



INTERGRATED  
DEVELOPMENT  
PLANNING AND  
BUDGET TIME  
SCHEDULE

2021/2022

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## 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 2021/22 FINANCIAL YEAR:

Month	Activity Deliverable	Responsible Person	Legislative Framework
Jul-2021	Prepare IDP & Budget Time Schedule	IDP	Accounting officer and senior officials begin planning for the next three-year budget: MFMA Section 68,77
	Performance Agreement signed of the MM and Senior Managers	PMS	
	District IDP Managers & DGL pre-planning on alignment of IDP/Budget time schedule	IDP	Accounting officer and senior managers review options and contracts for service delivery MSA Section 76-81
	District alignment workshop- IDP/PP/Communication	IDP	
	Submit copies of the performance agreements of the MM and Senior Managers to MEC and make public on municipal website	PMS/MM/HR	MFMA Section 53 (3)(b)
	Compile and submit Quarterly Performance Report for Q4 to Council	PMS/IDP	MFMA Section 52(d)
Aug-2021	Follow up Q1- District Pubic Participation and Communication forum meeting	IDP/PP	
	IDP Steering Committee Meeting	IDP/CFO	
	District IDP Managers Forum Meeting	IDP Manager	
	Consult and Review performance and Financial position	Budget/CFO	
	Table draft Annual Financial Statements to Council (before/on 31 August 2021)	CFO	

	Table draft Annual Financial Statements to Audit committee for Compliance i.t.o Section 166 of the MFMA	CFO	MFMA SECTION 126
	Submission of Annual Performance Report to council	PMS	Section 46
	Executive Mayor tables draft Time Schedule to Council for approval.	Sectoral/ External Departments	Section 21
	Advertise and submit approved Time Schedule to DLG and Provincial Treasury		
Sep-2021	Q1- District coordinating Technical Form meeting	MM	Budget office of the Municipality determines revenue projections and proposed rate. Draft initial allocations for functions and departments for the next financial year after taking into account strategic objectives
	AG audit of performance measures	PMS	
	Q1- Provincial IDP Meeting Managers Forum Meeting	IDP	
	Q1- District Coordinating Forum Meeting	MM/ Executive Mayor	
	District CFO Forum	All CFO's across the district	
	Provincial CFO Forum	All CFO's across the province	
	Internal IDP and Budget Steering Committee (Analysis)	All Internal Departments	Engages with Provincial and National sector departments on sector specific programmes for alignment with municipal plans
	IDP Representative Forum (Analysis) (15 Sep 2021)	Sectoral/ External Departments	
	Review and update of the IDP Vision, Mission and Strategic Objectives and Values (If any change Public Participation to follow)	IDP/ MM/ Mayor	
	Integrate information from adopted Sector plans for review	IDP/ Internal Departments	
Determine revenue projections and update policies and objectives	MM/ CFO/ Senior Manager and IDP		
Start with MSCOA Activities ( 1September 2021)	CFO/BUDGET Department		

	Public Participation (Sep- Oct)	Municipal & Provincial Reps./JDMA teams	Engagements with communities to determine priorities
	IDP INDABA (Sep- Oct)	Provincial & National Departments/ Municipalities/ Senior Officials and IDP	Project and Budget alignment and implementation of the IDP spheres of government using JDMA methodology
Oct-2021	Final Evaluation of MM and Senior Managers	PMS	Develop objectives for priority issues and determine programmes to achieve strategic intent including the development of the strategic scorecard
	Ward forum	IDP/PP	
	Determine Revenue projections and policies	CFO	
	Q2- CKDM IDP Managers	IDP	
	IDP Steering Committee (Feedback on situational analysis)	IDP/CFO	
	Integration of Information from adopted sector plans into the IDP	IDP	
	Internal engagements to prioritize needs for assistance from sector departments	IDP/All internal departments	
	Send priorities to sector departments	IDP	
	Draft initial allocations to functions	CFO	
	Provide Community Needs/Priorities to HOD's for Comments	PMS/HOD/IDP	
	Compile and submit Quarterly Performance Report for Q1 to Council	PMS	MFMA Section 52
	Table capital projects to MIG for funding (31 October 2021)	Infrastructure/CFO/MM	
Table new projects that was previous before council which had budget constrains			
Nov-2021	Public Participation Engagements	IDP/PP	Accounting Officer reviews and draft initial draft changes to the IDP MSA Section 34
	IDP Representative Forum Meeting	IDP/MAYOR	
	Consolidation of Budget and plans	CFO	

