

# BEAUFORT WEST MUNICIPALITY



**IDP AND BUDGET TIME SCHEDULE OF KEY DEADLINES – 2023/2024**

**TABLING DATE: 28 AUGUST 2023**

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## 1. LIST OF ABBREVIATIONS

BSC	Budget Steering Committee
MM	Municipal Manager
CFO	Chief Financial Officer
IDP	Integrated Development Plan
PP	Public Participation
PMS	Performance Management System
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
CKD	Central Karoo District
CKDM	Central Karoo District Municipality
BWM	Beaufort West Municipality
DLG	Department of Local Government
MEC	Member of Executive Council

2. 2023/2024 IDP AND BUDGET TIME SCHEDULE FOR THE 2024/25 FINANCIAL YEAR: -

MONTH	ACTIVITY	RESPONSIBLE PERSON	DATE	LEGISLATIVE FRAMEWORK
<b>JULY 2023</b>				
<b>JULY 2023</b>	<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> <li>MINMAY: PLANNING – District Mayors present strategic and planning priorities &amp; service deliver challenges</li> </ul>	IDP / BUDGET / PMS	July	<ul style="list-style-type: none"> <li>Accounting Officer and senior officials begin planning for the next three-year budget. MFMA Section 68, 77.</li> <li>Accounting Officer and senior managers review options and contracts for service delivery.</li> <li>Accounting Officer and senior officials begin planning for the next three-year budget. MFMA Section 68, 77.</li> </ul>
	<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		
	<ul style="list-style-type: none"> <li>District Alignment</li> </ul>	CKDM/LBM/BWM/PAM		
	<ul style="list-style-type: none"> <li>Roll out of the SDBIP.</li> <li>Prepare / Review departmental sector plans for next financial year.</li> <li>Preparing Annual Performance Report (Section 46).</li> <li>Prepare and submit performance agreements of municipal manager and</li> </ul>	PMS / Budget		<ul style="list-style-type: none"> <li>Section 75(1)(b) of the Local Government: Municipal Systems Act, No. 32 of 2000</li> </ul>

MONTH	ACTIVITY	RESPONSIBLE PERSON	DATE	LEGISLATIVE FRAMEWORK
	senior managers to the MEC and municipal website. <ul style="list-style-type: none"> <li>Compile and submit Q4 performance report to Council.</li> </ul>		31 July	Local Government: Municipal Systems Act, No. 32 of 2000, Municipal Staff Regulations <ul style="list-style-type: none"> <li>Copies of such performance agreements must be submitted to Council and the MEC for Local Government in the Province. MFMA Section 53 (3) (b)</li> <li>MFMA Section 52 (d)</li> </ul>
<b>AUGUST 2023</b>				
<b>AUGUST 2023</b>	<ul style="list-style-type: none"> <li>IDP Steering Committee Meeting</li> </ul>	IDP	August	
	<ul style="list-style-type: none"> <li>CKD IDP Managers Forum</li> </ul>	IDP	August	
	<ul style="list-style-type: none"> <li>Consult and review performance and financial position</li> </ul>	CFO	August	
	Audit and Performance Committee Meeting	Internal Audit	31 August 2023	
	Municipal Council Meeting	Speaker	28 August	
	<ul style="list-style-type: none"> <li>Executive Mayor tables IDP and Budget Time Schedule to Council for approval</li> </ul>	Executive Mayor	28 August	Section 34 of MSA Section 21(b) of the MFMA
	<ul style="list-style-type: none"> <li>Submit annual financial statements and annual performance report to the Auditor- General for auditing</li> </ul>	MM/CFO	31 August	Section 46(1)(a) of the MSA No. 32 of 2000. MFMA Section 126 (1) (a)
	<ul style="list-style-type: none"> <li>Submit adopted time schedule with Council resolution to MEC DLG, National Treasury and Provincial Treasury</li> </ul>	IDP	August	

