



OVERBERG DISTRICT MUNICIPALITY

ANNEXURE B

REVISED IDP/BUDGET/PMS TIME SCHEDULE OF KEY DEADLINES FOR 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 processes 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.**

Month	Activities			Legislative Framework
	IDP	Budget	PMS	
August 2021	<ul style="list-style-type: none"> ▪ Tabling of IDP/Budget Time Schedule to Council for adoption ▪ Advertise IDP/Budget Time schedule for public information and in order to meet AG audit requirements ▪ District IDP Managers Engagement to align Time Schedules ▪ Western Cape Districts Integrated Forum (WCDIF) ▪ Engagement session on review of 2001 Municipal Planning and Performance Management Regulations 	<ul style="list-style-type: none"> ▪ Approve IDP/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, 34, 36, 46, 105 ▪ MFMA, 2003 S21, 126, 166
September 2021	<ul style="list-style-type: none"> ▪ Cape Agulhas Municipality: Public Participation Engagements: 1- 30 September) ▪ District Public Participation & Communications Forum – sharing of Covid-19 actions, alternative communication activities amidst lockdown and impact on public participation ▪ Provincial IDP Managers Forum 		<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

<p>October 2021</p>	<ul style="list-style-type: none"> ▪ Preparation in light of planned Local Government Elections <p><u>SDF process</u></p> <ul style="list-style-type: none"> ▪ Provide an update of the Draft MSDF and request that the Council gives permission for the MSDF to be advertised for 60 days between early January 2022 to early March 2022 and to authorize the budgetary allocation for the advertising process. ▪ Continue with the finalization of the Draft ODM SDF. 	<ul style="list-style-type: none"> ▪ Workshop new IDP with Council i.t.o Section 25 (3) ▪ 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, 25(3), 34 ▪ MFMA, 2003 S35, 36, 42, 52 ▪ MTBPS
<p>November 2021</p>	<ul style="list-style-type: none"> ▪ 2021 Local Government Elections ▪ Provincial CommTech Forum ▪ Overstrand new Ward Committee elections and inductions <p><u>SDF process</u></p> <ul style="list-style-type: none"> ▪ ODM to have advertisement and Gazette Notice prepared, and funding and process confirmed. 	<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
<p>December 2021</p>	<ul style="list-style-type: none"> ▪ Provincial engagement with Districts: discussion on District IDP/One Plan ▪ Provincial Public Participation Forum ▪ District Public Participation & Communications Forum 	<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
<p>January 2022</p>	<ul style="list-style-type: none"> ▪ Overstrand Ward Committee meetings – review IDP ward priorities <p><u>SDF process</u></p> <ul style="list-style-type: none"> ▪ The Draft SDF must be submitted to the Provincial Minister for written comment. ▪ The Council must give notice of the proposed MSDF in the Provincial Gazette and local media. ▪ The Council must invite the public to submit written representations on the Draft SDF to Council within 60 days after the publication of the notice. All representations received must be considered. In addition, any organs of state or other role-players must be identified and consulted on the proposed MSDF. 	<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

<p>February 2022</p>	<ul style="list-style-type: none"> ▪ Strategic Session of Council for continuous review of identified programmes, strategies, goals, objectives and KPIs ▪ Consider impact of mid-year Budget and Performance Report in Draft IDP Review ▪ Update 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 ▪ 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 Review ▪ District IDP Managers engagement to ensure integrated development planning for the district as a whole – particularly in respect of Draft IDPs ▪ Western Cape Districts Integrated Forum (WCDIF) – alignment and standardisation of processes ▪ Technical Integrated Municipal Engagement (TIME) / MGRO / IDP Indaba ▪ Swellendam: 1st Phase of IDP Public Engagement via video recordings to Wards 1-6 ▪ Swellendam Local Sector Engagements: Sector inputs 	<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 ▪ 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
<p>March 2022</p>	<ul style="list-style-type: none"> ▪ Integration of information from adopted sector plans into IDP Review / Amendment ¹ ▪ Initiation of new sector plans into IDP ▪ IDP Steering Committee - present final reviewed municipal strategies, goals, KPI's and targets ▪ Council Meeting: presentation on Draft IDP Review ▪ Report progress of Time Schedule activities to Council ▪ Provincial IDP Managers Forum ▪ District Public Participation/Communications Forum – sharing of communication activities and impact of LGE ▪ Overstrand Municipal Advisory Forum (OMAF) – 2022/23 IDP focus areas & preliminary budget proposals for 2022/23 – March/April <p><u>SDF process</u></p> <ul style="list-style-type: none"> ▪ Prepare a comments and responses table. Consider comments received and amend the MSDF accordingly. 	<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

<p>April 2022</p>	<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 Review ▪ April/May 2022 Draft IDP Assessments by Provincial Government ▪ IDP Steering Committee Meeting to assess progress iro identified programmes, strategies, goals, objectives and KPIs ▪ Overstrand Municipal Advisory Forum (OMAF) – 2022/23 IDP focus areas & preliminary budget proposals for 2022/23 – March/April ▪ Cape Agulhas Public Participation Engagements – April to May ▪ Overstrand Public Participation on Draft IDP & Draft Budget ▪ Swellendam: 2nd Phase of Public IDP/Budget Feedback Meetings Wards 1-6 ▪ Swellendam Local Sector Engagements: Sector inputs 	<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
<p>May 2022</p>	<ul style="list-style-type: none"> ▪ Adoption of Final IDP Review 2022/2023 ▪ Report progress of Time Schedule activities to Council ▪ District IDP Managers Forum ▪ Provincial Public Participation Forum ▪ Cape Agulhas Public Participation Engagements – April to May ▪ LG MTEC - consider recommendations on Draft IDP Review for inclusion in Final Review <p><u>SDF process</u></p> <ul style="list-style-type: none"> ▪ Prepare for presentation of Final MSDF to ODM Council for adoption with the new 5-year IDP in 2023 	<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
<p>June 2022</p>	<ul style="list-style-type: none"> ▪ Publicise IDP Review 2022/2023 on social media and strategic points across the region (dependant on possible lockdown protocols) ▪ Provincial Public Participation Meeting ▪ Provincial IDP Managers Forum ▪ District IDP Managers Forum – consult on Section 27 District IDP Framework- and Process Plan ▪ District Public Participation & Communications Forum ▪ Prepare District S27 Framework- and Process Plan 	<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 2022	<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 Plans ▪ 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 2022/2023 	<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 2022	<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 ▪ Provincial Public Participation Forum 	<ul style="list-style-type: none"> ▪ Table Section 27 District IDP Framework- and Process Plan to Council for adoption ▪ Approve Budget Time Schedule for 2022/2023 	<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 ...*