

DAWID KRUIPER MUNICIPALITY



PROCESS PLAN FOR 2017/ 2022 INTEGRATED DEVELOPMENT PLAN FOR 2019/2020 IDP REVIEW

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1. INTRODUCTION

The Municipal Systems Act of 2000, legislate that all municipalities undertake a prescribed process to produce an Integrated Development Plan.

The Integrated Development Plan (IDP) is the results of a process through which the municipality prepare strategic development plans for a five-year period. The IDP supersedes all other plans that guide development at local government level, as it is one of the key instruments for local government to arrive at decisions on issues such as municipal budgets, land management, promotion of local economic development and institutional transformation in a consultative, systematic and strategic manner.

In order to ensure certain minimum quality standards of the IDP process and proper coordination between and within spheres of government, municipalities need to prepare an IDP Process Plan. It is in essence the process for the formulation of the IDP, Budget, and Key Performance Indicators (KPIs) set out in writing for adoption by Council.

Furthermore Government approved The National Development Plan (NDP) that offers a long-term perspective. It defines a desired destination and identifies the role different sectors of society need to play in reaching that goal.

The Plan highlights the need to strengthen the ability of local government to fulfil its developmental role. Municipal Integrated Development Plans (IDPs) need to be used more strategically to focus attention on critical priorities in the NDP that relate to the mandate of local government such as spatial planning, infrastructure and basic services.

Like provincial planning processes, municipal IDPs should be used to focus on aspects of the NDP that fit within a municipality's core responsibilities. This would allow the IDP process to become more manageable and the participation process more meaningful, thus helping to narrow the gap between the aspirations contained in these documents and what can actually be achieved.

To do this effectively, the IDP process needs to be led by municipal staff, not outsourced to consultants.

As for provinces, there are also many areas where municipalities could start implementation immediately by engaging with aspects of the Plan that speak to their core competencies and identifying how they can action proposals for improving implementation.

2. BACKGROUND

In terms of the Municipal Systems Act of 2000, section 29 (1):

The process followed by a Municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must-

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

In complying with legislation, a process of continuous engagement and developmental self-assessments are promoted where the following aspects are considered:

- 👉 Comments received during IDP engagement meetings with National and Provincial Sector Departments
- 👉 Alignment of the IDP with the Provincial Growth and Development Strategy (PGDS) as well as with the National Spatial Development Perspective (NSDP)
- 👉 Areas identified through self-assessment i.e. strengthening of public participation structures;
- 👉 The implementation of Performance Management System;
- 👉 The reviewing and updating of all Plans and Programs;
- 👉 The updating of the Spatial Development Plan, Financial Plan, Integrated Institutional Plan, and Capital Investment Plan; and
- 👉 The compilation and implementation of the Service Delivery Budget Implementation Plan (SDBIP) according to the MFMA
- 👉 Updating of priority needs, objectives, strategies and projects
- 👉 Identification of new priorities and projects

Information given in this document will therefore include the following:

- a program specifying the time frames for the different IDP, Budgeting and setting of KPI phases during the planning process, and
- appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state and other role players in the IDP, Budget and KPI process.

3. ORGANISATIONAL ARRANGEMENTS

Dawid Kruiper Municipality is a category B municipality within the ZF Mgcawu District. The Municipal Manager delegated the responsibility of IDP coordination to the Director Development and Planning.

The Head IDP Officer facilitates the process of planning, implementation and management of the IDP in the Municipality, whilst the IDP Steering Committee plays a vital role in driving the process. The IDP/Budget/PMS Representative

Forum is the structure which keeps the Municipality accountable and is represented by all spheres of the community, but the Municipal Council is the ultimate political decision-making body which gives effect to the IDP.

4. 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. This section deals with the roles which the municipality must play in the IDP and Budget processes in relation to the roles which external role players are expected to play.

4.1 INTERNAL ROLE PLAYERS

(a) The Mayoral Committee & the Executive

- Consider the IDP and Budget timetable and Process Plan and submit to Council for approval. The Mayor must at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget, the annual review of the IDP and budget-related policies, the tabling and adoption of any amendments to the IDP and budget-related policies and consultative processes.
- Overall management, coordination and monitoring of the IDP process.
- Assign and delegate responsibilities in this regard to the Municipal Manager.
- Submit the draft IDP to Council for approval.
- Submit final IDP and Budget to Council for adoption.
- Provide political guidance in IDP and Budget (in terms of section 53(a) of the MFMA.
- Co-ordinate plans and Timetables for the Budget.
- Exercise close oversight on Budget Preparation Process.

(a) **Municipal Council** as the ultimate political decision making body, the Council has to:

- Approve and adopt the process and framework plans as well as IDP and budget
- Monitor the implementation and approve any amendments of the plan when necessary.

(b) Ward Councillors & Ward Committees

- Form a link between the Municipality and residents.
- Link the IDP process to their respective Wards.
- Assist in the organising of public consultation and participation.
- Monitor the implementation of the IDP with respect to their wards
- Encourage residents to take part in the IDP process.

a) **Municipal Manager**

- Managing and coordinate the entire IDP process as assigned by the Executive Mayor.
- Chair the IDP Steering Committee Meetings.
- Fulfil the duties of Accounting Officer as set out in Sections 68 and 69 of the MFMA.

a) **CFO**

- The CFO must perform such budgeting duties as delegated by the accounting officer. (MFMA section 81(e))

(a) Directors and Head of Departments are responsible for:

- Provide technical, sector and financial information for analysis for determining priority issues.
- Provide technical expertise in consideration, finalisation of strategies and identification of projects.
- Provide departmental, operational and capital budgetary information.

