



## OUTSHOORN MUNICIPALITY

### AN APPROVED IDP / Budget / PM Process Plan for 2014 - 2015:

#### Time Schedule of Key Deadlines

	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2014/2015	Actual Implementation Date 2014/2015
1	<b>PREPARATION PHASE</b>					
1.1	<b>Budget, Planning &amp; Performance Management</b>	<p><b>Compile draft Budget, Planning &amp; Performance Plans for 2014-2015 :-</b></p> <ul style="list-style-type: none"> <li>➤ Ensure the necessary information submitted by departments is captured correctly in the SDBIP System.</li> <li>➤ Preparation for the senior manager's performance agreements documents</li> </ul>	<p><b>MFMA s 53 MSA Ch. 5 &amp; 6 PPMS reg.2001</b></p>	<p><b>Mayor / MM Directorates/ Acting Performance Manager, IDP Manager</b></p>	<p><b>31 July 2014</b></p> <p>13 &amp; 26 June 2014</p> <p>16 July 2014</p> <p><b>18 June 2014</b></p>	

		<ul style="list-style-type: none"> <li>➤</li> <li>➤ Signing of the performance agreements.</li> <li>➤</li> <li>➤ Performance Agreements send to the MEC of Provincial Local Government, to council and be published within 14 working days.</li> </ul>		<p>Dir. Corporate Serv. HR Manager</p> <p>Ex Mayor, MM, Director's</p> <p>MM, Dir. Corporate Serv.</p>	<p>02 July 2014</p> <p>18 July 2014</p> <p>31 July 2014</p>	
	<b>Phases</b>	<b>Activity</b>	<b>Legislative Requirements</b>	<b>Responsible Department/ Official</b>	<b>Implementation Target Date 2014/2015</b>	<b>Actual Implementation Date 2014/2015</b>
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.	05 Aug 2014	
1.3	Process Plan	Drafting & Approval of Process Plan for the compilation of the 2014/2015 IDP and Budget:-	MFMA s 21 (1)(b) MSA, s 28 (1)	IDP Manager / CFO  IDP Manager	30 Aug 2013  31 August 2013	

		<ul style="list-style-type: none"> <li>➤ Approval of draft process plan by Mayco</li> <li>➤ Council approval of final process plan</li> <li>➤ Publish approval process plan.</li> </ul>		MM Mayor MM	16 August 2013 27 August 2013 30 August 2013	
1.4	Financial Statements	Preparation and submission of annual financial statements	MFMA s 126 (1)(a)	MM, CFO	29 Aug 2014	
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	29 Aug 2014	
	<b>Phases</b>	<b>Activity</b>	<b>Legislative Requirements</b>	<b>Responsible Department/ Official</b>	<b>Implementation Target Date 2014/2015</b>	<b>Actual Implementation Date 2014/2015</b>
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.	05 Sept 2014	
1.7	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates	(Manage deviations)	MM / Mayor / Council	29 August 14	
1.8		Directorates to be provided with		<b>FINANCE</b>	30/09/2014	

		the current Baseline Operating Medium Term Expenditure Forecasts (MTEF) 2014/15 to 2016/17 which are to be used as a base for development of new Operating Medium Term Expenditure Budgets 2013/14 to 2014/15.				
1.9		Check with National, Provincial Governments and District Municipalities for any adjustments to projected allocations for the next three years		FINANCE	30/09/2014	
2	ANALYSIS PHASE					
2.1	Public Participation Preparation	Preparations for the public participation meetings  ➤ Publication of dates of the public meetings	MSA s 16	IDP Manager / Public Participation Officer/ CDW's  Communication Officer	05 March 2014  05 February 2014	
2.2	Community Sector Forum	1 <sup>st</sup> Community Sector Forum Meeting, Engagement with	MSA s 16	Mayor / Councillors	21 February 2014	

	Meeting	Community Sector Organisations & Ward Committees on priority issues.		IDP Manager		
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2014/2015	Actual Implementation Date 2014/2015
2.3	Community Priorities	Public participation meetings in all 13 Wards in the Greater Oudtshoorn.	MSA s 16	Mayor/ MM / Ward Councillors / HOD's /IDP Manager	09 to 23 March 2014	
2.4	Planning & Performance Management	Analysis of SDBIP / PMS quarterly report	MSA Chapter 6	MM / HOD's, Acting Performance Manager	26 Sept 2014	
2.5	Infrastructure Backlogs	Summary of infrastructure backlogs		Director Engineering Service, IDP	26 Sept 2014	
2.6	LG MTECH 1	Prepare LGMTECH 1 Engagements	MFMA s 21(2), 35,36,42	Management	30 Sept 2014	
2.7	SDBIP Quarterly Report	Consideration & make any revisions for approval by Council as prescribed.	MFMA s 54 (1)(c) MFMA Circ. No.13	MM, Heads of Departments.	29 Sept 2014	

