



DR NKOSAZANA DLAMINI-ZUMA LOCAL MUNICIPALITY

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

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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 kilometers 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 km² 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 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) Maximizing 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.

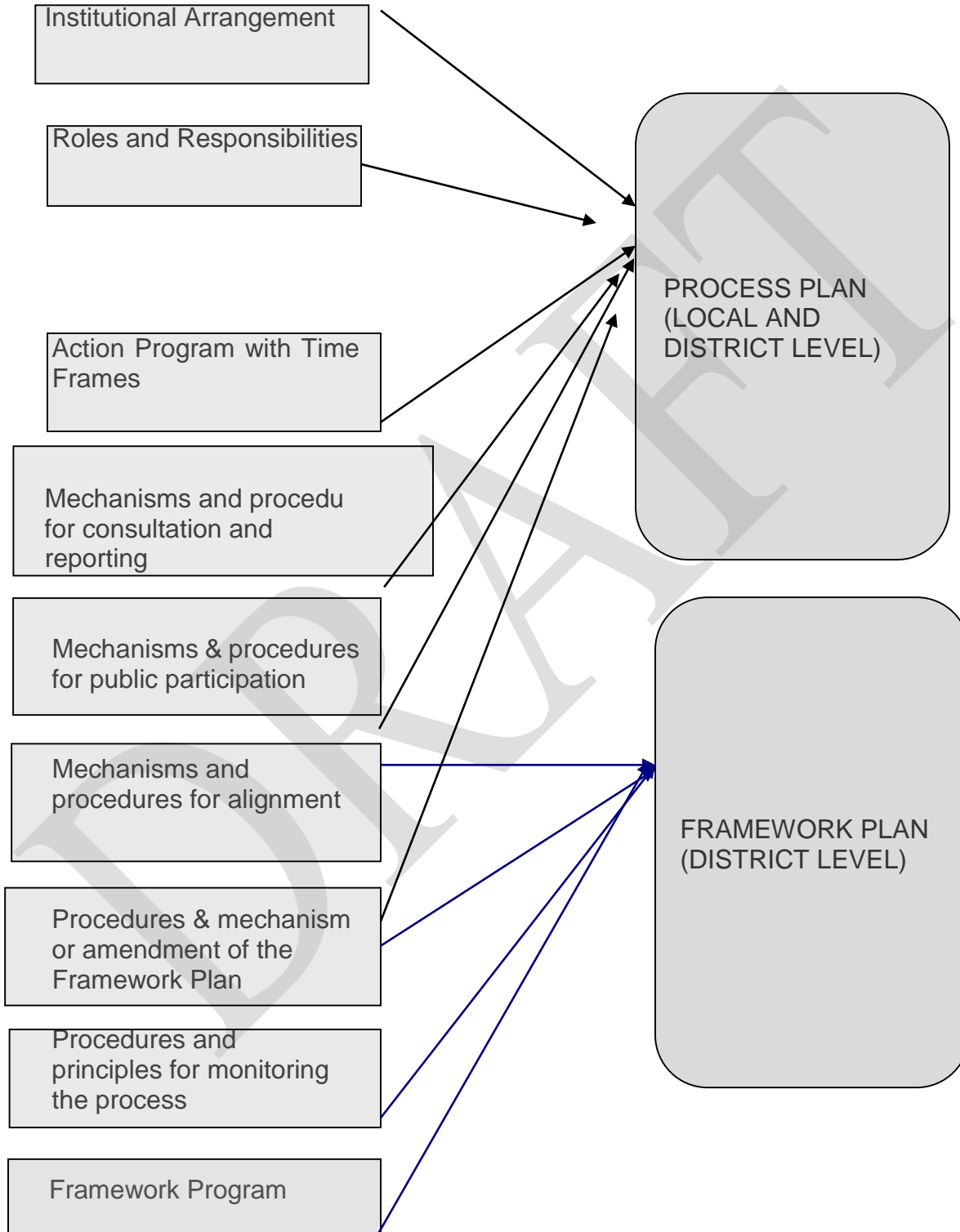
2. DISTINCTION BETWEEN A FRAMEWORK PLAN AND A PROCESS PLAN

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.

3. 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 23)
- 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.

