

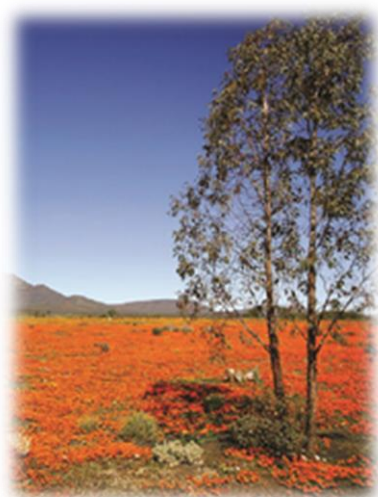
INTEGRATED DEVELOPMENT PLAN (IDP) & BUDGET PROCESS PLAN / TIME SCHEDULE

2018/19

(JULY 2018 – JUNE 2019)



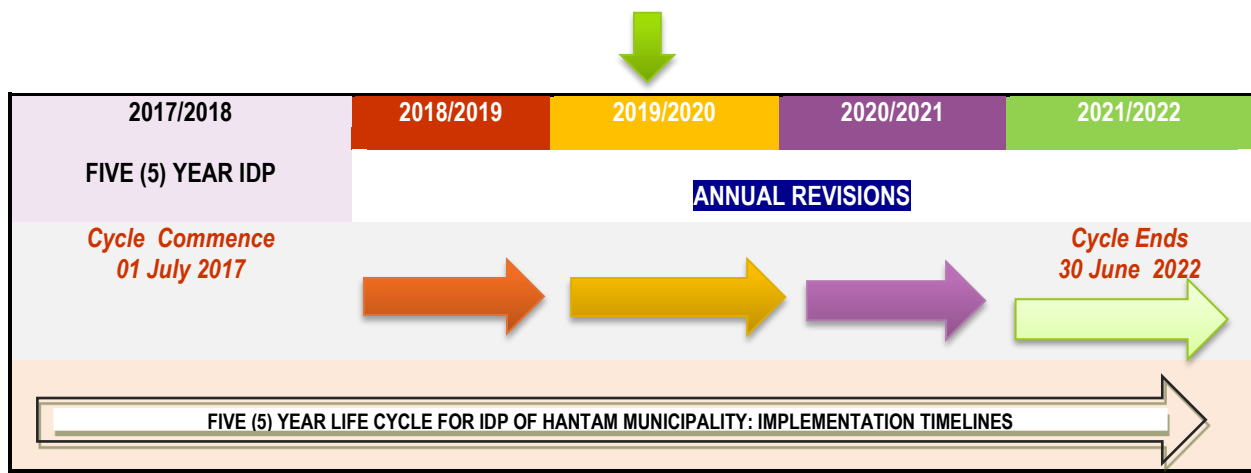
HANTAM MUNICIPALITY



"An enabling environment with sustainable service delivery and equal opportunities to ensure a better life for all"

FOR COMPILATION OF

**2nd REVIEW IDP 2019-2020 &
BUDGET 2019/20; 2020/21 & 2021/22**



1. INTRODUCTION AND BACKGROUND

Chapter 4 in the MSA requires all Municipalities to develop a culture of participatory governance and to ensure the institutionalization of this participatory process. One requirement is the preparation and adoption of a process plan to guide the drafting of the IDP and which includes the following elements:

- A programme specifying the timeframes for the different steps,
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role players,
- An indication of the organizational arrangements.

This 2018/2019 Integrated Development Planning and Budget Process Plan / Time Schedule is prepared and compiled in terms of Sections 21(1) (a) and (b) of the Local Government Municipal Finance Management Act No. 56 of 2003 as well as Sections 28(1) , 29(1) of the Local Government Municipal Systems Act No. 32 of 2000.

The purpose of the 2018/2019 Integrated Development Planning and Budget Process Plan / Time Schedule is to indicate the various planned activities and strategies on which the municipality will embark to compile its 2nd reviewed Integrated Development Plan 2019/2020 and the Budget for the 2019/2020 financial year and two outer years.

The process plan enhances integration and alignment between the IDP and Budget, thereby ensuring the development of an IDP based Budget.

