



# Karoo Hoogland Municipality

2016/2017

## IDP/BUDGET PROCESS PLAN

## Table of Contents

<b>1. Introduction.....</b>	<b>3</b>
<b>2. Legal Framework - IDP and Budget Process Plan .....</b>	<b>3</b>
<b>3. Purpose of and reporting against the IDP and Budget Process Plan .....</b>	<b>4</b>
<b>4. Mediums / Methods of informing stakeholders in the IDP and Budget process .....</b>	<b>5</b>
<b>5. Roles and Responsibilities .....</b>	<b>5</b>
<b>6. Table 1: Roles and Responsibilities within the municipality .....</b>	<b>5</b>
<b>7. Table 2: Distribution of roles and responsibilities between the municipality and external role players .....</b>	<b>7</b>
<b>8. Karoo Hoogland Municipality .....</b>	<b>9</b>
<b>2016/17 IDP and Budget process timetable .....</b>	<b>9</b>
<b><i>for the approval of the 2016/17 IDP, Budget and SDBIP .....</i></b>	<b>9</b>
<b>9. Proposed Schedule for 2016/17 IDP and Budget Public Engagement Sessions .....</b>	<b>19</b>

## **1. Introduction**

The Integrated Development Plan (IDP) is the municipality's principal strategic planning document.

It is therefore important that the IDP demonstrates how the municipalities' projects, programmes and activities are coordinated and integrated, both internally between departments 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 2016/17 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 Karoo Hoogland Municipality live daily. This document is the municipal council's policy tool to guide the administration and council on when and what needs to take place to ensure a credible and relevant budget process.

## **2. Legal Framework - IDP and Budget Process Plan**

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 ([lg.documents@treasury.gov.za](mailto:lg.documents@treasury.gov.za));
- the Northern Cape provincial treasury ([ncptmfma@ncpg.gov.za](mailto:ncptmfma@ncpg.gov.za)) ; and
- the Department of Cooperative Government, Human Settlement and Traditional Affairs (Coghsta).

This document outlines the programme Karoo Hoogland 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 2016/2017, the budget for 2016/2017 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 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, Human Settlement and Traditional Affairs (Coghsta) 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
- Newspaper Publications
- Municipal Notices
- 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**

<b><i>ROLE PLAYERS</i></b>	<b><i>ROLES AND RESPONSIBILITIES</i></b>
<b><i>Council</i></b>	<ul style="list-style-type: none"> <li>➤ Approve and adopt the process and framework plans as well as IDP and budget</li> <li>➤ Monitor the implementation and approve any amendments of the plan when necessary.</li> </ul>