	<b>1<sup>st</sup> Quarterly Assessment or Evaluation</b>	<b>Evaluation or Assessment of MM, Directors and Managers</b>		<b>Exec. Mayor, Portfolio Chair's Dir. Corporate Service, HR Manager</b>		
<b>2.8</b>	<b>Implementation controls</b>	<b>Oversee actual implementation dates to be in line with implementation target dates</b>	<b>(Manage deviations)</b>	<b>MM / Mayor / Council</b>	<b>30 Sept 2014</b>	
	<b>Phases</b>	<b>Activity</b>	<b>Legislative Requirements</b>	<b>Responsible Department/ Official</b>	<b>Implementation Target Date 2014/2015</b>	<b>Actual Implementation Date 2014/2015</b>
<b>3</b>	<b>STRATEGIC PHASE</b>					
<b>3.1</b>	<b>1<sup>st</sup> IDP /PM/Budget Steering Committee Meeting.</b>	<b>Discuss Community Priorities, Reviewing Strategies, Sector Plans with Heads of Departments.</b>		<b>Mayor, Councillors, MM, HOD's, IDP Manager, Acting Performance Manager</b>	<b>18 March 2014</b>	
<b>3.2</b>	<b>1<sup>st</sup> IGR Forum engagement Meeting.</b>	<b>Discussing Community Priorities with Sector Departments.</b>	<b>MFMA s 21 (2) MSA 24, 29</b>	<b>Heads of sector departments,</b>	<b>19 Feb 2014</b>	

				IDP Manager, MM, and HOD's.		
3.3	2 <sup>nd</sup> IDP Community / Sector Forum Meeting.	Engagement about the Community Priorities with Ward Committees, Community Organizations, Business Sector, NGO's etc.	MSA s 16, 29	IDP Manager	24 April 2014	
		Review of Budget Related Policies			NOVEMBER 2014	
	BUDGET INPUTS	SEND OUT TEMPLATES FOR COMPILATION OF OPERATING AND CAPITAL BUDGET		FINANCE	03 NOVEMBER 2014	
	Budget inputs from HOD's	HOD's consideration of Community priorities and making inputs for proposed budget.	CFO	CFO, HOD's	14 November 2014	
	BUDGET INPUTS	Compiling of 1 <sup>st</sup> Draft Capital budget - received by Departments		FINANCE	20 November 2014	
	BUDGET INPUT	RECEIVING OPERATING BUDGET INPUTS BACK FROM DEPARTMENTS			3 DECEMBER 2014	
3.5	SDBIP Monthly Report.	Consideration & make any revisions for approval by Council as prescribed.	MFMA s 54 (1)(c) MFMA Circ.	MM, Heads of Departments.	4 Oct 2013	

			No 13			
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2014/2015	Actual Implementation Date 2014/2015
3.6	Annual Report Preparation	Discussion with HOD's on Annual Report 2012/2013.	MSA s 46	MM, HOD's, Acting Performance Manager	18 Nov 2014	
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.	07 Nov 2014	
3.8	Annual Report Inputs	Submissions for the Annual Report 2012/2013.	MSA s 46	Heads of Departments	04 Dec 2014	
3.9	SDBIP/PMS Quarterly Report  2 <sup>nd</sup> 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, HR Manager, Acting	12 Dec 2014	



				Performance Manager		
3.10	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates	(Manage deviations)	MM / Mayor / Council	19 Dec 2014	
	<b>Phases</b>	<b>Activity</b>	<b>Legislative Requirements</b>	<b>Responsible Department/ Official</b>	<b>Implementation Target Date 2014/2015</b>	<b>Actual Implementation Date 2014/2015</b>
<b>4</b>	<b>PROJECT PHASE</b>					
4.1	Annual & Mid-Year Budget / Performance Assessment Report	<ul style="list-style-type: none"> <li>➢ Consideration of final draft;</li> <li>➢ Publication of Council Meeting date where the Annual Report will be considered in public &amp; give written notice thereof to the A-G and MEC;</li> <li>➢ Special Mayco Meeting to discuss &amp; recommend the approval of the Annual Report and Mid-Year Performance Assessment Report;</li> <li>➢ Special Council Meeting to adopt the Annual Report and Mid-Year Budget/Performance Assessment Report;</li> </ul>	<p>MFMA s 127</p> <p>MSA S 46 (3)</p> <p><b>MFMA s 121</b></p> <p>MSA s 46 (2)</p> <p><b>MFMA s72</b></p>	<p>MM, CFO, Acting Performance Manager, Communications Officer</p> <p>Acting Performance Manager</p> <p>Mayor</p>	<p>15 January 2014</p> <p>15 January 2014</p> <p>24 January 2014</p> <p>28 January 2014</p>	
<b>4.2</b>		<b>BUDGET/IDP STEERING</b>			<b>7 FEBRUARY</b>	

