

BERGRIVIER MUNICIPALITY



TIME SCHEDULE OF KEY DEADLINES

(PROCESS PLAN)

2015/16 IDP REVIEW

2015/16, 2016/17 and 2017/18 BUDGET

RVN 010/07/2014

29 July 2014

1 INTRODUCTION

This Time Schedule of Key Deadlines (Process Plan) for the 2015/16, 2016/17 and 2017/18 Budget and 2015/16 Integrated Development Plan (IDP) review has been developed in compliance with Sections 21(1) (b) and 53(1) (b) of the Municipal Finance Management Act (Act 56 of 2003) (MFMA) read together with Sections 28 and 34 of the Local Government Municipal Systems Act (Act 32 of 2000).

2 LEGAL FRAMEWORK

Section 21 of the MFMA regulates the Budget preparation process;

“21. (1) The mayor of a municipality must:

a) co-ordinate the processes for preparing the annual budget and for reviewing the municipality’s integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;

(b) at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for:

(i) the preparation, tabling and approval of the annual budget;

(ii) the annual review of:

(aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and

(bb) the budget-related policies;

(iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and

(iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii)

Section 53(1)(b) provides that;

“53. (1) The mayor of a municipality must:

(b) co-ordinate the annual revision of the integrated development plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget, and determine how the integrated development plan is to be taken into account or revised for the purposes of the budget.

Section 34 of the Local Government Municipal Systems Act requires the Municipal Council to annually review its IDP in accordance with an assessment of its performance and to the extent that changing circumstances require.

Section 28 of the Local Government Municipal Systems Act requires the Municipal Council to adopt a written process which sets out how the Municipality will review its IDP. The Municipality must give notice of the particulars of the process it intends to follow following approval of the process.

3 PROCESS SUMMARY

This Time Schedule of Key Deadlines (Process Plan) covers a 12 month period commencing in July 2014 with the approval thereof by the Municipal Council and concluding in June 2015 with the approval of the Service Delivery Budget Implementation Plan (SDBIP) by the Mayor. Dates are subject to change pending external factors beyond our control.

The process can be summarised as follows:



July 2014

Date	Day	Activity	Outcome	Roles & responsibilities
1	Tue			
2	Wed			
3	Thur			
4	Fri			
5	Sat			
6	Sun			
7	Mon			
8	Tue			
9	Wed			
10	Thur			
11	Fri			
12	Sat			
13	Sun			
14	Mon			
15	Tue			
16	Wed			
17	Thur			
18	Fri			
19	Sat			
20	Sun			
21	Mon			
22	Tue			
23	Wed			
24	Thur			
25	Fri			
26	Sat			
27	Sun			
28	Mon			
29	Tue	Submit Time Schedule of Key Deadlines (Process Plan) for 2015/16 IDP Review and (2015/16, 2016/17 & 2017/18) Budget to Council (MSA 28 & MFMA (21 and 53)). Council to take note of Section 52 (d) Report (Quarter 4 of 2013/14)	Council resolutions approving Time Schedule of Key Deadlines (Process Plan) and noting Section 52 (d) Report (Quarter 4 of 2013/14).	Speaker to call special Council Meeting. Strategic Manager to compile.
30	Wed			
31	Thur			
** School holidays				

