

CENTRAL KAROO

District Municipality
Distriksmunisipaliteit
Umasipala Wesithili



**IDP & BUDGET TIME
SCHEDULE**

**(TIME SCHEDULE OF
KEY DEADLINES)**

2020/21

Table of Contents

1. INTRODUCTION	3
2. LEGISLATIVE OVERVIEW.....	4
3. SCHEDULE OF KEY DEADLINES	4

1. INTRODUCTION

The Executive Mayor of a municipality lead the review of the previous budget process and incorporate findings into the planning of the next budget process. This process commences at the latest on the 1st of July and must be completed by no later than 31st of August with the tabling of the schedule of key deadlines.

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.

Council should take into consideration that due to the Covid-19 pandemic, should consultation mechanisms during the IDP Review and Budget process be compromised as a result of uncontrollable circumstances such as National directives, engagements as per the schedule of key deadlines will be conducted via electronic media.

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 2020-21 financial year for the Central Karoo District Municipality.

TABLE: SCHEDULE OF KEY DEADLINES

Month	Activities			Legislative Framework
	IDP	Budget	PMS	
July 2020	<ul style="list-style-type: none"> ▪ Preparation of Draft IDP/Budget Time Schedule for 2020/2021 ▪ Consultation with Budget- and PMS Office for alignment purposes ▪ Consider comments received on previous Time Schedule document as well as input from DLG ▪ COVID-19: Review stakeholder participatory fora and mechanisms to best ensure adherence to lockdown protocols ▪ July 2020 Provincial IDP Coordinators Meeting ▪ 16 July 2020 District IDP, Public Participation & DLG pre-planning engagement to ensure alignment, continuity and integration of S21 time schedules ▪ 28 July 2020 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 	<ul style="list-style-type: none"> ▪ Prepare budget time schedule for 2020/2021 	<ul style="list-style-type: none"> ▪ Roll-out of the SDBIP ▪ Finalise section 57 Performance Contracts ▪ Monthly monitoring of SDBIP 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 & S83, 88 ▪ Systems Act, 2000 S17, 34, 76-81, 105 ▪ MFMA, 2003 S21, 53, 68, 77 ▪ COVID-19 lockdown regulations
August 2020	<ul style="list-style-type: none"> ▪ Incorporation of a Council approved roll-over Adjustments Budget ▪ Tabling of IDP/Budget Time Schedule to Council for adoption ▪ Advertise IDP/Budget Time schedule for public information and in order to meet A-G audit requirements ▪ Provincial IDP Coordinators engagement to ensure integration and continuity ▪ 14 August District IDP Managers Forum – district provide feedback and discuss alignment with locals ▪ Consult and review financial position and performance 	<ul style="list-style-type: none"> ▪ Approve budget time schedule for 2020/2021 	<ul style="list-style-type: none"> ▪ Submission of Q4 SDBIP reports (for last quarter of the previous financial year) MPPR Reg. 14 ▪ Compile Annual Performance Reports prepared in terms of section 46 of MSA 2000 ▪ Quarterly Audit Committee Meeting (last quarter of financial year) MFMA S166 & MPPR Reg. 14(3)(a) ▪ Tabling of Draft Performance Report to Audit- & Performance Audit Comm ▪ Monthly monitoring of SDBIP 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 & S83 ▪ Systems Act, 2000 S17, 34, 36, 46, 105 ▪ MFMA, 2003 S21, 126, 166

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Month	Activities			Legislative Framework
	IDP	Budget	PMS	
September 2020	<ul style="list-style-type: none"> ▪ District SDF: Project Committee compile a draft DSDF Report and present to Council for endorsement to go out to public participation ▪ Report progress of Time Schedule activities to Council ▪ 1 – 30 September 2020 Beaufort West: <ul style="list-style-type: none"> - Public Participation meetings to review municipal needs and needs falling within functional mandate of other organs of state for submission to them - Ward Committee forum meetings in each municipal area to review and prioritise ward needs ▪ 07 – 11 September 2020 Laingsburg Ward Feedback meetings – Ward committees obtain public input for draft ward requests (ward-specific) and draft prioritised ward needs for 2021/22 financial year ▪ 21 – 24 Prince Albert Public Consultation Meetings: Ward Inputs ▪ Beaufort West Local Sector Engagements: Sector Inputs ▪ Western Cape Districts Integrated Forum (WCDIF) engagement to strengthen cross-district alignment ▪ Provincial IDP Coordinators engagement to ensure integration and continuity ▪ District IDP Managers engagement to ensure integrated development planning for the district as a whole and provide feedback from above engagement ▪ IDP Steering Committee meeting on review and update of Vision, Mission and Strategic Objectives and discussion on integration of sector plans 		<ul style="list-style-type: none"> ▪ Auditor-General audit of performance measures ▪ Monthly monitoring of SDBIP 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 ▪ Systems Act, 2000 S17, 31, 34, 105
October 2020	<ul style="list-style-type: none"> ▪ Integration of information from adopted sector plans into IDP Review ▪ Initiation of new sector plans into IDP ▪ October 2020 Central Karoo District - Provincial Public Participation Meeting ▪ Provincial IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities ▪ District IDP Managers Forum – district provide feedback ▪ District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation 	<ul style="list-style-type: none"> ▪ Engagement with sector departments, share and evaluate plans, national policies, MTBPS 	<ul style="list-style-type: none"> ▪ Compilation of Q1 Performance Report ▪ Q1 Reports tabled to Council MPPR Reg. 14 as part of section 52(d)(MFMA) report ▪ Sec 57 Managers quarterly informal assessments (for first quarter) ▪ Internal Audit, audit Q1 performance ▪ Make public Q1 report ▪ Monthly monitoring of SDBIP 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 & S83 ▪ Systems Act, 2000 S17, 34 ▪ MFMA, 2003 S35, 36, 42, 52 ▪ MTBPS