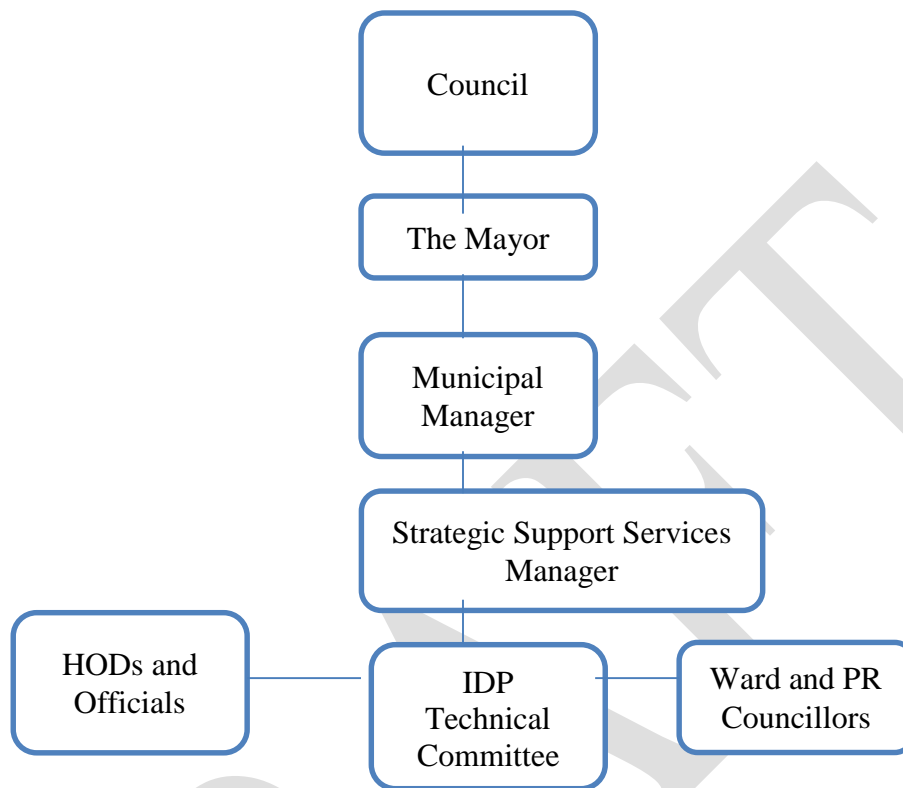
5. ORGANISATIONAL/INSTITUTIONAL ARRANGEMENT

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 Organizational Structure.

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

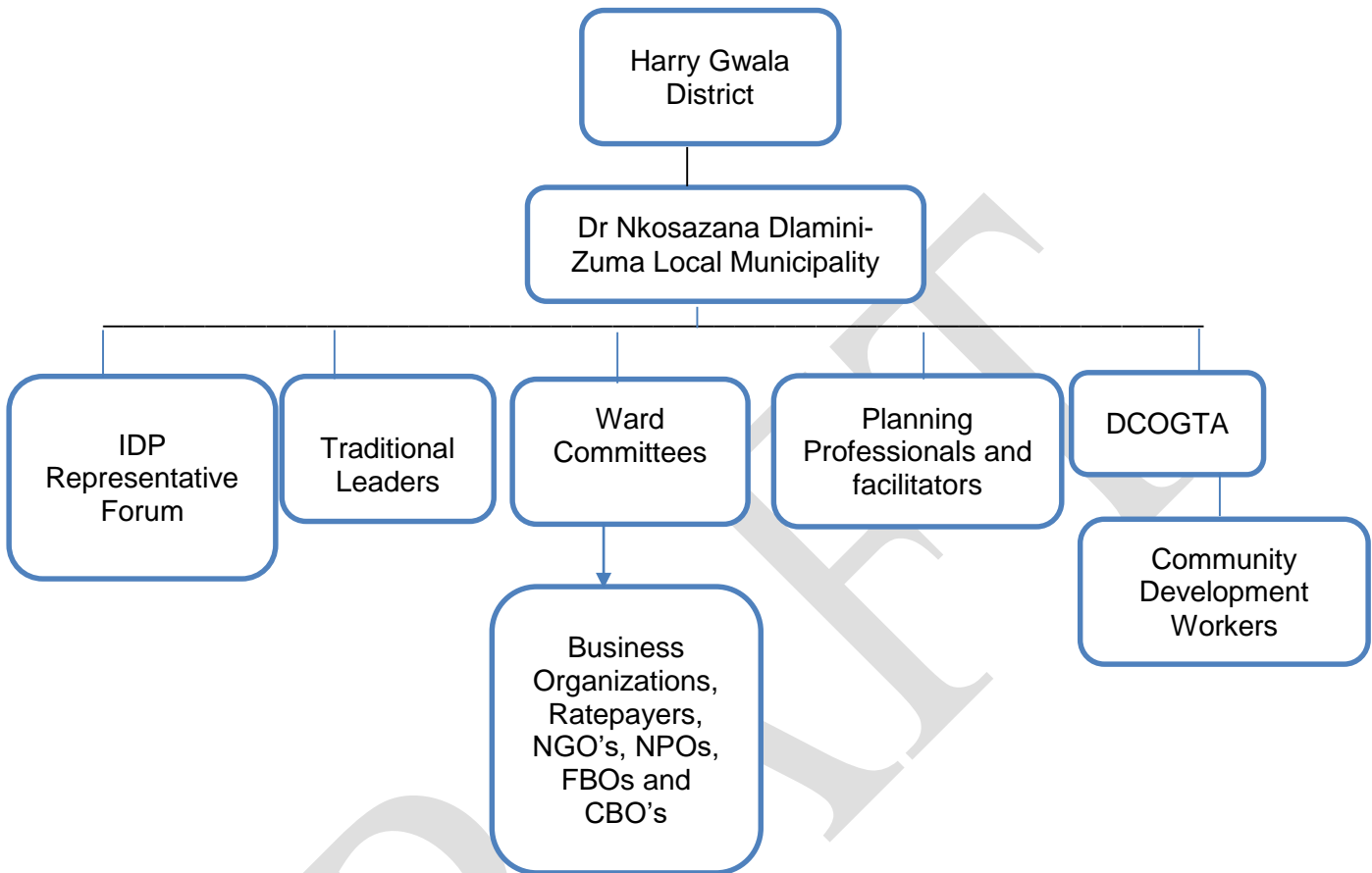
ROLE PLAYERS	RESPONSIBILITIES
	<ul style="list-style-type: none"> • Be responsible for the day-to-day management of the drafting process • Ensure that the planning process is participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements • Respond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

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 meeting.

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

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.

However, due to the Covid-19 pandemic outbreak and also to adhere to the Covid-19 Regulations as stipulated by the President of South Africa, public participation will be done through all social media platforms available to the municipality i.e. Municipal Website, Instagram, Twitter, Whatsapp, Local newspapers, Customer Care, Facebook, Radio stations, 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 per Voting District in all 15 Wards within Dr Nkosazana Dlamini-Zuma Local Municipality.

