

# **CENTRAL KAROO DISTRICT MUNICIPALITY**

## **IDP AND BUDGET PROCESS PLAN**

**2024-2025**



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# 1. INTRODUCTION

The schedule of key deadlines is developed annually to ensure the community is aware of the timelines, processes and opportunities they have to give input into the Integrated Development Planning (IDP) and Budgetary processes.

## 2. LEGISLATIVE OVERVIEW

Section 21 (1) of the Local Government: Municipal Finance Management Act states that the Mayor of a municipality must

- (a) co-ordinate the processes for preparing the annual budget and for the reviewing the municipality's integrated development plan and budget related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;
- (b) at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for -
  - (i) the preparation, tabling and approval of the annual budget;
  - (ii) the annual review of-
    - (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and
    - (bb) the budget related policies;
  - (iii) the tabling and adoption of any amendments to the integrated development plan and the budget related policies; and
  - (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii), (iii).

## 3. SCHEDULE OF KEY DEADLINES

Below is the schedule of key deadlines for the 2024-25 financial year for the Central Karoo District Municipality: -

**TABLE: SCHEDULE OF KEY DEADLINES**

Month	Activities			Legislative Framework
	IDP	Budget	PMS	
<b>July 2024</b>	<ul style="list-style-type: none"> <li>▪ Preparation of Draft IDP/Budget Time Schedule for 2024/2025</li> <li>▪ Consultation with Budget- and PMS Office for alignment purposes</li> <li>▪ Consider comments received on previous Time Schedule document as well as input from DLG</li> <li>▪ July 2024 Provincial IDP Coordinators Meeting.</li>   <li>▪ District IDP, Public Participation &amp; DLG pre-planning engagement to ensure alignment, continuity and integration of S21 time schedules</li> <li>▪ Western Cape Districts Integrated Forum (WCDIF) engagement to strengthen cross-district alignment; ensure alignment of Time Schedule activities; and share alternative methods of IDP and Budget consultation processes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare budget time schedule for 2024/2025</li> </ul>	<ul style="list-style-type: none"> <li>▪ Roll-out of the SDBIP</li> <li>▪ Finalise section 57 Performance Contracts</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83, 88</li> <li>▪ Systems Act, 2000 S17, 34, 76-81, 105</li> <li>▪ MFMA, 2003 S21, 53, 68, 77</li> </ul>
<b>August 2024</b>	<ul style="list-style-type: none"> <li>▪ Incorporation of a Council approved roll-over Adjustments Budget</li> <li>▪ Tabling of IDP/Budget Time Schedule to Council for adoption</li> <li>▪ Advertise IDP/Budget Time schedule for public information and in order to meet A-G audit requirements</li> <li>▪ Provincial IDP Coordinators engagement to ensure integration and continuity</li> <li>▪ District IDP Managers Forum – district provide feedback and discuss alignment with locals</li> <li>▪ Consult and review financial position and performance.</li> <li>▪ Review and amendment of MBPRR.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approve budget time schedule for 2024/2025</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submission of Q4 SDBIP reports (for last quarter of the previous financial year) MPPR Reg. 14</li> <li>▪ Compile Annual Performance Reports prepared in terms of section 46 of MSA 2000</li> <li>▪ Quarterly Audit Committee Meeting (last quarter of financial year) MFMA S166 &amp; MPPR Reg. 14(3)(a)</li> <li>▪ Tabling of Draft Performance Report to Audit- &amp; Performance Audit Comm</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83</li> <li>▪ Systems Act, 2000 S17, 34, 36, 46, 105</li> <li>▪ MFMA, 2003 S21, 126, 166</li> </ul>

