

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 2024-2025 is set with a planned timeframe which provides key dates for the year under review (2025/26 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. 2025/26.

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 2025/26 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 2025/26 IDP and Budget Process)

TIME SCHEDULE FOR IDP REVIEW PROCESS

| NO | ACTIVITY/TASK | RESPONSIBLE OFFICIAL | TARGET DATES | | |
|-----------------------|--|----------------------|--------------|------------|------------|
| | | | IDP | BUDGET | PMS |
| AUGUST 2024 | | | | | |
| 1 | 2023/24 4 th Quarter Performance (Section 52) Report tabled to Council | IDP/PMS | | 26/08/2024 | 30/08/2024 |
| 2 | Submit monthly report on the budget for period ending 31 July 2024 within 10 working days to the Executive Mayor | CFO | | 15/08/2024 | |
| 3 | Table Final Process Plan and IDP/PMS/Budget Time Schedule for approval by Council | IDP/PMS | 30/08/2024 | | |
| 4 | Table Annual Performance Report and Annual Financial Statements to Council | IDP/PMS | | 26/08/2024 | 30/08/2024 |
| 5 | Submit the Annual Performance Report and Annual Financial Statements to the Auditor-General | IDP/PMS CFO | | 30/08/2024 | 30/08/2024 |
| 6 | Table Annual Performance Report and Annual Financial Statements to Council | IDP/PMS | | 26/08/2024 | 30/08/2024 |
| 7 | Submit the Annual Performance Report and Annual Financial Statements to the Auditor-General | IDP/PMS CFO | | 30/08/2024 | 30/08/2024 |
| SEPTEMBER 2024 | | | | | |
| 8 | Submit Process Plan & IDP/Budget key deadlines to Provincial Government and West Coast District Municipality | IDP/PMS | 01/09/2024 | | |
| 9 | Advertisement of Process Plan & IDP/PMS/Budget Time Schedule on website/local newspaper/notice boards | IDP/PMS | 06/09/2024 | | |

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| 10 | Make public the 4 th Quarter 2023/24 Performance Report | IDP/PMS | | | 06/09/2024 |
| 11 | Submit the 4th Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government | IDP/PMS | | | 06/09/2024 |
| 12 | Provincial Public Participation Forum | IDP/PMS | | | |
| 13 | Submit monthly report on the budget for period ending 31 August 2024 within 10 working days to the Executive Mayor | Manager Budget | | 13/09/2024 | |
| 14 | Performance Evaluations Senior Managers | Municipal Manager & IDP/PMS | | | 20/09/2024 |
| 15 | Ward Committee consultation sessions on IDP/Public engagements | IDP/PMS & Public Participation | 08-30/09/2024 | | |
| OCTOBER 2024 | | | | | |
| 16 | Submit 1 st Quarter Performance Report (Section 52) to Council | IDP/PMS | | 30/10/2024 | 30/10/2024 |
| 17 | Submit monthly report on the budget for period ending 30 September 2024 within 10 working days to the Executive Mayor | Manager Budget | | 14/10/2024 | |
| 18 | Submit the 1 st Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government | Manager Budget | | 21/10/2024 | |
| NOVEMBER 2024 | | | | | |
| 19 | Make public the 1 st Quarter Performance Report | | | | 01/11/2024 |
| 20 | Submit monthly report on the budget for period ending 31 October 2024 within 10 working days to the Executive Mayor | Manager Budget | | 14/11/2024 | |

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|----------------------|--|-------------------|---------------|------------|------------|
| 21 | Strategic Workshop with Council | Municipal Manager | 22/11/2024 | | |
| DECEMBER 2024 | | | | | |
| 22 | Provincial IDP Managers Forum | IDP/PMS | 07&08/12/2024 | | |
| | Provincial Public Participation Forum Meeting | IDP/PMS | 07&08/12/2024 | | |
| 23 | Submit monthly report on the budget for period ending 30 November 2024 within 10 working days to the Executive Mayor | Manager Budget | | 13/12/2024 | |
| JANUARY 2025 | | | | | |
| 24 | Submit monthly report on the budget for period ending 31 December 2024 within 10 working days to the Executive Mayor | Manager Budget | | 15/01/2025 | |
| 25 | Submit Mid-Year Performance Assessment Report to Executive Mayor | IDP/PMS | | | 25/01/2025 |
| 26 | Submit Mid-Year Budget Assessment to Executive Mayor | CFO | | 25/01/2025 | |
| 27 | Submit 2nd Quarter Performance Report to Council | IDP/PMS | | | 31/01/2025 |
| 28 | Table Draft Annual Report 2023/24 to Council | Municipal Manager | | | 31/01/2025 |
| 29 | Submit Mid-Year Budget and Performance Report to Council | IDP/PMS CFO | | 29/01/2025 | 29/01/2025 |
| 30 | Submit Mid-Year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government | Municipal Manager | | | 29/01/2025 |
| 31 | Submit the 2 nd Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government | | | 22/01/2025 | 22/01/2025 |

