

!Kheis Municipality

Draft

IDP and Budget

Process Plan

2014/15 !

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1. Introduction

The Integrated Development Plan (IDP) is the municipality's principal strategic planning document. The IDP articulates to the community which part of the longer term spatial development plan (20 to 30 years) of the municipality, the current council will be targeting to achieve during its 5 year term (2014/15 – 2015/16).

It is therefore important that the IDP demonstrates how the municipalities' projects, programmes and activities are coordinated and integrated, both internally between directorates and externally between stakeholders, vested interest groups and other spheres of government. The IDP must ultimately enhance integrated service delivery and development and promote a sustainable, integrated community in the municipality. The IDP provides a view of the complete basket of services which the municipality provides, bearing in mind that communities cannot be developed in a fragmented manner. The priorities identified in the IDP ultimately become the key strategic plan of the municipality and inform the financial planning and budgeting process to be undertaken.

This document discusses and outlines the activities which the municipality will undertake to review the existing IDP and budget, and development of the 2014/15 IDP review, budget and Service Delivery and Budget Implementation Plan (SDBIP). It is fundamental that citizen involvement is increased through municipal driven structures such as Ward Committees and various representative forums. The document sets-out how the municipality intends to engage the community during the upcoming budget process. It is important to bear in mind that the end result of the IDP process is not only to produce an updated IDP document, budget and SDBIP but the actual implementation of projects and service delivery which will ultimately improve the conditions in which the people of !Kheis Local Municipality live daily. This document is the municipal council's policy tool to guide the administration and council on when what must take place to ensure a credible and relevant budget process.

2. Legal Framework - IDP and Budget Process Plan¹

¹ To ensure minimum quality standards during the IDP process and a proper coordination between and within the spheres of government, the preparation of the planning process is regulated by the MSA. Section 28 of the MSA stipulates that;

- ❖ Each Municipal Council must adopt a process, in writing, to guide the planning, drafting, adoption and review of the IDP.
- ❖ The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- ❖ A municipality must give notice to the local community of particulars of the process it intends to follow.

Section 29(1) of the MSA requires that the process must;

- ❖ be in accordance with a predetermined programme specifying timeframes for the different steps;

Section 28(1) of the Municipal System Act, (Act 32 of 2000) (the MSA) requires the municipal council to adopt a process, in writing, to guide the planning, drafting and review of its IDP. Sections 21 and 53 of the MFMA make the Mayor of the municipality responsible to co-ordinate and integrate the processes of (i) preparing the annual budget and SDBIP and (ii) reviewing the IDP. The MFMA requires that the Mayor tables the time schedule outlining the key activities in the budget process to Council for approval. This must annually be completed by the latest on 31 August of each year ((at least ten (10) months before the start of the budget year). The budget process plan, immediately after its approval must be submitted in hard and electronic copies to:

- the National Treasury (lq.documents@treasury.gov.za);
- the Northern Cape provincial treasury (ncptmfma@ncpg.gov.za) ; and
- the Department of Cooperative Government and Traditional Affairs (COGTA).

This document outlines the programme !Kheis Local Municipality will follow during 2015/16 and provides detail on the issues required in the MSA and MFMA. A process plan must include the following:

- ❖ A programme specifying time-frames for the different steps;
- ❖ Outline mechanisms, processes and procedures for consultation of the community, organs of state, traditional authorities and role-players;
- ❖ A consultation process for price increases of bulk resources (water, electricity, etc.);
- ❖ Identify all plans and planning requirements binding on the municipality;
- ❖ Be consistent with any other matters prescribed by legislation.

3. Purpose of and reporting against the IDP and Budget Process Plan

The purpose of the process plan is to indicate the various planned activities, strategies and timeframes to compile the IDP for the five year cycle (2014/15-2018/2019), the budget for 2014/15 and the two outer years including the SDBIP.

The process plan aims to ensure integration and alignment between the IDP, Budget and SDBIP, thereby ensuring the development of an IDP based budget. It fulfils the role of a business plan or an operational framework for the IDP outlining the manner in which the IDP process will be undertaken. In addition, it identifies the activities in

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- ❖ through appropriate mechanisms, processes and procedures allow for the local community to be consulted on its development needs and priorities, allow the local community to participate in the drafting of the IDP, and allow organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the IDP;
 - ❖ provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation.

the process around the key statutory annual operational processes in the budget, SDBIP 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 and SDBIP are 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 involves external role-players and vested interest groups. This requires accurate logistical planning and arrangements of engagement sessions to ensure that the process is implemented in accordance with the approved time schedule.

