

## TIME SCHEDULE FOR THE 2022/23 IDP AND BUDGET PROCESS OF OVERSTRAND MUNICIPALITY

\* Note: Due to the uncertainty of the local government elections two IDP scenarios are stated based on the election date of either 27 October 2021 or February 2022.

\* IDP- Integrated Development Plan

**Council approved – 24.8.2021**

| TASK/ ACTIVITY                                                                                                                                                                       | RESPONSIBILITY                     | Close-off<br>2020/21 | Close off<br>2021/22 | 2022/23<br>BUDGET     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------|----------------------|-----------------------|
|                                                                                                                                                                                      |                                    | FINANCIAL<br>YEAR    | FINANCIAL<br>YEAR    | TIME FRAME            |
| <b>JUNE-OCTOBER 2021</b>                                                                                                                                                             |                                    |                      |                      |                       |
| <b>PREPARATION PHASE</b>                                                                                                                                                             |                                    |                      |                      |                       |
| Budget Office provide key budget timelines to Strategic Office for inclusion in the IDP/ Budget time schedule                                                                        | Budget Office                      |                      |                      | <b>23-July-21</b>     |
| Table in Council a budget and IDP time schedule of key deadlines (Every year- at least 10 months before the start of the budget year) and guidance on the new 5-year IDP compilation | Strategic Office                   |                      |                      | <b>24-Aug-21</b>      |
| Place public notice on the IDP and Budget time schedule approval                                                                                                                     | Strategic Office                   |                      |                      | <b>3-Sept-21</b>      |
| Submission of the time schedule to ODM, the Provincial Government and National Government                                                                                            | Strategic Office/<br>Budget Office |                      |                      | <b>3-Sept-21</b>      |
| <b>2 SCENARIOS FOR THE NEW 5-YEAR IDP</b>                                                                                                                                            |                                    |                      |                      |                       |
| (Depending on when the local government elections will take place (27 October 2021 or February 2022) one of two scenarios can be followed for the new 5-year IDP:                    |                                    |                      |                      |                       |
| <b>SCENARIO 1 – LG ELECTIONS ON 27 OCTOBER 2021</b>                                                                                                                                  |                                    |                      |                      |                       |
| Strategic Office submits previous IDP wish lists to Snr Managers of the respective administrations for information and facilitation of ward                                          | Strategic Services                 |                      |                      | <b>01-November-21</b> |

| TASK/ ACTIVITY                                                                                                                                                                                                                   | RESPONSIBILITY                                                   | Close-off<br>2020/21 | Close off<br>2021/22 | 2022/23<br>BUDGET        |
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|                                                                                                                                                                                                                                  |                                                                  | FINANCIAL<br>YEAR    | FINANCIAL<br>YEAR    | TIME FRAME               |
| committee needs identification for the new IDP process to be held on 22-25-Nov-21                                                                                                                                                |                                                                  |                      |                      |                          |
| Conduct IDP online survey- solicit public inputs for the 5-year IDP                                                                                                                                                              | Strategic Office/ Service provider                               |                      |                      | <b>1-Nov-21 – Jan-22</b> |
| Election of new ward committees                                                                                                                                                                                                  | Director Community Services                                      |                      |                      | <b>15-18-Nov-21</b>      |
| Induction of new ward committees (Directorate Community Services) & ward committees meet to identify needs for the new IDP process                                                                                               | Director Community Services/ Strategic Office                    |                      |                      | <b>22-25-Nov-21</b>      |
| Snr Managers for the respective administrations submit the lists of the ward committees IDP needs identification of 22-25 November to Strategic Office for consolidation                                                         | Snr Managers for the respective administrations                  |                      |                      | <b>26-Nov-21</b>         |
| Table in Council the draft IDP Process Plan (new 5-year IDP cycle)                                                                                                                                                               | Strategic Office / Budget Office                                 |                      |                      | <b>24-Nov-21</b>         |
| Advertise draft process plan for public comment                                                                                                                                                                                  | Strategic Office                                                 |                      |                      | <b>2-Dec-21</b>          |
| Snr Managers for the respective administrations receive consolidated IDP wish list from Strategic Office for Ward Committees to review, prioritise and finalise (including the Current 3-year capital budget from Budget Office) | Strategic Office/ Budget Office                                  |                      |                      | <b>2- Dec-21</b>         |
| Ward committees meet to finalise needs on the IDP wish list and identify draft Ward requests                                                                                                                                     | Snr Managers for the respective administrations                  |                      |                      | <b>6-9-Dec-21</b>        |
| Snr Managers of the respective administrations submit draft Ward projects to the Budget Office and draft prioritised IDP wish list to the Strategic Office                                                                       | Snr Managers for the respective administrations                  |                      |                      | <b>13-Dec-21</b>         |
| Mayoral Strategic session with Management and Councillors (Determine strategic direction for the 5-year IDP)                                                                                                                     | Strategic Office/ EMT                                            |                      |                      | <b>13-14-Dec-21</b>      |
| Table in Council the final IDP process plan for approval                                                                                                                                                                         |                                                                  |                      |                      | <b>24-Jan-22</b>         |
| Mayoral directional IDP/Budget Speech                                                                                                                                                                                            | Executive Mayor                                                  |                      |                      | <b>24-Jan-22</b>         |
| Public ward feedback meetings- Ward committees obtain public input for final Ward requests (ward specific projects) and final prioritised IDP ward wish list for the 2022/23 financial year                                      | Ward Committees/ Snr Managers for the respective administrations |                      |                      | <b>24-27-Jan-22</b>      |
| Snr Managers of the respective administrations submit final Ward projects to the Budget Office and final prioritised IDP wish list to the Strategic Office                                                                       | Snr Managers for the respective administrations                  |                      |                      | <b>31-Jan-22</b>         |
| Draft 5-year IDP compilation                                                                                                                                                                                                     | Strategic Office                                                 |                      |                      | <b>Feb-Mar-22</b>        |

