



KANNALAND
MUNISIPALITEIT | MUNICIPALITY

INTEGRATED DEVELOPMENT PLAN (IDP) / BUDGET PROCESS PLAN 2021/22

Kannaland Municipality

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COMPILED AND APPROVAL OF THE 2021/22 IDP REVIEW AND MEDIUM TERM
EXPENDITURE FRAMEWORK.....0**

LIST OF ABBREVIATIONS

BSC	Budget Steering Committee
MM	Municipal Manager
CFO	Chief Financial Officer
HOD	Head of Department
IDP	Integrated Development Plan
MBRR	Municipal Budget and Reporting Regulations
MFMA	Municipal Finance Management Act
MPPMR	Municipal Planning and Performance Management Regulations
MSA	Municipal Systems Act
NT	National Treasury
PAC	Performance Audit Committee
PPU	Public Participation Unit
PT	Provincial Treasury
MPAC	Municipal Public Accounts Committee
SDBIP	Service Delivery Budget Implementation Plan
LED	Local Economic Development
PMS	Performance Management System

1. INTRODUCTION

The Integrated Development Plan is the municipality's principal strategic planning document. It is imperative to note that the IDP ensures close co-ordination, alignment and integration between priorities, projects, programs and activities, both internally between directorates and externally between stakeholders and other spheres of government. The IDP therefore ultimately enhances integrated service delivery and development and promotes sustainable integrated communities.

This process plan briefly outlines the activities in the processes which the municipality will undertake in developing its 2021/22 IDP Review and Budget. It furthermore substantiates the need for increased citizen involvement through municipal driven structures such as Ward Communities and various representative forums.

It is important to bear in mind that the end result of the IDP process is not the drafting of the IDP document, but the actual implementation of projects which will ultimately improve the conditions in which the residents of Kannaland live.

Public Participation processes have been compromised due to the lockdown regulations and measures each and every one must adhere to. The IDP and Budget could unfortunately not undergo the traditional way of public comments, ward based sessions. However Kannaland implement the circular wrt how public inputs can reach the municipality.

If changes to the Budget 2021/22 and other strategic plans occurs within this financial year, this IDP will be reviewed or amend with the necessary changes.

The vision and mission of Kannaland Municipality is mainly focused on retaining the human resources of the municipality by exploiting the local attributes of the municipality.

The vision and mission of the Municipality are as follows:

Vision: "To be the place of Choice"

Mission:

1. Encouraging self-reliance.
2. Ensure co-ordination and collaboration of various stakeholders in the delivering of development in a sustainable manner.
3. Promote a healthy and vibrant community with high moral standards.
4. Unlock the development potential of the area particularly tourism and indigenous knowledge and mobilizing investment.
5. Ensure everyone will be active in the economy and utilize technology to the advantage of the municipality.
6. Attract and keep a highly skilled work force.

2. LEGAL FRAMEWORK: IDP AND BUDGET PROCESS PLAN

According to Section 28(1) of the Municipal System Act, No 32 of 2000 a municipal council must adopt a process set out in writing to guide the planning, drafting and review of its integrated development plan. This Process Plan outlines the programme to be followed and provides detail on the issues specified in the Act. A process plan must include the following:

1. *A programme specifying time-frames for the different steps;*
2. *Outline mechanisms, processes and procedures for consultation of the community, organs of state, traditional authorities and role-players;*
3. *Identify all plans and planning requirements binding on the municipality;*
4. *Be consistent with any other matters prescribed by legislation.*

Section 21(1) of the Municipal Finance Management Act (Act 56 of 2003) further prescribes that the Mayor of a municipality must co-ordinate the processes of preparing the annual budget and for reviewing the municipality's IDP. It is therefore imperative that a time schedule outlining the key activities in the process with deadlines for attainment be tabled to Council for approval ten (10) months prior to the final approval of the IDP and Budget.

In order to ensure certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of government, the preparation of the planning process is regulated by the Municipal Systems Act, No 32 of 2000. Section 28 of the Systems Act stipulates that;

1. *Each Municipal Council must adopt a process set out in writing to guide the planning, drafting, adoption and review of the IDP.*
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.*

In terms of Section 29(1) of the Municipal Systems Act the process must;

1. *be in accordance with a predetermined programme specifying timeframes for the different steps;*
2. *through appropriate mechanisms, processes and procedures allow for the local community to be consulted on its development needs and priorities, allow the local community to participate in the drafting of the IDP, and allow organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the IDP;*
3. *provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation.*

3. PURPOSE OF THE IDP AND BUDGET PROCESS PLAN

The purpose of the process plan is to indicate the various planned activities and strategies on which the municipality will embark to compose its integrated development plan and the budget for this financial year as well the outer years.