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 municipal council and the administration. This may require adjustment to the timeframes to ensure that the execution of the process remains practical and that all legislative requirements are adhered to. The Mayor as coordinator of the budget process will regularly inform council, the National Treasury, provincial treasury and the Department of Cooperative Governance and Traditional Affairs (COGTA) on progress against the approved targets and timeframes and any adjustments that may be required.

4. Mediums / Methods of informing stakeholders in the IDP and Budget process

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

- Road shows and meetings
- Radio Talk Shows and Announcements
- Newspaper Publications
- Municipal Exhibitions
- Load Hailing
- Flyers, Posters and Pamphlets
- Ward Committee meetings
- Community Newsletters
- CDW involvement – To give feedback/information

5. Roles and Responsibilities

One of the prerequisites of a well organised IDP process is for all role players to be fully aware of their own as well as other role player's responsibilities. Tables 1 and 2 below outline a brief description thereof.

6. Table 1: Roles and Responsibilities within the municipality

<i>ROLE PLAYERS</i>	<i>ROLES AND RESPONSIBILITIES</i>
<i>Council</i>	<ul style="list-style-type: none"> ➤ Approve and adopt the process and framework plans as well as IDP and budget ➤ Monitor the implementation and approve any amendments of the plan when necessary.
<i>Executive Mayor and Mayoral Committee</i>	<ul style="list-style-type: none"> ➤ Consider the IDP and Budget timetable and Process Plan and submit to Council for approval annually by latest 31 August. ➤ Overall political guidance, management, coordination and monitoring of the IDP and budget process (MFMA section 53). ➤ Establish a budget steering committee as envisaged in the Municipal Budget and Reporting Regulations (MBRR) (Regulation 4). ➤ Chair the budget steering committee. ➤ Assign and delegate responsibilities in this regard to the Municipal Manager. ➤ Submit the draft IDP, budget and SDBIP to Council for community consultation and approval. ➤ Submit final IDP and Budget to Council for adoption. ➤ The Mayor must approve the final SDBIP within 28 days after the approval of the budget. ➤ Co-ordinate plans and timetables for the Budget. ➤ Exercise close oversight on the IDP, Budget and SDBIP preparation. ➤ Ensure and drives political engagement with the province and national departments on unfunded or under-funded mandates. ➤ Escalate community priorities and requests (relating to national and/ or provincial mandates) formally, in writing, to the relevant national/ provincial organs of state – follow-up and coordinate that feedback to the community is provided.
<i>Speaker</i>	<ul style="list-style-type: none"> ➤ Overall monitoring of the public participation process. ➤ Establish and exercise oversight over ward committees.
<i>Ward Councillors / Ward Committees</i>	<ul style="list-style-type: none"> ➤ Form a link between the municipality and residents. ➤ Link the IDP, Budget and SDBIP process to their respective Wards. ➤ Assist in the organising of public consultation and participation. ➤ Explain and engage the community during the process. ➤ Monitor the implementation of the IDP, budget and SDBIP with respect to their particular wards. ➤ Encourage residents to take part in the IDP process. ➤ Provide feedback to the community during and AFTER APPROVAL of the IDP, budget and SDBIP. Especially on community priorities that could not be accommodated and the reasons for such, including when or how it will be addressed in future.
<i>Municipal Manager</i>	<ul style="list-style-type: none"> ➤ Managing and coordinate the entire IDP process as assigned by the Executive Mayor. ➤ Fulfil the duties of Accounting Officer as set out in Sections 68 and 69 of the MFMA, Act 56 of 2003. ➤ Ensure that the budget is prepared in the prescribed format and includes the minimum prescribed information and in the sequence prescribed (MFMA and Municipal Budget and Reporting Regulations (MBRR)). ➤ Certifies and signs-off that the budget does meet the minimum quality and content requirements (MFMA and MBRR).

