

TIME SCHEDULE IN TERMS OF SECTION 21 (1) (B) OF THE MFMA

July 2020 - June 2021



2021/2022 IDP CYCLE INCLUDING THE PMS AND BUDGET LINKAGES

1. ACRONYMS

MFMA	Municipal Finance Management Act 56 of 2003
MSA	Municipal Systems Act 32 of 2000
MPPMR	Municipal Planning and Performance Management Regulations, 2001
MPR	Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006
MBRR	Municipal Budget and Reporting Regulations, 2009

BREED VALLEY MUNICIPALITY TIME SCHEDULE- IDP, BUDGET AND PMS

2. KEY ACTIVITIES IN THE IDP, BUDGET AND PMS PROCESS (July – June 2020/21)

Below is a summary of the key activities planned for implementation throughout the 2020/21 financial year. These activities relate to the compilation & finalisation of the 2021/22 IDP & Budget and the 2020/21 Performance Management cycle respectively:

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
ANALYSIS PHASE				
JULY 2020	Preparation of the draft 2021/22 IDP/Budget/Performance Management Time Schedule (hereafter referred to as the Time Schedule) for implementation in the 2020/21 financial period		MFMA S21(1)(b)	Executive Management/BVM Management//IDP & PMS Unit
	Executive/Senior Management to discuss & provide input on the draft Time Schedule & to ensure internal alignment			Executive Management/BVM Management//IDP & PMS Unit
	Engagement with the District Municipality to ensure alignment of the draft Time Schedule, followed by the submission thereof to the Provincial Government and District Municipality			PGWC/CWDM/IDP & PMS Unit
	Address provincial IDP Assessment findings (subject to the receipt of correspondence from the Provincial DLG)		MSA S31	DLG/Executive Management/BVM Management/IDP & PMS Unit
	Executive Mayor initiates planning for next three-year budget cycle in accordance with co-ordination role of budget process and review of previous year's budgeting process		MFMA S53	Executive Mayor/Executive Management
	Accounting Officer, Executive Management and Senior Management of municipality review options and contracts for service delivery		MSA S76-81	Executive Management/BVM Management
	Approve and announce new budget schedule and set up committees and forums after consultation on performance and changing needs			Executive Management
	Submission of 2019/20 Q4 performance inputs by BVM Management			Executive Management/BVM Management/IDP & PMS Unit
	Tabling & submission of Q4 SDBIP Performance Report (for last quarter of 2019/20) to Council & stakeholders		MSA S41 (1)(e); MFMA S52 (d); MPPR Reg. 14	Director Strategic Support Services/IDP & PMS Unit
	Finalisation of S57 Performance Agreements & submission to the Executive Mayor & Municipal Manager for approval by no later than 31 July 2020 (subject to not being concluded during June)		MFMA S69 MSA S57	Executive Mayor/Executive Management/IDP & PMS Unit

