

2018/19 TO 2020/21 - STRATEGIC PLANNING TIME SCHEDULE IDP,GDS, IDP, BEPP AND BUDGET

PHASE	ACTIVITY	RESPONSIBLE DIRECTORATE/ OFFICE	TIMEFRAME
PREPARATION PHASE (JULY TO AUG 2017)	Review of the Straetgic Planning Time Schedule.	Chief Financial Officer (CFO) and Chief Operating Officer (COO)	13 to 25-June-2017
	Planning Session for the first 2018/19 Strategic Planning Steering Committee	COO and CFO	05-Jul-17
	Strategic Planning Steering Committee meeting	COO	27-Jul-17
	2018/19 Strategic Planning Steering Committee /Workshop #1	COO and CFO	27-Jul-17
	Submission of 2018/19 to 2020/21 Budget strategies and assumptions to Council for approval	CFO	04-Aug-17
	Approval of the 2018/19 - 2020/21 GDS, IDP, BEPP and BUDGET Time Schedule by Council	Office of the Executive Mayor, CFO and COO	04-Aug-17
	Gap analysis and enhancement of public participation structures and processes (e.g. IDP Representatives Forum)	COO	11-Aug-17
	Communicating the GDS, IDP, BEPP and BUDGET Time Schedule (Including funding sources per Directorates) on municipal website and all Directorates	COO	11-Aug-17
	Ward-based needs analysis / Pre Public Participation meetings	COO	14 Aug-17 31-August-2017
	Distribute Budget Circular to Directorates' relevant officials and table report to EXCO	CFO	25-Aug-17
	Strategic Planning Steering Committee Meeting	COO and CFO	28-Aug-17
	Submission of 2016/17 Annual Financial Statements to Office of the Auditor-General	City Manager and CFO	31-Aug-17
	Submission of 2016/17 Annual Financial Statements by entity to Auditor-General and Chief Financial Officer	CFO and CEO of MBDA	31-Aug-17
	Submission of 2016/17 financial and non-financial performance information to the Office of the Auditor-General	City Manager and COO	31-Aug-17
	Submission of the Rollover Applications of the unspent Conditional Grants to National Treasury (After being signed by the Accounting Officer and reconciled to the Annual Financial Statements submitted to the AG)	Various affected ED's / CFO and City Manager	31-Aug-17
	Approval of the reviewed public participation programme for IDP and Budget processes based on an analysis by the IDP and Budget Steering Committee (September 2017 and April 2018)	IDP and Budget Strategic Planning Steering Committee (MMC, CM, COO and CFO)	01-Sep-17
	Providing directorates with the base 2018/19 to 2020/21 Operating and Capital Budgets, adjusted to reflect the Budget assumptions and strategies approved by Council	CFO	01-Sep-17
	Convening Strategic Planning Steering Committee Meeting	COO and CFO	28-Sep-17
	Convening IDP Representative Forum meeting including entities and government departments	COO	29-Sep-17
	Submission of 2015/16 Consolidated Annual Financial Statements to Auditor-General	City Manager and CFO	29-Sep-17

PHASE	ACTIVITY	RESPONSIBLE DIRECTORATE/ OFFICE	TIMEFRAME
PHASE	ACTIVITY	RESPONSIBLE DIRECTORATE/ OFFICE	TIMEFRAME
STRATEGIES PHASE (SEPT TO DEC 2017)	Undertaking public participation meetings (Identifying Budget Priorities with the public)	IDP and Budget Steering Committee	14-Augus to 29-Sep-2017
	Draft 3-year Budget forecast on human resources costs in place and presented to Directorates extracted from the EMS (or SAP System)	ED: Corporate Services and CFO	08-Sep-17
	Submission of IDP inputs, including sector plans by directorates, the entity (MBDA) and trade unions, to Office of Chief Operating Officer	CFO, COO, Executive Directors, CEO of MBDA and Trade Unions	15-Sep-17
	Commence annual review of tariffs, fees and charges	All respective Executive Directors in conjunction with CFO	02 October to 31-Dec-2017
	Commence review of Budget related policies	CFO	02 October to 31-March-2018
	Strategic Planning Steering Committee Meeting	COO and CFO	23-Oct-17
	Submission / (Processing of Budget Projects for both Capital and Operating Budgets by various stakeholders in the EMS System) of Operating and Capital Budgets (Input) by Directorates and the MBDA to Budget and Treasury Directorate	CM, COO and all Acting / Executive Directors + MBDA CFO & CEO	15-Dec-17
	Planning Session for the Strategic Planning Workshop #2	COO and CFO	13-Nov-17
	Strategic Planning Steering Committee Meeting/ Workshop #2	COO and CFO	20-Nov-17
	Strategic Planning Steering Committee Meeting	COO and CFO	07-Dec-17
	Convening 2nd Quarter IDP Representatives Forum meeting	COO	12-Dec-17
	Setting objectives, targets and indicators for the IDP	COO	14-Dec-17
	First Draft IDP (2018/19) in place	COO	31-Jan-18

