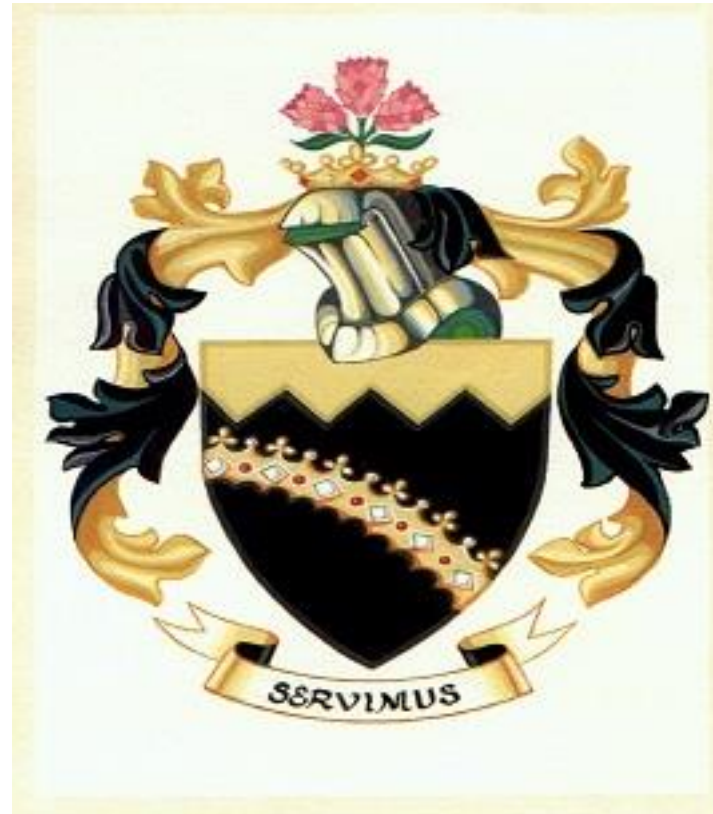


PRINCE ALBERT MUNICIPALITY



IDP, SDF AND BUDGET TIME SCHEDULE OF KEY DEADLINES – 2020/2021

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

MONTH	ACTIVITY	RESPONSIBLE PERSON	DATE	LEGISLATIVE FRAMEWORK
JULY 2020				
JULY 2020	<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. 	IDP / BUDGET / PMS	1 July	<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)
			31 July	
AUGUST 2020				
AUGUST 2020	<ul style="list-style-type: none"> • PAMUN IDP Steering Committee Meeting 	IDP	12 August	
	<ul style="list-style-type: none"> • District IDP Managers Forum 	IDP	12 August	
	<ul style="list-style-type: none"> • Consult and review performance and financial position 	CFO	14 August	

	Audit and Performance Committee Meeting	MM/CFO	24 August	
	<ul style="list-style-type: none"> Executive Mayor tables draft IDP and Budget time schedule to Council for approval 	Executive Mayor	30 August	Section 34 of MSA
	Inform MEC on option to be followed on SDF review amendments	Operational Manager	30 August	
	Confirm steering committee for SDF amendments	Operational Manager	30 August	
	<ul style="list-style-type: none"> Submit annual financial statements and annual performance report to the Auditor- General for auditing 	MM/CFO	31 August	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	
	<ul style="list-style-type: none"> Peer review of SDF SDIS committee presentation 	DEADP	31 August	
	<ul style="list-style-type: none"> Advertise Time Schedule 	Strategic Support	31 August	
SEPTEMBER 2020				
SEPTEMBER 2020	<ul style="list-style-type: none"> Convene Internal IDP Meeting. (Dry Run) 	IDP Office	3 September	

	Final Discussion of Public Participation Meeting Processes.			
	• Strategic Planning Meeting of Council	Strategic Support	7 September	
	• Review ward profile & ward-based plans for each ward	IDP office	7-9 September	
	• Auditor General (AG) audit of performance measures.	AG	September	
	• Q1 Provincial IDP Managers Forum Meeting	IDP	TBC (September)	
	• Review and update of the IDP Vision, Mission and Strategic Objectives and Values	MM / Strategic Support	September	
	• Integrate information from adopted sector plans for review	IDP	September	
	• Determine revenue projections and update policies and objectives	MM / CFO / IDP / Senior Managers	September	
	• Outline the spatial directives emanating from the national, provincial & municipal spatial policy	Operational Manager	September	
	• Hand over SDF to municipality for public participation	DEADP	30 September	

