

OUTSHOORN

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APPROVED IDP/BUDGET/PM TIME SCHEDULE OF KEY DEADLINES FOR 2018/2019

NO.	PHASES	ACTIVITIES	LEGISLATION REQUIREMENT	RESPONSIBLE DEPARTMENT	IMPLEMENTATION TARGET DATE 2018/2019	ACTUAL IMPLEMENTATION DATE 2018/2019
1.	PREPARATION PHASE					
1.1	Budget, Planning & Performance Management	<p>Compile draft Budget, Planning & Performance Plans for 2018-2019 :-</p> <ul style="list-style-type: none"> ➤ Ensure the necessary information submitted by departments is captured correctly in the SDBIP System. ➤ Preparation for the senior manager's performance agreements documents 	MFMA s 53 MSA Ch. 5 & 6 PPMS reg.2001	Mayor / MM Directorates/ Performance Manager, IDP Manager Dir. Corporate Serv. Performance Manager Ex-Mayor, MM, Director's	22 August 2018 29 August 2018	

		<ul style="list-style-type: none"> ➤ Signing of the performance agreements. ➤ Performance Agreements send to the MEC of Provincial Local Government, to council and be published within 14 working days. 		MM, Dir. Corporate Serv.		
1.2	SDBIP Monthly Report.	Consideration & make any revisions for approval by Council as prescribed.	MFMA s 54 (1)(c) MFMA Circ. No 13	MM, Heads of Departments.	October 2017	
1.3	Schedule of key deadlines	Drafting & Approval of a draft IDP schedule of key deadline 2018/2019 review of IDP and Budget:- <ul style="list-style-type: none"> ➤ Consultation with the Departments on draft IDP schedule of key deadlines. ➤ ➤ ➤ Council approval of final schedule of key deadlines. ➤ Publish approval of schedule of key deadlines. 	MFMA s 21 (1)(b) MSA, s 28 (1)	IDP Manager / CFO Comm. Serv. Finance Serv. Technical Serv. Exec. Mayor Housing Office Office of the MM Corporate Serv. Council Comm. Officer / IDP Manager	27 July 2017 24 July 2017 26 July 2017 28 July 2017 31 July 2017 01 August 2017 04 August 2017 07 August 2017 28 August 2017 31 August 2017	
1.4	Financial Statements	Review of financial statements by Audit committee		MM, CFO/Internal Audit/Risk Management	18 August 2017	
1.5	Financial Statements	Preparation and submission of annual financial statements/ Draft	MFMA s 126 (1)(a)	MM, CFO,PMS	31 August 2017	

		Annual / Performance reports	MSA Chapter 6			
1.6	Planning & Performance Community/ Sector Forum	Establishment of Mechanisms / Processes involving the local community in the Performance Management System (SDBIP report)	MSA s 42	MM/ Directorates	30 October 2017	
1.7	SDBIP Monthly Report.	Consideration & make any revisions for approval by Council as prescribed.	MFMA s 54 (1)(c) MFMA Circ. No 13	MM, Heads of Departments.	23 February 2018	
1.8	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates	(Manage deviations)	MM / Mayor / Council	Not later than 10th working day of each month	
1.9		Directorates to be provided with the current Baseline Operating Medium Term Expenditure Forecasts (MTEF) 2017 to 2018/2019 which are to be used as a base for development of new Operating Medium Term Expenditure Budgets 2017/2018 to 2018/2019.		FINANCE	28 February 2018	
		Mid-Year Budget/Performance Assessment	MFMA Sec 72		25 January 2018	
1.10		Check with National, Provincial Governments and District Municipalities for any adjustments to projected allocations for the next three years		FINANCE	March 2018	
1.11	1st Ward Committee Meetings	Ward Committee Meetings in 13 wards	MSA 117 of 1998	Speaker, Ward Councillors, Ward	12 to 28 February 2018 01-05 March	