BREDE VALLEY MUNICIPALITY TIME SCHEDULE- IDP, BUDGET AND PMS

	Tabling the approved SDBIP & S57 Performance Agreements in Council for notification purposes			Council/Executive Management/IDP & PMS Unit
	Commence with the preparation/review of Sector Plans for consideration/incorporation in the 2021/22 IDP & Budget			Executive Management/BVM Management
	Preparation of the 2019/20 draft Annual Financial Statements & collation of user input into the 2019/20 draft Annual Report & Annual Performance Report		MFMA S126(1)(a); MSA S46	Executive Management/BVM Management/IDP & PMS Unit
AUGUST 2020	Roll-Over Budget tabled to Council	Aug 2020	MFMA S28(2)(e), MBRR 23(5)	CFO/Budget & Costing Unit
	Executive Mayor tables the Time Schedule in Council	Aug 2020	MFMA S21,22, 23 MSA S34	Council/IDP & PMS Unit
	Submit approved Time Schedule to National Treasury, Provincial Treasury, Department of Local Government and the Cape Winelands District Municipality	Aug 2020		IDP & PMS Unit
	Publication of the approved Time Schedule in order to meet AG audit requirements			IDP & PMS Unit
	Review comments received from DLG (where applicable) on the 2020/21 IDP document			IDP Steering Committee/IDP/PMS unit
	Self-assessment to identify gaps in the IDP process			IDP Steering Committee / IDP/PMS unit
	Review situational analysis to identify changing community needs and challenges			IDP Steering Committee / IDP/PMS unit
	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets			IDP Steering Committee / IDP/PMS unit
	Accounting Officer submits final draft Annual Financial Statements and Annual Performance Report to the Auditor-General by 31 August 2020	Aug 2020	MFMA S126(1)(a); MSA S46	Accounting Officer/CFO/Director Strategic Support Services
SEPTEMBER 2020	Continual review & integration of new information from adopted/reviewed Sector Plans into the IDP document			BVM Management/IDP & PMS Unit
	Compile/review ward-based plans to identify ward priorities			Community Development Unit/ IDP & PMS Unit
	Review and update IDP Vision, Mission and Objectives			IDP & PMS Unit
	Submission of proposed amendment(s) of Strategic Objectives (where applicable, and based on preceding reviews) to Council for consideration/approval			Council/IDP & PMS Unit
	Review of provincial and national government sector and strategic plans		MFMA S35, 36, MTBPS	IDP & PMS Unit

BREED VALLEY MUNICIPALITY TIME SCHEDULE- IDP, BUDGET AND PMS

	Align IDP with provincial and national sector specific programmes (schools, libraries, clinics, water, electricity, roads, etc.)		MFMA S35, 36, MTBPS	IDP & PMS Unit
	Audit of performance measures			AG
	Assess municipal performance and identify where changes are needed for next 3 years [incorporate community inputs]			IDP & PMS Unit
	Review the municipality's performance management system (PMS)		MPPR Reg. 14	Internal Audit/IDP & PMS Unit
	Review the measures and annual performance targets			IDP & PMS Unit
	Send reminder to BVM Management to submit their performance inputs for the 2020/21 Q1 SDBIP Performance Report			IDP & PMS Unit
	Conduct final 2019/20 S57 Managers' Performance Assessments			Executive Mayor/Executive Management/IDP & PMS Unit
STRATEGIES				
October 2020	Integration of information from reviewed provincial and national sector plans into the IDP Review document			IDP & PMS Unit
	Update and review the strategic elements of the IDP			IDP & PMS Unit
	IDP Steering Committee Meeting			IDP & PMS Unit
	Discuss potential price increases of bulk resources with sector departments		MFMA S35, 36, 42; MTBPS	Accounting Officer/CFO
	Determine revenue projections and proposed rates and service charges	Oct 2020		CFO/Budget Steering Committee/Budget & Costing Unit
	Drafts initial allocations to functions and departments for the next financial year based on strategic objectives	Oct 2020		CFO/Budget & Costing Unit
	Engagement with sector departments, share and evaluate plans, national policies, MTBPS			CFO/Financial Planning Unit
	Incorporate initial changes into IDP			IDP & PMS Unit
	Submission of 2020/21 Q1 performance inputs by BVM Management			Executive Management/BVM Management/IDP & PMS Unit
	Tabling & submission of Q1 SDBIP Performance Report (for first quarter of 2020/21) to Council & stakeholders		MSA S41 (1)(e); MFMA S52 (d); MPPR Reg. 14	Director Strategic Support Services/IDP & PMS Unit

