



LAINGSBURG MUNICIPALITY

IDP and Time Schedule

2020/2021

## LIST OF ABBREVIATIONS

BSC	Budget Steering Committee
CFO	Chief Financial Officer
IDP	Integrated Development Plan
MBRR	Municipal Budget and Reporting Regulations
MFMA	Municipal Finance Management Act
MPPMR	Municipal Planning and Performance Management Regulations
MSA	Municipal Systems Act
NT	National Treasury
PT	Provincial Treasury

## 1. INTERGRATED TIME SCHEDULE FOR REVIEW OF THE IDP AND BUDGET FOR THE 2020/21 FINANCIAL YEAR:

MONTH	ACTIVITY/DELIVERABLE	RESPONSIBLE PERSON	LEGISLATIVE FRAMEWORK
JULY 2020	<ul style="list-style-type: none"> <li>Preparation of the draft IDP &amp; Budget Time Schedule</li> <li>Engagement with Budget office and PMS for alignment purposes</li> <li>Review participatory forums and mechanisms</li> </ul>	IDP	Accounting officer and senior officials begin planning for next three-year budget: MFMA Section 68, 77.
	<ul style="list-style-type: none"> <li>Approve and announce new budget schedules and set up committees / forums</li> <li>Consultation on Performance and changing needs</li> </ul>	Budget / IDP	Accounting officer and senior managers review options and contracts for service delivery MSA Section 76-81
	<ul style="list-style-type: none"> <li>Q1 District Public Participation and Communication Forum Virtual Meeting</li> </ul>	IDP / Public Participation	
	<ul style="list-style-type: none"> <li>Roll out of the SDBIP prepare section reports (Annual Performance report)</li> <li>Prepare / Review departmental sector plans for next financial year</li> <li>Preparing of Annual Performance Report (Section 46)</li> <li>Prepare and Submit Performance Agreements of Municipal Manager and senior Managers to the MEC and Municipal Websites</li> <li>Compile and submit Quarterly Performance Report for Q4 to Council</li> </ul>	PMS (IDP)	<p>Copies of such performance agreements must be submitted to the council and the MEC for local government in the province. MFMA Section 53(3)(b)</p> <p>MFMA Section 52 (d)</p>

AUGUST 2020			Section 34 of MSA
	<ul style="list-style-type: none"> <li>Follow up Q - 1 District Public Participation and Communication forum meeting</li> </ul>	IDP/PP	
	<ul style="list-style-type: none"> <li>IDP Steering Committee Meeting</li> </ul>	IDP/CFO	
	<ul style="list-style-type: none"> <li>District IDP Managers Forum Meeting (Virtual)</li> </ul>	IDP Managers	
	<ul style="list-style-type: none"> <li>Consult and Review performance and financial position</li> </ul>	Budget / CFO	
	<ul style="list-style-type: none"> <li>Table draft Annual Financial Statements to Audit committee for Compliance i.t.o Section 166 of the MFMA</li> <li>Submit to AG for auditing</li> </ul>	CFO	
	<ul style="list-style-type: none"> <li>Submission of Annual Performance Report (Section 46) prepared in terms of legislation to council</li> <li>Submit to AG for auditing</li> </ul>	PMS/CO/DCS	
	<ul style="list-style-type: none"> <li>Executive Mayor tables draft Time Schedule to Council for approval</li> <li>Advertise and submit approved Time schedule to DLG and Provincial Treasury</li> </ul>	Executive Mayor / MM/ IDP	