| TASK/ ACTIVITY                                                                                                                                                                                                                                                                                                                                 | RESPONSIBILITY                                         | Close-off<br>2020/21 | Close off<br>2021/22 | 2022/23<br>BUDGET |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------|----------------------|-------------------|
|                                                                                                                                                                                                                                                                                                                                                |                                                        | FINANCIAL<br>YEAR    | FINANCIAL<br>YEAR    | TIME FRAME        |
| Table draft 5-year in Council                                                                                                                                                                                                                                                                                                                  | Council                                                |                      |                      | 30-Mar-22         |
| <b>OR</b>                                                                                                                                                                                                                                                                                                                                      |                                                        |                      |                      |                   |
| <b>SCENARIO 2 – LG ELECTIONS BY FEBRUARY 2022</b>                                                                                                                                                                                                                                                                                              |                                                        |                      |                      |                   |
| New incoming council to consider section 25 (3) of the MSA to deal with the IDP of predecessor                                                                                                                                                                                                                                                 | Council                                                |                      |                      | 30-Mar-22         |
| <b>After the relevant IDP scenario option has been applied, the budget and statutory processes will continue as outlined below in this time schedule.</b>                                                                                                                                                                                      |                                                        |                      |                      |                   |
| <b>ANALYSIS, STRATEGY AND PROJECT PHASES</b>                                                                                                                                                                                                                                                                                                   |                                                        |                      |                      |                   |
| Review status of Budget Portal functionality and MTREF budget information and scoping of new budget methodology (IDP, Projects Segmentation & Project Codes review)                                                                                                                                                                            | Solvem/SAMRAS /Budget Office                           |                      |                      | 30 Sept-21        |
| Top Management Meeting with MM (Directors & Budget Office) to discuss budget proposals and budget affordability                                                                                                                                                                                                                                | TMT/Budget Office                                      |                      |                      | 4-8-Oct-21        |
| <b>Budget Steering Committee (BSC) Meeting</b> - Direction on proposed Tariff increases & increases in Revenue , Expenditure and Capital & Ward Specific Allocations                                                                                                                                                                           | Budget Steering Committee                              |                      |                      | 4-8-Oct-21        |
| Budget Office issue directive together with the current approved three year capital budget and 2 years future planning to directors and project managers to review existing projects on the two outer years and prioritise projects for the third outer year (2024/2025) as well as the 2 years future planning projects for a 5 year horizon. | Budget Office                                          |                      |                      | 15-Oct-21         |
| Snr Manager Revenue sends Tariff Lists to Directors for review                                                                                                                                                                                                                                                                                 | Snr Manager Revenue                                    |                      |                      | 15-Oct-21         |
| District IDP Managers Forum – district provide feedback to local municipalities on Provincial/District IDP Coordinators engagement                                                                                                                                                                                                             | ODM IDP Manager/ B-mun IDP Managers / Strategic Office |                      |                      | Oct-20 (TBC)      |
| Based on BSC directive, Ward Committees meet for finalisation of their ward projects and reviewed prioritised wish list                                                                                                                                                                                                                        | Snr Managers of the respective administrations         |                      |                      | 8-12-Nov-21       |
| <b>INTEGRATION PHASE</b>                                                                                                                                                                                                                                                                                                                       |                                                        |                      |                      |                   |
| Directors submit draft 3 year MTREF capital proposals of existing projects on                                                                                                                                                                                                                                                                  | Directors                                              |                      |                      | 01-Nov-21         |

