

**DRAFT DIPALESENG IDP/BUDGET/ PMS REVIEW FRAMEWORK AND PROCESS  
PLAN 2019/2020**



## TABLE OF CONTENT

<b>INDEX</b>	<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
1	Introduction	3
1.1	Content of the IDP/Budget/ Performance Process Plan	3
2	Phases and activities of the IDP/Budget/PMS process plan	4
2.1	Structures that manage/drive the IDP, Budget and PMS process	5 - 11
2.2	Mechanisms and procedure for participation	11-12
2.2.1	Functions and context of public participation	11
2.2.2	Mechanisms for participation	12-14
2.2.3	Procedures for participation	12-14
3	Activity Flow	12
3.1.1	IDP/Budget Process Time Table	14 - 19
3.1.2	Performance Management Timetable	20-27
3.1.3	Audit & Performance Audit Committee Timetable	27
3.1.4	Budget Process Timetable	28-31
3.1.5	Risk Management Committee Timetable	31
3.1.6	Key deadlines Timetable	31
4	Monitoring	32

## 1. Introduction

Section 28 of the Municipal System Act (Act 32 of 2000) requires that each Municipal Council adopts a process plan that would guide the planning, drafting, adoption and review of the IDP, Budget and Performance. The process plan should have clear and established mechanism, procedures and processes to ensure proper consultation with the local communities. It should indicate clearly how the IDP process will work, who will be responsible for what, time frames and milestones will be set and a budget will be aligned to the programme.

Section 21 of the Municipal Finance Management Act (Act 56 of 2003) also provides the following:

The mayor of a municipality must—

- (1) (b) at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget;

### 1.1 Content of the IDP/Budget/ Performance Process Plan

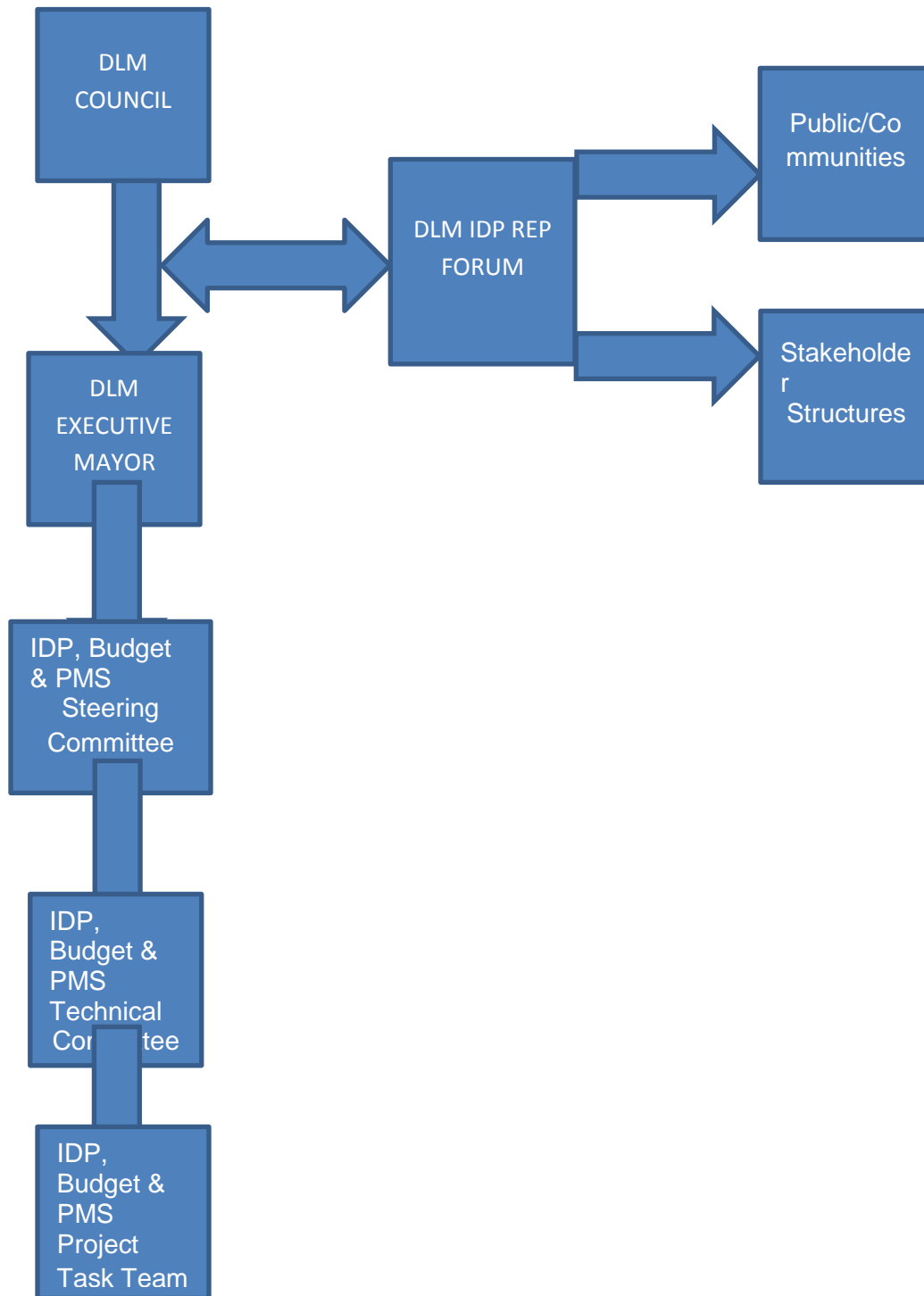
Dipaleseng Local Municipality's IDP/Budget/Performance Process Plan is outlined as follows:

- Phases and activities of the processes;
- Structures that will manage the planning process and their respective roles;
- Public/Community participation;
- Time schedule for the planning process; and
- Monitoring of the process

<b>Stages/Phases of the IDP Process</b>	
<b>IDP Phases</b>	<b>Activities</b>
Preparatory Phase	<ul style="list-style-type: none"> <li>➤ Identification and establishment of stakeholders and/ or structures and sources of information.</li> <li>➤ Development of the IDP Framework and Process Plan.</li> </ul>
Analysis Phase	<ul style="list-style-type: none"> <li>➤ Compilation of levels of development and backlogs that suggest areas of intervention.</li> </ul>
Strategies Phase	<ul style="list-style-type: none"> <li>➤ Reviewing the Vision, Mission, Strategies and Objectives</li> </ul>
Projects Phase	<ul style="list-style-type: none"> <li>➤ Identification of possible projects and their funding sources.</li> </ul>
Integration Phase	<ul style="list-style-type: none"> <li>➤ Sector plans summary inclusion and programs of action.</li> </ul>
Approval Phase	<ul style="list-style-type: none"> <li>➤ <input type="checkbox"/> Submission of Draft IDP to Council</li> <li>➤ <input type="checkbox"/> Road-show on Public Participation and publication</li> <li>➤ <input type="checkbox"/> Amendments of the Draft IDP according to comments;</li> <li>➤ <input type="checkbox"/> Submission of final IDP to council for approval and adoption.</li> </ul>

## 2.1 Structures that manage/drive the IDP, Budget and PMS process

The following diagram is a schematic representation of the organization structure that drives the IDP Process:



The following structures will be responsible to develop, implement and monitor the IDP/Budget/PMS of Dipaleseng Local Municipality (DLM). DLM IDP, Budget and Process have been aligned as indicated in the table below:

Structure	Composition	Role
Council	Members of Council <b>(Chair: Speaker)</b>	Deliberate and adopt IDP Framework and Process plan.  <input type="checkbox"/> Deliberate, adopt and approve the IDP.
IDP/Budget & PMS <b>Steering Committee</b>	Executive Mayor, Chairpersons of Portfolio Committees, Municipal Manager, All Directors, Manager: Finance Manager: IDP/PMS Manager: Risk Management ( we do not have this on the organogram) Manager: Internal Audit Manager: MM Office PA to the Office : Executive Mayor  <b>(Chair: Executive Mayor)</b>	<b>Function of the Committee</b> Provide terms of reference for subcommittees and the various planning activities.  Commission research studies.  Consider and comment on: Inputs from subcommittee(s), study teams and consultants  Inputs from provincial sector Departments and Private Sectors  Process, summarize and draft outputs.  Make recommendations.  Prepare, facilitate and minute meeting.  Prepare and submit reports to the IDP representative

		forum
Municipal Manager	Municipal Manager	<p>Responsible for the overall management, coordination and monitoring of the planning process, as delegated to the Municipal Manager and the IDP/Budget/PMS planning process.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Prepares the programme for the planning process.</li> <li><input type="checkbox"/> Undertakes the overall management and coordination of the planning process, ensuring that all relevant actors are appropriately involved.</li> </ul> <p>Assign persons in charge of different roles.</p> <p>Ensures an efficient and effectively managed and organized planning process.</p> <p>Responsible for the day-to-day management of the drafting process.</p> <p>Ensures that planning process is participatory, strategic and implementation-orientated and is aligned to and satisfies sector planning requirements.</p> <p>Responds to comments on the draft IDP/Budget from</p>

