



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
U MASIPALA WASECAPE AGULHAS

TIME SCHEDULE: 2021/22, 2022/23
AND 2023/24 BUDGET AND 2021/22
INTEGRATED DEVELOPMENT PLAN
(IDP) REVIEW

Approved: Resolution 107/2020

28 July 2020

REPORTS FROM THE OFFICE OF THE MUNICIPAL MANAGER

TIME SCHEDULE: 2021/22, 2022/23 AND 2023/24 BUDGET AND 2021/22 FOURTH INTEGRATED DEVELOPMENT PLAN (IDP) REVIEW / AMENDMENT

PURPOSE OF REPORT

The purpose of this report is to present a Time Schedule for the 2021/22, 2022/23 and 2023/24 Budget and the fourth and final 2021/22 IDP review / amendment 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).

2 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.

3 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. A Time Schedule was then adopted for each successive financial year. The declaration of a national disaster and the escalation of measures to combat the Covid-19 epidemic in March 2020, necessitated changes to the process plan, specifically in relation to the standard public participation processes that could not be followed as usual, and an amended plan approved on 26 March 2020 per resolution 56/2020.

We are still in the midst of the pandemic and will not be able to revert to our standard public participation process in September 2020. It is also not known what the situation will be in April 2021. The proposed Time Schedule therefore needs to take all eventualities into consideration. The Western Cape Department of Local Government issued Circular C4 in March 2020, outlined alternative public participation processes that can be followed in the event that physical meetings can't be held.

It must be noted that all meetings / workshops referred to in this schedule may take place physically or virtually, and public participation mechanisms will be determined in cooperation with Speaker and Ward Councillors, subject to Covid 19 regulations in place at the time

The proposed Time Schedule for 2020/21 is as follows:

ACTIVITY	Date	Legal Reference
JULY 2020		
District IDP Managers engagement <ul style="list-style-type: none"> - Meeting between District municipality and Local municipalities within the Overberg District 	10 July	<i>IDP coordinators engagement to ensure integration and continuity.</i>
Approval of Time schedule <ul style="list-style-type: none"> - Council to approve Time Schedule for 2021/22 IDP Review 	28 July	MFMA Section 21 <i>The mayor of a municipality must—</i> <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</i>

ACTIVITY	Date	Legal Reference
		<p>budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;</p> <p>(b) at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for—</p> <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>
<ul style="list-style-type: none"> - Publicise Time Schedule and submit to relevant Organs of State - Advertisements to be placed on the website and Social Media. 	<p>31 July (and ongoing throughout process)</p>	<p>MSA Section 29(1)(b):</p> <p>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-</p> <ul style="list-style-type: none"> i. the local community to be consulted on its development needs and priorities; ii. the local community to participate in the drafting of the integrated development plan; and iii. organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan.
AUGUST 2020		
<p>District IDP Managers engagement</p> <ul style="list-style-type: none"> - Meeting between District municipality and Local municipalities within the Overberg District 	<p>By 31 Aug</p>	<p>IDP coordinators engagement to ensure integration and continuity.</p>
<p>AFS and Annual Performance Report</p> <ul style="list-style-type: none"> - 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>30 Aug</p>	<p>MFMA Section 126(1)(a):</p> <p>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</p> <p>MSA Section 46 (1):</p> <p>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</p>

ACTIVITY	Date	Legal Reference
		<i>to in paragraph (a) with targets set for and performances in the previous financial year; and measures taken to improve performance</i>
SEPTEMBER 2020		
District IDP Managers engagement <ul style="list-style-type: none"> - Meeting between District municipality and Local municipalities within the Overberg District 	By 30 Sept	<i>IDP coordinators engagement to ensure integration and continuity.</i>
Public participation <ul style="list-style-type: none"> - Review of municipal needs as well as needs falling within functional mandate of other organs of state for submission to them: <ul style="list-style-type: none"> - No contact meetings will take place. The current needs to be communicated on the website, email, social media, radio, advertisement in newspapers and the public invited to give their input. - Ward Committee meetings in each ward to review and prioritise ward needs - Public participation mechanisms will be determined in cooperation with Speaker and Ward Councillors. 	01-30 Sept	MSA Section 34 <i>A municipal council— (a) must review its integrated development plan— (i) annually in accordance with an assessment of its performance measurements in terms of section 4 and (ii) to the extent that changing circumstances so demand</i>
OCTOBER 2020		
Analysis <ul style="list-style-type: none"> - Internal Analysis <ul style="list-style-type: none"> ▪ Critical issues / challenges with respect to every service ▪ Minimum service levels ▪ Institutional ▪ Financial ▪ Performance - External analysis <ul style="list-style-type: none"> ▪ Data collation and analysis (StatsSA data etc.) 	1-31 Oct	
District IDP Managers engagement <ul style="list-style-type: none"> - Meeting between District municipality and Local 	By 31 Oct	<i>IDP coordinators engagement to ensure integration and continuity.</i>

