

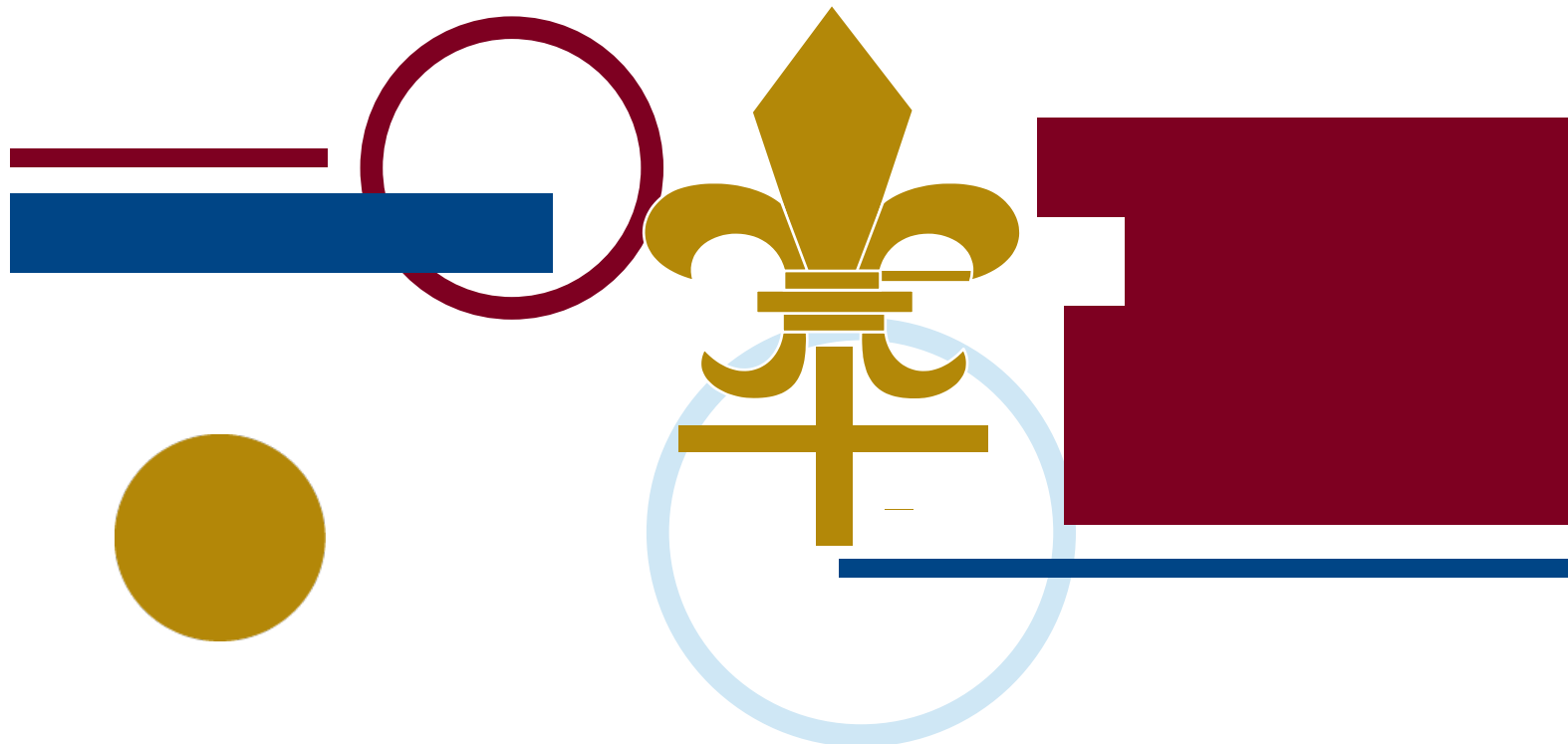


STELLENBOSCH
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IDP/BUDGET/SDF PROCESS PLAN (TIME SCHEDULE)