2. Legislative Framework

The Drafting and Preparation of the 2018/19 IDP Review and Budget Process Plan / Time Schedule and its activities of Hantam Municipality is guided in terms of the following legal framework:

Section 21(1)(a) and (b) of the Municipal Finance Management Act, No 56 of 2003 states the following:

The Mayor of a municipality must;

- (a) Co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;
- (b) At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for-
 - i. The preparation, tabling and approval of the annual budget;
 - ii. The annual review of-
 - (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and
 - (bb) the budget related policies.
 - iii. the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
 - iv. any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

Section 28(1) of the Municipal System Act, No 32 of 2000

In order to ensure certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of government, the preparation of the planning process is regulated by the Municipal Systems Act, No 32 of 2000, Section 28 of the Systems Act stipulates that:

- 1) Each Municipal Council must adopt a process set out in writing to guide the planning, drafting, adoption and review of the IDP.
- 2) The 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(1) of the Municipal Systems Act stipulates the following:

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 timeframes for the different steps;
- b) through appropriate mechanisms, processes and procedures established in terms of 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 IDP; 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.

3. PHASES OF IDP DRAFTING AND ANNUAL REVIEW PROCESS

The five (5) phases in the IDP & Budget process which guide the annual review and the important activities, deliverables to be considered during the different five (5) phases of the IDP and Budget process are discussed as follows:

PHASE 1: ANALYSIS

During this phase information is collected on the existing conditions within the municipality. It focuses on the types of problems faced by people in the area and the causes of these problems. The identified problems are assessed and prioritized in terms of what is urgent and what needs to be done first.

Information on availability of resources is also collected during this phase. At the end of this phase, the municipality will be able to provide:

- An assessment of the existing level of development
- Details on priority issues and problems and their causes
- Information on available resources.

PHASE 2: STRATEGIES

During this phase, the municipality works on finding solutions to the problems assessed in phase one. The Council and Management discuss strategic issues such as vision, mission, future directions, strategic outcomes and outputs as well as measures and targets for each strategic output.

PHASE 3: PROJECTS, PROGRAMMES and CAPITAL BUDGET

During this phase the municipality works on the design and content of projects/programmes identified during Phase 2.

Clear details for each project have to be worked out and budget provision needs to be made for the next 3 years with updated cost estimates.

PHASE 4: INTEGRATION

Once all projects have been identified, the municipality has to check again that they contribute to meeting the objectives outlined in Phase 2. These projects will provide an overall picture of the development plans. All the development plans must now be integrated. The municipality should also have overall strategies for issues like dealing with poverty alleviation and disaster management. These strategies should be integrated with the overall IDP.

PHASE 5: APPROVAL

Finalization and approval of draft IDP and draft annual budget by end March annually. Make public the draft IDP and draft budget for comments and submissions. Consultation with communities and stakeholders and then final approval by Council by end May annually.

4. Institutional arrangements, Roles and Responsibilities in the IDP Review process

The following roles have been assigned to key role-players during the development and monitoring of the IDP:

4.1 The Mayor

- Chairperson of the IDP Representative Forum meetings and ensure compliance with legislation in respect of all IDP processes,
- Tables all relevant documentation to council, where applicable for notification and/or approval.

4.2 The Municipal Council

- Considers and adopts the IDP process plan,
- Adopt the draft and final IDP.

4.3 The IDP Representative Forum

- Chaired by the Mayor,
- Serves as link between the municipality and public sector representatives,
- Represents the interests of various constituencies in the IDP review process,
- Provides a means to transfer and clarify information between all the stakeholder representatives, including the municipality,
- Provides an organisational mechanism for discussion, negotiation and decision making between the stakeholders and municipality,
- Coordinates and aligns planning and service delivery,
- Monitors the performance of the planning and implementation process,
- Considers recommendations and inputs from the IDP Steering Committee,
- Recommends the final IDP to the council for approval.

4.4 The Ward Councillors and Ward Committees:

- Facilitate the identification and conceptualisation of community needs and compile ward plans,
- Serve as conduit of information to and from communities,
- Fulfil an oversight role in programme and project implementation.