- Preparation of project proposals, integration of projects and sector programmes.

b) Head IDP

- Prepare IDP process plan and monitor the timeously implementation thereof.
- Day to day management and coordination of the IDP process.
- Ensure stakeholder engagement in IDP process by organising meetings for engagement.
- Ensure that the IDP process is participatory and that planning is ward-based oriented.
- Respond to public and MEC comments on Draft IDP.
- Compilation of comprehensive IDP document that complies with all legislator requirements.
- Amend the IDP document in accordance with the comments of the MEC.

4.2 External Role Players

(a) IDP Representative Forum

This structure institutionalizes and guarantees community representative participation in the IDP process. The selection of members of the IDP representative forum needs to base on criteria, which ensures geographical and social representation. The representative forum will be composed:

- Members of the **Dawid Kruiper** Municipal Council
- Ward councillors
- Municipal Manager
- Directors
- Senior Managers
- Managers
- IDP Head
- IDP Officials

- A designated official of the Municipality to represent gender disability and other unorganised groups in their absence (person to be nominated)
- Provincial Sector Departments representatives
- National Sector Departments if in municipal area
- Representatives of Traditional Authorities
- Local stakeholders representatives of organised groups including
- Parastals e.g. ESKOM , TELKOM, etc
- Business Groups such as Chamber of Commerce, Black Business Forum, NOCCI, etc
- Youth, women, organised labour (COSATU and its affiliates)
- ZF Mgcawu District Municipality
- Constituency Office
- Religious Organisations
- Ward Committees
- Organised Groups e.g. disabled, women's, youth
- NGO's and CBO's

The terms of reference of the IDP representative forum should be to:

- Represent the interest of their communities in the IDP process
- To form a structured link between the municipality, government and representatives of the public
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders including the municipality.
- Ensure communication between all stakeholder representatives including the municipal council.
- Monitor the performance of the reviewing and implementation process.
- Participating in the process of setting up and monitoring "key performance indicators" in line with the "Performance Management System".

(b) District & Local Municipalities

The ZF Mgcawu District Municipality has an important role in the co-ordination of the IDP review process. The District municipality's responsibilities have been defined in the framework plan as follows:

- Horizontal alignment of the IDP's of municipalities in the ZF Mgcawu District jurisdictional area
- Vertical alignment between district and local planning
- Facilitation of vertical alignment of IDP's with other spheres of government and sector department and the preparation of joint strategy workshop with local municipalities, provincial and national role players and other major specialists
- Compilation of a district process plan based on the framework
- Managing, compilation and approval of the district IDP and monitoring and evaluation the district IDP process plan within the compilation process as described in Chapter 5 of the Municipal Systems Act.
- Ensuring the local municipalities draft process plans and compilation process adhere to the alignment issues as agreed in the framework
- Within the ZF Mgcawu District Municipality the IDP steering committee should clarify the roles that the municipality has in the IDP process in the roles which external role-players are expected to play (within the formalized district IDP representative forum)

According to the ZFM Framework Plan each local municipality (including Dawid Kruiper Municipality) as the ultimate political decision making body on local level must:

- Prepare its designated process plan based on the framework and submit the draft process plan to the ZF Mgcawu district municipality for assessment in terms of alignment procedures and time frames as described in the framework

- Amend the draft process plan according to recommendations of the district steering committee and decide on and adopt the process plan
- Monitor, evaluate and report on its IDP process in terms of the monitoring plan as described in the Framework
- Undertake the overall management, coordination, monitoring and drafting of the IDP
- Approve the municipal IDP within the agreed time frame
- Submit necessary documentation on each phase of the IDP to the district municipality according to the agreed time frame
- Nominate a person to be in charge of different roles, activities and responsibilities of the process and drafting of the IDP
- Within its role of managing and coordinating the IDP process on the local level, municipalities must ensure that
 - All relevant actors are appropriately involved
 - Appropriate mechanisms and procedures for public consultation and participation are applied
 - The planning events are undertaken in accordance with time schedule
 - The planning process is related to the priorities of the municipality

(c) District Management Forum

The IDP Management forum will be a small committee that is constituted of various Municipal Managers and IDP managers/officials of each municipality within the ZF Mgcawu District. The IDP Management forum has the following responsibilities:

- To liaise with IDP steering Committees on matters regarding the planning and review process within municipalities

- The sector planning requirements are adhered to

Dawid Kruiper Municipality recognizes its mandate to compile, adopt and approve its IDP and also adjust it in accordance with the MEC for Co-operative Government Human Settlements and Traditional Affairs (COGHSTA) proposal, if required. The municipality can further review and upgrade areas where there are gaps or areas which need improvement. The municipality will ensure that the annual business plans, budgets and land use management decisions are linked to and based on the local IDP. Dawid Kruiper municipality will further ensure that the ZFM District Municipality is well informed of the situation with regard to the IDP process. The IDP manager's forum will be used to ensure that communication channels are open between local municipalities and the municipality.

