

CENTRAL KAROO

DISTRICT MUNICIPALITY
DISTRIKSMUNISIPALITEIT
UMASIPALA WESITHILI



IDP & BUDGET TIME SCHEDULE

2023/24

“WORKING TOGETHER IN DEVELOPMENT AND GROWTH”

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1. LIST OF ABBREVIATIONS

| | |
|-------|---|
| BSC | Budget Steering Committee |
| MM | Municipal Manager |
| CFO | Chief Financial Officer |
| IDP | Integrated Development Plan |
| PP | Public Participation |
| PMS | Performance Management System |
| BTO | Budget and Treasury Office |
| 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 |
| CKD | Central Karoo District |
| CKDM | Central Karoo District Municipality |
| BWM | Beaufort West Municipality |
| PAM | Prince Albert Municipality |
| LBM | Laingsburg Municipality |
| DLG | Department of Local Government |
| MEC | Member of Executive Council |

2. INTERGRATED TIME SCHEDULE FOR REVIEW OF THE IDP AND BUDGET FOR THE 2023/24 FINANCIAL YEAR: -

| MONTH | ACTIVITY | RESPONSIBLE PERSON | LEGISLATIVE FRAMEWORK | |
|------------------|--|---|--|---|
| JULY 2023 | | | | |
| JULY 2023 | <ul style="list-style-type: none"> Preparation of the draft IDP & Budget Time Schedule. Engagement with Budget office and PMS for alignment purposes. Review participatory forums and mechanisms. MINMAY: PLANNING - District Mayors present strategic and planning priorities & service delivery challenges. | IDP / Budget / PMS | Section 21 of the Local Government: Municipal Finance Management Act, No. 56 of 2003 Local Government: Municipal Systems Act, No. 32 of 2000 Accounting Officer and senior officials begin planning for the next three-year budget. Section 68, 77 of the Local Government: Municipal Finance Management Act, No. 56 of 2003 | |
| | <ul style="list-style-type: none"> District alignment | CKDM / LBM / BWM / PAM | Accounting Officer and senior managers review options and contracts for service delivery. | |
| | <ul style="list-style-type: none"> Approve and announce new budget schedules and set up committees / forums. Consultation on Performance and changing needs. | Budget | Local Government: Municipal Finance Management Act, No. 56 of 2003 | |
| | <ul style="list-style-type: none"> Roll out of the SDBIP. Prepare / Review departmental sector plans for next financial year. Preparing Annual Performance Report (Section 46). Prepare and submit performance agreements of municipal manager and senior managers to the MEC and municipal website. Conclude performance agreements with all staff Compile and submit Q4 performance and budget implementation report to Council. | PMS / Budget | Section 75(1)(b) of the Local Government: Municipal Systems Act, No. 32 of 2000 Local Government: Municipal Systems Act, No. 32 of 2000, Municipal Staff Regulations Section 52 (d) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 | |
| | AUGUST 2023 | | | |
| | AUGUST 2023 | <ul style="list-style-type: none"> Q1 District Public Participation and Communication forum | IDP / PP | |
| | | <ul style="list-style-type: none"> CKDM IDP Steering Committee Meeting | MM / CFO / Executive Mayor | Section 24 of the Local Government: Municipal Systems Act, No. 32 of 2000 |
| | | <ul style="list-style-type: none"> CKD IDP Managers Forum | IDP | |
| | | <ul style="list-style-type: none"> Consult and review performance and financial position | CFO | |
| | | <ul style="list-style-type: none"> Executive Mayor tables draft IDP and Budget time schedule to Council for approval | Executive Mayor | Section 34 of the Local Government: Municipal Systems Act, No. 32 of 2000 |
| | <ul style="list-style-type: none"> Audit and Performance Committee Meeting | Internal Audit | | |