PHASE	ACTIVITY	RESPONSIBLE DIRECTORATE/ OFFICE	TIMEFRAME
PROJECTS PHASE (JAN TO APRIL 2018)	Provision of mid-year budget and performance assessment by entity (MBDA)	CEO of MBDA and CFO	12-Jan-18
	Planning Session for the Strategic Planning Workshop #3	COO and CFO	25-Jan-18
	Strategic Planning Steering Committee Meeting	COO and CFO	29-Jan-18
	Completion of action plan to address issues raised in the Audit Report of the Auditor-General	City Manager, CFO and COO	02-Feb-18
	Submission of 2017/18 Adjustments Budget to joint Budget and Treasury Standing Committee and Mayoral Committee	CFO	21-Feb-18
	Strategic Planning Workshop #3	COO	23-Feb-18
	Submission of 2018/19 Draft Capital and Operating Budgets Strategic Planning Steering Committee for consultation	CFO and COO	26 Feb 2018 to 06 March 2018
	Adoption of 2017/18 Adjustment Budget (and amended SDBIP, if necessary) by Council	Office of the Executive Mayor and CFO	28-Feb-18
	Review proposed National and Provincial Government allocations to the Municipality for incorporation into the Draft Budget for tabling	CFO	28-02-2018 to 02 March 2018
	Mid-year budget and performance assessment visit by National Treasury (NT)	NT & CM	01 Feb to 28 Feb 18
	Draft directorate SDBIPs for 2018/19 financial year	COO, CFO and Executive Directors	09-Mar-18
	Development of Draft IDP and Budget Public Participation Programme	IDP and Budget Steering Committee	09-Mar-18
	Convene Strategic Planning Steering Committee	COO	23-Mar-18
	Convene an IDP Representative Forum Meeting	COO	03-Apr-18
	2018/19 Draft Capital and Operating Budgets, Draft IDP, BEPP and Draft SDBIP submitted to joint Budget and Treasury Standing Committee and Mayoral Committee	CFO and COO	21-Mar-18
	2018/19 Draft Capital and Operating Budgets, BEPP, Draft Ward-based Budget, Draft IDP and Draft SDBIP approved by Council for public participation	CFO and COO	29-Mar-18
	Publishing the Council approved Draft IDP , BEPP and Budget (2018/19) on the municipal website	COO	05-Apr-18
	Forwarding 2018/19 Draft Capital and Operating Budgets Draft BEPP and Draft IDP to National Treasury and Provincial Treasury and any prescribed national or provincial organs of state and other municipalities affected by the budget	CFO and COO	12-Apr-18
	Advertisement of 2018/19 Draft Capital and Operating Budget and Draft IDP in local newspapers for public comment and public participation	COO and CFO	04-Apr-18
	Strategic Planning Steering Committee	COO and CFO	27-Apr-18
Undertaking public participation meetings	IDP and Budget Strategic Planning Steering Committee	02 to 30 Apr-18	

