



eThekweni Municipality

Process Plan

IDP 2025/2026

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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. 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 2025/2026 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.
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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 to 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 2025/26 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	CLLR
Jun-24				
ASSET MANAGEMENT PLAN				
12 June 2024 to 14 Oct 2024	COMMENCE WITH PREPARATION OF DRAFT OPEX & CAPEX PROJECT PIPELINE 24/25FY TO 34/35FY	Strategy Lead Budget Process	CSO & COO	
19 June 2024 to 08 July 2024	Workshop with all Units: Panel Contract, Value Engineering & Project Planning to ensure effective Capital and Opex Budget Spending for 24/25FY to 34/35FY			
19-Jun-24	CES Cluster, Sizakala, IMU & City Fleet	FIDPM Circular 106 CIDMS	CSO & COO	
24-Jun-24	ECOD , ICC & uShaka, Virginia Airport	FIDPM Circular 106 CIDMS	CSO & COO	
26-Jun-24	HSET Cluster	FIDPM Circular 106 CIDMS	CSO & COO	
JULY 2024				
IDP PROCESS				
During July 2024	First Draft Process Plan 2025/2026 to Council	MSA	OSM	
SPATIAL DEVELOPMENT FRAMEWORK				
July 2024	Gazette Notice: Adoption of SDF 2024-2025	SPLUMA 20(1)	Development Planning	
	Printing and Distribution of Adopted MSDF 2024-2025		Development Planning	
	Develop a Process Plan for the MSDF 2025-2026	MSA	Development Planning	
PERFORMANCE MANAGEMENT PROCESS				

Friday, 12 July 2024	Within 14 days after approval of the SDBIP Performance agreements made public (website) within 14 days after approval of SDBIP - Copies must be submitted to the council.	MFMA 53(3)(b)	PME	
By 31 July 2024	Performance agreements to be concluded annually, within one month after the beginning of each financial year.	MSA 57 (2)(a)(ii)	All Executives	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
Tuesday, 23 July 2024	Draft 2024/2025 SDBIP to internal audit.	MSA 41 (e) and MSA 46	PME	
	Submit quarterly oversight report to Exco for period Apr-June 2024.	MFMA 52(d)	PME	Exco
ASSET MANAGEMENT PLAN				
19 June 2024 to 08 July 2024	Workshop with all Units: Panel Contract, Value Engineering & Project Planning to ensure effective Capital and Opex Budget Spending for 23/24FY to 33/34FY	FIDPM Circular 106 CIDMS		
01-Jul-24	Electricity & CSW Units	FIDPM Circular 106 CIDMS	CSO & COO	
08-Jul-24	W&S Unit	FIDPM Circular 106 CIDMS	CSO & COO	
16-Jul-24	Incorporate FIDPM and CIDMS processes into Budgeting and Planning Process Plan		CSO	
25 July 2024 to 31 August 2024	Development of Draft KPI's in regard to Spatial Transformation and Economic alignment for Key Corridors & Nodes	SDF & CIDMS	Spatial Planning & CSO & COO	
31-Jul-24	Discussion Session with CES & Architecture on: 1. Preparation of Project Stage 0 i.e. Strategic Planning and Decision Making for OPEX and CAPEX Pipeline preparation 2. Pipeline Preparation of 10 years Project Stages 1 to 7 3. O&M and Renewal/Replacement Planning and Budgeting for Project Pipeline	CIDMS, MFMA, FIDPM, SDF	CSO & COO	



STRATEGIC ASSET MANAGEMENT PLAN				
1 JULY 2024 TO 31 JULY 2024	ROLLOUT COUNCIL APPROVED 23/24FY GEN 2 SAMP TO ALL UNITS			
INTERGRATED ASSET MANAGEMENT PLAN				
1 JULY 2023 TO 31 JULY 2024 ROLLOUT COUNCIL APPROVED 23/24FY GEN 2 IAMP TO ALL UNITS				
SCM				
1 JULY 2024 TO 6 SEP 2024 PREPARE 5 YEAR AND 10 YEAR SCM KPI FOR PROCUREMENT STRATEGY AND CONTRACTING STRATEGY FOR 25/26 FY TO 35/36FY				
AUGUST 2024				
BUDGET PROCESS				
29 August 2024	Submit schedule of key deadlines for preparing, tabling and approving the Budget and reviewing the IDP at least 10 months before the start of the budget year, to Council.	MFMA 21(1)(b), 53(1)(b)	Committee's Clerk/ Budget Office	Mayor/ Council
IDP PROCESS				
During August 2024	Complete and Consolidate Participation plan with CPAS on the CBP	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 2025 / 2026 Draft IDP and SDF Process Plan to COGTA.		OSM	
	Advertise Draft Process Plan 2025 /2026.		OSM	
SPATIAL DEVELOPMENT FRAMEWORK				
August 2024	Develop a Public Participation Plan for the MSDF 2025-2026		Development Planning	
	Initiate Preparation of SPLUMA compliant MSDF 2025-2026	SPLUMA 20(2)	Development Planning / Sector departments	
	Initiate Sector Engagement process for the MSDF 2025-2026	SPLUMA	Development Planning / Sector	

			department s	
ANNUAL REPORT PROCESS				
31 August 2024	Submit draft to the Auditor General including Annual Financial Statements and Performance Report.	MFMA guidance	AFS/PME	
PERFORMANCE MANAGEMENT PROCESS				
12 August 2024	Submission of sec 57 Performance agreements and Disclosures of interest to the MEC and Minister.	MSA Mun Perf Regs. Chap 2 (4)5	PME	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
1 August 2024	Publish the Quarter 4 SDBIP Report on the Website.	MFMA 75 (1) k	PME	
Thursday, 08 August 2024	Commence with SDBIP Planning process for 2025/2026.		PME	
31 August 2024	Submit the 2024/2025 audit report and recommendations on Organizational Performance to the Audit Committee and Council.	Mun Plan and Perf Regs, 2001 14(1)c(ii) and 14(4) a(ii)-(iii)	Internal Audit/Audit Committee	Exco/ Council
31 August 2024	Submit 2024/2025 Organizational SDBIP, including entities to Auditor General	Municipal Systems Act Section 45	PME	Exco
ASSET MANAGEMENT PLAN				
02 August 2024	Discussion Session with Human Settlement Planning and Rental on: 1. Preparation of Project Stage 0 i.e. Strategic Planning and Decision Making for OPEX and CAPEX Pipeline preparation 2. Pipeline Preparation of 10 years Project Stages 1 to 7 3. O&M and Renewal/Replacement Planning and Budgeting for Project Pipeline	CIDMS, MFMA, FIDPM, SDF	CSO & COO	



