



eThekweni Municipality

Draft Process Plan

IDP 2024/2025

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1. Introduction

As required by the Municipal Systems Act (Act 32 of 2000), each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its Integrated Development Plan (IDP). The IDP is a strategic plan that guides and informs all planning processes, activities, decision making, budgeting and management in the municipality. As per Section 34 of the Municipal Systems Act (Act 32 of 2000) a municipal council must review its IDP annually.

To facilitate the development of the new 5 year plan a Process Plan is required to be developed. The Process Plan outlines how the review process will unfold with specific reference to the planning process to be undertaken, organisational structures and the distribution of roles and responsibilities etc)

The 2024/2025 IDP will inform the Municipal Performance Management and Monitoring (PMS), Spatial Development Framework, The District Development One Plan and the Medium Term Expenditure Framework (Budgets).

The municipality will also prepare a Service Delivery and Budget Implementation Plan (SDBIP) as an implementation tool as stipulated in the Municipal Finance Management Act of 2003 to be approved by the Mayor of the municipality in terms of sections 53 (1) (c) (ii) for implementing municipal services and its annual budget.

The core components of the IDP as indicated in Section 26 of the Municipal Systems Act (Act 32 of 2000) are :

- 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 municipal services;
 - c) the council's development priorities and objectives for its elected term, including its local economic 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;
 - e) the spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
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- f) the council's operational strategies;
- g) applicable disaster management plans;
- h) a financial plan, which must include a budget projection for at least the next three years; and
- i) the key performance indicators and performance targets determined in terms of Section 41.

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

1. Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.
2. The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
3. A municipality must give notice to the local community of particulars of the process it intends to follow.

2. Process of Reviewing the IDP

The municipality has produced an integrated timetable of activities which includes the IDP, Budget, Performance Management, Spatial Development Framework, DDM One Plan, Asset management and annual reporting.

A detailed table of activities for developing the 2024/25 IDP, associated legislation, responsibility for each activity and the associated budget is as follows.



SCHEDULE OF KEY DEADLINES FOR IDP, BUDGET, QUARTELY REPORTS, ANNUAL REPORTS, PERFORMANCE MANAGEMENT PROCESS AND SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN

DATE	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
JULY -- 2023				
IDP PROCESS				
During July 2023	First Draft Process Plan 2024/25 to Council	MSA	OSM	Council
SPATIAL DEVELOPMENT FRAMEWORK				
July 2023	Gazette Notice: Adoption of SDF 2024-2025	SPLUMA 20(1)	Development Planning	
	Printing and distribution of Adopted MSDF 2024-2025		Development Planning	
	Develop a Process Plan for the MSDF 2024-2025	MSA	Development Planning	
BUDGET PAPER				
	CFO to Prepare Budget Paper			
ASSET MANAGEMENT PLAN				
	Follow up sessions on Draft AMP with Units		OSM	
AUGUST -- 2023				
IDP PROCESS				
August 2023	Complete and Consolidate Participation Plan with CPAS on the CBP	MSA 29(1)(b)	CPAS, Departments and OSM	
	Strategic Issues Workshop with senior Municipal officials - Radical Budget Transformation meeting	MSA 31 (1)(a)(b)(c)(d)	OSM	
	Strategic Issues Workshop with senior Municipal officials - Radical Budget Transformation meeting			
	Submit 2024 / 2025 Draft IDP and SDF Process Plan to COGTA		OSM	
	Advertise Draft Process Plan 2024 / 2025		OSM	
SPATIAL DEVELOPMENT FRAMEWORK				

