



GA-SEGONYANA LOCAL MUNICIPALITY

2019/2020 IDP/PMS & BUDGET PROCESS PLAN



IDP & BUDGET PROCESS PLAN

FOR THE 2019/20 PLANNING CYCLE

Ga-Segonyana Municipality is currently embarking on the IDP for 2019-2020. This plan will address, amongst others, the following:

- (a) Comments received from the various role-players in the IDP process, especially the community, through the IDP Representative Forum, the IDP Road shows and the IDP
- (b) Engagement sessions.
- (c) Areas requiring additional attention in terms of legislative requirements;
- (d) Areas identified through self-assessment;
- (e) The review of KPI's (PMS) and alignment to budget;
- (f) The update of the 5-year Financial Plan as well as the list of projects;
- (g) Identification of new projects,
- (h) The finalization of the incomplete Sector Plans
- (i) Implementation of existing projects
- (j) The update of the Spatial Development Framework (SDF); and
- (k) The preparation and update of existing Sector Plans.

Chapter 4, section 16 (1) and (2) of the Municipal Finance Management Act states that –

- (1) *The Council of the municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.*
- (2) *In order for the municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at the council meeting at least 90 days before the start of the budget year.*

The above section must be read in conjunction with section 24 (1) which states that the Council must at least 30 days before the start of the new financial year approve the annual budget. It is clear that this Act provides very strict time frames within which the budget process must be completed.

Adding to the above the Act states in section 21 (1) (b) that –

The Mayor of a municipality must-

- (b) *at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-*
- (j) *the preparation, tabling and approval of the annual budget;*
 - (ii) *the annual review of-*
 - (aa) *the integrated development plan in terms of section 34 of the Municipal Systems Act; and*
 - (bb) *the budget related policies;*
 - (iii) *the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
 - (iv) *any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

INTRODUCTION

The Integrated Development Plan (IDP) is the municipality's principal strategic planning document. The IDP tells 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 (2017/18 – 2021/22).

It is therefore important that the IDP demonstrates how the municipality's projects, programmes and activities coordinate and integrate, 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 full basket of services the municipality provides, bearing in mind that communities cannot be developed in a fragmented manner. As the key strategic plan of the municipality, the priorities identified in the IDP informs all financial planning and budgeting undertaken by the municipality.

This document outlines the activities that the municipality will undertake to review its existing IDP and budget and develop its 2019/20 IDP review, budget and Service Delivery and Budget Implementation Plan (SDBIP). It is crucial 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 Ga-Segonyana LM live daily. This document is the municipal council's policy tool to guide the administration and council on when and what must take place to ensure a credible and relevant IDP/ budget process.

SECTION 1: LEGISLATIVE PLANNING AND BUDGETING FRAMEWORK

Section 25 of the Municipal Systems Act, 2000 requires of the Ga-Segonyana Municipality to adopt an IDP in terms of the following requirements:

Adoption of integrated development plans.—(1) Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which—

- (a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;
- (b) aligns the resources and capacity of the municipality with the implementation of the plan;
- (c) forms the policy framework and general basis on which annual budgets must be based;
- (d) complies with the provisions of this Chapter; and
- (e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

In terms of contents, the new IDPs must contain, as a minimum, the following information:

Section 26 of the Municipal Systems Act, 2000 - Core components of integrated development plans.—An integrated development plan must reflect—

- (a) the municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- (b) an assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
- (c) the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- (d) the council's development strategies which must be aligned with any national or provincial sector plans and planning requirements binding on the municipality in terms of legislation;
- (e) a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- (f) the council's operational strategies;
- (g) applicable disaster management plans;
- (h) a financial plan, which must include a budget projection for at least the next three years; and
- (i) the key performance indicators and performance targets of the municipality.

Section 29 of the Municipal Systems Act, 2000: Process to be followed.—(1) The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must—

- (a) be in accordance with a predetermined programme specifying time-frames for the different steps;
- (b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for—
 - (i) the local community to be consulted on its development needs and priorities;
 - (ii) the local community to participate in the drafting of the integrated development plan; and
 - (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;
- (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- (d) be consistent with any other matters that may be prescribed by regulation.

(3) A local municipality must—

- (a) align its integrated development plan with the framework adopted ...; and
- (b) draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the district municipality.

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. Section 21 of the MFMA makes the Mayor of the municipality responsible to co-ordinate and integrates 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 process to Council for approval. This must annually be done by latest 31 August (or ten (10) months prior to the final approval of the IDP and Budget). 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);
- the Northern Cape provincial treasury (ncptmfma@ncpg.gov.za) ; and
- the Department of Cooperative Government and Traditional Affairs (GOGSTA).

This document outlines the programme Ga-Segonyana LM will follow during 2019/20 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.

THE LEGISLATIVE BUDGET FRAMEWORK

Municipal Finance Management Act, 2003: Annual budgets

16. (1) The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.

(2) In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.

(3) Subsection (1) does not preclude the appropriation of money for capital expenditure for a period not exceeding three financial years, provided a separate appropriation is made for each of those financial years.

Contents of annual budgets and supporting documents

17. (1) An annual budget of a municipality must be a schedule in the prescribed format—

(a) setting out realistically anticipated revenue for the budget year from each revenue source;

(b) appropriating expenditure for the budget year under the different votes of the municipality;

(c) setting out indicative revenue per revenue source and projected expenditure by vote for the two financial years following the budget year;

(d) setting out—

(i) estimated revenue and expenditure by vote for the current year; and

(ii) actual revenue and expenditure by vote for the financial year preceding the current year;

and

(e) a statement containing any other information required by section 215(3) of the Constitution or as may be prescribed.

