

TIME SCHEDULE FOR THE 2020/21 IDP REVIEW AND *AMENDMENT AND BUDGET PROCESS OF OVERSTRAND MUNICIPALITY

(3rd REVIEW OF THE CURRENT 5 YEAR IDP – 2017/2022)

* The Spatial Development Framework (SDF) is a core component of the Integrated Development Plan (IDP) in terms of section 26 (e) of the Municipal Systems Act (Act 32 of 2000). A review of the Overstrand SDF was initiated in 2018/19 and will be finalised in 2019/20. The SDF review will necessitate an IDP Amendment in accordance with the prescribed process.

APPROVED 28.8.2019

TASK/ ACTIVITY	RESPONSIBILITY	Close-off 2018/19	Close off 2019/20	2020/21 BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
JUNE-OCTOBER 2019				
PREPARATION PHASE				
District IDP Managers & DLG pre-planning engagement to ensure alignment and integration of IDP/Budget Time Schedules	Strategic Office			23-July-19
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			28-Aug-19
Place public notice on the IDP review and amendment/Budget time schedule approval	Strategic Office			5-Sept-19
Submission of the time schedule to ODM, the Provincial Government and National Government	Strategic Office/ Budget Office			6-Sept-19
Provincial IDP Managers Forum	Local/ Provincial alignment- 2 nd Quarter Provincial engagement – Strategic Office			19 & 20 Sept-19
ANALYSIS, STRATEGY AND PROJECT PHASES				
Budget Office to submit Current 3 year capital budget and 2 years future				30-July-19

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planning to Strategic Office	Budget Office			
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			2-Aug-19
Ward committees meet to review current needs on the wish list	Snr Managers for the respective administrations			12-15-Aug-19
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 2020/21 financial year	Ward Committees/ Snr Managers for the respective administrations			9-12-Sept-19
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			20-Sept-19
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			20 Sept-19
Public meetings on the Spatial Development Framework (SDF) review	Town and Spatial Planning department			Sept-Oct-19
Mayoral Strategic session with Management and Councillors (Determine strategic direction for the 2020/21 IDP review)	Strategic Office			26-Sept/ 4-Oct-19
Top Management Meeting with MM (Directors & Budget Office) to discuss budget proposals and budget affordability	TMT/Budget Office			7-11-Oct-19
Budget Steering Committee (BSC) Meeting - Direction on proposed Tariff increases & increases in Revenue , Expenditure and Capital & Ward Specific Allocations	Budget Steering Committee			7-11-Oct-19
Senior Managers for the respective administrations receives directive from Budget Steering Committee (BSC) on draft ward requests (After BSC meeting)	TMT/Budget Office			11-Oct-19
Based on BSC directive, Ward Committees meet for finalisation of their ward projects and reviewed prioritised wish list	Snr Managers of the respective administrations			14-17-Oct-19
Budget Office distributes current approved three year capital budget and				14-Oct-19

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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 (2022/2023) as well as the 2 years future planning projects for a 5 year horizon.	Budget Office			
Snr Manager Revenue sends Tariff Lists to Directors for review	Snr Manager Revenue			14-Oct-19
Capture Opex Projects linked to IDP (Strategic objectives/Focus Areas/Programmes/Projects)	Budget Office			14-Oct-01-Nov-19
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			23-Oct-19
Strategic office distribute final reviewed prioritised ward wish list to Directorates for their response by 01 November 2019	Strategic Office			24 Oct-19
Mayoral directional IDP/Budget Speech	Executive Mayor			30-Oct-19
District IDP Managers Forum (Coordinated by ODM- IDP Manager)	Strategic Office			Oct-19 (TBC)
District Sector-focused engagements (relevant sectors to be identified following needs identified at local municipal IDP public engagements)	Coordinated by ODM IDP Office			Oct-19 (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 (2022/2023) as well as the 2 years future planning projects for 5 year horizon.	Directors			01-Nov-19
Final review of Budget Portal for readiness	Bytes/Budget Office			5-Nov-19
Budget office to issue directives to budget holders regarding the compilation of the 2020/21 – 2022/23 OPEX Budget	Budget Office			6-Nov-19
Directors to submit Tariff proposals to Snr Manager Revenue	Directors			6-Nov-19
Budget Steering Committee Meeting - To discuss & review capital budget requests (ROUND1)	Budget Steering Committee			4-8-Nov-19
Workshop on Tariffs and Tariff Related Policies	Budget Office			11-15-Nov-19
Bytes Budget Portal update where necessary with new IDP Strategic objectives/Focus Areas/Programmes/Projects and Sub-projects	Bytes/Strategic Office/Budget Office			11-15Nov-19
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			11-15-Nov-19
<u>Capturing of Opex & Capex budgets on the Budget Portal</u>	All budget Holders			11-Nov-19 to 29-Nov-19

