

**Sundays River Valley Municipality
Draft IDP & Budget Process Plan
2017/2018 financial period**

PROCESS PLAN 2017/18

For the development of the IDP and budget



Sundays River Valley Municipality

2017/18



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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 2017/18 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 is 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;

**Sundays River Valley 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.

Section 28 of the Municipal Systems Act 32 of 2000 requires the following form 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.

Process of Developing the IDP

The municipality has produced an integrated timetable of activities which include the IDP, Budget, Performance Management and annual reporting. The extract below is relevant to the IDP process, the full integrated timetable is attached as an annexure. A detailed table of activities for reviewing the 2017/18 IDP, associated legislation, responsibility for each activity and the associated budget is as follows.

ISSUES TO BE CONSIDERED FOR THE IDP DEVELOPMENT

- Comments received from assessment of the 2016/17 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 district and local municipalities' priorities and plans and budgets

**Sundays River Valley Municipality
Draft IDP & Budget Process Plan
2017/2018 financial period**

- Alignment of budgets and sector specific plans and programmes of provincial sector departments government with district and local municipality plans
- Back to Basics

ORGANISATIONAL ARRANGEMENTS

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

IDP Steering Committee

IDP Representative Forum

- **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 councillors. 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. The composition of the IDP representative Forum is as follows:

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

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.

**Sundays River Valley Municipality
Draft IDP & Budget Process Plan
2017/2018 financial period**

IDP REPRESENTATIVE FORUM

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.

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 May 2017. After Council approval the draft IDP will be published in the local newspaper for Public Comment.

**Sundays River Valley Municipality
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MONTH	DETAILS	LEGISLATION	RESPONSIBILITY
JULY 2016	Consultation with SBDM on draft framework plan	MSA 29(1) & (2)	MMO
	Submit draft 2017/18 process plan to Council for noting		
	Submit 2017/18 process plan to COGTA		
	Advertise process plan 2017/18		
AUGUST 2016	Audit committee meeting		MMO
	MPAC		
SEPTEMBER 2016	IDP steering committee - This will serve as the induction meeting to the new Council especially to the councillors that serve on the IDP portfolio	MSA 29 (1)(b)	MM
	Draft participation plan for internal and external stakeholders with relevant service units		Strategic Services Manager
	Present participation strategy to EXCO		MM & Strategic Services Manager
	Ordinary Council meeting (14 September 2016)		
	MPAC		MM
OCTOBER 2016	Strategic planning workshop (Council and management)	MSA (35) (1)(a)	MM and Mayor

**Sundays River Valley Municipality
Draft IDP & Budget Process Plan
2017/2018 financial period**

MONTH	DETAILS	LEGISLATION	RESPONSIBILITY
	IDP REP Forum		Mayor
	EXCO (12 OCTOBER 2016)		MM
	AUDIT COMMITTEE (17 OCTOBER 2016)		
	MPAC (21 OCTOBER 2016)		
	CONSULTATION WITH THE DISTRICT MUNICIPALITY (27 OCTOBER 2016)	MSA 29(2)(c)	STRATEGIC SERVICES MANAGER AND MM
NOVEMBER 2016	COMMUNITY BASED PLANNING ROLL OUT	MSA 29(1)(b)	Strategic Services Manager & MM
	Situational analysis (municipal wide analysis)		
	IDP Steering committee meeting		MM
	Review of objectives and strategies (planning session)		
	EXCO (23 November 2016)		
DECEMBER 2016	Identification and compilation of draft projects	MSA 29(1)(c)	MM
	Audit Committee (special) & MPAC (Joint meeting) (5 December 2016)		
	Ordinary Council (7 December 2016)		Speaker
JANUARY 2017	Audit Committee (20 January 2017)	MSA (35) (1)(a)	MM

**Sundays River Valley Municipality
Draft IDP & Budget Process Plan
2017/2018 financial period**

MONTH	DETAILS	LEGISLATION	RESPONSIBILITY
	MPAC (23 January 2017)		MM
	Special Council meeting 25 January 2017)		Speaker
	IDP steering Committee meeting (26 January)		MM
FEBRUARY 2017	Consultation with sector departments and external stakeholders for alignment of programmes	MSA 29(1)(b)	MM, CFO & Mayor
	Finalization of draft projects/alignment with budget		
	Special Council Meeting (21 February 2017)		Speaker
	Draft Division of Revenue – to update CIP and MTEF based on draft DORA allocation		CFO & MM
MARCH 2017	MPAC (8 March 2017)	MSA 29(1)	MM
	EXCO (16 March 2017)	MSA 29(2)(c) MSA 29(1)(b)	MM
	IDP REP Forum		Mayor
	Consultation with SBDM		Strategic Services Manager and MM
	Tabling of draft IDP to Council (22 March 2017)		MM
	Advertise draft 2017/2018 IDP in press for public comment		Strategic services manager
APRIL 2017	IDP Budget roadshow	MSA 29	Mayor and MM

**Sundays River Valley Municipality
Draft IDP & Budget Process Plan
2017/2018 financial period**

MONTH	DETAILS	LEGISLATION	RESPONSIBILITY
	Audit Committee (18 April 2017)		
	Special Council meeting (20 th April 2017)		Speaker
	MPAC (21 April 2017)		MM
MAY 2017	EXCO (2 May 2017)	MSA 29	MM
	MPAC (16 May 2017)		
	Council adopts and budget (23 May 2016)		Council
	Publication of approved IDP/budget on the website and local newspaper		
JUNE 2017	MPAC (6 June 2017)		MM
	EXCO		
	Ordinary Council (21 June 2017)		Speaker