		Develop a Public Participation Plan for the MSDF 2024-2025		Development Planning	
August 2023		Initiate Preparation of SPLUMA compliant MSDF 2024-2025	SPLUMA 20(2)	Development Planning / Sector Departments	
		Initiate Sector Engagement process for the MSDF 2024-2025	SPLUMA	Development Planning / Sector Departments	
ASSET MANAGEMENT PLAN					
August 2023		Units recast draft AMP's against Budget Paper Reality			
September 2023					
IDP PROCESS					
		Alignment of the 2024/25 Process Plan with Budget, Annual Report Performance Management	MSA 34 MFMA 21(2)(a)	OSM, PM&E, Treasury	
During September 2023		Prepare first draft 2024/25 IDP based on Strategic Issues Workshop	MSA 34	OSM	
		Consultation on the IDP with stakeholders	MSA 29	OSM	
		Submit Final Draft Process Plan to Council for Approval	MSA	OSM	
		Submit Approved Process Plan to Cogta	MSA	OSM	
SPATIAL DEVELOPMENT FRAMEWORK					
September 2023		Align municipal, provincial and national SDF	SPLUMA	Development Planning	
		(Sector) Stakeholder Engagement process for the MSDF 2024-2025	SPLUMA 20(2)	Development Planning / Sector departments	
		Preparation of 1 st Draft MSDF 2024-2025 with updates	SPLUMA	Development Planning	
ASSET MANAGEMENT PLAN					

	September 2023	Units recast draft AMP's against Budget Paper Reality		Units	
OCTOBER -- 2023					
IDP PROCESS					
	October 2023	Present first 2024/25 Draft IDP to DCM Forum, EXCO, Council and for "Noting of Progress"	MSA 29(a) 30(a)(b)(c)	OSM / Plan Owners/Councilors/Exco	Council and Exco
SPATIAL DEVELOPMENT FRAMEWORK					
	October 2023	Stakeholder Engagement process for the MSDF (cross boundary alignment)	MSA-S26 (d)	Development Planning / Sector Depts.	
ASSET MANAGEMENT PLAN					
	October 2023	Units recast draft AMP's against Budget Paper Reality			
	October 2023 and November 2023	Draft IAMP and 10 year budget			
November 2023					
IDP PROCESS					
	November 2023	Strategic workshop with Plan Owners and Plan Representatives	MSA (35) (1)(a)	OSM	
SPATIAL DEVELOPMENT FRAMEWORK					
	November 2023	Stakeholder engagement and obtain updates from sector departments	SPLUMA	Development Planning / Sector Depts.	
ASSET MANAGEMENT PLAN					
	October and November 2023	Units recast draft AMP's against Budget Paper Reality		OSM	
	November 2023	Draft IAMP and 10 year budget		OSM	
		Review IAMP and Budget		OSM	
December 2023					
IDP PROCESS					
	December 2023	IDP Best Practice Conference	MSA 31(a)(b)(c)(d)	OSM	

	Prepare second draft 2023 / 2024	MSA 34	OSM/Plan Owners	
SPATIAL DEVELOPMENT FRAMEWORK				
December 2023	Preparation of 2nd Draft MSDF 2024-2025 updates	SPLUMA	Development Planning / Sector Depts.	
ASSET MANAGEMENT PLAN				
December 2023	Draft MTREF capture on JDE 10 Year capture of PM Module			
	Finalize SAMP, IAMP, Budget , Procurement Plans & PM Module		OSM	
January 2024				
IDP PROCESS				
January 2024	Continuation of preparation of second draft of 2024/25IDP	MSA 34	OSM/ Plan Owners	
	Alignment of Mid term Amendments to 2024/25IDP			
SPATIAL DEVELOPMENT FRAMEWORK				
January 2024	Preparation of 2nd Draft MSDF 2024-2025 updates	SPLUMA	Development Planning / Sector Depts.	
ASSET MANAGEMENT PLAN				
January 2024	Finalize SAMP, IAMP, Budget , Procurement Plans & PM Module		OSM	
Feb 2024				
IDP PROCESS				
Feb 2024	Meeting Cogta and Municipalities on IDP & SDF Submission and Assessment Process	MSA 31(a)(b)(c)(d)	OSM	
	Prepare third 2023/2024 IDP draft based on public comment received from public participation and CPC	MSA 34	OSM/Plan Owners	
SPATIAL DEVELOPMENT FRAMEWORK				
Feb 2024	Table 2 rd Draft MSDF 2024-2025 to ECOD, EXCO and COUNCIL for Noting	SPLUMA 20(3)(a)(b)	Development Planning	

