



eThekweni Municipality

Draft Process Plan

IDP 2023/2024

Contents

1. Introduction.....	3
2. Process of Reviewing the IDP.....	4
3. Role and Responsibility of Stakeholders.....	13
Mayor	13
Council’s Executive Committee:	13
Municipal Manager assisted by IDP Manager:.....	13
Councillors.....	13
Plan Owners	13
Full Council	13
4. Role of External Stakeholders	14
5. Conclusion	15

Annexure : Detailed Spatial Development Framework Process Plan



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 2023/2024 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;
-

- 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 2023/24 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 -- 2022				
IDP PROCESS				
During July 2022	First Draft Process Plan 2023/24 to Council	MSA	OSM	Council
SPATIAL DEVELOPMENT FRAMEWORK				
'July 2022	Gazette Notice: Adoption of SDF 2022-2023	SPLUMA 20(1)	Development Planning	
	Printing and distribution of Adopted MSDF 2022-2023		Development Planning	
	Develop a Process Plan for the MSDF 2023-2024	MSA	Development Planning	
BUDGET PAPER				
	CFO to Prepare Budget Paper			
ASSET MANAGEMENT PLAN				
	Follow up sessions on Draft AMP with Units		OSM	
AUGUST -- 2022				
IDP PROCESS				
August 2022	Develop Public Participation Plan with CPAS	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 2023 / 2024 Draft IDP and SDF Process Plan to COGTA		OSM	
	Advertise Draft Process Plan 2023 / 2024		OSM	
SPATIAL DEVELOPMENT FRAMEWORK				
August 2022	Develop a Public Participation Plan for the MSDF 2023-2024		Development Planning	

		Initiate Preparation of SPLUMA compliant MSDF 2023-2024	SPLUMA 20(2)	Development Planning / Sector Departments	
		Initiate Sector Engagement process for the MSDF 2023-2024	SPLUMA	Development Planning / Sector Departments	
DDM One Plan					
	August 2022	Public inputs and submissions for One Plan review and updating		DDM Hub	
ASSET MANAGEMENT PLAN					
	August 2022	Units recast draft AMP's against Budget Paper Reality			
September 2022					
IDP PROCESS					
	During September 2022	Alignment of the 2023/24 Process Plan with Budget, Annual Report Performance Management	MSA 34 MFMA 21(2)(a)	OSM, PM&E, Treasury	
		Prepare first draft 2023/24 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 2022	Align municipal, provincial and national SDF	SPLUMA	Development Planning	
		(Sector) Stakeholder Engagement process for the MSDF 2023-2024	SPLUMA 20(2)	Development Planning / Sector departments	
		Preparation of 1 st Draft MSDF 2023 -2024 with updates	SPLUMA	Development Planning	

DDM One Plan					
	September 2022	Public inputs and submissions for One Plan review and updating		DDM Hub	
	September 2022	Approval of reviewed and updated One Plan by eThekweni Municipal Council		OSM	
ASSET MANAGEMENT PLAN					
	September 2022	Units recast draft AMP's against Budget Paper Reality		Units	
OCTOBER -- 2022					
IDP PROCESS					
	October 2022	Present first 2023/24 Draft IDP to DCM Forum, EXCO, Council and for "Noting of Progress"	MSA 29(a) 30(a)(b)(c)	OSM / Plan Owners/Councilors/Excos	Council and Exco
SPATIAL DEVELOPMENT FRAMEWORK					
	October 2022	Stakeholder Engagement process for the MSDF (cross boundary alignment)	MSA-S26 (d)	Development Planning / Sector Depts.	
DDM One Plan					
	October 2022	Approval of reviewed and updated One Plan by eThekweni Municipal Council		OSM	
		Approval of reviewed and updated One Plan by KZN Provincial Executive		DDM Hub	
ASSET MANAGEMENT PLAN					
	October 2022	Units recast draft AMP's against Budget Paper Reality			
	October 2022 and November 2022	Draft IAMP and 10 year budget			
November 2022					
IDP PROCESS					
	November 2022	Strategic workshop with Plan Owners and Plan Representatives	MSA (35) (1)(a)	OSM	
SPATIAL DEVELOPMENT FRAMEWORK					

