

- PROCESS PLAN OF THE 2016/17 IDP REVIEW

PHASE 0 PREPARATION PHASE /PRE PLANNING					
ACTION	PURPOSE	RESPONSIBIITY	PROPOSED DATE	ACTUAL DATE	EVIDENCE
<b>Cacadu District Framework IDP Co-ordinator meeting</b>	Workshop CDMF with all LM – alignment	Cacadu DM and IDP Coordinators	Before 30 July 2015	18 July 2015	Draft District framework
<b>Lock budget</b>	Uploading of adopted budget for 2014/15 and issue certificate of captured data.	CFO	15 July 2015		Issued Certificate
<b>Upload SDBIP 2015/16 on website and publicise</b>	Notify the public of set targets and performance indicators	PMS Manager	Within 30 days after the adoption of final IDP for 2015/16		Website access
<b>4th Quarter Performance Report and finalize Annual Performance Evaluation</b>	Evaluate performance according to the Performance Agreements	MM and Mayor	19 July 2015		Evaluated Reports
<b>Q4 review by Internal Audit Unit</b>	Prepare of Annual Performance Report for MPAC	MM, PMS Manager and Internal Audit Unit	31 July 2015		Reviewed Reports
<b>Review of performance by MPAC and adoption by Council</b>	Moderate Performance evaluation Reports in reparation for Councils consideration for adoption	MPAC and Council	End August 2015		Moderated Reports adopted by Council
<b>Finalise Performance Agreements (2015/16) of Municipal Manager and Managers reporting to the Municipal Manager and Submit to MEC and publicise within 14 days</b>	Legal Requirement	Municipal Manager	31 July 2015		Formal Letter and website access
<b>Review Process Plan and develop IDP and Budget time schedule for 2016/17 (MFA S35(1)).</b>	Alignment with Draft Sarah Baartman DM Framework.	(Legal requirement) Sarah Baartman DM and Local Municipality.	July 2015		Aligned Draft IDP and Budget time schedule / Process Plan with Sarah Baartman DM Draft Framework.
<b>1st Meeting with Cogta-EC</b>	To monitor development of Process Plans as per sect 31 of MSA	Local Municipalities in Cacadu Region			Areas identified for monitoring.

<b>Submit reviewed IDP and Budget time schedule / Process Plan for the 2015/16 planning cycle, to the Mayor</b>	Legal Requirement and for political guidance	Municipal Manager, CFO and IDP Official	7 August 2015		Draft reviewed IDP and Budget time schedule / Process Plan
<b>Table IDP and Budget time schedule / Process Plan and District Framework Plan to Council for adoption</b>	Council adoption - Legal Compliance	Municipal Manager, Mayor, Council, IDP official and CFO	before end of August 2015		Council Resolution. 14/10/AME7
<b>Upload the IDP and Budget time schedule / Process Plan on the municipal website, place on notice boards and advertise in a local newspaper</b>	To notify stakeholders of key dates and encourage participation in these processes.	Municipal Manager and IDP Official	within 10 days of adoption (specify own specific date)		Advertisement
<b>Call for civil society to register for Representation on Rep Forum; Update database and reconstitute public participation structures (e.g. IDP Representatives Forum) (Same advert as above)</b>	Legislative requirement to ensure inclusivity in budgetary and planning processes.	Municipal Manager, CFO, IDP Official	August 2015		Advertisement
<b>Submit adopted Process Plans and Council Resolution to EC-COGTA.</b>	Enable EC-COGTA to monitor implementation of process plan as legislated (S31 of MSA) and compile Provinces planning calendar	MM and IDP Manager	Within 10 days of adoption		E-mail or formal letter
<b>Submit Performance Agreements (2015/16) of Municipal Manager and Managers reporting to the Municipal Manager and Submit to MEC and publicise within 14 days after approval by Council</b>	<b>S53 MFA 14-days after adoption.</b>	Municipal Manager	30 August 2015		Check legal requirement
<b>PHASE 1</b>					
<b>Training for CBP</b>	To train IDP Coordinators on Community Based Planning	Sarah Baartman DM and IDP Coordinators	2nd week of September		Sarah Baartman DM

