



IDP AND BUDGET TIME-SCHEDULE 1 July 2021 - 30 June 2022

Item No.	Time Frame	Deliverables	Coordinating Directorate/Body	Output	Legislative Requirement and Information
1	June - August 2021	IDP and Budget Time Schedule 2021/2022: Tabling of IDP and Budget time-schedule to Council for approval.	Corporate Services	Approved IDP and Budget time-schedule	Municipal Finance Management Act Section 21(1)
2	July 2021 ongoing	Budget process commences 2022/23 financial year: Setting of Budget Agenda and timelines, Strategic guidance (Budget committees (BSC and BSM) and Strategic Management Framework (SMF) engagement	Finance Directorate Corporate Services Directorate	Strategic direction and guidance at commencement of budget process	Municipal Finance Management Act 56 of 2003 Section 53 (1)
3	By 25 August 2021	2021/2022 August Adjustment Process	Finance Directorate Corporate Services	2021/2022 Adjustment budget-and amended SDBIPs	Municipal Finance Management Act 56 of 2003 Section 28 Municipal Budget and Reporting Regulations 23
4	August to November 2021	Input into the 2022/2023 Budget process (Subcouncils, Portfolio Committees, SMF engagements) * Note that there may be changes in dates due to the elections as well as further review/ iterations which may be required post election	All Directorates Directorate: Urban Management (Subcouncils)	Submissions from Portfolio Committees and Subcouncils.	Municipal Finance Management Act 56 of 2003 Section 21
5	Within ten working days after mayor has tabled an adjustment budget in the municipal council.	Publication of approved adjustment budget on website. Submit to National & Provincial Treasuries electronic formats.	Finance Directorate Corporate Services Directorate	Approved 2021/22 Adjustment Budget, Proposed IDP amendments 2021/22, SDBIPs made public on official website and submission to National - and Provincial Treasury.	Municipal Finance Management Act 56 of 2003 Section 28(7) Municipal Systems Act 32 of 2000 Section 21(b) Municipal Budget and Reporting Regulations 24,26 & 27(2)(b)
6	August to December 2021	Present Medium Term Revenue Expenditure Framework (MTREF) parameters and assumptions to Budget Committees and other fora to prepare detailed Operating and Capital budgets	Finance Directorate	Presentations outlining MTREF parameters and assumptions.	Municipal Finance Management Act 56 of 2003 Section 21
7	November 2021-December 2021. * Note: Dependant on local elections and appointment of a newly elected Mayor	Process Plan: New Term of Office IDP 2022 - 2027 a) Consultation on the Process Plan; b) Adopt the Process Plan	Corporate Service Directorate	Process Plan for the drafting of the new Five Year Plan	Municipal Systems Act 32 of 2000 Section 28, 29(1)30
8	December 2021 - February 2022	Planning for the drafting of the New Term of Office IDP 2022-2027 including gathering of Community and stakeholder inputs	Corporate Service Directorate All directorates	Community inputs and Prioritisation	Municipal Systems Act 32 of 2000 Section 29(1)(b) Municipal Finance Management Act Section 35(c) and 37(1)(b)
9	December 2021 - February 2022	OPM System 2022/2023 request public input in development of new five year CSC	All Directorates Directorate: Urban Management (Subcouncils)	Submissions from Portfolio Committees and Subcouncils.	Municipal Systems Act 32 of 2000 Section 16 (1)(a), Section 40 and 42 Municipal Planning and Performance Management Regulations 8, 9, 10, and 12
10	January 2022	Initiate process for IDP proposed amendments relating to the 2021/2022 Mid-year adjustment budget(Updating the MTREF annexure and Corporate Scorecard and Entities Scorecard)	Corporate Service Directorate	Initiate process for IDP amendments	Municipal Finance Management Act 56 of 2003 Section 54 (1) (c)
11	January 2022	2021/22 Mid-year Adjustment budget and SDBIPs (Corporate, Directorate & Department) revision	Corporate Service Directorate	2021/22 Adjustment budget (2),SDBIPs (Corporate, Directorate & Departments)	Municipal Finance Management Act 56 of 2003 Section 28 & 54(1)(c) Municipal Budget and Reporting Regulations 23
12	January 2022	Municipal entities to align their budgets and business plans with City's IDP and submit their mid-year budget and performance assessment to the City	Corporate Service Directorate Finance Directorate	Aligned budget 2021/2022 Mid-year budget and performance assessment report	Municipal Finance Management Act Section 87 (2) and (3) Municipal Finance Management Act Section 88 Municipal Finance Management Act 56 of 2003 Section 72 (1)(iv)