<p style="text-align: center;"><b>Mayor</b></p>	<ul style="list-style-type: none"> <li>➤ Consider the IDP and Budget timetable and Process Plan and submit to Council for approval annually by latest 31 August.</li> <li>➤ Overall political guidance, management, coordination and monitoring of the IDP and budget process (MFMA section 53).</li> <li>➤ Establish a budget steering committee as envisaged in the Municipal Budget and Reporting Regulations (MBRR) (Regulation 4).</li> <li>➤ Assign and delegate responsibilities in this regard to the Municipal Manager.</li> <li>➤ Submit the draft IDP, budget and SDBIP to Council for community consultation and approval.</li> <li>➤ Submit final IDP and Budget to Council for adoption.</li> <li>➤ The Mayor must approve the final SDBIP within 28 days after the approval of the budget.</li> <li>➤ Co-ordinate plans and timetables for the Budget.</li> <li>➤ Exercise close oversight on the IDP, Budget and SDBIP preparation.</li> <li>➤ Ensure and drives political engagement with the province and national departments on unfunded or under-funded mandates.</li> <li>➤ 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.</li> </ul>
<p style="text-align: center;"><b>Ward Councillors / Ward Committees</b></p>	<ul style="list-style-type: none"> <li>➤ Form a link between the municipality and residents.</li> <li>➤ Link the IDP, Budget and SDBIP process to their respective Wards.</li> <li>➤ Assist in the organising of public consultation and participation.</li> <li>➤ Explain and engage the community during the process.</li> <li>➤ Monitor the implementation of the IDP, budget and SDBIP with respect to their particular wards.</li> <li>➤ Encourage residents to take part in the IDP process.</li> <li>➤ 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.</li> </ul>
<p style="text-align: center;"><b>Municipal Manager</b></p>	<ul style="list-style-type: none"> <li>➤ Managing and coordinate the entire IDP process as assigned by the Mayor.</li> <li>➤ Fulfil the duties of Accounting Officer as set out in Sections 68 and 69 of the MFMA, Act 56 of 2003.</li> <li>➤ 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)).</li> <li>➤ Certifies and signs-off that the budget does meet the minimum quality and content requirements (MFMA and MBRR).</li> </ul>
<p style="text-align: center;"><b>IDP Manager</b></p>	<ul style="list-style-type: none"> <li>➤ Prepare IDP process plan and monitor the timeously implementation thereof.</li> <li>➤ Day to day management and coordination of the IDP process.</li> <li>➤ Ensure stakeholder engagement in the IDP process by organising and setting up meetings for engagement.</li> <li>➤ Ensure that the IDP process is participatory and that planning is ward-based oriented. Respond to public and MEC comments on Draft IDP.</li> <li>➤ Compilation of a comprehensive IDP document that complies with all legislator requirements.</li> <li>➤ Amend the IDP document in accordance with the comments of the MEC.</li> <li>➤ Assist the Mayor to coordinate the process of establishing ward committees.</li> <li>➤ Responsible for logistical arrangements pertaining to ward committee meetings.</li> <li>➤ The responsibility to meet regularly with the ward committees to ensure appropriate communication with the communities through the ward committee structure.</li> <li>➤ The responsibility to ensure that representations made through the ward</li> </ul>

	<p>committees and ward councillors are channelled to the appropriate structures/functionaries for further attention/information.</p> <ul style="list-style-type: none"> <li>➤ To provide the administrative support to ward committees.</li> <li>➤ 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.</li> </ul>
<i>Head of Departments</i>	<ul style="list-style-type: none"> <li>➤ Provide relevant technical, sector and financial information analysis.</li> <li>➤ Provide technical expertise in consideration and finalisation of strategies and identification of projects.</li> <li>➤ Provide departmental, operational and capital budgetary information.</li> <li>➤ Preparation of project proposals, integration of projects and sector programmes.</li> </ul>
<i>Steering Committee</i>	<ul style="list-style-type: none"> <li>➤ Refinement and quality check of IDP document to ensure compliance with legislation.</li> <li>➤ Consist of Municipal Manager, Senior Management, IDP Manager/Office.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ To provide technical assistance to the mayor in discharging the responsibilities set out in Section 53 of the MFMA.</li> <li>➤ Consist of the portfolio Councillor for Financial matters, the Municipal Manager, Chief Financial Officer, Senior Managers and any technical experts on infrastructure, the manager responsible for budgeting and manager responsible for planning.</li> </ul>
<i>IDP Representative Forum</i>	<ul style="list-style-type: none"> <li>➤ Provide an organisational mechanism for discussion, negotiation and decision making between stakeholders.</li> <li>➤ Represents the interest of their constituencies in the IDP process.</li> <li>➤ Monitors the performance of the planning and implementation process.</li> <li>➤ Comprises of the Mayor, Councillors, Ward Committees, Municipal Manager, Directors, representatives of various sectors, NGO's, Government Departments and specialised community members.</li> </ul>

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

<b><i>ROLE PLAYERS</i></b>	<b><i>ROLES AND RESPONSIBILITIES</i></b>
<i>Karoo Hoogland Municipality</i>	<ul style="list-style-type: none"> <li>➤ Approve the IDP, budget and SDBIP.</li> <li>➤ Undertake the overall planning, management and coordination of the IDP and budget process.</li> <li>➤ 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.</li> <li>➤ Ensure linkage between the Budget. SDBIP and IDP.</li> </ul>
<i>Local Residents, Communities and Stakeholders</i>	<ul style="list-style-type: none"> <li>➤ Represents interest and contributes knowledge and ideas in the IDP process by participating in and through the ward committees.</li> <li>➤ Keep constituencies informed on IDP activities and outcomes.</li> </ul>
<i>Namakwa District Municipality</i>	<ul style="list-style-type: none"> <li>➤ Ensure alignment of the IDP between the municipality and the district municipality (Integrated District and Local Planning).</li> <li>➤ Preparation of joint strategy workshops between municipality, provincial and national government.</li> </ul>

