

**EXTRACT FROM THE MINUTES OF THE MEETING OF THE NEWCASTLE MUNICIPAL COUNCIL, HELD IN THE CONFERENCE ROOM, SHOW HALL, NEWCASTLE ON WEDNESDAY, 2 OCTOBER 2019 AT 14:00**

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**PRESENT**

Councillor	S A	Yende	:	Speaker
Councillor	V V	Bam		
Councillor	S B	Buthelezi		
Councillor	E C J	Cronje		
Councillor	T J C	Danisa		
Councillor	X N M	Dladla		
Councillor	B S	Dlamini		
Councillor	T N	Dlamini		
Councillor	D X	Dube		
Councillor	N P	Dukashe		
Councillor	F P	Gama		
Councillor	V F	Hadebe		
Councillor	A	Khoza		
Councillor	B V	Khumalo		
Councillor	P J	Khumalo		
Councillor	V D	Kubeka		
Councillor	N K	Majozi		
Councillor	F A	Malinga		
Councillor	A M	Mbuli		
Councillor	R N	Mdluli		
Councillor	A P	Meiring		
Councillor	S G	Miya		
Councillor	H N	Mkhwanazi		
Councillor	S W	Mngomezulu		
Councillor	N G	Mnguni		
Councillor	A S	Mokoena		
Councillor	M V	Molefe		
Councillor	R M	Molelekoa		
Councillor	M V	Mthembu		
Councillor	P B	Mwali		
Councillor	V P	Mzima		
Councillor	T M	Ndaba		
Councillor	R B	Ndim		
Councillor	S S	Ndlangamandla		
Councillor	M S	Ndlovu		
Councillor	P F	Ndlovu		
Councillor	M E	Ngcobo		
Councillor	B C	Ngema		
Councillor	D R	Ngema		
Councillor	D	Ngwenya		
Councillor	C L	Nhlapho		
Councillor	S J	Nhlapho		
Councillor	S N	Nkosi		
Councillor	J B	Nkwanazi		
Councillor	T M	Nzuza		
Councillor	S E	Shabangu		
Councillor	M	Shunmugam		
Councillor	D M	Sibilwane		
Councillor	L T	Sikhosane		
Councillor	J S	Sithole		
Councillor	G M B	Thwala		
Councillor	L G	Thwala		
Councillor	S M	Thwala		

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Councillor	V G	Zondo
Councillor	N S	Zulu
Councillor	S J	Zulu
Councillor	S Z	Zulu
Councillor	T M	Zulu

Inkosi	B D	Khumalo	:	Traditional Leader
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**ABSENT WITH APOLOGY**

Councillor	L L	Bosman
Councillor	C Y	Liu
Councillor Dr	N N G	Mahlaba
Councillor	T P	Mkhwanazi
Councillor	M S	Mlangeni
Councillor Dr	J A	Vorster
Councillor	M F	Zikhali

**ABSENT WITHOUT APOLOGY**

Councillor	M V	Buhali
Councillor	N A	Zwane

Inkosi	C S	Kubheka	:	Traditional Leader
Inkosi	B S	Radebe	:	Traditional Leader

**CM73 : NEWCASTLE MUNICIPALITY FINAL IDP/BUDGET/PMS PROCESS PLAN : 2020/2021: (DP&HS 13/15/6)**

**RESOLVED**

- (a) That the Newcastle Local Municipality Final IDP/Budget/PMS process plan (2020/2021) be approved in order to give guidance to the IDP/Budget/PMS preparation process;
- (b) that it be noted that the approved Newcastle Local Municipality final IDP/Budget/PMS process plan (2020/2021) will be submitted to the MEC of the KwaZulu-Natal Department of Co-operative Governance and Traditional Affairs and any other government sector department, as per the requirements of the relevant legislation;
- (c) that it be noted that the approved Newcastle Local Municipality Final IDP/Budget/PMS process plan (2020/2021) will be placed on the municipal official website and advertised for public notice.

I, the undersigned, **MUZI JUSTICE MAYISELA**, in my capacity as **ACTING MUNICIPAL MANAGER** to the Newcastle Municipal Council, hereby certify the above as a true extract from the minutes of the continuation meeting held on 26 September 2019.