4.5 The Municipal Manager

- Chairs IDP Steering Committee meetings,
- Ensures compliance with regard to all relevant IDP and PMS legislation and regulations.

4.6 The Head IDP/LED

- Responsible to prepare process plan,
- Supporting role to ensure compliance with regard to community participation and publications,
- Manages and coordinates the IDP process,
- Consolidates all relevant input from ward plans and other stakeholders,
- Coordinates the planning process and day-to-day activities,
- Responds to comments,
- Amends the IDP in accordance with national and provincial assessments,
- Compiles the draft and final IDP.

4.7 Senior Management

Senior managers are responsible for and must assist with the following:

- Drafting the process plan,
- Research and analysis on status quo information,
- Providing relevant sector and budget information,
- Preparing and integrating programmes and project proposals,
- Developing core components of the IDP as legislated.

JULY 2018

Item no.	Deliverable/Action	Legislative Requirement and Information	Target Date	Responsibility	Progress against target and comments
1	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	13 July 2018	Senior Manager Finance & Corporate Services	
2	Compilation of IDP/Budget Time schedule for the next budget cycle: Submit time schedule with key deadlines for 2019/20 IDP Review and Budget (2019/20, 2020/21 & 2021/22) to Council	<i>MSA Section 28; MFMA Section 21(1)(b)&53 MFMA Section 21(1)(b): The mayor of a municipality must at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for - (i) the preparation, tabling and approval of the annual budget; (ii) the annual review of- (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and (bb) the budget-related policies; (iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).</i>	17 Jul 2018 (Legislative deadline: before end of August)	Head IDP/LED & Senior Manager: Finance and Corporate Service	
3	COUNCIL MEETING		17 July 2018		
4	Submit quarterly report (4th Quarter - 2018/19) on implementation of the budget and financial state of affairs to Council	MFMA, Section 52 (d)	17 July 2018	MM & Head: IDP/LED	
	Submit report to Council in terms of SCM Regulations Section 63	SCM Regulations Section 63	17 Jul 2018	Senior Manager: Finance and Corporate Service	
5	Publish approved IDP/Budget Process plan on website	MSA Section 28(3)	20 Jul 2018	Head: IDP/LED	
6	Notify the public about the approved time schedule of the Process Plan	MSA Section 21 & 28(3) MSA Section 28(3): A municipality must give notice to the local community of particulars of the process it intends to follow	26 Jul 2018	Head: IDP/LED	
	Submit time schedule with key deadlines to the Namakwa District Municipality, DLG and Provincial Treasury	MSA Section 29(3) (a) and (b)	26 Aug 2018	Head: IDP/LED	
7	Publish details of ward committee and public meetings (minimum 7 days' notice)	MSA Section 21 & 28(3)	07 Aug 2018	Head: IDP/LED	

AUGUST 2018

Item no.	Deliverable/Action	Legislative Requirement and Information	Target Date	Responsibility	Progress against target and comments
8	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	15 Aug 2018	Senior Manager Finance & Corporate Services	
9	Submit Annual Financial Statements and Annual Performance Report to the Auditor-General for auditing	<i>MSA Section 126(1)(a): The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing</i>	31 Aug 2018	Senior Manager Finance & Corporate Services Municipal Manager	
10	COUNCIL MEETING		30 Aug 2018		

SEPTEMBER 2018

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
11	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	14 Sep 2018	Senior Manager Finance & Corporate Services	
12	Send invitations and agendas to members of the IDP representative Forum		13 Sep 2018	IDP/LED	
13	Attend District IDP Managers Forum meeting		Sep 2018		
14	Political parties to submit budget statement to Municipal Manager		Sep 2018	Chief Whips of political parties	
15	Meeting with Hantam IDP Rep Forum and LED Forum		Sep 2018	IDP/LED	
16	Wards Committee meetings (wards 1; 2; 3; 4; 5)	<i>MSA Section 29(1)(b): The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must through appropriate mechanisms, processes and procedures established in terms of 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.</i>	10 - 13 Sep 2018	IDP/LED, Ward Councillor	
17	IDP/Budget Public meetings (wards 1; 2; 3; 4; 5)		17-13 Sep 2018	IDP/LED, Mayor, Ward Councillor, Municipal Manager & Senior Managers	
18	Conduct performance reviews of MM and Senior Managers for the previous financial year	Municipal Planning and Performance Management Regulations Section 13	Sep 2018	Municipal Manager	
19	COUNCIL MEETING		27 Sep 2018		
20	Finalize draft Annual Report for previous financial year and submit to Auditor-General	MFMA Section 121	28 Sep 2018	Municipal Manager	