| MONTH | ACTIVITY | RESPONSIBLE PERSON | LEGISLATIVE FRAMEWORK |
|-----------------------|---|---------------------------------------|--|
| | | | Section 21(b) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 |
| | <ul style="list-style-type: none"> Submit annual financial statements and annual performance report to the Auditor- General for auditing | CFO | Section 46(1)(a) of the Local Government: Municipal Systems Act, No. 32 of 2000 Section 126(2)(b) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 |
| | <ul style="list-style-type: none"> Municipal Council meeting | Speaker | |
| SEPTEMBER 2023 | | | |
| SEPTEMBER 2023 | <ul style="list-style-type: none"> Q1 District Coordinating Technical Forum (DCFTech) meeting. | MM / Legal Services / Executive Mayor | |
| | <ul style="list-style-type: none"> Auditor General (AG) audit of performance measures. | AG | |
| | <ul style="list-style-type: none"> Submit adopted time schedule with Council resolution to MEC DLG, National Treasury and Provincial Treasury. | Strategic Support Services | |
| | <ul style="list-style-type: none"> Advertise Time Schedule | Strategic Support Services | |
| | <ul style="list-style-type: none"> Q1 District Coordinating Forum (DCF) Meeting. | MM & Executive Mayor | Section 24 of the Local Government: Municipal Systems Act, No. 32 of 2000 |
| | <ul style="list-style-type: none"> District CFO Forum | CKDM CFO and Local Municipalities | |
| | <ul style="list-style-type: none"> Provincial CFO Forum | Provincial CFO's | |
| | <ul style="list-style-type: none"> Prince Albert Public Participation Process | BWM IDP | |
| | <ul style="list-style-type: none"> LLM Public Participation Process | LBM IDP | Engages with Provincial and National sector departments on sector specific programmes for alignment with municipal plans (schools, libraries, clinics, water, electricity, roads, etc. |
| | <ul style="list-style-type: none"> CKDM IDP Steering Committee Meeting | MM / CFO / Senior Managers & IDP | |
| | <ul style="list-style-type: none"> Review and update of the IDP Vision, Mission and Strategic Objectives and Values | MM / Strategic Support Services | Section 24 of the Local Government: Municipal Systems Act, No. 32 of 2000 |
| | <ul style="list-style-type: none"> Integration session of adopted sector plans for review | IDP / Sector Champions | |
| | <ul style="list-style-type: none"> Determine revenue projections and update policies and objectives | MM / CFO / IDP / Senior Managers | |
| | <ul style="list-style-type: none"> Final Evaluation of MM and Section 57 Managers | Strategic Support Services | Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, R805 of 2006 |
| OCTOBER 2023 | | | |
| OCTOBER 2023 | <ul style="list-style-type: none"> Determine Revenue projections and policies. | CFO | Section 24 of the Local Government: Municipal Systems Act, No. 32 of 2000 |
| | <ul style="list-style-type: none"> Q2 - CKD IDP Managers Forum Meeting. | IDP | |

| MONTH | ACTIVITY | RESPONSIBLE PERSON | LEGISLATIVE FRAMEWORK |
|----------------------|---|---|--|
| | <ul style="list-style-type: none"> CKDM IDP Steering Committee Meeting (Feedback on situational analysis). | MM & Executive Mayor | Develop objectives for priority issues and determine programmes to achieve strategic intent including the development of the strategic scorecard |
| | <ul style="list-style-type: none"> Integration of information from adopted sector plans into IDP Review. | IDP / Sector Champions | |
| | <ul style="list-style-type: none"> Internal engagements to prioritize needs and assistance from sector departments | Strategic Support Services / All internal departments | |
| | <ul style="list-style-type: none"> Send priorities to sector departments – JDA Process | IDP | |
| | <ul style="list-style-type: none"> Draft initial allocations to functions. | CFO | |
| | <ul style="list-style-type: none"> Audit and Performance Committee Meeting | Internal Audit | |
| | <ul style="list-style-type: none"> Compile and submit Q1 performance report to Council | PMS / CFO | |
| | <ul style="list-style-type: none"> Public / Community IDP Awareness & Participation Engagements | CKDM PP & Officials including Locals | |
| | <ul style="list-style-type: none"> Ward Forum – Laingsburg Municipality | LBM – IDP / PP | |
| NOVEMBER 2023 | | | |
| NOVEMBER 2023 | <ul style="list-style-type: none"> Q2 CKDM IDP Representative and Managers Forum | IDP / Sector Departments | Section 24 of the Local Government: Municipal Systems Act, No. 32 of 2000 |
| | <ul style="list-style-type: none"> Consolidation of budget and plans | CFO | Accounting Officer reviews and draft initial changes to IDP MSA Section 34 |
| | <ul style="list-style-type: none"> Q2 District Coordinating Technical Forum (DCF) meeting. | MM / Legal Services | |
| | <ul style="list-style-type: none"> Q2 District Public Participation & Communication Forum Meeting | CKDM IDP / PP | |
| | <ul style="list-style-type: none"> Beaufort West Public Participation Process | BWM IDP | |
| | <ul style="list-style-type: none"> Q2 District Coordinating Forum (DCF) Meeting. | MM & Executive Mayor | Section 24 of the Local Government: Municipal Systems Act, No. 32 of 2000 |
| | <ul style="list-style-type: none"> Strategic engagements (SIME) with municipalities | DLG | |
| | <ul style="list-style-type: none"> Finalise Audit Report for the financial year | AG | Auditor General return audit report (Due by 30 November 2019) |
| | <ul style="list-style-type: none"> Audit and Performance Committee Meeting | Internal Audit | Section 126 (4) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 |

