barnes	KZN Wildlife	033 2391 532	033 2391 529
35	Mr. T Chetty	Dept of Human Settlement	031 3365 359	031 3365 145
36	Mr. Blunt	Dept of Transport	033 3429 178	033 3420 712
37	Ms. A Masefield	DWAF	031- 3362 700	031-3077 279



38	Ms. T Cibane	Dept of Minerals & Energy (Development Application)	034- 2121 807	034- 2122 721
39	Mr. Van Rensburg	Dept of Agriculture , Environment and Rural Affairs	033- 3438 300	033- 3434 396
40	Mr. J Campbell	Dept. of Arts and Culture	083 952 0054	033-345 9017
41	Mr. TD Duma	Dept. of Arts and Culture	083 307 8842	033-345 9017
42	Ms IM Cele	Transnet Housing	031-361 2304	031-361 2957
43	Mr. A Botha	Transnet Housing	031-361 2753	031-361 2258
44	Mr. S Gumede	Dept of Social Development	039-832 0017	039-832 0118
45	Ms TG Madondo	Dept of Social Development	039-832 9265	039-832 0118
46	Ms. Z Thusi	IDT	031-3697400	
47	Mr. Z Mtolo	Harry Gwala District Municipality	039-834 8700	039-834 1701
48	Mrs. NJ Khoatane	Harry Gwala District Municipality	039-834 8700	039-834 1700
49	Mr L Zondi	Harry Gwala District Municipality	039-834 8700	039-834 1700
50	Mr. D Deppe	SAPPI	039- 8320 041	039- 8320 256
51	Mr. T Mbinda	Dept. of Minerals and Energy (electricity)	034- 2121 807	034- 2122 721
52	Ms. F Nzimande	Dept. of Minerals and Energy (Energy)	034- 2121 807	034- 2122 721
53	Mr. Nhleko	Department of Education	039-797 3703	039 -727 5485
54	Ms. M Chiya	Department of Sports and Recreation	033-897 9400	033-342 4982
55	Ms. N. Ngcobo	Telkom	012-311 7547	012-321 6463

### ***Code of Conduct***

All members will be required to attend all Service Providers Forum meetings. In the event whereby a committee member cannot attend he/she should inform the District IDP/PMS Manager in writing, 24 working hours prior to the scheduled meeting. He/ She should send a representative with all relevant information that would be required for the meeting.

## **IDP ALIGNMENT COMMITTEE**

### Terms of Reference

#### **Objective of the Committee**

Alignment is an instrument to synthesize and integrate the top-down and bottom-up planning process between different spheres of government. The Alignment Committee is established at a district level and its main objective is to ensure that planning processes and issues of the district and local municipalities are coordinated and addressed jointly.

#### **Composition of the Committee**

The committee is composed of Municipal Managers or IDP Managers of all municipalities within the district, PIMS Centre Staff, IDP Provincial Coordinators (DLGTA) and relevant Harry Gwala Officials. The Alignment Committee is chaired by the District IDP Manager.

#### **Roles and Responsibilities of the Committee**

- Ensure alignment of the District IDP with the Local Municipalities
- Identify alignment needs and translate those needs into alignment events
- Identify entry points for alignment
- Identify Alignment Mechanisms
- Agree on IDP Review time frame taking into consideration time frame set by DLGTA
- Discuss projects that are implemented by the district and local municipalities (existing projects, committed projects and planned)

#### **MEMBERS OF THE ALIGNMENT COMMITTEE**

<b>NO.</b>	<b>REPRESENTATION</b>	<b>NAME AND SURNAME</b>	<b>DESIGNATION</b>	
1.	Harry Gwala District Municipality	MS A. Whyte	CEO: Harry Gwala Development Agency	039 834 8700
2.	Harry Gwala District Municipality	Ms Thozama Dandala	Director: SCM	039 834 8700
3.	Harry Gwala District Municipality	Mr. LD Zondi	Director: Development and Planning	039 834 8700
4.	Harry Gwala District Municipality	Mr. ZW Mtolo	Director: IDP/PMS Unit	039 834 8700
5.	Harry Gwala District Municipality	Mr. D Mzolo	Director: PMU	039 834 8700
6.	Dr Nkosazana Dlamini-Zuma Local Municipality	Ms NN Vakalisa	Manager: Strategic Support Services	039 833 1038
7.	Greater Kokstad Municipality		IDP Manager	039 7273676
8.	CoGTA	Mr K. Ndlovu	Planning Unit	031 204 1813