The process plan enhances integration and alignment between the IDP and Budget, thereby ensuring the development of an IDP-based budget. It fulfills the role of a business plan or an

operational framework for the IDP process outlining the manner in which the IDP process will be undertaken. In addition, it identifies the activities in the processes around the key statutory annual operational processes of the budget and IDP compilation, performance management implementation and the adoption of the municipality's annual report.

The IDP and Budget processes are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and budget related policies and the final budget are mutually consistent and credible. Credibility refers to the municipality's ability and capacity to spend and deliver services in accordance with its approved budget.

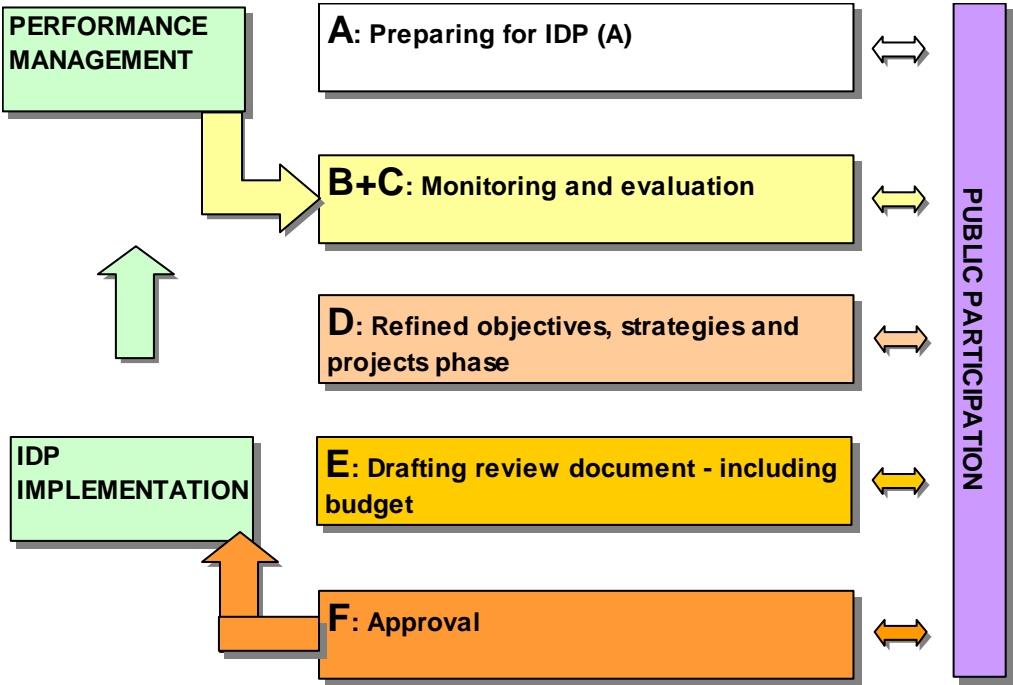
The process creates its own dynamics since it encompasses the involvement of external role-players and vested interest groups, therefore it requires accurate logistical planning and arrangements of engagement sessions to ensure that the process is implemented in accordance with the approved schedule.

4. HOW IS THE IDP PROCESS UNDERTAKEN?

The process reflected in the diagram below represents a continuous cycle of planning, implementation and review. Implementation commences after the Municipal Council adopts the IDP and Budget.

Through the year of implementation, performance is monitored, new information becomes available and major unexpected events may occur. Some of this information is used to make immediate changes to planning and implementation. Relevant inputs are then integrated into the annual review of the IDP.

After adoption of the IDP, implementation as well as situational changes will continue to occur; this is again monitored throughout the year and evaluated for consideration during the IDP process.



Spatial Alignment

A Municipal Spatial Development Framework (MSDF) is a long-term development strategy required in terms of the Municipal Systems Act 32 of 2000 and forms part of the Integrated Development Plan (IDP). The main aim of the MSDF is to clearly outline the spatial status quo of the Municipality, identify the opportunities and threats and then set out the local authority's goal, strategies and supporting policies in achieving medium - and long-term growth. It must give spatial expression on the Municipality's service delivery and development agenda. Furthermore, it clarifies and directs development and management activities in urban and rural areas in alignment with National and Provincial spatial planning legislation.

Horizontal and Vertical Alignment

In terms of section 27 of the MSA the District Municipality must develop a Framework Plan which provides the linkage and binding relationships between the district and local municipalities in its area of jurisdiction.

In doing so, proper consultation, co-ordination and alignment of the IDP process of the district municipality and various local municipalities can be maintained. The IDP process must align horizontally with neighbouring municipalities especially from a spatial perspective. Due to the fact that a number of sector plans form an integral part of the municipal IDP it is important that the following national and provincial policy documents are also taken into account when Kannaland Municipality draft its IDP:

- National Development Plan
- Western Cape Strategic Development Plan
- Western Cape Spatial Development Framework
- IDP Framework of Garden Route District Municipality

5. THE DIFFERENCE BETWEEN A REVIEW AND THE AMENDMENT OF THE IDP

Review of the IDP Section 34 of the MSA prescribes the process for the review of the IDP. Section 34 (a) prescribes that (i) the IDP must be reviewed annually with an assessment of its performance measurements in terms of Section 41 of the MSA and (ii) must take into account the extent of changing circumstances.