<p><b><i>Provincial Government</i></b></p>	<ul style="list-style-type: none"> <li>➤ Ensure horizontal alignment of the IDP between the municipality and the District municipality.</li> <li>➤ Ensuring vertical and sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at local/district level.</li> <li>➤ Ensure efficient financial management of Provincial grants.</li> <li>➤ Monitor the IDP and budget progress.</li> <li>➤ Assist municipalities in compiling the IDP and budget.</li> <li>➤ Coordinate and manage the MEC's assessment of the IDP.</li> <li>➤ 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.</li> <li>➤ Conduct Medium Term Revenue and Expenditure Framework (MTREF) budget and IDP assessments.</li> </ul>
<p><b><i>Sector Departments</i></b></p>	<ul style="list-style-type: none"> <li>➤ Contribute sector expertise and knowledge.</li> <li>➤ Provide sector plans and programmes for inclusion in the IDP and budget.</li> </ul>
<p><b><i>National Government</i></b></p>	<ul style="list-style-type: none"> <li>➤ 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).</li> <li>➤ 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.</li> </ul>



# 8. KAROO HOOGLAND MUNICIPALITY

## 2016/17 IDP AND BUDGET PROCESS TIME-SCHEDULE

### FOR THE APPROVAL OF THE 2016/17 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 2015	Assess the 2015/16 IDP & Budget process to address deficiencies, improvements and ensure integration and alignment of processes for 2016/17	IDP Office	IDP Manager & CFO	Internal Process	30 June 2015	Completed
2	July 2015	Draft 2016/17 <i>IDP and Budget process time schedule</i> outlining the steps and timeframes for compilation of the 2016/17 IDP, Budget and two outer year's Budget and SDBIP	IDP Office	IDP Manager & CFO	MFMA S21(1)(b)	31 July 2015	Completed
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 Senior Managers Mayor	Internal Process	31 July 2015	If Applicable
4		Attend District IDP Managers Forum Meeting- Discuss outcomes of IDP and Budget Assessments, Challenges and District Interventions i.t.o IDP and budget planning for the review process.	IDP Office	IDP Manager	Internal Process	31 July 2015	If Applicable
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 2015/16 Budget, Tariffs and IDP to Ward Committees.	Mayor	Mayor	MSA	31 July 2015	Completed
6		Consider MEC comments and recommendations on assessment of initial IDP Document and IDP processes followed.	IDP Office	Municipal Manager Senior Managers IDP Manager	MSA S21	31 July 2015	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
7	Jul 2015	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 2015	
8		Prepare and finalise Departmental Plans	All Departments	Municipal Manager Senior Managers	Internal Process	31 July 2015	
9		Final Section 57 Managers 2014/15 Performance Assessments Final Performance Assessments of lower level staff	MM	Municipal Manager Mayor	MSA and MFMA	31 July 2015	Not applicable. Performance evaluation not done
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 2015	
11	Aug 2015	Convene Steering Committee Meeting. Final Discussion of Public Participation Meeting Processes.	IDP Office	IDP Manager	MSA Ch 5	7 August 2015	
12		Operational Budget: Salary/Wages schedules to Senior Managers for scrutiny & Corrections	BTO	Senior Managers	Internal Process	17 August 2015	
13		IDP Public Participation Meetings. Communicate Capital Projects per Ward on 15/16 budget, Reconfirm / review service delivery/development priorities.	IDP Office Office of the Speaker	IDP Manager Senior Managers Ward Councillors Mayor	MSA Ch5 S29	19 – 21 August 2015	
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	26 – 28 August 2015	
15		Adjustment of Budget Rollovers; changes on SDBIP and KPI'S as per Adjustment Budget	BTO Corporate Services	CFO Municipal Manager	MFMA S28 MBRR S23	31 August 2015	
16		Tabling of and briefing Council on the Draft 2016/17 IDP/Budget Process Plan for approval, including time schedules for IDP/Budget Public participation meetings.	IDP Office BTO	IDP Manager CFO	MFMA S21(1)(b)	31 August 2015	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
17	Sep 2015	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 2015	
18		Attend District IDP Managers Forum Meeting. Develop uniform guidelines for IDP/Budget review.	IDP Office	IDP Manager Municipal Manager	Internal Process	3 September 2015	
19		Forward adjustment budget (hard and electronic copies) to National Treasury and Provincial Treasury after approval.	BTO	CFO	MFMA S28(7)	3 September 2015	
20		Review of Municipal Strategic Plan Workshop with Council: Review Municipal KPA and Strategic Objectives	Office of the MM	Municipal Manager Senior Managers Council	Internal Process	3 – 28 September 2015	
21		Operational Budget: Salary/Wages schedules with corrections and recommendations to be returned to Finance Department	All Departments	Senior Managers	Internal Process	28 September 2015	
22		Attend Quarterly Provincial IDP Manager Forum Meeting in preparation for IDP Indaba 2	IDP Office	IDP Manager	Internal Process	28 September 2015	
23	Oct 2015	Two Day Neighbourhood Development Session with Wards to prepare Draft Neighbourhood Development Plans	IDP Office	IDP Manager	Internal Process	1 & 2 October 2015	
24		Departments 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	Senior Managers	Internal Process	5 October 2015	
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 mandates to relevant organ(s) of state	IDP Office	IDP Manager	MSA	12 – 15 October 2015	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
26	Oct 2015	Review and costing of municipal rates and tariffs. Preparation of tariffs and bulk resource (water (WaterBoard), electricity (NERSA), etc.) engagement documentation.  Senior Managers 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 Steering Committee for approval. Guidelines to include deadline dates by which Departments have to meet as well as submission of requests per line item with a zero based budget)	BTO	Senior Managers Steering Committee	Internal Process	16 October 2015	
