

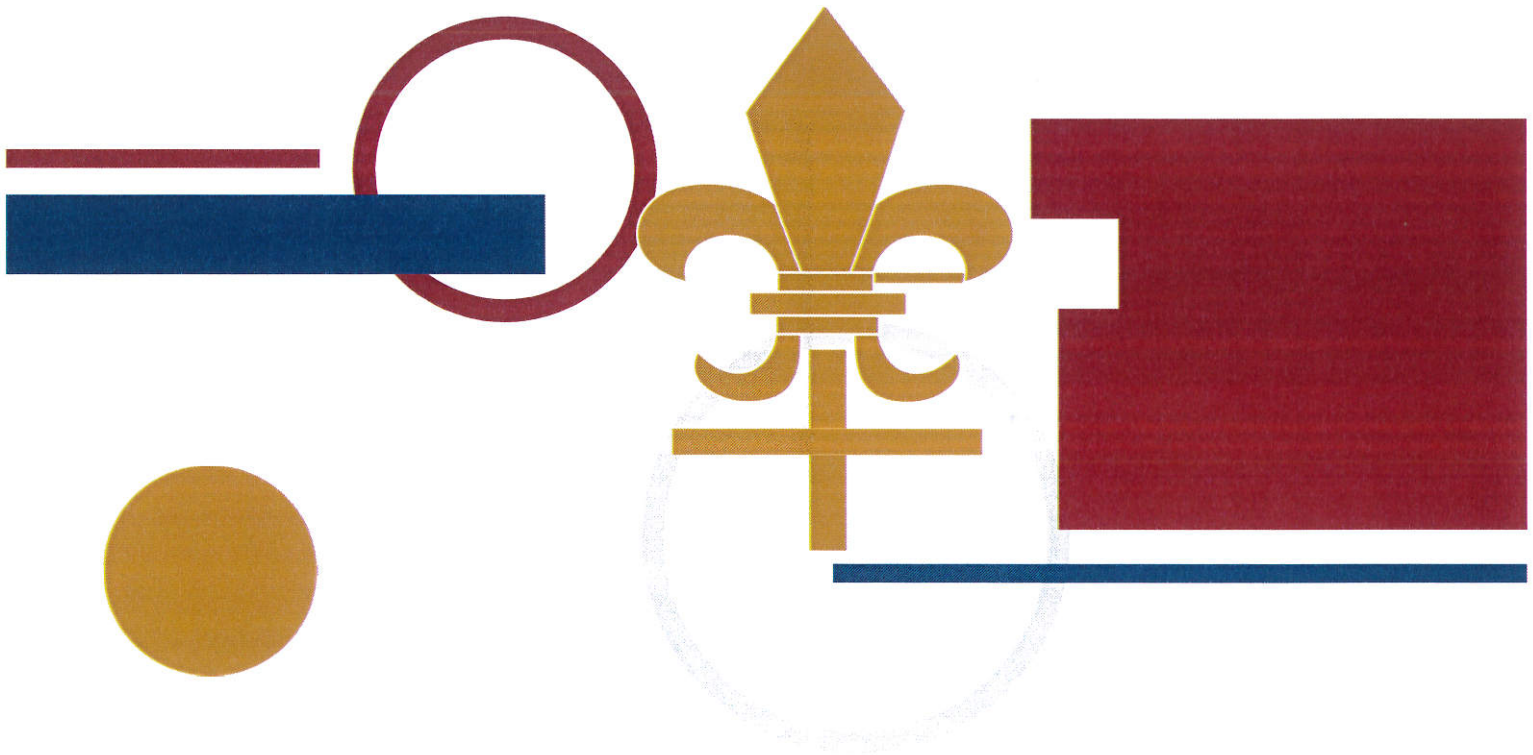


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
IDP/BUDGET/SDF PROCESS PLAN (TIME SCHEDULE)