For example, if the following changes occur, it is regarded as a review:

- Changing of inner year targets of the Municipality's SDBIP;
- Updated statistical data, where it does not impact on the municipal council's objectives;
- Recommendations from the IDP Assessment by the MEC of Local Government
- Any other changes that does not impact on the municipal council's objectives.

6. AMENDMENT OF THE IDP

Section 34 (b) of the MSA states that a Municipal Council may amend its IDP in accordance with a prescribed process which is set out in Regulation 3, of the MSA Planning and Performance Management Regulations of 2001

The process to be followed when amending an IDP, which can only be proposed by a member or a committee of council, entails the following

- Submitting a memorandum setting out the reasons for the proposal and
- should be aligned with the framework adopted in terms of MSA section 27

No amendment may be adopted unless:

- Reasonable notice must be given to the members of Council about the proposed amendment and
- it has to be published for public comment for a period of at least 21 days
- consultation between Local and District Municipalities must take place

An amendment of the municipality's IDP will be required if some of the following changing circumstances have an impact on the strategic objectives of Council such as:

- Changes in policy/legislation;
- Budget availability;
- Public participation outcomes;
- Disaster events and
- MEC Comments

7. MEDIUMS / METHODS OF COMMUNICATION

The following mechanisms can be used to inform and communicate to stakeholders at any point in time during the process:

METHOD	REASON
Newspaper Publication	To invite comments from the public for both draft and final IDP documents. To ensure the municipality adheres to legislation in terms of published the notices in the local newspapers.
Loud Hailing	To alert the community on the IDP process as well to ensure the message is carried out within the community to attend the public participation meetings in order to identify needs.
Ward Committee Meetings and Public Participation Meetings	Ward committees serves as an official specialised participatory structure within the municipality and a mobilizing agent for community action within the wards. Ensure constructive and harmonious interaction between the municipality and community through the

	use and co-ordination of ward residents meetings and other community development forums.
Community newsletters	To inform the public of the IDP processes
Website	To adhere to legislation in terms of section 21 of the Municipal Systems Act as well to make the IDP and all other related documents public on the municipal website.

Due to the the national declaration still in place, normal communication mechanism cannot be used, however electronic, telephone and physical submission in boxes at strategic places can be done wrt IDP and budget inputs.

8. ROLES AND RESPONSIBILITIES

One of the prerequisites of a well-organized IDP process is for all role players to be fully aware of their own as well as other role player's responsibilities. The Table below outlines a brief description thereof.

ROLE PLAYERS	ROLES AND RESPONSIBILITIES
Council	<ol style="list-style-type: none"> 1. Approve and adopt the process and framework plans as well as IDP and budget 2. Monitor the implementation and approve any amendments of the plan when necessary.
Executive and Mayor and Mayoral Committee	<ol style="list-style-type: none"> 1. Consider the IDP and Budget timetable and Process Plan and submit to Council for approval. 2. Overall management, coordination and monitoring of the IDP process. 3. Assign and delegate responsibilities in this regard to the Municipal Manager. 4. Submit the draft IDP to Council for approval. 5. Submit final IDP and Budget to Council for adoption. 6. Provide political guidance in IDP and Budget (in terms of section 53(a) of the MFMA Act 56 of 2003. 7. Co-ordinate plans and Timetables for the Budget. 8. Exercise close oversight on Budget Preparation Process.
Speaker	<ol style="list-style-type: none"> 1. Overall monitoring of the public participation process. 2. Exercise oversight of the ward committee system.
Ward Councillors / Ward Committees	<ol style="list-style-type: none"> 1. Form a link between the Municipality and residents. 2. Link the IDP process to their respective Wards. 3. Assist in the organising of public consultation and participation. 4. Monitor the implementation of the IDP with respect to their particular wards