(2) An annual budget must generally be divided into a capital and an operating budget in accordance with international best practice, as may be prescribed.

Budget preparation process

21. (1) The mayor of a municipality must—

(a) co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;

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

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

(ii) the annual review of—

(aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and

(bb) the budget-related policies;

(2) When preparing the annual budget, the mayor of a municipality must—

(a) take into account the municipality's integrated development plan;

(b) take all reasonable steps to ensure that the municipality revises the integrated development plan in terms of section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections for future years;

(c) take into account the national budget, the relevant provincial budget, the national government's fiscal and macro-economic policy, the annual Division of Revenue Act and any agreements reached in the Budget Forum;

(d) consult—

(i) the relevant district municipality and all other local municipalities within the area of the district municipality, if the municipality is a local municipality;

(ii) all local municipalities within its area, if the municipality is a district municipality;

(iii) the relevant provincial treasury, and when requested, the National Treasury; and

(iv) any national or provincial organs of state, as may be prescribed; and

(e) provide, on request, any information relating to the budget—

(i) to the National Treasury; and

(ii) subject to any limitations that may be prescribed, to—

(aa) the national departments responsible for water, sanitation, electricity and any other service as may be prescribed;

- (bb) any other national and provincial organ of states, as may be prescribed; and
- (cc) another municipality affected by the budget.

ALIGNMENT PROCESS

The Municipal Systems Act states that development strategies must be aligned with national and provincial sector plans as well as planning requirements. It also establishes that a single inclusive and strategic plan must be adopted which links, integrates and coordinates plans.

Although alignment was not always reached fully in the previous IDP cycle the municipality takes the following documents in account in the IDP process:

- Integrated Sustainable Rural Development Programme (ISRDP)
- Northern Cape Provincial Growth and Development Strategy (PGDS)
- District Growth and Development Strategy (DGDS)
- National Spatial Development Programme (NSDP)
- IDP Hearings Comments

Besides the alignment with national, provincial and district programmes and policies, internal alignment is also reached in the process plan, aligning the budget, the PMS and the IDP.

As mentioned earlier, the legislation and PMS compels municipalities to align the planning process (IDP) with other processes as required by the Municipal Finance Management Act, amongst others. Adding to this, it is sometimes a difficult task to align projects and timeframes of the IDP with Provincial and National Departments as well as the District Municipality. An attempt has been made to comply with this requirement in the previous IDP processes, but it is recognised that room for improvement does exist. The Municipality will increase its efforts to consider the various Provincial and National Department's efforts in the IDP and also to improve the process of budget allocations to the Local Municipalities.

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 deadline timeframes to compose the IDP for the five year cycle (2017/2018-2021/2022), the budget for 2018/2019 and the two outer years and 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 process 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 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 (COGSTA) on progress against the approved targets and timeframes and any adjustments that may be required.

MEDIUMS / METHODS OF INFORMING STAKEHOLDERS IN 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:

- Radio Talk Shows and Announcements
- Newspaper Publications
- Loud Hailing
- Flyers, Posters and Pamphlets
- Ward Committee meetings
- CDW involvement – To give feedback/information

ORGANISATIONAL AND STRUCTURAL ARRANGEMENTS

IDP REPRESENTATIVE FORUM

The IDP Representative Forum will include representatives from the following stakeholders:

- The Mayor and Councillors
- Senior managers
- Traditional leaders
- CBOs and NGOs
- Faith based organisations
- Ward committees
- National and Provincial sector departments and institutions
- Advocates from organised groups.

Terms of Reference:

- Represent the interests of their constituents in the IDP process
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders including municipal government
- Ensure communication between all the stakeholder representatives including the municipal government
- Monitor the performance of the planning and implementation process
- Participate in the process of setting up and monitoring “key performance indicators” in line with the “Performance Management Manual”.

IDP STEERING COMMITTEE

The IDP Steering Committee is constituted by a technical working team of councillors, Municipal Manager, heads of Departments and senior officials who support the Mayor and ensure a smooth planning process. The Mayor is responsible for the process, but will often delegate functions to members of the Steering Committee.

The IDP Steering Committee will include the following stakeholders:

- The Mayor
- EXCO

Councillors that are serving on the IDP Portfolio committee

- The Municipal Manager and Senior Managers / Directors
- The IDP Manager (service providers); on an advisory basis

Terms of Reference:

- Provides terms of reference for the various planning activities
- Commissions research studies
- Considers and comment on:
 - inputs from sub-committee/s, study teams and consultants
 - inputs from provincial sector departments and support providers
- Processes, summarises and documents outputs
- Makes content recommendations
- Prepares, facilitates and documents meetings

IDP TECHNICAL COMMITTEE

This Committee will be chaired by the Municipal Manager and will be directly accountable to the IDP Steering committee. The main responsibility of the Committee will be to do the technical research and work required to formulate and finalise the content of the IDP.

Terms of Reference:

- To ensure the validity and technical correctness of the information presented to the IDP Representative Forum and Steering Committee.
- To co-ordinate and align matters of mutual concern among the relevant stakeholders.
- To facilitate the integration of policies, objectives, strategies and projects into the daily functioning and planning of the municipality.

SUMMARY OF 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.
Mayor and EXCO	<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). ➤ Assign and delegate responsibilities in this regard to the Municipal Manager.

