

TIME SCHEDULE IN TERMS OF SECTION 21 (1) (B) OF THE MFMA

July 2019 –June 2020



2020/2021 IDP CYCLE INCLUDING THE PMS AND BUDGET LINKAGES

1. Key Activities in the IDP, Budget and PMS Process

Below is a summary of key activities that will take place in terms of the IDP, Budget and PMS during the 2019/20 financial year for the 2020/21 Budget & IDP Process:

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
ANALYSIS PHASE				
JULY 2019	Preparation of the Draft IDP /Budget and PMS Time Schedule			Manager IDP & PMS
	Senior Management to discuss the draft IDP/Budget and PMS Time Schedule			EXECMAN
	Engagement with Budget Office and PMS for alignment purposes			CFO/Manager IDP & PMS
	Address provincial IDP Assessment findings		MSA S31	DLG/Manager IDP & PMS
	Mayor begins planning for next three-year budget cycle in accordance with co-ordination role of budget process and review of previous year's budgeting process		MFMA S53	EM/MM/CFO
	Accounting officer and senior managers of municipality commence planning for next three-year budget		MFMA S68, 77	MM/EXECMAN
	Accounting officer and senior managers of municipality review options and contracts for service delivery		MSA S76-81	MM/EXECMAN
	Submission of Q4 SDBIP Report (for last quarter of 2018/2019)		MPPR Reg. 14	BVM Management/IDP & PMS Unit
	Approve and announce new budget schedule and set up committees and forums after			MM/EXECMAN

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	consultation on performance and changing needs			
	Signing of new performance agreements for Section 57 Managers and submission to Mayor and Municipal Manager on 31 July 2019		MFMA S69 MSA S57	EM/MM/Manager IDP & PMS
	Prepare Sector Plans for the 2020/21 financial year			EXECMAN/BVM Management
	Preparation of Annual Performance Reports		MSA S46	BVM Management
	Collate inputs to Annual Report		MSA S46	Manager IDP & PMS
	Inform Council of the intention to amend the 2019/2020 IDP & publicise notice calling for public comment on the proposed amendment		MPPR Reg. 3	Portfolio Councillor/Manager IDP & PMS
AUGUST 2019	Roll-Over Budget tabled to Council	Aug 2019	MFMA S28(2)(e), Budget Reg. 23(5)	CFO/Manager Budget & Costing
	IDP Time Schedule tabled to Council for approval	Aug 2019		Council/Manager IDP & PMS
	Advertisement of the IDP Time Schedule in order to meet AG audit requirements			Manager IDP & PMS
	Review of comments received from DLG on the 2018/19 IDP Review document			IDP Steering Committee
	Self-assessment to identify gaps in the IDP process			IDP Steering Committee
	Review situational analysis to identify changing community needs and challenges			IDP Steering Committee
	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets			IDP Steering Committee
	Mayor tables in Council a time schedule outlining key deadlines for preparing, tabling and approving the budget	Aug 2019	MFMA S21,22, 23 MSA S34	EM
	Submit approved IDP/Budget time schedule to National Treasury, Provincial Treasury, Department of Local Government and the Cape Winelands District Municipality	Aug 2019		Manager IDP & PMS
	Table proposed 2019/2020 IDP amendment before Council for approval		MPPR Reg. 3	Council
	Mayor establishes committees and consultation forums for the budget process			EM
	Accounting Officer submits AFS to Auditor-General by 30 August 2019	Aug 2019	MFMA S126(1)(a)	MM/CFO
	Submission of the Annual Performance Report to Council		MSA S46	Manager IDP & PMS
	Submission of Annual Performance Report to AG by 30 August 2019		MSA S46	Manager IDP & PMS
SEPTEMBER 2019	Integration of new information from adopted Sector Plans into the IDP Review document			Manager IDP & PMS
	Compile ward-based plans to identify ward priorities			Community Development/ Manager IDP & PMS
	Review and update IDP Vision, Mission and Objectives			Manager IDP & PMS

