



KANNALAND
MUNISIPALITEIT | MUNICIPALITY

2024/2025 IDP/BUDGET & PMS TIME SCHEDULE OF KEY DEADLINES (PROCESS PLAN)

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1. SECTION ONE: INTRODUCTION AND BACKGROUND

1.1. Introduction

The Integrated Development Plan (IDP), process is which municipalities prepare a strategic development plan for a five-year period and thereafter annually review the adopted plan. The IDP is the key instrument for local government to cope with its new developmental role and seeking to arrive at decisions on issues such as Municipal Budgets, Spatial Management Framework, promotion of Local Economic Development and Institutional Transformation in a consultative, systematic and strategic manner.

In order to ensure certain minimum quality standards of the IDP process and proper coordination between and within spheres of government, the municipality needs to prepare an IDP / Budget ProcessPlan (In reference to planning for a Five-Year Plan) or an IDP/Budget Time Schedule of Key Deadlines (Process Plan) (When the Five-Year Plan is reviewed) and formulate a budget to implement the IDP.

Section 21 of the Local Government Municipal Finance Management Act (MFMA), No. 56 of 2003 states that:

(1) *"The mayor of a municipality must-*

(a) *co-ordinate the processes for preparing the Annual Budget and for reviewing the municipality's Integrated Development Plan and Budget-Related Policies to ensure that the tabled budget and any revisions of the Integrated Development Plan and Budget-Related Policies are mutually consistent and credible:*

(b) *at least **10 months before the start of the budget year**, table in the municipal council a time schedule outlining key deadlines for-*

(i) *the preparation, tabling and approval of the Annual Budget;*

(ii) *the annual review of-*

(aa) *the Integrated Development Plan in terms of Section 34 of the Municipal Systems Act; and*

(bb) *the Budget-Related Policies;*

(iii) *the tabling and adoption of any amendments to the Integrated Development Plan and Budget-Related Policies; and*

(iv) *any consultative processes forming part of the processes referred subparagraphs (i), (ii) and (iii)".*

Section 29 The Local Municipal Systems Act, Act 32 of 2000 further describes the contents of the municipality must follow a process to draft its IDP. In terms of of the act the IDP and Budget Time

Schedule have to include the following:

- A programme specifying the timeframes for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role players in the IDP and budget formulation processes; and
- Cost estimates for the process.

1.2. Legal Planning Context

The preparation of the IDP and Budget processes are regulated by the Municipal Systems Act, Act 32 of 2000 and the Municipal Finance Management Act, No 56 of 2003. This is to ensure certain minimum quality standards of the integrated development planning and budget process and proper coordination between and within the spheres of government

As the IDP is a legislative requirement it has a legal status and it supersedes all other plans that guide development at local level.

The Municipal Systems Act, No 32 of 2000 Section 28(1)(2)(3) (as amended) and the Municipal Finance Management Act, Act 56 of 2003 confer the responsibility on the Mayor to provide political guidance over the budget process and the priorities that must guide the preparation of the annual budgets. In terms of section 34 of the Municipal Systems Act, the Mayor must coordinate the annual revision of the IDP and determine how the IDP is to be taken into account or revised for the purpose of the budget.

Chapter 5, Section 26 of the Municipal Systems Act regulates the following core components that must be reflected in a municipality's IDP:

The Council's vision for the long-term development of the municipality with special emphasis on the most critical development and internal transformation needs

- a) An assessment of the existing level of development in the municipality, which must include and identification of communities which do not have access to basic municipal services*
- b) The Council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs*
- c) The Council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation*
- d) A Spatial Development Framework (SDF) which must include the provision of basic*

guidelines for a land use management system for the municipality

- e) The Council's operational strategies;*
- f) Applicable Disaster Management Plans*
- g) A financial plan, which must include a budget projection for at least the next three years; and the key performance indicators and performance targets determined in terms of Section 41 of the MSA.*

Section 27 stipulates that:

- (1) Each district municipality, within a prescribed period after the start of its elected terms and after following a consultative process with the local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole;
- (2) A framework referred to in subsection (1) binds both the district municipality and the local municipalities in the area of the district municipalities,
- (3) The framework must ensure proper consultation, co-ordination and alignment of the IDP Process of the district municipality and the various local municipalities.

1.3. Alignment between IDP, Budget and PMS

In terms of the Municipal Systems Act, a municipality is required to prepare an organisational performance management system that links to the IDP. To date significant progress was made with the process of aligning the IDP, Budget and Performance Management System (PMS).

The municipality will continually strive to, fully link and integrate these three processes to an even greater extent through the Time Schedule. It should however, be noted that the Performance Management System (PMS) on its own requires an in-depth process comparable to that of the IDP. Such PMS is tightly linked and guided by the IDP and Budget processes.

The PMS process will address the following issues:

- Development of a Performance Management Framework for approval by Council
- Development of Organisation-wide Service delivery Budget Implementation Plan (SDBIP)
- Alignment of the PMS, Budget and IDP processes;
- Scheduled reporting against the SDBIP
- Implementation of individual performance management system at managerial level.
- Cascading down performance management to lower levels of the organization.