	November 2022	Stakeholder engagement and obtain updates from sector departments	SPLUMA	Development Planning / Sector Depts.	
DDM One Plan					
		Approval of reviewed and updated One Plan by KZN Provincial Executive Council		DDM Hub	
	November 2022	Approval of reviewed and updated One Plan by Minister of COGTA			
		Presentation to Council. Progress on One Plan Review			
ASSET MANAGEMENT PLAN					
	October and November 2022	Units recast draft AMP's against Budget Paper Reality		OSM	
	November 2022	Draft IAMP and 10 year budget		OSM	
		Review IAMP and Budget		OSM	
December 2022					
IDP PROCESS					
	December 2022	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 2022	Preparation of 2nd Draft MSDF 2023-2024 updates	SPLUMA	Development Planning / Sector Depts.	
ASSET MANAGEMENT PLAN					
	December 2022	Draft MTREF capture on JDE 10 Year capture of PM Module			
		Finalize SAMP, IAMP, Budget , Procurement Plans & PM Module		OSM	
January 2023					
IDP PROCESS					
	January 2023	Continuation of preparation of second draft of 2023/24 IDP	MSA 34	OSM/ Plan Owners	

	Alignment of Mid term Amendments to 2023/24 IDP			
SPATIAL DEVELOPMENT FRAMEWORK				
January 2023	Preparation of 2nd Draft MSDF 2023-2024 updates	SPLUMA	Development Planning / Sector Depts.	
DDM One Plan				
January 2023	Approval of reviewed and updated One Plan by Cabinet	Approval of reviewed and updated One Plan by Cabinet		
ASSET MANAGEMENT PLAN				
January 2022	Finalize SAMP, IAMP, Budget , Procurement Plans & PM Module		OSM	
Feb 2023				
IDP PROCESS				
Feb 2023	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 2023	Table 2 rd Draft MSDF 2023-2024 to ECOD, EXCO and COUNCIL for Noting	SPLUMA 20(3)(a)(b)	Development Planning	
	Place notice in Government Gazette and advertise Draft MSDF 2023-2024 calling for public comment	SPLUMA 20(3)(a)(b)	Development Planning	
DDM One Plan				
Feb 2023	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 2023	Finalize SAMP, IAMP, Budget , Procurement Plans & PM Module		OSM	
March 2023					
IDP PROCESS					
	March 2023	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 2023	Present Draft MSDF 2023-2024 to all Portfolio Committees of Council for comment		Development Planning	
		2 nd draft SDF 2023-2024 To be submitted to MEC for assessment		Development Planning	
DDM One Plan					
	March 2023	Gazetting of reviewed and updated One Plan in terms of the IGR Framework Act Regulations:	COGTA circular 2 of 2021	Strategic Office	
ASSET MANAGEMENT PLAN					
	March 2023	Unit Heads Approve AMP		OSM	
		SAMP, IAMP to Council approval		Units	
April 2023					
IDP PROCESS					
	April 2023	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 2023/24 draft IDP/PMS/Budget at Cluster and regional meetings.	MSA 17(c)	OSM/Officials	
SPATIAL DEVELOPMENT FRAMEWORK				
April 2023	IDP / MSDF Assessment by Cogta	MSA 31(a)(b)(c)(d)	OSM/Plan Owners	
	3rd Draft MSDF 2023-2024 completed incorporating public comments	SPLUMA 20(3)(c)	Development Planning	
ASSET MANAGEMENT PLAN				
	SAMP, IAMP to Council approval		OSM	
April 2023	Unit Heads Approve AMP and Commence with Procurement Process		Units	
May 2023				
IDP PROCESS				
May 2023	Draft 2024/25 IDP Process Plan	MSA 28 (1)	OSM	
	Commence fourth 2023/2024 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 2023	Fourth draft 2023/2024 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 2023/2024 IDP prepared in plain English and isizulu	MSA 25(4)(a),(b)	OSM	
SPATIAL DEVELOPMENT FRAMEWORK				
May 2023	Reviewed MSDF Draft 3 to be tabled at ECOD, EXCO & Council for adoption	MSA 28 (1) SPLUMA	Officials	Council

