



IDP / BUDGET PROCESS PLAN 2015/2016

Kannaland Municipality

Church Street 32

LADISMITH

6655

Telephone: 028 551 8000
Email: info@kannaland.gov.za
Website: www.kannaland.gov.za

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LIST OF ABBREVIATIONS

BSC	Budget Steering Committee
CFO	Chief Financial Officer
HOD	Head of Department
IDP	Integrated Development Plan
MBRR	Municipal Budget and Reporting Regulations
MFMA	Municipal Finance Management Act
MPPMR	Municipal Planning and Performance Management Regulations
MSA	Municipal Systems Act
NT	National Treasury
PAC	Performance Audit Committee
PPU	Public Participation Unit
PT	Provincial Treasury

1. INTRODUCTION

The vision and mission of Kannaland Municipality is mainly focused on retaining the human resources of the municipality by exploiting the local attributes of the municipality.

The vision and mission of the Municipality are as follows:

Vision: “To be the place of Choice”

Mission:

- Encouraging self-reliance.
- Ensure co-ordination and collaboration of various stakeholders in the delivering of development in a sustainable manner.
- Promote a healthy and vibrant community with high moral standards.
- Unlock the development potential of the area particularly tourism and indigenous knowledge and mobilizing investment.
- Ensure everyone will be active in the economy and utilize technology to the advantage of the municipality.
- Attract and keep a highly skilled work force.

The Integrated Development Plan is the municipality’s principal strategic planning document. It is imperative to note that the IDP ensures close co-ordination, alignment and integration between priorities, projects, programs and activities, both internally between directorates and externally between stakeholders and other spheres of government. The IDP therefore ultimately enhances integrated service delivery and development and promotes sustainable integrated communities.

This process plan briefly outlines the activities in the processes which the municipality will undertake in drafting it’s 2015/2016 IDP Review and Budget. It furthermore substantiates the need for increased citizen involvement through municipal driven structures such as Ward Communities and various representative forums. It is important to bear in mind that the end result of the IDP process is not the drafting of the IDP document, but the actual implementation of projects which will ultimately improve the conditions in which the residents of Kannaland live.

2. LEGAL FRAMEWORK: IDP AND BUDGET PROCESS PLAN

According to Section 28(1) of the Municipal System Act, No 32 of 2000 a municipal council must adopt a process set out in writing to guide the planning, drafting and review of its integrated development

plan. This Process Plan outlines the programme to be followed and provides detail on the issues specified in the Act. 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;*
- *Identify all plans and planning requirements binding on the municipality;*
- *Be consistent with any other matters prescribed by legislation.*

Section 21(1) of the Municipal Finance Management Act (Act 56 of 2003) further prescribes that the Mayor of a municipality must co-ordinate the processes of preparing the annual budget and for reviewing the municipality's IDP. It is therefore imperative that a time schedule outlining the key activities in the process with deadlines for attainment be tabled to Council for approval ten (10) months prior to the final approval of the IDP and Budget.

In order to ensure certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of government, the preparation of the planning process is regulated by the Municipal Systems Act, No 32 of 2000. Section 28 of the Systems Act stipulates that;

- *Each Municipal Council must adopt a process set out 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.*

In terms of Section 29(1) of the Municipal Systems Act the process must;

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

3. PURPOSE OF THE IDP AND BUDGET PROCESS PLAN

The purpose of the process plan is to indicate the various planned activities and strategies on which the municipality will embark to compose its integrated development plan for the 2015/2016 review of its IDP and the budget for the 2015/2016 financial year as well the two outer years. The process plan enhances integration and alignment between the IDP and Budget, thereby ensuring the development of an IDP-based budget. It fulfills 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 politici 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.

4. MEDIUMS / METHODS OF COMMUNICATION

The following mechanisms can be used to inform and communicate to stakeholders at any point in time during the process:

METHOD	REASON
Newspaper Publication	<p>To invite comments from the public for both draft and final IDP documents.</p> <p>To ensure the municipality adheres to legislation in terms of published the notices in the local newspapers.</p>
Loud Hailing	<p>To alert the community on the IDP process as well to ensure the message is carried out within the community to attend the public participation meetings in order to identify needs.</p>
Ward Committee Meetings	<p>Ward committees serves as an official specialised participatory structure within the municipality and a mobilizing agent for community action within the wards.</p> <p>Ensure constructive and harmonious interaction between the municipality and community through the use and co-ordination of ward residents meetings and other community development forums.</p>
Community newsletters	<p>To inform the public of the IDP processes</p>
Website	<p>To adhere to legislation in terms of section 21 of the Municipal Systems Act as well to make the IDP and all other related documents public on the municipal website.</p>

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. The Table below outlines a brief description thereof.