| TASK/ ACTIVITY                                                                                                                                                                       | RESPONSIBILITY                                               | Close-off<br>2020/21 | Close off<br>2021/22 | 2022/23<br>BUDGET              |
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|                                                                                                                                                                                      |                                                              | FINANCIAL<br>YEAR    | FINANCIAL<br>YEAR    | TIME FRAME                     |
| the two outer years and prioritised projects for the third outer year (2024/2025) as well as the 2 years future planning projects for 5 year horizon.                                |                                                              |                      |                      |                                |
| Final review of Budget Portal for readiness                                                                                                                                          | Solvem/SAMRAS /Budget Office                                 |                      |                      | <b>1-5-Nov-21</b>              |
| Budget Office issue Opex directive to budget holders and 3yr (2022/23 – 2024/25) template for the compilation of the OPEX Budget                                                     | Budget Office                                                |                      |                      | <b>5-Nov-21</b>                |
| Directors to submit Tariff proposals to Snr Manager Revenue                                                                                                                          | Directors                                                    |                      |                      | <b>5-Nov-21</b>                |
| <b>Budget Steering Committee Meeting</b> - To discuss & review capital budget requests ( <b>ROUND1</b> )                                                                             | Budget Steering Committee                                    |                      |                      | <b>8-12-Nov-21</b>             |
| Workshop on Tariffs and Tariff Related Policies                                                                                                                                      | Budget Office                                                |                      |                      | <b>8-12-Nov-21</b>             |
| Solvem/SAMRAS Budget Portal update where necessary with new IDP Strategic objectives/Focus Areas/Programmes/Projects and Sub-projects and create draft budget                        | Solvem/SAMRAS /Strategic Office/Budget Office                |                      |                      | <b>15-19-Nov-21</b>            |
| Budget holders to submit draft 3 year Opex template to Budget Office                                                                                                                 | All budget Holders                                           |                      |                      | <b>19-Nov-21</b>               |
| Directors to submit New Post requests to HR & Salary Office                                                                                                                          | Directors                                                    |                      |                      | <b>19-Nov-21</b>               |
| Managers to submit Final List of Overtime, Essential etc. to Salary Department                                                                                                       | Managers                                                     |                      |                      | <b>19-Nov-21</b>               |
| Training if required for all Budget Holders on the Solvem/SAMRAS Budget Portal for OPEX Budgets (Project Based Approach), subject to system capability to accommodate multiple users | All Budget Holders/Budget Office                             |                      |                      | <b>22-26 Nov-21</b>            |
| Capturing of Opex budgets on the Budget Portal (by budget holders subject to system capability to accommodate multiple users)                                                        | All budget Holders/Budget Office                             |                      |                      | <b>22 Nov-21-<br/>3 Dec 21</b> |
| Strategic Integrated Municipal Engagement (SIME)                                                                                                                                     | Western Cape Department of Local Government (DLG) coordinate |                      |                      | <b>Nov-21 (TBC)</b>            |
| District IDP Managers Forum – district provide feedback to local municipalities on Provincial/District IDP Coordinators engagement                                                   | ODM IDP Manager/ B-mun IDP Managers/ Strategic Office        |                      |                      | <b>Nov-21 (TBC)</b>            |
| Budget Office to distribute Year-to-Date Opex & Capex performance for 2021-2022 for Mid-Year review proposals                                                                        | Budget Office                                                |                      | <b>01-Dec-21</b>     |                                |
| Provincial IDP Managers Forum<br>(Subject to the National State of Disaster on COVID-19)                                                                                             | Local/ Provincial alignment- Quarter 3                       |                      |                      | <b>Dec-21 (TBC)</b>            |

