

TIME SCHEDULE FOR THE 2021/22 IDP REVIEW AND BUDGET PROCESS OF OVERSTRAND MUNICIPALITY

4th (FINAL) REVIEW OF THE CURRENT 5 YEAR IDP – 2017/2022 AND IN CONSIDERATION OF THE COVID-19 PANDEMIC

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

Approved by Council – 26.8.2020

TASK/ ACTIVITY	RESPONSIBILITY	Close-off 2019/20	Close off 2020/21	2021/22 BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
JUNE-OCTOBER 2020				
PREPARATION PHASE				
District IDP Managers & DLG pre-planning engagement to ensure alignment and integration of IDP/Budget Time Schedules (*virtual platform)	Strategic Office			30-June-20 & 16-July-20
Budget Office provide key budget timelines to Strategic Office for inclusion in the IDP review/ Budget time schedule	Budget Office			By 24-July-20
DLG: IDP assessment outcomes engagement (*virtual platform)	Provincial IDP Directorate (DLG)/ District IDP Managers			24-July-20
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			Aug-20 (TBC)
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)	Strategic Office			26-Aug-20
Place public notice on the IDP review and Budget time schedule approval	Strategic Office			3-Sept-20
Submission of the time schedule to ODM, the Provincial Government and National Government	Strategic Office/ Budget Office			4-Sept-20

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ANALYSIS, STRATEGY AND PROJECT PHASES				
Budget Office to submit Current 3 year capital budget and 2 years future planning to Strategic Office	Budget Office			31-July-20
Snr Managers for the respective administrations receive prioritised Wish list from Strategic Office of previous project requests for Ward Committees to review (including the Current 3 year capital budget from Budget Office)	Strategic Office/ Budget Office			21-Aug-20
Ward committees meet to review current needs on the wish list	Snr Managers for the respective administrations			Sept-20
Public ward feedback meetings- Ward committees obtain public input for draft Ward requests (ward specific projects) and draft reviewed prioritised ward wish list for the 2021/22 financial year	Ward Committees/ Snr Managers for the respective administrations			14-18-Sept-20
Snr Managers for the respective administrations submit draft Ward requests to the Budget Office and draft reviewed prioritised wish list to the Strategic Office	Snr Managers for the respective administrations			21-Sept-20
Review status of Budget Portal functionality and MTREF budget information and scoping of new budget methodology (IDP, Projects Segmentation & Revised Project Codes)	Bytes/Budget Office			21 Sept-20
Mayoral Strategic session with Management and Councillors (Determine strategic direction for the 2021/22 IDP review)	Strategic Office			21-Sept/ 5-Oct-20
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			Sept-20 (TBC)
Top Management Meeting with MM (Directors & Budget Office) to discuss budget proposals and budget affordability	TMT/Budget Office			6-9-Oct-20
Budget Steering Committee (BSC) Meeting - Direction on proposed Tariff increases & increases in Revenue , Expenditure and Capital & Ward Specific Allocations	Budget Steering Committee			6-9-Oct-20
Senior Managers for the respective administrations receives directive from Budget Steering Committee (BSC) on draft ward requests	TMT/Budget Office			12-Oct-20

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(After BSC meeting)				
Based on BSC directive, Ward Committees meet for finalisation of their ward projects and reviewed prioritised wish list	Snr Managers of the respective administrations			12-16-Oct-20
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 (2023/2024) as well as the 2 years future planning projects for a 5 year horizon.	Budget Office			16-Oct-20
Snr Manager Revenue sends Tariff Lists to Directors for review	Snr Manager Revenue			16-Oct-20
Snr Managers of the respective administrations submit final ward projects to Budget Office and final reviewed prioritised wish list to Strategic Office	Snr Managers of the respective administrations			22-Oct-20
Strategic office distribute final reviewed prioritised ward wish list to Directorates for their response by 02 November 2020	Strategic Office			26 Oct-20
Mayoral directional IDP/Budget Speech	Executive Mayor			28-Oct-20
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)
INTEGRATION PHASE				
Directors submit draft 3 year MTREF capital proposals of existing projects on the two outer years and prioritised projects for the third outer year (2023/2024) as well as the 2 years future planning projects for 5 year horizon.	Directors			02-Nov-20
Final review of Budget Portal for readiness	Bytes/Budget Office			6-Nov-20
Budget office issue directive to budget holders regarding the compilation of the 2021/22 – 2023/24 OPEX Budget	Budget Office			6-Nov-20
Directors to submit Tariff proposals to Snr Manager Revenue	Directors			6-Nov-20
Budget Steering Committee Meeting - To discuss & review capital budget requests (ROUND1)	Budget Steering Committee			9-13-Nov-20
Workshop on Tariffs and Tariff Related Policies	Budget Office			9-13-Nov-20
Bytes Budget Portal update where necessary with new IDP Strategic objectives/Focus Areas/Programmes/Projects and Sub-projects	Bytes/Strategic Office/Budget Office			16-20-Nov-20
Additional Training if required for all Budget Holders on the new Bytes Budget Portal for OPEX and CAPEX Budgets (Project Based Approach)	All Budget Holders/Budget Office			Nov-20 (TBC)

