

# UMZIMVUBU LOCAL MUNICIPALITY



**UMZIMVUBU**  
— LOCAL MUNICIPALITY —

## IDP, BUDGET & PMS PROCESS PLAN 2020-2021 FINANCIAL YEAR

## 1. INTRODUCTION

In terms of the Municipal Systems Act, 2000 Chapter 5: Section 25. Adoption of integrated development plans

(1) Each municipal council must, within a prescribed period after the start of its election term, adopt a single, inclusive and strategic plan for the development of the municipality which-

- (a) Links , integrates and co-ordinates plan and takes into account proposal for the development of the municipality;
- (b) Aligns the resources and capacity of the municipality with implementation of the plan;
- (c) Form the policy framework and general basis on which annual budgets must be based;
- (d) Complies with the provision of this chapter; and
- (e) Is compatible with national and provincial development plans and planning requirement binding on the municipality in terms of legislation.

(2) An integrated development plan adopted by a municipal council in terms of subsection (1) may be amended in terms of section 34 and remains in force until an integrated development plan is adopted by the next council.

(3) (a) A newly elected municipal council may, within the prescribed period referred to in subsection (1), adopt the integrated development plan of its predecessor, but before taking a decision it must comply with section 29 (1) (b) (i), (c) and (d).

(b) A newly elected municipal council that adopts the integrated development plan of its predecessor with amendments, must effect the amendments in accordance with the process referred to in section 34 (b)

(4) A municipality must, within 14 days of the adoption of its integrated development plan in terms of subsection (1) or (3)-

- (a) Give notice to the public-
  - (i) Of the adoption of the plan; and
  - (ii) That copies of or extract from the plan are available for public inspection at specified places; and
- (b) Publicise a summary of the plan.

### Section 29. Process to be followed –

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

- (a) Be in accordance with a predetermined programme specifying time –frame for the different steps;
- (b) Through appropriate mechanisms, process and procedures established in terms of chapter 4, allow for-

- (i) The local community to be consulted on its development need 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 roll players to be identified and consulted on the draft of the integrated development plan;
- (c) Provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- (d) Be consistent with any other matter that may be prescribed by regulation.

(2) A district municipality must-

- (a) Plan integrated development for the area of the district municipality as a whole but in close consultation with the local municipality in that area;
- (b) Align its integrated development plan with the framework adopted in terms of section 27; and
- (c) Draft its integrated development plan, taking into account the integrated development process of, and proposals submitted to it by the local municipalities in that area.

(3) A local municipality must

- (a) Align its integrated development plan with the framework adopted in terms of section 27; and
- (b) Draft its integrated development plan, taking into account the integrated development process of, and proposal submitted to it by the district municipality.

The IDP has to be reviewed annually in order to ensure its relevance as the Municipality's Strategic Plan, to inform other components of the Municipal business process including institutional and financial planning and budgeting and to inform the cyclical inter-governmental planning and budgeting cycle. As a preparatory stage a local Municipality is required to prepare a process plan. In formulation of local Municipality needs to consider that in terms of the MSA of 2000, section 84 one of its functions includes integrated development planning for the local municipality as a whole including a framework for integrated development plans. In the review process changes to the IDP process and content may be required from three main sources:

- Comments from the MEC
- Amendments in response to changing circumstances and
- Improving the IDP process and content

While there are areas that require "tightening up" in Umzimvubu Municipal IDP, there are a number of areas where particular attention is required:

- Institutional issues
- Sector plan and associated spatial frame work
- IDP budget link and
- Updated list of projects
- Issues relating to Environmental Changes and Challenges

In accordance with a philosophy behind the Municipal Structures Act, 1998, section 84 (i) that states A local Municipality has the following functions and powers:-

- (a) Integrated Development Planning for its area of jurisdiction.

