

AGENDA OF THE SPECIAL MAYORAL COMMITTEE MEETING 27 JULY 2016**13. DRAFT PROCESS PLAN FOR INTEGRATED DEVELOPMENT PLANNING AND BUDGET PREPARATION FOR 2017/2022**

2/12/1

R Louw

(028) 313 8071

Corporate Head Office

13 July 2016

1. Executive Summary

The purpose of this report is for Council to note the draft Process Plan for integrated development planning (IDP) and Budget preparation for 2017/2022.

2. Service Delivery and Budget Implementation Plan - IGNITE

Management Services
Strategic Services

3. Compliance with Strategic Priority

Provision of democratic, accountable and ethical governance

4. Delegated Authority

None

5. Legal Requirements

Sections 28 and 29 of the Local Government: Municipal Systems Act, 2000 (32 of 2000) [Systems Act]

6. Background/Introduction/Discussion

The IDP has a lifespan of 5 years that is directly linked to the council's elected term of office. After every local government elections, the new council has to decide on the future of the IDP.

The draft document details the process for the development of the next five year Integrated Development Plan (hereafter referred to as the IDP) for the Overstrand Municipality, covering the period 1 July 2017 – 30 June 2022.

The Municipal Systems Act (MSA) prescribes and requires the following regarding the IDP process:

Section 28 of the MSA

- (1) *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*

AGENDA OF THE SPECIAL MAYORAL COMMITTEE MEETING 27 JULY 2016

planning, drafting, adoption and review of its integrated development plan.

- (2) *The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.*
- (3) *A municipality must give notice to the local community of particulars of the process it intends to follow.*

Section 29 of the MSA

The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must –

- (a) *be in accordance with a predetermined programme specifying timeframes for the different steps;*
- (b) *through appropriate mechanisms, processes and procedures established in terms of Chapter 4 allow for—*
 - (i) *the local community to be consulted on its development needs and priorities;*
 - (ii) *the local community to participate in the drafting of the IDP; and*
 - (iii) *organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;*
- (c) *provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and*
- (d) *be consistent with any other matters that may be prescribed by regulation.*

To follow due process the current Council is requested to note the draft Process Plan in order for it to be advertised for public comment; where after the new incoming Council will approve the final Process Plan by end August 2016.

7. Financial Implications

Provision was made on the operating budget to cover the costs associated with compilation of the document. The document was compiled in-house by our own staff.

8. Staff Implications

Internal Staff

AGENDA OF THE SPECIAL MAYORAL COMMITTEE MEETING 27 JULY 2016**9. Comments from other Departments, Divisions and Administrations**

The inputs from the Budget Office and relevant Directors were solicited to compile the draft Process Plan.

10. Annexures

Annexure A: Draft Process Plan for Integrated Development Planning and Budget preparation for 2017/2022

RECOMMENDATION TO THE COUNCIL:

1. that the draft Process Plan for Integrated Development Planning and Budget preparation for 2017/2022 **be noted**;
2. that the draft Process Plan be advertised for public comment; and
3. that the final Process Plan be tabled to the new incoming Council for approval by end August 2016.

RESPONSIBLE OFFICIAL :**R LOUW****TARGET DATE FOR IMPLEMENTATION :****28 JULY 2016**

2016



DRAFT PROCESS PLAN FOR
INTEGRATED DEVELOPMENT
PLANNING AND BUDGET
PREPARATION

1 July 2017 – 30 June 2022
(New 5 year IDP cycle)

27 July 2016

Compiled in terms of Sections 28 and 29 of the Municipal Systems Act,
No 32 of 2000

Table of Contents

1.	INTRODUCTION.....	3
2.	PURPOSE OF THE IDP AND BUDGET PROCESS PLAN.....	3
2.1	SCOPE OF APPLICATION OF THE IDP.....	4
3.	LEGAL REQUIREMENTS.....	5
4.	FIVE YEAR IDP CYCLE.....	8
5.	PHASES OF THE IDP PROCESS TO PRODUCE AN IDP.....	9
6.	STRUCTURES OF PUBLIC PARTICIPATION IN THE IDP PROCESS.....	11
6.1	WARD COMMITTEES.....	11
6.2	OVERSTRAND MUNICIPAL ADVISORY FORUM (OMAF).....	11
7.	MEDIUMS/ METHODS OF COMMUNICATION WITH STAKEHOLDERS ON THE IDP/BUDGET PROCESSES.....	12
8.	ROLES AND RESPONSIBILITIES.....	12
8.1	WITHIN THE MUNICIPALITY.....	12
8.2	BETWEEN MUNICIPALITY AND EXTERNAL ROLE-PLAYERS.....	14
9.	ANNUAL REVISION OF THE FIVE YEAR IDP.....	15
9.1	LEGAL REQUIREMENTS.....	15
9.2	PURPOSE OF ANNUAL IDP REVIEW.....	15
9.3	WHAT THE IDP REVIEW IS NOT?.....	15
10.	TIME FRAMES FOR 2017/18 IDP AND BUDGET.....	15

Note: Read this process plan in conjunction with the municipality's draft Public Participation Policy of May 2016 and the Revised Ward Committee Rules of Overstrand Municipality (25.5.2016).

1. INTRODUCTION

This document details the process for the development of the next five year Integrated Development Plan (hereafter referred to as the IDP) for the Overstrand Municipality, covering the period 1 July 2017 – 30 June 2022.

The Integrated Development Plan is a municipality's principal strategic plan that deals with the most critical development needs of the municipal area (external focus) as well as the most critical governance needs of the organisation (internal focus). It aims to co-ordinate the work of local and other spheres of government in a coherent plan to improve the quality of life for all the people living in an area. It should take into account the existing conditions and problems and resources available for development. The projects within the IDP are linked to the municipality's budget.