	5. Encourage residents to take part in the IDP process.
Municipal Manager	<ol style="list-style-type: none"> 1. Managing and coordinate the entire IDP process as assigned by the Executive Mayor. 2. Fulfil the duties of Accounting Officer as set out in Sections 68 and 69 of the MFMA, Act 56 of 2003.
IDP Co-ordinator	<ol style="list-style-type: none"> 1. Prepare IDP process plan and monitor the timeously implementation thereof. 2. Day to day management and coordination of the IDP process. 3. Ensure stakeholder engagement in IDP process by organising and setting up meetings for engagement. 4. Ensure that the IDP process is participatory and that planning is ward-based oriented. 5. Respond to public and MEC comments on Draft IDP. 6. Compilation of comprehensive, neat and presentable IDP document that complies with all legislative requirements. 7. Amend the IDP document in accordance with the comments of the ME
Executive Managers and Head of Departments	<ol style="list-style-type: none"> 1. Provide relevant technical, sector and financial information for analysis for determining priority issues. 2. Provide technical expertise in consideration and finalisation of strategies and identification of projects. 3. Provide departmental, operational and capital budgetary information. 4. Preparation of project proposals, integration of projects and sector programmes. 5. Give input during the IDP review process
IDP-Steering Committee	<ol style="list-style-type: none"> 1. Refinement and Quality check of IDP document to ensure compliance with legislation. 2. Consist of Municipal Manager, Senior Management, IDP Co-ordinator, Speaker. 3. Provide an organisational mechanism for discussion, negotiation and decision making between stakeholders. 4. Represents the interest of their functions in the IDP process. 5. Monitors the performance of the planning and implementation process and update of the performance system 6. Comprises of the Mayor, Councillors, Ward Committees, Municipal Manager, Directors, representatives of various sectors, NGO's, Government Departments and specialised community members.
Budget-Steering Committee (GRAP)	<ol style="list-style-type: none"> 1. To provide technical assistance to the mayor in discharging the responsibilities set out in Section 53 of the MFMA. 2. Consist of portfolio Councillor for Financial matters, the Municipal Manager, the Chief Financial Officer, Senior Managers and Head

		of Departments to give technical advice if necessary.
MPAC	3.	Review the IDP and give recommendation to the MAYCO and Council

For future planning an IDP representative forum must be established.

Distribution of roles and responsibilities between the municipality and external role players

It is one of the pre-requisitions of a smooth and well organised IDP process that all role players are fully aware of their own and of other role players' responsibilities. Therefore, it is one of the first preparation requirements for the IDP process to ensure that there is a clear understanding of all required roles and of the persons or organisations that can assume those roles.

This section deals with the roles which the municipality has to play in the IDP process in relation to the roles which external role players are expected to play.

ROLE PLAYERS	ROLES AND RESPONSIBILITIES
Kannaland Municipality	<ol style="list-style-type: none"> 1. Prepare and adopt the IDP. 2. Undertake the overall planning, management and coordination of the IDP process. 3. Consider comments of the MEC on the IDP and adjust the IDP if necessary. 4. Ensure linkage between the Budget and IDP.
Local Residents, Communities and Stakeholders	<ol style="list-style-type: none"> 1. Represents interest and contributes knowledge and ideas in the IDP process by participating in and through the ward committees. 2. Keep communities informed on IDP activities and outcomes.
Garden Route District Municipality	<ol style="list-style-type: none"> 1. Ensure alignment of the IDP between the municipality and the district municipality (Integrated District and Local Planning). 2. Preparation of joint strategy workshops between municipality, provincial and national government.
Provincial Government	<ol style="list-style-type: none"> 1. Ensure horizontal alignment of the IDP between the municipality and the District municipality. 2. Ensuring vertical and sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at local/district level. 3. Efficient financial management of Provincial IDP grants. 4. Monitor the IDP progress.

	5.	Assist municipalities in compiling the IDP.
	6.	Coordinate and manage the MEC's assessment of the IDP.
	7.	Provincial Treasury must provide views and comments on the draft budget and any budget-related policies and documentation for consideration by council when tabling the budget.
	8.	Conduct Medium Term Revenue and Expenditure Framework (MTREF) budget and IDP assessment.
Sector Departments	1.	Contribute sector expertise and knowledge.
	2.	Provide sector plans and programmes for inclusion in the IDP.
National Government	1.	National Treasury issues guidelines on the manner in which municipal councils should process their annual budgets, including guidelines on the formation of a committee of the council to consider the budget (Section 23(3) of the MFMA).

9. REPORTING REQUIREMENTS

Legislation requirements on reporting is summarised in the below table:

Frequency	MSA/ MFMA Reporting on PMS	Section
Quarterly reporting	<p>The municipal manager collates the information and draft the organizational performance report, which is submitted to Internal Audit.</p> <p>The Internal Auditors (IA) must submit quarterly audited reports to the Municipal Manager and to the Performance Audit Committee</p> <p>The Municipal Manager submits the reports to the Council.</p>	MSA Regulation14(1)(c)
Mid-year Reporting	The Performance Audit Committee must review the PMS and make recommendations to council	MSA Regulation14(4)(a)
	The Performance Audit Committee must submit a report at least twice during the year are port to Council	MSA Regulation14(4)(a)
	The Municipality must report to Council at least twice a year	MSA