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13	25 January 2022	Submission of 2021/2022 Mid-year Review and performance assessment to the Mayor and National- and Provincial Treasury	Finance Directorate	Submission of 2021/2022 Mid-year budget and performance assessment report	Municipal Finance Management Act 56 of 2003 Section 72 Municipal Finance Management Act 56 of 2003 Section 54 (1) Municipal Budget and Reporting Regulations 35
14	Within 5 working days of 25th January of each year	Publication of 2021/2022 Mid-year budget and performance assessment	Finance Directorate	Publication of Mid-year budget and performance assessment	Municipal Finance Management Act 56 of 2003 Section 72 Municipal Budget and Reporting Regulations 34
15	January - February 2022	2021/2022 Mid-year budget and performance assessment visits by National Treasury	Finance Directorate Corporate Service Directorate	National Treasury Assessment visits	National Treasury Circular requirements
16	31 January 2022	Submission of section 72 report to Council	Finance Directorate	Section 72 report to Council	Municipal Finance Management Act 56 of 2003 Section 54 (1)(f)
17	January-March 2022	Advertise the IDP amendments relating to the 2021/2022 mid-year adjustments (Updating the MTREF, Corporate Scorecard and Entities Scorecards) for comments.	Corporate Service Directorate	Advertise the IDP amendments relating to the 2021/2022 mid-year adjustments	Municipal Planning and Performance Management Regulations 3(4)(b)
18	By 28 February 2022	2021/2022 adjustments budget following the mid-year review and performance assessment process.	Finance Directorate	2021/2022 Adjustment budget	Municipal Finance Management Act 56 of 2003 Section 28 & 54(1)(c) Municipal Budget and Reporting Regulations 23
19	Within ten working days after mayor has tabled an adjustment budget in the municipal council.	Publishing Adjustments Budget on website and submit electronically to National- and Provincial Treasury	Finance Directorate	Approved Adjustment Budget being made available on official website and submission to National Treasury and Provincial Treasury.	Municipal Finance Management Act 56 of 2003 Section 28(7) Municipal Systems Act 32 of 2000 Section 21B(1)(b) Municipal Budget and Reporting Regulations 24,26 & 27(2)(b)
20	March 2022	Tabling and approval of the proposed IDP amendments (Relating to the 2021/2022 mid-year adjustments), Updating the MTREF, Corporate Scorecards and Entities Scorecards).	Corporate Service Directorate	Approval of the IDP amendments relating to the 2021/2022 mid-year adjustments.	Municipal Systems Act 32 of 2000 Section 34 (b) Municipal Planning and Performance Management Regulations, 2001 Regulation 3
21	March 2022	Table the draft New Term of Office IDP 2022 - 2027 incl. Corporate Scorecard and Municipal Entities to Mayco and Council for public comment.	Corporate Service Directorate	Draft New Term of Office IDP for public comment	Municipal Finance Management Act Section 16(2) and 17(1)(2)(3) Municipal Systems Act Regulation 3(4)(a-b)
22	March 2022	Tabling amendments to budget related policies and New Term of Office IDP 2022-2027 including the Corporate and Entities Scorecards 2022-2027 as an annexure to the draft Budget 2022/2023 - 2024/2025 at Council.	Corporate Service Directorate Finance Directorate	Budget and New Term IDP 2022-2027 (including Corporate and Entities Scorecards)	Municipal Finance Management Act 56 of 2003 Section 16(2); 17(1)(2)(3) and 21 (1)(b)(iii) Municipal Systems Act Regulation 3(4)(a-b)
23	April 2022	Public Comment: a) Publication of annual tabled budget incl. draft New Term of Office IDP 2022- 2027 b) Public comment on Draft New Term of Office IDP 2022-2027 as annexure to Draft Budget	Finance Directorate Corporate Service Directorate	Tabled Annual Budget incl. draft IDP New Term of Office 2022 -2027 available for viewing and comment.	Municipal Finance Management Act Section 22 Municipal Systems Act 32 of 2000 Section 21 (1)(a) Municipal Systems Act 32 of 2000 section 16(1)(a) and 17
24	April 2022	a) Electronic submission of tabled annual budget to National and Provincial Treasuries immediately after tabling. b) Submission of draft SDBIPs to National and Provincial Treasuries in both printed and electronic formats.	Corporate Service Directorate Finance Directorate	Tabled annual budget and SDBIPs submitted	Municipal Finance Management Act 56 of 2003 Section 22(b) Municipal Budget and Reporting Regulations 15(3) (b)
25	April - May 2022	National Treasury -Municipal Budget and Benchmark Engagement and LG MTEC (SIME) Provincial Engagement	Finance Directorate	Budget and Benchmark Assessments / LG MTEC (SIME) Provincial Assessment	National Treasury and Provincial Circular requirements
