



OVERBERG DISTRICT MUNICIPALITY

IDP/BUDGET/PMS TIME SCHEDULE OF KEY DEADLINES FOR 2022/2023

- ❖ **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.**
- ❖ **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 |
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| | IDP | SDF | Budget | PMS | |
| July 2022 | <ul style="list-style-type: none"> ▪ Preparation of Draft IDP/Budget Time Schedule for 2022/23 ▪ Engagement with Budget- and PMS Office for alignment purposes ▪ District IDP Managers engagement to ensure alignment and integration of IDP Process Plans and Time Schedules ▪ District Public Participation & Communications Forum | <ul style="list-style-type: none"> ▪ DEA&DP engagement with MM ▪ Swellendam LM : Initiate SDF review process. Compile programme in coordination with IDP manager. | <ul style="list-style-type: none"> ▪ Prepare budget time schedule for 2022/23 | <ul style="list-style-type: none"> ▪ Roll-out of the 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 |
| August 2022 | <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 with Provincial Department | <ul style="list-style-type: none"> ▪ Establish Project Committee ▪ Compile amendments to MSDF – 1 August – 31 December 2022 ▪ Focus on the Implementation Chapter of the Overberg District SDF ▪ Swellendam LM :Tabling of the 2022-2027 IDP Process Plan and 2022-2023 IDP/ SDF, Budget, PMS Time Schedule to Council for adoption | <ul style="list-style-type: none"> ▪ Approve IDP/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, 34, 36, 46, 105 ▪ MFMA, 2003 S21, 126, 166 |
| September 2022 | <ul style="list-style-type: none"> ▪ Portfolio Committee Meetings ▪ Provincial IDP Managers Forum | <ul style="list-style-type: none"> ▪ Compile amendments to MSDF – 1 August – 31 December 2022 | <ul style="list-style-type: none"> ▪ Portfolio Committee Meetings | <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 |

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| | <ul style="list-style-type: none"> ▪ District Public Participation & Communications Forum ▪ Swellendam Municipality: 1st Round IDP public consultation meetings (05-29) ▪ Overstrand ward committees meet- identify draft IDP ward priorities | <ul style="list-style-type: none"> ▪ Swellendam LM: Submit intention to review the SDF to the Provincial Ministers Office ▪ Swellendam LM: Advertise the 2022-2023 IDP/Budget/SDF/PMS Time Schedule for public information and in order to meet AG audit requirements | | | S17, 31, 34, 105 |
| October 2022 | <ul style="list-style-type: none"> ▪ IDP Awareness - TBC ▪ Internal Strategic Sessions: Departmental ▪ Swellendam Municipal Advisory Forum (SMAF) – Wards to presenting ▪ Overstrand ward committees' public meetings- solicit inputs on draft IDP ward priorities ▪ District IDP Managers Forum | <ul style="list-style-type: none"> ▪ Compile amendments to MSDF – 1 August – 31 December 2022 | <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, 25(3), 34 ▪ MFMA, 2003 S35, 36, 42, 52 ▪ MTBPS |
| November 2022 | <ul style="list-style-type: none"> ▪ Provincial CommTech Forum ▪ Internal Strategic Sessions: Management / Council - Swellendam | <ul style="list-style-type: none"> ▪ Presentation of Regional Spatial Issues reflected in the SDF at the DCF (Regional issues to be placed on the agenda bi-annually) ▪ Compile amendments to MSDF – 1 August – 31 December 2022 | <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 2022 | <ul style="list-style-type: none"> ▪ District Public Participation & Communications Forum ▪ Provincial Public Participation Forum ▪ Provincial IDP Managers Forum ▪ | <ul style="list-style-type: none"> ▪ Compile amendments to MSDF – 1 August – 31 December 2022 ▪ Swellendam LM: Final SDF review report | <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 2023 | <ul style="list-style-type: none"> ▪ Swellendam IDP/ Budget Steering Committee Meetings | <ul style="list-style-type: none"> ▪ Submit Draft amendment of MSDF to Council to approve the publication thereof for public comment in media ▪ Inform Provincial Minister that the SDF will be out for comment and request comment from the Provincial Minister ▪ Swellendam LM: Coordinate public participation with IDP process | <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 | <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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| | | | | Performance Report to Mayor and Council (in terms of section 72 MFMA) <ul style="list-style-type: none"> Internal Audit, audit Q2 performance Make public Q2 report Monthly monitoring of SDBIP | |
| February 2023 | <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 Identification of priority IDP projects IDP/Budget/PMS/Risk engagement to ensure alignment of processes 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 Technical Integrated Municipal Engagement (TIME) | <ul style="list-style-type: none"> Swellendam LM: SDF public consultation form part of the IDP consultation process | <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 |
| March 2023 | <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 Provincial IDP Managers Forum District Public Participation & Communications Forum Table Draft IDP Review / Amended 2023/2024 to Council for adoption | <ul style="list-style-type: none"> SDF - Public Participation period [60 days] - 3 March 2023 to 5 May 2023 (SPLUMA) Advertise in media x2 newspapers inviting comment ▪ Government Gazette ▪ Submit to Provincial Minister Swellendam LM : Review views and opinions and proposals received from public and other stakeholders. | <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 |

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| April 2023 | <ul style="list-style-type: none"> ▪ Submit Draft IDP Review / Amended to Locals, Province, National- & Provincial Treasury ▪ Publish Reviewed / Amended Draft IDP at strategic points across the region - for public comment/input ▪ Consider written representations in respect of Draft IDP Review / Amended ▪ Draft IDP Assessments by Provincial Government ▪ Swellendam Municipality: 2nd Round IDP public consultation meetings (3-26) | <ul style="list-style-type: none"> ▪ SDF - Public Participation period [21 days] - 14 April 2023 to 5 May (MSA) ▪ Advertise in media x2 newspapers inviting comment ▪ Government Gazette ▪ Submit to Provincial Minister ▪ Swellendam LM : SF public participation will be part of the IDP/Budget public meetings ▪ SF public participation closes | <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 2023 | <ul style="list-style-type: none"> ▪ Adoption of Final IDP Review / Amended 2023/2024 ▪ Report progress of Time Schedule activities to Council ▪ District IDP Managers Engagement ▪ Provincial Public Participation Forum ▪ LG MTEC - consider recommendations on Draft IDP Review for inclusion in Final Review ▪ Swellendam Municipal Advisory Forum (SMAF): Final prioritisation per ward (9) | <ul style="list-style-type: none"> ▪ SDF - Public Participation period [21 days] - 14 April 2023 to 5 May (MSA) ▪ SDF – Consider comments received ▪ Submit to Council for approval with amended 5th Generation IDP ▪ Swellendam LM: Present proposed SDF review to Council. ▪ Swellendam LM: Adoption SDF Review by Council | <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 |
| June 2023 | <ul style="list-style-type: none"> ▪ Publish Final IDP Review 2023/2024 on online platforms and strategic points across the region ▪ Advertise Final IDP Review 2023/2024 for public information and in order to meet AG audit requirements ▪ Submit Final IDP Review 2023/2024 to Locals, Province, National- & Provincial Treasury ▪ Provincial IDP Managers Forum ▪ District Public Participation & Communications Forum | <ul style="list-style-type: none"> ▪ SDF – Publish notice of approval within 14 days of approval in Government Gazette. ▪ Swellendam LM : Publicise SDF Review in local media as part of IDP. ▪ Swellendam LM: Submit a copy of the Final Reviewed SDF to the District, Department Local Government Provincial-National Treasury. | <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 |