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Directors to submit New Post requests to HR & Salary Office	Directors			22-Nov-19
Managers to submit Final List of Overtime, Essential etc. to Salary Department	Managers			22-Nov-19
HR/Salary Office to submit requests for new staff/posts to the Budget Office	HR			29-Nov-19
Strategic Integrated Municipal Engagement (SIME)	Western Cape Department of Local Government coordinate			Nov-19 (TBC)
Budget Office to distribute Year-to-Date Opex & Capex performance for 2019-2020 for Mid-Year review proposals	Budget Office		02-Dec-19	
Provincial IDP Managers Forum	Local/ Provincial alignment- Quarter 3 Provincial engagement – Strategic Office			5 & 6 Dec-2019
Closing of the Opex budgets on the Budget Portal	Budget Office			02-Dec-19
Snr Manager Revenue to submit Draft Tariff list and proposed Revenue to Budget Office	Snr Manager Revenue			02-Dec-19
Salary Office to submit draft three year salary budget & WCA estimates to Budget Office (Current staff establishment)	Salary Section			02-Dec-19
Asset Management to submit draft three year depreciation budget (Asset register 2020) to Budget Office	Asset Management			02-Dec-19
Costing Section must provide Draft Recharges/ Departmental charges to Budget Office	Costing Section			02-Dec-19
Cash management to submit draft three year Interest & Redemption (Loan register 2020) to Budget Office	Cash Management			02-Dec-19
Fleet Management to submit Draft Vehicle Budget: Fuel & Maintenance to Budget Office	Fleet Management			02-Dec-19
Accounting Services to submit provisions and operating leases estimates to budget office	Accounting Services			02-Dec-19
Directors confirm budget position of information captured on the Budget Portal for their respective directorates	Directors			4-Dec-19
Directors return Mid-Year review requests to Budget Office	Directors		5-Dec-19	
Budget Steering Committee Meeting - Mid Year Review (2019/2020 Budget):	Budget Steering		09-13-Dec-19	09-13-Dec-19

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Consider proposals for adjustments budget (Capex & Opex) and Review Draft Capex & Opex budget for 2020-2021 to 2022-2023 & finalisation of new posts	Committee			
Budget Office distributes the Mid-Year Review (Capex & Opex) Changes for final verification	Budget Office		20-Dec-19	
Budget Office distributes the status on the Draft Capex & Opex budget for 2020-2021 to 2022-2023	Budget Office			20-Dec-19
Compilation of Mid-Year Review Report (2019/20)	Budget Office/ Strategic Office		09-15 Jan-20	13-15 Jan-21
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		16-Jan-20	25-Jan-21
Table Mid-year Review (MYR) in Council	Budget Office/ Strategic Office		22-Jan-20	27-Jan-21
Budget Steering Committee Meeting - Final discussion of Tariffs & Final Adjustment Budget Review (2019/2020 Budget)	Budget Steering Committee		04-Feb-20	
Review Budget Related Policies	Budget Committee/Councilors/ Directors/Managers			4-11-Feb-20
Responsible officials confirm final salary, depreciation, departmental charges, interest & redemption, vehicle costs, provisions & op. leases budget information to the Budget Office	Salary Section Asset Management Costing Section Cash Management Fleet Management Accounting Services			5-Feb-20
Snr Manager: Revenue submits Final revenue projections & Tariffs to Budget Office	Snr Manager Revenue			7-Feb-20
Budget Office distributes Draft Capex & Opex budget for 2020-2021 to	Budget Office			10-Feb-20