5.1 ROLES AND RESPONSIBILITIES WITHIN THE MUNICIPALITY

ROLE PLAYERS	ROLES AND RESPONSIBILITIES
Council	<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.
Executive Mayor and Mayoral Committee	<ul style="list-style-type: none">❖ Consider the IDP and Budget timetable and Process Plan and submit to Council for approval. ❖ Overall management, coordination and monitoring of the IDP process. ❖ Assign and delegate responsibilities in this regard to the Municipal Manager. ❖ Submit the draft IDP to Council for approval. ❖ Submit final IDP and Budget to Council for adoption. ❖ Provide political guidance in IDP and Budget (in terms of section 53(a) of the MFMA Act 56 of 2003). ❖ Co-ordinate plans and Timetables for the Budget.

	<ul style="list-style-type: none"> ❖ Exercise close oversight on Budget Preparation Process.
Speaker	<ul style="list-style-type: none"> ❖ Overall monitoring of the public participation process. ❖ Exercise oversight of the ward committee system.
Ward Councillors / Ward Committees	<ul style="list-style-type: none"> ❖ Form a link between the Municipality and residents. ❖ Link the IDP process to their respective Wards. ❖ Assist in the organising of public consultation and participation. ❖ Monitor the implementation of the IDP with respect to their particular wards ❖ Encourage residents to take part in the IDP process.
Municipal Manager	<ul style="list-style-type: none"> ❖ Managing and Coordinate the entire IDP process as assigned by the Executive Mayor. ❖ Chair the IDP Steering Committee Meetings. ❖ Fulfil the duties of Accounting Officer as set out in Sections 68 and 69 of the MFMA, Act 56 of 2003.
IDP CO-ORDINATOR	<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 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 comprehensive, neat and presentable IDP document that complies with all legislator requirements.
- ❖ Amend the IDP document in accordance with the comments of the MEC.

IDP CO-ORDINATOR

- ❖ 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.

Executive Managers

- ❖ Provide relevant technical, sector and financial information for analysis for

**and Head of
Departments**

determining priority issues.

- ❖ 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.

**IDP-Steering
Committee**

- ❖ Refinement and Quality check of IDP document to ensure compliance with legislation.
- ❖ Consist of Municipal Manager, Senior Management, IDP Co-ordinator, Speaker.

**Budget-Steering
Committee**

- ❖ To provide technical assistance to the mayor in discharging the responsibilities set out in Section 53 of the MFMA.
- ❖ Consist of portfolio Councillor for Financial matters, the Municipal Manager, the Chief Financial Officer, Senior Managers and Head of Departments to give technical advice if necessary.

**Establishment of an
idp representative
forum**

- ❖ 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.

5.2 DISTRIBUTION OF ROLES AND RESPONSIBILITIES BETWEEN THE MUNICIPALITY AND EXTERNAL ROLE PLAYERS

It is one of the pre-requisitions of a smooth and well organised IDP process that all role players are fully aware of their own and of other role players' responsibilities. Therefore, it is one of the first preparation requirements for the IDP process to ensure that there is a clear understanding of all required roles, and of the persons or organisations that can assume those roles.

This section deals with:

- The roles which the municipality has to play in the IDP process in relation to the roles which external role players are expected to play.
- The further specification of roles within the Municipality and the responsibilities related to that role in detail.

ROLE PLAYERS	ROLES AND RESPONSIBILITIES
Kannaland Municipality	<ul style="list-style-type: none"> ❖ Prepare and adopt the IDP. ❖ Undertake the overall planning, management and coordination of the IDP process. ❖ Consider comments of the MEC on the IDP and adjust the IDP if necessary. ❖ Ensure linkage between the Budget and IDP.
Local Residents, Communities and Stakeholders	<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.
Eden District Municipality	<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.

Provincial Government	<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. ❖ Efficient financial management of Provincial IDP grants. ❖ Monitor the IDP progress. ❖ Assist municipalities in compiling the IDP. ❖ 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 assessment.
Sector Departments	<ul style="list-style-type: none"> ❖ Contribute sector expertise and knowledge. ❖ Provide sector plans and programmes for inclusion in the IDP.
National Government	<ul style="list-style-type: none"> ❖ National Treasury issues 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).

