

RUSTENBURG LOCAL MUNICIPALITY



PROCESS PLAN FOR THE REVIEW OF THE 2019/20 IDP, BUDGET AND PMS

JULY 2018

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List of Acronyms

BPDM	Bojanala Platinum District Municipality
IDP	Integrated Development Plan
LG & HS	Department of Local Government & Human Settlements
MSA	Local Government: Municipal System Act, Act No. 32 of 2000 as amended
MFMA	Local Government: Municipal Finance Management Act, Act No. 56 of 2003
NGO	Non-Governmental Organization
NPO	Non-Profit Organizations
OEM	Office of the Executive Mayor
OMM:	Office of the Municipal Manager
PMS	Performance Management System
RLM	Rustenburg Local Municipality
SAPS	South African Police Services

1. Introductions

Section 28 of the Local Government: Municipal System Act, Act No. 32 of 2000 requires that each Municipal Council adopts a Process Plan that would guide the planning, drafting, adoption and review of the Integrated Development Plan (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.

2. Background

The 2019/20 IDP, Budget and PMS Process heralds the third review of the Municipality's adopted five (5) year Integrated Development Plan (IDP).

The Integrated Development Plan (IDP) is a single and inclusive strategic planning instrument that is intended to promote transformation of the space economy, Infrastructure Development, Institutional Transformation and Budget alignment of the municipality.

The Municipal Systems Act (Act 32 of 2000) (MSA) hereinafter referred to as the Act, prescribes that Municipalities must adopt and follow a process to draft, consider and adopt an Integrated Development Plan.

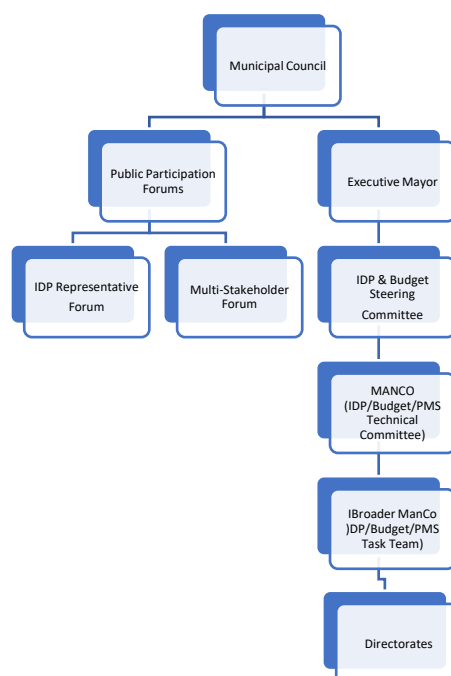
Incidental to the provisions of the MSA, the Local Government: Municipal Finance Management Act (Act 56 of 2003), under Section 21, provides as follows:

(1) 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. 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. Tabling and adoption of any amendments to the integrated development plan and budget related policies; and*
 - iv. Any consultative process forming part of the processes referred to in sub-paragraphs (i), (ii) and (iii).*

3. Structures that manage/drive the RLM 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 Rustenburg Local Municipality. The Municipality's IDP, Budget and PMS Process have been aligned as indicated in the table below:

STRUCTURE THAT MANAGE/DRIVE THE RLM'S IDP/BUDGET/PMS PROCESS		
Structure	Composition	Role
Council	<ul style="list-style-type: none"> Members of Council <p>(Chair: Speaker)</p>	<ul style="list-style-type: none"> Deliberate and adopt IDP/Budget/PMS Process plan. Deliberate, adopt and approve the IDP.
IDP/Budget & PMS Steering Committee	<ul style="list-style-type: none"> Executive Mayor; Members of the Mayoral Committee; Municipal Manager; Directors <p>(Chair: Executive Mayor)</p>	<ul style="list-style-type: none"> Provide terms of reference for lower Structures the various planning and activities. Commission research studies. Consider and comment on: <ul style="list-style-type: none"> ➤ Inputs from Administration; and ➤ inputs from National, Provincial and Business Sector Process, summarize and draft outputs. Make recommendations to Council. Performs oversight on IDP and Budgeting processes, Monitor implementation of the IDP, Budget and PMS Process Plan. Ensure implementation of the Public Participation Strategy.

STRUCTURE THAT MANAGE/DRIVE THE RLM'S IDP/BUDGET/PMS PROCESS

Structure	Composition	Role
<p>MANCO (IDP/Budget & PMS Technical Committee)</p>	<ul style="list-style-type: none"> • Municipal Manager; • Directors; • Managers in the OMM, and • Managers in the Executive Offices. <p>(Chair: Municipal Manager)</p>	<ul style="list-style-type: none"> • Contribute technical expertise in the consideration and finalization of strategies and identification of projects. • Consider and agree on Directorates' operation and capital, budgetary information. • Ratification of project proposals. • Responsible for the preparation an integration of projects and sector programmes. • Ensure IDP and Budget alignment
<p>Broader Manco (IDP/Budget & PMS Operation Task Teams)</p>	<ul style="list-style-type: none"> • All Directors; • All Unit Heads; <p>(Chair: Director designated by the Municipal Manager)</p>	<ul style="list-style-type: none"> • Implement the Process Plan. • Provide analysis of relevant technical and sector information. • □IDP consultation with various sectors Directorates • Ensures documentation of the results of the review of the IDP document. • Ensures amendments are made to the draft IDP, Budget and PMS to the satisfaction of the MANCO. • Provides analysis of relevant technical, sector and financial information. • Ensure Directorates' Planning and Budget Committees are functional. • Ensures proper documentation of the results of the drafting of Budget document. • Responsible for preparing amendments for the IDP/Budget/PMS review. • Responsible for organizing public consultation and participation.
<p>IDP Representative Forum</p>	<ul style="list-style-type: none"> • Executive Mayor • MM's • Municipal Manager • Speaker • All Directors • Strategy and Planning Unit Officials • Ward Councilors • Ward Committee Members <p>(Chair: Executive Mayor or designated MMC)</p>	<ul style="list-style-type: none"> • Participate and ratify the completion of each phase of the IDP development and review process. • Represent the communities at strategic decision-making level.
<p>Multi-Stakeholder Forum</p>	<ul style="list-style-type: none"> • Municipal Manager • All Directors • Strategy and Planning Unit Officials • Sector Departments 	<ul style="list-style-type: none"> • Participate and ratify the completion of each phase of the IDP development and review process.

