

5.2 TIME SCHEDULE: KEY DATES AND RESPONSIBILITIES IN THE PHASES OF THE PROCESS PLAN

The detailed activities in each phase are disclosed in the following matrix:

5.2.1 PHASE 1 - PLANNING	Start 01/07/2023	Finish 30/08/2023	Responsibility
Activities			
Compile the IDP & Budget draft Process Plan with time schedule	01/07/2023	22/07/2023	Manager: IDP
Senior Management to discuss the Draft Process Plan	18/07/2023	22/07/2023	Municipal Manager
NATIONAL WOMEN'S DAY	09/08/2023		
Tabling to Council, the process to guide the planning, drafting, adoption and review of its Integrated	22/08/2023	31/08/2023	Exec. Mayor
Other activities during this phase			
Witzenberg Municipality Inter-Governmental Relations Forum	01/08/2023	29/08/2023	Manager IDP
Preparation of reports: ➔ 4 th Quarter SDBIP report ➔ June Section 71 Report / Grant Report			Man: Performance CFO CFO
Compilation of: ➔ Roll over Adjustment Budget (Capital only) ➔ Annual Financial Statements ➔ Draft Annual Report information			Manager: Budget Manager: Budget CFO
District Integrated Development Plan Managers Forum Provincial Integrated Development Plan Managers Forum	01/09/2023	31/09/2023	CWDM Department of Local Government

5.2.2 PHASE 2 – ANALYSIS AND STRATEGY	Start 01/09/2023	Finish 30/11/2023	Responsibility
Activities			
Stage 1(a): ANALYSIS	01/09/2023	03/10/2023	
Performance Analysis			
Assess the municipal performance (Strengths & Weaknesses)	01/09/2023	23/09/2023	Manager: Performance
Review the Performance Management System	01/09/2023	23/09/2023	Manager: Performance
Review the annual performance against SDBIP's	01/09/2023	23/09/2023	Manager: Performance
Financial Analysis	01/09/2023	23/09/2023	
Assess the municipal financial position and capacity (based on Financial Statements of previous Budget year)	01/09/2023	23/09/2023	CFO
Review Budget-related policies and set policy priorities for next 3 years	01/09/2023	23/09/2023	CFO
Determine the funding/revenue potentially available for next 3 years	01/09/2023	23/09/2023	Manager: Income
Determine the likely financial outlook and identify changes to fiscal strategies	01/09/2023	23/09/2023	Manager: Budget
Refine funding policies; review tariff structures	01/09/2023	23/09/2023	CFO
Situational Analysis	01/09/2023	23/09/2023	
Review current realities and examine changing conditions and information within each directorate: ➡ Spatial ➡ Legislative ➡ Institutional	01/09/2023	23/09/2023	SNR MANAGEMENT
Analyze the Strategic Calendar and Joint Planning Initiatives(JPI's) to determine interventions	01/09/2023	23/09/2023	Manager: IDP
Review Organogram to assess institutional capacity	01/09/2023	23/09/2023	Manager: HR
Closing of Analysis	01/09/2023	23/09/2023	
Management strategic workshop on analysis (All responsible persons to prepare 45 min presentations)	01/09/2023	23/09/2023	Manager: IDP

