

ZULULAND DISTRICT MUNICIPALITY

2016/2017 MTREF : Schedule of key deadlines for IDP, Budget, Quarterly Reports, Annual Reports, Performance Management Process and Service Delivery and Budget Implementation Plan

	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
JULY -- 2015				
BUDGET PROCESS				
31 July 2015	Commence planning for the next three year budget by review of previous year budget and completion of the Budget Evaluation Checklist.	MFMA 53,68,77	Chief Financial Officer	
13 July 2015	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
IDP PROCESS				
31 July 2015	Advertise intention to begin with IDP process		IDP Manager	
PERFORMANCE MANAGEMENT PROCESS				
July 2015	Commencement of electronic system verification process after adoption			
July 2015	Draft 2016/17 Annual Performance Report to internal audit	MSA 41 (e) and MSA 46		
July 2015	Place approved annual budget and policies on the municipal website	MFMA S75(1)(a) &(b)		
July 2015	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)		
July 2015	Table in council quarterly consolidated report for period ending 30 June of all withdrawals not approved in the budget and submit report to the provincial treasury and the Auditor-General	MFMA 11(4)		
July 2015	Submission of Individual Performance Plans to MEC.	MSA 56/57		
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
30 July 2015	Submit quarterly oversight report to Exco for period Apr-June 2015	MFMA 52(d)	Budget Officer	
AUGUST -- 2015				
BUDGET PROCESS				
14 August 2015	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
21 August 2015	Prepare schedule of key deadlines for preparing, tabling and approving the Budget and reviewing the IDP at least 10 months before the start of the budget year	MFMA 21(1)(b), 53(1)(b)	Chief Financial Officer / Municipal Manager	
24 August 2015	Table schedule of key deadlines to Budget Steering Committee (BSC)		Chief Financial Officer	
27 August 2015	Table schedule of key deadlines to Exco		Municipal Manager	
31 August 2015	Table schedule of key deadlines to Council	MFMA 21(1)(b), 53(1)(b)		His Worship The Mayor
PERFORMANCE MANAGEMENT PROCESS				
August 2015	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)		
August 2015	Submit monthly reports for period ending 30 June for each contract awarded and signed above the prescribed amount	MFMA guidance		

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August 2015	Submit framework for community review, inline with the IDP Process	MSA S40 MSA Mun Planning and PM Regs Chap 3 (8)		
31 August 2015	Submit 2014/15 Organisational scorecards to Auditor General	Municipal Systems Act Section 45		
31 August 2015	Compile and submit municipal audit file to the Auditor-General	MFMA guidance		
31 August 2015	Submit annual financial statements and annual report to the Auditor-General for auditing	MFMA 126(1)(a)		
ANNUAL REPORT PROCESS				
22 August 2015	Departmental contributions to be received (Excluding AFS)	MFMA guidance	Chief Financial Officer	
SEPTEMBER -- 2015				
BUDGET PROCESS				
14 September 2015	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
September 2015	Budget for programme and projects (both capital and operating where feasible) in terms of the IDP 8 point plan and inputs from other stakeholders			
September 2015	Circular providing guidance in compiling the Staff Budgets			
11 September 2015	Confirm with National and Provincial Governments for any adjustments to projected allocations for the next three years.	MFMA guidance	Chief Financial Officer	
IDP PROCESS				
September 2015	Alignment of the 2016/17 Process Plan with Budget, Annual Report Performance Management	MSA 34 MFMA 21(2)(a)		
11 September 2015	Submit 2016/17 Process Plan to COGTA	MSA 31 (1)(a)(b)(c)(d)	IDP Manager	
30 September 2015	Consultation on the IDP with stakeholders	MSA 29	IDP Manager	
PERFORMANCE MANAGEMENT PROCESS				
September 2015	Commence with Organisational Scorecard Planning process for 2016/17			
September 2015	Finalisation of Performance Assessments for Non Section 57 senior management for 2015/16 period			
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
03 September 2015	Publish the Quarter 4 SDBIP Report on the Website	MFMA 75 (1) k	Budget Officer	
30 September 2015	Prepare draft 2016/17 SDBIP in line with the budget process	MFMA, Circular 13	Budget Officer	
ANNUAL REPORT PROCESS				
30 September 2015	Continue with preparation of the 2014/15 Annual Report	MFMA guidance	Chief Financial Officer	
OCTOBER -- 2015				
BUDGET PROCESS				
14 October 2015	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
IDP PROCESS				

