

# UMVOTI MUNICIPALITY



## UMVOTI MUNICIPALITY 2026/2027 IDP, BUDGET AND PMS PROCESS PLAN

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## SECTION 1: BACKGROUND

- 1.1 The Integrated Development Planning (IDP) Process is a process through which municipalities prepare strategic development plans for a five year period. An IDP is regarded as a key tool in assisting local government to play its new developmental role as it seeks to arrive at informed decisions on issues such as municipal budgets, land use management, promotion of local economic development and institutional transformation in a consultative, systematic and strategic manner.
- 1.2 In terms of Section 25 of Chapter 5 of the Municipal Systems Act, No. 32 of 2000 and Regulations, all municipalities are required to adopt an Integrated Development Plan within a prescribed period after the start of its elected term and review the plan annually. An IDP is therefore a legislative requirement - it accordingly has legal status and supersedes all other plans that guide development at the local government level.
- 1.3 In terms of Section 26 of the Municipal Systems Act, 2000 *“an integrated development plan must reflect:*
- (a) the municipal council’s 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 3 years; and*
  - (i) the key performance indicators and performance targets determined.*

1.4 In terms of Section 34 of the Municipal Systems Act, 2000:

*“A municipal council-*

*(a) must review its integrated development plan-*

- (i) annually in accordance with an assessment of its performance measurements*
- (ii) to the extent that changing circumstances so demand; and*

*(b) may amend its IDP in accordance with a prescribed process.”*

1.5 In order to ensure certain minimum standards in the IDP process, and co-ordination between and within the various spheres of government, the preparation of a Process Plan has been regulated in the Municipal Systems Act (MSA), 2000. Section 28(1) of the Act requires each municipal council to “adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan”. The Process Plan has to include the following:

- a) a programme specifying the time frames for the different planning steps;*
- b) appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role-players in the IDP process; and*
- c) Cost estimates for the review process.*

Once adopted by Council, the IDP Process Plan will therefore fulfill the above mentioned legal requirements.

1.6 The “core elements” of the IDP preparation correspond with the core functions of municipalities as outlined in:

- a) the Municipal Structures Act;*
- b) sectoral legislation;*
- c) the Department of Provincial and Local Government’s Guide III (2000); and*
- d) Critical elements that have arisen from the preparation of the previous IDP.*

Key elements to be addressed during review process:

- i. Draft IDP assessments;*
- ii. MEC Panel comments;*
- iii. Self-assessment*
- iv. Comments received from the various role-players in the IDP process;*
- v. Assessment of service delivery;*
- vi. Areas requiring additional attention in terms of legislative requirements;*
- vii. Council priorities;*
- viii. Outcome based approach (Cabinet Lekgotla Resolutions, District Lekgotla Resolutions, State of the Nation Address, State of the Province Address, PGDS and PDP and Outcome 9*
  - The Sukuma Sakhe/War on Poverty and War Rooms;*
  - The preparation of Operational and Sector Plans;*
  - The Budget Process;*
  - The review of Organizational Performance Management System (OPMS); and*
  - The review of the Spatial Development Framework to ensure that the IDP and SDF processes are adequately aligned.*

1.7 In terms of section 39 of Municipal System Act of 2000- Development of the Performance Management System

The Executive committee must –

- (a) Manage the development of the municipality's performance management system
- (b) Assign responsibilities in this regard to the municipal manager and
- (c) Submit the proposed system to the municipal council for adoption

1.8 In terms of section 68 of Municipal Finance Management Act of 2000-Budget Preparation

The accounting officer of the municipality must

- (a) Assign the mayor in performing the budgetary functions assigned to the mayor  
In terms of chapter 4 and 7
- (b) Provide the mayor with the administrative support, resources and information  
Necessary for the performance of those functions

1.9 In terms of section 53 Of Municipal Finance Management Act of 2000- Budget processes

The Mayor of the municipality must-

- (a) Provide general political guidance over the budget process and priorities that  
Must guide the preparation of a budget
- (b) Take all reasonable steps to ensure-
  - (i) That the municipality approves its annual budget the start of the budget year

## SECTION 2: ORGANISATIONAL ARRANGEMENTS

In order to manage the IDP Process, and to provide for effective public participation therein, it is proposed that the following organizational arrangements be in place:

### 2.1 UMvoti Local Council:

Adopting the Process Plan, managing and coordinating the IDP process by:

- a) *Ensuring that business plans and budget decisions are based on the IDP.*
- b) *Ensuring that Key Performance Indicators and Targets as outlined in the PMS are realistic and achievable.*
- c) *Ensuring that the IDP is tied to the budget.*
- d) *Ensuring that there is a linkage between the IDP, the Performance Management System (PMS), and the Budget Process.*
- e) *Monitoring the implementation of the IDP.*
- f) *Ensuring that the IDP process complies with the prescribed legislation.*
- g) *Approving and adopting the IDP.*

