

IDP, BUDGET / PMS REVIEW PROCESS PLAN PROGRAMME -2009/10

ACTIONS	RESPONSIBLE PERSON	TARGET DATE
Assist the Mayor in the preparation of time schedule for the Budget and IDP Review and Process Plan, Budget related policies and community consultation	CFO	August 2008
Meeting with the IDP Managers of the local municipalities for the alignment of the process plan	IDP Manager	August 2008
Finalized Performance agreements for Section 57 Managers	PMS Manager	August 2008
Finalized the Organisational scorecard	PMS Manager	August 2008
Council adopts the IDP / Budget Process Plan	CFO / IDP Manager	August 2008
UDM to provide the notice to the public of the process to be followed for the IDP / Budget.	IDP Manager	September 2008
Review and Update of the IDP Status, Identify Key Issues and address the MEC comments	IDP Manager	September 2008
Quarterly performance assessment of Section 57 as required by Section 28(1) of the Performance Regulations	PMS Manager	September 2008
1 st UDM IDP Alignment Meeting - inception meeting (Evaluating changed circumstances and address MEC comments)	IDP Manager	October 2008
Review budget related policies	CFO / Council	November 2008
Determine guidelines for 2008/09 Budget	CFO	November 2008
1 st UDM IDP Representative Forum – inter-sphere alignment session (Evaluating changed circumstances and situational analysis)	IDP Manager	November 2008
Review of Budget for 2008/2009 and obtain Council's Approval	CFO	December 2008
2 nd Quarterly performance assessment of Section 57 as required by Section 28(1) of the Performance	PMS Manager	December 2008

ACTIONS	RESPONSIBLE PERSON	TARGET DATE
Regulations		
Submission of the audit committee report on the mid-year performance assessment to Council	PMS Manager	January 2009
Presentation on the progress of the 2009/10 Review Budget / IDP	MANCO / EXCO	January 2009
Receive entity Budget from Uthukela water	Acting MM	January 2009
2 nd UDM IDP Alignment Meeting - review objectives and strategies (Alignment & integration of project lists, sector plans, finalizing implementation programmes & Spatial Dev Frameworks)	IDP Manager	January 2009
2 nd UDM IDP Representative Forum – (Review objectives and strategies) Alignment & integration of project lists, sector plans, finalizing implementation programmes and MTEF	IDP Manager	February 2009
Meeting with HOD's to align programmes and projects	IDP Manager	1February 2009
Provincial IDP Stakeholders meeting	IDP Manager	February 2009
IDP / Budget Council workshop – to provide Council with progress to date and to obtain input on public participation process etc	IDP Manager / CFO	Council Meeting
Alignment and integration of the Budget and IDP	MANCO	March 2009
Council to consider the first draft of municipal Budget & IDP and resolve to submit it to the department for assessment	Council	March 2009
Submission of the First Draft IDP to DLGTA for assessment purposes	IDP Manager	March 2009
Third Quarterly performance assessment of Section 57 as required by Section 28(1) of the Performance Regulations	PMS Manager	31 March 2009
Public Consultation of the IDP and Budget in terms of Section 17 and 18 of Chapter 4 of the Municipal	CFO / IDP Manager	April 2009

ACTIONS	RESPONSIBLE PERSON	TARGET DATE
Systems Act, 2000 and Section 22 (a) (i) of the Municipal Finance Management Act, 2003		
3 rd UDM IDP Alignment Meeting - to finalize the objectives, strategies, programmes and projects.	IDP Manager	April 2008
Finalise KPI and Targets	MANCO	May 2009
3 rd UDM IDP Representative Forum – presentation of the draft IDP for input	IDP Manager	May 2009
Approval and adoption of the Budget, and submitted to the National and Provincial Treasury. Approval for the IDP to be advertised for a period of 21 days as required by the Municipal Systems Act	Council	May 2009
Assess & incorporate comments - Adjust the draft municipal IDP as per the comments	MANCO	June 2009
Adoption of the IDP by Council	Council	June 2009
Submission of Budget and IDP to DLGTA (within 10 days)	CFO / IDP Manager	June 2009
Fourth (annual) performance assessment of Section 57 as required by Section 28(1) of the Performance Regulations	PMS Manager	30 June 2009
Submission of the annual audit committee report on the annual performance assessment to Council	PMS Manager	July 2009
Commence with the implementation of the Budget and IDP.	CFO / IDP Manager	July 2009