

**INTEGRATED DEVELOPMENT PLAN (IDP) & BUDGET
PROCESS PLAN / TIME SCHEDULE 2021/22
FOR COMPILATION OF THE 1st REVIEW IDP 2022/2023
& MTREF 2022/23 – 2024/2025**

APPROVED BY COUNCIL: 27 August 2021



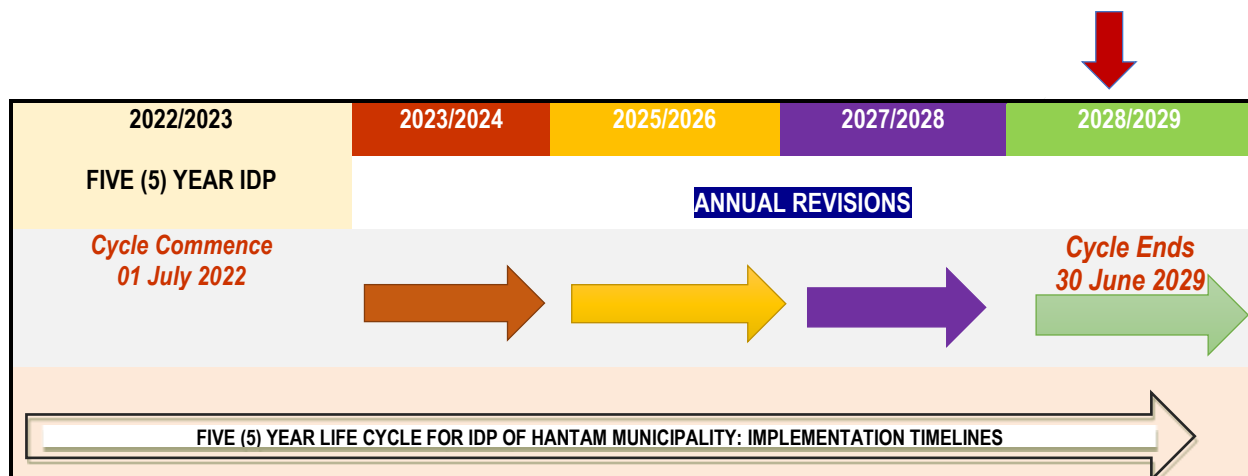
HANTAM MUNICIPALITY



"An enabling environment with sustainable service delivery and equal opportunities to ensure a better life for all"

PROCESS FOR COMPILATION OF

IDP 2022-2023 & BUDGET 2022/23, 2023/24 & 2024/25



1. INTRODUCTION AND BACKGROUND

Chapter 4 in the MSA requires all Municipalities to develop a culture of participatory governance and to ensure the institutionalization of this participatory process. One requirement is the preparation and adoption of a process plan to guide the drafting of the IDP and which includes the following elements:

- ✿ A program specifying the timeframes for the different steps,
- ✿ Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role players,
- ✿ An indication of the organizational arrangements.

This 2021/2022 Integrated Development Planning and Budget Process Plan / Time Schedule is prepared and compiled in terms of Sections 21(1) (a) and (b) of the Local Government Municipal Finance Management Act No. 56 of 2003 as well as Sections 28(1), 29(1) of the Local Government Municipal Systems Act No. 32 of 2000.

The purpose of the 2021/2022 Integrated Development Planning and Budget Process Plan / Time Schedule is to indicate the various planned activities and strategies on which the municipality will embark to compile its 4th reviewed Integrated Development Plan 2021/2022 and the Budget for the 2021/2022 financial year and two outer years.

The process plan enhances integration and alignment between the IDP and Budget, thereby ensuring the development of an IDP based Budget.

2. Legislative Framework

The Drafting and Preparation of the 2021/22 IDP and Budget Process Plan / Time Schedule and its activities of Hantam Municipality is guided in terms of the following legal framework:

Section 21(1)(a) and (b) of the Municipal Finance Management Act, No 56 of 2003 states the following:

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 the budget-related policies; and
 - iv. any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

Section 28(1) of the Municipal System Act, No 32 of 2000

In order to ensure certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of government, the preparation of the planning process is regulated by the Municipal Systems Act, No 32 of 2000, Section 28 of the Systems Act 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.
- 2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- 3) A municipality must give notice to the local community of particulars of the process it intends to follow.