PHASE	ACTIVITY	RESPONSIBLE DIRECTORATE/ OFFICE	TIMEFRAME
	Updating 5-year financial plan for IDP and BEPP	CFO	04-May-18
	Consolidation of all public participation inputs and comments in respect of 2017/18 Draft IDP and Budget	CFO and COO	02 to 09 May-18
	Convening the 4th Quarter Representative Forum meeting	COO	14-May-18
	Budget and Benchmarking Assessment by NT	NT and CM	Between Apr and May 18
	Submission of 2018/19 to 2020/21 IDP , BEPP and Budget to joint Budget and Treasury Standing Committee and Mayoral Committee	CFO and COO	23-May-18
	Approval of 2018/19 to 2020/21 IDP, BEPP, Budget and Ward-based Budget by Council	CFO and COO	31-May-18
	Submission of Council approved BEPP to National Treasury	COO	31-May-18
	Publishing the Council approved 2018/19 to 2020/21 IDP , BEPP and Budget on the municipal website	COO and CFO	05-Jun-18
	Forwarding 2018/19 to 2020/21 IDP and Budget to National Treasury and Provincial Treasury and any prescribed national or provincial organs of state and other municipalities affected by the budget	CFO and COO	15-Jun-18
	Submission of the approved IDP to the MEC for local government	COO	15-Jun-18
	Approval of the Service Delivery and Budget Implementation Plan (2018/19) by the Executive Mayor	Office of the Executive Mayor and COO	22-Jun-18
	Submission of approved SDBIP to National Treasury and Provincial Treasury	City Manager, CFO and COO	25-Jun-18
	Publishing the SDBIP and performance agreements on the municipal website and in local newspapers	COO	26-Jun-18
	Tabling of the SDBIP and Performance Agreements in Council for noting	COO	13-Jul-18

PHASE	ACTIVITY	RESPONSIBLE DIRECTORATE/ OFFICE	TIMEFRAME
PHASE	ACTIVITY	RESPONSIBLE DIRECTORATE/ OFFICE	TIMEFRAME
MONITORING AND EVALUATION PHASE	Submission of first Draft 2016/17 Annual Report to the Auditor-General	COO	31-Oct-17
	First quarter report (2017/18) to City Manager and Executive Mayor (Or Budget and Treasury Portfolio Committee)	COO	31-Oct-17
	Second quarter report (2017/18) to City Manager and Executive Mayor (Or Budget and Treasury Portfolio Committee)	COO	15-Jan-18
	Tabling of 2017/18 Mid-term Performance Assessment Report to Executive Mayor/Mayoral Committee, together with a report on the recommendations of the revised projections for revenue and expenditure, including recommendations on the Adjustments Budget	COO	17-Jan-18
	Tabling of 2017/18 Mid-term Performance Assessment Report to Council, together with a report on the recommendations of the revised projections for revenue and expenditure, including recommendations on the Adjustments Budget	COO	31-Jan-18
	Submission of Draft 2016/17 Annual Report to Council	COO	31-Jan-18
	Submission of the 2017/18 Mid-term Performance Assessment Report to National Treasury and Provincial Treasury, together with a report on the recommendations of the revised projections for revenue and expenditure, including recommendations on the Adjustment Budget	COO	31-Jan-18
	Publishing of the 2017/18 Mid-term Performance Assessment Report, together with a report on the recommendations of the revised projections for revenue and expenditure, including recommendations on the Adjustments Budget on the municipal website	COO	31-Jan-18
	Publishing of notice in local newspapers inviting comments on 2016/17 Annual Report and communicating public participation programme	COO	31-Jan-18
	Submission of the 2016/17 Annual Report public participation programme to the Municipal Public Accounts Committee	COO	09-Feb-18
	Submission of 2017/18 Adjustments Budget to National Treasury and Provincial Treasury	CFO	06-Mar-18
	Publishing of the approved 2017/18 Adjustments Budget, with supporting documents on municipal website	CFO	06-Mar-18
	Submission and approval of 2016/17 Annual Report and Municipal Public Accounts Committee Report by Council	COO	23-Mar-18
	Publishing adopted 2016/17 Annual Report on municipal website	COO	30-Mar-18
	Submission of adopted 2016/17 Annual Report to MEC for local government and other government structures	COO	30-Mar-18
	Third quarter report (2017/18) to City Manager and Executive Mayor (Or Budget and Treasury Portfolio Committee)	COO	30-Apr-18
Fourth quarter report (2017/18) to City Manager and Executive Mayor (Or Budget and Treasury Portfolio Committee)	COO	31-Jul-18	