<p><i>IDP Manager / Office</i></p>	<ul style="list-style-type: none"> ➤ Prepare IDP process plan and monitor the timeously implementation thereof. ➤ Day to day management and coordination of the IDP process. ➤ Ensure stakeholder engagement in the IDP process by organising and setting up meetings for engagement. ➤ Ensure that the IDP process is participatory and that planning is ward-based oriented. Respond to public and MEC comments on Draft IDP. ➤ Compilation of a comprehensive IDP document that complies with all legislator requirements. ➤ .Amend the IDP document in accordance with the comments of the MEC. ➤ Assist the Speaker to coordinate the process of establishing ward committees. ➤ Responsible for logistical arrangements pertaining to ward committee meetings. ➤ The responsibility to meet regularly with the ward committees to ensure appropriate communication with the communities through the ward committee structure. ➤ The responsibility to ensure that representations made through the ward committees and ward councillors are channelled to the appropriate structures/functionaries for further attention/information. ➤ To provide the administrative support to ward committees. ➤ To coordinate within the administration and prepare a consolidated formal document of the community needs/ requests (relating to national/ provincial mandates) that arose during community engagements. This must be provided to the Mayor for escalation to national/ provincial organs of state.
<p><i>Directors and Head of Departments</i></p>	<ul style="list-style-type: none"> ➤ Provide relevant technical, sector and financial information analysis. ➤ Provide technical expertise in consideration and finalisation of strategies and identification of projects. ➤ Provide departmental, operational and capital budgetary information. ➤ Preparation of project proposals, integration of projects and sector programmes.
<p><i>IDP – Steering Committee</i></p> <p><i>Budget – Steering Committee</i> <i>(Ideally this should be one(1)_joint committee)</i></p>	<ul style="list-style-type: none"> ➤ Refinement and quality check of IDP document to ensure compliance with legislation. ➤ Consist of Municipal Manager, Senior Management/Directors, IDP Manager/Office, and Speaker. <hr/> <ul style="list-style-type: none"> ➤ To provide technical assistance to the mayor in discharging the responsibilities set out in Section 53 of the MFMA. ➤ Consist of the portfolio Councillor for Financial matters, the Municipal Manager, Chief Financial Officer, Senior Managers/Directors and any technical experts on infrastructure, the manager responsible for budgeting and manager responsible for planning.
<p><i>IDP Representative Forum</i></p>	<ul style="list-style-type: none"> ➤ Provide an organisational mechanism for discussion, negotiation and decision making between stakeholders. ➤ Represents the interest of their constituencies in the IDP process. ➤ Monitors the performance of the planning and implementation process. ➤ Comprises of the Mayor, Councillors, Ward Committees, Municipal Manager, Directors, representatives of various sectors, NGO's, Government Departments and specialised community members.

7. Table 2: Distribution of roles and responsibilities between the municipality and external role players

ROLE PLAYERS	ROLES AND RESPONSIBILITIES
<i>!Kheis Local Municipality</i>	<ul style="list-style-type: none"> ➤ Approve the IDP, budget and SDBIP. ➤ Undertake the overall planning, management and coordination of the IDP and budget process. ➤ Consider comments of the MEC's for local government and finance, the National Treasury and/ or provincial treasury and other national and/ or provincial organs of state on the IDP, budget and SDBIP and adjust if necessary. ➤ Ensure linkage between the Budget, SDBIP and IDP.
<i>Local Residents, Communities and Stakeholders</i>	<ul style="list-style-type: none"> ➤ Represents interest and contributes knowledge and ideas in the IDP process by participating in and through the ward committees. ➤ Keep constituencies informed on IDP activities and outcomes.
<i>Z.F.Mgcawu District Municipality</i>	<ul style="list-style-type: none"> ➤ Ensure alignment of the IDP between the municipality and the district municipality (Integrated District and Local Planning). ➤ Preparation of joint strategy workshops between municipality, provincial and National government.
<i>Provincial Government</i>	<ul style="list-style-type: none"> ➤ Ensure horizontal alignment of the IDP between the municipality and the District municipality. ➤ Ensuring vertical and sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at local/district level. ➤ Ensure efficient financial management of Provincial grants. ➤ Monitor the IDP and budget progress. ➤ Assist municipalities in compiling the IDP and budget. ➤ Coordinate and manage the MEC's assessment of the IDP. ➤ Provincial Treasury must provide views and comments on the draft budget and any budget-related policies and documentation for consideration by council when tabling the budget. ➤ Conduct Medium Term Revenue and Expenditure Framework (MTREF) budget and IDP assessments.
<i>Sector Departments</i>	<ul style="list-style-type: none"> ➤ Contribute sector expertise and knowledge. ➤ Provide sector plans and programmes for inclusion in the IDP and budget.
<i>National Government</i>	<ul style="list-style-type: none"> ➤ National Treasury issues MFMA Circulars and guidelines on the manner in which municipal councils should process their annual budgets, including guidelines on the formation of a committee of the council to consider the budget (Section 23(3) of the MFMA). ➤ National Treasury issues guidance and provide support to the provincial treasury to assess the budget, SDBIP and integrations/ links of the budget with the IDP.

