

OUTDSHOORN

Munisipaliteit • Umasipala • Municipality



APPROVED IDP REVIEW PROCESS PLAN FOR 2016/2017

Schedule of Key Deadlines

	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2016/2017	Actual Implementation Date 2016/2017
1	PREPARATION PHASE					
1.1	Budget, Planning & Performance Management	Compile draft Budget, Planning & Performance Plans for 2016-2017 :- > >	MFMA s 53 MSA Ch. 5 & 6 PPMS reg. 2001	Mayor / MM Directorates/ Performance Manager, IDP Manager	21 August 2015	

		<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 ➤ Signing of the performance agreements. ➤ Performance Agreements send to the MEC of Provincial Local Government, to council and be published within 14 working days. 		Dir. Corporate Serv. Performance Manager Ex-Mayor, MM, Director's MM, Dir. Corporate Serv.	28 August 2015	
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2016/2017	Actual Implementation Date 2016/2017
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 2015	
1.3	Process Plan	Drafting & Approval of Process Plan for the compilation of the 2016/2017 review IDP and Budget:- <ul style="list-style-type: none"> ➤ Consultation with the Departments 	MFMA s 21 (1)(b) MSA, s 28 (1)	IDP Manager / CFO Corporate Serv Technical Serv Finance Serv Strategic Serv	27 July 2015 28 July 2015 29 July 2015 30 July 2015 31 July 2015	

		<ul style="list-style-type: none"> ➤ Approval of draft process plan by Mayco ➤ Council approval of final process plan ➤ Publish approval process plan. 		IDP Manager MM Mayor MM	06 August 2015 28 August 2015 01 September 2015	
	Financial Statements	Review of financial statements by Audit committee		MM, CFO/Internal Audit/Risk Management	18 August 2016	
1.4	Financial Statements	Preparation and submission of annual financial statements/ Draft Annual / Performance reports	MFMA s 126 (1)(a) MSA Chapter 6	MM, CFO,PMS	31 August 2016	
1.5	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 2015	
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2016/2017	Actual Implementation Date 2016/2017
1.6	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.	January 2016	
1.7	Implementation controls	Oversee actual implementation dates to be in line with	(Manage deviations)	MM / Mayor / Council	Not later than 10th working	

		implementation target dates			day of each month	
1.8		Directorates to be provided with the current Baseline Operating Medium Term Expenditure Forecasts (MTEF) 2016 to 2017/2018 which are to be used as a base for development of new Operating Medium Term Expenditure Budgets 2016/2017 to 2017/2018.		FINANCE	September 2016	
1.9		Check with National, Provincial Governments and District Municipalities for any adjustments to projected allocations for the next three years		FINANCE	March 2016	
1.10	1 st Ward Committee Meeting	Ward Committee Meeting on August 2015	MSA 117 of 1998	Ward Councillor/PR Councillor/HOD/ Ward Committee Members	03-27 August 2015	
1.11	Mayco Meeting	Mayoral Executive Committee Meetings	MSA 117 of 1998	Ex-Mayor, MM, Executive Councillors, IDP	11 August 2015	
1.12	MPAC Meeting	Municipal Public Accountability Committee Meeting	MSA, MFMA, MSA 117 of	Chairperson, Members, IA,	18 August 2015	

			1998	RM, PM		
2	ANALYSIS PHASE					
2.1	Public Participation Preparation	<p>Preparations for the public participation meetings/ Draft Annual Report/ Draft Performance report</p> <p>➤ Publication of dates of the public meetings</p>	MSA s 16/PMS Chapter 6	IDP Manager / Budget Office/ Public Participation Officer/ PMS/CDW's Communication Officer	20 August 2015 24 August 2015	
2.2	1 st 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	25 September 2015	
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2016/2017	Actual Implementation Date 2016/2017
2.3	Community Priorities	Public participation meetings in all 13 Wards in the Greater Oudtshoorn.	MSA s 16	Mayor/ Mayco/MM / Councillors /Ward Committees/	20 to 30 September 2015 01 to 02 October 2015	

