

PRINCE ALBERT MUNICIPALITY



IDP AND BUDGET TIME SCHEDULE OF KEY DEADLINES – 2018/2019

DELIVERABLE AND PROCESS MANAGEMENT	RESPONSIBILITY	OUTPUT	DATE
PREPARATION PHASE			
Development of IDP & Budget Time Schedule including internal consultations with key stakeholders	IDP & Budget Office	Approved IDP and Budget Time Schedule	July 2018
Inform the public to comment on the draft IDP & Budget time schedule	IDP office		9 July 2018
District IDP Managers' Forum: Working Sessions on uniform guidelines for IDP Review	IDP Office		July - August 2018
COUNCIL MEETING: Adoption of the 2018/2019 IDP & Budget Time Schedule	Council		30 August 2018
Advertise/ make public the adopted 2018/2019 IDP & Budget Time Schedule	IDP Office		1 September 2018
Submit the adopted 2018/2019 IDP & Budget Time Schedule to the MEC for Local Government	IDP Office		1 September 2018
Provincial Delivery Plan engagements	Western Cape Government, IDP Office, MM and All Directors		October 2018 (TBC)
ANALYSIS PHASE			
Convene Internal IDP Meeting. (Dry Run) Final Discussion of Public Participation Meeting Processes.	IDP office	Determine and assess the current level of development and the emerging challenges, opportunities and priority issues	3 September 2018
Review ward profile & ward-based plans for each ward	IDP Office		3-7 September 2018
First round of public participation in all of the 4 wards: <ul style="list-style-type: none"> ❖ To provide feedback on progress made on existing projects and share information on future projects; and ❖ To afford the communities an opportunity to engage with the Municipality on matters pertaining to service delivery 	IDP Office & Executive Mayor		22-24 October 2018
Ward committee meetings	IDP Office & Ward councilors		29-31 October 2018
IDP Representative Forum: Presenting Service Delivery needs and Priorities per ward, Municipal Financial Position and Short-term Strategic Agenda.	Executive Mayor & IDP Office		1-2 November 2018
Prepare a report on the outcomes of the public participation process and present it to the IDP and	IDP Office		5-7 November 2018

Budget Steering Committee and submit same to the provincial department of Local Government			
District IDP Managers' Forum	IDP Office		November 2018 (TBC)
Reconstitute the IDP and Budget Steering Committee	Executive Mayor		19- 23 November 2018
Produce an updated situational analysis Chapter of the IDP (informed by new trends, sources of information and new information from Directorates)	IDP Office		November 2018 – January 2019
STRATEGY PHASE			
Compile strategic elements of IDP in light of the new focus of Council. Municipal Strategies, objectives, KPA's, KPI's and targets. - Identification of priority IDP KPI's incorporate in IDP and link to budget and /MAP	IDP office & Operational Manager		January 2018
IDP and Budget Steering Committee: Directors present priority issues/proposed projects	IDP& Budget Steering Committee		December 2018
Mid-year budget and performance assessment	IDP Office, MM and All Directors		January – February 2019
Finalise preparations for the Provincial IDP Municipal Integrated Engagements	IDP Office, MM and All Directors	Develop objectives for priority issues and determine programmes to achieve strategic intent including the development of the Strategic Scorecard	February 2019
Produce and outline Budget strategy with high level estimates	Budget Office		February 2019
Review tariffs and budget policies	CFO		February - May 2019
District IDP Managers' Forum:	IDP Office		February 2019
Review / confirm the Municipal Vision, Mission, Strategic Goals and Values	IDP& Budget Steering Committee		February 2019
Publication of approved Adjustment Budget after approval	IDP Office		

PROJECT PHASE			
Operational Budget: Income / Expenditure inputs and statistics to Budget Office	Senior Management	Identify projects and set output, targets	November 2018
Capital Budget: Departments to submit proposed 3-year Capital Budget per Department to Budget Office to consolidate inputs and compile a Draft Capital Budget.	All Departments		15 November – 15 December 2018
Finalise salary budget for 2019/20	CFO/HR		December 2018
Finalise preliminary projections on operating budget for 2019/2020	CFO		January 2019
Finalise expenditure on operational budget for the budget year and two outer years.	CFO		January 2019
Provincial IDP Municipal Integrated Engagements – addressing joint implementation of projects informed by Municipal and Provincial planning processes	Sector Departments, IDP Office, MM and All Directors		February 2019
Managers finalize and prioritize Department’s capital projects for 2019/20 Budget year and the next two outer years	MM, CFO, Operational Manager		5-9 February 2019
Co-ordinate the development of draft 2019/20 SDBIP	IDP/Budget Office		March 2019
INTEGRATION PHASE			
Adjustment Budget: Finalise Capital and Operational budget projections for 2018/19	CFO	Incorporate programmes and projects in the IDP	January 2019
Tabling of 2018/19 Adjustment Budget Rollovers; possible changes on SDBIP and KPI’S as per Adjustment Budget.	MM/CFO/IDP		23 January 2019
Amend IDP, SDBIP, KPI’s and performance agreements i.t.o adjustment budget	IDP office & CFO		30 January 2019
Approval of annual report & submit to AG, NT, PT & DLG.	MM/CFO/IDP		30 January 2019
Final review of Municipal Strategic Objectives, KPA’s, KPI’s and Targets	IDP Office		February 2019
Review all budget related policies	CFO		February 2019

