



BEAUFORT WEST MUNICIPALITY 2016/17 IDP AND BUDGET PROCESS PLAN



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LIST OF ABBREVIATIONS

BSC	Budget Steering Committee
CFO	Chief Financial Officer
IDP	Integrated Development Plan
MBRR	Municipal Budget and Reporting Regulations
MFMA	Municipal Finance Management Act
MPPMR	Municipal Planning and Performance Management Regulations
MSA	Municipal Systems Act
NT	National Treasury
PT	Provincial Treasury

1. INTRODUCTION

The Integrated Development Plan is the Municipality's principal strategic planning document. It is important to note that the IDP ensures close co-ordination and integration between projects, programmes and activities, both internally between directorates and externally between stakeholders, interest groups and other spheres of government. The IDP therefore ultimately enhances integrated service delivery and development and promotes sustainable, integrated communities.

This report briefly discusses and outlines the activities in the processes which the municipality will undertake in drafting its 2016/17 IDP review and Budget. It furthermore substantiates the need for increased citizen involvement through municipal driven structures such as Ward Committees and various representative forums.

2. LEGAL FRAMEWORK - IDP AND BUDGET PROCESS PLAN

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

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

Section 21(1) of the Municipal Finance Management Act (Act 56 of 2003) further prescribes that the Mayor of a municipality must co-ordinate the processes of preparing the annual budget and for reviewing the municipality's IDP. It is therefore imperative that a time schedule outlining the key activities in the process with deadlines for attainment be tabled to Council for approval ten (10) months prior to the final approval of the IDP and Budget.

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

- *Each Municipal Council must adopt a process set out in writing to guide the planning, drafting, adoption and review of the IDP.*

- *The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.*
- *A municipality must give notice to the local community of particulars of the process it intends to follow.*

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

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

The purpose of the process plan is to indicate the various planned activities and strategies on which the municipality will embark to compile its integrated development plan for the 2016/17 review of its IDP and the budget for the 2016/2017 financial year and the two outer years. The process plan enhances integration and alignment between the IDP and Budget, thereby ensuring the development of an IDP-based budget. It fulfils the role of a business plan or an operational framework for the IDP process outlining the manner in which the IDP process will be undertaken. In addition, it identifies the activities in the processes around the key statutory annual operational processes of the budget and IDP compilation, performance management implementation and the adoption of the municipality's annual report.

4. MEDIUMS / METHODS OF COMMUNICATION

The following mediums/methods will be used to inform or communicate to stakeholders at any point in time during the process:

- Meetings
- Radio and announcements
- Newspaper Publications
- Flyers, Posters and Pamphlets
- Ward Committee meetings
- CDW involvement – To give feedback/information

5. ROLES AND RESPONSIBILITIES

5.1 ROLES AND RESPONSIBILITIES WITHIN THE MUNICIPALITY

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. • 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 Act 56 of 2003). • Co-ordinate plans and Timetables for the Budget. • Exercise close oversight on Budget Preparation Process.
SPEAKER	<ul style="list-style-type: none"> • Overall monitoring of the public participation process. • Exercise oversight of the ward committee system.
WARD COUNCILLORS / WARD COMMITTEES	<ul style="list-style-type: none"> • 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 particular wards • Encourage residents to take part in the IDP process.
MUNICIPAL MANAGER	<ul style="list-style-type: none"> • 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, Act 56 of 2003.
IDP MANAGER	<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 IDP process by organising and setting up 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, neat and presentable IDP document that complies with all legislator requirements. • Amend the IDP document in accordance with the comments of the MEC.

ROLE PLAYERS	ROLES AND RESPONSIBILITIES
DIRECTORS	<ul style="list-style-type: none"> • Provide relevant technical, sector and financial information for analysis for determining priority issues. • 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 Coordinator.
BUDGET-STEERING COMMITTEE	<ul style="list-style-type: none"> • To provide technical assistance to the mayor in discharging the responsibilities set out in Section 53 of the MFMA. • Consist of portfolio Councillor for Financial matters, the Municipal Manager, the Chief Financial Officer, Senior Managers/Directors and Head of Departments to give technical advice if necessary.
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 Mayor, Councillors, Ward Committees, Municipal Manager, Directors, representatives of various sectors, NGO's, Government Departments and specialised community members.