OCTOBER 2020

OCTOBER 2020	<ul style="list-style-type: none"> Determine Revenue projections and policies. 	CFO	October 2020	<ul style="list-style-type: none"> Review of policies and budget plans. Develop objectives for priority issues and determine programmes to achieve strategic intent including the development of the strategic scorecard
	<ul style="list-style-type: none"> Q2 - DISTRICT IDP Managers Forum Meeting. 	IDP	October 2020	
	<ul style="list-style-type: none"> IDP Steering Committee Meeting (Feedback on situational analysis). 	IDP	October 2020	
	<ul style="list-style-type: none"> Integration of information from adopted sector plans into IDP & SDF amendments 	IDP	October 2020	
	<ul style="list-style-type: none"> Draft status quo report on SDF 	Operational Manager	October 2020	
	<ul style="list-style-type: none"> Internal engagements to prioritise needs and assistance from sector departments 	IDP / All internal departments	October 2020	
	<ul style="list-style-type: none"> Send priorities to sector departments 	IDP	October 2020	
	<ul style="list-style-type: none"> Draft initial allocations to functions. 	CFO	October 2020	
	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	15 October 2020	

	Table draft SDF to Council for public participation	MM	20 October 2020	
	<ul style="list-style-type: none"> • Compile and submit Q1 performance report to Council 	PMS / CFO	31 October 2020	<ul style="list-style-type: none"> • MFMA Section 52 (d)
	<ul style="list-style-type: none"> • First round of public participation in all four (4) wards for IDP & SDF amendments 	IDP	21-23 October 2020	
NOVEMBER 2020				
NOVEMBER 2020	<ul style="list-style-type: none"> • Q2 IDP Representative Forum 	IDP / Sector Departments	November 2020	<ul style="list-style-type: none"> • Accounting Officer reviews and draft initial changes to IDP MSA Section 34
	<ul style="list-style-type: none"> • Consolidation of budget and plans 	CFO	November 2020	
	<ul style="list-style-type: none"> • Table of draft Annual report to Audit committee 	PMS	November 2020	
	<ul style="list-style-type: none"> • Q2 District Public Participation & Communication Forum Meeting 	PP / IDP	9 November 2020	
	<ul style="list-style-type: none"> • Strategic engagements (SIME) with municipalities 	DLG	November 2020	
	<ul style="list-style-type: none"> • Finalise Audit Report for the financial year 	AG	30 November 2020	<ul style="list-style-type: none"> • Auditor General return audit report (Due by 30 November 2020) MFMA 126 (4)

	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	28 November 2020	
	<ul style="list-style-type: none"> Address Comments received from SDF public participation process 	DEADP	30 November 2020	
DECEMBER 2020				
DECEMBER 2020	<ul style="list-style-type: none"> IDP Steering Committee Meeting (Comment on reviewed Municipal Strategies (Prioritize projects & programmes)) 	IDP	3 December 2020	<ul style="list-style-type: none"> 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.
	<ul style="list-style-type: none"> Provincial IDP Managers Forum 	IDP	5-6 December 2020	
	<ul style="list-style-type: none"> Executive determines strategic direction for next three years and finalise tariff policies 	Senior Management	December 2020	
	<ul style="list-style-type: none"> Outline / Review municipal Strategic Objectives, KPAs, KPIs and Targets 	Senior Management/ Strategic Support	December 2020 - January 2021	
	<ul style="list-style-type: none"> Develop final SDF - send back to Council for approval 	DEADP	December 2020	
JANUARY 2021				
JANUARY 2021	<ul style="list-style-type: none"> Prepare detailed budget and plans for next three years 	Budget	January - February 2021	<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 2021	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 2021	MFMA Section 72
	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	24 January 2021	
	MM table mid-year report to Council for approval	MM	30 January 2021	MFMA Section 72
	<ul style="list-style-type: none"> Midterm / midyear Report is published in the local newspaper and Website 	Senior Managers	January 2021	MFMA Section 72
	<ul style="list-style-type: none"> Review of Municipal Organogram 	MM	January 2021	
	<ul style="list-style-type: none"> Table Draft Annual Report to Council 	MM	January 2021	<ul style="list-style-type: none"> MFMA Section 127 MSA Section 21 (a)
FEBRUARY 2021				
FEBRUARY 2021	<ul style="list-style-type: none"> Continuous Review of Municipal Strategic 			

