



NDWEDWE LOCAL MUNICIPALITY

DRAFT 2026/2027 IDP PROCESS PLAN

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LIST OF ABBREVIATIONS

AG	- Auditor General
DCOGTA	- Department of Co-operative Governance & Traditional Affairs
DGDP	- District Growth and Development Plan
EXCO	- Executive Committee
GIS	- Geographical Information System
IDP	- Integrated Development Plan
KZN	- KwaZulu-Natal
LED	- Local Economic Development
MEC	- Member of the Executive Council
MFMA	- Municipal Finance Management Act, No. 56 of 2003
MTEF	- Medium Term Expenditure Framework
MSA	- Municipal Systems Act, No. 32 of 2000
NT	- National Treasury
NDP	- National Development Plan
OPMS	- Organisational Performance Management System
PAC	- Performance Audit Committee
PGDS	- Provincial Growth and Development Strategy
PMAC	- Performance Management Audit Committee
RF	- Representative Forum
SDF	- Spatial Development Framework
SDBIP	- Service Delivery and Budget Implementation Plan

1. INTRODUCTION

The **Municipal Systems Act 32 of 2000 (MSA)**, under **Section 29**, regulates the preparation of a Process Plan to ensure compliance with certain minimum quality standards of the IDP process and that proper coordination between and within spheres of Government occurs during this process. Also, **Section 21 (1)(b) of the Municipal Finance Management Act, (56 of 2003)**:

States that at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines.

During 2022, the Local Municipality adopted its five year 5th Generation (2022/2023 – 2026/2027) IDP, which outlined the milestones and the processes that the Municipality will follow when developing the new and review the IDP and it also outlined the annual budget and performance processes. This Process Plan will therefore serve as a guide for preparing the five five-year IDP, outlining the 2026/2027 processes with regards to review of the IDP, Annual Budget and Performance processes.

The preparation of a Process Plan, which is essentially the Ndwedwe Management Plan, for the review of the 2026/2027 IDP, requires adoption by Council and includes the following:

- A programme specifying the timeframes for the different planning steps.
- Appropriate mechanisms, processes and alternative procedures for consultation and participation of local communities, state organs, traditional authorities and other role-players are part of the IDP process.
- An indication of the organisational arrangements for the IDP process.
- Legally binding plans and planning requirements to be met within the context of the IDP process.
- Mechanisms and procedures for vertical and horizontal alignment.
- The findings and assessment comments from the MEC: CoGTA for inclusion as part of the review of the IDP to achieve a SPLUMA compliant and credible IDP.
- Alignment of the IDP with completed Sector Plans; and
- Update of the Financial Framework, the list of projects (both internally and externally funded).

1.2 LEGISLATIVE REQUIREMENTS FOR IDP REVIEW

According to the legislative requirements in the MSA and the Planning and Performance Management Regulations, all municipalities, both District and local, have to prepare an IDP and submit it to the MEC for Co-operative Governance and Traditional Affairs. The MEC's assessment is done within the context of Chapter 5, Section 25 (1) of the MSA, which indicates that each municipal Council must, within a prescribed period after the start of its elected term, adopt an inclusive and strategic plan for the development of the Municipality read together with Section 34(1) of the MSA, which states that a municipal council must review its Integrated Development Plan annually by an assessment of its performance measures in terms of Section 4 and to the extent that changing circumstances so demand.

In terms of **Section 24(1) of the Municipal Finance Management Act, 2003** states that the Municipal Council must at least 30 days before the start of the budget year, consider approval of the annual budget plan. Section 25(1) of the of the Municipal Systems Act, 2000 together with Sections 21(1) and (2) of the Municipal Finance Management Act, 2003 means that the IDP shall be adopted in May before the budget adoption.

Section 21 (1)(b) of the Municipal Finance Management Act, (56 of 2003):

States that at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines.

Section 21(1) of the Municipal Finance Management Act, 2003:

The Mayor of the Municipality must (a) coordinate the process 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.

Section 21(2)(a) of the Act, also states that when preparing the annual budget, the Mayor of the Municipality must (a) take into account the Municipality's Integrated Development Plan.

The Process Plan will assist the Family of Municipalities and all relevant stakeholders with guidance on how the Municipality would plan, draft and adopt the 2025/2026 IDPs as prescribed in the Municipal Systems Act (32 of 2000).

Chapter 5 of the MSA prescribes that a municipality must produce an IDP which:

- Links integrates and coordinates plans and considers proposals for the Municipality's development.
- Aligns the resources and capacity of the Municipality with implementing this plan.
- Complies with the provisions of this Chapter.
- It is compatible with national and provincial development plans and planning requirements binding on the Municipality regarding legislation.

Chapter 5, Section 26 of the MSA indicates the core components of an IDP and that such an IDP must reflect the following:

- The municipal Council's vision for the long-term development of the Municipality with particular emphasis on the Municipality's most critical development and internal transformation needs.
- An assessment of the existing level of development in the Municipality must include identifying communities that need access to essential municipal services.
- The Council's development priorities and objectives for its elected term include local economic development and internal transformation needs.
- The Council's development strategies must be aligned with any national and provincial sectoral plans and planning requirements binding on the Municipality in terms of legislation.
- The Council's operational strategies.
- Applicable disaster management plans.
- A financial plan must include a budget projection for at least the next three years.
- The key performance indicators and targets are determined in Section 41 of the MSA.

- Section 26 (e) of the Municipal Systems Act (32 of 2000) indicates that an Integrated Development Plan (IDP) must reflect “a Spatial Development Framework which must include the provision of basic guidelines for a Land Use Management System (LUMS) for the municipality”.

The IDP review will be undertaken in terms of Section 34(a) of the MSA, which states that:

- A municipal council must review its IDP annually and according to an assessment of its performance measurements stated in Section 41 of the MSA.
- The Council must review the IDP as far as changing circumstances demand.
- Section 34 (b) further reiterates the need for the amendment of the IDP to be according to a prescribed process (the process plan).

1.3 IDP-BUDGET-OPMS ALIGNMENT PROCESSES

Progress has been made with the process of aligning the IDP, Budget and the Organisational Performance Management System. Every effort will be made in the 2025/2026 financial year to improve the integration of these three processes to an even greater extent through the Process Plan. It should, however, be noted that the Organisational PMS specifically also requires its own in-depth process comparable to that of the IDP as well as the budget.

The Budgetary Process will address the various budget requirements and focus areas identified through self-assessment, i.e. compliance issues. The spotlight is on the alignment of the Budget to the IDP, Organisational PMS and SDBIP.

