



**TIME SCHEDULE OF KNYSNA MUNICIPALITY IDP REVIEW, ANNUAL BUDGET & PERFORMANCE MANAGEMENT
PROCESSES – PREPARATION PERIOD 2018/19**

| Month | Process | Activity | Applicable Legislation | Responsible Person | |
|---------------|---------|---|--|-------------------------|---------|
| AUGUST | IDP | 1.1 Conduct an assessment of the progress of the performance measurements and changing circumstances in the municipality to constitute a review of the IDP | MSA Section 34 | Municipal Manager | |
| | | 1.2 Determine any changes in the socio-economic conditions and development trends of Knysna Municipality | | | |
| | | 1.3 Tabling of the draft IDP Review & Budget Time Schedule to Council | MFMA Section 21 | Executive Mayor | |
| | | | 1.4 Adoption of the IDP Review & Budget Time Schedule | MFMA Section 21 | Council |
| | BUDGET | 1.5 Planning of the annual budget process | | Chief Financial Officer | |
| | | 1.6 Review of IDP & Budget Steering Committee Members | | Chief Financial Officer | |
| | BUDGET | 1.7 Linking of rolled over projects from previous year to mSCOA segments Consultation with the Budget Steering | MFMA Section 68 & 77 | Chief Financial Officer | |

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| | | 1.8 Review and drafting of new budget related policies | | Chief Financial Officer |
| | | 1.8 Assess the municipal financial position and capacity based on the Annual Financial Statements (AFS) of previous budget year | | Chief Financial Officer |
| | | 1.10 Determine revenue projections and proposed rates and service charges | | Chief Financial Officer |
| | | 1.11 Drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives | | Chief Financial Officer |
| | PMS | 1.12 Preparation of the Departmental Business Plan for next financial year | | Directors and Municipal Manager |
| | | 1.13 Adoption of 2018/19 SDBIP | MPPR Section 14 | Council/Executive Mayor |
| | | 1.14 Schedule Quarterly Audit Committee meeting for the last quarter of previous year | <ul style="list-style-type: none"> MFMA Section 166 MPPR Section 14 (13) (a) | Corporate Services (Administration) |
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| | | 1.15 Annual 2017/2018 Performance Appraisal of the Section 57 Senior Managers | MPR | Performance Appraisal Panel |
| | | 1.16 Submit 2017/18 Draft Annual Performance Report to the Auditor-General of South Africa (AGSA) | MPPR Section 14 (3) (b) | Municipal Manager / Manager: Performance |
| | | 1.17 AGSA to audit performance based on predetermined objectives in the Annual Performance Report | PAA No. 25 of 2004 | Office of the Auditor General |
| SEPTEMBER - OCTOBER | IDP | 2. Strategic Planning Session to: <ul style="list-style-type: none"> • Conduct a review Council's Strategic Objectives • Assessment of the performance of implementation of Council's 5 year strategic plan (2012 – 2017 IDP) | | Executive Mayor |
| | | 2.1 Embarking on a public participation process via targeted sector engagements which co-incides with the review process of the Spatial Development Framework (SDF) | MSA Section 34 | <ul style="list-style-type: none"> • Executive Mayor • Councillors |
| | BUDGET | 2.2 Engage with Provincial and National Sector Departments on sector specific programmes for alignment with Municipalities plans | | Municipal Manager |
| | | 2.3 Determine revenue projections and policies | | Chief Financial Officer |

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| | PMS | 2.4 Schedule Quarterly Audit Committee Meeting for the first quarter | <ul style="list-style-type: none"> MFMA Section 166 MPPR 14(13)(a) | Corporate Services (Administration) |
| | SDF | 2.5 Publishing a notice of the proposed review of the SDF | LUPA Section 11 | Manager: Town Planning |
| | | 2.6 Establishment of an Intergovernmental Steering Committee | MSA Regulations Section 3 | Manager: Town Planning |
| NOVEMBER | IDP | 3. Review of Ward Based Development Plans | | IDP Manager Ward Committees |
| | | 3.1 Facilitate a workshop with ward committees for the prioritization of ward-based projects/programmes | | IDP Manager Ward Committees |
| | BUDGET | 3.2 Budget section commences the process of Adjustment Budget & liases with departments | <ul style="list-style-type: none"> MSA Section 34 MFMA Section 35, 36,42 | Chief Financial Officer |
| | | 3.3 Engagement with sector departments, share and evaluate plans, national policies & MTBPS | | Chief Financial Officer |

