

Namakwa

DISTRICT MUNICIPALITY



IDP BUDGET PROCESS PLAN 2024/2025

Table of Contents

1. Introduction.....	2
2. Roles and Responsibilities	2
3. IDP Budget Process Plan 2023/2024.....	5

1. INTRODUCTION

The IDP Budget process of 2024/2025 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.

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

	<ul style="list-style-type: none"> ➤ Fulfil the duties of Accounting Officer as set out in Sections 68 and 69 of the MFMA, Act 56 of 2003. ➤ 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)). ➤ Certifies and signs-off that the budget does meet the minimum quality and content requirements (MFMA and MBRR).
IDP Manager / Office	<ul style="list-style-type: none"> ➤ Prepare IDP process plan and monitor the timeously implementation thereof. ➤ Day to day management and coordination of the IDP process. ➤ Ensure stakeholder engagement in the IDP process by organising and setting up meetings for engagement. ➤ Ensure that the IDP process is participatory. Respond to public and MEC comments on Draft IDP. ➤ Compilation of a comprehensive IDP document that complies with all legislator requirements. ➤ Amend the IDP document in accordance with the comments of the MEC. ➤ 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.
Senior Managers and Head of Departments	<ul style="list-style-type: none"> ➤ Provide relevant technical, sector and financial information analysis. ➤ Provide technical expertise in consideration and finalisation of strategies and identification of projects. ➤ Provide departmental, operational and capital budgetary information. ➤ Preparation of project proposals, integration of projects and sector programmes.
IDP – Steering Committee	<ul style="list-style-type: none"> ➤ Refinement and quality check of IDP document to ensure compliance with legislation. ➤ Consist of Municipal Manager, Senior Management/Directors and IDP Manager/Office.
Budget – Steering Committee	<ul style="list-style-type: none"> ➤ To provide technical assistance to the Executive Mayor in discharging the responsibilities set out in Section 53 of the MFMA. ➤ Consist of the Councillors for Financial matters, the Municipal Manager, Chief Financial Officer and Senior Managers/Directors.
IDP Representative Forum	<ul style="list-style-type: none"> ➤ Provide an organisational mechanism for discussion, negotiation and decision making between stakeholders. ➤ Represents the interest of their constituencies in the IDP process. ➤ Monitors the performance of the planning and implementation process. ➤ Comprises of the Executive Mayor, Exco Councillors, Municipal Manager, Directors/Senior Managers, representatives of local municipalities and various sectors, NGO's, Government Departments.

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

ROLE PLAYERS	ROLES AND RESPONSIBILITIES
Namakwa District Municipality	<ul style="list-style-type: none"> ➤ Approve the IDP, budget and SDBIP. ➤ Undertake the overall planning, management and coordination of the IDP and budget process. ➤ 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. ➤ Ensure alignment of the IDP between local municipalities and the District Municipality (Integrated District and Local Planning). ➤ Ensure linkage between the Budget, SDBIP and IDP.
Local Municipalities	<ul style="list-style-type: none"> ➤ Represents interest and contributes knowledge and ideas in the IDP process by participating in and through the District IDP Representative Forum. ➤ Keep constituencies informed on IDP activities and outcomes.
Provincial Government	<ul style="list-style-type: none"> ➤ Ensure horizontal alignment of the IDP between the municipality and the District municipality.

	<ul style="list-style-type: none"> ➤ Ensuring vertical and sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at local/district level. ➤ Ensure efficient financial management of Provincial grants. ➤ Monitor the IDP and budget progress. ➤ Assist municipalities in compiling the IDP and budget. ➤ Coordinate and manage the MEC's assessment of the IDP. ➤ 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. ➤ Conduct Medium Term Revenue and Expenditure Framework (MTREF) budget and IDP assessments.
Sector Departments	<ul style="list-style-type: none"> ➤ Contribute sector expertise and knowledge. ➤ Provide sector plans and programmes for inclusion in the IDP and budget.
National Government	<ul style="list-style-type: none"> ➤ 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). ➤ 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.

3. IDP BUDGET PROCESS PLAN 2024/2025

ACTIVITIES RELATED TO THE NEW BUDGET	IDP FOR THE NEXT YEAR	RESPONSIBILITY	DUE DATE
TIME SCHEDULES PLANNING			
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 2023
TIME SCHEDULES AND CONSULTATIONS			
Mayor submits new budget process and timeframes to the Council.	Mayor submits new IDP process and timeframes to Council.	Executive Mayor	Before 31 August 2023
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 extern mechanisms to ensure that all possible changes with agreements which may have an impact on the next budget are considered.		Municipal Manager	15 October 2023
PERFORMANCE AND FINANCIAL CAPACITY			
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. Consult with the community on performance (Steering Committee and IDP Rep Forum meeting) Confirm Municipal Spatial Development Framework and ensure validity.	Chief Financial Officer Municipal Manager	31 October 2023 1 Oct– 31 Dec 2023

