



eThekweni Municipality
Draft Process Plan
IDP 2021/2022

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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 2021/2022 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 2021/22 IDP, associated legislation, responsibility for each activity and the associated budget is as follows.

| Month | Details | Legislation | Responsibility | Estimate Budget |
|-----------|--|------------------------|---|-----------------|
| July 2020 | Prepare Plain English and IsiZulu Drafts | MSA 25(4)(a),(b) | OSM | |
| | Advertisement of the adopted 2020 /2021 IDP | MSA | OSM | |
| | Gazette Notice: Adoption of SDF 2020/ 2021 | SPLUMA 20(1) | Development Planning | R26 620 |
| | First Draft Process Plan 2021/22 to Council | MSA | OSM | |
| | Printing and distribution of Adopted SDF 2020/2021 Report, Annexures and Maps | | Development Planning | R79 860 |
| | 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 | |
| Aug 2020 | 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 | |
| | Submit Draft 2021 / 2022 IDP and SDF Process Plan to COGTA | | OSM | |
| | Advertise Process Plan 2021 / 2022 | | OSM | R26 620 |
| | Present participation strategy to EXCO | MSA 29 (1)(b) | OSM,CPAS, Communications, Speakers Office | |

| Month | Details | Legislation | Responsibility | Estimate Budget |
|-----------|--|--------------------------|---|-----------------|
| | Undertake Provincial & Municipal Stakeholder Engagement to respond to MEC comments on SDF and ensure SPLUMA compliance | | Development Planning / Sector Departments | |
| Sept 2020 | Alignment of the 2021/22 Process Plan with Budget, Annual Report Performance Management | MSA 34 MFMA 21(2)(a) | OSM, PM&E, Treasury | |
| | Prepare first draft 2021/22 IDP based on Strategic Issues Workshop | MSA 34 | OSM | |
| | Consultation on the IDP with stakeholders | MSA 29 | OSM | |
| | Undertake Provincial & Municipal Stakeholder Engagement to respond to MEC comments on SDF and ensure SPLUMA compliance | | Development Planning / Sector Depts | |
| Oct 2020 | Present first Draft 2021/22 IDP to DCM Forum, EXCO, Council for "Noting of Progress" | MSA 29(a) 30(a)(b)(c) | OSM / Plan Owners/Councilors/Exco | |
| | Cross Boundary Engagement to align SDF's of neighbouring municipalities | MSA-S26 (d) | Development Planning / Sector Depts. | |
| Nov 2020 | Strategic workshop with Plan Owners and Plan Representatives | MSA (35) (1)(a) | OSM | |
| | Strategic Sector Workshop on SDF 2021 / 2022 | | Development Planning / Sector Depts | |
| Dec 2020 | IDP Best Practice Conference | MSA 31(a)(b)(c)(d) | OSM | |
| | Preparation of SPLUMA Compliant Draft SDF 2021 /2022 based on sector inputs and Response to MEC comments | | Development Planning / Sector Depts. | |
| | Prepare second draft 2021 / 2022 IDP | MSA 34 | OSM/Plan Owners | |
| Jan 2021 | Preparation of SPLUMA Compliant Draft SDF 2021/2022 based on sector | | Development Planning and Sector Depts. | |

| Month | Details | Legislation | Responsibility | Estimate Budget |
|-----------------|---|--------------------|-----------------------|-----------------|
| | inputs and Response to MEC comments | | | |
| | MID term Amendments to SDBIP | MFMA and MSA | PME and IDP | |
| | | | | |
| Feb 2021 | Meeting Cogta and Municipalities on IDP & SDF Submission and Assessment Process | MSA 31(a)(b)(c)(d) | OSM | |
| | Prepare third 2021/2022 IDP draft based on public comment received from Strategic Planning Sessions | 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 2021/2022 in press for 60 days calling for public comment | SPLUMA 20(3)(a)(b) | Development Planning | R26 620 |
| | | | | |
| Mar 2021 | Advertise third draft 2021/ 2022 IDP in press for public comment | MSA 29(1)(b) | OSM/Communications | R26 794.24 |
| | Third draft 2021/2022 to be tabled at EXECManco, exco and council for noting | MSA 34 | OSM/Plan Owners | |
| | Third draft 2021/2022 to be submitted to MEC for assessment | MSA 31(a)(b)(c)(d) | OSM/Plan Owners | |
| | Present Draft SDF 2021 /2022 to all Portfolio Committees of Council for comment | | Development Planning | |
| Apr 2021 | 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 | R25 723.60 |
| | Present third 2021/22 draft IDP/PMS/Budget at Cluster and regional meetings. | MSA 17(c) | OSM/Officials | |
| | Prepare FINAL Draft SDF 2021/2022 based on public comment, stakeholder engagement & COGTA assessment feedback | SPLUMA 20(3)(c) | Development Planning | |

| Month | Details | Legislation | Responsibility | Estimate Budget |
|-----------|--|----------------------|-----------------------------|-----------------|
| May 2021 | Draft 2021/22 IDP Process Plan | MSA 28 (1) | OSM | |
| | Commence fourth 2021/2022 IDP draft based on public comment from regional/cluster hearings and Cogta assessment feedback | MSA 34 | OSM/Plan Owners | |
| | IDP Festival | | OSM/Plan Owners | R1 071 794.40 |
| | Fourth draft 2021/2022 IDP review to be completed | MSA 25(1) | OSM/Officials/Exco | |
| | Reviewed Draft IDP to be tabled at exco | MSA 32 (1) (a)(b)(c) | OSM/Plan Owners /Councilors | |
| | Reviewed Draft IDP to be tabled at council for adoption | MSA 28 (1) | OSM | |
| | Summary of 2020/2021 IDP prepared in plain English and isiZulu | MSA 25(4)(a),(b) | OSM | |
| | | | | |
| June 2021 | Submit 2021/2022 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 2021 /22 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 110 wards. Currently a percent of ward plans is being reviewed. The process would be rolled out with the remainder of the wards and the details from 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 2020**.

The strategic 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 (as depicted in the diagram below) - Sustainable Development Goals, National Development Plan, Service Delivery Agreement Outcomes, Medium Term Strategic Framework 2015 – 2019 in developing the 2021/22.



City Planning Commission

The eThekweni Municipality recently 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.

DURBAN' RESILIENT STRATEGY

EThekweni Municipality's first Resilience Strategy was the product of a four year consultative process with a broad and diverse group of stakeholders, and was originally initiated through Durban's participation in the international 100 Resilient Cities Programme. Durban's Resilience Strategy was formally adopted by the eThekweni Municipality Council in August 2017. This study together with key development strategies will inform the 2021/22 IDP.

5. Conclusion

This process plan for the IDP Review 2021/2022 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 Durban Resilient Strategy as strategic inputs into the development of the 5 year IDP

One of the Key considerations in the development of the 2021/22 IDP is to define the nature of the review. With 2021 being an election year the 2021/22 IDP would traverse two different terms of political office. Whilst the date of the Local Government Elections is still to be advised, the IDP process would have to be fluid enough to accommodate this eventuality. The Strategy office would take direction from the Political and Administrative leadership on how to approach the development of the 2021/22 IDP

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