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(Depending on System Functionality)				
Capturing of Opex & Capex budgets on the Budget Portal (Depending on System Functionality)	All budget Holders			Nov-20 (TBC)
Directors to submit New Post requests to HR & Salary Office	Directors			20-Nov-20
Managers to submit Final List of Overtime, Essential etc. to Salary Department	Managers			20-Nov-20
HR/Salary Office to submit requests for new staff/posts to the Budget Office	HR			30-Nov-20
Strategic Integrated Municipal Engagement (SIME)	Western Cape Department of Local Government (DLG) coordinate			Nov-20 (TBC)
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			Nov-20 (TBC)
Budget Office to distribute Year-to-Date Opex & Capex performance for 2020-2021 for Mid-Year review proposals	Budget Office		01-Dec-20	
Provincial IDP Managers Forum (Subject to the National State of Disaster on COVID-19)	Local/ Provincial alignment- Quarter 3 Provincial engagement – Strategic Office			Dec-20 (TBC)
Closing of the Opex budgets on the Budget Portal (Depending on System Functionality)	Budget Office			Dec-20 (TBC)
Snr Manager Revenue to submit Draft Tariff list and proposed Revenue to Budget Office	Snr Manager Revenue			04-Dec-20
Salary Office to submit draft three year salary budget & WCA estimates to Budget Office (Current staff establishment)	Salary Section			04-Dec-20
Asset Management to submit draft three year depreciation budget (Asset register 2021) to Budget Office	Asset Management			04-Dec-20
Costing Section must provide Draft Recharges/ Departmental charges to Budget Office	Costing Section			04-Dec-20
Cash management to submit draft three year Interest & Redemption (Loan register 2021) to Budget Office	Cash Management			04-Dec-20
Fleet Management to submit Draft Vehicle Budget: Fuel & Maintenance to	Fleet Management			04-Dec-20

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Budget Office				
Accounting Services to submit provisions and operating leases estimates to budget office	Accounting Services			04-Dec-20
Directors confirm budget position of information captured on the Budget Portal for their respective directorates	Directors			Dec-20 (TBC)
Directors return Mid-Year review requests to Budget Office	Directors		4-Dec-20	
Budget Steering Committee Meeting - Mid Year Review (2020/2021 Budget): Consider proposals for adjustments budget (Capex & Opex) and Review Draft Capex & Opex budget for 2021-2022 to 2023-2024 & finalisation of new posts	Budget Steering Committee		07-11-Dec-20	07-11-Dec-20
Budget Office distributes the Mid-Year Review (Capex & Opex) Changes for final verification	Budget Office		18-Dec-20	
Budget Office distributes the status on the Draft Capex & Opex budget for 2021-2022 to 2023-2024	Budget Office			18-Dec-20
Compilation of Mid-Year Review Report (2020/21)	Budget Office/ Strategic Office		11-15 Jan-21	10-14 Jan-22
Statistical Information reports for New Budget Formats distributed to applicable Directors & Managers for completion (A-Schedule)	Budget Office			17-Jan-20
Submit Mid-Year Review (MYR) Report to Mayor	Budget Office/ Strategic Office		25-Jan-21	25-Jan-22
Table Mid-year Review (MYR) in Council	Budget Office/ Strategic Office		27-Jan-21	26-Jan-22
Budget Steering Committee Meeting - Final discussion of Tariffs & Final Adjustment Budget Review (2020/2021 Budget)	Budget Steering Committee		04-Feb-21	
Review Budget Related Policies	Budget Committee/Councilors/ Directors/Managers			4-11-Feb-21
Responsible officials confirm final salary, depreciation, departmental charges, interest & redemption, vehicle costs, provisions & op. leases	Salary Section Asset Management			5-Feb-21