5.2 DISTRIBUTION OF ROLES AND RESPONSIBILITIES BETWEEN THE MUNICIPALITY AND EXTERNAL ROLE PLAYERS

ROLE PLAYERS	ROLES AND RESPONSIBILITIES
BEAUFORT WEST MUNICIPALITY	<ul style="list-style-type: none"> • Prepare and adopt the IDP. • Undertake the overall planning, management and coordination of the IDP process. • Consider comments of the MEC on the IDP and adjust the IDP if necessary. • Ensure linkage between the Budget and IDP.
LOCAL RESIDENTS, COMMUNITIES AND STAKEHOLDERS	<ul style="list-style-type: none"> • Represents interest and contributes knowledge and ideas in the IDP process by participating in and through the ward committees. • Keep constituencies informed on IDP activities and outcomes.
CENTRAL KAROO DISTRICT MUNICIPALITY	<ul style="list-style-type: none"> • Ensure alignment of the IDP between the municipality and the district municipality (Integrated District and Local Planning). • Preparation of joint strategy workshops between municipality, provincial and national government.

ROLE PLAYERS	ROLES AND RESPONSIBILITIES
<p style="text-align: center;">PROVINCIAL GOVERNMENT</p>	<ul style="list-style-type: none"> • Ensure horizontal alignment of the IDP between the municipality and the District municipality. • Ensuring vertical and sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at local/district level. • Efficient financial management of Provincial IDP grants. • Monitor the IDP progress. • Assist municipalities in compiling the IDP. • 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 assessment.
<p style="text-align: center;">SECTOR DEPARTMENTS</p>	<ul style="list-style-type: none"> • Contribute sector expertise and knowledge. • Provide sector plans and programmes for inclusion in the IDP.
<p style="text-align: center;">NATIONAL GOVERNMENT</p>	<ul style="list-style-type: none"> • National Treasury issues guidelines on the manner in which municipal councils should process their annual budgets, including guidelines on the formation of a committee of the council to consider the budget (Section 23(3) of the MFMA).

**6. 2016/17 IDP and BUDGET TIME-SCHEDULE / PROCESS PLAN
FOR THE COMPILATION AND APPROVAL OF THE 2016/17 IDP REVIEW and BUDGET**

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
1. PREPARATION OF IDP AND BUDGET PROCESS PLAN				
a) Table Draft 2016/17 IDP and Budget time-schedule / process plan to Executive Management.	IDP/LED Coordinator	Quality check and to finalise draft Process Plan for 2016/17	(MFMA) Section 21	Aug '15
b) Tabling of Draft 2016/17 IDP/Budget Process Plan to Council for approval with schedule for IDP Public meetings.	Mun. Manager	Approved 2016/17 IDP Budget Process Plan	(MFMA) Section 21 (b)	31 Aug '15
c) Advertise 2016/17 process plan and dates of IDP Public Meetings on website, local newspaper, noticeboards. Inform Ward Committees Accordingly.	IDP Coordinator	Notification to public and Ward Committees	MSA Section 21, 28 (3)	04 Sept '15
2. 4TH QUARTER CORPORATE PERFORMANCE REPORT				
a) Table 2014/15 Fourth Quarter Performance Report to Council.	Mun. Manager	Report on Council's Agenda	PMS Framework	Aug '15
b) Place 2014/15 Fourth Quarter Corporate Performance Report on municipal website.	Corporate Services	Fourth Quarter Corporate Performance Report on website	MFMA Section 75 (2) MSA 21(b)	Aug '15
c) Submit 2014/15 Fourth Quarter Corporate Performance Report to National and Provincial Treasury.	Corporate Services	Fourth Quarter Corporate Performance Report submitted	MBRR- Section 31	Aug '15
3. EMPLOYEE PERFORMANCE MANAGEMENT				
a) Conduct Section 57 Managers final performance for 14/15.	Mun. Manager/ Directors	To give effect to PMS Framework / and related policies/Reviews conducted	Performance Management Framework	Oct '15
4. PLANNING FOR THE 2016/17 REVIEWED IDP				
a) Consider MEC comments and Recommendations on 15/16 IDP assessment.	IDP Coordinator, Mun. Manager, Directors	Implement MEC recommendations and inclusion in IDP 2016/17	MSA s32 (3)	Oct '15 Sept/Oct '15
b) Attend District IDP Managers Forum Meeting.	IDP Coordinator	Align 2016/17 IDP Process Plan with Central Karoo DM. Discuss IDP Framework and planned interventions i.t.o 2016/17 review process		Aug '15
c) Convene IDP Steering Committee Meeting.	IDP Steering Committee	Final Discussion Conceptualization of IDP Public Participation Meetings	Internal Planning	Sept '15

