

IDP/BUDGET 2026-2027 Process Plan



Sundays River Valley
Municipality

042 230 7700

078 266 6230

srvvm@srvvm.gov.za

@sundaysrivervalley

www.srvvm.gov.za

23 Middle Street, Kirkwood, 6120

P.O. Box 47, Kirkwood, 6120



Table of Contents

PROCESS FOR PLANNING, DRAFTING, ADOPTING AND REVIEW OF INTEGRATED DEVELOPMENT PLANS	3
Adoption of process.....	4
ISSUES TO BE CONSIDERED FOR THE IDP REVIEW.....	4
ORGANISATIONAL ARRANGEMENTS.....	5
MECHANISMS FOR PARTICIPATION.....	7
IDP REPRESENTATIVE FORUM	7
IDP/Budget Road-shows	7
Media	8
Council approval	8
IDP/Budget Process plan progress Report	9

PROCESS FOR PLANNING, DRAFTING, ADOPTING AND REVIEW OF INTEGRATED DEVELOPMENT PLANS

As per MFMA Section 21, (1) "The mayor of a municipality must—

- (a) co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible.
- (b) at least 10 months before the start of the budget year (31 August), table in the municipal council a time schedule outlining key deadlines for—
 - (i) the preparation, tabling, and approval of the annual budget.
 - (ii) the annual review of—
 - (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and
 - (bb) the budget-related policies.
 - (iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
 - (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

The process is explained in sections 27 – 34 of the Municipal Systems Act of 2000. The district municipality is required to develop a framework plan after consultation with local municipalities in its area.

- a) A framework plan binds both the district municipality and the local municipalities in the district municipality, and must at least: -

- b) Identify the plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities or any specific municipality.
- c) Identify the matters to be included in the integrated development plans of the district municipality and the local municipalities that require alignment.
- d) Specify the principles to be applied and co-ordinate the approach to be adopted in terms of those matters; and
- e) Determine procedures –
 - (i) For consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans, and
 - (ii) To affect the essential amendments to the framework.

Adoption of process

Section 28 states the following:

- (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. The municipality must give notice to the local community of particulars of the process it intends to follow.

ISSUES TO BE CONSIDERED FOR THE IDP REVIEW

- Consideration of the updated IDP guidelines
- Comments received from assessment of the 2025/2026 IDPs.
- Consideration and inclusion of any new information
- Areas requiring attention not addressed during the review of the IDP.
- Review and development of sector plans
- Alignment of the national, provincial, district and local municipality's priorities

- Alignment of budgets and sector specific plans and programs of provincial sector departments government with district and local municipality plans
- Community priorities

ORGANISATIONAL ARRANGEMENTS

Council	Approves the Process Plan and the IDP.
Mayor	Decide on the Process Plan and to make firm recommendations to Council. Chair meetings of IDP Forum.
Municipal manager	<p>The Municipal Manager is responsible for managing, monitoring, and implementing the overall IDP process, assisted by the Strategic Support Manager, IDP Assistant Manager, the IDP Steering committee, and officials. The terms of reference include:</p> <ul style="list-style-type: none">• Preparing the process plan.• Undertaking the overall management and coordination of the planning process by:• Nominating persons in charge of participation and involvement of all different role-players.• Ensuring that the time frames are being adhered to.• Ensuring that the planning process is horizontally and vertically aligned and complies with national and provincial requirements.• Ensuring that conditions for participation are provided.• Proper documentation of the results of the planning of the IDP document.
Directors	<ul style="list-style-type: none">• Providing relevant technical, sector and financial information for analysis for determining priority issues.