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 2015	
28		Table Revised Strategic Plan in Council for approval	Office of the MM	Municipal Manager	Internal Process	30 October 2015	
29		Review Municipal Spatial Development Framework	Planning and Development	Municipal Manager	Internal Process	30 October 2015	
30		Submit Quarterly Report (July 2015 – September 2015) on implementation of budget and financial state of affairs to Council	Office of the MM	Mayor	MFMA S52(d)	30 October 2015	
31		Engagements with Provincial Government regarding any adjustments to projected allocations for next 3 years in terms of the MTREF	BTO	Senior Managers	MFMA S28	30 October 2015	
32		Updating and review of strategic elements of IDP in light of the focus of Council	IDP Office	IDP Manager	MSA	30 October 2015	
33	Nov 2015	Operational Budget: Income / Expenditure inputs and statistics to be returned to Budget Office	All Departments	Senior Managers	Internal Process	20 November 2015	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
34	Nov 2015	Senior Managers Identify/Create Projects as outcome of the prioritisation of development needs during IDP public engagements sessions within projected budget allocations.	All Departments	Senior Managers	MSA	5 – 23 November 2015	
35		Convene Steering Committee Meeting: Identify projects per Ward with Budget Allocations; prioritise implementation and integration where possible.	IDP Office	IDP Manager Steering Committee	MSA	23 November 2015	
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	Steering Committee CFO	MSA and MFMA	2 – 30 November 2015	
37		Capital Budget: Inputs from the different Departments to be returned to the Budget Office	All Departments	Senior Managers	Internal Process	30 November 2015	
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	Steering Committee	Internal Process	30 November 2015	
39		Based on financial statements of 2014/15 determine municipality's financial position & assess its financial capacity & available funding for next three years	BTO	CFO	Internal Process	30 November 2015	
40		Finalise Salary Budget for 2016/2017	BTO	CFO	Internal Process	30 November 2015	
41		Submit Bulk Resource documentation (water (Water Board), electricity (NERSA)) for consultation on municipal tariffs for 2016/17 and the two outer Budget years.	BTO	CFO	Internal Process	30 November 2015	
42	Dec 2015	Finalise preliminary projections on operating revenue and expenditure budget for 2016/2017	BTO	CFO	Internal Process	10 December 2015	
43	Dec 2015	Convene IDP Representative Forum Meeting to give feedback and discuss outcome of Budget steering committee meeting	IDP Office	Municipal Manager IDP Manager CFO	MSA	14 December 2015	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
44	Dec 2015	<i>Workshop 1:</i> 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 2015	
45		Finalise expenditure on operational budget for the budget year and two outer years.	BTO	CFO	Internal Process	21 December 2015	
46		Conclusion of Sector Plans and integration into the IDP document	IDP Office	IDP Manager	MSA	21 December 2015	
47		Finalise departmental Plans and link to IDP	All Departments	IDP Manager Senior Managers	MSA	21 December 2015	
48	Jan 2016	Request and/ or follow-up with Water Board/ NERSA/ other Bulk Service providers for feedback on proposed municipal 2014/15 – 2016/17 tariffs and engagement documentation submitted in Oct 2015	BTO	CFO	MFMA	15 January 2016	
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	18 January 2016	
50		Executive Management finalise the draft IDP & Capital Budget for referral to IDP & Budget Steering Committees. <b>Processes to be followed to be clearly set out in municipality’s budget management and implementation policy.</b>	Office of the MM	Municipal Manager Senior Managers	Internal Process	21 January 2016	
51		Tabling of 2015/16 Mid-Year Assessment (to potentially influence 2015/16 budget) to Council	Office of the MM	Municipal Manager Senior Managers	MFMA S72	25 January 2016	
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 2016	
53		Submit Quarterly Report (Oct 2015 – Dec 2015) 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	Mayor	MFMA S52(d)	29 January 2016	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
54	Jan 2016	Tabling of 2014/15 Annual Report to Council	Office of the MM	Municipal Manager	MFMA S127(2)	29 January 2016	
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	Steering Committee	MSA S29	29 January 2016	
56		Final review of municipal strategies, objectives, KPA's, KPI's and targets	IDP Office	IDP Manager Steering Committee	Internal Process	29 January 2016	
57		Review all budget related policies	BTO	CFO	MBRR 7	2 - 29 January 2016	
58		Adjustment Budget: Finalise Capital and Operational budget projections for 2015/2016	BTO	CFO	MBRR 21	29 January 2016	
59	Feb 2016	Submit Annual Report to Auditor General, Provincial Treasury and COGTA	Office of the MM	Municipal Manager	MFMA S(127)(5)(b)	1 February 2016	
60		Directors Identify projects and forward local Budget Needs priorities to Namakwa DM. Project alignment between Namakwa DM and Karoo Hoogland Municipality.	All Departments	Senior Managers	Internal Process	1 – 8 February 2016	
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 – 12 February 2016	
62		Review tariffs and charges and determine affordable tariffs and finalise income budget.	BTO	CFO	MFMA s20	15 February 2016	
63	Feb 2016	Attend Provincial IDP INDABA Incorporate Sector Departments Projects in Draft IDP.	IDP Office	IDP Manager Senior Managers	Internal Process	19 February 2016	
64		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)	1 – 2 February 2016	
65		Attend District IDP Managers Forum Meeting to discuss the alignment of IDP Strategic Development Goals with Namakwa DM. Draft IDP Presentations.	IDP Office	IDP Manager	Internal Process	25 February 2016	
66		Present Draft IDP and Budget to Steering Committee for quality check	IDP Office BTO	Steering Committee	MBRR S4	26 February 2016	
Item	Period	Activity	Co – Co-	Responsibility	Legislative	Target date	Progress against target