The IDP, performance management systems (PMS) and budget are all components of one overall

development planning and management system. The IDP sets out what the municipality aims to accomplish, how it will do this. The PMS enables the municipality to check to what extent it is achieving its aims.

The budget provides the resources that the municipality will use to achieve its aims. As indicated earlier, every attempt is made in this process plan to align the IDP and PMS formulation and/or review, and the budget preparation process. The linkages of the three processes are summarised in the following diagram:

THE LINKAGES BETWEEN IDP, BUDGET AND PMS

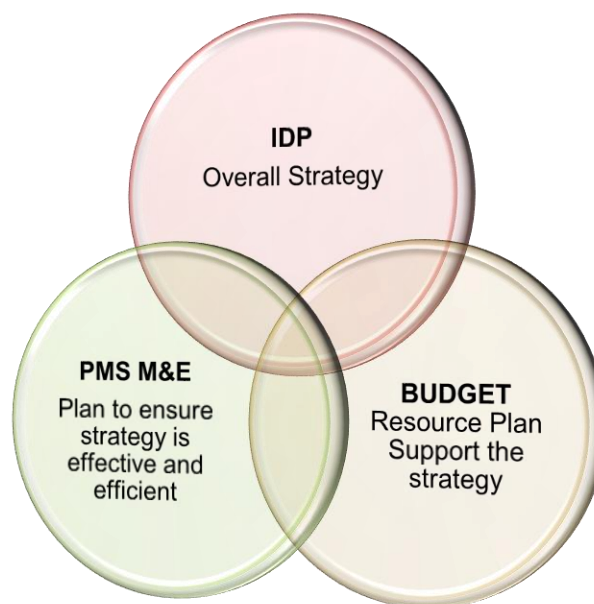


Figure 1: Linkage between IDP, Budget and PMS

1.4. The purpose of the IDP Time Schedule of Key Deadlines (Process Plan)

In order to ensure certain minimum quality standards of the IDP process, and proper coordination between and within spheres of government, the preparation of the IDP time schedule and the drafting of the annual budget of municipalities are regulated in both the Municipal Systems Act (Act 32 of 2000) and the Municipal Finance Management Act (Act 56 of 2003).

Section 28 of the MSA stipulates that:

- (1) *Each municipal council must adopt a process set out in writing to guide the planning, drafting, adoption and review of the IDP and*
- (2) *A municipality must give notice to the local community of particulars of the process it intends to follow.*

This document constitutes the Time Schedule for the review of the Amended 2022/2027 IDP and Medium-Term Budget. This Times Schedule therefore essentially fulfils the function of a business plan and/or operational plan for the IDP and budget process. The time schedule outlines in a simplified and transparent manner **what** should happen **when**, by **whom**, with **whom** and **where** during the process of formulating an IDP and budget for the Kannaland Local Municipality.

2. SECTION TWO: IDP DEVELOPEMENT PROCESS

2.1. Key elements to be addressed in this process

During the IDP and Budget consultative sessions, an IDP/Budget Steering Committee under the leadership of the Executive Mayor must address service delivery challenges across the municipality dating as far back as the 3rd and 4th Generation IDP's service delivery needs. This we must undertake as we fulfil our Constitutional mandate utilising inter-governmental processes and platforms by means of strategic partnerships to coordinate developmentprocess.

The Municipality will pursue strategic goals during this term of Council as per the, Medium- Term Strategic Framework and Five-Year Local Government Strategic Agenda:

- To ensure **service excellence** within and around Kannaland Local Municipality To stimulate integrated and sustainable **economic development**;
- To improve and sustain **financial, human resource and management** excellence;
- To evolve **institutional excellence** through a thoroughgoing institutional reengineering, effective leadership and effective long range development planning.

The municipality will accelerate implementation to roll back existing service delivery backlog identified during previous IDP consultative processes, and in line with the financial status of the municipality.

The following is a summary of the main activities to be undertaken during this IDP Process:

2.1.1. Refine and/or develop the strategic elements of the IDP in terms of council's new priorities

- Review the vision, mission and objectives;
- Develop strategy elements of the IDP;
- Determining programmes to achieve the strategic intent;
- Develop and enhance existing institutional plans;
- Develop/Review a fully integrated spatial development framework;

- Strengthen Performance Management system and cascading of performance management;
- Develop organisational scorecard;
- The preparation and review (if required) of relevant sector plans

2.1.2. Assessment issues

- Comments received from Councillors, Ward Committees and other various role-players in the presentation and assessment of the IDP,
- Gaps in terms of shortcomings and weaknesses identified through self-assessment of previous IDP's
- Implement recommendation(s) received from the MEC for Local Government on the previous approved IDP
- Current status on the implementation process.

2.1.3. Details of activities to accomplish outputs

- *Incorporation of role-players inputs in planning process*

In developing the IDP for the constituted Council, the Municipality need to assess the impact on the achievement of the IDP development priorities. This include reviewing all projects and programs linked to MTREF. In this way the Municipality will focus on the implementation for the coming three years, while on the other hand is able to monitor and evaluate implementation progress on those programmes, projects and services.