The Integrated Development Plan –

- is adopted by council within one year after a municipal election and remains in force for the council's elected term (a period of five years);
- is drafted and reviewed annually in consultation with the local community as well as interested organs of state and other role players;
- guides and informs all planning and development, and all decisions with regard to planning, management and development;
- forms the framework and basis for the municipality's medium term expenditure framework, annual budgets and performance management system; and
- seeks to promote integration by balancing the economic, ecological and social pillars of sustainability without compromising the institutional capacity required in the implementation, and by coordinating actions across sectors and spheres of government.

2. PURPOSE OF THE IDP AND BUDGET PROCESS PLAN

The purpose of the process plan is to indicate the various planned activities and strategies on which the municipality will embark to compile its integrated development plan for the five year cycle (2017/2018-2021/2022) and the budget for the 2017/18 financial year and the two outer years. The process plan enhances integration and alignment between the IDP and Budget, thereby ensuring the development of an IDP based budget. It fulfils the role of a business plan or

▶ OVERSTRAND MUNICIPALITY,

DRAFT - 2017/18 – 2021/22 IDP/BUDGET PROCESS PLAN

an operational framework for the IDP process outlining the manner in which the IDP process will be undertaken. In addition, it identifies the activities in the processes around the key statutory annual operational processes of the budget and IDP compilation, performance management implementation and the adoption of the municipality's annual report.

The IDP and Budget processes are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and budget related policies and the final budget are mutually consistent and credible. Credibility refers to the municipality's ability and capacity to spend and deliver services in accordance with its approved budget.

2.1 Scope of application of the IDP

The IDP will be applicable to the Overstrand Municipal Area which comprises a geographical area approximately 1708 km², with a population of 93 466 people (2016 Community Survey) and covers the areas of Hangklip/Kleinmond, Greater Hermanus, Stanford and Greater Gansbaai. The municipal area has a coastline of approximately 230 km, stretching from Rooi Els in the west to Quinn Point in the east.



Map: Overstrand Municipality

Overstrand Municipality is demarcated into the following 13 wards:

Ward	Areas
------	-------

▶ OVERSTRAND MUNICIPALITY,

DRAFT- 2017/18 – 2021/22 IDP/BUDGET PROCESS PLAN

Ward	Areas
1	Kleinbaai, Franskraal and Masakhane
2	Blompark, Gansbaai and De Kelders
3	Hermanus
4	Westcliffe, Mount Pleasant and Hemel-en-Aarde Valley
5	Zwelihle South
6	Zwelihle North
7	Sandbaai
8	Hawston, Fisherhaven and Honingklip
9	Kleinmond and Proteadorp East
10	Proteadorp West, Overhills, Palmiet, Betty's Bay, Pringle Bay and Rooi Els
11	Stanford, Baardskeerdersbos, Pearly Beach, Viljoenshof and Withoogte
12	Zwelihle North-West
13	Onrusrivier and Vermont

3. LEGAL REQUIREMENTS

The IDP process is regulated by the Municipal Systems Act read together with the Municipal Planning and Performance Regulations, Regulation 796 of 2001 and the Budget by the Municipal Finance Management Act read together with the Municipal Budget and Reporting regulations.

The Municipal Systems Act (MSA) prescribes and requires the following regarding the IDP process:

Section 28 of the MSA

- (1) *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.*
- (2) *The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.*
- (3) *A municipality must give notice to the local community of particulars of the process it intends to follow.*

Section 29 of the MSA

The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must –

► OVERSTRAND MUNICIPALITY,

DRAFT - 2017/18 – 2021/22 IDP/BUDGET PROCESS PLAN

- (a) *be in accordance with a predetermined programme specifying timeframes for the different steps;*
- (b) *through appropriate mechanisms, processes and procedures established in terms of Chapter 4 allow for—*
 - (i) the local community to be consulted on its development needs and priorities;*
 - (ii) the local community to participate in the drafting of the IDP; and*
 - (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;*
- (c) *provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and*
- (d) *be consistent with any other matters that may be prescribed by regulation.*

Core components of the IDP**Section 26 of the MSA**

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;*
- (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 determined in terms of section*

▶ OVERSTRAND MUNICIPALITY,

DRAFT- 2017/18 – 2021/22 IDP/BUDGET PROCESS PLAN

41.

Regulation 2 of the 2001 Municipal Planning and Performance Management Regulations:**Detail of integrated development plan**

- (1) A municipality's integrated development plan must at least identify-
- (a) the institutional framework, which must include an organogram, required for-
 - (i) the implementation of the integrated development plan; and
 - (ii) addressing the municipality's internal transformation needs, as informed by the strategies and programmes set out in the integrated development plan;
 - (b) any investment initiatives in the municipality;
 - (c) any development initiatives in the municipality, including infrastructure, physical, social, economic and institutional development;
 - (d) all known projects, plans and programmes to be implemented within the municipality by any organ of state; and
 - (e) the key performance indicators set by the municipality.
- (2) An integrated development plan may-
- (a) have attached to it maps, statistics and other appropriate documents; or
 - (b) refer to maps, statistics and other appropriate documents that are not attached, provided they are open for public inspection at the Offices of the municipality in question.
- (3) A financial plan reflected in a municipality's integrated development plan must at least-
- (a) include the budget projection required by section 26(h) of the Act;
 - (b) indicate the financial resources that are available for capital project developments and operational expenditure; and
 - (c) include a financial strategy that defines sound financial management and expenditure control, as well as ways and means of increasing revenues and external funding for the municipality and its development priorities and objectives, which strategy may address the following:
 - (i) Revenue raising strategies;
 - (ii) asset management strategies;
 - (iii) financial management strategies;
 - (iv) capital financing strategies;
 - (v) operational financing strategies; and
 - (vi) strategies that would enhance cost-effectiveness.