No			ordinating Department		Requirement and Information		& Comments
67	Feb 2016	Submit first draft IDP to Namakwa DM for Horizontal Project alignment between the Namakwa DM and Karoo Hoogland Municipality	IDP Office	IDP Manager	Internal Process	29 February 2016	
65		Table Adjustment Budget to Council for approval	Office of the MM	Municipal Manager	MBRR S23	29 February 2016	
66		Amend IDP, SDBIP, KPI's and performance agreements i.t.o adjustment budget	Office of the MM	Municipal Manager Senior Managers	MFMA 28	29 February 2016	
67	March 2016	Present Draft IDP and Budget to Steering Committees for quality Check (Including recommendations / adjustments made at meetings of 27 February 2016)	IDP Office BTO	Steering Committee	MBRR 4	7 March 2016	
68		<b>Workshop 2:</b> 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	10 & 11 March 2016	
69		Forward Adjustment Budget (hard and electronic copies) to National and Provincial Treasury after approval	BTO	CFO	MBRR 24	14 March 2016	
70		Publication of approved Adjustment Budget after approval per MSA and on municipal website	BTO	CFO	MBRR 26	14 March 2016	
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	18 March 2016	
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	22 March 2016	
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	29 March 2016	
Item	Period	Activity	Co – Co-	Responsibility	Legislative	Target date	Progress against target