- *Review of progress with lessons for the future*

The starting point in understanding the current developmental situation is the review of the relevance of the strategies developed and applied to achieve the past and current set goals. We need to determine the extent of implementation with regard to projects, programmes and services against IDP plans for the previous years.

Some of this can be from secondary data (e.g. previous annual reports). The review of the organisational performance for the 2022-23 financial year(s) would provide an opportunity to review progress for the IDP and also assist in making information for the annual report readily available, as well as determining the implications for the future. It is suggested that the two processes be integrated, and a format used which ensures that directorates provide lessons learned and implications for the future, as well as analysis of what they have done. This will build on refining and/or developing section 3.2 as part presentation and discussion, so that we are able to come up with coherent recommendations across the Municipality.

- *Core elements of the IDP preparation*

The core elements of the IDP preparation correspond to the core functions of the municipalities as outlined in the Municipal Systems Act and other legislations, including the critical elements that came up during the IDP development and review in the past years.

- *The core components of the integrated development plan follow:*

- ✓ the municipal council's vision for the long-term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- ✓ an assessment of the existing level of development in the municipality, which must include the identification of communities which do not have access to basic municipal services;
- ✓ the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- ✓ the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- ✓ a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- ✓ the council's operational strategies;
- ✓ applicable disaster management plans;
- ✓ a financial plan, which must include a budget projection for at least the next three years; and
- ✓ The key performance indicators and performance targets determined in terms of section 41 of Municipal Systems Act.

2.1.4. Inclusion of new information where necessary

- ✓ Addressing areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review Process (i.e. MFMA);
- ✓ Alignment of the IDP with newly completed Kannaland Local Municipality Statutory Plans;
- ✓ Development of the Strategic elements of the IDP;
- ✓ The ongoing alignment of the Performance Management System (PMS), in terms of Chapter 6 of the MSA, with the IDP;
- ✓ The update of the Financial Plan, the list of projects (both internal and external), and the capital investment framework;

- ✓ Incorporate final Ward Projects in terms of the Medium-Term Revenue and Expenditure Framework (MTREF).

3. SECTION THREE: HORIZONTAL AND VERTICAL ALIGNMENT

3.1. Framework plan

In terms of Chapter 5 and Section 26 of the Municipal Systems Act (2000), districts are required to prepare and adopt a Framework Plan which indicates how the district and Local Municipalities will align their IDPs. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the district and in doing so, proper consultation, coordination and alignment of the review process of the district municipality and various local municipalities can be maintained.

Alignment with service providers is essential to ensure that the district and local municipality's priorities can be reflected in the service providers' project prioritization process and in turn the service providers' projects can be reflected in the IDP document. Regular meetings with service providers would be required in the course of IDP review process

Cross-border alignment with neighbouring municipalities is also necessary to ensure the spatial co-ordination of development effort. This is possible by using the existing Provincial Co-ordinating IDP SIME and Joint District Planning Forum as well as strategic discussions between neighbouring local municipalities.

3.2. Alignment with stakeholders

It is anticipated that an IDP and Budget Consultative and IDP Programme Workshops which will be led by MAYCO and Senior Management will create such a platform as well as a series of individual meetings with key organs of the state.

3.3. Stakeholders in the IDP process

- *Municipality*

The IDP guides the development plans of the local municipality.

- *Councillors*

The IDP gives councillors an opportunity to make decisions based on the needs and aspirations of their constituencies.

- *Communities and other stakeholders*

The IDP is based on community needs and priorities. Communities have the chance to participate in identifying their most important needs through the IDP public participation processes. The IDP process encourages all stakeholders who reside and conduct business within a municipal area to participate in the preparation and implementation of the development plan.

- *National and provincial sector department*

Many government services that affect communities at local level are delivered by provincial and national government departments -for example: police stations, clinics and schools. Municipalities must take into account the programmes and policies of these departments. The departments should participate in the IDP process so that they can be guided how to use their resources to address local needs.

4. SECTION FOUR: PUBLIC PARTICIPATION IN THE IDP PROCESS

4.1. Public Consultation

Public consultation forms an integral part of the IDP preparation and formulation process under the direct leadership of the political heads of the institution. The municipality's direct links with communities are councillors whom represent the direct interests of communities. Community or public consultation must thus be driven and directed by council, technically supported by the bureaucracy based on the nature of support required.

The Mayor and Speaker will chair public consultation sessions with the public as public representatives, supported by ward councillors in the respective areas where consultations will be undertaken.

The logistical and technical support provided by the administration must be aligned with the IDP planning process and directed towards achieving IDP outcome.

5. SECTION FIVE: ORGANISATIONAL ARRANGEMENTS

5.1. IDP institutional and management arrangements

The IDP and Budget formulation process will be guided and undertaken within the following organizational management mechanisms:

- Municipal Council is the final decision-making/approval of IDP and will continuously monitor progress of the development and implementation of its IDP;
- Councillors will be responsible for linking integrated development planning process to their constituencies/wards;
- IDP/Budget Steering Committee of politicians to drive the process, and make key strategic decisions needed at various points on the way;
- The IDP Unit together with senior management will drive the administrative part of the process;
- IDP Task Team across directorates, line management level to drive the IDP;
- IDP Representative Forum/Budget Conference to consult with stakeholders.