				Committee members	2018	
1.12	1st Ward Feedback Meetings	Ward feedback meetings in 13 wards		Speaker, Ward Councillors, Ward Committee members	05-27 March 2018	
1.13	1st Community Sector Forum Meeting	Community Sector Forum Meeting: Engagement with Sector Organisations, Religious, Business, & Ward Committees on socio-economic issues.	MSA s 16	Mayor/Mayco/MM, Directors, Councillors/IDP Manager/LED Manager/PMS/Risk	20 October 2017	
1.14	MPAC Meeting	Municipal Public Accountability Committee Meeting	MSA, MFMA, MSA 117 of 1998	Chairperson, Members, IA, RM, PM	20 October 2017	
1.15	Public Participation Preparation	Preparations for the public participation meetings/ Draft Annual Report/ Draft Performance report ➤ Publication of dates of the public meetings	MSA s 16/PMS Chapter 6	IDP Manager / Budget Office/ Public Participation Officer/ PMS/CDW's Communication Officer	28 July 2017 21/22 Sept 2017	
1.16	Community Priorities	Public participation meetings in all 13 Wards in the Greater Oudtshoorn.	MSA s 16	Mayor/Speaker/ Mayco/MM / Councillors /Ward Committees/ HOD's /IDP Manager	09 to 30 October 2017	
1.17	Planning & Performance	Analysis of SDBIP / PMS quarterly report	MSA Chapter 6	MM / HOD's, Performance	October 2017	

	Management			Manager		
2	ANALYSIS PHASE					
2.1	Infrastructure Backlogs	Summary of infrastructure backlogs		MM, CFO, Directors, IDP, LED/Risk	November 2017	
2.2	LG MTECH 1	Prepare LGMTECH 1 Engagements and IDP Indaba	MFMA s 21(2), 35,36,42	Management	November 2017	
2.3	SDBIP Quarterly Report 1st Quarterly Assessment or Evaluation	Consideration & make any revisions for approval by Council as prescribed. Evaluation or Assessment of MM, Directors	MFMA s 54 (1)(c) MFMA Circ. No.13	MM, Heads of Departments. Exec. Mayor, Portfolio Chair's Dir. Corporate Service, Performance Manager, RM	October 2017	
2.4	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates	(Manage deviations)	MM / Mayor / Council	Not later than 10th working day of each month	
2.5	2nd Ward Committee Meetings	Ward Committee Meetings in 13 wards	MSA 117 of 1998	Speaker, Ward Councillors, Ward Committee members	07-28 May 2018	
2.6	2nd Ward feedback meetings	Ward feedback meetings in 13 wards		Speaker, Ward Councillors, Ward Committee members	04-25 June 2018	
2.7	MPAC Meeting	Municipal Public Accountability	MSA, MFMA,	Chairperson,	20 October	

		Committee Meeting	MSA 117 of 1998	Members, IA, RM, PM	2017	
2.8	Council Meeting	Council Meeting	MSA, MFMA, MSA 117 of 1998	Speaker, Ex-Mayor, MM, Executive Councillors, Councillors, HOD's, Media, Members of the public	28 September 2017	
2.9	MPAC Meeting	Municipal Public Accountability Committee Meeting	MSA, MFMA, MSA 117 of 1998	Chairperson, Members, IA, RM, PM	20 October 2017	
2.10	1st Mayco / Manco Meeting.	Discuss Community Priorities, Reviewing Strategies, Sector Plans, and Related Policies with Heads of Departments.		Mayor, Mayco, MM, HOD's, IDP Manager, PM, RM, LED, IA, SCM	23 October 2017	
2.11	1st IGR Forum engagement Meeting	Discuss Community Priorities, socio-economic development with Government Departments.	MFMA s 21 (2) MSA 24, 29	MM, Mayor, Heads of Government departments, Municipal Heads of Department, IDP Manager, LED Manager, RM, SCM	27 November 2017	
2.12	2nd IDP Community Sector Forum Meeting.	Engagement about the Community Priorities, socio-economic development with Ward Committees, disaster (Sect 53 of Act 57 of 2002), LED, special program Community Organizations, Business Sector etc.	MSA s 16, 29	Mayor, Councillors, MM, Directors, IDP Manager, LED Manager	20 April 2018	

