



BEAUFORT WEST MUNICIPALITY

2020 / 2021

# IDP & BUDGET

## TIME SCHEDULE



## LIST OF ABBREVIATIONS

BSC	Budget Steering Committee
CFO	Chief Financial Officer
IDP	Integrated Development Plan
MBRR	Municipal Budget and Reporting Regulations
MFMA	Municipal Finance Management Act
MPPMR	Municipal Planning and Performance Management Regulations
MSA	Municipal Systems Act
NT	National Treasury
PT	Provincial Treasury

# 1. INTERGRATED TIME SCHEDULE FOR REVIEW OF THE IDP AND BUDGET FOR THE 2020/21 FINANCIAL YEAR:

MONTH	ACTIVITY/DELIVERABLE	RESPONSIBLE PERSON		LEGISLATIVE FRAMEWORK
JULY 2019	<ul style="list-style-type: none"> <li>Preparation of the draft IDP &amp; Budget Time Schedule</li> <li>Engagement with Budget office and PMS for alignment purposes</li> <li>Review participatory forums and mechanisms</li> </ul>	IDP	JULY 2019	Accounting officer and senior officials begin planning for next three-year budget: MFMA Section 68, 77.
	<ul style="list-style-type: none"> <li>Approve and announce new budget schedules and set up committees / forums</li> <li>Consultation on Performance and changing needs</li> </ul>	Budget / IDP	JULY 2019	Accounting officer and senior managers review options and contracts for service delivery MSA Section 76-81  Copies of such performance agreements must be submitted to the council and the MEC for local government in the province. MFMA Section 53(3)(b):
	<ul style="list-style-type: none"> <li>Roll out of the SDBIP prepare section reports (Annual Performance report)</li> <li>Prepare / Review departmental sector plans for next financial year</li> <li>Preparing of Annual Performance Report (Section 46)</li> </ul>	PMS (IDP)	JULY 2019	MFMA Section 52 (d)  MPPR Regulation 14

	<ul style="list-style-type: none"> <li>Compile and submit Quarterly Performance Report for Q4 to Council</li> </ul>	IDP/CO /CFO	JULY 2019	<p>Submit to Auditor General (AG) in terms of MFMA S126(1)(a) due by 31 August</p> <p>Section 34 of MSA</p> <p>Section 166 of MFMA</p>
AUGUST				<p>The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing. MFMA Section 126(1)(a):</p> <p>Section 166 MFMA</p>
	Q - 1 District Public Participation and Communication forum meeting	IDP /PP	08 AUGUST 2019	
	Constituting IDP steering committee.	IDP/CFO	AUGUST 2019	
	District IDP Managers Forum Meeting	IDP Managers	21 AUGUST 2019	
	Consult and Review performance and financial position  Table draft Annual Financial Statements to Audit committee for Compliance i.t.o Section 166 of the MFMA	Budget / CFO	21 AUGUST 2019	
	Submission of Annual Performance Report (Section 46) prepared in terms of legislation to council	PMS/CO/DCS	27 AUGUST 2019	
	Executive Mayor tables draft Time Schedule to Council for approval	Executive Mayor / MM	27 AUGUST 2019	

	Submit annual financial statements and annual performance report to the Auditor- General for auditing	Budget / CFO	(within two months after the end of the financial year)	
	Advertise Time schedule	IDP	Within 10 days after approval	
	Submit approved time schedule to DLG and Provincial Treasury	IDP		
SEPTEMBER 2019	Q - 1 District coordinating Technical Forum meeting	MM	02 September 2019	

