

IDP PROCESS PLAN 2015 / 2016 & BUDGET TIMETABLE (2015/2016)

Date	Activity	Responsibility	Deliverables	Phases
01-June-2015 to 15-June-2015	Development of the process plan	MM, CFO and IDP Manager	Preparation for IDP Review 2015/2016	
17-30 July 2015	Tabling of the Process Plan to Council	Mayor & MM	Preparation for IDP 2015/2016	Planning Phase
01-30 July 2015	<ul style="list-style-type: none"> • Compilation of a proposed budget timeline (15-07-2015) • Approval of proposed budget timeline by Executive Committee (16 to 30-07-2015) • Approval of proposed budget timeline by Council (01-07- to 30-07-2015) 	Mayor tables the proposed plan to Council (MM/CFO)	Compilation and approval of a proposed budget timeline in line with the budget reforms from National Treasury	
01-30 July 2015	Submission of IDP Process Plan to the Mayor's, Speaker's offices and Exco members	MM, Speaker and IDP Manager	Consolidation of inputs from political office bearers	
03-August-2015 to 21-August-2015	Preparation of the Draft Unaudited Annual Report 2014/15 financial year	PMS Coordinator	Submission to AG, Provincial Treasury.	
03-August-2015 to 30-August-2015	Notice to the Municipal Manager, Mayor/Exco, Section 57 and Middle Managers	MM and IDP Manager	Presentations of Projects and Plans by the Heads of Departments (Masilonyana) Steering Session	
03-09 August 2015	Newspaper Advertisement for IDP Rep Forum (City Press, Sowetan, Masilonyana News)	MM, Mayor, Speaker and IDP Manager	Community participation (Community Organisations representatives)	

05-16 th October 2015	Submission of Performance reports and Evidence by all Senior Managers	PMS Coordinator, Senior Managers, Municipal Manager	Consolidation of quarterly reports into one document for submission to the Mayor	
09-26 November 2015	LDM's IDP Rep Forum	LDM's Municipal Manager, Senior Management & 5 local IDP Managers and other relevant officials	Consolidation of all information gathered during various processes and addressing concerns, comments and incorporating inputs from stakeholders	
16-30 November-2015	Ward based IDP Community Consultations	Councilors, MM, Snr Management, IDP Manager & Coordinator: Public Participation	Ward based community participation	
20-25 November 2015	Tabling of the Draft unaudited annual report to Council. Annual report is made available for inspection	MM, Mayor, PMS Coordinator	Public comments	
05 December 2015	Submission of Mid-Year Performance Reports and Evidence	All Senior Managers, PMS Coordinator, MM	Consolidation of information into one document - Mid-Year Performance Report	
01 - 25 January 2016	Revision of and approval by Council on the 2015/2016 adjustments budget	MM, CFO and Heads of Departments	<ul style="list-style-type: none"> • Revision of the 2015/2016 operational and capital budget • Compilation of the MFMA sec 72 report & submission to the Mayor • Approval of 2015/2016 adjustments budget by Exco & Council 	
26 January to 15 February 2016	Distribution of the 2015/2016 adjustment budget	IDP Manager	Distributed Draft IDP	
25 January 2016	Submission of the Mid-Year Performance Report, Adjustment budget, Audit action Plan and Annual Report	MM, Mayor, PMS Coordinator	Mid-Year Performance Report, Adjustment budget, Action Plan and Annual Report adopted by Council	

	to Mayor; then submit to Cogta, Provincial and National Treasury			
18-29 January 2016	Preparation of progress on IDP projects and new projects	MM, HOD's & IDP Manager	New projects and other developmental issues as discussed during Steering Committee meetings	
25 January-04-February 2016	Community participation meeting	Mayor, Speaker, Councillors, Municipal Manager, IDP Manager & Coordinator: Public Participation	Mayor, Speaker (Ward & PR) Councilors outlines progress on 2015/2016 IDP projects	
1-4 March 2016	Consolidation of the Community needs	IDP Manager	Report on the needs identified	Inputs, Consolidation Phase
2-12 March 2016	2 nd Steering Committee session	Mayor/Exco, MM, Snr & Middle Management	i)Reporting on progress made during community participation. ii)Development of new objectives and strategies iii)Alignment exercise (costing of projects by the CFO)	
07-March to 18 March 2016	<ul style="list-style-type: none"> Interaction with sector departments to integrate funding CFO/Finance Department to consolidate and prepare the draft capital and operating budget 	MM, CFO & HOD's (LED & Mayor's office)	Draft of the operational and capital budget for 2016/2017 to 2018/2019 financial years consolidated and tabled to Council	
01 March to 20 March 2016	Steering Committee Session	Mayor/Exco, MM, Snr & Middle Management	i)Presentation of progress on IDP projects for 2015/2016 by HOD's ii)Agenda setting for Community Participation	

