



# **eThekwini Municipality**

## **Draft Process Plan**

### **IDP 2019/2020**

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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.

The 2019/20 IDP Review is the assessment and evaluation of the Municipal 5 year 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 2019/20 IDP will inform the Municipal Performance Management and Monitoring(PMS), the Built Environment Performance Plan, Spatial Development Framework, individual performance plans for senior management and the Medium Term Expenditure Framework (Budgets).

Based on the information provided by the line departments 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 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.

## 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 2019/20 IDP, associated legislation, responsibility for each activity and the associated budget is as follows.

Month	Details	Legislation	Responsibility	Estimate Budget
July 2018	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:MSCM	OSM	
	Strategic Issues Workshop with senior Municipal officials	MSA 31 (1)(a)(b)(c)(d)	OSM	
	Gazette Notice: Adoption of SDF 2019 / 2020	SPLUMA 20(1)	Development Planning	R22 000
	Printing and distribution of Adopted SDF 2019/2020 Report, Annexures and Maps		Development Planning	R66 000
	Initiate Preparation of a SPLUMA compliant SDF with the IDP in accordance with the MSA	SPLUMA 20(2)	Development Planning / Sector Departments	
	Participate in COGTA SDF Preliminary Assessment Workshop		Development Planning / Sectors	

Month	Details	Legislation	Responsibility	Estimate Budget
Aug 2018	Develop Public Participation Plan with CPAS	MSA 29(1)(b)	CPAS and OSM	
	Strategic Issues Workshop with senior Municipal officials (Continuation of July Workshops)	MSA 31 (1)(a)(b)(c)(d)	OSM	
	Submit 2019 / 2020 Draft <b>IDP and SDF Process Plan to COGTA</b>		OSM	
	Advertise Draft Process Plan 2019 / 2020		OSM	R22 000
	Summary of IDP 2019/ 20 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	R60 500
	Present participation strategy to <b>EXCO</b>	MSA 29 (1)(b)	OSM,CPAS, Communications, Speakers Office	
	Procure services for participation implementation			
	Undertake Provincial & Municipal Stakeholder Engagement to respond to MEC comments on SDF and ensure SPLUMA compliance		Development Planning / Sector Departments	
Sept 2018	Alignment of the 2019/20 Process Plan with Budget, Annual Report Performance Management	MSA 34 MFMA 21(2)(a)	OSM,PM&E, Treasury	
	Prepare first draft 2019/20 IDP based on Strategic Issues Workshop	MSA 34	OSM	
	Consultation Workshop with Political Structures	MSA 29	OSM	

Month	Details	Legislation	Responsibility	Estimate Budget
	Consultation on the IDP with Business (DCCI)	MSA 29	OSM	
	Submit Final Draft Process Plan to Council for Approval			
	Submit Approved Process Plan to Cogta			
	Undertake Provincial & Municipal Stakeholder Engagement to respond to MEC comments on SDF and ensure SPLUMA compliance		Development Planning / Sector Depts	
<b>Oct 2018</b>	Present first 2019/20 Draft IDP to DCM Forum, EXCO, Council and for “Noting of Progress”	MSA 29(a) 30(a)(b)(c)	OSM / Plan Owners/Councillors/Exco	
	Cross Boundary Engagement to align SDF’s of neighbouring municipalities	MSA-S26 (d)	Development Planning / Sector Depts.	
<b>Nov 2018</b>	Strategic workshop with Plan Owners and Plan Representatives	MSA (35) (1)(a)	OSM	
	Strategic Sector Workshop on SDF 2019 / 2020		Development Planning / Sector Depts	
<b>Dec 2018</b>	IDP Best Practice Conference	MSA 31(a)(b)(c)(d)	OSM	
	Preparation of SPLUMA Compliant Draft SDF 2019/2020 based on sector inputs and Response to MEC comments		Development Planning / Sector Depts.	
	Prepare second draft 2019 / 20	MSA 34	OSM/Plan Owners	
<b>Jan 2019</b>	Preparation of SPLUMA Compliant Draft SDF		Development Planning and Sector Depts.	

Month	Details	Legislation	Responsibility	Estimate Budget
	2019/2020 based on sector inputs and Response to MEC comments			
	Preparation of second draft of 2019/20 IDP to Political Structures	MSA 34	OSM/ Plan Owners	
<b>Feb 2019</b>	Meeting Cogta and Municipalities on IDP & SDF Submission and Assessment Process	MSA 31(a)(b)(c)(d)	OSM	
	Prepare third 2019 / 2020 IDP draft based on public comment received from public participation and CPC	MSA 34	OSM/Plan Owners	
	Submit Draft SDF to ECOD, EXCO and COUNCIL for Noting	SPLUMA 20(3)(a)(b)	Development Planning	
	Give Notice in the Gazette and Advertise Draft SDF 2019/2020 in press for 60 days calling for public comment	SPLUMA 20(3)(a)(b)	Development Planning	R22 000
<b>Mar 2019</b>	Advertise third draft 2019 / 2020 IDP in press for public comment	MSA 29(1)(b)	OSM/Communications	R22144.00
	Third draft 2019 / 2020 to be tabled at DCM forum, exco and council for noting	MSA 34	OSM/Plan Owners	
	Third draft 2019/2020 to be submitted to MEC for assessment	MSA 31(a)(b)(c)(d)	OSM/Plan Owners	
	Present Draft SDF 2019/2020 to all Portfolio Committees of Council for comment		Development Planning	
	IDP Assessment by Cogta	MSA 31(a)(b)(c)(d)	OSM/Plan Owners	

Month	Details	Legislation	Responsibility	Estimate Budget
Apr 2019	Sector Forums with National and Provincial Sector Departments	MSA 26 (d)	OSM/ IGR/ Plan Owners	R21 258.73
	Present third 2019/20 draft IDP/PMS/Budget at Cluster and regional meetings.	MSA 17(c)	OSM/Officials	
	Prepare FINAL Draft SDF 2019/2020 based on public comment, stakeholder engagement & COGTA assessment feedback	SPLUMA 20(3)(c)	Development Planning	
May 2019	Draft 2019/20 IDP Process Plan	MSA 28 (1)	OSM	
	Commence fourth 2019/2020 IDP draft based on public comment from regional/cluster hearings and Cogta assessment feedback	MSA 34	OSM/Plan Owners	
	IDP Budget, SDF Festival		OSM/Plan Owners	R885780.50
	Fourth draft 2019/2020 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 2019/2020 IDP prepared in plain english and isizulu	MSA 25(4)(a),(b)	OSM	
June 2019	Submit 2019/2020 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 and Chief Strategy Officer 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 2019/20 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 Community Based Planning methodology for the municipal area. The wards plans for the 110 ward are completed with council further approving a review of some of the CBP that were initiated in early 2016 prior to the election of the new Councillors in August 2016. Inputs from the CBP process as well as the Budget/IDP/SDF presentations would inform the 2019/20 IDP

### **Spatial Development Framework**

The high level SDF review is detailed in the process plan and combined with the process of the IDP, therefore the city has not indicated a separate SDF process plan. The SDF review process will meet the requirements of both the MSA and SPLUMA.

### **City Planning Commission**

The eThekweni Municipality has established a City Planning Commission, the first in the country, which is an advisory body appointed by Council to propel 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.

## **5. Conclusion**

This process plan for the IDP Review 2019/2020 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