(d) Provincial Government Departments

Serves on the IDP Representative Forum and provide the Municipality with the relevant information regarding funding allocations and project implementation in the Municipalities by the respective Departments. All capital projects are to be included in the IDP. They provide quarterly reports to the IDP/Budget/PMS Representative Forum on the progress of capital projects within the jurisdiction of Dawid Kruiper

- Ensure horizontal alignment between Dawid Kruiper Municipality, the other local municipalities within the district and ZF Mgcawu District Municipality
- Ensure vertical alignment (through COGHSTA) between municipalities in the ZF Mgcawu District Municipality, provincial departments and the National departments where relevant

(e) Planning Professionals will only be used when internal capacity is unavailable. They may be used for: Guidance, Facilitation, Documentation and Special Studies.

5. PROGRAM FOR 2019/2020 IDP

BUDGET&TREASURY

SDBIP

ITEM NO	PERIOD	ACTIVITY	CO-ORDINATING DEPARTMENT	RESPONSIBILITY	LEGISLATIVE REQUIREMENT AND INFORMATION	TARGET DATE
JULY 2018						
1.	Jul 2018	Facilitate development of Process Plan Table Draft 2019/20 IDP/Budget & SDBIP process plan for approval	IDP Section	Director Development & Planning, Head IDP	MSA 32 Ch5 MFMA s21(1)(b)	01/07/ 2018 to 31/07/2018
2.		1 ST IDP Steering Committee <ul style="list-style-type: none"> • 4th Quarter Status quo report on implementation of SDS and SDBIP 2017/2018 	IDP Section	Director Development & Planning, Head IDP	MSA 32 Ch5 Sec 28,29	09/07/2018
3.		Table Quarterly reports before Mayoral Committee <ul style="list-style-type: none"> • 4th Quarter Status quo report on implementation of SDS and SDBIP 2017/2018 • Table Draft 2019/20 IDP/Budget & SDBIP process plan 	IDP Section	Director Development & Planning, Head IDP	Internal Process	25/07/2018
4.		1 ST IDP/ Budget/ PMS Representative Forum <ul style="list-style-type: none"> • 4th Quarter Status quo report on implementation of SDS and SDBIP 2017/2018 • Table Draft 2019/20 IDP/Budget & SDBIP process plan 	IDP Section	Director Development & Planning, Head IDP	Internal Process	25/07/2018

5.		<p>Council Meeting</p> <ul style="list-style-type: none"> Table 4th IDP Quarterly Reports for 2017/2018 Financial Year before Council for approval Table Draft 2019/20 IDP/Budget & SDBIP process plan 	IDP Section	Executive Mayor & Mayoral Committee Director Development & Planning, Head IDP	MFMA 21 (1)(b) & 53 (1) (b)	31/07/2018
AUGUST 2018						
6.		<p>2ND IDP Steering Committee</p> <ul style="list-style-type: none"> Draft Process Plan 2019/2020 	IDP Section	Director Development & Planning, Head IDP	MSA 32 Ch5 Sec 28,29	06/08/2018
7.		<p>Table Draft Process Plan before Mayoral Committee</p> <p>2ND Mayoral Committee Meeting</p> <ul style="list-style-type: none"> Present Draft IDP Process Plan for 2019/2020 for consideration 	IDP Section	Director Development & Planning, Head IDP	Internal Process	22/08/2018
8.		<p>2ND IDP/ Budget/ PMS Representative Forum</p> <ul style="list-style-type: none"> Present Draft IDP Process Plan for 2019/2020 for consideration 	IDP Section	Director Development & Planning, Head IDP	Internal Process	22/08/2018
		<ul style="list-style-type: none"> Compilation of Section 46 Annual Performance Report. 	PMS Office	Manager PMS	MSA 32 of 2000 Ch 6	29/08/2018
9.		<p>Council Meeting</p> <ul style="list-style-type: none"> Table Final IDP/Budget & SDBIP Process Plan for 2019/2020 Financial Year before Council for final approval 	IDP Section	Executive Mayor & Mayoral Committee Director Development & Planning, Head IDP	MFMA 21 (1)(b) & 53 (1) (b)	28/08/2018
		<ul style="list-style-type: none"> Submit Roll-Over Capital Budget (2017/2018 capital budget roll-overs) to Council for approval not later than 	Municipal Manager and CFO		Sec 28(2)(e) of the MFMA and Reg 23(5) of the	24/08/2018

		25/08/2018			MBRR	
		<ul style="list-style-type: none"> Submit Section 46 Annual Performance Report to Auditor-General before 31 August 2018 	PMS Office	Manager PMS	MSA 32 of 2000 Ch 6	31/08/2018
10.		1 st District IDP Management Committee meeting IDP Engagement & Analysis	Office of Municipal Manager, Office of Executive Mayor, IDP Section	Executive Mayor, Municipal Manager, Director Development & Planning, Head IDP	MSA 32 Ch 5 Sec 27	/08/2018
SEPTEMBER 2018						
11.		Submission of Approved Reviewed IDP Process Plan 2017-2022 for 2019/2020 Financial Year to National Treasury, Provincial Treasury, Regional Treasury, Provincial Coghsta (MEC for Local Government and Traditional Affairs), Regional Coghsta, ZFM DM & SALGA (all mandatory stake holders)	IDP Section	Director Development & Planning, Head IDP	MFMA s24(3), MSA 32 Ch 5 Sec 32	03/09/2018 for 07/09/2018
		<ul style="list-style-type: none"> Prepare the following budget schedules: <ul style="list-style-type: none"> ✓ Salary budget schedules ✓ Vehicle budget schedules (Operating Budget needs) ✓ Vehicle budget schedules (Capital Budget needs) ✓ Infrastructure needs schedules (Capital Budget needs) Administrative needs schedules (Capital Budget needs) 	Senior Manager Human Resources Workshop Manager Fleet Manager IDP/PMS Manager IDP/PMS Manager			03/09/2018 to 31/10/2018

