

**PORTFOLIO COMMITTEE :
MANAGEMENT SERVICES**

Chairperson :

Cllr F Africa

Committee Members :

**Cllrs A Komani, C Resandt,
Ald T Nqinata & Cllr T Gwele**

MANAGEMENT SERVICES PORTFOLIO COMMITTEE

3 August 2023

I N D E X

ITEM

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NUMBER**

OPENING

APPLICATIONS FOR LEAVE OF ABSENCE

CONFIRMATION OF MINUTES

STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE
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**AGENDA of the
Portfolio Committee: Management Services
3 August 2023
(Also the agenda for the Mayoral Committee Meeting: 16 August 2023)**

**1.
TIME SCHEDULE FOR THE 2024/25 INTEGRATED DEVELOPMENT PLAN (IDP)
REVIEW AND BUDGET PROCESS**

**RG Louw
17 July 2023**

Senior Manager: Strategic Services

(028) 313 8071

1. Executive Summary

To inform Council of the time schedule for the Integrated Development Plan (IDP) review process as well as the compilation of the Budget for the 2024/25 financial year. This time schedule will be for the 2nd review of the current 5-year amended IDP (2022/2027) approved on 31 May 2022.

2. Service Delivery and Budget Implementation Plan - IGNITE

Management Services
Strategic Services

3. Compliance with Strategic Priorities

Provision of democratic, accountable and ethical governance
Provision and maintenance of municipal services
Creation and maintenance of a safe and healthy environment
The encouragement of structured community participation in the matters of the municipality
Promotion of tourism, economic and social development

4. Delegated Authority

None

5. Legal Requirements

Sections 28 and 29 (1) of the Local Government: Municipal Systems Act, No.32 of 2000 (MSA)
Section 21(1) of the Local Government: Municipal Finance Management Act, No.56 of 2003 (MFMA)

6. Background

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;

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- The annual review of the IDP in terms of the Systems Act and the budget related policies;
- The tabling and adoption of any amendments to the IDP and the budget related policies, and
- Any consultative processes forming part of the processes referred to above.

The tabling of the time schedule is thus a legislative competency reserved for the Executive Mayor.

Discussion

The drafting of the municipality's IDP review and Budget compilation process is to run concurrently, and the time schedules are therefore consolidated into the IDP review and Budget schedule. The key budget deadlines in the time schedule were discussed with the Senior Manager: Financial Services and the Budget Office for endorsement.

Conclusion

In terms of the IDP, this time schedule details the process for the 2nd review of the current 5-year amended IDP of 2022/2027.

This report seeks to ensure compliance with the relevant provision of the MFMA. The time schedule for the 2024/25 IDP review and Budget process is attached as Annexure A to this report.

7. Financial Implications

Provision has been made for the costs of the above process in the 2023/24 operational budget.

8. Staff Implications

The IDP review and Budget compilation processes will be undertaken by internal staff.

9. Comments from other Departments, Divisions and Administrations

The inputs from the Budget Office and relevant Directorates were solicited to compile the time schedule.

10. Annexures

Annexure A: Time schedule for the 2024/25 IDP review and Budget process

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RECOMMENDATION TO THE COUNCIL:

that the schedule of key dates for the 2024/25 compilation of an IDP review and Budget process **be noted**.

RESPONSIBLE OFFICIALS :

**RG LOUW
BA KING**

TARGET DATE FOR IMPLEMENTATION :

1 SEPTEMBER 2023

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.

17 July 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	

NO	TASK/ ACTIVITY	RESPONSIBILITY	2024/25 BUDGET
			TIME FRAME
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 MIREF 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	

NO	TASK/ ACTIVITY	RESPONSIBILITY	2024/25 BUDGET
			TIME FRAME
	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)

NO	TASK/ ACTIVITY	RESPONSIBILITY	2024/25 BUDGET	
			TIME FRAME	
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/ Directors	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/Councillors/ 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	
		Budget Office / Strategic Office / Engineering Planning	3-Apr-24
86.	Advertise Draft IDP review, Draft reviewed WSDP, Draft SDBIP & Draft Budget for public comment	Strategic Office	3-Apr-24
87.	Obtain Overberg District Municipality (ODM) comments on the draft IDP amendment (if necessary)		
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) May-24
93.	District IDP Managers Forum (Coordinated by ODM- IDP Manager)	Strategic Office	(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.