

## IDP/BUDGET TERM OF OFFICE PROCESS PLAN FIRST TERM: 2007/2008 FINANCIAL YEARS

	IDP TERM OF OFFICE PLAN	Activity	Legislative Requirement and Information	Timeframe	Responsible Department
1	Process Plan	Drafting a process plan for the compilation of the 2007/08 IDP and budget. <b>The process plan is a time schedule outlining key deadlines for preparing, tabling, approving and reviewing the IDP and budget (s 28 and 29 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year.</b>	MSA s 28, 29	11 – 17 May 2006	IDP
		Consult and agree with Budget and OPMS on the draft process plan		18 May 2006	IDP/BUDGET/ OPMS
		Consult and agree with Ikhwezi		30 May 2006	IDP
		Consult and agree with the Support Directors on the draft process plan		6 June 2006	IDP
		Consultations with 21 Subcouncils	MSA Ch 4	9 – 22 June 2006	IDP/PEU
		Place advertisements in media and strategic public places to ask the public to comment on the process plan		1 July – 31 July 2006	IDP/PEU
		Consultations with business and private sectors		22 – 31 July 2006	IDP/PEU
		Consult and agree with Intergovernmental Task Team		22 – 31 July 2006	IDP
		Public Participation on draft process plan, feedback on 2005/6 IDP, Proposed 2006/2007 Budget and process for identification of needs.	MSA Ch 4	22 – 31 July 2006	IDP/PEU
		Process plan to be considered at Portfolio and IDP Ad Hoc Committees		1 – 4 August 2006	IDP
		Process plan to be considered at Mayco		21 August 2006	IDP
		Process plan to be adopted by Council	MFMA s 21, 23, 23 MSA s 34 ch 4 as amended	31 August 2006	IDP

2	Strategic Analysis Report	Compile an Analysis Report in preparation for determining the strategic priorities and for inclusion in the IDP	Conduct an opinion survey, strategic analysis and review to determine the status of socio-economics, financial, environmental, census data, levels of need and levels of service.	31 August 2006	IKM
3	Infrastructure Backlogs Grid	Development of Infrastructural Maintenance backlog grid		31 August 2006	SERVICES & INFRASTRUCTURE
4	Community-based Planning	Training of Subcouncils/Ward Committees and officials on Community-based Planning. Needs identification process with the community	DPLG Directive	1 – 31 August 2006	IDP/PEU/SUB COUNCILS
5	IDP Marketing and Awareness Campaign	Marketing and Awareness of the IDP internally and externally to improve understanding and increase the level of public participation.	Launch of DVD, Open Day, Roadshows, Illustrative Booklet, Media campaigns, Exhibitions	1 – 31 August 2006	IDP/PEU/COMMUNICATION S/EVENTS
6	Strategic goals and objectives and prioritisation	Briefing on the Analysis and determine strategic objectives and priorities for service delivery and development for the term of office as well as development of 3 year budgets including the review of national and provincial government sector and strategic plans	2 x 1-day workshops with Mayco and Top Management to develop vision, values, strategic objectives, targets and strategic themes.	29 September 2006	IDP/BUDGETS/OPMS/PEU/STRAT & DEVT
7	MTIEF and Revenue projections	Budget office develop MTIEF and determines revenue projections and proposed rate and service charges and draft initial allocations to functions and dept's for the next financial year after taking into account strategic objectives.	MFMA s 21, 22, 23	29 September 2006	BUDGETS
8	Community Based Plans	Subcouncils to develop subcouncil/ward plans for IDP		29 September 2006	IDP/PEU
9	Spatial Plans	Development of Spatial Plans		29 September 2006	STRAT & DEV
10	Political Consultation	Consult political structures on political priorities and needs at decentralized level		29 September 2006	IDP/PEU
11	Inter - governmental Alignment	Workshop with the Integrated Intergovernmental Development Task Team to align local, provincial and national strategies.		15 – 31 October 2006 (20 Oct 06)	IDP

12	IDP Stakeholder Engagement	Ward Committees and Sector organisations to participate in the prioritisation of Council initiatives at Ward, Sub-Council and City-wide level. Use MTIEF guidelines to ID affordability. Ward allocation priorities to be finalized. Projects already identified at local level.	Prioritized lists of project proposals at ward, Sub-Council and City-wide level	1 - 31 October 2006	IDP/PEU
13	Hi- Level Business Plans	Directorates submit hi-level business plans		31 October 2006	IDP/DIRECTORATES
14	Alignment	Engage with provincial and national sector departments ( <i>Service level agreements and unfunded mandates legalize</i> ) and district and local municipalities on sector specific programmes for alignment with City plans.	(Schools, libraries, clinics, water, electricity, roads etc)	31 October 2006	IDP/IGIDTT
15	Corporate Scorecard	Development of a Corporate Scorecard for the organization	Ch 6 – MSA	31 October 2006	OPMS
16	Municipal Entities	Briefing to municipal entities on drafting of strategic plans and budgets.		31 October 2006	IDP/BUDGETS
17	National policy review	Accounting officer does initial review of national policies and budget plans and potential price increases with function and department officials.	MFMA s 35, 36, 42, MTBPS	31 October 2006	BUDGETS
18	1 <sup>st</sup> Draft IDP	Completion of the 1 <sup>st</sup> draft of the IDP and capital budget. Draft BSCs and SDBIPs per programme, directorate and department.	1 <sup>st</sup> draft term of office IDP MSA s 34	31 October 2006	IDP
19	Business Plans & SDBIP	All Departments submit departmental business plans and SDBIPs		15 November 2006	IDP/DEPARTMENTS
20	Draft IDP and Capital budgets	Submit draft IDP and Capital budgets to Ikhwezi, Mayco and Council.	MFMA	29 November 2006	IDP/BUDGETS
21	Tariff policy	Council finalizes tariff (rate and service charges) policies for the next financial year	MSA s 74, 75	12 December 2006	BUDGETS
22	Briefing to Municipal entities on IDP	Municipal entities to align their budgets and plans with City IDP	MFMA 87(5) (d)(ii)	29 December 2006	IDP
23	Draft Operating budget	Submit draft Operating budget to Ikhwezi, Mayco and Council	MFMA	31 January 2006	BUDGETS
24	Municipal entity Budgets	Entity board of directors must approve and submit proposed budget and plans for the next 3 years budgets to the City at least 150 days before the start of the financial year	MFMA s 87(1)	31 January 2007	IDP/BUDGETS
25	Allocations	Review proposed national and provincial allocations to the City	MFMA s 36	31 January 2007	BUDGETS

