



DRAFT IDP/BUDGET/PM PROCESS PLAN DOCUMENT FOR 2017/2022

Section 28 MSA, Act 32 of 2000;

- (1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.
- (2) Municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- (3) A municipality must give notice to the local community of particulars of the process it intends to follow.

Section 29 MSA, Act 32 of 2000;

- (1) The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must
 - (a) be in accordance with a predetermined programme specifying time-frames for the different steps;
 - (b) through appropriate mechanisms, processes and procedures established in terms Chapter 4, allow for
 - (i) the local community to be consulted on its development needs and priorities
 - (ii) the local community to participate in the drafting of the integrated development plan; and
 - (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;

- (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- (d) be consistent with any other matters that may be prescribed by regulation.

The template below reflects specific dates and activities that need to be followed in order to comply with a given legislation:

NO	PHASES	ACTIVITY	LEGISLATIVE REQUIREMENTS	RESPONSIBLE DEPARTMENT/ OFFICIAL	IMPLEMENTATION TARGET DATE 2017/2022	ACTUAL IMPLEMENTATION DATE 2017/2022
1	PREPARATION PHASE					
1.1	Budget, Planning & Performance Management	Compile draft Budget, Planning & Performance Plans for 2017-2018 :- <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. 	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 MM, Dir. Corporate Serv.	22 August 2016 29 August 2016	

Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2017/2022	Actual Implementation Date 2017/2022	
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 2016	
1.3	Process Plan	Drafting & Approval of Process Plan for the compilation of the 2017/2018 review IDP and Budget:- <ul style="list-style-type: none"> ➤ Consultation with the Departments ➤ Workshop of draft process plan Councillors and Senior Managers ➤ Council approval of final process plan ➤ Publish approval process plan. 	MFMA s 21 (1)(b) MSA, s 28 (1)	IDP Manager / CFO Corporate Serv Technical Serv Finance Serv Strategic Serv Comm Serv IDP Manager MM Mayor MM	27 July 2016 10 July 2016 17 July 2016 07 August 2016 18 July 2016 25 July 2016 29 August 2016 31 August 2016 08/09 September 2016	
1.4	Financial Statements	Review of financial statements by Audit committee		MM, CFO/Internal Audit/Risk Management	18 August 2016	
1.5	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	
1.6	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 2016	

Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2017/2022	Actual Implementation Date 2017/2022	
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.	24 February 2017	
1.8	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	
1.9		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	15 February 2017	
1.10		Check with National, Provincial Governments and District Municipalities for any adjustments to projected allocations for the next three years		FINANCE	March 2017	
1.11	1 st Ward Committee Meeting	First Ward Committee Meetings	MSA 117 of 1998	Speaker, Ward Councillor/PR Councillor/HOD/Ward Committee Members	01 to 25 May 2017	
1.12	MAYCO Meeting	Mayoral Executive Committee Meetings	MSA 117 of 1998	Ex-Mayor, MM, Executive Councillors, IDP, Speaker	15 Sept 2016	
1.13	MPAC Meeting	Municipal Public Accountability Committee	MSA, MFMA, MSA 117 of 1998	Chairperson, Members, IA, RM, PM	24 August 2016	

		Meeting				
1.14	Two days session to assist municipality with review of ward committee policy & Out of pocket expenses				DLG, IDP, CDW	13-14 June 2016
1.15	Engagement with municipality senior management on ward committee draft policy and draft process plan				Acting MM, Acting Dir. Comm. Serv., Acting Dir. Tech. Serv., Acting Manger HIS, Strategic Services, Acting CFO Manager	29 June 2016
1.16	District workshop on establishment of ward committees				DLG & Municipal officials (IDP & PP Units)	22 July 2016
1.17	Planning with for the establishment of ward committees & Ward Committee thanksgiving ceremony				Mr S Posile Ms L Biljohn Ms Z Falake Mr L Masola	26 July 2016
1.18	Ward committees thanksgiving ceremony				Administrator, Municipal Officials, CDW's, Ward Committee members	28 July 2016
1.19	Train-the -trainer				DLG & Municipal Officials	15-19 August 2016
1.20	Submit ward committee draft process plan, policy and schedule of meetings to council for approval				IDP Manager	31 August 2016

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**ANALYSIS
PHASE**

2.1	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	30 August 2016 01/02 Sept 2016	
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	22 September 2016	
Phases Activity Legislative Requirements Responsible Department/ Official Implementation Target Date 2017/2022 Actual Implementation Date 2017/2022						
2.3	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	12 to 29 September 2016	
2.4	Planning & Performance Management	Analysis of SDBIP / PMS quarterly report	MSA Chapter 6	MM / HOD's, Performance Manager	October 2016	
2.5	Infrastructure Backlogs	Summary of infrastructure backlogs		MM, CFO, Directors, IDP,LED/Risk	November 2016	
2.6	LG MTECH 1	Prepare LGMTECH 1 Engagements and IDP Indaba	MFMA s 21(2), 35,36,42	Management	September 2016	
2.7	SDBIP Quarterly Report 1 st Quarterly Assessment or	Consideration & make any revisions for approval by Council as prescribed. Evaluation or Assessment of MM, Directors and	MFMA s 54 (1)(c) MFMA Circ. No.13	MM, Heads of Departments. Exec. Mayor, Portfolio Chair's Dir. Corporate	October 2016	