The Municipal Finance Management Act 56 of 2003 section 21 (1)(a) provides that the Mayor of the 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 ten months before the start of the budget year, table in the municipal Council a time schedule outlining key deadlines for :-
  - (ii) (aa) the annual review of the Integrated Development Plan in terms of section 34 of the Municipal Systems Act 32 of 2000.

The Municipal Systems Act 32 of 2000 section 34 provides that 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 41 and
- (ii) To the extent that changing circumstances so demand; and
- (iii) May amend integrated development plan in accordance with a prescribed process.

Section 27 (1) of the Municipal Systems Act, further states that, each district municipality, within a prescribed period after the start of its elected term and after a consultative process with local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole”.

## Objectives

- To draw up a review process plan that would engender inclusivity and transparency;
- To encourage participation by all stakeholders and communities;
- To solicit and determine priorities of the Municipality; and
- To enhance service delivery and development.

## 2. ORGANISATIONAL ARRANGEMENTS

### (a) Role players

The following role players will be involved in the IDP review process:

- Council
- Mayor
- Executive Committee
- Municipal Manager
- IDP Steering Committee
- IDP Technical Steering Committee
- Ward Councilors and ward committees
- Community Development Workers
- IDP Representative Forum (residents, communities and other stakeholders)
- ANDM
- Provincial Government Departments in terms of their sector programmes

### (b) Roles and Responsibilities

#### (i) Council

The Council will consider and adopt the process plan.

The Council will consider and adopt the final IDP and Budget.

**(ii) The Mayor**

The Honorable Mayor must ensure that the IDP is reviewed annually.  
Chairs the IDP Representative Forum  
Chairs the IDP Steering Committee

**(iii) Executive Committee**

The Council of Umzimvubu Municipality through the Mayor and his/her Executive Committee is legally responsible for managing and formulating the Municipality's IDP. In terms of Section 30(b) of the Systems Act, 2000 this responsibility can be delegated to the Municipal Manager.

## 2.1 Municipal Manager

The Municipal Manager has delegated the function of the IDP development, review and implementation to the Assistant Director IDP, IGR and Municipal Performance under the Municipal Manager's Office; therefore the division of IDP, IGR and Municipal Performance will co-ordinate the IDP review process for 2020/2021.

**The terms of reference include:**

- Preparing the process plan
- Undertaking the overall management and co-ordination of the planning process ensuring:
  - ❖ Participation and involvement of all different role players
  - ❖ That time frames are adhered to
  - ❖ That the planning process is aligned to the Provincial Growth and Development Strategy
  - ❖ Conditions for community participation provided
  - ❖ That the results of the planning and IDP review process are documented.
- Responding to comments on the draft IDP from the public and other spheres of Government to the satisfaction of the municipal Council
- Accommodates and consider IDP comments and proposals from the office of the MEC for Housing, Local Government and Traditional Affairs

## 2.2 IDP Steering Committee

The IDP Steering Committee will assist the Honorable Mayor in guiding the review process. It comprises of the following members:

- ❖ Honorable Mayor
- ❖ Selected relevant Executive Committee Portfolio Heads
- ❖ Municipal Manager
- ❖ Assistant Manager IDP, IGR and Municipal Performance
- ❖ Budget and Treasury Office Manager
- ❖ CFO
- ❖ Corporate Services Manager
- ❖ Citizens and Community Services Manager

- ❖ Infrastructure Planning and Development Manager
- ❖ Special Programmes and Communication Manager
- ❖ Local Economic Development Manager

### Terms of reference

The terms of reference for the IDP Steering Committee shall be the following:

- ❖ To draw terms of reference for the various planning activities
- ❖ Establish sub-committees
- ❖ Commission research studies
- ❖ Consider and comment on:
  - Inputs from sub-committees, study teams and consultants
  - Inputs from provincial sector departments and support providers
- ❖ Processes, summarize and document inputs
- ❖ Make content recommendations
- ❖ Define the terms of reference for the IDP Representative Forum
- ❖ Inform the public about the establishment of the IDP Representative Forum
- ❖ Identify stakeholders to be part of the Forum in such a way that the public is well represented
- ❖ Providing relevant technical, sector and financial information for analysis and for determining priority issues
- ❖ Contributing technical expertise in the consideration of financial strategies and identification of projects
- ❖ Providing operational and capital budget information
- ❖ The IDP Steering Committee is chaired by the Honorable Mayor or his/her delegate. The secretariat for this committee will be Corporate Services Department.
- ❖ The IDP Steering Committee may delegate some or all its responsibility to the IDP Technical Steering Committee.

### 2.3 IDP Representative Forum

The IDP Representative Forum of Umzimvubu Municipality is the organizational mechanism for discussions, negotiations and decision-making between stakeholders within our municipal area. It is envisaged that the following organizations and/or stakeholders may be involved:

- ❖ Councilors
- ❖ Ward Committees
- ❖ Community Development Workers
- ❖ Inter-Governmental Relations Forum
- ❖ Traditional Leaders
- ❖ Ministers Fraternal
- ❖ Stakeholder Representatives of Organized Groups
- ❖ Advocates of Unorganized Groups
- ❖ Community Representatives
- ❖ Resource Persons
- ❖ Traditional Leaders

## Terms of Reference

The terms of reference for the IDP Representative Forum shall be as follows:

- ❖ Represent the interests of their constituents in the IDP process
- ❖ Provide an organizational mechanism for discussion, negotiation and decision-making between stakeholders including municipal government
- ❖ Ensure communication between all stakeholders including municipal government
- ❖ Monitor the performance of the planning and implementation process.
- ❖ Provide a platform for engagement, input and feedback to stakeholders on the IDP and PMS.

The IDP Representative Forum is chaired by the Mayor or duly delegated Councilor.

The Secretariat for the IDP Representative Forum shall be an official from the Corporate Services Department of the Municipality duly appointed or delegated such function by the Manager Corporate Services.

## Code of Conduct

The IDP Representative Forum needs to have a code of conduct which will regulate such issues as:

- ❖ Meeting schedule (frequency and attendance) based on phases of the IDP
- ❖ Agenda, facilitation and documentation of meetings
- ❖ Understanding by members of their role as representatives of their constituencies
- ❖ Feedback to their constituencies
- ❖ Resolution of disputes
- ❖ Conditions of attendance of meetings

## 2.4 IDP Technical Steering Committee

Our IDP Technical Steering Committee will do the ground work and feeds the information into the IDP Steering Committee, it will involve:

- ❖ Municipal Manager
- ❖ HOD's
- ❖ MANCO members,
- ❖ Relevant officials

## Terms of reference

The Terms of reference for this committee shall be as follows:

- ❖ Collect and collate information for IDP Steering Committee
- ❖ Conduct research and
- ❖ Advises the IDP Steering Committee

## 2.5 Mechanism and Procedures For Public Participation

Umzimvubu Local Municipality comprises a large geographical area with many people. This situation requires that public participation be structured.

The structure for public participation in as far as the IDP process is concerned is the IDP Representative Forum. In order to ensure that there is representation of the various organized and unorganized groups within our municipal area. The following approach shall be used:

- Placing adverts in our local newspaper(s), Daily Dispatch, in English and isiXhosa which people and organizations to be part of the Representative Forum
- In order to reach those parts of our community that do not read newspapers, the information of the Representative Forum will be announced through radio stations such as Alfred Nzo Community Radio Station and Umhlobo Wenene
- Making use of other methods such as flyers, ward councilors, ward committees and community development workers, announcements through church gatherings and community based organizations, posters etc.
- Making an effort to reach unorganized groups and marginalized groups to ensure that their voices are heard. We will do this by approaching non-governmental organizations that represent the need of such groups.
- Our Local Communicators Forum will be utilized as another platform to mobilize for these meetings.