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

**2nd Revision of the 4th
Generation Integrated
Development Plan (2017/18 -
2021/22)**



August 2018

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

JULY		
ACTIVITY	DATE	LEGAL
<p>Time schedule key deadlines :</p> <ul style="list-style-type: none"> Preparation and Compilation Meeting with the District to ensure alignment Submit to the Provincial Government and District Municipality 	Jul-Aug	MFMA Section 21(1)(b)
<p>SDF - Inception and Planning</p> <ul style="list-style-type: none"> Memo to Council Reasonable notice to Council Notice of the proposal to amendment the SDF must be published in in two of the official languages of the Province, most spoken in the area, in two newspapers circulating in the area. <p>The notices must indicate:</p> <p>a)The Municipal intention to compile or amend an SDF</p> <p>b)The process to be followed for the amendment of the SDF</p> <ul style="list-style-type: none"> The Municipality must inform the Provincial Minister in writing of the intention to amend the SDF, indicate whether or not the ISC process will be undertaken and the process to be followed in the amendment Register relevant stakeholders who may be invited to comment on the draft amendment of the SDF 	Jul-Oct	<p>LUPA-Section 11 (a) and (b) and Standard Draft By-Law, Chapter 2</p> <p>Refer to Procedures prescribed by Regulation 796 on amendment of SDF</p> <p>Relevant Bylaw on SPLUMA Section 4(1) and (2)</p>

<ul style="list-style-type: none"> The Municipality must establish a project committee 		
Submit the SDBIP to National and Provincial Treasury (within 10 working days after the approval of the plan)	July	<i>Municipal Budget and Reporting Regulations (MBRR) 20(2)(b)</i>
Make public the projections, targets and indicators as set out in the SDBIP (within 10 working days after the approval of the SDBIP)	July	<i>MFMA Section 53(3)(a) and Regulation 19 of the MBRR</i>
Make public the performance agreements of Municipal Manager and senior managers (no later than 14 days after the approval of the SDBIP)	July	<i>MFMA Section 53(3)(b)</i>
AUGUST		
ACTIVITY	DATE	LEGAL
SDF-Status quo analysis (<i>Status Quo Report</i>)	Jul-Oct	<i>SPLUMA – Section 12(1): The national and provincial spheres of government and each municipality must prepare spatial development frameworks</i>
Time Schedule <ul style="list-style-type: none"> Tabled in MayCo Submit to Council (at least 10 months before the start of the budget year) Submit to the Provincial Government and District Municipality Advertise in the local newspapers 	8 Aug 22 Aug Aug Aug	<i>MFMA Section 21(1)(b)</i>
Top 100 Consumers Forum	17 Aug	<i>Electricity Regulations Act Section 6(2); National Water Act, Section 92; Municipal Systems Act, Section 16</i>
Submission of Un-audited Annual Performance Report to Provincial Government and Auditor-General	31 Aug	<i>MSA Section 126(1)(a)</i>
SEPTEMBER		
ACTIVITY	DATE	LEGAL
District IDP Manager's Forum	Sep	<i>Local Government Forum</i>
Provincial IDP Manager's Forum	6-7 Sep	<i>Provincial Government Forum</i>
Strategic sessions for Political and Executive leadership to determine and execute municipal strategy	Sep	<i>MSA Section 56(2)</i>
Updating of Ward Plans and Ward Priorities	Sep	<i>MSA Section 29(1)(b)</i>

OCTOBER

ACTIVITY	DATE	LEGAL
Spatial concept and strategy (SDF Concept Report)	Sept-Oct	<i>SPLUMA – Section 12(1)</i>
Budget Steering Committee meeting	25 Oct	<i>MFMA Section 71</i>
Directorates complete template for 2018 - 2021 Capital and Operational Budget for Budget Prioritization	26 Oct	<i>MSA Section 26(h)</i>
Complete tariff setting exercise for 2018/19	26 Oct	<i>MFMA Section 71</i>
Review of budget related Policies & development of new Policies	26 Oct	<i>Section 21(1)(a) MFMA Regulation 7(1) MBRR</i>
PGWC SIME Engagement 1	Oct	<i>Provincial Government Forum</i>
SDF- Public Participation Process	Oct	<i>SPLUMA – Section 20(3)</i> <i>MSA Regulation 796, Chapter 2, Section 3(4)(b)</i> <i>(the proposed amendment must be published for public comment for a period of at least 21 days in a manner which allows the public to make representations)</i>