2.13		Review of Budget Related Policies	MFMA	CFO	Not later than 30 March 2018	
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2018/2019	Actual Implementation Date 2018/2019
3	STRATEGIC PHASE					
3.1	BUDGET INPUTS	SEND OUT TEMPLATES FOR COMPILATION OF OPERATING AND CAPITAL BUDGET		FINANCE	Nov 2017	
3.2	Budget inputs from HOD's/	HOD's consideration of Community priorities and making inputs for proposed budget.	CFO	MM, CFO, HOD's, IDP, PM, RM, IA	14 November 2017 to February 2018	
3.3	BUDGET INPUTS	Compiling of 1 st Draft Capital budget – received by Departments in regulated Mscoa format		FINANCE	28 February 2018	
3.4	BUDGET INPUT	RECEIVING OPERATING BUDGET INPUTS BACK FROM DEPARTMENTS in regulated Mscoa format			15 Jan 2018	
3.5	SDBIP Monthly Report.	Consideration & make any revisions for approval by Council as prescribed.	MFMA s 54 (1)(c) MFMA Circ. No 13	MM, Heads of Departments.	April 2018	
3.6	Annual Report Preparation	Discussion with HOD's on Annual Report 2017/2018.	MSA s 46	MM, HOD's, Performance Manager	02 November 2017	
3.7	SDBIP Monthly Report.	Consideration & make any revisions for approval by Council as prescribed.	MFMA s 54 (1)(c) MFMA Circ. No 13	MM, Heads of Departments.	26 January 2018	
3.8	Annual Report	Submissions for the Annual Report	MSA s 46	Heads of	27 January	

	Inputs	2017/2019.		Departments	2018	
3.9	SDBIP/PMS Quarterly Report 2nd Quarterly Assessment or Evaluation	Consideration & Cut of date for the submission of the annual report and Mid-Year Performance Ass. Report. Evaluation or Assessment of MM, Directors and Managers	MSA s 40, 46 MFMA Circ. No. 13	MM, Heads of Departments. Exec. Mayor, Portfolio Chair's Dir. Corporate Service, Performance Manager, Performance Manager	15 January 2018	
3.10	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates	(Manage budget deviations)	MM / Mayor / Council	Not later than 10th working day of each month	
3.11	3rd Ward Committee Meetings	Ward Committees Meetings in 13 wards.	MSA sec. 21A	Speaker, Ward Councillors, Ward Committee members	03-27 July 2018	
	3rd Ward Committee Feedback Meetings	Ward Feedback Meetings in 13 wards		Speaker, Ward Councillors, Ward Committee members	06-27 August 2018	
3.12	Mayco Meeting	Mayoral Executive Committee Meetings	MSA 117 of 1998	Ex-Mayor, MM, Executive Councillors, IDP	16 November 2017	
3.13	Annual & Mid-Year Budget / Performance Assessment	<ul style="list-style-type: none"> ➤ Oversight Report by Audit Committee ➤ Submission of final draft; ➤ Publication of Council Meeting date where the Annual Report will be considered in public & give written 	MFMA s 127 MSA S 46 (3)	MM, CFO, Performance Manager, Communications Officer, IA, RM	15 January 2018 25 January 2018 03 Jan 2018	Further changes on the dates