		<p>the public, horizontal alignment and other spheres of the satisfaction of the Municipal Council.</p> <p>Ensures that MEC for local government's proposals are responded to and IDP relevantly adjusted.</p>
<p><b>IDP/Budget &amp; PMS Technical Committee</b></p>	<p>Municipal Manager, All Directors and All Managers</p> <p><b>(Chair: Municipal Manager)</b></p>	<p>Contribute technical expertise in the consideration and finalization of strategies and identification of projects.</p> <p>Provide departmental operation and capital, budgetary information.</p> <p>Responsible for the project proposals. Responsible for the preparation and integration of projects and sector programs.</p> <p>Responsible for preparing amendments for the IDP/Budget/PMS review.</p> <p>Responsible for organizing public consultation and participation.</p>
<p><b>IDP/Budget &amp; PMS Operation Task Teams</b></p>	<p><b>IDP</b> PA to the Office of Executive Mayor Public Participation Coordinator Manager: IDP/PMS Manager: PED (please</p>	<p><b>IDP</b> Implement the Process Plan.</p> <p>Provide analysis of relevant technical and sector information.</p>



	<p>check if this exist)  Manager: PMU  Manager: Finance  Manager: Human Resource  Manager: Community Services and public Safety  <b>(Chair: Chief Financial Officer )</b></p>	<p>IDP consultation with various sectors (Sector forum).</p> <p>Preparations for all IDP meetings.</p> <p>Ensures documentation of the results of the review IDP document.</p> <p>Ensures amendments are made to the draft IDP to the satisfaction of the Technical Committee.</p>
Budget Task team	<p><b>BUDGET</b>  Manager: Finance  Manager: IDP/PMS  Manager: PMU  Manager: PED  Manager: HR  Manager: CSPA  Manager:  <b>(Chair: CFO)</b></p>	<p><b>BUDGET</b>  Implement the budget Process Plan.</p> <p>Provides analysis of relevant technical, sector and financial information.</p> <p>Ensure Departmental Budget Committees are functional.</p> <p>Ensures proper documentation of the results of the drafting of Budget document.</p> <p>Ensures amendments are made to the draft Budget to the satisfaction of the Technical Committee.</p>
IDP, Budget & PMS	Municipal Stakeholders forum	Participate and ratify the completion of each phase

Representative Forum	comprising representatives of the following structures; <ul style="list-style-type: none"> <li><input type="checkbox"/> Community</li> <li><input type="checkbox"/> Business Sector</li> <li><input type="checkbox"/> Traditional Healers</li> <li><input type="checkbox"/> Government Departments</li> <li><input type="checkbox"/> Education Sector</li> <li><input type="checkbox"/> Non-Governmental Organisations</li> <li><input type="checkbox"/> Transport Sector</li> <li><input type="checkbox"/> Labour Unions</li> <li><input type="checkbox"/> Financial institutions</li> <li><input type="checkbox"/> Farmers</li> <li><input type="checkbox"/> Civic organisation</li> <li><input type="checkbox"/> Religious groups</li> </ul> <p><b>(Chair: Executive Mayor)</b></p>	of the IDP development and review process.  Represent the communities at strategic decision-making level.
Audit and Performance Audit Committee	Audit Committee members, Executive Management and Internal Auditor. <b>(Chair: Chairperson of the Audit and performance Audit Committee)</b>	IDP/Budget/PMS monitoring and evaluation.  Ensure due process followed to IDP preparation  Ensure credibility of IDP based on process followed, compliance with legislation, contain all necessary information, took all factors including public comments into consideration.  Resources are available to ensure implementation/ achievement of undertakings
Public Participation Team	PA in the Office of the Executive Mayor  Secretary to the Executive	Coordination of the public participation programme.  Mobilize the involvement

	<p>Mayor</p> <p>Secretary to the MM's Office</p> <p>Secretary to MMC's Office</p> <p>Public Participation from Office of the Speaker</p> <p>Ward Committee Co-ordinator</p> <p>Secretary to the Speaker</p> <p>Communication Officer</p> <p>Transversal Co-ordinator</p> <p>HIV/AIDS Co-ordinator</p> <p><b>(Chair: Manager in the Office of Municipal Manager, IDP/PMS Manger and Finance Manager )</b></p>	<p>and commitment of stakeholders.</p> <p>Ensure participation of previously disadvantaged groups, e.g. women, Person living with disabilities, Youth etc.</p> <p>Ensure minutes taking in all community meetings and attendance register is available at all times.</p> <p>Ensure that all venues are booked and cleaned.</p>
--	--	--

## **2.2 MECHANISMS AND PROCEDURES FOR PARTICIPATION**

### **2.2.1 Functions and context of public participation**

Chapter 4 of the Municipal Systems Act, (Act 32 of 2000) section 17(2) stipulates that a municipality must establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality.

