



***KAI! GARIB***

***2019/2020***

***IDP/BUDGET***

***KEY DEADLINES-***

***PROCESS PLAN***

## **Table of Contents**

<b>1. Introduction.....</b>	<b>2</b>
<b>2. Legal Framework - IDP and Budget Process Plan.....</b>	<b>3</b>
<b>3. Purpose of the IDP and Budget Process Plan.....</b>	<b>4</b>
<b>4. Mediums / Methods of informing stakeholders in 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>6</b>
<b>7. Table 2: Distribution of roles and responsibilities between the municipality and external role player.....</b>	<b>7</b>
<b>8. Time-Schedule of events for the approval of the 2018/19 IDP and Budget.....</b>	<b>8</b>
<b>9. Proposed Schedule for 2018/19 IDP and Budget Public Engagement Sessions.....</b>	<b>14</b>

## 1. 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 – 2021).

It is therefore important that the IDP demonstrates how the municipalities' 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 discusses and outlines the activities 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 Kai! Garib live daily. This document is the municipal council's policy tool to guide the administration and council on when what must take place to ensure a credible and relevant budget process.

## 2. Legal Framework - IDP and Budget Process Plan<sup>1</sup>

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

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

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

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

Section 28(1) of the Municipal System Act, (Act 32 of 2000) (the MSA) requires the municipal council to adopt a process, in writing, to guide the planning, drafting and review of its IDP. 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](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 and Traditional Affairs (GOGSTA).

This document outlines the programme Kai! Garib Municipality will follow during 2019/20208 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 deadline timeframes to compose the IDP for the five year cycle (2017/-2021), the budget for 2019/2020 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

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

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 Co-operative Governance and Traditional Affairs (COGSTA) on progress against the approved targets and timeframes and any adjustments that may be required.

#### **4. 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:

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

#### **5. Roles and Responsibilities**

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

**6. Table 1: Roles and Responsibilities within the municipality**

<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>
<b><i>Executive Mayor and Mayoral Committee</i></b>	<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 30 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 to approve the final SDBIP.</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>
<b><i>Speaker</i></b>	<ul style="list-style-type: none"> <li>➤ Overall monitoring of the public participation process.</li> <li>➤ Exercise oversight of the ward committee system.</li> </ul>
<b><i>Ward Councillors / Ward Committees</i></b>	<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 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>
<b><i>Municipal Manager</i></b>	<ul style="list-style-type: none"> <li>➤ Managing and coordinate the entire IDP process as assigned by the Executive Mayor.</li> <li>➤ Chair the IDP Steering Committee Meetings.</li> <li>➤ Fulfill 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>
<b><i>IDP Manager / Office</i></b>	<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 and budget process.</li> <li>➤ Ensure stakeholder engagement in IDP process by organising and setting</li> </ul>

	<ul style="list-style-type: none"> <li>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 comprehensive, neat and presentable 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 Speaker 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 committees and ward councillors are channelled to the appropriate structures/functionaries for further attention/information.</li> <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>
<b>Directors and Head of Departments</b>	<ul style="list-style-type: none"> <li>➤ Provide relevant technical, sector and financial information for analysis for determining priority issues.</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>
<b>IDP – Steering Committee</b>	<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/Directors, IDP Manager/Office, and Speaker.</li> </ul>
<b>Budget – Steering Committee</b> <i>(Ideally this should be one (1) joint committee)</i>	<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 portfolio Councillor for Financial matters, the Municipal Manager, the Chief Financial Officer, Senior Managers/Directors and Head of Departments to give technical advice if necessary.</li> </ul>
<b>IDP Representative Forum</b>	<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>ROLE PLAYERS</b>	<b>ROLES AND RESPONSIBILITIES</b>
<b>Kai! Garib Municipality</b>	<ul style="list-style-type: none"> <li>➤ Prepare and adopt the IDP, budget and SDBIP.</li> <li>➤ Undertake the overall planning, management and coordination of the IDP and budget process.</li> </ul>

	<ul style="list-style-type: none"> <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>
<b><i>Local Residents, Communities and Stakeholders</i></b>	<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>
<b><i>ZFM District Municipality</i></b>	<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>
<b><i>Provincial Government</i></b>	<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>➤ 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 assessment.</li> </ul>
<b><i>Sector Departments</i></b>	<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>
<b><i>National Government</i></b>	<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>



