

TIME SCHEDULE FOR THE 2024/25 IDP REVIEW AND BUDGET PROCESS OF OVERSTRAND MUNICIPALITY

(2nd REVIEW OF CURRENT AMENDED 5 YEAR IDP- 2022/2027)

*The amended 5-year Integrated Development Plan (IDP) will be reviewed but may be amended in terms of Regulation 3 of the Municipal Planning and Performance Management Regulations, 2001.

Approved 30.8.2023

NO	TASK/ ACTIVITY	RESPONSIBILITY	2024/25 BUDGET
			TIME FRAME
JUNE- OCTOBER 2023			
PREPARATION PHASE			
1.	District IDP Managers & DLG pre-planning engagement to ensure alignment and integration of IDP & Budget Time Schedules	Strategic Office	June/July-23
2.	Budget Office provide key budget timelines to Strategic Office for inclusion in the IDP & Budget time schedule for 2024/25	Budget Office	07-July-23
3.	Submit the IDP & Budget time schedule to the Management Services Portfolio Committee of August 2023	Strategic Office/ Budget Office	17-July-23
4.	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/ Budget Office	30-Aug-23
5.	Place public notice on the IDP review and Budget time schedule approval	Strategic Office	7-Sept-23
6.	Submission of the approved time schedule to ODM, the Provincial Government and National Government	Strategic Office/ Budget Office	7-Sept-23
ANALYSIS, STRATEGY AND PROJECTS PHASES			
7.	Budget Office to submit Current 3-year capital budget and 2 years future planning to Strategic Office	Budget Office	14-Aug-23
8.	Snr Managers for the respective administrations receive current prioritised ward wish list from Strategic Office for Ward Committees to review (including the Current 3-year capital budget from Budget Office)	Strategic Office/ Budget Office	21-Aug-23

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9.	Ward committees meet to review current ward needs on the wish list (IDP wish list/ priorities) for the 2024/25 financial year (Sept ward committee cycle)	Snr Managers for the respective administrations	11-15-Sept-23
10.	Snr Managers for the respective administrations submit draft reviewed ward priorities to Strategic Office	Snr Managers for the respective administrations	20-Sept-23
11.	District IDP Managers engagement (Coordinated by ODM- IDP Manager)	Strategic Office	Oct-23 (TBC)
12.	Public ward feedback meetings- Ward committees obtain public input for draft reviewed prioritised ward wish list for the 2024/25 financial year	Ward Committees/ Snr Managers for the respective administrations	13-17 Nov-23
13.	Snr Managers for the respective administrations submit final reviewed ward prioritised wish list to the Strategic Office	Snr Managers for the respective administrations	22-Nov-23 (TBC)
14.	Strategic office distributes final reviewed ward prioritised needs lists to Directorates for consideration in their 2024/25 Opex and Capex budget requests	Strategic Office/ Management	End-Nov-23 (TBC)
15.	Mayoral Strategic session with Management and Councillors (Determine strategic direction for the IDP review- Vision, Mission and Strategic objectives)	Executive Mayor /MAYCO/ Top Management Team (TMT)/ Strategic Office	Nov-23 (TBC)
16.	Top Management Meeting with MM (Directors & Budget Office) to discuss budget proposals and budget affordability	TMT/Budget Office	Nov-23 (TBC)
17.	Budget Steering Committee (BSC) Meeting - Direction on proposed Tariff increases & increases in Revenue, Expenditure and Capital	Budget Steering Committee (BSC)	Nov-23 (TBC)
18.	Budget Office issue Capex directive and distributes 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 (2026/2027) as well as the 2 years future planning projects for a 5-year horizon.	Budget Office	Nov-23 (TBC)
19.	Snr Manager Revenue sends Tariff Lists to Directors for review	Snr Manager Revenue	Nov-23 (TBC)
INTEGRATION PHASE			
20.	Directors submit draft 3-year MTREF capital proposals of existing projects on the two outer years and prioritised projects for the third outer year (2026/2027) as well as the 2 years future planning projects for 5-year horizon	Directors	Nov-Dec 23 (TBC)
21.	Budget Office issue Opex directive to budget holders and 3yr (2024/25 – 2026/27)	Budget Office	

