



# **Prince Albert Municipality**

## **2015/16 IDP & Budget Time-Schedule of Events for the Approval of the 2016/17 IDP and Budget Review**

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The purpose of the time schedule is to indicate the various planned activities and strategies on which the municipality will embark to compose its integrated development plan for the review of the Integrated Development Plan (IDP) for implementation 2016/16 and Annual Budget for the 2016/16 financial year and the two outer years. The time schedule 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 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. The process creates its own dynamics since it encompasses the involvement of external role-players and vested interest groups therefore it requires accurate logistical planning and arrangements of engagement sessions to ensure that the process is implemented in accordance with the approved schedule. However, experience has taught us that deviation from the approved time schedule may occur due to unforeseen events and circumstances which are beyond the control of the politicians and the administration. This would require adjustment to the timeframes to ensure that the execution of the process remains practical and that all legislative requirements are adhered to.

## Preparation Phase

IDP & Budget Activity	PMS Activity	Timeframe	Responsible
IDP Managers Forum: Draft Framework & Process Plan			District IDP Managers/ Coordinators
Prepare & Finalize Draft 2015/16 IDP and Budget schedule outlining the steps for compilation of the 2016/17 IDP Review and 2016/17 and two outer year's Budget		04 Augustus 2015	IDP Coordinator
IDP & Budget Steering Committee Meeting: Establish Internal Partnerships & Institutional Arrangements		08 August 2015	Municipal Manager
Table Draft 2015/16 IDP/Budget Time Schedule to Management for quality check to ensure inclusiveness.	Prepare and finalise Employee Performance Development Plans for 2015/16 Evaluation Cycle	09 August 2015	IDP Coordinator Manager: Corporate & Community Services
Tabling of Draft 2016/17 IDP/Budget Process Plan to Council for approval with time schedules for IDP Public participation meetings.		28 August 2015	IDP Coordinator/ MM & HOD'S
Advertising IDP & Budget Process Plan		31 August 2015	IDP Coordinator/PPO

## 1. Analysis Phase

No.	IDP & Budget Activity	PMS Activity	Timeframe	Responsible
1.1	Consider MEC comments and recommendations on assessment of 2015/16 Reviewed IDP Document and IDP processes followed.		30 August 2015 depends on receipt of MEC Letter	Municipal Manager Managers & IDP Coordinator
1.2	Attend District IDP Managers Forum Meeting-Discuss outcomes of IDP Assessments, Challenges and District Interventions i.t.o IDP planning for the review process.		Sept 2015	District IDP Managers/ Coordinators
1.3	Ward Operational Plan: All Wards		3 September 2015	PPO/ Manager: Corporate and Community

No.	IDP & Budget Activity	PMS Activity	Timeframe	Responsible
				Services/ IDP Coordinator
1.4	Convene Internal IDP Meeting. (Dry Run) Final Discussion of Public Participation Meeting Processes.	<ul style="list-style-type: none"> <li>• Submit Quarterly Project Implementation Report</li> <li>• Quarterly Audit Committee Meeting</li> <li>• Audit &amp; Performance Audit Committee meeting</li> </ul>	September 2015	Office of the Speaker/ Ward Committee Chairpersons/ CDW`s/ PPO/
1.5	Convene Ward Committee Meetings to review the prioritisation of service delivery and development needs in 2015/16 Reviewed IDP and discuss the process for Reviewing Ward Based Plans. Communicate final approved 14/15 Budget, Tariffs and IDP to Ward Committees.		September 2015 21 September: Ward 1 22 September: Ward 2 23 September: Ward 3 24 September: Ward 4 30 September: Ward 4	Office of the Speaker/ Ward Committee`s & Councilors IDP Coordinator
1.6	IDP Representative Forum		16 September 2015	Office of the Speaker IDP Coordinator
1.7	Review municipal Spatial Development Framework		13 - 31 October 2015	Manager: Corporate & Services
1.8	Two Day Ward Based Plan Development Session with Wards and compile a Ward Based Plan accordingly.		October 2015	IDP Coordinator Public Participation Officer CDW`s Ward Committee

## 2. Strategies Phase

No.	IDP & Budget Activity	PMS Activity	Timeframe	Responsible
2.1	Municipality & Council undertakes internal & external strategic consultation process to deliberate on high level strategic issues to	<ul style="list-style-type: none"> <li>• Appointment of Internal Auditor</li> </ul>	September 2015	Council &

