



CEDERBERG MUNICIPALITY

FINAL IDP/PMS/BUDGET TIME

SCHEDULE 2019/2020



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1. INTRODUCTION

The South African Constitution (Section 152 and 153) has given local government (municipalities) major developmental responsibilities which mandates them to conduct municipal planning in order to ensure a better quality of life for all the country's citizens. This role of local government includes delivery of basic services, economic development and eradication of poverty. To be able to perform this role effectively, municipalities must plan accordingly.

The IDP/PMS/Budget Time Schedule 2019-2020 is set with a planned timeframe which provides key dates for the year under review (2019/2020 financial year). The Municipal Financial Management Act 56 of 2003 Section 21 mandates municipalities to develop and approve a Time Schedule 10 Months in advance for the following financial year i.e. 2019-2020.

2. LEGAL

The way in which the IDP process will be undertaken is outlined in this time schedule in which [all] municipalities must prepare. The Local Government: Municipal Planning and Performance Management Regulation 2001, provides elaborately on the contents of the IDP and the processes the Municipality must subject the IDP process into when doing its development or review.

Section 29 (1) of the Municipal Systems Act 32 of 2000 outlines the process to be followed as:

“The process to be followed by a municipality to draft its Integrated Development Plan, including its consideration and adoption of the draft plan, must-

- (a) Be in accordance with a predetermined programme specifying time-frames for the different steps;
- (b) Through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for-
 - (i) The local community to be consulted on its development needs and priorities;
 - (ii) The local community to participate in the drafting of the integrated development plan; and
 - (iii) Organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;

- (c) Provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- (d) Be consistent with any other matter that may be prescribed by regulation.”

Section 21 (1) of the Municipal Finance Management Act (MFMA) indicates 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;
 - The annual review of –
 - a. The integrated development plan in terms of section 34 of the Municipal Systems Act; and
 - b. The budget related policies.
 - The tabling and adoption of any amendment to the integrated development plan and the budget related policies; and
 - The consultative processes forming part of the processes referred to subparagraph (i), (ii) and (iii)” – herein first three sub bullets (denoted as -).

3. PURPOSE OF THE IDP/PMS/BUDGET TIME SCHEDULE

The purpose of the Time Schedule is to indicate the various planned activities and strategies on which the municipality will embark to compile its IDP/PMS/Budget for the 2019-2020 period. It provides a timeous operational framework outlining the manner in which the IDP/PMS/Budget process will be undertaken. In addition, it identifies the activities in the process around the key statutory annual operational processes of the budget and IDP compilation, performance management and the adoption of the municipality’s annual report

The IDP and Budget processes are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and budget related policies and the final budget are mutually consistent and credible. Credibility refers to the municipality’s ability and capacity to spend and deliver services in accordance with its approved budget. The process creates its own dynamics since it encompasses the involvement of external role-players and interest groups. It therefore requires accurate logistical planning and arrangements of engagement session to ensure that the process is implemented in accordance with the approved schedule. However, experiences have taught us that deviation from the approved schedule may occur due to unforeseen circumstances which are beyond the control of the Cederberg Council and administration. This would therefore require adjustment to the timeframes to ensure that the execution of the process remains practical and that all legislative requirements are adhered to.

The following diagram depicts the process of the Integrated Development Plan of Cederberg Municipality:



It is for this reason that the Time Schedule provides key dates for the following:

- Annual IDP Review/Amendment
- Annual Budget Review
- Annual Report
- SDBIP

4. IDP/PMS/BUDGET TIME SCHEDULE 2019/2020

FINAL TIME SCHEDULE FOR IDP REVIEW PROCESS 2019/2020

NO	ACTIVITY/TASK	RESPONSIBLE OFFICIAL	TARGET DATES		
			IDP	BUDGET	PMS
JULY 2018					
1	Make public the projections, targets and indicators as set out in the SDBIP (no later than 10 days after the approval of the SDBIP)	IDP/PMS			10/07/2018
2	Make public the performance agreements of the Municipal Manager and senior managers (no later than 14 days after the approval of the SDBIP)				10/ 07/2018
3	Submit monthly report on the budget for period ending 30 June 2018 within 10 working days to the Executive Mayor	Manager Budget		13/07/2018	
4	Submit Draft IDP/Budget Process Plan/Time Schedule to Council		30/07/2018		
AUGUST 2018					
5	Advertise Draft IDP/Budget Process Plan/Time Schedule for Public Comments		05/08/2018		
6	2017/2018 4 th Quarter Performance (Section 52) Report tabled to Council	IDP/PMS			30/08/2018
7	Submit monthly report on the budget for period ending 31 July 2018 within 10 working days to the Executive Mayor	Manager Budget		15/08/2018	
8	Table Final IDP/PMS/Budget Time Schedule for approval by Council	IDP/PMS	30/08/2018		

9	Table Annual Performance Report and Annual Financial Statements to Council	IDP/PMS		30/08/2018	30/08/2018
10	Submit the Annual Performance Report and Annual Financial Statements to the Auditor-General	IDP/PMS CFO		31/08/2018	31/08/2018
SEPTEMBER 2018					
11	Advertisement of IDP/PMS/Budget Time Schedule on website/local newspaper/notice boards	IDP/PMS	07/09/2018		
12	Provincial IDP Managers Forum	IDP/PMS	06&07/09/2018		
13	Submit monthly report on the budget for period ending 31 August 2018 within 10 working days to the Executive Mayor	Manager Budget		14/09/2018	
14	IDP Meetings with Ward Committees	IDP/PMS	11-30/09/2018		
OCTOBER 2018					
15	Submit 1 st Quarter Performance Report (Section 52) to Council	IDP/PMS			30/10/2018
16	Submit monthly report on the budget for period ending 30 September 2018 within 10 working days to the Executive Mayor	Manager Budget		12/10/2018	
NOVEMBER 2018					
17	Submit monthly report on the budget for period ending 31 October 2018 within 10 working days to the Executive Mayor	Manager Budget		14/11/2018	