MONTH	ACTIVITY	RESPONSIBLE PERSON	DATE	LEGISLATIVE FRAMEWORK
<b>SEPTEMBER 2023</b>				
<b>SEPTEMBER 2023</b>	<ul style="list-style-type: none"> <li>• Advertise Time Schedule</li> </ul>	IDP	September	
	<ul style="list-style-type: none"> <li>• Strategic Planning Meeting of Council</li> </ul>	Strategic Support	September	
	<ul style="list-style-type: none"> <li>• Review ward profile &amp; ward-based plans for each ward</li> </ul>	IDP office	September	
	<ul style="list-style-type: none"> <li>• Auditor General (AG) audit of performance measures.</li> </ul>	AG	September	
	<ul style="list-style-type: none"> <li>• Q1 Provincial IDP Managers Forum Meeting</li> </ul>	IDP	TBC (September)	
	<ul style="list-style-type: none"> <li>• Integrate information from adopted sector plans for review</li> </ul>	IDP	September	
	<ul style="list-style-type: none"> <li>• Determine revenue projections and update policies and objectives</li> </ul>	MM / CFO / IDP / Senior Managers	September	
	<ul style="list-style-type: none"> <li>• Q1 Provincial IDP Managers Forum Meeting</li> <li>• Q1 District Coordinating Forum (DCF) Meeting.</li> <li>• District CFO Forum</li> <li>• Provincial CFO Forum</li> </ul>	MM & Executive Mayor CKDM CFO and Local Municipalities Provincial CFOs	September	
<b>OCTOBER 2023</b>				
<b>OCTOBER 2023</b>	<ul style="list-style-type: none"> <li>• Determine Revenue projections and policies.</li> </ul>	CFO	October	<ul style="list-style-type: none"> <li>• Review of policies and budget plans.</li> <li>• Develop objectives for priority issues and determine programmes to achieve strategic intent including the</li> </ul>
	<ul style="list-style-type: none"> <li>• Q2 – CKD ID Managers Forum Meeting.</li> </ul>	IDP	October	
	<ul style="list-style-type: none"> <li>• IDP Steering Committee Meeting (Feedback on situational analysis).</li> </ul>	IDP	October	
	<ul style="list-style-type: none"> <li>• Integration of information from adopted sector plans into IDP</li> </ul>	IDP	October	

MONTH	ACTIVITY	RESPONSIBLE PERSON	DATE	LEGISLATIVE FRAMEWORK
	<ul style="list-style-type: none"> <li>Internal engagements to prioritise needs and assistance from sector departments</li> </ul>	IDP / All internal departments	October	development of the strategic scorecard
	<ul style="list-style-type: none"> <li>Send priorities to sector departments</li> </ul>	IDP	October	
	<ul style="list-style-type: none"> <li>Draft initial allocations to functions.[JDA] PROCESS]</li> </ul>	CFO	October	
	<ul style="list-style-type: none"> <li>Compile and submit Q1 performance report to Council</li> </ul>	PMS / CFO	October	<ul style="list-style-type: none"> <li>MFMA Section 52 (d)</li> </ul>
	<ul style="list-style-type: none"> <li>First round of public participation in all four (7) wards and Ward Committees for IDP</li> </ul>	IDP/PP	October - November	
	<ul style="list-style-type: none"> <li>Public / Community IDP Awareness &amp; Participation Engagements</li> </ul>	CKDM PP & Officials including Locals		
<b>NOVEMBER 2023</b>				
<b>NOVEMBER 2023</b>	<ul style="list-style-type: none"> <li>Q2 IDP Representative Forum</li> </ul>	IDP / Sector Departments	November	<ul style="list-style-type: none"> <li>Accounting Officer reviews and draft initial changes to IDP MSA Section 34</li> </ul>
	<ul style="list-style-type: none"> <li>Consolidation of budget and plans</li> </ul>	CFO	November	
	<ul style="list-style-type: none"> <li>Table of draft Annual report to Audit committee</li> </ul>	PMS	November	
	<ul style="list-style-type: none"> <li>Q2 District Public Participation &amp; Communication Forum Meeting</li> </ul>	PP / IDP	9 November	
	<ul style="list-style-type: none"> <li>Strategic engagements (SIME) with municipalities</li> </ul>	DLG	November	
	<ul style="list-style-type: none"> <li>Audit and Performance Committee Meeting</li> </ul>	Internal Audit	30 November 2023	
	<ul style="list-style-type: none"> <li>Finalise Audit Report for the financial year</li> </ul>	AG	30 November	<ul style="list-style-type: none"> <li>Auditor General return audit report (Due by 30 November 2022) MFMA 126 (4)</li> </ul>