The Organisational PMS process will address the following issues:

- Alignment of the PMS, Budget and IDP processes and interim feed into the SDBIP.
- Establishment of the Performance Management Audit Committee.
- Implementation of the Individual Performance Management System at Managerial Level.

The following diagram summarise the functions of these processes and their critical linkages to one another.



FIGURE 1: PMS, BUDGET AND IDP PROCESSES

1.4 KEY ELEMENTS ADDRESSED IN THIS PROCESS

The following is a summary of the main activities to embark upon during this IDP review process:

- Comments received from the various role-players in the assessment of IDP documentation.
- Areas requiring additional attention in terms of legislative requirements that were not addressed during the previous years of the IDP Process.
- New Council priorities; Outcomes based approach (Cabinet Lekgotla Resolutions, District Lekgotla Resolutions, OPMS, State of the Nation Address, State of the Province Address, Sustainable Development Goals (SDGs), NSDF, PGDS, PGDP, PSDF, PSEDs, DGDP goals and objectives, DDM (District Profile and One Plan One Budget), 14 National Outcomes, IUDF, Back to Basics and Climate Change); {Adherence to legislative and policy frameworks} {PP aligned to Nat, Prov and district priorities} Alignment to Sector Departments' APPs.
- The Sukuma Sakhe / War on Poverty and War Rooms.
- Sector Plans. The SDF, with Capital Investment Framework, to ensure that the IDP and SDF preparation processes are adequately aligned;
- SPLUMA implementation requirements;
- Alignment of Ward Based Plans (WBPs) to the IDP.
- Consideration, review and inclusion of any relevant and new information.
- Shortcomings and weaknesses identified through self-assessment as well as on the Draft IDP assessments held in April 2024.
- Significant areas of concern highlighted during the District's IDP Alignment meetings.
- Preparation and review of relevant sector plans and their alignment with the IDP.
- Alignment of the Ndwedwe IDP to the PGDS and other relevant National and Provincial development guidelines and policies such as the Planning and Development Act.
- Ongoing alignment of the Municipality's Performance Management System in terms of Chapter 6 of the MSA, with the IDP.
- Update of the Financial Plan as well as the list of projects, inclusive of a 3-year Capital Investment Framework.
- To incorporate new information on the Council community development Programmes.
- Review and updating the Operation Sukuma Sakhe and War Rooms on a monthly basis.

- Review the IDP to align with SPLUMA implementation and requirements.

1.5 HORIZONTAL AND VERTICAL ALIGNMENT

Horizontal and vertical alignment within an IDP must be achieved and this is explained by means of the following:

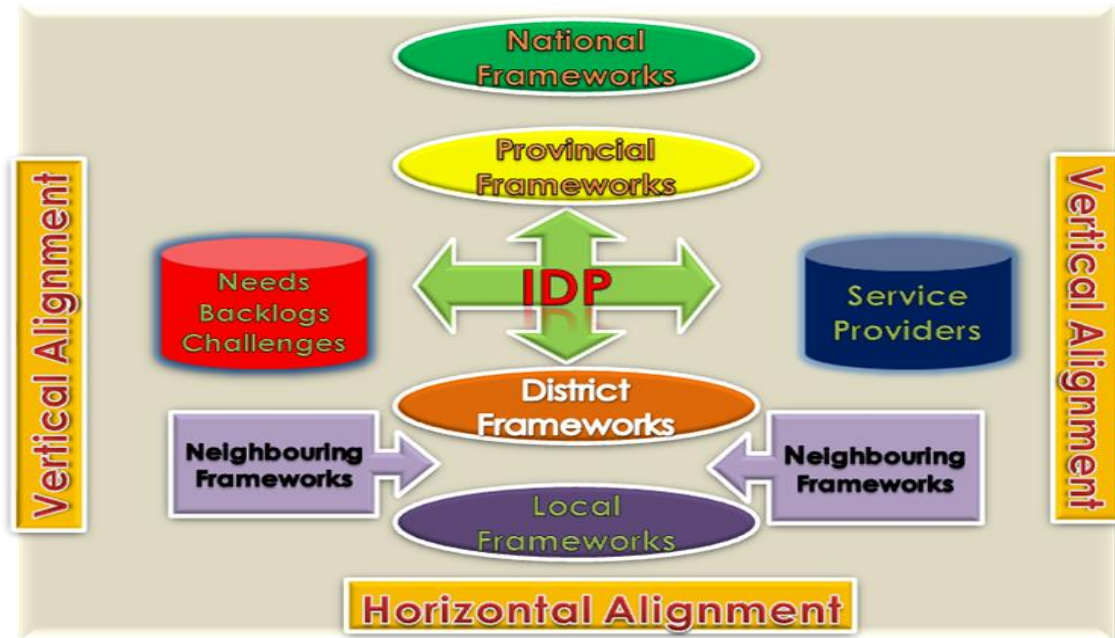


FIGURE 2: ALIGNMENT OF THE IDP PROCESSES

- Process Plan:**

According to legislation:

Chapter 5 and Section 28 of the Municipal Systems Act (2000), Municipalities are to prepare and adopt a Process Plan which indicates how the district and local municipalities will align their IDPs. The Process Plan provides the linkages and proper relationships to be established between the district and local municipalities in the region and in doing so, proper consultation, coordination and alignment of the IDP process within the district and the various local municipalities can be maintained.

Section 21 (1)(b) of the Municipal Finance Management Act, (56 of 2003):

States that at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines.

- Alignment with Sector Departments:**

It is essential that the Ndwedwe Local Municipality priorities can be reflected in the project prioritisation process and in turn, that the Sector departments projects can be reflected in the 2025/2026 IDP and SDF Review documentation. Regular and strategic meetings with the Sector Departments would be required during the process of the annual IDP review. This can be conducted through Sector Department meetings together with the district.

- **Neighbouring Municipalities:**

Cross-border alignment is necessary to ensure the spatial coordination of development efforts. This can be done through existing organisational structures such as the District Planning and Development Forum, as well as strategic discussions between neighbouring district municipalities. A concerted effort will be made to facilitate such alignment and coordination.

- **District Development Model:**

The iLembe Family of Municipalities DDM, through the development of the One Plans, strive to address the following issues resulting in poor service delivery and limited developmental impact within districts:

- a) Lack of coherence;
- b) Poor inter-governmental collaboration;
- c) Insufficient strategic focus in plans;
- d) IGR mechanisms that are not fully utilised and;
- e) No real joint planning It is paramount to ensure that the IDP and the DDM's One Plan One Budget goals and objectives are aligned.