12.	Sept 2018	Advertise Approved Reviewed IDP Process Plan 2017/2022 for 2019/2020 financial on Website, Local Newspapers (Gemsbok), Notice Boards and Libraries & Reception of Head office, Satellite Municipal Offices	IDP Section	Director Development & Planning, Head IDP Senior Communications Officer		03/09/2018 for 07/09/2018
13.		Consultation with the Ward Councillors , Sectors and Ward Committees (Provide Sector Departments, Ward Committees with information sessions, training and planning assistance on the IDP, WBP and WDP's (All Wards) (See attached schedule list as annexure A.)	IDP Section	Municipal Manager , Director Corporative Services , Senior Manager Communications Officer and , Head of IDP	Internal Process	11/09/2018 till 05/10/2018
14.		2nd District IDP Management Committee meeting <ul style="list-style-type: none"> Discuss progress i.t.o public participation processes 	Office of MM, Office of Executive Mayor IDP Section	Executive Mayor, Municipal Director Development & Planning, , Head IDP	MSA 32 Ch 5 Sec 27	/09/2018
OCTOBER 2018						
15.		Consultation with communities (Public Participation Process) (All Wards)	IDP Section	Director Development & Planning, , Head of IDP	MSA 32 Ch 5 Sec 28,29	30/09/2018 till 29/11/2018
		Evaluation of 1 st quarter SDBIP KPA's	PMS Office	Manager PMS	MFMA, MSA Ch 6	15/10/2018
16.		3rd IDP Steering Committee Meeting <ul style="list-style-type: none"> Report on 1st Quarter status quo report on implementation of IDP projects for the 2018/2019 (July – September 2018) Financial Year Notice: Review of Status Quo Analysis: Chapter 6 & Chapter 8 Sector Plans of IDP Document 	IDP Section	Director Development & Planning, Head IDP	MSA 32 Ch 5 Sec 28,29	02/10/2018

	Oct 2018	<ul style="list-style-type: none"> • Sector Department Engagement • Notice : Review of objectives and strategies for 2019/ 2020 Financial Year 				17/10/2018
17.		<p>District IDP Representative Forum</p> <ul style="list-style-type: none"> • Discuss outstanding sector plans and alignment of sector programmes with District/ Local municipalities' IDPs. • Conduct public participating meetings. 	Office of MM, Office of Executive Mayor IDP Section	Executive Mayor, Municipal Director Development & Planning, , Head IDP	MSA 32 Ch 5 Sec 27	10/2018
18.		<p>Mayoral Committee Meeting</p> <ul style="list-style-type: none"> • Report on 1st Quarter status quo report on implementation of IDP projects for the 2018/2019 (July – September 2018) 	IDP Section	Director Development & Planning, Head IDP	MSA 32 Ch 5 Sec 30	24/10/2018
		<p>3rd IDP/Budget/PMS Representative Forum Meeting</p> <ul style="list-style-type: none"> • Report on 1st Quarter status quo report on implementation of IDP projects for the 2018/2019 (July – September 2018) 	IDP Section	Director Development & Planning, Head IDP	MSA 32 Ch5 Sec 28,29	24/10/2018
		<p>Council Meeting</p> <ul style="list-style-type: none"> • Report on 1st Quarter status quo report on implementation of IDP projects for the 2018/2019 (July – September 2018) 				30/10/2018

NOVEMBER 2018

		<ul style="list-style-type: none"> ▪ Hand out the following budget schedules: <ul style="list-style-type: none"> ✓ Salary budget schedules ✓ Vehicle budget schedules (Operating Budget needs) ✓ Vehicle budget schedules (Capital Budget needs) ✓ Infrastructure needs schedules (Capital Budget needs) ✓ Administrative needs schedules (Capital Budget needs) <p>to Directors to finalise / prioritise capital budget and salary budget based on available funding</p>	Senior Manager Human Resources Workshop Manager Fleet Manager IDP/PMS Manager IDP/PMS Manager Municipal Manager and Directors			01/11/2018 to 01/12/2018
		Table 1 st quarter SDBIP evaluation to Council	PMS Office	Manager PMS	Internal Process	27/11/2017
		<ul style="list-style-type: none"> • Sector Department Engagement 	IDP Section	Director Development & Planning, Head IDP		
DECEMBER 2018						
19.	Dec 2018	Start with drafting of Reviewed IDP 2017 – 2022 for the 2019/2020 Financial Year.	IDP Section	Director Development & Planning, Head IDP	Internal Process	30/11/2018 till 28/02/2019
JANUARY 2019						
20.		Continuous with drafting of Reviewed IDP 2017 – 2022 for the 2019/2020 Financial Year.	IDP Section	Director Development & Planning, Head IDP	Internal Process	01/01/2019 till 16/03/2019
		Prioritization with Management, Ward Committee & Ward Councilors.	IDP Section	Director Development & Planning, Head IDP	Internal Process	16 – 19/01/2019