BREED VALLEY MUNICIPALITY TIME SCHEDULE- IDP, BUDGET AND PMS

	S57 Managers' quarterly informal assessments (for first quarter of 2020/2021)			Executive Management/BVM Management/IDP & PMS Unit
	Send out requests to Executive Management/BVM Management for the updating of their respective IDP chapters/templates that require revision for the 2021/22 review			IDP & PMS Unit
	Conduct public participation sessions (engagements with ward committees) throughout all wards (the sessions			Executive Management/BVM Management/IDP & PMS Unit
PROJECTS PHASE				
NOVEMBER 2020	Continuation of public participation sessions (engagements with ward committees) throughout all wards			Executive Management/BVM Management/IDP & PMS Unit
	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets			Executive Management/IDP & PMS Unit
	Identification of priority IDP projects based on ward committee inputs			Executive Management/IDP & PMS Unit
	Reviews and initial changes are drafted into IDP		MSA S34	IDP & PMS Unit
	Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year's performance as per audited financial statements	Nov 2020		Executive Management/Budget Steering Committee
	Identify new CAPEX/OPEX projects and programmes emanating from IDP & Budget engagements	Nov 2020		Executive Management/IDP Steering Committee/Budget & Costing Unit/IDP & PMS Unit
	Auditor-General returns audit report by 30 November 2020		MFMA S126(4)	AG/Accounting Officer
	Review performance of service providers as per the approved policy			Executive Management/BVM Management
	Nov 2020 – Jan 2021 Populating all Public Participation inputs and distribute to relevant stakeholders or municipalities (capture the input accordingly).			IDP & PMS Unit
DECEMBER 2020	Mayor tables the draft 2019/20 Annual Report in Council (last week of November or first week of December)		MFMA S127(2)	Executive Mayor/Accounting Officer/IDP & PMS Unit
	The draft 2019/20 Annual Report is referred to MPAC for commencement of the oversight process		MFMA S129	Enterprise Risk Management Unit/IDP & PMS Unit
	Submit the draft 2019/20 Annual Report to National Government, Provincial Government & the AG) and		MFMA S127 & MSA S21a	IDP & PMS Unit

BREED VALLEY MUNICIPALITY TIME SCHEDULE- IDP, BUDGET AND PMS

	publish it on local media platforms, calling for community inputs/representations thereon.			
	Departments to comment on the reviewed Municipal Strategies, Objectives, KPA's, KPI's and targets			Executive Management/BVM Management
	Review & refinement of priority IDP projects			IDP & PMS Unit
	Council finalises tariff policies for next financial year		MSA S74, 75	Executive Mayor/CFO
	Inputs from Departments for Adjustment Budget	Dec 2020		Executive Management/Budget Steering Committee/Budget & Costing Unit
	Start preparation for Mid-year review and performance assessment			IDP & PMS Unit
	Finalise the review and update of recommendations contained in LG-MTEC reports and IDP Analysis Reports	Dec 2020		IDP & PMS Unit
	Send reminder to BVM Management to submit their performance inputs for the 2020/21 Q2 SDBIP Performance Report		MSA S41 (1)(e); MFMA S52 (d)	IDP & PMS Unit
JANUARY 2021	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets in strategic planning session with senior management			IDP & PMS Unit
	Review & refinement of priority IDP projects			IDP & PMS Unit
	IDP Steering Committee Meeting			IDP & PMS Unit
	Submission of 2020/21 Q2 performance inputs by BVM Management			Executive Management/BVM Management/IDP & PMS Unit
	Tabling & submission of Q2 SDBIP & Financial Performance Report – Section 72 (for second quarter of 2020/21) to Council & stakeholders		MSA S41 (1)(e); MFMA S52 (d); MPPR Reg. 14	Accounting Officer/CFO/Director Strategic Support Services/Financial Planning Unit/IDP & PMS Unit
	Table the final 2019/20 Annual Report & Oversight Report in Council, for Council's consideration & adoption/approval		MFMA S121, S127 & S129	IDP & PMS Unit
	Council considers the 2019/20 Oversight Report and adopts/approves the 2019/20 Annual Report			Council/IDP & PMS Unit
	Publicise the final 2019/20 Annual & Oversight Report and submit it to the National (NT) and Provincial (PT & DLG) Government as well as the AG		MFMA S127, 129 & 132; MSA S21A	IDP & PMS Unit