Section 29(1) of the Municipal Systems Act stipulates the following:

The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must –

- a) be in accordance with a predetermined program specifying timeframes for the different steps;
- b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4 allow for (i) the local community to be consulted on its development needs and priorities; (ii) the local community to participate in the drafting of the IDP; and (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;
- c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- d) be consistent with any other matters that may be prescribed by regulation.

3. PHASES OF IDP DRAFTING AND ANNUAL REVIEW PROCESS

The five (5) phases in the IDP & Budget process which guide the annual review and the important activities, deliverables to be considered during the different five (5) phases of the IDP and Budget process are discussed as follows:

PHASE 1: ANALYSIS

During this phase information is collected on the existing conditions within the municipality. It focuses on the types of problems faced by people in the area and the causes of these problems. The identified problems are assessed and prioritized in terms of what is urgent and what needs to be done first. Information on availability of resources is also collected during this phase. At the end of this phase, the municipality will be able to provide:

- ✿ An assessment of the existing level of development
- ✿ Details on priority issues and problems and their causes
- ✿ Information on available resources.

PHASE 2: STRATEGIES

During this phase, the municipality works on finding solutions to the problems assessed in phase one. The Council and Management discuss strategic issues such as vision, mission, future directions, strategic outcomes and outputs as well as measures and targets for each strategic output.

PHASE 3: PROJECTS, PROGRAMMES and CAPITAL BUDGET

During this phase the municipality works on the design and content of projects/programs identified during Phase 2.

Clear details for each project have to be worked out and budget provision needs to be made for the

next 3 years with updated cost estimates.

PHASE 4: INTEGRATION

Once all projects have been identified, the municipality has to check again that they contribute to meeting the objectives outlined in Phase 2. These projects will provide an overall picture of the development plans. All the development plans must now be integrated. The municipality should also have overall strategies for issues like dealing with poverty alleviation and disaster management. These strategies should be integrated with the overall IDP.

PHASE 5: APPROVAL

Finalization and approval of draft IDP and draft annual budget by end March annually. Make public the draft IDP and draft budget for comments and submissions. Consultation with communities and stakeholders and then final approval by Council by end May annually.

4. INSTITUTIONAL ARRANGEMENTS, ROLES AND RESPONSIBILITIES IN THE IDP REVIEW PROCESS

The following roles have been assigned to key role-players in Hantam Municipality during the development and monitoring of the IDP:

4.1 The Mayor

- Chairperson of the IDP Representative Forum meetings and ensure compliance with legislation in respect of all IDP processes; and
- Tables all relevant documentation to council, where applicable for notification and/or approval.

4.2 The Municipal Council

- Considers and adopts the IDP process plan; and
- Adopt the draft and final IDP.

4.3 The IDP Representative Forum

- Chaired by the Mayor;
- Serves as link between the municipality and public sector representatives;
- Represents the interests of various constituencies in the IDP review process,
- Provides a means to transfer and clarify information between all the stakeholder representatives, including the municipality;
- Provides an organisational mechanism for discussion, negotiation and decision making between the stakeholders and municipality;
- Coordinates and aligns planning and service delivery;
- Monitors the performance of the planning and implementation process;

- Considers recommendations and inputs from the IDP Steering Committee; and
- Recommends the final IDP to the council for approval.

4.4 The Ward Councillors and Ward Committees:

- Facilitate the identification and conceptualisation of community needs to be incorporated into the IDP;
- Consult the community to reconfirm needs in terms of the Draft IDP and Draft Budget;
- Serve as conduit of information regarding service delivery matters to and from communities;
- Compile ward plans; and
- Fulfil an oversight role in programme and project implementation.

4.5 The Municipal Manager

- Chairs IDP Steering Committee meetings; and
- Ensures compliance with regard to all relevant IDP and PMS legislation and regulations.

4.6 The Head IDP/LED

- Responsible to prepare process plan;
- Supporting role to ensure compliance with regard to community participation and publications;
- Manages and coordinates the IDP process;
- Consolidates all relevant input from ward plans and other stakeholders;
- Coordinates the planning process and day-to-day activities;
- Responds to comments;
- Amends the IDP in accordance with national and provincial assessments; and
- Compiles the draft and final IDP.