| TASK/ ACTIVITY                                                                                                                                                                                                                               | RESPONSIBILITY                              | Close-off<br>2020/21 | Close off<br>2021/22 | 2022/23<br>BUDGET   |
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|                                                                                                                                                                                                                                              |                                             | FINANCIAL<br>YEAR    | FINANCIAL<br>YEAR    | TIME FRAME          |
|                                                                                                                                                                                                                                              | Provincial engagement –<br>Strategic Office |                      |                      |                     |
| Closing of the Opex budgets on the Budget Portal (Depending on System<br>Functionality)                                                                                                                                                      | Budget Office                               |                      |                      | <b>03-Dec-21</b>    |
| HR(list of posts)/(Salary Office cost) to submit requests for new staff/posts to<br>the Budget Office                                                                                                                                        | HR/Salary Office                            |                      |                      | <b>03-Dec-21</b>    |
| Snr Manager Revenue to submit Draft Tariff list and proposed Revenue to<br>Budget Office                                                                                                                                                     | Snr Manager Revenue                         |                      |                      | <b>03-Dec-21</b>    |
| Salary Office to submit draft three year salary budget & WCA estimates to<br>Budget Office (Current staff establishment)                                                                                                                     | Salary Section                              |                      |                      | <b>03-Dec-21</b>    |
| Asset Management to submit draft three year depreciation budget (Asset<br>register 2022) to Budget Office                                                                                                                                    | Asset Management                            |                      |                      | <b>03-Dec-21</b>    |
| Costing Section must provide Draft Recharges/ Departmental charges to<br>Budget Office                                                                                                                                                       | Costing Section                             |                      |                      | <b>03-Dec-21</b>    |
| Cash management to submit draft three year Interest & Redemption (Loan<br>register 2022) to Budget Office                                                                                                                                    | Cash Management                             |                      |                      | <b>03-Dec-21</b>    |
| Fleet Management to submit Draft Vehicle Budget: Fuel & Maintenance to<br>Budget Office                                                                                                                                                      | Fleet Management                            |                      |                      | <b>03-Dec-21</b>    |
| Accounting Services to submit provisions and operating leases estimates to<br>budget office                                                                                                                                                  | Accounting Services                         |                      |                      | <b>03-Dec-21</b>    |
| Directors confirm budget position of information captured on the Budget<br>Portal for their respective directorates                                                                                                                          | Directors                                   |                      |                      | <b>03 Dec-21</b>    |
| Directors return Mid-Year review requests to Budget Office                                                                                                                                                                                   | Directors                                   |                      | <b>06-Dec-21</b>     |                     |
| <b>Budget Steering Committee Meeting</b> - Mid Year Review (2021/2022 Budget):<br>Consider proposals for adjustments budget (Capex & Opex) and Review<br>Draft Capex & Opex budget for 2022-2023 to 2024-2025 & finalisation of<br>new posts | Budget Steering<br>Committee                |                      | <b>09-15-Dec-21</b>  | <b>09-15-Dec-21</b> |
| Budget Office distributes the Mid-Year Review (Capex & Opex) Changes for<br>final verification                                                                                                                                               | Budget Office                               |                      | <b>22-Dec-21</b>     |                     |
| Budget Office distributes the status on the Draft Capex & Opex budget for<br>2022-2023 to 2024-2025                                                                                                                                          | Budget Office                               |                      |                      | <b>22-Dec-21</b>    |
|                                                                                                                                                                                                                                              |                                             |                      |                      |                     |
| Compilation of Mid-Year Review Report (2021/22)                                                                                                                                                                                              | Budget Office/                              |                      |                      |                     |