1.6 MECHANISMS FOR ALIGNMENT

Alignment needs to occur within the context of the Ndwedwe 2025/2026 IDP Review and the following is of particular relevance in this respect:

- **National Linkages**

The National sphere provides a Framework for the preparation of sector plans and funding, where possible. This contributes to the creation of a normative framework and consistency between the Ndwedwe Municipality and the other Municipalities. The National sphere also coordinates and prioritises programmes and budgets between sectors and the National sphere in line with the National Framework.

- **Provincial Level**

As with National Government, Provincial Government prepares sectoral guidelines and funding for the preparation of these plans. The preparation of sector plans and programmes and district programmes also need to be coordinated and aligned.

- **Local Level**

The Ndwedwe Municipality will, in consultation with the district and the other local municipalities within its jurisdiction coordinate all planning activities during the IDP review process. Ndwedwe will participate in all district level alignment events and specific alignment meetings.

2. ORGANISATIONAL/INSTITUTIONAL ARRANGEMENTS

The IDP/Budget/OPMS review process will be guided and undertaken within the following organisational arrangements.

2.1 IDP Steering/MANAGEMENT Committee

As part of the IDP/Budget/OPMS review process, the municipal Council must establish a Steering/Management Committee which supports the Municipal Manager, IDP and the Budget Office. The composition of this Steering Committee will be as follows:

The Ndwedwe IDP Steering Committee/ Management Committee is composed of the following groups:

- Management Committee
 - Municipal Manager
 - Directors
 - Managers
 - Senior municipal officials

External technical members to be co-opted from time to time will be:

- Consultants (if appointed)
- Sector Departments and
- Stated Owned Enterprises

For the purposes of the review of the IDP, the IDP Steering Committee/ Management Committee will preferably be chaired by the **Municipal Manager**.

2.1.1 Terms of Reference for the IDP Steering Committee

The proposed terms of reference for the IDP Steering Committee are as follows:

- Provides terms of reference for the various planning activities.
- Commissions research studies.
- Considers and comments on:
 - ✓ Inputs from sub-committee/s, study teams and consultants.
 - ✓ Inputs from provincial sector departments and support providers.
- Processes, summarises and document outputs.
- Makes content recommendations.
- Prepares, facilitates and documents meetings.

2.2 Strategic Planning Sessions

Ndwedwe LM embarks on a Strategic Planning session annually in the month of March. A strategic planning session in Ndwedwe Local Municipality involves a structured process where officials, Councillors and Amakhozi's develop a roadmap for the municipality's future. This typically includes revising the municipality's vision, mission, and strategic objectives, conducting an analysis of the current situation (both internal and external), setting priorities, and developing action plans to achieve desired outcomes. The process is crucial for aligning municipal goals with national and provincial priorities, ensuring effective service delivery, and promoting sustainable development.

2.3 Orientation and training of newly elected Councillors

Newly elected municipal councillors undergo an induction and training program called the Integrated Councillor Induction Programme (ICIP). This program, developed by SALGA, aims to equip councillors with the necessary knowledge and skills to effectively fulfill their roles and responsibilities. The program includes both orientation for newly elected and refresher training for returning councillors.

Key aspects of the ICIP include:

- **Orientation on roles and responsibilities:**

Councillors are introduced to the legal and policy framework governing local government, including the roles and functions of various municipal structures and officials.

- **Municipal processes:**

The program covers key processes such as Integrated Development Planning (IDP), budgeting, financial management, performance management, and public participation.

- **Skills development:**

Councillors receive training on essential skills like leadership, ethics, communication, and partnership working.

- **Induction for specific portfolios:**

Training is also offered for specific portfolios like Local Economic Development, ensuring councillors understand their roles in areas such as investment attraction and the informal economy.

- **Focus on oversight and accountability:**

The program emphasizes the importance of councillors' oversight role in ensuring effective service delivery and holding the municipality accountable.

In addition to the ICIP, other initiatives support councillor development:

- **Councillor Handbook:**

SALGA provides a comprehensive handbook to guide councillors in their duties.

- **Skills audits and development:**

Ongoing skills audits and training programs are implemented to address specific needs and enhance councillors' competencies.

- **Collaboration and partnerships:**

SALGA and other stakeholders, including government departments, work together to ensure councillors receive the necessary support and training.

2.4 IDP Representative Forum

This forum will represent all stakeholders and will be as inclusive as possible. Efforts are continuously made to bring additional organisations into the RF and to ensure their continued participation throughout the process. The representative forum will meet as indicated in the IDP Action Plan and Programme. The Municipality will convene two IDP Representative Forums one in October 2025 and one in March 2026.

2.4.1 Composition of the IDP Representative Forum

The IDP Representative Forum was constituted as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP process. The composition of this Forum as follows:

- Councillors
- Traditional leaders
- Ward Committee representatives
- Senior municipal officials
- Stakeholder representatives of organised groups
- Advocates of unorganised groups
- Resource persons
- Other community representatives
- National and Provincial Departments regional representatives
- NGO's
- Parastatal organisations and local businesses

Representatives of the abovementioned groups/organisations may be co-opted onto the RF. The RF Meetings will be chaired by the **Mayor or any other Executive Committee member** so delegated by the Mayor.

2.4.2 Terms of Reference of the IDP Representative Forum

The terms of reference for the IDP Representative Forum are as follows:

- Representing the interest of the municipality's constituency in the IDP process.
- Providing an organisational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government.
- Ensuring communication between all the stakeholder representatives inclusive of municipal government.
- Monitoring the performance of the planning and implementation process.

2.5 IDP AND PMS MANAGER

The following are some of the responsibilities allocated to the IDP and PMS Manager for the IDP review process:

- Ensuring that the Process Plan is finalised and adopted by Council.
- Adjusting the IDP according to the proposals of the MEC.
- Identifying additional role-players to sit on the IDP Representative Forum.
- Ensuring the continuous participation of role players.
- Monitoring the participation of role players.
- Ensuring appropriate procedures are followed.
- Ensuring documentation is prepared properly.
- Responding to comments and enquiries.
- Coordinating the preparation of the Sector Plans and their inclusion into the IDP documentation.
- Coordinating the inclusion of the OPMS into the revised IDP.
- Submitting the reviewed IDP to the relevant authorities.

The Municipal Financial Management Act, which also impacts on the IDP, may affect the abovementioned functions with the Mayor being given more powers and functions in terms of the IDP.

2.6 WORKING GROUPS

Working Groups are established to assist the IDP/Budget/OPMS Steering and Management Committee by focussing on specific matters referred to them by the Steering Committee. The Working Groups need to consist of the necessary officials at a managerial level tasked with the matter at hand and could include any additional external involvement and resources deemed necessary, including specialist consultants, officials from provincial departments, etc.