21.	Jan 2019	<ul style="list-style-type: none"> ▪ Hand out the following budget schedules: <ul style="list-style-type: none"> • General expenditure budget schedules • Maintenance expenditure budget schedules • to Directors to calculate and submit expected operating budget expenses based on available funding 	Senior Manager: Financial and Asset Management Municipal Manager and Directors			08/01/2018 to 19/01/2018
		Compilation of financial costs schedules on external loans taken up and to be taken up.	Senior Manager: Financial and Asset Management			22/01/2019 to 25/01/2019
		Calculate tariffs and expected cash flow	Senior Manager: Financial and Asset Management			22/01/2019 to 25/01/2019
	Jan 2018	<ul style="list-style-type: none"> ▪ Compile a mid-year budget assessment report to be submitted to the Mayor by not later than 25/01/2019 	Manager Financial Reporting		Sec 72(1) of the MFMA	25/01/2019

22.		<p>4th IDP Steering Committee Meeting</p> <ul style="list-style-type: none"> • Report on 2nd Quarter status quo report on implementation of IDP projects for the 2018/2019 Financial Year (Oct - Dec 2018) • Table Report of Ward based Planning & Public Participation: (Capital Needs of Wards for 2019/2020 Financial Year Project identification for the 2019/2020 Financial Year ,through the approved Capital Investment Prioritisation Model) 	IDP Section	Director Development & Planning, Head IDP	MSA 32 Ch5 Sec 28,29	14/01/2019
23.		<p>Mayoral Committee Meeting</p> <ul style="list-style-type: none"> • Report on 2nd Quarter status quo report on implementation of IDP projects for the 2019/2020 Financial Year (Oct - Dec 2018) • Table Report of Ward based Planning & Public Participation: (Capital Needs of Wards for 2019/2020 Financial Year Project identification for the 2019/2020 Financial Year ,through the approved Capital Investment Prioritisation Model) 	IDP Section	Director Development & Planning, Head of IDP	MSA 32 Ch5 Sec 30	23/01/2019

24.	<p>4th IDP/Budget/PMS Representative Forum Meeting</p> <ul style="list-style-type: none"> • Report on 2nd Quarter status quo report on implementation of IDP projects for the 2019/2020 Financial Year (Oct - Dec 2018) • Table Report of Ward based Planning & Public Participation: (Capital Needs of Wards 2019/2020 Financial Year Project identification for the 2019/2020 Financial Year ,through the approved Capital Investment Prioritisation Model) • Sector Department Engagement 	IDP Section	Director Development & Planning, Head of IDP	MSA 32 Ch5 Sec 30	23/01/2019
					25/01/2018
	Compilation and submission of Section 72 Mid-Year Assessment Report to Mayor, Provincial Treasury, National Treasury	PMS Office	Manager PMS	MFMA,MSA Ch 6	25/01/2019
	Evaluation of 2 nd quarter SDBIP KPA's	PMS Office	Manager PMS	MFMA,MSA Ch 6	7-11/01/2019
<ul style="list-style-type: none"> ▪ Senior Management meeting to discuss 2018/2019 budget principles and source allocations ✓ Draft Capital Budget, ✓ Draft Operational Budget, ✓ Tariffs and Budget Policies 	Municipal Manager and Senior Management				

		Drafting of 2018/2019 Adjustments Operational & Capital Budget based on Actual information	Senior Manager: Financial and Asset Management			28/01/2019
25.		Council Meeting <ul style="list-style-type: none"> Report on 2nd Quarter status quo report on implementation of IDP projects for the 2019/2020 Financial Year (Oct - Dec 2018) Table Report of Ward based Planning & Public Participation: (Capital Needs of Wards for 2019/2020 Financial Year Project identification for the 2019/2020 Financial Year ,through the approved Capital Investment Prioritisation Model) 	IDP Section	Director Development & Planning, Head of IDP	MSA 32 Ch5 Sec 30	30/01/2019
FEBRUARY 2019						
26.		Continuous with drafting of Reviewed IDP 2017 – 2022 for the 2019/2020 Financial Year.	IDP Section	Director Development & Planning, Head of IDP	Internal Process	01/02/2019 till 28/02/2019
		<ul style="list-style-type: none"> Drafting of 2019/2020 Operational Budget based on submitted information 	Chief Financial Officer and Senior Manager: Financial and Asset Management			01/02/2019 to 15/02/2019
	Feb 2019	<ul style="list-style-type: none"> 2017 Mid - year Budget and Performance Visit by Provincial Treasury 	Municipal Manager and Senior			/02/2018

			Management			
27.	3rd District IDP Management Committee meeting <ul style="list-style-type: none"> To consolidate priority issues 2019-2020 Report on readiness of approval of draft IDPs 2019-2020 	Office of MM, Office of Executive Mayor IDP Section	Executive Mayor, Municipal Director Development & Planning, Head IDP	MSA 32 Ch 5 Sec 27	02/2019	
	<ul style="list-style-type: none"> Senior Management meeting to discuss 2018/2019 Adjustment <ul style="list-style-type: none"> ✓ Draft Adjustment Capital Budget, ✓ Draft Adjustment Operational Budget, ✓ Budget Policies 	Municipal Manager and Senior Management			08/02/2019	
	Report of 2 nd quarter SDBIP evaluation to Council	PMS Office	Manager PMS	Internal Process	26/02/2019	
28.	District IDP Representative Forum <ul style="list-style-type: none"> To foster horizontal & vertical alignment 	Office of MM, Office of Executive Mayor IDP Section	Executive Mayor, Municipal Director Development & Planning, Head IDP	MSA 32 Ch 5 Sec 27	02/2019	
	<ul style="list-style-type: none"> Work session for Councillors & SM to discuss the Adjustments Budget for 2017/2018 based on the mid-year Budget assessment report 	Mayor, MM and CFO			20/02/2019	
	<ul style="list-style-type: none"> Table 2018/2019 Adjustments Budget to Council for their approval by not later than 28/02/2018 	Mayor, MM and CFO		Reg 23(1) of the MBRR	26/02/2019	

