



INTEGRATED DEVELOPMENT PLAN
Review
DRAFT PROCESS PLAN
2014/2015

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1. INTRODUCTION

According to the IDP Guide, a Process Plan is a plan about planning for planning. It is a short rationale for the preparation process, explaining what needs to be prepared and why. It is typically a business plan with the inclusion of the following:

- **Roles and responsibilities** have to be clarified in advance and internal human resources have to be allocated accordingly.
- **Organisational arrangements** have to be established and decisions on the membership of teams, committees or forums have to be made.
- **A programme** needs to be worked out which sets out the envisaged planning activities, a time frame and the resource requirements for the planning process. Such a detailed programme of the planning process is crucial to keep track and to interact with other role players.
- Special attention has to be paid to deciding on **mechanisms and procedures for community and stakeholder participation** during the planning process: Who has to be involved, consulted and informed in which stage of the process by which means? This has to be decided in advance in order to inform people in time and to allocate required resources in time.
- The same is true with regard to **mechanisms and procedures for alignment with external stakeholders** such as other municipalities, districts, and other spheres of government. Such alignment activities have to be decided on a mutually binding basis, through a joint **process** for the interactive planning process, which requires preparation well in advance.
- One has to make sure that all **relevant documents**, which have to be considered in the course of the planning process, are known and **available**. This applies especially to legal documents and to guidelines, plans and strategies from the provincial and national sphere and corporate service providers.
- Based on all these preparation steps a **cost estimate** has to be made for the whole planning process.

The **Process Plan** will include:

- 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; and
- the identification of all **plans and planning requirements binding** on the municipality in terms of national and provincial legislation.

1.2 REQUIREMENTS OF THE PREPARATION PROCESS

The preparation process requires consultation with key role players in the planning process:

- between local municipalities and district municipalities;
- with community and stakeholder groupings; and
- municipal officials for the alignment of various resources.

The Process Plan will assist in:

- deciding on the distribution of roles and responsibilities;
- designing organisational structures and institutional arrangements for the IDP drafting process;
- drafting the Action Programme with phases, time schedules, and resource requirements;
- deciding on appropriate participation mechanisms and procedures;
- deciding on contents and mechanisms for co-ordination and alignment;
- identifying binding legislation and planning requirements; and
- preparing the budget for the planning process.

1.3 LEGISLATIVE FRAMEWORK

In order to ensure certain minimum quality standards of the IDP process and proper co-ordination between and within the spheres of government, the preparation of the planning process has been regulated in the Municipal Systems Act, 2000. It requires:

“Adoption of a “process set out in writing” by each municipality, which is supposed to guide the planning, drafting, adoption and review of the IDP. “

Section **26 of the Systems Act (2000)** highlights the following as the core components of the Integrated Development Plans.

An Integrated Development Plan must reflect:

- (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 basic municipal services;
- (c) the council’s development priorities and objectives for its elected term, including its local economic development 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 in terms of legislation;
- (e) a 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;

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- (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.

Section 28 of the MSA (2000) states that 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 through appropriate mechanisms; processes consult the local community before adopting the process. A municipality must give notice to the local community of particulars of the process it intends to follow.