The Ndwedwe Local Municipality forms part of the following IGR working groups:

- Planning and Development and PMS IDP Working Groups coordinate the development of Council IDP and consists of the following Business Units: Planning, Budget, OPMS and Public Participation
- Technical Working Group (provides Technical Infrastructure projects information to the IDP Working Group in general this information will cover backlogs achieved as well as Strategic Infrastructure Planning)
- Institutional Working Group (provides information relating to the current and proposed Organogram in terms of strategic goals and other related Human Resources information).
- LED Working Groups (provides information relating to new Economic opportunities that are informed and inform the District One Plan and Spatial Development Framework.
- CFO's Working Group (provides budgeting information to the IDP Medium Term Expenditure Framework (MTEF).
- Speaker's Working Group coordinates and aligns all public participation meetings with the district and its local municipalities.

2.7 WARD-BASED PUBLIC MEETINGS

This serves as the direct consultation with the members of the public to discuss what the IDP document contains and also to find out if there are other development issues that need to be

addressed. The Ndwedwe Municipality conducts the Mayoral Imbizos which are rolled out within Ndwedwe jurisdiction.

The diagram below illustrates the above direct consultations and committees are linked together:

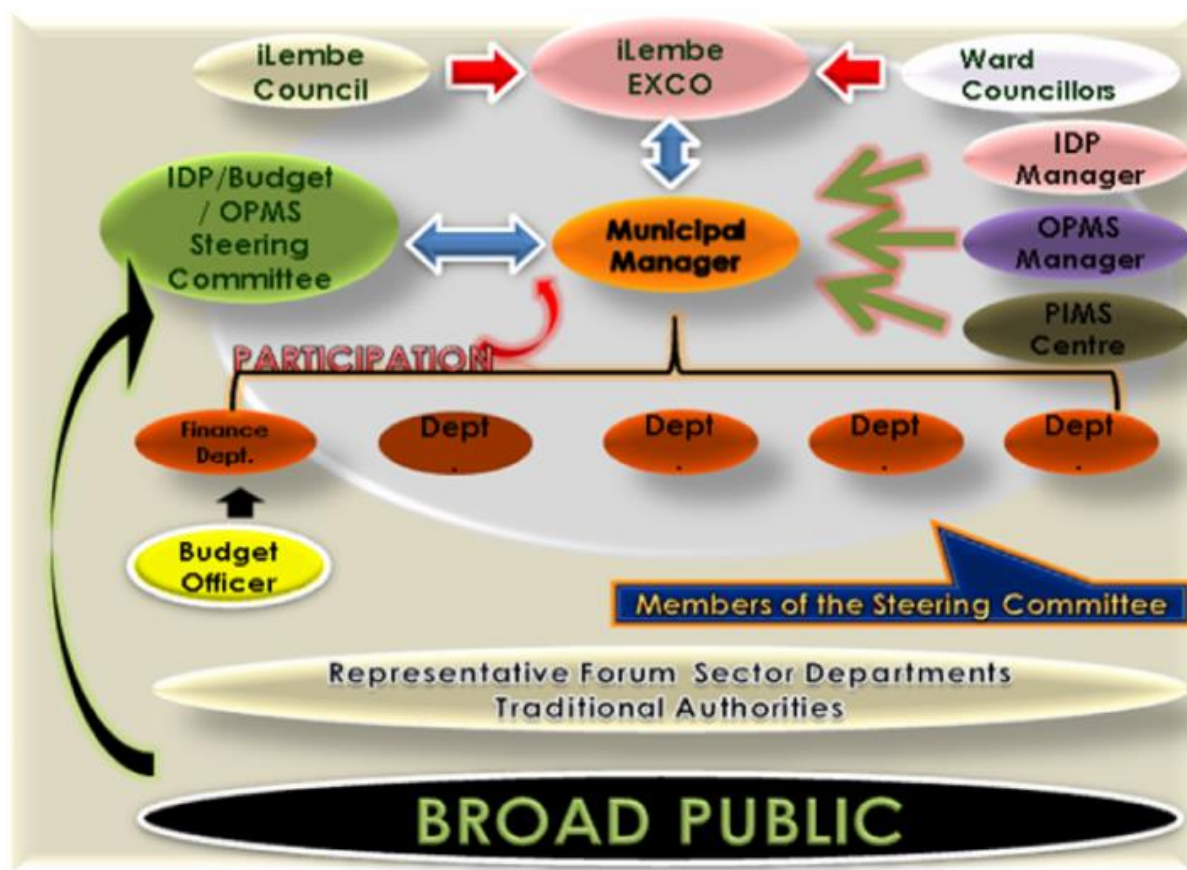


FIGURE 3: CONSULTATION PROCESSES

3. INTERNAL AND EXTERNAL STAKEHOLDERS

Within the context of the preparation of this IDP Review the main roles and responsibilities allocated to each of the internal and external role-players are set out in the following tables.

3.1 INTERNAL ROLE-PLAYERS

- Council
- Municipal Manager
- IDP and PMS Manager
- Management Committee
- Municipal Officials
- IDP Steering Committee
- Representative Forum/Civil Society

Role-Player	Roles And Responsibilities
Council	<u>IDP</u> • Final decision making • Approval of the reviewed IDP documentation <u>Organisational PMS</u> • Final decision making • Consider and adopt final report • Mayor: Submit draft performance agreement for the Municipal Manager via EXCO to the Council for consideration and approval • Municipal Manager: Submit draft performance agreement for each departmental head to EXCO for approval • Municipal Manager: Submit annual performance report to Council via EXCO for consideration and approval • Municipal Manager: Submit audit report via EXCO to Council within 1 month of receipt • IDP and PMS Manager: Submit report via EXCO to the Council about mechanisms, systems and processes for auditing the results of performance measurements as part of the internal auditing process • IDP and PMS Manager: Obtain Council approval for the mechanisms, systems and procedures <u>Budget</u> • Approve the budget before the start of the financial year • Consider draft budget • Approve unforeseen and unavoidable expenses • Approve Adjustment Budget
Councillors, Traditional Councils, etc.	<u>IDP</u> • Linking the IDP process with their constituencies • Organising the public participation • Dissemination of Information
Mayor	<u>IDP</u> • Decide on the process plan • Overall management, coordination and monitoring of the process and drafting of the IDP review documentation, or delegate this function <u>Organisational PMS</u> • Establish the performance agreement for the Municipal Manager in terms of the OPMS • Determine KPAs for Municipal Manager based on institutional KPIs • Determine the performance objectives and targets that the Municipal Manager must meet in relation to the KPAs • Negotiate the performance objectives and targets that the MM must meet • Submit draft performance agreement for the Municipal Manager via EXCO to the Council for consideration and approval • Conclude and sign performance agreement with the Municipal

