

GEORGE MUNICIPALITY



**IDP AND BUDGET TIME SCHEDULE
OF
KEY DEADLINES
FOR THE REVIEW OF THE 2019/2020 IDP FOR
IMPLEMENTATION 2020/2021**

IDPAND BUDGET TIME SCHEDULE OF KEY DEADLINES – 2020/2021 FOR IMPLEMENTATION 2021/2022 FINANCIAL YEAR

Nr.	DELIVERABLE AND PROCESS MANAGEMENT	RESPONSIBILITY	OUTPUT	DATE
PREPARATION PHASE				
1	Development of IDP & Budget Time Schedule including internal consultations with key stakeholders	IDP, Planning & Budget Offices	Approved IDP and Budget Time Schedule	July-August 2020
2	District IDP Managers' Forum: Working Session on uniform guidelines for IDP Review	IDP Office		August 2020
3	COUNCIL MEETING: Adoption of the IDP & Budget Time Schedule	Council		August 2020
4	Advertise/ make public the adopted Time Schedule	IDP Office		September 2020
5	Submit the adopted Time Schedule to the MEC for Local Government	IDP Office		September 2020
6	District IDP Managers Forum			September 2020
7	Provincial IDP Managers Forum	IDP Office		September 2020
8	IGR Co-ordination Engagements: Technical Integrated Municipal Engagements (TIME)	Western Cape Government, IDP Office, MM and All Directors		October 2020
ANALYSIS PHASE				
9	<p>First round of public participation with all the 27 ward committees:</p> <ul style="list-style-type: none"> ▪ To provide feedback on progress made on existing projects and share information on future projects; and ▪ To afford the ward committees an opportunity to review ward priorities and make further submissions <p>Media & Awareness Campaign to encourage public and sector participation in the IDP/Budget process under the new Covid 19 circumstances.</p>	IDP Office & ALL Directors	Determine and assess the current level of development and the emerging challenges, opportunities and priority issues	October/November 2020
10	Prepare a report on the outcomes of the public participation process and present it to the IDP and	IDP Office		November 2020

	Budget Steering Committee and submit same to the Provincial Department of Local Government			
11	IDP and Budget Steering Committee Meeting	Executive Mayor		November 2020
12	District IDP Managers' Forum	IDP Office		November 2020
13	Provincial IDP Managers Forum	IDP Office		December 2020
14	Produce an updated situational analysis Chapter of the IDP (informed by new trends, sources of information and new information from Directorates)	IDP Office		November 2020 – January 2021
STRATEGY PHASE				
15	IDP and Budget Steering Committee: Directors present priority issues/proposed projects	IDP & Budget Steering Committee	Develop objectives for priority issues and determine programmes to achieve strategic intent including the development of the Strategic Scorecard	February 2021
16	Mid-year budget and performance assessment visit	IDP Office, MM and All Directors		February 2021
17	Produce and outline Budget strategy with high level estimates	Budget Office		February 2021
18	Review tariffs and budget policies	CFO		February - May 2021
19	District IDP Managers' Forum: Focusing on the finalisation of all of the B-municipalities' draft reviewed IDPs	IDP Office		February 2021
20	Review / confirm the Municipal Vision, Mission, Strategic Goals and Values	IDP & Budget Steering Committee		February 2021
21	Setting up of Key Performance Indicators and targets linked to the municipal strategic objectives including predetermined objectives	IDP Office		February 2021
PROJECT PHASE				
22	IGR Co-ordination Engagements: Technical Integrated Municipal Engagements (TIME)	Sector Departments, IDP Office, MM and All Directors		February- March 2021