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
- 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
- Twitter
- Instagram
- Whatsapp
- 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 WARD /COMMUNITY BASED PLAN (WBP/CBP’s)

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 Convener: 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 Convener 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	<ol style="list-style-type: none"> a. Co-chairs the District Development Model Political Hub b. Provide strategic guidance for the development and implementation of the One Plan. 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, d. Facilitate the District wide adoption of the One Plan through the various IGR structures, including its sign off and implementation, e. Work in collaboration with line Ministries 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.
MEC Champion	<ol style="list-style-type: none"> a. Co-chairs the District Development Model Political Hub b. Provides political oversight to DDM functionality, implementation & impact. c. Monitors the implementation of the One Plan & One Budget d. Intervenes where spheres of government – province & national are not co-operating/participating in DDM e. Intervenes on behalf of Province where sectors are not participating in local OSS structures f. Accounts to Premier’s Coordinating Forum with the District Mayor g. Elevates issues to provincial clusters where required
District Mayor	<ol style="list-style-type: none"> a. Convene & Co-chair the District Development Model Political Hub

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

National & Provincial Sector, SOE's, Public Entities representatives	<ul style="list-style-type: none"> a. Represent the Departments interests, programmes, projects, budgets and actions in the DDM ONE PLAN and structures. b. Ensure Sector representation & participation in the DDM IGR structures c. Ensure the implementation of Resolutions allocated to their respective department. d. Provides Departmental progress on projects, programmes, budgets and actions to the DDM structures.
OSS DTT representative	<ul style="list-style-type: none"> 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"> a. Cluster Chairpersons preside over Cluster meetings and provide direction to the Cluster. b. Cluster Chairpersons ensure the functionality of the respective Clusters. c. Cluster Chairpersons ensure that all focal areas are adequately attended to. 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 e. Conveners effectively assist Chairpersons to administer and effective and efficient Cluster. f. Conveners should schedule cluster meetings on quarterly basis or when its required / develop a roster of meetings. g. Conveners should develop Terms of Reference for adoption by the Cluster. h. Conveners should brief the Cluster chairpersons (Local Mayors) on cluster reports in preparation for Political DDM sitting. i. Conveners Keep proper records of all participation by sector representatives. j. Conveners represent Cluster Chairpersons when they are not available for meetings including presiding over Cluster meetings.

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:

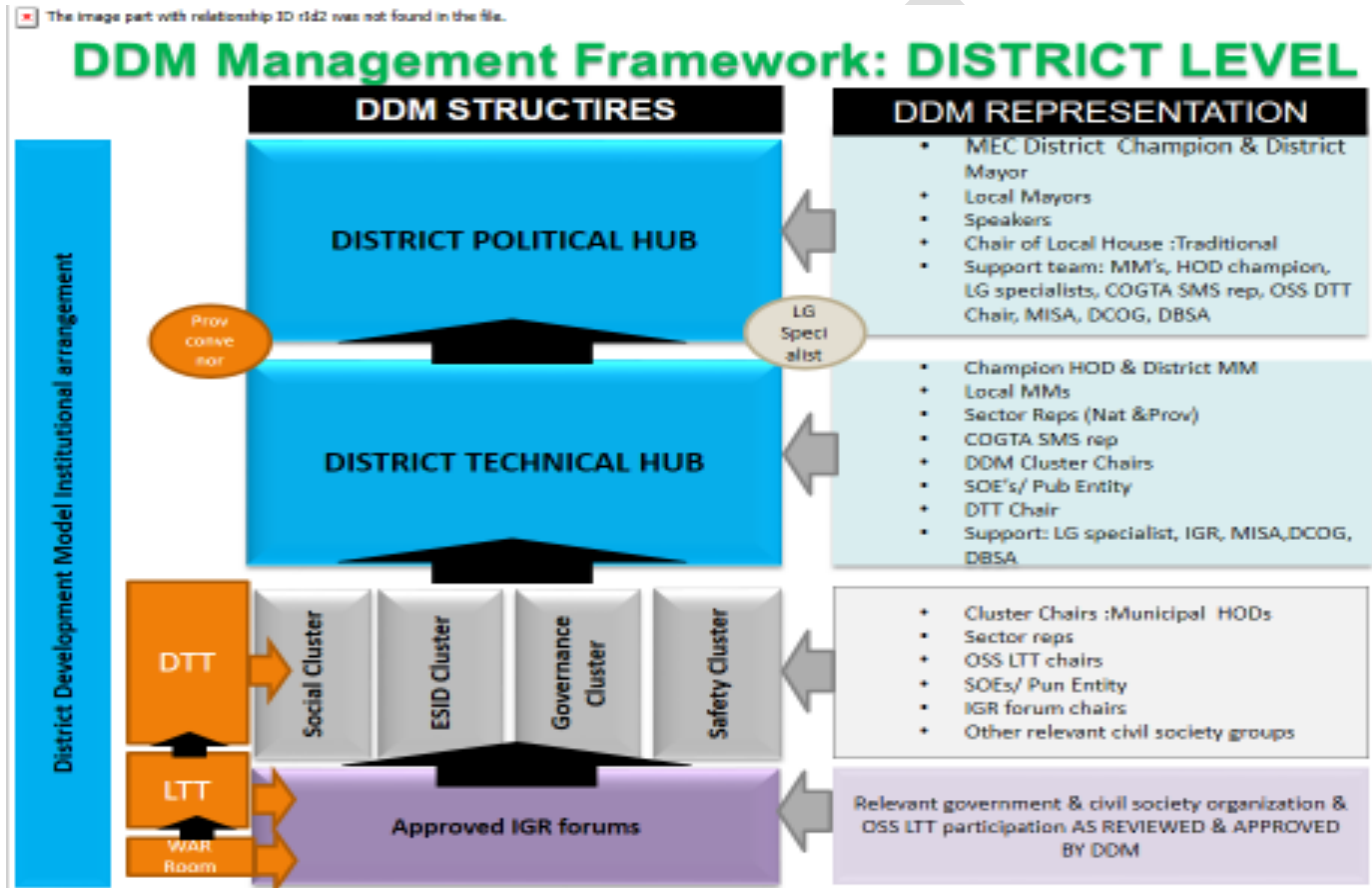
- a) The secretariat will draft the minutes within 2 working days after the meeting;
- b) Copies of the draft minutes will be circulated to all Committee members for input and corrections;
- c) The decision matrix and the register of emerging issues must be appended to the minutes with the implementation responsibility clearly spelt out;

- d) Relative progress reports on the implementation of the resolutions must be submitted to the 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.
 b) The District Clusters will report to the District Development Model Technical Hub.