| TASK/ ACTIVITY                                                                                                                                                                        | RESPONSIBILITY                                                                                                      | Close-off<br>2020/21 | Close off<br>2021/22 | 2022/23<br>BUDGET        |
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|                                                                                                                                                                                       |                                                                                                                     | FINANCIAL<br>YEAR    | FINANCIAL<br>YEAR    | TIME FRAME               |
|                                                                                                                                                                                       | Strategic Office                                                                                                    |                      | 12-19 Jan-22         |                          |
| Statistical Information reports for New Budget Formats distributed to applicable Directors & Managers for completion (A-Schedule)                                                     | Budget Office                                                                                                       |                      |                      | 17-Jan-22                |
| Submit Mid-Year Review (MYR) Report to Mayor                                                                                                                                          | Budget Office/<br>Strategic Office                                                                                  |                      | 25-Jan-22            |                          |
| Table Mid-year Review (MYR) in Council                                                                                                                                                | Budget Office/<br>Strategic Office                                                                                  |                      | 26-Jan-22            |                          |
| <b>Budget Steering Committee Meeting</b> - Final discussion of Tariffs & Final Adjustment Budget Review (2021/2022 Budget)                                                            |                                                                                                                     |                      |                      |                          |
|                                                                                                                                                                                       | Budget Steering<br>Committee                                                                                        |                      | 31Jan - 02<br>Feb-22 |                          |
| Review Budget Related Policies                                                                                                                                                        | Budget<br>Committee/Councilors/<br>Directors/Managers                                                               |                      |                      | 7-11-Feb-22              |
| Responsible officials confirm final salary, depreciation, departmental charges, interest & redemption, vehicle costs, provisions & op. leases budget information to the Budget Office | Salary Section<br>Asset Management<br>Costing Section<br>Cash Management<br>Fleet Management<br>Accounting Services |                      |                      | 7-Feb-22                 |
| Snr Manager: Revenue submits Final revenue projections & Tariffs to Budget Office                                                                                                     | Snr Manager Revenue                                                                                                 |                      |                      | 7-Feb-22                 |
| Budget Office distributes Draft Capex & Opex budget for 2022-2023 to 2024-2025 for BSC meeting                                                                                        | Budget Office                                                                                                       |                      |                      | 18-Feb-22                |
| Compile Adjustment Budget (2021/2022 Budget): NT Reports and working papers (B-Schedule)                                                                                              | Budget Office                                                                                                       |                      | 1-15-Feb-22          |                          |
| Final Review of 2021/2022 Adjustment Budget documents                                                                                                                                 | Budget Office                                                                                                       |                      | 15-16-Feb-22         |                          |
| Provincial IDP Indaba 2 / MGRO 2 (Coordinated Dept. LG- IDP Directorate)                                                                                                              | Strategic Office/ MM/<br>Directors                                                                                  |                      |                      | Feb-22<br>Dept. LG (TBC) |
| District IDP Managers engagement to discuss alignment of Draft IDP's (Coordinated by ODM- IDP Manager)                                                                                | Strategic Office                                                                                                    |                      |                      | Feb-22<br>ODM (TBC)      |
| Technical Integrated Municipal Engagement (TIME)                                                                                                                                      | Strategic Office/ MM/                                                                                               |                      |                      | Feb-22                   |

| TASK/ ACTIVITY                                                                                                                 | RESPONSIBILITY                                                                                         | Close-off<br>2020/21 | Close off<br>2021/22 | 2022/23<br>BUDGET  |
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|                                                                                                                                |                                                                                                        | FINANCIAL<br>YEAR    | FINANCIAL<br>YEAR    | TIME FRAME         |
| (Coordinated Dept. LG- IDP Directorate)                                                                                        | Directors                                                                                              |                      |                      | Dept. LG (TBC)     |
| Start with the compilation of Draft Service Delivery and Budget Implementation Plan (SDBIP) for 2022/23                        | Strategic Office/<br>Directorates                                                                      |                      |                      | 18-Feb-22          |
| <b>Budget Steering Committee Meeting</b> - To discuss final draft Opex, Capex and revenue projections                          | Budget Steering<br>Committee                                                                           |                      |                      | 21-25 Feb-22       |
| Update & Balance 3yr Budget Info for Opex & Capex                                                                              | Budget Office                                                                                          |                      |                      | 21-25 Feb-22       |
| Review Draft I/E and Capital Budget status                                                                                     | Budget Office                                                                                          |                      |                      | 21-25 Feb-22       |
| Compile Draft Cash Flow                                                                                                        | Budget Office                                                                                          |                      |                      | 21-25 Feb-22       |
| Directors and Managers return final Statistical Information with final sign off by Directors to verify information submitted   | Directors/Managers                                                                                     |                      |                      | 25-Feb-22          |
| Directors and Managers confirm final operational and capital budget proposals to Budget Office                                 | Directors/Managers                                                                                     |                      |                      | 25-Feb-22          |
| Managers confirm final depreciation, salary budget and interest & redemption, Recharges/ Departmental charges to Budget Office | Relevant Managers                                                                                      |                      |                      | 25-Feb-22          |
| Snr Manager Revenue Dept. confirm Draft tariffs & Revenue Projections to Budget Office                                         | Snr Manager: Revenue                                                                                   |                      |                      | 25-Feb-22          |
| Managers to submit Final Policies to CFO                                                                                       | Managers                                                                                               |                      |                      | 28-Feb-22          |
| Submit Electricity Tariffs to NERSA                                                                                            | Snr. Manager: Revenue                                                                                  |                      |                      | 28 Feb -22         |
| Managers to submit Activity/ Business Plans for Grants to Budget Office                                                        | Budget Holders                                                                                         |                      |                      | 28 Feb -22         |
| Overstrand Municipal Advisory Forum (OMAF) Meeting – IDP focus areas & preliminary budget proposals for 2022/23                | OMAF - Ward<br>Com/Mayor/Councilors/<br>Directors /Managers                                            |                      |                      | Mar/April-22 (TBC) |
| <b>Budget Steering Committee Meeting</b> – Review of final draft Opex, Capex & revenue budgets                                 |                                                                                                        |                      |                      |                    |
| Provincial IDP Managers Forum<br>(Subject to the National State of Disaster on COVID-19)                                       | Local/ Provincial<br>alignment- 4 <sup>th</sup> Quarter<br>Provincial engagement –<br>Strategic Office |                      |                      | 01-04 Mar-22       |
| Finalise the draft IDP (depending on the 2 IDP scenario options noted on pages 1-2)                                            | Strategic Office                                                                                       |                      |                      | Mar-22 (TBC)       |
| Finalise draft reviewed Water Services Development Plan (WSDP) for 2022/23                                                     | Engineering Planning                                                                                   |                      |                      | 1-26 Mar-22        |
|                                                                                                                                |                                                                                                        |                      |                      | 1-23 Mar-22        |