### 2.2 Council's Executive Committee

- a) *Decision making body throughout the IDP process.*
- b) *Monitoring of the IDP Process.*
- c) *Overall management and co-ordination of the IDP process.*
- d) *To finalise the Terms of Reference of the IDP Representative Forum for the IDP process.*
- e) *To provide the Terms of Reference for various planning activities.*

### 2.3 Ward Councilors / Ward Committees

- a) *Linking the IDP process to their constituencies.*
- b) *Facilitating public consultation and participation.*
- c) *Ensuring transparency in the IDP process.*

## **2.4 Traditional Authorities**

- a) *Linking the IDP process to their Councils*
- b) *Representing interests of their subjects*

## **2.5 IDP Manager**

Amongst others, the following responsibilities are allocated to the IDP Manager for the IDP Process:

- a) Ensuring that the Process Plan is finalised and adopted by Council;
- b) Adjusting the IDP in accordance with the MEC's proposals;
- c) Identifying additional role-players to sit on the IDP Representative Forum;
- d) Encouraging the continuous participation of role-players;
- e) Monitoring the participation of role-players;
- f) Ensuring that appropriate procedures are followed;
- g) Ensuring that documentation is properly prepared;
- h) Carrying out the day-to-day management of the IDP process;
- i) Responding to comments and enquiries;
- j) Ensuring alignment of the IDP with other IDPs within the District Municipality Area;
- k) Providing input into the review of the Sector Plans and ensuring their inclusion into the IDP documentation; and
- l) Submitting the IDP to the relevant authorities.

## **2.6 The IDP Steering Committee (MANCO)**

This Committee is chaired by the Municipal Manager and comprises of the Heads of Departments. The Management Committee serves as the IDP Steering Committee. Its Terms of Reference are as follows:

- a) A standing item is on the Management agenda, should there be any IDP related items to be discussed;
- b) To commission research studies or any other information collection activity;

- c) To assess proposals from project teams and make recommendations about improvements / amendments.
- d) To process, summarize and document outputs;
- e) To make content recommendations to the IDP Manager, IDP Representative Forum and Council;
- f) To prepare, facilitate and document meetings;
- g) To assess and comment on inputs from project teams, provincial sector departments and support providers.

### 31.1 **Project Teams**

The municipality will establish project teams to deal with project planning and implementation when required. Such teams will comprise of municipal officials, public/private sector agencies and relevant portfolio councilors.

## 2.8 **IDP Representative Forum**

The main function of the IDP Representative Forum is to ensure the participation of various interested and affected stakeholders/organizations, groups and individuals. The general Terms of Reference of the Forum, in accordance with the IDP Guidelines, are as follows:

- a) *Represent the interests of constituents in the IDP process;*
- b) *Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders, including municipal government;*
- c) *Ensure communication between all the stakeholder representatives, including municipal government; and*
- d) *Monitor the performance of the planning and implementation process.*

The Umvoti Municipal Officials, Umzinyathi District Officials, sector departments, service providers, ward committee members, Councillors, NGOs and other interested and affected parties are anticipated participants in the Representative Forum. In order to encourage the continued participation of Forum members in the IDP process (as well as to encourage additional organizations to become members of the Forum), the notices informing community members of the IDP process be placed in the local press, and on Municipal notice boards and Municipal website.

## **SECTION 3: ROLES AND RESPONSIBILITIES**

### **3.1 ROLEPLAYERS:**

The internal and external role players in the Umvoti IDP process are the following:

#### **3.1.1 INTERNAL ROLEPLAYERS:**

- i. Council / Executive Committee;
- ii. Ward Councillors/Ward Committees;
- iii. Mayor;
- iv. Municipal officials;
- v. Municipal Manager
- vi. (IDP Manager)
- vii. Traditional Authorities
  - 1. AbakwaCele
  - 2. Bomvu-Njengabantu
  - 3. Makhabela-Bhekizwe
  - 4. Makhabela-Gcothoyi
  - 5. Mthembu-Sithole
  - 6. Ngome-Zondi
  - 7. Muden -Mchunu
  - 8. Mabomvini-Ngubane

#### **3.1.2 EXTERNAL ROLEPLAYERS:**

- i. Planning professionals/facilitators;
- ii. uMzinyathi District Municipality;
- iii. IDP Representative Forum/Civil Society;
- iv. Service Providers; and
- v. District Development Model (National and Provincial Sector Departments)

vi. Government Departments.

