

# Namakwa

**DISTRICT MUNICIPALITY**



**IDP BUDGET PROCESS PLAN 2020/2021**

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## 1. INTRODUCTION

The IDP Budget process of 2020/2021 is guided by different legislations, policies, guidelines and derives its mandate from the following frameworks:

- The Constitution of South Africa 1996
- The White Paper on Local Government 1998
- The Municipal Structures Act 1998
- The Municipal Systems Act 2000
- The Municipal Finance Management Act 2003
- IDP Guide Pack Guide II

This IDP Budget Process Plan of Namakwa District Municipality provides you with:

1. Actions related to the Budget and IDP
2. Responsibility and Institutional Arrangements
3. Due date and Time frames
4. Procedures for community and stakeholder participation
5. Procedures of alignment with Provincial and National Government Planning
6. Projected costs for IDP Budget Process Plan

## 2. ROLES AND RESPONSIBILITIES

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

<b><i>ROLE PLAYERS</i></b>	<b><i>ROLES AND RESPONSIBILITIES</i></b>
<b><i>Council</i></b>	<ul style="list-style-type: none"> <li>➤ Approve and adopt the process and framework plans as well as IDP and budget</li> <li>➤ Monitor the implementation and approve any amendments of the plan when necessary.</li> </ul>
<b><i>Executive Mayor and Mayoral Committee</i></b>	<ul style="list-style-type: none"> <li>➤ Consider the IDP and Budget timetable and Process Plan and submit to Council for approval annually by latest 31 August.</li> <li>➤ Overall political guidance, management, coordination and monitoring of the IDP and budget process (MFMA section 53).</li> <li>➤ Establish a budget steering committee as envisaged in the Municipal Budget and Reporting Regulations (MBRR) (Regulation 4).</li> <li>➤ Chair the budget steering committee.</li> <li>➤ Assign and delegate responsibilities in this regard to the Municipal Manager.</li> <li>➤ Submit the draft IDP, budget and SDBIP to Council for public participation consultation and approval.</li> <li>➤ Submit final IDP and Budget to Council for adoption.</li> <li>➤ Exercise close oversight on the IDP, Budget and SDBIP preparation.</li> <li>➤ Ensure and drives political engagement with the province and national departments on unfunded or under-funded mandates.</li> <li>➤ The Mayor must approve the final SDBIP within 28 days after the approval of the budget.</li> </ul>
<b><i>Speaker</i></b>	<ul style="list-style-type: none"> <li>➤ Overall monitoring of the public participation process.</li> <li>➤ Establish and exercise oversight over councillors</li> </ul>
<b><i>Municipal Manager</i></b>	<ul style="list-style-type: none"> <li>➤ Managing and coordinate the entire IDP process as assigned by the Executive Mayor.</li> <li>➤ Fulfil the duties of Accounting Officer as set out in Sections 68 and 69 of the</li> </ul>

	<p>MFMA, Act 56 of 2003.</p> <ul style="list-style-type: none"> <li>➤ Ensure that the budget is prepared in the prescribed format and includes the minimum prescribed information and in the sequence prescribed (MFMA and Municipal Budget and Reporting Regulations (MBRR)).</li> <li>➤ Certifies and signs-off that the budget does meet the minimum quality and content requirements (MFMA and MBRR).</li> </ul>
<i><b>IDP Manager / Office</b></i>	<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> <li>➤ Ensure stakeholder engagement in the IDP process by organising and setting up meetings for engagement.</li> <li>➤ Ensure that the IDP process is participatory. Respond to public and MEC comments on Draft IDP.</li> <li>➤ Compilation of a comprehensive IDP document that complies with all legislator requirements.</li> <li>➤ Amend the IDP document in accordance with the comments of the MEC.</li> <li>➤ To coordinate within the administration and prepare a consolidated formal document of the local municipal needs/ requests (relating to national/ provincial mandates) that arose during IDP Rep Forum meetings.</li> </ul>
<i><b>Senior Managers and Head of Departments</b></i>	<ul style="list-style-type: none"> <li>➤ Provide relevant technical, sector and financial information analysis.</li> <li>➤ Provide technical expertise in consideration and finalisation of strategies and identification of projects.</li> <li>➤ Provide departmental, operational and capital budgetary information.</li> <li>➤ Preparation of project proposals, integration of projects and sector programmes.</li> </ul>
<i><b>IDP – Steering Committee</b></i>	<ul style="list-style-type: none"> <li>➤ Refinement and quality check of IDP document to ensure compliance with legislation.</li> <li>➤ Consist of Municipal Manager, Senior Management/Directors and IDP Manager/Office.</li> </ul>
<i><b>Budget – Steering Committee</b></i>	<ul style="list-style-type: none"> <li>➤ To provide technical assistance to the Executive Mayor in discharging the responsibilities set out in Section 53 of the MFMA.</li> <li>➤ Consist of the Councillors for Financial matters, the Municipal Manager, Chief Financial Officer and Senior Managers/Directors.</li> </ul>
<i><b>IDP Representative Forum</b></i>	<ul style="list-style-type: none"> <li>➤ Provide an organisational mechanism for discussion, negotiation and decision making between stakeholders.</li> <li>➤ Represents the interest of their constituencies in the IDP process.</li> <li>➤ Monitors the performance of the planning and implementation process.</li> <li>➤ Comprises of the Executive Mayor, Exco Councillors, Municipal Manager, Directors/Senior Managers, representatives of local municipalities and various sectors, NGO's, Government Departments.</li> </ul>