September 2020	<ul style="list-style-type: none"> <li>Q - 1 District coordinating Technical Forum meeting</li> </ul>	MM	<p>Budget office of the municipality determines revenue projections and proposed rates. Draft initial allocations for functions and departments for the next financial year after taking into account strategic objectives</p> <p>Engages with Provincial and National sector departments on sector specific programmes for alignment with municipal plans (schools, libraries, clinics, water, electricity, roads, ect.)</p>
	<ul style="list-style-type: none"> <li>Auditor General (AG) audit of performance measures</li> </ul>	PMS/CO	
	<ul style="list-style-type: none"> <li>Q - 1 Provincial IDP Managers Forum Meeting</li> </ul>	IDP	
	<ul style="list-style-type: none"> <li>Q - 1 District Coordinating Forum Meeting</li> </ul>	MM / Executive Mayor	
	<ul style="list-style-type: none"> <li>District CFO Forum</li> </ul>	All CFOs within the district	
	<ul style="list-style-type: none"> <li>Provincial CFO Forum</li> </ul>	All CFO's across the province	
	<ul style="list-style-type: none"> <li>Internal IDP &amp; Budget Steering Committee (Analysis)</li> </ul>	All Internal Departments	
	<ul style="list-style-type: none"> <li>IDP Representative Forum (Analysis)</li> </ul>	Sectoral / External Departments	
	<ul style="list-style-type: none"> <li>Review and update of the IDP Vision, Mission And Strategic Objectives and Values (If any change Public Participation to follow)</li> </ul>	IDP/MM/Mayor	
	<ul style="list-style-type: none"> <li>Integrate information from adopted sector plans for review</li> </ul>	IDP/Internal Departments	
	<ul style="list-style-type: none"> <li>Determine revenue projections and update policies and objectives</li> </ul>	MM / CFO / Senior Managers & IDP	
	<ul style="list-style-type: none"> <li>Final Evaluation of MM and Senior Managers</li> </ul>	PMS	
	<ul style="list-style-type: none"> <li>Launch of Laingsburg Community Safety Forum</li> </ul>	Community Services	

October 2020	<ul style="list-style-type: none"> <li>Wardforum (15 October 2020))</li> </ul>	IDP/PP	Develop objectives for priority issues and determine programmes to achieve strategic intent including the development of the strategic scorecard
	<ul style="list-style-type: none"> <li>Determine Revenue projections and policies</li> </ul>	CFO	
	<ul style="list-style-type: none"> <li>Q2 - CKDM IDP Managers (Virtual)</li> </ul>	IDP	
	<ul style="list-style-type: none"> <li>IDP Steering Committee (Feedback on situational analysis)</li> </ul>	IDP/CFO	
	<ul style="list-style-type: none"> <li>Integration of information from adopted sector plans into IDP Review</li> </ul>	IDP	
	<ul style="list-style-type: none"> <li>Internal engagements to prioritise needs for assistance from sector departments</li> </ul>	IDP / All internal departments	
	<ul style="list-style-type: none"> <li>Send priorities to sector departments</li> </ul>	IDP	
	<ul style="list-style-type: none"> <li>Draft initial allocations to functions</li> </ul>	CFO	
	<ul style="list-style-type: none"> <li>Compile and submit Quarterly Performance Report for Q1 to Council</li> </ul>	PMS /CO/ CFO	
	<ul style="list-style-type: none"> <li>Provide Community Needs/Priorities To HOD's for Comments</li> </ul>	IDP/PP/All HOD's	
November 2020	<ul style="list-style-type: none"> <li>Public Participation Engagements</li> </ul>	IDP/PP	Accounting Officer reviews and draft initial draft changes to IDP MSA Section 34
	<ul style="list-style-type: none"> <li>IDP Representative forum meeting</li> </ul>	IDP/Mayor	
	<ul style="list-style-type: none"> <li>Consolidation of budget and plans</li> </ul>	CFO	
	<ul style="list-style-type: none"> <li>Q - 2 District coordinating Technical Forum meeting</li> </ul>	MM	
	<ul style="list-style-type: none"> <li>Table of draft Annual report to Audit committee</li> </ul>	PMS	
	<ul style="list-style-type: none"> <li>Q - 2 District Public Participation &amp; Communication Forum Meeting</li> </ul>	IDP / PP	
	<ul style="list-style-type: none"> <li>Q - 2 District Coordinating forum meeting</li> </ul>	MM /Executive Mayor	
	<ul style="list-style-type: none"> <li>Q -2- Provincial Public Participation Forum Meeting</li> </ul>	IDP	
	<ul style="list-style-type: none"> <li>Strategic engagements (SIME) with municipalities on planning priorities and service delivery challenges, and DCF District Mayors present strategic and planning priorities &amp; service delivery challenges</li> </ul>	DLG	
	<ul style="list-style-type: none"> <li>Finalise Audit Report for the financial year</li> </ul>	IDP/MM/CFO	Auditor General return audit report (Due by 30 November 2020) MFMA 126(4)

			Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year`s performance as per audited financial statements.
<b>DECEMBER 2020</b>	<ul style="list-style-type: none"> <li>Internal IDP Steering Committee Comment on reviewed Municipal Strategies (Prioritize projects &amp; programmes)</li> </ul>	IDP/MM/CFO	
	<ul style="list-style-type: none"> <li>Q3 - Provincial IDP Managers Forum Meeting</li> </ul>	IDP	
	<ul style="list-style-type: none"> <li>Executive determines strategic choices for next three years and finalise tariff policies</li> </ul>	MM, CFO & Senior Managers	
	<ul style="list-style-type: none"> <li>Outline / Review municipal Strategic Objectives, KPAs, KPIs and Targets</li> </ul>	IDP / PMS / CO	
<b>JANUARY 2021</b>	<ul style="list-style-type: none"> <li>Prepare detailed budget and plans for next three years</li> </ul>	CFO	MFMA Section 36  Accounting officer finalises and submits to Mayor proposed IDP and Budget for the next three year.
	<ul style="list-style-type: none"> <li>Q - 3 District Coordinating Technical Forum Meeting</li> </ul>	MM	
	<ul style="list-style-type: none"> <li>Q - 3 District Coordinating Forum Meeting</li> </ul>	MM / Executive Mayor	
	<ul style="list-style-type: none"> <li>Compile and submit Quarterly Performance Report for Q2 to Council</li> </ul>	PMS / CO/CFO	
	<ul style="list-style-type: none"> <li>Mid-term / Midyear Report submitted to Mayor in terms of Section 72 of MFMA</li> </ul>	MM	
	<ul style="list-style-type: none"> <li>Midterm / midyear Report is published in the local newspaper and Mun. Website</li> </ul>	IDP/PMS/CO	
	<ul style="list-style-type: none"> <li>Table Draft Annual Report to Council</li> </ul>	Executive Mayor	

			<p>Accounting officer finalizes and submits to Mayor proposed IDP and Budget for next three years</p> <p>Within 10 working days after the municipal council has approved an adjustments budget, the municipal manager must make public the approved adjustments budget and supporting documentation, as well as the resolutions referred to in regulation 25(3). MBRR Regulation 26(1):</p>
<b>FEBRUARY 2021</b>	<ul style="list-style-type: none"> <li>Continuous Review of Municipal Strategic Objectives, KPAs, KPIs and Targets</li> </ul>	IDP/PMS/CFO	
	<ul style="list-style-type: none"> <li>Quarterly project implementation Report (for second quarter and Council to consider and adopt an Oversight report (Due 31 March)</li> </ul>	IDP/PMS/CFO/Internal Audit	
	<ul style="list-style-type: none"> <li>Q - 3 District Public Participation &amp; Communication Forum Meeting</li> </ul>	IDP / PP	
	<ul style="list-style-type: none"> <li>Council adopts Adjustment budget and SDBIP. Performance agreements to be adjusted and signed off by section 57 managers and MM and placed on municipal website</li> </ul>	MM/ IDP/PMS/CO/HR	
	<ul style="list-style-type: none"> <li>IDP Representative Forum Meeting</li> </ul>	External and Sector Departments	
	<ul style="list-style-type: none"> <li>Advertise Adjustment Budget and Mid-year Section 72 assessment in local newspapers</li> </ul>	PMS/CO/CFO	
	<ul style="list-style-type: none"> <li>Internal IDP Steering Committee (Alignment)</li> </ul>	IDP/MM	
	<ul style="list-style-type: none"> <li>Integration of Projects &amp; Programmes (IDP INDABA 2)</li> </ul>	DLG	
	<ul style="list-style-type: none"> <li>Q3 - District IDP Managers and IDP Representative forum meeting/s</li> </ul>	IDP/MM/Mayor	
	<ul style="list-style-type: none"> <li>District Coordinating Technical Forum Meeting</li> </ul>	MM	
	<ul style="list-style-type: none"> <li>Conclusion of Sector Plans for the next financial year</li> </ul>	IDP/ Senior Managers	
	<ul style="list-style-type: none"> <li>Make public Annual Report and invite community inputs into report</li> </ul>	DCS/ MM	