▶ OVERSTRAND MUNICIPALITY,

DRAFT - 2017/18 – 2021/22 IDP/BUDGET PROCESS PLAN

(4) A spatial development framework reflected in a municipality's integrated development plan must-

(a) give effect to the principles contained in Chapter 1 of the Development Facilitation Act,

1995 (Act No. 67 of 1995);

(b) set out objectives that reflect the desired spatial form of the municipality;

(c) contain strategies and policies regarding the manner in which to achieve the objectives referred to in paragraph (b), which strategies and policies must-

(i) indicate desired patterns of land use within the municipality;

(ii) address the spatial reconstruction of the municipality; and

(iii) provide strategic guidance in respect of the location and nature of development

within the municipality;

(d) set out basic guidelines for a land use management system in the municipality;

(e) set out a capital investment framework for the municipality's development programs;

(f) contain a strategic assessment of the environmental impact of the spatial development framework;

(g) identify programs and projects for the development of land within the municipality;

(h) be aligned with the spatial development frameworks reflected in the integrated development plans of neighbouring municipalities; and

(i) provide a visual representation of the desired spatial form of the municipality, which representation -

(i) must indicate where public and private land development and infrastructure investment should take place;

(ii) must indicate desired or undesired utilisation of space in a particular area;

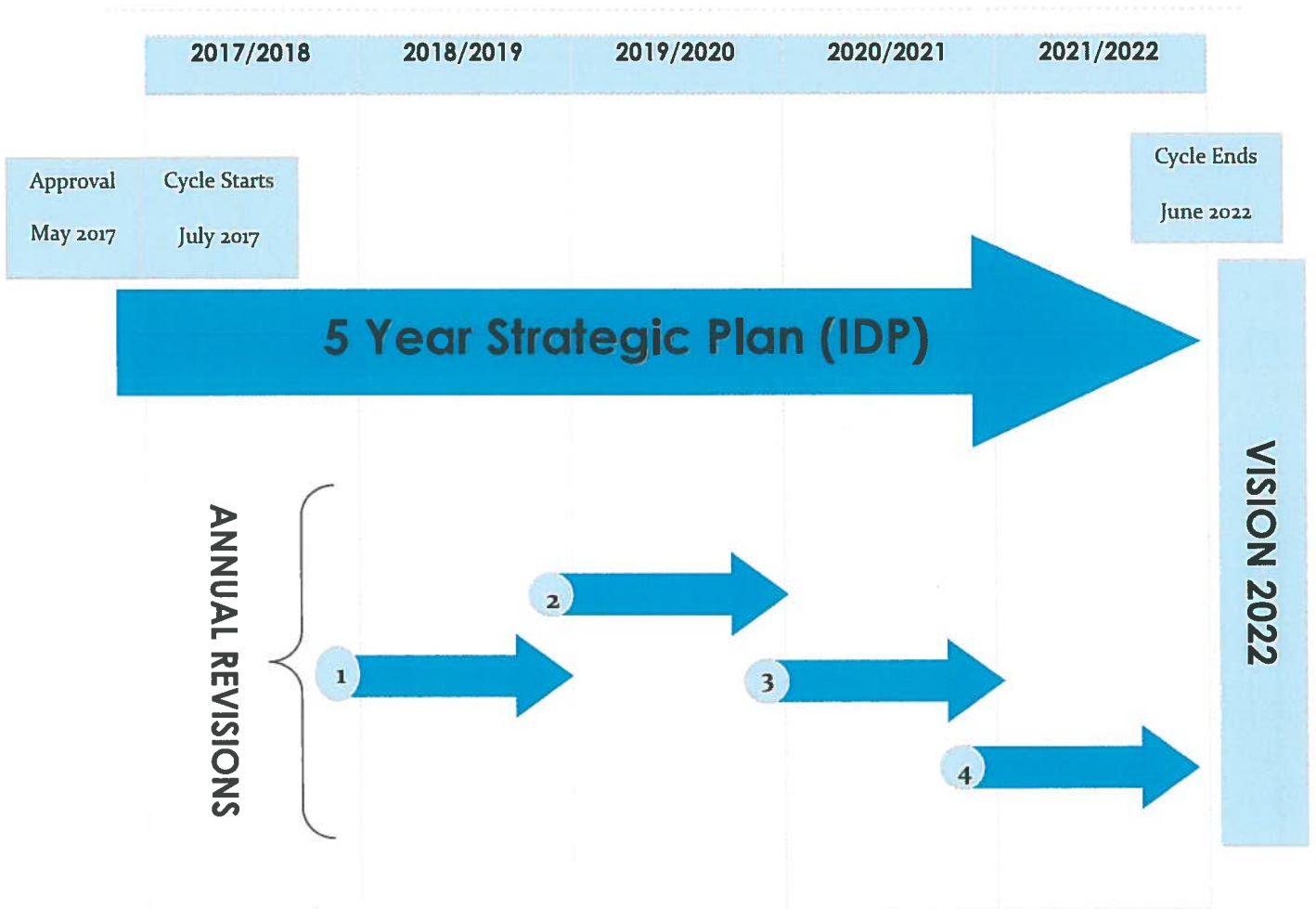
(iii) may delineate the urban edge;

(iv) must identify areas where strategic intervention is required; and

(v) must indicate areas where priority spending is required."

4. FIVE YEAR IDP CYCLE

The IDP has a lifespan of 5 years that is directly linked to the council's elected term of office. After every local government elections, the new council has to decide on the future of the IDP. The period for this 5 year IDP cycle is 1 July 2017 – 30 June 2022 as depicted below.



5. PHASES OF THE IDP PROCESS TO PRODUCE AN IDP

The IDP document is crafted through the IDP process that typically comprises 5 phases as illustrated below:

PHASE 1: ANALYSIS

During this phase information is collected on the existing conditions within the municipality. It focuses on the types of problems faced by people in the area and the causes of these problems.