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	template for the compilation of the OPEX Budget		Nov-Dec 23 (TBC)
22.	Directors to submit Tariff proposals to Snr Manager Revenue	Directors	Nov-Dec 23 (TBC)
23.	Budget Steering Committee Meeting - To discuss & review capital budget requests (ROUND1) (includes consideration of reviewed IDP ward priorities)	Budget Steering Committee (BSC)	Nov-Dec 23 (TBC)
24.	Workshop on Tariffs and Tariff Related Policies	Budget Office	Nov-Dec 23 (TBC)
25.	Solvem/SAMRAS Budget Portal update where necessary with new IDP Strategic objectives (if applicable)/Focus Areas/Programmes/Projects and Sub-projects and create draft budget	Solvem/Samras/Strategic Office/Budget Office	Nov-Dec 23 (TBC)
26.	Budget holders to submit draft 3-year Opex template to Budget Office	All budget Holders	Nov-Dec 23 (TBC)
27.	Directors to submit New Post requests to HR & Salary Office	Directors	Nov-Dec 23 (TBC)
28.	Managers to submit Final List of Overtime, Essential etc. to Salary Department	Managers	Nov-Dec 23 (TBC)
29.	HR/Salary Office to submit requests for new staff/posts to the Budget Office	Human Resources (HR)	Nov-Dec 23 (TBC)
30.	Budget Office to distribute Year-to-Date Opex & Capex performance for 2023/24 for Mid-Year review proposals	Budget Office	Dec-Jan 24 (TBC)
31.	Provincial IDP Managers Forum	Local/ Provincial alignment- Bi-annual Provincial engagement – Strategic Office	Dec-2023 (TBC)
32.	Snr Manager Revenue to submit Draft Tariff list and proposed Revenue to Budget Office	Snr Manager Revenue	Dec-Jan 24 (TBC)
33.	Salary Office to submit draft three-year salary budget & WCA estimates to Budget Office (Current staff establishment)	Salary Section	Dec-Jan 24 (TBC)
34.	Asset Management to submit draft three-year depreciation budget (Asset register 2024) to Budget Office	Asset Management	Dec-Jan 24 (TBC)
35.	Costing Section must provide Draft Recharges/ Departmental charges to Budget Office	Costing Section	Dec-Jan 24 (TBC)
36.	Cash management to submit draft three-year Interest & Redemption (Loan register 2024) to Budget Office	Cash Management	Dec-Jan 24 (TBC)

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37.	Fleet Management to submit Draft Vehicle Budget: Fuel & Maintenance to Budget Office	Fleet Management	Dec-Jan 24 (TBC)
38.	Accounting Services to submit provisions and operating leases estimates to budget office	Accounting Services	Dec-Jan 24 (TBC)
39.	Directors return Mid-Year review requests to Budget Office	Directors	Dec-Jan 24 (TBC)
40.	Budget Steering Committee Meeting - Mid Year Review (2023/2024 Budget): Consider proposals for adjustments budget (Capex & Opex) and Review Draft Capex & Opex budget for 2024-2025 to 2026-2027 & finalisation of new posts	Budget Steering Committee	Dec-Jan 24 (TBC)
41.	Budget Office distributes the Mid-Year Review (Capex & Opex) Changes for final verification	Budget Office	Dec-Jan 24 (TBC)
42.	Budget Office distributes the status on the Draft Capex & Opex budget for 2024-2025 to 2026-2027	Budget Office	Dec-Jan 24 (TBC)
43.	Compilation of Mid-Year Review Report (2023/24)	Budget Office/ Strategic Office	Jan-24
44.	Statistical Information reports for New Budget Formats distributed to applicable Directors & Managers for completion (A-Schedule)	Budget Office	Jan-24
45.	Submit Mid-Year Review (MYR) Report to Mayor	Budget Office/ Strategic Office	25-Jan-24
46.	Table Mid-year Review (MYR) in Council	Budget Office/ Strategic Office	31-Jan-24
47.	Budget Steering Committee Meeting - Final discussion of Tariffs & Final Adjustment Budget Review (2023/2024 Budget)	Budget Steering Committee	29 Jan-02-Feb-24
48.	Review Budget Related Policies	Budget Committee/ Councillors/ Directors/Managers	05-09-Feb-24
49.	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	05-Feb-24
	Snr Manager: Revenue submits Final revenue projections & Tariffs to Budget Office	Snr Manager Revenue	05-Feb-24