	<ul style="list-style-type: none"> ➤ 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 to approve the final SDBIP. ➤ 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.
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, 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 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.
Municipal Public Accounts Committee	<ul style="list-style-type: none"> ➤ Consider and evaluate the content of the annual report and to make recommendations to council when adopting an oversight report on the annual report ➤ Examine the financial and audit reports of the municipality ➤ Evaluate the extent to which the Audit committee and the Auditor General's recommendations have been implemented ➤ Promote good governance, transparency and accountability on the use of municipal resources ➤ Recommend or undertake any investigation in its area of responsibility, after reviewing any investigation report already undertaken by the municipality or the Audit Committee ➤ Perform any other functions assigned to it through a resolution of council within its area of responsibility
Municipal Manager	<ul style="list-style-type: none"> ➤ Overall responsibility for the IDP.
IDP/PMS Manager	<ul style="list-style-type: none"> ➤ Responsible for managing the IDP process through. <ul style="list-style-type: none"> • Facilitation of the IDP process, • Co-ordinating IDP related activities, • Facilitating reporting and the documentation thereof, • Making recommendations to the IDP Portfolio Committee, • Liaising with District Municipality and Provincial Sector Departments, • Providing secretariat functions for the IDP Steering Committee and the Representative Forum.
The Financial services Manager	<p>Ensures that the municipal budget is linked to the IDP. Responsible for:</p> <ul style="list-style-type: none"> ➤ Co-ordinating the budget implementation in a manner aimed at addressing the issues raised in the IDP, ➤ Development of the 3-year integrated financial plan.

IDP Steering Committee	<p>The technical working team, also the “<i>drivers of the bus</i>”, consist of the Mayor and EXCO Councillors, the Municipal Manager and Heads of departments and the IDP Manager.</p> <ul style="list-style-type: none"> ➤ This committee meets quarterly. It is chaired by the mayor or a councillor delegated by the Mayor ➤ It is responsible for IDP processes, resources and outputs, ➤ It oversees the monthly status reports that are received from departments, ➤ It makes recommendations to Council, ➤ It oversees the meetings of the IDP Representative Forum, ➤ The committee is responsible for the process of integration and alignment.
IDP Representative Forum	<p>Representatives from local organisations and communities.</p> <ul style="list-style-type: none"> ➤ It forms the interface for community participation in the affairs of the council, ➤ Operates on consensus basis in the determination of priority issues for the municipal area, ➤ Participates in the annual IDP review process, ➤ Meets quarterly to discuss progress and shortcomings, ➤ All the wards within the municipal area are represented on this forum by the Ward Committee chairpersons (Ward Councillors)
Budget Steering Committee	<p><u>The budget steering committee (BSC) is responsible for the budget process.</u></p> <p>The composition of the BSC is as follows:</p> <ul style="list-style-type: none"> ➤ Mayor (chairperson) of finance standing committee ➤ Municipal Manager ➤ Manager Financial Services ➤ Deputy Manager Financial Services (budget office) (BO) ➤ Other managers will be co-opted when necessary. Councillors may attend any meetings of BSC and will be co-opted, when necessary, to smoothen the process. <p><u>2.2 Other stakeholders to be consulted:</u></p> <ul style="list-style-type: none"> ➤ Ward Committees and ward communities ➤ Local Economics Steering Committee (and forum) ➤ Local Farmers Steering Committee (and forum) ➤ IDP Rep Forum
Heads of Departments and senior managers	<ul style="list-style-type: none"> ➤ Provide relevant technical, sector and financial information for analysis for 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.

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

ROLE PLAYERS	ROLES AND RESPONSIBILITIES
<i>Ga-Segonyana Local Municipality</i>	<ul style="list-style-type: none"> ➤ Prepare and adopt 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 IDP, Budget and SDBIP.
<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>JTG 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. ➤ 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 assessment.
<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.

FRAMEWORK FOR COMMUNITY INVOLVEMENT IN IDP PROCESSES

The Ga-Segonyana Municipality will conduct community engagement in its IDP, budget and PMS processes in terms of the requirements of Chapters 4 of the Municipal Systems Act and the Municipal Planning and Performance Management Regulations, 2001.

The following mechanisms would be used by the Municipality during the various community engagement sessions:

Participation in the **IDP Representative Forum** to:

- inform advocacy groups, traditional leaders, sector departments, communities, community based organisations, faith based organisations, non- governmental organisations and non profit organisations on relevant planning activities and their outcomes;
- analyse issues, determine priorities, negotiate and reach consensus;
- participate in the designing of project proposals and/or assess them;
- discuss and comment on the draft IDP;
- ensure that annual business plans and budgets are based on and linked to the IDP; and
- monitor performance in implementation of the IDP.

Conducting meetings or workshops with groups, communities or organisations to prepare for and follow up on relevant planning activities.

Local newspapers will be used to inform the community about engagement sessions and the availability of the draft and final IDP, budgets and PMS. The same information will be made available on the municipal web-site.

The community road shows will be conducted during October 2018 and January 2019 to bring the draft IDP and budget to the community.