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Month	Activities			Legislative Framework
	IDP	Budget	PMS	
November 2020	<ul style="list-style-type: none"> ▪ Strategic Integrated Municipal Engagement (SIME) ▪ Provincial IDP Coordinators engagement to ensure integration and continuity ▪ District IDP Managers Forum to ensure integrated development planning for the district as a whole and provide feedback from above engagement ▪ District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation ▪ Coordinate engagement with relevant sector departments to inform Draft IDP Review 2021/22 ▪ 18 November District – Provincial Public Participation Forum meeting 	<ul style="list-style-type: none"> ▪ MAYCO determines strategic choices for next three years ▪ Request input for budget related policies 	<ul style="list-style-type: none"> ▪ Quarterly Audit- & Performance Audit Committee Meeting (for first quarter of current financial year) MFMA section 166 & MPPR Reg. 14(3)(a) ▪ Previous financial year Final S57 Managers Performance Assessments ▪ Monthly monitoring of SDBIP 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 & S83 ▪ Systems Act, 2000 S17, 34, 105 ▪ MFMA, 2003 S71, 166
December 2020	<ul style="list-style-type: none"> ▪ Draft initial changes to Final IDP Review ▪ District SDF: Project Committee compile a draft DSDF Report and present to Council for endorsement to go out to public participation ▪ Provincial IDP Managers Forum – District-specific engagement Central Karoo (subject to National direction in respect of state of disaster) ▪ District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation ▪ IDP Steering Committee Meeting – review municipal strategies, goals, KPI's and targets with management and solicit progress on identified programmes contained in 5-year IDP and 3rd IDP Review 	<ul style="list-style-type: none"> ▪ Request input from Municipal Departments for the capital and operating budget 	<ul style="list-style-type: none"> ▪ Finalise 2019/2020 Annual Report (MFMA section 121) ▪ Monthly monitoring of SDBIP 	<ul style="list-style-type: none"> ▪ Systems Act, 2000 S31, 34, 105
January 2021	<ul style="list-style-type: none"> ▪ Updating and review of strategic elements of IDP in light of new Council focus ▪ Identification of priority IDP projects ▪ Finalise revised strategies, goals and KPIs for inclusion in Draft IDP Review ▪ IDP/Budget/PMS/Risk engagement to ensure alignment of processes ▪ Consider impact of mid-year Budget and Performance Report in Draft IDP Review ▪ Report progress of Time Schedule activities to Council 	<ul style="list-style-type: none"> ▪ Prepare detailed draft budgets and plans for the next three years ▪ Table Mid-Year review to Council 	<ul style="list-style-type: none"> ▪ Mayor tables Draft Annual Report for financial year - MFMA section 127(2) ▪ Council adopts Draft Annual Report for year ending June ▪ Compilation of Q2 Reports ▪ Q2 Reports tabled to Council MPPR Reg. 14 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 S83 ▪ Systems Act, 2000 S34 ▪ MFMA, 2003 S21, 36, 52, 72, 75