				HOD's /IDP Manager/LED Manager/Risk/P MS		
2.4	Planning & Performance Management	Analysis of SDBIP / PMS quarterly report	MSA Chapter 6	MM / HOD's, Performance Manager	October 2015	
2.5	Infrastructure Backlogs	Summary of infrastructure backlogs		MM, CFO, Directors, IDP,LED/Risk		
2.6	LG MTECH 1	Prepare LGMTECH 1 Engagements	MFMA s 21(2), 35,36,42	Management	September 2015	
2.7	SDBIP Quarterly Report 1 st Quarterly Assessment or Evaluation	Consideration & make any revisions for approval by Council as prescribed. Evaluation or Assessment of MM, Directors and Managers	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 2015	
2.8	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates	(Manage deviations)	MM / Mayor / Council	Not later than 10 th working day of each month	

2.9	2 nd Ward Committee Meeting	Ward Report Back Meetings on September	MSA 117 of 1998	Ward Councillor/PR Councillor/HOD/ Ward Committee Members	01-28 September 2015	
2.10	MPAC Meeting	Municipal Public Accountability Committee Meeting	MSA, MFMA, MSA 117 of 1998	Chairperson, Members, IA, RM, PM	22 September 2015	
2.11	Council Meeting	Council Meeting	MSA, MFMA, MSA 117 of 1998	Speaker, Ex-Mayor, MM, Executive Councillors, Councillors, HOD's, Media, Members of the public	23 September 2015	
2.12	MPAC Meeting	Municipal Public Accountability Committee Meeting	MSA, MFMA, MSA 117 of 1998	Chairperson, Members, IA, RM, PM	20 October 2015	
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2016/2017	Actual Implementation Date 2016/2017
3	STRATEGIC PHASE					
3.1	1 st IDP/Budget	Discuss Community Priorities,		Mayor, Mayco,	23 October	

	Steering Committee Meeting.	Reviewing Strategies, Sector Plans, and Related Policies with Heads of Departments.		MM, HOD's, IDP Manager, PM, RM, LED, IA, SCM	2015	
3.2	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	28 October 2015	
3.3	2nd IDP Community Sector Forum Meeting.	Engagement about the Community Priorities, socio-economic development with Ward Committees, Community Organizations, Business Sector etc.	MSA s 16, 29	Mayor, Councillors, MM, Directors, IDP Manager, LED Manager, SCM	20 April 2016	
		Review of Budget Related Policies	MFMA	CFO	Not later than 31 March 2016	
	BUDGET INPUTS	SEND OUT TEMPLATES FOR COMPILATION OF OPERATING AND CAPITAL BUDGET		FINANCE	January 2016	
	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,	13 November 2015 to February 2016	

				IA		
	BUDGET INPUTS	Compiling of 1 st Draft Capital budget - received by Departments		FINANCE	29 February 2016	
	BUDGET INPUT	RECEIVING OPERATING BUDGET INPUTS BACK FROM DEPARTMENTS			29 February 2016	
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 2016	
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2016/2017	Actual Implementation Date 2016/2017
3.6	Annual Report Preparation	Discussion with HOD's on Annual Report 2014/2015.	MSA s 46	MM, HOD's, Performance Manager	02 November 2015	
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.	25 January 2016	
3.8	Annual Report Inputs	Submissions for the Annual Report 2014/2015.	MSA s 46	Heads of Departments	25 January 2016	
3.9	SDBIP/PMS Quarterly Report	Consideration & Cut of date for the submission of the annual report and	MSA s 40, 46 MFMA Circ.	MM, Heads of Departments.	25 January 2016	

	2 nd Quarterly Assessment or Evaluation	Mid-Year Performance Ass. Report. Evaluation or Assessment of MM, Directors and Managers	No. 13	Exec. Mayor, Portfolio Chair's Dir. Corporate Service, Performance Manager, Performance Manager		
3.10	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates	(Manage deviations)	MM / Mayor / Council	Not later than 10 th working day of each month	
3.11	3 rd Ward Committee Meeting	Engagement with ward Committees on IDP processes 2016/2017	MSA sec. 21A	Ward Councillor/PR Councillor/HOD/ Ward Committee Members	01-28 October 2015	
3.12	Mayco Meeting	Mayoral Executive Committee Meetings	MSA 117 of 1998	Ex-Mayor, MM, Executive Councillors, IDP	13 November 2015	
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2016/2017	Actual Implementation Date 2016/2017
4	PROJECT PHASE					