8. KHEIS LOCAL MUNICIPALITY

2014/15 IDP AND BUDGET PROCESS TIME-SCHEDULE

FOR THE APPROVAL OF THE 2014/15 IDP, BUDGET AND SDBIP

Required in terms of Section 21(1)(b) of the MFMA

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
1	Jun 2014	Assess the 2014/15 IDP & Budget process to address deficiencies, improvements and ensure integration and alignment of processes for 2015/16 - 2017/2018	IDP Office	IDP Manager & Chief Financial Officer	Internal Process	30 June 2014	Done
2	July 2014	Draft 2015/16 <i>IDP and Budget process time schedule</i> outlining the steps and timeframes for compilation of the 2015/16 IDP, Budget and two outer year's Budget and SDBIP	IDP Office	IDP Manager & Chief Financial Officer	MFMA S21(1)(b)	15 July 2014	Done and submitted to Council
3		Municipal Strategic Session to deliberate on (a) the 20/ 30 year Spatial Development Plan (SDP) and (b) high level strategic issues to redefine Council's short term Strategic Agenda to implement SDP.	Office of the MM	Municipal Manager Directors Executive Mayor EXCO Members	Internal Process	19 and 20 July 2014	Done, process also started with Consultants appointed by COGTA
4		Attend District IDP Managers Forum Meeting-Discuss outcomes of IDP and Budget Assessments, Challenges and District Interventions into IDP and budget planning for the review process.	IDP Office	IDP Manager	Internal Process	23 July 2014	Done
5		Ward Committee Meetings to review the prioritisation of community needs in approved IDP and discuss the process for developing Neighbourhood Plans: Communicate final approved 13/14 Budget, Tariffs and IDP to Ward Committees.	Office of the Speaker	Speaker	MSA	24 July 2014	Done through public participation process
6		Consider MEC comments and recommendations on assessment of initial IDP Document and IDP processes followed.	IDP Office	Municipal Manager Directors IDP Manager	MSA S21	31 July 2014	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
7	Jul 2014	Signing of 2015/16 performance contracts for Section 57 Managers and Submission to the Mayoral Committee Signing of lower levels staff performance agreements.	Office of the MM	Municipal Manager	MFMA S53(1)(c)(iii)	31 July 2014	Contracts had been signed by all parties
8		Prepare and finalise Departmental Plans	All Departments	Municipal Manager Directors	Internal Process	31 July 2014	Done through SDBIP
9		Final Section 57 Managers 2014/15 Performance Assessments Final Performance Assessments of lower level staff	MM	Municipal Manager Executive Mayor	MSA and MFMA	31 July 2014	Outstanding
10		Finalise logistic processes in respect of each of the IDP and budget meetings and table a business plan to Management in this regard.	IDP Office	IDP Manager	Internal Process	31 July 2014	Done, with process plan
11	Aug 2014	Convene IDP and Budget Steering Committee Meeting. (Dry Run) Final Discussion of Public Participation Meeting Processes.	IDP Office	IDP Manager	MSA CH 5	8 August 2014	Done, programme submitted to all Councillors
12		Operational Budget: Salary/Wages schedules to Directors for scrutiny & Corrections	BTO	CFO Directors	Internal Process	18 August 2014	Done
13		IDP Public Participation Meetings. Communicate Capital Projects per Ward on 14/15 budget, Reconfirm / review service deliver/development priorities.	IDP Office Office of the Speaker	IDP Manager Directors Speaker Ward Councillors Mayor	MSA Ch5 S29	20 – 23 August 2014	Done
14		Consult Sector Departments to establish programme/Projects for 5 years – Inter-governmental engagements on IDP and Budget	IDP Office BTO	IDP Manager CFO	MSA Ch5 S24	27 – 29 August 2014	Done
15		Adjustment of Budget Rollovers; changes on SDBIP and KPI'S as per Adjustment Budget	BTO Corporate Services	CFO Director Corporate Services	MFMA S28 MBRR S23	28 August 2014	Adjustment budget 2013/14 was adopted and approved by council
16		Tabling of and briefing Council on the Draft 2014/15 IDP/Budget Process Plan for approval, including time schedules for IDP/Budget Public participation meetings.	IDP Office BTO	IDP Manager Chief Financial Officer	MFMA S21(1)(b)	28August 2014	Done