The identified problems are assessed and prioritised in terms of what is urgent and what needs to be done first.

Information on availability of resources is also collected during this phase.

► OVERSTRAND MUNICIPALITY,

DRAFT - 2017/18 – 2021/22 IDP/BUDGET PROCESS PLAN

At the end of this phase, the municipality will be able to provide:

- An assessment of the existing level of development
- Details on priority issues and problems and their causes
- Information on available resources.

PHASE 2: STRATEGIES

During this phase, the municipality works on finding solutions to the problems assessed in phase one. The Mayoral Committee and Management discuss strategic issues such as vision, mission, future directions, strategic outcomes and outputs as well as measures and targets for each strategic output.

PHASE 3: PROJECTS, PROGRAMMES and CAPITAL BUDGET

During this phase the municipality works on the design and content of projects/programmes identified during Phase 2.

Clear details for each project have to be worked out and budget provision needs to be made for the next 3 years with updated cost estimates.

PHASE 4: INTEGRATION

Once all projects have been identified, the municipality has to check again that they contribute to meeting the objectives outlined in Phase 2. These projects will provide an overall picture of the development plans.

All the development plans must now be integrated. The municipality should also have overall strategies for issues like dealing with poverty alleviation and disaster management.

These strategies should be integrated with the overall IDP.

PHASE 5: APPROVAL

Finalisation and approval of draft IDP and draft annual budget by end March annually. Make public the draft IDP and draft budget for comments and submissions. Consultation with communities and stakeholders and then final approval by Council by end May annually.

6. STRUCTURES OF PUBLIC PARTICIPATION IN THE IDP PROCESS

The IDP process and the participation of the community in this process have to be **structured**. The Overstrand Municipality has two distinct structures through which formalised public participation with its communities takes place i.e.

- The Ward Committee system as well as
- The Overstrand Municipal Advisory Forum (OMAF).

6.1 Ward Committees

The role of Ward Committees with respect to the IDP is to participate in the -

- Preparation, implementation and review of the IDP,
- Establishment, implementation and review of a Performance Management System (PMS); and
- Preparation of the budget.

The functions of ward committees are specified in the Ward Committee Rules for Overstrand Municipality.

6.2 Overstrand Municipal Advisory Forum (OMAF)

The OMAF has been established in order to engage with the draft IDP. By engaging this forum it is considered to be another step in ensuring that the IDP is comprehensive, transparent and inclusive.

- The OMAF consist of:
 - The Mayor as chairperson
 - All Councillors
 - The Municipal Manager
 - The Senior Managers
 - Representatives of various municipal departments
 - Ward Committee members
 - Representatives from the Overberg District Municipality
 - Representatives from National and provincial sector departments
 - Local sector representatives; Organised Business, registered NGO'S with an Overstrand-wide interest.

▶ OVERSTRAND MUNICIPALITY,

DRAFT - 2017/18 – 2021/22 IDP/BUDGET PROCESS PLAN

OMAF is a body representing civic society and interest groups serving the entire Overstrand. Four representatives from each ward committee, will be elected at the first meeting of the ward committee to represent the committee on OMAF. As a consultative forum, the public may attend OMAF and pose questions, but "voting" rights are reserved for elected representatives.

Bodies representing civic societies and interest groups serving the entire Overstrand must apply for membership of OMAF on the prescribed form. Such application shall be dealt with by the Executive Mayor.

The draft, reviewed or amended Integrated Development Plan as well as the budget of the municipality must be discussed at a meeting of OMAF.

OMAF will be the official body with which the Municipality will liaise regarding matters affecting the entire Overstrand area.

7. MEDIUMS/ METHODS OF COMMUNICATION WITH STAKEHOLDERS ON THE IDP/BUDGET PROCESSES

The following mediums/methods can be used to inform or communicate to stakeholders at any point in time during the process:

- Ward Committee meetings
- Public ward meetings
- Overstrand Municipal Advisory Forum (OMAF) meetings
- Road shows and meetings
- Radio Talk Shows and Announcements
- Newspaper/ Municipal Publications
- Social media
- SMS
- Loud Hailing

8. ROLES AND RESPONSIBILITIES

It is one of the pre-requisites of a smooth and well organised IDP process that all role players are fully aware of their own and of other role players' responsibilities.

8.1 Within the Municipality

▶ OVERSTRAND MUNICIPALITY,

DRAFT- 2017/18 – 2021/22 IDP/BUDGET PROCESS PLAN

Role Player	Roles and Responsibilities
Municipal Council	<ul style="list-style-type: none"> ▪ Consider and approve the IDP. ▪ Consider and approve the Budget.
Executive Mayor and Mayoral Committee	<ul style="list-style-type: none"> ▪ Responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP. ▪ Assign and delegate responsibilities in this regard to the municipal manager. ▪ Approve nominated persons to be in charge of the different roles, activities and responsibilities of the process and drafting. ▪ Submit the draft IDP to the Council for adoption.
Ward Councillors	<ul style="list-style-type: none"> ▪ Form a link between the municipal government and the residents. ▪ Link the IDP process to their constituencies and/or wards. ▪ Assist in organising public consultation and participation (with particular reference to the functioning of ward committees). ▪ Monitor the implementation of the IDP with respect to their particular wards.
Municipal Manager and/or Snr. Manager : Strategic Services	<ul style="list-style-type: none"> ▪ Prepare the IDP Process Plan. ▪ Undertake the day to day management and co-ordination of the IDP process. ▪ Ensure that all relevant actors are appropriately involved and timeously informed. ▪ Nominate persons in charge of different roles. ▪ Ensure that the IDP process is participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements. ▪ Respond to comments on the draft IDP. ▪ Ensure proper IDP documentation. ▪ Adjust the IDP in accordance with the proposals of the Provincial Minister of Local Government.
Directors and Managers	<ul style="list-style-type: none"> ▪ Provide relevant technical, sector and financial information for analysis for determining priority issues. ▪ Contribute technical expertise in the consideration and finalisation of strategies and identification of projects. ▪ Provide departmental operational and capital budgetary information. ▪ Responsible for the preparation of project proposals, the integration of projects and sector programmes.

