



BELA-BELA LOCAL MUNICIPALITY

ADOPTED 2018/19 IDP REVIEW – BUDGET - PMS PROCESS PLAN

*To be the prime agricultural hub and tourism destination
of choice*





TABLE OF CONTENTS

1. INTRODUCTION	3
PURPOSE OF THIS DOCUMENT	3
BACKGROUND	3
LEGAL FRAMEWORK	3
GUIDING PRINCIPLES	4
STRUCTURE OF THIS REPORT	4
2. ALLOCATION OF ROLES AND RESPONSIBILITIES	5
OVERVIEW	5
DISTRIBUTION OF ROLES AND RESPONSIBILITIES WITHIN BELA BELA MUNICIPALITY	5
<i>Mayor/ Council</i>	5
<i>IDP Management (Divisional Manager: IDP/ Manager: Economic Development and Planning/ Municipal Manager)</i>	5
<i>IDP Steering Committee</i>	6
<i>District Municipal Manager/ Head of IDP: Waterberg District</i>	6
3. INSTITUTIONAL ARRANGEMENTS FOR THE IDP IMPLEMENTATION	6
4. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION	7
OVERVIEW	7
PROPOSED APPROACH TO PUBLIC PARTICIPATION	7
<i>Ward Committees</i>	7
<i>IDP Rep Forum Meetings</i>	8
<i>IDP Road Shows</i>	8
<i>Strategic Planning</i>	8
SUMMARY OF THE SUGGESTED ACTIVITIES AND MECHANISM FOR PARTICIPATION PER IDP PLANNING PHASE	9
5. MECHANISMS AND PROCEDURES FOR ALIGNMENT	9
6. LEGISLATION AND PLANNING REQUIREMENTS	10
8. COSTS ESTIMATES	8



1. INTRODUCTION

PURPOSE OF THIS DOCUMENT

This document presents a report on the process that needs to be followed in the review of the IDP/Budget/PMS for 2018/19 Financial Year. It serves as the road map and it is the first in a series of documents to be produced as part of the IDP/Budget/PMS Review exercise. This process plan provides a general background to the IDP process, approach to be adopted, institutional arrangements, methodology and mechanisms for public participation, project information regarding the approach adopted, the IDP document as a product, IDP task team as well as consultation and programme.

BACKGROUND

The IDP is a strategic document that guides decision – making and public sector investment. It assumes a five year horizon, but makes provision for a much longer – term vision and objectives. The IDP is a legal document which is reviewed annually to cater for the changes in priorities, development trends and pattern, and approach to service delivery. The IDP informs the budget. .

The 2018/19 IDP Review also targeted to address the gaps that existed in 2017/ 18 IDP including the quality of the information and the quality of the analysis which serves to inform decision – making, as well as addressing the comments from the MEC (which reported a number of shortfalls on the 2017/ 18 IDP document) and enhancing the IDPs credibility in terms of assessing and responding to the issues of Sustainable Human Settlements (SHS) and Robust Local Economy.

In terms of the 2018/ 19 IDP Review, the municipality intends to achieve the IDP that is even more credible than our currently adopted 2017/18 IDP.

LEGAL FRAMEWORK

In terms of the Municipal System Act 2000, in compliance with Section 34 of the above mentioned Act, the Municipal Council is required to conduct annual Integrated Development Planning review. This should be done in accordance with an assessment of its performance measurement in terms of section 41 of the above mentioned Act. The Municipal Council may amend its Integrated Development Plan in accordance with a prescribed process.

Section 28 (1) of the Municipal Systems Act 2000, requires that the Municipal Council adopts a process set in writing to guide the planning process, drafting, adoption and review of its Integrated Development Plan, while section 28 (2) further provides that the municipal council must, through mechanisms, processes and procedures established in terms of Chapter 4 of the Act, consult the local communities before adopting the process.

Section 16 (1) (a) (i) provides that a municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance and must for this purpose:-

“Encourage and create the conditions for the local community to participate in the affairs of the municipality in terms of inclusion in the preparation, implementation and review of its IDP in terms of Chapter 5 of the Municipal Systems Act of 2000”.



