

**10.  
TIME SCHEDULE FOR THE 2022/23 IDP/ BUDGET PROCESS AND GUIDANCE  
ON THE NEW 5-YEAR IDP COMPILATION**

2/12/1

RG Louw

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13 August 2021

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**1. Executive Summary**

The purpose of this report to Council is to present the time schedule for the 2022/23 integrated development planning (IDP)/ Budget process and provide guidance on the new 5-year IDP compilation.

**2. Service Delivery and Budget Implementation Plan - IGNITE**

*Management Services  
Strategic Services*

**3. Compliance with Strategic Priority**

Provision of democratic, accountable and ethical governance

**4. Delegated Authority**

None

**5. Legal Requirements**

Sections 25, 28 and 29 of the Local Government: Municipal Systems Act, 2000 (32 of 2000) [Systems Act]

Section 21(1) (b) of the Local Government: Municipal Finance Management Act, (56 of 2003) [MFMA Act]

**6. Background**

The Integrated Development Plan (IDP) has a lifespan of 5 years that is directly linked to the council's elected term of office. After every local government election, the new council has to decide on the future of the IDP.

The Municipal Systems Act (MSA) prescribes and requires the following regarding the IDP process:

**Section 25 of the MSA**

In terms of Section 25(1) of the Municipal Systems Act 32 of 2000 (MSA) each municipal council must, within a prescribed period after the start of its elected

term, adopt a single, inclusive and strategic plan for the development of the municipality (Integrated Development Plan).

In terms of Section 25(2) an integrated development plan (IDP) adopted by a municipal council in terms of subsection (1) remains in force until an IDP is adopted by the next elected council.

In terms of Section 25 (3) (a) a newly elected municipal council may adopt the integrated development plan (IDP) of its predecessor, but the required process outlined in section 29 must be followed.

### **Section 28 of the MSA**

- (1) *Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.*
- (2) *The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.*
- (3) *A municipality must give notice to the local community of particulars of the process it intends to follow.*

### **Section 29 of the MSA**

*The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must –*

- (a) *be in accordance with a predetermined programme specifying timeframes for the different steps;*
- (b) *through appropriate mechanisms, processes and procedures established in terms of Chapter 4 allow for—*
  - (i) *the local community to be consulted on its development needs and priorities;*
  - (ii) *the local community to participate in the drafting of the IDP; and*
  - (iii) *organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;*
- (c) *provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and*
- (d) *be consistent with any other matters that may be prescribed by regulation.*

**Section 21 (1) (b) of the MFMA**

Under Section 21(1) of the MFMA the Mayor must at least 10 months before the start of the new budget year, table in the Municipal Council a **time schedule** outlining key deadlines for the preparation, tabling and approval of the annual budget as well as for the tabling and adoption of any amendments to the IDP.

The time schedule must be prepared annually and be adopted by 31 August of each year.

**Discussion****Guidance on the new 5-year IDP compilation**

The term of the 2017-2022 IDP comes to an end on 30 June 2022, it is therefore important to consider what the new council has to do after the elections to be legally compliant in respect of an IDP from 1 July 2022.

Although the date of the local government elections has been promulgated for 27 October 2021, the IEC is requesting a postponement to February 2022.

The new incoming Council has two scenarios to ensure that a legally compliant IDP is in place from 1 July 2022.

**Scenario 1 – Local government elections held on 27 October 2021**

Local government elections on 27 October 2021 will enable the Municipality to constitute new ward committees in November 2021 and proceed with the required public participation for the new 5-year IDP, albeit on a very tight timeframe. However, the commencement of the new IDP process is dependent on the adoption of a process plan by the new Council (*section 28(1) of the MSA*) that must align with a District Framework which must be adopted by the new District Council after consultation with the local B municipalities. If the process plan and District Framework is adopted by January 2022, the municipality will, despite the tight timeframe but with good planning be able to table a draft 5-year IDP to the new Council in March 2022.

**Scenario 2 – Local government elections postponed to February 2022**

Should the elections take place in February 2022 there is not sufficient time for the newly elected council to do a full 5-year IDP for approval in May 2022 as required in Sections 25(1), 28 and 29 of the MSA.

Section 25 (3) of the Municipal Systems Act No 32 of 2000 provides options to the new Council to deal with the IDP of its predecessor. Therefor the suggestion is the adoption of the 2017-2022 IDP by the new council for another year up the end of June 2023. The new council can then commence

with the compilation of its own IDP in September 2022 to be tabled end of March 2023 and adopted end of May 2023.