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

<i><b>ROLE PLAYERS</b></i>	<i><b>ROLES AND RESPONSIBILITIES</b></i>
<i><b>Namakwa District Municipality</b></i>	<ul style="list-style-type: none"> <li>➤ Approve the IDP, budget and SDBIP.</li> <li>➤ Undertake the overall planning, management and coordination of the IDP and budget process.</li> <li>➤ Consider comments of the MEC's for local government and finance, the National Treasury and/ or provincial treasury and other national and/ or provincial organs of state on the IDP, budget and SDBIP and adjust if necessary.</li> <li>➤ Ensure alignment of the IDP between local municipalities and the District Municipality (Integrated District and Local Planning).</li> <li>➤ Ensure linkage between the Budget, SDBIP and IDP.</li> </ul>
<i><b>Local Municipalities</b></i>	<ul style="list-style-type: none"> <li>➤ Represents interest and contributes knowledge and ideas in the IDP process by participating in and through the District IDP Representative Forum.</li> <li>➤ Keep constituencies informed on IDP activities and outcomes.</li> </ul>
<i><b>Provincial Government</b></i>	<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</li> </ul>

	<p>level.</p> <ul style="list-style-type: none"> <li>➤ Ensure efficient financial management of Provincial grants.</li> <li>➤ Monitor the IDP and budget progress.</li> <li>➤ Assist municipalities in compiling the IDP and budget.</li> <li>➤ Coordinate and manage the MEC's assessment of the IDP.</li> <li>➤ Provincial Treasury must provide views and comments on the draft budget and any budget-related policies and documentation for consideration by council when tabling the budget.</li> <li>➤ Conduct Medium Term Revenue and Expenditure Framework (MTREF) budget and IDP assessments.</li> </ul>
<i>Sector Departments</i>	<ul style="list-style-type: none"> <li>➤ Contribute sector expertise and knowledge.</li> <li>➤ Provide sector plans and programmes for inclusion in the IDP and budget.</li> </ul>
<i>National Government</i>	<ul style="list-style-type: none"> <li>➤ National Treasury issues MFMA Circulars and guidelines on the manner in which municipal councils should process their annual budgets, including guidelines on the formation of a committee of the council to consider the budget (Section 23(3) of the MFMA).</li> <li>➤ National Treasury issues guidance and provide support to the provincial treasury to assess the budget, SDBIP and integrations/ links of the budget with the IDP.</li> </ul>

