



COMBINED IDP/BUDGET AND PMS PROCESS PLAN FOR 2015/2016

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1 SECTION ONE: INTRODUCTION AND BACKGROUND

1.1 INTRODUCTION

1.1.1 According to the legislative requirements set out in the Municipal Systems Act (Act No. 32) of 2000 (MSA) as well as the Planning and Performance Management Regulations, all municipalities, both districts and local, have to annually review their IDP and subsequently submit the document to the MEC for Local Government. An assessment has to be completed in terms of Chapter 5, Section 25, of the MSA by the MEC.

1.1.2 The Municipal Finance Management Act (Act No. 56) of 2003 (MFMA) also requires the IDP annual review and budget to be prepared alongside each other thus necessitating a joint process plan. Section 21 of the MFMA specifically for the two processes to be “mutually consistent and credible” and for the annual budget to “take into account the municipality’s IDP”

1.1.3 In terms of Section 34 of the MSA:

A municipal council-

- (a) *must review its integrated development plan-*
 - (i) *annually in accordance with an assessment of its performance measurements in terms of section 4i; and*
 - (ii) *to the extent that changing circumstances so demand; and*
- (b) *may amend its IDP in accordance with a prescribed process*

1.1.4 In terms of Section 26 of the MSA:

A municipal council-

- (a) *incorporate the core components of the Integrated Development Plans*
 - *Municipal Council’s Vision:*
 - *Assessment of existing level of development in the municipality:*
- *Council’s Development priorities and objectives:*
- *Alignment of Council’s development strategies to National and Provincial sectoral Plans*
- *Spatial Development Framework (including the provision of basic guidelines for a land use management systems for the municipality)*

In order to effectively review the municipal IDP the municipality must prepare and adopt an annual IDP Review Process Plan to guide the review process. The preparation of a Process Plan for the annual review is referred to in chapter 5, Section 28 of the MSA as follows:

Adoption of a process-

(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 and adoption and review of its integrated development plan.

1.1.5 The MFMA Section 21 (1) requires the municipality to prepare a process plan at least 10 months before the start of the budget year.

1.1.6 The purpose of the process plan is to identify and detail the elements to be attended, set out are they to be addressed and the time frames.

1.1.7 The following will be addressed for the 2015/2016 IDP Review Process:

- ❖ Provisional Comments received from the MEC for Local Government and Auditor General in the assessment of the 2014/ 2015 and 2013/2014 IDP Review documentation;
- ❖ Provisional comments from the Outcome of the IDP Hearings conducted by National government.
- ❖ Comments received from IDP/Budget Roadshows.
- ❖ Areas requiring additional attention in terms of **legislative requirements** not addressed during the previous years of the IDP Review Process;
- ❖ Consideration, review and inclusion of **any other relevant and new information**;
- ❖ Shortcomings and weaknesses identified through **self-assessment**;
- ❖ The preparation and review of relevant **sector plans** and their alignment with the IDP;
- ❖ Implementation and review of the **Performance Management System (PMS)**;
- ❖ Preparation and finalisation of the **annual municipal budget** in terms of the relevant legislation;
- ❖ Alignment of the various important municipal processes such as the **IDP Review, Performance Management and Budget Process**; and
- ❖ **Alignment of IDP to the National and Provincial planning and budgeting processes**

1.2 PREPARING FOR THE 2015/2016 IDP REVIEW

In order to ensure certain minimum quality standards of the IDP review process, and a proper coordination between and within spheres of government, the preparation of the Process Plan has been regulated in the Municipal Systems Act. The preparation of a Process Plan, which is in essence the IDP Review Process set in writing, requires adoption by Council. According to Chapter 5 section 29 of the MSA, the plan has to include the following:

- ❖ **A programme** specifying the time frames for the different planning steps;
- ❖ **Appropriate mechanisms, processes and procedures for consultation and participation** of local communities, organs of state, traditional authorities, and other role players in the IDP drafting process;
- ❖ An indication of the **organisational arrangements** for the IDP process;
- ❖ **Binding plans and planning requirements**, i.e. policy and legislation; and
- ❖ **Mechanisms and procedures for vertical and horizontal alignment.**

2 SECTION TWO: ORGANISATIONAL ARRANGEMENTS

2.1 IDP STEERING COMMITTEE

2.1.1 COMPOSITION

As part of the 2015/2016 IDP Review Process, it is recommended that Council resolve to revive the IDP Steering Committee, which will act as support to the IDP Representative Forum, the Municipal Manager and the Development Planning Manager. The committee will comprise of the Councillors that sit in the Development Planning and Local Economic Development portfolio committee.