<b>Conduct situation analysis and update the status quo</b>	SWOT Analysis on the internal and external environment; determine existing level of development and backlogs. Consider changes in the current environment: Gap analysis of the IDP Assessment (2014/15) and 2013/14 Annual Performance Reports and develop corrective action plans	IDP Manager	Before conducting community engagements		Corrective action plans
<b>In collaboration with Council, develop &amp; publicise Community Based Planning Programme</b>	Make community aware of CBP sessions. Secure venues and arrange logistics for scheduled meetings.	Office of the Mayor, Municipal Manager, IDP Officer and CFO	Mid October 2015		CBP Programme
<b>Undertake ward-wide CBP workshops.</b>	Present IDP Process Plan / Time Schedule; Present 2014/15 ward priorities; report back on project progress; cost implications and challenges. Obtain new needs to be prioritised for 2015/16.	Municipal Manager, Directors, IDP Officer, Mayor and Council	October 2015		Attendance Registers, presentations and minutes and new priorities.
<b>Submission of 2014/15 Annual Financial Statements to Office of the Auditor-General</b>	Legal Compliance to obtain Audit Opinion	Municipal Manager and CFO	End August 2015		Letter of Acknowledgement by Office of the AG.
<b>Submit draft 2014/15 annual performance report to the Auditor-General</b>	Legal compliance	Municipal Manager and PMS Manager	End August 2015		Letter of Acknowledgement by Office of the AG.
<b>Submission of 2014/15 Annual Financial Statements to Office of the Auditor-General</b>	To update status quo - conduct SWOT analysis on the environment; determine existing level of development and identify gaps i.t.o. IDP Assessment 2014 including progress on performance	Municipal Manager, Directors and IDP Official	Month of September 2015		Corrective Action Plans
<b>Submit draft 2014/15 annual performance report</b>	Legal Compliance to obtain Audit Opinion	Municipal Manager and CFO	End August 2015		Letter of Acknowledgement by Office of the AG
<b>Attend District IDP Rep Forum Meetings</b>	Legal Compliance.	Municipal Manager, CFO, Sec 56 Managers	10 September 2015		Attendance Register
<b>Convene first IDP and Budget Steering Committee meeting</b>	Alignment and information sharing.	IDP Co-ordinators and Mayors	17 September 2015		Attendance Register
<b>Convene first IDP Representative Forum meeting</b>	To Present adopted Process Plan and discuss any environmental changes; Report on project implementation progress, spending trends and	Mayor, Portfolio Cllr. Municipal Manager, CFO and Section 56	22 October 2015		Reports, presentations, minutes and attendance register

	challenges; Present status quo on backlogs in preparation for the IDP Rep Forum Meetings	Managers			
	Present adopted Process plan and on project status and situational analysis of the area. Sector Dept. to report on 2014/15 FY project implementation progress.				
<b>Strategic Planning Session</b>	Track progress on implementation to see if targets are met. Review institutional functionality and verify level of Service Delivery. Facts and figures for consolidation with ward analysis. Review of the financial strategies and key economic and financial planning assumptions. Project scoping and budget allocations.	Council, Municipal Manager, Directors, Managers	1 <sup>st</sup> week in November 2015		Reports, presentations and, attendance register.
<b>Organogram review</b>	Legal Compliance to Enable the IDP implementation	Municipal Manager, Directors and Council	October 2015 to January 2016		Attendance Register and organogram status
<b>Q1 Performance Reporting</b>	Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	Municipal Manager and PMS Manager	15 October 2015		Evaluation Reports
<b>Q1 review by Internal Audit</b>	Preparation of Annual Performance Report for MPAC	MM and PMS Officer and Internal Audit Unit	October 2015		PMS Manager
<b>Review of performance by MPAC and adoption by Council</b>	Moderate Performance evaluation Reports in preparation for Council	MPAC and Council	Before end of November 2015		Moderated Reports adopted by Council
<b>Submit first quarter returns 30 days after the end of the quarter</b>	MFMA compliance	MM, CFO	Before the end of October 2015		Acknowledgement of receipt from National and Provincial Treasury
<b>PHASE 2</b>					
<b>Draft 3-year Budget forecast on human resources costs</b>	To ensure that the budget cost on human resource stays within the prescribed percentage	CFO and AME Director	September 2015		3 year budget forecast report
<b>Submit proposed DRAFT 2016/17 Operating and Capital Budget requirements by directorates to the CFO</b>	Preparation of the proposed adjustment budget and indicative 2015/16 forecast.	Municipal Manager, CFO and Section 56 Managers (Directors)	Last week of October 2015		Directorate draft budget requirements.