Role-Player	Roles And Responsibilities
Municipal Manager	Manager <u>Budget</u> • Table budget to Council at least 90 days before the start of the financial year • Table the mid term review assessment report to Council by 31 January each year. • Table budget timetable to Council • Report authorization of unforeseeable and unavoidable expenses at Council meeting after having authorized such expenses • Approval of budget implementation plan • Ensure conclusion of management's performance agreements • Ensure that the management's performance agreements are made public • Submit to Council an annual report within 7 months after the end of the financial year
Municipal Manager	<u>IDP</u> • Decide on planning process • Monitor process • Overall Management and co-ordination <u>Organisational PMS</u> • Establish a performance audit committee • Establish performance agreements for departmental heads • Determine KPAs for each departmental head • Determine proposed performance objectives and targets that each departmental head must meet in respect of each KPA • Negotiate performance objectives and targets that the departmental heads must meet. • Submit draft performance agreement for each departmental head to EXCO for approval • Conclude and sign performance agreements with each departmental head • Performance monitoring of the OPMS • Develop standard progress and variance reporting format • Develop forms and/ or electronic database for tracking progress and variance on monthly basis • Determine the frequency of progress and variance reporting, including dates for submitting reports • Verify interim OPMS measurement results • Submit annual performance report to Council via EXCO for consideration and approval • Submit approved annual performance report, together with financial statements, to the Auditor General • Receive external Auditors report • Submit audit report via EXCO to Council within 1 month of receipt <u>Budget</u> • Give notice of bank account to the NT and AG • Supply NT and AG with list of bank accounts

Role-Player	Roles And Responsibilities
	• Table consolidated report of all withdrawals from bank account to Council within 30 days after the end of each quarter • Submit draft budget implementation plan to Mayor within 14 days after approval of the budget • Perform mid-year performance assessment of the Municipality and the submission of the report to the Mayor • Submit the annual financial statements to the AG within two months after the end of the Financial Year • Submit annual oversight reports to the Provincial Legislature within 7 days after adoption by Council
IDP and PMS Manager	<u>IDP</u> • Day-to-day management of the process <u>Organisational PMS</u> • Day-to-day management of the process • Performance planning and preparation • Submit report via EXCO to the Council about mechanisms, systems and processes for auditing the results of performance measurements as part of the internal auditing process • Obtain Council approval for the mechanisms, systems and procedures • Compile schedule/ programme for internal auditing • Submit quarterly reports on audits to the Municipal Manager and the Performance Audit Committee
Municipal Officials	<u>IDP</u> • Provide technical/sector expertise • Prepare selected Sector Plans <u>Organisational PMS</u> • Setting KPIs for administrative components and service providers • Prepare progress reports – Top Management to do this monthly • Report on the performance measures • Verify interim OPMS measurement results
IDP Management / Steering Committee	• Assist and support the Municipal/IDP Manager • Oversee the alignment of the planning process internally within the municipal area
Representative Forum/Civil Society	• Representing interest and contributing knowledge and ideas • Also inclusive of the terms of reference of the IDP Representative Forum

TABLE 1: INTERNAL RESPONSIBILITIES

3.2 EXTERNAL ROLE-PLAYERS

- Relevant Government Sector Departments
- Planning professionals/facilitators
- Municipal officials
- Representative Forum
- Civil Society / Broad Public

ROLE-PLAYER	ROLES AND RESPONSIBILITIES
Planning Professionals	• Methodological guidance • Facilitation of planning workshops • Sector Plans • Performance Management • Documentation
Municipal Officials	• Provide technical/sector expertise • Prepare draft progress proposals
Representative Forum/Civil Society	• Representing interest and contributing knowledge and ideas
Government Departments	• Provide data and information (Strategies & Policies) • Budget guidelines • Alignment of budgets with the IDP • Provide professional and technical support

TABLE 2: EXTERNAL ROLES & RESPONSIBILITIES

4. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION AND ALIGNMENT

Participation within the context of the Ndwedwe 2026/2027 IDP process will be guided by the Ndwedwe Municipality Public Participation Process. Due cognisance is also given to the Batho Pele principles and Community Based Planning. This Section of this IDP Process Plan highlights the main points of departure in terms of IDP participation.

4.1 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION

Four major functions have been identified for public participation process namely:

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

During the preparation of the IDP and its review, the public participation process will be institutionalised in order to ensure all residents have an equal right to participate.

4.2 MECHANISMS AND PROCEDURES FOR PARTICIPATION

The following mechanisms and procedures/processes for participation will apply for the 2026/2027 Ndwedwe IDP process:

MECHANISM FOR PARTICIPATION	PROCEDURE/PROCESS FOR PARTICIPATION
IDP/Budget/OPMS Representative Forum	
This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the Rep Forum and ensure their continued participation throughout the process.	The Rep Forum will meet as indicated in the attached programme. The Municipality will convene two IDP Representative Forums one in October 2025 and one in March 2026. - The first RF meeting will involve a presentation of the Process Plan as well as a gap analysis identifying areas to be addressed in the IDP/Budget process. - The Rep Forums will be held to provide feedback on the IDP/Budget/Organisational PMS to acquire input from RF members on the Sector Plans and draft Budget. - Ad-hoc RF meetings will be called as and when needed to inform the OPMS implementation process and specifically in setting performance targets. - Input will be invited via the various Ward Committee meetings and Traditional Authority meetings in conjunction with the respective Local Municipality.
Izimbizo/" Road Shows"	
This process was very successful in previous public engagements and will be continued during the 2026/2027 IDP and Budget review. Comments will be collated into an Izimbizo Findings Report with the relevant line functions been given the responsibility to ensure that issues identified are adequately addressed.	These meetings will be held as indicated in the attached programme and will be widely publicised via the media. The Municipality will convene 2 Imbizos meetings two in November 2025 and two in April 2026.
Various Forums	
This involves the assimilation of issues raised at various Forums established at the District and Local level, ranging from LED, Water Forums, Summits and Community Based meetings.	This is an ongoing consultative process and meetings will be held as and when required.
Media	
Local newspapers will be used to inform the community of the progress with the IDP/Budget/Organisational PMS process.	A notice will be published in the local newspaper regarding the initiation and completion of the IDP/Budget/PMS process. This notice will invite stakeholder participation and comments on the Draft Plan. A progress report will be submitted to the local newspaper on the completion of the IDP Review, as well as on the completion of any of the Sector Plans.

TABLE 3: PROCESSES FOR PARTICIPATION

4.3 COMMUNITY BASED PLANNING

The Ndwedwe Municipality has commenced with the CPB process throughout the 19 wards. The municipality's approach in participatory interaction is based on its innovative ward based planning process which escalates to area based planning process where all 19 wards will be involved in the confirmation of their development priorities/needs in the context of the area.