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
d) Identification of mandatory projects prioritised for implementation for 16/17 MTREF by Internal Sector Departments.	IDP Coordinator Mun. Manager Directors	To inform public of planned mandatory projects for sustainable delivery of basic services and to include in the 2016/17 IDP	Internal Planning	Sept '15
e) Attend Quarterly Provincial IDP Managers Forum Meeting in preparation for IDP INDABA 1.	IDP Coordinator	Discuss unfolding of intergovernmental 16/17 planning processes including IDP INDABA 1 and IDP INDABA 2		Sept '15
f) Attend Provincial IDP INDABA 1 to give effect to intergovernmental planning and development.	IDP Coordinator Mun. Manager Directors	Present and motivate municipal priorities for Government intervention and inclusion in Provincial Development Plan	MSA Section 24	Oct '15
5. INITIATE THE 16/17 BUDGET PROCESS				
a) Strategic session with IDP Coordinator, MAYCO and Portfolio Committee Chairperson.	IDP/LED	Discussion about the existing and changing circumstances that may need different strategies	N/A	Sept '15
b) Reconstitute Budget Steering Committee	Mayor/Budget Office	Minutes of BSC meeting		Sept '15
g) Convene Ward Committee Meetings to discuss 16/17 IDP & Budget Process Plan. Convene IDP Public Participation Meetings in all Wards	IDP Coordinator	Review prioritisation of Ward Needs in 15/16 IDP.	MSA Section 17	Oct '15
c) Review of budget related Policies.	Corporate Services	Budget Related Policies on Agenda	MFMA	Oct '15
d) Public consultation Process on budget related Policies	Corporate Services	Amendments to budget related policies	MSA	Nov '15
6. 2014/15 ANNUAL REPORT / AUDIT READINESS				
a) Submit unaudited 2014/15 Annual Report to Auditor-General as required by legislation.	Corporate Service	Draft Annual Report Submitted	MFMA - Chapter 12 - Section 126	Aug '15
7. 1st QUARTER CORPORATE PERFORMANCE REPORT				
a) Table 2015/16 First Quarter Performance Report to Council.	Mun. Manager	First Quarter Corporate Performance Report considered by Council First Quarter Corporate Performance Report published and submitted to National Treasury	MPPMR Section 13 MFMA Section 52 (d) MFMA Section 75 (2) MSA 21(b) / MBRR Sect. 31	Oct '15/ Nov '15
b) Place first Quarter Performance Report on website and submit PT and NT.				