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
17	Sep 2014	Advertise the budget process and dates of IDP/Budget Public meetings on Municipal Website, Municipal Newsletter and Local Newspapers	IDP Office	IDP Manager Municipal Manager	MSA and MFMA	3 September 2014	To be published in regional newspaper, community billboards and municipal entity boards in all towns
18		Attend District IDP Managers Forum Meeting. Develop uniform guidelines for IDP/Budget review.	IDP Office	IDP Manager Municipal Manager	Internal Process	3 September 2014	
19		Forward adjustment budget (hard and electronic copies) to National Treasury and Provincial Treasury after approval.	BTO	CFO	MFMA S28(7)	3 September 2014	
20		Review of Municipal Strategic Plan Workshop with Council: Review Municipal KPA and Strategic Objectives	Office of the MM	Municipal Manager Directors Council	Internal Process	19 September 2014	
21		Operational Budget: Salary/Wages schedules with corrections and recommendations to be returned to Finance Department	All Departments	Directors CFO	Internal Process	26 September 2014	
22		Attend Quarterly Provincial IDP Manager Forum Meeting in preparation for IDP Indaba 2	IDP Office	IDP Manager	Internal Process	30 September 2014	
23	Oct 2014	Two Day Neighbourhood Development Session with Wards to prepare Draft Neighbourhood Development Plans	IDP Office	IDP Manager	Internal Process	1 & 2 October 2014	
24		Directorates to be provided with the previous financial year 5 year Capital Plan in order to be able to indicate any changes that need to be made and identify any new projects that needs to be added for the compilation of the Draft Capital Budget	BTO	CFO Directors	Internal Process	6 October 2014	
25		Ward Committee Meetings: Discuss, scrutinise community needs as outcome of IDP/ Budget public engagement sessions to IDP forum. (IDP forum consolidate requests from all wards where after projects prioritized in line with available funding over five year period) Escalate community needs relating national/ provincial	IDP Office	IDP Manager	MSA	06 – 09 October 2014	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
26	Oct 2014	Review and costing of municipal rates and tariffs. Preparation of tariffs and bulk resource (water (Water Board), electricity (NERSA), etc.) engagement documentation. Directors to be provided with the previous year's operating expenditure / income actual and current year projections to be used as a base for new Operating Budget. (CFO will further submit budget guidelines to Budget Steering Committee for approval. Guidelines to include deadline dates by which Directorates have to meet as well as submission of requests per line item with a zero based budget)	BTO	CFO Directors Budget Steering Committee	Internal Process	15 October 2014	
27		Attend District Stakeholders Engagement Session to inform Sector Departments and Stakeholders of IDP/Budget needs analysis.	IDP Office	IDP Manager	Internal Process	16 October 2014	
28		Table Revised Strategic Plan in Council for approval	Office of the MM	Municipal Manager	Internal Process	30 October 2014	
29		Review Municipal Spatial Development Framework	Planning and Development	Director Planning and Development	Internal Process	31 October 2014	
30		Submit Quarterly Report (July 2014 – September 2014) on implementation of budget and financial state of affairs to Council	Office of the MM	Executive Mayor	MFMA S52(d)	31 October 2014	
31		Engagements with Provincial Government regarding any adjustments to projected allocations for next 3 years in terms of the MTREF	BTO	CFO Directors	MFMA S28	31 October 2014	
32		Updating and review of strategic elements of IDP in light of the focus of Council	IDP Office	IDP Manager	MSA	31 October 2014	
33	Nov 2014	Operational Budget: Income / Expenditure inputs and statistics to be returned to Budget Office	All Departments	Directors	Internal Process	19 November 2014	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
34	Nov 2014	Directors Identify/Create Projects as outcome of the prioritisation of development needs during IDP public engagements sessions within projected budget allocations.	All Departments	CFO Directors	MSA	5 – 21 November 2014	