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2022-2023 for BSC meeting				
Budget Steering Committee Meeting - To discuss final draft Opex, Capex and revenue projections	Budget Steering Committee			10-14 Feb-20
Compile Adjustment Budget (2019/2020 Budget): NT Reports and working papers (B-Schedule)	Budget Office		4-17-Feb-20	
Final Review of 2019/2020 Adjustment Budget documents	Budget Office		17-19-Feb-20	
Provincial IDP Indaba 2 / MGRO 2 (Coordinated Dept. LG- IDP Directorate)	Strategic Office/ MM/ Directors			Feb-20 Dept. LG (TBC)
District IDP Managers engagement to discuss alignment of Draft 3 rd Reviews (Coordinated by ODM- IDP Manager)	Strategic Office			Feb-20 ODM (TBC)
Technical Integrated Municipal Engagement (TIME) (Coordinated Dept. LG- IDP Directorate)	Strategic Office/ MM/ Directors			Feb-20 Dept. LG (TBC)
Start with the compilation of Draft Service Delivery and Budget Implementation Plan (SDBIP) (2020/21)	Strategic Office/ Directorates			17-Feb-20
Budget Office send Final list of new posts to Salary Department after discussion with BSC	Budget Office			19-Feb-20
Directors and Managers return final Statistical Information with final sign off by Directors to verify information submitted	Directors/Managers			19-Feb-20
Directors and Managers confirm final operational and capital budget proposals to Budget Office	Directors/Managers			19-Feb-20
Managers confirm final depreciation, salary budget and interest & redemption, Recharges/ Departmental charges to Budget Office	Relevant Managers			19-Feb-20
Snr Manager Revenue Dept. confirm Draft tariffs & Revenue Projections to Budget Office	Snr Manager: Revenue			19-Feb-20
Update & Balance Financial System with 3yr Budget Info	Budget Office			19-21 Feb-20
Review Draft I/E and Capital Budget status	Budget Office			24-25 Feb-20
Compile Draft Cash Flow	Budget Office			25-26 Feb-20
Managers to submit Final Policies to CFO	Managers			28-Feb-20
Submit Electricity Tariffs to NERSA	Snr. Manager: Revenue			28 Feb -20
Managers to submit Activity/ Business Plans for Grants to Budget Office	Budget Holders			28 Feb -20
Overstrand Municipal Advisory Forum (OMAF) Meeting - 2020/21 IDP focus areas & preliminary budget proposals for 2020/21	OMAF - Ward Com/Mayor/Councillors/ Directors /Managers			17-28-Feb-20

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Budget Steering Committee Meeting – Review of final draft Opex, Capex & revenue budgets	Budget Steering Committee			03- Mar-20
Provincial IDP Managers Forum	Local/ Provincial alignment- 4 th Quarter Provincial engagement – Strategic Office			5-6 Mar-20
Finalise the draft IDP review and amendment for 2020/21	Strategic Office			2-21 Mar-20
Finalisation of Draft Opex & Capex Budgets working papers and updating and balancing of A Schedule	Budget Office			02-13 Mar-20
Town and Spatial Planning send SDF review chapter to Strategic Office for inclusion in the Draft IDP review and amendment	Town and Spatial Planning department			13-Mar-20
Budget Office send financial information to Strategic Office for Draft IDP review and amendment & draft SDBIP	Budget Office			13-Mar-20
Budget Office compile Draft Budget Report, Schedules & Agenda Item	Budget Office			16-20 Mar-20
Budget Office does Final Review of Draft Budget Report & Schedules	Budget Office			20&23 Mar-20
Printing & Binding of Draft Budget Report & Electronic Files	Budget Office			23-24 Mar-20
Prepare advertisements for Draft IDP review and amendment, Draft SDF review & Budgets for comments	Budget Office / Strategic Office/ Town and Spatial Planning department			23 -24 Mar-20
Budget Office distributes Draft Budget Report to Mayoral Committee, Whips & TMT	Budget Office			24 Mar-20
Draft IDP review and amendment, draft SDF review, draft Budget and draft SDBIP tabled in Council	Budget Office / Strategic Office / Town and Spatial Planning department			25-Mar-20
Submit Draft IDP review and amendment/ Draft SDF review/Budget files to Provincial Treasury after Council Meeting	Budget Office / Strategic Office/ Town and Spatial Planning department			25-Mar-20
Submission of Draft Budget, data strings and IDP for presentation to National Treasury and any other prescribed organs of state.	Budget Office / Strategic Office			25-Mar-20