6. REPORTING REQUIREMENTS

Legislation requirements on reporting is summarised in the below table:

Frequency	MSA/ MFMA Reporting on PMS	Section
Quarterly reporting	<p>The municipal manager collates the information and draft the organisational performance report, which is submitted to Internal Audit.</p> <p>The Internal Auditors (IA) must submit quarterly audited reports to the</p>	MSA Regulation 14(1)(c)
Mid year Reporting	The Performance Audit Committee must review the PMS and make recommendations to council	MSA Regulation 14(4)(a)
	The Performance Audit Committee must submit a report at least twice during the year a report to Council	MSA Regulation 14(4)(a)
	The Municipality must report to Council at least twice a year	MSA Regulation

	The Accounting officer must by 25 January of each year assess the performance of the municipality and submit a report to the Mayor, National Treasury and the relevant Provincial Treasury.	MFMA S72
Annual reporting	The annual report of a municipality must include the annual performance report and any recommendations of the municipality's audit committee	MFMA S121 (3)(c)(j) & MSA S46
	The accounting officer of a municipality must submit the performance report to the Auditor-General for auditing within two months after the end of the financial year to which that report relate	MFMA S126 1(a)
	The Auditor-General must audit the performance report and submit the report to the accounting officer within three months of receipt of the performance report	MFMA S126 (3)(a)(b)
	The Mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality	MFMA S127(2)
	The Auditor-General may submit the performance report and audit report of a municipality directly to the municipal council, the National Treasury, the relevant provincial treasury, the MEC responsible for local government in the province and	MFMA S127 (4)(a)
	Immediately after an annual report is tabled in the council, the accounting officer of the municipality must submit the annual report to the Auditor- General, the relevant provincial treasury and the provincial department responsible for local	MFMA S127 (5)(b)
	The council of the municipality must consider the annual report by no later than two months from the date on which the annual report was tabled, adopt an oversight report containing council's comments on the annual report	MFMA S129 (1)
	The meetings of a municipal council at which an annual report is to be discussed or at which decisions concerning an annual report are to be taken, must be open to the public and any organ of the state	MFMA S130 (1)
	The Cabinet member responsible for local government must annually report to Parliament on actions taken by the MECs for local government to address issues raised by the Auditor-General	MFMA S134



INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
<p>1. PREPARATION OF IDP AND BUDGET PROCESS PLAN</p> <p>a) Assess the IDP & Budget processes and adapt these processes to address deficiencies, develop improvements and to ensure integration and alignment of processes throughout the 2012/2013 – 2016/2017 financial years.</p> <p>b) Table Draft 2015/16 IDP and Budget time-schedule / process plan to Executive Management.</p> <p>c) Tabling of Draft 2015/16 IDP/Budget Process Plan to Council for approval with schedule for IDP Public meetings.</p> <p>d) Advertise 15/16 process plan and dates of IDP Public Meetings on website, local newspapers, municipal newsletter, noticeboards. Inform Ward Committees Accordingly.</p>	IDP Manager	Outlining the steps for compilation of the 2015/2016 IDP review		30 June '14
	IDP Manager	Quality check and to finalise draft Process Plan for 2015/16	(MFMA) Section 21	22 August '14
	Mun. Manager CFO	Approved 2015/16 IDP Budget Process Plan	(MFMA) Section 21 (b)	29 August '14
	IDP Manager	Notification to public and Ward Committees	MSA Section 21, 28 (3)	3 September '14

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
1.1 4TH QUARTER CORPORATE PERFORMANCE REPORT				
a) Prepare and Submit 2013/14 Fourth Quarter Corporate Performance Report to Executive Management for quality check and review.	IDP Manager	Finalise Fourth Quarter Corporate Performance Report for inclusion on Council Agenda	MPPMR - Section 13 (2) PMS Framework	23 July '14
b) Table 2013/14 Fourth Quarter Performance Report to Council.	Mun. Manager	Report on Councils Agenda	PMS Framework	29 August '14
c) Place 2013/14 Fourth Quarter Corporate Performance Report on municipal website.	Budget Office IDP Manager	Fourth Quarter Corporate Performance Report on website	MFMA Section 75 (2) MSA 21(b)	3 Sep '14
d) Submit 2013/14 Fourth Quarter Corporate Performance Report to National and Provincial Treasury.	Budget Office IDP Manager	Fourth Quarter Corporate Performance Report submitted	MBRR- Section 31	5 Sep '14
e) Submit quarterly status report on the implementation of Performance Management to Performance Audit Committee	IDP Manager	PMS Status report on MPAC Agenda		12 Sep '14
1.2 EMPLOYEE PERFORMANCE MANAGEMENT				
a) Finalise 2013/14 Bi-annual Employee Performance Evaluations, table report to Ex. Management for moderation.	IDP Manager Mun. Manager	To give effect to PMS Framework / and related policies	Performance Management Framework Reward and Recognition Policy	July '14
b) Performance assessments of Section 57 Managers for 13/14.	Directors HOD'S		MPPMR Section 13	29 August '14
c) Signing of new performance				