OCTOBER 2018

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
21	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	12 Oct 2018		
22	Discuss and agree on business plan template for capital projects		31 Oct 2018	HEAD: IDP/LED and Senior Manager Finance & Corporate Services	
23	District IDP Engagements	RSA Constitution, Section 154 (activity is in support of particular section)	Oct 2018	Municipal Manager, Senior Managers and IDP personnel to attend	
24	Compile a financial plan for inclusion in the draft IDP	<i>MSA Section 26(h): An integrated development plan must reflect a financial plan, which must include a budget projection for at least the next three years.</i>	Oct 2018	Senior Manager Finance & Corporate Services	
25	Commence LED strategy development planning process (Distribute LED Forum invitations and agenda to members for the LED strategy workshop)	Internal process	10 Oct 2018	Head: IDP/LED	
26	Directorate Strategic Planning Sessions based on outcomes of community needs analysis, master plans, risks and management strategic planning session	Internal process	15 Oct 2018	Municipal Manager and Senior Managers are responsible for convening strategic planning session of individual directorates	
27	COUNCIL MEETING		25 Oct 2018		
28	Submit quarterly report (Quarter 1 - 2018/19) on implementation of the budget and financial state of affairs to Council	MFMA, Section 52 (d)	25 Oct 2018	Municipal Manager and Mayor	
29	Submission of Strategic Planning Reports of individual Directorates in prescribed format to IDP unit	Internal process	31 Oct 2018	Municipal Manager and Senior Managers	
30	Commence with the review of Ward Plans based on input from role players meetings and workshop		31 Oct 2018	IDP/LED & Ward Councillors	
31	Submit MFMA Implementation Plan to National and Provincial Treasury	MFMA	31 Oct 2018	Senior Manager Finance & Corporate Services	

NOVEMBER 2018

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
32	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	14 Nov 2018	Senior Manager Finance & Corporate Services	
33	Send out tariff structure for review		Nov 2018	Senior Manager Finance & Corporate Services	
34	Align departmental operational plans and SDBIP to strategic priorities in IDP and inputs from other stakeholders including government and bulk service providers (and NER)		Nov 2018	Municipal Manager	
35	Start and complete review process of budget related policies		Nov 2018	Senior Manager Finance & Corporate Services	
36	Send out business plan template for each capital project to all Senior Managers and MM		Nov 2018	HEAD: IDP/LED	
37	LED Strategy Workshop	Internal process	15 Nov 2018	Municipal Manager	
38	Commence with the review of Ward Plans based on input from role players meetings and workshop		Nov 2018	Ward councillors	
39	Provide Senior Managers with templates for operational and capital budget planning Purposes		Nov 2018	Senior Manager Finance & Corporate Services	
40	Strategic session with Council and Senior Management including development of the Hantam Development Plan		13 Nov 2018	Councillors, MM and designated senior management to attend	
41	Receive audit report on annual financial statements from the Auditor General	MFMA. Section 126 (3) <i>MFMA Section 126(3): The Auditor-General must- (a) audit those financial statements; and (b) submit an audit report on those statements to the accounting officer of the municipality or entity within three months of receipt of the statements.</i>	Nov 2018	Auditor General to provide report	
42	COUNCIL MEETING		29 Nov 2018		
43	Ensure the Accounting Officer addresses any issues raised by the Auditor-General in the audit report - prepare action / audit plans to address and incorporate into the annual report.	MFMA Section 131	30 Nov 2018	Senior Manager Finance & Corporate Services/ Municipal Manager	
	Attend District IDP Managers Forum meeting		30 Nov 2018	Head: IDP/LED	