Frequency	MSA/ MFMA Reporting on PMS	Section
	The Accounting officer must by 25 January of each year assess the performance of the municipality and submit a report to the Mayor, National Treasury and the relevant Provincial Treasury.	MFMA S72
Annual reporting	The annual report of a municipality must include the annual performance report and any recommendations of the municipality's audit committee	MFMA S121(3)(c)(j) & MSA S46
	The accounting officer of a municipality must submit the performance report to the Auditor-General for auditing within two months after the end of the financial year to which that report relate	MFMA S126 1(a)
	The Auditor-General must audit the performance report and submit the report to the accounting officer within three months of receipt of the performance report	MFMA S126(3)(a)(b)
	The Mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality	MFMA S127(2)
	The Auditor-General may submit the performance report and audit report of a municipality directly to the municipal council, the National Treasury, the relevant provincial treasury, the MEC responsible for local government in the province and any prescribed organ of the state	MFMA S127(4)(a)
	Immediately after an annual report is tabled in the council, the accounting officer of the municipality must submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.	MFMA S127(5)(b)
	The council of the municipality must consider the annual report by no later than two months from the date on which the annual report was tabled, adopt an oversight report containing council's comments on the annual report	MFMA S129(1)

Frequency	MSA/ MFMA Reporting on PMS	Section
	The meetings of a municipal council at which an annual report is to be discussed or at which decisions concerning an annual report are to be taken, must be open to the public and any organ of the state	MFMA S130(1)
	The Cabinet member responsible for local government must annually report to Parliament on actions taken by the MECs for local government to address issues raised by the Auditor-General	MFMA S134

10. INTEGRATED DEVELOPMENT PLAN (IDP) AND BUDGET TIME-SCHEDULE FOR COMPILATION AND APPROVAL OF THE 2021/22 IDP REVIEW AND MEDIUM TERM EXPENDITURE FRAMEWORK

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
JULY						
1	The Accounting officer must no later than ten working days after the end of each month, submit a report on the budget to the mayor, provincial treasury and national treasury -	MFMA 71	14/07/2020			Accountant: Financial Reporting
2	Publish the section 71 on the website	MFMA 75		15/07/2020		LED/Communication Coordinator Accountant: Financial Reporting
3	Make public the projections, targets and indicators as set out in the SDBIP (no later than 14 days after the approval of the SDBIP)	MFMA - Sec 53(3)(a) MBRR - Reg 20(2)(b)			02/07/2020	IDP/PM Coordinator
4	Commence with the preparation of Capital Adjustments Budget for the 2020/21 Financial year	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		15/07/2020		CFO BTO Manager
5	Submit 2019/20 Fourth Quarter	MFMA - Sec 52(d)		30/07/2020		CFO

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
	Financial and Performance Report to Council/Mayco for approval	MFMA - Sec 71(1) MBRR - Reg 29				Accountant: Financial Reporting
6	Submit the fourth quarter of 2019/20, section 52 report, to Provincial and National Treasury	MBRR Sec 31		31/07/2020		CFO Accountant: Financial Reporting
7	Drafting and signing of new performance contracts for Section 57 Managers for 2021/22 financial year	MPPMR Section 13			31/07/2020	MM CFO Direc Infrastructure
AUGUST 2020						
8	The Accounting officer must no later than ten working days after the end of each month, submit a report on the budget to the mayor, provincial treasury and national treasury -	MFMA 71		14/08/2020		Accountant: Financial Reporting
9	Place 2019/20 Fourth Quarter Performance Report and the section 71 of 2020/21 financial year on website	MFMA - Section 75 (2) MSA 21(b)		14/08/2020		LED/Communication Coordinator Accountant: Financial Reporting
10	Submit 4th Quarter (2019/20) Performance Reports - SDBIP Performance Reports to National and Provincial Treasuries	MPPMR - Reg 13		04/08/2020		Accountant: Financial Reporting
11	Budget Steering Committee considers 2020/21 Adjustments	MFMA - Sec 28 MBRR - Part 4		25/08/2020		CFO BTO

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
	Budget					
12	Tabling of 1st 2020/21 Adjustment Budget to Council to incorporate Rollovers, Changes on SDBIP and KPI's as per adjustment budget.	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		27/08/2020		CFO BTO
13	Management considers self-assessment report identifying gaps/challenges in the IDP Process and proposed measures to improve on the process including a review on external mechanisms	Not applicable	31/08/2020			Executive Management
14	Management start process to review current budget related policies and compile newly needed budget related policies	MFMA - Sec 21 MBRR - Part 3		31/08/2020		CFO BTO
15	Commence with the annual performance assessment (subject to change of date)	MPPMR Section 13		31/08/2020		IDP/PM Coordinator
16	Request information regarding tariffs for input in tariff book.	MFMA - Chapter 4 MBRR - Part 3		31/08/2020		CFO BTO
17	Executive Mayor and Mayoral Committee recommend that Budget / IDP / PM Time Schedule (at least 10 months before the start of the budget year) and IDP Public Participation Roadshow Schedule be	MSA S28	27/08/2020			IDP/PM Coordinator