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	Council determines strategic objectives for service delivery and development for next three-year budgets			IDP/PMS/Council
	Review of provincial and national government sector and strategic plans			Manager IDP & PMS
	Align IDP with provincial and national sector specific programmes (schools, libraries, clinics, water, electricity, roads, etc.)			Manager IDP & PMS
	Audit of performance measures			AG
	Assess municipal performance and identify where changes are needed for next 3 years [incorporate community inputs]			Manager IDP & PMS
	Review the municipality's performance management system (PMS)		MPPR Reg. 14	Internal Audit/Manager IDP & PMS
	Review the measures and annual performance targets			Manager IDP & PMS
	Send reminder to BVM Management to submit their Q1 SDBIP Reports		MSA S41	Manager IDP & PMS
	Conduct final 2018/19 S57 Managers' Performance Assessments			EM/MM/IDP & PMS Unit
STRATEGIES				
OCTOBER 2019	Conduct public participation sessions in wards (engagements with ward committees)			EXECMAN/BVM Management/IDP & PMS Unit
	Integration of information from reviewed provincial and national Sector Plans into the IDP Review document			Manager IDP & PMS
	Integration of Spatial Development Framework			Manager IDP & PMS
	Update and review the strategic elements of the IDP			Manager IDP & PMS
	Municipality finalise the action plan for JPI implementation	Oct 2019		MM/EXECMAN/Manager IDP & PMS
	IDP Steering Committee Meeting			Manager IDP & PMS
	Provincial JPI meeting	Oct 2019		DLG
	Initial review of national policies and budget plans is conducted		MFMA S35, 36, 42; MTBPS	MM/CFO
	Discuss potential price increases of bulk resources with sector departments		MFMA S35, 36, 42; MTBPS	MM/CFO
	Determine revenue projections and proposed rates and service charges	Oct 2019		CFO/Budget Steering Committee/Manager Budget & Costing
	Drafts initial allocations to functions and departments for the next financial year based on strategic objectives	Oct 2019		CFO/Manager Budget & Costing
	Engagement with sector departments, share and evaluate plans, national policies, MTBPS			CFO
	Incorporate initial changes into IDP			Manager IDP & PMS

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	Submission of Q1 Reports by BVM Management			BVM Management/IDP & PMS Unit
	Q1 Reports tabled to Council (for first quarter of 2019/2020)		MPPR Reg. 14	Manager IDP & PMS
	S57 Managers' quarterly informal assessments (for first quarter of 2018/2019)			MM/EXECMAN/BVM Management/Manager IDP & PMS
PROJECTS PHASE				
NOVEMBER 2019	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets			MM/EXECMAN/Manager IDP & PMS
	Identification of priority IDP projects based on ward committee inputs			MM/EXECMAN/Manager IDP & PMS
	Reviews and initial changes are drafted into IDP		MSA S34	Manager IDP & PMS
	JPI District Alignment Workshop			DLG
	Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year's performance as per audited financial statements	Nov 2019		MM/CFO/Budget Steering Committee
	Identify new CAPEX/OPEX projects and programmes emanating from IDP projects	Nov 2019		CFO/IDP Steering Committee
	Auditor-General returns audit report by 30 November 2019		MFMA S126(4)	AG/MM
	Review performance of service providers as per the approved policy			EXECMAN/BVM Management
DECEMBER 2019	Departments to comment on the reviewed Municipal Strategies, Objectives, KPA's, KPI's and targets			EXECMAN/BVM Management
	Project alignment between CWDM and BVM			Manager IDP & PMS
	Identification of priority IDP projects			Manager IDP & PMS
	Council finalises tariff policies for next financial year		MSA S74, 75	EM/CFO
	Inputs from Departments for Adjustment Budget	Dec 2019		MM/EXECMAN/Budget Steering Committee/Manager Budgets & Costing
	Start preparation for Mid-year review and performance assessment			Manager IDP & PMS
	Compile Annual Report for 2018/19		MFMA S121	Manager IDP & PMS
	Finalise the review and update of recommendations contained in LG-MTEC reports and IDP Analysis Reports	Dec 2019		Manager IDP & PMS
	Send reminder to BVM Management to submit their Q2 SDBIP Reports		MSA S41	Manager IDP & PMS
JANUARY 2020	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets in strategic planning session with senior management			Manager IDP & PMS
	Identification of priority IDP projects			Manager IDP & PMS
	IDP Steering Committee Meeting			Manager IDP & PMS