### 3. IDP BUDGET PROCESS PLAN 2020/2021

ACTIVITIES RELATED TO THE NEW BUDGET	IDP FOR THE NEXT YEAR	RESPONSIBILITY	DUE DATE
<b>TIME SCHEDULES PLANNING</b>			
Compilation of time schedules for the next budget cycle.	Compilation of time schedules for the next IDP process.	Chief Financial Officer Municipal Manager	31 July 2019
<b>TIME SCHEDULES AND CONSULTATIONS</b>			
Mayor submits new budget process and timeframes to the Council.	Mayor submits new IDP review process and timeframes to Council.	Executive Mayor	Before 31 August 2019
Advertisement (website, local newspapers and notice boards) of budget process and time schedules.	Advertisement (website, local newspapers and notice boards) of the new process, schedules and meetings of all forums and committees.	Municipal Manager	Within 5 days after submission to the Council
Ensure linkages of consultation of both the budget and IDP process take place.	Ensure linkages of consultation of both the budget and IDP process take place.	Executive Mayor	Continuous process
Review all external mechanism to ensure that all possible changes with agreements which may have an impact on the next budget are considered.		Municipal Manager	15 September 2019
<b>PERFORMANCE AND FINANCIAL CAPACITY</b>			
Based on the financial statements of the previous year and the results of performance investigations consider the financial position and capacity of the Municipality to determine the impact thereof on future strategies and budgets	Review the District IDP Framework and the performance of the IDP for the past year. Consult with the community on performance (Steering Committee and IDP Rep Forum meeting)	Chief Financial Officer	30 September 2019
		Municipal Manager	1 Oct– 21 Nov 2019

<p>Submit Quarterly Report (Jul– Sept) on implementation of budget and financial state of affairs to Council</p>	<p>Review Municipal Spatial Development Framework.</p>	<p>Senior Manager: Economic Development and Planning</p> <p>Executive Mayor</p>	<p>31 October 2019</p> <p>31 October 2019</p>
<p><b>LONG TERM PLANNING IN LINE WITH MSCOA</b></p>			
<p>In consultation with the Mayoral Committee, determine future priority areas for the Municipality to guide the budget allocations and IDP plans.</p> <p>Confirm present policy priorities and compile new policy priorities for the next three years.</p> <p>Mayoral Committee approves the policy directions and priority areas.</p> <p>Prepare the initial allocations based on the financial capacity and the most likely future financial outcome.</p> <p>Mayoral Committee discusses the desire income, objectives, priorities and outputs for the next three years.</p>	<p>In consultation with the Mayoral Committee update the future directions, strategies and priorities for the next 3 to 5 years (Incorporate the feedback from the community).</p> <p>Mayoral Committee discusses the desire outcome, objectives, priorities and outputs for the next three years.</p>	<p>Executive Mayor</p>	<p>20 October 2019</p>

<b>CONSULTATION WITH OTHER AUTHORITIES</b>			
<p>Consultation with B-Municipalities. Municipality derives inputs from National and Provincial Government and other bodies about factors which may influence the budget.</p> <p>Advertisement of requests for funding transfers to organizations outside the government spheres.</p>	<p>Consultation with B-Municipalities.</p>	<p>Executive Mayor Municipal Manager</p> <p>Municipal Manager</p>	<p>30 November 2019 31 December 2019</p> <p>31 December 2019</p>
<b>PRIORITY DETERMINATION</b>			
<p>Consult Mayoral Committee about the preliminary budget, tariff adjustments and IDP medium term proposals.</p> <p>Mayoral Committee discusses the preliminary budget, tariff adjustments and IDP proposals in consideration with the priorities and objectives which are included in the medium term proposals.</p> <p>Start with the compilation of the risk register and do the risk assessment</p> <p>Go ahead with the finalization of the detailed operational plans and budgets.</p> <p>Meet with Provincial / National Treasury for the section 72 assessments.</p> <p>Incorporate the objectives and operational plans in the draft Service Delivery and Budget Implementation Plan</p>	<p>Engage with the relevant departments regarding risk with the assistance of Provincial Treasury.</p> <p>Go ahead with the finalization of the detailed plans.</p> <p>Compile section 72 reports and submit for assessment.</p>	<p>All Managers</p> <p>Mayoral Committee and Management</p> <p>All Managers and Provincial Treasury</p> <p>All Managers</p> <p>All Managers</p> <p>All Managers</p>	<p>15 February 2020</p> <p>15 February 2020</p> <p>17 February 2020</p> <p>24 February 2020</p> <p>26 February 2020</p> <p>28 February 2020</p>