4.7 Senior Management

Senior managers are responsible for and must assist with the following:

- Drafting the process plan;
- Research and analysis on status quo information;
- Providing relevant sector and budget information;
- Preparing and integrating programmes and project proposals; and
- Developing core components of the IDP as legislated.

5. Public Participation and Stakeholder Engagement

5.1 Public Participation in Hantam Municipality

The Hantam Municipality is committed to enabling communities to actively participate in the development of the Municipality's long-term vision. The participation of citizens requires that there is dissemination and access to information to enable informed participation. Public participation must be

structured and the following existing legislation will be used as a guiding framework.

- ✿ The White Paper on Local Government, published in March 1998
- ✿ The Constitution of the Republic of South Africa 1996
- ✿ The Local Government: Municipal Systems Act 32 of 2000
- ✿ The Local Government: Municipal Structures Act 117 of 1998 (as amended in 2000 and 2003)

5.2 Hantam Municipality's Public Participation Policy

Council adopted a Public Participation Policy in May 2020 which will enable that community participation should flow from a created opportunity for stakeholders to interact with Council in respect of specific issues/projects/programs. This document sets out the proposed components of a public participation system in the Hantam Municipality. The effort to build the capacity of local communities to enable effective participation is undertaken at Ward Committee level.

5.3 Participative Structures

A) Participation in Council/Section 79, 80 Committee Meetings

In terms of section 19 of the Municipal Systems Act, the Municipal Manager must give notice of Council meetings in a manner determined by the Council. A notice must be published once a year in the local media, setting out the program of meetings for the year as well as prior to each meeting. Meeting dates must also be published on the municipal website. Council agendas/minutes are public documents and should be available on request.

B) Participation through IDP/Budget Forum

The *Hantam IDP Representative Forum and Intergovernmental Relations (IGR) forum* will be platforms to discuss issues that relate to the development and implementation of the Integrated Development Plan and is chaired by the Mayor. The Forum comprises of representatives of key stakeholder groupings and representation from the five Ward committees.

The Hantam IDP Representative Forum and Intergovernmental Relations (IGR) forum is advisory in nature and makes recommendations to Council on matters relating to vision and strategies around service delivery, infrastructure development, as well as economic development and poverty alleviation issues.

The *Hantam IDP & Budget Steering Committee* will be another platform to discuss issues that relate to the development and implementation of the Integrated Development Plan, prioritization of IDP projects and related budgetary allocations. The Steering Committee comprise the Mayor, Ward Councillors, Municipal Manager, Senior Managers, Manager BTO and IDP officials.

c) Participation through Ward Committees

The Constitution of the Republic of South Africa, 1996 (Section 152(1)(e)) states that municipalities must encourage the involvement of communities and community organizations in local governance. The ward participatory system of municipal government allows for the establishment of Ward Committees to facilitate such participation. The Ward Committee system provides a platform for residents of Hantam to have a more direct voice in the governance of their wards. The Hantam Municipal Council has











established five Ward Committees.

The Local Government Municipal Structures Act, Act 117 of 1998 sets out the broad parameters around the establishment, composition and functioning of Ward Committees, but requires a municipality to develop the details and provide the required support. Council approved a policy for the establishment, scope, functioning and maintenance of Ward Committees in Hantam. This policy was revised in March 2020. The purpose of a Ward Committee is to assist the democratically elected representative of a ward (the Ward Councilor) to carry out his or her mandate and to enhance effective public participation.

A Ward Committee assists the Ward Councilor in developing and implementing a broader public participation strategy for the ward. Ward Committee meetings do not replace public meetings of a ward where all stakeholders are represented. The Ward Committee works with a Ward Councilor to ensure that the public participation process in that ward reflects the full diversity of interests of that ward.