		Place notice in Government Gazette and advertise Draft MSDF 2024-2025 calling for public comment	SPLUMA 20(3)(a)(b)	Development Planning	
	Feb 2024	Approval of reviewed and updated One Plan by Cabinet	COGTA circular 2 of 2021	OSM	
		Gazetting of reviewed and updated One Plan in terms of the IGR Framework Act Regulations			
ASSET MANAGEMENT PLAN					
	Feb 2024	Finalize SAMP, IAMP, Budget , Procurement Plans & PM Module		OSM	
March 2024					
IDP PROCESS					
	March 2024	Advertise third draft 2023/2024 IDP in press for public comment	MSA 29(1)(b)	OSM/Communications	
		Third draft 2023/2024 to be tabled at DCM forum, exco and council for noting	MSA 34	OSM/Plan Owners	
		Third draft 2023/2024 to be submitted to MEC for assessment	MSA 31(a)(b)(c)(d)	OSM/Plan Owners	
SPATIAL DEVELOPMENT FRAMEWORK					
	March 2024	Present Draft MSDF 2024-2025 to all Portfolio Committees of Council for comment		Development Planning	
		2 nd draft SDF 2024-2025 To be submitted to MEC for assessment		Development Planning	
ASSET MANAGEMENT PLAN					
	March 2024	Unit Heads Approve AMP		OSM	
		SAMP, IAMP to Council approval		Units	
April 2024					
IDP PROCESS					
	April 2024	IDP Assessment by Cogta	MSA 31(a)(b)(c)(d)	OSM/Plan Owners	

	Sector Forums with National and Provincial Sector Departments	MSA 26 (d)	OSM/ IGR/ Plan Owners	
	Present third 2024/25draft IDP/PMS/Budget at Cluster and regional meetings.	MSA 17(c)	OSM/Officials	
SPATIAL DEVELOPMENT FRAMEWORK				
April 2024	IDP / MSDF Assessment by Cogta	MSA 31(a)(b)(c)(d)	OSM/Plan Owners	
	3rd Draft MSDF 2024-2025 completed incorporating public comments	SPLUMA 20(3)(c)	Development Planning	
ASSET MANAGEMENT PLAN				
April 2024	SAMP, IAMP to Council approval		OSM	
	Unit Heads Approve AMP and Commence with Procurement Process		Units	
May 2024				
IDP PROCESS				
May 2024	Draft 2025/26 IDP Process Plan	MSA 28 (1)	OSM	
	Commence fourth 2024/2025 IDP draft based on public comment from regional/cluster hearings and Cogta assessment feedback	MSA 34	OSM/Plan Owners	
	IDP Festival		OSM/Plan Owners	
May 2024	Fourth draft 2024/2025 IDP review to be completed	MSA 25(1)	OSM/Officials	Exco
	Reviewed IDP draft 4 to be tabled at exco	MSA 32 (1) (a)(b)©	OSM/Plan Owners	Council
	Reviewed IDP draft 4 to be tabled at council for adoption	MSA 28 (1)	OSM	
	Summary of 2024/2025 IDP prepared in plain English and isizulu	MSA 25(4)(a),(b)	OSM	
SPATIAL DEVELOPMENT FRAMEWORK				

	May 2024	Reviewed MSDF Draft 3 to be tabled at ECOD, EXCO & Council for adoption	MSA 28 (1) SPLUMA	Officials	Council
June 2024					
IDP PROCESS					
	June 2024	Submit 2024/2025 IDP to MEC	MSA 32 (1) (a)(b)©	OSM	
		Advertisement of the adopted 2024/2025 IDP	MSA	OSM	
SPATIAL DEVELOPMENT FRAMEWORK					
	June 2024	Submit 2024-2025 IDP & MSDF to MEC COGTA	MSA 32 (1) (a)(b)(c)	OSM / Development Planning	
July 2024					
IDP PROCESS					
	Jul-24	Adopted 2024/25IDP to be submitted to MEC for Local Government		OSM	
	Jul-24	Summary of 2024/25IDP prepared in plain English and isiZulu		OSM	

Please Note : Draft Budget and Performance related schedule of events are in course of preparation and will be tabled in August 2023.



3. Role and Responsibility of Stakeholders

Mayor

- Responsible for the overall co-ordination and initiation of the review process.