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	Submission of Q2 Reports by BVM Management			BVM Management/IDP & PMS Unit
	Q2 Reports tabled to Council (for second quarter of 2019/2020)		MPPR Reg. 14	IDP & PMS Unit
	Mayor tables draft annual report for 2018/2019		MFMA S127(2)	EM/MM/Manager IDP & PMS
	Make public annual report and invite community inputs into report		MFMA S127 & MSA S21a	Manager IDP & PMS
	Municipal Manager submits Midterm/Midyear Report to the Mayor		MFMA S72	MM
	Midterm/Midyear Report is published in the Local Newspaper			Manager IDP & PMS
FEBRUARY 2020	Continuous Review of Municipal Strategies, Objectives, KPA's, KPI's and targets			Manager IDP & PMS
	Identification of priority IDP projects			Manager IDP & PMS
	Provincial JPI Engagement			
	Assess the municipality's service delivery performance and the service delivery targets and performance indicators set in the SDBIP			MM/EXECMAN/ Manager IDP & PMS
	Assess the past year's annual report, and progress on resolving issues identified in the annual report			MM/EXECMAN/ Manager IDP & PMS
	Accounting officer finalises and submits to Mayor proposed budgets and plans for next three-years, 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			MM/CFO
	Prepare detailed budgets and plans for the next three years			CFO/Manager Budget & Costing
	Prepare Adjustment Budget	Feb 2020		CFO/Manager Budget & Costing
	Table Adjustment Budget before Council	Feb 2020	MFMA S28(2) b,d,f	EM
	Executive Management adopts budget and plans and changes to IDP			CFO/EXECMAN/Manager IDP & PMS
	Submit draft annual report to AG and DLG		MFMA S127	Manager IDP & PMS
	S57 Manager's formal quarterly assessments (for second quarter of 2019/2020)			MM/Manager IDP & PMS
	Draft SDBIP's for 2020/21 developed and for incorporation into draft IDP 2020/21 FY			Manager IDP & PMS
	Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling	Feb 2020	MFMA S36	CFO/Manager Budget & Costing
INTEGRATION/REFINEMENT PHASE				
MARCH 2020	Submit approved Adjustment Budget to NT, PT and Public	10 Working days after approval		Manager Budget & Costing

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	Finalisation of Municipal Strategies, Objectives, KPA's, and KPI's and targets			Manager IDP & PMS
	IDP Steering Committee Meeting			Manager IDP & PMS
	Adoption of draft IDP and Budget 2020/21	March 2020	MFMA S16(2)	CFO/Manager IDP & PMS
	Mayor tables municipality budget and proposed revisions to IDP at least 90 days before start of budget year	March 2020	MFMA S16, 22, 23, 87; MSA S 34	EM
	Council to consider and adopt an oversight report pertaining to the Annual Report due by 31 March 2020		MFMA S129(1)	
	Council adopts Annual Report for the year ending June 2019			EM/Manager IDP & PMS
	Publicise Annual Report and MPAC Report			Manager IDP & PMS
	Submit Draft SDBIP's for 2020/21 to Council			Manager IDP & PMS
	Reminder to be sent to BVM Management to submit their Q3 SDBIP Reports		MSA S41	Manager IDP & PMS
	Set performance objectives for revenue for each budget vote		MFMA S 17	CFO/Senior Manager Revenue
APRIL 2020	Publicise Draft IDP and Budget and invite local community to make written comments in respect of the IDP and Budget	Immediately after Tabling before Council	MFMA S22 & MSA S21A	CFO/Manager IDP & PMS
	Accounting officer publishes tabled budget, plans, and proposed revisions to IDP and submits to NT, PT and others as prescribed	Immediately after Tabling before Council	MFMA S22 & MSA S21A	CFO/Manager IDP & PMS
	Review written comments in respect of the Budget and IDP	April 2020	Best Practice	CFO/Manager IDP & PMS
	Conclusion of Sector Plans initiated for the 2020/21 financial year and integration into the IDP Review report			Manager IDP & PMS
	IDP Steering Committee Meeting			Manager IDP & PMS
	Public participation process launched through series of public meetings on the IDP and Budget			Manager IDP & PMS
	Reprioritisation of community inputs			IDP Steering Committee
	District/Local Municipalities' Alignment of Strategies			Manager IDP & PMS
	Prepare departmental business plans linked to the IDP strategies, objectives, KPI's and targets			Manager IDP & PMS
	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	30 April 2020	MFMA S21	CFO
	Public meetings on the Draft Budget, Council Debate on Budget and Plans.			MM/IDP/CFO
	Q3 Reports tabled to Council (for third quarter of 2019/20)		MPPR Reg. 14	PMS/IDP /MM/CFO