# KAI! GARIB MUNICIPALITY

## 2019/20 IDP AND BUDGET PROCESS TIME-SCHEDULE 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 target & Comments
1	Jun 2019	Assess the 2018/19 IDP & Budget process & adapt the process to address deficiencies, improvement and ensure integration and alignment of processes for 2019/2020	IDP Office	IDP Manager	Internal Process	28 June 2019	
2	Jul 2019	Draft 2018/19 <i>IDP and Budget process time schedule</i> outlining the steps and timeframes for compilation of the 2018/19 IDP, Budget and two outer year's Budget and SDBIP	IDP Office	IDP Manager	MFMA s21(1)(b)	31 July 2019	
3		Municipal Strategic Session to deliberate on (a) the 20/ 30 year Spatial Development Plan (SDP) and (b) high level strategic issues to redefine Council's short term Strategic Agenda to implement SDP.	Office of the MM	Municipal Manager Directors Mayor Exco Members	Internal Process	15 July 2019	
Item No	Period	Activity	Coordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
4	Aug 2019	Attend District IDP Forum Meetings, 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	MSA Ch 5	30 August 2019	
5		Consider MEC comments and recommendations on assessment of initial IDP Document and IDP processes followed.	IDP Office	IDP Manager	MSA Ch 5	30 August 2019	
6		Council adopts IDP Process plan <b>Milestone / Deliverables</b>	IDP Officer IDP Steering Committee	IDP Manager CFO	MSA Ch5 s28	30 August 2019	

7	Sep 2019	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	6 September 2018	
8		Attend District IDP Managers Forum Meeting. Develop uniform guidelines for IDP/Budget review.	IDP Office	IDP Manager Municipal Manager	Internal Process	September 2019	
9		Forward adjustment budget (hard and electronic copies) to National Treasury and Provincial Treasury after approval.	BTO	CFO	MFMA s28(7)	September 2019	
10		Review of Municipal Strategic Plan Workshop with Council: Review Municipal KPA and Strategic Objectives	Office of the MM	Municipal Manager Directors Council	Internal Process	2 – 30 September 2019	
<b>Item No</b>	<b>Period</b>	<b>Activity</b>	<b>Coordinating Department</b>	<b>Responsibility</b>	<b>Legislative Requirement and Information</b>	<b>Target date</b>	<b>Progress against target &amp; Comments</b>
11	Sep 2019	IDP Steering Committee Meeting: Evaluation of implementation of IDP. Start review of IDP, Objectives, programmes and Projects. Identify challenges relating to the SDBIP	IDP Office	IDP Manager IDP Steering Committee	MSA Ch5 s28	27 September 2019	
12		Convene IDP Representative Forum to discuss of outstanding sector plans and alignment of sector programmes with Kai! Garib Municipality IDP. Report on implementation off IDP Projects 2019/20.	IDP Office	Municipal Manager IDP Manager CFO	MSA	27 September 2019	
13	Oct 2019	Directorates to be provided with the previous financial year 5 year Capital Plan in order to be able to indicate any changes that need to be made and identify any new projects that needs to be added for the compilation Draft Capital Budget	BTO	CFO Directors	Internal Process	7 October 2019	
14		Ward Committee Meetings: 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 Office	IDP Manager	MSA	7 – 11 October 2019	
15	Oct 2019	Review and costing of municipal rates and tariffs. Preparation of tariffs and bulk resource (water (Water Board), electricity (NERSA), etc.) engagement documentation.	BTO	CFO Directors	Internal Process	14 October 2019	