Council's Executive Committee:

- Monitor the Implementation of the IDP, involved in decision making process and provide recommendation to council.

Municipal Manager assisted by IDP Manager:

- Facilitate the development of the IDP review;
- Co-ordinate and Manage the process of the review in accordance with the necessary legislation;
- Identify the stakeholders in the IDP process;
- Ensure integration of strategic planning, budgeting and monitoring processes;
- Amend the IDP as per legislation (if required).
- Assist in the Induction Program of the new council with specific regards to the IDP

Councillors

- Assist and facilitate in public consultation and participation
- Provide comment on the IDP

Plan Owners

- Provide strategic technical, sector and financial information in the review process;
- Based on priorities, determine capital and operational budgets;
- Develop sector business plan;
- Develop the SDBIP.
- Amend Scorecard where necessary

Full Council

- Consider and adopt the process plan and reviewed IDP;
- Ensure integration of IDP, the Performance Management System (PMS), and the budget

It is further noted that the existing DDM Institutional structures such as the Political and Technical Hubs, together with the Cluster Workgroups would also be used as IGR forums for engagements with Government Stakeholders



4. Role of External Stakeholders

External stakeholders play an important part in the review of the IDP. The Process Plan indicates the public participation process for the review. The public participation process is varied and includes ward level participation to regional hearings with both written and verbal comments accepted. Call for public comments and advertisements of the stakeholder meeting would be advertised in the local newspapers. Copies of the IDP document would be made available electronically on the municipal website and hard copies would be placed in all municipal offices, libraries and customer care centres. Should stakeholders request copies of the IDP, where possible these would be made available to them preferably in electronic format. The municipality will also produce simplified copies in English and IsiZulu of the adopted 2024 /25 IDP which is a summary of the full technical IDP. Regional IDP and Budget hearings will be hosted in the municipality, these hearing are both in IsiZulu and English, copies of the presentation are available at the meeting. The Mayor will also consider hosting an IDP festival as part of the participation process. Further interaction with the public on the IDP will be via, Mayoral Imbizo's, fortnightly municipal news supplement and where possible mayoral talk shows. The municipality is currently addressing the need for community based planning. Facilitators have been trained and a roll out program is currently being developed through the public participation unit.

THE EXTERNAL STAKEHOLDERS ARE :

- Traditional leaders

Traditional leaders are represented at Full Council meetings where the IDP is presented. Community mobilisers are also fully aware of the contact details of the traditional leaders for the dissemination of information. The Mayor's Office has dedicated staff that handles all issues relating to participation matters with the traditional leaders.

- Civil Society

A detailed stakeholders database has been developed of civil society organisations. These organisation will be informed of the IDP reviews and requested to make formal comments. Comments in written or verbal (through presentations) would be accepted.

- Cross Border Municipalities

The municipality has began a process to engage with cross border municipalities, through these existing structures the municipality will engage on IDP matters.

- National and Provincial departments
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A sector forum has been setup for inputs into the IDP process. The IDP team has engaged with the department on a one on one basis to extract information required for the IDP process. Of particular importance is the engagement with Province on the PGDS

- State Owned Enterprises

State owned enterprises also for part of the sector department engagements. However due to the municipalities involvement with the SIP 2 projects, closer engagement have been held with Transnet.

- Chamber of Commerce

The IDP office has identified organised business as a key stakeholder in the development of city strategy, as such the process allows for engagement with the Chamber of Commerce and Business. The engagement would be in form of presentations to the leadership and members.

The approach to the development of the Municipality is underpinned by strategic global, national and regional policy. The objectives of these policies have influenced the development of the strategic direction of the Municipality. Whilst we have assessed and identified key policies, the most recent and relevant developmental policies Sustainable Development Goals, National Development Plan, Service Delivery Agreement Outcomes, Medium Term Strategic Framework 2019-2024 in developing the 2024/25 IDP. The Municipal One Plan would be one of the key informants to the 5 year IDP.

5. CONCLUSION

This process plan for the IDP Review 2024/2025 has:

- Defined the steps for the process of the review;
- Outlined the roles and responsibilities;
- Outlined the broad public participation process ;
- Provided an integrated action plan

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