



KAAP AGULHAS MUNISIPALITEIT  
CAPE AGULHAS MUNICIPALITY  
U MASIPALA WASECAPE AGULHAS

**TIME SCHEDULE: 2018/19, 2019/20 AND**  
**2020/21 BUDGET AND 2018/19**  
**INTEGRATED DEVELOPMENT PLAN (IDP)**  
**REVIEW**

Approved per resolution 147/2017 on 28 August 2017

## **TIME SCHEDULE: 2018/19, 2019/20 AND 2020/21 BUDGET AND 2018/19 INTEGRATED DEVELOPMENT PLAN (IDP) REVIEW**

### **REPORT BY THE DIVISION HEAD: STRATEGIC SERVICES AND PLANNING**

#### **PURPOSE OF REPORT**

To present a time schedule for the 2018/19, 2019/20 and 2020/21 Budget and the 2018/19 IDP review for approval in terms of Sections 21(1) (b) and 53(1) (b) of the Municipal Finance Management Act (Act 56 of 2003) (MFMA) read together with Sections 28 and 34 of the Local Government Municipal Systems Act (Act 32 of 2000).

#### **LEGAL FRAMEWORK**

Integrated development planning is regulated by Chapter 5 of the Local Government Municipal Systems Act. Act 32 of 2000.

##### **Section 28 requires:**

- 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 34 requires:**

*“The Municipal Council to annually review its IDP in accordance with an assessment of its performance and to the extent that changing circumstances require.”*

##### **The Municipal Finance Management Act, (MFMA) Act 56 of 2003 regulates the Budget preparation process -**

*“21.(1) The mayor of a municipality must:*

- a) *co-ordinate the processes for preparing the annual budget and for reviewing the municipality’s integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;*

(b) at least 10 months before the start of the budget year, table in the municipal council a **time schedule** outlining key deadlines for:

- (i) the preparation, tabling and approval of the annual budget;
- (ii) the annual review of:
  - (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and
  - (bb) the budget-related policies;
- (iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
- (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

**Section 53(1)(b) provides that -**

*“The mayor of a municipality must co-ordinate the annual revision of the integrated development plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget, and determine how the integrated development plan is to be taken into account or revised for the purposes of the budget.”*

**DISCUSSION**

The Council adopted a process plan for the development and review of the new five year IDP on 30 August 2016 per resolution 176/2016 which reads as follows:

**“MANAGEMENT RECOMMENDATION**

*That the Process Plan for the drafting and review of the 2017 - 2022 IDP (which includes the budget preparation process) for Cape Agulhas Municipality be approved in terms of Section 28 of the Municipal Systems Act (Act 32 of 2000).*

**RESOLUTION 176/2016**

*That the management recommendation be accepted as resolution of Council.”*

The Process Plan contained a detailed written process and a time schedule of key deadlines. Essentially the process stays the same for the duration of the IDP Cycle, but the time schedule is re-developed for each year.

**The proposed Time Schedule for 2018/19 is as follows:**

| ACTIVITY                                                | Date   | Legal Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>JULY/AUGUST 2017</b>                                 |        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Approval of Time schedule</b>                        | 29 Aug | <b>MFMA Section 21</b><br><i>The mayor of a municipality must—</i>                                                                                                                                                                                                                                                                                                                                                                                                          |
| Council to approve Time Schedule for 2017/18 IDP Review | 8 Sept |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                         |        | <i>(a) co-ordinate the processes for preparing the annual budget and for reviewing the municipality’s integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;</i><br><i>(b) at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for—</i> |

| ACTIVITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Date                                      | Legal Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                           | <p>(i) the preparation, tabling and approval of the annual budget;</p> <p>(ii) the annual review of—</p> <p>(aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and</p> <p>(bb) the budget-related policies;</p> <p>(iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and</p> <p>(iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).</p>                                                                                                                                                                                                                                         |
| <b>AUGUST 2017</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p><b>AFS and Annual Performance Report</b></p> <p>Submit annual financial statements and annual performance report to the Auditor-General for auditing (within two months after the end of the financial year)</p>                                                                                                                                                                                                                                                                                                          | 31 Aug                                    | <p><b>MSA Section 126(1)(a):</b></p> <p><i>The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing</i></p> <p><b>MSA Section 46 (1):</b></p> <p><i>A municipality must prepare for each financial year a performance report reflecting the performance of the municipality and of each external service provider during that financial year; a comparison of the performances referred to in paragraph (a) with targets set for and performances in the previous financial year; and measures taken to improve performance</i></p>           |
| <b>SEPTEMBER 2017</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <ul style="list-style-type: none"> <li>- Publicise Time Schedule and submit to relevant Organs of State</li> <li>- Mass communication e.g. press articles, Facebook, newflashes.</li> </ul>                                                                                                                                                                                                                                                                                                                                  | 1-8 Sept (and ongoing throughout process) | <p><b>MSA Section 29(1)(b):</b></p> <p><i>The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for-</i></p> <ul style="list-style-type: none"> <li>i. <i>the local community to be consulted on its development needs and priorities;</i></li> <li>ii. <i>the local community to participate in the drafting of the integrated development plan; and</i></li> <li>iii. <i>organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan.</i></li> </ul> |
| <p><b>Public participation</b></p> <ul style="list-style-type: none"> <li>- Review of municipal needs as well as needs falling within functional mandate of other organs of state for submission to them:</li> <li>- Public Meetings* <ul style="list-style-type: none"> <li>o Ward 1 – Napier</li> <li>o Ward 1 – Elim</li> <li>o Ward 2- Bredasdorp</li> <li>o Ward 2- Klipdale</li> <li>o Ward 3- Bredasdorp</li> <li>o Ward 4- Bredasdorp</li> <li>o Ward 4- Protem</li> <li>o Ward 5- Struisbaai</li> </ul> </li> </ul> | 11 Sept - 6 Oct                           | <p><b>MSA Section 29(1)(b):</b></p> <p><b>34. A municipal council—</b></p> <p><i>(a) must review its integrated development plan—</i></p> <ul style="list-style-type: none"> <li><i>(i) annually in accordance with an assessment of its performance measurements in terms of section 4 and</i></li> <li><i>(ii) to the extent that changing circumstances so demand</i></li> </ul>                                                                                                                                                                                                                                                                                                                                                                   |

| ACTIVITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Date              | Legal Reference                                                                                                                                                                                                                                                                                                                                          |
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| <ul style="list-style-type: none"> <li>○ Ward 6- Arniston</li> <li>○ Ward 6- Bredasdorp</li> </ul> <p>- Ward Committee meetings in each ward to review and prioritise ward needs</p> <p>- CAMAF Meeting / newly established Municipal Wide Forum to review and prioritise Municipal Area needs (CAMAF will include representatives from organs of state)</p> <p>* Public meetings for review process will be incorporated with quarterly feedback meetings of Councillors.</p> |                   |                                                                                                                                                                                                                                                                                                                                                          |
| <b>OCTOBER 2017</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Senior Management Discussion</b></p> <p>Review sector plans, financial position, community needs and other relevant data to identify critical institutional priorities for discussion at Council Strategy Workshop. (Municipal Manager and Directors)</p>                                                                                                                                                                                                                | Between 9 -14 Oct |                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Council Strategy Workshop</b></p> <p>Review institutional and community priorities, past performance and changing circumstances with due cognisance of a financial assessment, strategic risks, community needs and other relevant information. (Councillors, Municipal Manager, Directors)</p>                                                                                                                                                                          | 19-20 Oct         | <p><b>MSA Section 56. (2)</b></p> <p><i>The executive mayor must -</i></p> <p>(a) <i>identify the needs of the municipality;</i></p> <p>(b) <i>review and evaluate those needs in order of priority</i></p>                                                                                                                                              |
| <p><b>Directorate Strategy Workshops</b></p> <p>- Innovate and suggest solutions that contribute to the Strategic Goal(s) applicable to each Directorate</p> <p>- Prepare departmental operational plans and identify KPI's aligned to strategic goals with due cognisance of inputs from other stakeholders including government and bulk service providers (and NER). (Directors, Managers and other key staff designated by the Director)</p>                               | 23-31 Oct         |                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Long term financial plan</b></p> <p>Review the Long term Financial Plan</p>                                                                                                                                                                                                                                                                                                                                                                                              | By 31 Oct         | <p><b>MSA Section 26(h):</b></p> <p><i>An integrated development plan must reflect a financial plan, which must include a budget projection for at least the next three years.</i></p>                                                                                                                                                                   |
| <b>NOVEMBER 2016</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                   |                                                                                                                                                                                                                                                                                                                                                          |
| <p><b>Adjustment budget for current year</b></p> <p>BTO Office to send out current year adjustment budget preparation documents to Directorates for completion</p>                                                                                                                                                                                                                                                                                                             | By 15 Nov         | <p><b>MFMA Section 28 (1)</b></p> <p><i>A municipality may revise an approved annual budget through an adjustments budget.</i></p>                                                                                                                                                                                                                       |
| <p><b>New Budget preparation</b></p> <p>BTO office to send out MSCOA compliant budget preparation documents to Directorates for completion (MTREF)</p> <ul style="list-style-type: none"> <li>○ Capital</li> <li>○ Operational</li> </ul>                                                                                                                                                                                                                                      | By 30 Nov         | <p><b>MFMA Section 21 (1):</b></p> <p><i>The mayor of a municipality must—</i></p> <p>(a) <i>co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled <u>budget and any revisions of the integrated development plan</u></i></p> |

| ACTIVITY                                                                                                                                                                                                                                                                                | Date                 | Legal Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <ul style="list-style-type: none"> <li>○ Policies</li> <li>○ Tariffs</li> </ul>                                                                                                                                                                                                         |                      | <i>and budget-related policies are mutually consistent and credible</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Audit Report</b><br>Receive audit report on annual financial statements from the Auditor-General                                                                                                                                                                                     | By<br>30 Nov         | <b>MFMA Section 126(3):</b><br><i>The Auditor-General must-</i><br>(a) <i>audit those financial statements; and</i><br>(b) <i>submit an audit report on those statements to the accounting officer of the municipality or entity within three months of receipt of the statements.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>DECEMBER 2017</b>                                                                                                                                                                                                                                                                    |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Annual report</b><br>Submit draft of annual report to Council - incorporating financial and non-financial information on performance, audit reports and annual financial statements                                                                                                  | By<br>8 Dec          | <b>MFMA 121 (1)</b><br><i>Every municipality and every municipal entity must for each financial year prepare an annual report in accordance with this Chapter. The council of a municipality must within nine months after the end of a financial year deal with the annual report of the municipality and of any municipal entity under the municipality's sole or shared control</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Adjustment budget</b><br>Directorates to submit completed current year adjustment budget documents to BTO                                                                                                                                                                            | 15 Dec               | <b>MFMA 28 (1).</b><br>A municipality may revise an approved annual budget through an adjustments budget.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>JANUARY 2018</b>                                                                                                                                                                                                                                                                     |                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>New Budget preparation</b><br>Directorates to submit completed MTREF MSCOA compliant budget documents to BTO                                                                                                                                                                         | 12 Jan               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>SDBIP amendments</b><br>Directorates to submit proposed current year SDBIP amendments to Strategic Services                                                                                                                                                                          | 12 Jan               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Management budget workshop</b><br>Consider budgetary guidelines, circulars and internal parameters (Directors and Managers to attend)                                                                                                                                                | By<br>19 Jan         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Mid-year budget and performance assessment</b><br><ul style="list-style-type: none"> <li>- Submit mid- year budget and performance assessment to the Mayor, Provincial and National Treasury</li> <li>- Submit mid- year budget and performance assessment to the Council</li> </ul> | 25 Jan<br><br>31 Jan | <b>MFMA Section 72</b><br><i>(1) The accounting officer of a municipality must by 25 January of each year—</i><br>(a) <i>assess the performance of the municipality during the first half of the financial year, taking into account—</i><br>(i) <i>the monthly statements referred to in section 71 for the first half of the financial year;</i><br>(ii) <i>the municipality's service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan;</i><br>(iii) <i>the past year's annual report, and progress on resolving problems identified in the annual report; and</i><br>(iv) <i>the performance of every municipal entity under the sole or shared control of the municipality, taking into account reports in terms of section 88 from any such entities; and</i><br>(b) <i>submit a report on such assessment to -</i><br>(i) <i>the mayor of the municipality;</i><br>(ii) <i>the National Treasury; and</i><br>(iii) <i>the relevant provincial treasury.</i> |