16		Directors to be provided with the previous year's operating expenditure/ income actual and current year projections to be used as a base for new Operating Budget,					
17		Attend District Stakeholders Engagement Session to inform Sector Departments and Stakeholders of IDP/Budget needs analysis.	IDP Office	IDP Manager	Internal Process	18 October 2019	
18		Table Revised Strategic Plan in Council for approval	Office of the MM	Municipal Manager	Internal Process	31 October 2019	
19		Review Municipal Spatial Development Framework (Current SDF will be outdated soon)	Planning and Development	Director Planning and Development	Internal Process	31 October 2019	
20		Submit Quarterly Report (July 2019 – September 2019) on implementation of budget and financial state of affairs to Council	Office of the MM	Executive Mayor	MFMA s52(d)	31 October 2019	
	<b>Period</b>	<b>Activity</b>	<b>Coordinating Department</b>	<b>Responsibility</b>	<b>Legislative Requirement and Information</b>	<b>Target date</b>	<b>Progress against target &amp; Comments</b>
21	<b>Oct 2019</b>	Engagements with Provincial Government regarding any adjustments to projected allocations for next 3 years in terms of the MTREF	BTO	CFO Directors	MFMA s28	31 October 2019	
22		Updating and review of strategic elements of IDP in light of the focus of Council	IDP Office	IDP Official	MSA	31 October 2019	
23	<b>Nov 2019</b>	Operational Budget: Income /Expenditure inputs and statistics to be returned to Budget Office	All Departments	Directors	Internal Process	15 November 2019	
24		Directors Identify/Create Projects as outcome of the prioritisation of development needs during IDP public engagements sessions with projected budget allocations.	All Departments	CFO Directors	MSA	4 – 22 November 2019	
25		Review Municipal Strategies, objectives, KPA's, KPI's and targets.- Identification of priority IDP KPI's incorporate in IDP and link to budget	IDP Manager	IDP Steering Committee CFO	MSA and MFMA	1 – 29 November 2019	
26		Capital Budget: Inputs from the different Directorates to be returned to the Budget Office	All Departments	Directors	Internal Process	29 November 2019	
27		Executive management articulates outcomes, objectives, priorities and outputs desired for next three years and submit capital budget project proposals for draft IDP Review document to Budget Office	All Departments	Budget Steering Committee Executive Management	Internal Process	29 November 2019	
28		Based on financial statements of 2018/19 determine municipality's financial position & assess its financial	BTO	CFO	Internal Process	29 November 2018	

		capacity & available funding for next three years					
29		Finalise Salary Budget for 2019/20.	BTO	CFO	Internal Process	29 November 2018	
30		Submit Bulk Resource documentation (water (Water Board), electricity (NERSA)) for consultation on municipal tariffs for 2019/20 and the two outer Budget years.	BTO	CFO	Internal Process	29 November 2018	
31	<b>Dec 2019</b>	Finalise preliminary projections on operating revenue and expenditure budget for 2019/20	BTO	CFO	Internal Process	6 December 2019	
	<b>Period</b>	<b>Activity</b>	<b>Coordinating Department</b>	<b>Responsibility</b>	<b>Legislative Requirement and Information</b>	<b>Target date</b>	<b>Progress against target &amp; Comments</b>
32	<b>Dec 2019</b>	<b>Workshop 1:</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	Mayor Municipal Manager IDP Official CFO	MFMA & MSA	Late November/ early December 2019	
33		Finalise expenditure on operational budget for the budget year and two outer years.	BTO	CFO	Internal Process	13 December 2019	
34		Conclusion of Sector Plans and integration into the IDP document	IDP Office	IDP Official	MSA	13 December 2019	
35		Finalise departmental Plans and link to IDP	All Departments	IDP Official Directors	MSA	13 December 2019	
36	<b>Jan 2020</b>	IDP Steering Committee Meeting: Scrutinise the Draft Review IDP 2020/2021. Directorates need to indicate any changes needs to be made and identify new projects for the compilation of the Capital Budget.	BTO	CFO	MFMA	17 January 2020	
37		IDP Rep Forum: Introduce Draft Review IDP 2020/2021; Awaits comment and inputs to align sector priorities with IDP <b>Milestones/Deliverables</b> To consolidate priority issues 2020/21 Report on readiness of approval of Draft IDPs 2020/21	IDP Office	IDP Official Municipal Manager CFO	MSA	17 January 2020	
38		Executive Management finalise the draft IDP & Capital Budget for referral to IDP & Budget Steering Committees	Office of the MM	Municipal Manager Directors	Internal Process	24 January 2020	
39		Tabling of 2019/20 Mid-Year Assessment (to potentially influence 2019/20) to Council	Office of the MM	Municipal Manager Directors	MFMA s72	24 January 2020	
40		Submit Draft IDP, Budget and SDBIP to Director Corporate Services with proposed schedule of Ward	BTO	CFO	MFMA s2(e)(aa)	27 & 28 January 2020	