GUIDING PRINCIPLES

The process towards the review of Bela Bela Municipality's IDP will be informed by the following overarching guiding principles:-

- ▶ Simplicity – the system will need to be kept as simple as possible to ensure that the municipality can develop, implement, manage and review the system without placing an unnecessary great burden on the existing capacity of the municipality.
- ▶ Politically acceptable and administratively managed – the system must be acceptable to political role players at all levels.
- ▶ Flexibility – it must be sufficiently flexible to allow for adjustment due to changes in the environment.
- ▶ Implementable – the IDP should be implementable with the resources (which will include time, institutional, financial and technical resources) immediately available and accessible to the municipality.
- ▶ Transparency and Accountability – the IDP review process should be inclusive, transparent and open. The general public should be made aware of the IDP review process.
- ▶ Public Participation – the general public and other service providers should be given an opportunity to participate and inform the IDP review process.
- ▶ Integration – the IDP should promote integrated development process.

The proposed IDP Review is also based on the following subject matters:-

- ▶ Base information in the form of maps, statistical information and other useful information will be made readily available to the municipality from the relevant organization that have the information or provincial governments and consultants that have undertaken work for the municipality.
- ▶ Primary research, especially for the review of the IDP, will be minimal.
- ▶ Stakeholders will co – operate and support the process.
- ▶ Representative Forum exists and Ward Committees are functional.

STRUCTURE OF THIS REPORT

This report consists of eight sections. These sections provide basic guidance, purposes, contents and processes of the IDP. Each section has its importance and a role it plays during the implementation of the IDP and these sections can be briefly described as follows:-

- ▶ Allocation of roles and responsibilities – the IDP review needs to be undertaken as a collaborative effort by different role players and the distribution of the roles and responsibilities is thus critical especially within the municipality to ensure that each role player is adequately aware of the required input and capacity that he/ she should provide within the lifespan of the IDP review process.
- ▶ Institutional arrangements for implementation – this is the composition of the key representatives who are critical for the management, execution and implementation of the IDP process.
- ▶ Mechanisms for public participation – as previously indicated public participation is a compulsory principle and a legal requirement with regards to the annual review of the IDP process.



- ▶ Mechanisms and procedures for alignment – this provides a brief overview regarding the required procedures for vertical and horizontal alignment that the IDP needs to achieve. The vertical alignment will include aligning the IDP with National and Provincial policies and District strategies, while the horizontal alignment will include aligning the IDP with the Sector Plans and adjacent municipalities.
- ▶ Binding legislations and planning requirements – the proposed IDP review needs to show consciousness by Bela Bela Municipality of its constitutional and policy mandate for developmental local government including its powers and functions. This section will list the key legislations and policies that must be considered for the review of the IDP.
- ▶ Monitoring of the process plan – this process highlights the series of interrelated stages which will culminate the production of the IDP process.
- ▶ Action plan with timeframes – the IDP review is a process that is action driven and time bound. This section will therefore set the overall targets and a framework by which the IDP Tasks Team will abide to in order to ensure that the overall process is undertaken and completed within the required timeframes.
- ▶ Costs estimates for the review process – This presents the financial implications that will be incurred through allocating the required resources that are needed for undertaking the scope of the review exercise.

2. ALLOCATION OF ROLES AND RESPONSIBILITIES

OVERVIEW

The IDP process is a consultative and participatory process in its nature and this therefore necessitates specific roles and responsibilities for various structures within and outside the municipal jurisdiction. The stakeholders are expected to comply with all the roles and responsibilities that are listed below since they will be applied throughout the process.

DISTRIBUTION OF ROLES AND RESPONSIBILITIES WITHIN BELA BELA MUNICIPALITY

Mayor/ Council

- ▶ Decides on the review process,
- ▶ Approves the nominated to be in charge of different roles, activities and responsibilities of the review process,
- ▶ Considers, adopts and approves the reviewed IDP.