August 2014

Date	Day	Activity	Outcome	Roles & responsibilities
1	Fri			
2	Sat			
3	Sun			
4	Mon			
5	Tue			
6	Wed			
7	Thur	Publish Time Schedule of Key Deadlines (Process Plan) (MSA 28(3) and 21) and submit it to relevant Organs of State. Details of public meetings to be Included in advert.	Public made aware of process to be followed by Municipality in reviewing IDP and compiling budget	Strategic Services
8	Fri			
9	Sat	National Women's Day		
10	Sun			
11	Mon			
12	Tue			
13	Wed			
14	Thur			
15	Fri			
16	Sat			
17	Sun			
18	Mon	Preparation for Budget / IDP Review public meetings (awareness campaign) (Min 7 days notice)	Public informed of meetings (Flyers, emails, notice boards).	Strategic Services
19	Tue			
20	Wed			
21	Thur			
22	Fri			
23	Sat			
24	Sun			
25	Mon			
27	Wed			
28	Thur	Distribute IDP Representative Forum invitations and agendas (Min 14 days notice). (MSA 15)	IDP Representative Forum stakeholders informed of workshop	Strategic Services
29	Fri	Submission of budget statement to Municipal Manager (Political principles and parameters of the Budget and IDP Review Process)	Political guidance to administration in respect of IDP and Budget priorities	Mayor & Chief whips of political parties
30	Sat			
31	Sun			

September 2014

Date	Day	Activity	Outcome	Roles & responsibilities
1	Mon	Ward Committee Meeting (1&2)	Confirmation and re- prioritisation of municipal and sector department needs by Ward Committees.	Ward Councillors & Strategic Services. Municipal Manager & Directors to attend / delegate management staff to attend
2	Tue	Ward Committee Meeting (3&4)		
3	Wed	Ward Committee Meeting (6&7)		
4	Thur	Ward Committee Meeting (5)		
5	Fri			
6	Sat			
7	Sun			
8	Mon	IDP Public Meeting (PV)*	Confirmation and re- prioritisation of municipal needs by public.	Strategic Services to co-ordinate, Mayor / Deputy to chair, Municipal Manager and Directors to attend / delegate management staff to attend
9	Tue	IDP Public Meeting (PB)*		
10	Wed	IDP Public Meeting (E)*		
11	Thur	IDP Public Meeting (VD, DKB)*		
12	Fri			
13	Sat			
14	Sun			
15	Mon	IDP Public Meeting (Ward 5)*	Confirmation and re- prioritisation of municipal needs by public.	Strategic Services to co-ordinate, Mayor / Deputy to chair, Municipal Manager and Directors to attend / delegate management staff to attend
16	Tue	IDP Public Meeting (R)*		
17	Wed	IDP Public Meeting (A)*		
18	Thur	Performance evaluation		Mayoral Committee, Municipal Manager & S57 Managers
19	Fri	IDP Representative Forum Workshop - Piketberg	Confirmation and re- prioritisation of municipal needs by sectors.	Mayor / Deputy to chair, Municipal Manager and Directors to attend / delegate management staff to attend
20	Sat			
21	Sun			
22	Mon	IDP Representative Forum Workshop - Velddrif	Confirmation and re- prioritisation of municipal needs by sectors.	Mayor / Deputy to chair, Municipal Manager and Directors to attend / delegate management staff to attend
23	Tue	Consolidated community needs analysis and submission of Provincial and National priorities to Dept. Local Government for Provincial Delivery Plan		
24	Wed	Heritage Day		
25	Thur	MPAC Meeting		Municipal Manager and Executive Mayors Committee
26	Fri			
27	Sat			
28	Sun			
29	Mon			
30	Tue	Council approves Risk Register and Based Audit Plan	Council reolutions approving revised Risk Register and Risk based audit plan for strategic planning purposes	Speaker to call Special Council meeting. Internal Audit to compile

September 2014

	* Wards and towns interchangeable		
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October 2014