		Committee Meetings for post IDP & Budget Feedback & Consultation Process					
41		Submit Quarterly Report (Oct 2019 – Dec 2019) 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	Executive Mayor	MFMA s52(d)	30 January 2020	
42		Tabling of 2018/19 Annual Report to Council	Office of the MM	Municipal Manager	MFMA s127(2)	31 January 2020	
43		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 s53	31 January 2020	
44		Final review of municipal strategies, objectives, KPA's, KPI's and targets	IDP Office	IDP Official IDP Steering Committee	Internal Process	31 January 2020	
	<b>Period</b>	<b>Activity</b>	<b>Coordinating Department</b>	<b>Responsibility</b>	<b>Legislative Requirement and Information</b>	<b>Target date</b>	<b>Progress against target &amp; Comments</b>
45	<b>Jan 2020</b>	Review all budget related policies	BTO	CFO	MBRR 7	2 - 31 January 2020	
46		Adjustment Budget: Finalise Capital and Operational budget projections for 2019/20	BTO	CFO	MBRR 21	31 January 2020	
47	<b>Feb 2020</b>	Submit Annual Report to Auditor General, Provincial Treasury and COGHSTA	Office of the MM	Municipal Manager	MFMA s(127)(5)(b)	3 February 2020	
48		Directors Identify projects and forward local Budget Needs priorities to ZFM DM. Project alignment between ZFM DM and Kai! Garib Municipality	All Departments	Directors	Internal Process	3 – 7 February 2020	
49		Ward Committee Meetings: Discuss and brief Ward Committees about Council's revised strategic plan, Strategic Objectives and envisaged deliverables.	IDP Office	IDP Official	Internal Process	3 – 14 February 2020	
50		Review tariffs and charges and determine affordable tariffs and finalise income budget.	BTO	CFO	MFMA s20	14 February 2020	
51	<b>Feb 2020</b>	Mid-year Budget & Performance Engagement (MFMA S72). Attend Provincial IDP INDABA Incorporate Sector Departments Projects in Draft IDP.	IDP Office	IDP Official Directors	Internal Process	17-28 February 2020	
52		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)	17 – 28 February 2020	
53		Attend District IDP Managers Forum Meeting to discuss the alignment of IDP Strategic Development Goals with	IDP Office	IDP Official	Internal Process	25 February 2020	

		ZFM DM. Draft IDP Presentations.					
54		Present Draft IDP and Budget to Steering Committees for quality check	IDP Office BTO	IDP and Budget Steering Committees	MBRR 4	28 February 2020	
55		Submit first draft IDP to ZFM DM for Horizontal Project alignment between the ZFM DM and Kai! Garib Municipality.	IDP Office	IDP Official	Internal Process	28 February 2020	
56		Table Adjustment Budget to Council for approval.	Office of the MM	Municipal Manager	MBRR 23	28 February 2020	
57		Amend IDP, SDBIP, KPI's and performance agreements i.t.o adjustment budget	Office of the MM	Municipal Manager Directors	MFMA s28	28 February 2020	
58	<b>Mar 2020</b>	Present Draft IDP and Budget to Steering Committees for quality check (Including recommendations / adjustments made at meetings of 28 February 2020)	IDP Office BTO	IDP and Budget Steering Committees	MBRR 4	6 March 2020	
	<b>Period</b>	<b>Activity</b>	<b>Coordinating Department</b>	<b>Responsibility</b>	<b>Legislative Requirement and Information</b>	<b>Target date</b>	<b>Progress against target &amp; Comments</b>
59	<b>Mar 2020</b>	<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 Official CFO	Internal Process	12 & 13 March 2020	
60		Forward Adjustment Budget (hard and electronic copies) to National and Provincial Treasury after approval	BTO	CFO	MBRR 24	13 March 2020	
61		Publication of approved Adjustment Budget after approval per MSA and on municipal website	BTO	CFO	MBRR 26	13 March 2020	
62		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	13 March 2020	
63		Municipal Manager submit draft IDP, Budget, and Related Policies to Director Corporate Services for inclusion in Council Meeting Agenda	Office of the MM	Municipal Manager	Internal Process	20 March 2020	
64		Training workshop for councillors to equip councillors for Public participation meetings. Briefing of councillors on logistical arrangements for public participation meetings.	Office of the MM	Municipal Manager And Sec 57 Managers, etc.	MFMA	27 March 2020	
65		Table ( <b>and briefing of council</b> )draft IDP, Budget, SDBIP and Related policies and proposed schedule of Ward	Office of the MM	Municipal Manager	MFMA s16	30 March 2020	