2.1.2 TERMS OF REFERENCE FOR THE IDP STEERING COMMITTEE

The summarised terms of reference for the IDP Steering Committee are as follows:

- ❖ Provides terms of reference for the various planning activities
- ❖ Commissions research studies
- ❖ Considers and comments on:
 - Inputs from sub-committee/s, study teams and consultants
 - Inputs from provincial sector departments and support providers
- ❖ Processes, summarises and document outputs
- ❖ Makes content recommendations
- ❖ Prepares, facilitates and documents meetings
- ❖ Verify facts and figures identified in the IDP Representative Forum

2.2 IDP REPRESENTATIVE FORUM

2.2.1 COMPOSITION OF IDP REPRESENTATIVE FORUM

The IDP Representative Forum (IDP Rep Forum) was established as part of the start of the 5year IDP processes and is reviewed annually. It will perform its functions throughout the annual IDP Review process. The proposed composition of the IDP Rep Forum is as follows:

❖ Councillors	❖ Stakeholder representatives of organised groups
❖ Traditional leaders	❖ Resource persons
❖ Ward Committee Chairperson	❖ Other community representatives
❖ Senior municipal officials	❖ National and Provincial Departments
❖ Public utilities/Parastatals	❖ NGO's
❖ Youth Organisations	❖ Ugu District Municipality
❖ Business Organisations	

2.2.2 TERMS OF REFERENCE FOR THE IDP REPRESENTATIVE FORUM

The summarised terms of reference for the IDP Representative Forum will be based on the composition of the constituency's interests in the IDP process, and it should be to:

- ❖ Serve as consultative forum
- ❖ Represent the interest of the municipality's constituency in the IDP process
- ❖ Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government
- ❖ Ensure communication between all the stakeholder representatives
- ❖ Monitor the performance of the planning and implementation process
- ❖ Ensure alignment of programmes

3 SECTION THREE: ROLES AND RESPONSIBILITIES

3.1 ROLE PLAYERS

3.1.1 The following internal and external role players have been identified to ensure a successful and useful IDP Review Process within the municipality. Each of these role players contribute immensely to the success of the 2015/2016 IDP Review Process.

3.1.2 Internal Role-players

- ❖ Council and the Executive Committee;
- ❖ Mayor;
- ❖ Umzumbe Municipal officials;
- ❖ Municipal Manager;
- ❖ Development Planning Manager
- ❖ IDP Steering Committee;

3.1.3 External Role-players

- ❖ Ugu District Municipality
- ❖ Government Departments;
- ❖ Planning professionals/facilitators;
- ❖ Representative Forum/Civil Society;
- ❖ Parastatals;
- ❖ Traditional leaders
- ❖ NGOs
- ❖ Business Organisations

3.2 ROLES AND RESPONSIBILITIES

3.2.1 As with the preparation of the IDP, in the IDP Review the main roles and responsibilities allocated to each of the internal and external role players are set out in table 3.2.1 and 3.2.2 below respectively. The tables provide an indication of the various roles and responsibilities of the different groupings relating to specifically the IDP Review, PMS and budgeting processes.

TABLE 3.2.1: INTERNAL ROLES AND RESPONSIBILITIES

Role Player	Roles and Responsibilities
Council	<p>IDP</p> <ul style="list-style-type: none"> ❖ Final decision making ❖ Approval of the reviewed IDP documentation. ❖ Ensuring horizontal alignment of the IDP’s of the municipalities in the district council area. ❖ Ensuring vertical alignment between the district and local planning. ❖ Facilitation of vertical alignment of IDP’s with other spheres of government and sector departments. ❖ Provide events for joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists. ❖ Linking the IDP process with their constituencies ❖ Organising public participation. <p>PMS</p> <ul style="list-style-type: none"> ❖ Final decision making ❖ Consider and adopt final report. ❖ Consider and approve the performance agreement of the MM ❖ Popularising PMS within their constituencies <p>BUDGET</p> <ul style="list-style-type: none"> ❖ Final decision making ❖ Approve the budget before the start of the financial year. ❖ Council to approve unforeseen and unavoidable expenses ❖ Approve Service Delivery and Budget Implementation Plan
Mayor	IDP

	<ul style="list-style-type: none"> ❖ Responsible for overseeing the process ❖ Political responsibility an accountability regarding the process <p>PMS</p> <ul style="list-style-type: none"> ❖ Establishing the performance agreement for the Municipal Manager in terms of the PMS. ❖ Determine KPA's for MM based on institutional KPI's. ❖ Determine the performance objectives and targets that the MM must meet in relation to the KPA's. ❖ Negotiate the performance objectives and targets that the MM must meet. ❖ Submit draft performance agreement for the MM via EXCO to the Council for consideration and approval. ❖ Conclude and sign performance agreement with the MM on behalf of Council. <p>BUDGET</p> <ul style="list-style-type: none"> ❖ Table budget to Council at least 90 days before the start of the financial year. ❖ Table budget timetable to Council. ❖ Report authorization of unforeseeable and unavoidable expenses at Council meeting after having authorized such expenses. ❖ Submit SDBIP to Council, 14 days after approval of budget ❖ Ensure conclusion of management's performance agreements. ❖ Ensure that the management's performance agreements are made public. ❖ Submit to Council an annual report within 7 months after the end of the financial year.
<p>Umzumbe Municipal Officials</p>	<p>IDP</p> <ul style="list-style-type: none"> ❖ Provide technical/sector expertise through the IDP Steering Committee (Senior officials) ❖ Prepare selected Sector Plans. ❖ Provide comments on the IDP Review document <p>PMS</p> <ul style="list-style-type: none"> ❖ Setting KPI's for administrative components and service providers. ❖ Prepare progress reports- Top management: Monthly ❖ Reporting on the performance measures. ❖ Verification of interim PMS measurement results.
<p>Municipal Manager, CFO and Development Planning Manager</p>	<p>IDP</p> <ul style="list-style-type: none"> ❖ Decide on planning process. ❖ Monitor process. ❖ Overall Management and co-ordination. <p>PMS</p> <ul style="list-style-type: none"> ❖ Submission of annual performance report to Council for approval. ❖ Submission of audit to Council