No.	IDP & Budget Activity	PMS Activity	Timeframe	Responsible
	redefine Council's short-term Strategic Agenda. Review of Municipal Strategic Plan Workshop with Council: Review Municipal KPA and Strategic Objectives	<ul style="list-style-type: none"> <li>Appointment of the Audit Committee</li> <li>Section 57 Managers Quarterly Assessments</li> </ul>		Management
2.2	Ward Committee Meetings: Discuss, scrutinize and priorities community needs		November 2015  30 November : Ward 1 2 December : Ward 1 3 December: Ward2,3 & 4	Ward Committee Councilors
2.3	Updating and review of strategic elements of IDP in light of the new focus of Council. Municipal Strategies, objectives, KPA's, KPI's and targets. - Identification of priority IDP KPI's incorporate in IDP and link to budget and IMAP		September 2015	IDP Coordinator
2.4	Convene IDP Representative Forum: Presenting Service Delivery needs and Priorities per ward, Municipal Financial Position and Short-term Strategic Agenda.	16 September 2015, 10 February 2016	September 2015 and February 2016	IDP Representative Forum

### 3. Project Phase

No.	IDP & Budget Activity	PMS Activity	Timeframe	Responsible
3.1	Attend District IDP Managers Forum Meeting-Discuss outcomes of IDP Assessments, Challenges and District Interventions i.t.o IDP planning for the review process.		November 2015	District IDP Coordinator
3.2	Managers finalise and prioritise Directorates capital projects for 2016/17 Budget year and the next two outer years		02 - 13 February 2016	Municipal Manager Managers CFO
3.3	Operational Budget: Income / Expenditure inputs and statistics to be returned to Budget Office		03 - 15 November 2015	Managers

No.	IDP & Budget Activity	PMS Activity	Timeframe	Responsible
3.4	Capital Budget: Departments to submit proposed 3 year Capital Budget per Directorate to Budget Office to consolidate inputs and compile a Draft Capital Budget.		17 - 29 November 2015	
3.5	Convene IDP Representative Forum: Presenting Service Delivery needs and Priorities per ward, Municipal Financial Position and Strategic Objectives.		10 February 2016	IDP Coordinator PPO
3.6	Finalise Salary Budget for 2016/2017		January 2016	CFO
3.7	Finalise preliminary projections on operating budget for 2016/2017	<ul style="list-style-type: none"> <li>Quarterly Project Implementation Report</li> <li>Quarterly Performance Audit Committee meeting</li> </ul>	January 2016	CFO
3.8	Finalise expenditure on operational budget for the budget year and two outer years.	<ul style="list-style-type: none"> <li>Mayor tables annual Report</li> <li>Advertise Annual Report and invite community inputs</li> <li>Section 57 Managers Quarterly Assessments</li> </ul>	January 2016	CFO Manager: Corporate & Community Services
3.9	Departments to conclude Sector Plans and identify projects linked to sector plan implementation for submission to IDP unit for 2016/17 IDP Review.		January 2016	HOD's IDP Manager
3.10	Alignment of Sector Department projects & Programs		29 – 30 January 2016	IDP Representative Forum

#### 4. Integration Phase

No.	IDP & Budget Activity	PMS Activity	Timeframe	Responsible
4.1	Final review of Municipal Strategic Objectives, KPA's, KPI's and Targets		28 - 30 January 2016	Manager: Corporate & Community Services IDP Coordinator
4.2	Review all budget related policies			CFO
4.3	Adjustment Budget: Finalise Capital and Operational budget projections for 2016/2017			CFO
4.4	IDP Representative Forum to conclude stakeholder investment i.t.o community development programmes and projects funded for inclusion in IDP and Budget.		10 February 2016	IDP Coordinator
4.5	Ward Committee Meetings: Discuss and brief Ward Committees about Council's revised strategic plan, Strategic Objectives and envisaged deliverables.	<ul style="list-style-type: none"> <li>Council to Consider and adopt an oversight report</li> <li>Set performance objectives for revenue for each vote</li> </ul>	22 February – ward 1 23 February – ward 2, 3 and 4 24 February – ward 4	IDP Coordinator PPO Office of the Speaker
4.6	Review final tariffs and charges and determines tariffs to balance the budget and finalise income budget.		13 February 2016	CFO
4.7	Attend District IDP Managers Forum Meeting to discuss the alignment of IDP Strategic Development Goals		February 2016	District IDP Managers/ Coordinators
4.8	Attend Provincial IDP INDABA 2. Incorporate Sector Departments Projects in Draft IDP.		TBC	IDP Coordinators
4.9	Tabling of 2016/17 Adjustment Budget Rollovers; possible changes on SDBIP and KPI'S as per Adjustment Budget.	Amend IDP, SDBIP, KPI's and performance agreements i.t.o adjustment budget	22 January 2016	Mayor/ CFO
4.10	Municipalities receive inputs from National and Provincial Government and other bodies on factors influencing the budget, e.g. Grant Allocations	<ul style="list-style-type: none"> <li>Quarterly Project Implementation report</li> <li>Quarterly Audit Committee Meeting</li> <li>Submit Annual Report to Auditor General, Prov.</li> </ul>	28 February 2016	CFO Municipal Manager