Four major functions can be aligned with the public participation process namely:

- Needs identification;
- Identification of appropriateness of proposed solutions;
- Community ownership and buy-in; and
- Empowerment.

### **2.2.2 Mechanisms for participation**

The following mechanisms for participation will be utilized by the Dipaleseng Local Municipality:

#### **□□ Media**

Local newspapers, Public notices and the Municipal newsletter will be used to inform the community of the progress on the IDP.

#### **□□ Website**

The Municipal website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for people and service providers to download.

### **2.2.3 Procedures for participation**

The following procedures for participation will be utilized:

#### **□□ IDP Representative Forum (IDP Rep Forum)**

The forum consists of members representing all stakeholders in the municipality. Efforts will be made to bring additional organizations into the IDP Rep Forum and ensure their continued participation throughout the process.

## □□ **Public Consultation Meetings**

1. For the entire review/development of the IDP/Budget/PMS, communities will be consulted during the months of **April and October** each financial year directly on soliciting the needs and presenting the draft IDP/Budget of the municipality. This will deepen the participation of the community in the entire process of the IDP/Budget/PMS cycle.

2. Inputs raised and discussed in the Draft IDP/Budget public participation Consultation will be noted by the IDP/PMS Manager and Public Participation, Community inputs and comments will be taken into consideration when compiling the Final IDP/Budget of the Municipality.

### **3. Activity Flow**

□ The Executive Mayor through the office of the Municipal Manager will be responsible for the development/review of the IDP/Budget.

The Municipal Manager has delegated the responsibility of secretariat of the IDP to the Manager: IDP

The IDP and Budget offices shall draft the IDP/Budget process plan with the IDP steering committee and submit to Council for approval.

The Executive Mayor shall establish and consult with the IDP/Budget steering committee and IDP/Budget Rep forum.

The Executive Mayor shall submit the Framework and process plan to Council.

The Municipal Manager shall facilitate the technical /steering committee in the drafting of the IDP in all the phases.

The IDP Manager, Budget Manager and the Municipal Manager shall monitor the planning in all phases, ensuring involvement of communities and adherence to timeframes throughout.

The IDP steering committee shall determine the strategic objectives and priorities for service delivery in the municipality in consultation with stakeholders.

The IDP/Budget technical committee shall develop and compile the status quo report, analysis phase, identify strategies, draft programme and projects aligned to the sector plans.

The draft IDP/Budget shall be submitted to admin and Governance portfolio committee for oversight.

The Executive Mayor shall submit the IDP/Budget/SDBIP to Council.

### 3.1.1 IDP/Budget Process Time Table

Target Date	Output required	Coordinator	Stakeholders
<i>Preparatory Phase</i>			
<b>July 2018</b>	Refinement of the draft approved process plan and awareness in accordance with Provincial and District	IDP/PMS manager and CFO	MM, Directors and Managers
<b>03-07 July 2018</b>	Advertisement of draft process plan for inputs and comments	IDP Manager	All Managers, All HOD's, Sector Dept, NGO's & Community stakeholders
<b>12 July 2018</b>	Submission Draft Process plan to Portfolio Committee (Process Plan)	IDP Manager	MM, Directors and Managers
<b>17 July 2018</b>	Submission Draft Process plan to MAYCO (Process Plan)	E. Mayor and MAYCO	E. Mayor, MAYCO, All Councilors, Senior officials, Sector Dept. NGO's, Ward Committees etc

<b>26 July 2018</b>	Table the Process Plan to Council	E. Mayor and MAYCO	E. Mayor, MAYCO, All Councilors, Senior officials, Sector Dept. NGO's, Ward Committees etc
<b>Analysis Phase</b>			
<b>10 July 2018 - 31 Aug 2018</b>	(a) Legal Framework Analysis (b) Leadership Guidelines (c) Municipality Technical Development Analysis (d) Community and Stakeholder Development Analysis (e) Institutional Analysis (f) Economic Analysis (g) Socio-Economic Analysis (h) Spatial Analysis (i) Environmental Analysis (j) In-depth Analysis and identification of Key Development Priorities	Office of the IDP/PMS Manager	MM, Directors and All Managers
<b>06 Sep 2018</b>	IDP/Budget/PMS Technical Committee (Analysis phase) <b>Draft Status Quo</b>	MM	MM, Directors and Managers
<b>13 Sep 2018</b>	IDP/Budget/PMS	E. Mayor and	Mayor, MAYCO,