▶ OVERSTRAND MUNICIPALITY,

DRAFT - 2017/18 – 2021/22 IDP/BUDGET PROCESS PLAN

8.2 Between Municipality and External role-players

Role Player	Roles and Responsibilities
Overstrand Municipality	<ul style="list-style-type: none"> • Prepare and adopt the IDP Process Plan. • Undertake the overall management and co-ordination of the IDP process which includes ensuring that : <ul style="list-style-type: none"> - all relevant role-players are appropriately involved; - appropriate mechanisms and procedures for community participation are applied; - events are undertaken in accordance with the approved time schedule; - the IDP relates to the real burning issues in the municipality; and - the sector planning requirements are satisfied. • Prepare and adopt the IDP. • Adjust the IDP in accordance with the MEC of Local Government's proposal. • Ensure that the annual business plans, budget and performance management system are linked to and based on the IDP.
Local residents, communities and stakeholders	<p>Represent interests and contribute knowledge and ideas in the IDP process by participating in and through the Ward Committees or OMAF to</p> <ul style="list-style-type: none"> ▪ analyse issues, determine priorities, and provide input; ▪ keep their constituencies informed on IDP activities and their outcomes; and ▪ discuss and comment on the draft IDP.
Overberg District Municipality	<ul style="list-style-type: none"> • Same roles and responsibilities as local municipalities but related to the preparation of a District IDP. The District Municipality must also prepare a District Framework (Sec 27 of the MSA). • Fulfills a coordination and facilitation role by - <ul style="list-style-type: none"> - ensuring alignment of the IDP's of the municipalities in the district council area; - ensuring alignment between the district and local planning; - facilitation of alignment of IDP's with other spheres of government and sector departments; and - preparation of joint strategy workshops with local municipalities, provincial and national role-players and other subject matter specialists.
National and provincial sector departments	<ul style="list-style-type: none"> • Many government services are delivered by provincial and national government departments at local level -for example: police stations, clinics and schools. Municipalities must take into account the programmes and policies of these departments. The departments should participate in the IDP process so that they can be guided how to use their resources to address local needs. • Contribute relevant information on the provincial sector departments' plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner;

9. ANNUAL REVISION OF THE FIVE YEAR IDP

9.1 Legal requirements

Section 34 of the Municipal Systems Act refers to annual review and amendment of the IDP.

A municipal council-

- (a) *must review its integrated development*
 - (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;*
- (b) *may amend its integrated development plan in accordance with a prescribed process.*

9.2 Purpose of annual IDP review

The approved 5 year IDP is reviewed annually (four times) during its 5 year life cycle.

The purpose of the annual review is to -

- reflect and report on progress made with respect to the strategy in the 5 year IDP;
- make adjustments to the strategy if necessitated by changing internal and external circumstances that impact on the appropriateness of the IDP;
- determine annual targets and activities for the next financial year in line with the 5 year strategy; and
- inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

9.3 What the IDP review is not?

The annual review of the IDP is not intended to rewrite/replace the approved 5 year IDP, but rather focused on the bullet points cited in 9.2 above.

10. TIME FRAMES FOR 2017/18 IDP AND BUDGET

The time frames for the 2017/18 IDP and Budget processes are detailed below.

**TIME SCHEDULE FOR THE 2017/18 IDP AND BUDGET PROCESS OF OVERSTRAND MUNICIPALITY
(NEW 5 YEAR IDP CYCLE FOR 2017/18- 2021/22)**

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2017/18
		2015/16	2016/17	BUDGET
		FINANCIAL	FINANCIAL	TIME FRAME
		YEAR	YEAR	
JULY-OCTOBER 2016				
PREPARATION PHASE				
District IDP Managers Forum (activity alignment) (Coordinated by ODM- IDP Manager)	Strategic Office			11-July-16
Table draft process plan & time schedule for Council notification	Strategic Office			27-July-16
Advertise draft process plan & time schedule for 2017/18 IDP & Budget for public comment	Strategic Office			28-July-16
Place joint advert: Election of new ward committees and public participation on draft process plan & time schedule for 2017/18 IDP & Budget	Director Community Services/ Strategic Office			4-Aug-16
Election of new ward committees & Public participation to solicit public comment on draft process plan & time schedule for 2017/18	Director Community Services/ Strategic Office			15-18 Aug-16
Table in Council the Final IDP Process Plan (New 5 year cycle)	Strategic Office			End Aug 2016
Table in Council a budget and IDP time schedule of key deadlines (Every year - at least 10 months before the start of the budget year)	Strategic Office/ Budget Office			End Aug 2016
Provincial IDP Managers Forum	Local/ Provincial alignment- 2 nd Quarter Provincial engagement – Strategic Office			1-2 Sept-16
Submission of process plan & time schedule to ODM, the Provincial Government and National Government	Strategic Office/ Budget Office			2-Sept-16
Induction of new ward committees (Directorate Community Services) & introduce ward based planning (WBP) concept	Director Community services/ Strategic Office			3 Sept-16
Place public notice on final process plan and IDP/Budget time schedule	Strategic Office			8-Sept-16