5.4 Hantam Participative Communication platforms

The following communication platforms for participation will be utilized by Hantam Municipality to communicate with communities and relevant stakeholders, namely:

-  Advertising in local newspapers (Noordwester) and Burger
-  Facebook page
-  Municipal website
-  E-mails
-  Radio Broadcasting
-  Loud haling
-  WhatsApp
-  Notices on municipal noticeboards and distribution of notices amongst residents
-  Newsletters and notices attached to municipal accounts
-  Tele- and video conferencing

TIME SCHEDULE WITH KEY DEADLINES (JULY 2021 – JUNE 2022)

JULY 2021

Item no.	Deliverable/Action	Legislative Requirement and Information	Target Date	Responsibility	Progress against target and comments
1.	Commence with the multi-year capital and operational budget	Internal process	July 2021	Senior Manager Finance & Corporate Services AND Manager BTO	
2.	Attend to preparation of AFS, Audit File, Annual Performance Report, Draft Annual Report And reporting of the Implementation of the SCM Policy	Internal process	July – August 2021	All Departments	
3.	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	14 July 2021	Senior Manager Finance & Corporate Services AND Manager BTO	
COUNCIL MEETING			29 July 2021		
4.	Submit Q4 quarterly report (July 2019 till June 2020) on implementation of the budget and financial state of affairs to Council	MFMA, Section 52 (d)	29 July 2021	MM & Head: IDP/LED	
5.	Submit report to Council in terms of SCM Regulations Section 63	SCM Regulations Section 63	29 July 2021	Senior Manager: Finance and Corporate Service	
6.	Performance Agreements: (i) Signed by Section 54A (MM) and 56 Senior Managers (ii) Submitted to the Mayor (iii) Published on website (iv) Submitted to MEC of COGHSTA	Section 57(2)(1)(b)	30 July 2021	MM & Senior Managers	

AUGUST 2021

Item no.	Deliverable/Action	Legislative Requirement and Information	Target Date	Responsibility	Progress against target and comments
7.	Publish details of ward committees and public meetings (minimum 7 days' notice)	MSA Section 21 & 28(3)	August 2021	Head: IDP/LED	
8.	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	17 August 2021	Senior Manager Finance & Corporate Services AND Manager BTO	
9.	Publish resolution levying rates within 60days of resolution	<i>Municipal Property Rates Act, Section 14(2)(a)</i>	Before end August 2021	CFO & Manager BTO	
10.	Compilation of IDP/Budget Time schedule for the next budget cycle: Submit time schedule with key deadlines for 2022/23 IDP Review and Budget (2022/23, 2023/24 & 2024/25) to Council	<i>MSA Section 28; MFMA Section 21(1)(b)&53 MFMA Section 21(1)(b): The mayor of a municipality must 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 the budget-related policies; and (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).</i>	11 - 27 August 2021	MM, Head IDP/LED & Senior Manager: Finance & Corporate Service AND Manager BTO	
11.	Submit Annual Financial Statements and unaudited Annual Report (including Annual Performance Report) to the Auditor-General for auditing	<i>MFMA Section 126(1)(a) & (b): The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing</i>	31 August 2021	Senior Manager Finance & Corporate Services Municipal Manager	
12.	Finalize draft Annual Performance Report for previous financial year and submit to Auditor-General	MSA Section 46	31 August 2021	MM & Head: IDP/LED	
COUNCIL MEETING			27 August 2021		

SEPTEMBER 2021

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
13.	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	14 September 2021	Senior Manager Finance & Corporate Services AND Manager BTO	
14.	Publish approved IDP/Budget Process plan on website	<i>MSA Section 28(3)</i>	01 September 2021	Head: IDP/LED	
15.	Notify the public about the approved time schedule of the Process Plan	<i>MSA Section 21 & 28(3) MSA Section 28(3): A municipality must give notice to the local community of particulars of the process it intends to follow</i>	04 September 2021	Head: IDP/LED	
16.	Submit time schedule with key deadlines to the Namakwa District Municipality, DLG and Provincial Treasury	<i>MSA Section 29(3) (a) and (b)</i>	04 September 2021	Head: IDP/LED	
17.	Attend District IDP Managers Forum meeting		September 2021	Head: IDP/LED	
18.	Hantam IDP Rep / IGR Forum Consultation via applicable platforms	IGR Framework Act Section 29	September 2021	MM & Head IDP/LED	
19.	Ward Committee meetings: IDP/Budget Public consultation (wards 1; 2; 3; 4; 5)	MSA Section 29(1)(b): The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for- (i) the local community to be consulted on its development needs and priorities; (ii) the local community to participate in the drafting of the integrated development plan; and (iii) Organs of state, including traditional authorities and other role players to be identified and consulted on the drafting of the integrated development plan.	September 2021	Ward Councilors & Ward Committees & IDP/LED unit	
19.1	Ward 1 & 2 (Calvinia)		September 2021		
19.2	Ward 3 (Brandvlei)		September 2021		
19.3	Ward 4 (Nieuwoudtville)		September 2021		
19.4	Ward 5 (Loeriesfontein)		September 2021		
20.	Conduct performance reviews of MM and Senior Managers for the previous financial year	Municipal Planning and Performance Management Regulations Section 13	September 2021	MM & Head: IDP/LED	
COUNCIL MEETING			23 September 2021		