June 2023

IDP PROCESS				
June 2023	Submit 2023/2024 IDP to MEC	MSA 32 (1) (a)(b)©	OSM	
	Advertisement of the adopted 2023/2024 IDP	MSA	OSM	
SPATIAL DEVELOPMENT FRAMEWORK				
June 2023	Submit 2023-2024 IDP & MSDF to MEC COGTA	MSA 32 (1) (a)(b)(c)	OSM / Development Planning	

July 2023

IDP PROCESS				
Jul-23	Adopted 2023/24 IDP to be submitted to MEC for Local Government		OSM	
Jul-23	Summary of 2023/24 IDP 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 2022.



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 2023 /24 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.

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 2023/24. The Municipal One Plan would be one of the key informants to the new 5 year IDP, as such the high level One Plan processes are indicated in the above process plan.

5. CONCLUSION

This process plan for the IDP Review 2023/2024 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

Enquiries regarding the report may be directed to:

IDP Manager: Puvendra Akkiah

Email: Puvendra. Akkiah@durban.gov.za



eThekweni Municipality

Process Plan

MSDF 2023/2024

MUNICIPAL SDF PROCESS PLAN

1. Introduction
2. Role and Purpose of the MSDF
3. Process of Reviewing of the IDP and MSDF
4. Roles and Responsibilities - Internal Stakeholders
5. Roles and Responsibilities - External Stakeholders
6. MEC Comments and eThekweni Response
7. Conclusion

1. Introduction

The Municipal Systems Act, Act No. 32 of 2000 (MSA) requires that each Municipality prepare an Integrated Development Plan (IDP) and Spatial Development Framework in accordance with Section 26 (e) of the Local Government: Municipal Systems Act, No. 32 of 2000.

The Municipal SDF Review is also prepared in terms of the Spatial Planning and Land Use Management Act, No. 16 of 2013 (hereafter SPLUMA) which came into effect in July 2015 and the eThekweni Municipal Planning and Land Use Management Bylaw, 2016 (Municipal Notice 114 of 2017)

The eThekweni Municipality's SDF (MSDF) serves as a strategic spatial framework that guides the desired spatial distribution of land uses, spatial priorities and strategic infrastructure provision within the Municipality in order to give effect to the vision, goals and objectives of the municipal IDP as well as align with National Development Plan, National SDF and Provincial SDF. The MSDF represents a long term (20+ years) vision and plan providing both a short term (5yr) and long terms (20-60yr) spatial planning context for the achievement of the IDP which is revised in 5 year cycles. The annual and 5 year MSDF review process allows the MSDF to be updated and adjusted according to changing trends and circumstances.

2. Role and Purpose of the MSDF

The MSDF is the primary spatial response to the development context, needs and development vision of the municipality. It is a key land use management tool which informs strategic choices and interventions especially regarding the future growth and development of the Municipality in the short, medium and long term and has an important role to play in guiding and managing Municipal decisions relating to the use, development and planning of land. It is a legislative requirement and should resonate with the national and provincial spatial development plans and priorities.

The MSDF is also a transformation tool. With its focus on spatial restructuring, it guides the location of future development in a manner that addresses the imbalances of the past. It enables the municipality to manage its land resources in a developmental and sustainable manner. It provides an analysis of the spatial needs and issues and provides strategies and programs to address these challenges. In summary, the MSDF has the following benefits:

- It facilitates effective use of scarce land resources.
- It facilitates decision making with regard to the location and scale of service delivery projects.

