



## OVERBERG DISTRICT MUNICIPALITY

### IDP/BUDGET TIME SCHEDULE OF KEY DEADLINES 2018/19

Month	Activities			Legislative Framework
	IDP	Budget	PMS	
<b>July</b>	<ul style="list-style-type: none"> <li>▪ Preparation of Draft IDP/Budget Time Schedule for 2018/2019</li> <li>▪ Engagement with Budget- and PMS Office for alignment purposes</li> <li>▪ District IDP Managers &amp; DLG pre-planning engagement to ensure alignment and integration of IDP/Budget Time Schedules</li> <li>▪ Review comments received on previous Time Schedule document</li> <li>▪ Review IDP participatory fora and mechanisms</li> <li>▪ 6 Jul 2018 IDP Indaba Working Group (IIWG)</li> <li>▪ 16-24 Jul 2018 Theewaterskloof Ward Comm Meetings</li> <li>▪ 23 Jul 2018 Cape Agulhas SDF engagement</li> <li>▪ 23-31 Jul 2018 Swellendam Ward Comm Meetings</li> <li>▪ 27 Jul 2018 Western Cape Districts Integrated Forum (WCDIF)</li> <li>▪ 27 Jul 2018 District Workshop: DLG / DoTP - Protocol Booklet</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare budget time schedule for 2018/19</li> </ul>	<ul style="list-style-type: none"> <li>▪ Roll-out of the SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83, 88</li> <li>▪ Systems Act, 2000 S17, 34, 76-81, 105</li> <li>▪ MFMA, 2003 S21, 53, 68, 77</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>▪ 3 Aug 2018 Western Cape Districts Integrated Forum engagement to strengthen cross-district alignment</li> <li>▪ Self-assessment to identify gaps in the IDP process</li> <li>▪ Incorporation of a Council approved roll-over Adjustments Budget</li> <li>▪ 13-17 Aug 2018 Overstrand Ward Comm Meetings for review of ward priorities</li> <li>▪ 13-21 Aug 2018 Theewaterskloof Ward Comm Meetings</li> <li>▪ 14 Aug 2018 Cape Agulhas Ward Comm Meetings – review and prioritisation of community needs</li> <li>▪ 17 Aug 2018 Provincial Public Participation Forum - report on ward Committee functionality and progress of Legislative Review consultations</li> <li>▪ 27 Aug 2018 Tabling of IDP/Budget Time Schedule to Council for adoption</li> <li>▪ Advertise IDP/Budget Time schedule in order to meet AG audit requirements</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approve budget time schedule for 2018/19</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submission of Q4 SDBIP Reports (for last quarter of the previous financial year) MPPR Reg. 14</li> <li>▪ Compile an Annual Performance Reports prepared in terms of Section 46 of MSA 2000</li> <li>▪ Submission of Draft Annual Report and Section 46 Report to AG</li> <li>▪ Quarterly Audit Committee meeting in August (last quarter of financial year) MFMA S166 &amp; MPPR Reg. 14(3) (a)</li> <li>▪ Tabling of Draft Annual Report to Audit- &amp; Performance Audit Comm</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83</li> <li>▪ Systems Act, 2000 S17, 34, 36, 46, 105</li> <li>▪ MFMA, 2003 S21, 126, 166</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>▪ 5 Sep 2018 Western Cape Districts Integrated Forum (WCDIF)</li> <li>▪ 6-7 Sep 2018 Provincial IDP Managers Forum (CKD)</li> <li>▪ 3-17 Sep 2018 Swellendam Feedback Meetings</li> <li>▪ 10-14 Sep 2018 Overstrand Ward Comm Meetings for review of ward priorities</li> <li>▪ 17-25 Sep 2018 Theewaterskloof Ward Comm Meetings</li> <li>▪ Theewaterskloof Public Participation Meetings</li> <li>▪ Cape Agulhas Public Participation Meetings</li> </ul>		<ul style="list-style-type: none"> <li>▪ Auditor-General audit of performance measures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4</li> <li>▪ Systems Act, 2000 S17, 31, 34, 105</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>▪ IDP Steering Committee Meeting – Strategic Session to review municipal strategies, goals, KPI's and targets with HODs</li> <li>▪ Integration of information from adopted sector plans into IDP Review</li> </ul>	<ul style="list-style-type: none"> <li>▪ Engagement with sector departments, share and evaluate plans, national policies, MTBPS</li> </ul>	<ul style="list-style-type: none"> <li>▪ Compilation of Q1 Performance Report</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83</li> <li>▪ Systems Act, 2000</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Initiation of new sector plans into IDP</li> <li>▪ 3 Oct 2018 Swellendam Municipal Advisory Forum (SMAF)</li> <li>▪ 15-21 Oct 2018 Theewaterskloof Ward Comm Meetings</li> <li>▪ 15-19 Oct 2018 Overstrand Ward Comm Meetings for review of ward priorities</li> <li>▪ 30 Oct 2018 IDP/ODM Awareness – Emil Weder High School Genadendal</li> <li>▪ Oct 2018 District IDP Managers engagement</li> </ul>		<ul style="list-style-type: none"> <li>▪ Q1 Reports tabled to Council MPPR Reg. 14 as part of section 52(d)(MFMA) report</li> <li>▪ Sec 57 Managers quarterly informal assessments (for first quarter)</li> <li>▪ Internal Audit, audit Q1 performance</li> <li>▪ Make public Q1 report</li> </ul>	<p>S17, 34</p> <ul style="list-style-type: none"> <li>▪ MFMA, 2003 S35, 36, 42, 52</li> <li>▪ MTBPS</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>▪ 2 Nov 2018 IDP/ODM Awareness – Agulhas School of Skills Napier</li> <li>▪ 13-20 Nov 2018 Theewaterskloof Ward Comm Meetings</li> <li>▪ 16 Nov 2018 Provincial Public Participation Forum</li> <li>▪ 27-30 Nov 2018 District Sector-focused engagements:               <ol style="list-style-type: none"> <li>1) SALGA (District Regional Economic Development &amp; Tourism Strategy)</li> <li>2) DRDLR / DoA</li> <li>3) DSD / DoH / DCS</li> <li>4) DTPW / DHS</li> </ol> </li> <li>▪ Strategic Integrated Municipal Engagement (SIME)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mayco determines strategic choices for next three years</li> <li>▪ Request input for budget related policies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quarterly Audit- &amp; Performance Audit Committee meeting (for the first quarter of the current financial year) MFMA Section 166 &amp; MPPR Reg. 14(3)(a)</li> <li>▪ Previous financial year Final S57 Managers Performance Assessments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83</li> <li>▪ Systems Act, 2000 S17, 34, 105</li> <li>▪ MFMA, 2003 S71, 166</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>▪ 5 Dec 2018 Western Cape Districts Integrated Forum (WCDIF)</li> <li>▪ 6-7 Dec 2018 Provincial IDP Managers Forum (WCD)</li> <li>▪ HOD consultations to solicit progress on identified programmes, goals, KPI's and targets contained in 5-year IDP and 1<sup>st</sup> Review</li> </ul>	<ul style="list-style-type: none"> <li>▪ Finalise draft budget related policies</li> <li>▪ Request input from Municipal Departments for the capital and operating budget</li> </ul>	<ul style="list-style-type: none"> <li>▪ Finalise Annual Report for the financial year (MFMA Section 121)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Systems Act, 2000 S31, 34, 105</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>▪ IDP Steering Committee Meeting for continuous review of identified programmes, strategies, goals, objectives and KPIs with HODs</li> <li>▪ Updating and review of strategic elements of IDP in light of new Council focus</li> <li>▪ Identification of priority IDP projects</li> <li>▪ Finalise revised strategies, goals and KPIs for inclusion in Draft IDP Review</li> <li>▪ IDP/Budget/PMS/Risk engagement to ensure alignment of processes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare detailed draft budgets and plans for the next three years</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mayor tables draft Annual Report for financial year - MFMA Section 127(2)</li> <li>▪ Council Adopts draft Annual Report for the year ending June</li> <li>▪ Compilation of Q2 Reports</li> <li>▪ Q2 Reports tabled to Council MPPR Reg. 14</li> <li>▪ Municipal Manager submits Mid-year Budget and Performance Report to the Mayor and Council (in terms of Section 72 MFMA)</li> <li>▪ Internal Audit, audit Q2 performance</li> <li>▪ Make public Q2 report</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 S83</li> <li>▪ Systems Act, 2000 S34</li> <li>▪ MFMA, 2003 S21, 36, 52, 72, 75</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>▪ 12-19 Feb 2019 Theewaterskloof Ward Comm Meetings</li> <li>▪ District IDP Managers engagement to discuss alignment of Draft 2<sup>nd</sup> Reviews</li> <li>▪ Technical Integrated Municipal Engagement (TIME)</li> <li>▪ Project alignment between provincial, district and local municipalities</li> <li>▪ Conclusion of sector plans for inclusion in Draft IDP</li> <li>▪ Feb 2019 Provincial Public Participation Forum to report on ward committees</li> </ul>	<ul style="list-style-type: none"> <li>▪ Finalise draft budgets and plans for the next three years</li> <li>▪ Workshop draft budget and policies with Directors/Managers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make public Annual Report and invite community inputs into report (MFMA Section 127 &amp; MSA Section 21a)</li> <li>▪ Submit Annual Report to AG, Provincial Treasury &amp; CoGTA (MFMA Section 127)</li> <li>▪ Make public the Midyear