OCTOBER 2021

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
21.	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	14 October 2021		
22.	District IDP Engagements	RSA Constitution, Section 154 (activity is in support of particular section)	October 2021	Municipal Manager and IDP personnel to attend	
23.	Budget Office distributes current approved three-year capital budget and 2 years future planning to respective directorates to review existing projects on the two outer years and prioritize projects for the third outer year for inclusion in the draft IDP.	<i>MSA Section 26(h): An integrated development plan must reflect a financial plan, which must include a budget projection for at least the next three years.</i>	October 2021	Senior Manager Finance & Corporate Services and Manager BTO	
24.	Commence revision of LED strategy development process	Internal process	October 2021	MM & Head: IDP/LED	
25.	Directorate Strategic Planning Sessions based on outcomes of community needs analysis, master plans, risks and management strategic planning session	Internal process	October 2021	Municipal Manager and Senior Managers are responsible for convening strategic planning session of individual directorates	
26.	Strategic session with Council and Senior Management including development of the Hantam Integrated Development Plan	Internal process	October 2021	Councillors, MM and designated senior management to attend	
COUNCIL MEETING			28 October 2021		
27.	Submit Q1 quarterly report (July 2020 till September 2020) on implementation of the budget and financial state of affairs to Council	MFMA, Section 52 (d)	29 October 2021	Municipal Manager and Mayor	
28.	Commence with the review of Ward Plans based on input from role players meetings and workshop	Internal process	31 October 2021	IDP/LED & Ward Councillors	

NOVEMBER 2021

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
39.	Section 71 monthly report	MFMA Section 71: <i>The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	13 November 2021	Senior Manager Finance & Corporate Services AND Manager BTO	
30.	Budget Office send out tariff structure for review	Internal process	November 2021	Senior Manager Finance & Corporate Services AND Manager BTO	
31.	Commence preparation and align departmental operational plans and SDBIP to strategic priorities in IDP and inputs from other stakeholders including government and bulk service providers (and NER)	Internal process	November 2021	Municipal Manager	
32.	Submission of Strategic Planning Reports of individual Directorates in prescribed format to IDP unit	Internal process	November 2021	Municipal Manager and Senior Managers	
33.	Start review process of budget related policies	MBRR 7 MFMA Section 62	November 2021	Senior Manager Finance & Corporate Services	
34.	Send out business plan template for each capital project to all Senior Managers and MM	Internal process	November 2021	Senior Manager Finance & Corporate Services	
35.	Commence with the review of Ward Plans based on input from role players meetings and workshop	Internal process	November 2021	Ward Councillors	
36.	IDP & Budget Steering Committee meeting to discuss and review capital budget requests (ROUND1)	Internal process	November 2021	Mayor, Ward Councillors, Municipal Manager, Senior Managers, Manager BTO and IDP/LED officials.	
37.	Receive audit report on annual financial statements from the Auditor General	MFMA. Section 126 (3) MFMA Section 126(3): <i>The Auditor-General must-</i> (a) <i>audit those financial statements; and</i> (b) <i>submit an audit report on those statements to the accounting officer of the municipality or entity within three months of receipt of the statements.</i>	End November 2021	Auditor General to provide report to MM	
COUNCIL MEETING			25 November 2021		
38.	IDP Representative / IGR Forum consultation via applicable platforms	MFMA, Section 23(1) IGR Framework Act Section 29	November 2021	IDP/LED. Mayor, Ward Councillors, Municipal Manager & Senior Managers to attend	

