

2015/2016 IDP REVIEW/BUDGET & PMS PROCESS PLAN - ACTION PROGRAMME

ALIGNED PROCESS	ACTIVITIES AND MILESTONES	TARGET DATES	RESPONSIBILITY	OUTPUTS
IDP	Milestone 1: Submission of 2015/2016 IDP Review Process Plan to COGTA	01 August 2014	IDP Manager	Submitted IDP Review /BUDGET & PMS Process Plan
IDP	UMDM IDP Sub Cluster Meeting	04 July 2014	IDP Manager	UMDM IDP Process Framework
IDP- BUDGET- OPMS	Prepare Draft 2015/2016 IDP Review / Budget & PMS Process Plan	5 – 26 July 2014	IDP Manager	Draft 2015/2016 IDP Review / Budget & PMS Process Plan completed
IDP	Submit Draft 2015/2016 IDP Review / Budget & PMS Process Plan to COGTA for comments	01 August 2014	IDP Manager	Letter of acknowledgement
OPMS	Signed S57 Manager's Performance Agreements – S53 MFMA and S57 MSA	01 August 2014	Municipal Manager	Signed performance agreements and place on website within 14 days
	Milestone 2 : IDP Phase 1 Analysis /Status Quo analysis	26 September 2014	IDP Manager, MANCO EXCO	Status quo analysis report
IDP	Collect data to review Status Quo	08 August 2014	IDP Manager	Verified data
IDP- INCORPORATING BUDGET AND OPMS	Assess the status of sector plans and policies	1 – 26 August 2014	IDP Manager MANCO	Updated table indicating status of reviewed strategies, sector plans and policies
IDP	MEC Panel assesses submitted 2013/ 2014 IDP Review	01 - 30 August 2014	MEC Panel	Results of the assessment and response
IDP	Draft 2015/2016	30 August 2014	COGTA	IDP Process Plan

	IDP Review / Budget & PMS Process Plan comments			
OPMS	Draft 2013 / 2014 Annual Performance Report – S46 MSA	30 August 2014	MM PMS Manager	Draft 2013 / 2014 Annual Performance Report – S46 MSA
IDP	Sustainable Living Exhibition	22-24 August 2014	IDP Manager GM - Economic Development and Planning	Attendance register and minutes
IDP	Municipal Strategic Planning Session	October 2014	Full Council EXMANCO	Strategies Report
IDP- INCORPORATING BUDGET AND OPMS	Tabling of IDP Review /Budget & PMS Process Plan	27 August 2014	EXCO	Tabling of IDP Review /Budget & PMS Process Plan
IDP	Advertise Process Plan	03 - 23 September 2014	IDP Manager	Copy of advert
IDP	UMDM IDP Sub Cluster Meeting	19 September 2014	IDP Manager	Draft status quo report and data alignment
IDP	Planning Indaba/MEC Panel feedback	30 September 2014	COGTA Sector Departments IDP Manager	Final 2014/2015 IDP Review assessment results
SDF	Develop SDF Review Programme	10 October 2014	IDP Manager GM – Economic Development and Planning Chief Town Planner	SDF Review Programme
BUDGET	2015 / 2016 First Quarter Budget Review	28 October 2014	CFO	Budget review report
OPMS	Internal Audit Reports on performance information must be submitted to the MM and Performance Audit Committee – S45 MSA and Reg 14 PPMR	Quarterly	MM Internal Audit PAC	Quarterly performance reports

IDP	Status Quo Report to IDP Technical Committee	13 October 2014	IDP Manager	Status Quo Report
IDP	Status Quo Report to Exco and Council	23 October 2014	GM - Economic Development and Planning	Status Quo Report
Milestone 3: Phase 2 & 3 of the IDP: Review Strategies & Projects				
		30 November 2014	EXMANCO and Full Council	Reviewed strategies report
IDP	Status Quo Report to IDP Representative Forum	4 November 2014	IDP Manager All GMs Municipal Manager	Status Quo Report Inputs
IDP	Incorporate reviewed municipal strategies	03 – 14 November 2014	IDP Manager	Report on reviewed strategies
IDP- OPMS BUDGET	Develop the measurable objectives for the next financial year and include the required budget for achieving those objectives	06 - 31 November 2014	Internal Departments	Inputs in required format
OPMS	Internal Audit Reports on performance information must be submitted to the MM and Performance Audit Committee – S45 MSA and Reg 14 PPMR	Quarterly	MM Internal Audit PAC	Quarterly performance reports
IDP	UMDM IDP Sub Cluster Meeting	21 November 2014	IDP Manager	Alignment of strategies report
IDP	Strategies Report to Exco/Full Council	22/27 November 2014	District / All Municipalities per Council calendars	Item: reviewed strategies report for approval
SDF	SDF Review Strategies Report	28 November 2014	IDP Manager GM – Economic Development and Planning Chief Town Planner	SDF Strategies Report

