

**Sundays River Valley Municipality
IDP & Budget Process Plan
2020/2021 financial period**

PROCESS PLAN 2019/20

For the development of the IDP and budget



Sundays River Valley Municipality

2019/20



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1. Introduction

As required by the Municipal Systems Act (Act 32 of 2000), each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its Integrated Development Plan (IDP). The IDP is a strategic plan that guides and informs all planning processes, activities, decision making, budgeting and management in the municipality. According to Section 34 of the Municipal Systems Act (Act 32 of 2000) a municipal council must review its IDP annually.

IDP Review is the assessment and evaluation of the Integrated Development Plan and municipal performance. To facilitate the review procedure a Process Plan is required to be developed. The Process Plan outlines how the process will unfold (i.e. the planning process to be undertaken, organizational structures and the distribution of roles and responsibilities etc.) in the review process.

The development of the 2020/21 IDP will inform the municipal Performance Management System (PMS) and the Medium Term Expenditure Framework (Budgets)

As indicated above, the IDP is a strategic Plan and PMS is a monitoring tool and the municipality will prepare Service Delivery and Budget Implementation Plan(SDBIP) as an implementation tool as stipulated in the Municipal Finance Management Act of 2003. SDBIP means a detailed plan 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;

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- 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.

2. Adoption of Process

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.

3. ISSUES TO BE CONSIDERED FOR THE IDP DEVELOPMENT

- Comments received from assessment of the 2019/20 IDP
- Consideration and inclusion of any new information
- Areas requiring attention not addressed during the development of the five year IDP
- Review and development of sector plans
- Alignment of the district and local municipalities' priorities and plans and budgets
- Alignment of budgets and sector specific plans and programmes of provincial sector departments government with district and local municipality plans
- Incorporate Back to Basics. Alignment with National Development Plan and Provincial Development Plan
- Incorporate War Rooms and Community Based Plans
- AG report and how to address findings in respect of IDP and PMS information

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4. ORGANISATIONAL ARRANGEMENTS

The SRVM IDP Process will be guided by the following structures:

IDP/Budget Steering Committee

IDP Representative Forum / IGR

- **IDP STEERING COMMITTEE**

The IDP Steering Committee is the internal support structure which guides the IDP review process throughout the review of the IDP. It is comprised of management and the executive committee of council. The IDP Steering is chaired by the Mayor. The main function of this committee is to consider inputs and comments from the various role-players and stakeholders make recommendations on the content of the IDP as well as provide terms of reference for various planning activities.

- **IDP REPRESENTATIVE FORUM**

The IDP Representative Forum will function throughout the review of the IDP. The structure is chaired by the Mayor. It is a structure for ensuring broad consultation. The composition of the IDP representative Forum is as follows:

Councillors, National and Provincial Departments, the District Municipality, Parastatals, Municipal Management officials, Non-Governmental Organizations and Communities.

The IDP Representative Forum will work in conjunction with the Intergovernmental Relations Forum.

5. MECHANISMS FOR PARTICIPATION

Chapter 4 of the Municipal Systems act requires municipalities to involve communities and stakeholders in the IDP Review process. The SRVM will use the media (local newspaper), flyers, emails communication, loud-hailing and word-of-mouth to inform stakeholders about the IDP Review.

The IDP Representative Forum will be as inclusive as possible to accommodate stakeholders. In an effort to ensure maximum engagement, the SRVM has earmarked a series of meetings for stakeholder engagement.

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IDP/Budget Road-shows

The Mayor of the Municipality will embark on road-shows in the eight (8) wards of the municipality to consult communities on the IDP and Budget of the Municipality.