02 August 2024	<p>Discussion Session with Engineer (Roads, CSCM), Architecture, ETA, RSWM on:</p> <ol style="list-style-type: none"> 1. Preparation of Project Stage 0 i.e. Strategic Planning and Decision Making for OPEX and CAPEX Pipeline preparation 2. Pipeline Preparation of 10 years Project Stages 1 to 7 3. O&M and Renewal/Replacement Planning and Budgeting for Project Pipeline 	CIDMS, MFMA, FIDPM, SDF	CSO & COO	
05 August 2024	<p>Discussion Session with Water & Sanitation on:</p> <ol style="list-style-type: none"> 1. Preparation of Project Stage 0 ie Strategic Planning and Decision Making for OPEX and CAPEX Pipeline preparation 2. Pipeline Preparation of 10 years Project Stages 1 to 7 3. O&M and Renewal/Replacement Planning and Budgeting for Project Pipeline 	CIDMS, MFMA, FIDPM, SDF	CSO & COO	
05 August 2024	<p>Discussion Session with ICC on:</p> <ol style="list-style-type: none"> 1. Preparation of Project Stage 0 ie Strategic Planning and Decision Making for OPEX and CAPEX Pipeline preparation 2. Pipeline Preparation of 10 years Project Stages 1 to 7 3. O&M and Renewal/Replacement Planning and Budgeting for Project Pipeline 	CIDMS, MFMA, FIDPM, SDF	CSO & COO	
06 August 2024	<p>Discussion Session with Catalytic Projects on:</p> <ol style="list-style-type: none"> 1. Preparation of Project Stage 0 ie Strategic Planning and Decision Making for OPEX and CAPEX Pipeline preparation 2. Pipeline Preparation of 10 years Project Stages 1 to 7 3. O&M and Renewal/Replacement Planning and Budgeting for Project Pipeline 	CIDMS, MFMA, FIDPM, SDF	CSO & COO	



06 August 2024	<p>Discussion Session with Sizakala Centres on:</p> <ol style="list-style-type: none"> 1. Preparation of Project Stage 0 ie Strategic Planning and Decision Making for OPEX and CAPEX Pipeline preparation 2. Pipeline Preparation of 10 years Project Stages 1 to 7 3. O&M and Renewal/Replacement Planning and Budgeting for Project Pipeline 	CIDMS, MFMA, FIDPM, SDF	CSO & COO	
08 August 2024	<p>Discussion Session with Fire & Emergency Services on:</p> <ol style="list-style-type: none"> 1. Preparation of Project Stage 0 ie Strategic Planning and Decision Making for OPEX and CAPEX Pipeline preparation 2. Pipeline Preparation of 10 years Project Stages 1 to 7 3. O&M and Renewal/Replacement Planning and Budgeting for Project Pipeline 	CIDMS, MFMA, FIDPM, SDF	CSO & COO	
09 August 2024	<p>Discussion Session with Development Planning on:</p> <ol style="list-style-type: none"> 1. Preparation of Project Stage 0 ie Strategic Planning and Decision Making for OPEX and CAPEX Pipeline preparation 2. Pipeline Preparation of 10 years Project Stages 1 to 7 3. O&M and Renewal/Replacement Planning and Budgeting for Project Pipeline 	CIDMS, MFMA, FIDPM, SDF	CSO & COO	
12 August 2024	<p>Discussion Session with CSW on:</p> <ol style="list-style-type: none"> 1. Preparation of Project Stage 0 ie Strategic Planning and Decision Making for OPEX and CAPEX Pipeline preparation 2. Pipeline Preparation of 10 years Project Stages 1 to 7 3. O&M and Renewal/Replacement Planning and Budgeting for Project Pipeline 	CIDMS, MFMA, FIDPM, SDF	CSO & COO	



12 August 2024	Discussion Session with uShaka Marine on: 1. Preparation of Project Stage 0 ie Strategic Planning and Decision Making for OPEX and CAPEX Pipeline preparation 2. Pipeline Preparation of 10 years Project Stages 1 to 7 3. O&M and Renewal/Replacement Planning and Budgeting for Project Pipeline	CIDMS, MFMA, FIDPM, SDF	CSO & COO	
19 August 2024	Discussion Session with Electricity on: 1. Preparation of Project Stage 0 ie Strategic Planning and Decision Making for OPEX and CAPEX Pipeline preparation 2. Pipeline Preparation of 10 years Project Stages 1 to 7 3. O&M and Renewal/Replacement Planning and Budgeting for Project Pipeline	CIDMS, MFMA, FIDPM, SDF	CSO & COO	
BUDGET PAPER				
1 Aug 2024 to 14 October 2024	Draft 2nd Gen Budget Paper 24/25FY – Key Deliverables by 14 Oct 2024 Preparation of 5 year and 10 KPI's based on 10 year Investment Tactics (OPEX & CAPEX). Undertake Funding Source Analysis and Future budget scenarios to Fund OPEX and CAPEX Project Pipeline	CIDMS, MFMA, FIDPM, SDF	CFO (CSO & COO)	
STRATEGIC ASSET MANAGEMENT PLAN				