	Auditor General (AG) audit of performance measures	PMS/CO	September 2019	
	Q - 1 Provincial IDP Managers Forum Meeting	IDP	19 - 20 September 2019	
	Q - 1 District Coordinating Forum Meeting	MM / Executive Mayor	11 September 2019	
	District CFO Forum	All CFOs within the district	12 September 2019	
	Provincial CFO Forum	All CFO's across the province	13 September 2019	
	Internal IDP & Budget Steering Committee (Analysis)	All Internal Departments	September 2018	
	Review and update of the IDP Vision, Mission and Strategic Objectives and Values (If any change Public Participation to follow)	IDP/MM/Mayor	Before End SEPTEMBER 2019	Budget office of the municipality determines revenue projections and proposed rates. Draft initial allocations for functions and departments for the next financial year after taking into account strategic objectives
	Integrate information from adopted sector plans for review	IDP/Internal Departments	SEPTEMBER 2019	Administration engages with Provincial and National sector departments on sector specific programmes for alignment with municipal plans (schools, libraries, clinics, water, electricity, roads, etc.
	Determine revenue projections and update policies and objectives	MM / CFO / Senior Managers & IDP	SEPTEMBER 2018	
	Public participation engagements	IDP/PP	16 Sept -30 Oct 2019	
<b>OCTOBER 2019</b>	Meetings with all Ward Committees	IDP/PP	01-10 Oct 2019	
	Determine Revenue projections and policies	CFO	OCTOBER 2019	

	Q2 - CKDM IDP Managers & IDP Representative Forum Meetings	IDP/MM/Mayor	24 OCTOBER 2019	
	IDP Steering Committee (Feedback on situational analysis)	IDP/CFO	OCTOBER 2019	Develop objectives for priority issues and determine programmes to achieve strategic intent including the development of the strategic scorecard  MPPR Reg.14  MFMA Section 52 (d)
	Integration of information from adopted sector plans into IDP Review	IDP	OCTOBER 2019	
	Internal engagements to prioritise needs for assistance from sector departments	IDP / All internal departments	OCTOBER 2019	
	Send priorities to sector departments	IDP		
	Draft initial allocations to functions	CFO	OCTOBER 2019	
	Compile and submit Quarterly Performance Report for Q1 to Council	PMS /CO/ CFO	BEFORE 31 OCTOBER 2019	
	Provide Community Needs/Priorities To Directors for Comments	IDP/PP/All Directors	OCTOBER & NOVEMBER 2019	
<b>NOVEMBER 2019</b>	CKD IDP Representative forum meeting and Managers Forum	IDP/MM/Mayor	NOVEMBER 2019	
	Consolidation of budget and plans	CFO	NOVEMBER 2019	
	<b>Q - 2 District coordinating Technical Forum meeting</b>	<b>MM</b>	<b>06 NOVEMBER 2019</b>	
	Table of draft Annual report to Audit committee	PMS	NOVEMBER 2019	
	Q - 2 District Public Participation & Communication Forum Meeting	IDP / PP	08 NOVEMBER 2019	
	<b>Q - 2 District Coordinating forum meeting</b>	<b>MM /Executive Mayor</b>	<b>20 NOVEMBER 2019</b>	

	Q -2- Provincial Public Participation Forum Meeting	IDP / PP	21 - 22 NOVEMBER 2019	
	Strategic engagements (SIME) with municipalities on planning priorities and service delivery challenges, and DCF District Mayors present strategic and planning priorities & service delivery challenges	DLG	NOVEMBER 2019	
	Finalize Audit Report for the financial year	IDP/PMS/CO	NOVEMBER 2019	MFMA Section 121
<b>DECEMBER 2019</b>	Internal IDP Steering Committee Comment on reviewed Municipal Strategies (Prioritize projects & programmes)	IDP/MM/CFO	03 DECEMBER 2019	Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year`s performance as per audited financial statements.
	Q2 - Provincial IDP Managers Forum Meeting	IDP	5 & 6 DECEMBER 2019	
	Executive determines strategic choices for next three years and finalise tariff policies	MM, CFO & Senior Managers	DECEMBER 2019	
	Outline / Review municipal Strategic Objectives, KPAs, KPIs and Targets	IDP / PMS /CO	DECEMBER 2019 - JANUARY 2020	
<b>JANUARY 2020</b>	Prepare detailed budget and plans for next three years	CFO	JANUARY / FEBRUARY 2020	
	Q - 3 District Coordinating Technical Forum Meeting	MM	08 JANUARY 2020	
	Q - 3 District Coordinating Forum Meeting	MM / Executive Mayor	22 JANUARY 2019	
	Compile and submit Quarterly Performance Report for Q2 to Council	PMS / CO/CFO	JANUARY 2020	



