


**2019/20 AND BEYOND - STRATEGIC PLANNING TIME SCHEDULE IDP, LTGDP, BEPP AND BUDGET (A MULTI-YEAR APPROACH, "How to improve our planning processes"....)**

PHASE	ACTIVITY	RESPONSIBLE DIRECTORATE/ OFFICE	TIMEFRAME (2018/19) (Baseline)	TIMEFRAME (2019/20)	TIMEFRAME (2020/21)	TIMEFRAME (2021/22)	TIMEFRAME (2022/23)
PREPARATION PHASE (JULY TO AUG)	Review of the Strategic Planning Time Schedule.	Chief Financial Officer (CFO) and Chief Operating Officer (COO)	13 to 30-June-2017	13 to 29-June-2018	13 to 28-June-2019	12 to 30-June-2020	11 to 30-June-2021
	<b>Planning Session for the first 2018/19 to 2022/23 Strategic Planning Steering Committee</b>	<b>COO and CFO</b>	<b>05-Jul-17</b>	<b>29-Jun-18</b>	<b>28-Jun-19</b>	<b>30-Jun-20</b>	<b>30-Jun-21</b>
	<b>First Strategic Planning Steering Committee /Workshop #1</b>	<b>COO and CFO</b>	<b>27-Jul-17</b>	<b>27-Jul-18</b>	<b>26-Jul-19</b>	<b>27-Jul-20</b>	<b>27-Jul-21</b>
	<b>Submission of 2018/19 to 2020/21 Budget strategies and assumptions to Council for approval</b>	<b>CFO</b>	<b>04-Aug-17</b>	06-Aug-18	06-Aug-19	06-Aug-20	05-Aug-21
	Approval of the Strategic Planning Steering Committee Time Schedule by Council (2018/19-2020/21)	Office of the Executive Mayor, CFO and COO	<b>04-Aug-17</b>	06-Aug-18	06-Aug-19	06-Aug-20	05-Aug-21
	Communicating the Strategic Planning time schedule (Including funding sources per Directorates) on municipal website and all Directorates	COO	31-Aug-17	31-Aug-18	30-Aug-19	31-Aug-20	31-Aug-21
	Ward-based needs analysis / Pre Public Participation meetings	COO	14 Aug-17 31-August-2017	14 Aug-18 31-August-2018	14 Aug-19 30-August-2019	14 Aug-20 31-August-2020	16 Aug-21 31-August-2021
	Distribute Budget Circular to Directorates' relevant officials (including Funding Sources and limits) and table report to EXCO	CFO	25-Aug-17	27-Aug-18	26-Aug-19	25-Aug-20	27-Aug-21
	Strategic Planning Steering Committee Meeting	COO and CFO	28-Aug-17	27-Aug-18	26-Aug-19	25-Aug-20	27-Aug-21
	Submission of ..... Annual Financial Statements to Office of the Auditor-General	City Manager and CFO	31-Aug-17	31-Aug-18	30-Aug-19	31-Aug-20	31-Aug-21
	Submission of ..... Annual Financial Statements by entity to Auditor-General and Chief Financial Officer	CFO and CEO of MBDA	31-Aug-17	31-Aug-18	30-Aug-19	31-Aug-20	31-Aug-21
	Submission of ..... financial and non-financial performance information to the Office of the Auditor-General	City Manager and COO	31-Aug-17	31-Aug-18	30-Aug-19	31-Aug-20	31-Aug-21
	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	31-Aug-18	30-Aug-19	31-Aug-20	31-Aug-21
	Approval of the reviewed public participation programme for IDP and Budget processes based on an analysis by the IDP and Budget Steering Committee (for September and April of each year)	IDP and Budget Steering Committee (MMC, CM, COO and CFO)	01-Sep-17	03-Sep-18	03-Sep-19	01-Sep-20	01-Sep-21
	Providing directorates with the base "for applicable financial years" Operating and Capital Budgets (Including Funding Sources and Limits), adjusted to reflect the Budget assumptions and strategies approved by Council	CFO	01-Sep-17	03-Sep-18	03-Sep-19	01-Sep-20	01-Sep-21
	Strategic Planning Steering Committee Meeting	COO and CFO	28-Sep-17	28-Sep-18	27-Sep-19	25-Sep-20	24-Sep-21
	Convening IDP Representative Forum meeting including entities and government departments	COO	29-Sep-17	02-Oct-18	30-Sep-19	30-Sep-20	30-Sep-21