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Month	Activities			Legislative Framework
	IDP	Budget	PMS	
	<ul style="list-style-type: none"> ▪ Strategic Session of Council for continuous review of identified programmes, strategies, goals, objectives and KPIs ▪ Provincial IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities ▪ District IDP Managers engagement – district provide feedback ▪ District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation ▪ Mid-year budget and performance assessment visits (January – March 2021) 	<ul style="list-style-type: none"> ▪ The visits will be conducted by the National Treasury. 	<ul style="list-style-type: none"> ▪ Municipal Manager submits Mid-year Budget and Performance Report to Mayor and Council (in terms of section 72 MFMA) ▪ Internal Audit, audit Q2 performance ▪ Make public Q2 report ▪ Monthly monitoring of SDBIP 	
February 2021	<ul style="list-style-type: none"> ▪ Proposed National and Provincial allocations to municipality incorporated into Draft Budget and IDP ▪ Project alignment between Provincial, District and Local municipalities ▪ Conclusion of sector plans for inclusion in Draft IDP ▪ District SDF: Project Committee to compile a draft DSDF Report and present to Council for endorsement to go out to public participation ▪ 11 February 2021 Central Karoo District Provincial Public Participation Meeting ▪ IDP Steering Committee - present final reviewed municipal strategies, goals, KPI's and targets ▪ Provincial IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities ▪ District IDP Managers engagement to ensure integrated development planning for the district as a whole – particularly in respect of Draft Final IDP reviews ▪ Technical Integrated Municipal Engagement (TIME) / MGRO / IDP Indaba ▪ District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation ▪ Mid-year budget and performance assessment visits (January – March 2021) 	<ul style="list-style-type: none"> ▪ Finalise draft budget-related policies ▪ Finalise draft budgets and plans for the next three years ▪ Workshop draft budget and policies with Directors/Managers ▪ The visits will be conducted by the National Treasury. 	<ul style="list-style-type: none"> ▪ Make public Annual Report and invite community inputs into report (MFMA section 127 & MSA section 21a) ▪ Submit Annual Report to A-G, Provincial Treasury & CoGTA (MFMA section 127) ▪ Make public the Mid-year Report ▪ Prepare Draft SDBIP ▪ Quarterly Audit Committee meeting (for second quarter of 18/19) MFMA S166 & MPPR Reg. 14(3)(a) ▪ Draft SDBIPs for next financial year developed and for incorporation into Draft IDP of next financial year ▪ Refinement of KPI's and targets for inclusion in Draft IDP Review ▪ Preparation of Oversight Report on Annual Report ▪ Monthly monitoring of SDBIP 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 & S83, 88 ▪ Systems Act, 2000 17, 31, 34, 105 ▪ MFMA, 2003 S21, 28, 87, 127, 166
March 2021	<ul style="list-style-type: none"> ▪ Council Meeting: presentation on Draft 4th IDP Review ▪ Provincial IDP Managers Forum – District-specific engagement Central Karoo (subject to National direction in respect of state of disaster) 	<ul style="list-style-type: none"> ▪ MAYCO/Budget Steering Committee consider budget and plans and review changes to IDP 	<ul style="list-style-type: none"> ▪ Table Annual Report to MPAC for input in order to compile Oversight Report 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 ▪ Systems Act, 2000 S17, 34 & as amended

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	IDP	Budget	PMS	
	<ul style="list-style-type: none"> ▪ District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation ▪ Mid-year budget and performance assessment visits (January – March 2021) 	<ul style="list-style-type: none"> ▪ Mayor tables budget, resolutions, 90 days before the start of the financial year ▪ The visits will be conducted by the National Treasury. 	<ul style="list-style-type: none"> ▪ Council to consider and adopt an Oversight Report [Due by 31 March] ▪ Table Revised SDBIP (if necessary) ▪ Set performance objectives for revenue for each budget vote ▪ Monthly monitoring of SDBIP 	<ul style="list-style-type: none"> ▪ MFMA, 2003 S16, 17, 22, 37, 42, 129
April 2021	<ul style="list-style-type: none"> ▪ Submit Draft IDP Review to Locals, Province, National- & Provincial Treasury ▪ Publish Draft IDP Review at strategic points across the region - for public comment/input – dependant on possible lockdown protocols ▪ Consider written representations in respect of Draft IDP ▪ April 2021 Central Karoo District Provincial Public Participation Meeting ▪ April/May 2021 Draft IDP Assessments by Provincial Government ▪ Provincial IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities ▪ District IDP Forum – District provide feedback to Local re above engagement ▪ District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation ▪ Western Cape Districts Integrated Forum (WCDIF) planning session - Section 27 District IDP Framework- and Process Plan ▪ IDP Steering Committee Meeting to assess progress In regards of identified programmes, strategies, goals, objectives and KPIs ▪ Local Public feedback meetings ▪ Budget and Benchmark Assessments (April – May 2021). 	<ul style="list-style-type: none"> ▪ Submit Draft Budget to PT/NT ▪ Publicise Draft Budget for public comment ▪ Public participation period ▪ Consider written representations in respect of Draft Budget ▪ Consider LGMTEC recommendations on Draft Budget for inclusion in final budget 	<ul style="list-style-type: none"> ▪ Q3 Reports tabled to Council MPPR Reg. 14 ▪ Sect 57 Managers' informal quarterly assessments ▪ Review annual organisational performance targets (MPPR Regulation 11) ▪ Internal Audit, audit Q3 performance ▪ Make public Q3 report ▪ Community input into organisational KPIs and targets through the Draft IDP process ▪ Monthly monitoring of SDBIP 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 & S83, 88 ▪ Systems Act, 2000 S17, 25, 31, 34, 105 ▪ MFMA, 2003 S22, 23, 37, 52