	Q2-District coordinating Technical Forum	MM		
	Table Annual Report to Audit Committee	PMS		
	Q2- District Public Participation & Communication Forum Meeting	IDP/PP		
	Q2- District Coordinating forum meeting	MM/MAYOR		
	Q2- Provincial Public Participation Forum Meeting	IDP		
	SIME with Municipalities on planning priorities and services delivery challenges, and DCF District Mayors present strategic and planning priorities and service delivery challenges	DLG		
	Finalise Audit Report for the Financial year	IDP/MM/CFO		AG return audit report (Due by 30 November 2021) MFMA 126(4)
	DCF Planning	Mayor/HOD		Strategic engagements with municipalities where District Mayor facilitate discussion at a scheduled DCF meeting present on Jobs, Safety and Dignity & Wellbeing using JDMA methodology
Dec-2021	Internal IDP Steering Committee Comments on reviewed Municipal Strategies (Prioritize projects and programmes)	IDP/ MM/ CFO	Accounting officer and senior officials consolidate and prepare proposed budget and plans for the next financial year taking into account previous year's performance as per audited financial statements	
	Q3- Provincial IDP Managers Forum Meeting	IDP		
	Executive determines strategic choices for the next three years and finalise the tariff policies	MM/ CFO and Senior Management		
	Outline/ Review municipal Strategic Objectives, KPA's, KPI's and Targets	IDP/PMS		

Jan-2022	Prepare detailed budget and plans for next three years	CFO	MFMA Section 36
	Q3- District Coordinating Technical Forum Meeting	MM	
	Q3- District Coordinating Forum Meeting	MM/Mayor	
	Compile and submit Quarterly Performance Report for Q2 to Council	PMS/CFO	MFMA Section 52
	Mid-year Report submitted to Mayor in terms of Section 72 of MFMA, published in the local newspaper and Municipal Website	Mayor/IDP/PMS	MFMA Section 72
	Table draft Annual Report to Council, published in the newspaper and invite community inputs	MM/IDP/PMS	MFMA SECTION 127
	Tabled draft Annual Report submitted to AG, Provincial Treasury & Dept. Local Government		
	PGMTEC 2	PT/DOTP/DEADP/DLG/EDP Horizontal Interface: HOD	Demonstrate the proposed impact of the budget. Responsiveness to priorities, credibility and sustainability of the MTEF bughet
Feb-2022	Continuous Review of Municipal Strategic Objectives, KPAs, KPIs and Targets	IDP/PMS/CFO	Accounting officer finalises and submits to Mayor proposed IDP and Budget for the next three years
	Quarterly project implementation Report for Q2 and Council to consider and adopt Oversight Report	IDP/PMS/Internal Audit	
	Q3- District Public Participation & Communication Forum Meeting	IDP/PP	
	Council adopt Adjustment Budget and SDBIP, published in local newspaper	MM/ IDP/ PMS/ HR	Within 10 working days after the municipal council has

	Performance Agreements to be adjusted and signed off by section57 managers and MM and placed on website		approved an adjustment budget the municipal manager must make public the approved adjustment budget and supporting documentation as well as the resolutions referred to in the regulation 25(3).
	IDP Representative Forum	External and Sector Departments	
	Internal IDP Steering Committee (Alignment)	PMS/CFO	
	Integration of Projects& Programmes (IDP INDABA2)	IDP/MM/Steering Committee/ Council	
	Q3- District IDP Managers and IDP Representative forum meeting	IDPMM/Mayor	
	District Coordinating Technical Forum Meeting	MM	
	Conclusion of the Sector plans for the next financial year	IDP/Senior Managers	
	TIME	PT/DLG/MM/CFO	Technical engagement, governance and mid-year budget assessments and services delivery risks
Mar-2022	Q4- Provincial IDP Managers Forum Meeting	IDP	Within 10 working days after the municipal council has approved an adjustment budget the municipal manager must make public the approved draft budget, draft IDP, and supporting documentation as well as the resolutions referred to in the regulation 25(3). Accounting Officer publish budget and revisions to the IDP for Public input. Submit to
	District Coordinating Forum Meeting	MM/Mayor	
	Workshop draft IDP and Budget with IDP/Budget Committee/Council	IDP/CFO/Mayor/MM	
	IDP and Budget Steering committee for Finalisation of IDP	IDP/CFO	
	Draft SDBIP for incorporation into draft IDP	PMS/IDP	
	Draft IDP and Budget approved by Council, send and advertise documents to Minister, PT and NT, make public for inputs and comments. (31 March 2022)	Mayor/MM/IDP	