STRUCTURE THAT MANAGE/DRIVE THE RLM'S IDP/BUDGET/PMS PROCESS		
Structure	Composition	Role
	<ul style="list-style-type: none"> • Mining Houses • Other Stakeholders <p>(Chair: Executive Mayor or designated MMC)</p>	
Directorates (Sector Specific engagements)	<ul style="list-style-type: none"> • Directors • All unit heads in the respective Directorate • All Section Managers in the directorate • Any other identified stakeholder <p>(Chair: Director)</p>	<ul style="list-style-type: none"> • To monitor the implementation of the directorate's mandate as outlined in the IDP • Analyse the impact of the directorate's interventions • Develop and prioritise directorate specific intervention strategies in response to the prioritised community needs • Formulate programs and projects proposals that address community developmental needs

4. Process Plan for the review of the IDP, Budget and the PMS

This plan therefore seeks to provide the timeframes, mechanisms and procedures that will be followed by Rustenburg Local Municipality in the review of the IDP, Annual Budget and PMS for the 2019/20 leading to their approval by the Municipal Council.

5. Elements of the Process Plan

The IDP process plan entails the following elements;

- a) Time frame
- b) Mechanisms and procedures for alignment;
- c) Mechanisms for Public Participation.
- d) Binding plans and Planning requirements at Provincial and National level
- e) Procedures and principles for monitoring the planning process and amendments.

6. Schedule for the 2019/20 IDP, Budget and PMS review process

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
PHASE 1: PRE-PLANNING (PREPARATION)					
Integrated Development Plan (IDP)	01 July 2018	MSA/MFMA	Commence planning for the next three-year, reviews of IDP and budget policies and consultation in accordance with Process Plan	Accounting Officer – All Directorates	Progress Report
Integrated Development Plan (IDP)	30 July 2018	MFMA	Print and distribute final approved budget, SDBIP and IDP	Accounting Officer- CFO & MSP	- IDP Document - SDBIP Document - Budget Document
Integrated Development Plan (IDP)	30 July 2018	MFMA Section 21 (1) (b) & 53 (1) (b)	Table in council IDP/Budget Process Plan with time schedule of key deadlines	Accounting Officer- MSP	-Copy of Process Plan inclusive of Time Schedule with Council Resolution
Integrated Development Plan (IDP)	01 August 2018	MSA 34 (a) & 77 (f) MFMA	Commence process of review of IDP and service delivery mechanism to gauge impact of new or existing service delivery agreements	Executive Mayor	Progress Report
Integrated Development Plan (IDP)	01 August 2018	MSA 34 (a) & 77 (f) MFMA	Drafting of the Ward-Based Plans	Accounting Officer- MSP	Draft Copies of the Ward Based Plans
Integrated Development Plan (IDP)	02 August 2018	MFMA Regulation	IDP/Budget Steering Committee meeting Confirm internal & external consultation forums (consultation itinerary)	Office of the Executive Mayor	Internal & external consultation forums (consultation itinerary/schedule)
Integrated Development Plan (IDP)	10 August 2018	MSA Section 28 & MFMA	Advertise IDP/Budget/PMS Process Plan inclusive of the time schedule	Accounting Officer - MSP	Copy of the dated Advert

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
Integrated Development Plan (IDP)	15 August 2018	MSA Section 27	Submission of the approved process plan to the Bojanala Platinum District Municipality and Provincial	Manager: Strategy & Planning	Acknowledgment and/or receipt Letter
Integrated Development Plan (IDP)	31 August 2018	MFMA	Determine strategic objectives for service delivery and development including backlogs for the next three-year budget including reviews of other municipal, provincial and National government sector and strategic plans	Municipal Council	Council Resolution
Annual Budget	01 July 2018	MFMA 21 (1) MFMA Guidance	Commence planning for the next three-year, reviews of IDP and budget policies and consultation in accordance with budget process	Executive Mayor	Progress Report
Annual Budget	01 July 2018	MFMA 122 MFMA	Commence process to close all accounts and prepare financial statements	Accounting Officer / CFO	Progress Report
Annual Budget	01 July 2018	MFMA	Commence implementation of new budget	Accounting Officer / CFO	Progress Report
Annual Budget	05 July 2018	MFMA 75 (1) (a) & (b)	Place approved annual budget policies on the municipal website	Accounting officer / CFO	-Website Screen Print of -Acknowledgement Receipt from IT
Annual Budget	12 July 2018	MFMA 71 (1) MFMA Guidance	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury – within 10 working days of start of month	Accounting Officer / CFO	Acknowledgement of Receipt from the following: - Executive Mayor - Provincial Treasury - National Treasury
Annual Budget	31 August 2018	MFMA 21 (1) (b) & 53 (1) (b)	Table in council budget and IDP time schedule of key deadlines	Executive Mayor	-Copy of Time Schedule -Council Resolution
Annual Budget	31 August 2018	MFMA	Advertise budget and IDP time schedule in terms of budget consultation	Accounting Officer/CFO	Copy of Advert – Budget and IDP

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
Annual Budget	31 August 2018	MFMA	Ensure internal analyses of financial and non-financial performance over year are prepared, analyse gaps between actual & planned performance, assess impacts of plans	Accounting Officer / CFO	Progress Report
Annual Budget	31 August 2018	MFMA	Compile and submit municipal audit file to the Auditor-General	Accounting Officer / CFO	Municipal Audit File
Annual Budget	31 August 2018	MFMA 126 (1) (a)	In the case of a municipality without a municipal entity, submit Annual Financial Statements (AFS) to the Auditor-General South Africa for auditing	Accounting Officer / CFO	Acknowledgement of Receipt for Office of the AGSA accompanied by an adopted set of Annual Financial Statements
Performance Management	01 July 2018	MSA S38 & 39	Commencement with the implementation of the PMS Policy Framework	Accounting Officer – All Directors	Monthly and Quarterly Reports on implementation of the Policy Framework
Performance Management	01 July 2018	MSA57 (2)(a) (ii) & MFMA S53 (1) (c)(ii)	Placement on an advert for the approved SDBIP for Public inspection	Accounting Officer - MSP	Dated Advert with approved SDBIP
Performance Management	01 July 2018	MSA57 (2)(a) (ii) & MFMA S53 (1) (c)(iii)	Conclusion and Advertisement of Performance Agreements for Public inspection	Accounting Officer - MSP	Fated Copy of the Advert with Signed Performance Agreements
Performance Management	27 July 2018	MFMA Circular 13	Tabling of Top Layer SDBIP to Council for noting	Accounting Officer - MSP	Approved Top Layer SDBIP tabled to council. Minutes of Council.
Performance Management	27 July 2018		Tabling of 3 rd & 4 th Quarter Performance Report to Council	Accounting Officer - MSP	Approved Top Layer SDBIP tabled to council. Minutes of Council.

