

IDP/PMS AND BUDGET PROCESS PLAN 2019/2020



COMPLIANCE	DATE
Submission to Exco	22 August 2018
Submission to Council	29 August 2018
Submission to COGTA	10 September 2018
Submission to PT	10 September 2018

HASE	ACTIVITIES	COORDINATING DEPARTMENT	TIMEFRAME	LEGISLTATIVE FRAMEWORK
AUGUST 2018				
	Conclude performance agreements for the 2018-2019	Mayor & Municipal Manager	August 2018	MFMA Sec 53(1)c & MSA sec 56
	Make public the annual performance agreements and place copies to the municipal website	Office of the Municipal Manager	11 August 2018	MFMA 53(3)(a)
	Place the annual performance agreements on the municipal website	Office of the Municipal Manager	16 August 2018	MFMA 75 (1)(d)
	Table IDP, PMS and Annual Budget Process Plan for 2019/20 to the Executive Committee including the following documents <ul style="list-style-type: none"> ✓ Annual Financial Statements for 2017/2018 FY ✓ Performance Information report (MSA-s46) 2017-2018 ✓ Draft Annual Report for 2017/2018 	Municipal Manager	22 August 2018	MFMA 21(1)(b) & 53 (1) (b)

HASE	ACTIVITIES	COORDINATING DEPARTMENT	TIMEFRAME	LEGISLATIVE FRAMEWORK
	Audit Committee Meeting to consider the review the: <ul style="list-style-type: none"> ✓ Annual Financial Statements for 2017/20178 ✓ Performance Information report (MSA-s46) 2017-2018 Draft Annual Report for 2017/2018	Office of the MM	22 August 2018	MFMA s65 & 66
	Tabling of IDP & Annual Budget Process Plan, AFS & Performance information report to Council for adoption including the following documents <ul style="list-style-type: none"> ✓ Annual Financial Statements for 2017/2018 ✓ Performance Information report (MSA-s46) ✓ Annual Report for 2017/2018 	Mayor	29 August 2018	MFMA 21(1)(b) & 53 (1) (b)
	Printing of Annual Financial Statements and Annual Performance Assessment Information Report and Draft Annual Report for the year ending 30 June 2018	MM	29-30 August 2018	MFMA 126 (1) (a)

HASE	ACTIVITIES	COORDINATING DEPARTMENT	TIMEFRAME	LEGISLATIVE FRAMEWORK
	Submit Annual Financial Statements and Annual Performance Assessment Information Report and Draft Annual Report for the year ending 30 June 2018 to Auditor General Office	Chief Financial Officer, MM	31 August 2018	MFMA 126 (1) (a)
SEPTEMBER 2018				
	Publish approved 2019/2020 IDP, PMS and Budget Process Plan and Framework on website and newspaper	SM: Operations	13 September 2018	MSA S16 & 21
	Submit approved 2019/20 IDP, PMS and Budget Process Plan and Framework to CoGTA, and Provincial Treasury, Auditor General (within 10 days of approval)	SM: Operations	13 September 2018	MFMA Sec 75 (2)
	Intergovernmental Engagements (IGR FORUM)	Mayor	19 September 2018	Constitution of RSA, s41 & MSA s24
OCTOBER 2018				
	Collate information relevant for inclusion in reviewed IDP, taking into account MEC comments	IDP Manager	October 2018	Chapter 3, Constitution of

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				the RSA, 1996
	District Planning Forum sitting to share socio-economic data	ORTAMBO DM	11 October 2018	
	IDP & Budget Steering Committee	Municipal Manager	09 October 2018	IDP Guide
	Consultation and inclusion of Sector Department information to the IDP		October 2018	
	Table first quarter performance report including financial performance analysis report (s52(d) to Council	Mayor	31 October 2018	MFMA s52(d)
NOVEMBER 2018				
	Convene IDP Rep Forum to present Situational Analysis	MM	06 November 2018	
	Place quarterly performance report on the municipal website	Office of the Municipal Manager	05 November 2018	MFMA 75 (1)K & 52(d)
	Mayoral Imbizo's to give service delivery feedback and get community priority needs		19-23 November 2018	MSA s34 & s16
NOVEMBER 2018				

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DECEMBER 2018				
	District Cluster Forums (to present situational analysis and project identification for 2019/20)		6-7 December 2018	
	Special Exco Meeting		07 December 2018	
	Special Council Meeting		14 December 2018	
JANUARY 2019				
	Convene Management Retreat to compile and finalize Mid-year report, adjustment budget and Revised SDBIP	Municipal Manager & Senior Managers	15-16 January 2019	MFMA s72 (1) & 11
	Risk Management Committee		17 January 2019	
	Special Exco Meeting to Table Mid-year Report, revised SDBIP and Adjustment Budget for approval and Annual Report		21 January 2019	
	Ordinary Audit, Risk & Performance Committee (Assessment of Mid-year performance)	Internal Audit Unit	22 January 2019	
	Table Mid-year Report, revised SDBIP and Annual	Mayor & MM	24 January 2019	MFMA s72 (1) &

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	Report to the Special Council Meeting			11
FEBRUARY 2019				
	Special Council Meeting to consider Oversight Report		05 February 2019	MFMA s129
	Place the Annual Report for 2017-2018 on the municipal website	Office of the Municipal Manager	10 February 2019	MFMA 75 (1)©
	Place the quarterly performance report (s52(d) on the municipal website			
	Provincial Treasury Mid-year assessment		21 February 2019	
	Table 2018/19 Adjustment Budget to Council for approval. (Possibly Amend IDP and Top Layer SDBIP).	CFO & MM	27 February 2019	MFMA s72 (1) & 11
	Convene Strategic Planning Session to review municipal high level overarching strategies and short term development objectives	Council	04 – 08 March 2019	
MARCH 2019				
COUNCIL	Presentation of Draft IDP, Annual Budget, Draft SDBIP, Tariffs and budget related policies to the Executive	Municipal Manager & CFO	23 March 2018	

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SITING	Committee			
	Convene IDP Rep Forum to present Draft IDP 2019/20 Review and Draft budget 2019/20	MM	27 March 2019	
	Tabling of Draft IDP, Annual Budget, Draft SDBIP, Tariffs and budget related policies to Council	Mayor	29 March 2019	MFMA s16 (2)
APRIL 2019				
	Risk Committee		05 April 2019	
	IDP Representative Forum	Mayor	10 April 2019	
	Special Executive Committee Meeting		20 April 2019	
	MTREF Engagement and Benchmarking(Conducted by Provincial Treasury)	MM	22 April 2019	
	Table third quarter performance report including financial performance analysis report to Council	Mayor	26 April 2018	MFMA s52(d)

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MAY 2019				
	IDP and Budget Public Hearings		7-10 May 2019	
	Council Policy Consultative Workshop		21 – 23 May 2019	
	Ordinary Exco Meeting		24 May 2019	
	Table Reviewed IDP, Annual Budget, Tariffs, Organizational Structure and budget related policies for approval by Council	Mayor	30 May 2019	MFMA s24 (1)
JUNE 2019				
	Ordinary Audit, Risk & Performance Committee		07 June 2019	
	Submit approved annual budget and IDP to NT & PT		10 June 2019	MFMA 24 (3)
	Publish the IDP and Budget for 2019-2020		07 June 2019	
	Special Exco Meeting to consider End of the Year Road Map and Financial Related Reports		June 2019	
	Ordinary Council Meeting		27 June 2019	
END				

