



# NAMAKWA DISTRICT MUNICIPALITY PROCESS PLAN 2016/2017

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 2015 31 July 2015
<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 2015
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 mechanisms to ensure that all possible changes with agreements which may have an impact on the next budget are considered.		Municipal Manager	15 September 2015



<p>Determine the most likely outcome and identify any needs for changes towards fiscal strategies.</p> <p>Refine income and funding policies, included tariff structures.</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>Mayoral Committee discusses the desire outcome, objectives, priorities and outputs for the next three years.</p>		
<b>CONSULTATION WITH OTHER AUTHORITIES</b>			
<p>Consultation with B-Municipalities.</p> <p>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</p> <p>Municipal Manager</p> <p>Municipal Manager</p>	<p>30 November 2015</p> <p>31 December 2015</p> <p>31 December 2015</p>
<b>PREPARATION OF DRAFTS</b>			
<p>Preparation of draft IDP and capital and operational plans with costs and income projections. Incorporate in the first SDBIP.</p> <p>Preparation of projections of functional allocations based on past performance and adjusts with known factors, known obligations and asset maintenance requirements.</p>	<p>Integrated with the IDP, including the update of budget frameworks.</p>	<p>All Managers</p>	<p>31 January 2016</p>

Adjust plans to establish link with available resources and policy priorities.			
Finalization of preliminary options for the IDP and budget for the next three years.			
Consider the impact on tariffs and consumers levies.			
<b>PRIORITY DETERMINATION</b>			
Consult Mayoral Committee about the preliminary budget, tariff adjustments and IDP medium term proposals.		All Managers	15 February 2016
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 2016
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	15 February 2016
Go ahead with the finalization of the detailed operational plans and budgets.	Go ahead with the finalization of the detailed plans.	All Managers	23 February 2016
Meet with Provincial / National Treasury for the section 72 assessments.	Compile section 72 reports and submit for assessment.	All Managers	23 – 24 February 2016
Incorporate the objectives and operational plans in the draft Service Delivery and Budget Implementation Plan.		All Managers	28 February 2016
National and Provincial accountancy		National and Provincial	28 February 2016

FINALISATION OF DRAFTS			
<p>officials finalize any adjustments towards the projected allocations for the next three years no later than their own budgets.</p> <p>Finalization of detailed draft budget for the next three years in accordance with the prescribed format.</p>	<p>Finalization of detailed updates of the IDP and budget link.</p>	<p>Chief Financial Officer Municipal Manager</p>	<p>28 February 2016</p>

Incorporate the draft budget proposals and monthly projections of Income, Expenditure, Capital and of Income per Source in the draft Service Delivery and Budget Implementation Plan.		Chief Financial Officer	09 March 2016
Mayoral Committee receive the budget, draft SDBIP and updates to the IDP.	Mayoral Committee receive the budget, draft SDBIP and updates to the IDP.	Chief Financial Officer	09 March 2016
<b>CONSIDERATION OF DRAFT BUDGET</b>			
Mayoral Committee consider the budget.	Mayoral Committee consider the IDP.	Mayoral Committee	15 March 2016
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 2016
The Council debates the budget and updated IDP.	The Council debates the budget and updated IDP.	Council	31 March 2016
The Council considers the draft risk assessment.	The Council reviews the draft risk assessment and risk registers.	Council	31 March 2016
<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 2016
Meet with Provincial / National Treasury for the draft annual budget assessments.	Compile draft budget presentation and submit for assessment.	All Managers	14 April 2016
Consultation with the community regarding the budget, tariffs, IDP and performance objectives and indicators in the draft SDBIP.	Consultation with the community regarding the budget, tariffs, IDP and performance objectives and indicators in the draft SDBIP.	Executive Mayor	2-27 April 2016
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 – 03 May 2016
Incorporate feedback from the community and National and Provincial Government	Incorporate feedback from the community and National and Provincial Government and if	Executive Mayor	10 May 2016

and if necessary, review the budget, tariffs, draft SDBIP and IDP before submission to Council.	necessary, review the budget, tariffs, draft SDBIP and IDP before submission to Council.		
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<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 2016
Municipal Council approves the IDP and budget before 31 May.	Municipal Council approves the IDP and budget before 31 May.	Council	29 May 2016
The Council considers the final risk assessment.	The Council reviews the final risk assessment and risk registers.	Council	29 May 2016
<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	07 June 2016
Submit draft SDBIP and draft performance agreements of the Municipal Manager and Senior Managers to the Executive Mayor for approval.		Municipal Manager	08 June 2016
Approval of SDBIP and performance agreements.		Executive Mayor	28 June 2016
Advertise the SDBIP and performance agreements (notification).		Executive Mayor	11 July 2016
Submission of performance agreements to the MEC of Local and Provincial Government (special council meeting).		Executive Mayor	31 July 2016
<b>BUDGET IMPLEMENTATION</b>			
Implementation of the budget.		Municipal Manager	1 July 2016
Start with the preparation of the next budget.		Executive Mayor	31 July 2016



Review the budget, if necessary.		Executive Mayor	25-31 January 2017
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