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
<p>contracts for Section 57 Managers for 2014/15 financial year.</p> <p>d) Finalise Performance Agreements and Development plans for HOD'S and lower level staff for 2014/15.</p>				
<p>2 ANALYSIS AND PLANNING FOR THE 2015/16 REVIEWED IDP</p> <p>a) Consider MEC comments and Recommendations on 14/15 IDP assessment.</p> <p>b) Municipal Strategic Session to deliberate on high level strategic issues to redefine Council's short term strategic agenda</p> <p>c) Attend District IDP Managers Forum Meetings.</p> <p>d) Convene monthly Ward Committee Meetings to discuss 15/16 IDP & Budget Process Plan and to review the prioritization of community needs in approved IDP.</p>	<p>IDP Manager Mun. Manager Directors</p> <p>Mun. Manager Directors Ex. Mayco</p> <p>IDP Manager</p> <p>IDP Manager PPU</p>	<p>Implement MEC recommendations and inclusion in 15/16 IDP</p> <p>Identify critical projects / programmes for 15/16 in line with available funds on CRR. Consider tariff increases for 15/16</p> <p>Align 15/16 Process Plan with Eden DM. Discuss IDP Framework and planned interventions i.t.o 15/16 review process</p> <p>Review prioritisation of Ward Needs in 14/15 IDP. Communicate 14/15 IDP, Budget, Tariffs and SDBIP</p>	<p>MSA Section 32 (3)</p> <p>Internal Planning and Management Strategy</p> <p>MSA Section 27</p> <p>MSA Section 17</p>	<p>31 July '14</p> <p>16-17 October '14</p> <p>4 July '14</p> <p>Monthly</p>

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
e) Convene IDP Steering Committee Meetings (Dry Run) Final Discussion of Public Participation Meeting Processes.	IDP Steering Committee	Final discussion / conceptualisation of IDP Public Participation Meetings	Internal Management Procedure	30 July '14
f) Identification of mandatory projects prioritised for implementation for 15/16 MTREF by Internal Sector Departments.	IDP Manager Directors HOD'S	To inform public of planned mandatory projects for sustainable delivery of basic services and to include in 15/16 IDP	Internal Planning and Management Procedure	8 August '14
g) Convene IDP Public Participation Meetings in all Wards to communicate all capital projects per ward budgeted.	IDP Manager Directors	Review prioritisation of Ward Needs in 14/15 IDP. Communicate 14/15 IDP, Budget, Tariffs and SDBIP	MSA Section 17	8-12 September '14
h) Attend Provincial IDP INDABA 1 to give effect to intergovernmental planning and development.	IDP Manager Mun. Manager Directors	Present and motivate municipal priorities for Government intervention and inclusion in Provincial Development Plan	MSA Section 24	16 September '14
i) Attend Quarterly Provincial IDP Managers Forum Meeting in preparation for IDP INDABA 2.	IDP Manager	Discuss unfolding of intergovernmental 15/16 planning processes including PDP and IDP INDABA 2		September'14
j) Convene monthly Ward Committee Meetings.	IDP Manager PPU	Communicate 13/14 overall Municipal Performance on TL SDBIP and prioritise needs for 15/16 IDP and Budget Cycle	MSA Section 17	Monthly
2.1 INITIATE THE 15/16 BUDGET PROCESS	.			

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
a) Operating Budget: Salaries and Wages schedules to Directors for scrutiny and corrections.	CFO Directors			29 August '14
b) Tabling of 1 st 14/15 Adjustment Budget to Council to incorporate Rollovers, Changes on SDBIP and KPI's as per adjustment budget.	CFO IDP Manager	Council approve 2014/15 Adjustments budget and amended SDBIP (potential)	MFMA Section 28 MBRR - Regulation 27(2)(b)	29 August '14
c) Finalise 2013/14 Annual Financial Statements.	CFO Dep. Treasurer	Based on 13/14 AFS assess municipality's financial position, capacity to fund budget over 15/16 MTREF	MFMA - Section 126	29 August '14
d) Publication of approved adjustments budget on website and submit to National & Provincial Treasuries both printed and electronic formats.	CFO Budget Office	Approved Adjustments Budget, IDP & SDBIPs being made available on official website and submission to NT and PT	MFMA Section 28(7) MSA 21(b) MBRR Section 26	1-5 September '14
e) Operating Budget: Salary/Wages schedules with corrections and recommendations to be returned to Finance Department.	Directors Expenditure			19 Sept. '14
f) Forward previous years' operating expenditure / income actuals and current year projections to Directors.	Budget Office Directors	Baseline for setting parameters for 15/16 operating budget		10 October '14
g) Engage with Provincial Government regarding adjustments to projected allocations for next 3 years i.t.o the MTREF.	CFO Directors			10 October '14