ACTIVITY	Date	Legal Reference
municipalities within the Overberg District		
NOVEMBER 2020		
Senior Management Discussion <ul style="list-style-type: none"> - 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) - Review community needs for inclusion in the budget 	By 9 Nov	
Council Strategy Workshop <ul style="list-style-type: none"> - 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) 	09 -20 Nov	<i>Providing the Lockdown is lifted as planned, the workshop will commence as usual. If not, the workshop will commence in the form of a virtual meeting.</i>
Directorate Strategy Workshops <ul style="list-style-type: none"> - Innovate and suggest solutions that contribute to the Strategic Goal(s) applicable to each Directorate - 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) 	By 27 Nov	<i>Providing the Lockdown is lifted as planned, the workshop will commence as usual. If not, the workshop will commence in the form of a virtual meeting.</i>
Adjustment budget for current year <ul style="list-style-type: none"> - BTO Office to send out current year adjustment budget preparation documents to Directorates for completion 	By 13 Nov	MFMA Section 28 (1) <i>A municipality may revise an approved annual budget through an adjustments budget.</i>
New Budget preparation <ul style="list-style-type: none"> - BTO office to send out MSCOA compliant budget preparation documents to Directorates for completion (MTREF) <ul style="list-style-type: none"> o Capital o Operational o Policies 	By 27 Nov	MFMA Section 21 (1): <i>The mayor of a municipality must—</i> <ul style="list-style-type: none"> (a) co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to <u>ensure that the tabled budget and any revisions of the integrated</u>

ACTIVITY	Date	Legal Reference
<ul style="list-style-type: none"> o Tariffs 		<i>development plan and budget-related policies are mutually consistent and credible</i>
Audit Report <ul style="list-style-type: none"> - Receive audit report on annual financial statements from the Auditor-General 	By 27 Nov	MFMA Section 126(3): <i>The Auditor-General must-</i> <i>(a) audit those financial statements; and</i> <i>(b) 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>
Long term financial plan <ul style="list-style-type: none"> - Review the Long-term Financial Plan 	By 27 Nov	MSA Section 26(h): <i>An integrated development plan must reflect a financial plan, which must include a budget projection for at least the next three years.</i>
District IDP Managers engagement Virtual meeting between District municipality and Local municipalities within the Overberg District	By 30 Nov	<i>IDP coordinators engagement to ensure integrated development planning for the district as a whole</i>
DECEMBER 2020		
Management budget workshop <ul style="list-style-type: none"> - Consider budgetary guidelines, circulars and internal parameters (Directors and Managers) 	Week 1	
Annual report <ul style="list-style-type: none"> - Submit draft of annual report to Council - incorporating financial and non-financial information on performance, audit reports and annual financial statements 	By 12 Dec	MFMA 121 (1) <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>
Adjustment budget <ul style="list-style-type: none"> - Directorates to submit completed current year adjustment budget documents to BTO 	21 Dec	MFMA 28 (1). <i>A municipality may revise an approved annual budget through an adjustments budget.</i>
District IDP Managers engagement <ul style="list-style-type: none"> - Meeting between District municipality and Local municipalities within the Overberg District. 	By 18 Dec	<i>IDP coordinators engagement to ensure integration and continuity.</i>
JANUARY 2021		
New Budget preparation <ul style="list-style-type: none"> - Directorates to submit completed MTREF MSCOA compliant budget documents to BTO 	22 Jan	
SDBIP amendments <ul style="list-style-type: none"> - Directorates to submit proposed current year 	31 Jan	