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
	approved by Council					
18	Identification of mandatory projects prioritised for implementation for 2021/22 and two years by Internal Sector Departments.	Internal Management Procedure	31/08/2020			Executive Management
19	Attend Quarterly District IDP Meeting (Virtual) to give effect to alignment planning and development with regards to IDP,Budget and PMS.	Not applicable	06/08/2020			IDP/PM Coordinator
20	Operating Budget: Salaries and Wages schedules to Directors for scrutiny and corrections.	Internal Management Procedure		31/08/2020		CFO BTO
21	Publication of approved adjustments budget on website and submit to National & Provincial Treasuries both printed and electronic formats.	MFMA S75		31/08/2020		LED/Communication Coordinator Accountant: Financial Reporting
22	Drafting the AFS (as per Government notice No 43582, exemption has been granted by the Minister of Finance)	Internal Management Procedure		TBC		TBC
23	Submit unaudited 2018/19 Annual Report to Auditor-General as required by legislation (Due to exemption the APR and draft AR will	MFMA S126 MFMA Circular		TBC		TBC

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
	be submitted concurrently with the AFS to AG)					
24	Gather performance information (POE'S) that substantiate actual performance reported on 2019/20 Top level SDBIP and Management Scorecard.	Internal Management Procedure			Ongoing	IDP/PM Coordinator
SEPTEMBER						
25	The Accounting officer must no later than ten working days after the end of each month, submit a report on the budget to the mayor, provincial treasury and national treasury -	MFMA Sec 71		14/09/2020		Accountant: Financial Reporting
26	Place the section 71 on the website	MFMA Sec 75		15/09/2020		LED/Communication Coordinator Accountant: Financial Reporting
27	Submit the approved Budget / IDP / PM Time Schedule to the MEC for Local Government and Provincial Treasury	MSA - Sec 21, 21A, 28(3)	01/09/2020			IDP/PM Coordinator
28	Place advertisement to notify the public of the approved Budget / IDP / PM Time Schedule on website, local newspapers and notice boards	MSA - Sec 21, 21A, 28(3)	01/09/2020			LED/Communication Coordinator IDP/PM Coordinator

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
29	Attend IDP Provincial Coordinating Forum	MSA Section 24	03/09/2020			IDP/PM Coordinator
30	Assess and identify information from adopted Sector Plans for integration into the IDP Review document if possible	MSA Section 34	24/09/2020			Municipal Manager IDP/PM Coordinator
31	Convene high level strategic planning session to review municipal high level strategies (short and long term) development objectives	Internal Management Procedure	30/09/2020			Executive Management
32	Set up public participation schedule with councilors for project and financial projections in terms of the IDP and Budget 2021/22	Internal Management Procedure	30/09/2020			Councilors IDP/Pm Coordinator
OCTOBER						
33	The Accounting officer must no later than ten working days after the end of each month, submit a report on the budget to the mayor, provincial treasury and national treasury -	MFMA Sec 71		14/10/2020		Accountant: Financial Reporting
34	Place the section 71 on the website	MFMA Sec 75		15/10/2020		LED/Communication Coordinator Accountant: Financial Reporting

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
34	Public participation meetings	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	TBC	TBC	TBC	TBC
35	Departmental IDP/Budget Work sessions to review projects, key initiatives and programmes from Community IDP Needs List and identified actions emanating from the sector plan analysis (Depending on public participation schedule)	Internal Management Procedure	29/10/2020			Executive Management IDP/PM Coordinator
36	First Quarter 2020/21 Performance Report to senior management for revision (informal)	MPPMR - Reg 13			27/10/2020	Executive Management IDP/PM Coordinator
37	Submit AFS and related documents to AG	MFMA S126, 127, 129, 133 MFMA S177 (1)(b)		30/10/2020		CFO BTO
38	Submit first section 52 report to council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29		29/10/2020		CFO BTO Accountant: Financial Reporting
39	Place first quarter section 52 report on website after approval	MFMA S75 MBRR S31		30/10/2020		Accountant: Financial Reporting LED/Communication Coordinator

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
40	Submit first quarterly section 52 report to Provincial Treasury	MFMA 75 MBRR S133		30/10/2020		Accountant: Financial Reporting LED/Communication Coordinator
NOVEMBER						
41	The Accounting officer must no later than ten working days after the end of each month, submit a report on the budget to the mayor, provincial treasury and national treasury -	MFMA 71		12/11/2020		Accountant: Financial Reporting
42	Place the section 71 on the website	MFMA 75		12/11/2020		Accountant: Financial Reporting LED/Communication Coordinator
43	Prepare the draft salary budget for 2021/22.	Internal Management Process		25/11/2020		CFO BTO
44	Directors submit capital budget projections for the outer financial year.	Internal Management Procedure		25/11/2020		CFO BTO
45	Directors submit operating expenditure / income budget and current year final projections to BTO	Internal Management Procedure		25/11/2020		CFO BTO