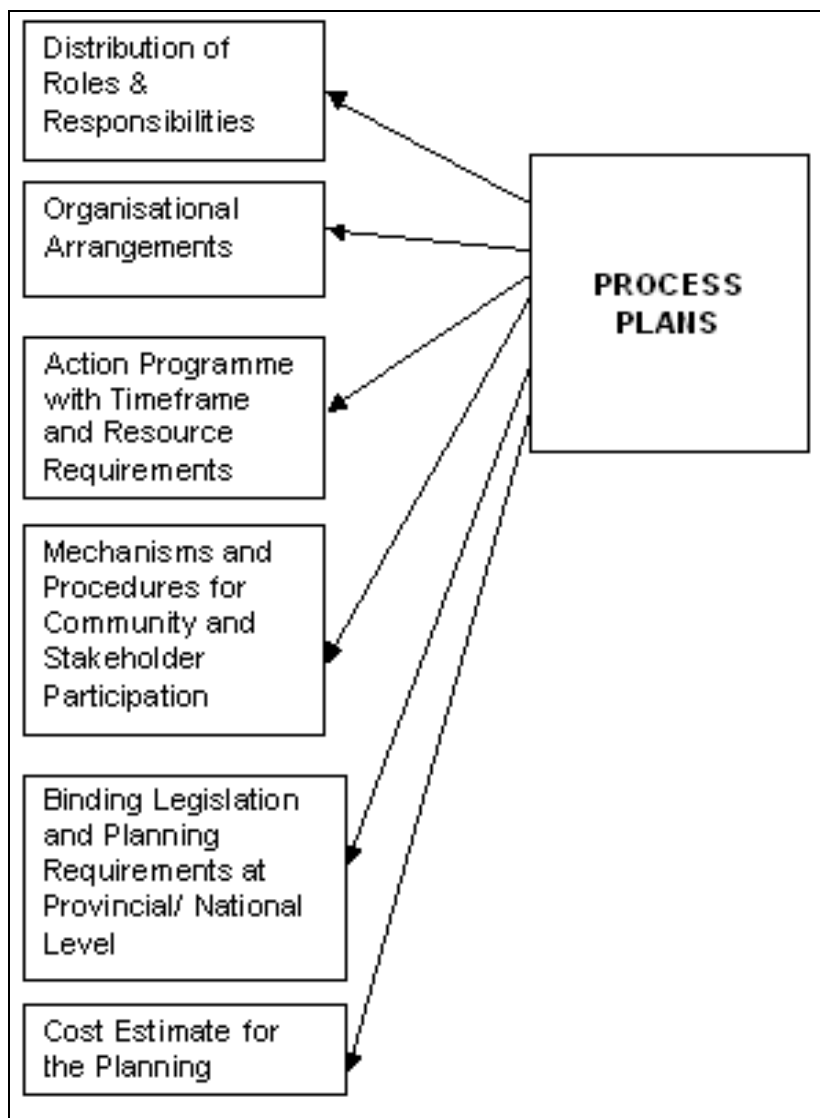
A municipal Council must review its Integrated Development Plan

- (i) annually in accordance with an assessment of its performance measurements in terms of section 41; and
- (ii) to the extent that changing circumstances so demand; and
- (iii) may amend its integrated development plan in accordance with a prescribed process.

Key elements to be addressed during the review process:

- Draft IDP Assessments;
- MEC Panel Comments;
- Self Assessment;
- New Council priorities;
- New policies and legislation; and
- Inclusion of new information.

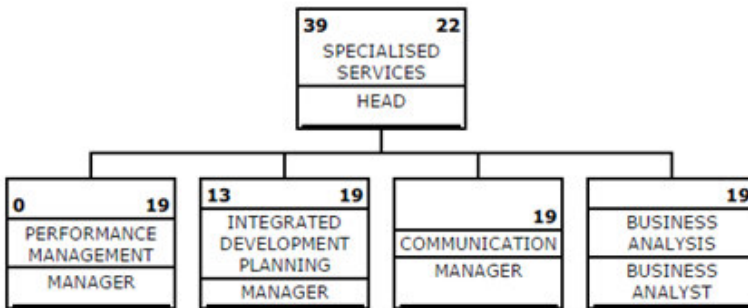
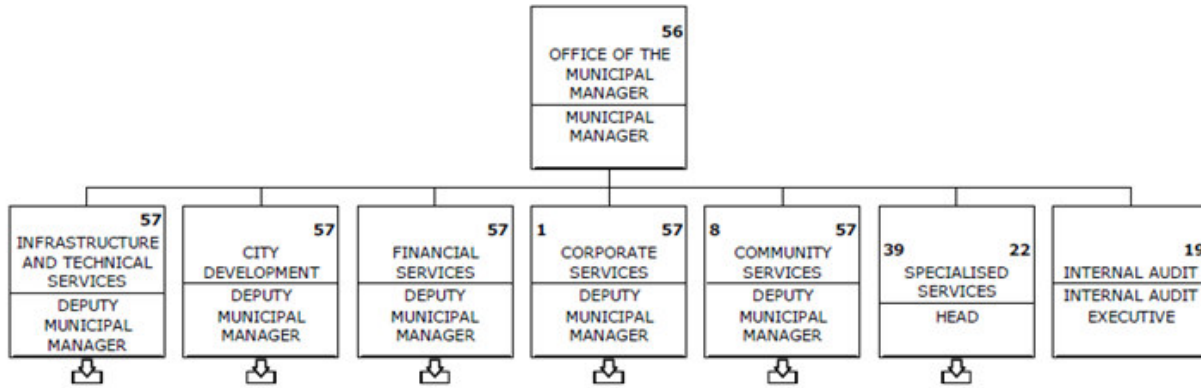
Diagram 1: Presentation of contents to be included in the Process Plan