The IDP Stakeholder Forum is also required in terms of legislation to bring in external stakeholders at key decision points in the process, who have a statutory right to be involved in the decision-making process around the IDP. Wards will be making their proposals and inputs through the Area-based planning process, but will also form part of the Stakeholder Forum.

5.1.1. IDP/Budget Steering Committee

The IDP/Budget Steering Committee (SC) is a strategic, political and technical working team making political and technical decisions and inputs that must ensure a smooth compilation and implementation of the IDP. The IDP/Budget SC and the Stakeholder Forum will be constituted for the preparation of the IDP process. As part of the IDP and budget formulation process, the Steering Committee which supports the Municipal Manager, the IDP&PMS unit and the Budget and Treasury Office should remain as follows:

Institutional composition:

- The IDP/Budget Steering Committee will be chaired by the mayor and in his absence, a delegated MAYCO councillor.
- Members of the IDP/Budget Steering Committee will consist of MAYCO, Speaker, Municipal Manager, IDP/PMS and Budget Treasury Officer (BTO).
- MAYCO and Directors, IDP&PMS Unit and BTO will be responsible for the preparation of the IDP, PMS and Budget and any other members as the mayor may deem fit
- Secretariat will be provided by the Strategic Department.

5.1.2. Terms of Reference for the IDP/Budget Steering Committee

The terms of reference for the IDP and Budget Steering Committee are as follows:

- ✓ Facilitate terms of reference for the various planning activities associated with the IDP and Budget;
- ✓ Commission studies necessary as may be required for the successful compilation of the IDP;
- ✓ Processes and documents:
 - ✓ Inputs from sub-committee/s, study teams;
 - ✓ Inputs from provincial sector departments and support providers;
 - ✓ Processes and document outputs;
 - ✓ Makes content and technical recommendations;
 - ✓ Prepare, facilitate and documents meetings;
- ✓ Facilitate control mechanisms regarding the effective and efficient implementation, monitoring and amendment of the IDP and Budget;
- ✓ Ensure coordination and integration of sectoral plans and projects; and
- ✓ Ensure that the municipal budget is in line with the IDP.

5.2. IDP Representative Forum

5.2.1 Composition of IDP Representative Forum

The IDP Rep Forum shall consist of:

STAKEHOLDER	MEMBERS
Kannaland Municipality	1. Executive Mayor, Deputy Mayor, Speaker and Councillors
	1. Municipal Manager 2. Members of the Executive Management Team 3. IDP and PMS 4. Support Officials
Garden Route District Municipality	1. Executive Mayor, Deputy Mayor, Speaker and Councillors 2. Municipal Manager 3. Members of the Executive Management Team 4. IDP/PMS
Provincial Government	1. Department of Agriculture 2. Provincial Treasury 3. Department of Economic Development and Tourism 4. Department of Social Development 5. Department of Local Government 6. Department of Infrastructure 7. Department of Environmental Affairs and Development Planning 8. Department of Community Safety

STAKEHOLDER	MEMBERS
	9. Department of Education
National Government	1. Statistics South Africa 2. South African Police Services 3. National Treasury 4. Department of Corporative Governance and Traditional Affairs 5. Department of Rural Development and Land Reform 6. Department of Correctional Services 7. Department of Home Affairs 8. Department of Labour 9. Department of Justice and Constitutional Development
Community Stakeholders	1. Ward Committees 2. Representatives of Organised Groups 3. Advocates of Un-organised Groups 4. Representatives of Organised Business 5. Advocates of Informal Business
Neighbouring Municipalities (ad hoc membership)	1. Oudtshoorn Local Municipality 2. George Local Municipality 3. Hessequa Local Municipality 4. Knysna Local Municipality 5. Bitou Local Municipality 6. Mossel Bay Local Municipality

Table 1: Composition of IDP Representative Forum

5.2.2. Terms of Reference for the IDP Representative Forum

The terms of reference for the IDP Representative Forum are as follows:

- ✓ Represent the interest of the municipality's constituency in the IDP process;
- ✓ Form a structures link between the municipality and representatives of the public;
- ✓ Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders including municipal government;
- ✓ Ensure communication between all the stakeholder representatives including the municipal;
- ✓ Monitor the performance of the planning and implementation process;
- ✓ Integrate and prioritise issues, strategies, projects and programmes and identify budget requirements and
- ✓ Monitor the performance of planning and implementation process.

5.3. IDP Task Team

5.3.1 Composition of IDP Task Team

There will be an IDP Task Team to drive the preparation and development of the IDP. This should ideally be a small technical team constituted by relevant municipal and line function officials. The IDP Task Team should be chaired by the Municipal Manager and/or a director and the secretary should be the IDP&PMS unit. It will work full-time for the period of the preparation of the IDP, and should meet formally with the Municipal Manager and/or the Director on a weekly basis. Additional project teams may be needed to develop specific projects.

5.3.2. Terms of Reference for the IDP Task Team

The IDP Task Team will be involved in the management, discussion of the contents of IDP by:

- ✓ Providing inputs related to the various planning steps;
- ✓ Summarising/digesting/processing inputs from participation process;
- ✓ Providing technical and sector related expertise and information; and
- ✓ Preparing draft projects proposals.