<b>MARCH 2021</b>	<ul style="list-style-type: none"> <li>Q - 4 Provincial IDP Managers Forum Meeting</li> </ul>	IDP	Accounting Officer publish budget and revisions to the IDP for public input Submit to NT and PT (MFMA Section 22 & 37) MSA Chapter 4
	<ul style="list-style-type: none"> <li>District Coordinating Forum Meeting</li> </ul>	MM/MAYOR	
	<ul style="list-style-type: none"> <li>Workshop draft IDP &amp; Budget with IDP/Budget Committee/Council</li> </ul>	IDP/CFO/ Executive Mayor/MM	
	<ul style="list-style-type: none"> <li>IDP &amp; Budget Steering committee for Finalization of IDP</li> </ul>	IDP / CFO	
	<ul style="list-style-type: none"> <li>Draft SDBIP for incorporation into draft IDP</li> </ul>	PMS / IDP	
	<ul style="list-style-type: none"> <li>Draft IDP and Budget approved by Council</li> </ul>	Executive Mayor / MM	
	<ul style="list-style-type: none"> <li>Section 57 Managers formal quarterly assessment</li> </ul>	MM / Council	
<b>APRIL 2021</b>	<ul style="list-style-type: none"> <li>Send and advertise approved Draft IDP and Budget documents to Minister, PT and NT, the public for inputs and comments</li> </ul>	Municipal Manager/ IDP	Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the result from third quarterly review of the current year
	<ul style="list-style-type: none"> <li>Public Participation meetings on the Draft IDP/Budget Documents (Roadshow)</li> </ul>	IDP/CFO	
	<ul style="list-style-type: none"> <li>Q - 4 District Public Participation &amp; communication Forum Meeting</li> </ul>	CKDM/IDP/PP	
	<ul style="list-style-type: none"> <li><b>Q - 4 District Coordinating Technical Forum Meeting</b></li> </ul>	MM	
	<ul style="list-style-type: none"> <li>Prepare Quarterly Performance Report (Section 52) for Q3 and submit to council</li> </ul>	PMS/CO/CFO	
	<ul style="list-style-type: none"> <li>Conclusion of Sector plans for inclusion in IDP</li> </ul>	Internal departments	
	<ul style="list-style-type: none"> <li><b>Q4 - District IDP Managers and IDP Representative forum meeting/s</b></li> </ul>	IDP/MAYOR/MM	

