

# **IDP / BUDGET PROCESS PLAN 2016/2017**

**Kannaland Municipality**

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## LIST OF ABBREVIATIONS

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

## 1. Introduction

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

The vision and mission of the Municipality are as follows:

**Vision:** “To be the place of Choice”

**Mission:**

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

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

This process plan briefly outlines the activities in the processes which the municipality will undertake in drafting it’s 2016/17 IDP Review and Budget. It furthermore substantiates the need for increased citizen involvement through municipal driven structures such as Ward Communities and various representative forums. It is important to bear in mind that the end result of the IDP process is not the drafting of the IDP document, but the actual implementation of projects which will ultimately improve the conditions in which the residents of Kannaland live.

## 2. Legal framework: IDP AND BUDGET PROCESS PLAN

According to Section 28(1) of the Municipal System Act, No 32 of 2000 a municipal council must adopt a process set out in writing to guide the planning, drafting and review of its integrated development plan. This Process Plan outlines the programme to be followed and provides detail on the issues specified in the Act. A process plan must include the following:

- *A programme specifying time-frames for the different steps;*
- *Outline mechanisms, processes and procedures for consultation of the community, organs of state, traditional authorities and role-players;*
- *Identify all plans and planning requirements binding on the municipality;*
- *Be consistent with any other matters prescribed by legislation.*

Section 21(1) of the Municipal Finance Management Act (Act 56 of 2003) further prescribes that the Mayor of a municipality must co-ordinate the processes of preparing the annual budget and for reviewing the municipality’s IDP. It is therefore imperative that a time schedule outlining the key

activities in the process with deadlines for attainment be tabled to Council for approval ten (10) months prior to the final approval of the IDP and Budget.

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

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

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

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

### **3. PURPOSE OF THE IDP AND BUDGET PROCESS PLAN**

The purpose of the process plan is to indicate the various planned activities and strategies on which the municipality will embark to compose its integrated development plan for the 2016/17 review of its IDP and the budget for the 2016/17 financial year as well the two outer years.

The process plan enhances integration and alignment between the IDP and Budget, thereby ensuring the development of an IDP-based budget. It fulfills the role of a business plan or an operational framework for the IDP process outlining the manner in which the IDP process will be undertaken. In addition, it identifies the activities in the processes around the key statutory annual operational processes of the budget and IDP compilation, performance management implementation and the adoption of the municipality's annual report.

The IDP and Budget processes are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and budget related policies and the final budget are mutually consistent and credible. Credibility refers to the municipality's ability and capacity to spend and deliver services in accordance with its approved budget. The process creates its own dynamics since it encompasses the involvement of external role-players and vested interest groups, therefore it requires accurate logistical planning and arrangements of engagement sessions to ensure that the process is implemented in accordance with the approved schedule.

However, experience has taught us that deviation from the approved time schedule may occur due to unforeseen events and circumstances which are beyond the control of the politici and the administration. This would require adjustment to the timeframes to ensure that the execution of the process remains practical and that all legislative requirements are adhered to.

## 4. MEDIUMS / METHODS OF COMMUNICATION

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

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

## 5. ROLES AND RESPONSIBILITIES

One of the prerequisites of a well-organized IDP process is for all role players to be fully aware of their own as well as other role player's responsibilities. The Table below outlines a brief description thereof.

## **Roles and Responsibilities within the Municipality**

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

|   |  |
|---|--|
| <b>Speaker</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>Ward Councillors / Ward Committees</b> | <ul style="list-style-type: none"> <li>❖ Form a link between the Municipality and residents.</li> <li>❖ Link the IDP process to their respective Wards.</li> <li>❖ Assist in the organising of public consultation and participation.</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> </ul> |
| <b>Municipal Manager</b>                  | <ul style="list-style-type: none"> <li>❖ Managing and coordinate the entire IDP process as assigned by the Executive Mayor.</li> <li>❖ Fulfil the duties of Accounting Officer as set out in Sections 68 and 69 of the MFMA, Act 56 of 2003.</li> </ul>  |
| <b>IDP CO-ORDINATOR</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 process.</li> </ul>   |



