



24/25

# BITOU MUNICIPALITY

IDP/BUDGET AND PMS TIME SCHEDULE



INTEGRATED  
DEVELOPMENT PLAN  
2022 - 2027

PHASE	ACTIVITIES	DURATION		RESPONSIBILITY AGENT					LEGISLATIVE FRAMEWORK	POE NOTES
		START	FINISH	IDP <sup>i</sup>	BUDGET <sup>ii</sup>	PMS <sup>iii</sup>	MM <sup>iv</sup>	EM <sup>v</sup>		
PREPARATION	Preparation of the IDP, Budget Time Schedule							x	Sections 21, 53, MFMA	Draft time schedule
	District Framework Alignment Meeting	July 24	Aug 24	x	x	x			Section 27, MSA	District Framework
	Steering Committee Meeting to Review the previous year IDP process.	July 24	Aug 24						Best Practice	Minutes and attendance registers
	Extended Steering Committee Meeting to track IDP progress engage with external stakeholders quarterly	Aug 24	Aug 24						Best Practice	Minutes and attendance registers
	Review participation mechanisms and processes	July 24	Aug 24							Process report presented to the steering committee
	Receive comments from the MEC	July 23	Aug 24					x	Section 32 MFMA	MEC report presented to the Steering committee
	Review past performance	Aug 24	Sep 24	x		x			Section 34, 46 MSA	PMS presentation and discussion by steering committee
	Set-up budget committees	Oct 24	Oct 24							Resolution and acceptance letters
	Submission of annual report	Aug 24	Aug 24			x				Confirmation of receipt by the AG's office
	Rollover of unspent funds	25 Aug 24	25 Aug 24						MFMA Section 28 (2) (e)	Council Resolution
	MMF and DCF Meeting	Aug 2024	Aug 2024							GRDM programme
SITUATION ANALYSIS	Extended steering committee meeting	Sep 24	Sep 24							
	IDP Indaba 1	Sep 24	Oct 24	x	x					JPI Requirement
	Public Participation (Ward Committee Meetings)	Sep 23	Oct 24							
	Analysis of socio-economic data	Sep 24	Oct 24							Analysis Report
	JDMA Cluster Steering Committee Meetings	Oct 24	Oct 24	x			x		District Management Model	Best Practice
	Analysis of service provision									Service Gaps Report
	Analysis of municipal infrastructure services (Water, Roads, Electricity, Sewer, Waste Water treatment, Housing Demand, financial Services (revenue and expenditure), and Institutional Capacity etc.)	Sep 24	Oct 24							Departments to submit analysis reports to the IDP office for consolidation.
	Comparison study of existing Data Sets	Sep 24	Sep 24							
Review of Municipal sector plans	Sep 24	Oct 24							Report on Status of Sector Plans	
STRATEGY	Procure strategic session facilitation services	Sep 24	Nov 24							Appointment certificate
	Strategic planning workshop	Nov 24	Nov 24							Revised strategic objectives, indicators and targets
	Strategic priorities and budget recommendations	Dec 24	Dec 24							Strategic outcomes and reports
	MMF and DCF Meeting	Nov 24	Nov 24				x			GRDM Programme
	Get feedback on progress on current priority catalytic projects	Nov 24	Dec 24							
	District IDP Managers Forum	Oct 24	Oct 24							GRDM Programme
	IDP Budget & PMS Representative Forum	Nov 24	Nov 24	x					Municipal Performance Regulations, Section 15	GRDM Programme
	Provincial IDP Managers Forum	Nov 24	Nov 24	x						Provincial Programme
PROJECTS	Design project template	Oct 24	Oct 24							
	Distribute community priorities to departments	Nov 24	Nov 24							
	Appointment of departmental mSCOA champions	Nov 24	Dec 24	x	x					

