

2020/2021

**CEDERBERG MUNICIPALITY
DRAFT IDP/PMS/BUDGET TIME SCHEDULE**



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1. INTRODUCTION

The South African Constitution (Section 152 and 153) has given local government (municipalities) major developmental responsibilities which mandates them to conduct municipal planning in order to ensure a better quality of life for all the country's citizens. This role of local government includes delivery of basic services, economic development and eradication of poverty. To be able to perform this role effectively, municipalities must plan accordingly.

The IDP/PMS/Budget Time Schedule 2020-2021 is set with a planned timeframe which provides key dates for the year under review (2020/2021 financial year). The Municipal Financial Management Act 56 of 2003 Section 21 mandates municipalities to develop and approve a Time Schedule 10 Months in advance for the following financial year i.e. 2020-2021.

2. LEGAL

The way in which the IDP process will be undertaken is outlined in this time schedule in which [all] municipalities must prepare. The Local Government: Municipal Planning and Performance Management Regulation 2001, provides elaborately on the contents of the IDP and the processes the Municipality must subject the IDP process into when doing its development or review.

Section 29 (1) of the Municipal Systems Act 32 of 2000 outlines the process to be followed as:

“The process to be followed by a municipality to draft its Integrated Development Plan, including its consideration and adoption of the draft plan, must-

- (a) Be in accordance with a predetermined programme specifying time-frames for the different steps;
- (b) Through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for-
 - (i) The local community to be consulted on its development needs and priorities;
 - (ii) The local community to participate in the drafting of the integrated development plan; and
 - (iii) Organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;

- (c) Provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- (d) Be consistent with any other matter that may be prescribed by regulation.”

Section 21 (1) of the Municipal Finance Management Act (MFMA) indicates that:

“The Mayor of a municipality must:

- At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for
 - The preparation, tabling and approval of the annual budget;
 - The annual review of –
 - a. The integrated development plan in terms of section 34 of the Municipal Systems Act; and
 - b. The budget related policies.
 - The tabling and adoption of any amendment to the integrated development plan and the budget related policies; and
 - The consultative processes forming part of the processes referred to subparagraph (i), (ii) and (iii)” – herein first three sub bullets (denoted as -).

3. PURPOSE OF THE IDP/PMS/BUDGET TIME SCHEDULE

The purpose of the Time Schedule is to indicate the various planned activities and strategies on which the municipality will embark to compile its IDP/PMS/Budget for the 2020-2021 period. It provides a timeous operational framework outlining the manner in which the IDP/PMS/Budget process will be undertaken. In addition, it identifies the activities in the process around the key statutory annual operational processes of the budget and IDP compilation, performance management and the adoption of the municipality’s annual report

The IDP and Budget processes are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and budget related policies and the final budget are mutually consistent and credible. Credibility refers to the municipality’s ability and capacity to spend and deliver services in accordance with its approved budget. The process creates its own dynamics since it encompasses the involvement of external role-players and interest groups. It therefore requires accurate logistical planning and arrangements of engagement session to ensure that the process is implemented in accordance with the approved schedule. However, experiences have taught us that deviation from the approved schedule may occur due to unforeseen circumstances which are beyond the control of the Cederberg Council and administration. This would therefore require adjustment to the timeframes to ensure that the execution of the process remains practical and that all legislative requirements are adhered to.

The following diagram depicts the process of the Integrated Development Plan of Cederberg Municipality:



It is for this reason that the Time Schedule provides key dates for the following:

- Annual IDP Review/Amendment
- Annual Budget Review
- Annual Report
- SDBIP

4. IDP/PMS/BUDGET TIME SCHEDULE 2020/2021

FINAL TIME SCHEDULE FOR IDP REVIEW PROCESS 2020/2021

NO	ACTIVITY/TASK	RESPONSIBLE OFFICIAL	TARGET DATES		
			IDP	BUDGET	PMS
JULY 2019					
1	Make public the projections, targets and indicators as set out in the SDBIP (no later than 10 days after the approval of the SDBIP)	IDP/PMS			10/07/2019
2	Make public the performance agreements of the Municipal Manager and senior managers (no later than 14 days after the approval of the SDBIP)				10/ 07/2019
3	Submit monthly report on the budget for period ending 30 June 2019 within 10 working days to the Executive Mayor	Manager Budget		12/07/2019	
4	Submit Draft IDP/Budget Process Plan/Time Schedule to Mayoral Committee		25/07/2019		
AUGUST 2019					
5	Advertise Draft IDP/Budget Process Plan/Time Schedule for Public Comments		05/08/2019		
6	2018/2019 4 th Quarter Performance (Section 52) Report tabled to Council	IDP/PMS			29/08/2019
7	Submit monthly report on the budget for period ending 31 July 2019 within 10 working days to the Executive Mayor	Manager Budget		15/08/2019	
8	Table Final IDP/PMS/Budget Time Schedule for approval by Council	IDP/PMS	29/08/2019		

9	Table Annual Performance Report and Annual Financial Statements to Council	IDP/PMS		29/08/2019	29/08/2019
10	Submit the Annual Performance Report and Annual Financial Statements to the Auditor-General	IDP/PMS CFO		30/08/2019	30/08/2019
SEPTEMBER 2019					
11	Submit IDP/Budget key deadlines to Provincial Government and West Coast District Municipality	IDP/PMS	02/09/2019		
12	Advertisement of IDP/PMS/Budget Time Schedule on website/local newspaper/notice boards	IDP/PMS	06/09/2019		
13	Make public the 4 th Quarter 2018/2019 Performance Report	IDP/PMS			06/09/2019
14	Submit the 4th Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government	IDP/PMS			06/09/2019
15	Provincial IDP Managers Forum	IDP/PMS	05&06/09/2019		
16	Submit monthly report on the budget for period ending 31 August 2019 within 10 working days to the Executive Mayor	Manager Budget		13/09/2019	
17	IDP Meetings with Ward Committees	IDP/PMS & Public Participation	11-30/09/2019		
OCTOBER 2019					
18	Submit 1 st Quarter Performance Report (Section 52) to Mayoral Committee	IDP/PMS			24/10/2019
19	Submit monthly report on the budget for period ending 30	Manager Budget		14/10/2019	

	September 2019 within 10 working days to the Executive Mayor				
NOVEMBER 2019					
20	Make public the 1 st Quarter Performance Report				07/11/2019
21	Submit the 1 st Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government				07/11/2019
22	Submit monthly report on the budget for period ending 31 October 2019 within 10 working days to the Executive Mayor	Manager Budget		14/11/2019	
DECEMBER 2019					
23	Provincial IDP Managers Forum	IDP/PMS	05&06/12/2019		
24	Submit monthly report on the budget for period ending 30 November 2019 within 10 working days to the Executive Mayor	Manager Budget		13/12/2019	
JANUARY 2020					
25	Submit monthly report on the budget for period ending 31 December 2019 within 10 working days to the Executive Mayor	Manager Budget		15/01/2020	
26	Submit Mid-Year Performance Assessment Report to Executive Mayor	IDP/PMS			24/01/2020
27	Submit Mid-Year Budget Assessment to Executive Mayor	CFO		22/01/2020	
28	Submit 2nd Quarter Performance Report to Council	IDP/PMS			30/01/2020

29	Table Draft Annual Report 2018/2019 to Council	Municipal Manager			30/01/2020
30	Submit Mid-Year Budget and Performance Report to Council	IDP/PMS CFO			30/01/2020
31	Submit Mid-Year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government	Municipal Manager			30/01/2020
32	Submit the 2 nd Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government				30/01/2020
FEBRUARY 2020					
33	Make public the Annual Report for comments	IDP/PMS			07/02/2020
34	Make public the Mid-Year Budget and Performance report	Municipal Manager			07/02/2020
35	Make public the 2nd Quarter Performance Report				07/02/2020
36	Submit monthly report on the budget for period ending 31 January 2020 within 10 working days to the Executive Mayor	Manager Budget		14/02/2020	
37	Council considers and adopts 2019/20 Adjustment Budget and potential revised 2019/20 SDBIP	Municipal Manager		27/02/2020	27/02/2020
MARCH 2020					
38	Advertise the approved 2019/20 Adjustments Budget and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days)	Manager Budget		06/03/2020	

