eThekwini Municipality

Process Plan

IDP 2026/2027

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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 beundertaken, organisational structures, and the distribution of roles and responsibilities, etc.

The 2026/2027 IDP will inform the Municipal Performance Management and Monitoring(PMS), the 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 that 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 aland 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 form for each of theMunicipalities:

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 2026/27 IDP, associated legislation, responsibility for each activity and the associated budget is as follows.

SCHEDULE OF KEY DEADLINES FOR IDP, BUDGET, QUARTERLY REPORTS, ANNUAL REPORTS, PERFORMANCE MANAGEMENT PROCESS AND SERVICE DELIVERY, AND BUDGET IMPLEMENTATION PLAN

DATE		DETAILS	LEGISLATION	RESPONSIBILITY	
				OFFICIAL	COUNCILLOR
JULY -2025					
	IDP PROCESS				
	During June / July 2025	First Draft Process Plan 2025/26 to Council	MSA	OSM	Council
	Advertise Draft Process Plan 2026 / 2027		MSA Chapter 4	OSM	
	Submit the 2026 / 2027 Draft IDP and SDF Process Plan to COGTA		MSA	OSM	
	Commence with Community-Based Planning Reviews		MSA Chapter 4	Community Support Unit	
AUGUST -- 2025					
	IDP PROCESS				
	August 2025	Complete and consolidate the 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			

		Alignment of the 2026/27 Process Plan with Budget, Annual Report Performance Management	MSA 34 MFMA 21(2)(a)	OSM,PM&E, Treasury	
		Submit the 2026 / 2027 Final IDP and SDF integrated with the Budget Schedule of Events to the Council.	MSA 34 MFMA 21(2)(a)	OSM	Council
September 2025					
IDP PROCESS					
		Prepare the first draft 2026/27 IDP based on the Strategic Issues Workshop.	MSA 34	OSM	
		Consultation on the IDP with stakeholders	MSA 29	OSM	
		Concluded Community-Based Planning Review	MSA Chapter 4	Community Support Unit	
		Community-Based Planning projects integration into the Budget			
		Final Adoption of the 2026/27 IDP Process Plan by Council	MSA 34 MFMA 21(2)(a)	OSM	Council
OCTOBER 2025					
	IDP PROCESS				
	October 2025	Present the first 2026/27 Draft IDP to DCM Forum, EXCO, Council, and for "Noting of Progress"	MSA 29(a) 30(a)(b)(c)	OSM / Plan Owners/Councilors/Exco	Council and Exco

November 2025					
	IDP PROCESS				
	November 2025	Strategic workshop with Plan Owners and Plan Representatives	MSA (35) (1)(a)	OSM	
	November 2025	Community Feedback Session, Regional Level on CBP Outcomes	MSA Chapter 4	Community Participation Unit and Speakers' Office	
December 2025					
	IDP PROCESS				
	December 2025	IDP Best Practice Conference	MSA 31(a)(b)(c)(d)	OSM	
		Prepare second draft 2026 / 2027	MSA 34	OSM/Plan Owners	
January 2026					
	IDP PROCESS				
	January 2026	Continuation of the preparation of the second draft of the 2026/27 IDP	MSA 34	OSM/ Plan Owners	
		Alignment of Mid-term Amendments to 2026/27 IDP			
Feb 2026					
	IDP PROCESS				
	Feb 2026	Meeting Cogta and Municipalities on IDP & SDF Submission and Assessment Process	MSA 31(a)(b)(c)(d)	OSM	
		Prepare the third 2026/2027 IDP draft based on public comments received from public	MSA 34	OSM/Plan Owners	

		participation and CPC.			
March 2026					
	IDP PROCESS				
	March 2026	Advertise the third draft 2026/2027 IDP in the press for public comment	MSA 29(1)(b)	OSM/Communications	
		Third draft 2026/2027 to be tabled at DCM forum, exco, and council for noting	MSA 34	OSM/Plan Owners	
		Third draft 2026/2027 to be submitted to MEC for assessment	MSA 31(a)(b)(c)(d)	OSM/Plan Owners	
April 2026					
	IDP PROCESS				
	April 2026	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 the third 2026/27 draft IDP/PMS/Budget at Cluster and regional meetings.	MSA 17(c)	OSM/Officials	
May 2026					
	IDP PROCESS				
	May 2026	Draft 2027/28 IDP Process Plan	MSA 28 (1)	OSM	
		Commence the fourth 2026/2027 IDP draft based on public comments from	MSA 34	OSM/Plan Owners	

		regional/cluster hearings and Cogta assessment feedback.			
		IDP Festival (Big Mama)		OSM/Plan Owners	
	May 2026	Fourth draft 2026/2027 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 the council for adoption	MSA 28 (1)	OSM	
		Summary of 2026/2027 IDP prepared in plain English and IsiZulu	MSA 25(4)(a),(b)	OSM	
June 2026					
	IDP PROCESS				
	June 2026	Submit the 2026/2027 IDP to MEC	MSA 32 (1) (a)(b)©	OSM	
		Advertisement of the adopted 2026/2027 IDP	MSA	OSM	
July 2026					
	IDP PROCESS				
	Jul-26	Adopted 2026/27 IDP to be submitted to MEC for Local Government		OSM	
	Jul-25	Summary of 2026/27 IDP prepared in plain English and isiZulu		OSM	

Please note: Draft Budget and Performance-related schedule of events are in the course of preparation and will be tabled in August 2025.

3. Role and Responsibility of Stakeholders

Mayor and Speakers Office

- Responsible for the overall coordination and initiation of the review process.

Council's Executive Committee:

- Monitor the Implementation of the IDP, be involved in the decision-making process, and providerecommendations to the council.

Municipal Manager assisted by IDP Manager:

- Facilitate the development of the IDP review;
- Co-ordinate and manage the process of the review;
- 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 regard to the IDP.

Councillors

- Assist and facilitate in public consultation and participation;
- Provide a 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 review 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 withGovernment 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 through a structured engagement process via 8 regional hearings, with both written and verbal comments accepted. Call for public comments and advertisements of the stakeholder meeting will 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 which will further be supplemented by quarterly report back and engagement sessions at a regional level. These hearings 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 who handle all issues relating to participation matters with the traditional leaders. Dedicated sessions will be held with Traditional leadership on IDP/Budget matters

- Civil Society

A detailed stakeholders database has been developed of civil society organisations. These organisations will be informed of the IDP reviews and requested to make formal comments. Comments in written or verbal form (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 set up 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 the Province on

the PGDS. It is further noted that the municipality would further engage National and Provincial Governments through the existing DDM Clusters, these dates are determined as per the cluster chairpersons.

- 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 heldwith Transnet.

- Chamber of Commerce

The IDP office has identified organised business as a key stakeholder in the development of the city's strategy; as such, the process allows for engagement with the Chamber of Commerce and Business. The engagement would be in the 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 thestrategic direction of the Municipality. Whilst we have assessed and identified key policies, the mostrecent and relevant developmental policies Sustainable Development Goals, the National Development Plan, the Service Delivery Agreement Outcomes, and the Medium Term Development Plan in developing the 2026/27. 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 2026/2027 has:

- Defined the steps for the process of review process.
- Outlined the roles and responsibilities.
- Outlined the broad public participation process.
- Provided an integrated action plan.

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Annexure 1: MFMA Timetable of Events
Annexure 2 : KZN CoGTA Comments on Draft Process Plan