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
8. MUNICIPAL STRATEGY REVIEW				
a) Convene High level Strategic Planning Session to Review municipal high level overarching strategy and short term development objectives.	Ex. Mayor Mun. Manager Directors	Identify critical projects / programmes for 16/17 in line with available funds on CRR.	Internal Planning	Nov '15
b) Consult with provincial sector departments and district municipality on sector specific programmes for alignment with Municipal Plans	IDP/LED	Alignment of Prov./District Municipality projects with BWM	MSA Ch5 s24	Nov '15
9. PREPARING THE 2016/17 MTREF BUDGET				
a) Submit MTREF report including parameters and assumptions to prepare Operating and Capital budgets to BSC.	Budget Office	MTREF Report	N/A	Jan '16
b) Directorates to submit BSC and Mayco summary of engagement inputs	Mayor/Budget Office	Directorates feedback to public inputs		Jan '16
c) Information to be supplied for compilation of draft operating and capital budget for 2016/17.	Budget Office	Schedules to Directorates	Internal Planning/Process	Jan '16
d) Particulars of donations and beneficiaries of S67 grants.	Corporate Services	Applications for grants/ donations	MFMA	Jan '16
e) Directorates to submit business plans to Finance for inclusion in and finalisation of 2016/17 MTREF.	All Directors	Business Plans submitted to Budget Office	Internal Planning/Processes	Feb '16
10. FIRST TABLING OF 2014/15 ANNUAL REPORT				
a) Table 2014/15 Annual Report to Council	Corporate Services Mun Manager	2014/15 Annual Report considered by council	MFMA – S127	Jan '16
b) Tabled 2014/15 Annual Report submitted to the Auditor General, Provincial Treasury & Dept. Local Government.	Corporate Services	Tabled 2014/15 Annual Report submitted	MFMA - Section 127 (5b)	Feb '16
c) Make public the - 2014/15 Annual Report and invite the public to submit representations in connection with the Annual Report.	Corporate Service	Advert in Newspaper and annual report public. Summary of public representations	MFMA - Section 127 (5a)	Feb '16
11. 2ND QUARTER / MID-YEAR CORPORATE PERFORMANCE				
a) Prepare and Submit 2015/16 Second Quarter and Mid-Year Corporate Performance Report to Executive Management.	Mun. Manager	Finalise Second Quarter / Mid-Year Corporate Performance Report for inclusion on Council Agenda	MPPMR - Section 13 (2) PMS Framework	Jan '16
b) Table 2015/16 Second Quarter and Mid-Year Corporate Performance Report to Council.	Mun. Manager	Second Quarter & Mid-year Corporate Performance Report Agenda	MPPMR Section 13 MFMA Section 52 (d) & 72	Jan '16

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
c) Place 2015/16 2 nd Quarter & Mid-Year Performance Report on website and submit to NT and PT.	Mun Manager	2nd Quarter & Mid-Year Performance Report published and submitted	MFMA Section 52 & 72 MBRR 35	6 Feb '15
d) Publication of Mid-year Corporate Budget and Performance Assessment Report.	CFO	Publication of Mid-year assessment	MFMA Section 52 MBRR - Regulation 35	Jan '16 Feb'16
12. 2015/16 SECOND ADJUSTMENT BUDGET				
a) Finalise Capital and Operational budget projections for 2015/16.	CFO	Preparation for Adjustment Budget	MFMA Section 72	Jan '16
b) Table 2015/16 Adjustment Budget to Council for approval. (Possible Amend IDP and Top Layer SDBIP).	Budget Office	Adjustment Budget on Council's Agenda.	MFMA Section 28	Feb '16
c) Publishing 2015/16 Second Adjustment Budget on website and submit to Provincial and National Treasury.	Corporate Service	Approved Adjustments Budget being made available on official website and submission to NT and PT	MFMA Section 28(7) MSA 21(b) MBRR Section 26	Feb '16/March '16
13. FIRST DRAFT OF 2016/17 IDP / BUDGET AND SDBIP				
a) Submits Draft IDP to Director Corporate Services with proposed public participation programme.	IDP Coordinator CFO Budget Office	Review, scrutinise, do quality check	Internal process	Feb '16
b) Table Draft IDP and Draft Capital Budget to Executive Management.	Mun. Manager	Finalise Draft IDP and Capital Budget for referral to IDP & Budget Steering Committee	Internal process	Feb '16
c) Attend Provincial IDP INDABA 2.	Mun. Manager, Directors, IDP Coordinator	Incorporate 2016/17 Government Sector Departmental investments into IDP	Internal Management Procedure	Feb '16
d) Table Draft IDP, Budget and SDBIP to Steering Committee for final overview, inclusiveness and quality check.	Mun. Manager	Draft IDP, Capital and Operating Budget and SDBIP for 2016/17	MFMA No. 56 of 2003, MBRR Section 14 (2)	March '16
e) Workshop Draft IDP, Budget, SDBIP and proposed tariffs for 16/17 with Council.	Mun. Manager IDP Manager		Internal Processes	March '16
f) Municipal Manager presents final draft IDP, Budget and Budget related policies to the Mayor for perusal and tabling to Council.	Mun Manager			March '16