**TABLE: SCHEDULE OF KEY DEADLINES**

Month	Activities			Legislative Framework
	IDP	Budget	PMS	
<b>September 2024</b>	<ul style="list-style-type: none"> <li>▪ Report progress of Time Schedule activities to Council</li> <li>- Public Participation meetings to review municipal needs and needs falling within the functional mandate of other organs of state for submission to them</li> <li>- Ward Committee forum meetings in each municipal area to review and prioritise ward needs</li> <li>▪ Ward committees obtain public input for draft ward requests (ward-specific) and draft prioritised ward needs for the 2024/25 financial year – All municipalities.</li> <li>▪ Western Cape Districts Integrated Forum (WCDIF) engagement to strengthen cross-district alignment</li> <li>▪ Provincial IDP Coordinators engagement to ensure integration and continuity</li> <li>▪ District IDP Managers engagement to ensure integrated development planning for the district as a whole and provide feedback from above engagement</li> <li>▪ IDP Steering Committee meeting on review and update of Vision, Mission and Strategic Objectives and discussion on integration of sector plans</li> </ul>		<ul style="list-style-type: none"> <li>▪ Auditor-General audit of performance measures</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4</li> <li>▪ Systems Act, 2000 S17, 31, 34, 105</li> </ul>
<b>October 2024</b>	<ul style="list-style-type: none"> <li>▪ Integration of information from adopted sector plans into IDP Review</li> <li>▪ Initiation of new sector plans into IDP</li> <li>▪ Provincial Public Participation Meeting</li> <li>▪ Provincial IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities</li> <li>▪ District IDP Managers Forum – district provides feedback</li> <li>▪ District Communicators Forum</li> </ul>	<ul style="list-style-type: none"> <li>▪ Engagement with sector departments, share and evaluate plans, national policies, MTBPS</li> </ul>	<ul style="list-style-type: none"> <li>▪ Compilation of Q1 Performance Report</li> <li>▪ Q1 Reports tabled to Council MPPR Reg. 14 as part of section 52(d)(MFMA) report</li> <li>▪ Sec 57 Managers quarterly informal assessments (for first quarter)</li> <li>▪ Internal Audit, audit Q1 performance</li> <li>▪ Make public Q1 report</li> <li>▪ Monthly monitoring of SDBIP.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83</li> <li>▪ Systems Act, 2000 S17, 34</li> <li>▪ MFMA, 2003 S35, 36, 42, 52</li> <li>▪ MTBPS</li> </ul>
<b>November 2024</b>	<ul style="list-style-type: none"> <li>▪ Strategic Integrated Municipal Engagement (SIME)</li> <li>▪ Provincial IDP Coordinators engagement to ensure integration and continuity</li> <li>▪ District IDP Managers Forum to ensure integrated development planning for the district as a whole and provide feedback from above engagement</li> <li>▪ District Communicators Forum</li> <li>▪ Coordinate engagement with relevant sector departments to inform the 5<sup>th</sup> Generation IDP for the 2025-26 financial year.</li> <li>▪ Provincial Public Participation Forum meeting</li> </ul>	<ul style="list-style-type: none"> <li>▪ MAYCO / Council determines new strategic direction for the IDP</li> <li>▪ Request input for budget-related policies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quarterly Audit- &amp; Performance Audit Committee Meeting (for first quarter of current financial year) MFMA section 166 &amp; MPPR Reg. 14(3)(a)</li> <li>▪ Previous financial year Final S57 Managers Performance Assessments</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83</li> <li>▪ Systems Act, 2000 S17, 34, 105</li> <li>▪ MFMA, 2003 S71, 166</li> </ul>

