

2018/2019 IDP REVIEW AND 2019/2020 BUDGET AND PERFORMANCE TIME SCHEDULE



PHASE	ACTIVITIES	DURATION		RESPONSIBILITY AGENT				LEGISLATIVE FRAMEWORK	POE NOTES	
		START	FINISH	IDP	BUDGET ii	PMS ⁱⁱⁱ	MM ^{iv}			EM ^v
PREPARATION	Preparation of the IDP, Budget Time Schedule							x	Sections 21, 53, MFMA	Draft time schedule
	District Framework Alignment Meeting	25 July 18	26 July 18	x	x	x			Section 27. MSA	District Framework
	Steering Committee Meeting to Review the previous year IDP process.	02 Aug 18	02 Aug 18						Best Practice	Minutes and attendance registers
	Review participation mechanisms and processes									Process report presented to the steering committee
	Receive comments from the MEC	August 18	Aug 18	x				x	Section 32 MFMA	MEC report presented to the Steering committee
	Review past performance	Sep 18	Sep 18	x		x			Section 34, 46 MSA	PMS presentation and discussion by steering committee
	Set-up budget committees	Sep 18	Sep 18							Resolution and acceptance letters
	Submission of annual report	Aug 18	Aug 18			x				Confirmation of receipt by the AG's office
	IDP Forum Meeting	13 Aug 18	17 Aug 18						Section 166 and MPPR Reg.14(3) (a)	Attendance Register, Minutes, time schedule report, fourth quarter report presentations
SITUATION ANALYSIS	Procurement of data set									License or procurement agreement
	Public Participation	11 Sep 18	11 Oct 18							
	Analysis of socio-economic data	Sep 18	Oct 18							Analysis Report
	Analysis of service provision									Service Gaps Report
	Analysis of municipal infrastructure services (Water, Roads, Electricity, Sewer, Waste Water treatment, Housing Demand, financial Services (revenue and expenditure), and Institutional Capacity etc.)	01 Sep 18	11 Oct 18							Departments to submit analysis reports to the IDP office for consolidation.
	Comparison study of existing Data Sets	Sep 18	Sep 18							Data Gap Report
	Review of Municipal sector plans									Report on Status of Sector Plans
	Conduct Community Satisfaction Survey	SEP 18	JUNE 2019							Survey Results
STRATEGY	Procure strategic session facilitation services	Sep 18	Oct 18							Appointment certificate
	Strategic planning workshop	Nov 18	Dec 18							Revised strategic objectives, indicators and targets
	Strategic priorities and budget recommendations	Nov 18	Dec 18							Strategic outcomes and reports
	Get feedback on progress on current priority catalytic projects									
PROJECTS	Design project template	Oct 18	Oct 18							
	Distribute community priorities to departments	Nov 18	Nov 18							
	Appointment of departmental mSCOA champions	Nov 18	Dec 18	x	x					
	Loading of priorities on the web portal	Dec 18	Dec 18	x						
	Identification of Priority Projects	Jan 19	Feb 19	x	x				Section 127 MFMA	Draft capex and opex budgets
	Loading of projects to mSCOA portal	Feb 19	Mar 19	x	x					mSCOA report
INTEGRATION	Attend to the JPI Strategic alignment engagements									JPI Report and Attendance Register
	Attend the second JPI and MGRO engagements									
	Receive summaries of Sector Plans from departments	Jan 19	Feb 19	x					Best Practice	Sector Plans Section in the IDP
	Add capex and OPEX MTREF budgets to the IDP	Jan 19	March 19	x	x				Best Practice	Budget Section in the IDP
	IDP Forum Meeting	25 Oct 18	25 Oct 18	x		x			Municipal Performance Regulations	Provincial, District and Non-governmental sector alignment,

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										List of Priorities, First Quarter performance report
	Eden DM IDP Forum Meeting	Nov 18	Dec 18							
APPROVALS	Preliminary Meeting to discuss IDP and Budget Time Schedule	22 July 18	22 July 18	x	x		x			
	Portfolio Committee to discuss IDP/Budget Time Schedule	8 Aug 18	8 Aug 18	x	x					
	MAYCO to recommends IDP/Budget time schedule to Council	20 Aug 18	20 Aug 18	x	x			x		
	Council Approves the IDP/ Budget Time Schedule	31 Aug 18	31 Aug 18	x	x			x	Section 34 MSA, Section 21, 22 & 24 MFMA	Council Resolution and Minutes
	Time Schedule is advertised	01 Sep 18	06 Sep 18	x	x				MFMA Guidance	
	Approval of the Adjustment Budget	Jan 2019	Jan 2019		x					
	Council Approves Annual Report	Jan 2019	Jan 2019			x			Section 121 MFMA	Council Resolution
	Council adopts amendments to the revised IDP and Draft Budget	28 Mar 2019	28 Mar 18	x	x				Section 34	Council Resolution
	Notice is placed in the local newspaper for 21 days	04 April 2019	04 April 18	x	x				Municipal Performance Regulations, Section 4 (ii) performance regulations.	Newspaper Advert
	IDP and Budget Road Shows	01 April 2019	25 April 2019	x	x				Chapter 4 MSA	Minutes and attendance Registers
	IDP Forum Meeting	May 19	May 19	x					Section 23 MFMA, chapter 4, MSA	Third Quart MS Report, IDP Presentation, attendance and minutes of meeting
	Preparing responses to respond to written submissions	26 April 19	03 May 19	x	x				Section 23 MFMA	
	LGMTEC Engagements	May 19	May 19	x	x		x		Section 23 MFMA	IDP and Budget assessment report
	Amending IDP and Budget to incorporate provincial assessments	May 19	May 19	x	x				Section 23 MFMA	Revised Documents
	Council Approves IDP and Budget	31 May 19	31 May 19							
	Send copies of IDP and Budget to the MEC for Local Government	1 June 19	10 June 19	x	x		x	x	Section 32, MSA, Section 24 MFMA	Confirmation of receipt
Publish annual budget and IDP	1 June 19	05 June 19	x	x				Section 22, MFMA	Advert and web key	
Approval of SDBIP	June 19	June 19								
IMPLEMENTATION	Rollout of SDBIP (2018/2019)	July 19	July 19						Section 69	Performance Agreements
	Submission of SDBIP to the MEC for Local Government								Section 69 MFMA	Council Resolution
	Submit annual Performance Agreements to Mayor	June 19	14 July 19				x		Section 69, MFMA	Signed Performance Contracts
	Tabling of MID Term Report	Jan 19	Jan 19			x	x	x	Sections 36, 72 MFMA	Mid –year report, council resolution and council minutes
	Submission of annual report to AG	Jan 19	Jan 19			x	x		Section 72 MFMA	Confirmation Receipt
	Preparation of Oversight Report	Jan 19	Jan 19			x				Council Resolution
	Council adopts oversight report	Feb 19	Feb 19			x	x	x		Council Resolution

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- i IDP Unit
 - ii Budget Section
 - iii Performance Management Section
 - iv Municipal Manager
 - v Executive Mayor