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	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
October 2015	Present first 2016/17 Draft IDP to EXCO, Council and for "Noting of Progress"	MSA 29(a) 30(a)(b)(c)		
PERFORMANCE MANAGEMENT PROCESS				
October 2015	Commence Quarterly Individual performance reviews for current year (Verbal)			
October 2015	Commence with mid term amendments process	Munic Perf. Reg 13(4)(a-b)		
October 2015	Submit quarterly report to Internal Audit	Mun Plan and Perf Regs, 2001 14(1)c(ii)		
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
October 2015	Quarterly report to be adopted by Exco for period July - Sept 2015	MFMA 52(d)		
NOVEMBER -- 2015				
BUDGET PROCESS				
13 November 2015	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
30 November 2015	Table the status of the 16/17 budget to BSC		Chief Financial Officer	
IDP PROCESS				
November 2015	Strategic workshop with Plan Owners and Plan Representatives	MSA (35) (1)(a)		
PERFORMANCE MANAGEMENT PROCESS				
November 2015	Draft KPI's for the 2016/17 period	MSA 41 (e)		
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
November 2015	Update website with quarterly SDBIP Report	MFMA 53.3		
November 2015	Hold meetings to discuss SDBIP discrepancies and commence with the finalisation of the first draft	MFMA, Circular 13		
ANNUAL REPORT PROCESS				
30 November 2015	Update and amend Annual Report		Chief Financial Officer	
DECEMBER -- 2015				
BUDGET PROCESS				
14 December 2015	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
18 December 2015	Annual review of budget related policies (Tariff, Credit Control & Debt Management, Rates etc).	MFMA 21, 61(f)	Municipal Manager	
18 December 2015	Finalise inputs from bulk resource providers (and NERSA) and agree on proposed price increase	MFMA guidance	Chief Financial Officer	
IDP PROCESS				
December 2015	Prepare second draft 2016/17	MSA 34		
PERFORMANCE MANAGEMENT PROCESS				
December 2015	1st draft of the 2016/2017 scorecard received from Plan Owners			

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	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
December 2015	Final Draft of mid-term amendments for 15/16 scorecard	Mun. Plan. And Perf. Reg.11. (1)(2)		
ANNUAL REPORT PROCESS				
02 December 2015	Final Draft of the 2014/15 annual report to Municipal Manager			Handover by Auditor General
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
December 2015	1st Draft of new (2016/17) SDBIP received from plan owners	MFMA 54c		
JANUARY -- 2016				
BUDGET PROCESS				
14 January 2016	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
15 January 2016	Note the President's State of the Nation Address for further budget priorities	MFMA guidance	Municipal Manager	
22 January 2016	Review whether comments from National Treasury and SALGA have been received on proposed price increases of bulk resources.	MFMA guidance	Chief Financial Officer	
January 2016	Review and submit draft estimates report to senior management for perusal and comment			
January 2016	Second draft of the Draft Estimate Report	MFMA guidance		
22 January 2016	To table the Adjustments Budget and Mid year assessment to BSC		Chief Financial Officer	
25 January 2016	Adoption of amended budget related policies and update Council on the status of the budget	MFMA guidance		His Worship The Mayor
IDP PROCESS				
During January 2016	Complete second draft of 2016/17 IDP	MSA 34		
PERFORMANCE MANAGEMENT PROCESS				
January 2016	Commence Mid-year Individual Performance Review	MSA-Reg 28 (2006), MSA 45		
January 2016	Receive Mid term Scorecard report from Entities	MFMA 88(1)(a)		
25 January 2016	Municipal Manager to assess Performance of the Municipality and its entities for the first half of the financial year and submit report to Mayor, National Treasury and Provincial Treasury	MFMA 72, Reg.14 (1) (c) (i) (ii)		
January 2016	Submit Mid-Year Performance Report to Internal Audit	MSA 45, Mun Plan and Perf Regs, 2001 14(1)c(ii)		
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
January 2016	Submit quarterly oversight report to Exco for period Oct - Dec 2015	MFMA 52(d)		
January 2016	Access 2015/16 Performance for the first half of the financial year and submit report to Mayor, National Treasury and Provincial Treasury	MFMA 72, MFMA Bud Regs 35		
January 2016	Commence with IDP and SDBIP Alignment for 2016/17			
January 2016	Submission of draft SDBIP 2016/17 Mid-term Amendments to council and commence with public participation for 2015/16 SDBIP amendment process.	Mun Plan and Perf Reg.3 (4)(b)		