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
Performance Management	27 July 2018	MFMA 54 (1)	Consider monthly (section 71) report, review implementation of budget and SDBIP, submit report to council and make public any amendments to the SDBIP	Executive Mayor	-Copy of Section 71 report -Council Resolution
Performance Management	6-8 August 2018	MSA57(4)	Conduct 4 th quarter performance assessment (final)	Accounting Officer – All Directorates	Performance results that will assist in the production of Section 46 Report.
Performance Management	31 August 2018	MFMA 53 (3 (a) and (b))	Make public the SDBIP and Performance Agreements	Accounting Officer	Notice of publication
Performance Management	31 August 2018	MSA 46	Submission of the 2017/18 Annual Performance Report (APR) to the office of the Auditor General South Africa	Accounting Officer	Acknowledgement of Receipt for Office of the AGSA accompanied by an adopted Copy of APR
PHASE 2: ANALYSIS					
Integrated Development Plan (IDP)	07 September 2018	MSA & MFMA	Consultation with directorates <ul style="list-style-type: none"> Stakeholder analysis Community needs analysis from IDP Budget document and guidelines 	Strategy & Budget and Treasury Office	Attendance registers as proof of consultation
Integrated Development Plan (IDP)	13 September 2018	MSA 34	IDP Rep Forum Meeting: presentation of process plan and TOP Layer SDBIP	Accounting Officer CFO	Notice of meeting Attendance registers
Integrated Development Plan (IDP)	13 September 2018	MSA	Multi-Stakeholders Forum Consultation Meeting presentation of process plan, revision of sector plans and presentation of TOP Layer SDBIP to Business; Sector Departments; District and Local Municipalities: alignment of sector specific	Accounting Officer CFO	Notice of meeting Attendance registers

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
			programmes		
Integrated Development Plan (IDP)	26 Sept. to 26 Oct	MSA 34	Preparing for 2018/19 IDP and Budget review; Public participation process: Ward consultation/community participation process through Mayoral outreach	Executive Speaker IDP committee CFO Mayor Steering	Updated community needs; Attendance lists
Integrated Development Plan (IDP)	01 – 26 October 2018	MSA	Conclude initial consultations and reviews, establish direction and policy, confirm priorities, (Implementation of Imbizo programme)	Executive Speaker Mayor/	Updated community needs; Attendance lists
Integrated Development Plan (IDP)	08-11 October 2018		Strategic IDP & budget workshops with directors, heads, senior managers etc.	IDP and Budget Office	Memo Attendance registers
Integrated Development Plan (IDP)	15-19 October 2018	MSA	Engage with Provincial and National sector departments on sector service delivery priorities for alignment with municipality development plans	Accounting Officer	Notice of meeting; Attendance registers; Minutes of meeting
Integrated Development Plan (IDP)	30 – 31 October 2018		Working sessions on community needs and projectisation <ul style="list-style-type: none"> Finalisation of the analysis phase within all sector plans Analyse the reviewed community needs and priorities Determine strategic objectives for service delivery and development from next three-year budget Budget document and guidelines	Strategy and Planning Accounting Officer CFO	Internal Memo; Attendance register; Presentation
Integrated Development Plan (IDP)	1 October 2018	MFMA	Commence preparation of departmental operational plans and service delivery and budget implementation plan aligned to strategic priorities in IDP and inputs from other stakeholders including	Accounting Officer/ Directors	Draft SDBIP

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
			government and bulk service providers		
Annual Budget	03 September 2018		Circular providing guidance on compilation of staff budgets (initiate the budget process)	CFO	BTO guidelines
Annual Budget	12 September 2018	MFMA 71 (1)	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury	Accounting Officer- - CFO	Monthly report
Annual Budget	12 September 2018	MFMA 71 (5)	Submit monthly statement to the provincial or national organ of state or municipality on allocation received	Accounting Officer- - CFO	Monthly statements
Annual Budget	12 September 2018	MFMA 66	Submit monthly report salaries and wages expenditure to council	Accounting Officer- - CFO	Monthly report
Annual Budget	30 September 2018	MFMA	Implement budget and IDP time schedule of key deadlines	Accounting Officer- - CFO	Copy of Time Schedule
Annual Budget	30 September 2018	MFMA	In case of a municipality with a municipal entity, submit consolidated financial statements to the Audit-General for auditing	Accounting Officer- - CFO	Acknowledgement of Receipt
Annual Budget	12 October 2018	MFMA 71 (1)	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury	Accounting Officer- - CFO	Monthly report
Annual Budget	12 October 2018	MFMA 71 (5)	Submit monthly statements to the provincial or national organ of state or municipality on allocations received	Accounting Officer- - CFO	Monthly statements
Annual Budget	12 October 2018	MFMA 66	Submit monthly report on salary and wages expenditure to council	Accounting Officer- - CFO	Monthly report
Annual Budget	30 October 2018	MFMA 11 (4)	Table in council quarterly consolidated report for period ending 30 September of all withdrawals not	Accounting Officer- - CFO	Council Resolution