	Mid-term / Midyear Report submitted to Mayor in terms of Section 72 of MFMA	MM	JANUARY 2020	MFMA Section 52 (d)
	Midterm / midyear Report is published in the local newspaper and Mun. Website	IDP/PMS/CO	JANUARY 2020	
	<b>Review of Municipal Organogram</b>	<b>Senior Managers</b>	<b>JANUARY 2020</b>	
	<b>Table Draft Annual Report to Council</b>	<b>Executive Mayor</b>	<b>JANUARY 2020</b>	MFMA Section 127(2)
<b>FEBRUARY 2020</b>	Continuous Review of Municipal Strategic Objectives, KPAs, KPIs and Targets	IDP/PMS/CO	FEBRUARY 2020	
	Quarterly project implementation Report (for second quarter and Council to consider and adopt an Oversight report (Due 31 March)	IDP/PMS/CO	FEBRUARY 2020	MPPR Reg.14
	Q - 3 District Public Participation & Communication Forum Meeting	IDP / PP	07 FEBRUARY 2019	
	Council adopts Adjustment budget and SDBIP. Performance agreements to be adjusted and signed off by section 57 managers and MM and placed on municipal website	MM IDP/PMS/CO/HR	28 FEBRUARY 2020	MFMA Section 129(1)
	Advertise Adjustment Budget and Mid-year Section 72 assessment in local newspapers	PMS/CO/CFO	FEBRUARY 2020	Within 10 working days after the municipal council has approved an adjustments budget, the municipal manager must make public the approved adjustments budget and supporting documentation, as well as the resolutions referred to in regulation 25(3). MBRR Regulation 26(1):
	<b>Internal IDP Steering Committee (Alignment)</b>	IDP/MM	<b>FEBRUARY 2020</b>	Accounting officer finalizes and submits to Mayor proposed IDP and Budget for next three years
	Integration of Projects & Programmes (IDP INDABA 2)	DLG	FEBRUARY 2020	
	<b>Q3 - District IDP Managers and IDP Representative forum meeting/s</b>	IDP MM/Mayor	<b>27 FEBRUARY 2020</b>	
	<b>District Coordinating Technical Forum Meeting</b>	MM	<b>27 FEBRUARY 2020</b>	

	Conclusion of Sector Plans for the next financial year	IDP/Senior Managers	FEBRUARY 2020	MFMA Section 127 & MSA Section 21(a)
	Make public Annual Report and invite community inputs into report	DCS/MM	FEBRUARY 2020	
<b>MARCH 2020</b>	Q - 3 Provincial IDP Managers Forum Meeting	IDP	5&6 MARCH 2020	
	Workshop draft IDP & Budget with IDP/Budget Committee/Council	IDP/Mayor / MM / CFO	MARCH 2020	
	<b>District Coordinating Forum Meeting</b>	<b>MM / Executive Mayor</b>	<b>12 MARCH 2020</b>	
	IDP & Budget Steering committee for Finalization of IDP	IDP / CFO / Strategic Support	20 MARCH 2020	
	Draft SDBIP for incorporation into draft IDP	PMS / Strategic Support	MARCH 2020	
	Draft IDP and Budget approved by Council	Executive Mayor / MM	By 31 MARCH 2010	
	Section 57 Managers formal quarterly assessment	MM / Council	MARCH 2020	
<b>APRIL 2020</b>				
<b>APRIL 2020</b>	Send Draft IDP to Minister, PT and NT	Municipal Manager	Before 10 APRIL 2020	
	Advertise IDP and Budget document for public Inputs and Comments	IDP	Before 10 APRIL 2020	