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| | | 3.4 Submit draft operation budget computations to CFO | MFMA Section 126(4) | Chief Financial Officer |
| | | 3.5 Review past MTREF and Draft 3 year budget | | Chief Financial Officer |
| DECEMBER - JANUARY | IDP | 4. Drafting of detailed project plans for community-based projects & programmes | | Directors |
| | | 4.1 Submission of priority projects & programmes captured in Ward Based Development Plans to the budget process | | Directors |
| | BUDGET | 4.2 Review of tariff structure | | Chief Financial Officer |
| | | 4.3 Finalise tariff (rates and service charges) policies for next financial year | MSA Section 74 & 75 | Council |
| | | 4.4 Review of Mid-Year Budget & Performance Assessment | MFMA Section 72 | Municipal Manager |

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| | BUDGET | 4.5 Submit a report of the mid-year budget and performance assessment to NT and PT | MFMA Section 72 | Municipal Manager |
| | | 4.6 Reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling | MFMA Section 127 (3) | Municipal Manager |
| | | 4.7 Consolidate and prepare proposed budget and plans for next financial year | | Chief Financial Officer |
| | PMS | 4.8 Mid-Year 2018/2019 Performance Appraisal of the Section 57 Senior Managers | MPR 2006 | Performance Appraisal Panel |
| FEBRUARY | IDP | 5. Prioritization of internal & external Capex & Opex projects & programmes 5.1 mSCOA Budget & IDP Alignment | | Directors |
| | | 5.2 Technical Integrated Municipal Engagement (T.I.M.E) with Provincial Government sector departments | | Municipal Manager Directors |
| | | 5.3 Workshop with council to finalise: <ul style="list-style-type: none"> • Draft IDP Review • Draft Operational & Capital Budget | | Municipal Manager |
| | BUDGET | 5.4 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 |

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| | | 5.5 Gazetting of DORA allocations and incorporation within draft budget | DORA | Chief Financial Officer | |
| | | 5.6 Tabling and adoption of Adjustments Budget | MFMA | Chief Financial Officer | |
| | PMS | 5.7 Quarterly Audit Committee Meeting for the second quarter | <ul style="list-style-type: none"> MFMA Section 166 MPPR Section 14 (13) (a) | Corporate Services (Administration) | |
| MARCH | IDP | 6. Tabling of draft IDP Review & Budget to Council | | <ul style="list-style-type: none"> IDP Manager CFO | |
| | PMS | 6.1 Consider and adopt an oversight report before 31 March | MFMA Section 129(1) | Manager: Administration | |
| | | 6.2 Submit approved annual report to AG, PT, NT and Dept of Local Government | MFMA Section 127 | Manager: Administration | |
| | BUDGET | | 6.3 Tables municipality budget, budget of entities, resolutions, plans and proposed revisions to IDP at least 90 days before start of budget year | <ul style="list-style-type: none"> MFMA Section 16,22,23,87 MSA Section 34 | Executive Mayor |
| | | | 6.4 Review any changes in prices for bulk resources as communicated by 15 March | MFMA Section 42 | Chief Financial Officer |