IDP Management (Divisional Manager: IDP/ Manager: Economic Development and Planning/ Municipal Manager)

The IDP Divisional Manager under the supervision of the Manager: Economic Development & Planning and Municipal Manager must undertake the following duties: -

- ▶ Prepare a programme for a review process,
- ▶ Undertakes the responsibility for the overall management, co – ordination and monitoring of the planning process,
- ▶ Ensuring that all relevant role players are appropriately involved,



- ▶ Decides on different roles and responsibilities within the review process,
- ▶ Ensures efficient, effectively managed and organized review process,
- ▶ Be responsible for the day – to – day management of the review process,
- ▶ Ensure that vertical and horizontal alignment procedures and mechanisms are implemented
- ▶ Ensures that the review process is participatory, strategic, implementation orientated and satisfies the sector plans requirements,
- ▶ Ensures that amendments made to the Revised IDP are to the satisfaction of the local municipal council.

IDP Steering Committee

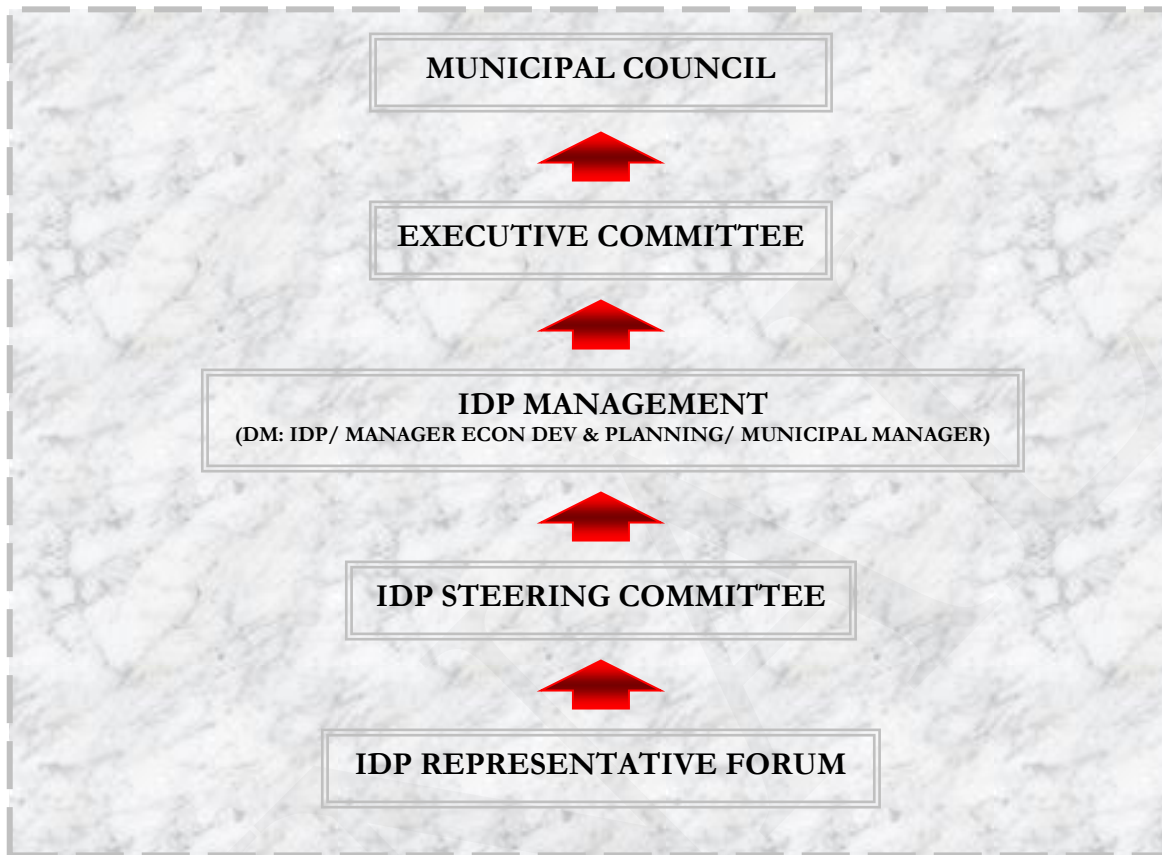
- ▶ Provide technical and financial information in order to fill the gaps identified,
- ▶ Provide technical expertise during the review of strategies and projects,
- ▶ Commission research studies on identified gaps,
- ▶ Be responsible for the preparation and integration of projects and sector programs,
- ▶ Prepare amendments for the presentation to Council,
- ▶ Provide comments and recommendations on draft outputs from the reviewed IDP phases,
- ▶ Facilitate the referral of the reviewed IDP to the MEC for Local Government for comments.

