

IDP/BUDGET TIME SCHEDULE OF KEY DEADLINES 2017/2018

Month	Activities			Legislative Framework
	IDP	Budget	PMS	
July	<ul style="list-style-type: none"> ▪ Preparation of Draft IDP/Budget Time Schedule for 2017/2018 ▪ Engagement with Budget Office and PMS for alignment purposes ▪ Review of comments received on the previous Time schedule document ▪ Western Cape Districts Integrated Forum engagement to ensure Time Table meets requirements ▪ IDP/Budget Time Schedule tabled to Council ▪ Advertise IDP/Budget Time schedule in order to meet AG audit requirements 	<ul style="list-style-type: none"> ▪ Approve and announce new budget schedule and set up committees and forums ▪ Submit Section 71 monthly reports to Mayor 	<ul style="list-style-type: none"> ▪ Roll out of the SDBIP 	<ul style="list-style-type: none"> ▪ MSA Sec 76-81 ▪ MFMA Sec 21, 53, 68, 71, 77
August	<ul style="list-style-type: none"> ▪ 1st IDP Steering Committee Meeting ▪ Self-assessment to identify gaps in the IDP process ▪ Incorporation of a council approved roll-over adjustment budget ▪ 1st Regional IDP Managers engagement to workshop IDP/Budget Time Schedule and ensure alignment and integration ▪ Provincial IDP engagement to ensure compliance and report on differentiation between 3rd & 4th Generation IDPs ▪ Review IDP participatory fora and mechanisms 	<ul style="list-style-type: none"> ▪ Consultation on performance and changing needs ▪ Review performance and financial position ▪ Review external mechanisms ▪ Planning for next three years ▪ Submit Section 71 monthly reports to Mayor ▪ Submit Roll-over Budget to Council ▪ Submit AFS to A-G 	<ul style="list-style-type: none"> ▪ Submission of Q4 SDBIP Reports (for last quarter of the financial year) MPPR Reg. 14 ▪ Submission of the Annual Performance Reports prepared in terms of Section 46 of MSA 2000 to Council ▪ Submission of Draft Annual and Section 46 Report to AG ▪ Quarterly Audit Committee meeting in August (for the last quarter of the financial year) MFMA Section 166 & MPPR Reg. 14(3) (a) ▪ Tabling of Draft Annual Report to Audit- & Performance Audit Committee 	<ul style="list-style-type: none"> ▪ MSA Chap 4, Sec 34, 36 ▪ MFMA Sec 21, 71, 126, 166
September	<ul style="list-style-type: none"> ▪ Provincial Public Participation and Communication Forum to report on ward committee and communication activities, followed by a ▪ National Public Participation Forum 	<ul style="list-style-type: none"> ▪ Update policies, priorities and objectives ▪ Determine revenue projections and policies ▪ Submit Section 71 monthly reports to Mayor ▪ Audit of AFS by A-G 	<ul style="list-style-type: none"> ▪ Auditor-General audit of performance measures 	<ul style="list-style-type: none"> ▪ MSA Chap 4 ▪ MFMA Sec 71 ▪ Structures Act, Part 4

