



eThekweni Municipality

Draft Process Plan

IDP 2018/2019

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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. 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 2018/19 IDP will inform the Municipal Performance Management and Monitoring (PMS), the Built Environment Performance Plan, Spatial Development Framework 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;

- 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 and annual reporting. The extract below is relevant to the IDP process and the full integrated timetable is attached as an annexure.

A detailed table of activities for reviewing the 2018/19 IDP, associated legislation, responsibility for each activity and the associated budget is as follows.

Month	Details	Legislation	Responsibility	Estimate Budget
July 2017	Prepare Plain English and IsiZulu Drafts	MSA 25(4)(a),(b)	OSM	
	Prepare Terms of Reference for Procurement of DTP Versions of the IDP	MFMA:MSC M	OSM	
Aug 2017	Develop Public Participation Plan with CPAS	MSA 29(1)(b)	CPAS and OSM	
	Strategic Issues Workshop with senior Municipal officials	MSA 31 (1)(a)(b)(c)(d)	OSM	

Month	Details	Legislation	Responsibility	Estimate Budget
	Submit 2018 / 2019 Process Plan to COGTA		OSM	
	Advertise Process Plan 2018 / 2019		OSM	R20 000
	Summary of IDP 2018 / 19 prepared in plain English and isiZulu	MSA 31 (1)(a)(b)(c)(d)	OSM	
	Plain English and isiZulu adopted, IDP's printed and distributed	MSA (35) (1)(a)	OSM, Senior Municipal officials	R50 000
	Present participation strategy to exco	MSA 29 (1)(b)	OSM, CPAS, Communications, Speakers Office	
	Procure services for participation implementation			
Sept 2017	Alignment of the 2018/19 Process Plan with Budget, Annual Report Performance Management	MSA 34 MFMA 21(2)(a)	OSM, PM&E, Treasury	
	Prepare first draft 2018/19 IDP based on Strategic Issues Workshop	MSA 34	OSM	
	Consultation on the IDP with Business (DCCI)	MSA 29	OSM	
Oct 2017	Present first 2018/19 Draft IDP to DCM Forum, EXCO, Council and for "Noting of Progress"	MSA 29(a) 30(a)(b)(c)	OSM / Plan Owners/Councillors /Exco	
Nov 2017	Strategic workshop with Plan Owners and Plan Representatives	MSA (35) (1)(a)	OSM	
Dec 2017	IDP Best Practice Conference	MSA 31(a)(b)(c)(d)	OSM	
	Prepare second draft 2018 / 19	MSA 34	OSM/Plan Owners	
Jan 2018	Complete second draft of 2018/19 IDP	MSA 34	OSM/ Plan Owners	

Month	Details	Legislation	Responsibility	Estimate Budget
Feb 2018	Meeting Cogta and Municipalities on IDP Submission and Assessment Process	MSA 31(a)(b)(c)(d)	OSM	
	Prepare third 2018 / 2019 IDP draft based on public comment received from public participation, CPC and 100RC	MSA 34	OSM/Plan Owners	
Mar 2018	Advertise third draft 2018 / 2019 IDP in press for public comment	MSA 29(1)(b)	OSM/Communications	R20 131.37
	Third draft 2018 / 2019 to be tabled at DCM forum, exco and council for noting	MSA 34	OSM/Plan Owners	
	Third draft 2018/2019 to be submitted to MEC for assessment	MSA 31(a)(b)(c)(d)	OSM/Plan Owners	
Apr 2018	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	R19 326.12
	Present third 2018/19 draft IDP/PMS/Budget at Cluster and regional meetings.	MSA 17(c)	OSM/Officials	
	Draft 2019/20 IDP Process Plan	MSA 28 (1)	OSM	
	Commence fourth 2018/2019 IDP draft based on public comment from regional/cluster hearings and Cogta assessment feedback	MSA 34	OSM/Plan Owners	
May 2018	IDP Festival		OSM/Plan Owners	R805 255
	Fourth draft 2018/2019 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)(c)	OSM/Plan Owners /Councillors	
	Reviewed IDP draft 4 to be tabled at council for adoption	MSA 28 (1)	OSM	
	Summary of 2017/2018 IDP prepared in plain english and isizulu	MSA 25(4)(a),(b)	OSM	

Month	Details	Legislation	Responsibility	Estimate Budget
June 2018	Submit 2018/2019 IDP to MEC	MSA 32 (1) (a)(b)(c)	OSM	

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

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 2018/19 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. 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.

Community Based Planning

Council has commenced with the CBP participation process throughout the 103 wards. Approximately 90% of the wards have drafted their plans. The process would be rolled out with the remained of the wards and the details form these plans would be used to input into the IDP process. The process is due to be completed by the end of this calendar year of 2017.

Spatial Development Framework

The SDF process whilst not detailed in the process plan is combined with the process of the IDP. Therefore the city has not indicated a separate SDF process plan. The SDF process will meet the requirements of both the MSA and SPLUMA. The exception being the 60 day public participation process as opposed to the 30 day period used for the IDP.

City Planning Commission

The eThekweni Municipality established a City Planning Commission, which is an advisory body appointed by Council to review the Municipality's long term vision and strategic plan. The formation of the Commission is also part of the City's institutional transformation, in an endeavour to strengthen and build an efficient administration. The main objective of the Commission is to guide the Municipality on a range of issues pertaining to the development of its long term growth and development strategy. This strategy is aligned to the strategic objectives and targets of the National Development Plan and the KZN Provincial Growth and Development Strategy. The desired outputs from the planning commission are expected to be completed by the end of 2017

100 Resilient Cities Program

The IDP office would use the outputs from the 100RC program to influence and guide the strategic direction of the new IDP. To enable cities to better address the major challenges of the 21st century, the Rockefeller Foundation launched the 100 Resilient Cities Centennial Challenge (100RCCC) to assist cities around the world to build urban resilience. As one of the first cities to be selected for the 100RC Programme, Durban has been given the opportunity and responsibility to work in a new and emerging field. The programme provides a significant global platform to share local innovation and thinking and to learn from others, something that is becoming increasingly important as the world moves into an uncertain and unpredictable future. Participation in the 100 RC Programme also provides a significant opportunity for eThekweni Municipality to bring together a range of initiatives currently underway within the municipal area and to work with a range of stakeholders to develop new initiatives that can be incorporated into a resilience strategy for Durban.

5. Conclusion

This process plan for the IDP Review 2018/2019 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
- Incorporated new processes such as the City Planning Commission and 100RC program as strategic inputs into the development of the 5 year IDP