to guide the planning, drafting, adoption and review of the

**1st Revision of the 4th Generation
Integrated Development Plan
(2017/18 - 2021/22)**



August 2017

ACTIVITY	DEADLINES and TIME FRAMES	NOTES
ANALYSIS PHASE		
Preparation of IDP/Budget/SDF Process Plan (Time Schedule)	July – August 2017	IDP, Budget and SDF Office
Rural Area Strategy Meeting	02 August 2017	
3 rd Intergovernmental Steering Committee Meeting	04 August 2017	
Workshops: Ward Projects Planning sessions with Ward Councillors	August 2017	Budget Office (and Community Development)
Strategic Session: MM & Directors	14 & 15 August 2017	
MAYCO Meeting	08 August 2017	Approval of IDP/Budget/SDF Time schedule (Process plan)
COUNCIL meeting	23 August 2017	Approval of IDP/Budget/SDF Time schedule (Process plan)
Submission of Un-audited Annual Report to Provincial Government and Auditor-General	31 August 2017	
Strategic sessions for Political and Executive leadership to determine and execute municipal strategy	07 – 08 September 2017	
Provincial IDP Manager's Forum	September 2017	Venue to be confirmed
Road – 2 nd Project Management Meeting	September 2017	Week of 11 September 2017
Drafting of Heritage Inventory database and report	29 September 2017	Submit to HWC
Updating of Ward Plans	October 2017	Commence with updating of Ward Plans
Joint Planning Initiatives & IDP Indaba I Process with PGWC	October 2017	
Project Planning: Ward Capital Projects	October 2017	Budget Office (Community Development)
Budget Preparation: Submit signed commitment forms of Ward Councillors	18 October 2017	Signed commitment forms for Capital Ward Projects
Budget Steering Committee meeting	26 October 2017	
Directorate complete template for 2018 - 2021 Capital and Operational Budget	27 October 2017	Internal Process
Complete tariff setting exercise for 2018/19	27 October 2017	Internal Process
Review of budget related Policies & development of new Policies	27 October 2017	Section 21(1)(a) MFMA Reg 7(1) MBRR
Generate U-Key numbers for all Ward Projects	31 October 2017	U-key numbers should be completed by end October 2017
4 th Intergovernmental Steering Committee meeting	October 2017	1 st week of October 2017
MAYCO meeting	11 October 2017	
COUNCIL meeting	25 October 2017	
First Quarterly Performance Review – Informal Review of Directors	October – November 2017	SDBIP Q1 report to WCPG
First Quarterly Performance Review – Informal Review of Managers and Heads/staff reporting to Managers	October – November 2017	Report assessment results to the Municipal Manager

ACTIVITY	DEADLINES and TIME FRAMES	NOTES
IDP/BUDGET/SDF Public Engagements	October - November 2017	IDP/Budget/SDF engagements with all 22 Wards
Finalize all IDP inputs (Chapters) and distribute to all Departments for input and amendments	October - December 2017	Internal Process
Sector Engagement(s)	October – December 2017	Provincial Government, Cape Winelands District Municipality & local sector groups within WCO24
STRATEGY		
Roads – 3rd Project Management Meeting	November 2017	Week of 06 November 2017
UDS Strategy Formulation	November 2017	Commenced in April 2017
Draft and submit Urban Development Strategy (UDS) / Municipal Spatial Development Framework (MSDF)	November 2017	
Public Participation (Areas 1 – 4)	November 2017	
MSDF Advertisements	17 November 2017 - 02 Feb 2018	11 Weeks (including December holiday)
MAYCO meeting	15 November 2017	Tabling of Quarterly SDBIP
COUNCIL meeting	29 November 2017	Tabling of Quarterly SDBIP
Strategic sessions for Political and Executive leadership to determine and execute municipal strategy	November 2017 - January 2018	MM, Mayco, Mayor & Directors – exact dates to be confirmed
Annual Performance Review – Formal review of Directors for 2016/17	November 2017 - February 2018	
Preparation for Mid-year review and Performance Assessment	December 2017 - January 2018	Section 72 MFMA
Budget Steering Committee meeting	30 November 2017	
Compilation of Draft Operational and Capital Budget	November - December 2017	Section 21(1)(a) MFMA
Compilation of Draft Tariff Listing	November - December 2017	Section 21(1) (a) MFMA
Receive requests for Adjustment Budget	December 2017	Internal Process
Provincial IDP Manager's Forum	December 2017	Venue to be confirmed
PREPARATION OF THE DRAFT IDP, BUDGET, SDBIP & DRAFT AMENDMENTS TO SDF		
Roads – 4 th Project Management Meeting	January 2018	Week of 15 January 2018
MAYCO meeting	10 January 2018	Tabling of Annual Report, Adjustment Budget
COUNCIL meeting	24 January 2018	Tabling of Annual Report, Adjustment Budget
Mid-year Budget and Performance assessment signed by Mayor	25 January 2018	
Table Annual Report before Council	January 2018	
Bi-Annual review of SDBIP	January 2018	MFMA Circular 13 Section 40 MSA
Updating and Compilation of IDP document and SDF amendment	January - March 2018	
2nd Quarterly Performance Review - Formal Review – Directors	January - March 2018	Results to reach MEC within 14 days upon completion
2nd Quarterly Performance Review - Formal Review of Managers and	January - March 2018	Results to be reported to the Municipal Manager

