

PRINCE ALBERT MUNICIPALITY



IDP AND BUDGET TIME SCHEDULE OF KEY DEADLINES – 2019/2020

1. INTERGRATED TIME SCHEDULE FOR REVIEW OF THE IDP AND BUDGET FOR THE 2019/20 FINANCIAL YEAR: -

MONTH	ACTIVITY	RESPONSIBLE PERSON	DATE	LEGISLATIVE FRAMEWORK
JULY 2019				
JULY 2019	<ul style="list-style-type: none"> • Preparation of the draft IDP & Budget Time Schedule. • Engagement with Budget office and PMS for alignment purposes. • Review participatory forums and mechanisms. • MINMAY: PLANNING - District Mayors present strategic and planning priorities & service delivery challenges. 	IDP / BUDGET / PMS	1 July 2019	<ul style="list-style-type: none"> • Accounting Officer and senior officials begin planning for the next three-year budget. MFMA Section 68, 77. • Accounting Officer and senior managers review options and contracts for service delivery.
	<ul style="list-style-type: none"> • Approve and announce new budget schedules 	BUDGET		

	<ul style="list-style-type: none"> and set up committees / forums. • Consultation on Performance and changing needs. 			
	<ul style="list-style-type: none"> • Roll out of the SDBIP. • Prepare / Review departmental sector plans for next financial year. • Preparing Annual Performance Report (Section 46). • Prepare and submit performance agreements of municipal manager and senior managers to the MEC and municipal website. • Compile and submit Q4 performance report to Council. 	PMS / Budget		<ul style="list-style-type: none"> • Copies of such performance agreements must be submitted to Council and the MEC for Local Government in the Province. MFMA Section 53 (3) (b) • MFMA Section 52 (d)
AUGUST 2019				
AUGUST 2019	<ul style="list-style-type: none"> • PAMUN IDP Steering Committee Meeting 	IDP		12 August 2019
	<ul style="list-style-type: none"> • District IDP Managers Forum 	IDP		21 August 2019

	<ul style="list-style-type: none"> Consult and review performance and financial position 	CFO	August 2019	
	Audit and Performance Committee Meeting	MM/CFO	27 August 2019	
	<ul style="list-style-type: none"> Executive Mayor tables draft IDP and Budget time schedule to Council for approval 	Executive Mayor	28 August 2019	Section 34 of MSA
	Inform MEC on option to be followed on SDF review and amendments	Operational Manager	30 August 2019	
	Confirm steering committee for SDF review and amendments	Operational Manager	30 August 2019	
	<ul style="list-style-type: none"> Submit annual financial statements and annual performance report to the Auditor- General for auditing 	MM/CFO	31 August 2019	MFMA Section 126 (1) (a)
	<ul style="list-style-type: none"> Submit adopted time schedule with Council resolution to MEC DLG, National Treasury and Provincial Treasury 	Strategic Support	31 August 2019	
	<ul style="list-style-type: none"> Advertise Time Schedule 	Strategic Support	31 August 2019	

SEPTEMBER 2019

SEPTEMBER 2019	<ul style="list-style-type: none"> Convene Internal IDP Meeting. (Dry Run) Final Discussion of Public Participation Meeting Processes. 	IDP Office	3 September	
	<ul style="list-style-type: none"> Review ward profile & ward-based plans for each ward 	IDP office	3-7 September	
	<ul style="list-style-type: none"> Auditor General (AG) audit of performance measures. 	AG	September 2019	
	<ul style="list-style-type: none"> Q1 Provincial IDP Managers Forum Meeting 	IDP	19-20 September 2019	
	<ul style="list-style-type: none"> Review and update of the IDP Vision, Mission and Strategic Objectives and Values 	MM / Strategic Support	September 2019	
	<ul style="list-style-type: none"> Integrate information from adopted sector plans for review 	IDP	September 2019	
	<ul style="list-style-type: none"> Determine revenue projections and update policies and objectives 	MM / CFO / IDP / Senior Managers	September 2019	
OCTOBER 2019				
OCTOBER 2019	<ul style="list-style-type: none"> Determine Revenue projections and policies. 	CFO	October 2019	<ul style="list-style-type: none"> Review of policies and budget plans. Develop objectives for priority issues and
		IDP	October 2019	