9.	Umzimkhulu Municipality	Mr. T Maphumulo	IDP Manager	039-834 8700
10.	Harry Gwala District Municipality	Mr. D Makwakwa	Executive Director: Infrastructure Services	039-834 8700
11.	Harry Gwala District Municipality	Mr. Gqiba	Executive Director: Water Services	039- 834 8700
12.	Harry Gwala District Municipality	Ms. N Lungwengwe	Executive Director: Corporate Services	039-834 8700
13.	Ubuhlebezwe Municipality	Miss Z Khumalo	IDP/PMS Manager	039-8348 700
14.	Harry Gwala District Municipality	Mr. M Mkatu	CFO	039 834 8700

### **Code of Conduct**

All members will be required to attend all Alignment Committee Meetings. In the event whereby a committee member cannot attend he/she should inform the District IDP/PMS Manager in writing, 24 working hours prior to the scheduled meeting. He/ She should send a representative with all relevant information that would be required for the meeting.

### **PLANNING AND DEVELOPMENT FORUM TERMS OF REFERENCE**

#### **BACKGROUND:**

The Harry Gwala Planners Forum was formed for the following objectives:

- To enable planning professionals an opportunity to discuss planning matters broadly. Other existing forums are constraining because of the diversity of professionals and caliber of people who attend them. Sometimes, important planning issues are rushed through because of time constraints.
- To enable planning professionals an opportunity to share lessons and learn from one another's experiences of managing development planning processes.
- To facilitate alignment and integration of development planning processes across the Harry Gwala District Municipality.
- To facilitate and strengthen good intergovernmental planning and relations between the Harry Gwala District and it's Local Municipalities.
- To facilitate active interactions with the Department of Local Government and Traditional Affairs, with regard to managing the Integrated Development Plan (IDP), Spatial and Development Administration processes, Performance Management Systems (PMS), Monitoring and Evaluation and Information Management.

- To guide the implementation of the Planning Shared Services within the District.

**COMPOSITION:**

The Harry Gwala District Planners Forum will constitute officials from the Planning Units/Departments of the District and Local Municipalities and representatives from the Department (COGTA)

**CHAIRMANSHIP:**

The Harry Gwala District Municipality, Director: Development and Planning will Chair the meeting. At the end of it's first year, the position of Chair will then be rotated between all members of the Forum.

**STRUCTURED AGENDA:**

Given the objectives outlined above, the agenda for the Planners Forum meetings shall be structured in a manner that accommodates matters relating to the IDP; SDF&LUMS, Development Administration, Environment, PMS, Shared Services and Information Management.

**SECRETARIAT:**

The Harry Gwala District Municipality in its role as facilitator and co-ordinator will be responsible for the distribution of notices of meetings and for recording outcomes of the meeting.

**FREQUENCY AND VENUE OF MEETINGS:**

Meetings of the Planners Forum will be convened once every quarter (as a minimum requirement) and allows for additional meetings to be convened as deemed necessary by the Forum. Dates for meetings are to be set in advance for the entire year.

The venue for the meetings will be rotated between the family of municipalities.

## ONE-ON ONE SECTOR DEPARTMENT MEETINGS

Harry Gwala District Municipality encourages one on one engagement particularly with the sector departments. This is done in order to maximize participation and to yield greater results in relation alignment and synergy.

### 14. BUDGET AND IDP COST ESTIMATES

1. Budget/IDP Alignment meeting	:	R0
2. Finalise IDP Framework and Process Plan	:	R0
4. Adoption of IDP review Framework and Process Plan	:	R0
5 .Budget/IDP Steering Committee meeting	:	R7000
6. Review objectives and projects	:	R0
7. Meeting with Finance Department	:	R0
8. Review PMS and targets	:	R0
9. Service Provider's Forum	:	R0
11. Review of Sector Plans	:	R0
12. Preparation of SDBIP	:	R0
13. Draft Budget/ IDP/PMS tabled to Council	:	R0
14. Service Providers' Forum meeting	:	R0
15. Alignment Committee Meeting	:	R0
16. Submission of IDP to Cogta	:	R0
17. Draft and Final Budget, IDP/PMS advertised	:	R 60 000
18. Public Consultation meetings	:	R338 000
19. Adoption of IDP/PMS and Budget by Council	:	R0
20. Approval of SDBIP	:	R0
<b>TOTAL</b>		<b>R 405 000</b>

## **15. IDP PREPARED IN HOUSE OR BY A SERVICE PROVIDER**

The IDP will be prepared in-house by the officials responsible.