14 March to 30 March 2016	Final draft of the operational and capital budgets related policies budget for the 2016/2017 to 2018/2019 financial years consolidated and submitted to the Exec Committee for discussion	MM, CFO & HOD's	<ul style="list-style-type: none"> Finance Department to consolidate and prepare the final draft capital and operating budget Evaluation of and discussion on draft capital and operating budget by Council 	
28-31 March 2016	Tabling of the draft IDP / Budget	Mayor / Municipal Manager	Tabled IDP and Budget	Tabling of the draft and final approval phases
01-08 April 2016	Attending a working session on compiling the simplified IDP document	IDP Manager	Benchmarking IDP progress with other Municipality	
05 April 2015	Submission of Performance Reports and evidence by all Senior Managers	All Senior Managers, MM, Performance Coordinator	Consolidation of quarterly reports into one document for submission to the Mayor	
14 April 2016	Submission of the draft IDP and Budget to FS-Cogta & PT & NT Treasury	MM / CFO & IDP Manager	Submitted Draft IDP and Budget	
05- 12 April 2016	Advertising for inputs and comments by stakeholders and community members on the Drafts IDP & Budget	IDP Manager	Maximizing community participation on planning	
18 – 22 April 2016	IDP Provincial Assessments 2015-2016	Free State Province, Sector Departments	Production of Credible and Simplified IDP documents	
13-April 2016	Budget Ward 4&5 public participation meeting	Mayor/MM, CFO, Budget Manager & IDP	Consolidation of inputs on the Draft Budget & IDP	
14-April 2016	Budget Ward 3 public participation meeting	Mayor/MM, CFO, Budget Manager & IDP	Consolidation of inputs on the Draft Budget & IDP	
11-May 2016	Budget Ward 1, 2 & 10 public participation meeting	Mayor/MM, CFO, Budget Manager & IDP	Consolidation of inputs on the Draft Budget & IDP	
12-May 2016	Budget Ward 6 public participation meeting	Mayor/MM, CFO, Budget Manager & IDP	Consolidation of inputs on the Draft Budget & IDP	

17-May 2016	Budget Ward 7,8,9 & 3 public participation meeting	Mayor/MM, CFO, Budget Manager & IDP	Consolidation of inputs on the Draft Budget & IDP	
04-May2016	Budget Ward 2 public participation meeting	Mayor/MM, CFO, Budget Manager & IDP	Consolidation of inputs on the Draft Budget & IDP	
05-May 2016	Businesses (All towns)	Mayor/MM, CFO, Budget Manager & IDP	Consolidation of inputs on the Draft Budget & IDP	
10-May 2016	Budget Bilateral	Provincial Treasury, CFO,MM	All provincial stakeholders to assess and give inputs on the 2016/17 draft budget	
18-22 May 2016	Working on comments from the advertised IDP draft & Budget	MM, Corporate Director & IDP Manager, Budget Manager		
31-May 2016	Submission of 2 nd Draft IDP & Budget and related policies for consideration by Council	Mayor/Exco, MM, HOD's & IDP Manager	<ul style="list-style-type: none"> • 2nd Drafts IDP & Budget tabled for consideration by Council 	
30-June 2016	Final Approval of the IDP and the Budget & related policies	Mayor/Exco, MM, HOD's & IDP Manager	<ul style="list-style-type: none"> • Final Approval by the Council 	
01-09 July 2016	Preparations for implementation of the approved Budget.	Mayor/Exco, MM, HOD's, Middle Management & IDP Manager	<ul style="list-style-type: none"> • Finance Department to finalise all preparations and ensure proper and timeous implementation of budget, including promulgation of tariffs • MM to submit draft SDBIP's and draft Performance Agreements of section 57 personnel to Mayor 	
01-14 July 2016	Submission of approved operational and capital budget to National Treasury	CFO	Finance Department to submit approved budget to Provincial Treasury and National Treasury	
05 July 2016	Submission of Performance Reports and evidence by all Senior Managers	All Senior Managers, MM, Performance Coordinator	Consolidation of quarterly reports into one document for submission to the Mayor – Annual Performance Report	