	<ul style="list-style-type: none"> Q2 - DISTRICT IDP Managers Forum Meeting. 			determine programmes to achieve strategic intent including the development of the strategic scorecard
	<ul style="list-style-type: none"> IDP Steering Committee Meeting (Feedback on situational analysis). 	IDP	October 2019	
	<ul style="list-style-type: none"> Integration of information from adopted sector plans into IDP Review. 	IDP	October 2019	
	<ul style="list-style-type: none"> Internal engagements to prioritise needs and assistance from sector departments 	IDP / All internal departments	October 2019	
	<ul style="list-style-type: none"> Send priorities to sector departments 	IDP	October 2019	
	<ul style="list-style-type: none"> Draft initial allocations to functions. 	CFO	October 2019	
	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	15 October 2019	
	<ul style="list-style-type: none"> Compile and submit Q1 performance report to Council 	PMS / CFO	31 October 2019	
	<ul style="list-style-type: none"> First round of public participation in all four (4) wards 	IDP	21-23 October 2019	
NOVEMBER 2019				

NOVEMBER 2019	• Q2 IDP Representative Forum	IDP / Sector Departments	November 2019	• Accounting Officer reviews and draft initial changes to IDP MSA Section 34
	• Consolidation of budget and plans	CFO	November 2019	
	• Table of draft Annual report to Audit committee	PMS	November 2019	
	• Q2 District Public Participation & Communication Forum Meeting	PP / IDP	8 November 2019	
	• Provincial IDP Managers Forum Meeting	IDP	21 - 22 November 2019	
	• Strategic engagements (SIME) with municipalities	DLG	November 2019	
	• Finalise Audit Report for the financial year	AG	30 November 2019	
	• Audit and Performance Committee Meeting	Internal Audit	28 November 2019	
DECEMBER 2019				
DECEMBER 2019	• IDP Steering Committee Meeting (Comment on reviewed Municipal Strategies (Prioritize projects & programmes))	IDP	3 December 2019	• Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account

	<ul style="list-style-type: none"> Provincial IDP Managers Forum 	IDP	5-6 December 2019	previous year`s performance as per audited financial statements.
	<ul style="list-style-type: none"> Executive determines strategic direction for next three years and finalise tariff policies 	Senior Management	December 2019	
	<ul style="list-style-type: none"> Outline / Review municipal Strategic Objectives, KPAs, KPIs and Targets 	Senior Management/ Strategic Support	December 2019 - January 2019	
JANUARY 2020				
JANUARY 2019	<ul style="list-style-type: none"> Prepare detailed budget and plans for next three years 	Budget	January - February 2020	<ul style="list-style-type: none"> MFMA Section 36 Accounting officer finalizes and submits to Mayor proposed IDP and Budget for next three years
	<ul style="list-style-type: none"> Compile and submit Quarterly Performance Report for Q2 to Council 	PMS	January 2020	MFMA Section 52 (d)
	<ul style="list-style-type: none"> Mid-term / Midyear Report submitted to Mayor in terms of Section 72 of MFMA 	CFO / PMS	25 January 2020	MFMA Section 72
	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	24 January 2020	
	<ul style="list-style-type: none"> Midterm / midyear Report is published in the local newspaper and Website 	Senior Managers	January 2020	MFMA Section 72

	<ul style="list-style-type: none"> Review of Municipal Organogram 	MM	January 2020	
	<ul style="list-style-type: none"> Table Draft Annual Report to Council 	MM	January 2020	<ul style="list-style-type: none"> MFMA Section 127 MSA Section 21 (a)
FEBRUARY 2020				
FEBRUARY 2019	<ul style="list-style-type: none"> Continuous Review of Municipal Strategic Objectives, KPAs, KPIs and Targets 	IDP	February 2020	
	<ul style="list-style-type: none"> Q3 District Public Participation & Communication Forum 	IDP / PP	07 February 2020	
	<ul style="list-style-type: none"> 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 / PMS	28 February 2020	<ul style="list-style-type: none"> MFMA Section 129 (1)
	<ul style="list-style-type: none"> Advertise Adjustments Budget and Mid-year Section 72 assessment in local newspapers 	CFO	February 2020	<ul style="list-style-type: none"> 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)
	<ul style="list-style-type: none"> IDP Steering Committee Meeting (Alignment) 	IDP	20 February 2020	<ul style="list-style-type: none"> Accounting officer finalizes and submits to Mayor proposed IDP and Budget for next three years
	<ul style="list-style-type: none"> Integration of Projects & Programmes (IDP INDABA 2) 	DLG	February 2020	
	<ul style="list-style-type: none"> Q3 - IDP Managers and Representative Forum 	IDP / MM	27 February 2020	
	<ul style="list-style-type: none"> Conclusion of Sector Plans for the next financial year 	Senior Managers	February 2020	
	<ul style="list-style-type: none"> Make public Annual Report and invite community inputs into report 	MM	February 2020	
MARCH 2020				
MARCH 2019	<ul style="list-style-type: none"> Q4 - Provincial IDP Managers Forum 	IDP	5 & 6 March 2020	<ul style="list-style-type: none"> Accounting officer publish budget and revisions to the IDP for public inputs. Submit to NT and PT (MFMA Section 22&37), MSA Chapter 4.
	<ul style="list-style-type: none"> Presentation of draft IDP to council 	IDP / Strategic Support	March 2020	
	<ul style="list-style-type: none"> Q3 District Coordinating Forum (DCF) Meeting. 	Executive Mayors	12 March 2020	