BREED VALLEY MUNICIPALITY TIME SCHEDULE- IDP, BUDGET AND PMS

FEBRUARY 2021	Continuous Review of Municipal Strategies, Objectives, KPA's, KPI's and targets			IDP & PMS Unit
	Continuous identification/review of priority IDP projects			Executive Management / BVM Management / IDP & PMS Unit
	Project alignment between Province, CWDM and BVM			IDP & PMS Unit
	Assess the municipality's service delivery performance and the service delivery targets and performance indicators set in the SDBIP and amend if necessary			Executive Management/BVM Management/ IDP & PMS Unit
	Assess the past year's annual report, and progress on resolving issues identified in the annual report			Executive Management/BVM Management/ IDP & PMS Unit
	Accounting Officer finalises and submits to Mayor proposed budgets and plans for next three-years, taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report			Accounting Officer/CFO/Budget & Costing Unit
	Prepare Adjustment Budget	Feb 2021		CFO/Budget & Costing Unit
	Table Adjustment Budget before Council	Feb 2021	MFMA S28(2) b,d,f	Executive Mayor
	S57 Manager's formal quarterly assessments (for second quarter of 2020/2021)			MM/IDP & PMS Unit
	Draft SDBIP's for 2021/2022 developed and for incorporation into draft IDP 2021/2022 FY			IDP & PMS Unit
	Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling	Feb 2021	MFMA S36	CFO/Manager Budget & Costing
	INTEGRATION/REFINEMENT PHASE			
MARCH 2021	Submit approved Adjustment Budget to NT, PT and Public	10 Working days after approval		Budget & Costing Unit
	Commence with the compilation of the 2021/22 SDBIP & S57 Performance Agreements			Executive Management/BVM Management/IDP & PMS Unit
	Conclusion of the draft Municipal Strategies/Sector Plans, Objectives, KPA's, and KPI's and targets for inclusion in the draft IDP & Budget			IDP & PMS Unit
	IDP Steering Committee Meeting			IDP & PMS Unit

BREED VALLEY MUNICIPALITY TIME SCHEDULE- IDP, BUDGET AND PMS

	Mayor tables the draft 2021/22 Budget and proposed revisions to IDP, at least 90 days before start of budget year, to Council for consideration	March 2021	MFMA S16, 22, 23, 87; MSA S 34	Executive Mayor/Executive Management/
	Submit 1 st draft 2021/22 SDBIP to Council			IDP & PMS Unit
	Send reminder to BVM Management to submit their performance inputs for the 2020/21 Q3 SDBIP Performance Report		MSA S41 (1)(e); MFMA S52 (d)	IDP & PMS Unit
	Set performance objectives for revenue for each budget vote		MFMA S 17	CFO/Revenue Unit
APRIL 2021	Publicise draft IDP and Budget and invite local community to make written comments in respect of the IDP and Budget	Immediately after Tabling before Council	MFMA S22 & MSA S21A	Accounting Officer/CFO/Director Strategic Support Services/Budget & Costing Unit/IDP & PMS Unit
	Accounting officer publishes tabled budget, plans, and proposed revisions to IDP and submits to NT, PT and others as prescribed	Immediately after Tabling before Council	MFMA S22 & MSA S21A	Accounting Officer/CFO/Director Strategic Support Services/Budget & Costing Unit/IDP & PMS Unit
	Review written comments in respect of the Budget and IDP	April 2021	Best Practice	Executive Management/Budget & Costing Unit/IDP & PMS Unit
	Finalisation of the Municipal Strategies/Sector Plans, Objectives, KPA's, and KPI's and targets for inclusion in the final IDP & Budget			IDP & PMS Unit
	IDP Steering Committee Meeting			IDP & PMS Unit
	Public participation process launched through series of public meetings on the IDP and Budget			IDP & PMS Unit
	Review/finalisation of community inputs on the draft IDP & Budget			IDP Steering Committee/EXECMAN/BVM Management/IDP & PMS Unit
	District/Local Municipalities' Alignment of Strategies			IDP & PMS Unit
	Prepare departmental business plans linked to the IDP strategies, objectives, KPI's and targets			IDP & PMS Unit
	Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year	30 April 2021	MFMA S21	CFO
	Public meetings on the draft IDP & Budget, Council debate/consideration of community input on Budget and Plans.			MM/IDP/CFO
	Submission of 2020/21 Q3 performance inputs by BVM Management			Executive Management/BVM Management/IDP & PMS Unit