The IDP Representative Forum will meet throughout the IDP process with most meetings being held in the first, second and third phases of the review. The frequency of meetings will be highlighted in the “Action Programme” section.

It is envisaged that all meetings will be held at Umzimvubu Local Municipality, or alternatively, determined as and when need arises.

In order for members of the IDP Representative Forum to report to their constituencies, three weeks after each meeting will be allowed to make responses and comment on what is presented at the meeting, that is, should what is discussed at the meeting require a feedback.

Inputs to the IDP Representative Forum will be in the form of documentation, presentations and other forms deemed acceptable.



### 3. MECHANISMS AND PROCEDURES FOR ALIGNMENT

#### Alignment Phases

Phase	Structures Involved	Activity
Analysis	Category B's and the District Municipality	<ul style="list-style-type: none"> <li>• Re-defining priority issues</li> <li>• Incorporating aspects of sector information (assessing plans from relevant sectors)</li> <li>• Agree on parallel process</li> </ul>
Strategies	Category B's and the District Municipality	<ul style="list-style-type: none"> <li>• Vision, goals and objectives</li> <li>• Aligning strategies to the ISRDS, Social Plan etc.</li> </ul>
Projects	Relevant Government Departments, Sector Specialists, Project Task Teams – Category B's and District	<ul style="list-style-type: none"> <li>• Technical inputs by relevant sectors and governments</li> <li>• Relevant sector plans in order to align with project proposals accordingly</li> <li>• Business plans</li> </ul> Project proposals with budgets <ul style="list-style-type: none"> <li>• Alignment of projects and plans with government department plans and budget</li> </ul>
Integration	Category B's, District Municipality and Government departments – Technical Specialists	<ul style="list-style-type: none"> <li>• Screening of project proposals and making the necessary adjustments</li> <li>• Developing integrated programmes</li> </ul>
Approval	Category B's, District Municipality	Final comments and adjustments and approval by the Council.

### 4. MONITORING AND AMENDING

It is critical that the monitoring and review mechanisms be catered for in the planning process. The following with regards to monitoring and amendment of the Process Plan is recommended:

- That the Municipal Manager and IDP assistant manager coordinate and monitor the whole process;
- Progress to be reported to the Municipal Manager and any deviations from the municipality's process plan be highlighted;
- The Mayor be mandated by Council to make amendments to the process plan should these be required.

### 5. ACTION PROGRAMME

In line with the district framework plan and process, the action plan will begin with the drafting and adoption of this process plan by the end of August 2019. Our action plan, programme and the overall process plan is aligned to the budget process plan. The action programme is developed in consultation with the Steering Committee and will be reviewed from time to time when necessary.

5.1 IDP, Budget & PMS Process Plan 2020/2021

PHASE	PROCESS	ACTIVITIES	TIMEFRAMES	RESPONSIBLE PERSON
<b>Q1 JULY – SEPTEMBER 2019</b>				
<b>PLANNING PHASE</b>	IDP	Preparation of the Draft IDP / Budget and PMS Process Plan. Section 27, 28 & 29 of MSA No.32 Of 2000 and Section 21 of MFMA No.56 of 2003	July 2019	AM:IDP, IGR & PMS
		Special Exco - consideration of draft IDP, PMS & Budget Process Plan.	August 2019	AO
		Tabling of the IDP, PMS & Budget Process to Council for adoption. Section 28 of MSA No.32 of 2000	30 August 2019	Honourable Mayor
		Submission of IDP, PMS and Budget Process Plan to the District Municipality and DLGTA. Section 27 of MSA N. 32 of 2000	4 September 2019	AM:IDP, IGR & PMS
		Advertise IDP, PMS and Budget Process Plan in Municipal Website and in local newspapers. Section 28 of MSA No.32 of 2000	8 September 2019	AM:IDP, IGR & PMS
		Consolidation of Situational Analysis Reports	1-29 September 2019	All HODs & Sector Departments
		IDP Steering Committee- Presentation of IDP Process Plan and MEC's Comments on the Previous IDP	September 2019	AO
		IDP Representative Forum – Presentation of IDP Process Plan and MEC's Comments on the Previous IDP	September 2019	Honourable Mayor
		IDP Outreach - Feedback on IDP Implementation, Data Collection & Analysis continues	September 2019	Honourable Mayor, Exco, AO & All HODs
	PMS	Signing of new performance contracts for Section 57 Managers and submission to EXCO. Section 69 of the MFMA and Section 57 of the MSA	28 July 2019	AO

