

Central Karoo District Municipality



IDP & Budget Time Schedule 2017/18

1. INTRODCUTION

The Integrated Development Planning (IDP) process is a process through which municipalities prepare strategic development plans for a five-year period. An IDP is one of the key tools for Local Government to cope with its new developmental role and to arrive at decisions on issues such as budgets, service delivery, promotion of local economic development and institutional transformation in a consultative, systematic and strategic manner.

In terms of Section 25 of the Municipal Systems Act (MSA) 2000, all municipalities have to undertake an Integrated Development Planning Process to produce Integrated Development Plans. The Integrated Development Plan is a legislative requirement. It has legal status which supersedes all other plans that guide development at local government level.

2. IDP REVIEW

The annual IDP review process relate to assessing the municipality's performance against organizational objectives as well as implementation in terms of service delivery. An IDP is reviewed based on changing internal and external circumstances that impact on the priority issues, objectives, strategies, projects and programmes of the IDP.

The annual revision of the IDP must inform the municipality's financial and institutional planning and most importantly the drafting of the annual budget.

3. THE ANNUAL BUDGET

The annual budget and the IDP are linked to one another. Chapter 4 and section 21 (1) of the Municipal Finance Management Act (MFMA) indicates that: -

The Executive Mayor of a municipality must –

(b) At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for

(i) The preparation, tabling and approval of the annual budget;

(ii) The annual review of –

(aa) The Integrated Development Plan in terms of section 34 of the Municipal Systems Act; and

(bb) The budget related policies.

(iii) The tabling and adoption of any amendments to the Integrated Development Plan and the budget related policies; and

(iv) The consultative processes forming part of the process referred to in subparagraphs (i), (ii) and (iii)

4. THE IDP REVIEW APPROACH

The IDP development process will focus and be influenced by the following: -

- MEC of Local Government comments
- Improvement on the IDP/Budget process based on the previous performance
- Areas requiring additional attention in terms of legislative requirements
- Preparation, review or amendments of the existing sector plans and policies
- Preparation of the Performance Management System (PMS)

This document constitutes the IDP and Budget Time Schedule for the Central Karoo District Municipality and presents in transparent and simple manner what should happen, when, by whom and where.

5. INTERGRATED TIME SCHEDULE FOR REVIEW OF THE IDP AND BUDGET FOR THE 2017/18 FINANCIAL YEAR

PHASES	TARGET/ACTIVITY	ROLE PLAYERS / STAKEHOLDERS	TIME FRAMES	MECHANISM / TOOLS	OUTPUT
PREPARATION	Development of IDP & Budget Schedule	IDP Coordinator	July – Aug 2017	Desktop	Approved IDP & Budget Time Schedule
	Internal IDP Steering Committee	Internal Departments	August 2017	Meeting	
	Advertise for public comments	IDP Coordinator	July 2017	Media	
	IDP Managers Forum	District & Local Municipalities	August 2017	Forum	
	District IDP Representative Forum	Sector Departments, NGO's	August 2017	Forum	
	Adoption of Time Schedule	Council	August 2017	Council Meeting	
ANALYSIS	Internal IDP & Budget Steering Committee (Analysis)	Internal Departments	September 2017	Meeting	Determine and asses the current level of development and the emerging challenges, opportunities and priorities
	Review & Collate information	IDP Coordinator	October 2017	Desktop work	
	Analyze information and draft situational analysis	IDP Coordinator	October 2017	Desktop work	
	IDP Managers Forum	District & Local Municipalities	October 2017	Forum	
	IDP Representative Forum	Sector Departments, NGO's	November 2017	Forum	
	First Draft Situational Analysis	IDP Coordinator	November 2017	Desktop work	
STRATEGY PHASE	Internal IDP & Budget Steering Committee (Feedback on situational analysis)	Internal Departments	October 2017	Meeting	

	Joint Planning / Indaba	Sector Departments	October 2017	Meeting	Develop objectives for priority issues and determine programmes to achieve strategic intent including the development of the strategic scorecard
	Engagement with Finance Department	IDP Coordinator & Budget Office	November 2017	Meeting	
	Public Participation / IDP Roadshows	Council / Officials	November 2017	Roadshows	
PROJECT PHASE	Internal IDP & Budget Steering Committee (Prioritize projects & programmes)	Internal Departments	December 2017	Meeting	Identifying projects and set outputs and targets
	IDP Managers Forum (Alignment)	District & Local Municipalities	January 2018	Forum	
	Develop project proposals in preparation for submission	District & Local Municipalities	January 2018	Desktop work	
	IDP Representative Forum (Alignment)	Sector Departments, NGO's	November 2017	Forum	
	Tabling of budget	Finance Department	March 2018	Council	
INTEGRATION	Internal IDP & Budget Steering Committee (Alignment)	Internal Departments	January 2018	Meeting	Incorporate programmes and projects into the IDP
	Integration Of Projects & Programmes	Sector Departments	January 2018	Desktop work	
	Presentation of draft IDP & Budget to MAYCO	IDP Coordinator	February 2018	Meeting	

APPROVAL	District Finalisation of IDP's	IDP Coordinator	March 2018	Desktop work	Approved IDP & Budget
	Draft Approval by Council	Council	March 2018	Council Meeting	
	Send Draft IDP to Minister	Municipal Manager	March 2018	Correspondence	
	Advertising for public comments & incorporation thereof	IDP Coordinator	April 2018	Media	
	IDP Managers Forum	District & Local Municipalities	March 2018	Forum	
	Finalization of IDP	IDP Coordinator	April 2018	Desktop work	
	Final Adoption by Municipal Councils	District & Local Councils	May 2018	Council Meeting	

6. Binding legislation, policies and planning requirements at National and Provincial level

The Integrated Development Planning process is guided by a number of legal and policy documents that impose a range of demands and requirements on the Municipality. The list below contains the some of the most important IDP source documents:

- Constitution of South Africa (1996)
- Municipal Structures Act (117 of 1998)
- Municipal Systems Act (32 of 2000)
- Disaster Management Act (57 of 2002)
- Municipal Finance Management Act (56 of 2003)
- Spatial Planning and Land Use Management Act (16 of 2013)
- Municipal Planning and Performance Management Regulations (Aug 2001)
- Municipal Budget and Reporting Regulations (April 2009)
- Regulations in terms of the Spatial Planning and Land Use Management Act (March 2015)
- National Development Plan (2012)
- Medium-Term Strategic Framework: 2014 – 2019
- Back to Basics Approach - September 2014
- Western Cape's Provincial Strategic Plan: 2014-2019
- Western Cape Provincial Spatial Development Framework - March 2014
- 1st Generation IDP's
- 2nd Generation IDP's
- 3rd Generation IDP's
- IDP Guide pack
- Socio-Economic Profile's
- Municipal Economic Review Outlook's
- Municipal Spatial Development Framework

7. Adoption of the IDP / Budget by Council

The new IDP's and budgets will be adopted by Councils by the 31 May 2018. Local Municipalities should adopt their IDP's before the adoption by the district.

8. Conclusion

The outlined programme with timeframes, alignment, legislations, policies and planning requirements as well as project identification will have to be followed by all municipalities after mutual agreement.