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budget information to the Budget Office	Costing Section Cash Management Fleet Management Accounting Services			
Snr Manager: Revenue submits Final revenue projections & Tariffs to Budget Office	Snr Manager Revenue			5-Feb-21
Budget Office distributes Draft Capex & Opex budget for 2021-2022 to 2023-2024 for BSC meeting	Budget Office			19-Feb-20
Budget Steering Committee Meeting - To discuss final draft Opex, Capex and revenue projections	Budget Steering Committee			22-26 Feb-21
Compile Adjustment Budget (2020/2021 Budget): NT Reports and working papers (B-Schedule)	Budget Office		1-19-Feb-21	
Final Review of 2020/2021 Adjustment Budget documents	Budget Office		17-19-Feb-21	
Provincial IDP Indaba 2 / MGRO 2 (Coordinated Dept. LG- IDP Directorate)	Strategic Office/ MM/ Directors			Feb-21 Dept. LG (TBC)
District IDP Managers engagement to discuss alignment of Draft 4 th Reviews (Coordinated by ODM- IDP Manager)	Strategic Office			Feb-21 ODM (TBC)
Technical Integrated Municipal Engagement (TIME) (Coordinated Dept. LG- IDP Directorate)	Strategic Office/ MM/ Directors			Feb-21 Dept. LG (TBC)
Start with the compilation of Draft Service Delivery and Budget Implementation Plan (SDBIP) for 2021/22	Strategic Office/ Directorates			19-Feb-21
Budget Office send Final list of new posts to Salary Department after discussion with BSC	Budget Office			26-Feb-21
Directors and Managers return final Statistical Information with final sign off by Directors to verify information submitted	Directors/Managers			26-Feb-21
Directors and Managers confirm final operational and capital budget proposals to Budget Office	Directors/Managers			26-Feb-21
Managers confirm final depreciation, salary budget and interest & redemption, Recharges/ Departmental charges to Budget Office	Relevant Managers			26-Feb-21
Snr Manager Revenue Dept. confirm Draft tariffs & Revenue Projections to Budget Office	Snr Manager: Revenue			26-Feb-21
Update & Balance 3yr Budget Info for Opex & Capex	Budget Office			22-26 Feb-21
Review Draft I/E and Capital Budget status	Budget Office			22-26 Feb-21

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Compile Draft Cash Flow	Budget Office			22-26 Feb-21
Managers to submit Final Policies to CFO	Managers			26-Feb-21
Submit Electricity Tariffs to NERSA	Snr. Manager: Revenue			26 Feb -21
Managers to submit Activity/ Business Plans for Grants to Budget Office	Budget Holders			26 Feb -21
Overstrand Municipal Advisory Forum (OMAF) Meeting - 2021/22 IDP focus areas & preliminary budget proposals for 2021/22	OMAF - Ward Com/Mayor/Councilors/ Directors /Managers			22 Feb-5 Mar-21
Budget Steering Committee Meeting – Review of final draft Opex, Capex & revenue budgets				
	Budget Steering Committee			01-05 Mar-21
Provincial IDP Managers Forum <i>(Subject to the National State of Disaster on COVID-19)</i>	Local/ Provincial alignment- 4 th Quarter Provincial engagement – Strategic Office			Mar-21 (TBC)
Finalise the draft IDP review for 2021/22	Strategic Office			1-23 Mar-21
Finalise draft reviewed Water Services Development Plan (WSDP) for 2021/22	Engineering Planning			1-23 Mar-21
Update & Balance Financial System with 3yr Budget Info	Budget Office			01-19 Mar-21
Finalisation of Draft Opex & Capex Budgets working papers and updating and balancing of A Schedule	Budget Office			01-19 Mar-21
Budget Office send financial information to Strategic Office for Draft IDP review & draft SDBIP	Budget Office			19-Mar-21
Budget Office compile Draft Budget Report, Schedules & Agenda Item	Budget Office			22-23 Mar-21
Budget Office does Final Review of Draft Budget Report & Schedules	Budget Office			24&25 Mar-21
Printing & Binding of Draft Budget Report & Electronic Files	Budget Office			25-26 Mar-21
Prepare advertisements for Draft IDP review and Draft Budgets for comments	Budget Office / Strategic Office			23 -24 Mar-21
Budget Office distributes Draft Budget Report to Mayoral Committee, Whips & TMT	Budget Office			29 Mar-21
Draft IDP review, Draft reviewed Water Services Development Plan (WSDP), draft Budget and draft SDBIP tabled in Council	Budget Office / Strategic Office / Engineering Planning			31-Mar-21 (TBC)
Submit Draft IDP review/Draft Budget files to Provincial Treasury after	Budget Office /			31-Mar-21

