

LIM 345 LOCAL MUNICIPALITY



APPROVED

**IDP/BUDGET PROCESS PLAN
2018/2019**

**Compiled by : Municipal Manager's office
IDP office**

ACTION PROGRAMME WITH TIMEFRAME

ANALYSIS PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
COMPILATION OF IDP PROCESS PLAN AND BUDGET TIME SCHEDULE	Compile and finalise time schedule	MUNICIPAL MANAGER	Steering Committee, Municipal Manager, Directors, Assistant Directors, Manager, District Rep, CDW'S	02 August 2017
Consideration Process Plan by Portfolio committee	Submit Draft Process Plan	MUNICIPAL MANAGER	EDP&Technical Portfolio committee Directors, Assistant Directors	02 August 2017 10H00
Consideration Process Plan to Executive committee	Submit Draft Process Plan	PORTFOLIO HEAD: EDP&TECHNICAL	Executive Committee Exco Members, Municipal Manager, Directors and Assistant Directors	21 August 2017 10H00
Submit Process Plan to Rep Forum	Consultation of Community stakeholders	Mayor supported by MM and All Directors	REP. FORUM Mayor, Executive Committee and Councillors	24 August 2017 10H00 – Malamulele Boxing Gym
Submit Process Plan to Council	COUNCIL Approval of the process plan	MAYOR	COUNCIL	31 August 2017 @ 14H00
1. Compilation of existing information	Identification of gaps & collection of information and SDBIP report	Steering committee	Steering committee	11 September 2017 @ 10H00
2. Wards and stakeholder level analysis	Analysing inputs from Wards & stakeholders	Steering committee Ward committees	Steering committee Workshops	11 September 2017 @ 10H00

3. Reconciling existing information	Reconciling activities 1. & 2.	Steering committee	Steering committee	11 September 2017 @ 10H00
4. Municipal wide analysis	Identification & analysis of gaps within municipal wide issues.	Steering committee	Steering committee	11 September 2017 @ 10H00
5. Spatial analysis	Identification and analysis	Steering committee	Steering committee Technical Manager	11September 2017 @ 10H00
6 Socio-economic. analysis	Identification & analysis of socio-economic issues	Steering committee	Steering committee Sector departments	11September 2017 @ 10H00
7. Formulation of Municipal priority issues	Review the municipal priority issues	Mayor supported by all directors of departments	Representative forum	18 September 2017 @ 10H00 – Malamulele Boxing Gym
8. Issuing of detailed Financial planning and IDP review guidelines	Budget meeting	CFO / Manager: Budget	All HOD's	21 September 2017
9. In-depth analysis of priority issues	In-depth analysis of reviewed priority issues	Steering committee	Steering committee Sector departments	11October 2017 @ 10H00
10. In-depth analysis of priority issues sector specific guidelines and programmes	In-depth analysis of reviewed sector specific issues	Steering committee	Steering committee Sector departments	11 October 2017 @ 10H00
11. Finalisation of analysis phase in terms of IDP Process Plan			All HOD's	20 October 2017
12. Consolidation of analysis results	Compiling summary reports for each priority issues	Mayor supported by all Senior managers of departments	Representative Forum	3 November 2017 @ 10H00 – Malamulele Boxing Gym

STRATEGIES PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
1. Vision	Reviewing the vision	Mayor and Council	Representative Forum	03 November 2017 @ 10H00 – Malamulele Boxing Gym
2. Working objectives	Reviewing the objectives	Mayor and Council	Representative Forum	03 November 2017 @ 10H00 – Malamulele Boxing Gym
3. Develop Vision Mission and Working Objectives at the Strategic Planning Session	Developing Vision ,Mission and Working objectives	Speaker and Municipal Manager	Council, Section 56 and 57 Managers ,Managers Specialists both Local and District	Strategic Planning session before December 2017
4. Departmental Budget submissions (Budget and Business Plans) and Budget meeting	Budget Presentation	CFO	All HOD's	Strategic Planning session before December 2017
4. Localised strategic guidelines	Reviewing localised strategic objectives	Steering committee	Steering committee	Strategic Planning session before December 2017
5. Financial strategy	Refine resource frames & redesigning financial strategies	Chief Financial Officer	Steering committee	Strategic Planning session before December 2017

PROJECT PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
1. Establishing preliminary Budget allocations and Budget meeting	To ensure a link between proposed projects and available resources	Steering committee	Steering committee	12 January 2018 @ 10H00 (items 1-8)
2. Reviewing project proposals	Reviewing project proposals	Steering committee	Task teams(clusters)	12 January 2018 @ 09H00 (items 1-8)
3. Target group participation in project planning	Ensuring that the proposed projects meet the expectations of the targeted groups	Steering committee	Task teams(clusters) Targeted groups	10 January 2018 @ 10H00 (items 1-8)
4. Involvement of project partners	To ensure that the project proposals are linked to specific sector guidelines	Steering committee	Sector departments	12 January 2018 @ 10H00 (items 1-8)
5. Setting indicators for objectives	To illustrate the impact of the project on the targeted groups	Steering committee	Project Task Teams	12 January 2018 @ 10H00 (items 1-8)
6. Project output/target/locations	To provide a basis for a viable management tool	Steering committee	Project task teams	12 January 2018 @ 10H00 (items 1-8)
7. Major activities/timing/responsible agencies	To provide a basis for a viable management tool	Steering committee	Project task teams	12 January 2018 @ 10H00 (items 1-8)
8. Cost/Budget estimates/Source of finance	To provide a basis for a viable management tool	Steering committee	Project task team	12 January 2018 @ 10H00 (items 1-8)