5.4. Roles and Responsibilities of Different Spheres of Government in the IDP Process

The responsibility to prepare and adopt the IDP lies with Kannaland local Municipality. However, IDP is seen as a key measure to identify and respond timeously and effectively to local developmental challenges and priorities, in a manner that leverages involvement and responses of all stakeholders including across sectoral basis and contributions by the district, provincial and national governments. It is therefore required for all stakeholders to be fully aware of their own responsibilities and of other role-players' responsibilities to ensure a smooth and well organised the planning process. In order to ensure that there is a clear understanding of all required roles and responsibilities between the three spheres, the following are highlighted:

SPHERE OF GOVERNMENT	ROLES & RESPONSIBILITIES
LOCAL	
Local Municipality	Prepare the IDP
	Adopt the IDP
District Municipality (Garden Route)	Prepare the District IDP
	Adopt the District IDP
	Facilitate District Guidelines on Growth and Development

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SPHERE OF GOVERNMENT	ROLES & RESPONSIBILITIES
PROVINCIAL	
Department Local Government, WesternCape Provincial Government	Coordinate training
	Provide financial support
	Provide general IDP Guidance
	Monitor municipal processes
	Facilitate alignment of IDPs with sector department policies and programmes
	IGR sessions/Forums
NATIONAL	
Department of Cooperative Governance and Traditional Affairs	Issue legislation and policy in support of IDP's
	Issue Integrated Development Planning Guidelines
	Establish a Planning and Implementation Management Support System
	Provide a national training framework
	Provide financial assistance
	IGR sessions/Forums
Other Sector Departments	
	Provide relevant information on sector department's policies, programmes and budgets
	Contribute sector expertise and technical knowledge to the formulation of municipal policies and strategies
	Be guided by municipal IDP's in the allocation of resources at the local level
	IGR sessions/Forums

Table 2: Roles and Responsibilities of Different Spheres of Government in the IDP Process

6. SECTION SIX: ROLES, RESPONSIBILITIES OF COUNCIL AND ADMINISTRATION

6.1. Key Activities

Following is a summary of the key activities to take place in terms of the IDP, Budget and PMS:

Month	Mayor and Council / Entity Board	Administration - Municipality and Entity
July	<p>Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process MFMA s 53</p> <p>Planning includes review of the previous year's budget process and completion of the Budget Evaluation Checklist</p>	<p>Accounting officers and senior officials of municipality and entities begin planning for next three-year budget MFMA s 68, 77</p> <p>Accounting officers and senior officials of municipality and entities review options and contracts for service delivery MSA s 76-81</p>
August	<p>Mayor tables in Council the schedule of key deadlines setting the time table for: preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year. MFMA s 21,22, 23; MSA s 34, Ch 4 as amended</p> <p>Mayor establishes committees and consultation forums for the budget process</p>	<p>Accounting Officer to assist Mayor to prepare the schedule of key deadlines and align the IDP and Budget process</p>
August / September / October	<p>Council through the IDP review process determines strategic objectives for service delivery and development for next three-year budgets including review of provincial and national government sector and strategic plans</p> <p>Entity board of directors must approve and submit proposed budget and plans for next three-year budgets to parent municipality</p>	<p>Budget offices of municipality and entities determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives</p> <p>Engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc)</p>
September / October	<p>Council considers municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity</p>	<p>Accounting officer does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials MFMA s 35, 36, 42; MTBPS</p>
October / November	<p>Entity board of directors considers recommendations of parent municipality and submit revised budget</p>	<p>Accounting officer reviews and drafts initial changes to IDP MSA s 34</p>
November /		

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Month	Mayor and Council / Entity Board	Administration - Municipality and Entity
December	<p>Council finalises tariff (rates and service charges) policies for next financial year MSA s 74, 75</p> <p>Mayor tables municipality budget, budgets of entities, resolutions, plans, and proposed revisions to IDP</p>	<p>Accounting officer submits draft budget and plans for next financial year to the Mayor for tabling</p> <p>Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others</p> <p>Accounting officer to notify relevant municipalities of projected allocations for next three budget years</p>
CONSULTATION ON THE IDP AND BUDGET		
January		Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the final budget.
February	Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc	Accounting officer incorporates the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report
March		Accounting officer incorporates any changes in prices for bulk resources as communicated by 15 March MFMA s 42
April		Accounting officer assists the mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year
May	<p>Public hearings on the budget, and council debate. Council considers views of the local community, NT, PT, other provincial and national organs of state and municipalities. Mayor to be provided with an opportunity to respond to submissions during consultation and table amendments for council consideration. Council to consider approval of budget and plans at least 30 days before start of budget year. MFMA s 23, 24; MSA Ch 4 as amended</p> <p>Entity board of directors to approve the budget of the entity not later than 30 days before the start of the financial year, taking into account any hearings or recommendations of the council of the parent</p>	Accounting officer assists the mayor in preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year taking into account consultative processes and any other new information of a material nature