- It guides public and private sector investment.
- It strengthens democracy, inclusivity and spatial transformation
- It promotes intergovernmental coordination on spatial issues.
- It serves as a framework for the development of lower order spatial plans, Land Use Guidelines and Land Use Schemes and is the basis for land development decisions
- It guides and informs the capacity and spatial location of municipal infrastructure needed to support growth, investment based on spatial priorities;
- Provides visual representation of the desired urban form of the municipality in the short, medium and long term.
- Requires a detailed 5 year Capital Investment Framework outlining projected expenditure over the next 5 years in support of the spatial priorities.

Ultimately, the MSDF and accompanying Package of Plans, defines and facilitates a progressive and more detailed move towards the attainment of an agreed upon desired spatial form within the municipality's area of jurisdiction.

Development Principles

Chapter 2 Subsection 7(a)-(e) of SPLUMA requires that all SDF's give effect to the following development principles including:

- a) Spatial Justice; - past spatial and other development imbalances must be redressed through improved access to and use of land
- b) Spatial Sustainability; - promote land development that is within the fiscal, institutional and administrative means of government, give special consideration to the protection of prime agricultural land, uphold land use measures in accordance with environmental management instruments, promote land development in sustainable locations and limit urban sprawl, consider all current and future costs to all parties in the provision of infrastructure and social services to ensure the creation of viable communities
- c) Efficiency; optimise the use of existing resources and infrastructure
- d) Spatial Resilience; - flexibility in spatial plans and land use management systems are accommodated to ensure sustainable livelihoods in communities most likely to suffer the impacts of economic and environmental shocks, and
- e) Good Administration – all spheres of government must ensure an integrated approach to land use and land development, all departments must provide their sector input and comply with the prescribed requirements and follow a transparent public process.

Component of an SDF

Part E Section 21 SPLUMA, Act 16 Of 2013 also stipulates that:-

21. A Municipal spatial development framework must –

- (a) give effect to the development principals and applicable norms and standards set out in Chapter 2;
- (b) include a written and spatial representation of a five year spatial development plan for the spatial form of the municipality ;
- (c) include a longer term spatial development vision statement for the municipality area which indicates a desired spatial growth and development pattern for the next 10 to 20 years;
- (d) identify current and future significant structuring and restructuring elements of the spatial form of the municipality, including development corridors, activity spines and economic nodes where public and private investment will be prioritised and facilitated ;
- (e) include population growth estimates for the next five years;
- (f) include estimates of the demand for housing units across different socio-economic categories and the planned location and density of future housing developments;
- (g) include estimates of economic activity and employment trends and locations in the municipal area for the next five years;
- (h) identify, quantify and provide location requirements of engineering infrastructure and services provision for existing and future development needs for the five years;
- (i) identify the designated areas where a national or provincial inclusionary housing policy may be applicable
- (j) include a strategic assessment of the environmental pressures and opportunities within the municipal area, including the spatial location of environmental sensitivities, high potential agricultural land and coastal access strips, where applicable;
- (k) identify the designation of areas in the municipality where incremental upgrading approaches to development and regulation will be applicable;
- (l) identify the designation of areas in which –
 - (i) more detailed local plans must be developed; and
 - (ii) shortened land use development procedures may be applicable and land use schemes may be so amended;
- (m) provide the spatial expression of the coordination, alignment and integration of sectoral policies of all municipal departments;
- (n) determine a capital expenditure framework for the municipality's development programmes, depicted spatially;

- (o) determine the purpose, desired impact and structure of the land use management scheme to apply in that municipal area; and
- (p) include an implementation plan comprising of –
 - (i) sectoral requirements, including budgets and resources for implementation;
 - (ii) necessary amendments to a land use scheme;
 - (iii) specification of institutional arrangements necessary for implementation ;
 - (iv) specification of implementation targets, including dates and monitoring indicators; and
 - (v) specification, where necessary, of any arrangements for partnerships in the implementation process

3. Process of Reviewing the MSDF

The table below details the process and activities for reviewing the MSDF noting the associated legislation and responsibility for each activity and the associated budget is as follows.