The reporting lines in respect of the Technical Hubs and Cluster meetings will be as follows: -



9.2 HARRY GWALA DISTRICT POLITICAL HUB

DESIGNATION	NAME	CONTACT NUMBERS	EMAIL ADDRESS
Minister Champion	Hon J Mthembu to be replaced	Chief of Staff 066 044 6376 Private Secretary 066 044 6364	Chief of Staff Musi@dpme.gov.za Private Secretary Glory@dpme.gov.za
MEC Champion	MEC SE Hlomuka	Head of Ministry 0635053795 0761870495	Phumlani.kubheka@kzncogta.gov.za Pkubheka549@gmail.com

Mayor of Harry Gwala DM	Cllr ZD Nxumalo	0834643726	chilizan1@harrygwaladm.gov.za
Mayor of Ubuhlebezwe	Cllr EB Ngubo	0790808787	mayor@ubuhlebezwe.gov.za
Mayor of Umzimkhulu	Cllr M. Mpabanga	0826956932	mpabangaM@umzimkhululm.gov.za
Mayor of Greater Kokstad	Cllr MB Mtolo	0818752841	Bheki.mtolo@kokstad.gov.za
Mayor of Dr Nkosazana Dlamini-Zuma	Cllr N. Mncwabe	0828986642	ngenelenimncwabe@gmail.com
Speaker of Harry Gwala DM	Cllr TN Jojozi	0605018649	ndakazaz@harrygwaladm.gov.za
Speaker of Ubuhlebezwe	Cllr TC Dlamini	0720170690	tcdlamini@ubuhlebezwe.gov.za
Speaker of Umzimkhulu	Cllr J. Msiya	0825610735	msiyaj@umzimkhululm.gov.za
Speaker of Greater Kokstad	Cllr Z. Mhlongo	0786277931	Zolani.mhlongo@kokstad.gov.za
Speaker of Dr Nkosazana Dlamini-Zuma	Cllr M. Banda	0636802628	dlaminin@ndz.gov.za/mdu.banda@gmail.com
Chairperson of Harry Gwala Local House	Inkosi PDH Chiliza	083 966 9992	thami.biyela@kzncogta.gov.za Harry Gwala District Manager
DCOG Team Leader	Ms Thandaza Shandu	082 726 1494	ThandazaS@cogta.gov.za
DCOG Provincial Convenor	Ms Nolwazi Njokweni	082 8107 197	NolwaziN@cogta.gov.za

9.3 HARRY GWALA DISTRICT TECHNICAL HUB

DESIGNATION	NAME	CONTACT NUMBERS	EMAIL ADDRESS
HOD Champion	Mr S Gumbi		phumzile.ntombela@comsafety.gov.za PA 060 579 8664
Municipal Manager of Harry Gwala DM	Mrs AN. Dlamini	0836370905	dweban@harrygwaladm.gov.za
Municipal Manager of Ubuhlebezwe	Mr GM Sineke	0767947046	mm@ubuhlebezwe.gov.za
Municipal Manager of Umzimkhulu	Mr Z Sikhosana	0660144009	Zsikhosana@umzimkhulum.gov.za
Municipal Manager of Greater Kokstad	Mr S Zwane		zizopho.vendle@kokstad.gov.za PA
Municipal Manager of Dr Nkosazana Dlamini-Zuma	Mr N. Vezi	0739766682	Vezi@ndz.gov.za
DDT Chairperson	Ms LLG Zuma	065 939 9111 083 557 1083	Lindiwe.zuma@kznhealth.gov.za
DCOG	Mr Dumisani Mngadi	082 496 2108	DumiM@cogta.gov.za
	Ms Nomazwe Lebona	073 340 2766	NomazweL@cogta.gov.za
KZN COGTA OSS Champion	Mr Zama Sibisi	083 400 7274	zama.sibisi@kzncogta.gov.za
KZN COGTA Senior Manager	Ms Anusha Reddy	084 580 4171	anusha.reddy@kzncogta.gov.za
KZN COGTA Local Government Specialist	Mr Bright Nkontwana	071 863 7226	hlakanipha.nkontwana@kzncogta.gov.za
KZN COGTA Planner	Mr Khule Ndlovu: Town & Regional Planner	083 591 4244	Khule.ndlovu@kzncogta.gov.za
MISA	Mr Chabedi Tsatsi – Pr Civil Engineer	083 480 4164	chabedi.tsatsi@misa.gov.za
District GSCID Cluster	Miss N. Lungwengwe	0810181863	lungwengwen@harrygwaladm.gov.za
District ESID Cluster	Ms NC James/ Mr. D. B.Makwakwa	0609699439 0828069213	ceo@hgda.co.za/bongiewenala@gmail.com/ceopa@hgda.co.za makwakwab@harrygwaladm.gov.za
District SOCIAL Cluster	Mrs. T.T. Thiyane-Magaqa	0826949522	magaqat@harrygwaladm.gov.za
District JCPS Cluster	Mr S Zwane	0832624265	sizwe.zwane@kokstad.gov.za