MONTH	ACTIVITY	RESPONSIBLE PERSON	DATE	LEGISLATIVE FRAMEWORK
	<ul style="list-style-type: none"> <li>Strategic session with Council about the Vision, Mission and Strategic Objectives and Values</li> </ul>	MM / IDP	November (TBC)	
	<ul style="list-style-type: none"> <li>Finalisation and Tabling of the New Municipal Spatial Development Framework to Council for approval [IDP will therefore be Amended during the 2023/2024 planning period]</li> </ul>	MM / IDP		
	<ul style="list-style-type: none"> <li>Q2 District Coordinating Technical Forum (DCF Tech) meeting.</li> <li>Q2 District Public Participation &amp; Communication Forum Meeting</li> <li>Q2 District Coordinating Forum (DCF) Meeting.</li> <li>Q2 Provincial IDP Managers Forum Meeting</li> <li>Strategic engagements (SIME) with municipalities</li> </ul>	MM / Legal Services  CKDM PP / IDP  MM & Executive Mayor  IDP  DLG/Municipalities		
<b>DECEMBER 2023</b>				
<b>DECEMBER 2023</b>	<ul style="list-style-type: none"> <li>IDP Steering Committee Meeting (Comment on reviewed Municipal Strategies (Prioritize projects &amp; programmes))</li> </ul>	IDP/Budget/Directors	December	<ul style="list-style-type: none"> <li>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.</li> </ul>
	<ul style="list-style-type: none"> <li>Provincial IDP Managers Forum</li> </ul>	IDP	December	
	<ul style="list-style-type: none"> <li>Executive determines strategic direction for next three years and finalise tariff policies</li> </ul>	Senior Management	December	
	<ul style="list-style-type: none"> <li>Outline / Review municipal Strategic Objectives, KPAs, KPIs and Targets</li> </ul>	Senior Management/ PMS	December 2023 – January 2024	
<b>JANUARY 2024</b>				

MONTH	ACTIVITY	RESPONSIBLE PERSON	DATE	LEGISLATIVE FRAMEWORK
<b>JANUARY 2024</b>	<ul style="list-style-type: none"> <li>Prepare detailed budget and plans for next three years</li> </ul>	Budget	January – February	<ul style="list-style-type: none"> <li>MFMA Section 36</li> <li>Accounting officer finalizes and submits to Mayor proposed IDP and Budget for next three years</li> </ul>
	<ul style="list-style-type: none"> <li>Compile and submit Quarterly Performance Report for Q2 to Council</li> </ul>	PMS	January	MFMA Section 52 (d)
	<ul style="list-style-type: none"> <li>Mid-term / Midyear Report submitted to Mayor in terms of Section 72 of MFMA</li> </ul>	CFO /PMS	January	MFMA Section 72
	MM table mid-year report to Council for approval	MM	January	MFMA Section 72
	<ul style="list-style-type: none"> <li>Midterm / midyear Report is published in the local newspaper and Website</li> </ul>	Senior Managers	January	MFMA Section 72
	<ul style="list-style-type: none"> <li>Review of Municipal Organogram</li> </ul>	<b>MM</b>	January	<ul style="list-style-type: none"> <li>MFMA Section 127</li> <li>MSA Section 21 (a)</li> </ul>
	<ul style="list-style-type: none"> <li>Table Draft Annual Report to Council</li> </ul>	<b>MM</b>	January	
	Q3 District Coordinating Technical Forum (DCFTech)	MM / Legal Services		
	Q3 District Coordinating Forum (DCF)	MM & Executive Mayor		
<b>FEBRUARY 2024</b>				
<b>FEBRUARY 2024</b>	<ul style="list-style-type: none"> <li>Continuous Review of Municipal Strategic Objectives, KPAs, KPIs and Targets</li> </ul>	PMS/IDP	February	
	<ul style="list-style-type: none"> <li>Q3 District Public Participation &amp; Communication Forum</li> </ul>	IDP / PP	February	
	<ul style="list-style-type: none"> <li>Council adopts Adjustment budget and SDBIP. Performance agreements to be adjusted and signed off by</li> </ul>	MM / Budget/PMS	28 February	<ul style="list-style-type: none"> <li>MFMA Section 129 (1)</li> </ul>