<p>1 Aug 2024 to 31 Aug 2024</p>	<p>Commence with input data for preparing Draft 3rd SAMP 24/25Y –</p> <ol style="list-style-type: none"> 1. Engage with Senior Manager Strategy Planning and ETA Strategic Planning to co-ordinate input and align to Spatial Transformation. Also social amenities CSIR study alignment for growth 2. Engage with SCM to commence with 5 year and 10 year KPI for Procurement Strategy and Contracting Strategy. 3. Engage with Budget office (OPEX and CAPEX) to assist with Budget paper and providing Units with OPEX expenditure data 4. Engage with EDU Head to incorporate Economic Strategy into planning and decision making. 5. engage with Units in workshops and discussions to commence with AMP planning. 			
<p>INTERGRATED ASSET MANAGEMENT PLAN</p>				
<p>1 JULY 2024 TO 31 JULY 2024</p>	<p>ROLLOUT COUNCIL APPROVED 23/24FY GEN 2 IAMP TO ALL UNITS</p>			
<p>SCM</p>				



<p>1 Aug 2024 TO 5 SEP 2024</p>	<p>PREPARE 5 YEAR AND 10 YEAR SCM KPI FOR PROCUREMENT STRATEGY AND CONTRACTING STRATEGY FOR 25/26 FY TO 35/36FY</p> <p>1. SCM to set Procurement Strategies KPI's (target groups etc)for:</p> <p>1.1 Professional Services</p> <p>1.2 Suppliers</p> <p>1.3 Contractors</p> <p>1.4 ICT suppliers Implementors</p> <p>2. Set Contracting Strategy KPI's (mechanisms)for:</p> <p>2.1 Panel</p> <p>2.2 Normal SCM process</p> <p>2.3 EPCM or EPC (LSTK)</p> <p>2.4.....</p>			
<p>SEPTEMBER 2024</p>				
<p>BUDGET PAPER</p>				
<p>3 to 13 September 2024</p>	<p>Draft 2nd Gen Budget Paper 24/25FY – Key Deliverables by 14 Oct 2024</p> <p>Preparation of 5 year and 10 KPI's based on 10 year Investment Tactics (OPEX & CAPEX). Undertake Funding Source Analysis and Future budget scenarios to Fund OPEX and CAPEX Project Pipeline</p> <p>Align 5 and 10 KPI's to CM, DCM's and Head of Unit strategic meeting to determine Investment tactics and trade-offs for City</p>	<p>Determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives</p>	<p>DCM Finance, Departmental Accounting, Budget Office and OSM</p>	
<p>BUDGET PROCESS</p>				
<p>02 September 2024</p>	<p>Circular providing guidance in compiling the Staff Budgets.</p>		<p>Budget Office</p>	
<p>02 September 2024</p>	<p>Confirm with National and Provincial Governments for any adjustments to projected allocations for the next three years.</p>	<p>MFMA guidance</p>	<p>Budget Office</p>	



06 September 2024	Annual review of budget related policies (Tariff, Credit Control & Debt Management, Rates etc).	MFMA 21, 61(f)	DCM's/Revenue/Budget Office/Departmental Accounting	Exco
13 September 2024	Broad Expenditure Parameters, Proposed Social Packages.		CFO/Budget Office	Council
13-30 September 2024	Strategic Issues Workshop with senior Municipal officials - Radical Budget Transformation meeting (IDP, Budget and SDF) - Admin Priorities for the MTREF Workshop		EMC, Deputy City Managers (plan owners), Heads, Senior and Managers, OSM, Budget Office, ABM, GIPO	
	Review of previous years' spending and commitments to inform 2025/2026 MTREF - financial and non financial.	MFMA guidance		
	Discuss and adopt draft Budget Principles which will inform budget process and identify key priorities including strategic objectives for service delivery and addressing backlogs and prioritization.			
	Budget for programme and projects (both capital and operating where feasible) in terms of the IDP 8 point plan, Mayor's 10 point plan and inputs from other stakeholders.			
	Prepare Quality Assurance Certificates for 2025/2026 Capital Projects.			
	Budget prioritization discussion on capital and operating budgets.			
	Political Priorities for the MTREF Workshop. Past performance financial and non financial			
During September 2024	Councilors to meet with Ward Committees to establish community priorities for the allocation of the Community Blocksum.	MFMA 23		Councilors
During September 2024	Budget alignment to IDP / SDBIP.		Deputy City Managers (plan	

			owners), Heads, Senior and Managers	
During September 2024	Commence with the drafting of the Draft Estimate Report.	MFMA guidance	Budget Office	
IDP PROCESS				
During September 2024	Alignment of the 2025/26 Process Plan with Budget, Annual Report Performance Management.	MSA 34 MFMA 21(2)(a)	OSM, PM&E, Treasury	
	Prepare first draft 2025/2026 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 2024	Align municipal provincial and national SDF	SPLUMA	Development Planning	
	(Sector) Stakeholder Engagement process for the MSDF 2025/2026	SPLUMA(20)2	Development Planning / Sector departments	
	Preparation of 1st Draft MSDF 2025-2026 with updates	SPLUMA	Development Planning / Sector departments	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
	No entry			
ASSET MANAGEMENT PLAN				
September 2024	DRAFTING of 2nd Gen AMP 24/25FY – Key Deliverables by 14 Oct 2024 engagement with CSO, CFO and COO to track progress and reporting		OSM /Departments/Capital Budget Office	
BUDGET PAPER				

1 Aug 2024 to 14 October 2024	Draft 2nd Gen Budget Paper 24/25FY – Key Deliverables by 14 Oct 2024 Preparation of 5 year and 10 KPI's based on 10 year Investment Tactics (OPEX & CAPEX). Undertake Funding Source Analysis and Future budget scenarios to Fund OPEX and CAPEX Project Pipeline	CIDMS, MFMA, FIDPM, SDF	CFO (CSO & COO)	
STRATEGIC ASSET MANAGEMENT PLAN				
1 Sep 2024 to 30 Sep 2024	Commence with input data for preparing Draft 3rd SAMP 24/25Y – from SCM, EDU and SDF			
INTERGRATED ASSET MANAGEMENT PLAN				
SCM				
Friday, 13 September 2024	Provide Units with 5 YEAR AND 10 YEAR SCM KPI FOR PROCUREMENT STRATEGY AND CONTRACTING STRATEGY FOR 25/26 FY TO 35/36FY			
OCTOBER 2024				
BUDGET PROCESS				
01 October 2024	Obtain proposed price increases from bulk service providers eg NERSA/UW etc.	MFMA guidance	Dept. Acc - Elec/Water	
01 - 07 October 2024	Continue with the Strategic Budget Workshops with officials.	MFMA guidance	Units, Departmental Accounting and Budget Office.	
October 2024	Admin workshop on Matters emanating from September workshop.			