	Submission of ..... Consolidated Annual Financial Statements to Auditor-General	City Manager and CFO	29-Sep-17	28-Sep-18	30-Sep-19	30-Sep-20	30-Sep-21

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PHASE	ACTIVITY	RESPONSIBLE DIRECTORATE/ OFFICE	TIMEFRAME	TIMEFRAME (2019/20)	TIMEFRAME (2020/21)	TIMEFRAME (2021/22)	TIMEFRAME (2022/23)
<b>STRATEGIES PHASE (SEPT TO DEC 2017)</b>	Undertaking public participation meetings ( <b>Identifying Budget Priorities with the public</b> )	IDP and Budget Steering Committee	14-Augus to 29-Sep-2017	14-Augus to 28-Sep-2018	14-Augus to 30-Sep-2019	14-Augus to 30-Sep-2020	16-Augus to 30-Sep-2021
	Draft 3-year Budget forecast on human resources costs in place and presented to Directorates <b>extracted from the EMS (or SAP System)</b>	ED: Corporate Services and CFO	08-Sep-17	07-Sep-18	06-Sep-19	08-Sep-20	08-Sep-21
	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 Treasury	15-Sep-17	14-Sep-18	16-Sep-19	15-Sep-20	15-Sep-21
	Commence annual review of tariffs, fees and charges (for the specific financial year)	All respective Executive Directors in conjunction with CFO	02 October to 31-Dec-2017	02 October to 31-Dec-2018	02 October to 31-Dec-2019	02 October to 31-Dec-2020	04 October to 31-Dec-2021
	Strategic Planning Steering Committee Meeting	COO and CFO	23-Oct-17	26-Oct-18	25-Oct-19	23-Oct-20	22-Oct-21
	Commence review of Budget related policies	CFO	02 October to 31-March-2018	02 October 2018 to 31-March-2019	02 October 2019 to 31-March-2020	02 October 2020 to 31-March-2021	02 October 2021 to 31-March-2022
	Planning Session for the Strategic Planning Workshop #2	COO and CFO	13-Nov-17	13-Nov-18	13-Nov-19	13-Nov-20	12-Nov-21
	Strategic Planning Steering Committee Meeting/ Workshop #2	COO and CFO	20-Nov-17	20-Nov-18	20-Nov-19	20-Nov-20	19-Nov-21
	Convening 2nd Quarter IDP Representatives Forum meeting	COO	12-Dec-17	12-Dec-18	12-Dec-19	12-Dec-20	12-Dec-21
	Setting objectives, targets and indicators for the IDP	COO	14-Dec-17	14-Dec-18	13-Dec-19	11-Dec-20	10-Dec-21
	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	14-Dec-18	13-Dec-19	15-Dec-20	15-Dec-21
	First Draft IDP ..... in place	COO	31-Jan-18	31-Jan-19	31-Jan-20	29-Jan-21	31-Jan-22

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<b>PROJECTS PHASE (JAN TO APRIL 2018)</b>	Provision of mid-year budget and performance assessment by entity (MBDA)	CEO of MBDA and CFO	12-Jan-18	11-Jan-19	10-Jan-20	12-Jan-21	12-Jan-22
	Strategic Planning Steering Committee Meeting	COO and CFO	29-Jan-18	29-Jan-19	29-Jan-20	29-Jan-21	28-Jan-22
	Completion of action plan to address issues raised in the Audit Report of the Auditor-General	City Manager, CFO and COO	02-Feb-18	01-Feb-19	03-Feb-20	02-Feb-21	02-Feb-22
	<b>Planning Session for the Strategic Planning Workshop #3</b>	<b>COO and CFO</b>	<b>16-Feb-18</b>	<b>15-Feb-19</b>	<b>14-Feb-20</b>	<b>12-Feb-21</b>	<b>11-Feb-22</b>
	Submission of 2017/18 Adjustments Budget to joint Budget and Treasury Standing Committee and Mayoral Committee	CFO	21-Feb-18	13-Feb-19	12-Feb-20	17-Feb-21	16-Feb-22
	<b>Strategic Planning Workshop #3</b>	<b>COO</b>	<b>02-Mar-18</b>	<b>01-Mar-19</b>	<b>06-Mar-20</b>	<b>05-Mar-21</b>	<b>04-Mar-22</b>
	Submission of 2018/19 Draft Capital and Operating Budgets Strategic Planning to the Steering Committee for consultation	CFO and COO	26 Feb 2018 to 06 March 2018	26 Feb 2019 to 06 March 2019	26 Feb 2020 to 06 March 2020	26 Feb 2021 to 05 March 2021	25 Feb 2022 to 04 March 2022