MARCH 2019

29.	March 2019	5th IDP Steering Committee Meeting <ul style="list-style-type: none"> Final Draft Reviewed IDP 2017 – 2022 for the 2019/2020 Financial Year: Internal: Review Development Priorities, Objectives and Strategies for 2019/2020 Financial Year. Setting of Key Performance Indicators (KPI'S) and targets. 	IDP Section	Director Development & Planning, Head IDP	Internal Process	04/03/2019
		<ul style="list-style-type: none"> Submit completed 2018/2019 Adjustments Budget schedules to <ul style="list-style-type: none"> ✓ Provincial Treasury and ✓ National Treasury 	Senior Manager: Financial and Asset Management		Reg 24(2) of the MBRR	01/03/2019 to 07/03/2019
		<ul style="list-style-type: none"> 1st Senior Management meeting to discuss 2019/2020 <ul style="list-style-type: none"> ✓ Draft Capital Budget, ✓ Draft Operational Budget, ✓ Tariffs and ✓ Budget Policies 	Municipal Manager and Senior Management			04/03/2019
		Compilation of Draft 2019/2020 SDBIP	PMS Office	Manager PMS	Internal Process	03/2019
		<ul style="list-style-type: none"> 2nd Senior Management meeting to discuss 2019/2020 (if needed) <ul style="list-style-type: none"> ✓ Draft Capital Budget, ✓ Draft Operational Budget, ✓ Tariffs and ✓ Budget Policies 	Municipal Manager and Senior Management			08/03/2019

		<ul style="list-style-type: none"> ▪ 1st Budget work session for Councillors & SM to discuss 2019/2020 <ul style="list-style-type: none"> ✓ Draft Capital Budget, ✓ Draft Operational Budget, ✓ Tariffs and ✓ Budget Policies 	Councillors, Municipal Manager, Senior Management			20/03/2019
		<ul style="list-style-type: none"> ▪ 2nd Budget work session for Councillors & SM to discuss 2019/2020 (if needed) <ul style="list-style-type: none"> ✓ Draft Capital Budget, ✓ Draft Operational Budget, ✓ Tariffs and ✓ Budget Policies 	Councillors, Municipal Manager, Senior Management			25/03/2019
		<ul style="list-style-type: none"> ▪ Compile measurable performance objectives schedule <ul style="list-style-type: none"> ✓ Financial information ✓ Measurable performance indicators 	IDP/PMS Manager Manager Financial Reporting IDP/PMS Manager, MM and Directors			20/03/2019 24/03/2019
30.		<ul style="list-style-type: none"> ▪ Submit a Draft Financial Plan with budget assumptions to IDP Official for inclusion in Draft IDP 	CFO		Sec 26(h) of the MSA	29/03/2019
		<ul style="list-style-type: none"> ▪ Table: <ul style="list-style-type: none"> ✓ Preliminary Draft Budget, ✓ Tariffs ✓ Measurable Performance Objectives and ✓ Budget policies <p>for approval to Council before 31/03/2019</p>	Mayor, MM and CFO		Sec 16(2) of the MFMA	26/03/2019

31.		5th IDP/Budget/PMS Representative Forum Meeting <ul style="list-style-type: none"> Final Draft Reviewed IDP 2017 – 2022 for the 2019/2020 Financial Year for recommendation to Council 	IDP Section	Director Development & Planning, Head IDP	Internal Process	20/03/2019
32.		Council Meeting <ul style="list-style-type: none"> Table Final Draft Reviewed IDP 2017 – 2022 for the 2019/2020 Financial Year before Council for provisional approval 	IDP Section	Mayoral Committee, Director Development & Planning, Head IDP	Sec 34 of MSA s	26/03/2019
APRIL 2019						
33.	April 2019	Submit Draft Reviewed IDP 2017/2022 for 2019/2020 Financial Year to National Treasury , Provincial Treasury, Regional Treasury, Provincial COGHSTA (MEC for Local Government and Traditional Affairs), Regional COGHSTA, ZFM DM & SALGA	IDP Section	Director Development & Planning, Head IDP	Sec 32 Of MSA of 2000 MFMA	03/04/2019 for 05 /04/2019
		<ul style="list-style-type: none"> Submit completed draft budget annexure to: <ul style="list-style-type: none"> ✓ Provincial Treasury, and ✓ National Treasury 	Senior Manager: Financial and Asset Management		Sec 22(b)(i) of the MFMA and Reg 15(3) of the MBRR	01/04/2019 to 08/04/2019
		<ul style="list-style-type: none"> Advertise <ul style="list-style-type: none"> ✓ Draft Budget for 2018/2019, ✓ Tariffs for 2018/2019, ✓ Measurable performance objectives, and ✓ Budget policies 	Senior Manager: Financial and Asset Management		Sec 22(a) of the MFMA; Sec 21A of the MSA and Reg 15(3) of the MBRR	03/04/2019