OTP	Ms Nwabisa Dano	073 352 6803	nwabisa.dano@kznpremier.gov.za
EDTEA	Mr N Mpondi	082 468 8812	Nhlanhla.Mpondi@kznedtea.gov.za
DSD	Mrs R Ntombela	072 101 7445	Rosemary.ntombela@kznsoc.gov.za
Provincial Treasury	Motlalepule Radebe DDG	033 897 4575	Motlalepula.radebe@kzntreasury.gov.za
	Vusi Xulu: Director	033 897 4323	Vusi.xulu@kzntreasury.gov.za
	Khulekani Mqadi: Director	033 897 4585	Khulekani.mqadi@kzntreasury.za
	Phehello Moloi: Director	033 897 4665	Phehello.moloi@kzntreasury.gov.za
	George Kanyaka: Director	033 897 4426	George.kanyika@kzntreasury.gov.za
Health	Mrs GLL Zuma	039 834 8280	Lindiwe.Zuma@kznhealth.gov.za
Education	Ms S C Zakuza-Njakazi	073 185 3666	Sindi.Zakuza@kzndoe.gov.za
Human Settlements	Mr Lindani Khoza – Chief Director: Planning & Development	082 567 7421	lindani.khoza@kzndhs.gov.za
Public Works	Mr. T Mchunu	082 803 6540	thobiyisi.mchunu@kznworks.gov.za
Public Works	Mr S Simelane		Sduduzo.Simelane@dpw.gov.za
Community Safety	Ncebakazi Tindleni Malima	060 520 1250	Ncebakazi.MalimaTindleni@comsafety.gov.za
Transport	Mr Craig Dewar	0828064247	Craig.dewar@kzntransport.gov.za
Agriculture	Mr. L Jongisa	082 922 0880	Lethukuthula.Jongisa@kzndard.gov.za
Arts & Culture	Mr. Dumisani Radebe	083 307 8958	Radebed@kzndac.gov.za
Sport & Recreation	Mr S Memela Mr N Gidi	083 397 8842 072 783 7996	Siyabonga.memela@kzndsr.gov.za Ndiphiwe.gidi@kzndsr.gov.za
DCOG	Ms Nolwazi Njokweni	082 8107 197	NolwaziN@cogta.gov.za
	Mr Dumisani Mngadi	082 496 2108	DumiM@cogta.gov.za
	Ms Nomazwe Lebona	073 340 2766	NomazweL@cogta.gov.za
Water & Sanitation	Mr Clive Mhlane	076 9440029	Clive.Mhlane@dws.gov.za
Energy Eskom	Ernest Donnelly	073 232 6469	DonnelE@eskom.co.za

Department of Home Affairs	Mr M Modiba		Machete.modiba@dha.gov.za
Department of Agriculture, Land Reform and Rural Development	Mr Nhlanhla Mndaweni	082 888 6282	

9.4 HARRY GWALA DISTRICT DEVELOPMENT CLUSTER MEMBERS

DESIGNATION	NAME	CONTACT NUMBERS	EMAIL ADDRESS
Chairperson: DOH	Mrs Zuma		Lindiwe.zuma@kznhealth.gov.za
Harry Gwala DM	Mrs TT Magaqa Mr RZ Langa Ms T Mahlaba		MagaqaT@harrygwado.gov.za LangaR@harrygwadm.gov.za MahlabaT@harrygwadm.gov.za
Dr Nkosazana Dlamini Zuma LM	Ms Z Mlata Mr W Dlamini Mr SJ Sondezi	082 300 5397 083 708 2314 071 684 9221	mlataz@ndz.gov.za dlaminiw@ndz.gov.za
Greater Kokstad	Ms P Qwabe Ms B Mkhulisi Mr K Xorile		pateka.qwabe@kokstad.gov.za bongekile.mkhulisi@kokstad.gov.za khaya.xorile@kokstad.gov.za
UBuhlebezwe LM	Mrs NC Mohau Mr Z Mthembu Mr C Ndlovu	0725853020 0729393281 0729431883	ncmohau@ubuhlebezwe.gov.za
UMzimkhulu LM	- Mr. T. Sondzaba		tsondzaba@umzimkhululm.gov.za
COGTA	Mr Nathi Mncwabe		Nathi.Mncwabe@kzncogta.gov.za
SASSA	Mr M Mdimma		MlungisiM@sassa.gov.za
Department of Human Settlement	Ms Zandile Myeni Mr Heeralall Ganesh	0828886287 0764275772	Zandile.Myeni@kzndhs.gov.za Heeralal.Ganesh@kzndhs.gov.za
Department of Social Development	Mrs R Ntombela Mrs H. Ndobe Miss N. Mbatha Mr Thabo Mokoena Mr Zamo Njilo Phiwokuhle Dandala		
DOH	Mrs Khwela		
DOE			
DHA			
DSR	Mr S Memela Mr N Gidi	083 397 8842 072 783 7996	Siyabonga.memela@kzndsr.gov.za Ndiphiwe.gidi@kzndsr.gov.za
DAC	Mr Mpanza		
Interfaith Sector	Mr Mngcwengi	0718985168	