NO	TASK/ ACTIVITY	RESPONSIBILITY	2024/25 BUDGET
			TIME FRAME
50.			
51.	Budget Office distributes Draft Capex & Opex budget for 2024-2025 to 2026-2027 for BSC meeting	Budget Office	08-Feb-24
52.	Budget Steering Committee Meeting - To discuss final draft Opex, Capex and revenue projections	Budget Steering Committee	05-09 Feb-24
53.	Compile Adjustment Budget (2023/2024 Budget): NT Reports and working papers (B-Schedule)	Budget Office	01-16-Feb-24
54.	Final Review of 2023/2024 Adjustment Budget documents	Budget Office	15-16-Feb-24
55.	Provincial IDP Indaba 2 / MGRO 2 (Coordinated Dept. LG- IDP Directorate)	Strategic Office/ MM/ Directors	Feb-24 Dept. LG (TBC)
56.	District IDP Managers engagement to discuss alignment of Draft IDP's (Coordinated by Overberg District Municipality (ODM- IDP Manager)	Strategic Office	Feb-24 ODM (TBC)
57.	Technical Integrated Municipal Engagement (TIME) (Coordinated Dept. LG- IDP Directorate)	Strategic Office/ MM/ Directors	Feb-24 Dept. LG (TBC)
58.	Start with the compilation of Draft Service Delivery and Budget Implementation Plan (SDBIP) (2024/25)	Strategic Office/ Directorates	16-Feb-24
59.	Budget Steering Committee Meeting - To discuss final draft Opex, Capex and revenue projections	Budget Steering Committee	19-23 Feb-24
60.	Update & Balance 3yr Budget Info for Opex & Capex	Budget Office	19-23 Feb-24
61.	Review Draft I/E and Capital Budget status	Budget Office	19-23 Feb-24
62.	Compile Draft Cash Flow	Budget Office	19-23 Feb-24
63.	Directors and Managers return final Statistical Information with final sign off by Directors to verify information submitted	Directors/Managers	29-Feb-24
64.	Directors and Managers confirm final operational and capital budget proposals to Budget Office	Directors/Managers	29-Feb-24
65.	Managers confirm final depreciation, salary budget and interest & redemption, Recharges/ Departmental charges to Budget Office	Relevant Managers	29-Feb-24
66.	Snr Manager Revenue Dept. confirm Draft tariffs & Revenue Projections to Budget Office	Snr Manager: Revenue	29-Feb-24
67.	Managers to submit Final Policies to CFO	Managers	29-Feb-24
68.	Submit Electricity Tariffs to NERSA	Snr. Manager: Revenue	29-Feb-24
69.	Managers to submit Activity/ Business Plans for Grants to Budget Office	Budget Holders	29-Feb-24

NO	TASK/ ACTIVITY	RESPONSIBILITY	2024/25 BUDGET
			TIME FRAME
70.	Overstrand Municipal Advisory Forum (OMAF) Meeting - 2024/25 IDP review focus areas & preliminary budget proposals for 2024/25	OMAF - Ward Committees/Executive Mayor/Councilors/ Directors /Managers/ Overstrand wide stakeholders	March-24 (TBC)
71.	Budget Steering Committee Meeting – Review of final draft Opex, Capex & revenue budgets	Budget Steering Committee	04-08- Mar-24
72.	Managers to submit draft Demand Management Plan to SCM	Budget Holders	13-Mar-24
73.	SCM to submit draft Demand Management Plan to Budget Office	SCM	15-Mar-24
74.	Finalise the draft IDP Review for 2024/25	Strategic Office	01-22 Mar-24
75.	Finalisation of Draft Opex & Capex Budgets working papers and capturing budget on the financial system and updating and balancing of A Schedule	Budget Office	01-20 Mar-24
76.	Budget Office send financial information to Strategic Office for Draft IDP review and draft SDBIP	Budget Office	22-Mar-24
77.	Budget Office compile Draft Budget Report, Schedules & Agenda Item	Budget Office	18-22 Mar-24
78.	Budget Office does Final Review of Draft Budget Report & Schedules	Budget Office	21 & 22 Mar-24
79.	Printing & Binding of Draft Budget Report & Electronic Files	Budget Office	25-26 Mar-24
80.	Prepare advertisements for Draft IDP review, Draft reviewed Water Services Development Plan (WSDP) and Draft Budget for comments	Budget Office / Strategic Office / Engineering Planning	25 -26 Mar-24
81.	Budget Office distributes Draft Budget Report to Mayoral Committee, Whips & TMT at the Council meeting	Budget Office	27- Mar-24
82.	Draft IDP review, draft reviewed Water Services Development Plan (WSDP), draft Budget and draft SDBIP to be tabled in Council	Budget Office / Strategic Office/ Engineering Planning	27- Mar-24 (TBC)
83.	Submit Draft IDP review and Draft Budget files to Provincial Treasury after Council Meeting	Budget Office / Strategic Office	28-Mar-24
84.	Submission of Draft Budget, data strings and IDP for presentation to National Treasury and any other prescribed organs of state.	Budget Office / Strategic Office	29-Mar-24
85.	Place Draft Budget, Draft IDP review, Draft reviewed WSDP and Draft SDBIP on website	Budget Office /	1-Apr-24