Area-based plan as a form of participation in the development of Ndwedwe Municipality's IDP is seen within the context that it must be people-focused and empowering, led and owned by Ward Councillor, Ward Committee members and Community Development Workers (CDW's) based on vision and strengths of the ward and area. Through WBP, communities and stakeholders will highlight and confirm their development priorities that should be included in the IDP in the form of projects, programmes and services linked to wards and on a broader basis of the area of which the ward forms an integral part. A fundamental and statutory component of the IDP process is community engagement and public participation. Ward based planning is considered the preferred form of participatory planning designed to promote community action and to link to the IDP as it provides a mechanism for entrenching participatory planning and management at ward level.

5. ACTION PLAN AND BUDGET

5.1 CORE ELEMENTS OF THE IDP/BUDGET/ORGANISATIONAL PMS PROCESS

The core elements of the IDP, Budget and Organisational PMS preparation process correspond with the core functions of municipalities as outlined in the MSA, the MFMA and other applicable legislation as well as the Department of Co-operative Governance and Traditional Affairs IDP Guide Packs and the IDP Credibility Framework. In addition to these certain critical elements have arisen from the preparation of the IDPs over the past years and these are also incorporated into this 2026/2027 IDP process.

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

- Current status of the implementation process of the IDP, including a performance report of the previous Council's full term of office.
- The IDP Components as listed in the MSA.
- Performance Management System requirements.
- Preparation and finalisation of the annual municipal budget and ensuring compliance with the requirements of the MFMA. Milestones.

5.2 IDP, BUDGET AND ORGANISATIONAL PMS PROCESSES

The programme for IDP, Budget and Organisational PMS Process are as follows:

TIMEFRAME	ITEM	ACTIVITY	ACTION/ RESPONSIBILITY
1 st QUARTER	July	IDP, PMS and Budget Review • Previous financial year- Submit the quarterly report for the period ending 30 June on the implementation of the budget and state of financial affairs of the Municipality to the Council. MFMA s52(d) • The Mayor begins planning for the next three-year budget by coordinating the role of the budget process. MFMA s 53	Manager: IDP/Planning - Submit draft IDP Framework and Process Plan to COGTA. • The Accounting Officer and senior officials of the Municipality and the entity begin planning for the next three-year budget. MFMA s 68,77
	August	Adoption of the Process Plan, Public Notification PMS Review • Mayor tables time schedule outlining key deadlines for the preparation, tabling and approval of the budget, processing the IDP, budget-related policies and consultation processes at least ten months before the start of the budget year to the Council. MFMA s21 MSA s 34	
	August	Adoption of the Process Plan, Public Notification PMS Review • Mayor: Establish committees and Consultation Forums for the budget process • Council: Process provincial and national government sector and strategic plans	
	September	Public Participation-Rep Forum meeting Alignment with Sector Departments • Council to approve the Final Framework and Process Plans • Determination of strategic objectives for service delivery and development for the next three-year budgets, including the process of provincial and national government sector and strategic plans. MSA s34	Manager: IDP and Planning to submit Final IDP Framework Plan and Process Plan to COGTA
2 nd QUARTER	October	Review of the Strategies, Objections and Public Participation Meetings • Current financial year- Submit the quarterly report for the period ending 30 September on the implementation of the budget and financial state affairs of the Municipality to the Council. MFMA s52(d)	Process the implementation of the budget for the 1st quarter of the 2 budget year, and analyse the state of affairs in terms of financial performance. • Submit a report to Council and to Provincial Treasury.
	October/ November	Finalise tariff policies and • Public Participation/IDP Representative	Conducting the first public participation meetings

	December		The Council finalises tariff policies (service charges) for the next year. MSA 74,75	Accounting Officer: review and draft initial changes to IDP. MSA s34
3rd QUARTER	January		- Entity board of directors submit proposed budget for 2025/2026 at least 150 days before the start of the budget year. MFMA s87. - Previous Year – Table in Council a consolidated annual report for the year ended 30 June, MFMA 127 (2) - Current financial year- Submit the quarterly report for the period ending 31 December 2023 on the implementation of the budget and state of financial affairs of the Municipality to the Council. MFMA s52(d) - Current Year- Consider Monthly and mid-year (sec 71 and 72) reports for the period ended 31 December, review the implementation of the budget and SDBIP, identify problems and amend or recommend appropriate amendments, Submit a report and make public any amendments to the SDBIP – due end of the month. MFMA 54 (1) - Finalising the Spatial Development Framework (SDF).	Review proposed national and provincial budget allocations • Process Mid-year budget and performance assessment report and submit to the Mayor, PT and NT for comments, review and consider an adjustment budget if necessary. • MFMA 72(i) • Overall budget performance is assessed, and adjustments budget is considered after the mid-term assessment. • Process the implementation of the budget for the 2nd quarter of the 2025/265 budget year, and analyse the state of affairs in terms of financial performance. • Publish the annual report and invite comments from all relevant stakeholders. MFMA 127 (5)

4 th QUATER	February		• The provincial Treasury engages the Municipality on the Mid-Year budget and performance assessment. • Council considers the municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity. - MFMA s87(2) • IDP Representative Forum • Consider approving the 2023/24 consolidated Adjustment Budget. MFMA s28	• Provincial Treasury visits for engagement on the Mid-Year budget and performance assessment. • Accounting Officer: Submit proposed budget and plans to the Mayor considering the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous year's audited financial statements and annual report. • Submit the tabled adjustments budget to PT, NT and other affected stakeholders. • Publish the approved Adjustment Budgets 2023/24 MFMA s75 (1) (a) Engagement with Provincial Treasury after tabling the section 72 report.
	March	Tabling of the 2026/2027 draft budget	• The Council to consider the 2026/2027 draft budget	
	April		• Consult with relevant sectors to finalise allocations from Government for 2026/2027 and the subsequent 3-year cycle. MFMA s21 • Provincial Treasury Budget & Benchmarking Assessments Engagement. • The provincial Treasury engages the Municipality on the tabled 2026/2027 draft budget.	Publish the tabled IDP and Budget and invite the local community to comment. 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. • Visit by Provincial Treasury for Engagement on Budget & Benchmarking Assessment.
	April	Public Comments and Public Participation on the draft IDP and Budget	• Public Participation/IDP Representative Forum • Public hearings "(IDP/Budget/OPMS)" • Public hearings and Council debates on a budget are conducted. • Current financial year- Submit the quarterly report for the period ending 31 March 2025 on the implementation of the budget and financial state affairs of the Municipality to the Council. MFMA s52(d)	Finalise sector plans for water and sanitation in consultation with national and provincial treasuries. • Budget and Benchmark Assessment visit by Provincial Treasury. • Process the budget implementation for the 3rd quarter of the 2025/26 budget year, and analyse the state of affairs in terms of financial performance.