| ACTIVITY                                                                                                                                                                                                                      | Date             | Legal Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <b>Adjustment budget</b><br>Submit adjustment budget to Council                                                                                                                                                               | 30 Jan           | <b>MFMA Section 28.</b><br><i>(1) A municipality may revise an approved annual budget through an adjustments budget.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>SDBIP amendments</b><br>Submit SDBIP amendments to Council                                                                                                                                                                 | 30 Jan           | <b>MFMA Section 54.</b><br><i>(1) On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72, the mayor must—</i><br><i>(c) consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget;</i>                                                                                                                                                                                                          |
| <b>Budget Steering Committee 1:</b><br>Consider budgetary guidelines, circulars and internal parameters                                                                                                                       | By 31 Jan        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>FEBRUARY 2018</b>                                                                                                                                                                                                          |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Oversight report</b><br>Submit the Oversight Report to Council (within 2 months of tabling of the draft Annual Report)                                                                                                     | By<br>8 Feb      | <b>MFMA Section 129.</b><br><i>(1) The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing the council's comments on the annual report, which must include a statement whether the council—</i><br><i>(a) has approved the annual report with or without reservations;</i><br><i>(b) has rejected the annual report; or</i><br><i>(c) has referred the annual report back for revision of those components that can be revised.</i> |
| <b>New Budget Departmental work sessions</b><br>BTO to convene work sessions with individual Departments                                                                                                                      | 1-17 Feb         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>New Budget</b><br>BTO to Finalise first draft of the capital and operating budget and budget related policies                                                                                                              | Before<br>28 Feb |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Transfers</b><br>Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three fin years (by no later than 120 days before the start of its budget year) | Before<br>28 Feb | <b>MFMA Section 37(2):</b><br><i>In order to enable municipalities to include allocations from other municipalities in their budgets and to plan effectively for the spending of such allocations, the accounting officer of a municipality responsible for the transfer of any allocation to another municipality must, by no later than 120 days before the start of its budget year, notify the receiving municipality of the projected amount of any allocation proposed to be transferred to that municipality during each of the next 3 financial years.</i>                                                                                                                                          |
| <b>MARCH 2018</b>                                                                                                                                                                                                             |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Council Budget workshop</b>                                                                                                                                                                                                | Week1            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| ACTIVITY                                                                                                                                                                       | Date          | Legal Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Directorates to present their operational plans and associated budgets to Council for input                                                                                    |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Budget Steering Committee 2:</b><br>Submit draft Budget and IDP Review to Budget Steering Committee                                                                         | Week 2        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Table Draft IDP review and Budget (Including Top Layer SDBIP)</b><br>Table draft IDP Review and budget (including SDBIP) to Council                                         | 27<br>Mar     | <b>MFMA Section 16:</b><br>(1) <i>The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.</i><br>(2) <i>In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.</i>                                                                                                                                                                                                                                                                                                                                             |
| <b>APRIL 2018</b>                                                                                                                                                              |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Publicise draft Budget including SDBIP</b><br>Make public the draft budget (including Top Layer SDBIP) and invite the community to submit representations.                  | 6 Apr         | <b>MFMA Section 22:</b><br><i>Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must</i><br>(a) <i>in accordance with Chapter 4 of the Municipal Systems Act -</i><br><i>(i) Make public the annual budget and the documents referred to in Section 17(3); and</i><br><i>(ii) invite the local community to submit representations in connection with the budget;</i><br>(b) <i>submit the annual budget -</i><br><i>(i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and</i><br><i>(ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget.</i> |
| <b>Publicise IDP Review</b><br>Make public the draft IDP review and invite the community to submit representations.                                                            | 5 Apr         | <b>MPPM Regulation 3(4)(b):</b><br><i>No amendment to a municipality's integrated development plan may be adopted by the municipal council unless the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment.</i>                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Submissions</b><br>Submit the draft budget (including SDBIP), IDP Review to the Local Government, Provincial Treasury, National Treasury and other affected organs of state | By<br>5 April | <b>MFMA Section 22:</b><br><i>Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must</i><br>(a) <i>in accordance with Chapter 4 of the Municipal Systems Act -</i><br><i>(i) Make public the annual budget and the documents referred to in Section 17(3); and</i><br><i>(ii) invite the local community to submit representations in connection with the budget;</i><br>(b) <i>submit the annual budget -</i><br><i>(i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and</i><br><i>(ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget.</i> |
| <b>Submissions</b>                                                                                                                                                             | By            | <b>MSA Section 29(3)(b):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