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
g) Table Draft IDP, Budget, SDBIP, Budget related policies and proposed public participation programme to Council.	Mun. Manager IDP/LED, Budget Office	Draft IDP and Budget	MFMA Section 22 and 23 MSA Reg 3 (4) (a-b)	March '16
14. ADOPTION OF 2014/15 ANNUAL REPORT				
a) Oversight Committee Meeting to discuss 14/15 Annual report.	Corporate Services	Oversight Committee report on 2014/15		March - April '16
b) Council considers the annual report and adopts the 2014/15 Oversight report on Annual Report within two months after the annual report was tabled.	Corporate Services	Oversight Report and Annual Report Adopted	MFMA Section 129	March/April '16
c) The municipal manager makes the oversight report public within seven days after adoption of the annual report.	Corporate Services	Advertisement, cover report	MFMA Section 129 (3)	April '16
d) Municipal manager submits annual report and oversight reports to provincial legislature within seven days of adoption of the oversight report.	Mun Manager		MFMA Section 132 (3)	April '16
15. PUBLICATION AND PUBLIC CONSULTATION PROCESS				
a) Publication of Draft IDP and Budget for public comment and consultation.	Corporate Services	Tabled Draft IDP and Budget available for public viewing, scrutiny and comment.	MFMA Section 22(a); MSA Section 21A	March - April '16
b) Submission of Draft IDP and tabled annual budget and draft SDBIPs to National and Provincial Treasuries and Department of Local Government in both printed and electronic formats.	Mun. Manager IDP Coordinator	Draft IDP, Tabled annual budget + SDBIPs submitted	MFMA Section 22(b) MBRR 15 (3) (b)	April '16
c) Consult Ward Committees on Draft IDP and Budget.	Mayor, Budget Office. IDP/LED, Corporate Services	Inform and obtain public input/comments on Draft IDP and Budget	MSA s74 ,MFMA s23	April '16
d) Consult public on Draft IDP and Budget. Public Participation meetings in all wards.	IDP Coordinator Mun. Manager Budget Office	Report with recommendation on public comments on Agenda. Report and amendments to policies, IDP, Budget and tariffs	MFMA	April '16
e) Executive Management analyse public comments on Draft IDP and Budget and prepare report with recommendations for Council's perusal.				