ACTIVITY	DEADLINES and TIME FRAMES	NOTES
Heads/staff reporting to Managers		
Finalisation of Adjustment Budget	12 January 2018	
Finalisation of Capital and Operational Budget	January – March 2018	Section 21(1) MFMA
Finalisation of Tariff structure for 2017/18	January – March 2018	
Finalisation of Budget Related Policies	January – March 2018	Section 21(1) MFMA
Finalisation of Council Resolution and all relevant prescribed annexures	January – March 2018	
Compilation of High Level SDBIP - Financial Information	January – March 2018	
Compilation of High Level SDBIP - Non Financial information	January – March 2018	
Make public the Annual Report for public comments and Inputs	February 2018	
Budget Steering Committee meeting	22 February 2018	
Joint Planning Initiatives & IDP Indaba II Process with PGWC	February 2018	Venue to be confirmed
Roads - Public Open Day	February 2018	Week of 05 February 2018
5 th Intergovernmental Steering Committee Meeting	February 2018	1 st Week of February 2018
Provincial IDP Manager's Forum	March 2018	Venue to be confirmed
Heritage Inventory: 4th Public Participation Meeting	02 March 2018	
Roads – 5 th Project Management Meeting	05 March 2018	Week of 05 March 2018
Roads – Submit final scoping report to DEADP	12 March 2018	
Public participation for Urban Development Strategy	March - April 2018	
Dry-runs with Ward Councillors and Senior Management in preparation of IDP/Budget/SDF feedback meetings	March – April 2018	Preparation for IDP/Budget/SDF Feedback Sessions with community
TABLING OF THE DRAFT IDP, BUDGET AND SDF		
MAYCO meeting	14 March 2018	Tabling of Draft IDP, Budget and SDF
COUNCIL meeting	28 March 2018	Tabling of Draft IDP, Budget and SDF
CONSULTATION AND REFINEMENT		
Final Intergovernmental Steering Committee Meeting	April 2018	1 st Week of April 2018
IDP/Budget/SDF Community Engagements (Cluster Meetings)	April 2018	
Finalize Ward Plans	April 2018	Commenced with updating of Ward Plans in October 2017
Quarterly review of SDBIP	April 2018	MFMA Circular 13 Section 40 MSA
MAYCO meeting	11 April 2018	Tabling of SDBIP quarterly report
COUNCIL meeting	25 April 2018	Tabling of SDBIP quarterly report
Closing Date for Comments on Draft IDP, Budget and SDF amendments - Input by Public	30 April 2018	
3rd Quarterly Performance Review -	April - May 2018	SDBIP Q3 report to WCPG

ACTIVITY	DEADLINES and TIME FRAMES	NOTES
Informal Review of Directors		
3rd Quarterly Performance Review - Informal Review of Managers and Heads/staff reporting to Managers	April - May 2018	Report to the Municipal Manager
Consultation and Refinement of IDP document and SDF amendments	April - May 2018	
LGMTEC Engagements with PGWC	April - May 2018	Engagements between municipality and PGWC on IDP assessment
Final Urban Development Strategy	May 2018	
Final Rural Area Plan submission	May 2018	
FINAL APPROVAL AND FURTHER ACTION		
Budget Steering Committee meeting	17 May 2018	
MAYCO meeting	09 May 2018	Final IDP, Budget, SDF; Tariffs and Budget related policies
COUNCIL meeting	23 May 2018	Final IDP, Budget, SDF; Tariffs and Budget related policies
SDF and IDP notice to MEC	May 2018	
Approval of SDBIP	June 2018	Regulation 19(1) MBRR
Roads – 6 th Project Management Meeting	June 2018	Week of 04 June 2018
Provincial IDP Manager's Forum	June 2018	Venue to be confirmed by PGWC

	Crucial
	IDP/PMS/Annual Report
	Mayco & Council
	SDF Dates
	Budget (MTREF)
	District & Provincial