DECEMBER 2018

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
44	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	14 December 2018	Senior Manager Finance & Corporate Services	
45	Senior Managers to submit adjustment budget to the CFO		13 Dec 2018	MM and Senior Managers to compile and CFO to provide templates	
46	Discuss adjustment budget (2018/19) and draft electricity budget and finalize tariff structure for 2019/20 (2019/20, 2020/21 & 2021/22)	MFMA Section 28	13 Dec 2018	HEAD: IDP/LED to convene meeting - MM, Senior Managers and designated senior management in attendance	
47	Finalize inputs from bulk resource providers (and NER) & agree on proposed price increase		Dec 2018	Municipal Manager/ Senior Manager Finance & Corporate Services	
48	Review whether all bulk resource providers have lodged a request with National Treasury & SALGA seeking comments on proposed price increases of bulk resources		Dec 2018	Municipal Manager/Senior Manager Finance & Corporate Services	
49	IDP Representative Forum Meeting	MFMA, Section 23(1)	13 Dec 2018	IDP/LED. Mayoral Committee, Ward Councillors, Municipal Manager & Senior Managers to attend	
50	Finalize first draft of departmental operational plans and SDBIP for review against strategic priorities		13 Dec 2018	Senior Managers	
51	Special Council Meeting		6 Dec 2018		
52	Table draft Annual Report (2017/18) in Council	MFMA Section 127	6 Dec 2018	Municipal Manager	
53	Publish Draft Annual Report (2017/18) for comment AND submit to the Auditor General; relevant provincial treasury and relevant department responsible for local government in the province	MFMA Section 127 (5)	13 Dec 2018	HEAD: IDP/LED	

JANUARY 2018

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
54	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	15 January 2019	Senior Manager Finance & Corporate Services	
55	Closing date for comments on draft Annual Report 2017/18	MFMA Section 127 (5)	11 Jan 2018		
56	Submit capital & operational budget for (2019/20, 2020/21 & 2021/22)		Jan 2019	MM and Senior Managers	
57	Submit personnel budget information (2019/20)		Jan 2019	Senior Manager Finance & Corporate Services	
58	Annual submission of Employment Equity plan to Department Labour	Employment Equity Act, Section 20	15 Jan 2019	Senior Manager Finance & Corporate Services AND HR	
59	Compile Oversight Report for submission to council with final Annual Report.	MFMA Section 129	18 Jan 2019	Oversight Committee & Office of Municipal Manager	
60	COUNCIL MEETING		24 Jan 2019		
61	Council approves Final Annual Report and adopts oversight report.	MFMA Section 129	24 Jan 2019		
62	Submit draft electricity budget and tariffs (2019/20, 2020/21 & 2021/22) to Council for approval.		24 Jan 2019	Senior Manager Finance & Corporate Services	
63	Submit Mid-year budget and performance report (2018/19)	MFMA, section 54; 72; 88	24 Jan 2019	MM & Head: IDP/LED; Senior Manager Finance & Corporate Services	
64	Council approve adjustment budget (2018/19) and SDBIP Amendments (<i>Review the KPI's and annual performance targets</i>)	MFMA Section 29	24 Jan 2019	Senior Manager Finance & Corporate Services and MM	
65	Submit the approved adjustments budget to the Provincial Treasury and National Treasury		31 Jan 2019	Senior Manager Finance & Corporate Services	
66	Management discuss personnel structure, budget (2019/20, 2020/21 & 2021/22) and financial policy revision (2019/20)		Jan 2019	HEAD: IDP/LED to convene meeting - MM, Senior Managers and designated senior management in attendance	
67	Make public approved Final Annual report and oversight report within seven (7) days after approval AND Submit minutes of relevant meetings to AG, relevant provincial treasury and relevant department responsible for local government in the province	MFMA Section 129 (3) MFMA Section 129 (2)	31 Jan 2019	Municipal Manager	