MAY 2021	<ul style="list-style-type: none"> <li>Review written comments in respect of the draft (advertised) IDP</li> </ul>	IDP/MM/Steering Committee/Council	Accounting officer assist the Mayor in preparing the final budget documentation for consideration for approval at least 30days before the start of the budget year taking into account consultative processes and any other new information of a material nature.
	<ul style="list-style-type: none"> <li>Q - 4 District Coordinating Forum Meeting</li> </ul>	MM / Legal Services / Executive Mayor	
	<ul style="list-style-type: none"> <li>Q-4 District IDP Managers forum and IDP Representative forum meeting</li> </ul>	IDP / MM	
	<ul style="list-style-type: none"> <li>Community inputs into organization KPIs and Target</li> </ul>	PMS / IDP / Strategic Support	
	<ul style="list-style-type: none"> <li>Final Adoption of IDP &amp; Budget by Municipal Council</li> </ul>	MM/IDP/CFO	
JUNE 2021	<ul style="list-style-type: none"> <li>Approval of Top Layer SDBIP</li> </ul>	Executive Mayor	Accounting officer submit to the mayor no later than 14days after approval of the budget a draft of the SDBIP and annual performance agreements required by Section 57 of the MSA  Section 57 (1)(b) MFMA Section 53 MSA Section 38-45
	<ul style="list-style-type: none"> <li>Submit copies of the IDP/Budget to the DLG and Advertise the IDP and Budget documents in the local newspaper</li> </ul>	IDP and CFO	
	<ul style="list-style-type: none"> <li>Q - 4 Provincial IDP Managers Forum meeting</li> </ul>	IDP	
	<ul style="list-style-type: none"> <li>Signing of performance agreements between MM and Section 57 Managers</li> <li>Submit copies of Performance Agreements to MEC</li> <li>Make public the performance agreements of the MM and Senior Manager (Municipal Website)</li> </ul>	MM/HR/PMS/IDP	
	<ul style="list-style-type: none"> <li>Submit copies of SDBIP to National and Provincial Treasury</li> </ul>	DCS/MM	
JULY 2021	<ul style="list-style-type: none"> <li>Prepare IDP &amp; Budget Time Schedule &amp; submit to district for the year 2021 / 2022</li> </ul>	IDP	
	<ul style="list-style-type: none"> <li>Performance Agreement signing of MM and Senior Managers</li> </ul>	PMS	
	<ul style="list-style-type: none"> <li>District IDP Managers &amp; DLG pre- planning on alignment of IDP/Budget time schedules</li> </ul>	IDP	

	<ul style="list-style-type: none"><li>District alignment workshop - IDP / PP / COMMUNICATION</li></ul>	IDP	
	<ul style="list-style-type: none"><li>Submit copies of the performance agreements of MM and Senior Managers to MEC and make public on municipal website</li></ul>	PMS / MM/HR	
	<ul style="list-style-type: none"><li>Compile and submit Quarterly Performance Report for Q4 to Council</li></ul>	PMS / IDP	
AUGUST 2021	<ul style="list-style-type: none"><li>District Public Participation and Communication forum meeting</li></ul>	CKDM IDP / PP	Submit to Auditor General (AG) in terms of MFMA S126(1)(a) due by 31 August
	<ul style="list-style-type: none"><li>IDP steering committee meeting, to discuss draft time schedule and identify gaps in the IDP Process</li></ul>	IDP	
	<ul style="list-style-type: none"><li>Table draft Time schedule to MAYCO for comments and recommendation</li></ul>	IDP	
	<ul style="list-style-type: none"><li>Consult and Review performance and financial position</li></ul>	CFO	
	<ul style="list-style-type: none"><li>Submit Q4 SDBIP reports for last quarter of financial year</li></ul>	PMS	
	<ul style="list-style-type: none"><li>Submission of Annual Performance Report prepared in terms of legislation</li></ul>	PMS	
	<ul style="list-style-type: none"><li>Q1 - District IDP Managers and IDP Representative forums</li></ul>	IDP/MM/MAYOR	
	<ul style="list-style-type: none"><li>Executive Mayor tables draft Time Schedule to Council for approval</li></ul>	MM / MAYOR	
	<ul style="list-style-type: none"><li>Submit annual financial statements and annual performance report to the Auditor- General for auditing</li></ul>	CFO	
	<ul style="list-style-type: none"><li>Advertise Time schedule</li></ul>	IDP	The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing. MSA Section 126(1)(a):

## 2. ADOPTION OF THE IDP / BUDGET BY COUNCIL

The Review IDP and Budget time schedule must be approved by Council by the 31 August 2020