| TASK/ ACTIVITY                                                                                                                   | RESPONSIBILITY                                                | Close-off<br>2020/21 | Close off<br>2021/22 | 2022/23<br>BUDGET |
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|                                                                                                                                  |                                                               | FINANCIAL<br>YEAR    | FINANCIAL<br>YEAR    | TIME FRAME        |
| Update & Balance Financial System with 3yr Budget Info                                                                           | Budget Office                                                 |                      |                      | 01-23 Mar-22      |
| Finalisation of Draft Opex & Capex Budgets working papers and updating and balancing of A Schedule                               | Budget Office                                                 |                      |                      | 01-23 Mar-22      |
| Budget Office send financial information to Strategic Office for Draft IDP & draft SDBIP                                         | Budget Office                                                 |                      |                      | 25-Mar-22         |
| Budget Office compile Draft Budget Report, Schedules & Agenda Item                                                               | Budget Office                                                 |                      |                      | 21-25 Mar-22      |
| Budget Office does Final Review of Draft Budget Report & Schedules                                                               | Budget Office                                                 |                      |                      | 24&25 Mar-22      |
| Printing & Binding of Draft Budget Report & Electronic Files                                                                     | Budget Office                                                 |                      |                      | 25-28 Mar-22      |
| Prepare advertisements for Draft IDP and Draft Budgets for comments                                                              | Budget Office /<br>Strategic Office                           |                      |                      | 28 -29 Mar-22     |
| Budget Office distributes hardcopies of the Draft Budget Report to Mayoral Committee, Whips & TMT at the Council meeting         | Budget Office                                                 |                      |                      | 30 Mar-22         |
| <b>Draft IDP, Draft reviewed Water Services Development Plan (WSDP), draft Budget and draft SDBIP tabled in Council</b>          | Budget Office /<br>Strategic Office /<br>Engineering Planning |                      |                      | 30-Mar-22         |
| Submit Draft IDP /Draft Budget files to Provincial Treasury after Council Meeting                                                | Budget Office /<br>Strategic Office                           |                      |                      | 31-Mar-22         |
| Submission of Draft Budget, data strings and IDP for presentation to National Treasury and any other prescribed organs of state. | Budget Office /<br>Strategic Office                           |                      |                      | 31-Mar-22         |
| Place Draft Budget, Draft IDP, Draft reviewed WSDP and Draft SDBIP on website                                                    | Budget Office /<br>Strategic Office /<br>Engineering Planning |                      |                      | 31-Mar-22         |
| Advertise Draft IDP, Draft reviewed WSDP and Draft Budget for public comment                                                     | Budget Office /<br>Strategic Office /<br>Engineering Planning |                      |                      | 1-Apr-22          |
| <b>APRIL – MAY 2022</b>                                                                                                          |                                                               |                      |                      |                   |
| <b>CONSULTATION &amp; APPROVAL PHASE</b>                                                                                         |                                                               |                      |                      |                   |
| Public comment period                                                                                                            | Community                                                     |                      |                      | 1-30 Apr-22       |
| Public Participation on draft IDP & Draft Budget                                                                                 | Community/ Councillors/<br>Top Management/ Area<br>Managers   |                      |                      | April 2022        |
| LG MTEC3 Engagement                                                                                                              | Provincial Treasury/                                          |                      |                      | end April/        |



