



## OVERBERG DISTRICT MUNICIPALITY

### IDP/BUDGET/PMS TIME SCHEDULE OF KEY DEADLINES DURING 2021/2022

- ❖ **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.**
- ❖ **These are preliminary scheduled dates and subject to change due to the election date. This IDP/Budget Time schedule was compiled in terms of Section 25(3) of the Municipal Structures Act.**

Month	Activities			Legislative Framework
	IDP	Budget	PMS	
<b>August 2021</b>	<ul style="list-style-type: none"> <li>▪ Internal assessment to identify gaps in the IDP process</li> <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 AG audit requirements</li> <li>▪ Swellendam Ward Committee meetings</li> <li>▪ District IDP Managers Forum – district provide feedback</li> </ul>	<ul style="list-style-type: none"> <li>▪ Approve IDP/Budget time schedule for 2021/2022</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>
<b>September 2021</b>	<ul style="list-style-type: none"> <li>▪ Report progress of Time Schedule activities to Council</li> <li>▪ Provincial Public Participation Meeting</li> </ul>		<ul style="list-style-type: none"> <li>▪ Auditor-General audit of performance measures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structures Act, 1998 Part 4</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Cape Agulhas Municipality: Public Participation Engagements: 1- 30 September) - subject to change depending on date of LG Elections</li> <li>▪ Swellendam Municipality Public Consultation Meetings: Wards 1 – 6 Inputs</li> <li>▪ Swellendam Local Sector Engagements: Sector Inputs</li> <li>▪ Western Cape Districts Integrated Forum (WCDIF) engagement to strengthen cross-district alignment</li> <li>▪ Provincial and District 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 – reiterate targets contained in the IDP</li> <li>▪ District Public Participation/Communications Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation</li> </ul>		<ul style="list-style-type: none"> <li>▪ Monthly monitoring of SDBIP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Systems Act, 2000 S17, 31, 34, 105</li> </ul>
<b>October 2021</b>	<ul style="list-style-type: none"> <li>▪ Planned Local Government Elections</li> <li>▪ Integration of information from adopted sector plans into IDP Review / Amendment <sup>1</sup></li> <li>▪ Initiation of new sector plans into IDP</li> <li>▪ Theewaterskloof Public Participation Ward Engagements</li> <li>▪ Swellendam SMAF Meeting (prioritisation of inputs) Wards 1-6</li> <li>▪ Provincial and District IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities</li> <li>▪ District IDP Managers Forum – district provide feedback</li> </ul>	<ul style="list-style-type: none"> <li>▪ Workshop new IDP with Council i.t.o Section 25 (3)</li> <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, 25(3), 34</li> <li>▪ MFMA, 2003 S35, 36, 42, 52</li> <li>▪ MTBPS</li> </ul>
<b>November 2021</b>	<ul style="list-style-type: none"> <li>▪ Provincial and District 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>▪ Overstrand Ward Committee meetings<sup>i</sup></li> <li>▪ Theewaterskloof Public Participation Ward Engagements<sup>ii</sup></li> </ul>	<ul style="list-style-type: none"> <li>▪ Mayco determines strategic choices for next three years</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>

<sup>1</sup> subject to change depending on date of LG Elections

<b>December 2021</b>	<ul style="list-style-type: none"> <li>▪ Draft initial changes to Final IDP<sup>2</sup></li> <li>▪ Provincial Public Participation Meeting</li> <li>▪ Provincial IDP Managers Forum</li> <li>▪ District Public Participation/Communications Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation</li> <li>▪ IDP Steering Committee Meeting – review municipal strategies, goals, KPI's and targets with management and solicit progress on identified programmes contained in the IDP</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 2019/2020 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 2022</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 / Amendment<sup>3</sup></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 / Amendment<sup>4</sup></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> </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 2022</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>▪ 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> <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> </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> <li>▪ Quarterly Audit Committee meeting (for second quarter of 18/19) MFMA S166 &amp; MPPR Reg. 14(3)(a)</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>

<sup>2</sup> subject to change depending on date of LG Elections

<sup>3</sup> Subject to change depending on new Council (might be considered a review or an amendment)

<sup>4</sup> Subject to change depending on new Council (might be considered a review or an amendment)