	Steering Committee (Analysis phase) <b>Draft Status Quo</b>	MAYCO	MM, Directors and Managers
<b>04 Sep 2018</b>	IDP/Budget/PMS Rep Forum (Analysis phase) <b>Draft Status Quo</b>	E. Mayor and MAYCO	E. Mayor, MAYCO, All Councilors, Senior officials, Sector Dept. NGO's, Ward Committees etc
<b>12 Sep 2018</b>	Table the Analysis Phase to portfolio committee <b>Draft Status Quo</b>	IDP/PMS Manager	MM, Directors and Managers
<b>18 Sep 2018</b>	MAYCO (Table Analysis Phase) <b>Draft Status Quo</b>	MM	E. Mayor, MAYCO, MM, Directors and Managers
<b>09 Oct 2018- 18 Oct 2018</b>	IDP ward consultations	IDP/PMS Manager	E. Mayor, MAYCO, MM ,All Concillors, Directors and All Managers
<b>25 Oct 2018</b>	Table the Analysis Phase to Council <b>Draft Status Quo</b>	MM	E. Mayor MAYCO and All Councilors
<b>Strategic Phase</b>			
<b>22-23 Nov 2018</b>	Directorates Strategic Planning sessions	IDP/PMS Manager	All Directors ,Managers and Supervisors
<b>27-28 Nov 2018</b>	Institutional Strategic Planning session	E. Mayor and MAYCO	Councilors, Unions, MM Directors, Managers,
<b>04 Dec 2018</b>	IDP/Budget/PMS Rep Forum (Strategic Phase)	E. Mayor and MAYCO	E. Mayor, MAYCO, All Councilors, Senior officials,



			Sector Dept. NGO's, Ward Committees etc
<b>Project Phase</b>			
<b>February 2019</b>	National Treasury Midyear Visit <b>(2days)</b>	IDP/PMS Manager	MM , all Directors
<b>07 Mar 2019</b>	IDP/Budget/PMS Technical Committee <b>Draft IDP/Projects and Draft Budget Presentation</b>	MM	MM, Directors and Managers
<b>12 Mar 2019</b>	IDP/Budget/PMS Rep Forum (Projects Phase)	E. Mayor and MAYCO	E. Mayor, MAYCO, All Councilors, Senior officials, Sector Dept. NGO's, Ward Committees etc
<b>19 Or 22 March 2019</b>	IDP/Budget/PMS Steering Committee <b>Draft IDP/Projects and Draft Budget Presentation MAYCO</b>	E. Mayor and MAYCO	MM and Directors
<b>Integration Phase</b>			
<b>01 March 2019</b>	<b>Audit committee</b> Consider Draft IDP/Budget	IDP/PMS Manager	E. Mayor, MAYCO, MM and Directors
<b>28 March 2019</b>	Draft IDP & Budget tabled to <b>Council</b> <b>Consider Draft IDP/Budget</b>	E. Mayor and MAYCO	MAYCO and All Councilors
<b>29 March 2019</b>	Issue Public Notice on the tabled Draft IDP /Budget in	IDP/PMS Manager Communication Officer	Communities and other stakeholders

	newspaper and placement of the document on the Municipal Website for inspection		
<b>30 March 2019</b>	Submit Draft IDP and Budget to relevant authorities for assessment (Cogta National & Provincial Treasuries and District Municipality) <b>10 days after tabling</b>	MM & CFO	IDP & Budget Manager
<b>2 April 2019</b>	National Treasury Benchmark Exercise	IDP/PMS Manager/CFO	National Treasury, Provincial Treasury, DPLG and DWA
<b>03-26 April 2019</b>	Community Consultation Process on <b>Draft IDP/Budget</b>	Public Participation, IDP/PMS Manager & Finance Manager	Community and Stakeholders
<b>Approval</b>			
<b>03 May 2019</b>	IDP Technical Committee (Final IDP and Budget) <b>Considering Input from the Community/Final Budget</b>	IDP/PMS manager	MM, Directors and Managers
<b>09 May 2019</b>	Steering Committee meeting (Final IDP and Budget) <b>Considering Input from the</b>	E. Mayor and MAYCO	E. Mayor, MAYCO, MM and Directors

	<b>Community/Final Budget</b>		
<b>15 May 2019</b>	(Final IDP and Budget) <b>Audit Committee Consider Final IDP/Budget</b>	MM	E. Mayor, MAYCO, MM, Directors and Managers
<b>23 May 2019</b>	Final IDP & Budget tabled to <b>MAYCO Consider Final IDP/Budget</b>	IDP/PMS Manager	MM, Directors and Managers
<b>29 May 2019</b>	Final IDP & Budget tabled to <b>Council Consider Final IDP/Budget</b>	IDP/PMS Manager	MM, Directors and Managers
<b>31 May 2019</b>	Issue Public Notice on the adopted IDP /Budget in newspaper and placement of the documents on the Municipal Website and Public Places such as Libraries and Youth Centers	IDP/PMS Manager	Communities
<b>01 June 2019</b>	Submit adopted IDP and Budget to relevant authorities (Cogta National & Provincial Treasuries, District Municipality) <b>10 days after adoption</b>	MM & CFO	compliance