4.1	Annual & Mid-Year Budget / Performance Assessment Report	<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 notice thereof to the A-G and MEC; ➤ 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 and Mid-Year Budget/Performance Assessment Report; 	<p>MFMA s 127</p> <p>MSA S 46 (3)</p> <p style="color: red;">MFMA s 121</p> <p>MSA s 46 (2)</p> <p style="color: red;">MFMA s72</p>	<p>MM, CFO, Performance Manager, Communications Officer, IA, RM</p> <p>Performance Manager Mayor</p>	<p>15 January 2016</p> <p>29 January 2016</p> <p>05 February 2016</p> <p>19 February 2016</p> <p>26 February 2016</p>	
4.2	2nd Steering Committee Meeting	BUDGET/IDP STEERING COMMITTEE MEETING - CONSIDERING FIRST DRAFT BUDGET	MFMA, MSA	Mayor, MM, Mayco, HOD, IDP, LED, IA, RM	03 March 2016	
4.3						
4.4	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.		
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2016/2017	Actual Implementation Date 2016/2017
4.5	Adopted Annual Report	Adopted Annual Report is published on the website, sent to all local	MSA s 46 (4) MFMA s 127	Communications Officer	Not later than 29 January	

		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.	(5)		2016	
4.6	Adjustment Budget	Council to consider Adjustment Budget as prescribed.	MFMA s 28 Budget Policy read with Budget & Reporting Reg	CFO, MM, Mayor	26 February 2016	
4.7	3 rd IDP Steering Committee Meeting.	Strategic Session to determine the alignment between the projects/Budget/IDP/PMS Alignment.		MM, Heads of Departments, IDP Manger, LED Manager	20 May 2016	
4.8	3 rd IGR engagement on IDP / Budget.	Engagement with Sector Departments on socio-economic development	IGR Framework Act	MM, Heads of Departments, IDP Manger.	19 May 2016	
4.9	3 rd Community / Sector Forum Meeting.	Discuss IDP / Budget Alignment with Ward Committees, NGO's, Community Organizations, Religious, Traditional Leaders, Business Sector etc.		Mayor, Councillors, MM, HOD's, IDP Manger	23 May 2016	
4.10	4 th Ward Committee	Engagement with ward Committees on ward-based projects -	MSA sec. 21A	Ward Councillor/PR	02-30 November	

	Meeting	2016/2017		Councillor/HOD/ Ward Committee Members	2015	
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implemen- tation Target Date 2016/2017	Actual Implemen- tation Date 2016/2017
4.11	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.		
4.12	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates	(Manage deviations)	MM / Mayor / Council	Not later than 10 th working day of each month	
4.13	Draft IDP / Budget	<ul style="list-style-type: none"> ➤ Mayco to discuss the first draft IDP Review / Budget 2016/2017. ➤ Special Council Meeting to consider the Draft IDP / Budget 2016/2017. 		Mayor, Executive Councilors, MM, IDP Manger, HOD's. Mayor, Councilors, MM, HOD's, IDP Manger, Communication Officer.	11 March 2016 31 March 2016	

	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2016/2017	Actual Implementation Date 2016/2017
4.14						
4.16	SDBIP Quarterly Report. 3 rd Quarterly Assessment or Evaluation	Consideration & make any revisions for approval by Council as prescribed. Evaluation or Assessment of MM, Directors and Managers	MFMA s 54 (1)(c) MFMA Circ. No.13	MM, Heads of Departments. Exec. Mayor, Portfolio Chair's Dir. Corporate Service, Performance Manager		
4.17	Approved Draft IDP / Budget	Make public the Budget and related documents & invite local community to submit representations i.c.w the Budget & submit Budget to National Treasury & Provincial Treasury. Publication of IDP / Budget to the website, sent to all local newspapers, all municipal pay-points and libraries, for public comments.	MFMA, MSA s 22 , 23	Communication Officer.	04 April 2016	
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date	Actual Implementation Date