| TASK/ ACTIVITY                                                                                                                           | RESPONSIBILITY                                                                                | Close-off<br>2020/21 | Close off<br>2021/22 | 2022/23<br>BUDGET          |
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|                                                                                                                                          |                                                                                               | FINANCIAL<br>YEAR    | FINANCIAL<br>YEAR    | TIME FRAME                 |
|                                                                                                                                          | Municipal Delegation                                                                          |                      |                      | Mid-May -22 (TBC)          |
| Grant champions to submit Final Activity/ Business Plans for Grants to Budget Office                                                     | Grant Champions                                                                               |                      |                      | 30-Apr-22                  |
| District IDP Managers Forum – district provide feedback to local municipalities on Provincial/District IDP Coordinators engagement       | ODM IDP Manager/ B-mun IDP Managers/ Strategic Office                                         |                      |                      | Apr-22<br>(ODM to confirm) |
| Managers to submit Demand Management Plans to SCM                                                                                        | Budget Holders                                                                                |                      |                      | 30-Apr-22                  |
| Summarise all community feedback and distribute to the relevant stakeholders for consideration to be included in the Final Budget report | Budget Office                                                                                 |                      |                      | 02-6 May-22                |
| <b>Budget Steering Committee Meeting</b> - Consideration of Budget Comments (Review Budget comments to make decision on comments)        | Budget Steering Committee                                                                     |                      |                      | 02-6 May-22                |
| Budget Office updates final changes on financial system                                                                                  | Budget Office                                                                                 |                      |                      | 09-13 May -22              |
| Budget Office compile Final Budget Report and Schedules                                                                                  | Budget Office                                                                                 |                      |                      | 09-13 May-22               |
| Budget Office does Final Review of Budget Report & Schedules                                                                             | Budget Office                                                                                 |                      |                      | 16 - 18 May-22             |
| Printing , Binding and Electronic Media of Final Budget Report                                                                           | Budget Office                                                                                 |                      |                      | 16-18 May-22               |
| Distribution of Final Budget Report and submit report to Council Support Services                                                        | Budget Office                                                                                 |                      |                      | 18-May -22                 |
| <b>Approval of Final IDP, Final reviewed WSDP and Final Budget by Council</b>                                                            | Budget Office / Strategic Office / Engineering Planning                                       |                      |                      | 25- May-22 (TBC)           |
| <b>PREPARATION OF NEW 5-YEAR IDP BY NEW COUNCIL (ONLY IF SCENARIO 2 APPLIES- refer to pages 1-2))</b>                                    |                                                                                               |                      |                      |                            |
| Table draft process plan and time-schedule to Council                                                                                    | Strategic Office                                                                              |                      |                      | End-June-22                |
| Advertise draft process plan and time schedule for public comment                                                                        | Strategic Office                                                                              |                      |                      | July-22                    |
| Council approval of the final process plan and time schedule                                                                             | Council                                                                                       |                      |                      | End-Aug-22                 |
| <b>IMPLEMENTATION PHASE</b>                                                                                                              |                                                                                               |                      |                      |                            |
| Provincial IDP Managers Forum                                                                                                            | Local/ Provincial alignment- 1 <sup>st</sup> Quarter Provincial engagement – Strategic Office |                      |                      | June-22 (TBC)              |
| Place Final IDP, Final reviewed WSDP and Final Budget documents on the website                                                           | Strategic Office/ Budget Office                                                               |                      |                      | 1- June-22                 |