## **16. PROCEDURES AND PRINCIPLES FOR MONITORING THE PROCESS**

The IDP review process needs to be closely monitored to detect as early as possible any deviations from the Framework Plan and the Process Plan. Each municipality is responsible for monitoring its IDP review process and align it with the Framework Plan. All municipalities must revive the following institutional structures to monitor the IDP Review process:

- IDP Steering Committee
- IDP Representative Forum

## **17. PROCEDURES AND PRINCIPLES FOR AMENDMENT OF THE FRAMEWORK PLAN**

The District Municipality has the overall responsibility of ensuring coordination of the joint planning process throughout the district. The Local Municipalities must inform the District Municipality IDP Manager on issues that affect the district activities. The District Municipality has the mandate to decide when and how to make amendments and to therefore postpone any activity or continue with the agreed program. It is worth emphasizing that all municipalities have to agree before the Framework Plan is amended. The following procedures will be followed if amendment of Harry Gwala District Municipality IDP review Framework Plan is required.

- The IDP Manager will inform the IDP Steering Committee of deviation from the Framework Plan and the Process Plan in writing, prior to the scheduled meeting in which the deviation is to be noted.
- The IDP Manager will propose corrective action to bring the planning process in line with the approved Process Plan.
- If the corrective action cannot be accommodated within the approved District Framework Plan, the District Municipality IDP Manager must motivate amendment of the Framework Plan.
- Agreement to amend the Framework Plan must be reached amongst all IDP Stakeholders within the District.
- Members and Municipalities not present will be bound by the decision of the meeting.
- Harry Gwala District Municipality will incorporate approved amendments into the Framework Plan, and inform all four Local Municipalities of the amended Framework Plan.
- The amended Framework Plan will be made available to all Local Municipalities.

## 18.SPATIAL DEVELOPMENT FRAMEWORK PROGRAMME 2023/24

TASKS	OUTPUTS	OUTPUT DUE DATES	RESPONSIBILITY	PRESENTATION OF OUTPUTS	BUDGET
Initial Project Management Team Meeting	Meeting with Service Provider advised of expectations and clarification	30 October 2022	Project Manager		
Inception Report presented (disseminated 1 week before meeting)	Inception Report and Progress Report	(November 2022) 1)Inception Report due 1 – 30/11/2022 2)PSC 3)Progress Report 30/11/2022		SP presents to PSC and documents circulated to Buffer committee 19 November 2022	10%
Written report (SDF informants & map circulated) report sent out 1 week before meeting	Interim Report and Progress Report	(January 2023) 1)Interim Report 12/01/2023 2)PSC – 12-16 January 2023 3)Presentation to Buffer Committee on 30/01/2023 4)Progress Report received 30/01/2023	Service Provider	Presentation to PSC	20%
Draft Report (SDF Text & Map circulated (sent out 2 weeks before meetings))	Draft Report and Progress Reports	(March 2023.) 1) Present to Buffer Committee- 1/03/2023 4)Progress Report 1/03/2023 5)Public Participation March/April 2023	Service Provider	Presentation to PSC and Buffer Committee by 1/03/2023	20%
Assessment of Draft Report	Comments from PSC and IAP and Progress Report	1)Comments by 1 April 2023 2)Progress Report by 30 April 2023	Service Provider	PSC & Buffer Committee provides comments to SP mid-April	
Progress Report	Project Management Team Meeting & Progress Report	(April 2023) 1)Project Management Team 30 April 2023 2)Progress Report 30 April 2023	Service Provider	Progress Report	

Final Report (SDF Text and Map and informant maps)	Final Report and Progress Report	(May 2023) 1)Final Report 30/05/2023 2)PSC 01-03 June 2023 3)Buffer Cte 21 June 2023 4)Public participation 24-27 May 2023 5)Progress Report 28 May 2023	Service Provider	Presentation to PSC and Buffer committee by end June	30%
Project Closure Meeting	Close Out Report	(End June 2023) 1)Close out report 30 June 2023 2)Project Management Meeting	Service Provider	Submission of Close Out Report to Council/Project Management Team	10% including 10% retention fee