07 October 2024	MSCOA - IDP Budget system capture open and as per capital budget circulars and operatin budget circulars - accepting CAPITAL project proposals.			
07 October 2024	Capture Capital MTREF on IDP Budget System.		Corp Execs, Dept Acc, Budget Office	
07 October 2024	Capture Operating MTREF on IDP Budget System.		Corp Execs, Dept Acc, Budget Office	
During October 2024	Budget workshop with politicians, reviewing input and impact on tariffs.	MFMA guidance	City Manager	Councilors
October 2024	Political workshop on Matters emanating from September workshop.			
22 October 2024	Submit First Draft Capital Expenditure Budgets 2025/26 to 2027/2028 to Exco. (normally high level).	MFMA guidance	DCM Finance , DCM's , Heads of Departments , Finance and Budget Office	Exco
During October 2024	Continue with the drafting of the Draft Estimate Report.	MFMA guidance	DCM's , Heads of Departments , Finance and Budget Office	
IDP PROCESS				
During October 2024	Present first 2025/2026 Draft IDP to DCM Forum, EXCO, Council and for "Noting of Progress".	MSA 29(a) 30(a)(b)(c)	OSM / Plan Owners/Co uncilors/Ex co	
SPATIAL DEVELOPMENT FRAMEWORK				
October 2024	Undertake Stakeholder Engagement process for the MSDF (cross boundary alignment)	MSA-S26 (d)	Developme nt Planning / Sector Depts.	
PERFORMANCE MANAGEMENT PROCESS				
01 October 2024	Commence Quarterly Individual performance reviews for current year (Verbal).		PME	

SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
11 October 2024	Extract SDBIP reports from the system for authorization by Plan Owners.		PME	
22 October 2024	Quarterly report to be adopted by Exco for period July - Sept 2024.	MFMA 52(d)	PME	Exco
30 October 2024	Submit quarterly report to Internal Audit.	Mun Plan and PerfRegs, 2001 14(1)c(ii)	Internal Audit	
ASSET MANAGEMENT PLAN				
1 to 8 October 2024	ETA, Electricity, Catalytic, W&S, Engineering, CSW, Development Engineering and Development Planning to meet and ensure that projects are properly sequenced and scheduled to achieve logical delivery pipeline of services over 10 year plan.	CIDMS	All Units / CSO & COO	
09 to 14 October 2024	All implementing Units to thereafter have combined session with Human Settlements Unit, EDU and CES cluster to ensure that projects from these units are sequenced into the Implementing Units delivery pipeline.	CIDMS	All Units/CSO/ CFO/CSO	



14 October 2024	<p>DRAFT - 2nd Gen AMP 24/25FY with Key Deliverables:</p> <ol style="list-style-type: none"> 1. Each Unit to establish Service Performance Levels and use this to identify Top 20 Worst Condition, Most Critical Assets or worst performance Network 2. Over ten year period; Quantified the existing backlog (CAPEX), Identified and cost the mitigation measures for Backlogs not addressed by CAPEX (ie OPEX). also indicate cost of Backlog M&R, Backlog Renewal/Replacement and indicate cost of OPEX to address 3. Identify the source determining Growth over 10 years. Ensure benefits are clearly defined. identify the portion of growth that will not be addressed (Backlog due to growth) and quantify its cost implications over 10 years. 4. Prepare Life cycle plans for projects on 10 year plan including O&M Plan (M&R, Renewal & Replacement and Operating Costs). Note this includes plant, vehicle and equipment planning 5. Prepare Procurement Strategies and Contracting Strategies for Asset full life cycle. (covers inventory, M&R, spares, Professional Services, External Services) 6. Propose and define Funding Sources for OPEX and CAPEX Pipeline (Loans, Grants, Internal, Borrowing etc) 7. Separate into Investment Tactics (5 Buckets) note additional definition in regards to backlog M&R, backlog renewal/replacement, backlog upgrades 8. Preliminary Align to SDF and Co-Ordination with other Units 9. Prepare draft Unconstraint 10 year OPEX & CAPEX Project Pipeline inclusive of O&M and CAPEX interventions for Unit 24/25 to 34/35FY (include FIDPM Procurement Controls and Gate Reviews) 10. Prepare draft Risk Management (Mitigation for top 5 residual risks) and price {what you can not do in short term must have costed mitigation} 	CIDMS,	All UnitsAll Units / CSO & COO	
15 to 21 October 2024	<p>Prepare Combined Unconstraint draft 10 year OPEX and CAPEX City Wide Project List</p> <p>Consolidate Unconstraint Project Pipelines from All Units into draft single OPEX & CAPEX Pipeline for the City (by CSO, COO, CFO)</p>		CSO, CFO & COO	
BUDGET PAPER				