ANNEXURE A

2018/19 IDP REVIEW COMMUNITY AND STAKEHOLDERS CONSULTATIVE ROAD SHOW SCHEDULES

Meeting schedule for IDP Review Road Show

Ward	Date	Area	Venue	Time
Ward 6	Monday, 15 October 2018	Seoding	Community Hall	10:00
Ward 1	Monday, 15 October 2018	Kuruman	Town Hall	18:00
Ward 8	Tuesday, 16 October 2018	Gasehubane	Kgotla	10:00
Ward 5	Tuesday, 16 October 2018	Magojaneng	Community Hall	16:00
Ward 4	Wednesday, 17 October 2018	Mapoteng	Community Hall	10h00
Ward 9	Wednesday, 17 October 2018	Maruping	Community Hall	16h00
Ward 12	Thursday, 18 October 2018	Thamoyanche	Thamoyanche	10:00
Ward 2	Thursday, 18 October 2018	Bankhara-Bodulong	Community Hall	16h00
Ward 10	Monday, 22 October 2018	Gasebolao	Kgotla	10:00
Ward 3	Monday, 22 October 2018	Mothibistad	TMMC	16h00
Ward 11	Tuesday, 23 October 2018	Kagung	Community Hall	10h00
Ward 13	Tuesday, 23 October 2018	Wrenchville	Civic Centre	17h30
Ward 7	Wednesday, 24 October 2018	Sloja	Kgotla	10h00
Ward 14	Wednesday, 24 October 2018	Maruping	Battharos Library	16h00

ANNEXURE

IDP REPRESENTATIVE FORUM ITINERARY

QUARTER	DATE	VENUE	TIME
1 ST Quarter	Thursday, 13 September 2018	Council Chambers	10h00
2nd Quarter	Thursday, 13 December 2018	Council Chambers	10h00
3 rd Quarter	Thursday, 14 March 2019	Council Chamber	10h00
4 th Quarter	Thursday, 13 June 2019	Council Chamber	10h00

IDP STEERING COMMITTEE ITINERARY

QUARTER	DATE	VENUE	TIME
1 ST Quarter	Wednesday , 12 Sept 2018	Council Chamber	10h00
2 nd Quarter	Wednesday, 12 Dec 2018	Council Chamber	10h00
3 rd Quarter	Wednesday , 13 March 2019	Council Chamber	10h00
4 th Quarter	Wednesday , 12 June 2019	Council Chamber	10h00

IDP REGIONAL FORUM ITINERARY

TECHNICAL IGR	POLITICAL IGR
1 ST Quarter-	1 ST Quarter-
2 nd Quarter-	2 nd Quarter-
3 rd Quarter-	3 rd Quarter-
4 th Quarter-	4 th Quarter-

2019/20 DRAFT IDP COMMUNITY AND STAKEHOLDERS CONSULTATIVE ROAD SHOW SCHEDULES

Date	Ward	Area	Venue	Time
Monday, 15 April 2019	Ward 7	Sloja	Kgotla	10:00
	Ward 14	Batlharos	Batlharos Sassa Paypoint	16:00
Tuesday, 16 April 2019	Ward 11	Kagung	Community Hall	10:00
	Ward 13	Wrenchville	Civic Centre	16:00
Wednesday, 17 April 2019	Ward 10	Vergenoeg	Community Hall	10h00
	Ward 3	Mothibistad	Thabo Moorosi Multi-Purpose Centre	16h00
Thursday, 18 April 2019	Ward 12	Mokalamosesane	Sassa Paypoint	10:00
	Ward 2	Bankhara-Bodulong	Community Hall	16h00
Monday, 22 April 2019	Ward 4	Ditshoswaneng	Community Hall	10:00
	Ward 9	Maruping	Community Hall	17h00
Tuesday, 23 April 2019	Ward 8	Garuele	Kgotla	10h00
	Ward 5	Magojaneng	Community Hall	16h00
Tuesday, 24 April 2019	Ward 6	Mokalamosesane	Community Hall	10h00
	Ward 1	Kuruman	Town Hall	18:00

COMPREHENSIVE LIST OF LEGISLATION AND POLICIES TO BE CONSIDERED DURING THE IDP AND BUDGET PLANNING PROCESSES

The Constitution of the Republic of South Africa 1996

The Constitution redefined local government as a sphere of government that is distinctive from, yet interdependent and interrelated with provincial and national government. Importantly, the Constitution conferred developmental duties to local government.

5 Year Local Government Strategic Agenda

5YLGSA is a strategic thrust of how government which seeks to improve the functioning of local government sector. It focuses on 5 Key Performance Areas namely:

1. Organizational development and transformation
2. Service Delivery
3. Financial Viability
4. LED
5. Good Governance and Public Participation

Public Finance Management Act No. 1 of 1999 (as amended by the Public Finance Management Amendment Act No. 29 of 1999)

To regulate financial management in the national and provincial governments; to ensure that all revenue, expenditure, assets and liabilities of the spheres of governments are managed efficiently and effectively; to provide for the responsibility of persons entrusted with financial management in these spheres of governments; and provide for matters connected therewith.

Local Government: Municipal Finance Management Act, No 56 of 2003

This MFMA provides sound and sustainable management of the financial affairs of municipalities and other institutions in the local sphere of government and it establishes treasury norms and standards for the local sphere of government.

The Development Facilitation Act No. 67 of 1995

This Act provides directive principles to guide the drafting, adoption and implementation of all policies and legislation for all spheres of government regulating spatial planning, land-use

Municipal Systems Act of 2000

The Act introduces changes towards the manner in which municipalities are organized internally, the way they plan and utilize resources, monitor and measure their performance, delegate authority, render services and manage their finances and revenue. Critically, the MSA formalizes a range of alternative service delivery mechanisms that could be used to complement traditional service rendering mechanisms / arrangements used by municipalities.

This Act also enables the Integrated Development Plans (IDP). The IDP is a single and inclusive strategic plan that must be compiled and adopted by the municipality. IDPs must include a financial plan, performance management plan, disaster plan and a spatial development framework within which all sector plans should be addressed.