MONTH	ACTIVITY	RESPONSIBLE PERSON	DATE	LEGISLATIVE FRAMEWORK
	section 57 managers and MM and placed on municipal website			
	<ul style="list-style-type: none"> <li>Advertise Adjustments Budget and Mid-year Section 72 assessment in local newspapers</li> </ul>	CFO/Corp Services	February	<ul style="list-style-type: none"> <li>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)</li> </ul>
	<ul style="list-style-type: none"> <li>IDP Steering Committee Meeting (Alignment)</li> </ul>	IDP/CFO/Senior Management	February	<ul style="list-style-type: none"> <li>Accounting officer finalizes and submits to Mayor proposed IDP and Budget for next three years</li> </ul>
	<ul style="list-style-type: none"> <li>Integration of Projects &amp; Programmes (JDA Approach)</li> </ul>	DLG	February	
	<ul style="list-style-type: none"> <li>Q3 – CKD IDP Managers and Representative Forum</li> </ul>	IDP / MM	February	
	<ul style="list-style-type: none"> <li>Conclusion of Sector Plans for the next financial year</li> </ul>	Senior Managers	February	
	<ul style="list-style-type: none"> <li>Make public Annual Report and invite community inputs into report</li> </ul>	MM	February	MFMA Section 127 MSA Section 21 (a)
<b>MARCH 2024</b>				
<b>MARCH 2024</b>	<ul style="list-style-type: none"> <li>Q4 – Provincial IDP Managers Forum</li> </ul>	IDP	March	<ul style="list-style-type: none"> <li>Accounting officer publish budget and revisions to the IDP for public inputs.</li> <li>Submit to NT and PT (MFMA Section 22&amp;37), MSA Chapter 4.</li> </ul>
	<ul style="list-style-type: none"> <li>Q3 District Coordinating Forum (DCF) Meeting.</li> </ul>	Executive Mayors	12 March	
	<ul style="list-style-type: none"> <li>Workshop draft IDP[Proposed IDP Amendment] &amp; Budget with Council</li> </ul>	Mayor / MM / CFO/ OM	March	
	<ul style="list-style-type: none"> <li>IDP Steering Committee Meeting</li> </ul>	IDP / CFO	March	

MONTH	ACTIVITY	RESPONSIBLE PERSON	DATE	LEGISLATIVE FRAMEWORK
	<ul style="list-style-type: none"> <li>Draft SDBIP for incorporation into draft IDP</li> </ul>	PMS / IDP	March	MFMA Section 17
	<ul style="list-style-type: none"> <li>Draft IDP [Proposed IDP Amendment] and Budget approval by Council</li> </ul>	Executive Mayor / MM	March	
	<ul style="list-style-type: none"> <li>Audit and Performance Committee Meeting</li> </ul>	Internal Audit	19 March 2024	
	Mid-Year Evaluation of MM and Section 57 Managers	PMS/HR	March	Regulation 805
<b>APRIL 2024</b>				
<b>APRIL 2024</b>	<ul style="list-style-type: none"> <li>Send Draft IDP to Minister, PT and NT</li> </ul>	Municipal Manager	April	<ul style="list-style-type: none"> <li>Accounting Officer assist the Mayor in revising the budget.</li> </ul>
	<ul style="list-style-type: none"> <li>Advertise IDP and Budget document for public Inputs and comments</li> </ul>	IDP	April	
	<ul style="list-style-type: none"> <li>Second round of public participation on draft - IDP and Budget.</li> </ul>	Mayor / IDP	April	
	<ul style="list-style-type: none"> <li>IDP Steering Committee Meeting. Finalisation of draft IDP &amp; Budget documents</li> </ul>	IDP	April	
	<ul style="list-style-type: none"> <li>Q – 4 District Coordinating Technical Forum</li> </ul>	Executive Mayors	April	
	<ul style="list-style-type: none"> <li>Compile and submit Quarterly Performance Report for Q3 to Council.</li> </ul>	PMS / CFO	April	<ul style="list-style-type: none"> <li>MFMA Section 52 (d)</li> </ul>
	<ul style="list-style-type: none"> <li>Conclusion of Sector plans for inclusion in IDP</li> </ul>	Internal departments	April	
<b>MAY 2024</b>				
<b>MAY 2024</b>	<ul style="list-style-type: none"> <li>Review written comments in respect of the draft (advertised) IDP</li> </ul>	MM	15 May	<ul style="list-style-type: none"> <li>MFMA Section 23,24</li> <li>MSA Chapter 4</li> </ul>
	<ul style="list-style-type: none"> <li>Q-4 DITRICT IDP Managers</li> </ul>	IDP / MM	May	