9.5 ECONOMIC SECTORS AND INFRASTRUCTURE DEVELOPMENT CLUSTER

DESIGNATION	NAME	CONTACT NUMBERS	EMAIL ADDRESS
Harry Gwala District Municipality	Mr. L Zondi Ms. N James Mr. B Makwakwa		
COGTA	Mr Lethukuthula Dlamini		Lethukuthula.Dlamini@kzncogta.gov.za
Dr Nkosazana Dlamini Zuma	Mr NM Dlamini Mr ZL Dlamini	066 412 3624 079 872 8845	
Greater Kokstad	Mr S Madikizela/ Ms C D Vezi Ms A Whyte Mr SM Dondo Mr F Nyembezi		samora.madikizela@kokstad.gov.za canesia.vezi@kokstad.gov.za antionette.whyte@kokstad.gov.za mike.dondo@kokstad.gov.za fani.nyembezi@kokstad.gov.za
UBuhlebezwe	Mr S Mkhwanazi Mr N Mkhize Ms T Mthembu	0729400480 0729393953 0718502007	
UMzimkhulu	Ms. N. Tyekela Ms. K. Dweba Ms. Z. Mkhize		
EDTEA	Thabani Gumbi Nhlanhla Mpondi Ayanda Zondi Lourie vanderMerwe	081 496 7566 082 920 7327	Ayanda.zondi@kznedtea.gov.za Lourie.vandermerwe@kznedtea.gov.za
DHS			
DOE			
DOT	Thulani Zondi Veliswa Mjokane		
DARD	Smangele Zulu	0769541482	Smangele.zulu@kzndard.gov.za
DRDLR	Unathi Mafundityala	079 527 1784	
SEDA	Yandisa Mbaligontsi	0731393564	yambaligontsi@seda.org.za
DAAF	Mr Matomane	0609735923	Thami@tikzn.gov.za

9.6 GOVERNANCE, STATE CAPACITY, INSTITUTIONAL DEVELOPMENT CLUSTER

DESIGNATION	NAME	CONTACT NUMBERS	EMAIL ADDRESS
Harry Gwala District Municipality	Miss N Lungwengwe Mr. M Mkatu Mr. Z Mtolo		
Dr Nkosazana Dlamini Zuma	Mr KMB Mzimela Mrs NN Vakalisa Mr SJ Sondezi	060 544 5411 071 365 2659 071 684 9221	
Greater Kokstad	Dr P.N. Makoba Mr T Mketsu Ms N Matshoba Mr M Tshazi		ntokozi.makoba@kokstad.gov.za thando.mketsu@kokstad.gov.za nthabeleng.matshoba@kokstad.gov.za mlungisi.tshazi@kokstad.gov.za
UBuhlebezwe	Miss S Sityata Miss P Luswazi Miss Z Khumalo	0730873019/ 0725808850 0623071969 0797464693	
UMzimkhulu	Ms. N. Nduku Mrs T. Ngcemu Mr. M. Mkhize		
COGTA	Mr Brian Ngubane		Brian.Ngubane@kzncogta.gov.za
National Treasury			
Provincial Treasury			
GCIS			
Public Works			
KZN Liquor	Mr Lesotho		Khorola.Lesuthu@kznlqa.co.za

9.7 JUSTICE, CRIME PREVENTION AND SECURITY

DESIGNATION	NAME	CONTACT NUMBERS	EMAIL ADDRESS
Harry Gwala DM			
Dr Nkosazana Dlamini Zuma	Mr W Dlamini	083 708 2314	
Greater Kokstad	Mr S Nene Mr S Mtshengu		siphesihle.nene@kokstad.gov.za sinothando.mtshengu@kokstad.gov.za
UBuhlebezwe	Mr Z Mthanti	0828540339	
UMzimkhulu			

COGTA	Ms Thobile Nkosi		Thobile.Nkosi@kzncogta.gov.za
OTP			
NPA			
DCSL	Mrs N Tindleni		
DHA-Immigrants			
SAPS			
RTI			
SANDF			
SAPS	LT COL MNGUNI	082 417 7311	
	LT COL DLAMINI	082 417 6836	
	CAPT NTSHINGILA	082 417 6918	
	CAPT MDLADLA	082 417 6885	
	COL NALA	082 417 7147	
	CAPT MDUDI	082 417 8053	
	CAPT MBUNJANA	079 500 0032	
	LT COL JWARA	082 417 7319	
	LT COL MTOLO NGUSE	082 417 7166	
	Lt COL GONGO	082 459 5438	
	LT COL MBANJWA	082 331 0258	
	CAPT MBAMBO	082 330 9300	
	CAPT JIKAZI	082 417 6945	
	CAPT MSANI	082 125 3795	

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	RESPONSIBLE	TARGET DATE
Pre-Planning Phase	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 fourth generation of the IDP	IDP Manager- Municipal Manager	July- August 2021
	Public Participation – Due to the outbreak of Covid -19 pandemic we need to adhere to the lockdown regulations as prescribed by the President, therefore public participation will be conducted through social media platforms i.e. Radio stations, Facebook, Whatsapp, Website, Noticeboards, Twitter and local newspapers before the Council adopts the final IDP.	In order to adhere to Chapter 4 of the MSA and ensure that members of the community partake in the affairs of the municipality	IDP Manager- Municipal Manager	Mid-August 2021
	Tabling of the 2021/2022 Draft IDP Framework and Process Plan to Council	The Council confirm the process to be followed in relation to the fourth generation of the IDP before it is submitted to COGTA	IDP Manager – Municipal Manager	End of July 2021
	Submission of the 2021/2022 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	September 2021
Analysis Phase	Public Participation	To solicit new issues from the community	IDP Manager and the Office of the Mayor/Speaker	October- November 2021
	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	Mid-October - November 2021
Strategies Phase	Submission of projections (Strategic Matrix) by departments	To compile draft budget	Departments	December 2021
	Review of Strategic Risks	To identify risks that may hinder achieving certain objectives	Risk Manager- Municipal Manager	November 2021
	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	25 January 2022
	Mid-Year Performance Assessments for the 2020-2021 SDIBP	To assess the organisational performance for the first six months of the financial year	IDP Manager – Municipal Manager	January 2022