report</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83, 88</li> <li>▪ Systems Act, 2000 17, 31, 34, 105</li> <li>▪ MFMA, 2003 S21, 28, 87, 127, 166</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Present final reviewed municipal strategies, goals, KPI's and targets to Mayoral Committee</li> <li>▪ Feb 2019 Overstrand Municipal Advisory Forum (OMAF)</li> <li>▪ 27 Feb 2019 Western Cape Districts Integrated Forum (WCDIF)</li> <li>▪ 28 Feb – 1 Mar 2019 Provincial IDP Managers Forum (Overberg District)</li> </ul>		<ul style="list-style-type: none"> <li>▪ Prepare Draft SDBIP</li> <li>▪ Quarterly Audit Committee meeting (for the second quarter of 18/19) MFMA S166 &amp; MPPR Reg. 14(3)(a)</li> <li>▪ Draft SDBIPs for financial year developed and for incorporation into Draft IDP of next financial year</li> <li>▪ Refinement of KPI's and targets for inclusion in Draft IDP Review</li> <li>▪ Preparation of Oversight Report on Annual Report</li> </ul>	
<b>March</b>	<ul style="list-style-type: none"> <li>▪ 12-19 Mar 2019 Theewaterskloof Ward Comm Meetings</li> <li>▪ Adoption of Draft IDP Review</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mayco/Budget Steering Committee consider budget and plans and review changes to IDP</li> <li>▪ Mayor tables budget, resolutions, 90 days before the start of the financial year</li> </ul>	<ul style="list-style-type: none"> <li>▪ Council to consider and adopt an oversight report [Due by 31 March MFMA Section 129(1)]</li> <li>▪ Table Revised SDBIP (if necessary)</li> <li>▪ Set performance objectives for revenue for each budget vote</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4</li> <li>▪ Systems Act, 2000 S17, 34 &amp; as amended</li> <li>▪ MFMA, 2003 S16, 17, 22, 37, 42, 129</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>▪ Submit Draft IDP to Province</li> <li>▪ Publicise Draft IDP for public comment</li> <li>▪ Public participation period</li> <li>▪ 3-16 Apr 2019 Swellendam Feedback Meetings</li> <li>▪ IDP Steering Committee Meeting to assess progress iro identified programmes, strategies, goals, objectives and KPIs</li> <li>▪ District IDP Managers engagement</li> <li>▪ Consider written representations in respect of Draft IDP</li> <li>▪ LG MTEC - consider recommendations on Draft IDP for inclusion in Final</li> <li>▪ Western Cape Districts Integrated Forum - alignment of Final IDP Reviews</li> <li>▪ Apr 2019 Overstrand Public Participation on Draft IDP Review/Budget</li> <li>▪ 16-23 Apr 2019 Theewaterskloof Ward Comm Meetings</li> <li>▪ Apr 2019 Cape Agulhas IDP/Budget Imbizo's</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit Draft Budget to PT/NT</li> <li>▪ Publicise Draft Budget for public comment</li> <li>▪ Public participation period</li> <li>▪ Consider written representations in respect of Draft Budget</li> <li>▪ Consider LGMTEC recommendations on Draft Budget for inclusion in final budget</li> </ul>	<ul style="list-style-type: none"> <li>▪ Q3 Reports tabled to Council MPPR Reg. 14</li> <li>▪ Sect 57 Managers' informal quarterly assessments</li> <li>▪ Review annual organisational performance targets (MPPR Regulation 11)</li> <li>▪ Internal Audit, audit Q3 performance</li> <li>▪ Make public Q3 report</li> <li>▪ Community input into organisational KPIs and targets as captured in Draft IDP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83, 88</li> <li>▪ Systems Act, 2000 S17, 31, 34, 105</li> <li>▪ MFMA, 2003 S22, 23, 52</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>▪ May 2019 Cape Agulhas IDP/Budget Imbizo's</li> <li>▪ 8 May 2019 Swellendam Municipal Advisory Forum (SMAF)</li> <li>▪ Adoption of Final IDP Review by Council</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adoption of Final Budget by Council</li> </ul>	<ul style="list-style-type: none"> <li>▪ Budget for expenses of audit committee</li> </ul>	<ul style="list-style-type: none"> <li>▪ Systems Act, 2000 S17, 34</li> <li>▪ MFMA, 2003 S16, 26, 53</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>▪ Publicise Final IDP Review in local media</li> <li>▪ 5 Jun 2019 Western Cape Districts Integrated Forum</li> <li>▪ 6-7 Jun 2019 Provincial IDP Managers Forum (EDM)</li> <li>▪ 17-25 Jun 2019 Theewaterskloof Ward Comm Meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Publicise Budget in local media</li> <li>▪ Submit approved Budget to PT/NT</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approval of SDBIP by Mayor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4</li> <li>▪ Systems Act, 2000 S17, 21, 31, 34, 38-45</li> </ul>