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Month	Mayor and Council / Entity Board	Administration - Municipality and Entity
	municipality MFMA s 87	
June	<p>Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year MFMA s 16, 24, 26, 53</p> <p>Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with s 57(2) of the MSA. Mayor to ensure that the annual performance agreements are linked to the measurable performance objectives approved with the budget and SDBIP. The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval. MFMA s 53; MSA s 38-45, 57(2)</p> <p>Council must finalise a system of delegations. MFMA s 59, 79, 82; MSA s 59-65</p>	<p>Accounting officer submits to the mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA. MFMA s 69; MSA s 57</p> <p>Accounting officers of municipality and entities publishes adopted budget and plans MFMA s 75, 87</p>
<p><i>Abbreviations: IDP - Integrated Development Plan; MFMA - Local Government: Municipal Finance Management Act, No. 56 of 2003; MSA - Local Government: Municipal Systems Act, No. 32 of 2000, as amended; MTBPS - National Treasury annual publication, Medium Term Budget and Policy Statement; NT - National Treasury; PT - Provincial Treasuries; SDBIP - Service Delivery and Budget Implementation Plan</i></p>		

Table 3: Roles, Responsibilities of Council and Administration

6.2. Detailed Planned Activities

KANNALAND MUNICIPALITY 2024/2025 DRAFT IDP, BUDGET AND PMS TIME SCHEDULE JULY 2024 – JUNE 2025														
Phase	Activity	Responsible Person/Dept/Sect	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
	Evaluation of matters identified in IDP Assessment Report received from MEC: Local Government	IMM/Manager: IDP and PMS/ Executive Mayor	22											
	District IDP Managers Forum – Alignment of IDP Review and Budget Time Schedule and Process Plan with District One plan /District Framework Plan	Garden Route District IDP Manager/Manager: IDP and PMS	25				20			18			8	
	Conduct a Strategic Planning Session with Executive Mayor	Municipal Manager/Office of the Executive Mayor	27											
Preparation	Conduct an assessment of progress of performance measurements, PMPF and changing circumstances in the municipality to constitute a review of the IDP	Executive Mayor Municipal Manager		01										
	MMF/DCF	Executive Mayor Municipal Manager		06										
	Tabling of Final IDP & Budget Time Schedule and Process Plan to Council	Executive Mayor Council		30										
Analysis	Review of the Performance Management System (PMS)	IDP and PMS Unit and Internal Auditor	31											
	Review Performance Management Policy Framework	IMM/Manager: IDP and PMS		30										
	Internal audit Review the annual performance against SDBIP's	IDP&PMS Unit Internal Auditor												
	Assess municipal financial position and capacity (based on the Annual Financial Statements of previous budget year)	Chief Financial Officer		25										

2024/2025 IDP/BUDGET & PMS TIME SCHEDULE OF KEY DEADLINES
(PROCESS PLAN)

KANNALAND MUNICIPALITY 2024/2025 DRAFT IDP, BUDGET AND PMS TIME SCHEDULE JULY2024 – JUNE 2025															
Phase	Activity	Responsible Person/Dept/Sect	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Analysis	Review Sector Plans, update Policy Register to Council	Municipal Manager/ Executive Directors/Council		30											
	Premier’s Co-ordinating Forum – Joint consultation with Western Cape Cabinet, HoDs, Municipal Managers and relevant Senior Management.	MM and Senior Management			TBD										
	Initiate public participation process on IDP and Budget	Speaker				14									
	District IDP Managers Forum	IDP Unit	25				20			18			8		
	GDS/JDMA Garden Route Technical Steering Committee Meeting (JDMA process)	MM/ IDP&PMS Unit / Senior/Line Management				8			28			22			
	Provincial IDP Managers Forum	IDP Unit			26 27							3-4			
	IDP Indaba 1 – Project and budget alignment and implementation of IDP projects between all three spheres of government using JDMA methodology (Provincial adaption of strategies to meet Municipal Service delivery priorities	MM/IDP Unit and Senior Management/Departmental Managers			4-5										

2024/2025 IDP/BUDGET & PMS TIME SCHEDULE OF KEY DEADLINES
(PROCESS PLAN)

KANNALAND MUNICIPALITY 2024/2025 DRAFT IDP, BUDGET AND PMS TIME SCHEDULE
JULY2024 – JUNE 2025

Phase	Activity	Responsible Person/Dept/Sect	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
	Review budget-related policies and set policy priorities for next 3 financial years	Chief Financial Officer	31											
	Determine the funding/revenue potentially available for next 3 years	Chief Financial Officer				10								
	HoD/MM engagement – Joint consultation on providing context to provincial policy priorities.	HOD/MM				17								
	Medium-Term Budget Policy Committee – Alignment of provincial and local government policy priorities to applicable departmental and municipal plans and budgets.	Chief Financial Officer/ IDP Unit/MM/Executive Directors				24								
	GDS/JDMA Garden Route Technical Steering Committee Meeting (JDMA Process)	IDP Unit/LED Manager/Senior Managers/Line Managers					12			06				
	Commence public participation process on IDP and Budget	Chief Financial Officer/IDP Unit/MM/Eds				07						15		
	Determine the likely financial outlook and identify changes to fiscal strategies	Chief Financial Officer					28							
	Refine funding policies; review tariff structures	Chief Financial Officer												29
	Join District IDP & Public Participation Managers Forum Meeting	IDP Unit/PP Officer						04						