	Report	<p>notice thereof to the A-G and MEC;</p> <ul style="list-style-type: none"> ➤ Special Mayco Meeting to discuss & recommend the approval of the Annual Report and Mid-Year Performance Assessment Report; ➤ Special Council Meeting to adopt the Annual Report 	<p>MFMA s 121</p> <p>MSA s 46 (2) MFMA s72</p>	<p>Performance Manager Mayor</p>	<p>25 Jan 2018</p> <p>25 Jan 2018</p>	
3.14	2nd Mayco / Manco Meeting.	BUDGET/IDP STEERING COMMITTEE MEETING – CONSIDERING FIRST DRAFT BUDGET	MFMA, MSA	Mayor, MM, Mayco, HOD, IDP, LED, IA, RM	09 March 2018	
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2018/2019	Actual Implementation Date 2018/2019
4	PROJECT PHASE					
4.1	SDBIP Monthly Report.	Consideration & make any revisions for approval by Council as prescribed.	MFMA s 54 (1)(c) & MFMA Circ. No 13	MM, Heads of Departments.	March 2018	
4.2	Adopted Annual Report	Adopted Annual Report is published on the website, sent to all local newspapers and make copies available in all municipal pay-points and libraries. Copies of the minutes and the report to be submitted to the MEC, National/Provincial Treasury, A-G.	MSA s 46 (4) MFMA s 127 (5)	Communications Officer	Not later than 31 January 2018	
4.3	Adjustment Budget	Council to consider Adjustment Budget as prescribed.	MFMA s 28 Budget Policy read with Budget & Reporting Reg	CFO, MM, Mayor	28 February 2018	
4.4	3rd 1st Mayco /	Strategic Session to determine the		MM, Heads of	30 April 2018	

	Manco Meeting.	alignment between the drafts Budget / IDP / PMS Alignment.		Departments, IDP Manger, LED Manager		
4.5	3rd IGR engagement on IDP / Budget.	Engagement with Sector Departments on community priorities, draft IDP/Budget Review.	IGR Framework Act	MM, Heads of Departments, IDP Manger.	18 May 2018	
4.6	4th Ward Committee Meeting	Ward committee meetings in 13 wards.	MSA 117 of 1998 Prov. Framework 2012	Speaker, Ward Councillors, Ward Committee members	03-25 September 2018	
4.7	SDBIP Monthly Report.	Consideration & make any revisions for approval by Council as prescribed.	MFMA s 54 (1)(c) MFMA Circ. No 13	MM, Heads of Departments.		
4.8	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates.	(Manage budget deviations)	MM / Mayor / Council	Not later than 10th working day of each month	
4.9	Draft IDP/Budget Review	➤ Special Council Meeting to consider the Draft IDP / Budget Review.		Mayor, Councilors, MM, HOD's, IDP Manger, Communication Officer.	23 March 2018	
4.10	SDBIP Quarterly Report.	Consideration & make any revisions for approval by Council as prescribed.	MFMA s 54 (1)(c)	MM, Heads of Departments.	June 2018	
	3rd Quarterly Assessment or Evaluation	Evaluation or Assessment of MM, Directors and Managers.	MFMA Circ. No.13	Exec. Mayor, Portfolio Chair's Dir. Corporate Service,		

				Performance Manager		
4.11	Considered draft IDP / Budget Review	Make public the Budget and related documents & invite local community to submit representations within 21 working days, submit draft Budget to National Treasury & Provincial Treasury. Publication of IDP / Budget Review to the Oudtshoorn Municipality website, sent to all local newspapers, all municipal pay-points and libraries for public comments.	MFMA, MSA s 22 , 23	Communication Officer.	02 April 2018	
4.12	Mayoral Imbizo's	Public Participation Meetings in all 13 wards to present the draft IDP Review for 2018/2019 and draft Budget Review for 2018/2020.	MSA, MFMA	Exec. Mayor / Ward Councillors / MM / CFO / Directors / Senior Managers / IDP Manager / Manager: Budget	09-30 April 2018	
4.13	SDBIP Monthly Report.	Consideration & make any revisions for approval by Council as prescribed.	MFMA s 54 (1)(c) MFMA Circ. No 13	MM, Heads of Departments.	September 2018	
4.14	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates.	(Manage budget deviations)	Exec. Mayor / MM / CFO/ Manager: Budget / Council	Not later than 10th working day of each month	