22nd Oct to 15 Nov 2024	Budget Workshop 22nd Oct to 15 Nov24 – Key Deliverables: 1. Screen Projects against City Priorities & Objectives 2. Prioritize OPEX and CAPEX Pipeline of Projects City Wide 3. Assign Funding to Pipeline of Projects		DCM Finance, Departmental Accounting, Budget Office, OSM and all units	
NOVEMBER 2024				
BUDGET PROCESS				
November 2024	Admin workshop - Feedback on Budget priorities and MTREF			
01 November 2024	Continue updating line item budgets on IDP budget (E1 JDE) and capture all items.		Corporate Executives, Budget Office	
November 2024	Political workshop - Feedback on Political Priorities and MTREF budget			
04 November 2024	Draft Operating Budget - First Pass - prepared and analyzed for CFO.	MFMA guidance	Budget Office	
22 November 2025	Consultation on the Capital Budget with Business (DCCI).	MFMA 23	CFO/ Budget Office	
26 November 2024	2nd Draft Capital budget tabled at Exco.	MFMA guidance	Budget Office	Exco
During November 2024	Review of Budget Related Policies continues.	MFMA 21, 61(f)	DCM's / Heads	
During November 2024	Continue with the drafting of the Draft Estimate Report.	MFMA guidance	Budget Office	
During November 2024	Follow up budget workshop with politicians, reviewing input and impact on tariffs.	MFMA guidance	City Manager	Councilors
28 November 2024	2025/2026 MTREF Capital Budget approved in principle by Council.		DCM Finance, DCM's, Heads of Departments, Finance and Budget Office	Council
IDP PROCESS				
During November 2024	Strategic workshop with Plan Owners and Plan Representatives	MSA (35) (1)(a)	OSM	
SPATIAL DEVELOPMENT FRAMEWORK				

November 2024	Stakeholder engagement and obtain updates from sector departments	SPLUMA	Development Planning/ Sector Depts.	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
01 November 2024	Commence with mid term amendments process.	Munic Perf. Reg 13(4)(a-b)	PME	
Monday, 04 November 2024	Update website with quarterly SDBIP Report.	MFMA 53.3	PME	
ANNUAL REPORT PROCESS				
29 November 2024	Update and amend Annual Report.		PME	
ASSET MANAGEMENT PLAN				



<p>13 Nov 2024 to 17 Jan 2025</p>	<p>FINALISE 2nd GEN UNIT AMP 13 Nov 2024 to 17 Jan 2025</p> <ol style="list-style-type: none"> 1. Recast 2nd Gen AMP with constrained Project Pipeline 2. Prepare Detail Procurement plans and schedules for 25/26FY Project Pipeline 3. Prepare Preliminary Preparation for 26/27FY and 27/28FY 4. Prepare High level Preparation for 28/29FY to 35/36FY 5. Prepare Final Risk Management Plan for top 5 residual risks 6. Outline impact of CONSTRAINT funding scenario on performance indicators 7. Recast CONSTRAINT OPEX & CAPEX Prioritized Unit Project Pipeline for 10 year funding scenario <p>Note this pipeline must include O&M and CAPEX Operations Plan: Consumables, Manpower, Energy, Spares, inventory, chemicals etc Maintenance Plan: M&R (planned and Unplanned) WFM?? No CAMS or CMMS City Wide Renewal & Replacement Plan Sustaining Capital Growth & Backlog Plans</p>			
BUDGET PAPER				
<p>21 Oct 2024 to 15 Nov 2024</p>	<p>Budget Workshop 21st Oct to 15th Nov 24 – Key Deliverables:</p> <ol style="list-style-type: none"> 1. Screen Projects against City Priorities & Objectives 2. Prioritize OPEX and CAPEX Pipeline of Projects City Wide 3. Assign Funding to Pipeline of Projects 		<p>DCM Finance, Departmental Accounting Budget Office and OSM</p>	
<p>15 Nov 2024 to 29 Nov 2024</p>	<p>Deliberation and discussion of prioritization of City Wide pipeline to finalize between Units, CSO, CFO, COO</p>			



STRATEGIC ASSET MANAGEMENT PLAN				
1 Nov 2024 to 12 Feb 2025	<p>Finalize 3rd Gen SAMP: Delivery by 12 Feb 2025</p> <p>DCMs established City's Priorities DCMS's ranked and set Objectives for City's Priorities DCM's established trade-offs City has high level Strategic Screen for Project Prioritization</p>			
INTERGRATED ASSET MANAGEMENT PLAN				
12 Nov 2024 to 12 Feb 2025	<p>Finalize 3rd Gen IAMP: Delivery by 12 Feb 2025</p> <p>10 year Prioritized City Wide OPEX and CAPEX Project Pipeline Have O&M planning and Sustaining CAPEX planning Establishing Strategic Lead Budgeting process Institutionalizing CIDMS and FIDPM</p> <p>City has high level Strategic Screen for Project Prioritization</p>			
BUDGET PROCESS				
09-13 December 2024	Operating budget - first round prioritization and cuts.		Heads, Corporate Executives, Budget Office	
By 31 December 2024	First draft of the Draft Estimate Report.	MFMA guidance	Budget Office	
By 31 December 2024	Review of Budget Related Policies concluded. Finalizes tariff (rates and service charges) policies for next financial year)	Accounting officer and senior officials consolidate and prepare proposed	DCM's / Heads	
IDP PROCESS				
During December 2024	IDP Best Practice Conference.	MSA 31(a)(b)(c)(d)	OSM	
	Prepare second draft 2025/2026.	MSA 34	OSM/Plan Owners	
SPATIAL DEVELOPMENT FRAMEWORK				

December 2024	Preparation of 2nd Draft MSDF 2025/2026 updates.	SPLUMA	Development Planning / Sector Depts.	
ANNUAL REPORT PROCESS				
13 December 2024	Final Draft of the 2023/2024 Annual Report to City Manager.		PME	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
Friday, 06 December 2024	Revised draft (2025/2026) SDBIP received from plan owners.	MFMA 54c	PME	
ASSET MANAGEMENT PLAN				
BUDGET PAPER				
December 2024	No entry			
JANUARY 2025				
BUDGET PROCESS				
10 January 2025	Entity board of directors must approve and Municipal Entities to submit proposed budget to eThekweni Also submit plans for next three-year budgets to parent municipality at least 150 days	MFMA 87(1)	Corp Executive: SDC	
13 January 2025	Commence with a series of meetings to review the Draft Operating Budgets and amendments/cuts made at line item level.	MFMA guidance	CFO, Heads, Corp Exec, Budget Office	
By 20 January 2025	City Manager to access Performance of the Municipality and its entities for the first half of the financial year and submit report to Mayor, National Treasury and Provincial Treasury.	MFMA 72, Reg.14 (1) (c) (i) (ii) Reg 35	City Manager	Mayor
Thursday, 23 January 2025	Mid year Budget and Performance Assessment Report submitted to Exco.	MFMA 72	Budget Office/Corp Execs	Council
Thursday, 23 January 2025	Mid year Budget and Performance Assessment Report submitted to Council.	MFMA 72	Budget Office/Corp Execs	Council
23 January 2025	Consider proposed budgets of municipal entities and make recommendations to Board of Directors.	MFMA 87(2)	Corp Executive: SDC	Council