	<ul style="list-style-type: none"> ▪ IDP Indaba Working Group (IIWG) engagement to further ensure sectoral and municipal alignment ▪ Overstrand ward committee meetings 11-15 September 2017 ▪ Theewaterskloof ward meetings 18-25 September 2017 			
October	<ul style="list-style-type: none"> ▪ Integration of information from adopted sector plans into IDP Review ▪ Initiation of new sector plans into IDP ▪ Western Cape Districts Integrated Forum engagement ▪ IDP Indaba 1 / MGRO 1 Provincial and Municipal engagement ▪ Cape Agulhas public participation meetings 2-12 October 2017 ▪ Theewaterskloof IDP public meetings 2-24 October 2017 ▪ Overstrand public ward committee meetings 9-13 October 2017 ▪ Swellendam ward committee meetings 18-27 October 2017 	<ul style="list-style-type: none"> ▪ Determine revenue projections and policies ▪ Engagement with sector departments, share and evaluate plans, national policies, MTBPS ▪ Draft initial allocations to functions ▪ Submit Section 71 monthly reports to Mayor ▪ Table to Council a Q1 report on the Budget and AFS 	<ul style="list-style-type: none"> ▪ Compilation of Q1 Reports with HODs ▪ Q1 Reports tabled to Council MPPR Reg. 14 ▪ Sec 57 Managers quarterly informal assessments (for first quarter) 	<ul style="list-style-type: none"> ▪ MSA Chap 4 ▪ MFMA Section 35, 36, 42, 52 ▪ MTBPS
November	<ul style="list-style-type: none"> ▪ 2nd IDP Steering Committee Meeting to review municipal strategies, goals, KPI's and targets with HODs ▪ Updating and review of strategic elements of IDP in light of new focus of Council ▪ Identification of priority IDP projects ▪ 2nd Regional IDP Managers engagement and ▪ District IDP Rep/PPComm stakeholder engagement to determine project alignment between provincial, district and local municipalities ▪ Provincial Public Participation and Communication Forum to report on ward committee and communication activities ▪ Provincial IDP engagement to report on progress re new 5-year plan ▪ Swellendam Municipal Advisory Forum (SMAF) 3 November 2017 	<ul style="list-style-type: none"> ▪ Draft initial changes to IDP ▪ Consolidation of budgets and plans ▪ Mayco determines strategic choices for next three years ▪ Submit Section 71 monthly reports to Mayor 	<ul style="list-style-type: none"> ▪ Quarterly Audit- & Performance Audit Committee meeting (for the first quarter of the current financial year) MFMA Section 166 & MPPR Reg. 14(3)(a) ▪ Current financial year Final S57 Managers Performance Assessments 	<ul style="list-style-type: none"> ▪ MSA Chap 4, Sec 34 ▪ Structures Act, Part 4

December	<ul style="list-style-type: none"> ▪ HODs provide progress on goals, KPI's and targets contained in 5-year IDP ▪ Review of identified programmes 	<ul style="list-style-type: none"> ▪ Finalise tariff policies ▪ Submit Section 71 monthly reports to Mayor 	<ul style="list-style-type: none"> ▪ Finalise Annual Report for the financial year (MFMA Section 121) ▪ Mayor tables draft Annual Report for financial year - MFMA Section 127(2) ▪ Council Adopts draft Annual Report for the year ending June 	<ul style="list-style-type: none"> ▪ MSA Sec 71, 74, 75
January	<ul style="list-style-type: none"> ▪ 3rd IDP Steering Committee Meeting for continuous review of identified programmes, strategies, goals, objectives and KPIs with HODs ▪ Western Cape Districts Integrated Forum engagement to ensure alignment of District IDPs ▪ 3rd Regional IDP Managers engagement to finalise IDP Review content ▪ Finalise revised identified programmes, strategies, goals, objectives and KPIs with HODs for inclusion in Draft IDP Review ▪ IDP/Budget/PMS/Risk engagement to ensure alignment of processes 	<ul style="list-style-type: none"> ▪ Prepare detailed budgets and plans for the next three years ▪ Submit Section 71 monthly reports to Mayor ▪ Table to Council a Q2 report on the Budget and AFS 	<ul style="list-style-type: none"> ▪ Make public Annual Report and invite community inputs into report (MFMA Section 127 & MSA Section 21a) ▪ Submit Annual Report to AG, Provincial Treasury & CoGTA (MFMA Section 127) ▪ Compilation of Q2 Reports ▪ Q2 Reports tabled to Council MPPR Reg. 14 ▪ Municipal Manager submits Midterm/Midyear Report to the Mayor and Council (in terms of Section 72 MFMA) ▪ Midterm/Midyear Report is published in local media 	<ul style="list-style-type: none"> ▪ MFMA Sec 21, 36, 52, 71
February	<ul style="list-style-type: none"> ▪ IDP Indaba 2 / MGRO 2 Provincial and Municipal engagement ▪ Project alignment between provincial, district and local municipalities ▪ Conclusion of sector plans for inclusion in Draft IDP ▪ Provincial Public Participation and Communication Forum to report on ward committee and communication activities ▪ Present final reviewed municipal strategies, goals, KPI's and targets to Mayoral Committee ▪ Adoption of Draft IDP Review ▪ 4th Regional IDP Managers engagement - present Draft IDP to District IDP Rep/PPComm stakeholders ▪ Overstrand Municipal Advisory Forum (OMAF) 	<ul style="list-style-type: none"> ▪ Finalise budgets and plans for the next three years ▪ Mayco adopts budget and plans and review changes to IDP ▪ Mayor tables budget, resolutions, 90 days before the start of the financial year ▪ Submit Section 71 monthly reports to Mayor 	<ul style="list-style-type: none"> ▪ Prepare Draft SDBIP ▪ Quarterly Audit Committee meeting (for the second quarter of 14/15) MFMA Section 166 & MPPR Reg. 14(3)(a) ▪ Draft SDBIPs for financial year developed and for incorporation into Draft IDP of next financial year ▪ Refinement of KPI's and targets for inclusion in Draft IDP Review ▪ Preparation of Oversight Report on Annual Report 	<ul style="list-style-type: none"> ▪ MSA Chap 4, Sec 34 ▪ MFMA Sec 16, 21-24, 71, 87 ▪ Structures Act, Part 4