PHASE	PROCESS	ACTIVITIES	TIMEFRAMES	RESPONSIBLE PERSON	
		Submission of June, July & August B2B Reports to National COGTA Department	15th of every month	AM:IDP, IGR & PMS	
		Submission of the Annual Performance Reports to Council for Adoption Section 46 of MSA 2000 to Council	31 August 2019	AM:IDP, IGR & PMS & AO	
		Submission of Annual Performance Report to Auditor General			
	<b>BUDGET</b>		Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	14th July 2019	CFO and AM: Budgeting & Reporting
			Submission of Section 52 (d) Report to council Section 52(d) –The Mayor must ,within 30 days of the end of each quarter ,submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality	30th September 2019	Honorable Mayor
			Develop process and timetable for the 2020/2021 Budget Section 21(1)(b - )At least 10 months before the start of the budget year the mayor of the Municipality must table in the municipal council a time schedule outlining key deadlines for the preparation , tabling and approval of the annual budget ; annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act and the budget related policies ; the tabling and adoption of any amendments to the integrated development plan and the budget related policies and any consultative processes forming part of the processes	15th July 2019	CFO and AM: Budgeting & Reporting
			Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury	14th August 2019	CFO and AM: Budgeting & Reporting

PHASE	PROCESS	ACTIVITIES	TIMEFRAMES	RESPONSIBLE PERSON
		a statement in the prescribed format on the state of the municipality's budget.		
		Council adopts Budget process plan Section 21(1)(b - )At least 10 months before the start of the budget year the mayor of the Municipality must table in the municipal council a time schedule outlining key deadlines for the preparation , tabling and approval of the annual budget ; annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act and the budget related policies ; the tabling and adoption of any amendments to the integrated development plan and the budget related policies and any consultative processes forming part f the processes	30 August 2019	Honorable Mayor
		2018/19 Annual Financial Statements submitted to Auditor-General	30 August 2019	AO & CFO
		Submission of Section 71 Report to Provincial & National Treasuries. Section 71(1) –The accounting officer of a municipality must by no more than10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	14th September 2019	CFO and AM: Budgeting & Reporting
<b>Q2 OCTOBER - DECEMBER 2019</b>				
SITUATIONA ANALYSIS	IDP	Consolidation of situational analysis report	2-31 October 2019	AM:IDP, IGR & PMS & All HODs
		Conduct IDP Outreach to solicit Ward Priorities	October 2019	EXCO, All HODs & Assistant Managers
		Review of objectives, strategies, programmes, KPI's, targets (operational plans)	01 – 30 November 2019	All Internal Depts. & Sector Depts.