INTEGRATION PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
1. Screening of draft project proposals	Checking project compliance with priority issues & strategies	Mayor supported by all directors of departments	Representative Forum	09 February 2018 @ 10H00 – Malamule Boxing Gym
2. Integrating projects and programmes	To ensure a holistic approach to develop projects	Steering committee	Steering committee Sector departments	16 February 2018 @ 10H00
3. Five Year Financial Plan	To create MTEF for planning budget link	Chief Financial Officer	Steering committee	16 February 2018 @ 10H00
4. Five Year Capital Investment Plan	To inform the municipal Budget	Chief Financial Officer	Steering committee	16 February 2018 @ 10H00
5. Integrated Spatial development Framework	To create a framework for integrated land-use management	Director Technical Services	Steering committee Department of land affairs, Service provider	16 February 2018 @ 10H00
6. Integrated LED Programme	To ensure that the IDP is focused on poverty reduction and gender equity	Manager IDP	Steering committee Service Provider	16 February 2018 @ 10H00
7. Integrated Environmental Programme	To ensure that proposed projects do not impact negatively on environment	Director Community Services	Steering committee Environmental specialist	16 February 2018 @ 10H00

8. Integrated Institutional Programme	To ensure institutional transformation & integrated management systems	Municipal Manager	Steering committee	16 February 2018 @ 10H00
9. Workplace Skills Plan	To ensure a holistic approach to skills Development and Training	Director Corporate Services	Steering committee	16 February 2018 @ 10H00
10. Performance Management Indicators	Setting KPI's	Municipal Manager	Steering committee	16 February 2018 @ 10H00
11. Approval Phase of Budgetary / Affordability (Strategic Phase, Project Phase, Integration Phase)		Municipal Manager	Steering Committee	16 February 2018 @ 10H00

APPROVAL PHASE

PLANNING ACTIVITY	TASK	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
1. Providing opportunity for comments from Sector Departments	Integrating plans and programmes in compliance with sector guidelines	Steering committee	Sector departments	To be finalised by 07 February 2018
2. Draft adoption of Tabled Budget, SDBIP and revised IDP by Portfolio Committee	To adopt the IDP, Budget and SDBIP as a legal binding document	Municipal Manager	EDP&Technical Portfolio committee Directors, Assistant Directors	5/ 8/12 March 2018 10H00
3. Draft adoption of Tabled Budget, SDBIP and revised IDP by Executive Committee	To adopt the IDP, Budget and SDBIP as a legal binding document	Portfolio Head: EDP & Technical	Executive Committee Exco Members, Municipal Manager , Directors and Assistant Directors,	20 March 2018 10H00
4. Draft adoption of Tabled Budget, SDBIP and revised IDP by council	To adopt the IDP, Budget and SDBIP as a legal binding document	Mayor	Council	29 March 2018 14H00 @ council chambers
5. Providing opportunity for comments from the public	Publishing of a notice for public comments and Wards General meetings	Steering committee	Communities and other stakeholders	03 April 2018 to 26 April 2018
6. Incorporating comments	To incorporate identified gaps into the IDP	Steering committee	Steering committee	30 April 2018 @ 09H00
7. Final Draft adoption of Tabled Budget, SDBIP and revised IDP by Portfolio committee	To adopt the IDP, Budget and SDBIP as a legal binding document	Municipal Manager	Executive Committee Exco Members, Municipal Manager , Directors and Assistant Directors	02 May 2018 9H00 @ council chambers

8. Final Draft adoption of Tabled Budget, SDBIP and revised IDP by Executive Committee	To adopt the IDP, Budget and SDBIP as a legal binding document	Portfolio Head: EDP & Technical	Executive Committee Exco Members, Municipal Manager , Directors and Assistant Directors	15 May 2018 10H00 @ council chambers
9. Final Draft adoption of Tabled Budget, SDBIP and revised IDP by council	To adopt the IDP, Budget and SDBIP as a legal binding document	Mayor	Council	24 May 2018 14H00 @ council chambers
10. Submission to MEC local government and Housing	To comply with legislation.	Municipal Manager		June 2018

INSTITUTIONAL ARRANGEMENTS

INSTITUTIONAL ARRANGEMENTS FOR IDP PROCESS PLAN IMPLEMENTATION