Municipal Demarcation Act of 1998

The Municipal Demarcation Act of 1998 provided for the re-demarcation of municipal boundaries and this resulted in the rationalization of 843 municipal entities into 284 larger and possibly economically viable entities.

White Paper on Local Government of 1998

The White Paper on Local Government is a broad policy framework that proposes wholesale changes in the areas of political, administrative structures of local government, electoral systems, demarcations, finances, services, infrastructure development, planning and so forth. The White Paper maps out a vision of developmental local government that is committed to working actively with citizens to identify sustainable ways of meeting their social, economic and material needs and thereby improve their quality of life. Developmental local government envisages the transformation of municipal administrations into rationalized, representative, less bureaucratic, people-centred, efficient, transparent, accountable and responsive entities.

Disaster Management Act 57 of 2003

Streamlines and unifies disaster management and promotes a risk reduction approach particularly at provincial and local levels. It eliminates the confusion around disaster declaration and addresses current legislative gaps.

Fire Brigade Act No. 99 of 1987

Forms an element of disaster management in terms of norms and standards in the prevention of fires or any hazards leading to risks and or disasters.

National Veld and Forestry Act No. 101 of 1998

It emphasizes the formation of Fire Protection Associations for the purpose of predicting, preventing, managing and extinguishing veld fires.

The National Environmental Management Act of 1999

Provides for environmental management strategies to prevent and mitigate environmental disasters.

Traditional Leadership and Governance Framework Act No. 41 of 2003

The Act provides for the recognition of traditional leaders, their roles and functions, recognition of traditional communities, establishment of traditional councils and matters connected therewith.

Public Audit Act, 2004 (Act 25 of 2004)

The following Acts will be impacted upon by Act No.41 of 2003

House of Traditional Leaders Act No. 6 of 1994

Provides for the establishment of the Northern Cape House of Traditional leaders, and matters connected therewith.

National Spatial Development Perspective (NSDP)

The NSDP also includes a mechanism aimed at aligning spatial choices regarding government investment and development spending across all spheres of government. This approach seeks to focus the bulk of fixed investments of government on those areas with the potential for sustainable economic development. In these areas government's objectives of both promoting economic growth and alleviating poverty will be best achieved. In areas of limited potential it is recommended that beyond the level of basic services, to which all

citizens are entitled, government should concentrate primarily on social investment such as human resource development, labour market intelligence and social transfers to give people in these areas better information and opportunities to gravitate towards areas with economic potential.

- a) Local Government Transition Act, 1993 (Act 209 of 1993)
- b) Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)
- c) Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004)
- d) Municipal Planning and Performance Regulations, 2001
- e) Physical Planning Act, 1991 (Act 125 of 1991)
- f) Removal of Restrictions Act, 1867 (Act 84 of 1967)
- g) Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970)
- h) Township Regulations, 1 May 1970
- i) Townships Ordinance, 1998 (Ord 9 of 1998)
- j) Local Government Laws Amendment Act, 2008
- k) IGR Framework Act
- l) IGR Toolkit
- m) Ward Committee Handbook
- n) Ward Committee Resource Book
- o) Gazetted Local Government Regulations for the Term of Office of Ward Committee Members as well as National Framework: Criteria for determining Out of Pocket Expenses for Ward Committee Members, 2009 for your consideration and action
- p) Guidelines on establishment of ward committees (page 6 and 19)
- q) Cauldron on Service Delivery Protests
- r) Community Development Workers Programme Handbook
- s) Draft Policy on Community Development Workers Programme
- t) Community Development Workers Programme Masterplan
- u) IDP Framework
- v) LED Strategy
- w) Provincial Assessment report

Annexure B Ga-Segonyana Local Municipality

2019/20 IDP AND BUDGET PROCESS SCHEDULE OF KEY DEADLINES

FOR THE APPROVAL OF THE 2019/20 IDP, BUDGET AND SDBIP

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

Item No	Period	Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
1	August 2018	Assess the 2018/19 IDP & Budget process & adapt the process to address deficiencies, improvement and ensure integration and alignment of processes for 2019/20	IDP/PMS Office	IDP/PMS Manager	Internal Process	10 August 2018	
2		Draft 2019/20 IDP and Budget process time schedule outlining the steps and timeframes for compilation of the 2019/20 IDP, Budget and two outer year's Budget and SDBIP	IDP/PMS & Budget Office	IDP/PMS & Budget Manager	MFMA 21(1)(b)	August 2018	
3		Attend IGR District Forum	IDP Office	Mayor, Municipal Manager and IDP Manager	IGR		
4		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	Mayor, EXCO, Municipal Manager, Managers and Senior Town Planner	Internal Process	November 2018	
5		Ward Committee Meetings to review the	Office of the Speaker	Speaker	MSA	10-12 September	