	Public Participation meetings on the Draft IDP/Budget documents	IDP/CFO	April - May 2019
	Q - 4 District Public Participation & communication Forum Meeting	CKDM/ IDP/PP	10 APRIL 2020
	<b>Q - 4 District Coordinating Technical Forum Meeting</b>	<b>MM</b>	<b>29 APRIL 2020</b>
	Prepare Quarterly Performance Report (Section 52) for Q3 and submit to council	PMS /CO/ CFO	30 APRIL 2020
	Conclusion of Sector plans for inclusion in IDP	Internal departments	APRIL 2020
	<b>Q4 - District IDP Managers and IDP Representative forum meeting/s</b>	IDP  MM/Mayor	<b>23 APRIL 2020</b>
	Section 57 Managers informal quarterly assessment	MM / Council	APRIL 2020
	Consultation and meetings with stakeholders, Provincial and National Treasury and other organs of State. (LGMTEC)	MM / Council and provincial departments	APRIL 2020
	Review Annual organizational performance targets	PMS/CO	APRIL 2020
<b>MAY 2020</b>	Review written comments in respect of the draft (advertised) IDP	IDP/MM/Steering Committee/Council	By 15 MAY 2020
	<b>Q - 4 District Coordinating Forum Meeting</b>	<b>MM / Legal Services / Executive Mayor</b>	<b>13 MAY 2020</b>

	<b>Q-4 District IDP Managers forum and IDP Representative forum meeting</b>	<b>IDP / MM</b>		
	Community inputs into organization KPIs and Target	PMS / IDP / Strategic Support	MAY 2020	
	Final Adoption of IDP & Budget by Municipal Council	MM/IDP/CFO	By 31 MAY 2020	
<b>JUNE 2020</b>				
<b>JUNE 2020</b>	Approval of Top Layer SDBIP	Executive Mayor	By 10 JUNE 2020	
	Advertise the IDP and Budget documents in the local newspaper	IDP and CFO	By 7 JUNE 2020	
	<b>Q - 4 Provincial IDP Managers Forum meeting</b>	<b>IDP</b>	<b>4&amp;5 JUNE 2020</b>	
	Send IDP/Budget documents to DLG (Minister) & PT	IDP/CFO	05 JUNE 2020	
	Submit copies of Performance Agreements to MEC	MM/HR	JUNE 2020 (10 days after approval)	
	Submit copies of SDBIP to National and Provincial Treasury	DCS/MM	JUNE 2020 (10 days after approval)	
	Make public the performance agreements of MM and Senior Managers (Municipal Website)	PMS/CO/HR	Within 14 days after approval	
<b>JULY 2020</b>				
<b>JULY 2020</b>	Prepare IDP & Budget Time Schedule & submit to district for the year 2020 / 2021	IDP	JULY 2020	

	District IDP Managers & DLG pre- planning on alignment of IDP/Budget time schedules	IDP	10 JULY 2020	MFMA Section 52 (d)
	District alignment workshop - IDP / PP / COMMUNICATION	IDP	17 JULY 2020	
	Submit copies of the performance agreements of MM and Senior Managers to MEC and make public on municipal website	DCS/ MM/HR	JULY 2020	
	Compile and submit Quarterly Performance Report for Q4 to Council	PMS / CO/CFO	31 JULY 2020	
<b>AUGUST 2020</b>	District Public Participation and Communication forum meeting	CKDM IDP / PP	07 AUGUST 2020	MPPR Regulation 14  Submit to Auditor General (AG) in terms of MFMA S126(1)(a) due by 31 August
	IDP steering committee meeting, to discuss draft time schedule and identify gaps in the IDP Process	IDP	AUGUST 2020	
	Table draft Time schedule to MAYCO for comments and recommendation	IDP	AUGUST 2020	
	Consult and Review performance and financial position	CFO	AUGUST 2020	
	Submit Q4 SDBIP reports for last quarter of financial year	PMS	AUGUST 2020	
	Submission of Annual Performance Report prepared in terms of legislation	PMS	AUGUST 2020	
	Q1 - District IDP Managers and IDP Representative forums	IDP/MM/MAYOR	20 AUGUST 2020	
	Executive Mayor tables draft Time Schedule to Council for approval	MM / MAYOR	<b>AUGUST 2020</b>	
	Submit annual financial statements and annual performance report to the Auditor- General for auditing	CFO	<b>AUGUST 2020</b>	

