

INTERGRATED DEVELOPMENT PLANNING, BUDGETING, PERFORMANCE AND REPORTING PROCESS PLAN 2017/18

(TIME SCHEDULE OF KEY DEADLINES)

MONTH	IDP PHASE	IDP PROGRAMME	IDP PROPOSED ACTIVITY	BUDGET PROCESS	PERFORMANCE & REPORTING PROCESS	RESPONSIBILITY
July-2016			Preparation of the process plan 2017/18	Preparation of the process plan 2017/18	Preparation of the process plan 2017/18	Accounting Officer and Chief Financial Officer
			IDP Framework & Process plan tabulated at the IDP Managers Forum	Engagements with Budget Office on the draft IDP Framework & Process Plan	Draft IDP Framework & Process plan	Planning Unit
			Tabling of the process plan 2016/17 to Council by the Executive Mayor	Tabling of the process plan to Council by the Executive Mayor	Tabling of the process plan to Council by the Executive Mayor	Planning Unit & Chief Financial Officer

August-2016		Coordination of IDP Framework and Process Plans in Local Municipalities	Preparatory Meetings and engagements with local Municipalities	Planning of the next three year budget in accordance with co-ordination role of the Process Plan 2017/18	Submission of the Process Plan 2017/18 to Provincial Treasury	Planning Unit
						Chief Financial Officer
					Advertise the Process Plan 2017/18	Chief Financial Officer
					Beginning of the Annual Report Preparation Process	Accounting Officer and S56 Directors
					Review of budget related policies	Chief Financial Officer
September-2016	Analysis	Assist Local Municipalities with the assessments of the existing level of development (Situational Analysis)	Desktop Analysis of existing level of development, through reports from Local Municipalities.	Determine the funding/revenue projections for the next three years	Situational analysis report	Planning Unit
						Chief Financial Officer

			Develop questionnaires for Ward Committees & CDWs for Ward profiling & status quo of projects, & needs assessment			
Analysis	Collation of information from various database	Review progress made on the implementation of projects (as per previous IDP)	Budget Process Begins	Needs Assessment report	Planning Unit Chief Financial Officer	
	Engagements with National & Provincial (Provincial & District Forum & Rep-forums)	Discussing outcome of the assessments with sector departments through rep-forums		Alignment workshop to evaluate information from PMS and Monitoring and Evaluation		
	Public Participation	Conduct Public Participation	Public Participation Report. (reflect the needs of the communities)	Situational Analysis report / Needs Assessment report.		

				Preparation for the draft budget commences		
				Preparation of the first quarter budget report	First Quarter Budget report to council	
October 2016	Strategies	Development of the Vision & Mission of the District Municipality.	Development of Vision & Mission through Steering Committee Meeting.		Vision & Mission	Planning Unit
		Development of Objectives & Strategies	Development of Objectives & Strategies through Steering Committees		Objectives & Strategies	Planning Unit
		Alignment of objectives and strategies with National & Provincial Imperatives	Discuss priority issues & Alignment with NDP & FSGDS & other relevant policies		Aligned Objectives & strategies with National & Provincial Imperatives.	

		Consultation & Workshop (through, Strategic Sessions with various departments , and IDP Rep Forum)	Consultation with sector departments and all stakeholders to consolidate issues.		Meetings	
				Preparation for the Draft Budget continues		Chief Financial Officer to liaise with Directors for their departmental budget
November 2016	Projects	Projects Identification	IDP projects list			Planning Unit , Technical Department & Budget Unit / CFO
		Projects Costing	Projects with estimated Costs			
		Confirmation of project lists from local municipalities	Alignments of projects with sector strategic plans, FSGDS, NSDP, District & Local Municipalities other service providers			
December 2016	Integration	Integration of programmes & Projects of National & Provincial Departments	Integration of programmes & projects through Cogta Programmes, Provincial IDP Managers Forum & IDP Rep- Forums			Planning Unit

		Integration of programmes	Bring together different plans into integrated plans			
		Confirmation of ongoing projects project and status quo, and integration of sector departments programmes.	Preparation and finalization of draft IDP			
January-2017		Compilation and finalization of the draft IDP	Consolidation of draft district IDP		Finalise the Annual Report	Planning Unit Accounting Officer
					Preparation of the mid-year performance and assessment report Tabling of the Mid-year Report to Council	Accounting Officer liaise with Chief Financial Officer
February-2017		First draft IDP		As a result of the Assessment Report	Submission of the Budget Return Form to National	Chief Financial Officer Accounting Officer

			Presentation of draft IDP to Rep Forum & Steering Committee	consider Adjustment of the Budget	Treasury and Provincial Treasury	
				Second Quarter Budget Report to Council		Chief Financial Officer to liaise with the Accounting Officer
				Tabling of the Adjustment Budget to council by the Executive Mayor	Publication of the Annual Report	Accounting Officer and Chief Financial Officer
				Consolidation of the departmental budgets and preparation of the proposed draft budget	As a result of the Adjustment Budget consider the review of the SDBIP	Accounting Officer and Chief Financial Officer
				Finalise the Draft budget in uniform format		Accounting Officer and Chief Financial Officer
March-2017	Approval	Adoption of draft IDP	Present the draft to Council for adoption	Adoption of the draft budget	Tabling of the draft IDP and budget by the Executive Mayor to council for adoption	Accounting Officer and Chief Financial Officer

			Submit copies of approved IDP to MEC for Local Government		Submit copies of approved IDP to MEC for Local Government	Accounting Officer
			Submit copies of IDP to Sector Departments		Submit copies of IDP to sector Departments	Accounting Officer
					Adoption of an oversight report	Executive Mayor to liaise with the Accounting Officer and the Chief Financial Officer
					Tabling of the Service delivery and budget Implementation Plan(Revised)	Accounting Officer
April-2017		Publication of IDP & related comments (stakeholder engagements)	Conduct Public hearing on IDP where necessary	Public Participation Process (IDP & Budget)	Advertise Draft IDP & Budget	Accounting Officer and Chief Financial Officer
				Third Quarter Budget Report to Council		

		Engagements with Sector Departments	IDP Assessments by National & Provincial Departments		Submission of the Budget Return Form to National & Provincial Treasury	Chief Financial Officer
		Inputs from Sector Departments	Updating the IDP		Submission of the Oversight Report to Provincial Legislature & Provincial Treasury	
		Inputs & comments considered	Updating the IDP			
		IDP Doc amended accordingly	Updating the IDP			
		Mayor tables IDP & Budget for adoption	Advertisement for IDP & Budget			

May-2017	Adoption of Final IDP	Adoption of the final IDP Review (2017/2018)	Adoption by Council	Approval of the Annual Budget by Council		Executive Mayor to liaise with the Accounting Officer and the Chief Financial Officer
					Tabling of the Draft SDBIP 2017/18	Accounting Officer
June-2017	Submission of IDP to MEC. & other sector departments	Submission of IDP to Province within the prescribed time frame after adoption by council	Submission of IDP		Approval of the Service Delivery and budget Implementation 2017/18 Plan by the Mayor	Accounting Officer
		Placement of a notice for the adoption of IDP			Send IDP to province within prescribed time after adoption by Council (Submission of IDP to MEC. & other Sector Departments)	Accounting Officer
					Placement of a notice for the adoption of IDP and Budget	Chief Financial Officer
					Place the IDP and the annual budget on the website	Chief Financial Officer
				Budget Process ends	Submit Budget document to National , Provincial Treasury and to DPLG	Chief Financial Officer