	<ul style="list-style-type: none"> ❖ Submit report to the Council about mechanisms, systems and processes for auditing the results of performance measurements as part of the internal auditing process. ❖ Establishment of a performance audit committee. ❖ Entering into performance agreements with departmental heads. ❖ Performance monitoring ❖ Submission of approved annual performance report, together with financial statements, to the Auditor General. ❖ Receive external Auditors report. ❖ Submission of audit report via EXCO to Council within 1 month of receipt. ❖ Within 14 days of adopting the annual report: <ul style="list-style-type: none"> • make copies available to the public and the media; • Submit a copy of the report to the MEC for local government in the province; • Submit a copy of the report to the Auditor General and any other institutions prescribed by regulation. <p>BUDGET</p> <ul style="list-style-type: none"> ❖ Give notice of bank account to National Treasury (NT) and Auditor General (AG). ❖ Supply NT and AG with a list of bank accounts. ❖ Table consolidated report of all withdrawals from bank account to Council within 30 days after the end of each quarter. ❖ Submission of draft budget implementation plan to Mayor within 14 days after approval of the budget. ❖ Perform mid-year performance assessment of the municipality and the submission of the report to the Mayor. ❖ The submission of the annual financial statements to the AG within two months after the end of the Financial Year. ❖ Submission of annual oversight reports to the Provincial Legislature within 7 days after adoption by Council.
<p>Development Planning Manager</p>	<p>IDP</p> <ul style="list-style-type: none"> ❖ Ensure that the Process Plan is finalised and adopted by Council; ❖ Day-to-day management of the IDP process ❖ Ensure continuous and improved participation of role players through IDPRF and other means; ❖ Prepare documentation and submissions; ❖ Co-ordinate the preparation of the Sector Plans and their inclusion into the IDP documentation; ❖ Co-ordinate the inclusion of the Performance Management System (PMS) into the revised IDP; ❖ Submit the reviewed IDP to the relevant authorities. <p>PMS</p> <ul style="list-style-type: none"> ❖ Day-to-day management of the process ❖ Performance management review planning and preparation.

	<ul style="list-style-type: none"> ❖ Prepare documentation and submissions; ❖ Day-to-day management of the PMS process <p>BUDGET</p> <ul style="list-style-type: none"> ❖ Interact with Budget Officer for alignment of processes ❖ Ensuring IDP process conducted timeously for budgeting purposes
CFO	<p>IDP</p> <ul style="list-style-type: none"> ❖ Interact with Development Planning Manager to ensure that processes are aligned ❖ Ensuring that budget proposals are in line with the IDP <p>BUDGET</p> <ul style="list-style-type: none"> ❖ Ensure that the Process Plan is finalised and adopted by Council; ❖ Day-to-day management of the budgeting process ❖ Make information available to staff members for budgeting purposes ❖ Prepare documentation and submissions; ❖ Ensure draft budget is in place for submission to Council.

TABLE 3.2.2: EXTERNAL ROLES AND RESPONSIBILITIES

Role Player	Roles and Responsibilities
Planning Professionals	<ul style="list-style-type: none"> ❖ Specialist & targeted input. ❖ Facilitation of planning workshops. ❖ Sector Plans. ❖ Documentation.
Representative Forum/Civil Society/NGOs and Business Groups	<ul style="list-style-type: none"> ❖ Representing interest and contributing knowledge and ideas.
Government Departments	<ul style="list-style-type: none"> ❖ Provide data and information. ❖ Budget guidelines. ❖ Alignment of budgets with the IDP. ❖ Provide professional and technical support (sector specialisation)
Traditional Authorities	<ul style="list-style-type: none"> ❖ Submission of community needs through Rep forum ❖ Provide traditional leadership ❖ Joint planning ❖ Make land available ❖ Provide data and information
District Municipality	<ul style="list-style-type: none"> ❖ Provide guidance and ensure alignment of processes

4 SECTION FOUR: MECHANISMS AND PROCEDURES FOR PARTICIPATION AND ALIGNMENT

4.1 MECHANISMS FOR PUBLIC PARTICIPATION

Four major objectives said to be the motive behind the public participation process namely:

- ⇒ Needs orientation;
- ⇒ Appropriateness of solutions;
- ⇒ Community ownership; and
- ⇒ Empowerment.