23	Finalisation of the draft IDP and Budget	IDP/Budget Office		February – March 2021
24	Co-ordinate the development of draft 2021/22 SDBIP <ul style="list-style-type: none"> ▪ One on one with all Directorates to confirm KPIs and performance targets 	IDP/Budget Office		March 2021
INTEGRATION PHASE				
25	Incorporating the outcomes of the TIME in the Draft IDP	IDP Office	Incorporate programmes and projects in the IDP	February - March 2021
26	Provincial IDP Managers Forum	IDP Office		March 2021
27	Integration of sector plans and institutional programmes	IDP Office, MM and All Directors		March 2021
APPROVAL PHASE				
28	Tabling of the Draft IDP and Budget in Council	Executive Mayor	Approved IDP, budget and Service Delivery and Budget Implementation Plan	March 2021
29	Submission of draft IDP and budget to relevant institutions	IDP/Budget Office/MM		April 2021
30	Budget and Benchmark Assessments	IDP Office, MM and All Directors		May 2021
31	Second round of public participation: <ul style="list-style-type: none"> ❖ Invite public comments on Draft IDP Review and Budget including engagements with all the 27 ward committees; ❖ To provide feedback on current and future IDP projects as proposed by wards; and ❖ To create an opportunity for further inputs on key highlights & proposals from the Draft Budget 	ALL		April/May2021
32	Council meeting to adopt final IDP, Budget and Budget Related Policies	Council		May 2021
33	District IDP Managers Forum			June 2021
34	Provincial IDP Managers Forum	IDP Office		June 2021

35	Submission of Final IDP and budget to relevant institutions	IDP/Budget Office/MM		June 2021
36	Approved IDP and budget made public	IDP/Budget Office		June 2021
37	Finalisation and submission of draft 2021/22 SDBIP and annual performance agreements by Municipal Manager to the Executive Mayor.	MM	Approved SDBIP and annual performance agreements	June/July 2021
38	Executive Mayor approves the 2021/22 SDBIP and annual performance agreements of the Municipal Manager and Senior Managers within 28 days after the approval of the IDP and budget.	Executive Mayor		June/July 2021
39	Submit the approved SDBIP and performance agreements to MEC Local Government within 14 days after approval	MM/ IDP/Budget Office		July/ August 2021
MONITORING AND EVALUATION PHASE				
40	Quarterly SDBIP performance progress report for 1 st quarter of 2020/21 to Council	IDP/Budget Office	SDBIP performance report noted	October 2020
41	Section 56/57 Managers' half-yearly evaluations for 2020/21	MM & Executive Mayor	Performance evaluated	January- March 2021
42	Mid-year budget and performance assessment MFMA Section 72 (1)(2)(3)	MM/ IDP/Budget Office	Mid-Term finance and service delivery performance report compliant to MFMA	January 2021
43	Commence with the compilation of the 2019/2020 Annual Report	IDP Office & Directorates	Compile annual report	July 2020 - March 2021
44	Executive Mayor tables the 2019/2020 Annual Report MFMA Section 127 (2)	Executive Mayor	Annual Report 2019/2020 tabled	January 2021
45	Executive Mayor tables adjustments budget for approval by Council MFMA Section 28	Executive Mayor	Approved adjustments budget	February 2021
46	Annual Report made public (invite public inputs on the Annual Report - MFMA Section 127 & MSA Section 21A)	MM	Annual report and adjustments	February/March 2021

			budget made public	
47	Municipal Public Accounts Committee (MPAC) considers and evaluates the content of the 2019/2020 Annual Report MFMA Section 129	MPAC	Content of the 2019/2020 Annual Report considered and evaluated	February -March 2021
48	Provincial IDP Managers Forum	IDP Office	Discussion on draft IDPs	March 2021
49	Council adopts Annual & Oversight Report by 31 March MFMA Section 129(1)	MM & Executive Mayor	Oversight report approved	March 2021
50	Adopted Annual Report including Oversight Report made public within seven days of adoption MFMA Section 129(3) & MSA Section 21A	MM		April 2021
51	Within seven days of adoption of Annual & Oversight Report submit to Provincial Legislature and relevant MECs	MM		April 2021
52	Quarterly SDBIP performance progress report for 3 rd quarter of 2020/2021 to Council	IDP/Budget Office	SDBIP performance report noted	April 2021
53	Quarterly SDBIP performance progress report for 4 th quarter of 2020/2021 to Council	IDP/Budget Office	SDBIP performance report noted	July 2021
54	Section 56/57 Managers' Annual Performance Evaluations for 2019/2020	MM & Executive Mayor	Performance evaluated	July- September 2020