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	DETAILS	LEGISLATION	RESPONSIBILITY	
			OFFICIAL	COUNCILLOR
29th January 2016 (Within 5 working days of 25 January)	The Municipal Manager must make the mid-year budget & performance assessment public by placing on the municipal website	MFMA Budget Reg.34 (1)(2)		
By 31 January 2016	First draft of the new financial year SDBIP for review			
31 January 2016	Submit draft SDBIP to IDP			
ANNUAL REPORT PROCESS				
29 January 2016	Prepare for the public participation process of the annual report	MFMA 127	Municipal Manager	
29 January 2016	Table at council the annual report (including entities) and post on website	MFMA 127(2)		His Worship The Mayor
FEBRUARY – 2016				
BUDGET PROCESS				
12 February 2016	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
19 February 2016	Note National budget for provincial and national allocations to municipalities for incorporation into budget	MFMA guidance	Chief Financial Officer	
23 February 2016	Approval of Adjustments Budget - Tabled at Exco		Municipal Manager	
26 February 2016	Approval of Adjustments Budget - Tabled at Council			His Worship the Mayor
26 February 2016	Update the Draft Estimate Report	MFMA guidance	Chief Financial Officer	
IDP PROCESS				
February 2016	Meeting COGTA and Municipalities on IDP Submission and Assessment Process	MSA 31(a)(b)(c)(d)		
February 2016	Prepare third 2014 /2015 IDP draft based on public comment received from public participation	MSA 34		
PERFORMANCE MANAGEMENT PROCESS				
February 2016	Finalisation of Mid-term reviews for Senior Management	Performance Policy		
February 2016	Submit the Scorecard Mid-term amendment report to Treasury, for submission to council for adoption with the Adjustment Budget	Mun Plan and Perf Regulation 3 (3), MFMA (54)©		
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
February 2016	Update Website with quarterly SDBIP Report	MFMA 53.3		
February 2016	Submit the SDBIP Mid-term amendment report to Treasury, for submission to council for adoption with the Adjustments Budget	Mun Plan and Perf Regulation 3 (3)		
End of February 2016	Table the 2015/16 Adjustments budget in Council	MFMA 28		
ANNUAL REPORT PROCESS				
01 February 2016	Make public the Annual Report and invite local communities to submit representations.	MFMA 127(5)(a)	Chief Financial Officer	
05 February 2016	Submit the Annual Report to the Auditor General, Provincial Treasury and CoGTA.	MFMA 127(5)(b)	Chief Financial Officer	
MARCH – 2016				
BUDGET PROCESS				

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			OFFICIAL	COUNCILLOR
14 March 2016	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
04 March 2016	Place the Adjustments budget on the municipal website	MFMA 75 (1) a	Budget Officer	
04 March 2016	Submit the approved Adjustments Budget to Provincial and National Treasuries	MBRR 20 (1)	Budget Officer	
31 March 2016	Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three financial years	MFMA 37(2)	Municipal Manager	
31 March 2016	Provide notification of any transfers that will be made by the municipality to other municipalities in each of the next three financial years	MFMA 37(2)	Municipal Manager	
31 March 2016	Advertise in the local newspapers, the public hearings on the budget		Chief Financial Officer	
25 March 2016	Table Annual Budgets - BSC		Chief Financial Officer	
28 March 2016	Table Annual Budgets - Exco.	MFMA 16(2), 17, 87(3)	Municipal Manager	
31 March 2016	Table Annual Budgets - Council	MFMA 16(2), 17, 87(3)		His Worship The Mayor
IDP PROCESS				
31 March 2016	Draft 2016/17 to be tabled at Exco and Council for 'noting '	MSA 34	Municipal Manager	
31 March 2016	Draft 2016/17 to be submitted to MEC for assessment	MSA 31(a)(b)(c)(d)	Municipal Manager	
PERFORMANCE MANAGEMENT PROCESS				
31 March 2016	Publish adopted 2015/16 Scorecard Mid-term amendments on the website	MFMA 54 (3) MSA s25 (4)	IDP Manager	
31 March 2016	Community KPI review	MSA 42	IDP Manager	
31 March 2016	Submit reviewed 2016/17 KPIs and Targets to IDP Office	MSA 34	IDP Manager	
ANNUAL REPORT PROCESS				
31 March 2016	Preparation of an Oversight Report on the Annual Report	MFMA guidance	Chief Financial Officer	
31 March 2016	Council to adopt the Oversight Report after consideration of the 2014/15 Annual Report	MFMA 129(1)		His Worship The Mayor
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
31 March 2016	Submit Draft 2016/17 SDBIP to Treasury and to Mayor, to be tabled with Annual Budget	MFMA, Circular 13	Budget Officer	
Immediately after annual budget is tabled	Submit to National Treasury in both printed and electronic forms the draft SDBIP	Budget Regs S15	Budget Officer	
APRIL – 2016				
BUDGET PROCESS				
14 April 2016	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
08 April 2016	Place approved annual budget and policies on the municipal website	MFMA S75(1)(a) &(b)	Budget Officer	