35		Convene IDP/ Budget Steering Committee Meeting: Identify projects per Ward with Budget Allocations; prioritise implementation and integration where possible.	IDP Office	IDP Manager IDP Steering Committee	MSA	24 November 2014	
36		Review Municipal Strategies, objectives, KPA's, KPI's and targets. - Identification of priority IDP KPI's incorporate in IDP and link to budget	IDP Manager	IDP Steering Committee CFO	MSA and MFMA	19 November 2014	
37		Capital Budget: Inputs from the different Directorates to be returned to the Budget Office	All Departments	Directors	Internal Process	25 November 2014	
38		Executive management articulates outcomes, objectives, priorities and outputs desired for next three years and submit capital budget project proposals for draft IDP Review document to Budget Office	All Departments	Budget Steering Committee Executive Management	Internal Process	28 November 2014	
39		Based on financial statements of 2013/14 determine municipality's financial position & assess its financial capacity & available funding for next three years	BTO	CFO	Internal Process	30 November 2014	
40		Finalise Salary Budget for 2015/16	BTO	CFO	Internal Process	30 November 2014	
41		Submit Bulk Resource documentation (water (Water Board), electricity (NERSA)) for consultation on municipal tariffs for 2015/16 and the two outer Budget years.	BTO	CFO	Internal Process	30 November 2014	
42	Dec 2014	Finalise preliminary projections on operating revenue and expenditure budget for 2015/16	BTO	CFO	Internal Process	10 December 2014	
43	Dec 2014	Convene IDP Representative Forum Meeting to give feedback and discuss outcome of Budget steering committee meeting	IDP Office	Municipal Manager IDP Manager CFO	MSA	15 December 2014	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
44	Dec 2014	Workshop 1: draft IDP, Budget and proposed tariffs and SDBIP with Council. Provide progress update to council against IDP/Budget process schedule and obtain approval for any adjustments to process.	IDP Office	Mayor Municipal Manager IDP Manager CFO	MFMA & MSA	Late November/ early December 2014	
45		Finalise expenditure on operational budget for the budget year and two outer years.	BTO	CFO	Internal Process	22 December 2014	
46		Conclusion of Sector Plans and integration into the IDP document	IDP Office	IDP Manager	MSA	22 December 2014	
47		Finalise departmental Plans and link to IDP	All Departments	IDP Manager Directors	MSA	22 December 2014	
48	Jan 2015	Request and/ or follow-up with Water Board/ NERSA/ other Bulk Service providers for feedback on proposed municipal 2015/16 – 2015/16 tariffs and engagement documentation submitted in Nov 2014	BTO	CFO	MFMA	15 January 2015	
49		Submit Draft IDP, Budget and SDBIP to Director Corporate Services with proposed schedule of Ward Committee Meetings for post IDP & Budget Feedback & Consultation Process	IDP Office	IDP Manager	MSA	19 January 2015	
50		Executive Management finalise the draft IDP & Capital Budget for referral to IDP & Budget Steering Committees. Processes to be followed to be clearly set out in municipality’s budget management and implementation policy.	Office of the MM	Municipal Manager Directors	Internal Process	21 January 2015	
51		Tabling of 2015/16 Mid-Year Assessment (to potentially influence 2015/16) to Council	Office of the MM	Municipal Manager Directors	MFMA S72	26 January 2015	
52		Meetings and formal consultation with Bulk Service Providers (ESCOM and relevant Water Board on bulk purchase price increase assumptions	BTO	CFO	MFMA S23	28 & 29 January 2015	
53		Submit Quarterly Report (Oct 2014 – Dec 2014) on implementation of budget and financial state of affairs to Council. Consider combining with MFMA S. 72 mid-year performance assessment.	Office of the MM	Executive Mayor	MFMA S52(d)	30 January 2015	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
54	Jan 2015	Tabling of 2013/14 Annual Report to Council	Office of the MM	Municipal Manager	MFMA S127(2)	30 January 2015	
55		Convening Budget Steering Committee Meeting for the purpose to discuss and prioritise draft Capital projects for the next three years	Office of the MM	Budget Steering Committee	MSA S29	30 January 2015	