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	Refinement of Municipal Strategies, Objectives, KPA's, KPI's and targets and inclusion into 2020/21 IDP Review report			Manager IDP & PMS
	S57 Managers' informal quarterly assessments (for third quarter of 2019/20)			Manager IDP & PMS
	Publicise Annual Report due by April 2020		MFMA S129(3)	IDP/PMS
	Submit Annual Report to DLG/MEC Local Government		MFMA S132(2)	Manager IDP & PMS
	Review annual organisational performance targets		MPPR Reg. 11	MM/Manager IDP & PMS
APPROVAL PHASE				
MAY 2020	EXCO recommends adoption of the IDP to Council			EXECMAN/Manager IDP & PMS
	Accounting 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	May 2020		MM/CFO/EM
	Adoption of the IDP by Council	31 May 2020	MFMA S24	Council/Manager IDP & PMS
	Convene IDP Representative Forum			Manager IDP & PMS
	Council to consider approval of budget and plans at least 30 days before start of budget year	31 May 2020	MFMA S23, 24; MSA Ch 4	CFO/Council
	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	31 May 2020	MFMA S16, 24, 26, 53	CFO/Council
	Community input into municipality's KPIs and targets			Manager IDP & PMS
JUNE 2020	Submission of the Final IDP to DLG			Manager IDP & PMS
	Accounting officer publishes approved budget, plans, and proposed revisions to IDP as prescribed	Within 10 working days after Approval by Council	Budget Reg. 18 & MSA S21A	CFO/Manager Budget & Costing/Manager IDP & PMS
	Accounting officer submits approved budget, plans, and proposed revisions to IDP and submits to NT, PT and others as prescribed	Within 10 working days after Approval by Council	Budget Reg. 20	CFO/Manager IDP & PMS
	Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with S57 (2) of the MSA		MFMA S 53; MSA S 38-45, 57(2)	EM/Manager IDP & PMS
	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			EM/Manager IDP & PMS

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	to council, MEC for local government and makes public within 14 days after approval			
	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 within one month		MSA S57(1)(b) MFMA S69; MSA S57	MM/Manager IDP & PMS
	Finalise performance contracts			MM/Manager IDP & PMS
	Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP			CFO/Manager IDP & PMS
	Reminder to be sent to BVM Management to submit their Q4 SDBIP Reports		MSA S 41	Manager IDP & PMS
INTERGOVERNMENTAL ALIGNMENT				
District/Provincial Alignment	Municipal First Quarter	2019/07/01	2019/09/30	
	District IDP Managers Forum	TBC		Manager: IDP
	DCF	27 September 2019		Mayors/MMs/HODs/ Senior Officials & District Support Teams
	Provincial IDP Managers Forum	September 2019 (TBC)		DLG: IDP Directorate
	Municipal Second Quarter	2019/10/01	2019/12/31	
	DCF	TBC		Mayors/MMs/HODs/ Senior Officials & District Support Teams
	SIME	November 2019		Provincial Government & Municipalities
	Provincial IDP Managers Forum	TBC		DLG: IDP Directorate
	Municipal Third Quarter	2020/01/01	2020/03/31	
	Mid-year budget and performance assessment visits	2020/01/01	2020/03/31	Provincial Treasury
	DCF	TBC		Mayors/MMs/HODs/ Senior Officials & District Support Teams
	TIME	February 2020		PT/DLG/MM's/CFO's