### 3.2 ROLES AND RESPONSIBILITIES:

The main roles and responsibilities allocated to each of the role-players in the IDP Process are set out in the following table:

ROLE PLAYERS	ROLES & RESPONSIBILITIES
<p><b>Council</b></p>	<p><b>IDP &amp; PMS</b></p> <ul style="list-style-type: none"> <li>• Final decision making</li> <li>• Approval of the reviewed IDP documentation.</li> </ul> <p><b>BUDGET</b></p> <ul style="list-style-type: none"> <li>• Approval of budget before the start of the financial year</li> <li>• Approval of unforeseen and unavoidable expenses</li> </ul>
<p><b>EXCO</b></p>	<p><b>IDP</b></p> <ul style="list-style-type: none"> <li>• General management of the drafting of the IDP</li> <li>• Assign responsibilities in this regard to the Municipal Manager</li> <li>• Submit the draft plan to the Council for adoption</li> </ul> <p><b>PMS</b></p> <ul style="list-style-type: none"> <li>• Submit draft performance agreements for the MM to Council</li> <li>• Submit annual PMS report to Council for adoption</li> <li>• Submit audit report to Council for adoption</li> <li>• Submit report mechanisms, systems and processes for auditing the result of performance measurements as part of the internal audit processes.</li> <li>• Enter into performance agreement with the MM</li> <li>• Determine KPAs for the MM based on institutional KPIs</li> <li>• Determine the performance objectives and targets that the MM must meet in relation to the KPAs</li> </ul>

	<p><b>BUDGET</b></p> <ul style="list-style-type: none"> <li>• Submit draft budget to Council for adoption</li> </ul>
<b>Councillors</b>	<ul style="list-style-type: none"> <li>• Linking the IDP process with their constituencies</li> <li>• Organizing for public participation</li> </ul>
<b>Mayor</b>	<ul style="list-style-type: none"> <li>• Be responsible for the overall management, coordination and monitoring of the process and drafting of the IDP Review documentation, or delegate this function</li> </ul> <p><b>BUDGET</b></p> <ul style="list-style-type: none"> <li>• Table budget to Council 90 days before the start of financial year.</li> </ul>
<b>Municipal Officials</b>	<p><b>IDP</b></p> <ul style="list-style-type: none"> <li>• Provide technical/sector expertise.</li> <li>• Prepare selected Sector Plans.</li> <li>• Prepare draft progress proposals.</li> </ul> <p><b>PMS</b></p> <ul style="list-style-type: none"> <li>• Setting KPIs for administrative components and service providers.</li> <li>• Prepare monthly progress reports- Head of Departments</li> <li>• Reporting on the performance measures</li> <li>• Verification of PMS measurement results.</li> </ul>
<b>Municipal Manager</b>	<ul style="list-style-type: none"> <li>• Decide on planning process.</li> <li>• Monitor process.</li> <li>• Overall Management and co-ordination.</li> </ul> <p><b>PMS</b></p> <ul style="list-style-type: none"> <li>• Establishment of the audit committee</li> <li>• Establishing performance agreements for departmental heads(ongoing)</li> </ul> <p>✓ assist in determining KPIs for each departmental head</p>

- ✓ Assist in determining proposed performance objectives and targets that each Director directly Accountable to the Municipal Manager must meet in respect of each KPA.
- ✓ Negotiate performance objectives and targets that the Directors directly Accountable to the Municipal Manager must meet.
- ✓ Submit draft performance agreement for each Director directly Accountable to the Municipal Manager to EXCO for approval.
- ✓ Conclude and sign performance agreements with each Director directly Accountable to the Municipal Manager.

- Performance monitoring of the PMS

- ✓ 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.

- Submission of annual performance report, together with financial statements, to the Auditor General.

- Receive external Auditors report

- Submission of audit report to Council within one month of receipt

- Within 14 days of adopting available to the public and the media;

- ✓ Make copies available to the public and the media
- ✓ Submit a copy of the report to the MEC for Local Government in the province;
- ✓ Submit a copy of the report to the Auditor General and other institutions prescribed by regulation.

**BUDGET**

- Give notice of bank account to National Treasury(NT) and Auditor General(AG)
- Supply National Treasury and Auditor General with list of bank accounts.
- Table consolidated report of all withdrawals form back account to Council within 30 days after the end of each quarter.

	<ul style="list-style-type: none"> <li>• Submission of draft budget implementation plan to Mayor with 14 days after approval of the budget.</li> <li>• Perform mid-year performance assessment of the municipality and the submission of the report to the Mayor.</li> <li>• The submission of the annual financial statements to the Auditor General within two months after the end of the Financial Year.</li> <li>• Submission of annual oversight reports to the Provincial Legislature within 7 days after adoption by Council.</li> </ul>
<p><b>IDP Manager</b></p>	<ul style="list-style-type: none"> <li>• Day-to-day management of the process</li> <li>• Performance planning and preparation               <ul style="list-style-type: none"> <li>✓ Assist in the establishment of a Performance Management system</li> <li>✓ Submission of quarterly reports and audits to the Municipal Manager and the Performance Audit committee</li> </ul> </li> </ul>
<p><b>IDP Steering Committee</b></p>	<ul style="list-style-type: none"> <li>• Assist and support the Municipal Manager/IDP Manager and Representative Forum.</li> <li>• Information “GAP” identification.</li> <li>• Oversee the alignment of the planning process internally with those of the local municipality areas.</li> </ul>