FEBRUARY 2019

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
68	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	14 February 2019	Senior Manager Finance & Corporate Services	
69	Discuss personnel structure (2019/20, 2020/21 & 2021/22)		Feb 2019	MM and Senior Managers - HEAD: IDP/LED to convene meeting	
70	Discuss capital budget for (2019/20, 2020/21 & 2021/22)		Feb 2019	HEAD: IDP/LED convene meeting - CFO to chair the meeting	
71	Compilation of high level SDBIP - Financial Information		Feb 2019	CFO	
72	Finalize operating and capital budget plus budget related policies		Feb 2019	HEAD: IDP/LED convene meeting - CFO to chair the meeting and Senior Managers and designated management in attendance	
73	Discuss budget and tariffs (2019/20, 2020/21 & 2021/22)		Feb 2019	MAYCOMM, MM, Senior Managers and designated Management - HEAD: IDP/LED to convene meeting	
74	Finalize settlement based / ward plans		Feb 2019	Municipal Manager	
75	Note any provincial and national allocations to municipalities for incorporation into budget		Feb 2019		
76	Finalize corrective measures from audit report		28 Feb 2019	MM and Senior Managers	
77	Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three fin years	<i>MFMA Section 37(2): In order to enable municipalities to include allocations from other municipalities in their budgets and to plan effectively for the spending of such allocations, the accounting officer of a municipality responsible for the transfer of any allocation to another municipality must, by no later than 120 days before the start of its budget year, notify the receiving municipality of the projected amount of any allocation proposed to be transferred to that municipality during each of the next 3 fin years.</i>	Before 29 Feb		
78	Finalize draft detailed department operational plans for inclusion in the IDP		Feb 2019	MM and Senior Managers	
79	Mid-year formal performance review of MM and Senior Managers		28 Feb 2019	Municipal Manager	

MARCH 2019

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
80	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	14 March 2019	Senior Manager Finance & Corporate Services	
81	Council Meeting: Mayor presents draft budget (2019/20, 2020/21 & 2021/22), Draft IDP review (2019/20), draft Ward Plans and Draft TL SDBIP (2019/20) to Council.	MFMA Section 16: (1) <i>The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.</i> (2) <i>In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.</i>	28 March 2019	Mayor to call special Council meeting	
82	IDP Representative Forum Meeting	MFMA, Section 23(1)	March 2019	IDP/LED. Mayoral Committee, Ward Councillors, Municipal Manager & Senior Managers to attend	
83	Receive bulk resource providers' price increases as tabled in Parliament or the provincial legislature		March 2019		
84	Approval of NERSA tariffs		March 2019	Senior Manager Finance & Corporate Services to communicate new tariffs	

APRIL 2019

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
85	Section 71 monthly report	MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections	15 April 2019	Senior Manager Finance & Corporate Services	
86	Publish notice of approval of draft budget and IDP	MFMA Section 22 (a)(ii) MSA, Section 29 (b)	7 April 2019	Senior Manager Finance & Corporate Services and HEAD: IDP/LED	
87	Publish details of public meetings (minimum 7 days)		7 April 2019	HEAD: IDP/LED	
88	Submit the budget as well as the IDP to the Provincial Treasury, National Treasury and other affected organs of state	MFMA Section 22:	7 April 2019	Senior Manager Finance & Corporate Services and HEAD: IDP/LED	
89	Copies of draft budget (2019/20, 2020/21 & 2021/22), IDP review (2019/20) and SDBIP (2019/20) made available at libraries and municipal pay points	MFMA Section 22 (a)(ii) MSA, Section 29 (b)	7 April 2019	Senior Manager Finance & Corporate Services and HEAD: IDP/LED	
90	Submit Draft IDP to the District Municipality for comment	MSA, Section 29 (3)(b)	7 April 2019	HEAD: IDP/LED	
	Provincial/National Treasury Budget Engagements		17 April 2019	MM & Senior Manager Finance & Corporate Services	
91	Receive business plans for inclusion in SDBIP			Senior Managers and MM	
92	Public consultation meetings with Wards (1; 2; 3; 4) to obtain public input on draft IDP/Budget and consult key stakeholders.	MFMA, Section 23(1)	15-18 April 2019	IDP/LED, Mayor, Deputy Mayor, Ward Councillor, Municipal Manager & Senior Managers	
93	Ward Committee meetings Wards (1; 2; 3; 4)		22-25 April 2019		
94	COUNCIL MEETING		25 April 2019		
95	Submit quarterly report (Quarter 3 - 2018/19) on implementation of the budget and financial state of affairs to Council	MFMA, Section 52(d)	25 April 2019	Mayor to call meeting	
96	Closing date for public comment and or objection to IDP Review (2019/20) and Budget (2019/20, 2020/21 & 2021/22)			HEAD: IDP/LED	

