



# **eThekweni Municipality**

**Draft Process Plan  
For IDP Review 2016/17**

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## 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. According to Section 34 of the Municipal Systems Act (Act 32 of 2000) a municipal council must review its IDP annually.

IDP Review is the assessment and evaluation of the Integrated Development Plan and municipal performance. To facilitate the review procedure a Process Plan is required to be developed . The Process Plan outlines how the process will unfold (ie. the planning process to be undertaken, organisational structures and the distribution of roles and responsibilities etc) in the review process.

The review of the 2016/17 IDP will inform the municipal Performance Management System(PMS) and the Medium Term Expenditure Framework (Budgets)

As indicated above, the IDP is a strategic Plan and PMS is a monitoring tool and the municipality will prepare Service Delivery and Budget Implementation Plan(SDBIP) as an implementation tool as stipulated in the Municipal Finance Management Act of 2003. SDBIP means a detailed plan 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 is 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;
- 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.

### Process of Reviewing the IDP

The municipality has produced an integrated timetable of activities which include the IDP, Budget, Performance Management and annual reporting. The extract below is relevant to the IDP process, the full integrated timetable is attached as an annexure.

A detailed table of activities for reviewing the 2016/17 IDP, associated legislation, responsibility for each activity and the associated budget is as follows.

Month	Details	Legislation	Responsibility	Estimate Budget
July 2015	Submit draft 2016/17 Process Plan for noting to council	MSA 31 (1)(a)(b)(c)(d)	Corporate Policy Unit (CPU)	
	Submit 2016/2017 Process Plan to Cogta		CPU	
	Advertise Process Plan 2016/2017		CPU	R15 972

	Summary of IDP 2016/17 prepared in plain English and isiZulu	MSA 25(4)(a),(b)	CPU	R46 585
	Plain English and isiZulu adopted, IDP's printed and distributed	MFMA:MSC M	CPU	R302 500
	Draft participation plan for internal and external stakeholders with relevant service units(eg. CPAS, Comm) CBP alignment	MSA 29 (1)(b)	CPU, CPAS, Communications, Speakers Office	
	Present participation strategy to exco	MSA 30(a)(b)(c)	CPU	Exco
	Zonal Public Participation CBP alignment and implementation	MSA 29(1)(b)	CPU and Communications	
<b>August 2015</b>	Continue Zonal Public Participation	MSA 29(1)(b)	CPAS and CPU	R665 500
	Strategic Issues Workshop with senior Municipal officials	MSA (35) (1)(a)	CPU, senior Municipal officials	R13 310
	MEC Panel commences assessment on reviewed IDP		Cogta	
	Draft participation plan for internal and external stakeholders with relevant service units(eg. CPAS, Comm)	MSA 29 (1)(b)	CPU, CPAS, Communications, Speakers Office	Draft participation plan for internal and external stakeholders with relevant service units(eg. CPAS, Comm)
<b>Sept 2015</b>	Alignment of the 2016/17 Process Plan with Budget, Annual Report Performance Management	MSA 34 MFMA 21(2)(a)	CPU, PM&E, Treasury	

	Prepare first draft 2016/17 IDP based on Strategic Issues Workshop	MSA 34	CPU	
<b>September 2015</b>	Consultation on the IDP with Business (DCCI)	MSA 29	CPU	
<b>October 2015</b>	Present first 2016/17 Draft IDP to DCM Forum, EXCO, Council and for "Noting of Progress"	MSA 29(a) 30(a)(b)(c)	CPU / Plan Owners/councillors/exco	
<b>November 2015</b>	Strategic workshop with Plan Owners and Plan Representatives	MSA (35) (1)(a)	CPU	
<b>December 2015</b>	IDP Best Practice Conference	MSA 31(a)(b)(c)(d)	CPU	
	Prepare second draft 2016/17	MSA 34	CPU/Plan Owners	
<b>January 2016</b>	Complete second draft of 2016/17 IDP	MSA 34	CPU / Plan Owners	
<b>February 2016</b>	Meeting Cogta and Municipalities on IDP Submission and Assessment Process	MSA 31(a)(b)(c)(d)	CPU	
	Prepare third 2016/2017 IDP draft based on public comment received from public participation	MSA 34	CPU/Plan Owners	
<b>March 2016</b>	Advertise third draft 2016/2017 IDP in press for public comment	MSA 29(1)(b)	CPU, Communications	R16 637.50
	Third draft 2016/2017 to be tabled at DCM forum, exco and council for noting	MSA 34	CPU/Plan Owners	
	Third draft 2016/2017 to be submitted to MEC for assessment	MSA 31(a)(b)(c)(d)	CPU/Plan Owners	
	IDP Assessment by Cogta	MSA 31(a)(b)(c)(d)	CPU/Plan Owners	

<b>April 2016</b>	Sector Forums with National and Provincial Sector Departments	MSA 26 (d)	CPU, IGR, Plan Owners	<b>R15 972.00</b>
	Present third 2016/17 draft IDP/PMS/Budget at Cluster and regional meetings.	MSA 17(c)	CPU/Officials	
<b>May 2016</b>	Draft 2017/18 IDP Process Plan	MSA 28 (1)	CPU	
	Commence fourth 2017/2018 IDP draft based on public comment from regional/cluster hearings and Cogta assessment feedback	MSA 34	CPU/Plan Owners	
	IDP Festival		CPU/Plan Owners	<b>R665 500</b>
	Fourth draft 2016/2017 IDP review to be completed	MSA 25(1)	CPU/Officials/exco	
	Reviewed IDP draft 4 to be tabled at exco	MSA 32 (1) (a)(b)(c)	CPU/Plan Owners /councillors	
	Reviewed IDP draft 4 to be tabled at council for adoption	MSA 28 (1)	CPU	
	Summary of 2016/2017 IDP prepared in plain english and isizulu	MSA 25(4)(a),(b)	CPU	
<b>June 2016</b>	Submit 2016/2017 IDP to MEC	MSA 32 (1) (a)(b)(c)	CPU	

## 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).

### **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

### **Vulamehlo Municipality**

- Alignment of process plans with administrative and political leadership

## **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 National and 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 2016/17 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  
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.

- 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.

## Conclusion

This process plan for the IDP Review 2016/2017 has:

- Defined the steps for the process of the review;
- Outlined the roles and responsibilities;
- Outlined the public participation process ;
- Provided an action plan and;
- Provided a cost estimate for facilitating the review process
- Alignment of the Vulamehlo Municipal Process plan to be finalised during the public participation phase of the Process Plan.

The Draft Process Plan would be advertised for public comment. A draft copy of the plan would be submitted to CoGTA for comment. An integrated timetable of activities is also developed and includes the Budget, Performance and Annual Reporting processes. The Integrated timetable of activities are attached as an annexure to this report. Once adopted by Council by the plan will be advertised on Council notice boards, libraries, Sizakala Centres and in the local press.