



OVERBERG DISTRICT MUNICIPALITY

IDP/BUDGET/PMS TIME SCHEDULE OF KEY DEADLINES DURING 2020/2021

(In preparation for Fourth IDP Review 2021/2022 – the final review of 5-year IDP)

- ❖ **Section 21(1)(b) of the Local Government: Municipal Finance Management Act (MFMA), 2003 (Act 56 of 2003) states 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; and the annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act.**
- ❖ **Consideration of 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 may determine, e.g. State of Disasters or Emergencies, then meetings will be conducted via electronic media.**
- ❖ **The 5-Year Integrated Development Plan will be reviewed but may be amended in terms of Regulation 3 of the Municipal Planning and Performance Management Regulations, 2001.**

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 ▪ Overberg DM Spatial Development Framework (SDF): partnership established with DEADP for review of District SDF; stakeholder consultations underway; process to be completed in 2021/2022 to ensure alignment with next 5-year IDP development cycle ▪ District SDF: Project Committee compile a draft Status Quo Report setting out an assessment of the existing levels of development and development challenges in the District Municipality <ul style="list-style-type: none"> ▪ 3 July 2020 Provincial IDP Coordinators Meeting ▪ 15 July 2020 Community Outreach Project in Cape Agulhas municipal area 	<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

	<ul style="list-style-type: none"> ▪ 16 July 2020 District IDP, Public Participation & DLG pre-planning engagement to ensure alignment, continuity and integration of S21 time schedules ▪ 16 July 2020 District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation ▪ 24 July 2020 Provincial IDP Assessment Feedback engagement ▪ 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 			
August 2020	<ul style="list-style-type: none"> ▪ Internal assessment to identify gaps in the IDP process ▪ 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 ▪ Community Outreach Project <ul style="list-style-type: none"> - 6 – 7 August 2020 Villiersdorp - 11 – 21 August 2020 Zwelihle & Gansbaai - 17 – 21 August 2020 Grabouw - 19 – 25 August 2020 Swellendam ▪ 6 August 2020 Overberg District Provincial Public Participation Meeting ▪ 11 – 14 August 2020 Overstrand Ward committees review needs on wish list ▪ Swellendam Ward Committee meetings ▪ Provincial IDP Coordinators engagement to ensure integration and continuity ▪ 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"> ▪ 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
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 Cape Agulhas: <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 meetings in each ward to review and prioritise ward needs 		<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

	<ul style="list-style-type: none"> ▪ 14 – 18 September 2020 Overstrand Public Ward Feedback meetings – Ward committees obtain public input for draft ward requests (ward-specific) and draft prioritised ward wish list for 2021/22 financial year ▪ Swellendam Public Consultation Meetings: Ward Inputs -Wards 1 – 6 ▪ Swellendam 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 – reiterate targets contained in 3rd IDP Review ▪ District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation 			
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 ▪ 1 October 2020 Overberg District Provincial Public Participation Meeting ▪ 12 – 16 October 2020 Overstrand: Based on BSC directive, Ward committees meet for finalisation of ward projects and reviewed prioritised wish list ▪ Swellendam SMAF Meeting (prioritisation of inputs) Wards 1-6 ▪ 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
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 	<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 	<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

	<ul style="list-style-type: none"> ▪ 3 December 2020 Overberg District Provincial Public Participation Meeting ▪ Provincial IDP Managers Forum – District-specific engagement Overberg (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 			
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"> ▪ 22 February – 5 March 2021 Overstrand Municipal Advisory Forum (OMAF) – 2021/22 IDP focus areas & preliminary budget proposals for 2021/22 ▪ 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 	<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 ▪ 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 	<ul style="list-style-type: none"> ▪ Structures Act, 1998 S83 ▪ Systems Act, 2000 S34 ▪ MFMA, 2003 S21, 36, 52, 72, 75
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 <ul style="list-style-type: none"> ▪ 4 February 2021 Overberg 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 	<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 	<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 	<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

	<ul style="list-style-type: none"> ▪ 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 		<ul style="list-style-type: none"> ▪ Refinement of KPI's and targets for inclusion in Draft IDP Review ▪ Preparation of Oversight Report on Annual Report ▪ Monthly monitoring of SDBIP 	
March 2021	<ul style="list-style-type: none"> ▪ Council Meeting: presentation on Draft 4th IDP Review ▪ Provincial IDP Managers Forum – District-specific engagement Overberg (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 	<ul style="list-style-type: none"> ▪ Mayco/Budget Steering Committee consider budget and plans and review changes to IDP ▪ Mayor tables budget, resolutions, 90 days before the start of the financial year 	<ul style="list-style-type: none"> ▪ Table Annual Report to MPAC for input in order to compile Oversight Report ▪ 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"> ▪ Structures Act, 1998 Part 4 ▪ Systems Act, 2000 S17, 34 & as amended ▪ 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 ▪ 15 April 2021 Overberg 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 ▪ IDP Steering Committee Meeting to assess progress iro identified programmes, strategies, goals, objectives and KPIs ▪ Swellendam Public Feedback Meetings re IDP-SDF / Budget: Wards 1 – 6 ▪ Swellendam Local Sector Engagements: Sector Inputs ▪ Swellendam Municipal Advisory Forum (SMAF)- Wards 1-6 	<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
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 	<ul style="list-style-type: none"> ▪ Adoption of Final Budget by Council 	<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

	<ul style="list-style-type: none"> ▪ 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 			
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) ▪ 3 June 2021 Overberg 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 ▪ District Communicators Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation 	<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
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 	<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

****Subject to change ...**