Media

Notice will be placed on local newspapers to keep stakeholders informed on the approval and adoption of the IDP and Budget

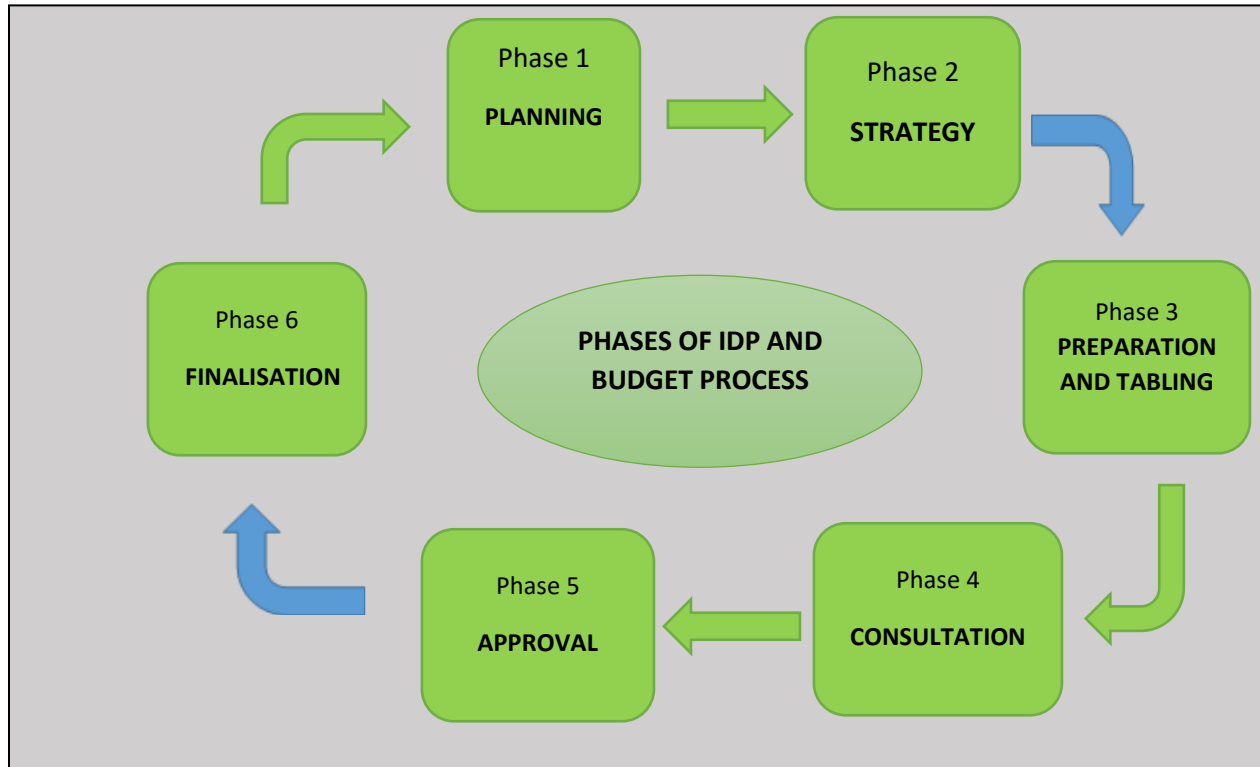
Council approval

The draft reviewed IDP and Budget is earmarked to be submitted to Council for approval in March and May 2020 respectively. After Council approval the draft IDP and budget will be published in the local newspaper for Public Comment.

1. Phases of the IDP and Budget Process

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The phases of the IDP and Budget process are indicated in the diagram below. The process speaks to planning, preparation, implementation and monitoring of the IDP, Budget and PMS.



The table below summarizes the important activities and deliverables to be considered during the different phases of the IDP Process:

PHASE	ACTIVITIES	DIRECTORATE/STRUCTURE
Preparation	<ul style="list-style-type: none"> Approval of IDP Process Plan 	<ul style="list-style-type: none"> Council
Analysis	<ul style="list-style-type: none"> Conduct community needs analysis through a comprehensive process of public participation 	<ul style="list-style-type: none"> Executive Mayor Manager: Development Planning