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
2.2 2013/14 ANNUAL PERFORMANCE REPORT / AUDIT READINESS				
a) Gather performance information (POE'S) that substantiate actual performance reported on 13/14 Top level SDBIP and Management Scorecard.	IDP Manager Mun. Manager Directors	Prepare Audit File on Performance information for pre audit by internal audit.	Internal Management Procedure	27 August '14
b) Auditing of Performance Information on pre-determined objectives by internal audit. Pre – Audit.	IDP Manager Mun. Manager Directors	Pre Audit in preparation for external audit by the Auditor General	Internal Management Procedure	27 August '14
c) Submit unaudited 2013/14 Annual Report to Auditor-General as required by legislation.	Ex. Strategic Services Mun. Manager	Unaudited Annual Report -includes the Annual Report narrative Annual Performance Report Annual Financial Statements	MFMA - Chapter 12 - Section 126 MFMA Circular No.63	29 August '14
d) Auditing of draft 2013/14 Annual Report by Auditor-General.	Ex. Strategic Services Mun. Manager	Auditor-General's audit report on municipality's Annual Report	MFMA - Section 126 MFMA Circular No.63	28 November'14
2.3 1st QUARTER PERFORMANCE REPORT				
a) Table Annual Report of Audit and Performance Committee on Performance Management to				

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
Council	Mun. Manager	Report on Council Agenda		25 Sep '14
b) Prepare and Submit 2014/15 First Quarter Performance Report to Executive Management.	IDP Manager Mun. Manager Budget Office	Finalise Quarter Performance Report for inclusion on Council Agenda	MPPMR - Section 13 (2) PMS Framework	30 September '14
c) Quarterly performance assessments: Section 57 managers.	Mun. Manager	To assess performance against targets	PMS Framework	15 Oct '14
d) Table 14/15 First Quarter Performance Report to Council.	Mun. Manager CFO	First Quarter Corporate Performance Report considered by Council	MPPMR Section 13 MFMA Section 52 (d)	30 Oct '14
e) Place first Quarter Performance Report on website and submit PT and NT.	IDP Manager Budget Office	First Quarter Corporate Performance Report published and submitted	MFMA Section 75 (2) MSA 21(b) / MBRR Sect. 31	7 Nov '14
f) Submit quarterly status report on the implementation of Performance Management to Performance Audit Committee	IDP Manager	PMS Status report		30 October '14
3 MUNICIPAL STRATEGY REVIEW	Director Plan. Int. Services	Updated SDF approved by Council	MSA – 26 MPPMR – Section 4	October '14

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
<p>a) Review and update Municipal Spatial Development Framework.</p> <p>b) Convene High level Strategic Planning workshop to Review municipal high level overarching strategy and short term development objectives with Council.</p>				
<ul style="list-style-type: none"> • Identification of priority IDP KPI's incorporated in the IDP and link to Budget. 	Mun. Manager Directors Ex. Mayco	Identify critical projects / programmes for 15/16 in line with available funds on CRR. Consider tariff increases for 15/16	Internal Planning and Management Strategy	16-17 October '14
<p>c) IDP and Budget Steering Committee meeting to consider recommendations emanating from strategic planning session and to give overview of the outcomes of the IDP community meetings to sector departments</p>	IDP BS Committee	Consider allocation of total fixed amount of capital to be financed from CRR and tariff increased for 15/16	Internal Planning and Management Strategy	23-24 October '14
<p>d) Forward previous financial year and 3 year capital budget and service delivery and development priorities to Directors.</p>	Budget Office Directors	Identify ward based capital projects for 15/16 MTREF (If any)	Internal Planning and Management Strategy	14 November'14

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
e) Directors finalise and prioritise Directorates capital projects for 15/16 budget year and two outer years.	Mun. Manager Directors	Draft capital budget per directorate	Internal Planning and Management Strategy	22 November '14
f) Ward committee meetings	IDP Manager	To scrutinize and prioritize community needs as outcomes of IDP engagements sessions	MSA Section 17	Monthly
g) Updating and review the elements of the IDP in light of the new focus of council	IDP Manager		Internal Planning and Management Strategy	31 October '14
4. PREPARING THE 2015/16 MTREF BUDGET I.T.O THE PROJECT PHASE				
a) Directors submit directorates 3 year capital budget project priorities with cost to Budget Office to consolidate inputs.	Directors Budget Office	Compilation of first draft Capital Budget	Internal Management Procedure	28 Nov '14
b) Finalise salary budget for 2015/2016	CFO	Salary Budget	Internal Management Procedure	28 Nov '14
c) Finalise preliminary projections on operating budget for 15/16.	CFO			12 Dec '14
d) Finalise expenditure on operational budget for 15/16 and two outer years.	CFO			31 Dec '14