ACTIVITY	Date	Legal Reference
SDBIP amendments to Strategic Services		
Management budget workshop - Consider budgetary guidelines, circulars and internal parameters (Directors and Managers to attend)	By 20 Jan	
Mid-year budget and performance assessment - Submit mid- year budget and performance assessment to the Mayor, Provincial and National Treasury - Submit mid- year budget and performance assessment to the Council	25 Jan 25 Jan	MFMA Section 72 <i>(1) The accounting officer of a municipality must by 25 January of each year—</i> <i>(a) assess the performance of the municipality during the first half of the financial year, taking into account—</i> <i>(i) the monthly statements referred to in section 71 for the first half of the financial year;</i> <i>(ii) 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> <i>(iii) the past year's annual report, and progress on resolving problems identified in the annual report; and</i> <i>(iv) 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> <i>(b) submit a report on such assessment to—</i> <i>(i) the mayor of the municipality;</i> <i>(ii) the National Treasury; and</i> <i>(iii) the relevant provincial treasury.</i>
Adjustment budget - Submit adjustment budget to Council	31 Jan	MFMA Section 28. <i>(1)A municipality may revise an approved annual budget through an adjustments budget.</i>
SDBIP amendments - Submit SDBIP amendments to Council	31 Jan	MFMA Section 54. <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> <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>
District IDP Managers engagement - Meeting between District municipality and Local municipalities within the Overberg District	By 31 Jan	IDP coordinators engagement to ensure integration and continuity.

ACTIVITY	Date	Legal Reference
FEBRUARY 2021		
Budget Steering Committee 1: <ul style="list-style-type: none"> - Consider budgetary guidelines, circulars and internal parameters 	By 8 Feb	
Oversight report <ul style="list-style-type: none"> - Submit the Oversight Report to Council (within 2 months of tabling of the draft Annual Report) 	By 12 Feb	MFMA Section 129. <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> <ul style="list-style-type: none"> <i>(a) has approved the annual report with or without reservations;</i> <i>(b) has rejected the annual report; or</i> <i>(c) has referred the annual report back for revision of those components that can be revised.</i>
New Budget Departmental work sessions <ul style="list-style-type: none"> - BTO to convene work sessions with individual Departments 	2-12 Feb	
New Budget <ul style="list-style-type: none"> - BTO to Finalise first draft of the capital and operating budget and budget related policies 	Before 28 Feb	
Transfers <ul style="list-style-type: none"> - 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 28 Feb	MFMA Section 37(2): <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>
District IDP Managers engagement <ul style="list-style-type: none"> - Meeting between District municipality and Local municipalities within the Overberg District 	By 28 Feb	<i>IDP coordinators engagement to ensure integrated development planning for the district as a whole – particularly in respect of the draft 4th IDP reviews.</i>
MARCH 2021		
Council Budget workshop <ul style="list-style-type: none"> - Directorates to present their operational plans and 	Week1	

ACTIVITY	Date	Legal Reference
associated budgets to Council for input		
Budget Steering Committee 2: - Submit draft Budget and IDP Review to Budget Steering Committee	Week 2/3	
Table Draft IDP review and Budget (Including Top Layer SDBIP) - Table draft IDP Review and budget (including SDBIP) to Council	30 Mar	MFMA Section 16: <i>(1) 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> <i>(2) 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>
District IDP Managers engagement - Meeting between District municipality and Local municipalities within the Overberg District	By 31 Mar	IDP coordinators engagement – District provide feedback to local municipalities
APRIL 2021		
Publicise draft Budget including SDBIP - Make public the draft budget (including Top Layer SDBIP) and invite the community to submit representations (Advertisements to be placed on the website and Social Media as well as local newspapers).	2 Apr	MFMA Section 22: <i>Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must</i> <i>(a) in accordance with Chapter 4 of the Municipal Systems Act -</i> <i>(i) Make public the annual budget and the documents referred to in Section 17(3); and</i> <i>(ii) invite the local community to submit representations in connection with the budget;</i> <i>(b) submit the annual budget -</i> <i>(i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and</i> <i>(ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget.</i>
Publicise IDP Review - Make public the draft IDP review and invite the community to submit representations. (Advertisements to be placed on the website and Social Media as well as local newspapers.)	2 Apr	MPPM Regulation 3(4)(b): <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>
Submissions	By	MFMA Section 22:

ACTIVITY	Date	Legal Reference
<ul style="list-style-type: none"> - Submit the draft budget (including SDBIP), IDP Review to the Local Government, Provincial Treasury, National Treasury and other affected organs of state 	2 April	<p><i>Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must</i></p> <p><i>(a) in accordance with Chapter 4 of the Municipal Systems Act -</i></p> <ul style="list-style-type: none"> <i>(i) Make public the annual budget and the documents referred to in Section 17(3); and</i> <i>(ii) invite the local community to submit representations in connection with the budget;</i> <p><i>(b) submit the annual budget -</i></p> <ul style="list-style-type: none"> <i>(i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and</i> <i>(ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget.</i>
<p>Submissions</p> <ul style="list-style-type: none"> - Submit the draft IDP Review to the District Municipality 	By 2 April	<p>MSA Section 29(3)(b): <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>MPPM Regulation 3(6): <i>A local municipality that considers an amendment to its integrated development plan must-</i></p> <ul style="list-style-type: none"> <i>(a) consult the district municipality in whose area it falls on the proposed amendment; and</i> <i>(b) take all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.</i>
<p>Public participation</p> <ul style="list-style-type: none"> - Ward based budget meetings (6). The budget to be communicated on the website, email, social media, radio, advertisement in newspapers and the public invited to give their input. - Ward Committee meetings - Public participation mechanism to be determined in cooperation with Speaker and Ward Councillors, pending Covid 19 regulations in place at the time 	2 April – 7 May	<p>MFMA Section 23(1): <i>When the annual budget has been tabled, the municipal council must consider any views of –</i></p> <ul style="list-style-type: none"> <i>(a) the local community; and</i> <i>(b) 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>District IDP Managers engagement</p>	By 30 Apr	<p><i>IDP coordinators engagement to ensure integrated development planning for the district</i></p>

ACTIVITY	Date	Legal Reference
<ul style="list-style-type: none"> - Meeting between District municipality and Local municipalities within the Overberg District 		<i>as a whole and discuss final 4th IDP reviews across region</i>
MAY 2021		
Closing date for submissions <ul style="list-style-type: none"> - Public input on draft budget (including SDBIP), IDP Review closes 	7 May	
Budget Steering Committee 3 <ul style="list-style-type: none"> - Consideration of public inputs on draft budget (including SDBIP), IDP [Review] 	By 14 May	MFMA Section 23(2): <i>After considering all budget submissions, the council must give the mayor an opportunity- (a) to respond to the submissions; and (b) if necessary, to revise the budget and table amendments for consideration by the council.</i>
Finalisation of new budget <ul style="list-style-type: none"> - Completion of Annual Budget amendments / refinements 	By 21 May	
Final approval of new budget/IDP Review <ul style="list-style-type: none"> - Table final budget (including SDBIP), IDP Review to Council (at least 30 days before the start of the budget year) 	25 May	MFMA Section 24(1): <i>The Council must at least 30 days before the start of the budget year consider the approval of the annual budget.</i> MPPM Regulation 3(3): <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>
<ul style="list-style-type: none"> - Place the IDP Review, annual budget, SDBIP all budget-related documents and all budget-related policies on the website (within 5 days) 	By 30 May	MFMA Section 75(1): <i>The accounting officer of a municipality must place on the website the following documents of the municipality:</i> <i>(a) the annual and adjustments budgets and all budget-related documents and</i> <i>(b) all budget-related policies</i> MSA Section 21A(1)(b): <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 on the municipality's official website, if the municipality has a website as envisaged by section 21B.</i> MFMA Section 75(2): <i>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.</i>
District IDP Managers engagement <ul style="list-style-type: none"> - Meeting between District municipality and Local 	By 30 May	<i>IDP coordinators engagement</i>