|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>❖ Ensure stakeholder engagement in IDP process by organising and setting up meetings for engagement.</li> <li>❖ Ensure that the IDP process is participatory and that planning is ward-based oriented.</li> <li>❖ Respond to public and MEC comments on Draft IDP.</li> <li>❖ Compilation of comprehensive, neat and presentable IDP document that complies with all legislative requirements.</li> <li>❖ Amend the IDP document in accordance with the comments of the ME</li> </ul>  |
|  | <ul style="list-style-type: none"> <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>❖ Coordinate the review of the IDP</li> </ul> |

|  |   |
|--|---|
| <p><b>Executive Managers and Head of Departments</b></p> | <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> <li>❖ Give input during the IDP review process</li> </ul>   |
| <p><b>IDP-Steering Committee</b></p>                     | <ul style="list-style-type: none"> <li>❖ Refinement and Quality check of IDP document to ensure compliance with legislation.</li> <li>❖ Consist of Municipal Manager, Senior Management, IDP Co-ordinator, Speaker.</li> <li>❖ Provide an organisational mechanism for discussion, negotiation and decision making between stakeholders.</li> <li>❖ Represents the interest of their functions in the IDP process.</li> <li>❖ Monitors the performance of the planning and implementation process and update of the E-perform system</li> <li>❖ Comprises of the Mayor, Councillors, Ward Committees, Municipal Manager, Directors, representatives of various sectors, NGO's,</li> </ul> |

|   |  |
|---|--|
|   | Government Departments and specialised community members.  |
| <b>Budget-Steering Committee (GRAP)</b> | <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 and Head of Departments to give technical advice if necessary.</li> </ul> |
| <b>MPAC</b>                             | <ul style="list-style-type: none"> <li>❖ Review the IDP and give recommendation to the MAYCO and Council</li> </ul>  |

## **5.2 Distribution of roles and responsibilities between the municipality and external role players**

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

This section deals with the roles which the municipality has to play in the IDP process in relation to the roles which external role players are expected to play.

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

|                              |  |
|------------------------------|--|
|                              | and national government.   |
| <b>Provincial Government</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 IDP grants.</li> <li>❖ Monitor the IDP progress.</li> <li>❖ Assist municipalities in compiling the IDP.</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>Sector Departments</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.</li> </ul>  |
| <b>National Government</b>   | <ul style="list-style-type: none"> <li>❖ National Treasury issues guidelines on the manner in which municipal councils should process their annual budgets, including guidelines on the formation of a committee of the council to consider the budget (Section 23(3) of the MFMA).</li> </ul>   |

## 6. REPORTING REQUIREMENTS

Legislation requirements on reporting is summarised in the below table:

| Frequency           | MSA/ MFMA Reporting on PMS   | Section                |
|---------------------|--|------------------------|
| Quarterly reporting | <p>The municipal manager collates the information and draft the organizational performance report, which is submitted to Internal Audit.</p> <p>The Internal Auditors (IA) must submit quarterly audited reports to the</p> <p>Municipal Manager and to the Performance Audit Committee</p> <p>The Municipal Manager submits the reports to the Council.</p> | MSA Regulation14(1)(c) |

|                    |   |                                |
|--------------------|---|--------------------------------|
| Mid-year Reporting | The Performance Audit Committee must review the PMS and make recommendations to council   | MSA Regulation14(4)(a)         |
|                    | The Performance Audit Committee must submit a report at least twice during the year are port to Council   | MSA Regulation14(4)(a)         |
|                    | The Municipality must report to Council at least twice a year   |                                |
|                    | The Accounting officer must by 25 January of each year assess the performance of the municipality and submit a report to the Mayor, National Treasury and the relevant Provincial Treasury.   | MFMA S72                       |
| Annual reporting   | The annual report of a municipality must include the annual performance report and any recommendations of the municipality's audit committee  | MFMA S121(3)(c)(j) &MSA<br>S46 |
|                    | The accounting officer of a municipality must submit the performance report to the Auditor-General for auditing within two months after the end of the financial year to which that report relate   | MFMA S126<br>1(a)              |
|                    | The Auditor-General must audit the performance report and submit the report to the accounting officer within three months of receipt of the performance report  | MFMA S126(3)(a)(b)             |
|                    | The Mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality   | MFMA S127(2)                   |
|                    | The Auditor-General may submit the performance report and audit report of a municipality directly to the municipal council, the National Treasury, the relevant provincial treasury, the MEC responsible for local government in the province and any prescribed organ of the state | MFMA S127(4)(a)                |
|                    | Immediately after an annual report is tabled in the council, the accounting officer of the municipality must submit the annual report to the Auditor- General, the relevant provincial treasury and the provincial department responsible for local government in the province.     | MFMA S127(5)(b)                |
|                    | The council of the municipality must consider the annual report by no later than two months from the date on which the annual report was tabled, adopt an oversight report containing council's comments on the annual report   | MFMA S129(1)                   |
|                    |   |                                |