	<ul style="list-style-type: none"> Workshop draft IDP & Budget with Council 	Mayor / MM / CFO	18 March 2020	
	<ul style="list-style-type: none"> IDP Steering Committee Meeting 	IDP / CFO / Strategic Support	20 March 2020	
	<ul style="list-style-type: none"> Draft SDBIP for incorporation into draft IDP 	PMS / Strategic Support	March 2020	MFMA Section 17
	<ul style="list-style-type: none"> Draft IDP and Budget approval by Council 	Executive Mayor / MM	31 March 2020	
	Mid-Year Evaluation of MM and Section 57 Managers	Strategic Support	31 March 2020	Regulation 805
APRIL 2020				
APRIL 2019	<ul style="list-style-type: none"> Send Draft IDP to Minister, PT and NT 	Municipal Manager	10 April 2020	<ul style="list-style-type: none"> Accounting Officer assist the Mayor in revising the budget.
	<ul style="list-style-type: none"> Advertise IDP and Budget document for public Inputs and Comments 	IDP	10 April 2020	
	<ul style="list-style-type: none"> Second round of public participation on draft - IDP and Budget. 	Mayor / IDP	13- 14 April 2020	
	<ul style="list-style-type: none"> IDP Steering Committee Meeting. Finalisation of draft 			

	IDP & Budget documents	IDP	14 April 2020	
	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	25 April 2019	
	<ul style="list-style-type: none"> Compile and submit Quarterly Performance Report for Q3 to Council. 	PMS / CFO	30 April 2020	<ul style="list-style-type: none"> MFMA Section 52 (d)
	Conclusion of Sector plans for inclusion in IDP	Internal departments	April 2020	
MAY 2020				
MAY 2020	<ul style="list-style-type: none"> Review written comments in respect of the draft (advertised) IDP 	IDP	15 May 2020	<ul style="list-style-type: none"> MFMA Section 23,24 MSA Chapter 4
	<ul style="list-style-type: none"> Q - 4 District Coordinating Forum 	Executive Mayors	13 May 2020	
	<ul style="list-style-type: none"> Q-4 DITRICT IDP Managers 	IDP / MM	May 2020	
	<ul style="list-style-type: none"> Community inputs into organization KPIs and Target 	Strategic Support	May 2020	
	<ul style="list-style-type: none"> Tabling of final IDP and budget to council for adoption 	Mayor	29 May 2020	
JUNE 2020				

JUNE 2020	<ul style="list-style-type: none"> Approval of Top Layer SDBIP 	Executive Mayor	6 June 2020	
	<ul style="list-style-type: none"> Advertise the IDP and Budget documents in the local newspaper 	IDP / CFO	6 June 2020	
	<ul style="list-style-type: none"> Q1 - Provincial IDP Managers Forum 	IDP	4 & 5 June 2020	
	<ul style="list-style-type: none"> Send IDP & budget documents to MEC DLG, PT & NT 	Strategic Service	05 June 2020	
	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	27 June 2020	
	<ul style="list-style-type: none"> Signing of performance agreements of MM and Section 57 Managers 	Strategic Service	Before 31 July 2020	Section 57 of the MSA
	<ul style="list-style-type: none"> Submit copies of SDBIP to National and Provincial Treasury 	Strategic Service	June 2020 (10 days after approval)	MFMA Section 53 MSA Sections 38-45
	<ul style="list-style-type: none"> Make public the performance agreements of MM and Senior Managers (Municipal Website) 	Strategic Manager	31 July 2020	Section 57 (1) (b)

2. ADOPTION OF THE IDP / BUDGET BY COUNCIL

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