| ACTIVITY                                                                                                                                                                        | Date           | Legal Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Submit the draft IDP Review to the District Municipality                                                                                                                        | 5 April        | <p><i>A local municipality must draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the district municipality.</i></p> <p><b>MPPM Regulation 3(6):</b><br/> <i>A local municipality that considers an amendment to its integrated development plan must-</i></p> <p>(a) <i>consult the district municipality in whose area it falls on the proposed amendment; and</i><br/> (b) <i>take all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.</i></p> |
| <p><b>Public participation</b></p> <ul style="list-style-type: none"> <li>- Ward based budget meetings (6)</li> <li>- Ward Committee meetings</li> </ul>                        | 09-30<br>April | <p><b>MFMA Section 23(1):</b><br/> <i>When the annual budget has been tabled, the municipal council must consider any views of –</i></p> <p>(a) <i>the local community; and</i><br/> (b) <i>the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the budget.</i></p>                                                                                                                                                                                                                                                  |
| <b>MAY 2018</b>                                                                                                                                                                 |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>Closing date for submissions</b></p> <p>Public input on draft budget (including SDBIP), IDP Review closes</p>                                                             | 4 May          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>Budget Steering Committee 3</b></p> <p>Consideration of public inputs on draft budget (including SDBIP), IDP [Review]</p>                                                 | By<br>11 May   | <p><b>MFMA Section 23(2):</b><br/> <i>After considering all budget submissions, the council must give the mayor an opportunity-</i></p> <p>(a) <i>to respond to the submissions; and</i><br/> (b) <i>if necessary, to revise the budget and table amendments for consideration by the council.</i></p>                                                                                                                                                                                                                                                                                                              |
| <p><b>Finalisation of new budget</b></p> <p>Completion of Annual Budget amendments / refinements</p>                                                                            | By<br>21 May   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p><b>Final approval of new budget/IDP Review</b></p> <p>Table final budget (including SDBIP), IDP Review to Council (at least 30 days before the start of the budget year)</p> | 29 May         | <p><b>MFMA Section 24(1):</b><br/> <i>The Council must at least 30 days before the start of the budget year consider the approval of the annual budget.</i></p> <p><b>MPPM Regulation 3(3):</b><br/> <i>An amendment to a municipality's integrated development plan is adopted by a decision taken by a municipal council in accordance with the rules and orders of the council.</i></p>                                                                                                                                                                                                                          |
| <b>JUNE 2018/ JULY 2018</b>                                                                                                                                                     |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Place the IDP Review, annual budget, SDBIP all budget-related documents and all budget-related policies on the website (within 5 days)                                          | By<br>5 Jun    | <p><b>MFMA Section 75(1):</b><br/> <i>The accounting officer of a municipality must place on the website the following documents of the municipality:</i></p> <p>(a) <i>the annual and adjustments budgets and all budget-related documents and</i><br/> (b) <i>all budget-related policies</i></p> <p><b>MSA Section 21A(1)(b):</b><br/> <i>All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community by displaying the documents</i></p>                      |