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
e) Budget Steering Committee Meeting to table and consider draft Capital Budget for 15/16 MTREF.	BS Committee	15-16 Draft Capital Budget		31 Jan '15
f) Table budget related policies to Executive Management.	CFO	Review all budget related policies		29 Jan '15
g) Executive management articulates outcomes, objectives, priorities and outputs desired for the next.	IDP Manager LED Unit	To ascertain private investment / funding support for 15/16.	Internal Planning and Management Strategy	29 Jan '15
4.1 FIRST TABLING OF 2013/14 ANNUAL REPORT				
a) Table 2013/14 Annual Report to Council and appoint an Oversight Committee to peruse and do quality check.	Mun. Manager	13/14 Annual Report Consider by Council.	MFMA - Section 127	25 Jan '15
b) Tabled 2013/14 Annual Report submitted to the Auditor General, Provincial Treasury & Dept. Local Government.	Mun. Manager	Tabled 2012/13 Annual Report submitted	MFMA - 127 (5) (b)	27 Feb '15
c) Make public the - 2013/14 Annual Report and invite the public to submit representations in connection with the Annual Report.	Mun. Manager	Summary of public representations	MFMA - Section 127 (5a)	04 Feb '15
4.2 2ND QUARTER / MID-YEAR CORPORATE PERFORMANCE		Finalise Second Quarter / Mid-Year Corporate Performance Report for inclusion on Council	MPPMR - Section 13 (2) PMS Framework	25 Jan '15

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
a) Prepare and Submit 2014/15 Second Quarter and Mid-Year Corporate Performance Report to Executive Management.	IDP Manager	Agenda	Sec 72	
b) 2014/15 Mid-Year performance assessments of Section 57 managers / HOD'S and lower level staff.	Mun. Manager Budget Office			22 Jan '14
c) Table 2014/15 Second Quarter and Mid-Year Corporate Performance Report to Council.	Mun. Manager Directors HOD'S	To assess performance against targets	PMS Framework	22 Jan '15
d) Place 2014/15 2nd Quarter & Mid-Year Performance Report on website submit to NT and PT.	Mun. Manager CFO	Second Quarter & Mid-year Corporate Performance Report Agenda	MPPMR Section 13 MFMA Section 52 (d) & 72	25 Jan'15
e) Publication of Mid-year Corporate Budget and Performance Assessment Report.	IDP Manager Budget Office	2nd Quarter & Mid-Year Performance Report published and submitted	MFMA Section 52 & 72 MBRR 35	4 Feb '15
f) Submit quarterly status report on the implementation of Performance Management to Performance Audit Committee	Budget Office	Publication of Mid-year assessment	MFMA Section 72 MBRR 34	4 Feb '15
	IDP Manager	Report on PAC Agenda		20 Feb '15
7. INTEGRATION PHASDE: 2014/15 ADJUSTMENT BUDGET PROCESS				

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
a) Conclusion of sector plans and integration into the IDP document	CFO / IDP Manager	To prepare for integrated alignment	Internal Management Procedure	28 Dec '14
b) Finalise departmental plans and link to the IDP	CFO / IDP Manager	To discuss and prioritise draft capital projects for the next two years	Internal Management Procedure	28 Dec '14
c) Convening budget steering committee meeting..	CFO / IDP Manager	To discuss and prioritise draft capital projects for the next two years	Internal Management Procedure	28 Dec '14
d) Final review of the municipal strategies, objectives, KPA's KPI's and targets	CFO / PMS Officer	Preparation for adjustment budget	MFMA 54	31 Jan 15
e) Ward committee meetings	IDP Manager	To discuss and brief ward committees on council's revised strategic plan, strategic objectives and envisaged deliverables	Internal Management Procedures	5-6 Feb '15
f) Finalise Capital and Operational budget projections for 2014/15.	CFO	Preparation for adjustment budget	MFMA Section 72	29 Jan '15
g) Table 2014/15 Adjustment Budget to Council for approval. (Possible Amend IDP and Top Layer SDBIP).	CFO IDP Manager	Second 14/15 Adjustment budget approved	MFMA Sec. 28 & 54 (1) (c) MBRR - Regulation 27(2)(b)	26 Feb'15
h) Publishing 14/15 Second Adjustment Budget on website and submit to Provincial and National Treasury.	Budget Office	Approved Adjustments Budget being made available on official website and submission to NT and PT	MFMA Section 28(7) MSA 21(b) MBRR Section 26	6 March '15
6.1 FIRST DRAFT OF 2015/16 IDP / BUDGET AND SDBIP	CFO		MFMA Section 17	23 Jan '15