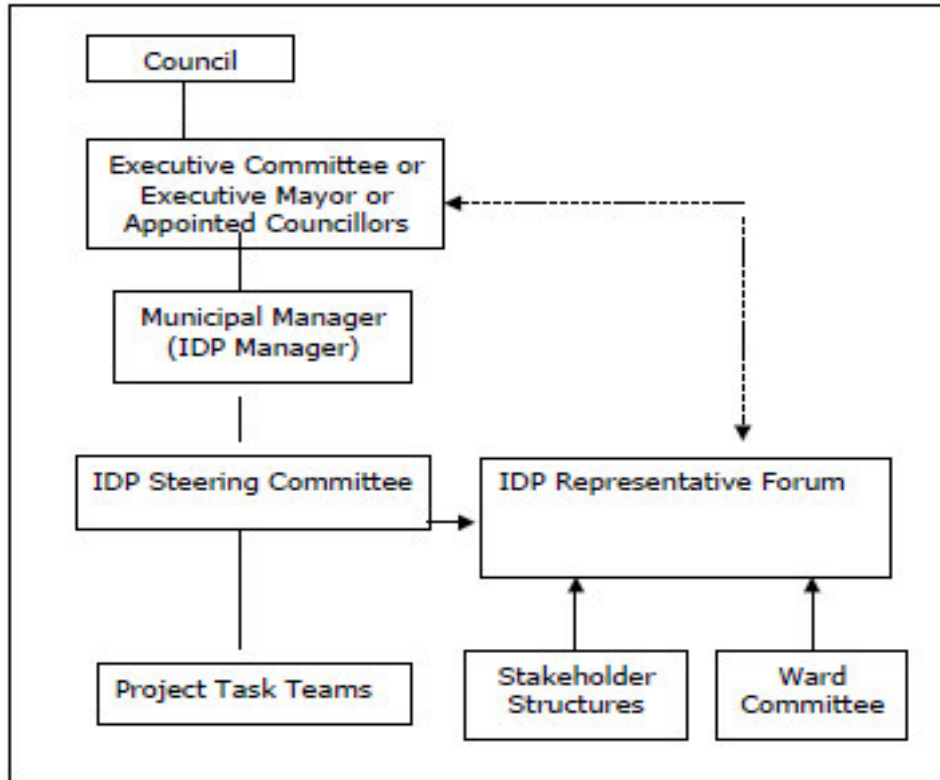
Source: IDP Guide Pack 2

2. ORGANISATIONAL / INSTITUTIONAL ARRANGEMENTS

The IDP Unit performs its functions and duties under the auspices of the Municipal Manager. Reference is made to the relevant organogram herewith.



The remaining institutional structures that take part in the IDP Review process are outlined in the following figure.



2.1 ROLES AND RESPONSIBILITIES *(AS PER IDP GUIDE PACK 2)*

Executive Committee and Council

- Decide on the Process Plan
- Adopt the Process Plan
- Responsible for the overall management, co-ordination and monitoring of the process, or delegate this function
- Decision-making for the IDP Process is the responsibility of the Executive Committee and Council. They are the only bodies allowed to make binding decisions
- Consider the delegation of responsibility for managing, coordination, implementing and monitoring of the process

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- Be responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP documentation, or delegate this function.

Municipal Manager

- Overall management of the IDP. Responsible for all the IDP management roles though, he/she may choose to delegate. Even if the Municipal Manager delegates some of these functions to an IDP Manager on his/her behalf, he/she is still responsible and accountable.

Senior Managers

- Coordination between councillors, officials and stakeholders in the process
- Accountable for all IDP related administrative processes
- Decide on the planning process
- Monitor the process and progress
- Overall management and co-ordination

Ward Councillors

- Link the planning process to their constituencies and/or wards;
- Be responsible for organising public consultation and participation;
- Ensure the annual business plans, and municipal budget are linked to and based on the IDP.

Portfolio Committee

- Political over-sight of the IDP Process and recommendations to the Executive Committee

The IDP Manager

- Responsible for the management and co-ordination of the IDP Process.
- Co-ordination with the District Municipality, Municipal Manager, IDP Steering Committee, IDP Representative Forum and the broad public;
- Finalise Process Plan to be adopted by Council;
- Adjust the IDP according to the instructions of COGTA and /or MEC;
- Identify additional role-players to sit on the IDP Representative Forum;
- Ensure the continuous participation of role players;
- Monitor the participation of role players;
- Ensure documentation is prepared properly;
- Respond to comments and enquiries;
- Ensure alignment of the IDP with other IDP's within the District Municipality;
- Co-ordinate the inclusion of Sector Plans into the IDP documentation;
- Co-ordinate the inclusion of the Performance Management System (PMS) into the IDP; and
- To submit the reviewed IDP to the relevant authorities.