PHASE	PROCESS	ACTIVITIES	TIMEFRAMES	RESPONSIBLE PERSON
		IDP Steering Committee Meeting to present consolidated situational analysis report	November 2019	AO, All HODs & Sector Departments
		IDP Rep Forum Meeting to present consolidated situational analysis report	December 2019	Honourable Mayor
	<b>Performance Management System</b>			
	PMS	Submission of September, October & November B2B Reports	15 <sup>th</sup> of every month	AM:IDP, IGR & PMS
		Compilation of First Quarter Performance Report	16 October 2019	AM:IDP, IGR & PMS & All HODs
		Finalize the draft 2018/2019 Annual Report incorporating financial and Non-financial on performance, audit reports and annual financial statements.	11 December 2019	AM:IDP, IGR & PMS & All HODs
	<b>Budgeting Process</b>			
	BUDGET	Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget	14 <sup>th</sup> October 2019	CFO and AM: Budgeting & Reporting
		Submission of Section 52 Report to council Section 52(d) –The Mayor must ,within 30 days of the end of each quarter ,submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality	31 <sup>st</sup> October 2019	Honourable Mayor
		Submission of Budget Request Forms General Expenses-Capital outlay ,Capital Budget ,Operating Projects and Review of Tariffs Section 21 of the MFMA 56 of 2003:Budget Preparation Process	29 <sup>th</sup> November 2019	All HODs
		Check with National, Provincial Governments and District Municipalities for any information in relation to budget and adjustment budget to projected allocations for the next three years.	06-30 November 2019	AM: Budgeting & Reporting /CFO

PHASE	PROCESS	ACTIVITIES	TIMEFRAMES	RESPONSIBLE PERSON	
		Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	14 <sup>th</sup> November 2019	CFO & AM: Budgeting & Reporting	
		Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	14 <sup>th</sup> December 2019	CFO & AM: Budgeting & Reporting	
<b>Q3 JANUARY - MARCH 2020</b>					
<b>PROJECTS PRIORITISATION</b>	IDP	Prioritization of IDP projects	January 2020	Honourable Mayor & EXCO	
		Integration & alignment of projects and programmes of LM, DM, sector departments and parastatals.	February 2020	AM:IDP, IGR & PMS	
		IDP Steering Committee sit to discuss prioritized projects for 2020 / 2021 period	February 2020	AO & AM:IDP, IGR & PMS	
		Consolidation of draft IDP Document	01– 16 March 2020	AM:IDP, IGR & PMS	
		IDP Steering Committee - presentation of draft IDP 2020/2021	March 2020	AO	
		Draft IDP & Budget adopted by Council	30 March 2020	Honourable Mayor	
	<b>Performance Management System</b>				
	PMS	Submission of December, January & February B2B Reports to National Cogta department	15 <sup>th</sup> of every month	AM:IDP, IGR & PMS	
		All HODs to submit Mid - year Assessment Report (MFMA S72 reports)	08 January 2020	AM:IDP, IGR & PMS & All HODs	
		Municipal Manager submits Midterm/Midyear Report to Exco & Council	25 January 2020	AO/ Honourable Mayor	

PHASE	PROCESS	ACTIVITIES	TIMEFRAMES	RESPONSIBLE PERSON	
		Revise SDBIP in accordance with adjusted budget	January 2020	AO/ Honourable Mayor	
		Submit report to AG, Provincial Treasury and DLGTA.	05 February 2020		
		2018/2019 Oversight report on the Annual Report	February 2020		
		Council adopts the 2018/19 Annual report with the comments of the Oversight Committee.	31 March 2020		
	<b>BUDGET</b>	Obtain any projected adjustment allocations from National, Provincial Governments & District Municipality for the next three years. Section 21 of the MFMA 56 of 2003:Budget Preparation Process	25 <sup>th</sup> Jan 2020	Manager: Budgeting & Reporting /CFO	
		Submission of Section 71 Reports to Provincial & National Treasuries Submission of Mid-year assessment report to council Section 71(1) –The accounting officer of a municipality must by no more than10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality’s budget.	14 <sup>th</sup> January 2020	CFO and AM: Budgeting & Reporting	
		Special Council Meeting – Table in to the Council an annual report, the audit report for 2019/2020, and Mid –year report 2019/2020 Section 72 (1) of the MFMA: The Accounting Officer of a Municipality must by 25 January of each year assess the performance of the Municipality during the first half of the financial year. Section 121 of the MFMA: Preparation and adoption of the annual report	25 Jan 2020	Honourable Mayor	
		Submission of Section 52 Report to council Section 52(d) –The Mayor must ,within 30 days of the end of each quarter ,submit a report to the council on the implementation of the budget and the financial state of affairs of the municipality	30 January 2020	Honourable Mayor	