2024/2025 IDP/BUDGET & PMS TIME SCHEDULE OF KEY DEADLINES
(PROCESS PLAN)

KANNALAND MUNICIPALITY 2024/2025 DRAFT IDP, BUDGET AND PMS TIME SCHEDULE
JULY 2024 – JUNE 2025

Phase	Activity	Responsible Person/Dept/Sect	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
	IDP budget and PMS Representative Forum	IDP Stakeholders/ Ward Committees/ Cllrs/MM/IDP Unit/CFO						29						
	Determine any changes in the Socio-economic conditions & trends of Kannaland Municipality	Senior Management		27										
	Advertising a schedule of public meetings per ward arranged for PP Stakeholder engagements held in October and April	Ward Committee Administrator				17						14		
	TIME: Technical Integrated Municipal Engagement – Technical engagement on governance and mid-year budget assessments and service delivery risks (DLG Joint Planning)	PT/DLG/District/ MM/Senior Management/IDP Unit/CFO								TBD				
	Embarking on a public participation process via bi monthly public meetings per ward to: Conduct induction and training of ward committees Discuss ward concerns and opportunities Provide community feedback on progress of ward priorities Presentation of IDP Review & Budget time schedule/Process Plan and IDP Developing Ward Based Neighborhood Development Plans Obtain input on community needs for IDP Review Process	Executive Mayor Councillors Senior Management IDP Unit/ Municipal Manager	TBD		TBD		TBD		TBD		TBD		TBD	

2024/2025 IDP/BUDGET & PMS TIME SCHEDULE OF KEY DEADLINES
(PROCESS PLAN)

KANNALAND MUNICIPALITY 2024/2025 DRAFT IDP, BUDGET AND PMS TIME SCHEDULE JULY2024 – JUNE 2025															
Phase	Activity	Responsible Person/Dept/Sect	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Strategy	Strategic Planning Session to conduct a mid-term review: Council's Strategic Objectives. Assessment of the performance of implementation of Council's 5yr strategic plan (2022-2027 IDP)	Executive Mayor Senior Managers						04	15						
	Ward Committee Preparatory IDP, PMS and Budget Workshops Prioritisation of development objectives, projects & programmes by Ward Committees:	Ward Councilors Ward Committees IDP Unit/PP Officer/Senior Managers		12			11			12		7			
	IDP and Budget PP Stakeholder Engagement Facilitate a more inclusive consultation process for the prioritisation of ward projects/programmes	CFO/IDP Unit/PP Officer/MM/Senior Managers			16						17				
	IDP Indaba 2 engagement Alignment of Strategic objectives/projects and budget of the municipality with that of the provincial and national government departments using JDMA methodology. Sectors report back on provincial investment footprint and implementation of projects in municipalities	DLG/PT/Municipal Manager/ Senior Managers/IDP Unit/ Departmental Managers								TBC					
	Joint District IDP & Public Participation Managers Forum	Garden Route District/IDP unit/PP Office/IDP Unit					TBD								
	MMF and DCF	Municipal Manager/Executive Mayor		14						9					

KANNALAND MUNICIPALITY 2024/2025 DRAFT IDP, BUDGET AND PMS TIME SCHEDULE
JULY2024 – JUNE 2025

Phase	Activity	Responsible Person/Dept/Sect	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	INES LAN)
	Provincial IDP Managers Forum Meeting	Provincial Dept. of Local Government IDP Unit			26 27							3-4			
	IDP INDABA 2 engagement: Identify projects & programmes which might need support/financial assistance from Government. Refer community issues identified during IDP process but are not competencies of Local Government to National & Provincial Sector Departments	Provincial Dept. of Local Government IDP Unit								26					
	IDP Budget & PMS Rep Forum - (MFMA Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of – (a) the local community.)											18			
	Identification of new Capex/Opex projects & programmes culminating from the IDP Review Process	All departments								15		25			
	Prioritisation of internal & external Capex & Opex projects & Programmes	IDP & Budget Steering Committee										25			
	SIME LG MTEC: IDP and assessments – Provincial Government and Municipality to discuss findings and recommendations emanating from IDP and Budget assessment. Integrated input into draft IDP and Budget.	Provincial Dept. of Local GovernmentIDP Unit/MM/Executive Directors/CFO							TBD			TBD			
	Workshop for the preparation of Adjustment Budget	Chief Financial Officer							22						
	Tabling & approval of Adjustment Budget (to be approved before 28 Feb)	Chief Financial Officer								28					

2024/2025 IDP/BUDGET & PMS TIME SCHEDULE OF KEY DEADLINES
(PROCESS PLAN)