MAY 2019

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
97	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	15 May 2019	Senior Manager Finance & Corporate Services	
98	Senior Managers, MM and designated Management consider public's comments on Draft IDP Review (2019/20), Draft Budget (2019/20, 2020/21 & 2021/22) and Draft SDBIP (2019/20)		09 May 2019	HEAD: IDP/LED to convene meeting - MM, Senior Managers and designated senior management in attendance	
99	Steering Committee consider public's comments on Draft IDP Review (2019/20), Draft Budget (2019/20, 2020/21 & 2021/22) and Draft SDBIP (2019/20)		16 May 2019	MAYCOMM, MM, Senior Managers and designated Management	
100	COUNCIL MEETING		30 May 2019		
101	Council approve final IDP Review (2019/20) and Budget (2019/20, 2020/21 & 2021/22)	MSA Section 34	30 May 2019	Mayor to call meeting	
102	Develop departmental SDBIP for 2019/20		30 May 2019	MM & Senior Managers – Head IDP/LED to convene meeting	

JUNE 2019

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
103	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	14 June 2019	Senior Manager Finance & Corporate Services	
104	Submit approved budget (2019/20, 2020/21 & 2021/22) to National and Provincial Treasury	MSA Section 32	14 June 2019	Senior Manager Finance & Corporate Services and Head: IDP/LED	
105	Submit approved budget (2019/20, 2020/21 & 2021/22) and IDP Review (2019/20) to IT for placement on website	MSA Section 21	07 June 2019	Senior Manager Finance & Corporate Services and Head: IDP/LED	
106	Publish notice of approval of budget (2019/20, 2020/21 & 2021/22) and IDP Review (2019/20)	MSA Section 21	14 June 2019	Senior Manager Finance & Corporate Services and Head: IDP/LED	
107	Submit approved IDP review to MEC (Dept. Local Government)		14 June 2019	Head: IDP/LED	
108	Copies of approved budget (2019/20, 2020/21 & 2021/22) and IDP Review (2019/20) made available at libraries	MSA Section 21	14 June 2019	Senior Manager Finance & Corporate Services and Head: IDP/LED	
109	Submit draft SDBIP (Top Layer) and draft performance contracts to Mayor (2019/20)	MFMA Section 53	14 June 2019	Municipal Manager	
110	IDP Representative Forum Meeting	MFMA, Section 23(1)	20 June 2019	IDP/LED. Mayoral Committee, Ward Councillors, Municipal Manager & Senior Managers to attend	
111	Complete and distribute budget assumptions and prepare Medium Term Budget Policy Statement		June 2019	Senior Manager Finance & Corporate Services	
112	Commence with the multi-year capital and operational budget		June 2019	Senior Manager Finance & Corporate Services	
113	IDP Representative Forum meetings	MSA, Section 29(1)(b) (activity is in support of particular section)	19 June 2019	IDP/LED. Mayoral Committee, Ward Councillors, Municipal Manager & Senior Managers to attend	

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
114	Mayor to approve final SDBIP (2019/20) Submit final performance contracts to Mayor (2019/20) And publish on website & make public in local media	MFMA Section 53	27 June 2019	Municipal Manager	
115	Approval of Departmental SDBIP by Municipal Manager		27 June 2019	IDP/LED	
116	Consolidated community needs analysis and submission of Provincial and National priorities to DLG for Provincial Delivery		27 June 2019	Municipal Manager	
117	Council Meeting: The Council must approve the Risk Register and Risk Based Audit Plan		27 June 2019	Municipal Manager and Mayor	
118	Finalize format of SDBIP including financial and non-financial information		27 June 2019	IDP/LED	