

IDP/PMS/BUDGET TIME SCHEDULE



2024/25



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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 2023-2024 is set with a planned timeframe which provides key dates for the year under review (2024/2025 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. 2024-2025.

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 2024-2025 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

Note: It should be noted that performance are updated on a monthly bases between the 15 and 20th of each month in order to monitor the performance of the municipality

4. IDP/PMS/BUDGET TIME SCHEDULE (In preparation for 2024/2025 IDP and Budget Process)

TIME SCHEDULE FOR IDP REVIEW PROCESS

NO	ACTIVITY/TASK	RESPONSIBLE OFFICIAL	TARGET DATES		
			IDP	BUDGET	PMS
AUGUST 2023					
1	2022/2023 4 th Quarter Performance (Section 52) Report tabled to Council	IDP/PMS			31/08/2023
2	Submit monthly report on the budget for period ending 31 July 2023 within 10 working days to the Executive Mayor	CFO		31/08/2023	
3	Table Final Process Plan and IDP/PMS/Budget Time Schedule for approval by Council	IDP/PMS	31/08/2023		
4	Table Annual Performance Report and Annual Financial Statements to Council	IDP/PMS		31/08/2023	31/08/2023
5	Submit the Annual Performance Report and Annual Financial Statements to the Auditor-General	IDP/PMS CFO		31/08/2023	31/08/2023
6	Table Annual Performance Report and Annual Financial Statements to Council	IDP/PMS		31/08/2023	31/08/2023
7	Submit the Annual Performance Report and Annual Financial Statements to the Auditor-General	IDP/PMS CFO		31/08/2023	31/08/2023
SEPTEMBER 2023					
8	Submit Process Plan & IDP/Budget key deadlines to Provincial Government and West Coast District Municipality	IDP/PMS	01/09/2023		
9	Advertisement of Process Plan & IDP/PMS/Budget Time Schedule on website/local newspaper/notice boards	IDP/PMS	07/09/2023		

10	Make public the 4 th Quarter 2022/2023 Performance Report	IDP/PMS			07/09/2023
11	Submit the 4th Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government	IDP/PMS			07/09/2023
12	Provincial Public Participation Forum	IDP/PMS			
13	Submit monthly report on the budget for period ending 31 August 2023 within 10 working days to the Executive Mayor	Manager Budget		14/09/2023	
14	Performance Evaluations Senior Managers	Municipal Manager & IDP/PMS			22/09/2023
15	Ward Committee consultation sessions on IDP/Public engagements	IDP/PMS & Public Participation	08-30/09/2023		
OCTOBER 2023					
16	Submit 1 st Quarter Performance Report (Section 52) to Mayoral Committee	IDP/PMS			20/10/2023
17	Submit monthly report on the budget for period ending 30 September 2023 within 10 working days to the Executive Mayor	Manager Budget		13/10/2023	
NOVEMBER 2023					
18	Make public the 1 st Quarter Performance Report				03/11/2023
19	Submit the 1 st Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government				03/11/2023
20	Submit monthly report on the budget for period ending 31 October 2023 within 10 working days to the Executive Mayor	Manager Budget		14/11/2023	

21	Strategic Workshop with Council	Municipal Manager	22/11/2023		
DECEMBER 2023					
22	Provincial IDP Managers Forum	IDP/PMS	07&08/12/2023		
	Provincial Public Participation Forum Meeting	IDP/PMS	07&08/12/2023		
23	Submit monthly report on the budget for period ending 30 November 2023 within 10 working days to the Executive Mayor	Manager Budget		14/12/2023	
JANUARY 2024					
24	Submit monthly report on the budget for period ending 31 December 2023 within 10 working days to the Executive Mayor	Manager Budget		15/01/2024	
25	Submit Mid-Year Performance Assessment Report to Executive Mayor	IDP/PMS			25/01/2024
26	Submit Mid-Year Budget Assessment to Executive Mayor	CFO		25/01/2024	
27	Submit 2nd Quarter Performance Report to Council	IDP/PMS			31/01/2024
28	Table Draft Annual Report 2022/2023 to Council	Municipal Manager			31/01/2024
29	Submit Mid-Year Budget and Performance Report to Council	IDP/PMS CFO			31/01/2024
30	Submit Mid-Year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government	Municipal Manager			31/01/2024
31	Submit the 2 nd Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government				31/01/2024