MONTH	ACTIVITY	RESPONSIBLE PERSON	DATE	LEGISLATIVE FRAMEWORK
	<ul style="list-style-type: none"> <li>Community inputs into organization KPIs and Target</li> </ul>	IDP/PMS	May	
	<ul style="list-style-type: none"> <li>Tabling of IDP and budget related policies to council for adoption [Proposed IDP Amendment]</li> </ul>	MM/Mayor	May	
<b>JUNE 2024</b>				
<b>JUNE 2024</b>	<ul style="list-style-type: none"> <li>Approval of Top Layer SDBIP</li> </ul>	Executive Mayor	June	Section 57 of the MSA
	<ul style="list-style-type: none"> <li>Inform community about the approved IDP &amp; Budget: Place copies in libraries, website and notices in newspaper</li> </ul>	IDP / CFO	June	
	<ul style="list-style-type: none"> <li>Q1 – Provincial IDP Managers Forum</li> </ul>	IDP	TBC June	
	<ul style="list-style-type: none"> <li>Send IDP &amp; budget documents to MEC DLG, PT &amp; NT</li> </ul>	IDP	June	
	<ul style="list-style-type: none"> <li>Audit and Performance Committee Meeting</li> </ul>	Internal Audit	20 June 2024	
	<ul style="list-style-type: none"> <li>Signing of performance agreements of MM and Section 57 Managers</li> </ul>	PMS/HR	Before 31 July	
	<ul style="list-style-type: none"> <li>Submit copies of SDBIP to National and Provincial Treasury</li> </ul>	PMS	June (10 days after approval)	MFMA Section 53 MSA Sections 38-45
	<ul style="list-style-type: none"> <li>Make public the performance agreements of MM and Senior Managers (Municipal Website)</li> </ul>	PMS	30 July	Section 57 (1) (b)

## PROPOSED DATES FOR IDP PUBLIC ENGAGEMENTS: 2023/24 IDP REVIEW AND BUDGET CYCLE

Date 2023	Day	Time	Ward	Venue	Ward Councillor	Facilitator	CDW Support
10 Oct 2023	Tuesday	17H30	1	Murraysburg Town hall, Beaufort Street, Murraysburg	Ralph Skuza	Mr L Lakay	
11 Oct 2023	Wednesday	17H30	2	Beaufort West Primary School Hall, Pastorie Street	Josias De Kock Reynolds	Mr L Lakay	Heidie Boesak
12 Oct 2023	Thursday	17H30	2	Restvale Primary School Hall, Nelspoort	Josias De Kock Reynolds	Mr L Lakay	Heidie Boesak
17 Oct 2023	Tuesday	17H30	3	Geelsaal, Alfonso Avenue, Nieuvelid Park	Ebenezer Francois Botha	Mr L Lakay	
18 Oct 2023	Wednesday	17H30	4	Kwa Mandlenkosi Hall, Kwa Mandlenkosi	Castro Luyanda De Bruin	Mr L Lakay	Ronald Twani
19 Oct 2023	Thursday	17H30	5	Rustdene Hall, Long Street	Lulama Valentia Piti	Mr L Lakay	
24 Oct 2023	Tuesday	17H30	6	Pinkster Eenheid Church, Ebenezer Avenue, Rustdene	Nicholaas Abrahams	Mr L Lakay	
25 Oct 2023	Wednesday	17H30	7	Merweville Sport Ground,Community Hall, Merweville	Lesley Boyce Jason Mdudumani	Mr L Lakay	Shaun Plaatjies
26 Oct 2023	Thursday	17H30	7	Beaufort West Primary, Pastorie Street	Lesley Boyce Jason Mdudumani	Mr L Lakay	James Esbach
<b>MEETINGS WITH WARD COMMITTEES</b>							
07 Nov 2023	Tuesday	17:30	1	To be confirmed	Ralph Skuza	Mr. L. Lakay	
08 Nov 2023	Wednesday	17:30	2	To be confirmed	Josias De Kock Reynolds	Mr. L. Lakay	Heidie Boesak
09 Nov 2023	Thursday	17:30	3	To be confirmed	Ebenezer Francois Botha	Mr. L. Lakay	
14 Nov 2023	Tuesday	17:30	4	To be confirmed	Castro Luyanda De Bruin	Mr. L. Lakay	Ronal Twani
15 Nov 2023	Wednesday	17:30	5	To be confirmed	Lulama Valentia Piti	Mr. L. Lakay	

16 Nov 2023	Thursday	17:30	6	To be confirmed	Nicholaas Abrahams	Mr. L. Lakay	
21 Nov 2023	Tuesday	17:30	7	To be confirmed	Lesley Boyce Jason Mdudumani	Mr. L. Lakay	James Esbach / Shaun Plaatjies

## ADOPTION OF THE IDP / BUDGET TIME SCHEDULE BY COUNCIL

The IDP and Budget time schedule must be approved by Council by the 31 August 2023.