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2017/18
		2015/16 FINANCIAL YEAR	2016/17 FINANCIAL YEAR	BUDGET TIME FRAME
approval				
Testing of Samras Budget Portal	Samras/Budget Office			Sept-16
ANALYSIS, STRATEGY AND PROJECT PHASES				
Collate Capital Projects on previous IDP wish list & current 3 year budget	Budget Office			19-20-Sept-16
Budget Office submits previous IDP wish lists to Snr Managers of the respective administrations for information and facilitation of ward based planning	Budget Office			21-Sept-16
Conduct ward based planning (WBP) for new 5 year IDP (Ward committees identify new wish list/priorities/ward specific)	Snr Managers for the respective administrations			26-29 Sept-16
Snr Managers for the respective administrations submit draft Ward requests based on new wish list to Strategic Office and Budget office	Snr Managers for the respective administrations			3-Oct-16
Budget Office distributes current approved three year capital budget to directors and project managers to review existing projects on the two outer years and prioritise projects for the third outer year (2019/2020) (Excel format)	Budget Office			03-Oct-16
Strategic office distribute draft ward requests to Directorates for their response by 12 Oct-16	Strategic Office			5-Oct-16
Snr Manager Revenue sends Tariff Lists to Directors for review	Snr Manager Revenue			10-Oct-16
Public ward meetings- Ward committees share draft ward needs with community for input & feedback on outcome of WBP exercise	Ward Committees/ Snr Managers for the respective administrations			10-14-Oct-16
Ward committees prioritise their ward requests	Samras/Budget Office			17-31-Oct-16
Final testing and roll-out of Samras Budget Portal	Strategic Office			19-25-Oct-16
Mayoral Strategic session with Management and Councillors (Determine strategic direction for new 5 year IDP- Vision, Mission, Strategic goals)	Budget Steering			27-28-Oct-16
Budget Steering Committee Meeting - Direction on proposed Tariff increases				

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2017/18
		2015/16 FINANCIAL YEAR	2016/17 FINANCIAL YEAR	BUDGET TIME FRAME
& increases in Revenue , Expenditure and Capital & Ward Specific Allocations	Committee			
Top Management Meeting with MM (Directors, Snr Managers for the respective administrations & Budget Office) to discuss budget proposals and budget affordability (After BSC meeting)	TMT/Budget Office			27-28 Oct 16
Senior Managers for the respective administrations receives directive from Budget Steering Committee (BSC) on draft ward requests (After BSC meeting)	TMT/Budget Office			27-28 Oct 16
Snr Managers for the respective administrations provide draft ward based plans (WBP's) to Strategic Office for inclusion in draft 5 year IDP	Snr Managers for the respective administrations			31-Oct-16
Snr Managers for the respective administrations to submit prioritised ward requests to the Budget Office in Excel format	Snr Managers for the respective administrations			31-Oct-16
Directors submit draft 3 year MTREF capital proposals of existing projects on the two outer years and prioritised projects for the third outer year (2019/2020) (Excel format)	Directors			31-Oct-16
INTEGRATION PHASE				
Budget office to issue directives to budget holders regarding the compilation of 2017/18 – 2019/20) OPEX Budget	Budget Office			1-Nov-16
Directors to submit Tariff proposals to Snr Manager Revenue	Directors			1-Nov-16
Directorates identify programmes/projects for the 5 year IDP based on the strategic goals set in the Mayoral strategic session of Oct 2016	Directors			4-Nov-16
Budget Steering Committee Meeting - To discuss & review capital budget requests (ROUND1)	Budget Steering Committee			7-9-Nov-16
Workshop on Tariffs and Tariff Related Policies	Budget Office			7-10-Nov-16
Strategic Office consolidate feedback from Directors on projects/actions for	Strategic Office			4-11-Nov-16

▶ OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2017/18 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2017/18
		2015/16	2016/17	BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
new 5 year strategy				
Samras Budget Portal update with new IDP Strategic objectives/Focus Areas/Programmes	Samras/Strategic Office/Budget Office			11-Nov-16
Based on BSC directive, Ward Committees meet for finalisation of their ward projects	Snr Managers of the respective administrations			14-18-Nov 16
Training for all Budget Holders on the new Samras Budget Portal for OPEX and CAPEX Budgets (Project Based Approach)	All Budget Holders/Budget Office			14-18-Nov-16
<u>Capturing of Opex & Capex budgets on the Budget Portal</u>	All budget Holders			14-Nov-16 to 2-Dec-16
Snr Managers of the respective administrations submit final ward projects to Budget Office	Snr Managers of the respective administrations			21-Nov-16
Directors to submit New Post requests to HR & Salary Office	Directors			23-Nov-16
Managers to submit Final List of Overtime, Essential etc. to Salary Department	Managers			23-Nov-16
HR/Salary Office to submit requests for new staff/posts to the Budget Office	HR			25-Nov-16
Mayoral directional IDP/Budget Speech	Executive Mayor			30-Nov-16
Convene OMAF- Solicit stakeholders inputs on the draft new 5 year strategy (1 st round consultation)	OMAF - Ward			
District IDP Managers Forum (Coordinated by ODM- IDP Manager) and District IDP Rep/PPCom Forum	Com/Mayor/Councillors/ Directors /Managers			30-Nov-16
	Strategic Office			Nov-16
Budget Office to distribute Year-to-Date Opex & Capex performance for 2016-2017 for Mid-Year review proposals	Budget Office		30-Nov-16	
Provincial IDP Managers Forum	Local/ Provincial alignment- Quarter 3 Provincial engagement –			1-2 Dec-16