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Place Draft Budget, Draft IDP review and amendment, Draft SDF review and Draft SDBIP on website	Budget Office / Strategic Office / Town and Spatial Planning department			26-Mar-20
Advertise Draft IDP review and amendment, Draft SDF review & Draft Budget for public comment	Budget Office / Strategic Office / Town and Spatial Planning department			26-Mar-20
Obtain Overberg District Municipality (ODM) comments on the draft IDP amendment	Strategic Office			27-Mar-20
APRIL – MAY 2020				
CONSULTATION & APPROVAL PHASE				
Public comment period	Community			1-30 Apr-20
Public Participation on draft IDP review and amendment & Draft Budget	Community/ Councillors/ Top Management/ Area Managers			April 2020 end April/ Mid-May -20 (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-20
District IDP Managers Forum (Coordinated by ODM- IDP Manager)	Strategic Office			Apr-20 (ODM to confirm)
Managers to submit Demand Management Plans to SCM	Budget Holders			30-Apr-20
Summarise all community feedback and distribute to the relevant stakeholders for consideration to be included in the Final Budget report	Budget Office			4 May-20
Budget Steering Committee Meeting - Consideration of Budget Comments (Review Budget comments to make decision on comments)	Budget Steering Committee			5-6 May-20
Budget Office updates final changes on financial system	Budget Office			6-8 May -20
Budget Office compile Final Budget Report and Schedules	Budget Office			8-15 May-20
Budget Office does Final Review of Budget Report & Schedules	Budget Office			18 -19 May-20
Printing , Binding and Electronic Media of Final Budget Report	Budget Office			20-21 May-20
Distribution of Final Budget Report and submit report to Council Support Services	Budget Office			22-May -20

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Approval of Final IDP review and amendment, Final SDF review and Final Budget by Council	Budget Office / Strategic Office / Town and Spatial Planning department			27- May-20
IMPLEMENTATION PHASE				
Provincial IDP Managers Forum	Local/ Provincial alignment- 1 st Quarter Provincial engagement – Strategic Office			4-5 June-20
Place Final IDP review and amendment, Final SDF review and Final Budget documents on the website	Strategic Office/ Budget Office / Town and Spatial Planning department			1- June-20
Place notice of Final IDP review and amendment in the media	Strategic Office			4- June-20
Place notice of Final SDF review in the media	Town and Spatial Planning department			4- June-20
Advertise Final Budget and Tariffs in the media	Budget Office			4- June-20
Submission of Final Budget and data strings and Final IDP review and amendment, Final SDF review to National and Provincial Treasury	Budget Office / Strategic Office / Town and Spatial Planning department			8 June-20
Municipal Manager submits final SDBIP and draft performance agreements of Section 57's to Executive Mayor	Municipal Manager			10-June-20
Confirm/Capture Capital Budget on Financial System	Budget Office			15-19 June-20
Advertise Property Rates Tariffs in Provincial Gazette	Senior Manager: Revenue Manager:			19 June-20
Publish a summary of Budget in Bulletin	Communications			15-June-20
Approval of Final SDBIP by Executive Mayor	Executive Mayor			24-June-20
Finalise and approval of the performance agreements of the S54A and S56 appointees	Strategic Office/EM/MM			24-June-20
Compile Electronic Internal Budget Book	Budget Office			22-26 June-20
Place Internal Budget Book on Intranet and inform budget holders	Budget Office			30-June-20

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Submit Budget Locking Certificate to National Treasury	Budget Office			15-July-20
REPORTING & REVIEW				
Monthly Budget Statement to Municipal Manager and Mayor	Budget Office		Aug 19- Jul 20	Aug 20- Jul 21
Quarterly reporting by Mayor to Council	Mayor		Oct 19, Jan 20, Apr 20, Jul 20	Oct 20, Jan 21, Apr 21, Jul 21
Table adjustments Budget	Budget Office		26-Feb-20	24-Feb-21
Finalise Roll over Projects (Final Amounts)	Budget Office		5-Jul-20	5-Jul-21
Table Adjustments Budget for approval of Roll over projects	Budget Office		31-Jul-20	29-Jul-21
Table in Council Draft unaudited Annual Report /AFS	Budget Office / Strategic Office	28-Aug-19	26-Aug-20	25- Aug-21
Submission of annual financial statements to AG	Accounting Services	31-Aug-19	31-Aug-20	31-Aug-21
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	Feb-March	Feb-March
Approval of Annual Report	Strategic Office	25-Mar-20	31-Mar-21	30-Mar-22

NOTES:

Capex- Capital budget
Opex- Operating budget

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