	May		• Council considers the views of the public, national and provincial treasuries and the Mayor be given an opportunity to respond to these. MSA Chapter 4 as amended; MFMA s23,24 • The Mayor then tables amendments for Council consideration, and the Council considers the approval of the budget and plans at least 30 days before the start of the budget year. • Entity board of directors to approve the entity's budget by 30 days before the start of the financial year, taking into account any hearings or recommendations of the parent municipality. MFMA s87 • Council to approve an annual budget by resolution, setting out taxes and tariffs, approving changes to the IDP and budget-related policies, and approving measurable performance objectives for revenue by source and expenditure by vote before the start of the budget year.	Submit the final Budget, IDP and implementation plans to Council for approval. Adoption of both the 2026/2027 IDP review and Annual Budget for the financial year 2026/2027 approval.
	June	Submission of adopted IDP and Budget to relevant stakeholders.	• The Mayor must approve SDBIP within 28 days after the approval of the municipal budget. • The Mayor is to ensure that the annual performance agreements are linked to the measurable performance objectives approved with budgets and SDBIP. The Mayor submits the approved SDBIP and performance agreements to Council and MEC for the Local Government and makes them public within 14 days after approval. MFMA s53; MSA s 38-35, 57(2)	• Submission of the adopted IDP to COGTA. • Accounting Officer submits to the Mayor no later than 14 days after the approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA; MFMA s 69 • The Accounting Officer of the Municipality and the entity's board of directors must publish the adopted budget and plans. MFMA s 75,87

TABLE 4: IDP/BUDGET/OPMS PROCESS

5.3. IDP/BUDGET/ORGANISATIONAL PMS ACTION PLAN

The Programme for IDP, Budget and Organisational PMS Action Plan is attached as separate document termed Activity & Time Frame Schedule as part of the Process Plan for Ndwedwe 2026/2027 IDP. The schedule provides a detail of the different activities, binding legislation, responsible entity and projected timelines. It also ensures integration and alignment through the review process of the IDP, Budget and OPMS.

5.4 COST ESTIMATE AND BUDGET

A budget for driving the whole IDP process has been set aside internally by the Local Municipality as well as for supporting aspects of the whole process. The cost estimates for the 2025/2026 financial year are as follows:

ACTIVITY	ESTIMATED COST
Catering	R350 000.00
Entertainment	R50 000.00
Sound system	R50 000.00
Tents	R100 000.00
Transport	R100 000.00

TABLE 5: COST ESTIMATE AND BUDGET

6. REVIEW OF THE SPATIAL DEVELOPMENT FRAMEWORK (SDF) AND SDP

6.1 LEGISLATIVE BACKGROUND

The Municipal Systems Act 32 of 2000 (MSA), under Section 26(e), regulates a municipality to prepare and adopt a (SDF) as a component of its Integrated Development Plan (IDP). The SDF is a process through which a municipality prepares a strategic spatial development plan for a medium to long term period as a means to facilitate effective implementation of the IDP. It will serve as principal spatial planning instrument which guides and informs all planning, land management, development and spatial decision-making in the municipality.

6.2 SDF ALIGNMENT WITH IDP

Ndwedwe Local Municipality SDF has been adopted by Council on 30 May 2023. The NLM Spatial Development Plan (SDP) is currently under review in the current financial year and will be finalised and adopted by end of June 2026.

Ndwedwe Local Municipality vision was developed as part of the IDP process in line with the requirements of the MSA. The framework forms part of an integrated planning system guided by law and policies, mainly to formulate a spatial framework which will regionally and locally address the intentions of the National Development Plan of 2011, the principles of the Spatial Planning and Land Use Management Act (SPLUMA) No. 16 of 2013, Rural Development Strategy and District Growth Development Plan (DGDP).

The SDF is a spatial translation of the IDP goals, objectives and strategies. It is of key importance that the SDF therefore aligns to the vision of the IDP to ensure the realisation of desired goals. The key themes that can be identified in the vision can be summarised as follows:

- Tourism development which is attached to economic development;
- Provision of services; and

- Quality of services.

6.3 SDF AND CIF

The SDF is aligned to the CIF that is the short, medium and long-term government investment in the form of future capital projects indicates a huge desire for Ndwedwe Local Municipality to endeavour to strike a balance between meeting the needs of settlements while also encouraging the growth and development of nodes. The intention of the Capital Investment Framework (CIF) is to close the gap between the spatial development framework and implementation on the ground. The CIF formulation is based on three intervention programmes which will guide the formulation of a spatially based budget. The integration of the sector plans will ensure impactful outcomes for projects that are implemented. The CIF is annually prepared as part of the SDF, it is prepared in conjunction with internal departments, sector departments and state owned enterprises.

The primary objectives of the CIF are as follows:

- provide a strategic context in which infrastructure and services investments should occur
- provide information on the current development profile of different areas and required interventions
- propose spatial-based investment interventions Budgeting decisions will be made with the clarity that only a visual platform can give Sector plans will be aligned with strategic investment decisions relating to bulk infrastructure Addressing the developmental backlogs;
- Efficiency though the creation of Business Intelligence through providing strategic planning information at a central point.

6.4 NDWEDWE SPATIAL DEVELOPMENT FRAMEWORK (SDF)

The Ndwedwe Municipality is in the process of reviewing their Spatial Development Plan. The Ndwedwe SDF aims to create a spatial interpretation of the strategies and projects already contained within the IDP. Its main purpose is to guide the form and location of future spatial development within a Municipal area in order to address the imbalances of the past. Its attributes are as follows:

- It is a legislative requirement with a legal status and it supersedes all other spatial plans that guide spatial development within Ndwedwe Local Municipality.
- It enables the municipality to manage land development effectively in a sustainable manner.
- It promotes spatial transformation and integrated development.
- It identifies areas where social and infrastructure backlog is evident.

6.4 NDWEDWE SPATIAL DEVELOPMENT PLAN (SDP)

The Spatial Development Plan (SDP) for the Ndwedwe Local Municipality is conducted in compliance with a set of policies and laws originating from various levels of government, including national, provincial, and local, as well as international development policies. These policies and regulations will serve as the basis for the formulation of the SDP. The objective of reviewing policies and legislation is to ensure that the development of the SDP aligns with the goals and objectives of the aforementioned government levels and international policies.

