



OVERBERG DISTRICT MUNICIPALITY

IDP/BUDGET/PMS TIME SCHEDULE OF KEY DEADLINES 2019/2020

(In preparation for 2020/2021 IDP Review)

Month	Activities			Legislative Framework
	IDP	Budget	PMS	
July	<ul style="list-style-type: none"> ▪ Preparation of Draft IDP/Budget Time Schedule for 2019/020 ▪ Engagement with Budget- and PMS Office for alignment purposes ▪ Review comments received on previous Time Schedule document ▪ Review IDP participatory fora and mechanisms ▪ Overberg DM SDF Review: Official request to DRDLR and DEADP to secure partnership – replies awaited (Time Schedule to be amended if/when necessary and re-tabled to Council for adoption) ▪ 16-23 Jul 2019 Theewaterskloof Ward Comm Meetings ▪ 23 Jul 2019 District IDP Managers & DLG pre-planning engagement to ensure alignment and integration of IDP/Budget Time Schedules ▪ 23 Jul 2019 District IDP Managers engage Statistics South Africa ▪ 29 Jul 2019 MinMay: District Mayors present status, challenges, response and support required in respect of Emerging Themes 	<ul style="list-style-type: none"> ▪ Prepare budget time schedule for 2019/2020 	<ul style="list-style-type: none"> ▪ Roll-out of the SDBIP 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 & S83, 88 ▪ Systems Act, 2000 S17, 34, 76-81, 105 ▪ MFMA, 2003 S21, 53, 68, 77
August	<ul style="list-style-type: none"> ▪ Self-assessment to identify gaps in the IDP process ▪ Incorporation of a Council approved roll-over Adjustments Budget ▪ 26 Aug 2019 Tabling of IDP/Budget Time Schedule to Council for adoption ▪ Advertise IDP/Budget Time schedule in order to meet AG audit requirements ▪ 6 Aug 2019 Western Cape Cabinet and Mayors “Meet and Greet” engagement ▪ 12-15 Aug 2019 Overstrand Ward Comm Meetings for review of ward priorities ▪ 13-20 Aug 2019 Theewaterskloof Ward Comm Meetings ▪ 15-16 Aug 2019 Provincial Public Participation Forum - report on ward Committee functionality and progress of Legislative Review consultations ▪ Aug 2019 Provincial CommTech Forum 	<ul style="list-style-type: none"> ▪ Approve budget time schedule for 2019/2020 	<ul style="list-style-type: none"> ▪ Submission of Q4 SDBIP Reports (for last quarter of the previous financial year) MPPR Reg. 14 ▪ Compile an Annual Performance Reports prepared in terms of Section 46 of MSA 2000 ▪ Submission of Draft Annual Report and Section 46 Report to AG ▪ Quarterly Audit Committee meeting in August (last quarter of financial year) MFMA S166 & MPPR Reg. 14(3) (a) ▪ Tabling of Draft Annual Report to Audit- & Performance Audit Comm 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 & S83 ▪ Systems Act, 2000 S17, 34, 36, 46, 105 ▪ MFMA, 2003 S21, 126, 166