		<b>COMMITTEE MEETING - CONSIDERING FIRST DRAFT BUDGET</b>			<b>2014</b>	
<b>4.3</b>	Entity (Cango Caves) proposed Budget submitted	Entity Board to submit proposed Budget not later than 250 days before start of Financial Year.	MFMA s 87 (1)	MM, CFO	27 Jan 2014	
<b>4.4</b>	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.	14 Feb 2014	
	<b>Phases</b>	<b>Activity</b>	<b>Legislative Requirements</b>	<b>Responsible Department/ Official</b>	<b>Implementation Target Date 2014/2015</b>	<b>Actual Implementation Date 2014/2015</b>
<b>4.5</b>	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, A-G.	MSA s 46 (4) <b>MFMA s 127 (5)</b>	Communications Officer	27 Mar 2014	
<b>4.6</b>	Adjustment Budget	Council to consider Adjustment Budget as prescribed.	MFMA s 28 Budget Policy read with Budget & Reporting Reg	CFO, MM, Mayor	<b>27</b> March 2014	
<b>4.7</b>	2 <sup>nd</sup> IDP Steering Committee	Discussion On IDP / Budget Alignment.		MM, Heads of Departments,	20 March 2014	

	Meeting.			IDP Manger		
4.8	IDP / Budget.	Engagement with Sector Departments		MM, Heads of Departments, IDP Manger.	13 Mar 2014	
4.9	2 <sup>nd</sup> Community / Sector Forum Meeting.	Discuss IDP / Budget Alignment with Ward Committees, NGO's, Community Organizations, Religious, Traditional Leaders etc.		Mayor, Councilors, MM, HOD's, IDP Manger	24 April 2014	
	<b>Phases</b>	<b>Activity</b>	<b>Legislative Requirements</b>	<b>Responsible Department/ Official</b>	<b>Implementation Target Date 2014/2015</b>	<b>Actual Implementation Date 2014/2015</b>
4.10	Council to consider Entity (Cango Caves) proposed Budget	Council to consider Entity's proposed Budget and make recommendations thereon (if necessary) for Entity to take into consideration.	MFMA s 87 (2)	MM, CFO, Council	25 Feb 2014	
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.	07 Mar 2014	
4.12	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates	(Manage deviations)	MM / Mayor / Council	28 Feb 2014	

4.13	Draft IDP / Budget	<ul style="list-style-type: none"> <li>➤ Mayco to discuss the first draft IDP Review / Budget 2014 / 2015.</li> <li>➤ Special Council Meeting to consider the Draft IDP / Budget.</li> </ul>		<p>Mayor, Executive Councilors, MM, IDP Manger, HOD's.</p> <p>Mayor, Councilors, MM, HOD's, IDP Manger, Communication Officer.</p>	<p>14 March 2014</p> <p>27 March 2014</p>	
	<b>Phases</b>	<b>Activity</b>	<b>Legislative Requirements</b>	<b>Responsible Department/ Official</b>	<b>Implementation Target Date 2014/2015</b>	<b>Actual Implementation Date 2014/2015</b>
4.14	Entity (Cango Caves) considers recommendations of Parent Mun. & submit revised Budget (if required)	Entity to submit revised Budget, after considerations, to Parent Mun. Not later than 100 days before start of Fin. Year.	MFMA s 87 (2)	MM. CFO, Council	24 Mar 2014	
4.15	<b>Oversight Report</b>	<b>Council to consider Annual Report &amp; adopt Oversight Report thereon.</b>	<b>MFMA s 129</b>	<b>MM, Council</b>	<b>27 Mar 2014</b>	
4.16	SDBIP Quarterly Report.	Consideration & make any revisions for approval by Council as prescribed.	MFMA s 54 (1)(c) MFMA Circ. No.13	MM, Heads of Departments.	27 Mar 2014	