Umzumbe Municipality will confirm the following mechanisms for participation:

4.1.1 IDP REPRESENTATIVE FORUM (IDP REP FORUM)

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the Representative Forum and ensure their continued participation throughout the process.

4.1.2 MEDIA

Local newspapers and the Municipal website will be used to inform the community of the progress of the 2015/ 2016 IDP Review.

4.1.3 ROADSHOWS

Roadshows will be conducted when draft IDP and budget is ready so as to solicit public comments as well as when both processes are finalised to confirm municipal programme for the year.

4.1.4 IDP STEERING COMMITTEE

This will consist of Section 54/56 (MSA, 2000) management and other layers of management participating in an IDP process.

4.1.5 PROCEDURES/PROCESS FOR PARTICIPATION

4.1.6 IDP REPRESENTATIVE FORUM

In order to ensure maximum participation in the IDP Representative Forum meetings from members of the public, representatives and relevant government officials, it is recommended that Representative Forum meetings are scheduled as per the municipal roster for all the key stages of the IDP Review Process.

- ❖ The first IDP Representative Forum meeting will involve a presentation of the Process Plan focussing on identifying areas to be addressed in the IDP Review Phase.

- ❖ Following IDP Representative Forum workshops to be held at critical stages as per the scheduling of activities in this process plan.

4.1.7 COUNCIL APPROVAL

The Council will consider, for comments, a draft 2015/2016 IDP Review document by February 2015. This will ensure inclusion into the national and provincial budgeting processes as well as inform the municipal budgeting process. The final IDP Review will be adopted by May 2015 together with the municipal budget. Sector Plans and policies will be approved by Council on their completion.

4.1.8 NEWSPAPERS

Four newspaper adverts will be posted, the **first one** at the beginning of the process inviting the public to participate, the **second advert** will be posted once draft budget and IDP are in place inviting the public to comment, the **third advert** will be posted once the IDP is ready for Council approval to comply with legislative requirement to advertise for 21 days for the public and **the fourth one** will be after the adoption of the 2015/2016 IDP and budget.

4.1.9 ROADSHOWS

The IDP/Budget road shows will be held in five venues on average by August/September 2014 for the announcement of municipal programme, as well as by March/April 2015 to consider draft IDP and budget. The road shows will be done in five clusters of the municipality being Cluster A (Wards 10, 17, 18, and 19), Cluster B (Wards 5, 13, 14, and 16), Cluster C (Wards 9, 11, and 15), Cluster D (Wards 1, 2, 3, 4, and 6) and Cluster E (Wards 7, 8, and 12).

Focus Areas for 2015/ 2016 financial year are as follows:

- Development and implementation of municipality's schemes.
- Alignment of the SDF with Spatial Planning and Land Use Management Act.
- Alignment of the reviewed SDF with the neighbouring municipality's SDF e.g. Hibiscus Coast municipality.
- Alignment of cross border programmes such as P68 corridor that is shared with Sisonke District Municipality.
- Alignment of reviewed municipality's SDF with that of Ugu District Municipality and other Provincial programmes.
- Alignment of reviewed municipality's SDF and UGU Growth and Development Strategy.
- Review of sector plans e.g. Integrated Waste Management Plan, Housing Sector plan and Disaster Management Plan, Roads Maintenance Plan, Energy Master Plan.

Public Participation Process: as part of the public participation process, a visual representation of services in Umzumbe will be presented to the communities. The aim would be to audit already existing services and identify key strategic issues which are in turn to inform the rest of the planning, especially in making budget allocations and prioritising the delivery of services over a 5 year period. This will assist in extracting priority issues from community members. It is envisaged that the programme will be undertaken in all 4 clusters of the municipality, with all the ward committees of Umzumbe. This will ensure the development of a credible IDP.