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
			approved in the budget and submit report to the provincial treasury and the Auditor-General		
Annual Budget	30 October 2018	MFMA 52 (d)	Submit quarterly (section 52) report for period ending 30 September on implementation of the budget and financial state of affairs of the municipal council	Accounting Officer- - CFO	Section 52 Report
Annual Budget	30 October 2018	MFMA	Conclude first budget draft & policies for initial council discussion	Accounting Officer- - CFO	Copy of Draft budget and policies
Performance Management	17 – 19 October 2018	MSA	1 st quarter performance assessment	Executive Mayor/Accounting Officer – All Directors	Performance results/notes Council Resolution
Performance Management	30 September 2018	MFMA 54 (1)	Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. submit report to council and make public any amendment to the SDBIP	Accounting Officer - MSP	Section 71 Report
Performance Management	1 October 2018	MFMA	Commence preparation of annual report utilizing financial and non-financial information first reviewed as part of the budget and IDP analysis	Accounting Officer - MSP	Copy of Draft SDBIP
Performance Management	10 October 2018	MFMA	Review quarterly projections for period ended 30 September for service delivery and budget implementation plan and compare actual performance to objectives, in conjunction with preparation of section 52 report	Accounting Officer - MSP	Report on projections Section 52 report
Performance Management	31 October 2018	MFMA 54 (1)	Consider monthly (section 71) report, review implementation of budget and service delivery and	Accounting Officer – CFO;	Section 71 Report

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
			budget implementation plan, identify problems and amend or recommend appropriate amendments. submit report to council and make public any amendment to the SDBIP	MSP	
PHASE 3: STRATEGIES					
Integrated Development Plan (IDP)	12 – 15 November 2018	MSA	Review session on identification of projects in line with reviewed Key Performance Indicators and targets	Directorates	Proposed projects that informs the budget
Annual Budget	21 November 2018	MFMA	Compile and distribute budget guidelines, parameters and formats	CFO	Budget guidelines
Annual Budget	30 November 2018	MFMA	Submission of Operating Budget and Capital Estimates to the Finance and Budget Office	All Directorates	Proposed Budget Submissions from Directorates
Annual Budget	30 November 2018	MFMA	Review tariffs and charges and prepare proposals of new rates	CFO	Reviewed tariffs; Proposed new rates
Annual Budget	30 November 2018		Draft or review budget related policies such credit control and indigent policy, tariff policy, budget policy etc.	CFO	Draft Policies
Annual Budget	1 November 2018	MFMA	Commence community and stakeholder's consultation process, review financial models, assess impacts on tariffs and charges and consider funding decisions incl. Adjust estimates on plans and resources.	Accounting Officer / Head Strategy and Planning	-Advert for IDP Rep Forum and Multistakeholder's Consultations - Agenda and Minutes -Attendance Registers -Presentations
Annual Budget	05 November 2018	MFMA 75 (1) (k)	Place quarterly (section 52) report on budget implementation on the municipal website	Accounting Officer	Section 52 report

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
Annual Budget	12 November 2018	MFMA 71 (1)	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury	Accounting Officer	Monthly report
Annual Budget	12 November 2018	MFMA 71 (5)	Submit monthly statements to the provincial or national organ of state or municipality on allocations received	Accounting Officer	Monthly statements
Annual Budget	01 December 2018	MFMA	Finalise inputs from bulk resource providers & agree on proposed price increase	Accounting Officer / Directors	Progress Report
Annual Budget	01 December 2018	MFMA	Review whether all bulk resource providers have lodged a request with National Treasury & SALGA seeking comments on proposed price increases of bulk resource	Accounting Officer / Directors	Progress Report
Annual Budget	03 December 2018	MFMA	Entities to submit proposed budget & business plans to RLM	CFO	Proposed budget and business plans of municipal entities
Annual Budget	12 December 2018	MFMA 71 (1)	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury	Accounting Officer	Monthly report
Annual Budget	12 December 2018	MFMA 71 (5)	Submit monthly statements to the provincial or national organ of state or municipality on allocations received	Accounting Officer	Monthly statements
Annual Budget	31 December 2018	MFMA 126 (3)	Receive audit report on annual financial statements from the Auditor-General	Accounting Officer	Copy of Audit report on financial statements from Auditor General
Annual Budget	31 December	MFMA 127	Receive municipal entity's annual report from the AO	Accounting Officer	Copy of entity's annual

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
	2018	(1)	of the municipal entity		report from the Auditors General
Performance Management	1 December 2018	MFMA	Finalise first draft of departmental operational plans and service delivery and budget implementation plan for review against strategic priorities	Accounting Officer All directors	-Draft Operational Plans -Draft SDBIP
Performance Management	14 December 2018	MFMA	Finalise first draft of annual report incorporating financial and non-financial information on performance, audit reports and annual financial statements	Accounting Officer	Draft Annual Report
Performance Management	03 – 10 December 2018	MFMA (1)	Finalize first draft of the annual report including annual report of the entity incorporating financial and non-financial information on performance, audits report and annual financial statements	Accounting Officer	Draft Annual Report
Performance Management	30 December 2018	MFMA 54 (1)	Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. submit report to council and make public any amendment to the SDBIP	Executive Mayor	Section 71 Report
PHASE 3: PROGRAMMES & PROJECTS					
Integrated Development Plan (IDP)	21 January 2019		Engagements on Ward Based Plans	Accounting Officer – All Directors	Draft Ward Based Plans
Integrated Development Plan (IDP)	31 January 2019	MFMA	Finalise detailed operating & capital budgets in the prescribed formats incorporating National & provincial budget allocation, integrated & align to IDP documentation & draft service delivery & budget implementation plan, finalise budget policies	Accounting Officer / CFO	Progress Report

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
			including tariff policy		
Integrated Development Plan (IDP)	16 January 2019	MSA & MFMA	Consider Priorities from SONA and SOPA	Accounting Officer – All Directors	Extract of the State of the Nation & Province Addresses
Annual Budget	30 January 2019	MFMA	Consolidate and prepare proposed budget and plans for next financial years taking into account previous year performance as per audited financial statements	CFO	Proposed Adjusted/amended budget;
Annual Budget	10 January 2019	MFMA	Ensure any written comments made to bulk resource providers by the municipality on the proposed increase of bulk resources are included in any submission made by the bulk resource providers to the required organs of state	Accounting Officer / CFO	Copy of written comments
Annual Budget	12 January 2019	MFMA 71 (1)	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury	Accounting Officer: - CFO	Monthly report
Annual Budget	12 January 2019	MFMA 71 (5)	Submit monthly statements to the provincial or national organ of state or municipality on allocations received	Accounting Officer: - CFO	Monthly statements
Annual Budget	25 January 2019	MFMA	Review whether comments from National Treasury and SALGA have been received on proposed price increases of bulk resources	Accounting Officer: CFO	Copy of comments from National Treasury and SALGA
Annual Budget	25 January 2019	MFMA 29	Further review all aspects of budget including any unforeseen & unavoidable expenditure in light of need for an adjustment budget	Accounting Officer: CFO	Report on review of the Budget
Annual Budget	25 January 2019	MFMA 28	Where necessary consider tabling and approval of	Accounting Officer /	Council Resolution