District Municipal Manager/ Head of IDP: Waterberg District

- ▶ Provide methodological guidelines,
- ▶ Prepare and organize all IDP review workshops (MECs IDP assessment, District IDP pre – assessment, ETC) for the local municipalities,
- ▶ Assist in facilitation of horizontal alignment of local municipalities.
- ▶ Facilitate capacity building trainings in Local Municipality.

3. INSTITUTIONAL ARRANGEMENTS FOR THE IDP IMPLEMENTATION

The IDP process needs to be managed effectively and it is very important that institutional arrangements are properly made. The following structure and persons are recommended:-



4. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

OVERVIEW

In line with section 16 of the Municipal Systems Act 2000, the IDP review process would involve an intensive and structured public and stakeholder's participation process. Public participation has become one of the key features of developmental government. The aspect of public participation has been entrenched in the constitution and chapter 4 of the Municipal Systems Act is a legislative requirement. Participation by interested parties ensures that IDP addresses real issues that are experienced by communities within the local municipality. The establishment of the Representative Forum ensures that public participation is indeed put into practice by the local municipality.

PROPOSED APPROACH TO PUBLIC PARTICIPATION

Ward Committees

Meetings will be held with ward committees to inform local community about the IDP Review process, provide report back on the progression of the implementation of the review process as well as on projects that are



currently being implemented in the municipal area, review the existing IDP project list and identify new projects.

IDP Rep Forum Meetings

The forum should be restructured so as to include the recently established ward committees, service providers and other community – based organizations. There are three proposed IDP Forum meetings to be held during the review process. The table below indicates the details with regards to the meetings that will be undertaken.

Table 1: Proposed Forum Meetings

MEETING	PURPOSE	OUTPUT
First IDP Forum Meeting	The first meeting will be undertaken at the analysis phase of the IDP process. The aim of this meeting is to highlight the past performance of the previous financial years in terms of the success, challenges and achievements in meeting the intended goals, strategic objectives and addressing the backlogs. The second aim will primarily focus on the presentation of the reviewed analysis in order to examine the relevance of previous priority issues and to assess new issues.	IDP Analysis Report
Second IDP Forum Meeting	The primary aim of this meeting is to align the development strategy with the new priorities including those of the district and the sector departments. Its objectives are as follows:- <ul style="list-style-type: none"> ▶ To review the development strategic framework, ▶ To receive the presentations from the sector departments on their priorities. 	Strategic Planning Framework
Third IDP Forum Meeting	The primary aim of this meeting is to integrate information obtained from the ward committees meetings. Its objectives are as follows:- <ul style="list-style-type: none"> ▶ Discussion regarding the existing IDP Priority issues and projects, ▶ Submission of additional projects within the municipality, ▶ Developing a municipal list of priority projects. 	List of Priority Projects
Fourth IDP Forum Meeting	The primary aim of this meeting is to integrate information obtained from all stakeholders. Its objectives are as follows:- <ul style="list-style-type: none"> ▶ Incorporate in-puts by all stakeholders ▶ Give feed-back to the community 	Approved IDP with community in – puts.

IDP Road Shows

Bela Bela Municipality, in conjunction with Waterberg District Municipality, intends to undertake the IDP Road Show during September – October 2017 for needs identification per ward and April – May 2018 for mayoral roadshows for final community inputs in the IDP/Budget documents. This summit will comprise of the administrative and political offices within both Bela Bela Municipality and Waterberg District Municipality. The invitation will be extended to the councilors, ward committees and CDWs. The District will present the programs and projects as captured on the draft district wide IDP.