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	IDP	Budget	PMS	
		<ul style="list-style-type: none"> The benchmark assessments will be conducted by the National Treasury. 		
May 2021	<ul style="list-style-type: none"> Adoption of final IDP reviews by respective councils Report progress of Time Schedule activities to Council LG MTEC - consider recommendations on Draft IDP for inclusion in Final IDP Review 2021/2022 Provincial IDP Coordinators engagement to ensure integration and continuity District IDP Managers engagement – District provide feedback re above District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation Budget and Benchmark Assessments (April – May 2021). 	<ul style="list-style-type: none"> Adoption of Final Budget by Council The benchmark assessments will be conducted by the National Treasury. 	<ul style="list-style-type: none"> Budget for expenses of Audit- and Performance Audit committee Monthly monitoring of SDBIP Communicate KPI to the community through the IDP (Chapter 4) 	<ul style="list-style-type: none"> Systems Act, 2000 S17, 34 MFMA, 2003 S16, 26, 53
June 2021	<ul style="list-style-type: none"> Publicise IDP Review 2021/22 on social media and strategic points across the region (dependant on possible lockdown protocols) June 2021 Central Karoo District Provincial Public Participation Meeting Provincial IDP Coordinators engagement to ensure integration and continuity Western Cape Districts Integrated Forum (WCDIF) planning session - Section 27 District IDP Framework- and Process Plan District IDP Managers Forum - Section 27 District IDP Framework- and Process Plan; provide feedback from Provincial IDP Coordinators 	<ul style="list-style-type: none"> Publicise Budget in local media Submit approved Budget to PT/NT 	<ul style="list-style-type: none"> Approval of SDBIP by Mayor 	<ul style="list-style-type: none"> Structures Act, 1998 Part 4 Systems Act, 2000 S17, 21, 31, 34, 38-45

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	<ul style="list-style-type: none"> ▪ District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation 			
July 2021	<ul style="list-style-type: none"> ▪ Assess community participation fora and mechanisms ▪ Western Cape Districts Integrated Forum (WCDIF) – alignment and standardisation of Section 27 District IDP Framework- and Process Plan ▪ District IDP Managers Forum – workshop Section 27 District IDP Framework- and Process Plan ▪ IDP Steering Committee – present District IDP Framework- and Process Plan 	<ul style="list-style-type: none"> ▪ Prepare Budget Time Schedule for 2021/2022 	<ul style="list-style-type: none"> ▪ Roll-out of the SDBIP ▪ Finalise section 57 Performance Contracts ▪ Monthly monitoring of SDBIP 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 & S83, 88 ▪ Systems Act, 2000 S17, 34, 76-81, 105 ▪ MFMA, 2003 S21, 53, 68, 77 ▪ COVID-19 lockdown regulations
August 2021	<ul style="list-style-type: none"> ▪ Table Section 27 District IDP Framework- and Process Plan to Council for adoption ▪ Publish Section 27 District IDP Framework- and Process Plan ▪ Submit Section 27 District IDP Framework- and Process Plan to Locals and Provincial MEC for Local Government ▪ Publish District IDP Framework- and Process Plan for public information ▪ Incorporation of a Council approved roll-over Adjustments Budget ▪ Self-assessment to identify gaps in the IDP process and consider such assessment in the 5-year IDP process ▪ Tabling of IDP/Budget Time Schedule to council for adoption 	<ul style="list-style-type: none"> ▪ Approve Budget Time Schedule for 2021/2022 	<ul style="list-style-type: none"> ▪ Submission of Q4 SDBIP reports (for last quarter of the previous financial year) MPPR Reg. 14 ▪ Compile Annual Performance Reports prepared in terms of section 46 of MSA 2000 ▪ Quarterly Audit Committee Meeting (last quarter of financial year) MFMA S166 & MPPR Reg. 14(3)(a) ▪ Tabling of Draft Performance Report to Audit- & Performance Audit Comm ▪ Monthly monitoring of SDBIP 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 Part 4 & S83 ▪ Systems Act, 2000 S17, 27, 36, 46, 105 ▪ MFMA, 2003 S21, 126, 166