5.2.2 PHASE 2 – ANALYSIS AND STRATEGY	Start 01/09/2023	Finish 11/11/2023	Responsibility
Activities			
Stage 1(b): CONSULTATION	01/10/2023	11/11/2023	
Mail invitations to Sector representatives / IDP Representative Forum (RF)	01/09/2023	31/10/2023	Manager: IDP
Media- & Awareness Campaign to encourage public and sector participation in the IDP/Budget process	01/09/2023	31/10/2023	Public Part. Officer Manager: IDP
HERITAGE DAY	23/09/2023		
Finalize consultation presentations (Presentation based on outcome of analysis & linked to ward-based planning priorities)	26/09/2023	30/09/2023	Snr Management
Community Imbizo's / Jamboree Meetings:			
Prince Alfred's Hamlet	11/10/2023	31/10/2023	Exec. Mayor
N'duli	11/10/2023	31/10/2023	Exec. Mayor
Wolseley	11/10/2023	31/10/2023	Exec. Mayor
Bella Vista	11/10/2023	31/10/2023	Exec. Mayor
Ceres	11/10/2023	31/10/2023	Exec. Mayor
Op Die Berg	11/10/2023	31/10/2023	Exec. Mayor
Tulbagh	11/10/2023	31/10/2023	Exec. Mayor
Forum & sector meetings: Business & Agriculture	11/10/2023	31/10/2023	Exec. Mayor
Meetings with Ward Committees	11/10/2023	31/10/2023	Exec. Mayor
IGR engagement to obtain sector Budget commitments	11/10/2023	31/10/2023	Manager: IDP
INTER-GOVERNMENTAL ALIGNMENT: Presentation to District and Provincial Sector Departments		To be announced	Municipal Manager
Stage 2: STRATEGY	03/10/2023	30/11/2023	
Revise and update the Financial Plan	03/10/2023	30/11/2023	CFO
2-day Workshop: MAYCO & Management to incorporate the outcomes of the Analysis Phase and to determine any new developmental objectives	01/11/2023	25/11/2023	Municipal Manager
Workshop with Council to review the Vision, Mission, Strategic Objectives, and to refine the SDF	01/11/2023	25/11/2023	Municipal Manager
Other activities during this phase			
Preparation of reports: ➤August Section 71 Report / Grant Report ➤September Section 71 Report / Grant Report ➤Witzenberg Municipality Inter-Governmental Relations Forum District Integrated Development Plan Managers Forum Provincial Integrated Development Plan Managers Forum	16/11/2023 01/12/2023	30/11/2023 18/12/2023	CFO CFO Man: Performance Manager: IDP CWDM Department of Local Government

5.2.3 PHASE 3 – PREPARATION AND TABLING	Start 31/11/2023	Finish 28/02/2024	Responsibility
Activities			
Stage 1: CAPITAL PROJECTS AND PROGRAMS	21/11/2023	15/12/2023	
Departments provide details of all newly identified projects.		15/12/2023	All Managers
Development of Ward/Area-based Project Plans			Manager: IDP; Manager: Budget
Dept Finance provide working papers for capital project prioritization	21/11/2023	15/12/2023	Manager: Budget
Management workshop to prioritize Capital Programs and Projects for next 3 years	21/11/2023	15/12/2023	Snr Management
Workshop with Council to finalize draft capital program	21/11/2023	15/12/2023	Municipal Manager
Stage 2(a): ADJUSTMENT BUDGET	01/12/2023	28/02/2024	
Dept Finance provide working papers for adjustment Budget	01/12/2023	15/12/2023	Manager: Budget
Departments provide responses to Adjustment Budget	15/12/2023	13/01/2024	All Managers
Dept Finance to consolidate all information received	13/01/2024	18/01/2024	Manager: Budget
Workshop with MAYCO to finalize draft Adjustment Budget	18/01/2024	24/01/2024	CFO
Tabling of Adjustment Budget	24/01/2024	31/01/2024	Exec. Mayor
Stage 2(b): OPERATIONAL BUDGET	01/12/2023	28/02/2024	
Dept Finance provide working papers for Operational Budget	21/11/2023	15/12/2023	Manager: Budget
Departments provide inputs on Operational Budget	15/12/2023	13/01/2024	All Managers
Dept Finance to consolidate all information received	13/01/2024	18/01/2024	Manager: Budget
1 st Workshop with MAYCO to finalize Operational Budget & Capital program	06/02/2024	13/02/2024	CFO
2 nd Workshop with MAYCO to finalize Operational Budget & Capital program, if needed	14/02/2024	21/02/2024	CFO