56		Final review of municipal strategies, objectives, KPA's, KPI's and targets	IDP Office	IDP Manager IDP Steering Committee	Internal Process	30 January 2015	
57		Review all budget related policies	BTO	CFO	MBRR 7	2 - 31 January 2015	
58		Adjustment Budget: Finalise Capital and Operational budget projections for 2015/16	BTO	CFO	MBRR 21	30 January 2015	
59	Feb 2015	Submit Annual Report to Auditor General, Provincial Treasury and COGTA	Office of the MM	Municipal Manager	MFMA S(127)(5)(b)	2 February 2015	
60		Directors Identify projects and forward local Budget Needs priorities to ZFM DM. Project alignment between ZFM DM and !Kheis Local Municipality	All Departments	Directors	Internal Process	2 – 6 February 2015	
61		Ward Committee Meetings: Discuss and brief Ward Committees on Council's revised strategic plan, Strategic Objectives and envisaged deliverables.	IDP Office	IDP Manager	Internal Process	4 – 13 February 2015	
62		Review tariffs and charges and determine affordable tariffs and finalise income budget.	BTO	CFO	MFMA s20	16 February 2015	
63		Attend Provincial IDP INDABA Incorporate Sector Departments Projects in Draft IDP.	IDP Office	IDP Manager Directors	Internal Process	20 February 2015	
64	Feb 2015	Municipalities receive inputs from National and Provincial Government and other bodies on factors influencing the budget, e.g. Grant Allocations	Office of the MM BTO	Municipal Manager CFO	MFMA21(2)(c)	16 – 20 February 2015	
65		Attend District IDP Managers Forum Meeting to discuss the alignment of IDP Strategic Development Goals with ZFM DM. Draft IDP Presentations.	IDP Office	IDP Manager	Internal Process	25 February 2015	
66		Present Draft IDP and Budget to Steering	IDP Office	IDP and Budget	MBRR S4	27 February	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
		Committees for quality check	BTO	Steering Committees		2015	
67	Feb 2015	Submit first draft IDP to ZFM DM for Horizontal Project alignment between the ZFM DM and !Kheis Local Municipality	IDP Office	IDP Manager	Internal Process	27 February 2015	
65		Table Adjustment Budget to Council for approval	Office of the MM	Municipal Manager	MBRR S23	27 February 2015	
66		Amend IDP, SDBIP, KPI's and performance agreements into adjustment budget	Office of the MM	Municipal Manager Directors	MFMA 28	27 February 2015	
67	March 2015	Present Draft IDP and Budget to Steering Committees for quality Check (Including recommendations / adjustments made at meetings of 27 February 2015)	IDP Office BTO	IDP and Budget Steering Committees	MBRR 4	6 March 2015	
68		Workshop 2: draft IDP, Budget and proposed tariffs and SDBIP with Council. Provide progress update to council against IDP/Budget process schedule and obtain approval for any adjustments to process.	IDP Office BTO	IDP Manager CFO	Internal Process	11 & 12 March 2015	
69		Forward Adjustment Budget (hard and electronic copies) to National and Provincial Treasury after approval	BTO	CFO	MBRR 24	13 March 2015	
70		Publication of approved Adjustment Budget after approval per MSA and on municipal website	BTO	CFO	MBRR 26	13 March 2015	
71		Municipal Manager presents final draft IDP, Budget, SDBIP and Budget related policies to the Mayor for perusal and tabling to Council	Office of the MM	Municipal Manager	Internal Process	19 March 2015	
72		Municipal Manager submit draft IDP, Budget, and Related Policies to Director Corporate Services for inclusion in Council Meeting Agenda	Office of the MM	Municipal Manager	Internal Process	20 March 2015	
73		Table (<i>and briefing of council</i>) draft IDP, Budget, SDBIP and Related policies and proposed schedule of Ward Committee Meetings for IDP & Budget Feedback/Consultation Process to Council (Principal Approval)	Office of the MM	Municipal Manager	MFMA S16	27 March 2015	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
74	Mar 2015	Training workshop for councillors to equip councillors for Public participation meetings. Briefing of councillors on logistical arrangements for public participation meetings.	Office of the MM	Municipal Manager And Sec 57 Managers, etc.	MFMA	30 March 2015	