**EXTERNAL:**

<b>ROLE PLAYERS</b>	<b>ROLES AND RESPONSIBILITIES</b>
<b>uMzinyathi District Municipality</b>	<ul style="list-style-type: none"> <li>• Coordination role for local municipalities.</li> <li>• Ensuring horizontal alignment of the IDPs of the municipalities in the district council area.</li> <li>• Ensuring vertical alignment between the district and local planning.</li> <li>• Facilitation of vertical alignment of IDPs with other spheres of government and sector departments.</li> <li>• Provide events for joint strategy workshops with local municipalities, provincial and national role-players and other specialists.</li> </ul>
<b>Planning Professionals</b>	<ul style="list-style-type: none"> <li>• Methodological guidance.</li> <li>• Facilitation of planning workshops.</li> <li>• Support and input into Sector Plans.</li> <li>• Documentation of the outcomes of planning activities.</li> </ul>
<b>Representative Forum/Civil Society</b>	<ul style="list-style-type: none"> <li>• Representing stakeholder interest and contributing knowledge and ideas.</li> <li>• Technical input during discussions</li> <li>• Ensuring alignment</li> </ul>
<b>Government Departments through stakeholders forum</b>	<ul style="list-style-type: none"> <li>• Provide data and information.</li> <li>• Budget guidelines.</li> <li>• Alignment of budgets with the IDP.</li> <li>• Provide professional and technical support.</li> </ul>
<b>Consultants</b>	<ul style="list-style-type: none"> <li>• Providing the required specialist services for various planning activities</li> <li>• Methodological guidance.</li> <li>• Facilitation of planning workshops.</li> <li>• Support with guidance on Sector Plans (sources of funding and guidelines).</li> <li>• Documentation.</li> </ul>

<p><b>Private Sector</b></p>	<ul style="list-style-type: none"> <li>• Funding and financial support</li> <li>• Investment</li> </ul>
<p><b>Communities</b></p>	<ul style="list-style-type: none"> <li>• Negotiate their needs</li> <li>• Contribute to municipal decisions</li> <li>• Deliberate and interact on issues of local development</li> </ul>
<p><b>District Development Model (DDM)</b></p>	<ul style="list-style-type: none"> <li>• The Alignment of Umvoti Municipal IDP with the District, local municipalities, Sector Departments and the Private Sector will also be undertaken through the District Development Model Cluster meetings.</li> <li>• To date the three spheres of government have been largely operating in silos, a challenge that has led to a lack of coherence in planning and implementation and has made monitoring and oversight of government's programmes extremely difficult. The consequence of this has been a non-optimal delivery of services and a diminished impact on the triple challenges of poverty, inequality and employment.</li> <li>• The DDM approach consists of a process by which joint and collaborative planning is undertaken at local, district and metropolitan levels by all three spheres of government resulting in a single strategically focussed <i>One Plan</i> for each of the 44 districts and 8 metropolitan geographic spaces in the country, wherein the district is seen as the 'landing strip'.</li> <li>• The DDM approach is seen as a practical Intergovernmental Relations (IGR) mechanism to enable all three spheres of government to work together, with communities and stakeholders in order to plan, budget and implement efficiently and effectively.</li> <li>• The Umzinyathi District Family of Municipalities One Plan process was initiated in October 2019 with the development of the UMzinyathi DDM Profile which has been updated on a number of occasions as and when new and updated data became available. The profile is a Status Quo Analysis and a Short-Term Action Plan identifying immediate service delivery actions, and catalytic activities aimed at unlocking developmental projects.</li> <li>• The profile was then used as the basis to inform the development of the First Generation One Plan and assisted in framing the discussions for the UMzinyathi DDM Workshop which was held on 18 May 2021, which has then assisted in the Development of the First Generation One Plan, which will then be aligned to the 2022/27 IDP in terms of implementation.</li> </ul>

## **SECTION 4: MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION**

### **4.1 FUNCTIONS AND CONTEXT FOR PUBLIC PARTICIPATION:**

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

- i. appropriateness of solutions;
- ii. needs orientation;
- iii. community ownership; and
- iv. empowerment

The public participation process in the IDP Process has to be institutionalized in order to ensure that all residents have an equal right to participate.

### **4.2 MECHANISMS FOR PARTICIPATION:**

The following participation mechanisms are proposed:

#### **4.2.1 IDP REPRESENTATIVE FORUM:**

An IDP representative Forum has been established to ensure proper communication between all stakeholders and the municipality. This structure serves to facilitate discussions, negotiations and joint decision making where stakeholders represent the interests of their constituencies. The Forum will represent all stakeholders and will be as inclusive as possible. Additional organizations will be encouraged to participate in the Forum throughout the IDP process. Forum Members will include but not limited to the following stakeholders

- a) Members of the Executive Committee of the Council
- b) Ward Councillors
- c) Traditional Authority
- d) Ward Committee Representatives
- e) Heads of Department and Senior Officials from Municipal, Provincial and National Departments
- f) Representatives from organized stakeholder groups
- g) Resource People or advisors
- h) Community Representatives

#### **4.2.2 IZIMBIZO/ROAD SHOWS**

IDP/Budget road shows will be held in all fourteen (14) municipal wards as per the attached schedule of activities.