| ACTIVITY                                                                                                                                            | Date         | Legal Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                     |              | <p>on the municipality's official website, if the municipality has a website as envisaged by section 21B.</p> <p><b>MFMA Section 75(2):</b><br/>A document referred to above must be placed on the website not later than five days after its tabling in the council or on the date on which it must be made public, whichever occurs first.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Submit a copy of the revised IDP Review to the MEC for local government as well as Provincial Treasury (within 10 days of the adoption of the plan) | By<br>12 Jun | <p><b>MSA Section 32(1)(a):</b><br/>The municipal manager of a municipality must submit a copy of the integrated development plan as adopted by the council of the municipality, and any subsequent amendment to the plan, to the MEC for local government in the province within 10 days of the adoption or amendment of the plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Give notice to the public of the adoption of the IDP Review                                                                                         | By<br>12 Jun | <p><b>MSA Section 25(4)(a):</b><br/>A municipality must, within 14 days of the adoption of its integrated development plan in terms of subsection (1) or (3) give notice to the public-</p> <ul style="list-style-type: none"> <li>(i) of the adoption of the plan; and</li> <li>(ii) that copies of or extracts from the plan are available for public inspection at specified places;</li> </ul> <p><b>MSA Section 21A(1)(a) and (c):</b><br/>All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community -</p> <ul style="list-style-type: none"> <li>(a) by displaying the documents at the municipality's head and satellite offices and libraries;</li> <li>(c) by notifying the local community, in accordance with section 21, of the place, including the website address, where detailed particulars concerning the documents can be obtained.</li> </ul>                                                                                                       |
| Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)       | By<br>12 Jun | <p><b>Budget &amp; Reporting Regulations 2009, Reg 18:</b></p> <ul style="list-style-type: none"> <li>(1) Within ten working days after the municipal council has approved the annual budget of a municipality, the municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved annual budget and supporting documentation and the resolutions referred to in section 24(2)(c) of the Act.</li> <li>(2) The municipal manager must also make public any other information that the municipal council considers appropriate to facilitate public awareness of the annual budget, including- <ul style="list-style-type: none"> <li>(a) summaries of the annual budget and supporting documentation in alternate languages predominant in the community; and</li> <li>(b) information relevant to each ward in the municipality.</li> </ul> </li> <li>(3) All information contemplated in sub regulation (2) must cover: <ul style="list-style-type: none"> <li>(a) the relevant financial and service delivery implications of the annual budget; and</li> </ul> </li> </ul> |