		for public comments				
		<ul style="list-style-type: none"> ▪ Conduct public participation process on: <ul style="list-style-type: none"> ✓ Draft budget, ✓ Tariffs for 2018/2019, ✓ Measurable performance objectives, and ✓ Budget policies 	MM and CFO			08/04/2019 to 03/05/2019
		<ul style="list-style-type: none"> ▪ 2019/2020 Budget Benchmarking Visit from Provincial Treasury 	Municipal Manager and Senior Management			12/04/2019
		<ul style="list-style-type: none"> ▪ Closing date for inputs and comments from: <ul style="list-style-type: none"> ✓ General public and ✓ Other organisations on 2019/2020 Budget 	-			10/05/2019
34.	April 2019	Advertise Approved Draft Reviewed IDP 2017/2022 for 2019/2020 Financial Year for comments/remarks on Website, Local Newspapers (Gemsbok), Notice Boards and Libraries & Reception of Head office, Satellite Municipal Offices - IDP Inputs for consideration by Council – Closing date: 30/04/2019	IDP Section	Director Development & Planning, Head IDP, Senior Communications Officer	MSA 32 Ch5 Sec 25, MBRR 18 , MFMA s75 (1)(a)	03/04/2019 for 05 /04/2019

35.	<p>6th IDP Steering Committee Meeting for discussion and recommendation to IDP Rep Forum</p> <ul style="list-style-type: none"> • 3rd Quarter status quo report on implementation of IDP projects for the 2018/2019 Financial Year(Jan-March 2019) 	IDP Section	Director Development & Planning, Head IDP	Internal Process	01/04/2019
36.	<p>Mayoral Committee Meeting for discussion and recommendation to Council</p> <ul style="list-style-type: none"> • 3rd Quarter status quo report on implementation of IDP projects for the 2018/2019 Financial Year (January – March 2019) 	IDP Section	Director Development & Planning, Head IDP	MSA 32 Ch5 Sec 30	24/04/2019
37.	<p>6th IDP/Budget/PMS Representative Forum Meeting for discussion and recommendation to Council</p> <ul style="list-style-type: none"> • 3rd Quarter status quo report on implementation of IDP projects for the 2018/2019 Financial Year (January – March 2019) <p>Sector department Engagement</p>	IDP Section	Director Development & Planning, Head IDP	MSA 32 Ch5 Sec 28,29	24/04/2019 26/04/2018
38.	<p>Council meeting</p> <ul style="list-style-type: none"> • 3rd Quarter status quo report on implementation of IDP projects for the 2018/2019 Financial Year (January – March 2019) for approval 	IDP Section	Director Development & Planning, Head IDP	MSA 32 Ch5 Sec 28,29	24/04/2019

MAY 2019

39.	May 2019	7th Steering Committee meeting <ul style="list-style-type: none"> Reviewed IDP 2017/2022 for 2019/2020 Financial Year for discussion and finalizing 	IDP Section	Director Development & Planning, Head IDP	MSA 32 Ch5 Sec 28,29	06/05/2019
		<ul style="list-style-type: none"> Work session of Executive Committee, Councillors and Senior Management to consider inputs and public comments on 2018/2019 Budget 	Executive Committee, all Councillors, MM and SM			
40.	May 2019	Mayoral Committee Meeting <ul style="list-style-type: none"> Reviewed IDP 2017/2022 for 2019/2020 Financial Year to Mayoral committee for discussion and recommendation to IDP Rep Forum 	IDP Section	Executive Mayor, Municipal Manager, Director Development & Planning, Head IDP	MSA 32 Ch5 Sec 30	22/05/2019
41.		7th IDP/Budget/PMS Representative Forum Meeting <ul style="list-style-type: none"> Reviewed IDP 2017/2022 for 2019/2020 Financial Year to Forum for discussion and recommendation to Council 	IDP Section	Executive Mayor, Municipal Manager, Director Development & Planning, Head IDP	MSA 32 Ch5 Sec 30	22/05/2019
		<ul style="list-style-type: none"> Finalise Budget Speech for Mayor 	Manager Communications			23/05/2019 to 27/05/2019
42.		Council Meeting <ul style="list-style-type: none"> Reviewed IDP 2017/2022 for 2019/2020 Financial Year to Council for Final approval 	IDP Section BTO	Executive Mayor, Municipal Manager, Director Development & Planning	Sec 24(1) of the MFMA, MSA 32 Ch5 Sec 34	28/05/2019

		<ul style="list-style-type: none"> ▪ Table: <ul style="list-style-type: none"> ✓ OPEX and CAPEX Budget , ✓ Tariffs and ✓ Budget policies for 2019/2020 <p>for approval to Council by not later than 31/05/2019</p>	Mayor, MM and CFO		Sec 24(1) of the MFMA	31/05/2019
43.		2019/2020 Budget Benchmarking Visit	IDP Section BTO	Municipal Manager and Senior Management		Date to be confirmed
JUNE 2019						
44.	June 2019	Submission of Approved Reviewed IDP 2017/2022 for 2019/2020 Financial Year to National Treasury, Provincial Treasury, Regional Treasury, Provincial Coghsta (MEC for Local Government and Traditional Affairs), Regional Coghsta, ZFM DM & SALGA (all mandatory stake holders)	IDP Section	Director Development & Planning, Head IDP	MFMA s24(3), MSA 32 Ch 5 Sec 32	03/06/2019 for 07/06/2019
		<ul style="list-style-type: none"> ▪ Submit completed required budget annexure to: <ul style="list-style-type: none"> ✓ Provincial Treasury, and ✓ National Treasury 	Senior Manager: Budget & Treasury Office	01/06/2018 to 14/06/2018	Sec 24(3) of the MFMA and Reg 20(1) of the MBRR	
		<ul style="list-style-type: none"> ▪ Advertise the approved budget and tariffs for public information 	CFO	07/06/2018	Sec 75A of the MSA and Reg 18(1) of the MBRR	
45.		Advertise Approved Reviewed IDP 2017/2022 for 2019/2020 financial on Website, Local Newspapers (Gemsbok), Notice Boards and Libraries & Reception of Head office, Satellite Municipal Offices	IDP Section	Director Development & Planning, Head IDP Senior Communications Officer		03/06/2019 for 07/06/2019