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
a) Review final tariffs and charges and determines tariffs to balance the budget and finalise income budget for 15/16.				
b) Submits Draft IDP to Director Corporate Services with proposed public participation programme.	IDP Manager	Review, Scrutinise, do quality check.	Internal Management Procedure	31 Jan '15
c) Table Draft IDP and Draft Capital Budget to Executive Management.	IDP Manager	Finalise Draft IDP and Capital Budget for referral to IDP & B Steering Committee	Internal Management Procedure	3 Feb '15
d) Attend Provincial IDP INDABA 2.	IDP Manager	Incorporate 15/16 Government Sector Department Investment into IDP	MSA Section 24	26 Feb '15
e) LGMTEC 2 - Municipality receive inputs from National and Provincial Government and other bodies "Grant Allocations".	CFO Budget Office	Provincial Feedback Report Appropriate Grant Funding Allocations in Budget		27 Feb '15
f) Table Draft IDP, Budget and SDBIP to Steering Committee for final overview, inclusiveness and quality check.	Mun. Manager	Draft IDP, Capital and Operating Budget and SDBIP for 15/16	MFMA No. 56 of 2003, MBRR Section 14 (2)	6 March '15
g) Workshop Draft IDP, Budget, SDBIP and proposed tariffs for 15/16 with Council.	Mun. Manager		Internal Management Procedure	9 March '15
h) Municipal Manager presents final draft IDP, Budget and Budget related policies to the Mayor for perusal and tabling to Council.	Mun. Manager			26 March '15

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
i) Table Draft IDP, Budget, SDBIP, Budget related policies and proposed public participation programme to Council.	Mun. Manager CFO IDP Manager	Draft IDP and Budget	MFMA Section 22 and 23 MSA Reg 3 (4) (a-b)	26 March '15
6.2 ADOPTION OF 13/14 ANNUAL REPORT				
a) Oversight Committee Meeting to discuss 13/14 Annual report.	Ex. Strategic Services	Oversight Committee Report on 13/14 Annual Report		25 March '15
b) Council considers the annual report and adopts the 2013/14 Oversight report on Annual Report within two months after the annual report was tabled.	Mun. Manager	Oversight Report and Annual Report Adopted	MFMA Section 129	26 March '15
c) The municipal manager makes the oversight report public within seven days after adoption of the annual report.	Mun. Manager	Advertisement, cover report	MFMA Section 129 (3)	1 April '15
d) Municipal manager submits annual report and oversight reports to provincial legislature within seven days of adoption of the oversight report.	Ex. Strategic Services	To adhere to legislation	MFMA Section 132 (1) & (2)	1 April '15
6.3 PUBLICATION AND PUBLIC CONSULTATION PROCESS				
a) Publication of Draft IDP and Budget for public comment and consultation.	Budget & ISL	Tabled Draft IDP and Budget available for public viewing, scrutiny and comment.	MFMA Section 22(a); MSA Section 21A	March - April '15

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
b) Submission of Draft IDP and tabled annual budget and draft SDBIPs to National and Provincial Treasuries and Department of Local Government in both printed and electronic formats.	IDP Manager Budget Office	Draft IDP, Tabled annual budget + SDBIPs submitted	MFMA Section 22(b) MBRR 15 (3) (b)	March '15
c) Consult Ward Committees on Draft IDP and Budget.	IDP Manager	Obtain input / comment from Ward Committees on Draft IDP and Budget		March-April'15
d) Consult public on Draft IDP and Budget. Public Participation meetings in all wards.	IDP Manager	Inform and obtain public input/comment on draft IDP, Budget and tariffs.		
e) Executive Management analyse public comments on Draft IDP and Budget and prepare report with recommendations for Council's perusal.	IDP Manager CFO Mun. Manager	Report with recommendations on public comments on Agenda		
f) LGMTEC 3 - Provincial analysis (PT and DLG) of the draft 2015/16 reviewed IDP & Budget.	Mun. Manager Directors IDP Manager	Provincial Feedback report on Draft IDP and Budget	MFMA Section 34	April '15
g) Council considers comments from all stakeholders (including LGMTEC 3 report) on draft IDP and Budget and revised IDP and Budget accordingly if necessary.	Mun. Manager CFO Council	Draft IDP and Budget revised		April '15
6.4 3RD QUARTER CORPORATE PERFORMANCE REPORT	IDP Manager	Finalise Quarter Corporate Performance Report for inclusion on Council Agenda	MPPMR - Section 13 (2)	6 April '15