			<ul style="list-style-type: none"> <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> </ul>	
<b>March 2022</b>	<ul style="list-style-type: none"> <li>▪ Council Meeting: presentation on Draft IDP</li> <li>▪ Provincial IDP Managers Forum</li> <li>▪ District Public Participation/Communications Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation</li> <li>▪ Overstrand Municipal Advisory Forum (OMAF) – 2022/23 IDP focus areas &amp; preliminary budget proposals for 2022/23 – March/April</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> </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>▪ Table Revised SDBIP (if necessary)</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 2022</b>	<ul style="list-style-type: none"> <li>▪ Submit Draft IDP Review to Locals, Province, National- &amp; Provincial Treasury</li> <li>▪ Publish Draft IDP Review 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>▪ Provincial Public Participation Forum</li> <li>▪ April/May 2022 Draft IDP Assessments by Provincial Government</li> <li>▪ Provincial IDP Coordinators engagement to ensure integration and continuity – districts provide feedback to local municipalities</li> <li>▪ District IDP Forum – District provide feedback to Local re above engagement</li> <li>▪ IDP Steering Committee Meeting to assess progress iro identified programmes, strategies, goals, objectives and KPIs</li> <li>▪ Overstrand Municipal Advisory Forum (OMAF) – 2022/23 IDP focus areas &amp; preliminary budget proposals for 2022/23 – March/April</li> <li>▪ Cape Agulhas Public Participation Engagements – April to May</li> <li>▪ Overstrand Public Participation on Draft IDP &amp; Draft Budget</li> <li>▪ Swellendam Public Feedback Meetings re IDP-SDF / Budget: Wards 1 – 6</li> <li>▪ Swellendam Local Sector Engagements: Sector Inputs</li> <li>▪ Swellendam Municipal Advisory Forum (SMAF)- Wards 1-6</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> <li>▪ Consider LGMTEC recommendations on Draft Budget for inclusion in final 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> <li>▪ Community input into organisational KPIs and targets through the Draft IDP process</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, 25, 31, 34, 105</li> <li>▪ MFMA, 2003 S22, 23, 37, 52</li> </ul>
<b>May 2022</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>▪ Cape Agulhas Public Participation Engagements – April to May</li> <li>▪ LG MTEC - consider recommendations on Draft IDP for inclusion in Final IDP</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adoption of Final Budget by Council</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> </ul>	<ul style="list-style-type: none"> <li>▪ Systems Act, 2000 S17, 34</li> <li>▪ MFMA, 2003 S16, 26, 53</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Provincial and District IDP Coordinators engagement to ensure integration and continuity</li> <li>▪ District IDP Managers engagement – District provide feedback re above</li> </ul>		<ul style="list-style-type: none"> <li>▪ Communicate KPI to the community through the IDP (Chapter 4)</li> </ul>	
<b>June 2022</b>	<ul style="list-style-type: none"> <li>▪ Publicise IDP Review/Amendment<sup>5</sup> 2022/23 on social media and strategic points across the region (dependant on possible lockdown protocols)</li> <li>▪ Provincial Public Participation Meeting</li> <li>▪ Provincial and District IDP Coordinators engagement to ensure integration and continuity</li> <li>▪ District IDP Managers Forum - Section 27 District IDP Framework- and Process Plan; provide feedback from Provincial IDP Coordinators</li> <li>▪ District Public Participation/Communications Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation</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 2022</b>	<ul style="list-style-type: none"> <li>▪ Assess community participation fora and mechanisms</li> <li>▪ Prepare IDP/Budget Time Schedule</li> <li>▪ Western Cape Districts Integrated Forum (WCDIF) – alignment and standardisation of Section 27 District IDP Framework- and Process Plan</li> <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>▪ Prepare Budget Time Schedule for 2022/2023</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> <li>▪ COVID-19 lockdown regulations</li> </ul>
<b>August 2022</b>	<ul style="list-style-type: none"> <li>▪ Table Section 27 District IDP Framework- and Process Plan to Council for adoption</li> <li>▪ Publish Section 27 District IDP Framework- and Process Plan</li> <li>▪ Submit Section 27 District IDP Framework- and Process Plan to Locals and Provincial MEC for Local Government</li> <li>▪ Publish District IDP Framework- and Process Plan for public information</li> <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> </ul>	<ul style="list-style-type: none"> <li>▪ Table Section 27 District IDP Framework- and Process Plan to Council for adoption</li> <li>▪ Approve Budget Time Schedule for 2022/2023</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>

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

<sup>5</sup> Subject to change depending on new Council (might be considered a review or an amendment)