  
**M.J. MAYISELA**  
**ACTING MUNICIPAL MANAGER**

Newcastle

### 3.1. BUDGET PROCESS PLAN FOR 2020/2021, 2021/22 & 2022/23 MULTI-TERM BUDGET.

DATE	ACTIVITY	RESPONSIBILITY
August 2019	<ul style="list-style-type: none"> <li>10 months before start of the budget year: Tabling of time schedule outlining key deadlines to the municipal Council as per MFMA S21 (b).</li> <li>mSCOA and Budget Steering Committee meets to discuss new mSCOA requirements</li> <li>Roll over process begins</li> </ul>	Mayor/MM
September 2019	<ul style="list-style-type: none"> <li>Advertising of budget and IDP time schedule.</li> <li>Conclude initial consultation and review policies, confirm priorities, identify other financial and non-financial parameters including government allocations, and the financial outlook in order to needs and to review fiscal strategies.</li> </ul>	MM/CFO
October 2019	<ul style="list-style-type: none"> <li>Meeting with Mayor, Exco and Manco to discuss the strategic direction and objectives for the 2019/20 fiscal strategies and to discuss the budget preparation process of the budget framework to provide parameters and request budget inputs for 2019/2020.</li> <li>Compilation of Salary Budget.</li> <li>Assess impact on tariffs and charges.</li> <li>Finalize inputs from bulk resource providers (NERSA, uThukela) and agree on proposed price increase. Submit all Budget related policies for review.</li> </ul>	MM/BTO BTO
November 2019	<ul style="list-style-type: none"> <li><b>Revenue assumptions</b></li> <li><b>Fixed cost projections</b></li> <li>Preparation of budget guidelines</li> <li>Submission of guidelines to portfolio for comments</li> <li>Submission of budget guidelines to EXCO for approval</li> </ul>	BTO/HR
December 2019	<ul style="list-style-type: none"> <li>Submission of budget guidelines to Departments( First week)</li> <li>Departmental visit to departments (second week December)</li> <li>Budget will be captured on the financial system</li> </ul>	BTO
January 2020	<ul style="list-style-type: none"> <li>Preparation of Mid-year Review</li> <li>Mid-year submitted to portfolio, EXCO &amp; Council (before 25 January)</li> <li>Review the proposed National and Provincial allocations for incorporation into the draft budget.</li> <li>Report back on progress with Budget inputs.</li> </ul>	BTO/MANCO
February 2020	<ul style="list-style-type: none"> <li>Finalize detailed operational and capital budget, finalize all budget related policies.</li> <li><b>Budget/IDP Strategic Workshop</b> to discuss budget inputs, link capital and operational plans to the IDP, and determine proposed tariffs.</li> <li>Link all IDP projects to budget &amp; PMS</li> </ul>	Extended MANCO and EXCO
March 2020	<p><b>Budget Workshop:</b></p> <ul style="list-style-type: none"> <li>Discussion of budget inputs, link capital and operational plans to IDP and determine proposed tariffs.</li> <li>Validation of budget on the financial system</li> </ul>	EXCO MANCO

<b>DATE</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>
<b>March 2020</b>	<b>Draft Budget:</b> <ul style="list-style-type: none"> <li>• 90 days before the start of the budget year, Council must consider approval of the draft budget.</li> <li>• Submit the draft multi-term operational and capital budget and all budget related policies for approval.</li> <li>• Submission of approved budget both printed and electronically to COGTA, National and Provincial Treasury.</li> <li>• Make public notice in terms of S22, 75 of the MFMA and 21A of the Municipal Systems Act.</li> </ul>	<b>MAYOR, MM, CFO</b>
<b>April 2020</b>	<b>Public Consultation Process:</b> <ul style="list-style-type: none"> <li>▪ Public Consultation on draft budget throughout the municipality in terms of Chapter 4 of the Municipal Systems Act.</li> <li>▪ Engagement with Provincial Treasury to discuss draft budget</li> </ul>	<b>MAYOR EXCO MM CFO</b>
<b>May 2020</b>	<b>Respond to Public Comments in terms of S23 of the MFMA.</b> <ul style="list-style-type: none"> <li>• Response to public comments and sector comments. Incorporate recommendations into draft budget.</li> <li>• Bilateral engagement with Provincial Treasury.</li> </ul>	<b>MAYOR BTO MM</b>
<b>May 2020</b>	<b>Approval of Final Budget – MFMA S24.</b> <ul style="list-style-type: none"> <li>• Approve the final multi-term operational and capital budget together with the adoption of resolutions that may be necessary.</li> </ul>	<b>COUNCIL</b>
<b>June 2020</b>	<b>Publication of Annual Budget.</b> <ul style="list-style-type: none"> <li>• Submission of the approved budget printed and electronically to COGTA, National and Provincial Treasury, S22(b).</li> <li>• Make public notice in terms of S22(a), 75 of the MFMA and 21A of the Municipal Systems Act.</li> <li>• Validation of budget on the financial system.</li> <li>• Submission of locking certificate in terms of S74(1) of the MFMA.</li> </ul>	<b>MM BTO</b>