		Committee Meetings for IDP & Budget Feedback/Consultation Process to Council (Principal Approval)					
66	<b>Apr 2020</b>	Advertise & Inviting public comments on Draft Budget, Proposed Tariffs, and IDP Place copies of Draft Budget and IDP at all municipal buildings.	Corporate Services BTO	Director Corporate Services CFO	MBRR 15	1 April 2020 (Advertise) 1 – 24 April 2020 (public comments)	
67	<b>Apr 2020</b>	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 Official	MFMA s22(b)	14 April 2020	
68		Attend District IDP Managers Forum - Present Draft IDP for input.	IDP Office	IDP Official	Internal Process	14 April 2020	
	<b>Period</b>	<b>Activity</b>	<b>Coordinating Department</b>	<b>Responsibility</b>	<b>Legislative Requirement and Information</b>	<b>Target date</b>	<b>Progress against target &amp; Comments</b>
69	<b>Apr 2020</b>	Public Consultation Meetings: Feedback / Consultation on preliminary approved IDP & Budget (Details as per Annexure A)	Office of the MM	Municipal Manager Directors	MBRR 15	14 April – 28 May 2020	
70		Engagement with the NC Provincial Treasury on draft budget benchmark	Office of the MM	Municipal Manager	MFMA Ch 5	17 April 2020	
71		CFO and Director Corporate Service analyse public and Ward Committee comments and inputs on Draft IDP and Budget and prepare recommendations for Council's perusal	Corporate Services BTO	CFO Director Corporate Services	MBRR 16(1)(a)	30 April 2020	
72		Submit Quarterly Report (Jan 2020 – Mar 2020) on implementation of budget and financial state of affairs to Council	Office of the MM	Executive Mayor	MFMA s52(d)	30 April 2020	
73	<b>May 2020</b>	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)	4 – 29 May 2020	
74		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	IDP and Budget Steering Committees	MBRR 4	14 - 15 May 2020	
75		<b>Table final IDP, budget &amp; related documents to Council for approval.</b>	Office of the MM	Municipal Manager	MFMA S24(1)	29 May 2020	
76	<b>June 2020</b>	Inform local community about approved IDP and Budget Detail – Place Newspaper Article and Copies at Libraries	Office of the MM	Municipal Manager	MBRR 18	10 June 2020	

77		Send copy of approved Budget, IDP, & related documents (incl. final draft SDBIP) to National and Provincial Governments and other stakeholders	IDP Office BTO	CFO IDP Official	MFMA s24(3)	10 June 2020	
78		Publication of Approved Budget and IDP within 10 workings days on Municipal Website	BTO IDP Office	CFO IDP Official	MFMA s75(1)(a)	10 June 2020	
79		Submit draft SDBIP to Mayor within 14 days after approval of budget	Office of the MM	Municipal Manager	MFMA s 69(3)(a)	12 June 2020	
80		Mayor approves the municipality's SDBIP within 28 days after the approval of the budget and submit hard and electronic copy to NT and PT	Mayor's Office	Executive Mayor	MFMA s(53)(1)(c)(ii)	26 June 2020	
81		Place approved IDP, budget, SDBIP and related documents on CD for all councillors and distribute.	IDP Office	IDP Official	Internal Process	26 June 2020	