NO	TASK/ ACTIVITY	RESPONSIBILITY	2024/25 BUDGET
			TIME FRAME
		Strategic Office / Engineering Planning	
86.	Advertise Draft IDP review, Draft reviewed WSDP, Draft SDBIP & Draft Budget for public comment	Budget Office / Strategic Office / Engineering Planning	3-Apr-24
87.	Obtain Overberg District Municipality (ODM) comments on the draft IDP amendment (if necessary)	Strategic Office	3-Apr-24
APRIL-MAY 2024			
CONSULTATION AND APPROVAL PHASE			
88.	Public comment period	Community	1-30 Apr-24
89.	Public Participation on draft IDP review and Draft Budget	Community/ Councillors/ Top Management/ Area Managers	April 2024 (TBC)
90.	Grant champions to submit Final Activity/ Business Plans for Grants to Budget Office	Grant Champions	30-Apr-24
91.	Managers to submit Demand Management Plans to SCM	Budget Holders	30-Apr-24
92.	Strategic Integrated Municipal Engagement (SIME) (Assessment of the draft IDP review and draft Budget by Province)	Western Cape Departments of Local Government and Provincial Treasury coordinate	end April/ mid-May -24 (TBC)
93.	District IDP Managers Forum (Coordinated by ODM- IDP Manager)	Strategic Office	May-24 (ODM to confirm)
94.	Summarise all community feedback and distribute to the relevant stakeholders for consideration to be included in the Final Budget report	Budget Office	02-3 May-24
95.	Budget Steering Committee Meeting - Consideration of Budget Comments (Review Budget comments to make decision on comments)	Budget Steering Committee	06-10 May-24
96.	Budget Office updates final changes on financial system	Budget Office	13-17 May -24
97.	Budget Office compile Final Budget Report and Schedules	Budget Office	13-22 May-24
98.	Budget Office does Final Review of Budget Report & Schedules	Budget Office	13 -22 May-24
99.	Printing, Binding and Electronic Media of Final Budget Report	Budget Office	20-22 May-24
100.	Distribution of Final Budget Report and submit report to Council Support Services	Budget Office	22-May-24
101.	Approval of Final IDP review, Final reviewed WSDP and Final Budget by Council	Budget Office /	29- May-24 (TBC)

NO	TASK/ ACTIVITY	RESPONSIBILITY	2024/25 BUDGET
			TIME FRAME
		Strategic Office / Engineering Planning	
	IMPLEMENTATION PHASE		
102.	Submission of Final Budget and data strings and Final IDP review to National and Provincial Treasury	Budget Office / Strategic Office	30 May-24
103.	Provincial IDP Managers Forum	Local/ Provincial alignment- Bi-annual Provincial engagement – Strategic Office	June-24 (TBC)
104.	Place Final IDP review, Final reviewed WSDP and Final Budget documents on the website	Strategic Office/ Budget Office / Engineering Planning	3- June-24
105.	Place notice of Final IDP review and Final reviewed WSDP in the media	Strategic Office / Engineering Planning	6-June-24
106.	Advertise Final Budget and Tariffs in the media	Budget Office	6-June-24
107.	Municipal Manager submits final SDBIP and draft performance agreements of Section 57's to Executive Mayor	Municipal Manager	12-June-24
108.	Review Capital & Operational Budget on Financial System after ceding	Budget Office	June-24
109.	Advertise Property Rates Tariffs in Provincial Gazette	Senior Manager: Revenue	June-24
110.	Publish a summary of Budget in Bulletin	Manager: Communications	17-June-24
111.	Approval of Final SDBIP by Executive Mayor	Executive Mayor	26-June-24
112.	Compile Electronic Internal Budget Book	Budget Office	19-30 June-24
113.	Distribute Internal Budget Book to budget holders	Budget Office	02-July-24
114.	Submit Budget Locking Certificate to National Treasury	Budget Office	Jul-24
115.	Finalise and approval of the performance agreements of the S54A and S56 appointees	Strategic Office/Executive Mayor/Municipal Manager	Jul-24
	REPORTING & REVIEW		
116.	Monthly Budget Statement to Municipal Manager and Mayor	Budget Office	Aug 24- Jul 25
117.	Quarterly reporting by Mayor to Council	Executive Mayor	Oct 24, Jan 25, Apr 25, Jul 25

NO	TASK/ ACTIVITY	RESPONSIBILITY	2024/25 BUDGET
			TIME FRAME
118.	Table adjustments Budget	Budget Office	28-Feb-24
119.	Finalise Roll over Projects (Final Amounts)	Budget Office	Jul-24
120.	Table Adjustments Budget for approval of Roll over projects	Budget Office	Aug-24 (TBC)
121.	Submission of draft annual financial statements to AG	Accounting Services	31-Aug-24
122.	Finalise the draft unaudited annual report for submission to AG	Strategic Office	31 Aug-24
123.	Submit Adjustments Budget (Overspending), if necessary	Budget Office	Jan-25
124.	Submit Draft audited Annual Report to Council	Strategic Office	Jan-25
125.	Finalise Annual Report Comments for Approval	Strategic Office	Feb-March-25
126.	Approval of Annual Report	Strategic Office	Mar-25

NOTES:

Capex- Capital budget

Opex- Operating budget

TBC- Date to be confirmed

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