|  |   |              |
|--|---|--------------|
|  | The meetings of a municipal council at which an annual report is to be discussed or at which decisions concerning an annual report are to be taken, must be open to the public and any organ of the state | MFMA S130(1) |
|  | The Cabinet member responsible for local government must annually report to Parliament on actions taken by the MECs for local government to address issues raised by the Auditor-General                  | MFMA S134    |

| KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS |  |  |     | JULY 2016 – JUNE 2017 |      |     |     |     |     |     |     |     |     |     |  |
|--|--|--|-----|-----------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| Phase  | Activity   | Responsible person                     | JUL | AUG                   | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |  |
| Preparation  | Conduct an assessment of progress of the performance measurements and changing circumstances in the municipality to constitute a review of the IDP                                     | Executive Mayor<br>Municipal Manager   |     | 04                    |      |     |     |     |     |     |     |     |     |     |  |
|  | Planning of 2014-15 IDP Review Process   | Municipal Manager<br>Senior Management |     | 10                    |      |     |     |     |     |     |     |     |     |     |  |
|  | Tabling of the draft IDP Review & Budget Time Schedule to the MAYCO meeting  | Executive Mayor<br>Council             |     | 21                    |      |     |     |     |     |     |     |     |     |     |  |
|  | <ul style="list-style-type: none"> <li>Tabling of draft IDP Review &amp; Budget Time Schedule to Council</li> <li>Adoption of IDP Review &amp; Budget Time Schedule 2016/17</li> </ul> | Executive Mayor<br>Council             |     | 25                    |      |     |     |     |     |     |     |     |     |     |  |
|  | District IDP Managers Forum – Alignment of IDP Review & Budget Time Schedule with District Framework Plan  | Eden District IDP Manager              |     | 18                    |      |     |     |     |     |     |     |     |     |     |  |
|  |  |  |     |                       |      |     |     |     |     |     |     |     |     |     |  |
| Analysis   | Review of the Performance Management System (PMS)  | Performance and Compliance Officer     |     | 10                    |      |     |     |     |     |     |     |     |     |     |  |
|  | Review the annual performance against SDBIP's  | Performance and Compliance Officer     |     | 27                    |      |     |     |     |     |     |     |     |     |     |  |
|  | Assess the municipal financial position and capacity (based on the Annual Financial Statements of previous budget year)  | Chief Financial Officer                |     |                       |      |     | 24  |     |     |     |     |     |     |     |  |

| KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS |   |                                      | JULY 2016 – JUNE 2017 |     |      |     |     |     |     |     |     |     |     |     |  |
|--|---|--------------------------------------|-----------------------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| Phase  | Activity  | Responsible person                   | JUL                   | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |  |
|  | Review budget-related policies and set policy priorities for next 3 financial years   | Chief Financial Officer              |                       |     |      |     |     |     |     |     |     |     | 27  |     |  |
|  | Determine the funding/revenue potentially available for next 3 years  | Chief Financial Officer              |                       |     |      |     |     | 15  |     |     |     |     |     |     |  |
|  | Determine the likely financial outlook and identify changes to fiscal strategies  | Chief Financial Officer              |                       |     |      |     | 28  |     |     |     |     |     |     |     |  |
|  | Refine funding policies; review tariff structures   | Chief Financial Officer              |                       |     |      |     |     |     | 30  |     |     |     |     |     |  |
|  | Evaluation of matters identified in IDP Assessment Report received from MEC: Local Government   | IDP Coordinator                      |                       |     |      |     |     | 14  |     |     |     |     |     |     |  |
|  | Determine any changes in the Socio-economic conditions & trends of Kannaland Municipality   | Senior Management                    |                       | 27  |      |     |     |     |     |     |     |     |     |     |  |
|  |   |                                      |                       |     |      |     |     |     |     |     |     |     |     |     |  |
| Consultation   | Advertising a schedule of public meetings per ward  | IDP Coordinator                      | 06                    |     |      |     |     |     |     |     |     |     |     |     |  |
|  | Embarking on a public participation process via public meetings per ward to:  | Executive Mayor                      |                       |     |      | 13  | 06  |     |     |     |     |     |     |     |  |
|  | <ul style="list-style-type: none"> <li>Provide feedback on progress of ward priorities</li> <li>Presentation of IDP Review &amp; Budget time schedule</li> <li>Obtain input on community needs for the</li> </ul> | Councillors<br><br>Senior Management |                       |     |      |     |     |     |     |     |     |     |     |     |  |



| KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS |   |  |     | JULY 2016 – JUNE 2017 |      |     |     |     |     |     |     |     |     |     |  |
|--|---|--|-----|-----------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| Phase  | Activity  | Responsible person                       | JUL | AUG                   | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |  |
|  | IDP Review process  |  |     |                       |      |     |     |     |     |     |     |     |     |     |  |
|  | Incorporate the concept of Community Based Planning (CBP) into the public participation process   | IDP Coordinator                          | 15  |                       |      |     |     |     |     |     |     |     |     |     |  |
|  |   |  |     |                       |      |     |     |     |     |     |     |     |     |     |  |
| Strategy   | Strategic Planning Session to conduct a mid-term review:  |  |     |                       |      | 18  |     |     |     |     |     |     |     |     |  |
|  | <ul style="list-style-type: none"> <li>Council's Strategic Objectives</li> <li>Assessment of the performance of implementation of Council's 5yr strategic plan (2012-2017 IDP)</li> </ul> | Executive mayor<br>Senior Managers       |     |                       |      |     |     |     |     |     |     |     |     |     |  |
|  | Table Revised Strategic Plan Council for approval   | Executive mayor<br>Senior Managers       |     |                       |      |     | 21  |     |     |     |     |     |     |     |  |
|  | Prioritisation of development objectives, projects & programmes by Ward Committees:   | Ward Councillors<br>Ward Committees      |     |                       | 15   | 19  |     |     |     | 28  |     |     |     |     |  |
|  | <ul style="list-style-type: none"> <li>Facilitate a more inclusive consultation process for the prioritisation of ward projects/programmes</li> </ul>                                     | IDP Coordinator<br>Communication Officer |     |                       |      |     |     |     |     |     |     |     |     |     |  |
|  | IDP Indaba 1engagement  | Municipal Manager                        |     |                       | 12   |     |     |     |     |     |     |     |     |     |  |

| KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS |   |   |     | JULY 2016 – JUNE 2017 |      |     |     |     |     |     |     |     |     |     |  |
|--|---|---|-----|-----------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| Phase  | Activity  | Responsible person                                      | JUL | AUG                   | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |  |
|  | <ul style="list-style-type: none"> <li>Alignment of Strategic objectives of the municipality with that of the provincial and national government departments</li> </ul>   | IDP Coordinator   |     |                       |      |     |     |     |     |     |     |     |     |     |  |
|  | District IDP Managers Forum Meeting   | Eden District<br>IDP Coordinator                        |     |                       |      |     |     |     |     | 24  |     |     |     |     |  |
|  | Provincial IDP Managers Forum Meeting   | Provincial Dept. of Local Government<br>IDP Coordinator |     |                       |      |     |     |     |     |     |     |     |     |     |  |
|  | IDP INDABA 2 engagement:  | Provincial Dept. of Local Government                    |     |                       |      |     |     |     |     | 26  |     |     |     |     |  |
|  | <ul style="list-style-type: none"> <li>Identify projects &amp; programmes which might need support/financial assistance from Government</li> <li>Referring of community issues which have been identified during IDP process but are not competencies of Local Government to the relevant National &amp; Provincial Sector Departments</li> </ul> | IDP Coordinator   |     |                       |      |     |     |     |     |     |     |     |     |     |  |
|  | Identification of new Capex/Opex projects &   | All departments   |     |                       |      |     |     | 15  |     |     |     |     |     |     |  |

| KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS |  |  |     | JULY 2016 – JUNE 2017 |      |     |     |     |     |     |     |     |     |     |  |
|--|--|--|-----|-----------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| Phase  | Activity   | Responsible person                       | JUL | AUG                   | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |  |
|  | programmes culminating from the IDP Review Process   |  |     |                       |      |     |     |     |     |     |     |     |     |     |  |
|  | Prioritisation of internal & external Capex & Opex projects & Programmes   | IDP & Budget Steering Committee          |     |                       |      |     |     |     | 25  |     |     |     |     |     |  |
|  | Workshop for the preparation of Adjustment Budget  | Chief Financial Officer                  |     |                       |      |     |     |     | 22  |     |     |     |     |     |  |
|  | Tabling & approval of Adjustment Budget<br><br><i>(to be approved before 28 Feb 2015)</i>  | Chief Financial Officer                  |     |                       |      |     |     |     |     | 26  |     |     |     |     |  |
|  | Workshop with Council to finalize:<br><br><ul style="list-style-type: none"> <li>Draft IDP Review</li> <li>Draft Operational &amp; Capital Budget</li> </ul> | Executive Mayor<br><br>Senior Management |     |                       |      |     |     |     |     |     | 23  |     |     |     |  |
|  |  |  |     |                       |      |     |     |     |     |     |     |     |     |     |  |
| Integration  | Quarterly meetings of IDP & Budget Steering Committee  | Executive Mayor                          |     |                       |      | 23  |     |     | 22  |     | 12  |     |     |     |  |
|  |  | CFO                                      |     |                       |      |     |     |     |     |     |     |     |     |     |  |
|  |  | IDP Coordinator                          |     |                       |      |     |     |     |     |     |     |     |     |     |  |
|  |  | Municipal Manager                        |     |                       |      |     |     |     |     |     |     |     |     |     |  |
|  | Preparation of draft IDP Review document   | IDP Coordinator                          |     |                       |      |     |     |     | 13  |     |     |     |     |     |  |
|  | Circulation of draft IDP Review document to all directorates for their input & comment   | IDP Coordinator                          |     |                       |      |     |     |     |     | 24  |     |     |     |     |  |

| KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS |  |   | JULY 2016 – JUNE 2017 |     |      |     |     |     |     |     |     |     |     |     |  |
|--|--|---|-----------------------|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| Phase  | Activity   | Responsible person                                  | JUL                   | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |  |
|  | Tabling of draft IDP Review & Budget to MAYCO  | Municipal Manager<br>CFO                            |                       |     |      |     |     |     |     |     | 21  |     |     |     |  |
|  | Tabling of draft IDP Review & Budget to Council  | Executive Mayor Council                             |                       |     |      |     |     |     |     |     | 24  |     |     |     |  |
|  | Submission of tabled draft IDP Review & Budget to the MEC: Local Government, National & Provincial Treasury (Within 10 working days after tabling) | IDP Coordinator<br>CFO                              |                       |     |      |     |     |     |     |     | 29  |     |     |     |  |
|  | Publishing of draft IDP Review & Budget (including proposed tariffs) for perusal and public comment  | IDP Coordinator<br>CFO                              |                       |     |      |     |     |     |     |     | 29  |     |     |     |  |
|  |  |   |                       |     |      |     |     |     |     |     |     |     |     |     |  |
| Consultation   | Embarking on a public participation process via public meetings per ward to obtain final input from stakeholders on the tabled draft IDP & Budget  | Executive Mayor<br>Councillors<br>Senior Management |                       |     |      |     |     |     |     |     |     | 13  | 08  |     |  |
|  | LGMTEC 3 engagement with Provincial & National Sector Departments to obtain input on the draft IDP Review & Budget                                 | Provincial Department of Local Government           |                       |     |      |     |     |     |     |     |     | 22  |     |     |  |
|  | Incorporate notes and comment from MEC: Local Government & Provincial Treasury and DEA&DP on draft IDP Review & Budget                             | IDP Manager<br>CFO                                  |                       |     |      |     |     |     |     |     |     | 23  |     |     |  |
|  |  |   |                       |     |      |     |     |     |     |     |     |     |     |     |  |
|  |  |   |                       |     |      |     |     |     |     |     |     |     |     |     |  |

| KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS |   |   |     | JULY 2016 – JUNE 2017 |      |     |     |     |     |     |     |     |     |     |  |
|--|---|---|-----|-----------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| Phase  | Activity  | Responsible person                              | JUL | AUG                   | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |  |
| Approval   | Consideration of all submissions made by community subsequent to the public participation process of the draft IDP Review & Budget  | IDP Manager<br>CFO                              |     |                       |      |     |     |     |     |     |     |     | 16  |     |  |
|  | MAYCO meeting to consider the submissions and, if necessary, to adjust the draft IDP and Budget   | Municipal Manager                               |     |                       |      |     |     |     |     |     |     |     | 21  |     |  |
|  | Council workshop on draft IDP Review & Budget prior to adoption   | CFO<br>IDP Manager                              |     |                       |      |     |     |     |     |     |     |     | 22  |     |  |
|  | Council meeting to adopt the final IDP Review & Annual Budget and the Performance Management measures and targets<br><br>(At least 30 days before the start of the budget year) | Executive Mayor<br>Municipal Manager<br>Council |     |                       |      |     |     |     |     |     |     |     | 27  |     |  |
|  | Management workshop to finalize the SDBIP's   | Performance and Compliance Officer              |     |                       |      |     |     |     |     |     |     |     | 02  |     |  |
|  | Publish the adopted IDP Review & Budget with all budget related documents and policies on the municipal website   | IDP Coordinator<br>CFO                          |     |                       |      |     |     |     |     |     |     |     | 02  |     |  |
|  | Submit a copy of the adopted IDP Review & Budget to the MEC: Local Government and Treasury<br><br>(Within 10 working days after adoption)                                       | IDP Coordinator<br>CFO                          |     |                       |      |     |     |     |     |     |     |     | 27  |     |  |
|  |   |   |     |                       |      |     |     |     |     |     |     |     |     |     |  |
|  |   |   |     |                       |      |     |     |     |     |     |     |     |     |     |  |
|  |   |   |     |                       |      |     |     |     |     |     |     |     |     |     |  |

| KANNALAND MUNICIPALITY IDP REVIEW AND BUDGET PROCESS |  |                    |     | JULY 2016 – JUNE 2017 |      |     |     |     |     |     |     |     |     |     |  |
|--|--|--------------------|-----|-----------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
| Phase  | Activity   | Responsible person | JUL | AUG                   | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |  |
| Finalization   | Advertise a public notice of the adoption of the IDP   | IDP Coordinator    |     |                       |      |     |     |     |     |     |     |     | 02  |     |  |
|  | Publish a summary of the IDP and Budget on municipal website   | IDP Coordinator    |     |                       |      |     |     |     |     |     |     |     | 02  |     |  |
|  | Approval of the Service Delivery & Budget Implementation Plan (SDBIP) (within 28 days of approval of budget) | Executive Mayor    |     |                       |      |     |     |     |     |     |     |     |     | 08  |  |

# PROPOSED DATES FOR IDP PUBLIC ENGAGEMENTS: 2016/17 IDP REVIEW AND BUDGET CYCLE

| Date               | Day | Time | Ward | Venue           | Ward Councillor |
|--------------------|-----|------|------|-----------------|-----------------|
| DRAFT IDP / BUDGET |     |      |      |                 |                 |
| October            |     |      | 1    | Community Hall  | AldDonson       |
|                    |     |      |      | Ward Meeting    |                 |
|                    |     |      |      |                 |                 |
| October            |     |      | 2    | Community Hall  | CnclrMeshoa     |
|                    |     |      |      | Ward meeting    |                 |
|                    |     |      |      |                 |                 |
| October            |     |      | 3    | Sport Club Hall | Speaker Ruiters |
|                    |     |      |      | Ward Meeting    |                 |
|                    |     |      |      |                 |                 |
| October            |     |      | 4    | Town Hall       | Cnclr Rossouw   |
|                    |     |      |      | Ward Meeting    |                 |
|                    |     |      |      |                 |                 |
| FINAL IDP / BUDGET |     |      |      |                 |                 |
| April              |     |      | 1    | Community Hall  | AldDonson       |
|                    |     |      |      | Ward Meeting    |                 |
|                    |     |      |      |                 |                 |
| April              |     |      | 2    | Community Hall  | CnclrMeshoa     |
|                    |     |      |      | Ward meeting    |                 |
|                    |     |      |      |                 |                 |
| April              |     |      | 3    | Sport Club Hall | Speaker Ruiters |
|                    |     |      |      | Ward Meeting    |                 |
|                    |     |      |      |                 |                 |
| April              |     |      | 4    | Town Hall       | Cnclr Rossouw   |

**SIGNED BY:**

**EXECUTIVE MAYOR:** .....

**MUNICIPAL MANAGER:** .....

**DATE:** .....