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
			an adjustments budget	CFO	
Annual Budget	25 January 2019	MFMA 22 (b)	Submit the tabled adjustments budget to the provincial treasury, National Treasury & affected organs of state	Accounting officer / CFO	Acknowledgement of receipt
Annual Budget	25 January 2019	MFMA 24 (3)	Submit the approved adjustments budget	Accounting Officer / CFO	-Copy of adjustment budget -Council Resolution
Annual Budget	30 January 2019	MFMA 11 (4)	Table quarterly consolidated report for period ending 31 December of all withdrawal not approved in the budget and submit report to the provincial treasury and Auditor-General	Accounting Officer / CFO	Quarterly Report
Annual Budget	30 January 2019	MFMA 52 (d)	Submit quarterly (section 52) report for the period ending 31 December on implementation of the budget and financial state of affairs of the municipality to council	Executive Mayor	Section 52 report
Annual Budget	31 January 2019	MFMA	Finalise detailed operating & capital budgets in the prescribed formats incorporating National & provincial budget allocation, integrated & align to IDP documentation & draft service delivery & budget implementation plan, finalise budget policies including tariff policy	Accounting officer : All Directors MSP	Progress Report on incorporation of National and Provincial allocation into the Draft IDP and Draft Budget
Annual Budget	31 January 2019	MFMA	Report to council on status of next three-year budget, previous year's annual report & summaries overall findings of previous year's annual performance report – reinforce upcoming process for budget approval and oversight	Accounting Officer	-Council Resolution -Agenda Council -Report or Item to Council
Annual Budget	06 February 2019		Finalization of draft estimates and tariff increases,	All Directorates	Draft estimated tariff

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
			etc. – exco		increases
Performance Management	10 January 2019	MFMA	Review quarterly projections for period ending 21 December for service delivery & budget implementation plan & compare actual performance to objectives, in conjunction with preparation of section 72 report	Accounting Officer	Progress Report of Projections Section 72 report
Performance Management	16 – 18 January 2019	MSA& Municipal Planning and Performance Management Regulations	Mid- term performance review for: - Indicators and targets - Budget adjustment	Executive Mayor/Accounting Officer	Mid-term performance report
Performance Management	25 January 2019	MFMA 121 (3) (c) & (e) to (k) MSA 46 (2) MFMA	Finalise 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	Accounting Officer	Copies of: -Annual Performance Report -Recommendations from Council audit committee -corrective action arising from audit report
Performance Management	25 January 2019	MFMA 72 (1)	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 adjustment budget if necessary	Accounting Officer	Section 72 report
Performance Management	30 January 2019	MFMA &MSA	Tabling of the previous year's annual report with details of corrective actions undertaken arising from the audit report	Accounting Officer	Annual Report; Council resolution
Performance	30 January 2019	MSA 46	Tabled mid-term performance reports to council	Executive Mayor	Mid-term performance

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
Management		MFMA 21			report; Council resolution
Performance Management	30 January 2019	MSA Regulations	Tabling of the 2 nd Quarter Performance Report	Accounting Officer	Performance results; Council Resolution
Performance Management	31 January 2019	MFMA 54 (1)	Consider monthly & mid-year (section 71 & 72) reports for the period ended 31 December, review implementation of budget & service delivery & budget implementation plan, identify problems & amend or recommend appropriate amendments. Submit	Executive Mayor	Monthly and Mid-Year reports
Performance Management	31 January 2019	MFMA 127 (2)	Table in council the annual report of the municipality & any municipal entity for the year ended 30 June	Accounting Officer	- Copy of Annual Report -Council Resolution
Performance Management	31 January 2019	MFMA 127 (5)	Make public the Annual Report & invite comments from the local community, submit report to the Auditor-General, provincial treasury & provincial department responsible for local government	Accounting Officer	- Advert for Public comments - Copy of Report sent to AG, Provincial treasury
Performance Management	31 January 2019	MFMA 75 (1) (c)	Place Annual Report on the municipal website and designated Municipal Offices	Accounting Officer: MSP	-Annual Report -Acknowledgement of Receipt -Screen Print (website)
Performance Management	31 January 2019	MFMA	Finalise detailed operating & capital budgets in the prescribed formats incorporating National & provincial budget allocation, integrated & align to IDP documentation & draft service delivery & budget implementation plan, finalise budget policies including tariff policy	Accounting Officer / CFO	Progress Report

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
	01 February 2019 – 10 March 2019	MSA MFMA	Probing of the Annual Report and conducting of public hearings	MPAC	Council Resolution; Public Participation Schedule; Attendance Registers
PHASE 4: INTEGRATION					
Integrated Development Plan (IDP)	04 February 2019	MFMA 75 (1) (k)	Place quarterly (section 52) report on budget implementation on the municipal website	Accounting Officer	Section 52 report
Integrated Development Plan (IDP)	08 February 2019	MSA	Consultation with business (chamber of commerce; mines etc.)	MASECO	Notice of meetings; Attendance register
Integrated Development Plan (IDP)	08 February 2019	MSA	Submission of revised/updated Sector Plans for inclusion in the IDP	All Directorates	Copies of the Sector Plans
Integrated Development Plan (IDP)	09 February 2019	MSA/MFMA	IDP/Budget steering committee: screening and first presentation- preliminary projects estimates and Budget adjustment and draft report	Accounting Officer	Preliminary projects estimate; Budget adjustment and draft report
Integrated Development Plan (IDP)	21 – 23 February 2019	MSA/ MFMA	Annual Strategic Lekgotla Retreat <ul style="list-style-type: none"> Evaluate existing and changed circumstances that may affect different strategies Consider and confirm developmental priorities to guide compilation of the Budget over an MTEF. Conduct and engage on financial analysis for the institution. Also consider factors affecting the medium-term budget forecasts and the budget assumptions 	Accounting Officer: - CFO All Directors	Strategic Lekgotla Report; Confirmed Developmental Priorities; Comprehensive Financial Analysis of the Municipality
Integrated Development Plan (IDP)	08 March 2019	MSA	Joint IDP and Finance Portfolio committees to consider Draft 2019/20 IDP and Budget respectively	Accounting Officer: - CFO; MSP	Agenda of the Joint Portfolio Committee inclusive of 2019/20 Draft IDP and Draft Budget