IDP Steering Committee

- Provides terms of reference for the various planning activities;
- Commissions research studies
- Considers and comments on inputs from provincial sector departments and support providers;
- Makes content recommendations;
- Prepares, facilitates and documents meetings

Task Team

A Sub-committee for specific activities and outputs, which should include additional persons outside the Steering Committee.

- Dissemination of information and invitations

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- Logistics of workshops
 - Strategies and implementation

IDP Representative Forum

Broader participation is as important as is smaller, purpose-made vehicle for more intensive public participation. In order to coincide with the guidelines of the Municipal Systems Act, 2000, it is recommended that notification be given to the existing stakeholders list and/or an advertisement be placed to call all organised groupings/stakeholders to register onto a database for the IDP.

This has implications for constituting an IDP Representative Forum comprising of the following members:

- Nominated Councillors
- Nominated members of the Executive;
- Traditional leaders
- Ward Committee chairpersons as well as one member of the committee;
- Heads of Departments/nominated officials from departments;
- NGO's & CBO's (environmental groups);
- Government sector departments (Provincial & National);
- Nominated community Representatives;
- Other interested and affected parties;
- Representatives from organised stakeholder groups;
 - Implementation Agents/Parastatals/Service providers
 - Organised Business
 - Tourism
 - SMME's
 - Agriculture
 - NGO's

The Mayor or chairperson of the Executive Committee should ideally chair this Forum. The IDP Representative Forum will represent the interests of the community. It will provide a vehicle for discussion and communication between all stakeholders. This Forum will be intensively involved in the identification of needs, formulation of objectives and strategies, identification of projects and formulation of the Spatial Development Framework. The Forum will also be responsible for monitoring the implementation of the IDP.

External Role-Players / Stakeholders

The White Paper on Local Government states that rapid changes at the global, regional, national and provincial levels necessitate that communities rethink the way they are organised and governed, in order to build strong communities, sustain the economy, protect the environment, improve personal safety and eliminate poverty. Local government is therefore expected to build a sense of common purpose amongst its citizens so as to find local solutions for increased sustainability.

The Municipal Systems Act (s17) prescribes that the municipality must ensure public participation through other appropriate mechanisms and processes established by the Municipality. It further states that the Municipality must ensure consultative sessions with locally recognized organizations. Hence, the following external stakeholders need to be involved in the consultation process:

- a) Government Departments
- b) Business
- c) CBO/NGO's
- d) Interest Groups
- e) Tertiary Institutions (e.g. Educational)

Functions and Responsibility:

All the external stakeholders have different expertise and roles in the community served by the municipality. Their main responsibility will be to make a meaningful contribution and assistance to the municipality, in line with their field of expertise.

3. MECHANISMS FOR PUBLIC PARTICIPATION

The following mechanisms for participation will be utilised:

3.1 PUBLIC PARTICIPATION

Public Participation is facilitated by the Office of the Speaker and Corporate Services Department. Public participation provides forums such as public hearings for the public to air their views and make submissions regarding issues.

Functions and responsibilities:

- Discuss and agree on public related events
- Agree on proposed public participation dates, venues and times

3.2 WARD COMMITTEES

The uMhlathuze Municipality has 30 wards with 30 committees that are all functional. Their existence and functions are according to the prescriptions in the **Municipal Structures Act (s 17(4))**. They are a statutory structure of the municipality to be used for public participation / communication.

Functions and responsibilities of Ward Committees:

- Serve as the formal **unbiased** communication channel between the community and the municipality through the Ward Councilor;

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- Ensure co-operative partnership that is constructive and harmonious between the Municipality and the community;
 - A key community consultative body on the **IDP, Budget, LED, Performance Management** and any **policy** affecting the community;
 - Receive queries and complaints from residents and communicate through respective Ward Councillor;
 - Make recommendations to Council regarding any matter affecting the respective ward; and
 - Deal with other functions assigned by the Council.

3.3 AMAKHOSI (TRADITIONAL AUTHORITY)

The Structures Act (S81) prescribes that municipal Councils should allow Amakhosi to attend and participate in the proceedings of the Council. This therefore necessitates the need for proper communication that will consider the protocols of the norms and values of the traditional system.

Amakhosi have their own public participation structures. It is therefore crucial that any communication or public participation system observes the dynamics of the Amakhosi areas.