Review final tariffs and charges and determines tariffs to balance the budget and finalise income budget.	CFO		February 2019
Municipalities receive inputs from National and Provincial Government and other bodies on factors influencing the budget, e.g. Grant Allocations	CFO		
Publication of approved Adjustment Budget after approval	IDP Office		1 February 2019
Integration of sector plans and institutional programmes	IDP Office, MM and All Directors		February 2019
APPROVAL PHASE			
Submit Draft IDP to Municipal Manager with proposed schedule of Ward Committee Meetings for post IDP & Budget Feedback & Consultation Process	IDP Office	Approved IDP, budget and Service Delivery and Budget Implementation Plan	27 February 2019
Workshop with council on draft IDP, budget & SDBIP	IDP office, CFO & MM		4 March 2019
Ward Committee Meetings: Discuss and brief Ward Committees about Council's revised strategic plan, Strategic Objectives and envisaged deliverables.	IDP office		6 - 8 March 2019
Submit draft IDP, Budget, Related policies and proposed schedule of Ward Committee Meetings for IDP & Budget Feedback/Consultation Process to Council (Principal Approval)	IDP Office		
Tabling of the Draft IDP, Budget & SDBIP in Council	Executive Mayor		March 2019
Submission of draft IDP, Budget & SDBIP to relevant institutions	IDP/Budget Office/MM		April 2019
Budget and Benchmark Assessments	IDP Office, MM and All Directors		April – May 2019

Second round of public participation: <ul style="list-style-type: none"> ❖ Invite public comments on Draft IDP and Budget including Road shows in all of the 4 wards; ❖ To provide feedback on current and future IDP projects as proposed by communities; and ❖ To create an opportunity for inputs on key highlights & proposals from the Draft Budget 	ALL		April 2019
Council meeting to adopt final IDP, Budget and Budget Related Policies	Council		May 2019
Submission of Final IDP and budget to relevant institutions	IDP/Budget Office/MM		May/June 2019
Approved IDP and budget made public	IDP/Budget Office		June 2019
Finalisation and submission of draft 2019/20 SDBIP and annual performance agreement by Municipal Manager to the Executive Mayor.	MM/IDP	Approved SDBIP and annual performance agreements	June/July 2019
Executive Mayor approves the 2019/20 SDBIP and annual performance agreements of the Municipal Manager within 28 days after the approval of the IDP and budget. Municipal Manager to approve Senior Managers within 28 days after the approval of the IDP and budget.	Executive Mayor		June/July 2019
Submit the approved SDBIP and performance agreements to MEC Local Government within 14 days after approval	MM/ IDP/Budget Office		July/ August 2019
MONITORING AND EVALUATION PHASE			
Commence with the compilation of the Annual Report 2018/2019	All Directorates	Compile annual report	July 2018 - March 2019
Quarterly SDBIP performance progress report for first quarter of 2018/19 to Council	IDP/Budget Office	SDBIP performance report noted	October 2018
Section 56/57 Managers' half-yearly evaluations for 2018/19	MM & Executive Mayor	Performance evaluated	January- March 2019
Mid-year budget and performance assessment MFMA Section 72 (1)(2)(3)	MM/ IDP/Budget Office	Mid-Term finance and service delivery	January 2019

		performance report compliant to MFMA	
Executive Mayor tables the Annual Report 2017/2018 MFMA Section 127 (2)	Executive Mayor	Annual Report 2017/2018 tabled	January 2019
Executive Mayor tables adjustments budget for approval by Council MFMA Section 28	Executive Mayor	Approved adjustments budget	February 2019
Annual Report and adjustments budget made public (invite public inputs on the Annual Report - MFMA 127 & MSA section 21A)	MM	Annual report and adjustments budget made public	February/March 2019
Council adopts Annual & Oversight Report by 31 March MFMA Section 129(1)	MM & Executive Mayor	Oversight report approved	March 2019
Adopted Annual Report including Oversight Report made public within seven days of adoption MFMA Section 129(3) & MSA Section 21A	MM		April 2019
Within seven days of adoption of Annual & Oversight Report submit to Provincial Legislature and relevant MECs	MM		April 2019
Quarterly SDBIP performance progress report for third quarter of 2018/2019 to Council	IDP/Budget Office	SDBIP performance report noted	April 2019
Quarterly SDBIP performance progress report for fourth quarter of 2018/2019 to Council	IDP/Budget Office	SDBIP performance report noted	July 2019
Section 56/57 Managers' Annual Performance Evaluations for 2018/2019	MM & Executive Mayor	Performance evaluated	July- September 2019