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
Integrated Development Plan (IDP)	27 March 2019	MSA 34	Draft 2019/20 IDP Review document serves before Council for adoption	Accounting Officer: - MSP	Draft IDP Review 2019/20 accompanied by Council Resolution
Integrated Development Plan (IDP)	06 April 2019	MSA S21	Issue a Public notice on the Draft 2019/20 IDP Review for public comments	Accounting Officer: - MSP	Dated Advert of the Public Notice
Integrated Development Plan (IDP)	12 April 2019	MSA	Multi-stakeholders Consultation Meeting – Presentation of drafts IDP review and Budget at the Multi-Stakeholder Forum	Accounting Officer CFO	Copy of the invitation to the Multi-Stakeholder Forum meeting; Copies of the Attendance Registers 'Copy of the Agenda inclusive of the presentation made at the Forum and inputs of the stakeholders
Integrated Development Plan (IDP)	12 April 2019	MSA	IDP Rep. Forum meeting: Public comments invited in connection with the IDP and budget Presentation of tariff policies	Accounting Officer: - CFO MSP	Copy of the invitation to the IDP Rep. Forum meeting; Copies of the Attendance Registers 'Copy of the Agenda inclusive of the presentation made at the Forum and inputs of the stakeholders
Integrated Development Plan (IDP)	20 April 2019	MSA	Ensure incorporation of the MEC comments on assessment on the Final 2018/19 IDP and incorporate programmes and projects of other spheres of government (Work session)	Accounting Officer: - All Directors; MSP	Tracking Report on incorporation of MEC Comments when reviewing the 2019/20 IDP
Integrated Development Plan (IDP)	27 April 2019	MSA	Feedback from communities for incorporation into the budget & IDP	Accounting Officer CFO	-Notice of the Meeting held -Attendance Registers -Written Comments

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
Annual Budget	12 February 2019	MFMA 71 (1)	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury	Accounting Officer	Monthly report
Annual Budget	12 February 2019	MFMA 71 (5)	Submit monthly statements to the provincial or national organ of state or municipality on allocations received	Accounting Officer: CFO	Monthly statements
Annual Budget	15 February 2019	MSA/MFMA	Review proposed National and Provincial allocations to municipality to include into draft budget for tabling (Cluster Meetings	Accounting Officer CFO	DORA allocations included in the budget
Annual Budget	27 February 2019	MFMA	Tabling of a revised budget through adjustment budget	Accounting Officer CFO	Copy of Budget Adjustment
Annual Budget	28 February 2019	MFMA	Draft or review tariffs.	Accounting Officer CFO	Council Resolution
Annual Budget	28 February 2019	MFMA	Note National budget for provincial and National allocations to municipalities for incorporation into budget	Accounting Officer CFO	Budget
Annual Budget	28 February 2019	MFMA	Finalise corrective measures from audit report	Accounting Officer: All Directors	Auditor General's Report
Annual Budget	28 February 2019	MFMA 54 (1)	Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. submit report to council and make public any amendment to the SDBIP	Accounting Officer CFO	Section 71 reports
Annual Budget	03 March 2019	MFMA 37 (2)	Receive notification of any transfers that will be made to the municipality from other municipalities in	Accounting Officer CFO	Reports and or schedule of Transfers

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
			each of the next three financial years		
Annual Budget	12 March 2019	MFMA 71 (5)	Submit monthly statements to the provincial or national organ of state or municipality on allocations received	Accounting Officer CFO	-Monthly statements -Acknowledgement of Receipt
Annual Budget	15 March 2019	MFMA 42	Receive bulk resource providers price increases as tabled in Parliament or the provincial legislature	Accounting Officer CFO	bulk resource providers price increases
Annual Budget	23 March 2019	MFMA 87 (2)	Receive revised budget of municipal entity from Board of Directors	Accounting Officer CFO	revised budget of municipal entity
Annual Budget	23 March 2019	MFMA 37 (2)	Incorporate transfers to be made or received from other municipalities	Accounting Officer CFO	Report
Annual Budget	23 March 2019	MFMA 42	Incorporate changes in prices for bulk resources and finalise tariff proposals for all charges	Accounting Officer CFO	Report
Annual Budget	24 March 2019	MFMA	Print and distribute all budget documentation prior to meeting at which budget is to be tabled	Accounting Officer CFO	-Budget documents -Attendance Register -Agenda
Annual Budget	26 March 2019	MFMA	Draft operating and capital budgets, draft SDBIP and oversight report on the Annual Report presented to council, then submitted to OAG, national and provincial Treasury department and the DDLGH	Accounting Officer CFO	Council Resolution
Annual Budget	31 March 2019	MFMA 16 (2),17 & 87 (3)	Table in Council the 2019/20 Draft annual budget and all supporting documents	Accounting Officer CFO	-Council Resolution
Annual Budget	31 March 2019	MFMA 22	Make public the tabled Draft 2019/20 Annual Budget and accompanying budget documentation, invite the	Accounting Officer CFO	-Notice / Advert -Draft 2019/20 Annual