ACTIVITY	Date	Legal Reference
municipalities within the Overberg District		
JUNE 2021/ JULY 2021		
<ul style="list-style-type: none"> - 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) 	<p style="text-align: center;">By 4 Jun</p>	<p>MSA Section 32(1)(a): <i>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.</i></p>
<ul style="list-style-type: none"> - Give notice to the public of the adoption of the IDP Review 	<p style="text-align: center;">By 4 Jun</p>	<p>MSA Section 25(4)(a): <i>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-</i></p> <ul style="list-style-type: none"> <i>(i) of the adoption of the plan; and</i> <i>(ii) that copies of or extracts from the plan are available for public inspection at specified places;</i> <p>MSA Section 21A(1)(a) and (c): <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 -</i></p> <ul style="list-style-type: none"> <i>(a) by displaying the documents at the municipality's head and satellite offices and libraries;</i> <i>(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.</i>
<p>Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)</p>	<p style="text-align: center;">By 4 Jun</p>	<p>Budget & Reporting Regulations 2009, Reg 18:</p> <ul style="list-style-type: none"> <i>(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.</i> <i>(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-</i> <ul style="list-style-type: none"> <i>(a) summaries of the annual budget and supporting documentation in alternate languages predominant in the community; and</i>

ACTIVITY	Date	Legal Reference
		<p>(b) information relevant to each ward in the municipality.</p> <p>(3) All information contemplated in sub regulation (2) must cover:</p> <p>(a) the relevant financial and service delivery implications of the annual budget; and</p> <p>(b) at least the previous year's actual outcome, the current year's forecast outcome, the budget year and the following two years.</p>
Submit approved budget to the Provincial Treasury and National Treasury (within 10 working days after approval of the budget)	By 4 Jun	<p>MFMA Section 24(3): The accounting officer of a municipality must submit the approved annual budget to the National Treasury and the relevant provincial treasury.</p> <p>Budget & Reporting Regulations 2009, Reg 20: 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.</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)	4 Jun	<p>MFMA Section 69(3):</p> <p>(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.</p> <p>(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.</p>
Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after approval of the budget)	22 Jun	<p>MFMA Section 53(1)(c)(ii): 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.</p>
Place the performance agreements and all service delivery agreements on the website	18 Jun	<p>MFMA Section 75(1): The accounting officer of a municipality must place on the website the following documents of the municipality:</p> <p>(d) performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act; and</p> <p>(e) all service delivery agreements</p> <p>Budget & Reporting Regulations 2009, Reg 19: The accounting officer must place on the website all performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act.</p>
Submit copies of the performance agreements to Council and the MEC for	2 Jul	<p>MFMA Section 53(3)(b):</p>

ACTIVITY	Date	Legal Reference
local government as well as the national minister responsible for local government (within 14 days after conclusion thereof).		<p>Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.</p> <p>PERF Regs 2006 Reg(5): <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></p>
Submit the SDBIP to National and Provincial Treasury (within 10 working days approval of the plan)	2 Jul	<p>Budget & Reporting Regulations 2009, Reg 20(2)(B): <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></p>
Make public the projections, targets and indicators as set out in the SDBIP (within 10 working days after the approval of the SDBIP)	2 Jul	<p>MFMA Section 53(3)(a): <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></p> <p>Budget & Reporting Regulations 2009, Reg 19: <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></p>
Make public the performance agreements of Municipal Manager and senior managers (no later than 14 days after the approval of the SDBIP)	6 Jul	<p>MFMA Section 53(3)(b): <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></p>

FINANCIAL IMPLICATIONS

None.

MANAGEMENT RECOMMENDATION

- (i) That the Time Schedule of Key Deadlines for the 2021/22 IDP Review / Amendment and 2021/22, 2022/23 and 2023/24 Budget, 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 all meetings / workshops referred to in this schedule take place physically or virtually, and that the September and April public participation mechanisms be determined in cooperation with Speaker and Ward Councillors, subject to Covid 19 regulations in place at the time
- (iii) That the Time Schedule be made public in terms of Section 21 of the Local Government Municipal Systems Act (Act 32 of 2000).

RESOLUTION 107/2020

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