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	<ul style="list-style-type: none"> • Conduct a socio-economic analysis 	<ul style="list-style-type: none"> • All directorates
	<ul style="list-style-type: none"> • Conduct an organizational SWOT analysis 	<ul style="list-style-type: none"> • Municipal Manager
Strategy	<ul style="list-style-type: none"> • Develop strategic objectives through a strategic planning session of Council 	<ul style="list-style-type: none"> • Council
	<ul style="list-style-type: none"> • Set specific service delivery and development targets 	<ul style="list-style-type: none"> • All directorates
	<ul style="list-style-type: none"> • Review all sector plans 	<ul style="list-style-type: none"> • All directorates
Projects	<ul style="list-style-type: none"> • Develop business plans to give effect to the strategic objectives of Council 	<ul style="list-style-type: none"> • Municipal Manager
Integration	<ul style="list-style-type: none"> • Horizontal and vertical alignment of council strategic objectives with other spheres of government 	<ul style="list-style-type: none"> • Council • All directorates
	<ul style="list-style-type: none"> • Actively participate in relevant inter-governmental engagements 	<ul style="list-style-type: none"> • Executive Mayor
Approval	<ul style="list-style-type: none"> • Apply all legislative requirements to ensure the credibility of the IDP process 	<ul style="list-style-type: none"> • Council

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MONTH	DETAILS	LEGISLATION	RESPONSIBILITY
AUGUST 2019	Consultation with SBDM on draft framework plan 6 Aug 2019	MSA 29(1) & (2)	Strategic Services Manager
	IGR Forum meeting Consultation with stakeholders on IDP Review Process 28 Aug 2019		MM
	Submit draft 2020/21 process plan, draft annual performance report and draft AFS to EXCO and Special Council 29 Aug 2019		IDP/Budget Steering Committee
	Advertise Process Plan In all municipal offices 31 Aug 2019		Strategic Services
SEPTEMBER 2019	IDP steering committee to confirm priorities 2 Sep 2019	MSA 29 (1)(b)	Strategic Services
	CBP Rollout and community outreaches in all 8 wards 4-30 Sep 2019	MSA (35) (1) (a)	MMO and ward councilors
OCTOBER 2019	Situational Analysis municipal wide 1-12 Oct 2019	MSA (35) (1)(a)	Strategic Services Manager and Directors
	Review Objectives and Strategies through a Strategic Planning Workshop of Council	MSA 29(1) & (2)	Management and Councilors

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MONTH	DETAILS	LEGISLATION	RESPONSIBILITY
	14 Oct – 14 Nov 2019		
NOVEMBER 2019	IGR/IDP Rep Forum Meeting 15 Nov 2019	MSA 29(1)(c)	Mayor and Senior Management
	Identification and compilation of draft projects 25-28 Nov 2019	MSA 29(1)(b)	All directors and Strategic Services Manager
	IDP/Budget steering Committee meeting 29 Nov 2019		All directors
	Finalization of draft projects 11 Dec 2019		All directors
	Council Recess 20 Dec 2019 –? Jan 2020		Council
JANUARY 2020	Budget adjustment projection 30 Jan 2020	MSA (35) (1)(a)	MM & CFO
FEBRUARY 2020	Tabling of adjustment budget 26 February 2020	MSA 29(1)(b) Section 72 MFMA	MM & Mayor
	Consultation with sector departments and external stakeholders for alignment of programs 13 Feb 2020		Strategic Services
	Draft Division of Revenue – to update CIP and MTEF based on draft DORA allocation		CFO & MM
MARCH 2020	IDP REP Forum 19 March 2020	MSA 29(1) (2)	Strategic Services Manager
	Tabling of draft IDP and budget to Council		Mayor and MM

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MONTH	DETAILS	LEGISLATION	RESPONSIBILITY
	26 March 2020		
	Advertise draft 2020/2021 IDP and budget in press for public comment 27 March 2020		Strategic services manager
APRIL 2020	IDP/Budget roadshow / Stakeholder consultations 6-30 April 2020	MSA 29	Strategic Services Manager
			Mayor and Senior Management
MAY 2020	Council adopts IDP and budget 28 May 2020	MSA Section 25	Council
JUNE 2020	Publication of approved IDP/budget on the website and local newspaper 7 June 2020		Strategic Services Manager