Functions and responsibilities:

- Promote good relations and co-operation between the Municipality and the communities under traditional rule;
- Advise Council on any policy that impacts on communities under Traditional Authority;
- Participate and encourage communities to strongly participate in the Municipality's consultation processes of the IDP, budget, LED, Performance Management and any matter on the agenda for community participation and communication;

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- Support the municipality in the implementation of development programmes; and
 - Participate and encourage communities' involvement in the initiatives to monitor, review and evaluate council's programmes, particularly regarding rural upliftment and development.

3.4 COMMUNITY DEVELOPMENT WORKERS

The Community Development Workers (CDWs) are a key programme of the National Government, aimed at bridging the gap between Government and communities. They play a role of integrated public servants who are capable of assisting communities with access to government information and services across all spheres of government. They answer a range of questions and requests for information from citizens while out in the field, across the full spectrum of the government.

Functions and responsibilities:

- Liaise, co-ordinate, inform and assist communities with access to services provided by the spheres of Government;
- Forge and sustain partnerships;
- Identify community needs and facilitate development of projects and programmes;
- Focus on poverty eradication, job creation, reintegration of marginalized individuals-families-groups and communities, and capacity building for self-sufficiency;
- Advocate the protection of rights for children, women and people with disabilities and those affected by violence; and
- Educate, provide life skills and economic empowerment for youth and women;

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- Actively participate in Council's public participation structures and programmes.

3.4 OPERATION SUKUMA SAKHE

Operation Sukuma Sakhe (OSS) was established in the uMhlathuze Municipality during 2011. Ongoing activities and strategies planning are increasing the effectiveness of the structure. The Municipality has CDWs (Community Development Workers) that provide a foundation for the wards. The deployment of managers to war rooms will provide scope for further IDP involvement in this regard.

3.5 PARTICIPATION/COMMUNICATION MECHANISMS

Depending on whether the public is to be consulted, informed or involved, various forms of participation can be used. The Systems Act (s17) prescribes that the municipality must establish appropriate mechanisms, which take into consideration the special needs of people who cannot read or write, people with disabilities, women and other disadvantaged groups. The following mechanisms are thus in line with the prescriptions of the Systems Act:

- a) Ward Committee meetings (Clusters)
- b) Radio Slots
- c) Departmental meetings
- d) Public meetings (Izimbizo / State of the City Address)
- e) Outreach Programmes
- f) Amakhosi Forum
- g) Community Development Forum
- h) Government Events
- i) Media
- j) Notices
- k) Newsletters

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- l) Website
 - m) Petitions
 - n) Municipal Interdepartmental meetings
 - o) Loud hailing

a) Media

Local newspapers and the Municipal newsletter will be used to inform the community of the progress of the IDP.

b) Radio Slots

The community radio station will be utilised to make public announcements where necessary.

c) Information Brochures

This will be prepared in English and Zulu and be distributed via the Representative Forum where a need for this has been identified. Ward Committees will also be used to explain and to distribute information that needs to get to the public.

d) The uMhlathuze Municipality's Website

The website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for people and service providers to download.

4. TIME FRAMES

PLANNING ACTIVITIES (PHASES)	ADMINISTRATION	TOTAL WEEKS
1. Analysis	Costs for workshops and meetings (buses, marquees & chairs etc.)	12
2. Strategies	Research	8
3. Projects	Departmental meetings	7
4. Integration	Task Team meetings	5
5. Approval (Printing Costs)	Printing Costs	5

5. SCHEDULE OF MEETINGS (*PROPOSED DATES*)

CLUSTER	WARDS	VENUE	DATE	TIME
Amakhosi		Richards Bay Civic Centre (Auditorium)	12 Sept 2013 (Thursday)	10:00
1	Ward Committees	Richards Bay Civic Centre (Auditorium)	13 September 2013 (Friday)	10:00
2&3	Portion of 5,6,7,8	eNseleni Community Hall	22 Sept 2013 (Sunday)	14:00
6	Portion of 5, 9,23, portion of 24	Venue to be confirmed	18 Sept 2013 (Wednesday)	17:00
5	1,2,3,4,26	R/Bay Civic Centre (Auditorium)	26 Sept 2013 (Thursday)	17:00
4	10, 11, 30	Vulindlela Hall	29 Sept 2013 (Sunday)	14:00
10 & 11	Portion of 24, 25,27,28,29	Ngwelezane Community Hall	13 Oct 2013 (Sunday)	14:00
9	18, 19, 20	Hlanganani Community Hall	6 Oct 2013 (Sunday)	14:00
8	15, 16, 17, 21, 22	eSikhaleni FET (Hall)	20 Oct 2013 (Sunday)	14:00
7	12, 13, 14	Mandlankala Community Hall	27 Oct 2013 Sunday	14:00
12	Stakeholders	R/Bay Civic Centre (Auditorium)	13 Nov 2013 (Wednesday)	10:00