Date	Day	Activity	Outcome	Roles & responsibilities
1	Wed			
2	Thur	IDP Indaba 1	Agreed list of priorities and joint initiatives with Provincial / National Departments	Municipal Manager, Directors and Strategic Manager to attend
3	Fri			
4	Sat			
5	Sun			
6	Mon			
7	Tue			
8	Wed			
9	Thur			
10	Fri			
11	Sat			
12	Sun			
13	Mon	Individual directorate strategic planning sessions	Formulation of Directorate Strategic Plans with personnel, operational and capital budgets and draft top layer KPI's. Portfolio Committees to be consulted in development. Planning to be based on outcomes of management strategic planning session, community needs analysis, master plans and risks.	Municipal Manager and Directors to convene and facilitate own sessions
14	Tue			
15	Wed			
16	Thur			
17	Fri			
18	Sat			
19	Sun			
20	Mon	Individual directorate strategic planning sessions	Formulation of Directorate Strategic Plans with personnel, operational and capital budgets and draft top layer KPI's. Portfolio Committees to be consulted in development. Planning to be based on outcomes of management strategic planning session, community needs analysis, master plans and risks.	Municipal Manager and Directors to convene and facilitate own sessions
21	Tue			
22	Wed			
23	Thur			
24	Fri			
25	Sat			
26	Sun			
27	Mon			
28	Tue	Council to take note of Section 52 (d) Report (Quarter 1) (2014/15)	Council resolution noting Section 52 (d) Report (Quarter 1 2014/15)	Speaker to call special Council Meeting. Strategic Manager to compile.
29	Wed			
30	Thur			
31	Fri	Submission of Directorate Strategic Planning Reports in prescribed format to Strategic Services	Directorate Strategy documents for use at Council Strategic Session and inclusion in IDP	Municipal Manager and Directors
** School holidays				

November 2014

Date	Day	Activity	Outcome	Roles & responsibilities
1	Sat			
2	Sun			
3	Mon			
4	Tue			
5	Wed			
6	Thur	Executive Mayors Committee strategic planning session	Consultation with EMC on the strategic plans of the different Directorates. Consolidated draft strategic plan	EMC, Municipal Manager, Directors and Strategic Manager
7	Fri			
8	Sat			
9	Sun			
10	Mon			
11	Tue			
12	Wed			
13	Thur	Council strategic planning session	Review priorities and provide input on consolidated draft strategic plan. Final strategic plan for inclusion in Chapter 5 of the IDP	Municipal Manager to convene, Councillors, Directors and designated senior managers to
14	Fri			
15	Sat			
16	Sun			
17	Mon			
18	Tue			
19	Wed			
20	Thur			
21	Fri			
22	Sat			
23	Sun			
24	Mon			
25	Tue			
26	Wed			
27	Thur			
28	Fri			
29	Sat			
30	Sun			

December 2014

Date	Day	Activity	Outcome	Roles & responsibilities
1	Mon			
2	Tue			
3	Wed			
4	Thur			
5	Fri			
6	Sat			
7	Sun			
8	Mon			
9	Tue			
10	Wed			
11	Thur			
12	Fri	Departments submit adjustment budget (2014/15) to Director Finance	Draft adjustment budget (2014/15) submitted on prescribed templates	Municipal Manager and Directors to compile.
13	Sat			
14	Sun			
15	Mon			
16	Tue	Day of Reconciliation		
17	Wed			
18	Thur			
19	Fri			
20	Sat			
21	Sun			
22	Mon			
23	Tue			
24	Wed			
25	Thur	Christmas Day		
26	Fri	Day of Goodwill		
27	Sat			
28	Sun			
29	Mon			
30	Tue			
31	Wed			
** School holidays				

January 2015

Date	Day	Activity	Outcome	Roles & responsibilities
1	Thur	New Year's Day		
2	Fri			
3	Sat			
4	Sun			
5	Mon			
6	Tue			
7	Wed			
8	Thur	Management discuss division and principles of budget (2015/16, 2016/17 & 2017/18)	Draft budget development	B&T Office
9	Fri	Departments submit capital budget for (2015/16, 2016/17 & 2017/18)	Draft capital budget development	Municipal Manager & Directors
10	Sat			
11	Sun			
12	Mon			
13	Tue	Steering Committee discuss division and principles of budget (2015/16, 2016/17 & 2017/18)	Draft budget development	Steering Committee, Municipal Manager, Directors & B&T Office
14	Wed			
15	Thur			
16	Fri	Management submit operating budget (2015/16, 2016/17 & 2017/18)	Operating budget submitted on prescribed templates	Municipal Manager, Directors & Budget Office
		HR submit personnel budget information (2015/16)	HR budget information on prescribed templates	Director Corporate Services
17	Sat			
18	Sun			
19	Mon	Steering Committee discuss adjustment budget (2014/15) and draft electricity budget and tariffs (2015/16, 2016/17 & 2017/18)	Draft electricity budget development	Steering Committee, Municipal Manager, Directors & Budget Office
20	Tue	Departments discuss adjustment budget (2014/15)	Draft adjustment budget (2014/15)	MM, Directors & Budget Office
21	Wed			
22	Thur	Steering Committee discuss draft electricity budget and tariffs (2015/16, 2016/17 & 2017/18)	Draft electricity budget (2015/16, 2016/17 & 2017/18)	Steering Committee, MM, Directors & Budget Office
23	Fri			
24	Sat			
25	Sun			
26	Mon			