PHASE	PROCESS	ACTIVITIES	TIMEFRAMES	RESPONSIBLE PERSON
		Budget adjustment Consultation Process begins Section 28 of the MFMA the Municipality May revise an approved annual budget though an adjustment budget	20 <sup>th</sup> January 2020	AM: Budgeting & Reporting/CFO
		ULM Mid-Year Engagement	13 <sup>th</sup> February 2020	EC Provincial Treasury
		Submission of 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality’s budget.	14 <sup>th</sup> February 2020	CFO and AM: Budgeting & Reporting
		Budget Steering Committee - To discuss the and Finalize the Draft MTREF Budget and Adjustment Budget Section 21 of the MFMA 56 of 2003:Budget Preparation Process	20 <sup>th</sup> January 2020	AO/ Honourable Mayor
		Council to approve Adjustment Budget Section 28 of the MFMA the Municipality May revise an approved annual budget though an adjustment budget and read together with Section 72(3) The Accounting Officer must as part of the review make recommendations as to whether an adjustment budget is necessary and recommend revised projection of revenue and expenditure to the extent that this may be necessary	28 February 2020	AO/ Honourable Mayor
		Consultation with departments for submission of 2020/2021First Draft Budget Section 16(2) Annual Budget: The Mayor of a Municipality must table the annual budget at a council meeting 90 days before the start of the budget year Section 43 of the MFMA	5 <sup>th</sup> March 2020	CFO, all HODs and AM: Budgeting & Reporting
		2021/2022 First Draft Budget to Budget Steering Committee Section 16(2) Annual Budget: The Mayor of a Municipality must table the annual budget at a council meeting 90 days before the start of the budget year	10 <sup>th</sup> March 2020	Portfolio Head: BTO



PHASE	PROCESS	ACTIVITIES	TIMEFRAMES	RESPONSIBLE PERSON
		Section 43 of the MFMA		
		Council adopts First Draft Budget for 2020/2021 Section 16(2) Annual Budget: The Mayor of a Municipality must table the annual budget at a council meeting 90 days before the start of the budget year Section 43 of the MFMA	30 March 2020	Honourable Mayor
		Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	14 <sup>th</sup> March 2020	CFO and AM: Budgeting & Reporting
<b>Q4 APRIL – JUNE 2020</b>				
<b>APPROVAL PHASE</b>	<b>IDP</b>	Publicize / advertise the IDP & Budget Road - show schedule.	03 April 2020	AM:IDP, IGR & PMS
		Submission of Draft IDP documents, Provincial Treasury and the MEC for Local Government and Traditional Affairs	17 April 2020	AM:IDP, IGR & PMS
		Draft IDP advertised for public reviewing & comments	May 2020	AM:IDP, IGR & PMS
		IDP & Budget Road-shows	April 2020	Local & DM Mayors
		IDP Steering Committee– consideration and incorporation of public comments in the IDP & Budget	April 2020	AO/ Honourable Mayor
		Incorporation of community inputs into the IDP	11 - 17 May 2020	AM:IDP, IGR & PMS
		Draft IDP Presented to the IDP Representative forum	May 2020	AO/ Honourable Mayor
		Mayor tables 2020/2021 IDP and Budget to Council for final adoption.	31 May 2020	AO/ Honourable Mayor
		Public notices on approval of the final IDP 2020/2021	05 June 2020	AM:IDP, IGR & PMS
		Uploading the adopted IDP and Budget to the Municipal Website	05 June 2020	
		Submission of the final IDP to COGTA	05 June 2020	