23 January 2025	Adoption of amended budget related policies and update Council on the status of the budget.	MFMA guidance	DCM's / Heads	Council
Tuesday, 21 January 2025	Draft summarized Operating Budget tabled at Exco.		Budget Office	Exco
23 January 2025	Draft summarized Operating budgets tabled at Council.		Budget Office	Council
29 January 2025	Update Operating budgets.	MFMA guidance	Dept. Acc	
29 January 2025	Incorporate National and Provincial allocations to municipalities.	MFMA guidance	Budget Office	
29 January 2025	Review and submit draft estimates report to senior Treasury staff for perusal and comment.		Budget Office	
29 January 2025	First draft of the Draft Estimate Report.	MFMA guidance	Budget Office	
IDP PROCESS				
During January 2025	Continuation of preparation of second draft of 2025/2026 IDP.	MSA 34	OSM/ Plan Owners	
	Alignment of Mid term Amendments to 2025/2026 IDP.			
SPATIAL DEVELOPMENT FRAMEWORK				
January 2025	Preparation of 3rd Draft MSDF 2025/2026 updates. (Submit to ECOD)			
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
10 January 2025	Receive Mid term SDBIP report.	MFMA 88(1)(a)	PME	
Tuesday, 21 January 2025	Submit quarterly oversight report to Exco for period Oct - Dec 2024.	MFMA 52(d)	PME	Exco
By 21 January 2025	City Manager to assess Performance of the Municipality and its entities for the first half of the financial year and submit report to Mayor, National Treasury and Provincial Treasury.	MFMA 72, Reg.14 (1) (c) (i) (ii) Reg 35	City Manager	Mayor
24 January 2025	Submission of draft 2024/2025 SDBIP Mid-term Amendments of to council and commence with public participation for 2024/2025 SDBIP amendment process.	Mun Plan and Perf Reg. 11(1-2) Perf Reg.3 (4)(b)	PME	

27 January 2025	Submit Mid-Year Performance Report to Internal Audit.	MSA 45, Mun Plan and Perf Regs, 2001 14(1)c(ii)	PME	
29 January 2025	The Municipal Manager must make the mid-year budget & performance assessment public by placing on the municipal website.	MFMA Budget Reg.34 (1)(2)	Municipal Manager/ PME	
ANNUAL REPORT PROCESS				
13 January 2025	Notification to public of the date on which the Annual Report will be tabled to Council.	MFMA 130	PME	
Thursday, 23 January 2025	Table at council the annual report (including entities) and post on website.	MFMA 127(2)	PME	Council
Wednesday, 29 January 2025	Make public the Annual Report and invite local communities to submit representations.	MFMA 127(5)(a)	PME	
ASSET MANAGEMENT PLAN				
January 2025	Finalise SAMP, IAMP, Budget, Procurement Plans and PM module		OSM	
BUDGET PAPER				
January 2025	Completed Final Draft Budget paper to EXCO and Council for Adoption.		Departments/ Heads/ DCM's/Strategic Office / Capital Budget	
FEBRUARY 2024				
BUDGET PROCESS				
3 February 2025	Review Draft Operating Budget and update.	MFMA guidance	Corporate Executives , Budget Office	
Tuesday, 04 February 2025	Considers municipal entity proposed budget and service delivery and receive, review entities current revised budget.	MFMA 87(2)	Corp. Exec. SCD	Exco
Monday, 10 February 2025	Commence with preparations of National Treasury's Mid - Year Visits.	MFMA guidance	Budget Office	
During February 2025	Admin Meeting and feedback on Budget priorities and MTREF.			
During February 2025	Political meeting - Feedback on Budget priorities and MTREF. Political Priorities, Budget Envelop, Past performance, Audit and AG Issues.			

27 February 2025	2024/2025 Adjustments budget to Council.	MFMA 28	Budget Office	Council
During February 2025	Note Presidents "State of the Nation Address" for budget priorities.	MFMA guidance	Budget Office	
During February 2025	Update the Draft Estimate Report.	MFMA guidance	Budget Office	
Thursday, 27 February 2025	Second draft of the Draft Estimate Report.	MFMA guidance	Budget Office	
IDP PROCESS				
February 2025	Meeting Cogta and Municipalities on IDP & SDF Submission and Assessment Process.	MSA 31(a)(b)(c)(d)	OSM	
	Prepare third 2025/2026 IDP draft based on public comment received from public participation and CPC.	MSA 34	OSM/Plan Owners	
SPATIAL DEVELOPMENT FRAMEWORK				
February 2025	Submit 3rd Draft MSDF 2025-2026 to ECOD, EXCO and COUNCIL for noting	SPLUMA 20(3)(a)(b)	Development Planning	
	Place notice in Government Gazette and advertise Draft MSDF 2025-2026 calling for public comment.	SPLUMA 20(3)(a)(b)	Development Planning	
PERFORMANCE MANAGEMENT PROCESS				
27 February 2025	Mid-year Individual Performance Review (recorded), to be submitted to PME.	MSA-Reg 28 (2006), MSA 45	All Executives / PME	
	Finalization of 2024/25 Mid-term reviews for Senior Management.	IPM policy framework	PME	
	Finalization of Performance Assessments for Non Section 57 senior management for 2024/2025 period.		PME/All units	
	Submission of Performance Assessments for Non Section 57 senior management for 2024/2025 period to PME unit.	IPM policy Framework	Non-Section 57 senior management	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
Wednesday, 12 February 2025	Submit the SDBIP Mid-term amendment report to City Manager for submission to council for adoption with the Adjustment Budget.	Mun Plan and Perf Regulation 3 (3)	PME	