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
39.	Attend District IDP Managers Forum meeting	MFMA, Section 23(1) IGR Framework Act Section 29	November 2021	Head: IDP/LED	
40.	Discuss and agree on business plan template for capital projects	Internal process	November 2021	MM; Senior Managers, Manager BTO & Head IDP/LED	
41.	The Accounting Officer to address any issues raised by the Auditor-General in the audit report & prepare action / audit plans to address issues raised to be incorporated into the annual report.	MFMA Section 131	30 November 2021	Senior Manager Finance & Corporate Services/ Municipal Manager	

DECEMBER 2021

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
42.	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	13 December 2021	Senior Manager Finance & Corporate Services AND Manager BTO	
43.	Table draft Annual Report (2020/21) to Council	MFMA Section 127	03 December 2021	Municipal Manager & Head: IDP/LED	
44.	Senior Managers to submit adjustment budget to the CFO	Internal process	December 2021	MM and Senior Managers to compile and CFO to provide templates	
45.	Discuss adjustment budget (2020/21) and draft electricity budget and finalize tariff structure for 2021/22 (2021/22, 2022/23 & 2023/24)	MFMA Section 28	December 2021	MM, Senior Managers and designated senior management in attendance	
46.	Finalize inputs from bulk resource providers (and NER) & agree on proposed price increase		December 2021	Municipal Manager/ Senior Manager Finance & Corporate Services	
47.	Review whether all bulk resource providers have lodged a request with National Treasury & SALGA seeking comments on proposed price increases of bulk resources		December 2021	Municipal Manager/Senior Manager Finance & Corporate Services	
48.	Publish Annual Report (2020/21) for comment AND submit to the Auditor General; relevant provincial treasury and MEC COGHSTA	MFMA Section 127 (5)	11 December 2021	HEAD: IDP/LED	

JANUARY 2022

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
49.	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	14 January 2022	Senior Manager Finance & Corporate Services AND Manager BTO	
50.	Annual submission of Employment Equity plan to Department Labour	Employment Equity Act, Section 20	15 January 2022	Senior Manager Finance & Corporate Services AND HR	
51.	Submit Mid-year budget and performance assessment report 2020/21 (for the period July 2020 till December 2020) to the Mayor and table to Council	MFMA, section 54; 72; 88	25-29 January 2022	MM & Head: IDP/LED; Senior Manager Finance & Corporate Services	
52.	Management discuss personnel structure, budget (2021/22, 2022/23 & 2023/24) and financial policy revision (2021/22)	Internal process	January 2022	MM to convene meeting - MM, Senior Managers and designated senior management in attendance	
53.	Submit capital & operational budget for (2021/22, 2022/23 & 2023/24) as well as personnel budget information (2021/22)	Internal process	January 2021	MM and Senior Managers	
COUNCIL MEETING			30 January 2022		
54.	Submit a hard copy signed by MM and CD containing Audit Action Plan & Management Report to Provincial Treasury	<i>MFMA Section 131(1)</i>	31 January 2022	Municipal Manager & CFO	
55.	Closing date for comments from public on draft Annual Report 2019/20	<i>MFMA Section 127 (5)</i>	29 January 2022	Public to submit comments on Draft AR 2019/20	

FEBRUARY 2022

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
56.	Finalize discussions of personnel structure (2021/22)	Internal process	February 2022	MM and Senior Managers - HEAD: IDP/LED to convene meeting	
57.	Discuss capital budget for (2022/23, 2023/24 & 2024/25); budget and tariffs (2022/23, 2023/24 & 2024/25)	Internal process	February 2022	HEAD: IDP/LED convene meeting - CFO to chair the meeting	
58.	Council approve adjustment budget (2021/22) and SDBIP Amendments (Review the	MFMA Section 29	25 February 2022	MM, Senior Manager Finance & Corporate	