PHASE	ACTIVITIES	DURATION		RESPONSIBILITY AGENT					LEGISLATIVE FRAMEWORK	POE NOTES
		START	FINISH	IDP	BUDGET ii	PMS <sup>iii</sup>	MM <sup>iv</sup>	EM <sup>v</sup>		
INTEGRATIO	Identification of Priority Projects	Jan 25	Feb 25	x	x				Section 127 MFMA	Draft capex and opex budgets
	MMF and DCF Meeting	Feb 25	Feb 25				x			GRDM Programme
	Loading of projects to mSCOA portal	Jan 25	Jan 25	x	x					mSCOA report
	TIME Engagement	Feb 25	Feb 25							JPI Report and Attendance Register
	IDP Indaba 2	Mar 24	Mar 23							JPI Report and Attendance Register
	Receive summaries of Sector Plans from departments	Jan 25	April 25	x					Best Practice	Sector Plans Section in the IDP
	Integrate the District JPI , PGDP, and NDP	Jan 25	Feb 25							
APPROVALS	Add capex and OPEX MTREF budgets to the IDP	Dec 24	Dec 24	x	x				Best Practice	Budget Section in the IDP
	District IDP Managers Forum	Feb 25	Feb 25							GRDM Programme
APPROVALS	Preliminary Meeting to discuss IDP and Budget Time Schedule	July 24	Aug 24	x	x		x			
	Portfolio Committee to discuss IDP/Budget Time Schedule	Aug 24	Aug 24	x	x					
	MAYCO to recommends IDP/Budget time schedule to Council	Aug 24	Aug 24	x	x			x		
	Council Approves the IDP/ Budget Time Schedule	Aug 24	Aug 24	x	x			x	Section 34 MSA, Section 21, 23 & 24 MFMA	Council Resolution and Minutes
	IDP Process Plan Time and Schedule is advertised	Sep 24	Sep 24	x	x				MFMA Guidance	
	Approval of the Adjustment Budget	Feb 25	Feb 25		x					
	Council Approves Annual Report	Jan 25	Jan 25			x			Section 121 MFMA	Council Resolution
	Council adopts amendments to the revised IDP and Draft Budget	Mar 25	Mar 25	x	x				Section 34	Council Resolution
	SIME Engagements	May 25	May 25	x	x		x		Section 23 MFMA	IDP and Budget assessment report
	Notice is placed in the local newspaper for 21 days	April 25	April 25	x	x				Municipal Performance Regulations, Section 4 (ii) performance regulations.	Newspaper Advert
	IDP and Budget Road Shows	April 25	April 25	x	x				Chapter 4 MSA	Minutes and attendance Registers
	Extended IDP Steering Committee Meeting	April 25	May 25	x					Section 23 MFMA, chapter 4, MSA	Third Quart MS Report, IDP Presentation, attendance and minutes of meeting
	Preparing responses to respond to written submissions	April 25	May 25	x	x				Section 23 MFMA	
	IDP Budget & PMS Representative Forum	April 25	May 25						Municipal Performance Regulations, Section 15	GRDM Programme
	Amending IDP and Budget to incorporate provincial assessments	May 25	May 25	x	x				Section 23 MFMA	Revised Documents
	Council Approves IDP and Budget	31 May 25	31 May 25							
	Send copies of IDP and Budget to the MEC for Local Government	June 25	June 25	x	x		x	x	Section 32, MSA, Section 24 MFMA	Confirmation of receipt
	Publish annual budget and IDP	June 25	June 25	x	x				Section 23, MFMA	Advert and web key
	Approval of SDBIP	June 25	June 25							
	MMF and DCF Meeting	June 25	June 25				x			GRDM programme
District IDP Managers Forum	June 25	June 25							GRDM Programme	
Provincial IDP Managers Forum	June 25	June 25	x						Provincial Programme	
IMPLEMENTATION	Rollout of SDBIP (2024/25)	July 24	July 24						Section 69	Performance Agreements

PHASE	ACTIVITIES	DURATION		RESPONSIBILITY AGENT					LEGISLATIVE FRAMEWORK	POE NOTES
		START	FINISH	ID <sup>i</sup> P	BUDGET <sup>ii</sup>	PMS <sup>iii</sup>	MM <sup>iv</sup>	EM <sup>v</sup>		
	Submission of SDBIP to the MEC for Local Government	July 24	July 24						Section 69 MFMA	Council Resolution
	Submit annual Performance Agreements to Mayor	June 24	July 24				x		Section 69, MFMA	Signed Performance Contracts
	Tabling of MID Term Report	Jan 24	Jan 24			x	x	x	Sections 36, 72 MFMA	Mid –year report, council resolution and council minutes
	Submission of annual report to AG	Jan 24	Jan 24			x	x		Section 72 MFMA	Confirmation Receipt
	Preparation of Oversight Report	Jan 24	Jan 24			x				Council Resolution
	Council adopts oversight report	Feb 24	Feb 24			x	x	x		Council Resolution

---

<sup>i</sup> IDP Unit

<sup>ii</sup> Budget Section

<sup>iii</sup> Performance Management Section

<sup>iv</sup> Municipal Manager

<sup>v</sup> Executive Mayor