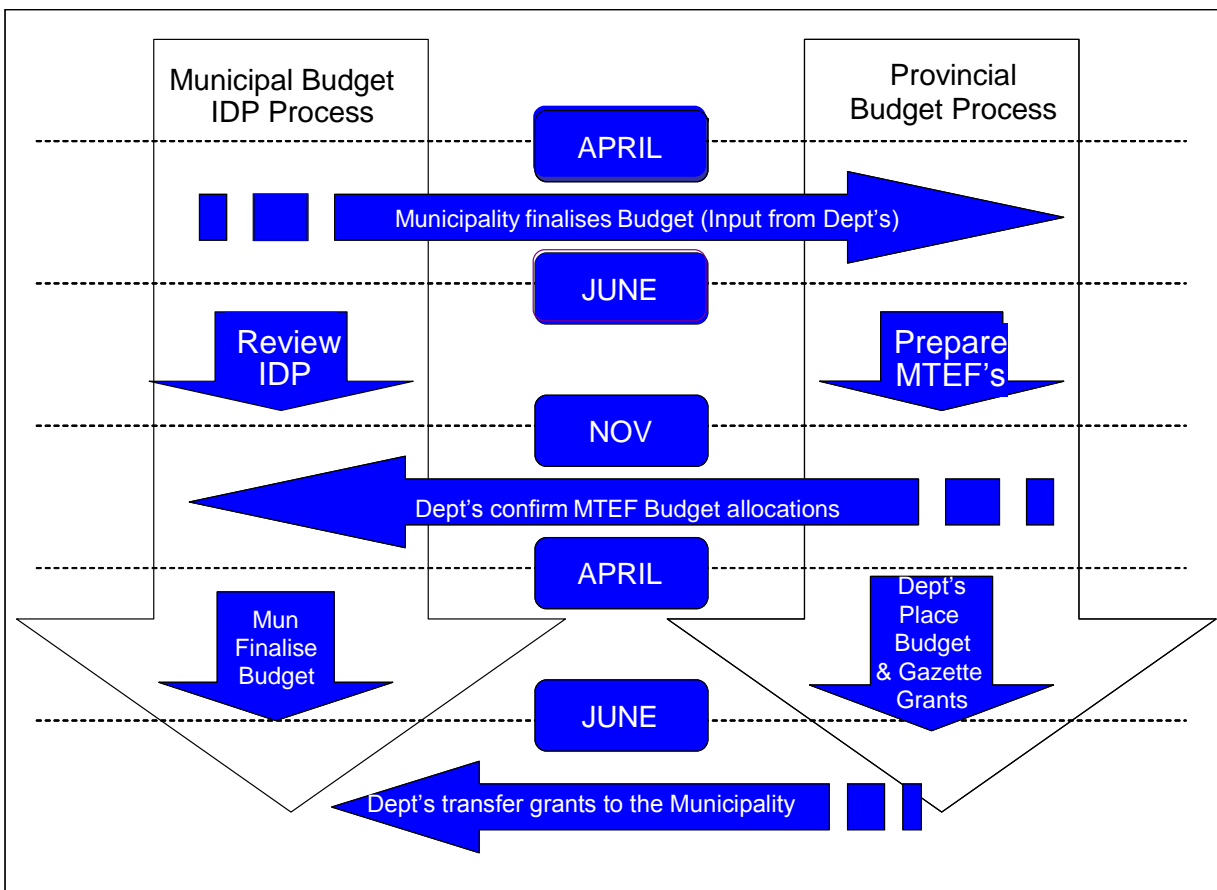
5 SECTION FIVE: 2015/ 2016 IDP REVIEW ACTION PROGRAMME

5.1 INTRODUCTION AND ALIGNMENT

5.1.1 MUNICIPAL AND PROVINCIAL BUDGET AND IDP REVIEW ALIGNMENT

The 2015/2016 IDP Review Action Programme is based on the alignment of the internal municipal processes (IDP Review, PMS and Budget) with the external processes (planning and budgeting) of national and provincial government. This alignment has a substantial impact on the 2015/2016 IDP Review Process, specifically in terms of key milestones and deadline dates. The Municipal Finance Management Act (MFMA) No 56 of 2003 also has a direct and large impact on the 2015/2016 IDP Review Process in terms of alignment. Diagram 5.1.1 below indicates to the municipal and provincial budget and IDP alignment process. The diagram points to the critical dates for IDP Review and budget approval and development.