39	Provincial IDP Managers Forum	IDP/PMS	27&28/02/2020		
40	Submit monthly report on the budget for period ending 28 February 2020 within 10 working days to the Executive Mayor	Manager Budget		13/03/2020	
41	Budget Steering Committee Meeting	CFO		23/03/2020	
42	Table Draft IDP / BUDGET/ SDBIP to Council	Municipal Manager	31/03/2020	31/03/2020	31/03/2020
43	Table Oversight Report to Council	Municipal Manager			31/03/2020
APRIL 2020					
44	Submit the draft IDP to West Coast District Municipality	IDP/PMS	03/04/2020		
45	Submit the draft IDP, SDBIP and budget to Department of Local Government, National and Provincial Treasury	IDP/PMS CFO	03/04/2020	03/04/2020	03/04/2020
46	Advertise the Draft IDP, SDBIP, budget and other required documents and provide at least 21 days for public comments and submissions	IDP/PMS CFO	03/04/2020	03/04/2020	03/04/2020
47	Make public the Oversight Report within 7 days of its adoption (MFMA-Sec129)	IDP/PMS			09/04/2020
48	Submit the Annual Report and Oversight Report to the provincial legislature as per circular (MFMA-Sec 132)	IDP/PMS			09/04/2020
49	Submit monthly report on the budget for period ending 31	Manager Budget		16/04/2020	

	March 2020 within 10 working days to the Executive Mayor				
50	Community Road Shows to consult the Draft IDP, SDBIP and Budget	IDP/PMS CFO	16-30/04/2020	16- 30/04/2020	16- 30/04/2020
MAY 2020					
51	Closing of comments and representations on the Draft IDP and Budget	IDP/PMS & CFO	08/05/2020	08/05/2020	
52	Submit monthly report on the budget for period ending 30 April 2020 within 10 working days to the Executive Mayor	Manager Budget		14/05/2020	
53	Budget Steering Committee Meeting	CFO		15/05/2020	
54	MAYCO meeting to approve Revised IDP And the budget (at least 30 days before the start of the budget year)	Municipal Manager	25/05/2020	25/05/2020	
55	Submit 3 rd Quarter Performance Report to Council	IDP/PMS			28/05/2020
56	Council to adopt Revised IDP and the budget (at least 30 days before the start of the budget year)	Municipal Manager	28/05/2020		
JUNE 2020					
57	Provincial IDP Managers Forum	IDP/PMS	04 & 05/06/2020		
58	Make Public the 3 rd Quarter Performance Report				05/06/2020
59	Place the IDP, multi-year budget, all budget-related documents	IDP/PMS	04 &	04 &	

	and all budget-related policies on the website	CFO	05/06/2020	05/06/2020	
60	Submit a copy of the revised IDP to the MEC for LG (within 10 days of the adoption of the plan)	IDP/PMS	09/06/2020	09/06/2020	
61	Submit approved Budget to National and Provincial Treasuries (both printed and electronic formats)	CFO	09/06/2020	09/06/2020	
62	Submit a copy of the revised IDP to West Coast District Municipality	IDP/PMS	09/06/2020		
63	Submit the 3 rd Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government				09/06/2020
64	Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan) and budget (within 10 working days)	IDP/PMS CFO	11/06/2020	11/06/2020	
65	Submit to the Executive Mayor the SDBIP and performance agreements for the budget year (no later than 14 days after the approval of an annual budget)	Municipal Manager			12/06/2020
66	Submit monthly report on the budget for period ending 31 May 2020 within 10 working days to the Executive Mayor	Manager Budget		11/06/2020	
67	Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after approval of the budget)	Municipal Manager			28/06/2019
68	Place the performance agreements on the website	IDP/PMS			28/06/2020
69	Submit copies of the performance agreements to Council and the MEC for Local Government as well as the national minister responsible for local government (within 14 days after concluding the employment contract and performance agreements)	IDP/PMS			

JULY 2020

70	Submit the SDBIP to National and Provincial Treasury within 10 working days of the approval of the plan			10/07/2020	
71	Make public the projections, targets and indicators as set out in the SDBIP (no later than 10 days after the approval of the SDBIP)	IDP/PMS			10/07/2020
72	Make public the performance agreements of the Municipal Manager and senior managers (no later than 14 days after the approval of the SDBIP)	IDP/PMS			10/07/2020