6. ALIGNMENT OF THE IDP, BUDGET AND MUNICIPAL PERFORMANCE MANAGEMENT PROCESSES

MONTH	ACTIVITIES		
	IDP	PMS	BUDGET
JULY 2013	<ul style="list-style-type: none"> • Prepare draft IDP Process Plan for circulation & comments • Submit draft 2014/15 Process Plan to Council • IDP Review process initiated. • Submit draft 2014/15 Process Plan to COGTA. • Ensuring alignment of the Section 57 Managers individual Scorecards with the IDP strategies • Input into targets and dead-lines on the SDBIP 	<ul style="list-style-type: none"> • Signing of new performance contracts for Section 57 Managers and submission to EXCO (Section 69 of the MFMA and Section 57 of the MSA). • Prepare Departmental Business Plans SDBIP (Component 3) for the next financial year. • Previous year S57 Managers' Performance Assessments • Adoption of 13/14 SDBIP 	<ul style="list-style-type: none"> • IDP and Finance to discuss the 2013/2014 Budget planning issues • Prepare budget process plan and timetable for the 2014/2015 Multi-year budget
AUGUST	<ul style="list-style-type: none"> • IDP to review comments received from the MEC on the previous year's IDP COGTA submission. This to be done with Senior Managers / steering committee / task team • IDP Review Process approved • Revision or initiation of new sector plans. • Place advertisement for Public participation programme • Confirm composition of Steering Committee / Task team officials 	<ul style="list-style-type: none"> • Quarterly Project Implementation Report (for last quarter of previous year) MPPR Reg. 14 • Quarterly Audit Committee meeting (for the last quarter of previous year) MFMA Sect 166 & MPPR Reg. 14(3)(a) • Performance evaluation panel (for evaluation of Sect 57 Managers final assessments) MPPR Reg. 14(3)(b) • Draft Annual Report 2012/2013 	<ul style="list-style-type: none"> • Compile the 2014/2015 Multi-year Budget • Complete Budget Evaluation • Submit checklist to National Treasury • Obtain Council's approval for 2014/ 2015 Multi-year budget process and timetable. • Review external mechanisms affecting the medium term budget forecasts • Assess Council's 2013/2014 Financial Statements and current year's revised results and capacity, to determine the impact on future strategies and budgets • Assess the funding policies including the

MONTH	ACTIVITIES		
	IDP	PMS	BUDGET
	<ul style="list-style-type: none"> representatives • Circulate IDP process Plan to sector departments for input • Prepare for Public Participation meetings • CoGTA feedback on IDP submission 		tariff structures.
SEPT	<ul style="list-style-type: none"> • Commence Public Participation meetings • IDP, Steering committee / Task team to formalise Council's Vision, Mission, objectives and strategies • Consultation & alignment with Sector Departments / Service Providers and local municipalities. • Cross Border alignment meetings • Feedback from MEC assessment panel • Feedback to the Steering Committee/Task team regarding MEC's assessment • Review and update of departmental sector plans • Report on progress as per SDBIP • Revise prioritisation in terms of performance • Ward councillors and ward committees submit community request for budget consideration 		<ul style="list-style-type: none"> • Address various budget assumptions, internal budget processes, policies etc. • IDP and Senior Management review the prioritisation to compile the capital budget • Public information meetings (divided into the established clusters), reviewing and strategizing the current IDP • Strategic Budget Meeting with Senior Managers/Managers • Budget information meeting regarding operational support and capacity building • Budget information session with Mayor