		<ul style="list-style-type: none"> • Contributing technical expertise in the consideration and finalization of strategies and identification of projects. • Providing operational and capital budgetary information. • Being responsible for the preparation of project proposals, the integration of projects and sector programmes. • Being responsible for preparing amendments to the draft IDP for submission to the municipal council for approval and the MEC for local government for alignment.
IDP Steering Committee		<p>The IDP Steering Committee of SRVM assists the Municipal Manager in guiding the IDP process. It comprised the following members:</p> <p>Municipal Manager and Directors IDP Manager</p> <p>The terms of reference of the IDP Steering Committee included the following:</p> <ul style="list-style-type: none"> • Providing terms of reference for the various planning activities.□ • Process, and summarize documents and outputs. • Make content recommendations. • Define the terms of reference for the IDP Representative Forum. • Inform the public about the establishment of the IDP Representative Forum. • Identify stakeholders to be part of the Forum in such a way that the public is well represented.
IDP Rep Forum		<p>The IDP Representative Forum is chaired by the Executive Mayor as the organizational mechanism/platform for discussion,</p>

	<p>negotiation, and decision-making between stakeholders within the municipal area.</p> <p>The terms of reference for this structure included:</p> <ul style="list-style-type: none">• Represent the interests of constituents in the IDP process.• Provide an organizational mechanism for discussion, negotiation and decision-making between the stakeholders and municipality.• Ensure communication between all the stakeholders' representatives.• Monitor the performance of the planning and implementation process.
--	--

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.

IDP REPRESENTATIVE FORUM

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

IDP/Budget Road-shows

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

Media

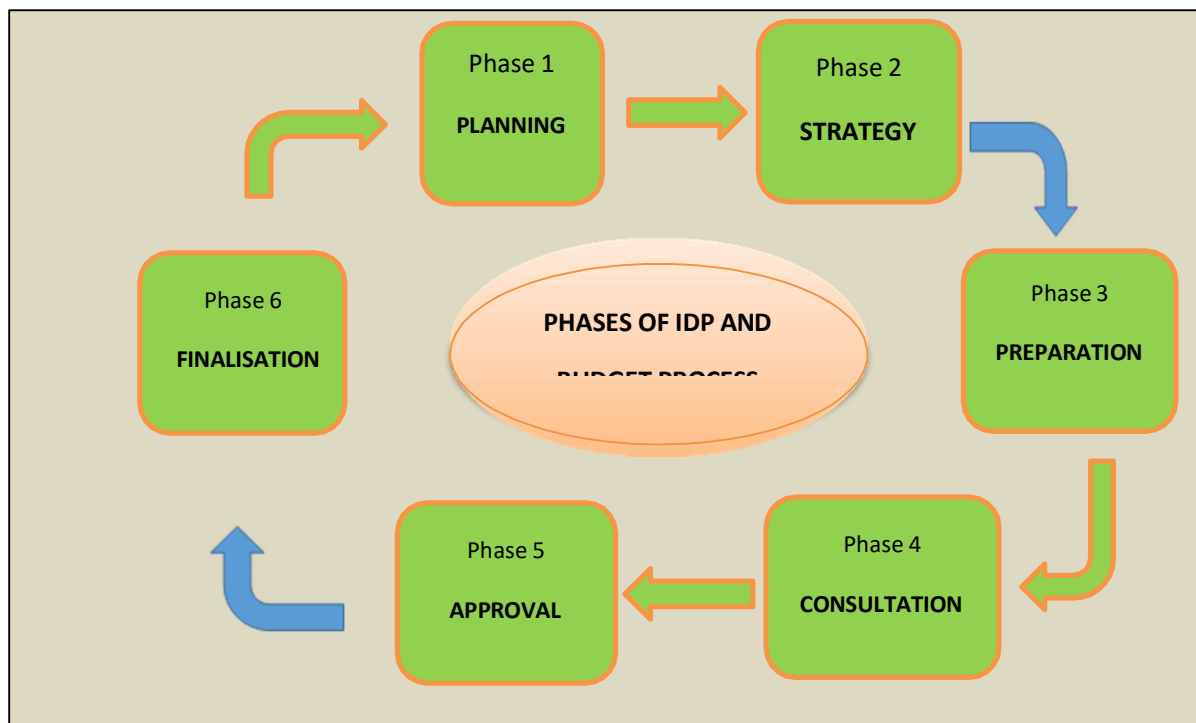
Notice will be placed on local newspapers to keep stakeholders informed on the approval and adoption of the IDP and Budget

Council approval

The draft reviewed IDP and Budget will be submitted to Council for approval on the May 2026 and the approved IDP and budget will be advertised in the Herald on the June 2026.