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| | | 6.5 Review of final draft budget/IDP to Council | MFMA Section 23 | Chief Financial Officer |
| | | 6.6 Publish draft budget for comments from public | Chapter 4 of MSA | Chief Financial Officer |
| | | 6.7 Draft tabled budget submission to NT and Province | | Chief Financial officer |
| | | 6.8 Conduct public hearings on the budget and council debate | Chapter 4 of MSA | Chief Financial Officer |
| APRIL | IDP | 7. Submission of tabled draft IDP Review & Budget to the MEC: Local Government, National and Provincial Treasury within 10 working days of tabling | MSA Section 31 | <ul style="list-style-type: none"> • IDP Manager • CFO |
| | | 7.1 Publishing of draft IDP Review & Budget for perusal and public comment | MSA Section 29 | <ul style="list-style-type: none"> • IDP Manager • CFO |
| | | 7.2 B-municipalities to comment on the district wide draft IDP review & budget | MSA Section 31 | IDP Manager |
| | | 7.3 LGMTEC engagement with Provincial & National Sector Departments to obtain input on the draft IDP review and budget | | <ul style="list-style-type: none"> • IDP Manager • CFO |

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| | | 7.4 Incorporate notes and comment from MEC: Local Government | | IDP Manager |
| | PMS | 8. Refine Municipal Strategies, Objectives, KPA's KPI's and targets and inclusion into IDP Review report | MFMA Section 129 (3) | Executive Mayor |
| MAY | | 8.1 Conduct Quarter 3 Performance assessments | | Manager: Performance |
| | | 8.2 Make the annual report available to the public before 7 April | | Manager: Administration |
| | IDP | 8.3 Consideration of all submissions made by community and stakeholders subsequent to the public participation process of the draft IDP Review & Budget | | <ul style="list-style-type: none"> • IDP Manager • CFO |
| | | 8.4 Council workshops to finalise draft IDP Review and Budget prior to adoption | | Council |
| | BUDGET | 8.5 Consider approval of annual budget and related policies at least 30 days before start of budget year | <ul style="list-style-type: none"> • MFMA Section 24; • MSA Chapter 4 as amended | Council |
| | | 8.6 Council adopts budget, resolutions, capital implementation plans, objectives and changes in IDP | MSA Section 34 | Chief Financial Officer |

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| | PMS | 8.7 Quarterly Project Implementation Report for Quarter 3 | MPPR Section 14(3) | Manager: Performance |
| | | 8.8 Review organisational KPI's | <ul style="list-style-type: none"> MFMA Section 166 MPPR Section 14(3)(a) | Manager: Performance |
| | | 8.9 Review annual organisational performance targets | MPPR Reg 11 | Manager: Performance |
| JUNE | IDP | 9. Publish the adopted IDP Review & Budget with all budget related documents and policies on the municipal website | MSA Section 25 | IDP Manager & CFO |
| | | 9.1 Submit a copy of the adopted IDP review & Budget to the MEC; Local Government & Treasury within 10 days after adoption | <ul style="list-style-type: none"> MFMA Section 53; MSA Section 38-45, 57(2) | IDP Manager |
| | | 9.2 Advertise a public notice of the adoption of the IDP & Budget | MSA Section 25 | IDP Manager |
| | PMS | 9.3 Submit draft SDBIP to the Executive Mayor within 14 days of approval of budget | MFMA Section 69 (3)(a) | Municipal Manager / Manager: Performance |
| | | 9.4 Approval of SDBIP within 28 days of approval of the budget | MFMA Section 53 (1)(c)(ii) | Execurtive Mayor |

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| | | 9.5 Draft performance agreements for the Section 57 directors in line with the approved KPI in the SDBIP | MFMA Section 69 (3)(b) | Municipal Manager |
| | | 9.6 Sign new performance contracts for Section 57 Managers | MSA Section 57 (2) | Executive Mayor and Municipal Manager |
| JULY | | 9.7 Submit the approved SDBIP and performance agreements to council, MEC for local government and make public within 14 days after approval | <ul style="list-style-type: none"> • Section 69 of the MFMA • Section 57 of the MSA | Municipal Manager / Manager: Performance |

List of Abbreviations:

- DORA – Local Government: Division of Revenue Act
- IDP – Integrated Development Planning
- LUPA – Western Cape Provincial Government Land Use Planning Act
- MFMA – Local Government : Municipal Financial Management Act
- MPPR – Local Government: Municipal Planning and Performance Regulations 2001
- MPR - Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006
- MSA – Local Government: Municipal System Act
- PAA – Public Audit Act
- PMS – Performance Management