MONTH	ACTIVITIES		
	IDP	PMS	BUDGET
OCTOBER	<ul style="list-style-type: none"> • Public Participation meetings • Integration of information from adopted Sector Plans into the IDP Review document. • Review and updating of the IDP Vision, Mission and Objectives. • Cross border municipal alignment • Formulate Strategies with the Task Team • Feedback from Senior Managers on Priorities – Projects – as well as Budget inclusions. • Information sharing meeting/session with all sector departments/service providers and neighbouring local municipalities to ensure that synergy occurs on all levels between the various local IDP documents and to align with the IDP Review document of the District Municipality to achieve more support on the regional scale. • Host IDP Representative Forum meeting • Participate in the Budget information session with Mayor 	<ul style="list-style-type: none"> • Auditor General audit of performance measures (MFMA Sect 55(2)) • Sect 57 Managers' quarterly assessments (for first quarter) 	<ul style="list-style-type: none"> • Ensure draft budget processes are informed by the IDP • National regulators and external mechanism entities to give notification of their pricing strategies for the next 3-5 years • National Government to provide Council with their Medium Term Expenditure Framework Plans • Obtain confirmation of financial allocations to municipalities from National and Provincial Governments in terms of the Draft Division of Revenue Bill. • Budget information meeting regarding operational support and capacity building • Submission of the Draft Capital projects for the 2014/2015 Multi-year budget and revised prioritisation model according to Council's strategic objectives, as set out in the draft IDP • Budget information session with Mayor
NOVEMBER	<ul style="list-style-type: none"> • Consultation & alignment with Sector Departments / Service Providers and local municipalities. • Review and drafting of initial 	<ul style="list-style-type: none"> • Quarterly Project Implementation Report (for first quarter) MPPR Reg. 14 • Quarterly Audit Committee meeting 	<ul style="list-style-type: none"> • Submission of the Draft Operating estimates for the 2014/2015 Multi-year budget, analysed according to activities aligned to Council's strategic objectives, as

MONTH	ACTIVITIES		
	IDP	PMS	BUDGET
	<ul style="list-style-type: none"> changes to IDP Participate in the District IDP and Budget Roadshows Follow up with the Steering Committee and the Task Team Participate in the Budget information session with Mayor. Forward community request to various departments Submission of Public Participation Report 	(for the first quarter) MFMA Sect 166 & MPPR Reg. 14(3)(a)	<ul style="list-style-type: none"> set out in the draft IDP Discussions with Senior Managers/Managers on the draft Capital projects for the 2014/2015 Multi-year budget Budget information session with Mayor.
DECEMBER	<ul style="list-style-type: none"> Review KPI's and targets Attend IDP Best Practise Conference with COGTA Task Team meeting for strategy reviews Report on progress as per SDBIP Participate in the alignment of the Draft Capital estimates to the IDP 	<ul style="list-style-type: none"> Compile annual report (MFMA Sect 121) 	<ul style="list-style-type: none"> Perform a mid-year financial review on the current year's (2013/2014) budget and revised estimates to submit an Adjustment budget to Council if considered necessary. Review tariffs and charges and evaluate options Further consultation, if needed with an internal budget committee represented by the various departments. Discussions with Senior Managers/Managers on the Draft Operating estimates for the 2014/2015 Multi-year budget Alignment of the Draft Capital estimates to the IDP Budget information session with Mayor.
JANUARY 2014	<ul style="list-style-type: none"> Preparation of draft IDP Review IDP Review integration phase 	<ul style="list-style-type: none"> Mayor tables annual report MFMA Sect 127(2) 	<ul style="list-style-type: none"> Submit the mid-year budget and performance assessment report to Council. Submit to National Treasury and Provincial

MONTH	ACTIVITIES		
	IDP	PMS	BUDGET
		<ul style="list-style-type: none"> • Make public annual report and invite community inputs into report (MFMA Sect 127 & MSA Sect 21a) • Sect 57 Managers' quarterly assessments (for second quarter) • Approve Annual Report 2012/2013 	<ul style="list-style-type: none"> • Treasury both printed and electronic form the mid-year budget and performance assessment (Section 35) • Make public the mid-year budget and performance assessment report by placing on the municipal website within 5 working days. • Further consultation, if needed with an internal budget committee, represented by the various departments • Alignment of the Draft Operating estimates to the IDP • Prepare supporting information for the draft budget to be submitted to Executive Committee • Finalise detailed budget • Budget information session with Mayor • Mid-Year Review by National Treasury.
FEBRUARY	<ul style="list-style-type: none"> • Conclusion of Sector Plans initiated and integration into the IDP Review report. • Finalise outstanding MEC assessment issues. • Draft IDP & Budget - Prioritization & Budget allocation • Participate in the review of the Mid-year visit Report by National Treasury and implementation of any recommendations 	<ul style="list-style-type: none"> • Quarterly Project Implementation Report (for second quarter) MPPR Reg. 14 • Quarterly Performance Audit Committee meeting (for the second quarter) MFMA Sect 166 & MPPR Reg. 14(3)(a) • Submit annual report to AG, Provincial & DTLGA (MFMA Sect 127) 	<ul style="list-style-type: none"> • Adjustment budget to be considered if necessary • Make public the adjustment budget and supporting documentation within 10 working days after being approved by Council (section 26) • Submit to National Treasury and Provincial Treasury in both printed and electronic form the adjustment budget, supporting documentation and the adjusted service delivery and budget implementation plan (SDBIP) within 10 working days after the