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Council Meeting	Strategic Office			
Submission of Draft Budget, data strings and IDP for presentation to National Treasury and any other prescribed organs of state.	Budget Office / Strategic Office			31-Mar-21
Place Draft Budget, Draft IDP review, Draft reviewed WSDP and Draft SDBIP on website	Budget Office / Strategic Office / Engineering Planning			31-Mar-21
Advertise Draft IDP review, Draft reviewed WSDP and Draft Budget for public comment	Budget Office / Strategic Office / Engineering Planning			1-Apr-21
APRIL – MAY 2021				
CONSULTATION & APPROVAL PHASE				
Public comment period	Community			1-30 Apr-21
Public Participation on draft IDP review & Draft Budget	Community/ Councillors/ Top Management/ Area Managers			April 2021 end April/ Mid-May -21 (TBC)
LG MTEC3 Engagement	Provincial Treasury/ Municipal Delegation			
Grant champions to submit Final Activity/ Business Plans for Grants to Budget Office	Grant Champions			30-Apr-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			Apr-21 (ODM to confirm)
Managers to submit Demand Management Plans to SCM	Budget Holders			30-Apr-21
Summarise all community feedback and distribute to the relevant stakeholders for consideration to be included in the Final Budget report	Budget Office			3 May-21
Budget Steering Committee Meeting - Consideration of Budget Comments (Review Budget comments to make decision on comments)	Budget Steering Committee			5-7 May-21
Budget Office updates final changes on financial system	Budget Office			6-8 May -20
Budget Office compile Final Budget Report and Schedules	Budget Office			10-14 May-21
Budget Office does Final Review of Budget Report & Schedules	Budget Office			17 -18 May-21
Printing , Binding and Electronic Media of Final Budget Report	Budget Office			18-19 May-20
Distribution of Final Budget Report and submit report to Council Support	Budget Office			19-May -21

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Services				
Approval of Final IDP review, Final reviewed WSDP and Final Budget by Council	Budget Office / Strategic Office / Engineering Planning			26- May-21 (TBC)
IMPLEMENTATION PHASE				
Provincial IDP Managers Forum	Local/ Provincial alignment- 1 st Quarter Provincial engagement – Strategic Office			June-21 (TBC)
Place Final IDP review, Final reviewed WSDP and Final Budget documents on the website	Strategic Office/ Budget Office			1- June-21
Place notice of Final IDP review & Final reviewed WSDP in the media	Strategic Office / Engineering Planning			3-June-21
Advertise Final Budget and Tariffs in the media	Budget Office			3-June-21
Submission of Final Budget and data strings and Final IDP review to National and Provincial Treasury	Budget Office / Strategic Office			9 June-21
Municipal Manager submits final SDBIP and draft performance agreements of Section 57's to Executive Mayor	Municipal Manager			9-June-21
Review Capital & Operational Budget on Financial System after ceding	Budget Office			June-21
Advertise Property Rates Tariffs in Provincial Gazette	Senior Manager: Revenue			19 June-21
Publish a summary of Budget in Bulletin	Manager: Communications			15-June-21
Approval of Final SDBIP by Executive Mayor	Executive Mayor			18-June-21
Finalise and approval of the performance agreements of the S54A and S56 appointees	Strategic Office/EM/MM			28-June-21
Compile Electronic Internal Budget Book	Budget Office			21-25 June-21
Place Internal Budget Book on Intranet and inform budget holders	Budget Office			30-June-21
Submit Budget Locking Certificate to National Treasury	Budget Office			15-July-21
REPORTING & REVIEW				

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Monthly Budget Statement to Municipal Manager and Mayor	Budget Office		Aug 20- Jul 21	Aug 21- Jul 22
Quarterly reporting by Mayor to Council	Mayor		Oct 20, Jan 21, Apr 21, Jul 21	Oct 21, Jan 22, Apr 22, Jul 22
Table adjustments Budget	Budget Office		24-Feb-21	23-Feb-22
Finalise Roll over Projects (Final Amounts)	Budget Office		Jul-21	Jul-22
Table Adjustments Budget for approval of Roll over projects	Budget Office		Aug-21 (TBC)	Aug-22 (TBC)
Table in Council Draft unaudited Annual Report /AFS	Budget Office / Strategic Office	26-Aug-20	25-Aug-21	24- Aug-22
Submission of annual financial statements to AG	Accounting Services	31-Aug-20	31-Aug-21	31-Aug-22
Finalise the draft unaudited annual report for submission to AG	Strategic Office	30-Aug-19	31-Aug-20	31 Aug-21
Submit Adjustments Budget (Overspending), if necessary	Budget Office	23-Jan-20	24-Jan-21	25-Jan-22
Submit Draft audited Annual Report to Council	Strategic Office	22-Jan-20	20-Jan-21	19-Jan-22
Finalise Annual Report Comments for Approval	Strategic Office	Feb-March-20	Feb-March-21	Feb-March-22
Approval of Annual Report	Strategic Office	25-Mar-20	31-Mar-21	30-Mar-22

NOTES:

Capex- Capital budget

Opex- Operating budget

TBC- Date to be confirmed

In this time schedule the IDP will be reviewed for 2021/22 in terms of Section 34 of the Municipal Systems Act (MSA), but it may also be amended in terms of Regulation 3 of the Municipal Planning and Performance Management Regulations, 2001.

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