KANNALAND MUNICIPALITY 2024/2025 DRAFT IDP, BUDGET AND PMS TIME SCHEDULE JULY 2024 – JUNE 2025															
Phase	Activity	Responsible Person/Dept/Sect	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Integration	Workshop with Council to finalize: Draft IDP Review Draft Operational & Capital Budget	Executive Mayor Senior Management									23				
	Quarterly meetings of IDP & Budget Steering Committee	Executive Mayor MM/CFO/IDP Unit				23			22		12	25			
	Preparation of draft IDP Review document	IDP Unit							15						
	Circulation of draft IDP Review document to all directorates for their input & comment	IDP Unit									25				
	Tabling of draft IDP Review & Budget to MAYCO	MM/CFO									31				
	District IDP Managers Forum	IDP Unit								18					
	Conduct planning alignment engagements between district and local municipalities	IDP Unit								TBD					
	Tabling of draft IDP Review & Budget to Council	Executive Mayor Council									31				
	Submission of tabled draft IDP Review & Budget to the MEC: Local Government, National & Provincial Treasury (Within 10 working days after tabling)	IDP Unit CFO										04			

2024/2025 IDP/BUDGET & PMS TIME SCHEDULE OF KEY DEADLINES
(PROCESS PLAN)

KANNALAND MUNICIPALITY 2024/2025 DRAFT IDP, BUDGET AND PMS TIME SCHEDULE JULY2024 – JUNE 2025																
Phase	Activity	Responsible Person/Dept/Sect	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Integration	Publishing of draft IDP Review & Budget (including proposed tariffs) for perusal and public comment	IDP Unit/ CFO									31					
	Embarking on a public participation process via public meetings per ward to obtain final input from stakeholders on the tabled draft IDP & Budget	Executive Mayor Councillors, CFO IDP Unit/ Municipal Manager, Senior Managers				23					12	15				
	Draft Budget	Executive Mayor Council									31					
	Incorporate notes and comment from MEC: Local	IDP Unit CFO										15				

2024/2025 IDP/BUDGET & PMS TIME SCHEDULE OF KEY DEADLINES
(PROCESS PLAN)

KANNALAND MUNICIPALITY 2024/2025 DRAFT IDP, BUDGET AND PMS TIME SCHEDULE JULY2024 – JUNE 2025																
Phase	Activity	Responsible Person/Dept/Sect	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Integration	Publishing of draft IDP Review & Budget (including proposed tariffs) for perusal and public comment	IDP Unit/ CFO									31					
	Embarking on a public participation process via public meetings per ward to obtain final input from stakeholders on the tabled draft IDP & Budget	Executive Mayor Councillors, MM, Senior Managers				23					12	15				
	Draft Budget	Executive Mayor Council									31					
	Incorporate notes and comment from MEC: Local Government, DEADP and Provincial Treasury on Draft IDP and Budget	IDP Unit CFO										15				
	Consider all public submissions on Draft IDP and Budget	CFO/IDP Unit											16			
	Mayco meeting to consider submissions	Municipal Manager											21			

2024/2025 IDP/BUDGET & PMS TIME SCHEDULE OF KEY DEADLINES
(PROCESS PLAN)

KANNALAND MUNICIPALITY 2024/2025 DRAFT IDP, BUDGET AND PMS TIME SCHEDULE JULY2024 – JUNE 2025																
Phase	Activity	Responsible Person/Dept/Sect	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
	Council workshop on draft IDP Review & Budget prior to Adoption	CFO IDP Unit											22			
	Council meeting to adopt the final IDP Review & Annual Budget and the Performance Management measures and targets (At least 30 days before the start of the budget year)	Executive Mayor Municipal Manager Council											27			
	Management workshop to finalize the SDBIP's	Performance and Compliance Officer											02			
	Publish the adopted IDP Review & Budget with all budget related documents and policies on the municipal website	IDP Unit CFO											04			
	Submit a copy of the adopted IDP Review & Budget to the MEC: Local Government and Treasury (Within 10 working days after adoption)	IDP Unit CFO											04			
Finalization	Advertise a public notice of the adoption of the IDP	IDP Unit											04			
	Publish a summary of the IDP and Budget on municipal website.	IDP Unit											04			

2024/2025 IDP/BUDGET & PMS TIME SCHEDULE OF KEY DEADLINES
(PROCESS PLAN)

KANNALAND MUNICIPALITY 2024/2025 DRAFT IDP, BUDGET AND PMS TIME SCHEDULE
JULY2024 – JUNE 2025

Phase	Activity	Responsible Person/Dept/Sect	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
	Joint District IDP & Public Managers Forum meeting to discuss the District Framework and IDP Budget & PMS Process Plan (District Alignment)	IDP Unit/ PP Officer									TBD				
	MMF & DCF	Municipal Manager/Executive Mayor												12	
	Premier Coordinating Forum	Municipal Manager/Executive Mayor												20	
	Approval of the Service Delivery & Budget Implementation Plan (SDBIP) (within 28 days of approval of budget)	Executive Mayor												24	
	District IDP Budget & PMS Alignment Working Session (July 2025 TBD) MFMA Section 75(1) 21, 53, 68, 77 MFMA Section 53(3)(b) Municipal Structures Act, 1998 Part 4 & S83, 88 Municipal Systems Act, 2000, Sections 17, 34, 76-81, 105	IDP Unit											8		

Table 4: 2024-2025 Time Schedule of Key Deadlines (Process Plan)