MONTH	ACTIVITIES		
	IDP	PMS	BUDGET
			<p>Mayor has tabled the adjustment budget in Council. (Section 24)</p> <ul style="list-style-type: none"> • Table 2014/2015 Multi-year budget together with the IDP for consideration to Finance Portfolio. • Submit 2014/2015 draft Service Delivery and Budget Implementation Plans to Finance Portfolio Committee for consideration. • Review of the Mid-year visit Report by National Treasury and implementation of any recommendations
MARCH	<ul style="list-style-type: none"> • Alignment with local municipalities' IDPs • Council workshop of final draft IDP & budget - Prioritization & Budget allocation • Council to adopt the final draft Budget & IDP and resolve to advertise for public comment. • Draft IDP submission to COGTA by end of March 2014. • Report on progress as per SDBIP 	<ul style="list-style-type: none"> • Council to consider and adopt an oversight report [Due by 31 March MFMA Sec 129(1)] • Set performance objectives for revenue for each budget vote (MFMA Sect 17) • Annual Customer Satisfaction survey (to be consolidated to annual report) MSA Sect 40 	<ul style="list-style-type: none"> • Submit 2014/2015 Multi-year budget and IDP submitted to Executive Committee and Council for approval • Submit 2014/2015 Service Delivery and Budget Implementation Plans submitted to Executive Committee and Council for approval • Submit 2014/2015 Multi-year budget, IDP and Service Delivery and budget implementation plan in both printed and electronic format forwarded to National and Provincial Governments, including National Treasury within 10 working days after being approved by Council • Make public the tabled budget and supporting documentation within 10 working days after being approved by Council. • Discussion of the tabled budget together

MONTH	ACTIVITIES		
	IDP	PMS	BUDGET
			<p>with the proposed public participation process with the Amakhosi.</p> <ul style="list-style-type: none"> • Ward Committee meeting highlighting involvement of members in the Budget Public Participation process. • Undertake a 4 week community consultation process of the budget.
APRIL	<ul style="list-style-type: none"> • Publish draft Budget & IDP for comment • Assess & incorporate comments – adjust the IDP & budget where necessary. • Attend assessment week by COGTA • Report back on the results of the Assessment Feedback 	<ul style="list-style-type: none"> • Strategies, Objectives, KPA's, KPI's and targets and inclusion into IDP Review report. • S57 Managers' Quarterly Performance Assessments • Publicise Annual Report [Due by 7 April MFMA Sec 129(3)] • Submit Annual Report to Provincial Legislature/MEC Local Government [Due by 7 April MFMA Sec 132(2)] 	<ul style="list-style-type: none"> • Undertake a 4-week community consultation process of the budget. • Revision of the budget and IDP from inputs received from the community, Government departments and National Treasury, if required
MAY	<ul style="list-style-type: none"> • Final approval of IDP& Budget by Council 	<ul style="list-style-type: none"> • Implementation Report (for third quarter) MPPR Reg. 14 • Quarterly Audit Committee meeting (for third quarter) MFMA Sect 166 & MPPR Reg. 14(3)(a) • Annual review of organisational KPIs (MPPR Reg 11) • Review annual organisational performance targets (MPPR Reg 11) 	<ul style="list-style-type: none"> • Publish tariffs and budget for the 2014/2015 financial year • Assessment of the progress of the 2014/2015 budget by National Treasury

MONTH	ACTIVITIES		
	IDP	PMS	BUDGET
JUNE	<ul style="list-style-type: none"> • Submission of approved IDP TO COGTA • Report on progress as per SDBIP • Prepare IDP Process Plan for the IDP Review 2015/2016 		<ul style="list-style-type: none"> • Submission of the draft SDBIP to the Mayor within 14 days of approval of the budget • Approved 2014/2015 Multi-year budget, IDP in both printed and electronic format forwarded to National and Provincial Governments, including National Treasury within 10 working days after being approved by Council • Make public the approved budget and supporting documentation within 10 working days after being approved by Council. • Publish Council's budget and IDP on its website • Establish and complete performance evaluations for functional outcomes based on operational plans and the IDP • Approval of the SDBIP within 28 days after approval of the budget and completion of the annual performance contracts in accordance with s 57(2) of the MSA • Make public the SDBIP within 10 working days after being approved by Council. • The Service Delivery and budget implementation plan in both printed and electronic format to be forwarded to National Treasury and Provincial Treasury within 10 working days after being approved by Council