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
			community to submit representations and submit to the provincial treasury, National Treasury and other affected organs of state		Budget
Annual Budget	31 March 2019	MFMA 54 (1)	Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. submit report to council and make public any amendment to the SDBIP	Accounting Officer – CFO; MSP	Section 71 Report
Annual Budget	01 April 2019	MFMA	Confirm provincial and National budget allocations	Accounting Officer	Report
Annual Budget	01 April 2019	New and Amended legislation	Review provincial and national legislation including DORA to establish potentially new reporting requirements including annual, monthly and quarterly grant and performance reports for specific new allocations and programmes	Accounting Officer	Dora Report
Annual Budget	06 April 2019	MSA & MFMA	Draft Budget publicized for public comments	CFO	Notice of meeting Attendance register
Annual Budget	02 - 22 April 2019	MFMA 68	Conclude process of consultation on tabled budget with community and other stakeholders and assist mayor to revise budget following feedback, taking into account the results of the third quarterly (section 52) report	Accounting Officer CFO	Attendance registers and close -up report with public comments
Annual Budget	12 April 2019	MFMA 71 (1)	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury	Accounting Officer	Monthly report
Annual Budget	12 April 2019	MFMA 71 (5)	Submit monthly statements to the provincial or national organ of state or municipality on allocations received	Accounting Officer	Monthly statements

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
Annual Budget	20 April 2019		Cash flow analysis and submission of any likely roll over to budget office (Work Session)	CFO	Cash flow analysis Report
Annual Budget	27 April 2019	MSA	Feedback from communities for incorporation into the budget & IDP	Accounting Officer: CFO; MSP	Community inputs
Annual Budget	30 April 2019	MFMA 11 (4)	Table in council quarterly consolidated report for period ending 31 March of all withdrawals not approved in the budget and submit report to the provincial treasury and the Auditor-General	Accounting Officer	Council Resolutions
Annual Budget	30 April 2019	MFMA 52 (d)	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	Accounting Officer:	Quarterly (Section 52) report
Annual Budget	30 April 2019	MFMA 23 (1)	Consider the views of the community & other stakeholders	Council	-Council Resolution -Report – Inputs and comments of community members
Annual Budget	30 April 2019	MFMA 23 (2)	Respond to submissions received and if necessary revise the budget and table amendments for council considerations	Executive Mayor	-Written Comments -Council Resolutions
Annual Budget	12 April 2019	MFMA 71 (1)	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury	Accounting Officer –	Monthly report
Annual Budget	12 April 2019	MFMA 71 (5)	Submit monthly statements to the provincial or national organ of state or municipality on allocations received	Accounting Officer	Monthly statements
Performance Management	31 March 2019	MFMA 121 (1)	Consider & approve, reject or refer back the annual report at a council meeting	Council	-Annual Report -Council Resolution

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
Performance Management	01 April 2019	MFMA 23	Commence process of consultation on table budget, publicise & conduct public hearings and meetings with Wards, provincial treasury, National treasury. Publish Ward based information for Ward councilors	Accounting Officer	-Public Notice -Budget Document -Attendance Registers
Performance Management	26 March 2019	MFMA	Submission of Oversight report ON 2017/18 Annual Report to Municipal Council	Chairperson of Oversight Committee	Council Resolution
Performance Management	26 March 2019	MFMA 54(1)(c)	Tabling of the revised Top Layer SDBIP to Council	Accounting Officer: MSP	Revised Top Layer SDBIP; Council Resolution
Performance Management	26 March 2019	MFMA	Draft operating and capital budgets, draft SDBIP and oversight report on the Annual Report presented to council, then submitted to OAG, national and provincial Treasury department and the DDLGH	Accounting Officer – CFO; All Directors	Council resolution Acknowledgement of receipt
Performance Management	31 March 2019	MFMA 54 (1)	Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. submit report to council and make public any amendment to the SDBIP	Executive Mayor	Section 71 report
Performance Management	07 April 2019	MFMA 129 (3)	Make public the oversight report	Accounting Officer	-Public Notice -Oversight Report
Performance Management	07 April 2019	MFMA 132 (1) & (2)	Submit the Annual Report and the Oversight Report to the Provincial Legislature	Accounting Officer	-Annual Report -Oversight Report -Acknowledge of receipt
Performance Management	10 April 2019	MFMA	Review quarterly projections for period ending 31 March for service delivery and budget	Accounting Officer	-Quarterly Projections -Section 52 report

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
			implementation plan and compare actual performance to objectives, in conjunction with preparation of section 52 report		
Performance Management	30 April 2019	MFMA 54 (1)	Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. submit report to council and make public any amendment to the SDBIP	Executive Officer	Section 71 report
Performance Management	30 April 2019	MSA	Tabling of 3 rd Quarter Report to Council	Accounting Officer	Approved 3 rd Quarter Report' Council Resolution
PHASE 5: APPROVAL					
Integrated Development Plan (IDP)	29 May 2019	MSA MFMA	Table Final 2019/20 IDP Review for approval to the Municipal Council	Accounting Officer	Copy of the approved Final 2019/20 IDP Review with Council Resolution
Annual Budget	05 May 2019	MFMA 75 (1) (k)	Place quarterly (section 52) report on budget implementation on the municipal website	Accounting Officer: CFO	Quarterly (Section 52) report
Annual Budget	12 May 2019	MFMA 71 (1)	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury	Accounting Officer: CFO	Monthly report on Budget
Annual Budget	12 May 2019	MFMA 71 (5)	Submit monthly statements to the provincial or national organ of state or municipality on allocations received	Accounting Officer: CFO	Monthly statements
Annual Budget	31 May 2019	MFMA 24 (1)	Table Final Annual budget with resolution, setting taxes and tariffs, with changes to IDP and budget related policies, including measurable performance objectives for revenue by source and expenditure by	Accounting Officer	Council resolution