### 3.1.2 Performance Management Timetable

DATE	ACTIVITY	LEGISLATION	RESPONSIBILITY	CO-ORDINATOR
<b>JULY</b>				
<b>29 June 2018 CURRENT YEAR</b>	Print and distribute final approved SDBIP	MFMA Guidance	Accounting Officer	IDP/PMS Manager
<b>29 June 2018 CURRENT YEAR</b>	Make public the service delivery and budget implementation plan – final date	MFMA 53(3) (a)	Executive Mayor	IDP/PMS Manager
<b>30 July 2018 PREVIOUS YEAR</b>	Submit quarterly (section 52) report for period ending 30 June on implementation of the budget and financial state of affairs of the municipality to Council.	MFMA 52 (d)	Executive Mayor	IDP/PMS Manager
<b>AUGUST</b>				
<b>05 August 2018 PREVIOUS YEAR</b>	Place quarterly (section 52) report on budget implementation on the municipal website	MFMA 75(1) (k)	Accounting Officer	IDP/PMS Manager
<b>04 August 2018 CURRENT YEAR</b>	Make public annual performance agreements and ensure	MFMA 53(3) (a)	Executive Mayor	IDP/PMS Manager

	copies are provided to Council and provincial MEC for Local Government – final date under legislation			
<b>04 August 2018 CURRENT YEAR</b>	Place annual performance agreements on the municipal website	MFMA 75(1)(d)	Accounting Officer	IDP/PMS Manager
<b>31 Aug 2018</b>	<b>APR – PREVIOUS YEAR’S–</b> Submit annual performance report of the municipality to the Auditor-General for auditing	MFMA 126(2)	Accounting Officer	IDP/PMS Manager
<b>31 Aug 2018 CURRENT YEAR –</b>	Consider the Unaudited Annual Financial Statements and Annual Performance Report and compile and submit the Unaudited Annual Report to National Treasury, Provincial Treasury, Cogta and AG	MFMA Circular 63	Accounting Officer	IDP/PMS Manager

OCTOBER				
<b>02 Oct 2018 PREVIOUS YEAR</b>	Commence preparation of annual report utilizing financial and non-financial information first reviewed as part of the budget and IDP analysis	MFMA Guidance	Accounting Officer	IDP/PMS Manager
<b>30 Oct 2018 CURRENT YEAR</b>	Submit quarterly (section 52) report for period ending 30 September on implementation of the budget and financial state of affairs of the municipality to Council	MFMA 52(d)	Executive Mayor	Accounting Officer
NOVEMBER				
<b>03 Nov 2018 CURRENT YEAR</b>	Place quarterly (section 52) report on budget implementation on the municipal website	MFMA 75 (1) (k)	Accounting Officer	IDP/PMS Manager
DECEMBER				
<b>30 Dec 2018 PREVIOUS YEAR</b>	Finalize first draft of annual report incorporating financial and non-financial information on performance,	MFMA Guidance	Accounting Officer	IDP/PMS Manager

	audit reports and annual financial statements			
<b>30 Dec 2018 PREVIOUS YEAR –</b>	Receive municipal entity’s annual report from the AO of the municipal entity MFMA 127 (1)		Accounting Officer	IDP/PMS Manager
<b>JANUARY</b>				
<b>25 Jan 2019 PREVIOUS YEAR</b>	Finalize annual performance report, assessments of arrears on taxes & services charges & an assessment of municipal performance together with recommendations from the Council audit committee & details of corrective action undertaken arising from audit report, & minimum competency compliance for inclusion in the annual report	MFMA 121 (3) (c) & (e) to (k) MSA 46 (2) MFMA Guidance	Accounting Officer	IDP/PMS Manager & CFO
<b>25 Jan 2019 CURRENT YEAR</b>	Assess the performance of the municipality to 31 December & submit a (section 72) report on the	MFMA 72(1)	Accounting Officer	IDP/PMS Manager & CFO

	assessment to the Executive Mayor, provincial treasury & National Treasury. Consider an adjustments budget if necessary			
<b>30 Jan 2019 CURRENT YEAR</b>	Submit quarterly (section 52) report for period ending 31 December on implementation of the budget and financial state of affairs of the municipality to Council	MFMA 52 (d)	Executive Mayor	Accounting Officer
<b>31 Jan 2019 PREVIOUS YEAR</b>	Table in Council the draft annual report of the municipality & any municipal entity for the year ended 30 June 18 MFMA 127 (2)		Executive Mayor	Accounting Officer
<b>FEBRUARY</b>				
<b>05 Feb 2019 PREVIOUS YEAR</b>	Make public the annual report & invite comments from the local community, submit report to the Auditor-General, provincial treasury & Cogta	MFMA 127 (5)	Accounting Officer	IDP/PMS Manager