National and Provincial accountancy officials finalize any adjustments towards the projected allocations for the next three years no later than their own budgets.		National and Provincial	28 February 2020
Finalization of detailed draft budget for the next three years in accordance with the prescribed format	Finalization of detailed updates of the IDP and budget link.	Chief Financial Officer Municipal Manager	28 February 2020
<b>CONSIDERATION OF DRAFT BUDGET</b>			
Mayoral Committee consider the budget.	Mayoral Committee consider the IDP.	Mayoral Committee	16 March 2020
Mayor submit budget, tariffs, draft SDBIP and updated IDP to Council by 31 March.	Mayor submit budget, draft SDBIP and updated IDP to Council by 31 March.	Executive Mayor	31 March 2020
The Council debates the budget and updated IDP.	The Council debates the budget and updated IDP.	Council	31 March 2020
The Council considers the draft risk assessment.	The Council reviews the draft risk assessment and risk registers.	Council	31 March 2020
<b>CONSULTATION</b>			
Send a copy of the budget, tariffs, draft SDBIP and changes in the IDP to National and Provincial Government for inputs.	Send a copy of the budget, tariffs, draft SDBIP and changes in the IDP to National and Provincial Government for inputs.	Municipal Manager	10 April 2020
Meet with Provincial / National Treasury for the draft annual budget assessments.	Compile draft budget presentation and submit for assessment.	All Managers	06 May 2020
Consultation with the community regarding	Consultation with the community regarding the	Executive Mayor	2-27 April 2020

the budget, tariffs, IDP and performance objectives and indicators in the draft SDBIP.	budget, tariffs, IDP and performance objectives and indicators in the draft SDBIP.		
Receive and analyze additional inputs of the communities, National and Provincial Government.	Receive and analyze additional inputs of the communities, National and Provincial Government.	Executive Mayor	15 April – 04 May 2020
Incorporate feedback from the community and National and Provincial Government and if necessary, review the budget, tariffs, draft SDBIP and IDP before submission to Council.	Incorporate feedback from the community and National and Provincial Government and if necessary, review the budget, tariffs, draft SDBIP and IDP before submission to Council.	Executive Mayor	11 May 2020
<b>FINAL APPROVAL</b>			
Mayor submits the review budget, tariffs and IDP with consideration of the inputs of the community and Council – no later than 31 May.	Mayor submits the review budget, tariffs and IDP with consideration of the inputs of the community and Council – no later than 31 May.	Executive Mayor	29 May 2020
Municipal Council approves the IDP and budget before 31 May.	Municipal Council approves the IDP and budget before 31 May.	Council	29 May 2020
The Council considers the final risk assessment.	The Council reviews the final risk assessment and risk registers.	Council	29 May 2020
<b>PUBLICATIONS AND SDBIP</b>			
Publication of the budget, tariffs and IDP send a copy of the approved budget to the National and Provincial Government (for notification).	Publication of the budget, tariffs and IDP and send a copy of the approved budget to the National and Provincial Government.	Municipal Manager	08 June 2020
Submit draft SDBIP and draft performance agreements of the Municipal Manager and Senior		Municipal Manager	08 June 2020

<p>Managers to the Executive Mayor for approval</p> <p>Approval of SDBIP and performance agreements.</p> <p>Advertise the SDBIP and performance agreements (notification).</p> <p>Municipal Strategic Session to deliberate on budget and high level strategic issues to redefine Council's short term Strategic Agenda in terms of the budget</p> <p>Attend District CFO's Forum Meeting – discuss outcomes of budget assessments, challenges and district interventions i.t.o. budget planning for the review process</p> <p>Finalise Departmental Plans</p> <p>Submission of performance agreements to the MEC of Local and Provincial Government (special council meeting).</p> <p>Final Performance Assessments for Senior Managers and Municipal Manager</p>	<p>Municipal Strategic Session to deliberate on the Spatial Development Framework (SDF) and high level strategic issues to redefine Council's short term Strategic Agenda in terms of the IDP.</p> <p>Attend District IDP Forum Meeting –discuss outcomes of IDP assessments, challenges and district interventions i.t.o. IDP for the review process</p>	<p>Executive Mayor</p> <p>Municipal Managers Senior Managers Executive Mayor Exco Members</p> <p>Chief Financial Officer</p> <p>IDP Manager</p> <p>Municipal Manager All Managers</p> <p>Executive Mayor</p> <p>Executive Mayor Municipal Manager</p>	<p>29 June 2020</p> <p>13 July 2020</p> <p>20&amp;21 July 2020</p> <p>23 July 2020</p> <p>23 July 2020</p> <p>31 July 2020</p> <p>31 July 2020</p> <p>31 July 2020</p>
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**BUDGET IMPLEMENTATION IN LINE WITH MSCOA**

Implementation of the budget		Municipal Manager	1 July 2020
Start with the preparation of the next budget.		Executive Mayor	31 July 2020
Review the budget, if necessary.		Executive Mayor	25-31 January 2021