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
46	Finalise preliminary projections on OEPX 2021/22	Internal Management Procedure		25/11/2020		CFO BTO
47	Provide tariff list structure to departments for further inputs	Internal Management Procedure		25/11/2020		CFO BTO
48	Discuss capital budget inputs with Senior Management	Internal Management Procedure		25/11/2020		CFO BTO
49	BS Committee discuss the draft capital budget emanating from departments	Internal Management Procedure		30/11/2020		CFO BTO
50	Draft Initial changes to IDP (summary): Reconcile community, administrative and political priorities	Internal Management Procedure	30/11/2020			IDP/PM Coordinator
DECEMBER						
51	The Accounting officer must no later than ten working days after the end of each month, submit a report on the budget to the mayor, provincial treasury and national treasury -	MFMA 71		14/12/2020		Accountant: Financial Reporting
52	Place the section 71 on the website	MFMA 75		15/12/2020		Accountant: Financial Reporting LED/Communication Coordinator

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
53	Attend the quarterly Provincial IDP Managers Forum	Not applicable	03/12/2020			IDP/PM Coordinator
JANUARY						
54	The Accounting officer must no later than ten working days after the end of each month, submit a report on the budget to the mayor, provincial treasury and national treasury -	MFMA 71		14/01/2021		Accountant: Financial Reporting
55	Place the section 71 on the website	MFMA 75		15/01/2021		Accountant: Financial Reporting LED/Communication Coordinator
56	Submit the mid-year financial performance report for 2020/21 to Council	MFMA S72		25/01/2021		MM CFO Accountant: Financial Reporting IDP/PM Coordinator
57	Submit Mid-year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government by 25/01/2019	MFMA - Section 72(1)(b) MBRR - Reg 35		26/01/2021		Accountant: Financial Reporting

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
58	Place mid-year performance report on the website	MFMA Sec 75		26/01/2021		LED/Communication Coordinator
59	Table draft Annual Report 2019/20 to Council	MFMA Sec 121			28/01/2021	IDP/PM Coordinator
60	Publish the draft annual report for public inspection in newspaper and or website	MFMA Sec 75			29/01/2021	IDP/PM Coordinator LED/Communication Coordinator
61	Bi Annual performance assessment of the section 57 managers for the 2020/21 financial year	MPPMR - Reg 13 GN 21- 17/01/2014			21/01/2021	IDP/PM Coordinator
62	Finalise draft capital and operating budget projections for further discussion before approval of draft budget for 2021/22	Internal Management Procedure		28/01/2021		CFO BTO
63	Review final tariffs and charges which will determine the tariffs to balance in relation to the draft budget	Internal Management Procedure		28/01/2021		CFO BTO
FEBRUARY						
64	The Accounting officer must no later than ten working days after the end of each month, submit a report on	MFMA Sec 71		12/02/2021		Accountant: Financial Reporting

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
	the budget to the mayor, provincial treasury and national treasury -					
65	Place the section 71 on the website	MFMA Sec 75		15/02/2021		Accountant: Financial Reporting LED/Communication Coordinator
66	BS Committee to table and capital budget 2021/22 as well the second adjustment budget 2020/21	Internal Management Procedure		22/02/2021		MM CFO BTO
67	Table the adjustment budget 2020/21 to council for approval (possible amendment of IDP and SDBIP)	MFMA - Sec 28 MBRR - Part 4		25/02/2021		MM CFO BTO
68	Publishing the adjustment budget on the website	MFMA Sec 75		26/02/2021		LED/Communication Coordinator
69	Submit the approved adjustment budget to Provincial and National Treasury	MFMA - Sec 28(7) MSA - Sec 21A MBRR - Part 4		26/02/2021		LED/Communication Coordinator Accountant: Financial Reporting
70	Attend the Strategic Integrated Management Engagement	Not applicable		17/02/2021		Executive Management

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
71	Submit draft Budget and IDP to Executive Management for comments (final overview, inclusiveness and quality check)	Internal Management Procedure		23/02/2021		Executive Management
72	Workshop IDP and Budget to the Mayor before Council approval	Internal Management Procedure		25/02/2020		Executive Management Executive Mayor
MARCH						
73	The Accounting officer must no later than ten working days after the end of each month, submit a report on the budget to the mayor, provincial treasury and national treasury -	MFMA Sec 71		12/03/2021		Accountant: Financial Reporting
74	Place the section 71 on the website	MFMA Sec 75		15/03/2021		Accountant: Financial Reporting LED/Communication Coordinator
75	Submit draft Annual Report to MPAC for discussion and approval of oversight report	MFMA - Sec 129			24/03/2021	MM CFO IDP/PM Coordinator Manager: Admin MPAC
76	Council consider the annual report and adopts the oversight report as per legislative requirements	MFMA - Sec 129			31/03/2021	Council MM CFO