September	<ul style="list-style-type: none"> ▪ 5-6 Sep 2019 Provincial IDP Managers Forum (CoCT) ▪ 2-19 Sep 2019 Cape Agulhas Public Meetings / Ward Committee Meetings / Cape Agulhas Municipal Advisory Forum (CAMAFA) ▪ 9-12 Sep 2019 Overstrand Ward Comm Meetings for review of ward priorities ▪ Sep-Oct 2019 Overstrand Public Meetings on SDF Review ▪ 9-19 Sep 2019 Swellendam Ward Committee Meetings ▪ 23-25 Sep 2019 Swellendam Sector Engagement Meetings ▪ Sep 2019 Swellendam Municipal Advisory Forum (SMAF) ▪ 10-25 Sep 2019 Theewaterskloof Ward Comm Meetings ▪ 13 Sep 2019 District Social Development Summit ▪ Western Cape Districts Integrated Forum (WCDIF) engagement to strengthen cross-district alignment 		<ul style="list-style-type: none"> ▪ Auditor-General audit of performance measures 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 ▪ Systems Act, 2000 S17, 31, 34, 105
October	<ul style="list-style-type: none"> ▪ IDP Steering Committee Meeting – Strategic Session to review municipal strategies, goals, KPI's and targets with HODs ▪ Integration of information from adopted sector plans into IDP Review ▪ Initiation of new sector plans into IDP ▪ 14-29 Oct 2019 Theewaterskloof Ward Comm Meetings ▪ 14-17 Oct 2019 Overstrand Ward Comm Meetings for review of ward priorities ▪ District IDP Managers Forum planning alignment engagement ▪ District Sector-focused engagements (relevant sectors to be identified following needs identified at local municipal public engagements) ▪ Statistics South Africa/Overberg engagement ▪ District Community Safety Summit 	<ul style="list-style-type: none"> ▪ Engagement with sector departments, share and evaluate plans, national policies, MTBPS 	<ul style="list-style-type: none"> ▪ Compilation of Q1 Performance Report ▪ Q1 Reports tabled to Council MPPR Reg. 14 as part of section 52(d)(MFMA) report ▪ Sec 57 Managers quarterly informal assessments (for first quarter) ▪ Internal Audit, audit Q1 performance ▪ Make public Q1 report 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 & S83 ▪ Systems Act, 2000 S17, 34 ▪ MFMA, 2003 S35, 36, 42, 52 ▪ MTBPS
November	<ul style="list-style-type: none"> ▪ 11-21 Nov 2019 Theewaterskloof Ward Comm Meetings ▪ Nov 2019 Provincial Public Participation Forum ▪ Strategic Integrated Municipal Engagement (SIME) 	<ul style="list-style-type: none"> ▪ Mayco determines strategic choices for next three years ▪ Request input for budget related policies 	<ul style="list-style-type: none"> ▪ Quarterly Audit- & Performance Audit Committee meeting (for the first quarter of the current financial year) MFMA Section 166 & MPPR Reg. 14(3)(a) ▪ Previous financial year Final S57 Managers Performance Assessments 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 & S83 ▪ Systems Act, 2000 S17, 34, 105 ▪ MFMA, 2003 S71, 166
December	<ul style="list-style-type: none"> ▪ HOD consultations to solicit progress on identified programmes, goals, KPI's and targets contained in 5-year IDP and 1st Review ▪ Draft initial changes to IDP Review ▪ 5-6 Dec 2019 Provincial IDP Managers Forum (CKD) ▪ Dec 2019 Provincial CommTech Forum ▪ Western Cape Districts Integrated Forum (WCDIF) 	<ul style="list-style-type: none"> ▪ Finalise draft budget related policies ▪ Request input from Municipal Departments for the capital and operating budget 	<ul style="list-style-type: none"> ▪ Finalise Annual Report for the financial year (MFMA Section 121) 	<ul style="list-style-type: none"> ▪ Systems Act, 2000 S31, 34, 105

<p>January</p>	<ul style="list-style-type: none"> ▪ IDP Steering Committee Meeting for continuous review of identified programmes, strategies, goals, objectives and KPIs with HODs ▪ Updating and review of strategic elements of IDP in light of new Council focus ▪ Identification of priority IDP projects ▪ Finalise revised strategies, goals and KPIs for inclusion in Draft IDP Review ▪ IDP/Budget/PMS/Risk engagement to ensure alignment of processes ▪ Proposed National and Provincial allocations to municipality incorporated into Draft Budget and IDP ▪ Consider impact of mid-year Budget and Performance Report in Draft IDP Review ▪ 21-23 Jan 2020 Theewaterskloof Ward Comm Meetings 	<ul style="list-style-type: none"> ▪ Prepare detailed draft budgets and plans for the next three years 	<ul style="list-style-type: none"> ▪ Mayor tables draft Annual Report for financial year - MFMA Section 127(2) ▪ Council Adopts draft Annual Report for the year ending June ▪ Compilation of Q2 Reports ▪ Q2 Reports tabled to Council MPPR Reg. 14 ▪ Municipal Manager submits Mid-year Budget and Performance Report to the Mayor and Council (in terms of Section 72 MFMA) ▪ Internal Audit, audit Q2 performance ▪ Make public Q2 report 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 S83 ▪ Systems Act, 2000 S34 ▪ MFMA, 2003 S21, 36, 52, 72, 75
<p>February</p>	<ul style="list-style-type: none"> ▪ Present final reviewed municipal strategies, goals, KPI's and targets to Mayoral Committee ▪ Project alignment between provincial, district and local municipalities ▪ Conclusion of sector plans for inclusion in Draft IDP ▪ 10-18 Feb 2020 Theewaterskloof Ward Comm Meetings ▪ Feb 2020 Overstrand Municipal Advisory Forum (OMAF) ▪ Feb 2020 Provincial Public Participation Forum ▪ Technical Integrated Municipal Engagement (TIME) / MGRO / IDP Indaba ▪ District IDP Managers planning alignment engagement iro Draft 3rd Reviews 	<ul style="list-style-type: none"> ▪ Finalise draft budgets and plans for the next three years ▪ Workshop draft budget and policies with Directors/Managers 	<ul style="list-style-type: none"> ▪ Make public Annual Report and invite community inputs into report (MFMA Section 127 & MSA Section 21a) ▪ Submit Annual Report to AG, Provincial Treasury & CoGTA (MFMA Section 127) ▪ Make public the Midyear report ▪ Prepare Draft SDBIP ▪ Quarterly Audit Committee meeting (for the second quarter of 18/19) MFMA S166 & MPPR Reg. 14(3)(a) ▪ Draft SDBIPs for financial year developed and for incorporation into Draft IDP of next financial year ▪ Refinement of KPI's and targets for inclusion in Draft IDP Review ▪ Preparation of Oversight Report on Annual Report 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 & S83, 88 ▪ Systems Act, 2000 17, 31, 34, 105 ▪ MFMA, 2003 S21, 28, 87, 127, 166
<p>March</p>	<ul style="list-style-type: none"> ▪ 10-18 Mar 2020 Theewaterskloof Ward Comm Meetings ▪ 5-6 Mar 2020 Provincial IDP Managers Forum ▪ Mar 2020 Provincial CommTech Forum ▪ Western Cape Districts Integrated Forum (WCDIF) ▪ Tabling of Draft IDP Reviews ▪ Mar/Apr 2020 Overstrand advertise Draft SDF Review for public comment for 30 days (synchronised with Draft IDP Review and Budget) 	<ul style="list-style-type: none"> ▪ Mayco/Budget Steering Committee consider budget and plans and review changes to IDP ▪ Mayor tables budget, resolutions, 90 days before the start of the financial year 	<ul style="list-style-type: none"> ▪ Table Annual Report to MPAC for input in order to compile Oversight Report ▪ Council to consider and adopt an Oversight Report [Due by 31 March] ▪ Table Revised SDBIP (if necessary) ▪ Set performance objectives for revenue for each budget vote 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 ▪ Systems Act, 2000 S17, 34 & as amended ▪ MFMA, 2003 S16, 17, 22, 37, 42, 129