	Section 57 Managers formal quarterly assessment	MM/Council	National Treasury an Provincial Treasury (MFMA Section 22 & 37) MSA Chapter4
Apr-2022	Q4 District Public Participation communication Forum meeting	CKDM/IDP/PP	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
	Q4-District Coordinating Technical Forum	MM	
	Prepare Quarterly Performance Report Q3 and submit to council	PMS/CFO	
	Conclusion of the Sector plans for inclusion in the IDP	Internal departments	
	Q4- District IDP Managers and IDP Representative forum Meeting	IDP/Mayor/MM	
	LGMTEC IDP & BUDGET Assessment	Provincial Departments and Municipalities	Joint assessment of co-budgeting
May-2022	Public Participation meetings on the Draft IDP/Budget Documents (Roadshow)	IDP/CFO	Within 10 working days after the municipal council has approved an adjustment budget the municipal manager must make public the approved adjustment budget and supporting documentation as well as the resolutions referred to in the regulation 25(3). Accounting officer assist the Mayor in preparing the final budget documentation for consideration for approval at least 30days before the start of
	Review written comments in respect of the draft (advertised) IDP	IDP/MM/Steering Committee/ Council	
	Q4-District Coordinating Forum Meeting	MM/ Legal Service/ Mayor	
	Q4- District IDP Managers forum and IDP Representative forum meeting	IDP/Mayor	
	Community inputs into organisation KPIs and target	PMS/IDP/Strategic Support	

	Final Adoption of IDP & Budget by the Municipal Council (before 31 MAY 2022)	MM/IDP/CFO	the budget year taking into account consultative processes and any other new information of a material nature
Jun-2022	Approval of Top Layer SDBIP	Mayor	Accounting officer submit to the mayor no later than 14 days after the approval of the budget a draft SDBIP and annual performance agreements required by Section 57 of the MSA
	Submit copies of the IDP/Budget to the DLG and Advertise the IDP and Budget documents in the local newspaper	IDP/CFO	
	Q4- Provincial IDP Managers Forum Meeting	MM/HR/PMS/IDP	
	Signing of performance agreements between MM and Section 57 Manager	MM /HR / PMS / IDP	
	Submit copies of Performance Agreements to MEC		Section 57(1)
	Make public the performance agreements of the MM and Senior Managers	PMS/MM	MSA Section 38-45
	Submit copies of SDBIP to the National and Provincial Treasury		Finalisation of Municipal Single Support, job, safety and dignity & wellbeing
	Implementation Plan District/Metro	Provincial Departments/ Mun./HOD/ Senior official/MM	
Jul-2022	Prepare IDP & Budget Time Schedule and submit to district for the year 2022/2023	IDP	Accounting officer and senior officials begin planning for the next three-year budget: MFMA Section 68,77
	Performance Agreement signed of MM and Senior Managers	PMS	
	District IDP Managers & DGL pre-planning on alignment of IDP/Budget time schedule	IDP	Accounting officer and senior managers review options and

	District alignment workshop- IDP/ PP/ Communication	IDP	contracts for service delivery MSA Section 76-81
	Compile and submit Quarterly Performance Report for Q4 to the Council	PMS/IDP	MFMA Section 52
Aug-2022	District Public Participation and Communication forum meeting	CKDM IDP/ PP	Submit to AG in term of MFMA section 125(1)(a) due by 31August
	IDP Steering committee meeting, to discuss draft time schedule and identify gaps in the gaps in the IDP Process	IDP	
	Table draft Time schedule to MAYCO for comments and recommendation	IDP	
	Consult and review performance and financial position	CFO	
	Submit Q4 SDBIP reports for the last quarter of financial year	PMS	
	Submission of Annual Performance Report prepared in terms of the legislation	PMS	
	Q1-District IDP Managers and IDP Representative forums	IDP/ MM/ MAYOR	
	Executive Mayor tables draft Time Schedule to the Council for approval and advertise	MM/ Mayor/ IDP	

	Submit annual financial statements and annual performance report to the AG for auditing	CFO	The Accounting officer of the Municipality must prepare the annual financial statements of the Municipality and, within two months after the end of the financial year which those statements relate, submit the statements to the AG for Auditing. MSA section 126(1)(a)
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## 2. ADOPTION OF THE IDP / BUDGET BY COUNCIL

The IDP and Budget time schedule was approved by Council by the 31 March 2022.