PHASE	PROCESS	ACTIVITIES	TIMEFRAMES	RESPONSIBLE PERSON
		<b>Performance Management System</b>		
	PMS	Submit Annual report to AG, Provincial Treasury, Legislature and DLGTA.	02 April 2020	AM:IDP, IGR & PMS
		Submission of March, April & May B2B Reports to National COGTA Department.	15 <sup>th</sup> of every month	
		Compilation of Third Quarter Performance Reports	17 April 2020	
		Drafting of new scorecards by s56 managers	18 June 2020	All HODs
		Draft SDBIP & Performance Agreements to the Mayor 14 days after adoption of IDP & Budget	18 June 2020	MM, All HODs & All AMs
		The Mayor approves Institutional SDBIP within 28 days of Budget approval	18 June 2020	AO/ Honourable Mayor
		Submit Approved SDBIP to National & Provincial Treasury	22 June 2020	AM:IDP, IGR & PMS
		<b>Budgeting</b>		
	BUDGET	Submit to National Treasury, Provincial Treasury and the MEC responsible for Local Government Draft Annual Budget Regulation 15(4)a: The Municipal Manager must send copies of the annual budget and supporting documentation as tabled in the Municipal Council in both printed and electronic form	14 <sup>th</sup> April 2020	AO
Budget advertised for public comments, Public Meetings & Consultation Section 22(a) after an annual budget is tabled in the municipal Council ,the Accounting Officer must make public the annual budget and documents referred to in section 17(3) and invite the local Community to submit representation in connection with the budget		05 <sup>th</sup> April 2018	AO /CFO	
Submission of Section71 Report to Provincial &National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury		14 <sup>th</sup> April 2020	CFO and AM: Budgeting & Reporting	

PHASE	PROCESS	ACTIVITIES	TIMEFRAMES	RESPONSIBLE PERSON
		a statement in the prescribed format on the state of the municipality's budget.		
		ULM 2020 Budget Benchmark Engagement	20 <sup>th</sup> April 2020	EC Provincial Treasury
		Section 23(1)a when the annual budget has been tabled the Municipal council must consider views of local community	30 <sup>th</sup> April 2020	Honourable Mayor and All Councilors
		Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget the start of the budget year consider approval of the annual budget Submission of Section 71 Report to Provincial & National Treasuries	14 <sup>th</sup> May 2020	CFO & AM : Budget & Accounting
		2020/2021 Final Draft Budget to IDP, Budget and PMS Steering Committee Section 24(1) the Municipal Council must at least 30 days before the start of the budget year consider approval of the annual budget	20 <sup>th</sup> May 2020	Portfolio Head Finance
		Council consider adoption of Final Draft Budget for 2020/2021 Section 24(1)-The municipal council must at least 30 days before the start of the budget year consider approval of the annual budget	29 <sup>th</sup> May 2020	AO/ Honourable Mayor
		MTREF Budget, Budget related policies, annual report published on Council website. Section 75(1)(a,b)The Accounting Officer of a Municipality must place on the website referred to in section 21A of the systems Act the following documents: Annual and Adjustment budget and all related policies	5 <sup>th</sup> June 2020	AM: Budgeting & Reporting and AM: ICT
		Annual Budget Reports to National & Provincial Treasury. Regulation 20(1) The Municipal Manager must comply with section 24(3) of the Act within 10 working days after the council has approved the annual budget ,The Municipal Manager must submit	14 <sup>th</sup> June 2020	CFO and AM: Budgeting & Reporting

PHASE	PROCESS	ACTIVITIES	TIMEFRAMES	RESPONSIBLE PERSON
		to National Treasury and relevant provincial Treasury in both electronic and printed form		
		Submission of Section 71 Report to Provincial & National Treasuries Section 71(1) –The accounting officer of a municipality must by no more than 10 working days after the end of each month submit to the mayor of the municipality and the relevant provincial treasury a statement in the prescribed format on the state of the municipality's budget.	14 <sup>th</sup> June 2020	CFO and AM: Budgeting & Reporting