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
	KPI's and annual performance targets)			Services	
59.	Finalize settlement based / ward plans	Internal process	February 2022	Municipal Manager	
COUNCIL MEETING			25 February 2022		
60.	Submit the approved adjustments budget to the Provincial Treasury and National Treasury	MFMA Section 72(1)(b)	12 February 2022	Senior Manager Finance & Corporate Services	
61.	Note any provincial and national allocations to municipalities for incorporation into budget	MFMA Guidance	February 2022	MM and Senior Managers	
62.	Mid-year Budget engagements programme of Provincial Treasury	Provincial Engagement: Virtual Meeting	February 2022	MM, Senior Managers, Internal Audit & Head IDP/LED/PMS attend	
63.	Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three financial years	<i>MFMA Section 37(2): In order to enable municipalities to include allocations from other municipalities in their budgets and to plan effectively for the spending of such allocations, the accounting officer of a municipality responsible for the transfer of any allocation to another municipality must, by no later than 120 days before the start of its budget year, notify the receiving municipality of the projected amount of any allocation proposed to be transferred to that municipality during each of the next 3 financial years.</i>	Before 28 February	MM and Senior Managers	
64.	Finalize draft detailed departmental operational plans for inclusion in the IDP	Internal process	February 2022	MM and Senior Managers	
65.	Compile Oversight Report for submission to council with final Annual Report.	MFMA Section 129	12 February 2022	Oversight Committee & Office of MM	
66.	Council approves Final Annual Report and adopts Oversight Report.	MFMA Section 129	25 February 2022	Municipal Manager & Head IDP/LED	

MARCH 2022

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
67.	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	13 March 2022	Senior Manager Finance & Corporate Services AND Manager BTO	
68.	Make public approved Final Annual report and Oversight Report within seven (7) days after approval AND Submit minutes of relevant meetings to AG, relevant provincial treasury and relevant department responsible for local government in the province	MFMA Section 129 (2) MFMA Section 129 (3)	04 March 2022	Head IDP/LED	
COUNCIL MEETING			25 March 2022		
69.	Finalize operating and capital budget plus budget related policies	Internal process	March 2022	CFO to chair the meeting & Senior Managers and designated management in attendance	
70.	Mayor presents draft budget 2022/23, 2023/24 & 2024/25), Draft IDP (2023/24), draft Ward Plans and Draft Top Layer SDBIP (2023/24) to Council.	<i>MFMA Section 16: The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year. (2) In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.</i>	25 March 2022	Mayor	
71.	IDP Representative / IGR Forum Consultation via applicable platforms	MFMA, Section 23(1) IGR Framework Act Section 29	March 2022	IDP/LED. Mayoral Committee, Ward Councillors, Municipal Manager & Senior Managers to attend	
72.	Receive bulk resource providers' price increases as tabled in Parliament or the provincial legislature		March 2022	Municipal Manager	

APRIL 2022

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
73.	Section 71 monthly report	MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections	14 April 2022	Senior Manager Finance & Corporate Services AND Manager BTO	
74.	Publish notice of approval of draft budget and IDP	MFMA Section 22 (a)(ii) MSA, Section 29 (b)	02 April 2022	Senior Manager Finance & Corporate Services and HEAD: IDP/LED	
75.	Publish details of public consultation to gain input on Draft IDP and Budget (minimum 7 days)	MSA Section 25(4)	02 April 2022	HEAD: IDP/LED	
76.	Submit the budget as well as the IDP to the Provincial Treasury, National Treasury and other affected organs of state	MFMA Section 22:	02 April 2022	Senior Manager Finance & Corporate Services and HEAD: IDP/LED	
77.	Copies of draft budget (2021/22, 2022/23 & 2023/24), IDP review (2021/22) and SDBIP (2021/22) made available at libraries and municipal pay points	MFMA Section 22 (a)(ii) MSA, Section 29 (b)	02 April 2022	Senior Manager Finance & Corporate Services and HEAD: IDP/LED	
78.	Submit Draft IDP to the District Municipality for comment	MSA, Section 29 (3)(b)	02 April 2022	HEAD: IDP/LED	
79.	Provincial/National Treasury Budget Engagements	IGR Framework Act Section 29	28 April 2022	MM & Senior Manager Finance & Corporate Services	
80.	Receive business plans for inclusion in SDBIP		April 2022	Senior Managers and MM	
81.	Ward Committee meetings Public consultation with Wards (1; 2; 3; 4 & 5) to obtain public input on draft IDP/Budget and consult key stakeholders.	MFMA, Section 22 & 23(1) Municipal Structures Act Section 32 & 74 Disaster Management Act, 2002: Regulations issued in terms of Section 27(2) of the Act (applicable to public meetings)	19-22 April 2022	Ward Councillors & Ward Committees AND IDP/LED unit Ward Councillors &, Ward Committees	
81.1	Ward 1 & 2 (Calvinia)		April 2022		
81.2	Ward 3 (Brandvlei)		April 2022		
81.3	Ward 4 (Nieuwoudtville)		April 2022		
81.4	Ward 5 (Loeriesfontein)		April 2022		
COUNCIL MEETING			29 April 2022		
82.	Submit Q3 quarterly report (July 2021 till March 2022) on implementation of the budget and financial state of affairs to Council	MFMA, Section 52(d)	29 April 2022	MM & Mayor	

