



OVERBERG DISTRICT MUNICIPALITY

2024/2025 IDP/BUDGET/PMS TIME SCHEDULE OF KEY DEADLINES

- ❖ **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
	IDP	BUDGET	PMS/RISK	
July 2023	<ul style="list-style-type: none"> ▪ Preparation of Draft IDP/Budget Time Schedule for 2024/25 ▪ 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 ▪ Cape Agulhas Municipality table and adopt Time-Schedule 	<ul style="list-style-type: none"> ▪ Prepare budget time schedule for 2024/25 	<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 2023	<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 to meet AG audit requirements. ▪ District IDP Managers Engagement with Provincial Department ▪ Submission of Time-Schedule to sector department. ▪ Overstrand, TWK & Swellendam tables and adopt Time-schedule 	<ul style="list-style-type: none"> ▪ Approve IDP/Budget Time Schedule for 2024/2025 ▪ Approve Adjustment Budget for roll-overs of Capital Projects 	<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 2023	<ul style="list-style-type: none"> ▪ Portfolio Committee Meetings ▪ Provincial IDP Indaba ▪ District Public Participation & Communications Forum ▪ CAM Public participation - Inform communities of needs budgeted. 	<ul style="list-style-type: none"> ▪ Portfolio Committee Meeting-Finance ▪ Budget Steercom – Strategic meeting on Budget for next MTREF Budget Cycle ▪ Send Budget guidelines to Departments 	<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 2023	<ul style="list-style-type: none"> ▪ IDP Awareness - TBC ▪ Internal Strategic Sessions: Departmental ▪ District IDP Managers Forum / Strategic Session ▪ TWK District Focus Sector Engagement ▪ TWK public participation – ward committee prioritization 	<ul style="list-style-type: none"> ▪ Engagement with sector departments, share and evaluate plans, national policies, MTBPS. ▪ Request inputs from Municipal Departments for the next MTREF capital and operating budget 	<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 2023	<ul style="list-style-type: none"> ▪ CAM Council Strategy Workshop ▪ Provincial CommTech Forum ▪ IDP Awareness ▪ Overstrand Public Participation – Feedback meetings 	<ul style="list-style-type: none"> ▪ Mayco determines strategic choices for next three years. ▪ Budget Steercom – Presentations from Departments on Capital and operational needs for next MTREF Budgets 	<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 2023	<ul style="list-style-type: none"> ▪ District Public Participation & Communications Forum ▪ Provincial Public Participation Forum ▪ Provincial IDP Managers Forum ▪ TWK Council IDP Workshop 	<ul style="list-style-type: none"> ▪ Request input for budget related policies ▪ Update budget guidelines based on NT Budget Circular 	<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 2024	<ul style="list-style-type: none"> ▪ TWK SDF Amendment ▪ CAM SDBIP amendments 	<ul style="list-style-type: none"> ▪ Prepare detailed MTREF 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 2024	<ul style="list-style-type: none"> ▪ Strategic Session of Council for continuous review of identified programmes, strategies, goals, objectives and KPI's. ▪ 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 	<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 ▪ Budget Steercom and Council – Submit Midyear Adjustment Budget 	<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) 	<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"> ▪ 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) ▪ TWK SDF Public Participation ▪ Western Cape District Integrated Forum (WCDIF) 		<ul style="list-style-type: none"> ▪ 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 	
March 2024	<ul style="list-style-type: none"> ▪ Integration of information from adopted sector plans into IDP Review ▪ Initiation of new sector plans into IDP ▪ District Public Participation & Communications Forum ▪ Table Draft IDP Review 2024/2025 to Council for adoption. ▪ Overstrand Advisory Forum 	<ul style="list-style-type: none"> ▪ Mayco/Budget Steering Committee consider MTREF budget and plans and review changes to IDP. ▪ Mayor tables MTREF budget, resolutions, 90 days before the start of the financial year 	<ul style="list-style-type: none"> ▪ Table Annual Report to MPAC for input 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 2024	<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. ▪ Consider written representations in respect of Draft IDP Review. ▪ Draft IDP Assessments by Provincial Government. ▪ Local Municipalities Public Participation ▪ Strategic Integrated Municipal Engagement (SIME) ▪ TWL Public Participation ▪ CAM Public participation - Ward based budget meetings 	<ul style="list-style-type: none"> ▪ Submit Draft MTREF 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 MTREF 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 2024	<ul style="list-style-type: none"> ▪ Adoption of Final IDP Review ▪ 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 	<ul style="list-style-type: none"> ▪ Adoption of Final MTREF 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 2024</p>	<ul style="list-style-type: none"> ▪ Publish Final IDP Review on online platforms and strategic points across the region. ▪ Advertise Final IDP Review for public information and to meet AG audit requirements. ▪ Submit Final IDP Review to Locals, Province, National- & Provincial Treasury ▪ Provincial IDP Managers Forum ▪ District Public Participation & Communications Forum 	<ul style="list-style-type: none"> ▪ Publicise Budget in local media. ▪ Submit approved Budget to PT/NT ▪ Submit Special Yearend Adjustment Budget (if necessary) 	<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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