					2016/2017	2016/2017
4.18	Mayoral Imbizo's to discuss IDP / Budget 2016/2017.	Public Participation Meetings in all 13 wards.	MSA, MFMA	Ward Councillors, MM, CFO, IDP Manager	02 to 16 May 2016	
4.19	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.		
4.20	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates	(Manage deviations)	MM / Mayor / Council	Not later than 10 th working day of each month	
4.21	Consultation on Approved Draft Budget	➤ Provide Mayor with comments on any submission by local community, National Treasury, Provincial Treasury. Organs of State & Municipalities;	MFMA s 23 (1)	MM	06 May 2016	
4.22	Council Meeting	Council Meeting	MSA, MFMA, MSA 117 of 1998	Speaker, Ex-Mayor, MM, Executive Councillors, Councillors, HOD's, Media, Members of the	04 December 2015	

				public		
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2016/2017	Actual Implementation Date 2016/2017
5	INTEGRATION PHASE					
5.1	Preparation for Tabling of Annual Budget	<p>The tabled budget 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 & 	<p>MFMA s 17 (3): 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>	MM, CFO	13 May 2016	

		<p>amended and reference in the draft resolution to effect that other such policies accepted to remain);</p> <p>7. Investment particulars;</p> <p>8. Municipal Entity details (if appl.);</p> <p>9. Proposed New Municipal Entities;</p> <p>10. Service Delivery Agreement particulars;</p> <p>11. Grant Allocations;</p> <p>12. Salary allowances & benefit costs;</p>	<p>ss (f)</p> <p>ss(g)</p> <p>ss (h)</p> <p>ss (i)</p> <p>ss (j)</p> <p>ss (k)</p>			
5.2	Hands on Support by District/Province	Sector Plans / Related Policies		HOD's, IDP Manager, LED Manager, Special Programmes Manager	13-14 August 2016	
5.3	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.		
5.4	5th Ward Committee Meeting	Engagement meeting with ward committees on alignment of IDP/Budget for 2016/2017	MSA sec. 21A	Ward Councillor/PR Councillor/HOD/	01-10 December 2015	

				Ward Committee Members		
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2016/2017	Actual Implementation Date 2016/2017
6	APPROVAL PHASE					
6.1	Final Draft IDP / Budget	<ul style="list-style-type: none"> ➤ Special Council Meeting to Adopt Final IDP / Budget for the year 2016/2017. ➤ Publication of Approved IDP / Budget 2016/2017 to all local newspapers, website, municipal pay-points and libraries for the public to have access. ➤ Submit approved budget to National Treasury & Provincial Treasury. 	<p>MFMA s 24 (16, 26, 53)</p> <p>MSA s 16 (1) (a), 21A, 25 (4)</p> <p>MFMA s 75 (1)</p> <p>MFMA s 24(3)</p>	<p>MM</p> <p>Communication Officer</p> <p>Communication Officer</p>	<p>27 May 2016</p> <p>06 June 2016</p> <p>06 June 2016</p>	
6.2	SDBIP 2016/2017	<ul style="list-style-type: none"> ➤ Approval within 28 days after Budget approval. ➤ Publication of approved SDBIP within 14 days after approval. 	<p>MFMA s 53 (1) (c) (ii), 69 (3)</p> <p>ss (3) (a)</p>	MM, Mayor		
	Phases	Activity	Legislative	Responsible	Implemen-	Actual

			Requirements	Department/ Official	tation Target Date 2016/2017	Implemen- tation Date 2016/2017
6.3	Annual Performance Agreements	<ul style="list-style-type: none"> ➤ Ensure the Compliance with Act, linkage to the Measurable Performance Objectives approved with budget and to the SDBIP; ➤ Publication of approved agreements within 14 days after approval.\ of the SDBIP; ➤ To be submitted to the Council and MEC. 	<p>MFMA s 53 (1) (c) (iii)</p> <p>ss (3) (b)</p> <p>ss (3) (b)</p>			
6.4	SWOT An analysis			MM, HOD's, IDP Manager, Performance Manager	30 June 2016	
6.5	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates	(Manage deviations)	MM / Mayor / Council		
6.6	4th Quarterly Assessment or Evaluation	Evaluation or Assessment of MM, Directors and Managers	MFMA s 54 (1)(c) MFMA Circ. No.13	Exec. Mayor, Portfolio Chair's Dir. Corporate Service, Performance Manager		