<b>Review Budget related policies</b>	Legal Compliance -review, update and check relevance	CFO	By end November 2015		Council Resolution
<b>Submit Sector plans and KPA inputs on IDP, Directorates to submit Departmental SDBIP to PMS Manager</b>	To inform the review and updating of the IDP and Institutional SDBIP	Municipal Manager, CFO and Directors	By end of November 2015		KPA input and SDBIP per directorate
<b>PHASE 3</b>					
<b>Convene the second IDP and Budget Steering Committee meeting.</b>	Report on refined objectives and strategies, planned strategic interventions and proposed amendments to the organogram in response to overcome challenges. Present consolidated proposed directorate projects and budget needs.	Municipal Manager and CFO	26 November 2014		Reports, presentations, minutes and attendance register
<b>2nd Meeting with COGTA-EC</b>	To monitor the implementation of planning phases identified in the Time Schedule /Process Plan as per sect 31 of MSA	EC-COGTA & IDP Officer	1st week in December		Minutes and attendance register
<b>Prepare and submit audit action plan.</b>	To address the shortfalls identified by the AG.	Municipal Manager and CFO	End December 2015		Copy of the Audit Action Plan.
<b>PHASE 4</b>					
<b>Finalise the annual review of tariffs, fees and charges</b>	To determine increase to be undertaken to cover service delivery	Municipal Manager, CFO and directors	January 2016		Amended tariff list
<b>Submission of the Sec 72 Performance Report</b>	Legal Compliance	MM, CFO and Mayor	25 January 2016		Reports
<b>Q2 Performance Reporting.</b>	Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	MM and PMS Officer	January 2016		Evaluation Reports
<b>Q2 review by Internal Audit</b>	Preparation of Annual Performance Report for MPAC	MM, PMS Manager and Internal Audit Unit	End of January 2016		Reviewed Reports
<b>Review of performance by MPAC and adoption by Council</b>	Moderate Performance evaluation Reports in preparation for Council	MPAC and Council	End of February 2016		Moderated Reports adopted by Council
<b>IGR Session to facilitate alignment</b>	Align provincial and national programmes with IDP	Municipal Manager	By end of February 2016		Attendance Register

<b>Confirm National and Provincial Government allocations to the Municipality for incorporation into the Draft Budget for tabling</b>	To incorporate grant funding from National and Provincial Government into the Draft Budget.	CFO	Publication of DORA toward mid- to-end February 2016 Specify your own date		Allocation circular
<b>PHASE 5</b>					
<b>Convene the third IDP and Budget Steering Committee – alignment</b>	Finalise internal alignment and project register. Ensure budget alignment between the Draft IDP and Draft SDBIP with agreed upon targets and performance indicators per project.	IDP Manager	8 March 2016		Reports, presentations, minutes and attendance register
<b>Convene the 2nd IDP Representatives Forum meeting – alignment</b>	Present the Final Draft IDP, Draft Budget and Draft SDBIP. Sector Dept. report on project implementation for 2014/15 and confirm project and budget allocations for 2015/16. (Finalise external project alignment)	Municipal Manager, Mayor, CFO and IDP Official	17 March 2016		Presentations, minutes and attendance register
<b>In collaboration with Council develop and publicise the final Draft IDP and Budget 2016/17 Community Engagement Programme</b>	Make citizens aware of outreaches, prior to the adoption of the final Draft IDP and Budget. Secure venues and arrange logistics for scheduled meetings.	Office of the Mayor, Municipal Manager, IDP Officer and CFO	March 2016		Public notices.
<b>Table 2016/17 Final Draft IDP and Capital and Operating Budgets</b>	Council to consider and adopt the final Draft IDP and Budget.	Municipal Manager and CFO	Not later than end March 2016		Adopted Final Draft IDP and Budget resolution.
<b>Submit adopted draft IDP to the MEC for local government</b>	Pre assessment interaction.	MM and IDP Officer	Not later than end March 2016		Letter of acknowledgment/email
<b>Upload the Council approved Draft IDP and Budget (2016/17) on the municipal website and place a notice in local newspapers for public inspection (21days)</b>	Legal Requirement to allow public to raise objections / comments on the adopted Draft IDP and Budget.	Municipal Manager; CFO and IDP Officer	Within 10 days of adoption		Advertisement and website