ANNUAL REPORT PROCESS				
Monday, 03 February 2025	Submit the Annual Report to the Auditor General, Provincial Treasury, National Treasury, Provincial Legislature and COGTA.	MFMA 127(5)(b)	PME	
ASSET MANAGEMENT PLAN				
February 2025	Finalise SAMP, IAMP, Budget, Procurement Plans and PM module		Strategic Office	
BUDGET PAPER				
February 2025	Final Budget paper	Proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report	DCM Finance, Departmental Accounting, Budget Office and OSM	
MARCH 2025				
BUDGET PROCESS				
03 March 2025	Review Provincial and National legislation including DORA to establish any new reporting requirements.	New/amended legislation	Budget Office	
03 March 2025	Draft Estimate Report updated and submitted for approval to the CFO.	MFMA guidance	Budget Office	
03-06 March 2025	Mid - Year Budget and Performance Visits by National Treasury.	MFMA guidance	Budget Office	
	Political Inputs- Budget priorities and MTREF budgets			

Friday, 07 March 2025	Receive bulk resource providers price increases as tabled in Parliament/Provincial Legislature.	MFMA 42	Budget Office/Dept . Acc - Water/Elec	
Friday, 21 March 2025	Entity board of directors considers recommendations of parent municipality and submit revised budget by 22nd of month	MFMA 87(2)		
Friday, 21 March 2025	Inform communications to advertise in the local newspapers, the public hearings on the budget.		Budget Office/Communications departments	
25 March 2025	Arrange printing of Budget and other documents.		City Secretariat & Budget Office	
25 March 2025	Table Annual Budgets - EXCO.	MFMA 16(2), 17, 87(3)	Budget Office	Exco
25 March 2025	Table Annual Budgets - Council.	MFMA 16(2), 17, 87(3)	Budget Office	Council
26 March 2025	Submit the tabled budget to National Treasury in both printed and electronic formats.	Budget Regs S15 MFMA 22	Budget Office	
26 March 2025	Presentation of the Draft Budget to Business (DCCI).		City Manager, CFO, Budget Office	
IDP PROCESS				
March 2025	Advertise third draft 2025/2026 IDP in press for public comment.	MSA 29(1)(b)	OSM/Communications	
	Third draft 2025/2026 to be tabled at DCM forum, exco and council for noting.	MSA 34	OSM/Plan Owners	
	Third draft 2025/2026 to be submitted to MEC for assessment.	MSA 31(a)(b)(c)(d)	OSM/Plan Owners	
SPATIAL DEVELOPMENT FRAMEWORK				
March 2025	Present Draft MSDF 2025-2026 TO ALL Portfolio Committees of Council to comment. This takes place in March and April during the 60 day public comment period) It carries over to April. Would need to advertise in Oct and Nov to meet the April deadline.	MSA 34	Development Planning	
	Third Draft 2025-2026 to be submitted to MEC for assessment.	MSA 31(a)(b)(c)(d)	Development Planning	

PERFORMANCE MANAGEMENT PROCESS				
By 31 March 2025	Amend the Individual Performance Plans to incorporate the approved mid-term amendments.		PME	
ANNUAL REPORT PROCESS				
11 March 2025	Submissions of representations from communities and any amendments to the Annual Report to MPAC for inclusion in the oversight report.	MFMA guidance	PME	
Thursday, 27 March 2025	Council to adopt the Oversight Report after consideration of the 2023/2024 Annual Report.	MFMA 129(1)	PME	Council
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
Monday, 03 March 2025	Publish adopted 2024/2025 SDBIP Mid-term amendments on the website.	MFMA 54 (3) MSA s25 (4)		
Immediately after annual budget is tabled	Submit to National Treasury in both printed and electronic forms the draft SDBIP.	Budget Regs S15	Budget Office	
ASSET MANAGEMENT PLAN				
Monday, 03 March 2025	Commence with detail procurement plan for 25/26FY			
APRIL 2025				
BUDGET PROCESS				
By 01 April 2025	Draft Budget, Budget Related Policies and other budget documentation placed on the Website.	MFMA 22	Internal Control and Business Systems/ Budget Office	
	Advertise in the local newspapers, the public hearings on the budget & publish draft budget.	MFMA 22	Budget Office	
April /May 2025	Invites local community comment and submits to NT, PT and others as	MFMA s 22 & 37; MSA Ch 4	CFO, CM, DCM'S, HEADS,	

			Departments	
During April 2025	Public/Regional Hearings on the Budget to commence, including meeting with National Treasury and various Organs of State.	MFMA 23, MFMA guidance	CFO, CM, DCM'S	Councilors
IDP PROCESS				
During April 2025	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 2025/2026 draft IDP/PMS/Budget at Cluster and regional meetings.	MSA 17(c)	OSM/Officials	
SPATIAL DEVELOPMENT FRAMEWORK				
April 2025	IDP/ MSDF Assessment by COGTA	MSA 31(a)(b)(c) (d)	OSM/ Plan Owners	
April 2025 (advert closed end April - cant submit or finalise the MSDF	4th Draft MSDF 2025-2026 completed incorporating public comments & revised budget (Not Possible unless item goes to ECOD in Sept, advertised in Oct /November) because council in recess in Dec and Jan.	SPLUMA 20(3)(c)	Development Planning	
PERFORMANCE MANAGEMENT PROCESS				
During April 2025	Public hearings for 2025/2026 Performance Information aligned to IDP Process.	MSA 42, 44	PME	Councilors
01 - 30 April 2025	Quarterly Individual performance reviews for 2025/2026 (Verbal)		All Executives	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
22 April 2025	Submit quarterly SDBIP report to Exco for period Jan - Mar 2024.	MFMA 52(d)	PME	Exco
Monday, 28 April 2025	Quarterly report to Internal Audit.	Mun Plan and Perf Regs, 2001 14(1)c(ii)	PME	
ANNUAL REPORT PROCESS				