Strategic Planning

Strategic planning will be undertaken in the form of the workshop with Senior, Middle Management, Municipal Mayor, labour unions, EC Members and the rest of the Councilors. The session will be undertaken on February – March 2018 and it will entail the review of the strategic planning framework. This Strategic Framework should



indicate the strategic direction of the municipality, and form the basis for updating the Vision, Mission, Values, Objectives and Strategies. Furthermore, the most important aspect here is the formulation of key performance indicators.

SUMMARY OF THE SUGGESTED ACTIVITIES AND MECHANISM FOR PARTICIPATION PER IDP PLANNING PHASE

Table 2: Summary of suggested activities and mechanisms

<i>PLANNING PHASE</i>	<i>ACTIVITIES</i>	<i>MECHANISM</i>
PREPARATION PHASE	<ul style="list-style-type: none"> ▶ Inputs into the process plans and framework for IDP review. 	Meetings/ Workshops
ANALYSIS PHASE	<ul style="list-style-type: none"> ▶ To participate in gaps identification. ▶ To ensure that identified gaps are in line with developmental issues. 	Meetings/ Workshops
STRATEGY PHASE	<ul style="list-style-type: none"> ▶ Ensure that developmental objectives are realistic. ▶ Ensure that reviewed strategies are in line with localized guidelines. ▶ Ensure that reviewed strategies are in line with development priorities. ▶ Participate in discussions to formulate and adopt alternative strategies. ▶ Discussions on the reviewed project proposals. 	Meetings/ Workshops
PROJECT PHASE	<ul style="list-style-type: none"> ▶ Integrating all reviewed activities and programmes. 	Meetings/ Workshops
INTEGRATION PHASE	<ul style="list-style-type: none"> ▶ Comments. 	Meetings/ Workshops
APPROVAL		Meetings/ Workshops

5. MECHANISMS AND PROCEDURES FOR ALIGNMENT

Alignment within the review process serves as an instrument to synthesize and integrates the top down and bottom up planning processes between different spheres of government. The IDP planning processes is a local process, which requires inputs and support from all spheres of government so that the IDP is in line with provincial and national policies and strategies. This will make sure that such plans are then considered for financial allocations or departmental budgets and conditional grants.

As a mechanism for alignment, it is proposed that four focused sessions be undertaken with envisaged four clusters of government departments and service providers. The clusters will be organized according to infrastructure, economic, social and institutional development. Focused sessions will be used to align the programmes, budgets and resources. An alternative option is to organize a service provider’s forum. Each cluster has a list of government department and service delivery agencies that work hand – in – hand with and there are tabulated as follows:



Table 3: Focused Session with Various Stakeholders

INFRASTRUCTURE	SOCIAL	ECONOMIC	INSTITUTIONAL
DWAE	Dept. of Social Development	Dept. of Economic Affairs – LEDET	Coghsta and OTP – PMS Unit and IDP Unit
ESKOM	Dept. of Education	Dept. of Trade and Industry	National and Provincial Treasury
Waterberg District – Infrastructure Unit		Waterberg District - PED Department	Waterberg District – IDP/PMS Unit
Telkom	Dept. of Land Affairs	Waterberg District – LED Unit Dept. of Home Affairs	Office of the Premier – Planning Co-ordination Unit
Department of Roads and Transport	Dept. of Safety and Security	Department of Agriculture	
Department of Public Works	Dept. of Sports, Arts and Culture	Coghsta – LED Unit	
Road Agency Limpopo	Dept. of Labour	Limpopo Business Support Agency	
Magalies Water	Coghsta – Housing	Trade and Investment Limpopo	
Coghsta – MIG Unit		Small Enterprise Development Agency (SEDA)	
		Productivity SA	
		Limpopo Tourism and Parks	
		Community Tourism Association (CTA)	

The various stakeholders will be involved in consultation process to discuss the existing, future projects and programmes as well as alignment and co – ordination issues.

6. LEGISLATION AND PLANNING REQUIREMENTS

The IDP requires that municipal planning processes be in line with the national and provincial legislation, policies, programmes and strategies which in turn will be able to inform annual budget allocations. National Acts and Policies further require local government to produce certain integrated sector plans which complements the IDP, thereby avoiding unnecessary duplications. This will necessitate a well co – ordinated and integrated information sharing and dissemination between specific sector departments and municipalities.