FEBRUARY 2024					
32	Make public the Annual Report for comments	IDP/PMS			08/02/2024
33	Make public the Mid-Year Budget and Performance report	Municipal Manager			08/02/2024
34	Make public the 2nd Quarter Performance Report				08/02/2024
35	Mid-Year Performance Evaluations Senior Managers	Municipal Manager			09/02/2024
36	Submit monthly report on the budget for period ending 31 January 2024 within 10 working days to the Executive Mayor	Manager Budget		14/02/2024	
37	Council considers and adopts 2023/24 Adjustment Budget and potential revised 2023/24 SDBIP	Municipal Manager		28/02/2024	28/02/2024
MARCH 2024					
38	Advertise the approved 2023/24 Adjustments Budget and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days)	Manager Budget		13/03/2024	
39	Submit monthly report on the budget for period ending 29 February 2024 within 10 working days to the Executive Mayor	Manager Budget		14/03/2024	
40	Budget Steering Committee Meeting	CFO		15/03/2024	
41	Table Draft IDP / BUDGET/ SDBIP & SDF to Council	Municipal Manager	28/03/2024	28/03/2024	28/03/2024
42	Table Oversight Report to Council	Municipal Manager			28/03/2024
APRIL 2024					

43	Submit the draft IDP, SDBIP and budget to Department of Local Government, National, Provincial Treasury and West Coast District Municipality	IDP/PMS CFO	02/04/2024	02/04/2024	23/04/2024
44	Advertise the Draft IDP, SDBIP, budget, SDF and other required documents and provide at least 21 days for public comments and submissions	IDP/PMS CFO	02/04/2024	02/04/2024	02/04/2024
45	Make public the Oversight Report within 7 days of its adoption (MFMA-Sec129)	IDP/PMS			9/04/2024
46	Submit the Annual Report and Oversight Report to the provincial legislature as per circular (MFMA-Sec 132)	IDP/PMS			9/04/2024
47	Submit monthly report on the budget for period ending 31 March 2024 within 10 working days to the Executive Mayor	Manager Budget		15/04/2024	
48	Consult the Draft IDP, SDBIP and Budget with the Ward Committee	IDP/PMS CFO	08-29/04/2024	08-29/04/2024	08-29/04/2024
MAY 2024					
49	Closing of comments and representations on the Draft IDP, Budget & SDF	IDP/PMS & CFO	08/05/2024	08/05/2024	
50	Submit monthly report on the budget for period ending 30 April 2024 within 10 working days to the Executive Mayor	Manager Budget		15/05/2024	
51	Budget Steering Committee Meeting	CFO		17/05/2024	
52	MAYCO meeting to recommend the Revised IDP And the budget to Council (at least 30 days before the start of the budget year)	Municipal Manager	10/05/2024	10/05/2024	
53	Submit 3 rd Quarter Performance Report to Council	IDP/PMS			30/05/2024
54	Council to adopt Revised IDP, Budget	Municipal	30/05/2024	30/05/2024	

	(at least 30 days before the start of the budget year)	Manager			
JUNE 2024					
55	Provincial IDP Managers Forum	IDP/PMS	06 & 07/06/2024		
56	Make Public the 3 rd Quarter Performance Report				03/06/2024
57	Place the IDP, multi-year budget, all budget-related documents and all budget-related policies on the website	IDP/PMS CFO	03/06/2024	03/06/2024	
58	Submit a copy of the revised IDP to the MEC for LG (within 10 days of the adoption of the plan)	IDP/PMS	07/06/2024	07/06/2024	
59	Submit approved Budget to National and Provincial Treasuries (both printed and electronic formats)	CFO	07/06/2024	07/06/2024	
60	Submit a copy of the revised IDP to West Coast District Municipality	IDP/PMS	07/06/2024		
61	Submit the 3 rd Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government				06/06/2024
62	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	06/06/2024	06/06/2024	
63	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			14/06/2024
64	Submit monthly report on the budget for period ending 31 May 2024 within 10 working days to the Executive Mayor	Manager Budget		14/06/2024	
65	Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within	Municipal Manager			28/06/2024

	28 days after approval of the budget)				
66	Place the performance agreements on the website	IDP/PMS			28/06/2024
67	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			28/06/2024
JULY 2024					
68	Submit the SDBIP to National and Provincial Treasury within 10 working days of the approval of the plan			12/07/2024	
69	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			12/07/2024
70	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			12/07/2024
71	Submit monthly report on the budget for period ending 30 June 2024 within 10 working days to the Executive Mayor	Manager Budget		12/07/2024	
AUGUST 2024					
72	2023/2024 4 th Quarter Performance (Section 52) Report tabled to Council	IDP/PMS			30/08/2024
73	Submit monthly report on the budget for period ending 31 July 2024 within 10 working days to the Executive Mayor	Manager Budget		15/08/2024	
74	Table Final IDP/PMS/Budget Time Schedule	IDP/PMS	30/08/2024		

	for approval by Council				
75	Table Annual Performance Report and Annual Financial Statements to Council	IDP/PMS		30/08/2024	30/08/2024
76	Submit the Annual Performance Report and Annual Financial Statements to the Auditor-General	IDP/PMS CFO		30/08/2024	30/08/2024