



**TIME SCHEDULE OF KNYSNA MUNICIPALITY IDP REVIEW, BUDGET PROCESS STRATEGIC DEVELOPMENT
FRAMEWORK & PERFORMANCE MANAGEMENT PROCESS**

Month	Process	Activity	Legislation	Responsible Person
AUGUST	IDP	<ul style="list-style-type: none"> Conduct an assessment of progress of the performance measurements and changing circumstances in the municipality to constitute a review of the IDP Determine any changes in the Socio-economic conditions and trends of the Knysna Municipality 		Municipal Manager
		Tabling of the draft IDP Review & Budget Time Schedule to Council	MFMA Section 21	Executive Mayor
		Adoption of the IDP Review & Budget Time Schedule	MFMA Section 21	Council
	SDF	Determine whether an Intergovernmental Steering Committee (ISC) should be established	<ul style="list-style-type: none"> LUPA – Section 11(a) and (b) SPLUMA – Section 20 (3)(a) Knysna Municipality Bylaw on Municipal Planning 	Council
		Publish notice of the proposal to compile an SDF	<ul style="list-style-type: none"> MSA Regulations, 2001 – Chapter 2 Section 4(a) Knysna Municipality Bylaw on Municipal Planning 	Council
		Notifying the MEC: Local Government, Environmental Affairs & Development Planning of the municipality's intention to review the SDF	<ul style="list-style-type: none"> Section 4(1) and 4(2) of the MPB 	Manager: Townplanning & Building Control
		Establishment of internal SDF Project Committee		Municipal Manager
	BUDGET	Planning of the five year budget cycle		Chief Financial Officer

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		Establishment of IDP & Budget Steering Committee		Chief Financial Officer
	BUDGET	Linking of rolled over projects from previous year to mSCOA segments Consultation with the Budget Steering	MFMA Section 68 & 77	Chief Financial Officer
		Review and drafting of new budget related policies		Chief Financial Officer
		Assess the municipal financial position and capacity base on the AFS of previous budget year		Chief Financial Officer
		Determine revenue projections and proposed rate and Service charges and drafts initial allocations to functions And departments for the next financial year after taking into account strategic objectives		Chief Financial Officer
	PMS	Preparation of the Departmental Business Plan for next financial year		Directors
		Adoption of 2017/18 SDBIP	MPPR Regulation 14	Council
		Schedule Quarterly Audit Committee meeting for the last quarter of previous year	<ul style="list-style-type: none"> • MFMA Section 166 • MPPR 14 (13) (a) 	Audit Committee
		Performance Assesments of Section 57 Senior Managers		Audit Committee
		Submit 2016/17 Draft Annual Performance Report to the Auditor General	MPPR 14 (3) (b)	Manager: Performance
		AG to audit performance based on predetermined objectives in the Annual Performance Report		Office of the Auditor General

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SEPTEMBER - OCTOBER	IDP	Embarking on a public participation process via public meetings per ward		Executive Mayor
		Strategic Planning Session to conduct a review: <ul style="list-style-type: none"> ○ Council's Strategic Objectives ○ Assessment of the performance of implementation of Council's 5 year strategic plan (2012 – 2017 IDP) 		<ul style="list-style-type: none"> • Executive Mayor • Councillors
		JPI District alignment workshop <ul style="list-style-type: none"> ○ Alignment of Strategic objectives of the municipality with that of provincial and national government departments 		IDP Manager
		Prioritization of development objectives, projects & programmes by Ward Committees		Ward Councillors
	SDF	Draft Status Quo report and submit to the ISC/Minister for comment		Project Committee
	BUDGET	Engage with Provincial and National Sector Departments on sector specific programmes for alignment with Municipalities plans		Municipal Manager
		Determine revenue projections and policies		Chief Financial Officer
	PMS	Schedule Quarterly Audit Committee Meeting for the first quarter	○ MFMA Section 166 & MPPP Reg 14(13)(a)	Manager: Performance
NOVEMBER	IDP	Review of Ward Based Development Plans		Ward Committees
		Facilitate an inclusive consultation process for the prioritization of ward projects/programmes		IDP Manager
	SDF	Project Committee considers comments of ISC/Minister	Section 6(2) of the Municipal Planning By-law	Manager: Townplanning & Building Control