NOVEMBER

ACTIVITY	DATE	LEGAL
First Quarterly Performance Review – Informal Review of Directors	Oct-Nov	<i>Regulation 805</i> <i>MSA Section 57</i>
First Quarterly Performance Review – Informal Review of Managers and Heads/staff reporting to Managers	Oct-Nov	<i>MSA Section 38</i>
IDP/BUDGET/SDF Public Engagements	Oct-Nov	<i>MSA Section 29(1)(b)</i>
Finalize all IDP inputs (Chapters) and distribute to all Departments for input and amendments	Oct-Dec	<i>MSA Section 34</i>
Sector Engagement(s)	Oct-Nov	<i>MSA Section 29(1)(b)</i>
Quarterly SDBIP <ul style="list-style-type: none"> • Tabled in MayCo • Tabled in Council 	14 Nov 28 Nov	<i>MFMA Section 52D</i>
Strategic sessions for Political and Executive leadership to determine and execute municipal strategy	8-9 Nov	<i>MSA Section 56(2)</i>
Annual Performance Review – Formal review of Directors for 2017/18	Nov-Feb	<i>Regulation 805</i> <i>MSA Section 57</i>
Budget Steering Committee meeting	29 Nov	<i>MFMA Section 71</i>

NOVEMBER

ACTIVITY	DATE	LEGAL
Compilation of Draft Operational and Capital Budget	Nov-Dec	<i>MFMA Section 21(1)(a)</i>
Draft SDF and Implementation Framework	Nov-Jan	<i>SPLUMA – Section 12(1)</i>

DECEMBER

ACTIVITY	DATE	LEGAL
Provincial IDP Manager's Forum	6-7 Dec	<i>Provincial Government Forum</i>
Compilation of Draft Tariff Listing	Nov-Dec	<i>MFMA Section 21</i>
Receive requests for Adjustment Budget	Dec	<i>Internal Process</i>
District IDP Manager's Forum	Dec	<i>Local Government Forum</i>
Preparation for Mid-year review and Performance Assessment	Dec-Jan	<i>MFMA Section 72</i>

JANUARY

ACTIVITY	DATE	LEGAL
SDF- Draft SDF Public Participation	Jan-Feb	<i>SPLUMA – Section 20(3) and MSA Regulation 796, Chapter 2, Section 3(4)(b)</i>
Mid-year Budget and Performance assessment signed by Mayor	25 Jan	<i>MFMA Section 72(1)</i> <i>MFMA Section 54(1)(f)</i> <i>MBRR Regulation 35(1)</i>
Annual Report: <ul style="list-style-type: none"> Submit to MayCo Submit to Council (within 7 months after the end of the financial year) 	Jan Jan	<i>MFMA Section 127(2)</i>
Updating and Compilation of IDP document and amendment of SDF	Jan-Mar	<i>MSA Section 34</i>
Adjustments Budget: <ul style="list-style-type: none"> Submit to Budget Steering Committee Submit to MayCo Submit to Council 	11 Jan	<i>MFMA Section 28(1) and MBRR Regulation 23(1)</i>
Advertise Adjustments Budget and Mid-year Section 72 assessment on municipal website	21 Jan	<i>MBRR Regulation 26(1)</i>

JANUARY

ACTIVITY	DATE	LEGAL
Annual Report: <ul style="list-style-type: none"> Submit Annual Report to the Auditor- General, Provincial Treasury and provincial department responsible for local government Make public and invite comments from the local community 	Jan	MFMA Section 127(5)
Finalisation of Capital and Operational Budget	Jan-Mar	MFMA Section 21
Finalisation of Tariff structure for 2018/19	Jan-Mar	MFMA Section 21
Finalisation of Budget Related Policies	Jan-Mar	MFMA Section 21
Finalisation of Council Resolution and all relevant prescribed annexures	Jan-Mar	MFMA Section 21

