



Knysna

Municipality Munisipaliteit uMasipala

inclusive · innovative · inspired

TIME SCHEDULE

*Integrated Development Plan, Budget &
Performance Management Processes
Review*

Preparation Period: 2021/2022

Key stakeholders which contribute towards the success of the integrated development plan, budget & performance management processes:

INTERNAL STAKEHOLDERS	
STAKEHOLDERS	ROLES & RESPONSIBILITIES
Council	<ul style="list-style-type: none"> • Approves and adopts the IDP process plan and budget timetable • Approves the IDP, SDF and MTREF • Monitors the implementation of the IDP and budget and consider any amendments of the plan when necessary • Allocation and alignment of human (organizational structure) and financial (budget) resources for the implementation of IDP
Executive Mayor & Mayoral Committee	<ul style="list-style-type: none"> • Consider the IDP Process Plan & Budget timetable and submit it to Council for approval • Overall management, co-ordination and monitoring of the IDP & Budget Process • Assign and delegate responsibilities to the Municipal Manager, CFO and other relevant Senior Managers for the implementation of the IDP and Budget Process • Submit the draft and final IDP & Budget to Council for approval • Provide political guidance in respect of the IDP and Budget Process
Speaker	<ul style="list-style-type: none"> • Overall monitoring of the public participation process • Establishment and oversight of the ward committee system



INTERNAL STAKEHOLDERS	
STAKEHOLDERS	ROLES & RESPONSIBILITIES
Ward Councillors	<ul style="list-style-type: none"> • Liaison between the public and the municipality • Assist to facilitate meaningful participation by the public and relevant stakeholders in the IDP and Budget Process • Oversee the public meetings and other engagements in their respective wards • Monitor the implementation of the programmes/projects culminating from the IDP and Budget in the respective wards
Municipal Manager	<ul style="list-style-type: none"> • Fulfil the duties & responsibilities of the Accounting Officer as per the MFMA • Managing and coordinating the entire IDP & Budget Process as assigned by the Executive Mayor • Chairperson of the IDP & Budget Steering Committee • Establish task teams for the alignment and implementation of programmes/projects identified in the IDP
Chief Financial Officer	<ul style="list-style-type: none"> • The CFO performs all the budgeting duties as delegated by the Accounting Officer in terms of Section 81 of the MFMA • Managing and co-ordinates the entire budget process • Ensures proper alignment between the IDP and Budget Processes
IDP Manager	<ul style="list-style-type: none"> • Prepare the IDP process plan and co-ordinate the implementation thereof • Manage and co-ordinate the day to day activities of the entire IDP Process • Facilitate effective engagements for public and stakeholder participation in all wards • Represent the municipality at inter-governmental engagements with other spheres of government • Drafting of all IDP documentation

INTERNAL STAKEHOLDERS	
STAKEHOLDERS	ROLES & RESPONSIBILITIES
	<ul style="list-style-type: none"> • Submit the draft IDP to the MEC for comment • Publish the draft IDP for comment to the public • Incorporate all comments on the draft IDP for submission to the Municipal Manager • Facilitate alignment between the IDP and budget • Ensure alignment of the municipal IDP with the IDP Framework of the District Municipality
Senior Managers	<ul style="list-style-type: none"> • Provide technical and financial information in respect of analysing the priority issues of communities • Provide technical and budgetary input in respect of the development and operational strategies of the municipality • Preparation of project proposals and business plans for priority projects • Ensure integration of all projects & programmes culminating from the IDP process • Submit project proposals and business plans to the relevant authorities for funding and or technical support • Facilitate the incorporation and updating of all relevant sector plans in the IDP
Budget & IDP Steering Committee	<ul style="list-style-type: none"> • Quality control oversight over the IDP and Budget to ensure proper legislative compliance • Ensure that the IDP maintains its strategic focus but at the same time be implementation orientated • Ensure the active and timeous involvement of all internal stakeholders in the IDP and Budget Process • Provide technical advice and support to the Executive Mayor to

INTERNAL STAKEHOLDERS	
STAKEHOLDERS	ROLES & RESPONSIBILITES
	perform his duties in terms of Section 53 of the MFMA

EXTERNAL STAKEHOLDERS	
STAKEHOLDERS	ROLES & RESPONSIBILITES
National Government	<ul style="list-style-type: none"> • National Treasury issues guidelines on the manner in which municipal councils should prepare and process their annual budgets • Assist with funding and technical support in respect of projects & programmes emanating from the IDP process
Western Cape Provincial Government	<ul style="list-style-type: none"> • Ensuring vertical alignment of the municipal IDP with all the relevant provincial sector departments • Facilitate structured inter-governmental engagements between the municipality and provincial government (IDP Indaba and LGMTEC) • Participate in the IDP processes through local offices • Assessment and commenting on draft IDP's to strengthen the credibility thereof • Assessment of the MTREF to improve the responsiveness of the budget to the priority needs of communities • Provincial Treasury provide guidelines for the preparation and processing of the municipal budget • Assist with funding and technical support in respect of projects & programmes emanating from the IDP process
Garden Route District Municipality	<ul style="list-style-type: none"> • Ensure vertical and horizontal alignment of the municipal IDP with the district as well as neighbouring municipalities • Facilitate district wide IDP engagements to foster cross-border planning between