	Compile Final 2019/2020 SDBIP for approval by the Mayor within 14 days after the budget has been approved by Council	PMS Office	MM, Manager and Directors	PMS	Internal Process	11/06/2019
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6. 9. COST ALLOCATION

ACTIVITY	COST ESTIMATE	SOURCE OF FUNDING
COMMUNITY PARTICIPATION PROCESSES (VENUES, TRANSPORT, ACCOMMODATION, AND ADMIN. COSTS, ETC)	R 38 000-00	COUNCIL
WARD BASE PLANNING (STATIONERY & CATERING)	R20 000-00	COUNCIL
TOTAL ESTIMATED COSTS (2019/2020)	R 58 000-00	COUNCIL

WARD BASED PLANNING SESSION: WARD COMMITTEES**TUESDAY 11 SEPTEMBER 2018 TILL FRIDAY, 03 OCTOBER 2018**

WARD	DAY	DATE	TIME	VENUE
Wards 1, 2 , 10 and 15	Tuesday	11 September 2018	09:00 till 16:30	ND Swarts Service Centre (Rosedale)
	Wednesday	12 September 2018		
Wards 3 , 4 and 11	Tuesday	11 September 2018	09:00 till 16:30	Tol Speelman Community
	Wednesday	12 September 2018		
Wards 5, 12 and 14	Tuesday	18 September 2018	09:00 till 16:30	Moses Links Community Hall (Louisvale Road)
	Wednesday	19 September 2018		
Wards 6,7 and 13	Tuesday	18 September 2018	09:00 till 16:30	J Shimane Hall
	Wednesday	19 September 2018		
Ward 11 and 16	Tuesday	25 September 2018	09:00 till 16:30	Rietfontein Boardroom
	Wednesday	26 September 2018		
Wards 8 and 9	Tuesday	02 October 2018	09:00 till 16:30	Fire Station Hall
	Wednesday	03 October 2018		

**COMMUNITY PARTICIPATION MEETINGS
SUNDAY 30 SEPTEMBER 2018 TILL MONDAY 19 NOVEMBER 2018**

WARD	DAY	DATE	TIME	VENUE
Ward 15	Sunday	30 September 2018	16:00	Piet Thole Community Hall (Rosedale)
Ward 12	Sunday	30 September 2018	16:00	Raaswater Community Hall
Ward 2	Tuesday	02 October 2018	18:00	Simbruner Primary School , Morning Glory
Ward 2	Wednesday	03 October 2018	18:00	Blommie Day Care Centre (Jurgenskamp)
Ward 3	Tuesday	09 October 2018	18:00	Tol Speelman Community Hall
Ward 4	Thursday	11 October 2018	18:00	Mooi Hawes Church /Pst Bock
Ward 9	Sunday	14 October 2018	16:00	Melkstroom Store / Tent
Ward 14	Sunday	14 October 2018	16:00	Lambrechsdrieff Community Hall
Ward 14	Monday	15 October 2018	18:00 for 18:30	Leerkrans Community Hall
Ward 14	Tuesday	16 October 2018	18:00 for 18:30	Ntsikelelo Christ of Church Hall/ Tent
Ward 14	Wednesday	17 October 2018	18:00 for 18:30	Karos Community Hall
Ward 6	Thursday	18 October 2018	18:00	Thembelihle Service Centre
Ward 5	Sunday	21 October 2018	16:00	SC Kearns High School
Ward 7	Tuesday	23 October 2018	18:00 for 18:30	J Shimane Hall
Ward 8	Wednesday	24 October 2018	18:00	Fire Station
Ward 10	Sunday	28 October 2018	16:00 for 16:30	Babbelbakkies Community Hall (Rosedale)
NOVEMBER 2018				
Ward 11	Thursday	01 November 2018	18:00	Kalksloot Community Hall
Ward 13	Tuesday	06 November 2018	18:00	Paballelo Primary School
Ward 1	Thursday	28 October 2018	16:00	Piet Thole Community Hall
MIER, RIETFONTEIN AREA				
WARD	DAY	DATE	TIME	VENUE
Ward 11	Sunday	11 November 2018	15:00	Askham Community Hall
Ward 16	Monday	12 November 2018	11:00	Welkom Community Hall
			15:00	Andriesvale – Khomani San Saal
Ward 11	Tuesday	13 November 2018	11:00	Swartkopdam Community Hall
			15:00	Noenieput – School Hall
Ward 16	Wednesday	14 November 2018	11:00	Philandersbron Community Hall
			14:00	Loubos Community Hall
Ward 16	Thursday	15 November 2018	11:00	Klein Mier Community Hall
			14:00	Groot Mier School Hall/ Lutherse Kerk
Ward 16	Monday	19 November 2018	17:00	Rietfontein Community Hall

10. CONTACT DETAILS:

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