IDP	UMDM IDP Representative Forum	28 November 2014	IDP Manager	Alignment of MTSFs, MTEFs, programmes and budgets
IDP	Prioritization of IDP projects	01–11 December 2014	All municipalities	Projects prioritization lists integrated into the IDP
SDF	Mapping of IDP Projects into the Capital Investment Framework Plan	12 December 2014	GIS Unit	Capital Investment Framework Plan
IDP	IDP Best Practice Conference	05 December 2014	IDP Manager	Attendance and minutes
BUDGET	2015/2016 Budget Mid Term Review	15 January 2015	CFO Budget Manager	Budget Mid-Term review report
OPMS	Mid-year budget and performance assessment – S72 MFMA	27 January 2015	MM S57 Managers PMS Manager	Mid-year performance report
OPMS	Schedule Performance Audit Committee meetings twice a year – Reg 14 PPMR	30 January and 31 July 2015	MM Internal Audit PAC	Minutes of Committee meetings
BUDGET-IDP	2015/2016 Interdepartmental Budget Inputs	02 –13 February 2015	Budget Manager MANCO	Completed templates aligned to IDP format
IDP-BUDGET-SDBIP	Alignment of IDP and Budget towards SDBIP	18 - 21 February 2015	IDP Manager Budget Manager CFO	Completed templates aligned to IDP format
	Milestone 4: Phase 4 &5 of the IDP: Integration and approval I/ Adoption and submission of Draft 2015/2016 IDPs to COGTA and Budget to Treasury	28 March 2015	COGTA AND TREASURY	

IDP	Meeting of COGTA and Municipalities of IDP Assessments process 2015/2016	13 February 2015	COGTA IDP Manager Sector Departments and State-Owned Enterprises (SOEs)	Adopted assessment criteria
BUDGET	Tabling of Draft 2015 /2016 IDP Review and Draft Multi Year Budget	26 March 2015	Full Council	First Draft IDP Review / Budget report
PMS	Tabling of Draft SDBIP	26 March 2015	Full Council	Draft SDBI
SDF	Adoption of the Draft SDF Review	26 March 2015	Full Council	Draft SDF Review
IDP	Submission of Draft 2015/16 IDP Review to COGTA	27 March 2015	IDP Manager	Proof of submission of Draft IDP Review
SDBIP	Submission Draft 2015/16 SDBIP to Provincial Treasury	27 March 2015	Budget Manager	Proof of submission of draft reviewed SDBIP
OPMS	Review PMS Policy and prepare draft PMS scorecard for inclusion into draft IDP (Ensure draft scorecard indicators are aligned to IDP objectives)	31 March 2015	S57 Managers IDP Manager PMS Manager	PMS Scorecard reviewed and incorporated into IDP
IDP & BUDGET	Advertise Draft IDP Review and Draft Multi Year Budget for Public Comments	31 March – 24 April 2015	All Municipalities	Copies of adverts and directions

	Milestone 5: Assessment of Draft 2013/14 IDP Review and self-assessment	26 March –22 April, May	IDP Manager	
IDP	Presentation of Draft IDP Review to IDP Representative Forum	02 April 2015	Mayor Municipal Manager All GMs IDP Manager	Draft IDP/Budget inputs
IDP	UMDM IDP Sub Cluster Meeting	03 April 2015	IDP Manager	Circulated self-assessment tool
IDP & BUDGET	Present Draft 2015/2016 IDP Review and Draft Multi Year Budget to the Ward Committees	06 April 2015	Mayor Municipal Manager	Register and minutes of inputs
IDP	Convening of decentralized IDP Assessment Forums	10-11 April 2015 Date to be confirmed by COGTA	IDP Manager COGTA	Decentralized IDP assessment report
IDP & BUDGET	Present Draft 2015/2016 IDP Review and Draft Multi Year Budget to the community in all wards	01 - 30 April 2015	Mayor Municipal Manager	Register and minutes of inputs
IDP	IDP Assessment Feedback Session based on IDP Assessment Frameworks	09 May 2015	IDP Manager	Assessment feedback report
	Milestone 6: Adoption and Submission of Final 2015/16 IDP Review / Budget to COGTA and Treasury	10 July 2015	Full Council IDP Manager Budget Manager	
IDP & BUDGET	Incorporate public comments on Draft IDP Review and Draft Multi Year Budget	April – May 2015	IDP Manager Budget Manager	Incorporated comments

IDP	Incorporate comments from the Assessment panel from COGTA	22 May 2015	IDP Manager	Response-table
IDP and BUDGET	Table Final Multi Year Budget for adoption	27 May 2015	Full Council	Council Resolution
IDP-BUDGET-OPMS	Address comments from the Auditor General on the Annual Report of the previous Financial Year	30 May 2015	MANCO	Response-table
IDP	Table and adoption of Final 2015/2016 IDP Review	30 June 2015	Mayor EXCO Council	Council Resolution
OPMS	Approved Departmental SDBIPs	25 June 2015	Mayor Municipal Manager PMS Manager	Signed SDBIPs
OPMS	Approved Municipal / Organisational Scorecard – S44 MSA	27 June 2015	MM PMS Manager	Council Resolution
IDP-BUDGET	Submit adopted Final 2015/2016 IDP Review to COGTA	10 July 2015	IDP Manager	Letter of acknowledgement from COGTA