March	<ul style="list-style-type: none"> ▪ Submit Draft IDP to Province ▪ Publicise Draft IDP for public comment ▪ Public participation period ▪ Provincial IDP engagement to discuss Draft IDPs 	<ul style="list-style-type: none"> ▪ Submit Draft Budget to PT ▪ Publicise Draft Budget for public comment ▪ Public participation period ▪ Submit Section 71 monthly reports to Mayor 	<ul style="list-style-type: none"> ▪ Council to consider and adopt an oversight report [Due by 31 March MFMA Section 129(1)] ▪ Table Revised SDBIP (if necessary) ▪ Set performance objectives for revenue for each budget vote (MFMA Sect 17) 	<ul style="list-style-type: none"> ▪ MFMA Sec 22, 37, 42, 71 ▪ MSA Chap 4 as amended
April	<ul style="list-style-type: none"> ▪ Consider written representations in respect of Draft IDP ▪ Consider LGMTEC recommendations on Draft IDP for inclusion in Final ▪ 4th IDP Steering Committee Meeting to discuss Draft inputs ▪ Adoption of Final IDP Review by Council ▪ Western Cape Districts Integrated Forum engagement to ensure alignment of Final IDP Reviews ▪ Overstrand IDP/Budget Roadshow ▪ Swellendam consultative community meetings 5-13 April 2018 ▪ Swellendam Municipal Advisory Forum (SMAF) 21 April 2017 	<ul style="list-style-type: none"> ▪ Consider written representations in respect of Draft Budget ▪ Consider LGMTEC recommendations on Draft Budget for inclusion in Final ▪ Adoption of Final Budget by Council ▪ Submit Section 71 monthly reports to Mayor ▪ Table to Council a Q3 report on the Budget and AFS 	<ul style="list-style-type: none"> ▪ Q3 Reports tabled to Council MPPR Reg. 14 ▪ Sect 57 Managers' informal quarterly assessments ▪ Review annual organisational performance targets (MPPR Regulation 11) 	<ul style="list-style-type: none"> ▪ MSA Chap 4 ▪ MFMA Sec 21-24, 52, 71
May	<ul style="list-style-type: none"> ▪ Publicise IDP in local media ▪ Provincial IDP engagement to report on Final IDP process 	<ul style="list-style-type: none"> ▪ Publicise Budget in local media ▪ Submit Section 71 monthly reports to Mayor 	<ul style="list-style-type: none"> ▪ Community input into organisation KPIs and targets ▪ Budget for expenses of audit committee 	<ul style="list-style-type: none"> ▪ MSA Chap4 ▪ MFMA Sec 16, 22-24, 26, 53, 71
June		<ul style="list-style-type: none"> ▪ Submit Section 71 monthly reports to Mayor 	<ul style="list-style-type: none"> ▪ Approval of SDBIP by Mayor 	<ul style="list-style-type: none"> ▪ MSA Sec 38-45 ▪ MFMA Sec 71