4.15	Consultation on Draft Budget Review	Provide Mayor with comments on any submission by local community, National Treasury, Provincial Treasury. Organs of State & Municipalities;	MFMA s 23 (1)	MM	05 May 2018	
4.16	Preparation for Tabling of Annual Budget	<p>The tabled draft budget review must be accompanied by the following documents –</p> <ol style="list-style-type: none"> 1. Quality Certificate signed by MM i.t.o. Reg. 6.9 (1) (No.393 of 2009) 2. Draft resolution – <ul style="list-style-type: none"> ➤ approving the budget (quoting the total amounts of the Operating & Capital Budgets tabled); ➤ imposing municipal tax & setting tariffs; 3. Measurable Performance Objectives; 4. Cash Flow projection; 5. Amended IDP; 6. Budget related policies (New & amended and reference in the draft resolution to effect that other such policies accepted to remain); 7. Investment particulars; 8. Municipal Entity details (if appl.); 	<p>MFMA s 17 (3):</p> <p>ss (a) (i)</p> <p>ss (a) (ii)</p> <p>ss (b)</p> <p>ss (c)</p> <p>ss (d)</p> <p>ss (e)</p> <p>ss (f)</p> <p>ss(g)</p>	MM, CFO	31 May 2018	

		9. Proposed New Municipal Entities; 10. Service Delivery Agreement particulars; 11. Grant Allocations; 12. Salary allowances & benefit costs;	ss (h) ss (i) ss (j) ss (k)			
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2018/2019	Actual Implementation Date 2018/2019
5	INTEGRATION PHASE					
5.1	SDBIP Monthly Report.	Consideration & make any revisions for approval by Council as prescribed.	MFMA s 54 (1)(c) MFMA Circ. No 13	MM, Heads of Departments.		
5.2	5th Ward Committee Meetings	Ward Committee Meetings in 13 wards	MSA	Speaker, Ward Councillors, Ward Committee members	05-26 November 2018	
5.3						
6	APPROVAL PHASE					
6.1	Final Draft IDP / Budget Review	<ul style="list-style-type: none"> ➤ Special Council Meeting to Adopt Final draft IDP Review for 2018/2019 / Budget Review for 2018/2020. ➤ Publication of an approved IDP 	MFMA s 24 (16, 26, 53) MSA s 16 (1)	MM Communication	31 May 2018 04 June 2018	

		<p>Review for 2018/2019 / Budget Review 2018/2020 to all local newspapers, website, municipal pay-points and libraries for the public to have access.</p> <p>➤ Submit approved budget to National Treasury & Provincial Treasury.</p>	<p>(a), 21A, 25 (4) MFMA s 75 (1)</p> <p>MFMA s 24(3)</p>	<p>Officer</p> <p>Communication Officer</p>	<p>12 June 2018</p>	
6.2	SDBIP 2018/2019	<p>➤ Approval within 28 days after Budget approval.</p> <p>➤ Publication of approved SDBIP within 14 days after approval.</p>	<p>MFMA s 53 (1) (c) (ii), 69 (3)</p> <p>ss (3) (a)</p>	<p>Exec. Mayor / MM / Performance Manager</p>	June 2018	
6.3	Annual Performance Agreements	<p>➤ Ensure the Compliance with Act, linkage to the Measurable Performance Objectives approved with budget and to the SDBIP;</p> <p>➤ Publication of approved agreements within 14 days after approval.\ of the SDBIP;</p> <p>➤ To be submitted to the Council and MEC.</p>	<p>MFMA s 53 (1) (c) (iii)</p> <p>ss (3) (a)</p> <p>ss (3) (b)</p>	Manager Performance	June 2018	
6.4	SWOT An analysis	Review strategies, community priorities, KPI, departmental action plans, budget, sector plans, policies etc.		<p>Exec. Mayor / Mayco members / MM / Directors / Senior Managers / IDP Manager / Performance Manager</p>	<p>August 2017 November 2017 May 2018 August 2018</p>	
6.5	Implementation controls	Oversee actual implementation dates to be in line with implementation	(Manage deviations)	Mayor / MM / CFO / Directors /		

		target dates.		Manager: Budget		
6.6	4 th Quarterly Assessment or Evaluation	Evaluation or Assessment of MM, Directors.	MFMA s 54 (1)(c) MFMA Circ. No.13	Exec. Mayor, Mayco Members, Performance Manager	August / Sept 2018	