## Proposed Schedule for 2019/20 IDP and Budget Public Engagement Sessions: IDP & Budget Priorities

Date	Day	Time	Topic	Ward	Venue	Ward Councillor	Communities Included in Ward	Admin Support	Senior Management Representative
30 September 2019	Monday	09H30 – 19H00	Priorities Assessment	1	Augrabies Community Hall	D Jaar	Augrabies, Noudonsies, Alheit	IDP Team	J. Mac Kay
1 October 2019	Tuesday	09H30 – 19H00	Priorities Assessment	2	Marchand Community Hall Cillie Community Hall	B Kordom	Marchand, Cillie, Perde Eiland, Omdraai,	IDP Team	J. Mac Kay
2 October 2019	Wednesday	09H30 – 19H00	Priorities Assessment	3	Kakamas RC Hall / Kakamas Primary School	P. Thomas	Hash Valley, Wit Rand, Maraba	IDP Team	J. Mac Kay
03 October 2019	Thursday	09H30 – 19H00	Priorities Assessment	4	Kakamas High School	BM. Bock	Hillock, Bloukamp, Langverwaght, Kakamas Dorp	IDP Team	J. Mac Kay
7 October 2019	Monday	09H30 - 19H00	Priorities Assessment	5 & 9	Lennertsville Community Hall Keimoes Town Hall Leesgenot Library Hall	M. Papier D. Fienies	Smuts eiland, Eksteenskuil Lennertsville, Brakbos, Skanskop, Rooikop Eiland, Keimoes Dorp, Khoms	IDP Team	J. Mac Kay
8 October 2019	Tuesday	09H30 – 19H00	Priorities Assessment	6, 7&10	Biskop Fages Hall	V. Sacco WD Klim	Keimoes Extensions 6& 7, Noodkamp, Gamakor	IDP Team	J. Mac Kay
9 October 2019	Wednesday	09H30 - 19H00	Priorities Assessment	7	Friersdale RC hall Lutzburg Community Hall	M. Snyers	Boomplaas, Eenduin, Loxtonvale, Friersdale, 7 de Laan, Warmsand, Lutzburg	IDP Team	J. Mac Kay
10 October 2019	Thursday	09H30 - 19H00	Priorities Assessment	8	Blaauwskop RC Hall MacTaggertsKamp School CurriesKamp School Soverby School Sandeiland Community Hall	D. Fienies	Keimoes Islands, MactaggertsKamp, Bloemsmond, Blaauwskop, Currieskamp, Soverby	IDP Team	J. Mac Kay
14 October 2019	Monday	09H30 - 19:00	Priorities Assessment	9	Kenhardt Community Hall Kenhardt Raadsaal	EE. Fritz	Kenhardt	IDP Team	J. Mac Kay
15 October 2019	Tuesday	09H30 – 19H00	Priorities Assessment	10	Vredesvallei Community Hall Riemvasmaak Community Hall	WD Klim	Vredesvallei Sending:Riemvasmaak	IDP Team	J. Mac Kay
16 October	Wednesday	10H00	Priorities	Rate Payers					Acting MM &

2019			Assessment	& Farmers	Keimoes Town Hall	Council	Kenhardt & Keimoes	Finance Department IDP Team	J. Mac Kay
16 October 2019	Wednesday	14H00	Priorities Assessment	Rate Payers & Farmers	Kakamas Council Chambers	Council	Kakamas, Marchand, Augrabies & Blouputs	Finance Department IDP Team	Acting MM & J. Mac Kay

**Proposed Schedule for 2020/2021 IDP and Budget Public Engagement Sessions:**

## Public Hearings towards Draft IDP & Budget

Date	Day	Time	Topic	Ward	Venue	Ward Councillor	Communities in wards	Admin Support	Senior Management Representative
3 March 2020	Tuesday	09H00 - 19H00	Public Hearing	9,8,7	Community Halls and Pay Points	EE. Fritz DW. Fienies M. Snyers	Kenhardt, Keimoes Islands Lutzburg, Warmsand, Friersdale, 7 de Laan, Eenduin, Loxtonvale, Boomplaas	IDP Team	J. Mac Kay
4 March 2020	Wednesday	09H00 – 19H00	Public Hearing	5,6,10	Lennertsville Community Hall Biskop Fages Hall	M. Papier V. Sacco	Smutseiland, Klip Eiland, Lennertsville, Khoms, Brakbos, Skanskop, Rooikop Eiland, Keimoes Dorp, Keimoes Extensions 3,6,7, Noodkamp & Gamakor	IDP Team	J. Mac Kay
5 March 2020	Thursday	09H00 - 19H00	Public Hearing	3&4	Kakamas RC Hall / Kakamas High School	P. Thomas BM. Bock	Langverwacht, Kromhout, Neus, Fase 4 & 5, Happy Valley, Hash Valley, Timbertown, KakamasDorp, Bloukamp, Hillock, Witrand, Rand & Dal, Maraba	IDP Team	J. Mac Kay
10 March 2020	Tuesday	09H00 - 19H00	Public Hearing	1,2 & 10	Augrabies Community Hall Marchand Community Hall Cillie Community Hall Vredesvallei Community Hall Riemvasmaak Community Hall	D. Jaar B. Kordom DW. Klim	Augrabies, Noudonsies, Marchand, Hongerbult, Nearby Farms, Cillie, Vredesvallei, Riemvasmaak	IDP Team	J. Mac Kay
11 March 2020	Wednesday	10H00-12H00	Public Hearing	Rate Payers & Farmers	Keimoes Town Hall	Executive Committee	Keimoes; Kenhardt & Kakamas	IDP Team	Acting Municipal Manager J. MacKay