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		Project Committee submits the Status Quo Report to Council for adoption	Section 6(2) of the Municipal Planning By-law	Manager: Townplanning & Building Control
		Project Committee draft MSDF, submit to the ISC/Minister for comment	Section 6(3) of the Municipal Planning By-law	Manager: Townplanning & Building Control
	BUDGET	Budget section commences the process of Adjustment Budget & liases with departments	o MSA Section 34, MFMA Section 35, 36,42	Chief Financial Officer
		Engagement with sector departments, share and evaluate plans, national policies & MTBPS		Chief Financial Officer
		Submit draft operation budget computations to CFO	MFMA Section 126(4)	Chief Financial Officer
		Review past MTEF and Draft 3 year budget		Chief Financial Officer
DECEMBER - JANUARY	IDP	Costing of priority projects & programmes of all wards		IDP Manager
		Drafting of detailed project plans		Directors
		Submission of priority projects & programmes captured in Ward Based Development Plans to the budget process		Directors
	SDF	Project Committee draft MSDF, submit to the ISC/Minister for comment	Section 6(4) of the MPB	Manager: Townplanning & Building Control
		Consider comments of ISC/Minister and finalise the first draft of the MSDF	Section 6(4) of the MPB	Manager: Townplanning & Building Control

Month	Process	Activity	Legislation	Responsible Person
	BUDGET	Review of tariff structure		Chief Financial Officer
		Finalise tariff (rates and service charges) policies for next financial year	MSA Section 74 & 75	Council
		Review of Mid-Year Budget & Performance Assessment	MFMA Section 72	Municipal Manager
	BUDGET	Submit a report of the midyear budget and performance assessment to NT and PT	MFMA Section 72	Municipal Manager
		Reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling	MFMA Section 127 (3)	Municipal Manager
		Consolidate and prepare proposed budget and plans for next financial year		Chief Financial Officer
FEBRUARY	IDP	Prioritization of internal & external Capex & Opex projects & programmes		Directors
		Workshop with council to finalise: <ul style="list-style-type: none"> ○ Draft IDP Review ○ Draft Operational & Capital Budget 		Municipal Manager
	BUDGET	Notify relevant municipalities of projected allocations for next five budget years 120 days prior to start of budget year	○ MFMA Section 37(2)	Chief Financial Officer
		Gazetting of DORA allocations and incorporation within draft budget	DORA	Chief Financial Officer
		Tabling and adoption of Adjustments Budget	MFMA	Chief Financial Officer
	PMS	Quarterly Audit Committee Meeting for the second quarter	○ MFMA Section 166 & MPPR Reg 14(3)(a)	Manager: Performance

Month	Process	Activity	Legislation	Responsible Person
MARCH	IDP	Tabling of draft IDP Review & Budget to Council		<ul style="list-style-type: none"> • IDP Manager • CFO
	SDF	Submit the first draft MSDF to Council for approval for public participation process	Section 28 & 29 of MSA	Project Committee
		Consider comments and representations of public participation process	<ul style="list-style-type: none"> ○ Section 6(4) on the MPB ○ Section 6(5) of the MPB 	Project Committee
	SDF	Submit revised MSDF to ISC/Minister for comment	Section 6(5) (6) of the MPB	Project Committee
	PMS	Consider and adopt an oversight report before 31 March	MFMA Section 129(1)	Manager: Performance
		Submit approved annual report to AG, Provincial & DTLGA	MFMA Section 127	Manager: Performance
	BUDGET	Tables municipality budget, budget of entities, resolutions, plans and proposed revisions to IDP atleast 90 days before start of budget year	<ul style="list-style-type: none"> ○ MFMA Section 16,22,23,87 ○ MSA Section 34 	Executive Mayor
		Review any changes in prices for bulk resources as communicated by 15 March	MFMA Section 42	Chief Financial Officer
		Review of final draft budget/IDP to Council	MFMA Section 23	Chief Financial Officer
		Publish draft budget for comments from public	Chapter 4 of MSA	Chief Financial Officer
		Draft tabled budget submission to NT and Province		Chief Financial officer
		Conduct public hearings on the budget and council	Chapter 4 of MSA	Chief Financial Officer