| MONTH | ACTIVITY | RESPONSIBLE PERSON | LEGISLATIVE FRAMEWORK |
|----------------------|---|---|---|
| DECEMBER 2023 | | | |
| DECEMBER 2023 | • CKDM IDP Steering Committee Meeting (Comment on reviewed Municipal Strategies (Prioritize projects & programmes)) | MM / Strategic Support Services / Executive Mayor | Section 24 of the Local Government: Municipal Systems Act, No. 32 of 2000 |
| | • Provincial IDP Managers Forum | IDP | Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year's performance as per audited financial statements |
| | • Executive determines strategic direction for next three years and finalise tariff policies | CKDM Senior Management | |
| | • Outline / Review municipal Strategic Objectives, KPAs, KPIs and Targets | CKDM Senior Management / Strategic Support | |
| JANUARY 2024 | | | |
| JANUARY 2024 | • Prepare detailed budget and plans for next three years and organogram review with full costing | BTO | Section 36 of the Local Government: Municipal Finance Management Act, No. 56 of 2003 |
| | • Q3 District Coordinating Technical Forum (DCFTech) | MM / Legal Services | Section 52 (d) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 |
| | • Q3 District Coordinating Forum (DCF) | MM & Executive Mayor | |
| | • Compile and submit Quarterly Performance Report for Q2 to Council | PMS | |
| | • Compile and submit Audit Action Plan to the AG and Audit Committee | CFO | Section 72 of the Local Government: Municipal Finance Management Act, No. 56 of 2003 |
| | • Mid-term / Midyear Report submitted to Mayor in terms of Section 72 of MFMA | CFO / PMS | |
| | • Draft initial allocations to functions | CFO | |
| | • Audit and Performance Committee Meeting | Internal Audit | Section 72 of the Local Government: Municipal Finance Management Act, No. 56 of 2003 |
| | • Midterm / mid-year Report is published in the local newspaper and Website | CKDM Senior Management | |
| | • Review of Municipal Organogram | MM | |
| | • Table Draft Annual Report to Council | MM | Section 21 (a) of the Local Government: Municipal Systems Act, No. 32 of 2000 |
| | FEBRUARY 2024 | | |
| FEBRUARY 2024 | • Continuous Review of Municipal Strategic Objectives, KPAs, KPIs and Targets | IDP | Review of policies and budget plans. |
| | • Q3 District Public Participation & Communication Forum | CKMD IDP / PP | |
| | • Consolidation of budget and plans | CFO | |

| MONTH | ACTIVITY | RESPONSIBLE PERSON | LEGISLATIVE FRAMEWORK |
|-------------------|--|---------------------------------------|--|
| | <ul style="list-style-type: none"> Council adopts Adjustment budget and SDBIP. Performance agreements to be adjusted and signed off by section 57 managers and MM and placed on municipal website | MM / Strategic Support Services / PMS | Section 129 (1) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 |
| | <ul style="list-style-type: none"> Advertise Adjustment Budget and Mid-year Section 72 assessment in local newspapers | Strategic Support Services / CFO | Within 10 working days after the municipal council has approved an adjustments budget, the municipal manager must make public the approved adjustments budget and supporting documentation, as well as the resolutions referred to in regulation 25(3). MBRR Regulation 26(1): |
| | <ul style="list-style-type: none"> CKDM IDP Steering Committee Meeting (Alignment) | MM / CFO / Executive Mayor | Accounting officer finalizes and submits to Mayor proposed IDP and Budget for next three years and organogram as well as policies. |
| | <ul style="list-style-type: none"> Integration of Projects & Programmes (JDA Approach) | DLG | |
| | <ul style="list-style-type: none"> Q3 - CKD IDP Managers and Representative Forum | IDP / MM | |
| | <ul style="list-style-type: none"> Conclusion of Sector Plans for the next financial year | CKDM Management | |
| | <ul style="list-style-type: none"> Make public Annual Report and invite community inputs into report | MM | Section 127 of the Local Government: Municipal Finance Management Act, No. 56 of 2003 Section 21 (a) of the Local Government: Municipal Systems Act, No. 32 of 2000 |
| MARCH 2024 | | | |
| MARCH 2024 | <ul style="list-style-type: none"> Presentation of draft IDP to council | IDP / Strategic Support Services | Accounting officer publish budget and revisions to the IDP for public inputs. |
| | <ul style="list-style-type: none"> Q3 District Coordinating Forum (DCF) Meeting. | MM & Executive Mayor | Submit to NT and PT (Section 22&37 of the Local Government: Municipal Finance Management Act, No. 56 of 2003), Chapter 4 of the Local Government: Municipal Systems Act, No. 32 of 2000 |
| | <ul style="list-style-type: none"> Workshop draft IDP & Budget, organogram, policies and delegations with Council | Mayor / MM / CFO | |
| | <ul style="list-style-type: none"> CKDM IDP Steering Committee Meeting | MM / CFO / Executive Mayor | Accounting officer finalizes and submits to Mayor proposed IDP and Budget for next three years |
| | <ul style="list-style-type: none"> Draft the Service Delivery and Budget Implementation Plan for inclusion in the Integrated Development Plan | PMS / Strategic Support Services | Section 26 of the Local Government: Municipal Systems Act, No. 32 of 2000 |
| | <ul style="list-style-type: none"> Draft IDP and Budget and organogram, policies and delegations for approval by Council | Executive Mayor / MM | Section 28(1) of the Local Government: Municipal Systems Act, No. 32 of 2000 Section 16(1) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 |
| | <ul style="list-style-type: none"> Mid-Year Evaluation of MM and Section 57 Managers | Strategic Support | Local Government: Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, R805 of 2006 |