	Evaluation	Managers		Service, Performance Manager, RM		
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	05-29 June 2017	
2.10	MPAC Meeting	Municipal Public Accountability Committee Meeting	MSA, MFMA, MSA 117 of 1998	Chairperson, Members, IA, RM, PM	22 September 2016	
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 August 2016	
2.12	MPAC Meeting	Municipal Public Accountability Committee Meeting	MSA, MFMA, MSA 117 of 1998	Chairperson, Members, IA, RM, PM	20 October 2016	
2.13	Development of Guidelines and Process plan for establishment			Municipal officials & DLG (IDP & PP Units)	31 August 2016 to 01 September 2016	
2.14	Community Awareness Campaigns/mobilization (using various communication tools e.g. newsletters, social media etc.			Municipal officials (IDP, PP & Communication Units)	05-26 September 2016	

2.15	Call for nominations, criteria and sector/geo/blocks reps			Municipal Officials (IDP & PP Units)	05-26 September 2016	
2.16	Placement of notices in media and strategic points for establishment			Municipal Officials (IDP, PP & Comms Unit)	04 September 2016	
2.17	Closing date for submission of completed application forms, rejections			Municipal Officials (IDP & PP Units)	30 September 2016	
2.18	Development of ward committee database			Municipal Officials (IDP, PP units & CDW's)	28-30 November 2016	

	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2017/2022	Actual Implementation Date 2017/2022
3	STRATEGIC PHASE					
3.1	1 st IDP/Budget Steering Committee 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 2016	
3.2	1 st 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	27 October 2016	

				Manager, RM, SCM		
3.3	2 nd 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 2017	
3.4		Review of Budget Related Policies	MFMA	CFO	Not later than 30 March 2017	
	BUDGET INPUTS	SEND OUT TEMPLATES FOR COMPILATION OF OPERATING AND CAPITAL BUDGET		FINANCE	Mid Feb 2017	
	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 2016 to February 2017	
	BUDGET INPUTS	Compiling of 1 st Draft Capital budget – received by Departments		FINANCE	28 February 2017	
	BUDGET INPUT	RECEIVING OPERATING BUDGET INPUTS BACK FROM DEPARTMENTS			28 February 2017	
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 2017	
	Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2017/2022	Actual Implementation Date 2017/2022
3.6	Annual Report Preparation	Discussion with HOD's on Annual Report 2014/2015.	MSA s 46	MM, HOD's, Performance Manager	02 November 2016	
3.7	SDBIP Monthly	Consideration & make any	MFMA s 54 (1)(c)	MM, Heads of	26 January 2017	

	Report.	revisions for approval by Council as prescribed.	MFMA Circ. No 13	Departments.		
3.8	Annual Report Inputs	Submissions for the Annual Report 2014/2015.	MSA s 46	Heads of Departments	27 January 2017	
3.9	SDBIP/PMS Quarterly Report 2 nd 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	27 January 2017	
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 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	03-27 July 2017	
3.12	MAYCO Meeting	Mayoral Executive Committee Meetings	MSA 117 of 1998	Ex-Mayor, MM, Executive Councillors, IDP	16 November 2016	
3.13	Inductions/ trainings for the ward committee members			Municipal Officials(IDP , CDW, PP Comms Unit) DLG	21-24 November 2017	
3.14	Preparations: Know your Ward Committee Campaign				01 February 2017	
3.15	Know your Ward Committee Campaign			Municipality (IDP, PP & Comms Unit)DLG	13-28 February 2017	

Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2017/2022	Actual Implementation Date 2017/2022	
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>MFMA s 121</p> <p>MSA s 46 (2)</p> <p>MFMA s72</p>	<p>MM, CFO, Performance Manager, Communications Officer, IA, RM</p> <p>Performance Manager Mayor</p>	<p>17 January 2017</p> <p>27 January 2017</p> <p>03 February 2017</p> <p>27 February 2017</p> <p>28 February 2017</p>	Further changes on the dates
4.2	2 nd Steering Committee Meeting	BUDGET/IDP STEERING COMMITTEE MEETING – CONSIDERING FIRST DRAFT BUDGET	MFMA, MSA	Mayor, MM, MAYCO, HOD, IDP,LED,IA, RM	09 March 2017	
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.	March 2017	
Phases	Activity	Legislative Requirements	Responsible Department/	Implementation Target Date	Actual Implementation	