	3 <sup>rd</sup> Quarterly Assessment or Evaluation	Evaluation or Assessment of MM, Directors and Managers		Exec. Mayor, Portfolio Chair's Dir. Corporate Service, HR Manager		
4.17	Adopted 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 s 22 , 23	Communication Officer.	07 April 2014	
	<b>Phases</b>	<b>Activity</b>	<b>Legislative Requirements</b>	<b>Responsible Department/ Official</b>	<b>Implementation Target Date 2014/2015</b>	<b>Actual Implementation Date 2014/2015</b>
4.18	Mayoral Imbizo's IDP / Budget 2014 / 2015.	Public Participation Meetings in all 13 wards.		Ward Councillors, MM, CFO, IDP Manager	04 to 18 May 2014	
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.	04 April 2014	

4.20	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates	(Manage deviations)	MM / Mayor / Council	25 April 2014	
4.21	Consultation on Adopted Draft Budget	<ul style="list-style-type: none"> <li>➤ Provide Mayor with comments on any submission by local community, National Treasury, Provincial Treasury. Organs of State &amp; Municipalities;</li> </ul>	MFMA s 23 (1)	MM	02 May 2014	
		<ul style="list-style-type: none"> <li>➤ Special Council Meeting to consider all submissions and Mayor's comments and possible amendments recommended.</li> </ul>	MFMA s 23 (2)	Mayor	26 May 2014	
	<b>Phases</b>	<b>Activity</b>	<b>Legislative Requirements</b>	<b>Responsible Department/ Official</b>	<b>Implementation Target Date 2014/2015</b>	<b>Actual Implementation Date 2014/2015</b>
<b>5</b>	<b>INTEGRATION PHASE</b>					
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"> <li>1. Quality Certificate signed by MM</li> </ol>	MFMA s 17 (3):	MM, CFO	30 May 2014	

		<p>i.t.o. Reg. 6.9 (1) (No.393 of 2009)</p> <p>2. Draft resolution -</p> <ul style="list-style-type: none"> <li>➤ approving the budget (quoting the total amounts of the Operating &amp; Capital Budgets tabled);</li> <li>➤ imposing municipal tax &amp; setting tariffs;</li> </ul> <p>3. Measurable Performance Objectives;</p> <p>4. Cash Flow projection;</p> <p>5. Amended IDP;</p> <p>6. Budget related policies (New &amp; 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>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> <p>ss (h)</p> <p>ss (i)</p>			
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		11. Grant Allocations; 12. Salary allowances & benefit costs;	ss (j) ss (k)			
5.2	3 <sup>rd</sup> IDP Steering Committee Meeting.	Strategic Session to determine the alignment between the projects and the budget.		MM, HOD's, IDP Manager	22 May 2014	
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.	02 May 2014	
	<b>Phases</b>	<b>Activity</b>	<b>Legislative Requirements</b>	<b>Responsible Department/ Official</b>	<b>Implementation Target Date 2014/2015</b>	<b>Actual Implementation Date 2014/2015</b>
<b>6</b>	<b>APPROVAL PHASE</b>					
6.1	Final 2014/ 2015 Review IDP / Budget	<ul style="list-style-type: none"> <li>➤ Special Council Meeting to Adopt Final IDP / Budget for the year 2014 / 2015.</li> <li>➤ Publication of Approved IDP /</li> </ul>	MFMA s 24 (16, 26, 53) MSA s 16 (1)	MM Communication	30 May 2014 13 June 2014	



		<p>Budget 2014 / 2015 to all local newspapers, website, municipal pay-points and libraries for the public to have access.</p> <p>➤ Submit approved budget to National Treasury &amp; 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 2014</p>	
6.2	SDBIP 2014/15	<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>MM, Mayor</p>	<p>20 June 2013</p> <p>10 July 2013</p>	
	<b>Phases</b>	<b>Activity</b>	<b>Legislative Requirements</b>	<b>Responsible Department/ Official</b>	<b>Implementation Target Date 2014/2015</b>	<b>Actual Implementation Date 2014/2015</b>
6.3	<b>Annual Performance Agreements</b>	<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>MFMA s 53 (1) (c) (iii)</p> <p>ss (3) (b)</p>			

		➤ To be submitted to the Council and MEC.	ss (3) (b)			
6.4	SWOT analysis	An		MM, HOD's, IDP Manager, Acting Performance Manager	30 June 2015	
6.5	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates	(Manage deviations)	MM / Mayor / Council	27 June 2015	
6.6	4 <sup>rd</sup> 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, HR Manager	28 June 2015	