January 2015

27	Tue	EMC / Council approve draft electricity budget and tariffs (2015/16, 2016/17 & 2017/18) and notes Mid year budget and performance report (S72) (2014/15), Quarterly Report (Quarter 2)(S52) (2014/15)and tabled Draft Annual Report (2013/14)	Applicable EMC Recommendations and Council Resolutions	Speaker to call special Council Meeting.
28	Wed	Management discuss personnel structure and budget (2015/16, 2016/17 & 2017/18)	Draft personnel budget	Municipal Manager, Directors & Budget Office
29	Thur	St Com discuss financial policy revisions 2015/16)	Draft financial policy revisions	Steering Committee, Municipal Manager, Directors & Budget Office
30	Fri			
31	Sat			
** School holidays				

February 2015

Date	Day	Activity	Outcome	Roles & responsibilities
1	Sun			
2	Mon			
3	Tue			
4	Wed			
5	Thur	Steering Committee / EMC discuss adjustment budget (2014/15)*	Draft adjustment budget	EMC / Steering Committee , Municipal Manager, Directors & B&T Office
		Publicise Draft Annual Report (2013/14) for comment	Public may comment on Draft Annual Report for 2013/14	Strategic Services
6	Fri			
7	Sat			
8	Sun			
9	Mon			
10	Tue	Council approve adjustment budget (2014/15) and SDBIP Amendments*	Applicable resolutions	Councillors, Municipal Manager, Directors & B&T Office
11	Wed			
12	Thur	Steering Committee discuss personnel structure (2015/16, 2016/17 & 2017/18)*	Draft personnel budget	Steering Committee , Municipal Manager, Directors & B&T Office
13	Fri	Management discuss capital budget for (2015/16, 2016/17 & 2017/18)*	Draft capital budget	Municipal Manager, Directors & B&T Office
14	Sat			
15	Sun			
16	Mon			
17	Tue			
18	Wed	Steering Committee discuss capital budget (2015/16, 2016/17 & 2017/18)*	Draft capital budget	Steering Committee , Municipal Manager, Directors & B&T Office
19	Thur	Steering Committee discuss budget and tariffs (2015/16, 2016/17 & 2017/18)*	Draft budget with tariffs	Steering Committee , Municipal Manager, Directors & B&T Office
20	Fri			
21	Sat			
22	Sun			
23	Mon			
24	Tue	Steering Committee discuss budget and tariffs (2015/16, 2016/17 & 2017/18)*	Draft budget with tariffs	Steering Committee , MM, Directors & B&T Office
25	Wed			
26	Thur			
27	Fri			
28	Sat			