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			OFFICIAL	COUNCILLOR
29 April 2016	Municipal hearings to be held on the Budgets	MFMA 23, MFMA guidance		His Worship The Mayor
29 April 2016	Confirm National and Provincial budget allocations	MFMA guidance	Budget Officer	
29 April 2016	Revise budget documents (DER) incorporating comments from National and Provincial Treasury and stakeholders	MFMA 68, MFMA guidance	Chief Financial Officer	
29 April 2016	Print and distribute all budget documents including draft SDBIP	MFMA guidance		
29 April 2016	Views of community and other stakeholders considered and amendments, if necessary, be made to budgets. Feedback to be incorporated into report prepared for Exco	MFMA 68, MFMA 23(1), (2) MFMA guidance	Municipal Manager	
25 April 2016	Budgets tabled at BSC		Chief Financial Officer	
IDP PROCESS				
30 April 2016	IDP Assessment by COGTA	MSA 31(a)(b)(c)(d)	IDP Manager	
PERFORMANCE MANAGEMENT PROCESS				
30 April 2016	Development of new KPI's for S57 employees		IDP Manager	
30 April 2016	Public hearings for 2016/17 Performance Information aligned to IDP Process	MSA 42, 44	IDP Manager	
30 April 2016	Quarterly report to Internal Audit	Mun Plan and Perf Regs, 2001 14(1)(c)(ii)	IDP Manager	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
30 April 2016	Submit quarterly oversight report to Exco for period Jan - Mar 2015	MFMA 52(d)	Chief Financial Officer	
08 April 2016	Submit the annual report and oversight report to the provincial legislature	MFMA 132(1) and (2)	Chief Financial Officer	
ANNUAL REPORT PROCESS				
11 April 2016	Adopted Oversight Report to be made public, 7 days after adoption and submit to Provincial Legislative	MFMA 129(3), 132(2)	Budget Officer	
MAY -- 2016				
BUDGET PROCESS				
13 May 2016	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
31 May 2016	Commence fourth 2016/17 IDP draft based on public comment from Regional/Cluster hearings and COGTA assessment feedback	MSA 34		
31 May 2016	Fourth draft 2016/17 IDP review to be completed	MSA 25(1)		
27 May 2016	Reviewed IDP draft 4 to be tabled at Exco	MSA 32 (1) (a)(b)(c)		
31 May 2016	Reviewed IDP draft 4 to be tabled at Council for adoption	MSA 28 (1)		
27 May 2016	Approval of final budgets - Tabled at Exco	MFMA 16(1), 24(2), 53(1)(c)(1)	Municipal Manager	
31 May 2016	Approval of final budgets - Tabled at Council			His Worship the Mayor
PERFORMANCE MANAGEMENT PROCESS				
Within 14 days after approval of the budget	Accounting officer to submit 2016/17 draft annual performance agreements to MSA S57 to the Mayor	MFMA S69 (3)		

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			OFFICIAL	COUNCILLOR
Within 28 days after the approval of the annual budget	The Mayor must ensure that the annual performance agreements are concluded in accordance with MSA S57	MFMA 53 (1)(c)		
ANNUAL REPORT PROCESS				
30 May 2016	Print and distribute bind copies of the annual report	MFMA guidance	Chief Financial Officer	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
Within 14 days after the approval of the annual budget	Submit the 2016/17 SDBIP to the Mayor	MFMA 69(3)(a)		
Within 28 days after the approval of the annual budget	Approval of 2016/17 SDBIP by Mayor	MFMA 53(1)(c)(ii)		
JUNE -- 2016				
BUDGET PROCESS				
14 June 2016	Submit monthly report on the budget to the mayor, provincial treasury and National Treasury within 10 working days of start of month	MFMA 71(1)	Budget Officer	
14 June 2016	Submit approved annual budget to provincial and National Treasury	MFMA 24(3)	Chief Financial Officer	
30 June 2016	Submit all bank account details to provincial treasury, National Treasury and the Auditor General	MFMA 9(b)	Chief Financial Officer	
SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN				
Within 10 working days after approval of SDBIP	Annual budget, supporting documentation, and resolutions are to be made public (SDBIP)	MFMA Budget Reg18		
June 2016	Submit draft SDBIP to the mayor	MFMA 69(3)(a)		
June 2016	Submit draft annual performance agreements for the next year to the mayor	MFMA 69(3)(b)		
June 2016	Performance agreements made public (website) within 14 days after approval of SDBIP - Copies must be submitted to the council and the MEC for local government in the province.	MFMA 53(3)(b)		
Within 10 days of approval of the Annual budget by Council	Within 10 days of approval of the plan by Mayor, submit to National Treasury in both printed and electronic forms the approved SDBIP	MFMA s24(3) Budget Regs S20(2) b		