EXTERNAL STAKEHOLDERS	
STAKEHOLDERS	ROLES & RESPONSIBILITES
	<p>municipalities in the Garden Route District</p> <ul style="list-style-type: none"> • Facilitate joint planning initiatives between municipalities in the district with national and provincial spheres of government
Ward Committees	<ul style="list-style-type: none"> • Serve as an advisory body to the Ward Councillor in respect of the IDP & Budget • Encourage active participation from all stakeholders in their respective wards • Identify the critical development needs of the community and prioritize such needs in their respective wards • Provide input in the draft IDP & Budget • Monitor the implementation of the programmes/projects culminating from the IDP and budget in the respective wards
General Public	<ul style="list-style-type: none"> • Participate meaningfully in the IDP and Budget Processes of the municipality

REFERENCE NUMBER	DELIVERABLE AND PROCESS MANAGEMENT	RESPONSIBILITY	APPLICABLE LEGISLATION
SEPTEMBER 2020 – OCTOBER 2020			
1.1	Advertisement of adopted Time Schedule	IDP Office	
1.2	Submission of adopted Time Schedule to MEC of Local Government	IDP Office	
1.3	Provincial IDP Managers Forum	IDP Office	
1.4	IGR Co-ordination Engagements:	Western Cape Government, IDP Office, MM and TMT	
1.5	First round of community public participation: <ul style="list-style-type: none"> To provide feedback on progress on existing projects and share information on future projects To afford the communities an opportunity to review ward priorities and make further submissions Ward consultations will be facilitated based on what is allowed in terms of Covid 19 regulations. Ward inputs will be focussed on the Top 5 priorities and restructuring the priorities based on changes in the environment/circumstances. 	IDP Office and TMT	Section 29 of the Local Government Municipal Systems Act No. 32 of 2000 (MSA)
NOVEMBER 2020 – JANUARY 2021			
1.6	Prepare a report on the outcomes of the community consultation process and engage with provincial and national sector departments on sector specific programmes for alignment with municipalities' plans	Municipal Manager	
1.7	IDP and Budget Steering Committee Meeting	Executive Mayor	



REFERENCE NUMBER	DELIVERABLE AND PROCESS MANAGEMENT	RESPONSIBILITY	APPLICABLE LEGISLATION
1.8	District IDP Managers Forum Meeting	IDP Office	
1.9	Provincial IDP Managers Forum Meeting	IDP Office	
1.10	Drafting of detailed projects plans for community-based projects & programmes	TMT	
1.11	Submission of priority projects & programmes captured in Ward Based Development Plans to the budget process		
1.12	Production of an updated situational analysis Chapter of the IDP (informed by new trends, sources of information and new information from directors)	IDP Office	
FEBRUARY 2021			
1.13	IDP and Budget Steering Committee Meeting: Each director to present priority issues and or proposed projects		
1.14	Prioritization of internal & external Capital & Operational expenditure projects & programmes	TMT	
1.15	mSCOA Budget & Integrated Development Plan (IDP) alignment		
1.16	Workshop with Council to finalize: <ul style="list-style-type: none"> Draft Integrated Development Plan Review Draft Operational & Capital Budget 	Municipal Manager	
1.17	Tabling and adoption of Adjustments Budget Possible Review of SDBIP	Chief Financial Officer TMT & IDP/PMS Team	Local Government: Municipal Finance Management Act No. 56 of 2003 (MFMA)
1.18	Mid-year budget and performance assessment	PMS Office, MM and TMT	Local Government: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, 2006



REFERENCE NUMBER	DELIVERABLE AND PROCESS MANAGEMENT	RESPONSIBILITY	APPLICABLE LEGISLATION
1.19	Produce and outline Budget strategy with high level estimates	Chief Financial Officer	
1.20	Review tariffs and budget policies		
1.21	District IDP Managers Forum: Finalization of all B-Municipalities draft IDPs	IDP Office	
1.22	Setting up of Key Performance Indicators and targets linked to the municipal strategic objectives including predetermined objectives	PMS Office & TMT	
MARCH 2021			
1.23	IGR Co-ordination Engagements: Technical Integrated Municipal Engagements (ITME)	Sector Departments, IDP office, MM & TMT	
1.24	Finalization of draft IDP and budget	IDP Office & Budget Office	
1.25	Co-ordinate the development of draft 2021/2022 SDBIP: <ul style="list-style-type: none"> One-on-One with all directorates to confirm KPIs and performance targets 	PMS Office & TMT	
1.26	Incorporating the outcomes of the Provincial TIME engagement into the Draft IDP	IDP Office	
1.27	Provincial IDP Managers Forum	IDP Office	
1.28	Integration of Sector Plans and Institutional Programmes into draft IDP	IDP Office, MM and TMT	
1.29	Tabling of draft Integrated Development Plan Review & Budget to Council (<i>The Municipality must review the IDP annually and may amend the IDP in line with the Municipal Planning and Performance Management Regulation 3</i>)	Executive Mayor	Section 28 of the Local Government Municipal Systems Act No. 32 of 2000 (MSA) Municipal Planning and Performance Management Regulation 3
1.30	Publishing of draft IDP and Budget for public comment	IDP Office & Budget Office	
APRIL 2021			