March 2015

Date	Day	Activity	Outcome	Roles & responsibilities
1	Sun			
2	Mon			
3	Tue	Steering Committee discuss budget and tariffs (2015/16, 2016/17 & 2017/18)	Draft budget with tariffs	Steering Committee, Municipal Manager, Directors & B&T Office
4	Wed			
5	Thur	EMC / Steering Committee discuss budget and tariffs (2015/16, 2016/17 & 2017/18)	Draft budget with tariffs	EMC / Steering Committee, Municipal Manager, Directors & B&T Office
6	Fri	Closing date for comments 2013/14 Annual Report	Consolidate public comments and submit to Oversight Committee	Strategic Services
7	Sat			
8	Sun			
9	Mon			
10	Tue			
11	Wed	EMC consider draft budget (2015/16, 2016/17 & 2017/18), IDP review (2015/16) and SDBIP (2015/16)	Resolutions recommending approval of draft budget and IDP review and noting of Draft SDBIP	EMC, Municipal Manager, Directors, Strategic Services and B&T Office
12	Thur			
13	Fri			
14	Sat			
15	Sun			
16	Mon			
17	Tue			
18	Wed			
19	Thur			
20	Fri	MPAC Meeting		Municipal Manager
21	Sat	Human Rights Day		
22	Sun			
23	Mon			
24	Tue	Mayor presents draft budget (2015/16, 2016/17 & 2017/18), Draft IDP review (2015/16) and Draft SDBIP (2015/16) to Council. Council approves final annual report and adopts oversight report.	Applicable resolutions	Speaker to call special Council meeting
25	Wed			
26	Thur	Publish notice of approval of draft budget and IDP with schedule of public meetings	Public are made aware of process to be followed should they wish to comment on IDP review and budget.	Strategic Services
27	Fri	Submit Draft budget and IDP Review to relevant organs of state for assessment		Strategic Manager (Draft IDP review) and Director Finance (Draft budget)

March 2015

28	Sat			
29	Sun			
30	Mon			
31	Tue	Copies of draft budget (2015/16, 2016/17 & 2017/18), IDP review (2015/16) and SDBIP (2015/16) made available at libraries	Public input	Strategic Manager (Draft IDP review) and Director Finance (Draft budget)

April 2015

Date	Day	Activity	Outcome	Roles & responsibilities
1	Wed			
2	Thur			
3	Fri	Good Friday		
4	Sat			
5	Sun			
6	Mon	Family Day		
7	Tue			
8	Wed			
9	Thur			
10	Fri			
11	Sat			
12	Sun			
13	Mon	IDP Public Meeting (PV)*	Draft budget and IDP review presented to community for comment	Mayor, Deputy Mayor, Municipal Manager, Directors, Strategic Services
14	Tue	IDP Public Meeting (PB)*		
15	Wed	IDP Public Meeting (VD) & IDP Public Meeting (DKB)*		
16	Thur	IDP Public Meeting (Ward 5)* & IDP Public Meeting (R)*		
17	Fri			
18	Sat			
19	Sun			
20	Mon	IDP Public Meeting (E) & IDP Public Meeting (A)*	Draft budget and IDP review presented to community for comment	Mayor, Deputy Mayor, Municipal Manager, Directors, Strategic Services
21	Tue	Ward Committee Meeting (1&2)	Community inputs on draft budget and IDP	Ward Councillors and Strategic Services. Municipal Manager and Directors to attend / delegate management staff to attend
22	Wed	Ward Committee Meeting (3&4)		
23	Thur	Ward Committee Meeting (6&7)		
24	Fri			
25	Sat			
26	Sun			
27	Mon	Freedom Day		
28	Tue	Council to take note of Section 52 (d) Report (Quarter 3 of 2014/15)	Council resolution noting Section 52 (d) Report (Quarter 3 - 2014/15)	Speaker to call special Council Meeting.
28	Tue	Ward Committee Meeting (5)	Community inputs on draft budget and IDP	Ward Councillors and Strategic Services. Municipal Manager and Directors to attend / delegate management staff to attend

April 2015

29	Wed	IDP Representative Forum Meetings Piketberg and Velddrif	Sector inputs on draft budget and IDP review	Strategic Services to co-ordinate, Mayor to chair, Councillors to attend, Municipal Manager and Directors to attend / delegate management staff to attend
30	Thur	Closing date for objections to IDP Review (2015/16) and Budget (2015/16, 2016/17 & 2017/18)	Collation of written submissions from public as well as submissions received from ward Committees and IDP Representative Forum.	B&T Office and Strategic Services
** School holidays				