BREDE VALLEY MUNICIPALITY TIME SCHEDULE- IDP, BUDGET AND PMS

	Tabling & submission of Q3 SDBIP Performance Report (for third quarter of 2020/21) to Council & stakeholders		MSA S41 (1)(e); MFMA S52 (d); MPPR Reg. 14	Director Strategic Support Services/IDP & PMS Unit
	Refinement & finalisation of Municipal Strategies/Plans, Objectives, KPA's, KPI's and targets and inclusion into 2020/21 IDP Review report			IDP & PMS Unit
	S57 Managers' informal quarterly assessments (for third quarter of 2020/21)			Executive Management/BVM Management/IDP & PMS Unit
	Review annual organisational performance targets		MPPR Reg. 11	MM/IDP & PMS Unit
APPROVAL PHASE				
May 2021	Accounting officer assists the Mayor in preparing the final IDP & Budget documentation for Council's consideration & approval at least 30 days before the start of the new fiscal year taking into account consultative processes and any other new information	May 2021	MFMA S23	Executive Management/Executive Mayor/Council
	Convene IDP Representative Forum			IDP & PMS Unit
	EXCO recommends adoption of the IDP to Council			Council/Executive Management/IDP & PMS Unit
	Council to consider approval/adoption of the IDP, Budget and all other associated documentation as legislatively prescribed (e.g. sectoral plans, taxes and tariffs, budget related policies, etc.) at least 30 days before start of budget year	31 May 2021	MFMA S23, 24; MSA Ch 4	CFO/Council
	Publish the IDP, Budget and all other associated documentation as legislatively prescribed on the municipal website	Within 5 days of adoption	MFMA S75; MSA S21A	Budget & Costing Unit/IDP & PMS Unit
	Consider community input into the municipality's SDBIP (KPIs and targets)			IDP & PMS Unit
	JUNE 2021	Submission of the approved Budget, IDP & other associated documentation as legislatively prescribed to National (NT) & Provincial Government (PT, DLG & DEADP)	Within 10 working days after Council approval	MBRR 20
Give notice to the public of the adoption of the IDP, Budget and other associated documentation as legislatively prescribed		Within 10 working days after Council approval	MSA S21A; MSA S25 (4)(a); MBRR 18	Accounting Officer/CFO/Director SSS/Budget & Costing Unit/IDP & PMS Unit
Submission of 2 nd (final) draft SDBIP & S57 Performance Agreements to the Executive Mayor, no later than 14 days after the approval of the Budget			MFMA S69(3)	Executive Mayor/Executive Management/IDP PMS Unit

BREED VALLEY MUNICIPALITY TIME SCHEDULE- IDP, BUDGET AND PMS

	Conclusion & submission of the final TL SDBIP to the Executive Mayor for approval within 28 days after approval of the budget; coupled with the finalisation and conclusion of the annual S57 Performance Agreements by no later than 30 days after commencement of the new financial year (note: the S57 Performance Agreements will be concluded & published in July should it not be finalised within June)		MFMA S53; MSA S 38-45, 57(2)	Executive Mayor/Executive Management/IDP & PMS Unit
	Publication of approved SDBIP & S57 Performance Agreements on the municipal website/social media/local media & circulation thereof to National Government (NT) and Provincial Government (PT & DLG – MEC for Local Government)		MFMA S53(3); MBRR 19	IDP & PMS Unit
	Send reminder to BVM Management to submit their performance inputs for the 2020/21 Q4 SDBIP Performance Report		MSA S41 (1)(e); MFMA S52 (d)	IDP & PMS Unit