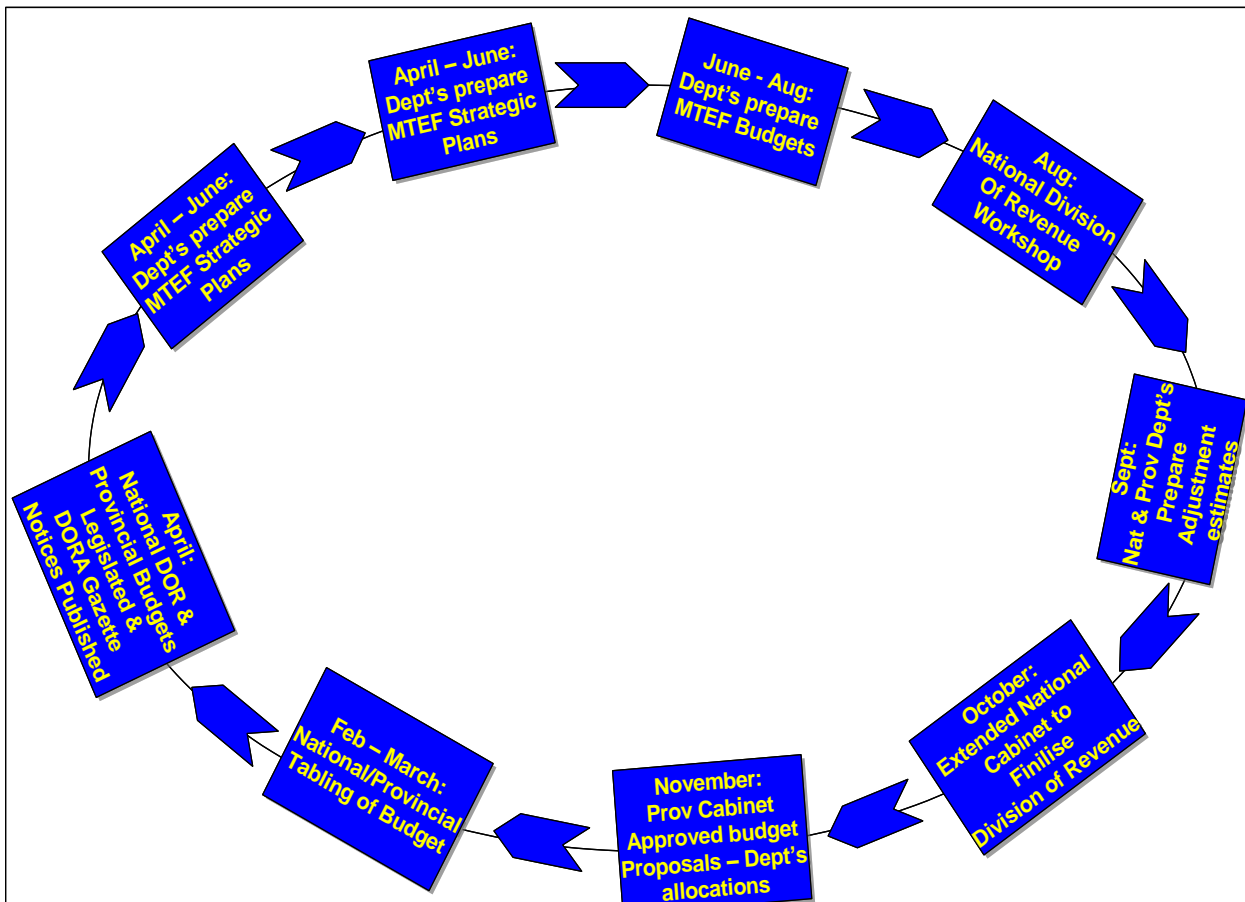
DIAGRAM 5.1.1: MUNICIPAL AND PROVINCIAL BUDGET / IDP ALIGNMENT PROCESS



5.1.2 NATIONAL AND PROVINCIAL PLANNING AND BUDGETING CYCLE

Diagram 5.1.2 provides the Provincial and National Government Departments’ budgeting cycle which informs the municipal planning and budgeting cycle. It is important for municipalities to take note of these budgeting cycles to ensure relevant and useful input into the budgeting processes of national and provincial government at strategic times. In doing this, municipalities will ensure that their priorities are captured and addressed and that IDP implementation is facilitated.