| TASK/ ACTIVITY                                                                                            | RESPONSIBILITY                             | Close-off<br>2020/21 | Close off<br>2021/22                  | 2022/23<br>BUDGET                     |
|-----------------------------------------------------------------------------------------------------------|--------------------------------------------|----------------------|---------------------------------------|---------------------------------------|
|                                                                                                           |                                            | FINANCIAL<br>YEAR    | FINANCIAL<br>YEAR                     | TIME FRAME                            |
| Place notice of Final IDP & Final reviewed WSDP in the media                                              | Strategic Office /<br>Engineering Planning |                      |                                       | <b>2-June-22</b>                      |
| Advertise Final Budget and Tariffs in the media                                                           | Budget Office                              |                      |                                       | <b>2-June-22</b>                      |
| <b>Submission of Final Budget and data strings and Final IDP to National and Provincial Treasury</b>      | Budget Office /<br>Strategic Office        |                      |                                       | <b>10 June-22</b>                     |
| Municipal Manager submits final SDBIP and draft performance agreements of Section 57's to Executive Mayor | Municipal Manager                          |                      |                                       | <b>8-June-22</b>                      |
| Review Capital & Operational Budget on Financial System after ceding                                      | Budget Office                              |                      |                                       | <b>June-22</b>                        |
| Advertise Property Rates Tariffs in Provincial Gazette                                                    | Senior Manager: Revenue                    |                      |                                       | <b>June-22</b>                        |
| Publish a summary of Budget in Bulletin                                                                   | Manager:<br>Communications                 |                      |                                       | <b>15-June-22</b>                     |
| Approval of Final SDBIP by Executive Mayor                                                                | Executive Mayor                            |                      |                                       | <b>22-June-22</b>                     |
| Finalise and approval of the performance agreements of the S54A and S56 appointees                        | Strategic Office/EM/MM                     |                      |                                       | <b>28-June-22</b>                     |
| Compile Electronic Internal Budget Book                                                                   | Budget Office                              |                      |                                       | <b>20-30 June-22</b>                  |
| Place Internal Budget Book on Intranet and inform budget holders                                          | Budget Office                              |                      |                                       | <b>30-June-22</b>                     |
|                                                                                                           |                                            |                      |                                       |                                       |
| Submit Budget Locking Certificate to National Treasury                                                    | Budget Office                              |                      |                                       |                                       |
|                                                                                                           |                                            |                      |                                       |                                       |
| <b>REPORTING &amp; REVIEW</b>                                                                             |                                            |                      |                                       |                                       |
| Monthly Budget Statement to Municipal Manager and Mayor                                                   | Budget Office                              |                      | <b>Aug 21- Jul 22</b>                 | <b>Aug 22- Jul 23</b>                 |
| Quarterly reporting by Mayor to Council                                                                   | Mayor                                      |                      | <b>Oct 21, Jan 22, Apr 22, Jul 22</b> | <b>Oct 22, Jan 23, Apr 23, Jul 23</b> |
| Table adjustments Budget                                                                                  | Budget Office                              |                      | <b>23-Feb-22</b>                      | <b>24-Feb-23</b>                      |
| Finalise Roll over Projects (Final Amounts)                                                               | Budget Office                              |                      | <b>Jul-21</b>                         | <b>Jul-22</b>                         |
| Table Adjustments Budget for approval of Roll over projects                                               | Budget Office                              |                      | <b>Aug-22 (TBC)</b>                   | <b>Aug-23 (TBC)</b>                   |
| Table in Council Draft unaudited Annual Report /AFS                                                       | Budget Office /<br>Strategic Office        | <b>24-Aug-21</b>     | <b>25-Aug-22</b>                      | <b>31- Aug-23</b>                     |
| Submission of annual financial statements to AG                                                           | Accounting Services                        | <b>31-Aug-21</b>     | <b>31-Aug-22</b>                      | <b>31-Aug-23</b>                      |
| Finalise the draft unaudited annual report for submission to AG                                           | Strategic Office                           | <b>30-Aug-21</b>     | <b>31-Aug-22</b>                      | <b>31 Aug-23</b>                      |

| TASK/ ACTIVITY                                  | RESPONSIBILITY                     | Close-off<br>2020/21 | Close off<br>2021/22 | 2022/23<br>BUDGET |
|-------------------------------------------------|------------------------------------|----------------------|----------------------|-------------------|
|                                                 |                                    | FINANCIAL<br>YEAR    | FINANCIAL<br>YEAR    | TIME FRAME        |
| Compilation of Mid-Year Review Report (2022/23) | Budget Office/<br>Strategic Office |                      |                      | 12-18-Jan-23      |
| Submit Mid-Year Review (MYR) Report to Mayor    | Budget Office/<br>Strategic Office |                      |                      | 25-Jan-23         |
| Table Mid-year Review (MYR) in Council          | Budget Office/<br>Strategic Office |                      |                      | 25-Jan-23         |
| Submit Draft audited Annual Report to Council   | Strategic Office                   | 22-Jan-21            | 24-Jan-22            | 26-Jan-23         |
| Finalise Annual Report Comments for Approval    | Strategic Office                   | Feb-March-21         | Feb-March-22         | Feb-March-23      |
| Approval of Annual Report                       | Strategic Office                   | 25-Mar-21            | 31-Mar-22            | 30-Mar-23         |

**NOTES:**

**Capex- Capital budget**

**Opex- Operating budget**

**TBC- Date to be confirmed**

In this time schedule the IDP may also be amended in terms of Regulation 3 of the Municipal Planning and Performance Management Regulations, 2001.

The COVID-19 pandemic might impact on the consultation mechanisms used during the IDP and Budget process. Either virtual platforms and or contact meetings will be used depending on the COVID-19 situation.

**\*\*\* This is preliminary scheduled dates and subject to change.**