INTERGOVERNMENTAL ALIGNMENT

District/Provincial Alignment	Municipal First Quarter	2020/07/01	2020/09/30	
	District IDP Managers Forum	September 2020 (TBC)		Manager: IDP
	Provincial IDP Managers Forum	September 2020 (TBC)		DLG: IDP Directorate
	JDA Interface Team Engagement	TBC		Provincial Team/CWDM/Manager: IDP
	Municipal Second Quarter	2020/10/01	2020/12/31	
	Strategic Integrated Municipal Engagement (SIME)	November 2020		Provincial Government & Municipalities
	District IDP Managers Forum	November 2020 (TBC)		Manager: IDP
	Provincial IDP Managers Forum	November 2020 (TBC)		DLG: IDP Directorate
	JDA Interface Team Engagement	TBC		Provincial Team/CWDM/Manager: IDP

BREED VALLEY MUNICIPALITY TIME SCHEDULE- IDP, BUDGET AND PMS

Municipal Third Quarter	2021/01/01	2021/03/31	
Mid-year budget and performance assessment visits	2021/01/01	2021/03/31	Provincial Treasury
Technical Integrated Municipal Engagement (TIME) / MGRO	February 2021		PT/DLG/MM's/CFO's
IDP Indaba	February 2021		Provincial Departments & Municipalities
District IDP Managers Forum	February 2021 (TBC)		Manager: IDP
Provincial IDP Managers Forum	TBC		DLG: IDP Directorate
JDA Interface Team Engagement	TBC		Provincial Team/CWDM/Manager: IDP
Municipal Fourth Quarter	2021/04/01	2021/06/30	
IDP, Budget and Benchmark Assessments	2021/04/01	2021/05/31	Provincial Departments & Municipalities
District IDP Managers Forum	April & June 2021 (TBC)		Manager: IDP
Provincial IDP Managers Forum	1 st week in June 2021		DLG: IDP Directorate
JDA Interface Team Engagement	TBC		Provincial Team/CWDM/Manager: IDP

Council should note that these are planned activities earmarked for implementation throughout the 2020/21 financial year, in relation to the compilation and finalisation of the 2021/22 IDP and Budget and the 2020/21 financial- & performance reporting cycle respectively. By approving the Time Schedule, Council confers authority to the Executive Mayor to alter the Time Schedule to comply with legislative prescripts, binding deadlines and changing/unforeseen/urgent circumstances that may become applicable throughout the process.

BREED VALLEY MUNICIPALITY TIME SCHEDULE- IDP, BUDGET AND PMS

3. KEY ACTIVITIES IN THE IDP, BUDGET AND PMS PROCESS (July - August 2021/22)

Below is a summary of the key activities planned for implementation within July and August of the 2021/22 financial year. These activities relate to the compilation & finalisation of the 2022/23 IDP & Budget and the 2021/22 Performance Management cycle respectively:

MONTH	ACTIVITIES	DUE DATE	LEGISLATION	RESPONSIBLE PERSON/STRUCTURE
ANALYSIS PHASE				
JULY 2021	Preparation of the draft 2022/23 IDP/Budget/Performance Management Process Plan (hereafter referred to as the Process Plan) for implementation in the 2021/22 financial period		MFMA S21(1)(b)	Executive Management/BVM Management//IDP & PMS Unit
	Executive/Senior Management to discuss & provide input on the draft Process Plan & to ensure internal alignment			Executive Management/BVM Management//IDP & PMS Unit
	Engagement with the District Municipality to ensure alignment of the draft Process Plan, followed by the submission thereof to the Provincial Government and District Municipality			PGWC/CWDM/IDP & PMS Unit
	Address provincial IDP Assessment findings (subject to the receipt of correspondence from the Provincial DLG)		MSA S31	DLG/Executive Management/BVM Management/IDP & PMS Unit
	Executive Mayor initiates planning for next three-year budget cycle in accordance with co-ordination role of budget process and review of previous year's budgeting process		MFMA S53	Executive Mayor/Executive Management
	Accounting Officer, Executive Management and Senior Management of municipality review options and contracts for service delivery		MSA S76-81	Executive Management/BVM Management
	Approve and announce new budget schedule and set up committees and forums after consultation on performance and changing needs			Executive Management
	Submission of 2020/21 Q4 performance inputs by BVM Management			Executive Management/BVM Management/IDP & PMS Unit
	Tabling & submission of Q4 SDBIP Performance Report (for last quarter of 2020/21) to Council & stakeholders		MSA S41 (1)(e); MFMA S52 (d); MPPR Reg. 14	Director Strategic Support Services/IDP & PMS Unit
	Finalisation of S57 Performance Agreements & submission to the Executive Mayor & Municipal Manager for approval by no later than 31 July 2021 (subject to not being concluded during June)		MFMA S69 MSA S57	Executive Mayor/Executive Management/IDP & PMS Unit

BREED VALLEY MUNICIPALITY TIME SCHEDULE- IDP, BUDGET AND PMS

	Tabling the approved SDBIP & S57 Performance Agreements in Council for notification purposes			Council/Executive Management/IDP & PMS Unit
	Commence with the preparation/review of Sector Plans for consideration/incorporation in the 2022/23 IDP & Budget			Executive Management/BVM Management
	Preparation of the 2020/21 draft Annual Financial Statements & collation of user input into the 2020/21 draft Annual Report & Annual Performance Report		MFMA S126(1)(a); MSA S46	Executive Management/BVM Management/IDP & PMS Unit
AUGUST 2021	Roll-Over Budget tabled to Council	Aug 2021	MFMA S28(2)(e), MBRR 23(5)	CFO/Budget & Costing Unit
	Executive Mayor tables the Process Plan in Council	Aug 2021	MFMA S21,22, 23 MSA S34	Council/IDP & PMS Unit
	Submit approved Process Plan to National Treasury, Provincial Treasury, Department of Local Government and the Cape Winelands District Municipality	Aug 2021		IDP & PMS Unit
	Publication of the approved Process Plan in order to meet AG audit requirements			IDP & PMS Unit
	Review comments received from DLG (where applicable) on the 2021/22 IDP document			IDP Steering Committee/IDP/PMS unit
	Self-assessment to identify gaps in the IDP process			IDP Steering Committee / IDP/PMS unit
	Review situational analysis to identify changing community needs and challenges			IDP Steering Committee / IDP/PMS unit
	Review of Municipal Strategies, Objectives, KPA's, KPI's and targets			IDP Steering Committee / IDP/PMS unit
	Accounting Officer submits final draft Annual Financial Statements and Annual Performance Report to the Auditor-General by 31 August 2021	Aug 2021	MFMA S126(1)(a); MSA S46	Accounting Officer/CFO/Director Strategic Support Services

Council should note that these are planned activities earmarked for implementation during July and August of the 2021/22 financial year, in relation to the compilation and finalisation of the 2022/23 IDP and Budget and the 2021/22 financial- & performance reporting cycle respectively. By approving the Time Schedule, Council confers authority to the Executive Mayor to alter the Time Schedule to comply with legislative prescripts, binding deadlines and changing/unforeseen/urgent circumstances that may become applicable throughout the process.