May 2015

Date	Day	Activity	Outcome	Roles & responsibilities
1	Fri	Worker's Day		
3	Sun			
4	Mon			
5	Tue			
6	Wed			
7	Thur			
8	Fri			
9	Sat			
10	Sun			
11	Mon			
12	Tue			
13	Wed	Steering Committee consider public's comments on Draft IDP Review (2015/16), Draft Budget (2015/16, 2016/17 & 2017/18) and Draft SDBIP (2015/16)	Review draft budget, IDP review and SDBIP if necessary	Steering Committee, EMC, Municipal Manager, Directors, Strategic Services and Budget Office
14	Thur			
15	Fri	EMC consider public's comments on Draft IDP Review (2015/16), Draft Budget (2015/16, 2016/17 & 2017/18) and Draft SDBIP (2015/16)	Resolution recommending approval of budget and IDP review	EMC, Municipal Manager, Directors, Strategic Services and Budget Office
16	Sat			
17	Sun			
18	Mon			
19	Tue			
20	Wed			
21	Thur			
22	Fri			
23	Sat			
24	Sun			
25	Mon			
26	Tue	Council approve final IDP Review (2015/16) and Budget (2015/16, 2016/17 & 2017/18)	Council resolutions approving IDP Review (2015/16) and Budget (2015/16, 2016/17 & 2017/18)	EMC, Municipal Manager, Directors, Strategic Services and Budget Office
27	Wed			
28	Thur			
29	Fri			
30	Sat			
31	Sun			

June 2015

Date	Day	Activity	Outcome	Roles & responsibilities
1	Mon	Submit approved budget (2015/16, 2016/17 & 2017/18) to National and Provincial Treasury	National and Provincial Treasury notified of budget approval	B&T Office
		Submit approved budget (2015/16, 2016/17 & 2017/18) and IDP Review (2015/16) to IT for placement on website	Public notified of approval of IDP review and budget	Strategic Services (IDP review) and Director Finance (Budget)
2	Tue			
3	Wed			
4	Thur	Publish notice of approval of budget (2015/16, 2016/17 & 2017/18) and IDP Review (2015/16)	Public notified of approval of IDP review and budget	Strategic Services (IDP review) and Director Finance (Budget)
5	Fri	Submit approved IDP review to MEC (Dept. Local Government)	MEC comments on IDP review	Strategic Services
6	Sat			
7	Sun			
8	Mon	Copies of approved budget (2015/16, 2016/17 & 2017/18) and IDP Review (2015/16) made available at libraries	Documents available for public scrutiny	Strategic Services (IDP review) and Director Finance (Budget)
9	Tue	Submit draft SDBIP (top layer) and draft performance contracts to Mayor (2015/16)	Mayor considers final SDBIP (2015/16)	Strategic Services
10	Wed			
11	Thur			
12	Fri			
13	Sat			
14	Sun			
15	Mon			
16	Tue	Youth Day		
17	Wed			
18	Thur			
19	Fri			
20	Sat			
21	Sun			
22	Mon			
23	Tue	Mayor to approve final SDBIP (2015/16)	Final SDBIP (top layer) approved by Mayor	Strategic Services
24	Wed			
25	Thur			
26	Fri			
27	Sat			
28	Sun			
29	Mon			
30	Tue			

** School holidays

Abbreviations

School holidays	
Weekends	
Public Holidays	
Other important activities	
B&T Office	Budget and Treasury Office
DC	Director Corporate Services
DF	Director Finance
DT	Director Technical Services
EM	Executive Mayor
EMC	Executive mayors Committee
IA	Internal Auditor
MM	Municipal Manager
ST COM	Budget Steering Committee
R	Redelinghuys
VD	Velddrif
DKB	Dwarskersbos
PV	Porterville
PB	Piketberg
A	Aurora
E	Eendekuil