<b>Forward 2016/17 Draft Capital and Operating Budgets and Draft IDP to National Treasury and Provincial Treasury and any prescribed national or provincial organs of state and other municipalities affected by the budget</b>	Legal compliance as a control measure between Treasury and the LM.	Municipal Manager and CFO	Within 10 days of adoption		E-mail and Tracking
<b>Q3 Performance Reporting.</b>	Evaluation Sec 56 managers, lower levels if applicable and institution PMS - Legal compliance	MM and PMS Officer	End of April 2016		Evaluation Reports
<b>Q3 review by Internal Audit</b>	Preparation of Annual Performance Report for MPAC	MM, PMS Manager and Internal Audit Unit	End April 2016		Reviewed Reports
<b>Review of performance by MPAC</b>	Moderate Performance evaluation Reports	MPAC and MM	End April 2016		Moderated Reports adopted by Council
<b>IDP Pre assessment interaction.</b>	Monitor state of readiness to adopt Final IDP and Budget.	COGTA and LM	during April 2016		Minutes
<b>Undertake ward-wide public participation meetings</b>	Allow opportunity for community to be part of municipal planning and be informed of the impact of IDP within their ward.	Office of the Mayor, Ward Councillors, Municipal Manager, CFO and Directors	2 <sup>nd</sup> to 3 <sup>rd</sup> week in April 2016		Attendance Registers presentations and minutes.
<b>Consolidate all public participation inputs and comments in respect of 2016/17 Draft IDP and Budget</b>	Table to Mayor for consideration before the adoption of the Final 2015/16 IDP and Budget.	Municipal Manager and CFO	Last week in April 2016		Consolidated ward comments
<b>Convene 4th IDP and Budget Steering Committee - consider comments and finalise</b>	Interrogate community comments and finalise SDBIP/IDP alignment and any necessary amendments to the IDP and budget.	Municipal Manager and IDP Official and CFO	5 May 2016		Reports, presentations, minutes and attendance register
<b>Convene the 3rd IDP Representatives Forum meeting to present final IDP for consideration</b>	Present the <b>FINAL IDP</b> . Report on public engagement and outcome of the 21-days public inspection and invite any last changes or additions to sector project register.	Municipal Manager, Mayor and IDP Official	12 May 2016		Presentations, minutes and attendance register
<b>Adopt the Final 2016/17 IDP and MTEF Budget.</b>	Legal compliance. Council to consider and approve.	Municipal Manager, CFO and Council	Before end May 2016 Align to Council Calendar		Adopted IDP and council resolution

<b>Upload adopted Final 2016/17 IDP and MTEF Budget on the municipal website</b>	Legal compliance and access to strategic documents.	Municipal Manager and CFO	10 days after adoption		Website access.
<b>Submit approved IDP and Budget to the MEC for local government</b>	Legal compliance	Municipal Manager	Within ten days of adoption		Formal letter
<b>Final IDP Provincial Assessment 2015</b>	MEC comments	DM, LM, KPA leaders, COGTA, Sector Departments	July/August 2016		Signed MEC comments and individual assessment reports