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
83.	Approval by NERSA for municipal tariffs after conclusion of public participation process.		April 2022	Senior Manager Finance & Corporate Services to communicate new tariffs	
84.	Closing date for public comment and or objection to IDP (2022/23) and Budget (2022/23, 2023/24 & 2024/25)		30 April 2022	HEAD: IDP/LED	

MAY 2021

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
85.	Section 71 monthly report	MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections	13 May 2022	Senior Manager Finance & Corporate Services	
87.	Senior Managers, MM and designated Management consider public's comments on Draft IDP (2022/23), Draft Budget (2022/23, 2023/24 & 2024/25) and Draft SDBIP (2022/23)		06 May 2022	HEAD: IDP/LED to convene meeting - MM, Senior Managers and designated senior management in attendance	
88.	IDP & Budget Steering Committee consider public's comments on Draft IDP (2022/23), Draft Budget (2022/23, 2023/24 & 2024/25) and Draft SDBIP (2022/23) (ROUND 2)		13 May 2022	Mayor, Ward Councillors, MM, Senior Managers and designated Management	
COUNCIL MEETING			26 May 2022		
89.	Council approve final IDP (2022/23) AND Draft Budget (2022/23, 2023/24 & 2024/25)	MSA Section 34	26 May 2022	Council, MM & Senior Manager Finance & Corporate Services	

JUNE 2022

Item no.	Deliverable/Action	Legislative Requirement of Information	Target Date	Responsibility	Progress against target and comments
90.	Develop departmental SDBIP for 2021/22 financial year and approval by Municipal Manager	MSA Chapter 6	June 2022	Head IDP/LED to gain input from MM, Senior Managers and SDBIP KPI Owners	
91.	Section 71 monthly report	<i>MFMA Section 71: The accounting officer of a municipality must by no later than 10 working days after the end of the month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget- as per subsections</i>	13 June 2022	Senior Manager Finance & Corporate Services AND Manager BTO	
92.	Submit approved Final IDP 2022/23 and Budget (2022/23, 2023/24 & 2024/25) to National & Provincial Treasury and MEC COGHSTA	MSA Section 32 MFMA Section 22(a)(b)	03 June 2022	Senior Manager Finance & Corporate Services and Head: IDP/LED	
93.	Publish notice of approval of final IDP and Budget and place on website	MSA Section 21	03 June 2022	Senior Manager Finance & Corporate Services and Head: IDP/LED	
94.	Copies of approved budget ((2021/22, 2022/23 & 2023/24) and IDP Review (2021/22) made available at libraries	MSA Section 21	10 June 2022	Senior Manager Finance & Corporate Services and Head: IDP/LED	
95.	Submit Top Layer SDBIP 2022/23 to Mayor for approval; Submit draft performance contracts 2022/23 to the Mayor (table to Council for notification, publish on website & make public in local media)	MFMA Section 53	09 June 2022 23 June 2022 (approval of final SDBIP)	MM & Head: IDP/LED	
96.	IDP Representative / IGR Forum consultation via applicable platforms	MFMA, Section 23(1) MSA, Section 29(1)(b) (activity is in support of particular section) IGR Framework Act Section 29	June 2022	IDP/LED. Mayor, Ward Councillors, Municipal Manager & Senior Managers to attend	
97.	Complete and distribute budget assumptions and prepare Medium Term Budget Policy Statement	Internal process	June 2022	Senior Manager Finance & Corporate Services AND Manager BTO	
98	Consolidated community needs analysis and submission of Provincial and National priorities to DLG for Provincial Delivery	IGR Framework Act Section 29	June 2022	MM & Head: IDP/LED	
99	Council approve the Risk Register and Risk Based Audit Plan		June 2022	Municipal Manager	

END