	Adoption of ..... Adjustment Budget (and amended SDBIP, if necessary) by Council	Office of the Executive Mayor and CFO	28-Feb-18	28-Feb-19	28-Feb-20	26-Feb-21	28-Feb-22
	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	28-02-2019 to 04 March 2019	27-02-2020 to 02 March 2020	26-02-2021 to 02 March 2021	28-02-2022 to 02 March 2022
	Mid-year budget and performance assessment visit by National Treasury (NT)	NT & CM	01 Feb to 28 Feb 18	01 Feb to 28 Feb 19	01 Feb to 28 Feb 20	01 Feb to 28 Feb 21	01 Feb to 28 Feb 22
	Draft directorate SDBIPs for ..... financial year	COO, CFO and Executive Directors	09-Mar-18	08-Mar-19	09-Mar-20	09-Mar-21	09-Mar-22
	Development of Draft IDP and Budget Public Participation Programme for the month of April (After tabling of the budget/IDP)	IDP and Budget Steering Committee	09-Mar-18	08-Mar-19	09-Mar-20	09-Mar-21	09-Mar-22
	Strategic Planning Steering Committee	COO	22-Mar-18	22-Mar-19	22-Mar-20	26-Mar-21	25-Mar-22
	..... 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	22-Mar-18	13-Mar-19	11-Mar-20	10-Mar-21	15-Mar-22
	..... Draft Capital and Operating Budgets, BEPP, Draft Ward-based Budget, Draft IDP and Draft SDBIP tabled to Council for NOTING	CFO and COO	29-Mar-18	28-Mar-19	26-Mar-20	25-Mar-21	24-Mar-22
	Forwarding ..... 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	31-Mar-18	01-Apr-19	31-Mar-20	31-Mar-21	31-Mar-22
	Publishing the Council approved Draft IDP, BEPP and Budget ..... on the municipal website	COO	02-Apr-18	01-Apr-19	31-Mar-20	31-Mar-21	31-Mar-22
	Advertisement of ..... Draft Capital and Operating Budget and Draft IDP in local newspapers for public comment and public participation	COO and CFO	04-Apr-18	05-Apr-19	03-Apr-20	02-Apr-21	01-Apr-22
	Strategic Planning Steering Committee	COO and CFO	26-Apr-18	26-Apr-19	24-Apr-20	23-Apr-21	29-Apr-22
	Undertaking public participation meetings	IDP and Budget Steering Committee	02 to 30 Apr-18	02 to 30 Apr-19	02 to 30 Apr-20	02 to 30 Apr-21	02 to 30 Apr-22

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	Updating 5-year financial plan for IDP and BEPP	CFO	04-May-18	03-May-19	04-May-20	04-May-21	04-May-22
	Consolidation of all public participation inputs and comments in respect of ..... Draft IDP and Budget	CFO and COO	01 to 04 May-18	01 to 04 May-19	01 to 04 May-20	01 to 04 May-21	01 to 04 May-22
	Budget and Benchmarking Assessment by NT	NT and CM	Between Apr and May 18	22 to 26-04-2019	27 to 30-04-2020	26 to 30-04-2021	25 to 29-04-2022
	Submission of ..... to ..... IDP , BEPP and Budget to joint Budget and Treasury Standing Committee and Mayoral Committee	CFO and COO	23-May-18	15-May-19	13-May-20	19-May-21	18-May-22
	Approval of ..... to ..... IDP, BEPP, Budget and Ward-based Budget by Council	CFO and COO	31-May-18	23-May-19	28-May-20	27-May-21	26-May-22
	Submission of Council approved IDP, Budget and BEPP to National Treasury	CFO and COO	31-May-18	31-May-19	05-Jun-20	31-May-21	31-May-22
	Publishing the Council approved ..... to ..... IDP , BEPP and Budget on the municipal website	COO and CFO	05-Jun-18	07-Jun-19	05-Jun-20	04-Jun-21	03-Jun-22
	Submission of the approved IDP to the MEC for local government	COO	15-Jun-18	14-Jun-19	12-Jun-20	11-Jun-21	10-Jun-22