Month	Details	Legislation	Responsibility	Estimate Budget
July 2022	Gazette Notice: Adoption of SDF 2022-2023	SPLUMA 20(1)	Development Planning	R32 000
	Printing and distribution of Adopted MSDF 2022-2023		Development Planning	R80 000
	Develop a Process Plan for the MSDF 2023-2024	MSA	Development Planning	
Aug 2022	Develop a Public Participation Plan for the MSDF 2023-2024		Development Planning	
	Initiate Preparation of SPLUMA compliant MSDF 2023-2024	SPLUMA 20(2)	Development Planning / Sector Departments	
	Initiate Sector Engagement process for the MSDF 2023-2024	SPLUMA	Development Planning / Sector Departments	
September 2022	Align municipal, provincial and national SDF	SPLUMA	Development Planning	
	(Sector) Stakeholder Engagement process for the MSDF 2023-2024	SPLUMA 20(2)	Development Planning / Sector departments	
	Preparation of 1 st Draft MSDF 2023 -2024 with updates	SPLUMA	Development Planning	
October 2022	Stakeholder Engagement process for the MSDF (cross boundary alignment)	MSA-S26 (d)	Development Planning / Sector Depts.	
November 2022	Stakeholder engagement and obtain updates from sector departments	SPLUMA	Development Planning / Sector Depts.	
Dec 2022	Preparation of 2nd Draft MSDF 2023-2024 updates	SPLUMA	Development Planning / Sector Depts.	

Month	Details	Legislation	Responsibility	Estimate Budget
Jan 2023	Preparation of 2nd Draft MSDF 2023-2024 updates	SPLUMA	Development Planning / Sector Depts.	
	Table 2 nd Draft MSDF 2023-2024 to ECOD, EXCO and COUNCIL for Noting	SPLUMA 20(3)(a)(b)	Development Planning	
	Place notice in Government Gazette and advertise Draft MSDF 2023-2024 calling for public comment	SPLUMA 20(3)(a)(b)	Development Planning	R150 000
March 2023	Present Draft MSDF 2023-2024 to all Portfolio Committees of Council for comment		Development Planning	
	2 nd draft SDF 2023-2024 To be submitted to MEC for assessment		Development Planning	
April 2023	IDP / MSDF Assessment by Cogta	MSA 31(a)(b)(c)(d)	OSM/Plan Owners	
	3rd Draft MSDF 2023-2024 completed incorporating public comments	SPLUMA 20(3)(c)	Development Planning	
May 2023	Reviewed MSDF Draft 3 to be tabled at ECOD, EXCO & Council for adoption	MSA 28 (1) SPLUMA	Officials / COUNCIL	
June 2023	Submit 2023-2024 IDP & MSDF to MEC COGTA	MSA 32 (1) (a)(b)(c)	OSM / Development Planning	

4. Role and Responsibilities of Internal Stakeholders

Internal stakeholders play an important role in the review and adoption of the MSDF, particularly in ensuring alignment and integration of cross cutting issues between the IDP, MSDF, Spatial Priorities, Catalytic projects and budget processes.