Tuesday, 08 April 2025	Adopted Oversight Report to be made public, 7 days after adoption and submit to National Treasury, Provincial Treasury, Auditor General, COGTA, and Provincial Legislature.	MFMA 129(3) and 132(2)	PME/AFS	
ASSET MANAGEMENT PLAN				
April 2025	SAMP, IAMP to Council approval		OSM	
	Unit Heads Approve AMP and commence with Procurement Process		Units	
MAY 2025				
BUDGET PROCESS				
1- 8 May 2025	Regional hearings on the Budgets to continue.	MFMA 23, MFMA guidance	CFO, CM, DCM'S	Councilors
9 May 2025	Revise budget documents (DER) incorporating comments/views from National and Provincial Treasury, stakeholders and community.	MFMA 68, MFMA 23(1), (2) MFMA guidance	Budget Office	
12 May 2025	Print and distribute all budget documents including draft SDBIP.	MFMA guidance	Budget Office	
May 2025	Political Workshop on Public Inputs			
Tuesday, 13 May 2025	Views of community and other stakeholders considered and amendments, if necessary, be made to budgets. Feedback to be incorporated into report prepared for Exco.	MFMA 68, MFMA 23(1), (2) MFMA guidance	Finance , DCM's, Budget Office	Exco
27 May 2025	Approval of final budgets - Tabled at Exco.	MFMA 16(1), 24(2), 53(1)(c)(1)	Budget Office	Exco
29 May 2025	Approval of final budgets - Tabled at Council.		Budget Office	Council
IDP PROCESS				
May 2025	Draft 2025/2026 IDP Process Plan.	MSA 28 (1)	OSM	
	Commence fourth 2025/2026 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 2025	Fourth draft 2025/2026 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 /Councilors	
	Reviewed IDP draft 4 to be tabled at Council for adoption.	MSA 28 (1)	OSM	

	Summary of 2025/2026 IDP prepared in plain English and isizulu.	MSA 25(4)(a),(b)	OSM	
SPATIAL DEVELOPMENT FRAMEWORK				
2ND WEEK OF May 2025	Reviewed MSDF Draft 4 to be tabled at ECOD, EXCO and Council for adoption. Not possible if budget process is happening at the same time. Budget input needs to be made in March / April (not May - this is too late) to be able to meet this timeline.	MSA 28 (1) SPLUMA	Officials / ECOD / EXCO /Council	
PERFORMANCE MANAGEMENT PROCESS				
5 May 2025	Commence Development of new KPI's for Section 54A and 56 employees.		PME/ DCM's/CM	
ANNUAL REPORT PROCESS				
	No entry			
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
	No entry			
ASSET MANAGEMENT PLAN				
	No entry			
JUNE 2025				
BUDGET PROCESS				
03 June 2025	Approved Annual Budget placed on website.	MFMA 71(a), (b)	Budget Office	
10 June 2025	Submission of approved budgets to National and Provincial Treasury in both printed and electronic formats.	MFMA 24(3)	Budget Office/CPU	
During June 2025	Update and finalise Budget Working Paper Files.		Budget Office	
IDP PROCESS				
June 2025	Submit 2025/2026 IDP to MEC.	MSA 32 (1) (a)(b)(c)	OSM	
	Advertisement of the adopted 2025/2026 IDP.	MSA	OSM	
SPATIAL DEVELOPMENT FRAMEWORK				

June 2025	Submit 2025-2026 IDP & MSDF to MEC COGTA.	MSA 32 (1) (a)(b)(c)	OSM / Developme nt Planning	
ANNUAL REPORT PROCESS				
	No entry			
PERFORMANCE MANAGEMENT PROCESS				
Within 14 days after approval of the SDBIP	Performance agreements made public (website) within 14 days after approval of SDBIP - Copies must be submitted to the council and the MEC for local government in the province.	MFMA 53(3)(b)	PME	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
Within 14 days after the approval of the annual budget	Submit the 2025/2026 SDBIP to the Mayor.	MFMA 69(3)(a)	PME	Mayor
Within 28 days after the approval of the annual budget	Approval of 2025/2026 SDBIP by Mayor.	MFMA 53(1)(c)(ii)	PME	Mayor
Within 10 working days after approval of SDBIP	Annual budget, supporting documentation, and resolutions are to be made public (SDBIP).	MFMA Budget Reg18	PME/Budg et Office	
	Within 10 days of approval of the plan by Mayor, submit to National Treasury in both printed and electronic forms the approved SDBIP.	MFMA s24(3) Budget Regs S20(2) b	Budget Office/PME	
20 June 2025	Appoint and budget for a performance audit committee.	MSA Reg 14(2)	Internal Audit/ PME	
JULY 2025				
BUDGET PROCESS				
04 July 2025	Print and distribute glossy version of budget.	MFMA guidance	Budget Office	
Within 10 days of approval of the Annual budget by Council	Within 10 days of approval of the plan by Mayor, submit to National Treasury in both printed and electronic forms the approved SDBIP.	MFMA s24(3) Budget Regs S20(2) b	Budget Office/PME	
IDP PROCESS				

July 2025	Adopted 2025/2026 IDP to be submitted to MEC for Local Government.		OSM	
July 2025	Summary of 2025/2026 IDP prepared in plain English and isiZulu.		OSM	
PERFORMANCE MANAGEMENT PROCESS				
31 July 2025	Draft Annual Performance Report to audit		PME	
Thursday, 31 July 2025	Submission of Individual Performance Plans to MEC and National Minister.	MSA 56/57	PME	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
10 July 2025	Extract information from system for quarterly report Apr - Jun 2025.		PME	
17 July 2025	Submit quarterly oversight report to Exco for period April - June 2025.	MFMA 52(d)	PME	Exco
Friday, 25 July 2025	Quarterly report to Internal Audit.	Mun Plan and Perf Regs, 2001 14(1)c(ii)	PME	
ANNUAL REPORT PROCESS				
	No entry			

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 2025/26 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 2025/26. 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 2025/2026 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
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