5.2.3 PHASE 3 – PREPARATION AND TABLING	Start 30/11/2023	Finish 31/03/2024	Responsibility
Activities			
Stage 3: UPDATING OF IDP	09/01/2024	28/02/2024	
Update of IDP with most recent information	09/01/2024	31/01/2024	Manager: IDP
IDP Office to provide draft IDP document for scrutiny by departments	01/02/2024	10/02/2024	Manager: IDP
Departments provide inputs on draft IDP	13/02/2024	24/02/2024	All Managers
IDP Office to consolidate all information received and to compile the draft IDP	01/03/2024	10/03/2024	Manager: IDP
Workshop with Mayco on draft IDP, Operational Budget & Capital program	13/03/2024	17/03/2024	Exec. Mayor
Workshop with Council on IDP, Operational Budget & Capital program	20/03/2024	24/03/2024	Exec. Mayor
Tabling of Draft IDP & Budget	27/03/2024	31/03/2024	Exec. Mayor
Other activities during this phase			
Review Auditor- General's report			CFO
Witzenberg Municipality Inter-Governmental Relations Forum	13/03/2024	31/03/2024	Manager: IDP
Preparation/submission of reports: ➔ October Section 71 Report / Grant Report ➔ November Section 71 Report / Grant Report ➔ Compilation of draft Annual Report ➔ December Section 71 Report / Grant Report ➔ 2 nd Quarter SDBIP Report ➔ Half year performance assessment ➔ MinMay Tech/JPI's and MGRO			CFO CFO Mun. Manager CFO Man: Performance CFO Mun. Manager Mun. Manager CFO CFO Dept Local Government
District Integrated Development Plan Managers Forum Provincial Integrated Development Plan Managers Forum	01/03/2024	31/03/2024	CWDM Department of Local Government

5.2.4 PHASE 4 – CONSULTATION & INTEGRATION	Start 01/04/2024	Finish 15/05/2024	Responsibility
Activities			
INTER-GOVERNMENTAL ENGAGEMENTS			
Submit and Publish the IDP, PMS, annual Budget and other required documents to relevant departments for comments and submissions	01/04/2024	10/04/2024	Manager: IDP
Council calls for inputs from sectors and community with closing date of 30 April 2023	31/03/2024	28/04/2024	Manager: IDP
LGMTEC engagement		To be announced	Prov. Government
Update information obtained during LGMTEC's	31/03/2024	28/04/2024	Manager: IDP
District municipality engagement with B-municipalities		To be announced	Municipal Manager
PUBLIC CONSULTATION			
Publish Public Engagement timetable in the media, and distribute internally	31/03/2024	28/04/2024	Manager: IDP
Mail invitations to Sector representatives / IDP Representative Forum	31/03/2024	28/04/2024	Manager: IDP
Community Imbizo's / Meetings:	31/03/2024	28/04/2024	
Prince Alfred's Hamlet	31/03/2024	28/04/2024	Exec. Mayor
N'dul	31/03/2024	28/04/2024	Exec. Mayor
Wolseley	31/03/2024	28/04/2024	Exec. Mayor
Bella Vista	31/03/2024	28/04/2024	Exec. Mayor
Ceres	31/03/2024	28/04/2024	Exec. Mayor
Op Die Berg	31/03/2024	28/04/2024	Exec. Mayor
Tulbagh	31/03/2024	28/04/2024	Exec. Mayor
Forum & sector meetings: Business & Agriculture	31/03/2024	28/04/2024	Exec. Mayor
Meetings with Ward Committees	31/03/2024	28/04/2024	Exec. Mayor
IGR engagement to obtain sector Budget commitments	31/03/2024	28/04/2024	Manager: IDP

5.2.4 PHASE 4 – CONSULTATION & INTEGRATION	Start 03/04/2024	Finish 19/05/2024	Responsibility
Activities			
INTEGRATION			
Dept Finance to consolidate all information, comments and objections received on Budget	01/05/2024	08/05/2024	Manager: Budget
Screen and refine all Project Proposals	01/05/2024	08/05/2024	Manager: Projects