**TABLE: SCHEDULE OF KEY DEADLINES**

Month	Activities			Legislative Framework
	IDP	Budget	PMS	
<b>December 2024</b>	<ul style="list-style-type: none"> <li>▪ Third (3rd ) review of the 5<sup>th</sup> Generation IDP for the 2025-26 fin year.</li> <li>▪ Provincial IDP Managers Forum – District-specific engagement Central Karoo</li> <li>▪ District Communicators Forum</li> <li>▪ IDP Steering Committee Meeting – review municipal strategies, goals, KPI's and targets with management and solicit progress on identified programmes.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Request input from Municipal Departments for the capital and operating budget</li> </ul>	<ul style="list-style-type: none"> <li>▪ Finalise 2024/2025 Annual Report (MFMA section 121)</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Systems Act, 2000 S31, 34, 105</li> </ul>
<b>January 2025</b>	<ul style="list-style-type: none"> <li>▪ Updating and review of strategic elements of IDP in light of new Council focus</li> <li>▪ Identification of priority IDP projects</li> <li>▪ Finalise revised strategies, goals and KPIs for inclusion in Draft IDP Review</li> <li>▪ IDP/Budget/PMS/Risk engagement to ensure alignment of processes</li> <li>▪ Consider impact of mid-year Budget and Performance Report in Draft IDP Review</li> <li>▪ Report progress of Time Schedule activities to Council</li>   <li>▪ Strategic Session of Council for continuous review of identified programmes, strategies, goals, objectives and KPIs</li> <li>▪ Provincial IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities</li> <li>▪ District IDP Managers engagement – district provide feedback</li> <li>▪ District Communicators Forum</li> <li>▪ Mid-year budget and performance assessment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare detailed draft budgets and plans for the next three years</li> <li>▪ Table Mid-Year review to Council</li> </ul>	<ul style="list-style-type: none"> <li>▪ Mayor tables Draft Annual Report for financial year - MFMA section 127(2)</li> <li>▪ Council adopts Draft Annual Report for year ending June</li> <li>▪ Compilation of Q2 Reports</li> <li>▪ Q2 Reports tabled to Council MPPR Reg. 14</li> <li>▪ Municipal Manager submits Mid-year Budget and Performance Report to Mayor and Council (in terms of section 72 MFMA)</li> <li>▪ Internal Audit, audit Q2 performance</li> <li>▪ Make public Q2 report</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 S83</li> <li>▪ Systems Act, 2000 S34</li> <li>▪ MFMA, 2003 S21, 36, 52, 72, 75</li> </ul>
<b>February 2025</b>	<ul style="list-style-type: none"> <li>▪ Proposed National and Provincial allocations to municipality incorporated into Draft Budget and IDP</li> <li>▪ Project alignment between Provincial, District and Local municipalities</li> <li>▪ Conclusion of sector plans for inclusion in Draft IDP</li>   <li>▪ Central Karoo District Provincial Public Participation Meeting</li> <li>▪ IDP Steering Committee - present final reviewed municipal strategies, goals, KPI's and targets</li> <li>▪ Provincial IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Finalise draft budget-related policies</li> <li>▪ Finalise draft budgets and plans for the next three years</li> <li>▪ Workshop draft budget and policies with Directors/Managers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make public Annual Report and invite community inputs into report (MFMA section 127 &amp; MSA section 21a)</li> <li>▪ Submit Annual Report to A-G, Provincial Treasury &amp; CoGTA (MFMA section 127)</li> <li>▪ Make public the Mid-year Report</li> <li>▪ Prepare Draft SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83, 88</li> <li>▪ Systems Act, 2000 17, 31, 34, 105</li> <li>▪ MFMA, 2003 S21, 28, 87, 127, 166</li> </ul>