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	IDP Indaba	February 2020		Provincial Departments & Municipalities
	Provincial IDP Managers Forum	TBC		DLG: IDP Directorate
	Municipal Fourth Quarter	2020/04/01	2020/06/30	
	IDP, Budget and Benchmark Assessments	2020/04/01	2020/05/31	Provincial Departments & Municipalities
	DCF	TBC		Mayors/MMs/HODs/ Senior Officials & District Support Teams
	Provincial IDP Managers Forum	TBC		DLG: IDP Directorate

In approving the IDP Time Schedule, Council provides the Municipal Manager with the authority to alter the IDP Time Schedule to comply with legislative prescripts and binding deadlines.

2. Proposed IDP Public/Ward Committee Engagement Sessions

FIRST ROUND: OCTOBER 2019 (WARD COUNCILLOR/WARD COMMITTEE ENGAGEMENTS)

DATE	WARD	VENUE	TIME
Tuesday, 01-Oct-2019	1	Touwsrivier Municipal Office	18:00
Tuesday, 01-Oct-2019	2 & 3	De Doorns Municipal Offices	18:00
Wednesday, 02-Oct-2019	18	Zwelethemba Community Hall	18:00
Wednesday, 02-Oct-2019	11 & 13	BVM Council Chambers	18:00
Thursday, 03-Oct-2019	16	Zwelethemba Community Hall	18:00
Thursday, 03-Oct-2019	9 & 10	BVM Council Chambers	18:00
Monday, 07-Oct-2019	6, 7 & 15	BVM Council Chambers & Committee Room	18:00
Tuesday, 08-Oct-2019	14	BVM Council Chambers	18:00
Tuesday, 08-Oct-2019	21	BVM Committee Room	18:00
Wednesday, 09-Oct-2019	4	De Doorns Municipal Offices	18:00
Wednesday, 09-Oct-2019	5	De Doorns Municipal Offices	18:00
Thursday, 10-Oct-2019	8	BVM Council Chambers	18:00
Thursday, 10-Oct-2019	19 & 20	Rawsonville Municipal Offices	18:00
Tuesday, 15-Oct-2019	17	BVM Council Chambers	18:00
Tuesday, 15-Oct-2019	12	BVM Council Chambers	18:00

- **Dates, order, venue and time of meetings may change due to logistical considerations. Will be consulted and finalised with each Ward Councillor prior to publication.**

SECOND ROUND: MARCH 2020 (PUBLIC ENGAGEMENTS)

DATE	WARD	VENUE	TIME
Tuesday, 03-Mar-2020	1	Steenvliet Hall	18:00
Wednesday, 04-Mar-2020	2 & 3	De Doorns MPC	18:00
Wednesday, 04-Mar-2020	18	Zwelethemba Community Hall	18:00
Thursday, 05-Mar-2020	11 & 13	Maranatha Church Hall	18:00
Thursday, 05-Mar-2020	16	Zwelethemba Community Hall	18:00
Tuesday, 10-Mar-2020	9 & 10	Esselen Park Primary School	18:00
Tuesday, 10-Mar-2020	6, 7 & 15	Worcester Town Hall	18:00
Wednesday, 11-Mar-2020	14	Victoria Park School	18:00
Wednesday, 11-Mar-2020	4	Orchard Primary School	18:00
Thursday, 12-Mar-2020	5	AME De Wet	18:00
Thursday, 12-Mar-2020	8	Zwelethemba Community Hall	18:00
Monday, 16-Mar-2020	21	Somerset School	18:00
Tuesday, 17-Mar-2020	19 & 20	Goudini High School	18:00
Tuesday, 17-Mar-2020	17	Zwelethemba Community Hall	18:00
Wednesday, 18-Mar-2020	12	Worcester Town Hall	18:00

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