PHASE	ACTION	PURPOSE	RESPONSIBLE	TARGET DATE
Projects Phase	Draft budget is compiled	Define Service Delivery objectives for each function for recommendations to Council	IDP/MM/CFO/HODs	November 2021- February 2022
	Review of Operational Risks	Assessing of budget allocation in line with priorities and key risks identified	Risk Manager/Municipal Manager	February 2022
	Risk Awareness	Workshop Departments on risks identified	Risk Manager/Municipal Manager	March 2022
Integration Phase	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	February- March 2022
Approval Phase	Annual review of budget related policies and bylaws	To review budget related policies and bylaws in order to accommodate changes in legislation	CFO	March 2022
	Table Draft Budget and Budget Related Policies, /IDP/SDF and SDBIP	For Council's recommendations and approval	IDP Manager/Municipal Manager/CFO	March 2022
	Table the risks policies and draft risk register to Council	For Council's recommendations and approval	Risk Manager/Municipal Manager	March 2022
	Submission of the draft IDP/SDF/Budget/ Budget Related Policies and SDBIP to COGTA and relevant departments	Compliance	MM/IDP/Planning/PMS and Budget	End March 2022
	Public comments on draft Budget/ Budget related policies, IDP/SDF and SDBIP	To obtain input from the communities	Council	April 2022
	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	April- May 2022
	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 Harry Gwala DM	Council	May 2022

PHASE	ACTION	PURPOSE	RESPONSIBLE	TARGET DATE
Approval Phase	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	End May 2022
	Submission of SDBIP to the Mayor	To ensure existence of an implementation plan before the start of the financial year	Municipal Manager/PMS	June 2022
	Conclusion of Annual Performance Agreements by Mayor	To ensure a performance driven management and to comply with the legislation	Mayor/Municipal Manager	July 2022
	Performance Agreements	Include risk Management responsibilities in Performance Management Agreements	Risk Manager/Municipal Manager	July 2022
	The Mayor submits the approved SDBIP and Performance Agreements to Council, MEC for Corporative Governance and Traditional Affairs (COGTA)	Compliance	Mayor/MM	End July 2022
	Performance Agreements/SDBIP are publicized and posted to the Dr NDZ Website	For accountability and transparency	PMS	August 2022

11. 2022/2023 IDP GENERIC PROGRAMME WITH TIMEFRAME

Activity	Deliverables	Responsible Department	TIME FRAMES 2022 TO 2023												
			July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022
Initiate IDP/Budget/O PMS/ SDF Planning Cycle 2022/23 (1st IDP Alignment Meeting)	Planning Cycle Commences , Co-ordination & Preparation of IDP/Budget/ OPMS Process	All stakeholders	3 rd week												
Community Based Plan	Development of a situational analysis of the CBP per ward				CB P situational analysis per ward										
IDP Alignment Committee 2nd Meeting		IDP/PMS Officer			2 nd week - 2 nd IDP Alignment										
Prepare Process Plan for Annual IDP/Budget/ OPMS & SDF review	Prepare the draft IDP/ Budget/ PMS process plan for Exco's approval	Office of the Municipal Manager	2 nd week of July to End September												
Submission of the 2021-2022 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 January											
Submission of draft IDP Process Plan to COGTA	In order to allow Cogta an opportunity to comment		End July		End Aug										

Dr Nkosazana Dlamini- Zuma Municipality – Draft IDP Review Framework and Process Plan 2022- 2023

	on the Draft Process Plan																		
Advertise the draft Process Plan on media		IDP Manager		1 st week															
IDP alignment Committee 3 rd meeting to discuss comments from COGTA	Aligning of Process Plan with that of Local municipalities	Local municipalities and Harry Gwala District Municipality			2 nd week Sept 2021														
Finalise, adopt and submit IDP Process Plan to COGTA		Office of the Municipal Manager			Sept 2021														
1 st IDP Representative Forum	To discuss key issues that relates to Sector departments so as to influence their decisions	MM/IDP Officer			1 st Sector Department meeting														
Submission of the 2021-2022 Draft Annual Report and AFS to the AG		Finance Dept./IDP/PMS Officer		4 th week															
Submission of the 1 st quarter report for the 2021/2022 FY		All Depts/IDP/PMS Officer				By 10 th													
IDP steering committee	Identify sector plans and planning cycles and identify entry point for alignment	Office of the Municipal Manager																	
Activity	Deliverables	Responsible Department	TIME FRAMES 2022 TO 2023			Analysis of the IDP perspective													
IDP/SDF/Budget/Annual Report Roadshows	Roadshows/ tabling of the Annual Report by MPAC Chair	Council & administration						2 nd week											
Harry Gwala DM Sector	To ensure alignment and	Harry Gwala DM and all LMs								1 st week									

Dr Nkosazana Dlamini- Zuma Municipality – Draft IDP Review Framework and Process Plan 2022- 2023

			July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022
Department meeting	identification of gaps for alignment with IDP/SDF/Budget														
IDP Steering Committee meeting and compilation of reports to be sent to both the steering committee & government depts..	Tabling of all challenges to the steering committee for budgeting purposes	Office of the Municipal Manager/ DP/PMS Officer						2 nd week							
Submit to Council, Provincial, National Treasury and Cogta and publicise final 2020-2021 Annual Report	Submit to Council the 2020-2021 AR as per the Circular 63 of the MFMA.	Office of the Municipal Manager/ DP/PMS Officer						2 nd week							
Review Budget, HR and PMS policies	To influence performance in the last half of the financial year	All Departments/Council						2 nd week							
IDP Alignment	To ensure that all IDPs are fully	Harry Gwala and all LMs						2 nd week							
Committee 3 rd meeting to discuss DGDP	aligned with the DGDP							December 2021							
Submit the Mid-Year Performance Report and review the IDP strategies	Take into account the mid-year performance report in order to review the strategies	Office of the Municipal Manager							2 nd week						