Scenario 2 is promoted by National and Provincial Government and was alluded to in MFMA circular 108 of 2021 which addressed transitional processes for the development and adoption of IDPs during the 2021 election year.

Extract reads:

*“The 2020/21 municipal financial year represents the last year of the current municipal councils' electoral term. Therefore, the next municipal election to usher in new councils is expected to take place between August and November 2021 in terms of the Section 24 (2) of the Municipal Structures Act, 2000 (Act No. 32 of 2000) (MSA).*

*It is acknowledged that the period within which the coming election's date is expected takes place after the start of a new financial year. This particular scenario poses a latent challenge in so far as adherence to legislated timeframes with regard to the adoption of the 5-year Integrated Development Plan (IDP) and the subsequent implementation.*

*Given the fact that the IDP and budget would need to be reviewed and adopted by 30 June 2021, the current council has an obligation to ensure that these stipulations are complied with.*

*In this regard, the current council will be expected to continue reviewing the IDP and ensuring that it is adopted within the legislated timeframe.*

*Section 25 (3) of the MSA does allow the municipal council to adopt the IDP of the preceding council. However, should the incoming councils be unhappy with the priorities set out by the current council, in this case, municipal councils are advised to consider the existing adopted IDP and resolve to initiate or not to initiate an amendment procedure as guided by the MSA and the Municipal Performance and Planning Regulations (2001)”*

## **7. Financial Implications**

The document was compiled in-house by our own staff.

## **8. Staff Implications**

Internal Staff

## **9. Comments from other Departments, Divisions and Administrations**

The inputs from the Budget Office and relevant Directors were solicited to compile the time schedule for the 2022/23 financial year.

**10. Annexures**

Annexure A: Time schedule for the 2022/23 IDP/Budget process

**RECOMMENDATION TO THE COUNCIL:**

1. that the time schedule for the 2022/23 IDP/Budget process **be approved** in terms of section 21 (1) (b) of the Municipal Finance Management Act No 56 of 2003;
2. that the guidance on the new 5-year IDP compilation **be noted**;
3. that the guidance on the new 5-year IDP compilation be presented to the new incoming Council **for approval**; and
4. that the time schedule for the 2022/23 IDP/Budget process **be made public**.

**RESPONSIBLE OFFICIAL :**

**RG LOUW**

**TARGET DATE FOR IMPLEMENTATION :**

**2 SEPTEMBER 2021**

## 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

Final to Council – 24.8.2021

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23
		2020/21	2021/22	BUDGET
		FINANCIAL	FINANCIAL	TIME FRAME
		YEAR	YEAR	
<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			23-July-21
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			24-Aug-21
Place public notice on the IDP and Budget time schedule approval	Strategic Office			3-Sept-21
Submission of the time schedule to ODM, the Provincial Government and National Government	Strategic Office/ Budget Office			3-Sept-21
<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			01-November-21

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23
		2020/21	2021/22	BUDGET
		FINANCIAL YEAR	FINANCIAL 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			1-Nov-21 – Jan-22
Election of new ward committees	Director Community Services			15-18-Nov-21
Induction of new ward committees (Directorate Community Services) & ward committees meet to identify needs for the new IDP process	Director Community Services/ Strategic Office			22-25-Nov-21
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			26-Nov-21
Table in Council the draft IDP Process Plan (new 5-year IDP cycle)	Strategic Office / Budget Office			24-Nov-21
Advertise draft process plan for public comment	Strategic Office			2-Dec-21
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			2-Dec-21
Ward committees meet to finalise needs on the IDP wish list and identify draft Ward requests	Snr Managers for the respective administrations			6-9-Dec-21
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			13-Dec-21
Mayoral Strategic session with Management and Councillors (Determine strategic direction for the 5-year IDP)	Strategic Office/ EMT			13-14-Dec-21
Table in Council the final IDP process plan for approval				24-Jan-22
Mayoral directional IDP/Budget Speech	Executive Mayor			24-Jan-22
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			24-27-Jan-22
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			31-Jan-22
Draft 5-year IDP compilation	Strategic Office			Feb-Mar-22

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23
		2020/21	2021/22	BUDGET
		FINANCIAL YEAR	FINANCIAL 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 MTRF 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 MTRF capital proposals of existing projects on	Directors			01-Nov-21



TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23
		2020/21 FINANCIAL YEAR	2021/22 FINANCIAL YEAR	BUDGET 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			1-5-Nov-21
Budget Office issue Opex directive to budget holders and 3yr (2022/23 – 2024/25)template for the compilation of the OPEX Budget	Budget Office			5-Nov-21
Directors to submit Tariff proposals to Sr Manager Revenue	Directors			5-Nov-21
<b>Budget Steering Committee Meeting</b> - To discuss & review capital budget requests ( <b>ROUND1</b> )	Budget Steering Committee			8-12-Nov-21
Workshop on Tariffs and Tariff Related Policies	Budget Office			8-12-Nov-21
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			15-19-Nov-21
Budget holders to submit draft 3 year Opex template to Budget Office	All budget Holders			19-Nov-21
Directors to submit New Post requests to HR & Salary Office	Directors			19-Nov-21
Managers to submit Final List of Overtime, Essential etc. to Salary Department	Managers			19-Nov-21
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			22-26 Nov-21
Capturing of Opex budgets on the Budget Portal (by budget holders subject to system capability to accommodate multiple users)	All budget Holders/Budget Office			22 Nov-21- 3 Dec 21
Strategic Integrated Municipal Engagement (SIME)	Western Cape Department of Local Government (DLG) coordinate			Nov-21 (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-21 (TBC)
<hr/>				
Budget Office to distribute Year-to-Date Opex & Capex performance for 2021-2022 for Mid-Year review proposals	Budget Office		01-Dec-21	
Provincial IDP Managers Forum (Subject to the National State of Disaster on COVID-19)	Local/ Provincial alignment- Quarter 3			Dec-21 (TBC)

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

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23 BUDGET TIME FRAME
		2020/21 FINANCIAL YEAR	2021/22 FINANCIAL YEAR	
Statistical Information reports for New Budget Formats distributed to applicable Directors & Managers for completion (A-Schedule)	Strategic Office		12-19 Jan-22	
Submit Mid-Year Review (MYR) Report to Mayor	Budget Office/ Strategic Office		25-Jan-22	17-Jan-22
Table Mid-year Review (MYR) in Council	Budget Office/ Strategic Office		26-Jan-22	
<b>Budget Steering Committee Meeting</b> - Final discussion of Tariffs & Final Adjustment Budget Review (2021/2022 Budget)	Budget Steering Committee		31Jan - 02 Feb-22	7-11-Feb-22
Review Budget Related Policies	Budget Committee/Councillors/ Directors/Managers			
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 Casting Section Cash Management Fleet Management Accounting Services			
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			7-Feb-22
Compile Adjustment Budget (2021/2022 Budget): NT Reports and working papers (B-Schedule)	Budget Office		1-15-Feb-22	18-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/ Directors			Feb-22 Dept. LG (TBC)
District IDP Managers engagement to discuss alignment of Draft IDP's (Coordinated by ODM- IDP Manager)	Strategic Office			Feb-22 ODM (TBC)
Technical Integrated Municipal Engagement (TIME)	Strategic Office/ MM/			Feb-22

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23 BUDGET TIME FRAME
		2020/21 FINANCIAL YEAR	2021/22 FINANCIAL YEAR	
(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/ Directorates			18-Feb-22
<b>Budget Steering Committee Meeting</b> - To discuss final draft Opex, Capex and revenue projections	Budget Steering 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 Com/Mayor/Councillors/ Directors /Managers			Mar/April-22 (TBC)
<b>Budget Steering Committee Meeting</b> – Review of final draft Opex, Capex & revenue budgets	Budget Steering Committee			01-04 Mar-22
Provincial IDP Managers Forum (Subject to the National State of Disaster on COVID-19)	Local/ Provincial alignment- 4th Quarter Provincial engagement – Strategic Office			Mar-22 (TBC)
Finalise the draft IDP (depending on the 2 IDP scenario options noted on pages 1-2)	Strategic Office			1-26 Mar-22
Finalise draft reviewed Water Services Development Plan (WSDP) for 2022/23	Engineering Planning			1-23 Mar-22

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23 BUDGET TIME FRAME
		2020/21 FINANCIAL YEAR	2021/22 FINANCIAL YEAR	
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 / 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 / Strategic Office / Engineering Planning			30-Mar-22
Submit Draft IDP /Draft Budget files to Provincial Treasury after Council Meeting	Budget Office / 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 / Strategic Office			31-Mar-22
Place Draft Budget, Draft IDP, Draft reviewed WSDP and Draft SDBIP on website	Budget Office / Strategic Office / Engineering Planning			31-Mar-22
Advertise Draft IDP, Draft reviewed WSDP and Draft Budget for public comment	Budget Office / Strategic Office / Engineering Planning			1-Apr-22
<b>APRIL – MAY 2022</b>				
<b>CONSULTATION &amp; APPROVAL PHASE</b>				
Public comment period	Community Community/ Councillors/ Top Management/ Area Managers			1-30 Apr-22
Public Participation on draft IDP & Draft Budget LG MTEC3 Engagement	Provincial Treasury/			April 2022 end April/