Role of Internal Stakeholders	
Full Council	<ul style="list-style-type: none"> Notes the DRAFT Reviewed MSDF for public comment Considers and adopts the FINAL Reviewed MSDF Ensures alignment between the IDP, MSDF, Budget and BEPP
Executive Committee	<ul style="list-style-type: none"> Notes the DRAFT Reviewed MSDF and makes recommendation to Full Council. Considers the FINAL Reviewed MSDF and makes recommendation to Full Council.
Economic Development and Planning Committee	<ul style="list-style-type: none"> Notes the DRAFT Reviewed MSDF and makes recommendation to EXCO. Notes the FINAL Reviewed MSDF and makes recommendation to EXCO
All Portfolio Committees of Council	<ul style="list-style-type: none"> Considers the DRAFT Reviewed MSDF and makes input and comment
Councillors	<ul style="list-style-type: none"> Provide comment on the Draft Reviewed MSDF
Municipal Manager assisted by SDF Project Manager	<ul style="list-style-type: none"> Facilitate the preparation of the MSDF review process Identify the stakeholders in the MSDF process Ensure integration of strategic and long term planning, IDP,, strategic spatial planning, land use management and sector plans Ensure alignment between spatial priorities, spatial budgeting and project implementation Amend the MSDF to comply with applicable legislation
Municipal Sector Depts.	<ul style="list-style-type: none"> Develop Sector Plans Participate in municipal SDF sector forum to address cross cutting issues Provide strategic, technical and financial information as part of the review process Identify spatial priorities, spatial budgets, phasing and catalytic projects.
Consideration of Key Municipal Strategic Inputs	<ul style="list-style-type: none"> Climate Protection and Resilience Strategies including the Durban Climate Change Strategy (DCCS 2015), the Climate Resilience Implementation Plan for Spatial Plans (CRISP, 2017) and the 100 Resilience Strategy (2017) and Durban’s 1.5 Degrees Climate Action Plan (2019)

5. Role and Responsibilities of External Stakeholders

External stakeholders play an important role in the review of the MSDF. The Public Process is varied and includes a call for written or verbal comment and public and stakeholder engagement. The Draft MSDF will be placed on the Municipal Website, Municipal Social Media, in Municipal Libraries and Sizakhala Centres as well as being advertised in local newspapers for public comment. A notice will also be placed in the Provincial Gazette calling for public comment. The Draft MSDF will be circulated

to all relevant National and Provincial Departments for technical input, comment and alignment. There will also be a series of stakeholder engagement meetings, including but not limited to presentations to Portfolio Committees, National COGTA, National Treasury, various Provincial Departments, Cross boundary engagements, focus group discussions (such as community, civil society and business groups), open days and inclusion in the IDP / Budget Hearings.

External Stakeholders	
Public Process	<ul style="list-style-type: none"> • Public Notices in local newspapers • Notice in the Provincial Gazette calling for comment • Document to be placed on website, facebook and in Municipal Libraries and Sizakhala Centres • Open Days
National and Provincial Sector Departments & SOE's	<ul style="list-style-type: none"> • Participation in the IDP forum / Sector Forum • Meetings with National Treasury & National Cogta to ensure alignment with NDP, IUDF and BEPP • Individual meetings with key provincial departments & SOE's to seek policy and budgetary alignment • Alignment with the National and Provincial SDF and budget processes • Alignment with District Development One Plan
Cross Border Municipalities	<ul style="list-style-type: none"> • Use of existing structures for on-going sector engagement with cross border municipalities
IDP forum & Budget Hearings	<ul style="list-style-type: none"> • Use existing structures to engage with the public on the IDP and MSDF
Traditional Leaders	<ul style="list-style-type: none"> • Traditional Leaders are represented at Council meetings where the MSDF is presented • Continue to work through existing traditional structures to engage further with the Traditional Leaders on the MSDF review and lower order plans and Land Use Schemes
SIP 2, DURAMP , Regional SDF's	<ul style="list-style-type: none"> • Consideration of regional plans prepared by other government departments and agencies • Engage with COGTA / Districts on the preparation of regional SDF's
Civil Society	<ul style="list-style-type: none"> • Using the Municipal data base, stakeholders will be informed of the MSDF review process and invited to make public or written comment

6. MEC Comments and eThekweni Response

Listed below is a summary of the comments raised by the MEC on the FINAL MSDF Assessment. MEC COGTA comments on the Draft and Final 2022/2023 MSDF are still awaited.

7. Conclusion

This process plan for the MSDF Review 2023/2024 has:

- Defined the steps for the process of the review;
- Outlined the roles and responsibilities;
- Outlined the public participation process ;
- Provided an action plan in response to the MEC comments and;
- Provided a cost estimate for facilitating the review process

Contact Person

Helene Epstein – Senior Manager Strategic Spatial Planning

Helene.Epstein@durban.gov.za

Enquiries No. 031-3117159

15 July 2022