DIAGRAM 5.1.2: NATIONAL AND PROVINCIAL PLANNING AND BUDGETING CYCLE

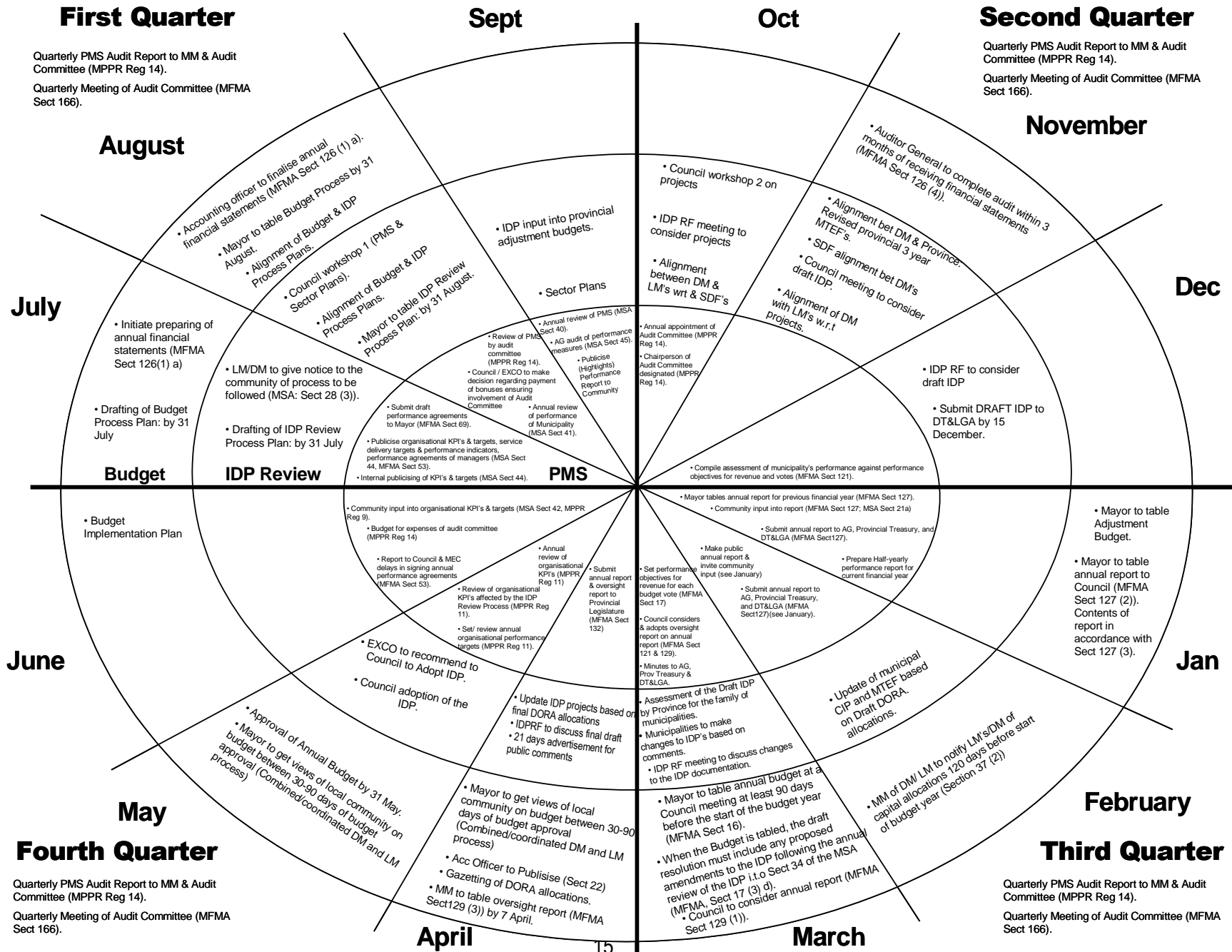


5.1.3 CRITICAL DATES FOR THE 2015/2016 IDP REVIEW MUNICIPAL PROCESS

Diagram 5.1.2 (see overleaf) provides a concise summary of the critical deadline / milestone dates for the IDP Review, PMS and Budgeted processes of Umzumbe municipality. Some of the critical dates include the following:

⇒ Nov / Dec:	Council considers IDP Review draft (complete strategic document to guide budgeting process)
⇒ April:	Municipal budgets finalised
⇒ May:	IDP Review advertised for public comment
⇒ May:	Finalise IDP Implementation Plan
⇒ May:	Budget and IDP Review final documents approved by Council

⇒ June:	Finalise IDP Performance Agreements
⇒ July:	IDP Implementation Management initiated.



5.2 IMPORTANT ACTIVITIES AND ACTION PROGRAMME FOR THE 2015/2016 IDP REVIEW PROCESS

5.2.1 FOCUS AREAS FOR THE 2015/2016 IDP REVIEW

The following aspects were identified:

A) Alignment

- ⇒ Millennium Development Goals (MDGs), National Development Plan (NDP), Provincial Growth and Development Strategy (PGDS), District Growth and Development Strategy (DGDS), Spatial Development Framework (SDFs).
- ⇒ Municipal, provincial and national government planning and budgeting
- ⇒ Cross border alignment with adjacent municipalities (Spatial Development
- ⇒ National and Provincial Legislative Framework

B) Input into the national and provincial MTEF (budgeting) process to ensure funding commitments and IDP Implementation.

C) Objectives, strategies and projects addressing cross dimensional and sector specific issues

D) Performance Management System (PMS) review and implementation (quarterly review workshops, performance reports, performance measuring, performance contracts, etc)

E) Strengthen the municipal budget (MFMA implementation) and IDP alignment processes

F) IDP and budget Implementation

G) LED strategy

H) Implementation of schemes

5.2.2 SCHEDULE OF ACTIVITIES

The table below provides a schedule of key activities to be carried out in the IDP, PMS and budget processes

Note: Activity 8 above refers to Sector Plans listed under 5.2.1

5.3 ACTION	RESPONSIBILITY	ACTION DATE	BUDGET
1. Prepare joint process plans for IDP, PMS & budget	Development Planning Manager / CFO	July 2014	In house
2. Draft IDP review advertisement	Development Planning Manager	August 2014	R10 000.00
3. Submit Process Plans to IDPRF, portfolio committees (Steering Committees) and EXCO	Development Planning Manager / CFO	August 2014	In house
4. Liaise with national and provincial governments for planning and budgeting process	All	August 2014	In house
5. Conduct IDP/Budget Roadshows	Mayor, Section 54 and 56 Managers, Development Planning Manager, Senior Manager: Communications, Mayoral and Youth Development	August/September 2014	In house
6. Assessment of objectives, strategies and projects against cross cutting issues	Development Planning Manager / CFO / MM	September 2014	In house
7. Assessment of alignment of IDP strategies & projects for medium term in relation to MDGs, NDP, PGDS, DGDS.	Development Planning Manager	September 2014	In house
8. Determine funding availability & requirements per sector plan and where relevant prepare business plan / Terms of Reference & rollout accordingly	All relevant departments*	September 2014	In house
9. Review and confirm objectives, strategies & projects at IDPRF workshop	All	October 2014	In house
10. Review Capital/institutional/Operational/Maintenance) projects	All	October 2014	In house
11. Estimate available sources & provide guidance for way forward for budgeting	CFO	October 2014	In house
12. Review Capital/institutional/Operational/Maintenance projects (Drafting the budget)	All	October 2014	In house