74		Council to Consider and adopt an oversight report on 2011/12 Annual Report	Office of the MM	Municipal Manager	MFMA S129(1)	31 March 2015	
75	April 2015	Advertise & Inviting public comments on Draft Budget, Proposed Tariffs, and IDP Place copies of Draft Budget and IDP at all municipal buildings.	Corporate Services BTO	Director Corporate Services CFO	MBRR S15 MFMA S22	2 April 2015 (Advertise) 2 – 26 April 2015 (public comments)	
76	April 2015	Forward Copy of preliminary approved Budget ,IDP, SDBIP & related documents (hard and electronic copies) to National & Provincial Treasury – 10 working days after tabling	Office of the MM	CFO IDP Manager	MFMA S22(b)	10 April 2015	
77		Attend District IDP Managers Forum- Present Draft IDP for input.	IDP Office	IDP Manager	Internal Process	16 April 2015	
78		Public Consultation Meetings: Feedback / Consultation on preliminary approved IDP & Budget (Details as per Annexure A)	Office of the MM	Municipal Manager Directors	MBRR S15 MFMA S23	15 – 22 April 2015	
79		Engagement with the Provincial Treasury on draft budget benchmark	Office of the MM	Municipal Manager	MFMA CH 5	24 April 2015	
80		CFO and Director Corporate Service analyse public and Ward Committee comments and inputs on Draft IDP and Budget and prepare recommendations for Council’s perusal	Corporate Services BTO	CFO Director Corporate Services	MBRR S16(1)(a)	30 April 2015	
81		Submit Quarterly Report (Jan 2015 – Mar 2015) on implementation of budget and financial state of affairs to Council	Office of the MM	Executive Mayor	MFMA s52(d)	30 April 2015	
82	May 2015	Council considers public and Government Departments comments and inputs and revised IDP, Budget and SDBIP if necessary.	Office of the MM	Municipal Manager	MBRR 16(1)(a)	01 – 08 May 2015	
83		Present Final IDP, Budget and final draft SDBIP to Steering Committees for quality Check	IDP Office BTO	IDP and Budget Steering Committees	MBRR 4	14 and 15 May 2015	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
		(Including recommendations made by all stakeholders and Council)					
84	May 2015	Table final IDP, budget & related documents to Council for approval.	Office of the MM	Municipal Manager	MFMA S24(1)	29 May 2015	
85	June 2015	Inform local community on approved IDP and Budget Detail – Place Newspaper Article and Copies at Libraries	Office of the MM	Municipal Manager	MBRR S18	05 June 2015	
86		Send copy of approved Budget, IDP, & related documents (incl. final draft SDBIP) to National and Provincial Governments and other stakeholders Ensure Signed Quality Certificate as per S5 of MBRR is also attached.	IDP Office BTO	CFO IDP Manager	MFMA S24(3)	12 June 2015	
87		Publication of Approved Budget and IDP within 10 workings days on Municipal Website	BTO IDP Office	CFO IDP Manager	MFMA S75(1)(a)	17 June 2015	
88		Submit draft SDBIP to Mayor within 14 days after approval of budget	Office of the MM	Municipal Manager	MFMA S69(3)(a)	18 June 2015	
89		Mayor approves the municipality's SDBIP within 28 days after the approval of the budget and submit hard and electronic copy to NT and PT	Mayor's Office	Executive Mayor	MFMA S(53)(1)(c)(ii)	29 June 2015	
90		Place approved IDP, budget, SDBIP and related documents on CD for all councillors and distribute.	IDP Office	IDP Manager	Internal Process	30 June 2015	

9. Proposed Schedule for 2014/15 IDP and Budget Public Engagement Sessions

Date	Day	Time	Topic	Ward	Venue	Ward Councillor	Facilitator	Admin Support	Senior Management Representative
06 Oct 2014	Monday	18H00	Draft Budget & IDP	1	Community Hall - Topline	AL Diergaardt	D. Block	S. Jood	C.S. van Eck
07 Oct 2014	Tuesday	18H00	Draft Budget & IDP	2	Community Hall - Grootdrink	S Esau	Dr. E.D. de Klerk	S. Jood	C.S. van Eck
08 Oct 2014	Wednesday	18H00	Draft Budget & IDP	3	Council Chambers	P Vries	D. Dolopi	S. Jood	C.S. van Eck
09 Oct 2014	Thursday	18H00	Draft Budget & IDP	4	Council Chambers	WA Maritz	D.Dolopi	S. Jood	C.S. van Eck

C.S. Names, venues and dates just for illustrative purposes. Municipality needs to add information for Ward Committee, IDP Rep Forum and other Community Participation meetings as set out in the Schedule.