**TABLE: SCHEDULE OF KEY DEADLINES**

Month	Activities			Legislative Framework
	IDP	Budget	PMS	
	<ul style="list-style-type: none"> <li>▪ District IDP Managers engagement to ensure integrated development planning for the district as a whole – particularly in respect of Draft Final IDP reviews</li> <li>▪ Technical Integrated Municipal Engagement (TIME) / MGRO / IDP Indaba</li> <li>▪ District Communicators Forum</li> <li>▪ Mid-year budget and performance assessment visits.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Quarterly Audit Committee meeting (for second quarter of 18/19) MFMA S166 &amp; MPPR Reg. 14(3)(a)</li> <li>▪ Draft SDBIPs for next financial year developed and for incorporation into Draft IDP of next financial year</li> <li>▪ Refinement of KPI's and targets for inclusion in Draft IDP Review</li> <li>▪ Preparation of Oversight Report on Annual Report</li> <li>▪ Monthly monitoring of SDBIP</li> <li>▪ Table Revised SDBIP (if necessary)</li> </ul>	
<b>March 2025</b>	<ul style="list-style-type: none"> <li>▪ Council Meeting: presentation on Draft IDP for 2025/2026</li> <li>▪ Provincial IDP Managers Forum – District-specific engagement Central Karoo (subject to National direction in respect of state of disaster)</li> <li>▪ District Communicators Forum</li> <li>▪ Mid-year budget and performance assessment visits.</li> </ul>	<ul style="list-style-type: none"> <li>▪ MAYCO/Budget Steering Committee consider budget and plans and review changes to IDP</li> <li>▪ Mayor tables budget, resolutions, 90 days before the start of the financial year</li> <li>▪ The visits will be conducted by the National Treasury.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Table Annual Report to MPAC for input in order to compile Oversight Report</li> <li>▪ Council to consider and adopt an Oversight Report [Due by 31 March]</li> <li>▪ Set performance objectives for revenue for each budget vote</li> <li>▪ Monthly monitoring of SDBIP.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4</li> <li>▪ Systems Act, 2000 S17, 34 &amp; as amended</li> <li>▪ MFMA, 2003 S16, 17, 22, 37, 42, 129</li> </ul>
<b>April 2025</b>	<ul style="list-style-type: none"> <li>▪ Submit Draft IDP Review to Locals, Province, National- &amp; Provincial Treasury</li> <li>▪ Publish Draft IDP at strategic points across the region - for public comment/input – dependant on possible lockdown protocols</li> <li>▪ Consider written representations in respect of Draft IDP</li> <li>▪ Central Karoo District Provincial Public Participation Meeting</li> <li>▪ April/May 2025 Draft IDP Assessments by Provincial Government</li> <li>▪ Provincial IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submit Draft Budget to PT/NT</li> <li>▪ Publicise Draft Budget for public comment</li> <li>▪ Public participation period</li> <li>▪ Consider written representations in respect of Draft Budget</li> </ul>	<ul style="list-style-type: none"> <li>▪ Q3 Reports tabled to Council MPPR Reg. 14</li> <li>▪ Sect 57 Managers' informal quarterly assessments</li> <li>▪ Review annual organisational performance targets (MPPR Regulation 11)</li> <li>▪ Internal Audit, audit Q3 performance</li> <li>▪ Make public Q3 report</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83, 88</li> <li>▪ Systems Act, 2000 S17, 25, 31, 34, 105</li> <li>▪ MFMA, 2003 S22, 23, 37, 52</li> </ul>