				The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing. MSA Section 126(1)(a):
	Advertise Time schedule	IDP	Within 10 days after approval	

## PROPOSED DATES FOR IDP PUBLIC ENGAGEMENTS: 2020/21 IDP REVIEW AND BUDGET CYCLE

Date 2019	Day	Time	Ward	Venue	Ward Councillor	Facilitator	CDW Support
16 Sept 2019	Monday	17H30	1	Murraysburg Town hall, Beaufort Street, Murraysburg	October Haarvoor	Mr L Lakay	Nerina
17 Sept 2019	Tuesday	17H30	2	Beaufort West Primary School Hall, Pastorie Street	Derick Welgemoed	Mr L Lakay	Heidie Boesak
18 Sept 2019	Wednesday	17H30	2	Restvale Primary School Hall, Nelspoort	Derick Welgemoed	Mr L Lakay	Heidie Boesak
19 Sept 2019	Thursday	17H30	3	Full Gospel Church, Booysen Avenue, Nieuveld Park	Lena Basson	Mr L Lakay	Raymond
23 Sept 2019	Monday	17H30	4	Kwa Mandlenkosi Hall, Kwa Mandlenkosi	Sinkie M Motsoane	Mr L Lakay	Ronald Twani
24 Sept 2019	Tuesday	17H30	5	Rustdene Hall, Long Street	Mcebisi Kilani	Mr L Lakay	
25 Sept 2019	Wednesday	17H30	6	Pinkster Eenheid Church, Ebenezer Avenue, Rustdene	Euna Wentzel	Mr L Lakay	
26 Sept 2019	Thursday	17H30	7	George Frederick School Hall, Merweville	Japie Van Der Linde	Mr L Lakay	Shaun Plaatjies / Piet Waterboer
30 Sept 2019	Monday	17H30	7	Beaufort West Primary, Pastorie Street	Japie Van Der Linde	Mr L Lakay	James Esbach
<b>MEETINGS WITH WARD COMMITTEES</b>							
Date 2019	Day	Time	Ward	Venue	Ward Councillor	Facilitator	CDW Support
01 Oct 2019	Tuesday	17:30	1	To be confirmed	October Haarvoor	Mr. L. Lakay	Nerina
02 Oct 2019	Wednesday	17:30	2	To be confirmed	Derick Welgemoed	Mr. L. Lakay	Heidie Boesak
03 Oct 2019	Thursday	17:30	3	To be confirmed	Lena Basson	Mr. L. Lakay	Raymond
07 Oct 2019	Monday	17:30	4	To be confirmed	Michael Motsoane	Mr. L. Lakay	Ronal Twani
08 Oct 2019	Tuesday	17:30	5	To be confirmed	Mcebisi Kilani	Mr. L. Lakay	
09 Oct 2019	Wednesday	17:30	6	To be confirmed	Euna Wentzel	Mr. L. Lakay	Raymond
10 Oct 2019	Thursday	17:30	7	To be confirmed	Japie van der Linde	Mr. L. Lakay	James Esbach / Shaun Plaatjies / Piet Waterboer

## 2. ADOPTION OF THE IDP / BUDGET BY COUNCIL

The Review IDP and Budget time schedule must be approved by Council by the 31 August 2019.