No.	IDP & Budget Activity	PMS Activity	Timeframe	Responsible
		Treasury and DLG		
4.11	Submit first draft IDP to CKDM for Horizontal Project alignment between the CKDM and Prince Albert		24 February 2016	IDP Coordinator
4.12	Forward Adjustment Budget to National and Provincial Treasury after approval			Executive Mayor & MM
4.13	Publication of approved Adjustment Budget after approval	<ul style="list-style-type: none"> <li>Council to Consider and adopt an oversight report</li> <li>Set performance objectives for revenue for each vote</li> </ul>	30 January 2016	Executive Mayor & MM

## 5. Approval Phase

No.	IDP & Budget Activity	PMS Activity	TIMEFRAME	RESPONSIBLE
5.1	Submit Draft IDP to Manager Corporate & Community Services with proposed schedule of Ward Committee Meetings for post IDP & Budget Feedback & Consultation Process		15 February 2016	IDP Coordinator
5.2	Workshop draft IDP & Budget and proposed tariffs with Council.	Audit of performance Measures Set municipal strategies, objectives, KPA's, KPI's and targets	24 March 2016	Municipal Manager All managers IDP Coordinator
5.3	Municipal Manager presents final draft IDP, Budget and Budget related policies to the Mayor for perusal and tabling to Council		20 March 2016	Municipal Manager
5.4	Submit draft IDP, Budget, Related policies and proposed schedule of Ward Committee Meetings for IDP & Budget Feedback/Consultation Process to Council (Principal Approval)		31 March 2016	Municipal Manager CFO Manager: Corp & Community Services IDP Coordinator
5.5	Forward Copy of preliminary approved Budget, IDP, SDBIP & related	Refinement of municipal	31 March 2016	Mayor & MM

No.	IDP & Budget Activity	PMS Activity	TIMEFRAME	RESPONSIBLE
	documents to National & Provincial Treasury and Department of Local Government– 90 days before start of new financial year.	strategies, objectives, KPA's, KPI's & targets for inclusion into IDP;  Section 57 Appointees' Quarterly Performance assessments		
5.6	Attend District IDP Managers Forum- Present Draft IDP for input.		TBC	District IDP Managers / Coordinators
5.7	Advertise & Inviting public comments on Draft Budget and IDP Place copies of Draft Budget and IDP at all municipal buildings.		1 – 24 April 2016	CFO IDP Coordinators
5.8	Ward Committee Meetings: Feedback / Consultation on preliminary approved IDP & Budget		11-14 April 2016	Office of the Speaker IDP Coordinator PP Officer
5.9	CFO and IDP Coordinator analyse public and Ward Committee comments and inputs on Draft IDP and Budget and prepare recommendations for Council's perusal		27 – 01 April 2016	CFO & IDP Coordinator
5.10	Council considers public and Government Departments comments and inputs and revised IDP & Budget if necessary.		18 – 22 May 2016	Mayor & MM
5.11	Table final IDP, budget & related documents to Council for approval.	<ul style="list-style-type: none"> <li>Quarterly Project Implementation Report</li> <li>Quarterly Audit Committee Meeting</li> <li>Annual review of organisational KPI's</li> <li>Review annual organisational performance targets</li> </ul>	31 May 2016	Mayor Municipal All Managers CFO
5.12	Inform local community about approved IDP and Budget Detail: Place Newspaper Article and Copies at Libraries		1 - 5 June 2016	CFO Municipal Manager All Managers PP Officer IDP Coordinator
5.13	Send copy of approved Budget, IDP & related documents to National and Provincial Governments and other stakeholders			
5.14	Publication of Approved Budget and IDP within 10 workings days on		12 June 2016	CFO (Budget



No.	IDP & Budget Activity	PMS Activity	TIMEFRAME	RESPONSIBLE
	Municipal Website			Office) Municipal Manager and all Managers.
5.15	Submit draft SDBIP (Top Level) to Mayor within 14 days after approval of budget		18 June 2016	Municipal Manager
5.16	Mayor approves the municipality's SDBIP (Top Level) within 28 days after the approval of the budget		26 June 2016	Mayor