Activity	Deliverables	Responsible Department	TIME FRAMES 2022 TO 2023														
			July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022		
Submission of the Oversight Report to Council	As per circular 63 of MFMA	All Depts															
Mid-Year Budget/SDBIP adjustment	Ensure proper alignment between the Mid-Year budget and SDBIP	Office of the Municipal Manager/Finance Department									End of Jan. 2022						
Prepare IDP/Budget/SDF and PMS for review process	A special focus is given to the strategic or 3 year implementation plan in the IDP	Office of the Municipal Manager/All departments															
Action Plan to address AG queries	Prepare an action plan to address PMS issues from AG	Office of the Municipal Manager/IDP/PMS Officer									1 st week						
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 nd week					
Table draft IDP/Budget/SDBIP to Council and COGTA	To seek approval of the draft IDP/Budget and SDBIP before	Office of the Municipal Manager and Finance Department															

Activity	Deliverables	Responsible Department	TIME FRAMES 2022 TO 2023														
			July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022		
	community participation processes																
Adopt IDP, Budget/ PMS and SDF	Aligned Strategic Plans	Council															
Approval of SDBIP	Implementation Plan	Hon Mayor															
Implementation of SDBIP and signing of performance agreements and publicising	Implementation	All Departments															

12. 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

Alignment between local government provincial and national sector departments and corporate service providers. The aim of this level of alignment is to ensure that the IDP is in line with national and provincial policies and strategies so that it is considered for the allocation of departmental budgets and conditional grants. This level of alignment will also ensure alignment of the projects and programs with those of sector departments and corporate service providers.

(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	Greater-Kokstad Municipality	039-797 6600	039-727 3676
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

NO.	REPRESENTATION	NAME AND SURNAME	DESIGNATION	
1.	Harry Gwala District Municipality	MS NC James	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. L Mhlophe	IDP Officer	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.	Dr Nkosazana Dlamini-Zuma Municipality	Mrs NN Vakalisa	Manager: Strategic Support Services	039-833 1038
15.	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 its 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 its 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 municipality

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.

13. 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
TOTAL		R 405 000

14. IDP PREPARED IN HOUSE OR BY A SERVICE PROVIDER

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

15. 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

16. 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.

17. 2022/2023 DETAILED PROGRAMME FOR DR NKOSAZANA DLAMINI-ZUMA MUNICIPALITY

Activity	Description	Responsible Department	TIME FRAMES JUNE 2022 TO JULY 2023													
			July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	
Initiate IDP/Budget/O PMS/ SDF Planning Cycle 2022/23 (IDP Alignment 1st Meeting)	Planning Cycle Commences, Co-ordination & Preparation of IDP/Budget/O PMS Process	All stakeholders	3 rd week													
Community Based Plan	Development of a situational analysis of the CBP per ward	Management & Council			WBP/CBP situational analysis per ward											
2 nd IDP Alignment Committee meeting	To ensure that there is full alignment in the both the Locals and the District Municipality			2 nd IDP Alignment												
Finalise & adopt Framework & Process Plan		Management & Council			By 30 th											

IDP Steering Committee meeting		Harry Gwala DM					By 27 th							
Review objectives		Council & Management				22/23 or	4/5 th							
Internal meetings to align budget		MM & HODs					Ongoing							
Public Meetings		Council					8-12							
Service Providers Forum		Harry Gwala DM												
Review targets/budget		Council												
Steering Committee		MM/IDP Manager							4 th					
Alignment Committee		Harry Gwala DM				6 th								
Prepare SDBIP		IDP Manager/HODs										Start by 25 th		
Draft IDP/Budget tabled		Council										By 27 th		
Alignment Committee		Harry Gwala DM										HG DM to advise		
IDP Prov. Forum	Cogta											Cogta to advise		
Advertise draft IDP/Budget	IDP/CFO											1 st to 21 st		
Public Meetings	Council											8 th to 12 th		
Consolidation of input	IDP Manager												1 st to 24 th	

Adopt IDP/Budget	Council													By 30th		
Approval of SDBIP	Council														By 30th	
Implementation of SDBIP																Ongoing

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18. SPATIAL DEVELOPMENT FRAMEWORK PROGRAMME 2022/23

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 2021	Project Manager		
Inception Report presented (disseminated 1 week before meeting)	Inception Report and Progress Report	(November 2021) 1)Inception Report due 1 – 30/11/2021 2)PSC 3)Progress Report 30/11/2021		SP presents to PSC and documents circulated to Buffer committee 19 November 2021	10%
Written report (SDF informants & map circulated) report sent out 1 week before meeting	Interim Report and Progress Report	(January 2022) 1)Interim Report 12/01/2022 2)PSC – 12-16 January 2022 3)Presentation to Buffer Committee on 30/01/2022 4)Progress Report received 30/01/2022	Service Provider	Presentation to PSC	20%
Draft Report (SDF Text & Map circulated (sent out 2 weeks before meetings))	Draft Report and Progress Reports	(March 2022) 1) Present to Buffer Committee- 1/03/2022 4)Progress Report 1/03/2022 5)Public Participation March/April 2022	Service Provider	Presentation to PSC and Buffer Committee by 1/03/2022	20%
Assessment of Draft Report	Comments from PSC and IAP and Progress Report	1)Comments by 1 April 2022 2)Progress Report by 30 April 2022	Service Provider	PSC & Buffer Committee provides comments to SP mid-April	
Progress Report	Project Management Team Meeting & Progress Report	(April 2022) 1)Project Management Team 30 April 2022 2)Progress Report 30 April 2022	Service Provider	Progress Report	

Final Report (SDF Text and Map and informant maps)	Final Report and Progress Report	(May 2022) 1)Final Report 30/05/2022 2)PSC 01-03 June 3)Buffer Cte 21 June 2022 4)Public participation 24-27 May 2022 5)Progress Report 28 May 2022	Service Provider	Presentation to PSC and Buffer committee by end June	30%
Project Closure Meeting	Close Out Report	(End June 2022) 1)Close out report 30 June 2022 2)Project Management Meeting	Service Provider	Submission of Close Out Report to Council/Project Management Team	10% including 10% retention fee

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