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
a) Prepare and Submit 2014/15 Third Quarter Corporate Performance Report to Executive Management.	Mun. Manager Budget Office		PMS Framework	
b) Third quarter performance assessments of Section 57 managers	Mun. Manager	To assess performance against targets	PMS Framework	17 April '15
c) Table 2014/15 Third Quarter Corporate Performance Report to Council.	Mun. Manager CFO	First Quarter Corporate Performance Report considered by Council	MPPMR Section 13 MFMA Section 52 (d)	30 April '15
Place 2014/2015 third quarter performance report on website and make available to Provincial and National Treasury.	IDP Manager Budget Office	First Quarter Corporate Performance Report published and submitted	MFMA Section 75 (2) MSA MBRR Section 31	8 May '15
d) Submit quarterly status report on the implementation of Performance Management to Performance Audit Committee	IDP Manager	Report on PAC Agenda		15 May '15
e) Table Annual Report of Audit and Performance Committee on Performance Management to Council.	Mun. Manager	Report on Council Agenda		25 June '15
7. APPROVAL OF 2015/16 IDP AND BUDGET				

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
a) Submit Draft IDP to the municipal manager with proposed schedules of ward committee meetings	IDP Manager	To pursue the consultation process	Internal Management Procedures	21 Jan '15
b) Executive Management finalise the draft IDP & Budget for referral to IDP & Budget Steering Committee	IDP Manager		Internal Management Procedures	
c) Table IDP and Budget and budget related policies to Council for approval.	Mayor Mun. Manager CFO	Approved Revised IDP and Budget for 2015/16	MFMA Section 24 and 25 MSA Reg. 2(1)	28 May '15
d) Notification of approved 2015/16 IDP and Budget (Public and Provincial and National Treasury and DLG.				
e) Submission of approved IDP and Budget to National and Provincial Treasuries in both printed and electronic formats.	Budget Office IDP Manager	Submission of approved IDP and Budget and related documents and resolutions	MFMA Section 24(3) MBRR Regulation 20	Within 10 days after final approval
f) Publishing the approved annual Budget and IDP municipality's website.	Budget Office IDP Manager	Publication of approved IDP and annual budget and related documents	MFMA Section 22 MBRR Section 18 MSA Sections 21A and 21B	5 June'15
g) Submission of IDP to MEC of Local Government.	IDP Manager	Revised IDP document and letter to MEC for Assessment	MSA Section 32 (1)	Within 10 days after final approval
h) Response / Feedback to public	IDP Manager Budget Office	Feedback to comments	MFMA	19 June'15

INTEGRATED STRATEGIC TIMESCHEDULE IN TERMS OF THE PROCESS FOR REVIEWING THE IDP AND BUDGET FOR THE 2015-2016 FINANCIAL YEAR

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
comments in respect of IDP. Budget, tariffs and policies.				
2. APPROVAL OF 2015/16 TOP LAYER SDBIP				
a) The Executive Mayor may submit the draft SDBIP with the IDP and Budget documentation to be tabled in Council	Mun. Manager	Draft SDBIP Submitted to Council	MBRR- Regulation 14(3)	28 May '15
b) Municipal Manager submits draft 2015/16 SDBIP to the Executive Mayor for consideration, 14 days after approval of the budget.	IDP Manager Mun. Manager anager	Approved 15/16 Top Layer SDBIP	MFMA Section 69(3)(a)	11 June'15
c) Executive Mayor approves 2015/16 SDBIPs within 28 days after approval of budget	IDP Manager Mun. Manager	Approved 15/16 Top Layer SDBIP	MFMA Section 53(1)(c)(ii)(2)	25 June '15
d) Place 2015/16 SDBIP on website	IDP Manager	Updated website	MFMA MBRR - Chapter 2, Part 3, 15(3)	26 Jun'15
e) Submit 2015/16 Corporate SDBIP and Budget Document to National and Provincial Treasury and make public	IDP Manager Budget Office	Advert, Cover letters, electronic submission	MFMA Section 53(3)(a) MBRR Chapter 2, Part 3, 15(3) and 20 (2)(b)	30 Jun'15

PROPOSED DATES FOR IDP PUBLIC ENGAGEMENTS: 2015/16 IDP REVIEW AND BUDGET CYCLE

Date 2014	Day	Time	Ward	Venue	Ward Councillor
DRAFT IDP / BUDGET					
October	13		1	Community Hall	Ald Donson
	14			Ward Meeting	
October	15		2	Community Hall	Cnclr Meshoa
	16			Ward meeting	
October	17		3	Sport Club Hall	Speaker Ruiters
	18			Ward Meeting	
October	28		4	Town Hall	Cnclr Rossouw
	29			Ward Meeting	
FINAL IDP / BUDGET					
April	6		1	Community Hall	Ald Donson
	7			Ward Meeting	
April	9		2	Community Hall	Cnclr Meshoa
	10			Ward meeting	
April	13		3	Sport Club Hall	Speaker Ruiters
	14			Ward Meeting	
April	15		4	Town Hall	Cnclr Rossouw
	16			Ward Meeting	

SIGNED BY:

EXECUTIVE MAYOR:

MUNICIPAL MANAGER:

DATE:

