

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

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*July 2017 –June 2018*

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**2018/19 IDP CYCLE INCLUDING THE PMS AND BUDGET LINKAGES**

**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 2017/18 financial year for the 2018/19 Budget & IDP Process:

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
<b>ANALYSIS PHASE</b>				
<b>JULY 2017</b>	Preparation of the Draft IDP /Budget and PMS Time Schedule			PMS/IDP Manager
	Senior Management to discuss the draft IDP/Budget and PMS Time Schedule			EXECMAN
	Engagement with Budget Office and PMS for alignment purposes			CFO/IDP/PMS Manager
	Address provincial IDP Assessment findings		MSA S31	DLG/IDP/PMS Manager
	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	CFO/MM/EM
	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
	Approve and announce new budget schedule and set up committees and forums after consultation on performance and changing needs			MM/EXECMAN
	Signing of new performance agreements for Section 57 Managers and submission to Mayor and Municipal Manager on 31 July 20167		MFMA S69 MSA S57	EM/MM/IDP/PMS Manager
	Prepare Sector Plans for the 2018/19 financial year.			HODs

**THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS 2018/19**

	Conduct final 2016/17 S57 Managers' Performance Assessments.			MM/PMS Unit
	Preparation of S46 Reports		MSA S46	HODs
	Collate inputs to Annual Report		MSA S46	PMS/IDP Manager
<b>AUGUST 2017</b>	Tabling of IDP Time Schedule to MAYCO for comments			IDP/PMS Manager
	Roll-Over Budget tabled to Council	Aug 2017	MFMA S28(2)(e), Budget Reg. 23(5)	CFO/Manager Budgets
	IDP Time Schedule tabled to Council for approval	23 August 2017		IDP/PMS /Council
	Advertisement of the IDP Time Schedule in order to meet AG audit requirements			IDP/PMS Manager
	Review of comments received from DLG on the 2016/17 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
	Send approved IDP/Budget Time Schedule to DLG/ MEC for Local Govt.	Aug 2017		IDP/PMS Manager
	Convene IDP Representative Forum			IDP/PMS Manager
	Mayor tables in Council a time schedule outlining key deadlines for preparing, tabling and approving the budget.	Aug 2017	MFMA S21,22, 23 MSA S34	EM
	Mayor establishes committees and consultation forums for the budget process.			EM
	Accounting Officer submits AFS to Auditor-General by 31 August 2017	Aug 2017	MFMA S126(1)(a)	CFO/MM
	Submission of Q4 SDBIP Report (for last quarter of 2016/2017)		MPPR Reg. 14	HOD's/IDP/PMS Unit
	Submission of the Annual Performance Report to Council.		MSA S46	IDP/PMS Manager

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	Submission of S46 Report to AG by 31 August 2017		MSA S46	IDP/PMS Manager
<b>SEPTEMBER 2017</b>	Integration of new information from adopted Sector Plans into the IDP Review document.			IDP/PMS Manager
	Compile ward-based plans to identify ward priorities			IDP/PMS Manager
	Review and update IDP Vision, Mission and Objectives.			IDP/PMS Manager
	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			IDP/PMS/Council
	Align IDP with provincial and national sector specific programmes (schools, libraries, clinics, water, electricity, roads, etc.)			IDP/PMS Manager
	Audit of performance measures.			AG
	Assess municipal performance and identify where changes are needed for next 3 years [incorporate community inputs]			IDP/PMS Manager
	Review the municipality's performance management system (PMS)			IDP/PMS Manager
	Review the measures and annual performance targets			IDP/PMS Manager
	Send reminder to HOD's to submit their Q1 SDBIP Reports.		MSA S41	IDP/PMS Manager
<b>STRATEGIES</b>				
<b>OCTOBER 2017</b>	Conduct public participation sessions in wards			Senior Management/ IDP
	Integration of information from reviewed Sector Plans into the IDP Review document.			IDP/PMS Manager
	Integration of Spatial Development Framework			IDP /PMS Manager
	Update and review the strategic elements of the IDP			IDP /PMS Manager

**THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS 2018/19**

	Municipality finalise the action plan for JPI implementation	Oct 2017		MM/EXECMAN/IDP/ PMS Manager
	IDP Steering Committee Meeting			IDP/PMS Manager
	Provincial JPI meeting	Oct 2017		DLG
	Initial review of national policies and budget plans is conducted and potential		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 2017		CFO/ Budget Steering Committee/ Manager: Budgets
	Drafts initial allocations to functions and departments for the next financial year based on strategic objectives	Oct 2017		CFO/Manager: Budgets
	Engagement with sector departments, share and evaluate plans, national policies, MTBPS.			CFO
	Incorporate initial changes into IDP.			IDP /PMS Manager
	Submission of Q1 Reports by HOD's			HOD's
	Q1 Reports tabled to Council (for first quarter of 2017/2018)		MPPR Reg. 14	
	S57 Managers' quarterly <b>informal</b> assessments (for first quarter of 2017/2018)			IDP/PMS Manager
<b>PROJECTS PHASE</b>				
<b>NOVEMBER 2017</b>	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets.			PMS/IDP/MM
	Identification of priority IDP projects based on ward committee inputs.			IDP /PMS Manager
	Convene IDP Representative Forum.			IDP/PMS Manager
	Reviews and initial changes are drafted into IDP		MSA S34	IDP/PMS Manager
	JPI District Alignment Workshop			DLG
	Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into	Nov 2017		Budget Steering Comm./CFO

**THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS 2018/19**

	account previous year’s performance as per audited financial statements.			
	Identify new CAPEX/OPEX projects and programmes emanating from IDP projects	Nov 2017		CFO/IDP Steering Committee
	Auditor-General returns audit report by 30 November 2017.		MFMA S126(4)	AG/MM
	Review performance of service providers as per the approved policy			
<b>DECEMBER 2017</b>	Departments to comment on the reviewed Municipal Strategies, Objectives, KPA’s, KPI’s and targets.			EM
	Project alignment between CWDM and BVM			EM
	Identification of priority IDP projects.			IDP/PMS Manager
	Council finalises tariff policies for next financial year.		MSA S74, 75	CFO/ Executive Mayor
	Inputs from Departments for Adjustment Budget	10 Dec 2017		MM/Directors/Budget Steering Committee/ Manager: Budgets
	Start preparation for Mid-year review and performance assessment			IDP/PMS Manager
	Compile Annual Report for 2016/2017.		MFMA S121	IDP/PMS Manager
	Finalise the review and update of recommendations contained in LG-MTEC reports and IDP Analysis Reports	31 Dec 2017		IDP/PMS Manager
	Send reminder to HOD’s to submit their Q2 SDBIP Reports.		MSA S41	IDP/PMS Manager
<b>JANUARY 2018</b>	Review of Municipal Strategies, Objectives, KPA’s, KPI’s and targets in strategic planning session with senior management			IDP/PMS Manager
	Identification of priority IDP projects.			IDP /PMS Manager
	IDP Steering Committee Meeting.			IDP/PMS Manager
	Submission of Q2 Reports by HOD’s.			EM/IDP/PMS
	Q2 Reports tabled to Council (for second quarter of 2017/2018).		MPPR Reg. 14	IDP/PMS Unit
	Mayor tables draft annual report for 2016/2017.		MFMA S127(2)	PMS/IDP /EM

**THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS 2018/19**

	Make public annual report and invite community inputs into report.		MFMA S127 & MSA S21a	IDP/PMS Manager
	Municipal Manager submits Midterm/Midyear Report to the Mayor.		MFMA S72	MM
	Midterm/Midyear Report is published in the Local Newspaper.			IDP/PMS manager
<b>FEBRUARY 2018</b>	Continuous Review of Municipal Strategies, Objectives, KPA's, KPI's and targets.			PMS/IDP Manager
	Identification of priority IDP projects.			IDP /PMS Manager
	IDP Steering Committee Meeting			IDP /PMS Manager
	Provincial JPI Engagement			
	Assess the municipality's service delivery performance and the service delivery targets and performance indicators set in the SDBIP			MM/EXCO/IDP/PMS Manager
	Assess the past year's annual report, and progress on resolving issues identified in the annual report			MM/EXCO/IDP/PMS Manager
	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.			CFO/MM
	Prepare detailed budgets and plans for the next three years.			CFO/Manager: Budgets
	Prepare Adjustment Budget	Feb 2018		
	Table Adjustment Budget before Council	Feb 2018	MFMA S28(2) b,d,f	Executive Mayor
	Executive Management adopts budget and plans and changes to IDP.			CFO/EXCO/IDP/PMS Manager
	Quarterly Project Implementation Report (for second quarter of 2017/2018)		MPPR Reg. 14	