## Proposed Schedule for 2020/21 IDP and Budget Public Engagement Sessions towards Final IDP & Budget

Date	Day	Time	Topic	Ward	Venue	Ward Councillor	Communities in Wards	Admin Support	Senior Management Representative
15 April 2020	Tuesday	19H00	Draft Budget & IDP	9	Kenhardt– Hansie van Rooyen Community Hall	EE. Fritz	Kenhardt	IDP Team	J. Mac Kay
16 April 2020	Wednesday	19H00	Draft Budget & IDP	8	Blaauwskop RC Hall	DW. Fienies	Keimoes Islands	IDP Team	J. Mac Kay
20 April 2020	Thursday	19H00	Draft Budget & IDP	5, 6, 9, 10	Biskop Fages Hall	V. Sacco	Lennertsville, Khoms, Brakbos; Skanskop; Rooikop Eiland, Keimoes Dorp, Keimoes Extensions, Nood Kamp & Gamakor	IDP Team	J. Mac Kay
21 April 2020	Tuesday	19H00	Draft Budget & IDP	7	Friersdale RC School		Boomplaas, Eenduin, Loxtonvale, Friersdale, 7 de Laan & Warmsand	IDP Team	J. Mac Kay
22 April 2020	Wednesday	19H00	Draft Budget & IDP	1,2,3 & 4	Kakamas – Primary/High School Hall	Snyers, Thomas & BM Bock	Lutzburg, Cillie, Alheit, Kakamas Dorp, Langverwaght, Bloukamp, Hashvalley, Maraba, Hillock, Witrand & Rand & Dal	IDP Team	J. Mac Kay
23 April 2020	Tuesday	19H00	Draft Budget & IDP	1 & 2	Marchand Community Hall	D Jaar & B Kordom	Augrabies, Marchand, Perde Eiland & Noudonsies	IDP Team	J. Mac Kay
28 April 2020	Wednesday	10H00	Draft Budget & IDP	10	Vredesvallei Community Hall	WD Klim	Vredesvallei	IDP Team	J. Mac Kay
28 April 2020	Wednesday	18H00	Draft Budget & IDP	10	Sending: Riemvasmaak	WD Klim	Riemvasmaak	IDP Team	J. Mac Kay
29 April 2020	Thursday	10H00	Draft Budget & IDP	Rate Payers & Farmers	Kenhardt Council Chambers	Council	Kenhardt Area	IDP Team	J. Mac Kay
29 April 2020	Thursday	14H00	Draft Budget &	Rate Payers &	Keimoes Town Hall	Council	Keimoes Area	IDP Team	J. Mac Kay

			IDP	Farmers					
29 April 2020	Thursday	18H00	Draft Budget & IDP	Rate Payers & Farmers	Kakamas Council Chambers	Council	Kakamas Area	IDP Team	J. Mac Kay
30 April 2020	Tuesday	10H00	Draft Budget & IDP	Rate Payers & Farmers	Marchand Farmers Association	Council	Marchand	IDP Team	J. Mac Kay
30 April 2020	Tuesday	18H00	Draft Budget & IDP	Rate Payers & Farmers	Augrabies Dutch Reformed Church	Council	Augrabies & Blouputs	IDP Team	J. Mac Kay