26	May 2022	Council to approve New Term of Office IDP 2022-2027 (including Corporate and Entities Scorecards), and Budget document by resolution, setting taxes and tariffs, approve measurable performance objectives for revenue by source and expenditure by vote before the start of the financial year.	Corporate Service Directorate Finance Directorate	IDP New Term of Office 2022- 2027 (including Corporate and Entities Scorecards), and Budget for 2022/2023	Municipal Systems Act 32 of 2000 Section 25 (1) Municipal Planning By-Law (MPB-L) Section 6
27	Within 10 working days after the Municipality approves the IDP New Term of Office 2022-2027	Submit approved New Term of office IDP 2022-2027 (including Corporate and Municipal Entities' Scorecards) document to MEC Local Government within 10 days after Council approval	Corporate Service Directorate	Council resolution, MEC memo	Municipal Systems Act 32 of 2000 Section 32
28	Within 10 working days after the Municipality approves the annual budget	Submission of approved annual budget to National and Provincial Treasuries in electronic format.	Finance Directorate	Submission of approved Budget and related documents including resolutions	Municipal Finance Management Act 56 of 2003 Section 24(3) Municipal Budget and Reporting Regulation 20



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29	Within 10 working days after the Municipality approved the annual budget	Publishing the approved annual budget and IDP.	Finance Directorate Corporate Services Directorate	Publication of approved IDP and annual budget and related documents including resolutions	Municipal Finance Management Act 56 of 2003 Section 22 Municipal Budget and Reporting Regulations 18 Municipal Systems Act 32 of 2000 Sections 21A and 21 B
30	Within 14 days of the adoption of the IDP	Give notice to the public Publicise a summary of the plan	Corporate Service Directorate	Advertise the approval of the IDP and publicise the executive summary of the plan	Municipal Systems Act 32 of 2000 Section 25(4)
31	After budget approval in May 2022	Promulgation of rates and additional rates to be levied	Finance Directorate	Promulgation of rates and additional rates via Provincial Gazette	Municipal Property Rates Act 14(3)
32	After budget approval in May 2022	Submit notice published in the Provincial Gazette and in newspaper (advert) in resolution passed at Council to MEC for Local Government	Finance Directorate	Submission of notice published in the Provincial Gazette and newspaper in resolution passed by Council.	Municipal Systems Act 32 of 2000 Section 75A(4)
33	June 2022	SDBIP 2022/2023 a) City Manager submits draft 2022/2023 Corporate SDBIP and Directorate Executive Summaries and SDBIPs to the Executive Mayor for consideration, 14 days after approval of the budget	Corporate Service Directorate	Corporate SDBIP Book. Directorate SDBIPs (Executive Summaries and scorecards). Department SDBIPs (Business Plans and scorecards)	Municipal Finance Management Act 56 of 2003 Section 69(3)(a)
34	June 2022	b) Executive Mayor approves 2022/2023 scorecards (SDBIPs) within 28 days after approval of budget	Corporate Service Directorate	Final 2022/2023 SDBIP Book . Corporate SDBIP . Directorate Executive Summaries and scorecards(SDBIPs). . Departments Business Plans and scorecards (SDBIPs).	Municipal Finance Management Act 56 of 2003 Section 53(1) (c)(ii)
35	June 2022	Publishing approved SDBIP - Place all the 2022/2023 Corporate, Directorate Executive Summaries and scorecards (SDBIPs) on the website.	Corporate Service Directorate	Approved SDBIP being made available on official website	Municipal Finance Management Act 56 of 2003 Section 22(a)(i) and Section 53(3)(a))
36	June 2022	Submit 2022/2023 Corporate SDBIP and Directorate Executive Summaries to National and Provincial Treasury and make public	Corporate Service Directorate	Approved SDBIP submission to National Treasury and Provincial Treasury. 10 days after the Executive Mayor has approved the SDBIP	Municipal Finance Management Act 56 of 2003 Section 22(a)(i); Municipal Budget and Reporting Regulations - Regulation 20(b))
37	June 2022	Advert - Public Notification of the 2022/2023 Service Delivery and Budget Implementation Plan (SDBIP)	Corporate Service Directorate	Approved SDBIP being advertised in all local community newspapers and made available to the public at all civic centres, libraries and sub councils 14 days after the Executive Mayor has approved the SDBIP	Municipal Finance Management Act . Act No. 56 of 2003. Section 53 (3) (a)