| MONTH | ACTIVITY | RESPONSIBLE PERSON | LEGISLATIVE FRAMEWORK |
|---|---|---------------------------------------|--|
| APRIL 2024 | | | |
| APRIL 2024 | • Send Draft IDP to Minister, PT and NT | MM | Section 32 (1) of the Local Government: Municipal Systems Act, No. 32 of 2000 Section 29(1)(b) of the Local Government: Municipal Systems Act, No. 32 of 2000 Section 22(a) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 Sections 22 and 23 of the Local Government: Municipal Finance Management Act, No. 56 of 2003 Accounting Officer assist the Mayor in revising the budget. Section 52 (d) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 |
| | • Advertise IDP and Budget document for public Inputs and Comments | Strategic Support Services | |
| | • Q4 District Public Participation & Communication Forum | CKDM IDP / PP | |
| | • PAM Public Participation Process | PAM – IDP / PP | |
| | • LBM Public Participation Process | LLM– IDP / PP | |
| | • BWM Public Participation Process | BWM– IDP / PP | |
| | • CKDM IDP Steering Committee Meeting. Finalisation of draft IDP & Budget documents | MM / CFO / Executive Mayor | |
| | • Audit and Performance Committee Meeting | Internal Audit | |
| | • Q4 District Coordinating Technical Forum (DCFTEch) | MM / Legal Services | |
| | • Compile and submit Quarterly Performance Report for Q2 to Council. | PMS / CFO | |
| • Conclusion of Sector plans for inclusion in IDP | Internal departments | | |
| MAY 2024 | | | |
| MAY 2024 | • Review written comments in respect of the draft (advertised) IDP | IDP / Strategic Support | Section 23,24 of the Local Government: Municipal Finance Management Act, No. 56 of 2003 Chapter 4 of the Local Government: Municipal Systems Act, No. 32 of 2000 Section 24 of the Local Government: Municipal Systems Act, No. 32 of 2000 Section 28(1) of the Local Government: Municipal Systems Act, No. 32 of 2000 Section 16(1) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 |
| | • Q4 District Coordinating Forum | MM & Executive Mayor | |
| | • Q4 CKD IDP Managers and IDP Representative Forum | MM / Strategic Support Services / IDP | |
| | • Community inputs into organization KPIs and Target | Strategic Support Services | |
| | • Municipal Council Meeting | Speaker | |
| | • Final Adoption of IDP & Budget, organogram and policies by Municipal Councils | MM | |
| | • Final Adoption of IDP & Budget, organogram and policies by Municipal Councils | MM | |
| JUNE 2024 | | | |
| JUNE 2022 | • Approval of Top Layer SDBIP | Executive Mayor | Section 69(3) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 Section 22 and 75(1)(2) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 |
| | • Advertise the IDP and Budget documents in the local newspaper | Strategic Support Services IDP / CFO | |

| MONTH | ACTIVITY | RESPONSIBLE PERSON | LEGISLATIVE FRAMEWORK |
|-------|---|----------------------------|---|
| | <ul style="list-style-type: none"> Provincial IDP Managers Forum | IDP | Section 21A and 21B of the Local Government: Municipal Systems Act, No. 32 of 2000 Section 24 of the Local Government: Municipal Systems Act, No. 32 of 2000 |
| | <ul style="list-style-type: none"> Send IDP document to MEC DLG and PT | Strategic Support Services | |
| | <ul style="list-style-type: none"> Audit and Performance Committee Meeting | Internal Audit | |

3. ADOPTION OF THE IDP / BUDGET TIME SCHEDULE BY COUNCIL

The Reviewed IDP and Budget Time Schedule must be approved by the respective Councils by 31 August 2023.

DATE OF APPROVAL

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