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
						IDP/PM Coordinator Manager: Admin
77	Table draft IDP and Budget to council	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	31/03/2021			Council MM CFO IDP/PM Coordinator
APRIL						
78	Publish the draft IDP and Budget, oversight report on the website for public inspection	MFMA Sec 75	01/04/2021			LED/ Communication Coordinator
79	The Accounting officer must no later than ten working days after the end of each month, submit a report on the budget to the mayor, provincial treasury and national treasury -	MFMA Sec 71		14/04/2021		Accountant: Financial Reporting
80	Place the section 71 on the website	MFMA Sec 75		15/04/2021		Accountant: Financial Reporting LED/Communication Coordinator
81	Submit draft IDP and Budget to provincial and national government departments in both printed and electronic formats	MFMA Sec 22 MBRR 15 (1) and (3)(b)	01/04/2021			IDP/PM Coordinator

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
82	<p>Consult the public wrt the draft IDP and Budget inputs to be included in final documents. (If the national state of disaster has been placed under normal business ease, public participation will continue)</p> <p><i>Please note that social distancing will remain in place, therefore stakeholders must be encourage to submit inputs via virtual meetings, emails, whatsapp, the municipal facebook page and or written inputs to be submitted at municipal offices)</i></p>	<p>MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)</p>	TBC	TBC	TBC	<p>MM CFO Councillors IDP/PM Coordinator</p>
83	LG MTEC 3 IDP and Budget Assessments by Provincial Treasury and Department of Local Government	MSA Chapter 5		28/04/2021		Executive Management
84	Prepare and submit the third quarter section 52 report to council	MFMA Sec 52		29/04/2021		Accountant: Financial Reporting
85	Submit the approved section 52 report to Provincial and National Treasury	MSA 21 MBRR Sec 31		30/04/2021		Accountant: Financial Reporting

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
86	Workshop final inputs received from stakeholders with Council for inclusion in the final IDP and Budget	Nternal Management Procedure	30/04/2021			CFO MM BTO IDP/PM Coordinator
MAY						
87	The Accounting officer must no later than ten working days after the end of each month, submit a report on the budget to the mayor, provincial treasury and national treasury -	MFMA Sec 71		14/05/2021		Accountant: Financial Reporting
88	Place the section 71 and section 52 on the website	MFMA Sec 75		15/05/2021		Accountant: Financial Reporting LED/Communication Coordinator
89	Submit the Final IDP to the GRDM	MSA Sec 29	19/05/2021			IDP/PM Coordinator
90	Submit final IDP and Budget to Council for approval	MFMA Sec 24	28/05/2021			CFO MM BTO IDP/PM Coordinator
91	Submit the approved IDP and Budget to both Provincial and National government departments	MFMA Sec 24 MBRR REG 20	29/05/2021			CFO MM BTO

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
						IDP/PM Coordinator
92	Publish the IDP and Budget on the website	MFMA Sec 75	29/05/2021			LED/Communication Coordinator
JUNE						
93	The Accounting officer must no later than ten working days after the end of each month, submit a report on the budget to the mayor, provincial treasury and national treasury -	MFMA Sec 71		12/06/2021		Accountant: Financial Reporting
94	Place the section 71 and section 52 on the website	MFMA Sec 75		15/06/2021		Accountant: Financial Reporting LED/Communication Coordinator
95	Submit the draft top layer sdbip to the mayor for discussion (14 days after approval of Budget and IDP)	MFMA - Sec 69(3)(a)			11/06/2021	MM IDP/Pm Coordinator Executive Mayor
96	The mayor approves the top layer sdbip 28 days after approval of final budget	MFMA - Sec 53(1)(c) (ii)			25/06/2021	MM IDP/PM Coordinator Executive Mayor

REF	ACTIVITY	LEGISLATIVE REQUIREMENTS	TARGET DATES			RESPONSIBLE PERSON
			IDP	BUDGET	PMS	
95	Publish the approved top layer sdbip on the website	MFMA Sec 75			29/06/2021	IDP/PM Coordinator
96	Submit the approved sdbip to the Provincial Government department	MFMA Section 53(3)(a MBRR Reg 19			29/06/2021	IDP/PM Coordinator

#NOTE:

PUBLIC PARTICIPATION DATES WILL BE COMMUNICATED AT A LATER STAGE AND INFORM THE COMMUNITY OF RESPECTIVE DATES AND MECHANISMS