<p>April</p>	<ul style="list-style-type: none"> ▪ Submit Draft IDPs to Province, National- & Provincial Treasury ▪ IDP Steering Committee Meeting to assess progress iro identified programmes, strategies, goals, objectives and KPIs ▪ Consider written representations in respect of Draft IDP ▪ 1-16 Apr 2020 Swellendam Public Consultation Meetings ▪ 13-23 Apr 2020 Cape Agulhas public participation: Ward-based Budget Meetings and Ward Committee Meetings ▪ 14-22 Apr 2020 Theewaterskloof Ward Comm Meeting ▪ 30 Apr 2020 Swellendam Municipal Advisory Forum (SMAF) ▪ Apr 2020 Overstrand public participation on Draft IDP Amendment & Draft Budget ▪ District IDP Managers Forum to discuss 'Summary of IDP' as per legislation ▪ LG MTEC - consider recommendations on Draft IDP for inclusion in Final ▪ Western Cape Districts Integrated Forum - alignment of Final IDP Reviews ▪ Apr/May 2019 Draft IDP Assessments 	<ul style="list-style-type: none"> ▪ Submit Draft Budget to PT/NT ▪ Publicise Draft Budget for public comment ▪ Public participation period ▪ Consider written representations in respect of Draft Budget ▪ Consider LGMTEC recommendations on Draft Budget for inclusion in final budget 	<ul style="list-style-type: none"> ▪ Q3 Reports tabled to Council MPPR Reg. 14 ▪ Sect 57 Managers' informal quarterly assessments ▪ Review annual organisational performance targets (MPPR Regulation 11) ▪ Internal Audit, audit Q3 performance ▪ Make public Q3 report ▪ Community input into organisational KPIs and targets as captured in Draft IDP 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 & S83, 88 ▪ Systems Act, 2000 S17, 25, 31, 34, 105 ▪ MFMA, 2003 S22, 23, 37, 52
<p>May</p>	<ul style="list-style-type: none"> ▪ Adoption of Final IDP Reviews by Council ▪ May 2020 Overstrand tabling of Final SDF Review ▪ 12-20 May 2020 Theewaterskloof Ward Comm Meetings ▪ May 2020 Provincial Public Participation Forum ▪ Consultation on a Draft Municipal Single Support Plan (Provincial Depts, municipalities, HODs, MMs & senior officials) 	<ul style="list-style-type: none"> ▪ Adoption of Final Budget by Council 	<ul style="list-style-type: none"> ▪ Budget for expenses of audit committee 	<ul style="list-style-type: none"> ▪ Systems Act, 2000 S17, 34 ▪ MFMA, 2003 S16, 26, 53
<p>June</p>	<ul style="list-style-type: none"> ▪ Publicise Final IDP Reviews in local media ▪ 4-5 Jun 2020 Provincial IDP Managers Forum ▪ 16-24 Jun 2020 Theewaterskloof Ward Comm Meetings ▪ Jun 2020 Provincial CommTech Forum ▪ Western Cape Districts Integrated Forum ▪ Finalisation of Municipal Single Support Plan (Provincial Depts, municipalities, HODs, MMs & senior officials) 	<ul style="list-style-type: none"> ▪ Publicise Budget in local media ▪ Submit approved Budget to PT/NT 	<ul style="list-style-type: none"> ▪ Approval of SDBIP by Mayor 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 ▪ Systems Act, 2000 S17, 21, 31, 34, 38-45