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23
		2020/21	2021/22	BUDGET
		FINANCIAL YEAR	FINANCIAL YEAR	TIME FRAME
Grant champions to submit Final Activity/ Business Plans for Grants to Budget Office	Municipal Delegation			Mid-May -22 (TBC)
	Grant Champions			30-Apr-22
District IDP Managers Forum – district provide feedback to local municipalities on Provincial/District IDP Coordinators engagement Managers to submit Demand Management Plans to SCM	ODM IDP Manager/ B-mun IDP Managers/ Strategic Office			Apr-22 (ODM to confirm)
Summarise all community feedback and distribute to the relevant stakeholders for consideration to be included in the Final Budget report	Budget Holders			30-Apr-22
<b>Budget Steering Committee Meeting</b> - Consideration of Budget Comments (Review Budget comments to make decision on comments)	Budget Office			02-6 May-22
Budget Office updates final changes on financial system	Budget Steering Committee			02-6 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 Printing, Binding and Electronic Media of Final Budget Report	Budget Office			09-13 May-22
Distribution of Final Budget Report and submit report to Council Support Services	Budget Office			16-18 May-22 16-18 May-22
	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- 1st 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	Close off	2022/23
		2020/21 FINANCIAL YEAR	2021/22 FINANCIAL YEAR	BUDGET TIME FRAME
Place notice of Final IDP & Final reviewed WSDP in the media	Strategic Office / Engineering Planning			2-June-22
Advertise Final Budget and Tariffs in the media	Budget Office			2-June-22
<b>Submission of Final Budget and data strings and Final IDP to National and Provincial Treasury</b>	Budget Office / Strategic Office			10 June-22
Municipal Manager submits final SDBIP and draft performance agreements of Section 57's to Executive Mayor	Municipal Manager			8-June-22
Review Capital & Operational Budget on Financial System after ceding	Budget Office			June-22
Advertise Property Rates Tariffs in Provincial Gazette	Senior Manager: Revenue Manager:			June-22
Publish a summary of Budget in Bulletin	Communications			15-June-22
Approval of Final SDBIP by Executive Mayor	Executive Mayor			22-June-22
Finalise and approval of the performance agreements of the S54A and S56 appointees	Strategic Office/EM/MM			28-June-22
Compile Electronic Internal Budget Book	Budget Office			20-30 June-22
Place Internal Budget Book on Intranet and inform budget holders	Budget Office			30-June-22
Submit Budget Locking Certificate to National Treasury	Budget Office			
<b>REPORTING &amp; REVIEW</b>				
Monthly Budget Statement to Municipal Manager and Mayor	Budget Office		Aug 21- Jul 22	Aug 22- Jul 23
Quarterly reporting by Mayor to Council	Mayor		Oct 21, Jan 22, Apr 22, Jul 22	Oct 22, Jan 23, Apr 23, Jul 23
Table adjustments Budget	Budget Office		23-Feb-22	24-Feb-23
Finalise Roll over Projects (Final Amounts)	Budget Office		Jul-21	Jul-22
Table Adjustments Budget for approval of Roll over projects	Budget Office		Aug-22 (TBC)	Aug-23 (TBC)
Table in Council Draft unaudited Annual Report /AFS	Budget Office / Strategic Office			
Submission of annual financial statements to AG	Accounting Services	24-Aug-21 31-Aug-21	25-Aug-22 31-Aug-22	31- Aug-23 31-Aug-23
Finalise the draft unaudited annual report for submission to AG	Strategic Office	30-Aug-21	31-Aug-22	31 Aug-23

TASK/ ACTIVITY	RESPONSIBILITY	Close-off	Close off	2022/23
		2020/21 FINANCIAL YEAR	2021/22 FINANCIAL YEAR	BUDGET TIME FRAME
Compilation of Mid-Year Review Report (2022/23)	Budget Office/ Strategic Office			12-18-Jan-23
Submit Mid-Year Review (MYR) Report to Mayor	Budget Office/ Strategic Office			25-Jan-23
Table Mid-year Review (MYR) in Council	Budget Office/ 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.**