Submit Quarterly Report (Jul– Sept) on implementation of budget and financial state of affairs to Council		Senior Manager: Economic Development and Planning Executive Mayor	31 October 2023 30 November 2024
LONG-TERM PLANNING IN LINE WITH MSCOA			
<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>	Executive Mayor	30 November 2023

CONSULTATION WITH OTHER AUTHORITIES			
Consultation with Public Participation Structure (IDP Representative Forum which includes B-Municipalities, government departments and all relevant stakeholders).	Consultation with Public Participation Structure (IDP Representative Forum which includes B-Municipalities, government departments and all relevant stakeholders).	Executive Mayor	10 December 2023
Municipality derives inputs from National and Provincial Government and other bodies about factors which may influence the budget.		Municipal Manager	31 December 2023
Advertisement of requests for funding transfers to organizations outside the government spheres.		Municipal Manager	31 December 2023
PRIORITY DETERMINATION			
Consult Mayoral Committee about the preliminary budget, tariff adjustments and IDP medium term proposals.		All Managers	15 February 2024
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.		Mayoral Committee and Management	15 February 2024
Start with the compilation of the risk register and do the risk assessment	Engage with the relevant departments regarding risk with the assistance of Provincial Treasury.	All Managers and Provincial Treasury	17 February 2024
Go ahead with the finalization of the detailed operational plans and budgets.	Go ahead with the finalization of the detailed plans.	All Managers	21 February 2024
Meet with Provincial / National Treasury for the section 72 assessments.	Compile section 72 reports and submit for assessment.	All Managers	During February 2024
Incorporate the objectives and operational plans in the draft Service Delivery and Budget Implementation Plan		All Managers	28 February 2024

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 2024
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 2024
CONSIDERATION OF DRAFT BUDGET			
Mayoral Committee consider the budget.	Mayoral Committee consider the IDP.	Mayoral Committee	16 March 2024
Mayor submits draft budget, tariffs, draft SDBIP and updated IDP to Council by 31 March.	Mayor submits draft budget, draft SDBIP and draft IDP to Council by 31 March.	Executive Mayor	31 March 2024
The Council debates the budget and updated IDP.	The Council debates the budget and updated IDP.	Council	31 March 2024
The Council considers the draft risk assessment.	The Council reviews the draft risk assessment and risk registers.	Council	30 June 2024
CONSULTATION			
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 2024
Compile draft budget presentation and submit for assessment.	Compile draft IDP presentation and submit for assessment.	All Managers	During April 2024
Meet with Provincial / National Treasury to the draft annual budget assessment.	Meet with Provincial CoGHSTA for the draft IDP assessment.	All Managers	During April 2024
Consultation with the public participation structure (IDP Representative Forum which includes B-Municipalities, sector departments and relevant stakeholders)	Consultation with the Public Participation Structure (IDP Representative Forum which includes B-Municipalities, sector departments and relevant stakeholders) regarding the IDP,	Executive Mayor	1-15 May 2024

regarding the budget and tariffs, draft SDBIP and IDP	performance objectives, performance indicators, draft SDBIP and budget.		
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 – 10 June 2024
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, the budget, tariffs, draft SDBIP and IDP before submission to Council.	Executive Mayor	10 June 2024
FINAL APPROVAL			
Mayor submits the reviewed budget, tariffs and IDP with consideration of the inputs of the community and Council for assessment – no later than 31 May.	Mayor submits the reviewed budget, tariffs and IDP with consideration of the inputs of the community and Council for assessment – no later than 31 May.	Executive Mayor	31 May 2024
Municipal Council approves the IDP and budget before 30 June.	Municipal Council approves the IDP and budget before 30 June	Council	30 June 2024
The Council considers the final risk assessment and risk registers.	The Council reviews the final risk assessment and risk registers.	Council	30 June 2024
PUBLICATIONS AND SDBIP			
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	14 July 2024
Submit draft SDBIP and draft performance agreements of the Municipal Manager and Senior Managers to the Executive Mayor for approval.		Municipal Manager	14 July 2024

Approval of SDBIP and performance agreements.		Executive Mayor	28 July 2024
Advertise the SDBIP and performance agreements (notification).			11 August 2024
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.	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.	Municipal Managers Senior Managers Executive Mayor Exco Members	20 & 21 July 2024
Attend District CFO's Forum Meeting –discuss outcomes of budget assessments, challenges and district interventions i.t.o. budget planning for the review process		Chief Financial Officer	23 July 2024
Finalise Departmental Plans	Consider outcomes of IDP assessments, challenges and district interventions i.t.o. IDP	IDP Manager	23 July 2024
Submission of performance agreements to the MEC of Local and Provincial Government (special council meeting).		Municipal Manager All Managers	31 July 2024
Final Performance Assessments for Senior Managers and Municipal Manager		Executive Mayor	31 July 2024
		Executive Mayor Municipal Manager	31 July 2024
BUDGET IMPLEMENTATION IN LINE WITH MSCOA			
Implementation of the budget		Municipal Manager	1 July 2024
Start with the preparation of the next budget.		Executive Mayor	31 July 2024
Review the budget, if necessary.		Executive Mayor	25-31 January 2025