The following is a list of binding legislation and requirements considered during the IDP planning processes and should also apply during review processes.

SECTOR DEPARTMENTS	LEGAL REQUIREMENT	LEGALLY BINDING LEGISLATION/POLICY/DIRECTIVE	VALUE ADDING CONTRIBUTION
Coghsta Cogta National and Provincial Treasury	IDP PMS Financial Management /Financial Plan (Budgeting)	Municipal Systems Act, Municipal Structures Act, MFMA IGR Framework Act	Co – ordination of Development
Cogta/Presidency Department of Environment and Tourism Department of Economic Development	NDP/LDP/IDP/MTSF Alignment Integrated Waste Management Integrated Environmental Management Plan Disaster Management Plan Local Economic Development	Cabinet Lekgotla Decision NEMA White Paper on pollution and waste management White Paper on Conservation and Sustainable use of South Africa’s biodiversity Business Registration Act Local Economic Development Policy White Paper on Local Government Disaster Management Act/ Municipal Systems Act	Alignment and co-ordination of development Attainment of Local Agenda 21 Promotion of economic growth and job creation Attainment of millennium development goals
DWAE	WSDP	Water Services Act	Management of scarce water resources. Regulation of water services.
DOH/Coghsta	Housing strategy and targets/ Housing Chapter of the IDP	National Housing Policy Housing Act	Housing Urbanization Information System (HUIS) Provision of secured and sustainable human settlement
DOT	Integrated Transport Plan	National Transport Act	Co – ordination and standardization of transportation
DLA	Land Reform Development and Planning / LUMS/ Directive Principles	South African Land Policy Restitution of Land Act Development Facilitation Act White Paper on Spatial Planning and Land Use Management and Land Use Bill	Redress to the previously disadvantaged and Promote sustainable human settlements

7. TIME SCHEDULE FOR THE 2018/19 IDP REVIEW/BUDGET/PMS PROCESS PLAN

The municipality has a responsibility towards monitoring the process plan in order to ensure that the District Framework is adhered to. The municipal manager will ensure that the local process plan is properly followed. The 2018/19 IDP Review/Budget/PMS Schedule is therefore proposed to be undertaken as follows:-

TASK/ACTIVITY	RESPONSIBILITY	Close-off	Close-off	2018/19
		2016/17	2017/18	Budget
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
PREPARATION PHASE				
Table in Council a budget and IDP time schedule of key deadlines (Every year – at least 10 months before the start of the budget year)	PED/BTO			July 2017
District IDP Managers Forum (Activity alignment – coordinated by WDM – IDP Head)	PED			August 2017
IDP/PMS/Budget Process workshop for new ward committees	PED/BTO/MM			September 2017
Submission of the time schedule to the Provincial Treasury, National Treasury and Coghsta	PED/BTO			August 2017
Place public notice on the IDP/Budget time schedule approval	PED/BTO			August 2017
1st IDP Review/Budget Steering Committee Meeting	PED			September 2017
1st IDP Review/Budget/LED Representative Forum	PED			September 2017
ANALYSIS, STRATEGY AND PROJECT PHASE				
Identification of Gaps, Stakeholder Registration, and Information Gathering	PED			September 2017 – October 2017
Review status of Capital Projects on Capital wish list + current 3 year MTREF	BTO			September 2017



BELA BELA LOCAL MUNICIPALITY

2018/19 IDP – BUDGET – PMS PROCESS PLAN

Managers for respective departments receive wish list of previous project requests for ward committees/ward councilors to review	BTO			September 2017
Distribute Capital Projects template to all managers to complete for existing projects on the two outer years, prioritise outer year (2017/21 and new projects in exceptional circumstances)	BTO			September 2017
Provincial Development Planning Forum	Local/Provincial alignment – Quarter 2 Provincial engagement – PED			TBC by the Office of the Premier
Ward committees meet to review current needs	PED			September 2017
Managers for the respective departments submit ward request based on review of current needs identification	Managers			October 2017
2nd IDP Review/Budget Steering Committee Meeting	PED			October 2017
2nd IDP Review/Budget/LED Representative Forum	PED			October 2017
Managers submit completed capital projects template on the 2018/2020 MTREF Capital Budget	Managers			October 2017
Budget Steering Committee Meeting – direction on proposed tariff increases & increases in revenue, expenditure and capital	BTO			October 2017
Managers to review existing 3 year MTREF capital project and submit completed Capital project templates with priorities to BTO	Managers			October 2017
BTO sends Tariff lists to managers for review	BTO			October 2017