	Objectives, KPAs, KPIs and Targets	IDP	February 2021	
	<ul style="list-style-type: none"> Q3 District Public Participation & Communication Forum 	IDP / PP	07 February 2021	
	<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 2021	<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 2021	<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 2021	<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 2021	

	<ul style="list-style-type: none"> Q3 - IDP Managers and Representative Forum 	IDP / MM	27 February 2021	
	<ul style="list-style-type: none"> Conclusion of Sector Plans for the next financial year 	Senior Managers	February 2021	
	<ul style="list-style-type: none"> Make public Annual Report and invite community inputs into report 	MM	February 2021	MFMA Section 127 MSA Section 21 (a)
MARCH 2021				
MARCH 2021	<ul style="list-style-type: none"> Q4 - Provincial IDP Managers Forum 	IDP	4 & 5 March 2021	<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"> Q3 District Coordinating Forum (DCF) Meeting. 	Executive Mayors	12 March 2021	
	<ul style="list-style-type: none"> Workshop draft IDP, SDF & Budget with Council 	Mayor / MM / CFO/ OM	18 March 2021	
	<ul style="list-style-type: none"> IDP Steering Committee Meeting 	IDP / CFO / Strategic Support	19 March 2021	
	<ul style="list-style-type: none"> Draft SDBIP for incorporation into draft IDP 	PMS / Strategic Support	23 March 2021	MFMA Section 17
	<ul style="list-style-type: none"> Draft IDP and Budget approval by Council 	Executive Mayor / MM	31 March 2021	

	Mid-Year Evaluation of MM and Section 57 Managers	Strategic Support	31 March 2021	Regulation 805
APRIL 2021				
APRIL 2021	<ul style="list-style-type: none"> Send Draft IDP to Minister, PT and NT 	Municipal Manager	5 April 2021	<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 2021	
	<ul style="list-style-type: none"> Second round of public participation on draft - IDP and Budget. 	Mayor / IDP	13- 14 April 2021	
	<ul style="list-style-type: none"> IDP Steering Committee Meeting. Finalisation of draft IDP & Budget documents 	IDP	14 April 2021	
	<ul style="list-style-type: none"> Audit and Performance Committee Meeting 	Internal Audit	25 April 2021	
	<ul style="list-style-type: none"> Compile and submit Quarterly Performance Report for Q3 to Council. 	PMS / CFO	30 April 2021	
	<ul style="list-style-type: none"> Conclusion of Sector plans for inclusion in IDP 	Internal departments	April 2021	

MAY 2021

MAY 2021	<ul style="list-style-type: none"> Review written comments in respect of the draft (advertised) IDP 	MM	15 May 2021	<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 2021	
	<ul style="list-style-type: none"> Q-4 DITRICT IDP Managers 	IDP / MM	May 2021	
	<ul style="list-style-type: none"> Community inputs into organization KPIs and Target 	Strategic Support	May 2021	
	<ul style="list-style-type: none"> Tabling of amended IDP, SDF and budget to council for adoption 	Mayor	29 May 2021	

JUNE 2021

JUNE 2021	<ul style="list-style-type: none"> Approval of Top Layer SDBIP 	Executive Mayor	5 June 2021	
	<ul style="list-style-type: none"> Inform community about the approved IDP, SDF & Budget: Place copies in libraries, website and notices in newspaper 	IDP / CFO	5 June 2021	
	<ul style="list-style-type: none"> Q1 - Provincial IDP Managers Forum 	IDP	TBC June 2021	

	<ul style="list-style-type: none"> • Send IDP & budget documents to MEC DLG, PT & NT 	Strategic Service	5 June 2021	
	<ul style="list-style-type: none"> • Audit and Performance Committee Meeting 	Internal Audit	27 June 2021	
	<ul style="list-style-type: none"> • Signing of performance agreements of MM and Section 57 Managers 	Strategic Service	Before 31 July 2021	Section 57 of the MSA
	<ul style="list-style-type: none"> • Submit copies of SDBIP to National and Provincial Treasury 	Strategic Service	June 2021 (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 Service	30 July 2021	Section 57 (1) (b)

2. ADOPTION OF THE IDP / BUDGET BY COUNCIL

The IDP and Budget time schedule must be approved by the Councils by the 31 August 2020.