Item No	Period	Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
		prioritisation of community needs in approved IDP and discuss the process for developing Neighbourhood Plans: Communicate final approved 18/19 Budget, Tariffs and IDP to Ward Committees.				2018	
6		Consider MEC comments and recommendations on assessment of initial IDP Document and IDP processes followed.	IDP Office	Municipal Manager, Managers IDP Coordinator	MSA 21	August 2018	
7		Review and costing of municipal rates and tariffs. Preparation of tariffs and bulk resources. 9(Water Board), electricity (NERSA). To provide HOD's with the previous year operating expenditure/income	CFO	CFO and all HOD's	MFMA	March 2019	
8	August 2018	Prepare and finalise Departmental Plans	All Departments	Municipal Manager HOD's	Internal Process	22 -25 August 2018	
9		Final assessment of Section 57 Managers 2017/18 Performance	MM's Office	Municipal Manager and Mayor	MSA and MFMA	13-19 Sept 2018	
11		Convene IDP and Budget Steering Committee Meeting. Discussion of Public Participation Meeting Processes.	IDP& Budget Office	IDP & Budget Manager	MSA Ch 5	Sept 2018	
12		Operational Budget: Salary/Wages schedules to Directors for scrutiny & Corrections	BTO	CFO HOD's	Internal Process	August 2018	
13		PMS Coordinating Meeting	PMS Manager	PMS Manager	Internal Process	August 2018	
14		IDP Public Participation Meetings. Communicate Capital Projects per Ward on 18/19 budget, Reconfirm and review service delivery/development priorities.	IDP/PMS Office and Office of the Speaker	IDP Coordinator HOD's Ward Councillors Mayor	MS Ch5 29	October 2018	
15		August 2018	Consult sector departments to establish Projects/Programmes for IDP Review	IDP/PMS Office BTO	IDP/PMS Manager and	MSA Ch5 24	October2018

Item No	Period	Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
		2018-2019		CFO			
16	August 2018	Adjustment Budget Rollovers; changes on SDBIP and KPI'S as per Adjustment Budget	BTO and PMS	CFO, BTO & PMS	MFMA 28	2018	
17		Tabling of and briefing Council on the 2019/20 IDP/PMS & Budget Process Plan for approval, including time schedules for IDP/Budget Public participation meetings.	Municipal Manager	Council	MFMA 21(1)(b)	30 August 2018	
18	September 2018	Advertise the budget process and dates of IDP/Budget Public meetings on Municipal Website.	IDP Office	IDP Manager and Municipal Manager	MSA and MFMA	September 2018	
19		Forward IDP/Budget process plan (hard and electronic copies) to National Treasury and Provincial Treasury after approval.	IDP/BTO	IDP/BTO	MFMA 28(7)	14 September 2018	
20		August Monthly Budget Statement	CFO	Municipal Manager and CFO	MFMA 71 (1)	September 2018	
21		IDP Steering committee	IDP/PMS Manager	IDP/PMS Manager		12 September 2018	
22		Review of Municipal Strategic Plan Workshop with Standing Committees and HOD's: Review Municipal KPA's and Strategic Objectives	Office of the MM	Council, Municipal Manager and HOD's	Internal Process	September 2018	
23	October 2018	Operational Budget: Salary/Wages schedules with corrections and recommendations to be returned to Finance Department	All Departments	CFO/HOD's	Internal Process	October 2018	
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 Draft Capital Budget	BTO	CFO/HOD's	Internal Process	13 September 2018	

Item No	Period	Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
25		Convene IDP Representative Forum Meeting	IDP Office	Mayor, Municipal Manager and IDP/PMS Manager	Internal Process	13 September 2018	
26		District IDP/PMS Regional Forum	JTGDM	IDP/PMS Manager		Sept 2018	
27		District IGR	JTGDM	IDP/PMS Manager		Sept 2018	
28		IDP Road shows in all Wards 1-14. Discuss, scrutinise and prioritize community needs as outcome of IDP/Budget public engagement sessions. Escalate community needs relating to national/ provincial mandates to relevant organ(s) of state	IDP/PMS & Budget Office	Mayor, Municipal Manager and IDP/PMS & Budget Manager	MSA	Oct/Nov 2018	
29		September Monthly Budget Statement	CFO	Municipal Manager and CFO	MFMA 71 (1)	October 2018	
30		Prepare first quarter performance Reports (July-September 2018)	PMS Office	PMS Manager and HOD's	MSA, MFMA	October 2018	
31		Verification of first quarter reports	Shared Service Internal Audit Department	Internal Audit Committee & PMS		October 2018	
32		Consolidate first quarter reports	PMS Office	PMS Manager	MSA	October 2018	
33		1 st quarter performance review session	Municipal Manager	Municipal Manager & PMS	MSA	October 2018	
34		MPAC to consider 1 st quarter performance report (July-September 2018)	Office of the Municipal Manager	MPAC	MFMA 129	October 2018	
35		Table Revised Strategic Plan in Council for approval	Office of the MM	Municipal Manager	Internal Process	Oct/Nov 2018	
36		Review Municipal Spatial Development Framework	Senior Town Planner	Senior Town Planner and Technical Service Manager	Internal Process	30 October 2018	
37		Submit Quarterly Report (July – September 2018) on implementation of budget and financial state of affairs to Council	Office of the MM	Mayor	MFMA s52(d)	October 2018	
38		Council to consider first quarter	Office of the Municipal	Mayor and Municipal Manager	Internal Process	October 2018	

Item No	Period	Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
		performance report (July-September 2018)	Manager and PMS Manager				
39		Engagements with Provincial Government regarding any adjustments to projected allocations for next 3 years in terms of the MTREF	BTO	CFO/HOD's	MFMA 28	October 2018	
40	Nov 2018	Updating and review of strategic elements of IDP in light of the focus of Council	IDP Office	IDP Manager	MSA	November 2018	
41		October Monthly Budget Statement	CFO	CFO and Heads of Departments	MFMA 71(1)	November 2018	
42		IDP Steering Committee	IDP Manager	IDP Manager		30 Nov 2018	
43		District IDP/PMS Regional Forum	JTGDM	JTG		Nov 2018	
44	Nov 2018	Operational Budget: Income / Expenditure inputs and statistics to be returned to Budget Office	All Departments	HOD's	Internal Process	November 2018	
45		Managers identify/create Projects as outcome of the prioritisation of development needs during IDP public engagements sessions with projected budget allocations.	All Departments	CFO/ HOD's	MSA	November 2018	
46		Review Municipal Strategies, objectives, KPA's, KPI's and targets. - Identification of priority IDP KPI's incorporate in IDP and link to budget	PMS Manager	IDP Steering Committee CFO/BTO IDP&PMS	MSA and MFMA	Nov - Dec 2018	
47		Capital Budget: Inputs from the different Departments to be returned to the Budget Office	All Departments	HOD's	Internal Process	November 2018	
48		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 Management	Internal Process	December 2018	