		for incorporation into the draft budget for tabling (Provincial and national allocation for 3 years must be available by 20 January)			
26	Municipal entity business plans and draft budgets	Council considers municipal entity proposed budget and plans for the next 3 years	MFMA s 87(2)	28 February 2007	IDP/BUDGET S
27	Proposed budgets and plans	Accounting officer finalizes and submits to Mayor proposed budgets and plans for next 3 year budgets taking into account mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report		28 February 2007	BUDGETS
28	Draft SDBIP's	BSC & SDBIPs to Executive Directors		28 February 2007	IDP
29	Entity budget revisions	Entity Board of directors considers recommendations of the City and submit revised budget by the 22 <sup>nd</sup> of month	MFMA s 87 (2)	22 March 2007	BUDGETS
30	Budget and IDP Final Drafts	Mayor tables municipality draft budget, budgets of entities, resolutions, plans and proposed revisions to IDP at least 90 days before the start of the financial year	MFMA s 16, 22, 23, 87. MSA s34	31 March 2007	IDP/BUDGET S
31	Annual Report	Tabling of Annual report to Council	MSA	31 March 2007	BUDGETS/ OPMS
32	Consultation on Draft IDP and Budget 2007/2008	Advertise and publish final draft of IDP and Budget for 21 days for public comment and submit to National and Provincial Treasury and others as prescribed	MFMA s 37 (2) Mayor to be provided with assistance to revise budget documentation in accordance to consultative processes and taking into account results from the 3 <sup>rd</sup> quarterly review of the current year	1 - 21 April 2007	IDP/BUDGET S/PEU
		Consulting Ward Committees, Sub-Council and City-wide forums such as business, private sector and other municipalities on the 1st draft of IDP, targets, KPIs and 3 year financial plans.	Public comments and recommendations	1 – 21 April 2007	IDP/BUDGET S/PEU
		Conduct IDP/Budget Public Hearings to obtain public comment and inputs from communities, national, provincial government and other municipalities. Announce cut-off dates.	Public inputs. MFMA s 21	1 – 21 April 2007	IDP/BUDGET S/PEU
		Consultation with Mayco, portfolio committees, sub-councils and public forums on the final draft of IDP and Budget	Comments and recommendations	30 April 2007	IDP/BUDGET S/PEU
		Consultation with national and provincial treasuries and finalize sector plans for water, sanitation, electricity, etc.	Mayor to be provided with an opportunity to respond to submissions during	1 – 15 May 2007	IDP/PEU

			consultation and table amendments for Council consideration. MFMA s 23, 24 MSA Ch 4 as amended		
33	Municipal entity budgets	Entity Board of Directors to approve the budget of the entity not later than 30 days before the start of the financial year taking into account any hearings or recommendations of the council of the parent municipality	MFMA s 87	31 May 2007	IDP/BUDGET S
34	Budget and IDP approval	Council must give final approval of the IDP & Budget document by resolution, setting taxes and tariffs, approving changes to the IDP and budget related policies, approve measurable performance objectives for revenue by source and expenditure by vote before the start of the financial year resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote	MFMA s 16, 24, 26, 53 MFMA s 53 MSA s 38-45, 57 (2)	31 May 2007	IDP/BUDGET S
35	Final SDBIP's	Mayor must receive the SDBIP and draft performance agreements within 14 days after approval of the budget and the IDP.	MSA s 57 91) (b), s 57 MFMA s 69	14 June 2007	IDP/OPMS
36	Letter to MEC	Letter to MEC ito Systems Act and Regulations		14 June 2007	IDP/CITY MANAGER
37	SDBIP approval	Mayor to approve SDBIP's and performance agreements within 28 days after approval of the IDP and budget. Submit to the MEC of local government and makes it public within 14 days after approval	MFMA s 53, 16, 24, 26, 53, 75, 87 MSA s 38-45, 57 (2)	29 June 2007	IDP/OPMS
	PEU	Public Engagement Unit			
	IPM	Individual Performance Management			
	OPMS	Organisational Performance Management			
	IKM	Information and Knowledge Management			
	IGIDTT	Integrated Intergovernmental Development Task Team			
	MTIEF	Medium Term Income and Expenditure Framework			
	SDBIP	Service Delivery Business Implementation Plans			