## TABLE: SCHEDULE OF KEY DEADLINES

Month	Activities			Legislative Framework
	IDP	Budget	PMS	
	<ul style="list-style-type: none"> <li>▪ District IDP Forum – District provide feedback to Local re above engagement</li> <li>▪ District Communicators Forum</li> <li>▪ Western Cape Districts Integrated Forum (WCDIF) planning session - Section 27 District IDP Framework- and Process Plan</li> <li>▪ IDP Steering Committee Meeting to assess progress in regards of identified programmes, strategies, goals, objectives and KPIs</li> <li>▪ Local Public feedback meetings</li> <li>▪ Budget and Benchmark Assessments (April – May 2025).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Consider LGMTEC recommendations on Draft Budget for inclusion in final budget</li> <li>▪ The benchmark assessments will be conducted by the National Treasury.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Community input into organisational KPIs and targets through the Draft IDP process</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	
<b>May 2025</b>	<ul style="list-style-type: none"> <li>▪ Adoption of final IDP reviews by respective councils</li> <li>▪ Report progress of Time Schedule activities to Council</li> <li>▪ LG MTEC - consider recommendations on Draft IDP for inclusion in Final IDP 2025/2026</li> <li>▪ Provincial IDP Coordinators engagement to ensure integration and continuity</li> <li>▪ District IDP Managers engagement</li> <li>▪ communication activities amidst lockdown and impact on public participation</li> <li>▪ Budget and Benchmark Assessments (April – May 2025).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adoption of Final Budget by Council</li> <li>▪ The benchmark assessments will be conducted by the National Treasury.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Budget for expenses of Audit- and Performance Audit committee</li> <li>▪ Monthly monitoring of SDBIP</li> <li>▪ Communicate KPI to the community through the IDP (Chapter 4)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Systems Act, 2000 S17, 34</li> <li>▪ MFMA, 2003 S16, 26, 53</li> </ul>
<b>June 2025</b>	<ul style="list-style-type: none"> <li>▪ Publicise 1<sup>st</sup> Review IDP 2025-26 on social media and strategic points across the region (dependant on possible lockdown protocols)</li> <li>▪ Central Karoo District Provincial Public Participation Meeting</li> <li>▪ Provincial IDP Coordinators engagement to ensure integration and continuity</li> <li>▪ Western Cape Districts Integrated Forum (WCDIF) planning session - Section 27 District IDP Framework- and Process Plan</li> <li>▪ District IDP Managers Forum - Section 27 District IDP Framework- and Process Plan; provide feedback from Provincial IDP Coordinators</li> <li>▪ District Communicators Forum</li> </ul>	<ul style="list-style-type: none"> <li>▪ Publicise Budget in local media</li> <li>▪ Submit approved Budget to PT/NT</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approval of SDBIP by Mayor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4</li> <li>▪ Systems Act, 2000 S17, 21, 31, 34, 38-45</li> </ul>
<b>July 2025</b>	<ul style="list-style-type: none"> <li>▪ Assess community participation fora and mechanisms</li> <li>▪ Western Cape Districts Integrated Forum (WCDIF) – alignment and standardisation of Section 27 District IDP Framework- and Process Plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare Budget Time Schedule for 2026/2027</li> </ul>	<ul style="list-style-type: none"> <li>▪ Roll-out of the SDBIP</li> <li>▪ Finalise section 57 Performance Contracts</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83, 88</li> <li>▪ Systems Act, 2000 S17, 34, 76-81, 105</li> </ul>

**TABLE: SCHEDULE OF KEY DEADLINES**

Month	Activities			Legislative Framework
	IDP	Budget	PMS	
	<ul style="list-style-type: none"> <li>▪ District IDP Managers Forum – workshop Section 27 District IDP Framework- and Process Plan</li> <li>▪ IDP Steering Committee – present District IDP Framework- and Process Plan</li> </ul>			<ul style="list-style-type: none"> <li>▪ MFMA, 2003 S21, 53, 68, 77</li> </ul>
<b>August 2025</b>	<ul style="list-style-type: none"> <li>▪ Incorporation of a Council approved roll-over Adjustments Budget</li> <li>▪ Self-assessment to identify gaps in the IDP process and consider such assessment in the 5-year IDP process</li> <li>▪ Tabling of IDP/Budget Time Schedule to council for adoption</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approve Budget Time Schedule for 2026/2027</li> </ul>	<ul style="list-style-type: none"> <li>▪ Submission of Q4 SDBIP reports (for last quarter of the previous financial year) MPPR Reg. 14</li> <li>▪ Compile Annual Performance Reports prepared in terms of section 46 of MSA 2000</li> <li>▪ Quarterly Audit Committee Meeting (last quarter of financial year) MFMA S166 &amp; MPPR Reg. 14(3)(a)</li> <li>▪ Tabling of Draft Performance Report to Audit- &amp; Performance Audit Comm</li> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4 &amp; S83</li> <li>▪ Systems Act, 2000 S17, 27, 36, 46, 105</li> <li>▪ MFMA, 2003 S21, 126, 166</li> </ul>