Month	Process	Activity	Legislation	Responsible Person
		debate		
		Revision of budget and IDP after input from NT and public		Chief Financial Officer
APRIL	IDP	Submission of tabled draft IDP Review & Budget to the MEC: Local Government, National and Provincial Treasury within 10 working days of tabling		<ul style="list-style-type: none"> ○ IDP Manager ○ CFO
		Publishing of draft IDP Review & Budget for perusal and public comment		IDP Manager
		B-municipalities to comment on the District wide draft IDP review & budget		IDP Manager
		LGMTEC 3 engagement with Provincial & National Sector Departments to obtain input on the draft IDP review and budget		IDP Manager
		Incorporate notes and comment from MEC: Local Government		IDP Manager
	PMS	Refine Municipal Strategies, Objectives, KPA's KPI's and targets and inclusion into IDP Review report	MFMA Section 129 (3)	Executive Mayor
MAY		Conduct Quarter 3 Performance assessments		Manager: Performance
		Make the annual report available to the public before 7 April		Manager: Performance
	IDP	Consideration of all submissions made by community and stakeholders subsequent to the public participation process of the draft IDP Review & Budget		IDP Manager CFO

Month	Process	Activity	Legislation	Responsible Person
JUNE		Council workshops to finalised draft IDP Review and Budget prior to adoption		Council
	SDF	Submit the revised final draft MSDF to Council for adoption	Section 6(6) of the MPB	Manager: Townplanning & Building Control
		When MSDF is materially different form initial version that was out for comment, it must be re-advertised	Section 6(7) of the MPB	Manager: Townplanning & Building Control
		Submit MSDF for Council to adopt MSDF and within 14 days publish notice in Provincial Gazette and media informing public of adoption	Section 6(9) of the MPB	Manager: Townplanning & Building Control
	BUDGET	Consider approval of budget and plans at least 30 days before start of budget year	o MFMA Section 24; MSA Chapter 4 as amended	Council
		Assist Mayor in preparting the final budget documentation for consideration for approval at least 30 days before the start of the budget year		Chief Financial Officer
		Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP		Chief Financial Officer
	PMS	Quarterly Project Implementation Report for Quarter 3	MPPR Reg 14	Manager: Performance
		Review organisational KPI's	MFMA Section 166; MPPR Reg 14(3)(a)	Manager: Performance
		Review annual organisational performance targets	MPPR Reg 11	Manager: Performance
	IDP	Publish the adopted IDP Review & Budget with all budget related documents and policies on the municipal website		IDP Manager & CFO

Month	Process	Activity	Legislation	Responsible Person
		Submit a copy of the adopted IDP review & Budget to the MEC; Local Government & Treasury within 10 days after adoption		IDP Manager
		Advertise a public notice of the adoption of the IDP		IDP Manager
	BUDGET	Publishing and adoption of budget and plans and place Multi Year Budget and budget related documents on website and submits budget IDP to national and provincial treasury	<ul style="list-style-type: none"> ○ MFMA Section 53; ○ MSA Section 38 -45, 57(2) 	Chief Financial Officer
	PMS	Submit draft SDBIP to Mayor within 14 days of approval of budget		Manager: Performance
		Approval of SDBIP within 28 days of approval of the budget		Executive Mayor
		Draft performance agreements for the Section 57 directors in line with the approved KPI in the SDBIP		Municipal Manager
		Sign new performance contracts for Section 57 Managers		Municipal Manager
JULY		Submit the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval	<ul style="list-style-type: none"> ○ Section 69 of the MFMA & Section 57 of the MSA 	Manager: Performance