Item No	Period	Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
49		Based on financial statements of 2017/18 determine municipality's financial position & assess its financial capacity & available funding for next three years	BTO	CFO	Internal Process	November 2018	
50		Finalise Salary Budget for 2019/20	BTO	CFO	Internal Process	November 2018	
51		Submit Bulk Resource documentation (water (Water Board), electricity (NERSA)) for consultation on municipal tariffs for 2017/18 and the two outer Budget years.	BTO	CFO	Internal Process	November 2018	
52	Dec 2018	Finalise preliminary projections on operating revenue and expenditure budget for 2018/19	BTO	CFO	Internal Process	December 2018	
53		November monthly budget statement	CFO	CFO and all HOD's	MFMA 71(1)	Dec 2018	
54	Jan2019	Workshop 1: draft IDP, Budget and proposed tariffs and SDBIP with Council. Provide progress update to council against IDP/PMS & Budget process schedule and obtain approval for any adjustments to process.	IDP/PMS Office	Mayor Municipal Manager IDP Coordinator CFO/ BTO Manager	MFMA and MSA	December 2018	
55		Finalise expenditure on operational budget for the budget year and two outer years.	BTO	CFO	Internal Process	December 2018	
56		Conclusion of Sector Plans and integration into the IDP document	IDP Office	IDP Manager	MSA	13 December 2018	
57		Finalise departmental Plans and link to IDP	All Departments	IDP Manager and all HOD's	MSA	Jan 2019	
58		December monthly Budget statement and Performance report	CFO and PMS Manager	CFO and all HOD's	MFMA 71(1) and MSA 41	January 2019	
59		Finalise 2 nd quarter performance report	PMS Manager	PMS Manager and all HOD's	MSA 41 (e)	January 2019	
60		Compile and submit section 72 reports and submit it council	CFO and PMS Manager	PMS Manager and all HODs	MFMA 72	January 2019	

Item No	Period	Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
61		Mid-year performance review session	Municipal Manager	Mayor and Municipal Manager	MSA	26- 30 January 2019	
62		MPAC to consider 2017/2018 Annual Report	Office of the Municipal Manager and PMS Manager	MPAC	Internal Process	January 2019	
63		Request and/ or follow-up with Water Board/ NERSA/ other Bulk Service providers for feedback on proposed municipal 2018/19 – 2018/20 tariffs and engagement documentation submitted in Nov 2018	BTO	CFO	MFMA	January 2019	
64	Jan 2019	Submit Draft IDP, Budget and SDBIP to Manager Corporate Services with proposed schedule of Ward Community Meetings for post IDP & Budget Feedback & Consultation Process	IDP/PMS Office	IDP/PMS Manager	MSA	January 2019	
65		Management finalise the draft IDP & Capital Budget for referral to IDP & Budget Steering Committees	Office of the MM	Municipal Manager HOD's	Internal Process	January 2019	
66		IDP Representative Meeting	IDP Manager	All Stakeholders	Internal Process	30 Nov 2018	
67		District IDP Regional Forum	IDP/PMS Manager	JTGDM			
68		District IGR	IDP/PMS Manager	JTGDM			
69		Tabling of 2018/19 Mid-Year Assessment to Council	Office of the MM and CFO	Municipal Manager & HOD's	MFMA 72	30 January 2019	
70		Meetings and formal consultation with Bulk Service Providers (ESKOM and relevant Water Board on bulk purchase price increase assumptions	BTO	CFO	MFMA 2(e)	30-31 January 2019	
71		Submit Quarterly Report (Oct – Dec 2018) on implementation of budget and financial state of affairs to Council. Consider combining with MFMA S. 72 mid-year performance assessments.	Office of the MM	Mayor	MFMA 52(d)	January 2019	

Item No	Period	Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
72		Tabling of 2017/18 Annual Report to Council	Office of the MM	Municipal Manager	MFMA 127(2)	31 January 2019	
73	Feb 2019	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	MFMA 53	February 2019	
74		Final review of municipal strategies, objectives, KPA's, KPI's and targets	PMS Office	PMS Manager	Internal Process	February 2019	
75		Review all budget related policies	BTO	CFO	MBRR 7	February 2019	
76	Feb 2019	Adjustment Budget: Finalise Capital and Operational budget projections for 2018/19	BTO	CFO	MBRR 21	February 2019	
77	Feb 2019	Submit Annual Report to Auditor General, Provincial Treasury and COGHSTA	Office of the MM	Municipal Manager	MFMA (127)(5)(b)	February 2019	
78		January Budget statement and Performance report	CFO and PMS Manager	CFO and all HOD's	MFMA 71(1) MSA 41	February 2019	
79	Feb 2019	HOD's Identify projects and forward local Budget Needs priorities to JTG DM. Project alignment between John Taolo Gaetsewe DM and Ga-Segonyana Local Municipality	All Departments	HOD'S	Internal Process	February 2019	
80		Ward Community Meetings: Discuss and brief Ward Committees about Council's revised strategic plan, Strategic Objectives and envisaged deliverables.	Ward Administrator	Manager in the Political Office	Internal Process	February 2019	
81		Review tariffs and charges and determine affordable tariffs and finalise income budget.	BTO	CFO	MFMA 20	16 February 2019	
82	Feb 2019	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	MFMA 21(2)(c)	February 2019	
83		Present Draft IDP and Budget to Steering Committee for quality check (Including	IDP/ BTO Office	IDP and Budget Steering	MBRR 4	February 2019	