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
f) LGMTEC 3 - Provincial analysis (PT and DLG) of the draft 2016/17 reviewed IDP & Budget.	IDP Coordinator	Provincial Feedback report on Draft IDP and Budget	MFMA Section 34	April '16
g) Council considers comments from all stakeholders (including LGMTEC 3 report) on draft IDP and Budget and revised IDP and Budget accordingly if necessary.	Mun. Manager Directors	Draft IDP and Budget Revised		
16. 3RD QUARTER CORPORATE PERFORMANCE REPORT				
a) Prepare and Submit 2015/16 Third Quarter Corporate Performance Report to Executive Management.	IDP Coordinator Budget Office IDP Manager	Finalise Quarter Corporate Performance Report for inclusion on Council Agenda	MPPMR - Section 13 (2) PMS Framework	April '16
b) Third quarter performance assessments of Section 57 managers	Mun. Manager	To assess performance against targets	PMS Framework	May '16
c) Table 2015/16 Third Quarter Corporate Performance Report to Council.	Corporate Service	First Quarter Corporate Performance Report considered by Council	MPPMR Section 13 MFMA Section 52 (d)	April '16
d) Place 2015/16 Third Quarter Corporate Performance Report on website and make available to Provincial and National Treasury.	Corporate Service	First Quarter Corporate Performance Report published and submitted	MFMA Section 75 (2) MSA 21(b) MBRR Section 31	May '16
17. APPROVAL OF 2016/17 IDP AND BUDGET				
a) Table IDP and Budget and budget related policies to Council for approval.	Budget Office, IDP Mun Manager	Approved Revised IDP and Budget for 2016/17	MFMA Section 24 and 25 MSA Reg. 2(1)	May ' 16
b) Notification of approved 2016/17 IDP and Budget (Public and Provincial and National Treasury and DLG).	Corporate Service, Budget Office	Advertisements/Public Notifications	MSA Section 25(4)(a)(b)	June'16
c) Submission of approved IDP and Budget to National and Provincial Treasuries in both printed and electronic formats.	Budget Officer, Mun. Manager	Submission of approved IDP and Budget and related documents and resolutions	MFMA Section 24(3) MBRR Regulation 20	Within 10 days after final approval
d) Publishing the approved annual Budget and IDP on municipality's website.	Corporate Services	Publication of approved IDP and annual budget and related documents	MFMA Section 22 MBRR Section 18 MSA Sections 21A and 21B	June'16
e) Response / Feedback to public comments in respect of IDP. Budget, tariffs and policies.	IDP Coordinator Budget Office	Feedback to comments	MFMA	June'16

DELIVERABLE AND ACTIVITY	RESPONSIBLE PERSON	PURPOSE / OUTPUT	LEGISLATIVE REQUIREMENT AND INFORMATION	TIME FRAME
18. APPROVAL OF 2016/17 TOP LAYER SDBIP				
a) Municipal Manager submits draft 2016/17 SDBIP to the Executive Mayor for consideration, 14 days after approval of the budget.	Mun. Manager	Approved 2016/17 Top Layer SDBIP	MFMA Section 69(3)(a)	June'16
b) Executive Mayor approves 2016/17 SDBIPs within 28 days after approval of budget	Mun. Manager	Approved 2016/17 Top Layer SDBIP	MFMA Section 53(1)(c)(ii)(2)	June '16
c) Place 2016/17 SDBIP on website	Corporate Services	Updated website	MFMA MBRR - Chapter 2, Part 3, 15(3)	Jun'16
d) Submit 2016/17 Corporate SDBIP and Budget Document to National and Provincial Treasury and make public	Corporate Services, Mun Manager	Advert, cover letters, electronic submissions	MFMA MBRR - Chapter 2, Part 3, 15(3) and 20 (2)(b)	

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

Date 2015	Day	Time	Ward	Venue	Ward Councilor	Facilitator	CDW Support
01 October 2015	Thursday	18H00	1	Murraysburg Town hall, Beaufort street, Murraysburg	Letitia Deyce	Mr L Lakay	
05 October 2015	Monday	18H00	2	Beaufort West Primary School hall, Pastorie street	Anna Slabbert	Mr L Lakay	
06 October 2015	Tues	18:00	2	Restvale Primary School hall, Nelspoort	Anna Slabbert	Mr L Lakay	
07 October 2015	Wed	18H00	3	Full Gospel Church, Booysen Avenue, Nieuveid Park	George De Vos	Mr L Lakay	
08 October 2015	Thurs	18H00	4	Kwa Mandlenkosi Hall, Kwa Mandlenkosi	Sinkie M Motsoane	Mr L Lakay	
12 October 2015	Mon	18H00	5	Rustdene Hall, Lang Street	Mawonga Furmen	Mr L Lakay	
13 October 2015	Tues	18H00	6	Pinkster Eenheid Church, Ebenezer Avenue, Rustdene	Godfrey Adolf	Mr L Lakay	
14 October 2015	Wed	18H00	7	George Frederick School Hall, Merweville	Jan Bostander	Mr L Lakay	
15 October 2015	Thurs	18H00	7	Beaufort West Primary, Pastorie Street	Jan Bostander	Mr L Lakay	