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	Submit draft annual report to AG and DLG		MFMA S127	PMS/IDP Manager
	S57 Manager's <b>formal</b> quarterly assessments (for second quarter of 2017/2018)			MM/IDP/PMS Manager
	Draft SDBIP's for 2018/19 developed and for incorporation into draft IDP 2018/19 FY.			IDP/PMS Manager
	Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling	Feb 2018	MFMA S36	CFO/Manager: Budgets
<b>INTEGRATION/REFINEMENT PHASE</b>				
<b>MARCH 2018</b>	Submit approved Adjustment Budget to NT, PT and Public.	10 Working days after approval		Manager: Budgets
	Finalisation of Municipal Strategies, Objectives, KPA's, and KPI's and targets.			IDP/PMS Manager
	IDP Steering Committee Meeting			IDP /PMS Manager
	Convene IDP Representative Forum			IDP /PMS Manager
	Adoption of draft IDP and Budget 2017/18	March 2018	MFMA S16(2)	CFO/IDP/ PMS Manager
	Mayor tables municipality budget and proposed revisions to IDP at least 90 days before start of budget year.	March 2018	MFMA S16, 22, 23, 87; MSA S 34	Executive Mayor
	Council to consider and adopt an oversight report due by 31 March 2017		MFMA S129(1)	
	Council adopts Annual Report for the year ending June 2016.			EM/IDP/PMS
	Publicise Annual Report and MPAC Report.			PMS/IDP Manager
	Submit Draft SDBIP's for 2017/18 to Council.			IDP/PMS Manager
	Reminder to be sent to HOD's to submit their Q3 SDBIP Reports		MSA S41	PMS/IDP Manager
	Set performance objectives for revenue for each budget vote		MFMA S 17	CFO/Manager: Revenue
<b>APRIL 2018</b>	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/ IDP/PMS Manager



**THE TIME SCHEDULE FOR BREEDE VALLEY MUNICIPALITY – IDP, BUDGET AND PMS 2018/19**

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/ IDP/PMS Manager
Review written comments in respect of the Budget and IDP	April 2017	Best Practice	CFO/ IDP/PMS Manager
Conclusion of Sector Plans initiated for the 2018/19 financial year and integration into the IDP Review report.			IDP /PMS Manager
IDP Steering Committee Meeting			IDP /PMS Manager
Public participation process launched through series of public meetings on the IDP and Budget.			IDP/PMS Manager
Reprioritisation of community inputs			IDP Steering Committee
District/Local Municipalities' Alignment of Strategies			IDP/PMS Manager
Prepare departmental business plans linked to the IDP strategies, objectives, KPI's and targets.			IDP/PMS Manager
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 2017	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 2017/18).		MPPR Reg. 14	PMS/IDP /MM/CFO
Refinement of Municipal Strategies, Objectives, KPA's, KPI's and targets and inclusion into 2018/19 IDP Review report.			IDP/PMS Manager
S57 Managers' <b>informal</b> quarterly assessments (for third quarter of 2017/18).			IDP/PMS Manager
Publicise Annual Report due by April 2018.		MFMA S129(3)	IDP/PMS
Submit Annual Report to DLG/MEC Local Government		MFMA S132(2)	IDP/PMS Manager

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	Review annual organisational performance targets.		MPPR Reg. 11	MM/IDP/PMS Manager
<b>APPROVAL PHASE</b>				
<b>MAY 2018</b>	EXCO recommends adoption of the IDP to Council.			IDP/PMS Manager
	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 2018		CFO/EM
	Adoption of the IDP by Council.	31 May 2018	MFMA S24	IDP/PMS Manager
	Convene IDP Representative Forum.			IDP/PMS Manager
	Council to consider approval of budget and plans at least 30 days before start of budget year.	31 May 2018	MFMA S23, 24; MSA Ch 4	CFO
	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 2018	MFMA S16, 24, 26, 53	CFO/Council
	Community input into municipality's KPIs and targets.			PMS/IDP Manager
<b>JUNE 2018</b>	Submission of the Final IDP to DLG			IDP/PMS Manager
	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/ IDP/PMS Manager
	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/ IDP/PMS Manager
	Mayor must approve SDBIP within 28 days after approval of the budget and ensure that		MFMA S 53;	PMS/Manager/Executive Mayor

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	annual performance contracts are concluded in accordance with S57 (2) of the MSA.		MSA S 38-45, 57(2)	
	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.			PMS/IDP Manager
	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	PMS/IDP Manager
	Finalise performance contracts.			PMS/IDP Manager/MM
	Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP.			CFO/IDP Manager
	Reminder to be sent to HOD's to submit their Q3 SDBIP Reports.		MSA S 41	PMS/IDP Manager
<b>District/Provincial Alignment</b>	<b>INTERGOVERNMENTAL ALIGNMENT</b>			
	<b>Municipal First Quarter</b>	<b>2017/07/01</b>	<b>2017/09/30</b>	
	District IDP Managers Forum	2017/07/04	2017/07/04	Manager: IDP
	DCF			Administrative Services
	Provincial IDP Managers Forum	2016/09/07	2017/09/08	DLG: IDP Directorate
	<b>Municipal Second Quarter</b>	<b>2017/10/01</b>	<b>2017/12/31</b>	
	DCF	2017/10/01	2017/12/31	Administrative Services