FEBRUARY

ACTIVITY	DATE	LEGAL
Submit the approved adjustments budget to Provincial Treasury and National Treasury	Feb	MBRR Regulation 24(1)
Budget Steering Committee meeting	7 Feb	MFMA Section 71
TIME Engagement with PGWC	Feb	Provincial Government Forum
District IDP Managers' Forum	Feb	Local Government Forum
2nd Quarterly Performance Review <ul style="list-style-type: none"> Formal Review- Directors Formal Review of Managers and Heads/staff reporting to Managers 	Jan-Feb Jan-Feb	MSA Section 41 (1)(e)(i)
Provincial IDP Manager's Forum	28 Feb-1 Mar	Provincial Engagement

MARCH

ACTIVITY	DATE	LEGAL
SDF Refinement The Municipal Council must consider all representations received in respect of the proposed SDF amendment.	Mar-May	SPLUMA Section 20(3)(c)
Table draft IDP and budget in	Mar	MSA Section 34 MFMA Section 16

MARCH

ACTIVITY	DATE	LEGAL
Council (at least 90 days before the start of the budget year) <ul style="list-style-type: none"> Budget Steering Committee Submit to MayCo Submit to Council 		
Dry-runs with Ward Councillors and Senior Management in preparation of IDP/Budget/SDF feedback meetings	Mar-Apr	MSA Section 34

APRIL

ACTIVITY	DATE	LEGAL
Finalize Ward Plans	Apr	MSA Section 34
Quarterly review of SDBIP	Apr	<i>MFMA Circular 13 Section 40 MSA</i>
<i>SDBIP quarterly report</i> <ul style="list-style-type: none"> Table in MayCo Table in Council 	Apr	MFMA Section 52D
Closing Date for Comments on Draft IDP, Budget and SDF amendments - Input by Public	30 Apr	MSA Section 34
3rd Quarterly Performance Review <ul style="list-style-type: none"> Informal Review of Managers and Heads/staff reporting to Managers Informal Review of Directors SDBIP Q3 report to WCPG 	Apr-May	MSA Section 41 MFMA Section 52D
3rd Quarterly Performance Review -	Apr-May	MFMA Section 52D
Consultation and Refinement of IDP document and SDF amendments	Apr-May	MSA Section 16(1)(a)(i)
LGMTEC Engagements with PGWC	Apr-May	Provincial Government Engagement
Top 100 Consumers Forum	Apr	Electricity Regulations Act Section 6(2); National Water Act, Section 92; Municipal Systems Act, Section 16

MAY

ACTIVITY	DATE	LEGAL
Budget Steering Committee meeting	9 May	<i>MSA Section 71</i>
Table final IDP and budget in Council (at least 30 days before the start of the budget year) <ul style="list-style-type: none"> • Submit to Budget Steering Committee • Submit to MayCo • Submit to Council (at least 30 days before the start of the budget year) 	May	<i>MFMA Section 24(1)</i>

JUNE

ACTIVITY	DATE	LEGAL
Provincial IDP Managers' Forum	8-7 June	<i>Provincial Government Forum</i>
Submit a copy of the IDP to the MEC for local government as well as Provincial Treasury (within 10 days of the adoption of the plan)	June	<i>MSA Section 32(1)(a)</i>
Submit approved budget to the Provincial Treasury and National Treasury (within 10 working days after approval of the budget)	June	<i>MFMA Section 24(3) and MBRR Regulation 20</i>
Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan)	June	<i>MSA Section 25(4)(a) and MSA Section 21A(1)(a) and (c)</i>
Publicize a summary of the IDP (within 14 days of the adoption of the plan)	June	<i>MSA Section 25(4)(b)</i>
Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)	June	<i>MBRR Regulation 18</i>
Submit to the Executive Mayor the draft SDBIP and draft annual performance agreements for the next year (within 14 days after approval of the budget)	June	<i>MFMA Section 69(3)</i>
Place the performance agreements and all service delivery agreements on the website.	June	<i>MFMA Section 75(1) and MBRR Regulation 19</i>
Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 municipality must take all	June	<i>MFMA Section 53(1)(c)(ii)</i>

JUNE

ACTIVITY	DATE	LEGAL
days after approval of the budget)		
Submit copies of the performance agreements to the MEC for local government.	June	MFMA Section 53(3)(b)

LEGEND

	Crucial
	IDP/PMS/Annual Report
	SDF Dates
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