

LETSEMENG LOCAL MUNICIPALITY



INTEGRATED DEVELOPMENT PLAN REVIEW PROCESS PLAN & BUDGET TIME LINES

2019/2020 FY

SCHEDULE OF THE PLANNED ACTIVITIES TO ALIGN WITH IDP, BUDGET AND PMS PROCESS MANAGEMENT PLAN FOR 2019/2020

ACTION	LEGISLATION	RESPONSIBILITY	ACTION DATE	TO WHOM
<i>Preparation Phase</i>				
Tabling of the schedule of key-deadlines regarding the budget process for 2019/20 MTREF	Section 21(1)(b) of the MFMA	Mayor	31 August 2018	Council
Submission of draft IDP Review Process to Council for approval		Mayor	31 August 2018	Council
Submission of adopted 2019/20 IDP Review Process Plan to the District and COGTA		Accounting Officer	September 2018	District Municipality and COGTA
IDP Process Plan advertisement in newspapers and public places		IDP Manager	September 2018	Accounting Officer
Coordination of annual budget and IDP review process plan	Section 21, 22, 53 of the MFMA and 35 and 36 of the MFMA	Mayor and Accounting Officer	11 September 2018 – 29 June 2019	Council
<i>Phase 1: Review Analysis</i>				
Assessment of IDP sector plans		IDP Steering Committee	September-November 2018	IDP & Sector Managers
Review of information to be added or amended to draft IDP		IDP Steering Committee	September – November 2018	Accounting Officer and all Heads of Departments
<i>Phase 2: Strategic Analysis</i>				
Determination of strategic objectives for Key Performance Areas and 3 year budget	Section 21, 22, and 53 of the MFMA	Mayor and Accounting Officer	15 January 2019	Council

Determination of strategic objectives for Key Performance Areas and 3 year budget	Section 21, 22, and 53 of the MFMA	Councillors and Officials	22 January 2019	Council
1 st IDP AND Budget Steering Committee Meeting Development/Review of Key Performance Areas, Key Performance Indicators and Targets		Accounting Officer	22 January 2019	Mayor
Submission of Department Plans for 2019/2020 FY		Senior Managers	28 January 2019	CFO
1 st IDP AND Budget Representative Forum Meeting		Accounting Officer	30 January 2019	Mayor
Ward Based Consultation process on IDP and Budget related Policies – Ward 1 – 6		Ward Councillors	06 February 2019 Johannes Mokopane Community Hall – Ward 1	Council
			07 February 2019 Oppermans Lutheran Church – Ward 1	
			11 February 2019 Kutlwisiso Community Hall – Ward 2	
			12 February 2019 Phambili School – Ward 3	
			13 February 2019 Ipetleng School Hall – Ward 3	
			14 February 2019	

			Walter Sisulu Community Facility – Ward 4	
			19 February 2019 Daniel Moopela Community Hall – Ward 5	
			20 February 2019 Bolokanang Community Hall – Ward 6	
Tabling of the 2018/19 mid-year budget performance review to Finance Committee and Council	Section 72 (1)(a) of the MFMA	Mayor	25 January 2019	Council
Assessment of IDP implementation status		Accounting Officer Heads of Departments	30 January 2019	Council
Tabling of the 2018/2019 Adjustment Budget	Section 69 (2) of the MFMA	Mayor	28 February 2019	Council
Review of Budget related policies for the 2018/19 FY	MSA 74 and 75 and MFMA 24 (2)(v)	Mayor with Accounting Officer, CFO and BTO	29 March 2019	Council
Review of tariffs (rates and service charges for 2019/20 FY)	MSA 74 and 75 and MFMA 24 (2)(v)	Section 79 Finance BTO	29 March 2019	Council
Phase 3: Project Identification (Review of Projects)				
Review existing Project Template		IDP Steering Committee	January – March 2019	Accounting Officer
Review Development Strategies		IDP Steering Committee	October 2018 – March 2019	Accounting Officer

Ward Consultation Process on Project prioritization through Sectoral Meetings targeting Rate Payers Associations		Mayor	12 – 14 March 2019	Council
Establish preliminary budget for each project		CFO and Heads of Departments	January 2019	Accounting Officer
Finalize Sector Plans		Heads of Departments	March 2019	Accounting Officer
Update 3 year Financial Plan, list of projects and 3 year Capital Investment Programme; to integrate with IDP to inform Strategic Municipal Budget aligned with IDP		Heads of Departments	February 2019	Accounting Officer
Preparation of the 2019/20 Financial Year's: <ul style="list-style-type: none"> • Capital budget • Operational budget • Salaries Budget • Tariff charges • Revised Budget • Draft SDBIP 		Chief Finance Officer	4-8 March 2019	Finance Committee
Draft Operating and Capital Budget to Management		CFO and Municipal Manager	13 March 2019	Finance Committee
Submission and presentation of all Capital projects for 2019/20 and the 3 year capital plan		Heads of Departments	February 2019	Council
IDP 2 nd Representative Forum Meeting		Mayor	20 March 2019	Council
Phase 4: Project Integration				
Screening of projects		IDP Steering Committee	February 2019	Section 79 Committee Planning and Development
Integration with Municipal Budget/ SDBIP		Accounting Officer CFO and Manager Development Planning	February 2019	Section 79 Committee Planning and Development

Submission of draft Operating and Capital Budget to Council	Section 16, 22, 23, 87 MFMA MSA S34	Mayor	29 March 2019	Council
Submission of the draft SDBIP to the Mayor		Accounting Officer	27 March 2019	Mayor
Submission of 2019/20 Draft IDP to Council		Mayor	29 March 2019	Council
Submission of draft IDP to COGTA for Provincial IDP Assessment		Accounting Officer	02 April 2019	MEC for COGTA
Provincial IDP Analysis			April 2019	COGTA
Submission of the tabled Annual budget to National Treasury and Provincial Treasury and publication of the tabled budget	Section 22(b) of the MFMA	Accounting Officer	02 April 2019	National Treasury and Provincial Treasury
Phase 5: Approval				
Presentation of the Revised 2019/20 IDP (After the Provincial Assessment)		IDP Steering Committee	April 2019	Municipal Manager
Consideration of inputs received from external stakeholders on the annual budget and IDP		Mayor Management	08 - 25 May 2019	Council
Tabling of the annual budget and budget related policies	Section 24 (3) of the MFMA	Municipal Manager	31 May 2019	Council
Final approval of IDP, Budget and PMS by Council			31 May 2019	Council
Submission of Final Service Delivery and Budget Implementation Plan (SDBIP)	Section 69 of the MFMA and Section 53 (1)(c)(ii)	Accounting Officer and Senior Manager	14 June 2019	Mayor
Submission of the budget in the approved format to the Provincial and National Treasuries	Section 24 (3) of the MFMA	Accounting Officer	06 June 2019	National and Provincial Treasury
Submission of the approved and adopted 2019/2020 IDP to the MEC for COGTA			10 days after date of adoption.	Municipal Manager