Refine the Spatial Development Framework	01/05/2024	08/05/2024	Snr Town Planner
Compile all Business Plans	01/05/2024	08/05/2024	All departments
Populate the SDBIP templates	01/05/2024	08/05/2024	All departments
Management considers submissions made by community, National and Provincial Treasury	01/05/2024	08/05/2024	Manager: Budget
Prepare a summary of the revised IDP	01/05/2024	08/05/2024	Manager: IDP
MAYCO meeting to consider the submissions and, if necessary, to revise the IDP and Budget	09/05/2024	18/05/2024	Municipal Manager
Other activities during this phase			
Witzenberg Municipality Inter-Governmental Relations Forum	10/04/2024	18/04/2024	Manager: IDP
Preparation of reports: ➔ 3 rd Quarter SDBIP Report ➔ March Section 71 Report / Grant Report			Man: Performance CFO CFO

5.2.5 PHASE 5 – APPROVAL	Start 15/05/2024	Finish 31/05/2024	Responsibility
Activities			
Council workshop on draft Reviewed IDP and Annual Budget	19/05/2024	23/05/2024	Municipal Manager
Council meeting to approve Revised IDP, Performance Management measures and targets and the Annual Budget (At least 30 days before the new Budget year)	25/05/2024	31/05/2024	Municipal Manager

5.2.6 PHASE 6 – FINALIZATION	Start 01/06/2024	Finish 30/06/2024	Responsibility
Activities			
Management workshop to finalize the SDBIP's	01/06/2024	09/06/2024	Manager: Budget
Publish the IDP, annual Budget, all Budget-related documents and policies on the municipal website	01/06/2024	09/06/2024	Manager: IDP
Publish the 2024/2024 tariffs for public comment	01/06/2024	09/06/2024	Manager: Budget
Submit a copy of the IDP to the MEC, DPLG and Treasury (within 10 days of adoption)	01/06/2024	09/06/2024	Manager: IDP
Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan)	01/06/2024	09/06/2024	Manager: IDP

Publish a summary of the IDP and Budget in newspaper	01/06/2024	09/06/2024	Manager: IDP
Submit to Executive Mayor a draft SDBIP for the Budget year (within 14 days of approval of the Budget)	01/06/2024	09/06/2024	Municipal Manager
Submit to the Mayor drafts of the annual performance agreements (within 14 days of approval of Budget)	01/06/2024	09/06/2024	Municipal Manager
Make public the performance agreements of the Municipal Manager and senior managers (no later than 14 days after approval of the plan)	01/06/2024	09/06/2024	Municipal Manager
Submit the approved Budget to the National Treasury and the Provincial Treasury	01/06/2024	09/06/2024	CFO
Preparation of reports: ➤ May Section 71 Report ➤ Grant Reports	01/06/2024 01/06/2024	09/06/2024	CFO CFO
District Integrated Development Plan Managers Forum Provincial Integrated Development Plan Managers Forum	01/06/2024	30/06/2024	CWDM Department of Local Government
The Mayor takes steps to ensure that the SDBIP is approved (within 28 days of approval of Budget)	12/06/2024	30/06/2024	Exec. Mayor
Make public the projections, targets and indicators in the SDBIP (within 14 days of approval of SDBIP)	12/06/2024	30/06/2024	CFO
Publish the performance agreements and service delivery agreements on the municipal website	23/06/2024	30/06/2024	Municipal Manager
Submit copies of the performance agreements to Council and the MEC for Local Government	23/06/2024	30/06/2024	Municipal Manager

6. CONCLUSION

The IDP and Budget Process Plan ensure that the role-players within the process are well prepared. All activities outlined within this document have been prepared in close inter-relation with the Framework that governs both the District and all local municipalities.