REFERENCE NUMBER	DELIVERABLE AND PROCESS MANAGEMENT	RESPONSIBILITY	APPLICABLE LEGISLATION
1.31	Second Round of Community Public Participation: <ul style="list-style-type: none"> • Invite public comments on draft IDP and Budget • To provide feedback on current and future IDP projects as proposed by communities • To create and opportunity for inputs on key highlights and proposals from the Draft Budget 	IDP Office, Budget Office, Municipal Manager, TMT	
1.32	Submission of tabled draft Integrated Development Plan (IDP) Review & Budget to the MEC for Local Government in the Province, National and Provincial Treasury within 10 working days of tabling	IDP Office & Budget Office	Section 31 of the Local Government: Municipal Systems Act No. 32 of 2000 (MSA)
1.33	Incorporate notes and comment from the MEC for Local Government in the Province into Final IDP Review	IDP Office	
MAY 2021			
1.34	Refine Municipal Strategies, Objectives, Key Performance Areas, Key Performance Indicators and targets for inclusion into Final IDP Review	IDP Office, PMS & TMT	Section 129 (3) of the Local Government: Municipal Finance Management Act No. 56 of 2003 (MFMA)
1.35	Consideration of all submissions made by community and stakeholders subsequent to the public participation process of the draft Integrated Development Plan (IDP) Review & Budget	IDP Office	
1.36	Council workshops to finalize the Final Integrated Development Plan and Budget prior to adoption	Council	
1.37	Council adopts final IDP, Budget and Budget related policies	Council	Section 34 of the Local Government: Municipal Systems Act No. 32 of 2000 (MSA)
JUNE 2021			
1.38	Provincial IDP Managers Forum	IDP Office	



REFERENCE NUMBER	DELIVERABLE AND PROCESS MANAGEMENT	RESPONSIBILITY	APPLICABLE LEGISLATION
1.39	Publish the adopted Integrated Development Plan (IDP) Review & Budget with all Budget related documents and policies on the municipal website	IDP Office & Budget Office	Section 25 of the Local Government: Municipal Systems Act No. 32 of 2000 (MSA)
1.40	Submission of a copy of the adopted Integrated Development Plan (IDP) Review & Budget to the MEC of Local Government in the Province & Treasury within 10 days after adoption		Section 53 of the Local Government: Municipal Finance Management Act No. 56 of 2003 (MFMA) Section 38-45, 57(2) of the Local Government: Municipal Systems Act No. 32 of 2000 (MSA)
1.41	Advertise a public notice of adoption of the Integrated Development Plan (IDP) & Budget		Section 25 of the Local Government: Municipal Systems Act No. 32 of 2000 (MSA)
1.42	Submission of the draft Service Delivery and Budget Implementation Plan (SDBIP) to the Executive Mayor within 14 days of approval of Budget	Municipal Manager	Section 69(3)(a) of the Local Government: Municipal Finance Management Act No. 56 of 2000 (MSA)
1.43	Approval of Service Delivery and Budget Implementation Plan (SDBIP) within 28 days of approval of the budget	Executive Mayor	Section 53(1)(c) (ii) of the Local Government: Municipal Finance Management Act No. 56 of 2003
1.44	Drafting & Signing of performance agreements for the Section 57 directors in line with the approved Key Performance Indicators in the Service Delivery and Budget Implementation Plan (SDBIP)	Municipal Manager	Section 69(3)(b) of the Local Government: Municipal Finance Management Act No. 56 of 2003 (MFMA) Section 57 (2) of the Local Government Municipal Systems Act No. 32 of 2000 (MSA)
JULY 2021			
1.45	Submission of the approved Service Delivery and Budget Implementation Plan (SDBIP) and performance agreements to Council, Mayor and MEC for Local Government in the Province and make public within 14 days after approval	IDP & PMS Office	Section 54 & 69 of the Local Government: Municipal Finance Management Act No. 56 of 2003



REFERENCE NUMBER	DELIVERABLE AND PROCESS MANAGEMENT	RESPONSIBILITY	APPLICABLE LEGISLATION
			Section 57 of the Local Government: Municipal Systems Act No 32. Of 2000 (MSA)
AUGUST 2021			
1.46	Conduct an assessment of the progress on the performance measurements and changing circumstances in the municipality to constitute a review of the Integrated Development Plan	Municipal Manager	Section 34 of the Local Government Municipal Systems Act No. 32 of 2000 (MSA)
1.47	Determine any changes in the socio-economic conditions and development trends of Knysna Municipality		
1.48	Tabling and Adoption of the draft Integrated Development Plan Review & Budget Time Schedule to Council	Executive Mayor Council	Section 21 of the Local Government: Municipal Finance Management Act No. 56 of 2003