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2017/18
		2015/16 FINANCIAL YEAR	2016/17 FINANCIAL YEAR	BUDGET TIME FRAME
	Strategic Office			
<u>Closing date for the capturing of Opex & Capex budgets on the Budget Portal</u>	All budget Holders			2-Dec-16
Snr Manager Revenue to submit Draft Tariff list and proposed Revenue to Budget Office	Snr Manager Revenue			5-Dec-16
Salary Office to submit draft three year salary budget & WCA estimates to Budget Office (Current staff establishment)	Salary Section			5-Dec-16
Asset Management to submit draft three year depreciation budget (Asset register 2016) to Budget Office	Asset Management			5-Dec-16
Costing Section must provide Draft Recharges/ Departmental charges to Budget Office	Costing Section			5-Dec-16
Cash management to submit draft three year Interest & Redemption (Loan register 2016) to Budget Office	Cash Management			5-Dec-16
Fleet Management to submit Draft Vehicle Budget: Fuel & Maintenance to Budget Office	Fleet Management			5-Dec-16
Accounting Services to submit provisions and operating leases estimates to budget office	Accounting Services			5-Dec-16
Directors return Mid-Year review requests to Budget Office	Directors		7-Dec-16	
Directors confirm budget position of information captured on the Budget Portal for their respective directorates	Directors			7-Dec-16
Budget Steering Committee Meeting - Mid Year Review (2016/2017 Budget): Consider proposals for adjustments budget (Capex & Opex) and Review Draft Capex & Opex budget for 2017-2018 to 2019-2020 & finalisation of new posts	Budget Steering Committee		9-12-Dec-16	9-12-Dec-16
Budget Office distributes the Mid-Year Review (Capex & Opex) Changes for final verification	Budget Office		19-Dec-16	

▶ OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2017/18 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off 2015/16	Close off 2016/17	2017/18
		FINANCIAL YEAR	FINANCIAL YEAR	BUDGET TIME FRAME
Budget Office distributes the status on the Draft Capex & Opex budget for 2017-2018 to 2019-2020	Budget Office			19-Dec-16
Compilation of Mid-Year Review Report (2016/17)	Budget Office/ Strategic Office		16-19 Jan-17	15-18 Jan-18
Statistical Information reports for New Budget Formats distributed to applicable Directors & Managers for completion	Budget Office			20-Jan-17
Submit Mid-Year Review (MYR) Report to Mayor	Budget Office/ Strategic Office		25-Jan 17	25-Jan-18
Table Mid-year Review (MYR) in Council	Budget Office/ Strategic Office		27-Jan 17	26-Jan-18
Budget Steering Committee Meeting - Final discussion of Tariffs & Final Adjustment Budget Review (2016/2017 Budget)	Budget Steering Committee		30/31 Jan17	30/31 Jan-17
Responsible officials confirm final salary, depreciation, departmental charges, interest & redemption, vehicle costs, provisions & op. leases budget information to the Budget Office	Salary Section			
	Asset Management			
	Costing Section			
	Cash Management			
	Fleet Management			
	Accounting Services			1-Feb-17
Budget Office distributes Draft Capex & Opex budget for 2017-2018 to 2019-2020 for BSC meeting	Budget Office			7-Feb-17
Snr Manager: Revenue submits Final revenue projections & Tariffs to Budget Office	Snr Manager Revenue			7 Feb-17
Review Budget Related Policies	Budget Committee/Councillors/			1-7-Feb-17

▶ OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2017/18 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off 2015/16	Close off 2016/17	2017/18
		FINANCIAL YEAR	FINANCIAL YEAR	BUDGET TIME FRAME
	Directors/Managers			
Compile Adjustment Budget (2015/2016 Budget): NT Reports and working papers	Budget Office		1-13 -Feb-17	
Final Review of 2016/2017 Adjustment Budget documents	Budget Office		14-15-Feb-17	
Budget Steering Committee Meeting - To discuss final draft Opex, Capex and revenue projections	Budget Steering Committee			13-16 Feb-17
Provincial IDP Indaba 2 (Coordinated Dept LG- IDP Directorate)	Strategic Office/ MM/ Directors			16 Feb-17- TBC
Start with the compilation of Draft SDBIP (2017/18)	Strategic Office/ Directorates			17-Feb-17
Budget Office send Final list of new posts to Salary Department after discussion with BSC	Budget Office			17-Feb-17
Directors and Managers return final Statistical Information with final sign off by Directors to verify information submitted	Directors/Managers			17-Feb-17
Directors and Managers confirm final operational and capital budget proposals to Budget Office	Directors/Managers			20 Feb 17
Managers confirm final depreciation, salary budget and interest & redemption, Recharges/ Departmental charges to Budget Office	Relevant Managers			20 Feb 17
Snr Manager Revenue Dept. confirm Draft tariffs & Revenue Projections to Budget Office	Snr Manager: Revenue			20 Feb 17
Update & Balance DB4 System with 3yr Budget Info	Budget Office			20-24 Feb-17
Review Draft I/E and Capital Budget status	Budget Office			23-24 Feb-17
Compile Draft Cash Flow	Budget Office			27-28 Feb-17
Managers to submit Final Policies to CFO	Managers			28-Feb-17
Submit Electricity Tariffs to NERSA	Snr. Manager: Revenue			28 Feb -17
Managers to submit Activity/ Business Plans for Grants to Budget Office	Budget Holders			28 Feb -17

► OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2017/18 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2017/18 BUDGET TIME FRAME
		2015/16 FINANCIAL YEAR	2016/17 FINANCIAL YEAR	
Budget Steering Committee Meeting – Review of final draft Opex. Capex & revenue budgets	Budget Steering Committee			28 Feb -17
OMAF Meeting - 2 nd round consultation on draft 5 year Strategy & preliminary budget proposals for 2017/18	OMAF - Ward Com/Mayor/Councillors/ Directors /Managers			21-28-Feb-17
Finalise the draft IDP 2017/22	Strategic Office			1-17 Mar-17
Finalisation of Draft Opex & Capex Budgets working papers	Budget Office			01-15 Mar-17
Update & Balance A Schedule and compile draft agenda item	Budget Office			01-15 Mar-17
Budget Office compile Draft Budget Report & Schedules	Budget Office			01-15 Mar-17
Budget Office send financial information to Strategic Office for Draft IDP review & SDBIP	Budget Office			15-Mar-17
Budget Office does Final Review of Draft Budget Report & Schedules	Budget Office			16-17 Mar-17
Printing & Binding of Draft Budget Report & Electronic Files	Budget Office			20-22 Mar-17
Budget Office distributes Draft Budget Report	Budget Office			23 Mar-17
Prepare advertisements for Draft IDP& Budgets for comments	Budget Office / Strategic Office			28 Mar-17
Draft IDP/Budget tabled in Council	Budget Office / Strategic Office			29-Mar-17
Submit Draft IDP/Budget files to Provincial Treasury after Council Meeting	Budget Office / Strategic Office			29-Mar-17
Place Draft Budget and IDP on website	Budget Office / Strategic Office			30-Mar-17
Advertise Draft IDP& Budget for public comment	Budget Office / Strategic Office			30-Mar-17

TASK/ ACTIVITY	RESPONSIBILITY	Close-off 2015/16 FINANCIAL YEAR	Close off 2016/17 FINANCIAL YEAR	2017/18 BUDGET TIME FRAME
APRIL – MAY 2016				
CONSULTATION & APPROVAL PHASE				
Public Participation	Community			3 April-2 May-17
Submission of Annual Draft Budget and IDP for representation to National Treasury and any other prescribed organs of state.	Budget Office / Strategic Office			7-Apr-17
Managers to submit Demand Management Plans to SCM	Budget Holders			29-Apr-17
LG MTEC3 Engagement	Provincial Treasury/ Municipal Delegation			end April/ Mid-May-17
Grant champions to submit Final Activity/ Business Plans for Grants to Budget Office	Grant Champions			28-Apr-17
Summarise all community feedback and distribute to the relevant stakeholders for consideration to be included in the Final Budget report	Budget Office			3 May-17
Budget Steering Committee Meeting - Consideration of Budget Comments (Review Budget comments to make decision on comments)	Budget Steering Committee			4 May-17
Budget Office updates final changes on financial system	Budget Office			4-5 May -17
Budget Office compile Final Budget Report and Schedules	Budget Office			8-17 May-17
Budget Office does Final Review of Budget Report & Schedules	Budget Office			18 -19 May-17
Printing , Binding and Electronic Media of Final Budget Report	Budget Office			22-23 May -17
Distribution of Final Budget Report	Budget Office			24 May -17
Approval of IDP and Budget by Council	Budget Office / Strategic Office			31-May-17
IMPLEMENTATION PHASE				
Place Final Budget documents on the website	Budget Office			1 June-17
Advertise Final Budget and Tariffs in the media	Budget Office			1-June-17
Submission of Final Budget and IDP to National and Provincial Treasury	Budget Office / Strategic			7 June-17

TASK/ ACTIVITY	RESPONSIBILITY	Close-off 2015/16 FINANCIAL YEAR	Close off 2016/17 FINANCIAL YEAR	2017/18 BUDGET TIME FRAME
	Office			
Municipal Manager submits SDBIP to Mayor	Municipal Manager			7-June-17
Submit Budget Related Appendix B reports to National and Provincial Treasury	Budget Office			16 June-17
Confirm/Capture Capital Budget on Financial System	Budget Office			14-19 June-17
Compile Electronic Internal Budget Book	Budget Office			19-27 June-17
Publish a summary of Budget in Bulletin	Manager: Communications			15-June-17 TBC
Approval of SDBIP by Executive Mayor	Mayor			23-June-17
Finalise and approval of the performance agreements of the S54A and S56 appointees	Strategic Office/EM/MM			23-June-17
Advertise Property Rates Tariffs in Provincial Gazette	Senior Manager: Revenue			23 June-17
Place Internal Budget Book on Intranet and inform budget holders	Budget Office			28-June-17
Submit Budget Locking Certificate to National Treasury	Budget Office			7-Jul-17
REPORTING & REVIEW				
Monthly Budget Statement to Municipal Manager and Mayor	Budget Office		Aug 16- Jul 17	Aug 17- Jul 18
Quarterly reporting by Mayor to Council	Mayor		Oct 16, Jan 17, Apr 17, Jul 17	Oct 17, Jan 18, Apr 18, Jul 18
Table adjustments Budget	Budget Office		22-Feb-17	28-Feb-18
Finalise Roll over Projects (Final Amounts)	Budget Office		5-Jul-17	4-Jul-18
Table Adjustments Budget for approval of Roll over projects	Budget Office		26-Jul-17	25-Jul-18
Table in Council Draft unaudited Annual Report /AFS	Budget Office / Strategic Office	31-Aug-16	30-Aug-17	29- Aug-18

► OVERTRAND MUNICIPALITY, TIME FRAMES FOR 2017/18 IDP AND BUDGET

TASK/ ACTIVITY	RESPONSIBILITY	Close-off 2015/16	Close off 2016/17	2017/18 BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
Submission of annual financial statements to AG	Accounting Services	31-Aug-16	31-Aug-17	31-Aug-18
Finalise the draft unaudited annual report for submission to AG	Strategic Office	31-Aug-16	31-Aug-17	31 Aug-18
Submit Draft audited Annual Report to Council	Strategic Office	27-Jan-17	31-Jan-18	30-Jan-19
Submit Adjustments Budget (Overspending), if necessary	Budget Office	27-Jan-17	31-Jan-18	30-Jan-19
Finalise Annual Report Comments for Approval	Strategic Office	Feb-March	Feb-March	Feb-March
Approval of Annual Report	Strategic Office	29-Mar-17	28-Mar-18	27-Mar-19