Official 2017/2022						
						Date 2017/2022
4.5	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 2017	
4.6	Adjustment Budget	Council to consider Adjustment Budget as prescribed.	MFMA s 28 Budget Policy read with Budget & Reporting Reg	CFO, MM, Mayor	23 February 2017	
4.7	^{3rd} 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	08 May 2017	
4.8	^{3rd} IGR engagement on IDP / Budget.	Engagement with Sector Departments on socio-economic development	IGR Framework Act	MM, Heads of Departments, IDP Manger.	19 May 2017	
4.9	^{3rd} 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 2017	
4.10	^{4th} Ward Committee Meeting	Engagement with ward Committees on ward-based projects – 2016/2017	MSA sec. 21A	Ward Councillor/PR Councillor/HOD/Ward Committee Members	07-31 August 2017	
Phases		Activity	Legislative	Responsible	Implementation	Actual

		Requirements	Department/ Official	Target Date 2017/2022	Implementation Date 2017/2022
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 budget 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/ Administrator ➤ Special Council Meeting to approve the Draft IDP / Budget 2016/2017. 		Mayor, Executive Councillors, MM, IDP Manger, HOD's. Mayor, Councillors, MM, HOD's, IDP Manger, Communication Officer.	15 March 2017 23 March 2017

Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2017/2022	Actual Implementation Date 2017/2022	
4.14	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	June 2017	
4.15	Approved Draft IDP / Budget	Make public the Budget and related documents & invite local community to submit	MFMA, MSA s 22, 23	Communication Officer.	07 April 2017	

		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.				
Phases						
Phases	Activity	Legislative Requirements	Responsible Department/ Official	Implementation Target Date 2017/2022	Actual Implementation Date 2017/2022	
4.16	Mayoral Imbizo's to discuss IDP / Budget 2016/2017.	Public Participation Meetings in all 13 wards.	MSA, MFMA	Ward Councillors, MM, CFO, IDP Manager	11 to 27 April 2017	
4.17	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 2017	
4.18	Implementation controls	Oversee actual implementation dates to be in line with implementation target dates	(Manage budget deviations)	MM / Mayor / Council	Not later than 10 th working day of each month	
4.19	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	05 May 2017	
4.20	Council Meeting	Council Meeting	MSA, MFMA, MSA 117 of 1998	Speaker, Ex-Mayor, MM, Executive	31 August 2016	

				Councillors, Councillors, HOD's, Media, Members of the public		
4.21	Development of Ward Committee Operational Plans			Municipality (IDP, PP & Comms Unit)DLG	23-24 February 2016	
PHASES		ACTIVITY	LEGISLATIVE REQUIREMENTS	RESPONSIBLE DEPARTMENT/ OFFICIAL	IMPLEMENTATION TARGET DATE 2017/2022	ACTUAL IMPLEMENTATION DATE 2017/2022
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; 	<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> <p>ss (f)</p>	MM, CFO	23 May 2017	

		<p>5. Amended IDP;</p> <p>6. Budget related policies (New & 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(g)</p> <p>ss (h)</p> <p>ss (i)</p> <p>ss (j)</p> <p>ss (k)</p>			
5.2	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.		
5.3	5 th Ward Committee Meeting	Engagement meeting with ward committees on alignment of IDP/Budget for 2016/2017	MSA sec. 21A	Ward Councillor/PR Councillor/HOD/Ward Committee Members	04-28 September 2017	
PHASES		ACTIVITY	LEGISLATIVE REQUIREMENTS	RESPONSIBLE DEPARTMENT/ OFFICIAL	IMPLEMENTATION TARGET DATE 2017/2022	ACTUAL IMPLEMENTATION DATE

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) MFMA s 75 (1)</p> <p>MFMA s 24(3)</p>	<p>MM</p> <p>Communication Officer</p> <p>Communication Officer</p>	<p>23 May 2017</p> <p>06 June 2017</p> <p>09 June 2017</p>	
6.2	SDBIP 2017/2018	<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	June 2017	

	PHASES	ACTIVITY	LEGISLATIVE REQUIREMENTS	RESPONSIBLE DEPARTMENT/ OFFICIAL	IMPLEMENTATION TARGET DATE 2017/2022	ACTUAL IMPLEMENTATION DATE 2017/2022
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; 	<p>MFMA s 53 (1) (c) (iii)</p> <p>ss (3) (b)</p>	Manager Performance	June 2017	

		<ul style="list-style-type: none"> ➤ Publication of approved agreements within 14 days after approval.\ of the SDBIP; ➤ To be submitted to the Council and MEC. 	ss (3) (b)			
6.4	SWOT An analysis			MM, HOD's, IDP Manager, Performance Manager	30 June 2017	
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	August/Sept 2017	