| FEBRUARY 2025 | | | | | |
|----------------------|---|-------------------|------------|------------|------------|
| 32 | Make public the Annual Report for comments | IDP/PMS | | | 07/02/2025 |
| 33 | Make public the Mid-Year Budget and Performance report | Municipal Manager | | | 07/02/2025 |
| 34 | Make public the 2nd Quarter Performance Report | | | | 07/02/2025 |
| 35 | Mid-Year Performance Evaluations Senior Managers | Municipal Manager | | | 10/02/2025 |
| 36 | Submit monthly report on the budget for period ending 31 January 2025 within 10 working days to the Executive Mayor | Manager Budget | | 14/02/2025 | |
| 37 | Council considers and adopts 2024/25 Adjustment Budget and potential revised 2024/25 SDBIP | Municipal Manager | | 26/02/2025 | 26/02/2025 |
| MARCH 2025 | | | | | |
| 38 | Advertise the approved 2024/25 Adjustments Budget and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days) | Manager Budget | | 12/03/2025 | |
| 39 | Submit monthly report on the budget for period ending 28 February 2025 within 10 working days to the Executive Mayor | Manager Budget | | 14/03/2025 | |
| 40 | Budget Steering Committee Meeting | CFO | | 18/03/2025 | |
| 41 | Table Draft IDP / BUDGET/ SDBIP & SDF to Council | Municipal Manager | 31/03/2025 | 31/03/2025 | 31/03/2025 |
| 42 | Table Oversight Report to Council | Municipal Manager | | | 31/03/2025 |
| APRIL 2025 | | | | | |

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|-----------------|--|----------------------|---------------|---------------|---------------|
| 43 | Submit the draft IDP, SDBIP and budget to Department of Local Government, National, Provincial Treasury and West Coast District Municipality | IDP/PMS CFO | 03/04/2025 | 01/04/2025 | 01/04/2025 |
| 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 | 03/04/2025 | 01/04/2025 | 01/04/2025 |
| 45 | Make public the Oversight Report within 7 days of its adoption (MFMA-Sec129) | IDP/PMS | | | 07/04/2025 |
| 46 | Submit the Annual Report and Oversight Report to the provincial legislature as per circular (MFMA-Sec 132) | IDP/PMS | | | 07/04/2025 |
| 47 | Submit monthly report on the budget for period ending 31 March 2025 within 10 working days to the Executive Mayor | Manager Budget | | 14/04/2025 | |
| 48 | Consult the Draft IDP, SDBIP and Budget with the Ward Committee | IDP/PMS CFO | 07-31/04/2025 | 07-31/04/2025 | 07-31/04/2025 |
| MAY 2025 | | | | | |
| 49 | Closing of comments and representations on the Draft IDP, Budget & SDF | IDP/PMS & CFO | 08/05/2025 | 08/05/2025 | |
| 50 | Submit monthly report on the budget for period ending 30 April 2025 within 10 working days to the Executive Mayor | Manager Budget | | 15/05/2025 | |
| 51 | Budget Steering Committee Meeting | CFO | | 20/05/2025 | |
| 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 | 09/05/2025 | 22/05/2025 | |
| 53 | Submit 3 rd Quarter Performance Report to Council | IDP/PMS | | | 28/05/2025 |
| 54 | Council to adopt Revised IDP, Budget | Municipal | 30/05/2025 | 28/05/2025 | |

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| | (at least 30 days before the start of the budget year) | Manager | | | |
| JUNE 2025 | | | | | |
| 55 | Provincial IDP Managers Forum | IDP/PMS | 07 & 06/06/2025 | | |
| 56 | Make Public the 3 rd Quarter Performance Report | | | | 03/06/2025 |
| 57 | Place the IDP, multi-year budget, all budget-related documents and all budget-related policies on the website | IDP/PMS CFO | 03/06/2025 | 13/06/2025 | |
| 58 | Submit a copy of the revised IDP to the MEC for LG (within 10 days of the adoption of the plan) | IDP/PMS | 06/06/2025 | 13/06/2025 | |
| 59 | Submit approved Budget to National and Provincial Treasuries (both printed and electronic formats) | CFO | 06/06/2025 | 13/06/2025 | |
| 60 | Submit a copy of the revised IDP to West Coast District Municipality | IDP/PMS | 06/06/2025 | | |
| 61 | Submit the 3 rd Quarter Performance Report to Provincial Treasury, National Treasury and Department of Local Government | | | | 06/06/2025 |
| 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 | 06/06/2025 | 13/06/2025 | |
| 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 | | | 13/06/2025 |
| 64 | Submit monthly report on the budget for period ending 31 May 2025 within 10 working days to the Executive Mayor | Manager Budget | | 13/06/2025 | |
| 65 | Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within | Municipal Manager | | | 30/06/2025 |

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| | 28 days after approval of the budget) | | | | |
| 66 | Place the performance agreements on the website | IDP/PMS | | | 30/06/2025 |
| 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 | | | 30/06/2025 |
| JULY 2025 | | | | | |
| 68 | Submit the SDBIP to National and Provincial Treasury within 10 working days of the approval of the plan | | | 11/07/2025 | |
| 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 | | | 11/07/2025 |
| 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 | | | 11/07/2025 |
| 71 | Submit monthly report on the budget for period ending 30 June 2025 within 10 working days to the Executive Mayor | Manager Budget | | 14/07/2025 | |
| AUGUST 2025 | | | | | |
| 72 | 2024/2025 4 th Quarter Performance (Section 52) Report tabled to Council | IDP/PMS | | | 29/08/2025 |
| 73 | Submit monthly report on the budget for period ending 31 July 2025 within 10 working days to the Executive Mayor | Manager Budget | | 14/08/2025 | |
| 74 | Table Final IDP/PMS/Budget Time Schedule | IDP/PMS | | 29/08/2025 | |

| | | | | | |
|----|---|----------------|--|------------|------------|
| | for approval by Council | | | | |
| 75 | Table Annual Performance Report and Annual Financial Statements to Council | IDP/PMS | | 29/08/2025 | 29/08/2025 |
| 76 | Submit the Annual Performance Report and Annual Financial Statements to the Auditor-General | IDP/PMS CFO | | 29/08/2025 | 29/08/2025 |