DECEMBER 2018					
18	Provincial IDP Managers Forum	IDP/PMS	06&07/12/2018		
19	Submit monthly report on the budget for period ending 30 November 2018 within 10 working days to the Executive Mayor	Manager Budget		14/12/2018	
JANUARY 2019					
20	Submit monthly report on the budget for period ending 31 December 2018 within 10 working days to the Executive Mayor	Manager Budget		15/01/2019	
21	Submit Mid-Year Performance Assessment Report to Executive Mayor	IDP/PMS			25/01/2019
22	Submit Mid-Year Budget Assessment to Executive Mayor	CFO		22/01/2019	
23	Submit 2nd Quarter Performance Report to Council	IDP/PMS			31/01/2019
24	Table Draft Annual Report 2017/2018 to Council	Municipal Manager			31/01/2019
25	Submit Mid-Year Budget and Performance Report to Council	IDP/PMS CFO			31/01/2019
26	Submit Mid-Year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government	Municipal Manager			31/01/2019

FEBRUARY 2019

27	Make public the Annual Report for comments	IDP/PMS			07/02/2019
28	Make public the Mid-Year Budget and Performance report	Municipal Manager			07/02/2019
29	Submit monthly report on the budget for period ending 31 January 2019 within 10 working days to the Executive Mayor	Manager Budget		14/02/2019	
30	Council considers and adopts 2018/19 Adjustment Budget and potential revised 2018/19 SDBIP	Municipal Manager		28/02/2019	28/02/2019

MARCH 2019

31	Advertise the approved 2018/19 Adjustments Budget and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days)	Manager Budget		07/03/2019	
32	Provincial IDP Managers Forum	IDP/PMS	28/02/2019 &01/03/2019		
33	Submit monthly report on the budget for period ending 28 February 2019 within 10 working days to the Executive Mayor	Manager Budget		14/03/2019	
34	Budget Steering Committee Meeting	CFO		20/03/2019	
35	Table Draft IDP / BUDGET/ SDBIP to Council	Municipal Manager	28/03/2019	28/03/2019	28/03/2019
36	Table Oversight Report to Council	Municipal Manager			28/03/2019

APRIL 2019					
37	Submit the draft IDP to West Coast District Municipality	IDP/PMS	05/04/2019		
38	Submit the draft IDP, SDBIP and budget to Department of Local Government, National and Provincial Treasury	IDP/PMS CFO	05/04/2019	05/04/2019	05/04/2019
39	Advertise the Draft IDP, SDBIP, budget and other required documents and provide at least 21 days for public comments and submissions	IDP/PMS CFO	05/04/2019	05/04/2019	05/04/2019
40	Make public the Oversight Report within 7 days of its adoption (MFMA-Sec129)	IDP/PMS			04/04/2019
41	Submit the Annual Report and Oversight Report to the provincial legislature as per circular (MFMA-Sec 132)	IDP/PMS			05/04/2019
42	Submit monthly report on the budget for period ending 31 March 2019 within 10 working days to the Executive Mayor	Manager Budget		15/04/2019	
43	Community Road Shows to consult the Draft IDP, SDBIP and Budget	IDP/PMS CFO	16-30/04/2019	16-30/04/2019	16-30/04/2019
MAY 2019					
44	Submit monthly report on the budget for period ending 30 April 2019 within 10 working days to the Executive Mayor	Manager Budget		15/05/2019	
45	Budget Steering Committee Meeting	CFO		22/05/2019	

46	MAYCO meeting to approve Revised IDP And the budget (at least 30 days before the start of the budget year)	Municipal Manager	17/05/2019	17/05/2019	
47	Submit 3 rd Quarter Performance Report to Council	IDP/PMS			30/05/2019
48	Council to adopt Revised IDP and the budget (at least 30 days before the start of the budget year)	Municipal Manager	30/05/2019		
JUNE 2019					
49	Provincial IDP Managers Forum	IDP/PMS	06 & 07/06/2019		
50	Place the IDP, multi-year budget, all budget-related documents and all budget-related policies on the website	IDP/PMS CFO	07/06/2019	07/06/2019	
51	Submit a copy of the revised IDP to the MEC for LG (within 10 days of the adoption of the plan)	IDP/PMS	10/06/2019	10/06/2019	
52	Submit approved budget to National and Provincial Treasuries (both printed and electronic formats)	CFO	10/06/2019	10/06/2019	
53	Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan) and budget (within 10 working days)	IDP/PMS CFO	14/06/2019	14/06/2019	
54	Submit to the Executive Mayor the SDBIP and performance agreements for the budget year (no later than 14 days after the approval of an annual budget)	Municipal Manager			14/06/2019

55	Submit monthly report on the budget for period ending 31 May 2019 within 10 working days to the Executive Mayor	Manager Budget		14/06/2019	
56	Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after approval of the budget)	Municipal Manager			28/06/2019
57	Place the performance agreements on the website				28/06/2019
58	Submit copies of the performance agreements to Council and the MEC for Local Government as well as the national minister responsible for local government (within 14 days after concluding the employment contract and performance agreements)				
59	Submit the SDBIP to National and Provincial Treasury within 10 working days of the approval of the plan				
JULY 2019					
60	Make public the projections, targets and indicators as set out in the SDBIP (no later than 10 days after the approval of the SDBIP)	IDP/PMS			12/07/2019
61	Make public the performance agreements of the Municipal Manager and senior managers (no later than 14 days after the approval of the SDBIP)				12/07/2019