<b>05 Feb 2019 CURRENT YEAR</b>	Place quarterly (section 52) report on budget implementation on the municipal website	MFMA 75(1) (k)	Accounting Officer	IDP/PMS Manager
<b>05 Feb 2019 PREVIOUS YEAR</b>	Place draft annual report on the municipal website	MFMA 75(1) (c)	Accounting Officer	IDP/PMS Manager
<b>MARCH</b>				
<b>31 Mar 2019 PREVIOUS YEAR</b>	Consider & approve, reject or refer back the annual report at a Council meeting	MFMA 121 (1)	Council	MPAC Coordinator
<b>31 Mar 2019 PREVIOUS YEAR</b>	Adopt an oversight report providing comments on the annual report Council	MFMA 121 (1)	Council	MPAC Coordinator
<b>31 Mar 2019 PREVIOUS YEAR</b>	Attend council and committee meetings where annual report is discussed and respond to questions	MFMA 129 (2) (a)	Accounting Officer	Accounting Officer
<b>31 Mar 2019 PREVIOUS YEAR</b>	Submit minutes of meetings where annual report is discussed to the provincial treasury and	MFMA 129 (2)(b)	Accounting Officer	Accounting Officer

	Cogta			
<b>APRIL</b>				
<b>05 April 2019 PREVIOUS YEAR</b>	Make public the oversight report	MFMA 129 (3)	Accounting Officer	MPAC Coordinator
<b>07 April 2019 PREVIOUS YEAR</b>	Submit the annual report and the oversight report to the provincial legislature	MFMA 132 (1) & (2)	Accounting Officer	MPAC Coordinator
<b>30 April 2019 CURRENT YEAR</b>	Submit quarterly (section 52) report for period ending 31 March on implementation of the budget and financial state of affairs of the municipality to council MFMA 52 (d)		Executive Mayor	Accounting Officer
<b>MAY</b>				
<b>04 May 2019 CURRENT YEAR –</b>	Place quarterly (section 52) report on budget implementation on the municipal website	MFMA 75 (1) (k)	Accounting Officer	IDP/PMS Manager
<b>JUNE</b>				
<b>15 June 2019 NEXT THREE YEAR BUDGET</b>	Submit draft service delivery and budget implementation plan to the mayor- final date under legislation 14 July	MFMA 69 (3)(a)	Executive Mayor	Accounting Officer
<b>15 June 2019 NEXT YEAR</b>	Submit draft annual	MFMA 69 (3) (b)	Executive Mayor	Accounting Officer

-	performance agreements for the next year to the mayor – final date under legislation 14 July			
<b>28 June 2019 NEXT THREE YEAR BUDGET</b>	Approve the service delivery & budget implementation plan – final date under legislation 28 July	MFMA 53(1) (c) (ii)	Executive Mayor	Accounting Officer

### 3.1.3 Audit & Performance Audit Committee Timetable

<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>
18 July 2018	10:00	Disaster Centre Boardroom
17 October 2018	10:00	Disaster Centre Boardroom
16 January 2019	10:00	Disaster Centre Boardroom
17 April 2019	10:00	Disaster Centre Boardroom

### 3.1.4 Budget Process Timetable

<b>TIME SCHEDULE OF KEY DEADLINES</b>		
<b>Mayor to Table in Council 10 Months Prior to Start of Budget Year</b>		
<b>Month/Date</b>	<b>Dipaleseng LM MP306 Municipality</b>	<b>Budget Year 2018/19</b>
	<b>Mayor and Council</b>	<b>Administration - Municipality</b>
<b>July,</b>	<p>Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process</p> <p style="text-align: center;"><b>MFMA s 53</b></p> <p>Planning includes review of the previous years budget process and completion of the Budget Evaluation Checklist</p>	<p>Accounting officers and senior officials of municipality begin planning for next three-year budget</p> <p style="text-align: center;"><b>MFMA s 68, 77</b></p> <p>Accounting officers and senior officials of municipality review options and contracts for service delivery</p> <p style="text-align: center;"><b>MSA s 76-81</b></p>
<b>August</b>	<p>Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year.</p> <p style="text-align: center;"><b>MFMA s 21,22, 23;</b> <b>MSA s 34, Ch 4 as amended</b></p> <p>Mayor establishes committees and consultation forums for the budget process</p>	<p>Implementing the Budget Process, Consultation within the municipality as well as the community</p>
<b>September,</b>	<p>Council through the IDP review process determines strategic objectives for service delivery and development for next three-year - budgets including review of provincial and national government sector and strategic plans</p>	<p>Chief Financial Officer of municipality determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives</p> <p>Planning and Development Officer engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc)</p>
<b>October,</b>		<p>Chief Financial Officer does initial review of national policies and budget plans and</p>