	Approval of the Service Delivery and Budget Implementation Plan ..... by the Executive Mayor	Office of the Executive Mayor and COO	22-Jun-18	21-Jun-19	19-Jun-20	18-Jun-21	17-Jun-22
	Submission of approved SDBIP to National Treasury and Provincial Treasury	City Manager, CFO and COO	25-Jun-18	24-Jun-19	25-Jun-20	25-Jun-21	24-Jun-22
	Publishing the SDBIP and performance agreements on the municipal website and in local newspapers	COO	26-Jun-18	24-Jun-19	25-Jun-20	25-Jun-21	24-Jun-22
	Tabling of the SDBIP and Performance Agreements in Council for <b>NOTING</b>	COO	13-Jul-18	18-Jul-19	16-Jul-20	15-Jul-21	14-Jul-22

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<b>MONITORING AND EVALUATION PHASE</b>	Submission of first Draft ..... Annual Report to the Auditor-General	COO	31-Oct-17	31-Oct-18	31-Oct-19	30-Oct-20	29-Oct-21
	First quarter report ..... to City Manager and Executive Mayor ( <b>Or Budget and Treasury Portfolio Committee</b> )	COO	31-Oct-17	31-Oct-18	31-Oct-19	30-Oct-20	29-Oct-21
	Second quarter report ..... to City Manager and Executive Mayor ( <b>Or Budget and Treasury Portfolio Committee</b> )	COO	15-Jan-18	07-Jan-19	06-Jan-20	11-Jan-21	10-Jan-22
	Tabling of ..... 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	16-Jan-19	22-Jan-20	20-Jan-21	19-Jan-22
	Tabling of ..... 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	31-Jan-19	30-Jan-20	28-Jan-21	27-Jan-22
	Submission of Draft ..... Annual Report (for a prior financial year) to Council	COO	31-Jan-18	31-Jan-19	30-Jan-20	28-Jan-21	27-Jan-22
	Submission of the ..... Mid-term Performance Assessment Report (for a Current Financial Year) 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	31-Jan-19	30-Jan-20	28-Jan-21	27-Jan-22
	Publishing of the ..... 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	01-Feb-18	08-Feb-19	07-Feb-20	05-Feb-21	04-Feb-22
	Publishing of notice in local newspapers inviting comments on ..... Annual Report (after being tabled to Council) and communicating public participation programme	COO	02-Feb-18	08-Feb-19	07-Feb-20	05-Feb-21	04-Feb-22
	Submission of the ..... Annual Report (after being tabled to Council) public participation programme to the Municipal Public Accounts Committee	COO	09-Feb-18	08-Feb-19	07-Feb-20	05-Feb-21	04-Feb-22
	Submission of ..... Adjustments Budget (after being approved by Council) to National Treasury	CFO	06-Mar-18	04-Mar-19	03-Mar-20	03-Mar-21	02-Mar-22
	Publishing of the approved ..... Adjustments Budget (after being approved by Council), with supporting documents on municipal website	CFO	06-Mar-18	04-Mar-19	03-Mar-20	03-Mar-21	02-Mar-22
	Submission and approval of ..... Annual Report (after Public Participation) and Municipal Public Accounts Committee Report by Council	COO	23-Mar-18	28-Mar-19	26-Mar-20	25-Mar-21	31-Mar-22
	Publishing adopted ..... Annual Report on municipal website	COO	30-Mar-18	29-Mar-19	31-Mar-20	31-Mar-21	31-Mar-22
	Submission of adopted ..... Annual Report to MEC for local government and other government structures	COO	30-Mar-18	29-Mar-19	31-Mar-20	31-Mar-21	31-Mar-22
	Third quarter report ..... to City Manager and Executive Mayor ( <b>Or Budget and Treasury Portfolio Committee</b> )	COO	30-Apr-18	30-Apr-19	30-Apr-20	30-Apr-21	29-Apr-22
Fourth quarter report ..... to City Manager and Executive Mayor ( <b>Or Budget and Treasury Portfolio Committee</b> )	COO	31-Jul-18	31-Jul-19	31-Jul-20	30-Jul-21	29-Jul-22	