Item No	Period	Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
		recommendations / adjustments made at meetings of 28 February 2018)		Committees			
84		Submit first draft IDP to JTG DM for Horizontal Project alignment between the JTG DM and Ga-Segonyana Local Municipality	IDP Office	IDP Manager	Internal Process	February 2019	
85		Table Adjustment Budget to Council for approval	Office of the MM & CFO	Municipal Manager	MBRR 23	February 2019	
86	Mar 2019	February monthly Budget statement	CFO	CFO and all HOD's	MFMA 71(1) and MSA 41	March 2019	
87		Forward Adjustment Budget (hard and electronic copies) to National and Provincial Treasury after approval	BTO	CFO	MBRR 24	March 2019	
88		Publication of approved Adjustment Budget after approval per MSA and on municipal website	BTO	CFO	MBRR 26	March 2019	
89		Table (and briefing of council) draft IDP, Budget, SDBIP and Related policies and proposed schedule of Draft IDP Review and Budget Road shows. Public Meetings for IDP & Budget Feedback/Consultation Process to Council (Principal Approval)	IDP Manager	Municipal Manager	MFMA 16	30 March 2019	
90		Convene IDP Representative Forum Meeting	IDP Office	Mayor, Municipal Manager and IDP Manager	MSA	13 March 2019	
91		Council adopts the 2017/18 Annual and AG's Report	Office of the MM	Council	MFMA 129(1)	March 2019	
92		Council to Consider and adopt the MPAC oversight report on 2017/18 Annual Report	PMS & Office of the MM	Municipal Manager	MFMA 129(1)	March 2019	
93	Apr 2019	Advertise & Inviting public comments on Draft Budget, Proposed Tariffs, and IDP Place copies of Draft Budget and IDP at	IDP Manager	Manager Corporate & IDP Manager	MBRR 15	03 April 2019 (Advertise) 03 – 30 April	

Item No	Period	Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
		all municipal buildings.				2019 (public comments)	
94		IDP Representative Form	IDP Manager	IDP Manager		14 June 2019	
95		District IDP Regional Forum	IDP Manager	JTGDM			
96		District IGR	IDP Manager	JTGDM			
97		Finalise 3rd quarter performance report	PMS Manager	PMS Manager and all HOD's	MSA 41 (e)	April 2019	
98	Apr 2019	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	BTO&IDP Manager	MFMA 22(b)	April 2019	
99		Public Consultation Meetings/ Road shows Feedback / Consultation on preliminary approved Draft IDP Review and Budget (Details as per Annexure A)	IDP Office	Mayor Municipal Manager HOD's IDP Office	MBRR 15	15 – 23 April 2019	
100		Engagement with the NC Provincial Treasury on draft budget benchmark	CFO&BTO	Municipal Manager	MFMA Ch 5	April 2019	
101		CFO and Manager 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 Manager Corporate Services	MBRR 16(1)(a)	April 2019	
102		Submit Quarterly Report (Jan – Mar 2019) on implementation of budget and financial state of affairs to Council	Office of the MM	Mayor	MFMA s52(d)	30 April 2019	
103	May 2019	Council considers public and Sector Departments comments & inputs, and revise IDP, Budget and SDBIP if necessary.	IDP Office	Municipal Manager	MBRR 16(1)(a)	6 – 8 May 2019	
104		April monthly Budget statement and Performance report	CFO and PMS Manager	CFO and all HOD's	MFMA 71(1) and MSA 41	May 2019	
105		Present Final IDP/Budget and draft	IDP/PMS & Budget Office	IDP and Budget Steering	MBRR 4	14 & 15 May 2019	

Item No	Period	Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target Date	Progress against targets and comments
		SDBIP to Steering Committees for quality Check (Including recommendations made by all stakeholders and Council)	and BTO	Committees			
106		Table final IDP/ Budget & related documents to Council for approval.	Office of the MM	Municipal Manager	MFMA 24(1)	31 May 2019	
107	June 2019	May monthly Budget statement	CFO	CFO and all HOD'S	MFMA 71(1) and MSA 41	June 2019	
108		Inform local community about approved IDP and Budget Detail – Place Newspaper Article and Copies at Libraries	Office of the MM	Municipal Manager	MBRR 18	3 June 2019	
109		Send copy of approved Budget, IDP, & related documents (incl. final draft SDBIP) to National and Provincial Governments and other stakeholders	IDP Office BTO	BTO& IDP	MFMA 24(3)	3 June 2019	
110		Publication of Approved Budget and IDP within 10 workings days on Municipal Website	BTO IDP Office	BTO& IDP	MFMA 75(1)(a)	13 June 2019	
111		Submit draft SDBIP to Mayor within 14 days after approval of budget	Office of the MM	Municipal Manager	MFMA 69(3)(a)	June 2019	
112		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 (53)(1)(c)(ii)	June 2019	
113		Start consolidating 4 th quarter performance report	PMS Manager	PMS Manager and all HOD's	MSA 41 (e)	June 2019	
114	Start the process of consolidating the annual performance report	PMS Manager	PMS Manager and all HOD's	MSA 46	June 2019		