Spatial Development Plans is undertaken annually by the Framework and every five years, the Municipality prepares and adopts its Municipal Spatial Development Framework (MSDF) in line.

7. LEGALLY BINDING PLANNING REQUIREMENTS

The following table refers to all the applicable legislation and policies the municipalities in KwaZulu-Natal need to consider and comply with in the process of integrated development planning:

7.1 LEGISLATION

Legislation	Responsible Department	Subject Matter	Responsibility	Approval
Municipal Systems Act, No. 32 of 2000	Department of Co-operative Governance and Traditional Affairs	Integrated development plans Strategic Planning Multi-sectoral planning, coordination & alignment	Municipalities	Municipalities MEC Local Government may require amendment to IDP
Water Services Act, No. 108 of 1997	Department of Water and Sanitation	Water services plan Provision and delivery of water services	Water Services Authorities/ Municipalities	Water Services Authorities
National Land Transport Transition Act, No. 22 of 2000	Department of Transport	Transport plans Public transport plan Operational plan Integrated transport plan Operational plan	Transport Authorities /Municipalities	Transport Authorities /Municipalities
National Housing Act, No. 107 of 1997	Department of Human Settlements	Housing delivery plans Provision and delivery of housing	National & Provincial Government Municipalities	National & Provincial Government Municipalities
Municipal Structures Act, No. 117 of 1998	Department Of Co-Operative Governance And Traditional Affairs	Municipal establishment and determination of powers and functions of municipalities	Municipalities	N/A
National Environmental Management Act, No. 107 of 1998	Department of Environmental Affairs and Tourism	Environmental management plans Environmental principles Environmental implementation plans	Certain national departments and each province	Relevant department or province
Spatial Planning and Land Use Management Act, No 16 of 2013	Department of Rural Development and Land Reform	Spatial Planning and Land Use Management	Municipalities	Municipalities
Public Finance Management Act, No. 1 of 1999 & Treasury Regulations	National Treasury	Economic, efficient & effective management of public finances transferred from National or Province to municipalities through sound accounting and internal control system	Municipalities	National and Provincial Treasury

Legislation	Responsible Department	Subject Matter	Responsibility	Approval
Municipal Finance Management Act, No. 56 of 2003	National Treasury	Economic, efficient & effective management of municipal finances through sound accounting and internal control system	Municipalities	Municipal manager MEC Local Government
Property Rating Bill, 2000	Department of Co-operative Governance and Traditional Affairs	Creation & maintenance of sustainable municipal rates base	Municipalities	N/A
Administrative Justice Act, No. 3 of 2000	Department of Justice	Fair administrative procedures	Municipalities	N/A
Promotion of Access to Information Act 2 of 2000	Department of Labour	Freedom of access to public information	Municipalities	N/A

TABLE 6: LEGISLATION

7.2 POLICIES & PLANS

Policy	Responsible Department	Subject Matter
National Development Plan	National Planning Commission/Presidents Office	NDP seeks to eliminate poverty and reduce inequality.
12 National Outcomes	The Presidency	The outcomes approach is designed to ensure that government is focused on achieving the expected real improvements in the life of all South Africans.
Provincial Growth & Development Strategy (PGDS)	Premiers Office	A 2020 vision to create a dynamic, peaceful, secure, prosperous, healthy, educated, democratic, attractive and competitive
iLembe District Growth and Development Plan	iLembe Family of Municipalities	DGDP set a long term (20 year +) vision and direction for development in the District
iLembe Regional Spatial Development Plan	iLembe District Municipality	This Spatial Plan moves away from the "button and zip" (nodes and corridors) approach that has become so prevalent specifically in strategic spatial planning. The end-product is a detailed, cadastrally referenced, long term spatial plan that considers future natural resource management, economic development, population distribution and other factors, and packages this Spatial Plan in a phased long term implementation strategy. A short term (to 2020) implementation plan is also provided.

TABLE 7: POLICIES & PLANS

8. ACTION PLAN PROGRAMME

The action programme is detailed in Annexure A, as attached. The plan includes the duration of each major activity to be undertaken during the IDP review process, which spans over 23 weeks. The local municipalities Process Plans would need to coordinate and align to the district plan. Regarding the attached action plan, the legislative timeframes per the Municipal Finance Management Act No 56 of 2003 have been considered. The programme is aligned to the IDP Phases as follows:

PHASES	PROPOSED PROGRAMME
Preparation	Four weeks
Strategic Analysis	Six weeks
Alignment with service provider	Two weeks
Project Review	Four weeks
Approval Process	Six weeks

It should be noted that the above programme excludes the 3-week year-end vacation period and council recess and that some activities within the programme will overlap.

9. ADOPTION

The following steps need to be taken to facilitate the final approval of this Ndwedwe 2026/2027 IDP:

- **Public Involvement**
 - The Mayor must make presentations to all Wards
 - Various consultation sessions need to be held during the period October to November 2025 to May 2026. These will provide the Ndwedwe Council with the opportunity to discuss pertinent issues and needs with constituent communities.
 - Various IDP Steering Committee and EXCO meetings need to be held to facilitate reporting on progress with regard to this IDP and the IDP Process.
 - IDP Public Participation and RF meetings need to be held and proper attendance ensured.
- **Critical Steps**
 - A draft 2026/2027 IDP Review document will be submitted to COGTA for assessment on 31 March 2026.
 - Simultaneously, the general public need to be informed that the IDP is open for comment and representation.
 - After the comment/representation period has lapsed, the draft IDP with relevant amendments must be submitted to the Ndwedwe Council for adoption.

- To achieve integration and alignment, the Ndwedwe IDP and PMS Manager must attend the IDP Sector Alignment meetings that have been scheduled.
- A Final 2026/2027 IDP Review document will be submitted to CoGTA for comment on 31 May 2026.

10. CONCLUSION

Although the IDP, Budget and Organisational PMS Process are three distinct processes, they are integrally linked processes which must be coordinated to ensure that the IDP, the Budget and the OPMS with their related policies are tabled as mutually consistent and credible. A programme is also developed which includes the IDP, Budget, OPMS and Annual reporting processes.

Additional, the Process Plan was advertised for public comment for a period of 21 days. Subsequently a copy of the of the Draft Process Plan will be submitted to KZN CoGTA and iLembe District Municipality on 31 July 2025 for comment prior to finalisation, approval and adoption by Council at the end of August 2025.

Although the IDP, Budget and Organisational PMS Process are three Distinct processes, they are integrally linked processes which must be coordinated to ensure that the IDP, the budget and the OPMS with their related policies are tabled as mutually consistent and credible. A programme is also developed, which includes the IDP, Budget, OPMS and Annual Reporting processes are attached as **Annexure A**.