Top management meeting to discuss budget proposals and budget affordability	PED/BTO			November 2017
Based on the Budget Steering Committee meeting directive, ward committees meet to priorities their ward requests	PED/BTO			November 2017
BTO to issue directives to departments regarding the compilation of 2018/19 – 2020/21 OPEX Budget	BTO			November 2017
Managers of respective departments to submit prioritised ward requests to the BTO	Managers			November 2017
3rd IDP Review/Budget Steering Committee Meeting	PED			December 2017
3rd IDP Review/Budget/LED Representative Forum	PED			December 2017
INTEGRATION PHASE				
Budget Steering Committee Meeting – To discuss & review capital budget request (Round 1)	BTO			November 2017
Managers to submit proposed tariffs to BTO	Managers			November 2017
BTO/PED distributes prioritized ward requests to managers for ward committee’s final verification	BTO			November 2017
Workshop on tariffs and tariff related policies	BTO			November 2017
Budget Office sends summarized capital budget requests to managers for review	BTO			November 2017
Ward Committees/Councillors meet for final confirmation of their ward request	BTO/PED			December 2017
Budget Steering Committee Meeting – Mid	BTO/PED			January 2018



BELA BELA LOCAL MUNICIPALITY

2018/19 IDP – BUDGET – PMS PROCESS PLAN

Year Review and Performance Assessment (2017/18 Budget): Capex including Draft 2018 – 2021 Capital budget request (Round 2)				
Managers to review 2018/2019 – 2020/2021 Opex requests from managers on the new budget programme	Managers			January 2018
Managers to submit new post request to HR	Managers			January 2018
Managers to submit 2018/19 – 2020/2021 Opex requests to BTO	Managers			January 2018
BTO to submit draft tariff list and proposed revenue	BTO			January 2018
District IDP Managers Forum (Activity alignment – coordinated by WDM – IDP Head)	PED			January 2018
Budget Office to distribute Opex performance including Draft 2018 – 2019 Opex	BTO			January 2018
Provincial Development Planning Forum	Local/Provincial alignment – Quarter 3 Provincial engagement – PED			TBC by Office of the Premier
Budget Steering Committee Meeting – Mid Year Review and Performance Assessment (2017/18 Budget): Opex performance including Draft 2018/2019 Opex	BTO/PED			January 2018
BTO distributes all Mid-Year Review (Capex & Opex) changes & Draft Capex & Opex budget request to managers	BTO		January 2018	January 2018
Compilation of Mid-Year Review Report (2017 – 18)	BTO/PED		January 2018	January 2018



Submit Mid-Year Review Report to the Mayor	BTO/PED/MM		25 January 2017	25 January 2018
Table Mid-Year Review Report & Draft Annual Report in Council	BTO/PED/MM		27 January 2017	31 st January 2018
Budget Steering Committee Meeting – Final discussion on Tariffs & Final Adjustment Budget Review (2017/2018 Budget)	BTO			February 2018
BTO distributes all operational budget request to managers for final verification	BTO			February 2018
BTO determines final revenue projections & tariffs and Review of Budget related policies	BTO			February 2018
Strategic Planning Session – for discussion on preliminary budget proposals and IDP review focus areas for 2018/19	PED/MM			February 2018
Compile Adjustment Budget (2017/2018): NT Reports and circulars	BTO			February 2018
Budget Steering Committee Meeting – to discuss & review Opex, Capex, new posts, revenue projections & filling of vacancies for determination of salary contingency	BTO/TM/TG&BT Sub-committee			February 2018
Provincial Development Planning Forum	Local/Provincial alignment – Quarter 4 Provincial engagement – PED			TBC by Office of the Premier
Start with the compilation of Draft SDBIP (2018/19)	PED			February 2018
Final Review of 2017/18 Adjustment Budget documents	BTO			February 2018