No			ordinating Department		Requirement and Information		& Comments
74	Mar 2016	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 Senior Managers	MFMA	29 March 2016	
74		Council to Consider and adopt an oversight report on 2014/15 Annual Report	Office of the MM	Municipal Manager	MFMA S129(1)	29 March 2016	
75	April 2016	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	Municipal Manager CFO	MBRR S15 MFMA S22	1 April 2016 (Advertise) 4 – 26 April 2016 (public comments)	
76	April 2016	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)	12 April 2016	
77		Attend District IDP Managers Forum- Present Draft IDP for input.	IDP Office	IDP Manager	Internal Process	14 April 2016	
78		Public Consultation Meetings: Feedback / Consultation on preliminary approved IDP & Budget ( Details as per point 9)	Office of the MM	Municipal Manager Senior Managers	MBRR S15 MFMA S23	15 – 22 April 2016	
79		Engagement with the Provincial Treasury on draft budget benchmark	Office of the MM	Municipal Manager	MFMA Ch 5	5 April 2016	
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 Municipal Manager	MBRR S16(1)(a)	29 April 2016	
81		Submit Quarterly Report (Jan 2016 – Mar 2016) on implementation of budget and financial state of affairs to Council	Office of the MM	Mayor	MFMA s52(d)	29 April 2016	
82		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)	3 – 11 May 2016	
83	May 2016	Present Final IDP, Budget and final draft SDBIP to Steering Committees for quality Check (Including recommendations made by all stakeholders and Council)	IDP Office BTO	Steering Committee	MBRR 4	16 and 17 May 2016	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
84	May 2016	Table final IDP, budget & related documents to Council for approval.	Office of the MM	Municipal Manager	MFMA S24(1)	31 May 2016	
85	June 2016	Inform local community on approved IDP and Budget Detail – Place Newspaper Article and Copies at Libraries	Office of the MM	Municipal Manager	MBRR S18	3 June 2016	
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)	14 June 2016	
87		Publication of Approved Budget and IDP within 10 workings days on Municipal Website	BTO IDP Office	CFO IDP Manager	MFMA S75(1)(a)	14 June 2016	
88		Submit draft SDBIP to Mayor within 14 days after approval of budget	Office of the MM	Municipal Manager	MFMA S69(3)(a)	14 June 2016	
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	Mayor	MFMA S(53)(1)(c)(ii)	30 June 2016	
90		Place approved IDP, budget, SDBIP and related documents on CD for all councillors and distribute.	IDP Office	IDP Manager	Internal Process	30 June 2016	

## 9. Proposed Schedule for 2016/17 IDP and Budget Public Engagement Sessions

Date	Day	Time	Topic	Ward	Venue	Ward Councillor	Facilitator	Admin Support	Senior Management Representative
15 April 2016	Monday	17H30	Draft Budget & IDP	1					
18 April 2016	Tuesday	17H30	Draft Budget & IDP	2					
19 April 2016	Wednesday	17H30	Draft Budget & IDP	3					
20 April 2016	Thursday	17H30	Draft Budget & IDP	4					
21 April 2016	Thursday	17H30	Draft Budget & IDP						
22 April 2016	Thursday	17H30	Draft Budget & IDP						