The communication material for these meetings will be translated into the languages of the municipal communities.

#### **4.2.3 MEDIA:**

Amongst other means, the local press, local radio station, posters, loud-hailing, Microsoft teams and social media Platforms such as Umvoti Facebook page will be used to inform the community of the progress with respect to the IDP consultation processes.

#### **4.2.4 WARD COMMITTEES**

Ward Committees are to be briefed on the IDP progress. They will be tasked with liaising with residents in each Ward, providing feedback and facilitating public participation.

#### **4.2.5 UMVOTI HOUSING FORUM:**

This forum will be utilized as a link between municipality and communities to discuss progress with regard to IDP implementation.

#### **4.2.6 COMMUNITY BASED PLANNING**

The municipality will utilize the community based planning approach in order to ensure effective community consultation. The municipality will engage the communities through public consultation meetings that will be ward based in order to obtain ward-based information. The information collected by the ward committees and through ward committee meetings will be utilized to form the Community Based Plans. The information collected through IDP roadshows/izimbizos will be utilized as additional information for the review of Community Based Plans.

**SECTION 5: ACTION PROGRAMME**

**5.1 ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES**

It should be noted that in terms of the Action Plan set out below, the SDBIP has been approved by the Mayor of Umvoti municipality within 28 days after the approval of the budget; and KPIs that have been developed form part of the Section 56/57 employees Performance Plans which have been signed within 14 days after the approval of the SDBIP.

No.	MILESTONES/ACTIVITIES	TARGET DATE	RESPONSIBLE PERSON/STRUCTURE
1	Finalize and Advertise Performance agreements and plans for Section 54/56/57 Managers for 2025/2026 financial year.	09 July 2025	MMs Office
2	Prepare 2026/2027 draft IDP/Budget & PMS Process Plan	1- 31 July 2025	MMs Office
3	Submit Draft 2026/2027 IDP/Budget Process Plan to COGTA for Comments	31 July 2025	MMs Office
4	Consult Traditional Authorities on the IDP/Budget and PMS Process Plan	28 August 2025	Public Participation Unit
5	Adoption of the 2026/2027 IDP, Budget and PMS Process Plan by Council	31 August 2025	MMs Office
6	Submission of 2024/2025 Annual Financial Statements and Annual Performance Report to Auditor General, COGTA and Provincial Treasury.	31 August 2025	Office of the MM, Budget & Treasury Office,
7	Placing of adopted 2026/2027 IDP, Budget and PMS Process Plan on the municipal website	05 September 2026	MMs Office
8	Advertisement of the adopted 2024/2025 IDP, Budget and PMS Process Plan	07 September 2025	MMs Office
9	1 <sup>st</sup> Quarterly informal assessment of Section 54, 56 & 57 Managers as required by Section 28 (1) of the Performance Regulations	1- 30 October 2025	MMs Office
10	Collect data to review status quo of the municipality through the Community Based Planning approach. Preparation of the status quo report	1 – 30 November 2025	Planning Department & internal departments

No.	MILESTONES/ACTIVITIES	TARGET DATE	RESPONSIBLE PERSON/STRUCTURE
11	Review Sector Plans and policies	01 November 2025 – 31 March 2026	Internal departments
12	IDP Alignment and Implementation sessions (Decentralized meeting)	03 - 07 November 2025	Cogta- IDP Coordination Business Unit
13	1 <sup>st</sup> Project Steering Committee (PSC) Meeting (SDF/Housing Sector Plan and LED Strategy Review)	11 November 2025	Planning Department
14	Umvoti 1 <sup>st</sup> IDP Representative Forum	13 November 2025	Councillors, Sector Departments and MANCO
15	uMzinyathi District 1 <sup>st</sup> IDP Representative Forum	13 November 2025	uMzinyathi District
16	Presentation of the MEC Comments on the 2025/2026 IDP to Council	26 November 2025	MMs Office
17	IDP Best practice Conference and IDP Alignment Session	05 December 2025	Cogta- IDP Coordination Business Unit
18			
19	Review of Boundaries of nodes and corridors District and cross-border alignment (SDF Review)	01 December 2025 -08 January 2026	Planning Department
20	Ward Councillors arrange Ward Committee meetings to review Ward priorities	15 January 2026- 31 January 2026	Speaker's Office, Ward Councillors & Public Participation Unit
21	Discussion of draft 2025/2026 Mid-year Budget and performance assessment with Municipal Manager and MANCO	14 January 2026	Budget & Treasury Office and IDP/PMS Unit
22	Submit Section 72 Report to The Mayor, National Treasury and relevant provincial treasury ( <b>MFMA 72 (1)</b> )	25 January 2026	Office of the MM - Budget and Treasury Office - IDP/PMS Unit
23	Table 2025/2026 Mid-year Budget and Performance assessment to EXCO	28 January 2026	Budget & Treasury Office - IDP/PMS Unit
24	Table 2025/2026 Mid-year Budget and Performance assessment to Council	30 January 2026	Budget & Treasury Office - IDP/PMS Unit

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No.	MILESTONES/ACTIVITIES	TARGET DATE	RESPONSIBLE PERSON/STRUCTURE
25	Table the 2024/2025 Auditor General's report to Council	30 January 2026	Municipal Manager Office and Budget and Treasury Office
26	Tabling of draft 2024/2025 Annual report to Council <b>(MFMA127 (2) )</b>	30 January 2026	Municipal Manager
27	IDP Stakeholders Engagement on 2025/2026 IDP Review assessment process	30 January 2026	Cogta- IDP Coordination Business Unit
28	Placing of 2025/2026 Mid-year Budget and Performance assessment on municipal website.	06 February 2026	Budget & Treasury Office/ MMs Office
29	Bilateral engagements between Provincial Treasury and the municipality on the Mid-year budget and performance assessments	18 February 2026	Budget & Treasury Office / MMs Office
30	2 <sup>nd</sup> Quarterly performance assessment of Section 54,5657 & as required by Section 28 (1) of the Performance Regulations	19 February 2026	MMs Office
31	Incorporation of the Scheme, capturing of Scheme information as required by SPLUMA (SDF Review)	3 - 28 February 2026	Planning Department
32	Coordination of 2025/2026 Budget adjustment inputs from Internal departments	02 February 2026	Budget & Treasury Office
33	Make Public the 2024/2025 Annual Report and invite comments from the local Community. Submit report to AG, Provincial Treasury and Cogta. <b>(MFMA 127 (5) )</b>	6 February 2026	IDP/PMS Unit
34	Consolidation of inputs received from internal departments for purposes of 2025/2026 Budget Adjustment	06 February 2026	Budget & Treasury Office
35	Finalisation of the Tariff policies for Property rates and Service charges	06 February 2026	Budget & Treasury Office / Community Services / Technical Services
36	Presentation of Proposed 2025/2026 budget adjustment to MANCO	09 February 2026	Budget & Treasury Office
37	Strategic Planning Workshop	11- 13 February 2026	MMs Office

**UMVOTI MUNICIPALITY 2026/2027 IDP/BUDGET AND PMS PROCESS PLAN**

<b>No.</b>	<b>MILESTONES/ACTIVITIES</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/STRUCTURE</b>
38	Umvoti 2 <sup>nd</sup> IDP Representative Forum	12 February 2026	Councillors, Sector Departments and MANCO
39	2 <sup>nd</sup> Project Steering Committee (PSC) Meeting (SDF/Housing Sector Plan and LED Strategy Review)	21 February 2026	Planning Department
40	Extended MANCO finalize departmental draft 2026/2027 Operating Budget	23 February 2026	Internal Departments
41	Presentation of proposed budget adjustment to Joint Budget Steering Committee and EXCO	25 February 2026	Budget & Treasury Office
42	Table 2025/2026 Budget Adjustment to Council	26 February 2026	Budget & Treasury Office
43	Coordination of draft 2026/2027 budget inputs from internal departments by Budget and Reporting Unit	02 March 2026	Budget & Treasury Office
44	Placing of 2025/2026 Budget Adjustment on the municipal website.	03 March 2026	Budget & Treasury Office
45	Presentation on the progress of the 2026/2027 IDP Review, sector plans and the budget to MANCO	06 March 2026	MANCO
46	Finalisation of draft departmental Capital Budget	06 March 2026	Internal Departments
47	Umzinyathi District 2 <sup>nd</sup> IDP Representative Forum	12 March 2026	Umzinyathi District Manager IDP/PMS & LED Manager
48	Finalization of Draft 2026/2027 IDP Review Report and identification of gaps	13 March 2026	MMs Office
49	Tabling of 2024/2025 Oversight Report to MPAC	25 March 2026	MM's Office
50	Presentation of 2026/2027 draft budget/IDP to Joint Budget Steering Committee and EXCO	26 March 2026	Budget & Treasury Office & Planning Department

**UMVOTI MUNICIPALITY 2026/2027 IDP/BUDGET AND PMS PROCESS PLAN**

<b>No.</b>	<b>MILESTONES/ACTIVITIES</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON/STRUCTURE</b>
51	Review of budget related policies and submission to Council for approval	27 March 2026	Budget & Treasury Office
52	Tabling of final 2024/2025 Annual Report and Oversight report to Council for approval	27 March 2026	Municipal Manager
53	Tabling of Draft IDP and Budget for 2026/2027 financial year to Council for consideration and approval	27 March 2026	Council
54	Reviewing the prices of bulk electricity and submission of application to NERSA for proposed tariff.	31 March 2026	Budget & Treasury Office
55	Update Situational Analysis of the current SDF as per the requirements of SPLUMA, focusing on the restructuring elements, population growth and demand estimates associated for the next five years	31 March 2026	Planning Department
56	Placing of 2026/2027 Draft IDP and Budget on the municipal website.	31 March 2026	Budget & Treasury Office - IDP/PMS Unit
57	Alignment of the Draft IDP, Budget and Capital Investment Framework with the SDF. (SDF Review)	31 March 2026	Planning Department
58	Submit draft reviewed 2026/2027 IDP to COGTA	01 April 2026	MMs Office
59	Advertise draft IDP, Sector Plans and budget for Public Comments for 21 days as required by the Municipal Systems Act	02 April 2026	MMs Office
60	Public consultation – 2026/2027 IDP/Budget road shows	03 April – 25 April 2026	Office of the Mayor, Public Participation Unit, Budget & Treasury Office, Planning Department and
61	3 <sup>rd</sup> Project Steering Committee (PSC) Meeting (SDF/Housing Sector Plan and LED Strategy Review)	15 April 2026	Planning Department
62	3 <sup>rd</sup> Quarterly performance assessment of Section 54,56 & 57 as required by Section 28 (1) of the Performance Regulations	16 April 2026	MMs Office

No.	MILESTONES/ACTIVITIES	TARGET DATE	RESPONSIBLE PERSON/STRUCTURE
63	Bilateral engagements on the Tabled (Draft) Budget Assessment with Provincial Treasury	23 April 2026	Budget & Treasury Office
64	Draft 2026/2027 IDP Assessment Feedback	08 May 2026	Cogta
65	Amend IDP to reflect additional information received through consultation and incorporate comments from COGTA assessment panel	12 - 15 May 2026	MMs Office
66	Table 2026-2027 IDP Review and Sector Plans (LED Strategy, Housing Sector plan, SDF and Disaster Management Plan).	27 May 2026	Full Council
67	Table 2026/2027 Annual Budget to Council for Approval	27 May 2026	Full Council
68	Advertisement of the 2026/2027 Annual Budget	01 June 2026	MMs Office
69	Advertisement of the 2026/2027 IDP and Sector Plans (LED Strategy, Housing Sector plan, SDF and Disaster Management Plan)	01 June 2026	MMs Office
70	Placing of 2026-2027 IDP Review and Sector Plans (LED Strategy, Housing Sector plan, SDF and Disaster Management Plan) and 2026/2027 Final Budget on the municipal website.	01 June 2026	Budget & Treasury Office / MMs Office/Planning Department
71	Submission of final IDP to COGTA	05 June 2026	MMs Office
72	Municipal Manager submit draft SDBIP to the Mayor within 14 days after the approval of the Budget	10 June 2026	MMs Office
73	Mayor approves the SDBIP within 28 days after the approval of the budget	24 June 2026	MMs Office
74	ESCID Cluster meeting (DDM/Planners Forum included)	June 2026	District, Local Municipalities, and Sector Departments
75	Mayor must ensure that the SDBIP be made public within 14 days after the approval of the Budget	10 June 2026	MMs Office
76	Mayor must ensure that the Performance Agreements of the Municipal Manager and Senior Managers are made public within 14 days after the approval of the SDBIP and copies submitted to council and MEC for Local Government in the Province	10 June 2026	MMs Office

## 5.2 Formulation of the Spatial Development Framework

Section 26(e) of the Municipal Systems Act (32 of 2000) indicates that an Integrated Development Plan must reflect “a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality”.

The Regulations promulgated in terms of the Municipal Systems Act, 2000 set out the following requirements for a Spatial Development Framework:

*“A spatial development framework reflected in a municipality’s integrated development plan must:*

- (a) *give effect to the principles contained in Chapter 1 of the Development Facilitation Act, 1995 (Act No. 67 of 1995);*
- (b) *set out objectives that reflect the desired spatial form of the municipality;*
- (c) *contain strategies and policies regarding the manner in which to achieve the objectives referred to in paragraph (b), which strategies and policies must-*
  - (i) *indicate desired patterns of land use within the municipality;*
  - (ii) *address the spatial reconstruction of the municipality; and*
  - (iii) *provide strategic guidance in respect of the location and nature of development within the municipality.*
- (d) *set out basic guidelines for a land use management system in the municipality;*
- (e) *set out a capital investment framework for the municipality’s development programs;*
- (f) *contain a strategic assessment of the environmental impact of the spatial development framework;*
- (g) *identify programs and projects for the development of land within the municipality;*
- (h) *be aligned with the spatial development frameworks reflected in the integrated development plans of neighbouring municipalities; and*
  - (i) *provide a visual representation of the desired spatial form of the municipality, which representation –*
  - (ii) *must indicate where public and private land development and*

- Infrastructure investment should take place;*
- (iii) must indicate desired or undesired utilization of space in a particular area;*
  - (iv) may delineate the urban edge;*
  - (v) must identify areas where strategic intervention is required; and*
  - (vi) must indicate areas where priority spending is required”.*

The municipality has a comprehensive Spatial Development Framework in place. In terms of Section 21 of SPLUMA, the SDFs must address the following issues:

- i. Give effect to development principles and applicable norms and standards;
- ii. Include a written and spatial representation of a five-year spatial development plan for the spatial form of a municipality;
- iii. Include a longer term spatial development vision statement for the municipal area which indicates a desired spatial growth and development pattern for the next 10 to 20 years;
- iv. Identify current and future significant structuring and restructuring elements of the spatial form of the municipality, including development corridors, activity spines and economic nodes where public and private investment will be prioritized and facilitated;
- v. Include population growth estimates for the next five years;
- vi. Includes estimates of the demand for housing units across different socio-economic categories and the planned location and density of future housing developments;
- vii. Includes estimates of economic activity and employment trends and locations in the municipal area for the next five years;
- viii. Include a strategic assessment of the environmental pressures and opportunities within the municipal area, including the spatial location of environmental sensitivities, high potential agricultural land and coastal access strips, where applicable,
- ix. Identify the designation of areas in which-
  - More detailed local plans must be developed; and
  - Shortened land use development procedures may be applicable and land use schemes may be so amended.
- Determine a capital expenditure framework for the municipality’s development programmes, depicted spatially;

### **5.2.1 SDF REVIEW PROCESS AND TIMEFRAMES**

The Municipality conducted an internal review of the Spatial Development Framework for the 2025/2026 financial year and appointed a service provider to develop the Spatial Development Plan. The Spatial Development Framework review for the 2026/2027 financial year will be conducted internally and aligned with the reviews of the 2026/2027 Integrated Development Plan (IDP) as indicated in Section 5.1. Additionally, in accordance

with Section 21 of the Spatial Planning and Land Use Management Act (SPLUMA), the Spatial Development Plan will be reviewed internally for the 2026/2027 financial year.

## SECTION 6: MECHANISMS AND PROCEDURES FOR ALIGNMENT

### 6. ROLEPLAYERS:

While the IDP process is a local process, it requires substantial input and support from other spheres of government i.e. national and provincial departments (as well as service providers). There accordingly needs to be alignment with these role-players. In essence, the roles of the various spheres of government in the IDP process are anticipated as follows:

- a) **National Linkages:** The national sphere of government should at least provide a framework for the preparation of the Sectoral Plans, and where possible funding for such plans. This will contribute to the creation of a normative framework and consistency between municipalities. The national sphere should also co-ordinate and prioritizes programmes and budgets between sectors and the national sphere in line with the framework.
- b) **Provincial Level:** As with the National Government, the Provincial Government should prepare Sectoral Guidelines and funding for the preparation of Sectoral Plans. The preparation of the Sector Plans and programmes and district programmes also needs to be coordinated and aligned.
- c) **District Level:** The uMzinyathi District Municipality in consultation with local municipalities of the district will prepare a framework plan (as required in terms of Section 27 of the Municipal Systems Act, 2000) to co-ordinate all planning activities during the review process. Through the IDP Manager, the District Municipality will also organise district level alignment meetings between all municipalities, as well as between municipalities and service providers

The Umvoti Municipality will participate in district alignment events and will also attempt to draw individual service providers into the local planning process. The Municipality will also contribute strategies in addressing district level issues during alignment events.

**SECTION 7: COST ESTIMATE**

**7.COST ALLOCATION FOR THE IDP PREPARATION:**

The costs associated with the IDP Preparation are outlined below:

<b>TASK</b>	<b>DESCRIPTION</b>	<b>ESTIMATED COST</b>
<b>IDP Input</b>	<p>Input into preparation of a Background &amp; Status Quo Report</p> <p>The current IDP is outdated and need to be started over, all together.</p> <p>That the IDP be updated in terms of the preparation, review of objectives and strategies.</p> <p>Budget may be required to draft a more informative IDP with current information</p>	Internal
<b>Public Participation</b>	Community Road shows by Mayor to present Draft budget and IDP to the public (Physical/Virtual)	<b>R500 000.00</b>
<b>Performance Management Review</b>	The review will be done in-house.	Internal
<b>Spatial Development Framework</b>	The review will be done in-house.	Internal
<b>Spatial Development Plan</b>	The review will be done external.	Internal

**Note: The above IDP Review preparation will be undertaken in house with technical input from the district and sector departments where necessary.**

## REFERENCES

1. Umvoti Integrated Development Plan (IDP) and subsequent reviews, Process Plans for the IDP Reviews.
2. Department of Provincial and Local Government. May 2001. IDP Guide Pack. Guide III. Methodology. Pretoria.
3. Municipal Systems Regulations, 2001. Gazette No. 22328. Government Notice No.R. 459. Municipal Systems Act No. 32 of 2000.
4. Municipal Systems Act No. 32 of 2000.
5. Municipal Finance Management Act, 2003
6. Spatial Planning and Land Use Management Act, No. 16 of 2013