| ACTIVITY                                                                                                                                                             | Date         | Legal Reference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                      |              | <i>(b) at least the previous year's actual outcome, the current year's forecast outcome, the budget year and the following two years.</i>                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Submit approved budget to the Provincial Treasury and National Treasury (within 10 working days after approval of the budget)                                        | By<br>12 Jun | <p><b>MFMA Section 24(3):</b><br/><i>The accounting officer of a municipality must submit the approved annual budget to the National Treasury and the relevant provincial treasury.</i></p> <p><b>Budget &amp; Reporting Regulations 2009, Reg 20:</b><br/><i>The municipal manager must comply with section 24(3) of the Act within ten working days after the municipal council has approved the annual budget.</i></p>                                                                                                                                 |
| Submit the draft Top Layer SDBIP to the Executive Mayor with the draft annual performance agreements for the next year (within 14 days after approval of the budget) | 12<br>Jun    | <p><b>MFMA Section 69(3):</b></p> <p><i>(a) The accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor a draft service delivery and budget implementation plan for the budget year.</i></p> <p><i>(b) The accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor drafts of the annual performance agreements as required in terms of section 57(1)(b) of the Municipal Systems Act for the municipal manager and all senior managers.</i></p>         |
| Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after approval of the budget)                                        | 26<br>Jun    | <p><b>MFMA Section 53(1)(c)(ii):</b><br/><i>The mayor of a municipality must take all reasonable steps to ensure that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after approval of the budget.</i></p>                                                                                                                                                                                                                                                                                    |
| Place the performance agreements and all service delivery agreements on the website                                                                                  | 26 Jun       | <p><b>MFMA Section 75(1):</b><br/><i>The accounting officer of a municipality must place on the website the following documents of the municipality:</i></p> <p><i>(d) performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act; and</i></p> <p><i>(e) all service delivery agreements</i></p> <p><b>Budget &amp; Reporting Regulations 2009, Reg 19:</b><br/><i>The accounting officer must place on the website all performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act.</i></p> |

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| Submit copies of the performance agreements to Council and the MEC for local government as well as the national minister responsible for local government (within 14 days after conclusion thereof). | 15 Jul | <b>MFMA Section 53(3)(b):</b><br><i>Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.</i><br><b>PERF Regs 2006 Reg(5):</b><br><i>The employment contract and performance agreement must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government within fourteen (14) days after concluding the employment contract and performance agreement</i>                                                                                                                                                                                                                         |
| Submit the SDBIP to National and Provincial Treasury (within 10 working days approval of the plan)                                                                                                   | 10 Jul | <b>Budget &amp; Reporting Regulations 2009, Reg 20(2)(B):</b><br><i>The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form the approved service delivery and budget implementation plan within ten working days after the mayor has approved the plan.</i>                                                                                                                                                                                                                                                                                                                                                                                                    |
| Make public the projections, targets and indicators as set out in the SDBIP (within 10 working days after the approval of the SDBIP)                                                                 | 10 Jul | <b>MFMA Section 53(3)(a):</b><br><i>The mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan.</i><br><b>Budget &amp; Reporting Regulations 2009, Reg 19:</b><br><i>The municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved service delivery and budget implementation plan within ten working days after the mayor has approved the plan in terms of section 53(1)(c)(ii) of the Act.</i> |
| Make public the performance agreements of Municipal Manager and senior managers (no later than 14 days after the approval of the SDBIP)                                                              | 10 Jul | <b>MFMA Section 53(3)(b):</b><br><i>The mayor must ensure that the performance agreements of municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's service delivery and budget implementation plan.</i>                                                                                                                                                                                                                                                                                                                                                                                                             |

#### **MANAGEMENT RECOMMENDATION**

- (i) That the Time Schedule for the 2017/18, 2018/19 and 2020/21 Budget and 2017/18 IDP review be approved in terms of Sections 21(1)(b) and 53(1)(b) of the Municipal Finance Management Act (Act 56 of 2003). (MFMA) read together with Sections 28 and 34 of the Local Government Municipal Systems Act (Act 32 of 2000).
- (ii) That the Time Schedule be made public in terms of Section 21 of the Local Government Municipal Systems Act (Act 32 of 2000).

#### **RESOLUTION 174/2017**

That the management recommendation be accepted as a resolution of Council.