Phases of the IDP and Budget Process:

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



IDP/Budget Process plan progress Report

<i>Deliverable /Activity</i>	<i>Responsibility</i>	<i>July</i>				<i>August</i>				<i>September</i>			
		1	2	3	4	1	2	3	4	1	2	3	4
Development of IDP Framework /Process Plan/Budget schedule	Strategic Services Manager												
1 st IDP Steering Committee meeting. (31	IDP/Budget/PMS Steering Committee												
Consultation with ward committees on the Framework Plan (IDP Coordinators)	Strategic Services Manager												
Council adopts IDP Framework Plan/Budget Schedule& Draft AFS, Annual Report 2024/2025	Council meeting												
Advertise IDP Framework/Process Plan/Budget Schedule at local municipal offices and on the SBDM website. September 2025	Strategic Services Manager												
IDP /Budget Steering Committee meeting	IDP/Budget and PMS Steering Committee												
Consultation with stakeholders on the IDP Review process REP FORUM 11 September 2025	Strategic Services Manager												
CBP roll – out in all 8 wards	IDP Managers												

Sundays River Valley Municipality
IDP Budget 2026-2027 Process Plan

Page **10** of **11**

<i>Deliverable/Activity</i>	<i>Responsibility</i>	<i>October</i>				<i>November</i>				<i>December</i>			
		1	2	3	4	1	2	3	4	1	2	3	4
Community Based Planning roll-out in all 8 wards	IDP Managers												
Situational analysis – municipal wide analysis	Strategic Services Manager & Management												
IDP/Budget Steering Committee meeting to confirm priorities	IDP/Budget/PMS Steering Committee												
Consultation with District Municipality 17 October 2025	Strategic Services Manager& IDP Pract												
Review of objectives and strategies	Strategic Services Manager												
IDP/Budget Steering Committee meeting	IDP/Budget/PMS Steering Committee												
Compile Draft projects.	All Directorates												
Councill closes the Municipality.													

<i>Deliverable /Activity</i>	<i>Responsibility</i>	<i>January</i>				<i>February</i>				<i>March</i>			
		1	2	3	4	1	2	3	4	1	2	3	4
Finalization of draft projects /alignment with budget	All directorates												
IDP/Budget Steering Committee meeting to consider first draft	IDP/Budget/PMS Steering Committee												
Mid-year Budget Engagement	Finance												
IDP/Budget Consultations	Mayor and ward councilors												
Tabling of Draft IDP/Budget and	MPAC Chairperson & Council												

Sundays River Valley Municipality
IDP Budget 2026-2027 Process Plan
Page 11 of 11

<i>Deliverable /Activity</i>	<i>Responsibility</i>	<i>January</i>				<i>February</i>				<i>March</i>			
		1	2	3	4	1	2	3	4	1	2	3	4
oversight report to Council													

<i>Deliverable /Activity</i>	<i>Responsibility</i>	<i>April</i>				<i>May</i>				<i>June</i>			
		1	2	3	4	1	2	3	4	1	2	3	4
Consultation with stakeholders. Sector alignment. District Rep Forum 02 April 2026	Strategic Services Manager												
Stakeholder consultation on Draft IDP/Budget	Strategic Services Manager												
District IDP/Budget Representative Forum	Strategic Services Manager												
Draft Budget Engagement	Finance												
Refinement of Draft IDP/Budget	Strategic Services Manager; Finance												
IDP/Budget Steering Committee meeting to consider first draft	IDP/Budget/PMS Steering Committee												
Stakeholder consultation. IDP Rep Forum 19 May 2026	IDP/Budget/PMS Steering Committee												
Council approves IDP and Budget	Council												
Publication of approved IDP/Budget on the website and local newspaper	Strategic Services Manager; Finance												