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
			vote for approval of Council before start of budget year		
Annual Budget	31 May 2019	MFMA	Announce plan of action to start on preparation of annual financial statements, communicated what is to be done	Accounting Officer	Report
Performance Management	31 May 2019	MSA	Table the revised PMS Policy Framework to Council for approval	Accounting Officer: MSP	Copy of the approved revised PMS Policy Framework accompanied by Council Resolution
Performance Management	31 May 2019	MFMA 54 (1)	Start preparations for the compilation of the Draft SDBIP	Accounting Officer: All Directors	Draft SDBIP
PHASE 6: IMPLEMENTATION					
Integrated Development Plan (IDP)	01 June 2019	MSA & MFMA	Approved IDP and Budget published / advertised for public inspection	Accounting Officer: MSP	Notice and dated Newspaper advert
Integrated Development Plan (IDP)	10 June 2019	MSA	Submit the Final reviewed 2019/20 IDP to MEC DLG & HS and MEC PT	Accounting Officer: MSP	Copies of the acknowledgement receipts
Integrated Development Plan (IDP)	15 June 2019	MSA S21A	Issue a Public notice for inspection of the approved 2019/20 Final IDP	Accounting Officer: MSP	Copy of the dated Newspaper advert
Annual Budget	30 June 2019	MFMA 16 (1), 24 (2) & 53 (1) (C) (I)	Approval of Annual Budget by council resolution, including taxes, tariffs, measurable performance objectives, changes to the IDP and budget related policies, include service delivery agreements and long-term contracts where appropriate	Council	Copy of the approved Annual Budget and Budget related Policies accompanied by Council Resolution
Annual Budget	1 st week June 2019	MSA MFMA 75	New tariffs published	Accounting Officer: CFO	Advert clip

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
Annual Budget	01 June 2019	MSA & MFMA	Approved IDP and Budget published / advertised for public inspection	Accounting Officer: CFO	Notice and newspaper clip
Annual Budget	01 June 2019	MFMA 87 (4)	Ensure board of directors of a municipal entity approve the entity budget after taking account of any hearings or recommendations of council	Accounting Officer: CFO	Budget
Annual Budget	12 June 2019	MFMA 71 (1)	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury	Accounting Officer: CFO	Monthly report
Annual Budget	12 June 2019	MFMA 71 (5)	Submit monthly statements to the provincial or national organ of state or municipality on allocations received	Accounting Officer: CFO	Monthly statements
Annual Budget	28 June 2019	Circular: NT & MFMA	<ul style="list-style-type: none"> - Submit annual budget reports to National & Provincial Treasuries (& District Municipality) - Notify department of Local Government in the province about the budget approval - IDP, annual and adjustment budget, budget related policies, annual report, service delivery agreements, long term borrowing contracts published on Council website 	Accounting Officer: CFO Accounting Officer: CFO	Acknowledgement of receipt
Annual Budget	30 June 2019	MFMA 24 (3)	Submit approved budget to the provincial treasury and National Treasury	Accounting Officer: CFO	-Approved Budget -Acknowledgement of receipt
Annual Budget	30 June 2019	MFMA 9 (b)	Submit all bank account details to the provincial treasury, National Treasury & Auditor-General	Accounting Officer: CFO	-Bank Account Details -Acknowledgement of receipt
Performance Management	12 June 2019	MFMA S53	Submission of the Draft 2019/20 SDBIP to the Executive Mayor	Accounting Officer: CFO	Copy of the acknowledgment receipt accompanied by Draft

STRATEGIC DOCUMENT	DATES	LEGISLATIVE PROVISIONS	INPUTS/ACTIVITIES	RESPONSIBLE PERSON/STRUCTURE	EXPECTED OUTPUT
					SDBIP
Performance Management	12 June 2019	Circular: NT MFMA &MSA	Directors' draft Performance Agreements submitted to the MM	Accounting Officer	Draft Performance Agreements for directors
Performance Management	18 June 2019	Circular: NT MFMA &MSA	MM's draft Performance Agreement submitted to the EM	Accounting Officer	Draft Performance agreement for the MM
Performance Management	28 June 2019	MFMA	Approval of the 2019/20 SDBIP by the EM	Executive Mayor: AO	Signed Top Layer SDBIP
Performance Management	30 June 2019	Circular: NT MFMA &MSA	Signing of Final Performance Agreements for the MM and Directors	Executive Mayor: AO All Directors	Copies of the Signed Performance Agreements
Performance Management	30 June 2019	MFMA 54 (1)	Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. submit report to council and make public any amendment to the SDBIP	Accounting Officer: CFO	Section 71 report

7. Issues of roles and responsibilities

Section 30 of the Act charges the Executive Mayor with the responsibility to manage the drafting of the Municipality's Integrated Development Plan in a manner that is in concomitant with Section 29 of the Act. Furthermore, the Executive Mayor is empowered to assign responsibilities to the Municipal Manager relating to the drafting, review and tabling of the IDP before the Municipal Council for approval. The Municipal Manager in turn is supported by the Strategy and Planning Unit in managing the preparation of the IDP.

In the spirit of promoting the objects of section 29 of Act, the municipality has created an enabling environment for different stakeholders to be involved in developing a people driven IDP. Structures necessitating the achievement of the principles espoused in the Legislation are listed below.

7.1. IDP Representative Forum

This Forum is constituted by Ward Committees, Councilors, Municipal Manager & Directors and other Officials of the Municipality.

7.2. Multi-Stakeholder Forum

This Forum is constituted of amongst others the following Stakeholders:

- Sector Departments
- Mining Houses
- Business For a
- NGOs
- NPOs
- SAPS
- Youth Formations
- Women Formations
- People with Disability Formation

7.3. Public Consultation- Mayoral Road Shows

The Mayoral road shows are an outreach consultative programme meant for communities across the city who are not organized in any formal structure. This programme which is organised in clustered ward fashion, provides the Municipality and communities a platform to engage on the municipality' IDP needs inputs, performance, identification of priority needs for the year ahead and any other matters relating to service delivery issues within the respective Wards.

7.4. 2018The Budget Steering Committee

The committee plays an oversight role in preparation, review and drafting of the IDP, the IDP process plan, community needs register and public participation plans.

7.5. The Municipal Council

According to section 25 of the Municipal Systems Act, the municipal council is the body that has the competence to adopt the IDP and related plans.

8. Procedures for alignment

Section 31(c) of the Act, requires the municipality to align its IDP with the IDP's of municipalities within the area of jurisdiction of the district municipality where such a municipality is located. Furthermore, this section provides that the integrated development plan of a municipality must be aligned to national and provincial plans of organs of the state. In this regard, the North West Department of Local Government and Human Settlements , working together with the Provincial Planning Commission continuously facilitates planning engagements between all municipalities in the Province, National and Provincial Departments and SOE's to iron out issues of alignment.

9. Adoption by council

The process plan outlined above must be tabled by the Executive Mayor for noting before the municipal council by end of August 2017 in compliance with legislative requirements discussed in paragraph 1.