		potential price increases of bulk resources with function and department officials <b>MFMA s 35, 36, 42; MTBPS</b>
<b>November,</b>		Accounting officer reviews and drafts initial changes to IDP <b>MSA s 34</b>
<b>December,</b> <b>December,</b>	Budget Public Meeting: CCouncil finalises tariff (rates and service charges) policies for next financial year <b>MSA s 74, 75</b>	Accounting officer, Chief Financial Officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous years performance as per audited financial statements
<b>January</b>	Assess the performance of the municipality to 31 December & submit a (section 72) report on the assessment to the mayor, provincial treasury & National Treasury. Consider an adjustments budget if necessary	Accounting officer, Chief Financial Officer and senior officials assess the performance of the first six months of the budget year
<b>January,</b>	Head of Departments to finalize detailed estimates of Capital and Operational expenditure and income and submit to Budget and Treasury Office	Chief Financial Officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January) <b>MFMA s 36</b>
<b>March</b>	Accounting officer finalises and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report	Draft Budget to be submitted to Management Committee  Chief Financial Officer to notify relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year <b>MFMA s 37(2)</b>

<b>March,</b>	<p>Mayor tables municipality budget, resolutions, plans, and proposed revisions to IDP at least 90 days before start of budget year <b>MFMA s 16, 22, 23, 87; MSA s 34</b></p>	<p>Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed <b>MFMA s 22 &amp; 37; MSA Ch 4 as amended</b></p> <p>Accounting officer and Chief Financial Officer reviews any changes in prices for bulk resources as communicated by 15 March <b>MFMA s 42</b></p>
<b>April,</b>	<p>Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc <b>MFMA s 21</b></p>	<p>Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year</p>
<b>May</b>	<p>Public hearings on the budget, and council debate. Council consider views of the local community, NT, PT, other provincial and national organs of state and municipalities. Mayor to be provided with an opportunity to respond to submissions during consultation and table amendments for council consideration. Council to consider approval of budget and plans at least 30 days before start of budget year. <b>MFMA s 23, 24; MSA Ch 4 as amended</b></p>	<p>Accounting officer and Chief Financial Officer assists the Mayor in preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year taking into account consultative processes and any other new information of a material nature</p>
<b>May,</b>  <b>June,</b>	<p>Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year <b>MFMA s 16, 24, 26, 53</b></p> <p>Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are</p>	<p>Accounting officer submits to the mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA. <b>MFMA s 69; MSA s 57</b></p>

	<p>concluded in accordance with s 57(2) of the MSA. Mayor to ensure that the annual performance agreements are linked to the measurable performance objectives approved with the budget and SDBIP. The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval.</p> <p><b>MFMA s 53; MSA s 38-45, 57(2)</b></p> <p>Council must finalise a system of delegations.</p> <p><b>MFMA s 59, 79, 82; MSA s 59-65</b></p>	
--	--	--

### 3.1.5 Risk Management Committee Timetable

Month	Time	Venue
13 July 2018	09:00am	Municipal Manager's Boardroom
12 October 2018	09:00am	Municipal Manager's Boardroom
11 January 2019	09:00am	Municipal Manager's Boardroom
12 April 2019	09:00am	Municipal Manager's Boardroom

### Time schedule of key deadlines

Month	Date	INTERNAL STAKEHOLDERS
May	04 May 2019	Management, CFO
May	29 May	E. Mayor & Council
June	07 June 2019	Management, E. Mayor

#### **4. Monitoring**

□□The IDP, Budget and PMS offices shall coordinate the development of the IDP and Budget according to the process plan and report accordingly to the Municipal Manager.

□□The District Mayor's IGR Forum shall monitor and ensure compliance to the District IDP Framework.

□□The IDP/Budget/PMS Steering committee will monitor and ensure compliance in the implementation of process plans.

□□Department of Cooperative Governance, and Traditional Affairs (COGTA) and Office of the Premier will ensure support on the coordination and alignment of Provincial and National Departments and any other role players.