5.3 ACTION	RESPONSIBILITY	ACTION DATE	BUDGET
13. Submit revised projects to Treasury	CFO / MM	November 2014	In house
14. Submit first draft of IDP to IDPRF, IDPSC and Council for in principle approval	Development Planning Manager	November /December 2014	In house
15. Submit Budget instructions to all relevant persons	CFO	December 2014	In house
16. Preparation of a summary of available funds from: Internal Funds, eg. CDF and External Funding, eg. MIG	CFO	December 2014	In house
17. Assess financial Feasibility of proposed new projects based on existing and potential funds.	CFO	February 2015	In house
18. Meeting with relevant officials – discussing budget process plan (First Draft Budget meeting)	CFO	February 2015	In house
19. Meeting with relevant officials – submitting inputs (Second Draft Budget meeting)	CFO	February 2015	In house
20. Meeting with relevant officials – with submitted inputs(Third Draft Budget meeting)	CFO	February 2015	In house
21. Consideration of Draft Budget by Finance and EXCO (First Meeting)	CFO and Exco	February 2015	In house
22. Consideration of Draft Budget by Finance and EXCO (Second Meeting)	Municipal Manager, CFO and Exco	February 2015	In house
23. Tabling of 2015/2016 draft budget to Council	Municipal Manager, CFO and Exco	March 2015	In house
24. Publicise tabled budget within 5 days after tabling the media	Corporate Services	March 2015	In house
25. Send copy of tabled budget to National Treasury and Provincial Treasury	CFO	March 2015	In house
26. Submit IDP review draft to province (COGTA) for assessment	Development Planning Manager	March 2015	In house
27. Provincial IDP forum assessment of IDP	Development Planning Manager	March 2015	In house
28. Budgetary process	Finance, Planning,	March 2015	In house

5.3 ACTION	RESPONSIBILITY	ACTION DATE	BUDGET
	Mayoral Services		
29. Align and link all Key Issues in the IDP to KPA's	Development Planning Manager / HODs / MM	March 2015	In house
30. Determine objectives for each KPA	Development Planning Manager / HODs / MM	March 2015	In house
31. Set KPI's for each objective. KPI's to be based on the SMART principle, i.e. KPI's must be simple, measurable, applicable, relevant and timely	Development Planning Manager / HODs / MM	March 2015	In house
32. Mayoral IZimbizo	Mayor, Section 54 and 56 Managers, Development Planning Manager, Senior Manager: Communications, Mayoral and Youth Development	March/April 2015	In house
33. Council to consider stakeholders input on the 2015/2016 draft IDP & budget.	Mayor; Municipal Manager: CFO	April 2015 Council Meeting	In house
34. Finalise budget, prepare and submit report for inclusion in Council agenda.	CFO	May 2015	In house
35. Submission of reviewed IDP 2015/2016 to EXCO.	Development Planning Manager	May 2015	In house
36. Finalisation by the Executive Committee of the 2015/2016 budget.	CFO	May 2015	In house
37. Submission of Budget for 2015/2016 to Council for approval	CFO	May 2015	In house
38. Submission of reviewed IDP for 2015/2016 to Council for approval	Development Planning Manager	May 2015	In house
39. Include all general KPI's as required by legislation	Development Planning Manager / HODs / MM	April 2015	In house
40. Set targets for each KPI	Development Planning Manager	April 2015	In house
41. Tabling of Organisational Performance Management System at Council	Development Planning	April 2015	In house

5.3 ACTION	RESPONSIBILITY	ACTION DATE	BUDGET
	Manager		
42. Set action steps by Departments and submit to Extended Top Management & Top Management (revised project design & dependency table)	Development Planning Manager	May 2015	In house
43. Preparation of timetable for roll-out of revised IDP, Budget 2015/2016 and PMS to community	Mayoral & Communications Services	June 2015	In house
44. Prepare Budget in the required format and submission thereof to both Provincial and National Treasury.	CFO	June 2015	In house
45. Submit draft Service Delivery and Budget Implementation Plan (SDBIP) to the Mayor within 14 days after the approval of the budget.	The Municipal Manager & HODs	June 2015	In house
46. Set up expenditure, and asset management system, incorporating budget	CFO	June 2015	In house
47. Approval of Organisational Performance Management System by Council	Development Planning Manager	June 2015	In house
48. Approval of Service Delivery and Budget Implementation Plan by Council.	MM	June 2015	In house
49. Compile, approve and sign performance contracts that are linked to the PMS of the Municipality for Municipal Manager, and all HODs.	MM, Mayor, Development Planning Manager and Exco	June 2015	In house
50. Submit signed performance contracts to COGTA PMS.	Development Planning Manager	June 2015	In house

5.4 COST ESTIMATES FOR THE PLANNING PROCESS

ITEM	5.4.1.1 COST ESTIMATE
IDP advertising	11 000-00
Costs of workshops and meetings	60 000-00
Printing costs	200 000-00
IDP/PMS Road Shows	80 000-00
Total	R351 000 -00

The IDP will be prepared in house.

6 CONCLUSION

This process plan is another attempt in our endeavor as a municipality to continuously and systematically improve on the alignment of our processes both internally and externally as envisaged by South Africa's legislative framework. The focus of the IDP review and budget process as detailed above is to improve on the implementation aspect, financial sustainability and clear linkage between the two processes.