BREED VALLEY MUNICIPALITY TIME SCHEDULE- IDP, BUDGET AND PMS

4. PROPOSED IDP PUBLIC/WARD COMMITTEE ENGAGEMENT SESSIONS

FIRST ROUND: OCTOBER/NOVEMBER 2020 (WARD COUNCILLOR/WARD COMMITTEE ENGAGEMENTS)

DATE	WARD	VENUE	TIME
Monday, 05-Oct-2020	1	Touwsrivier Municipal Office	18:00
Tuesday, 06-Oct-2020	2 & 3	De Doorns Municipal Offices	18:00
Wednesday, 07-Oct-2020	18	Zwelethemba Community Hall	18:00
Wednesday, 07-Oct-2020	11 & 13	BVM Council Chambers	18:00
Thursday, 08-Oct-2020	16	Zwelethemba Community Hall	18:00
Thursday, 08-Oct-2020	9 & 10	BVM Council Chambers	18:00
Monday, 12-Oct-2020	6, 7 & 15	BVM Council Chambers & Committee Room	18:00
Tuesday, 13-Oct-2020	14	BVM Council Chambers	18:00
Tuesday, 13-Oct-2020	21	BVM Committee Room	18:00
Wednesday, 14-Oct-2020	4	De Doorns Municipal Offices	18:00
Wednesday, 14-Oct-2020	5	De Doorns Municipal Offices	18:00
Thursday, 15-Oct-2020	8	BVM Council Chambers	18:00
Thursday, 15-Oct-2020	19 & 20	Rawsonville Municipal Offices	18:00
Tuesday, 20-Oct-2020	17	BVM Council Chambers	18:00
Tuesday, 20-Oct-2020	12	BVM Council Chambers	18:00

- **It is currently uncertain how long COVID-19 will last and for how long gatherings will be prohibited. Therefore, any gatherings or meetings proposed shall be subject to the COVID Directions of the Minister for Local Government and any restrictions imposed. On this premise, the date, order, methodology, venue and time of meetings remain subject to change, and will be consulted and finalised with each Ward Councillor (and all applicable role players involved) prior to publication.**

BREED VALLEY MUNICIPALITY TIME SCHEDULE- IDP, BUDGET AND PMS

SECOND ROUND: MARCH/APRIL 2021 (PUBLIC ENGAGEMENTS)

DATE	WARD	VENUE	TIME
Tuesday, 02-Mar-2021	1	Steenvliet Hall	18:00
Wednesday, 03-Mar-2021	2 & 3	De Doorns MPC	18:00
Wednesday, 03-Mar-2021	18	Zwelethemba Community Hall	18:00
Thursday, 04-Mar-2021	11 & 13	Maranatha Church Hall	18:00
Thursday, 04-Mar-2021	16	Zwelethemba Community Hall	18:00
Tuesday, 09-Mar-2021	9 & 10	Esselen Park Primary School	18:00
Tuesday, 09-Mar-2021	6, 7 & 15	Worcester Town Hall	18:00
Wednesday, 10-Mar-2021	14	Victoria Park School	18:00
Wednesday, 10-Mar-2021	4	Orchard Primary School	18:00
Thursday, 11-Mar-2021	5	AME De Wet	18:00
Thursday, 11-Mar-2021	8	Zwelethemba Community Hall	18:00
Monday, 15-Mar-2021	21	Somerset School	18:00
Tuesday, 16-Mar-2021	19 & 20	Goudini High School	18:00
Tuesday, 16-Mar-2021	17	Zwelethemba Community Hall	18:00
Wednesday, 17-Mar-2021	12	Worcester Town Hall	18:00

- **It is currently uncertain how long COVID-19 will last and for how long gatherings will be prohibited. Therefore, any gatherings or meetings proposed shall be subject to the COVID Directions of the Minister for Local Government and any restrictions imposed. On this premise, the date, order, methodology, venue and time of meetings remain subject to change, and will be consulted and finalised with each Ward Councillor (and all applicable role players involved) prior to publication.**