



INTERGRATED  
DEVELOPMENT  
PLANNING AND  
BUDGET TIME  
SCHEDULE

2023/2024

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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 2023/24 FINANCIAL YEAR:

Month	Activity Deliverable	Responsible Person	Legislative Framework
Jul-2023	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-2023	Q1- District Pubic Participation and Communication forum meeting	IDP/PP	MFMA SECTION 126
	IDP Steering Committee Meeting	IDP/CFO	
	District IDP Managers Forum Meeting	IDP Manager	
	Consult and Review performance and Financial position	Budget/CFO	
	Table Annual Financial Statements to Audit committee for Compliance i.t.o Section 166 of the MFMA	CFO	

	Submission of Annual Performance Report to AG	PMS	Section 46	
	Executive Mayor tables draft Time Schedule to Council for approval. (31 August 2023)	Sectoral/ External Departments	Section 21	
	Advertise and submit approved Time Schedule to DLG and Provincial Treasury			
Sep-2023	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- 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		
	IDP Representative Forum (Analysis) (21 Sep 2023)	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		Engages with Provincial and National sector departments on sector specific programmes for alignment with municipal plans
	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 ( 1 September 2022)	CFO/BUDGET Department			
Oct-2023	Public Participation (Sep- Oct)	Municipal & Provincial Reps./JDMA teams	Engagements with communities to determine priorities	
	Final Evaluation of MM and Senior Managers	PMS	Develop objectives for priority issues and determine programmes to achieve strategic intent including the	
	Ward forum	IDP/PP		
	Determine Revenue projections and policies	CFO		
	Q2- CKDM IDP Managers	IDP		

	IDP Steering Committee (Feedback on situational analysis)	IDP/CFO	development of the strategic scorecard
	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 2022)	Infrastructure/CFO/MM	
	Table new projects that was previous before council which had budget constrains		
Nov-2023	Public Participation Engagements	IDP/PP	Accounting Officer reviews and draft initial draft changes to the IDP MSA Section 34
	IDP Representative Forum Meeting (23 Nov 2023)	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 2022) 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-2023	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
	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-2024	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		
Feb-2024	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  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).
	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	
	Performance Agreements to be adjusted and signed off by section57 managers and MM and placed on website		
	IDP Representative Forum (22 Feb 2024)	External and Sector Departments	
	Internal IDP Steering Committee (Alignment)	PMS/CFO	
	Integration of Projects & Programmes	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
March 24	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 with supporting documents approved by Council, send and advertise documents to Minister, PT and NT, make public for inputs and comments. (31 March 2024)	Mayor/MM/IDP	
	Section 57 Managers Mid-Year assessment	MM/Council	
Apr-2024	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-2024	Public Participation meetings on the Draft IDP/Budget Documents (Roadshow)	IDP/CFO	<p>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 30 days before the start of the budget year taking into account consultative processes and any other new information of a material nature</p>
	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 and supporting documents by the Municipal Council (before 31 MAY 2024)	MM/IDP/CFO	
Jun-2024	Approval of Top Layer SDBIP	Mayor	<p>Accounting officer submit to the mayor no later than 14days after the approval of the budget a draft SDBIP and annual performance agreements required by Section 57 of the MSA</p> <p>Section 57(1)</p>
	Submit copies of the IDP/Budget to the DLG and Advertise the IDP and Budget documents in the local newspaper	IDP/CFO	
	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		

	Make public the performance agreements of the MM and Senior Managers		MSA Section 38-45
	Submit copies of SDBIP to the National and Provincial Treasury	PMS/MM	
	Implementation Plan District	Provincial Departments/ Mun./HOD/ Senior official/MM	
Jul-2024	Prepare IDP & Budget Time Schedule and submit to district for the year 2024/2025	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 opinions and contracts for service delivery MSA Section 76-81
	District alignment workshop- IDP/ PP/ Communication	IDP	
	Compile and submit Quarterly Performance Report for Q4 to the Council	PMS/IDP	
Aug-2024	District Public Participation and Communication forum meeting	CKDM IDP/ PP	Submit to AG in term of MFMA section 125(1)(a) due by 31 August
	IDP Steering committee meeting, to discuss draft time schedule and identify gaps in the IDP Process	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)

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

The IDP and Budget time schedule must be approved by Council by the 31 August 2023.