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Provincial IDP Managers Forum	2017/12/07	2017/12/08	DLG: IDP Directorate
<b>Municipal Third Quarter</b>	<b>2018/01/01</b>	<b>2018/03/31</b>	
DCF	2018/01/01	2018/03/31	Administrative Services
LGMTEC 2 (Allocations)	2018/03/31	2018/03/31	Provincial Treasury
IDP Indaba 2	2018/03/31	2018/03/31	DLG: IDP Directorate
Provincial IDP Managers Forum	2018/03/01	2017/03/02	DLG: IDP Directorate
<b>Municipal Fourth Quarter</b>	<b>2018/04/01</b>	<b>2018/06/30</b>	
DCF	2018/04/01	2018/06/30	Administrative Services
Provincial IDP Managers Forum	2018/04/01	2018/06/30	DLG: IDP Directorate
LGMTEC 3	2018/04/01	2018/04/30	Provincial Treasury
Draft IDP Analysis	2018/04/01	2018/04/30	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.

**11. PROPOSED IDP WARD COMMITTEE/PUBLIC MEETINGS**

**FIRST ROUND: OCTOBER 2017**

<b>DATE</b>	<b>WARD NO.</b>	<b>VENUE</b>	<b>TIME</b>
03-Oct-2017	1	Steenvliet Hall	19:00
03-Oct-2017	2	De Doorns MPC	19:00
04-Oct-2017	12	Christian Light Ministries	19:00
04-Oct-2017	8	Zwelethemba Community Hall	19:00
05-Oct-2017	4	Orchard Primary School	19:00
10-Oct-2017	13	Maranatha Christian Centre	19:00
10-Oct-2017	9	Esselenpark Primary School Hall	19:00
11-Oct-2017	5	GG Church Hall	19:00
11-Oct-2017	17	Zwelethembe Community Hall	19:00
12-Oct-2017	16	Zwelethemba MPC	19:00
12-Oct-2017	6	Audenserg Church Hall	19:00
17-Oct-2017	14	Victoriapark Primary School	19:00
17-Oct-2017	19	Goudini High School	19:00
18-Oct-2017	3	De Doorns MPC	19:00
18-Oct-2017	7	NGK Worcester Noord Church Hall	18:00
19-Oct-2017	10	Hexpark Primary School Hall	19:00
19-Oct-2017	18	Zweletemba MPC	19:00
24-Oct-2017	15	NG Kerk Vallei	19:00
24-Oct-2017	21	Avianpark Primary School Hall	19:00
25-Oct-2017	20	VGK Kerksaal Rawsonville	19:00
26-Oct-2017	11	Civic Indoor Centre	19:00

- Dates may change due to logistical considerations

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**SECOND ROUND: APRIL 2018**

<b>DATE</b>	<b>WARD NO.</b>	<b>VENUE</b>	<b>TIME</b>
<b>03-April-2018</b>	1	Steenvliet Hall	19:00
<b>03-April-2018</b>	2	De Doorns MPC	19:00
<b>04-April-2018</b>	3	De Doorns MPC	19:00
<b>05-April-2018</b>	4	Orchard Primary School	19:00
<b>10-April-2018</b>	5	GG Church Hall	19:00
<b>10-April-2018</b>	16	Zweletemba MPC	19:00
<b>11-April-2018</b>	17	Zweletemba Community Hall	19:00
<b>11-April-2018</b>	6	Audensberg Church Hall	19:00
<b>12-April-2018</b>	9	Esselen Park Primary School	19:00
<b>12-April-2018</b>	7	NGK Worcester North Church Hall	18:00
<b>17-April-2018</b>	10	Hexpark Primary School	19:00
<b>17-April-2018</b>	11	Civic Indoor Centre	19:00
<b>18-April-2018</b>	12	Christian Light Ministries	19:00
<b>18-April-2018</b>	13	Maranatha Church Hall	19:00
<b>19-April-2018</b>	18	Zweletemba MPC	19:00
<b>23-April-2018</b>	8	Zweletemba Community Hall	19:00
<b>23-April-2018</b>	14	Victoriapark Primary School	19:00
<b>24-April-2018</b>	15	NG Kerk Brandwacht	19:00
<b>24-April-2018</b>	19	Goudini High School	19:00
<b>26-April-2018</b>	20	VGK Kerksaal Rawsonville	19:00
<b>26-April-2018</b>	21	Avianpark Primary School	19:00

- Dates may change due to logistical considerations