Managers return final operational and capital budget including the statistical information with final sign off to verify information submitted	Managers			February 2018
BTO to finalise Draft tariffs & revenue projections	BTO			February 2018
Managers to submit final policies to CFO	Managers			February 2018
Submit Electricity Tariffs to NERSA	BTO			February 2018
Managers to submit Activity/Business Plans for Grants to BTO	Managers			March 2018
Finalise the draft IDP Review/Budget 2018/19	PED/BTO			March 2018
BTO does final review of Draft Budget Report & Schedules	BTO			March 2018
BTO distributes Draft Budget Report	BTO			March 2018
Draft IDP/Budget tabled in Council	BTO/PED			31 st March 2018
2016/17 Oversight Report tabled at Council by MPAC	PED			31 st March 2018
Advertise Draft IDP & Budget for public comments	PED/BTO			April 2018
CONSULTATION & APPROVAL PHASE				
Mayoral Road-shows	Mayor			April 2018 – May 2018
Electronic Draft IDP/Budget files submitted to PT, Coghsta and NT after Council meeting	PED/BTO			April 2018
Submission of Annual Draft Budget and IDP for representation to PT, Coghtsa and NT	PED/BTO			April 2018
Managers to submit Demand Management Plans to SCM	Managers			April 2018



Provincial Budget Assessment	PT/Municipal Delegation			TBC by the PT
Summarise all community feedback and distribute to the relevant stakeholders for consideration to be included in the Final Budget report	PED/BTO			May 2018
4th IDP Review/Budget Steering Committee Meeting	PED			May 2018
4th IDP Review/Budget/LED Representative Forum	PED			May 2018
Budget Steering Committee Meeting – consideration of Budget Comments (Review Budget comments to make decision on comments)	BTO/TM/TG&BT Sub-committee			May 2018
BTO compile final Budget Report and Schedules	BTO			May 2018
Approval of IDP/Budget/PMS Framework by Council	BTO/PED/MM			31 st May 2018
IMPLEMENTATION PHASE				
Place Final IDP Review/Budget/Framework documents on the website	PED/BTO			June 2018
Advertise Final IDP Review/Budget/Framework and Tariffs in the media	PED/BTO			June 2018
Submission of Final Budget and IDP to NT, PT and Coghsta	PED/BTO			June 2018
Municipal Manager submits SDBIP to Mayor	MM			June 2018
Publish a summary of Budget	BTO			June 2018
Approval of SDBIP by the Mayor	Mayor			28 June 2018
Finalise and approval of the performance agreements of the S54A and S56 appointees	PED/MM/Mayor			July 2018
REPORTING AND REVIEW				
Monthly Budget statement to Municipal Manager	BTO		July 2017 – June	July 2018 –



and Mayor			2018	June 2019
Quarterly Reporting by Mayor to Council	Mayor		October 2017, January 2018, April 2018, July 2018	October 2018, January 2019, April 2019, July 2019
Table adjustments Budget	BTO		February 2018	February 2019
Finalise Roll Over Projects	BTO		31 ST July 2017	31 st July 2018
Table Adjustments Budget for approval of Roll over projects	BTO		March 2017	
Table in Council Draft unaudited Annual Performance Report/AFS	BTO/PED		August 2017	August 2018
Submission of the AFS to AG	BTO		30 TH August 2017	30 th August 2018
Submit Draft audited Annual Report to Council	PED		25 January 2018	25 January 2019
Submit Adjustment Budget, if necessary	BTO		30 th March 2017	30 th March 2018
Final Annual Report Comments and Approval	PED		February 2017 to March 2017	February 2018 to March 2018

8. COSTS ESTIMATES

The costs for undertaking the review can be highlighted as follows:-

COMPULSORY TASK	COSTS
4 x Representative Forum Meetings	R 100 000
4 x Steering Committee Meetings	R 25 000
Printing and Stationery	R 250 000
TOTAL	R 375 000



FINAL