

Time Schedule

August 2018 - July 2019



30 AUGUST 2018

1. ACRONYMS

MSA	Municipal Systems Act 32 of 2000
MPPMR	Municipal Planning and Performance Management Regulations, 2001
MFMA	Municipal Finance Management Act 56 of 2003
MPR	Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006
MBRR	Municipal Budget and Reporting Regulations, 2009
SPLUMA	Spatial Planning and Land Use Planning Act 2013
WCLUPA	Western Cape Land Use Planning Act 2014
MSDF	Municipal Spatial Development Framework
BYLAW	Swartland Municipality : Land Use Planning Bylaw, 2017

2. GENERAL LEGAL REQUIREMENTS RELEVANT TO IDP / BUDGET PROCESS

2.1 MSA Section 21A(1): Documents to be made public

All documents that must be **made public** by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community -

- by displaying the documents at the municipality's head and satellite offices and libraries;
- by displaying the documents on the municipality's official website, **and**
- by notifying the local community, in accordance with **section 21**, of the place, including the website address, where detailed particulars concerning the documents can be obtained.

2.2 Municipal Systems Act, Section 21(1):

When anything must be notified by a municipality through the media to the local community in terms of this Act or any other applicable legislation, it must be done -

- in the local newspaper or newspapers of its area;
- in a newspaper or newspapers circulating in its area and determined by the council as a newspaper of record; **or**
- by means of radio broadcasts covering the area of the municipality.

2.3 MBRR Regulation 5: Quality certification

Whenever an annual budget and supporting documentation, an adjustments budget and supporting documentation or an in-year report of a municipality is submitted to the mayor, tabled in the municipal council, made public or submitted to another organ of state, it must be accompanied by a quality certificate complying with Schedule A, B or C, as the case may be, and signed by the municipal manager.

3. KEY DEADLINES PER MONTH

AUGUST 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	
5	6	7	8	9	10	11	9 Aug: National Women's Day
12	13	14	15	16	17	18	14 Aug: Mayoral Committee
19	20	21	22	23	24	25	
26	27	28	29	30	31		30 Aug: Council Meeting

Task	Date	Legal Reference
Submit memorandum to Mayoral Committee to amend MSDF	15 Aug	BY-LAW Section 3(1): When the Council compiles or amends its municipal spatial development framework in accordance with the Municipal Systems Act, the Council must as contemplated in section 11 of the Land Use planning Act- (a) Establish an intergovernmental steering committee to compile or amend its municipal spatial development framework; or (b) Refer its draft municipal spatial development framework or draft amendment of its municipal spatial development framework to the Provincial Minister for comment.

Task	Date	Legal Reference
Submit intention to amend MSDF to Provincial Minister	17 Aug	BY-LAW Section 3(2)(b): The municipality must inform the Provincial Minister in writing of - (i) the intention to compile or amend the municipal spatial development framework; (ii) its decision in terms of subsection (1)(a) or (b); and (iii) the process to be followed to compile or amend the municipal spatial development framework, including the process contemplated in subsection (2)(a)(ii)
Publish notices in newspapers to inform intention to amend MSDF and process to follow	22 Aug	BY-LAW Section 3(2)(a): Publish a notice in two of the official languages of the Province most spoken in the area in two newspapers circulating in the area concerned of - (i) the intention to compile or amend the municipal spatial development framework; and (ii) the process to be followed, in accordance with section 28(3) and 29 of the Municipal Systems Act
External Audit Committee and MPAC: Evaluation of the annual financial statements and Annual Performance Report	22 Aug	
Time schedule of key deadlines: ▪ Submit to Mayoral Committee	14 Aug	MFMA Section 21(1)(b): The mayor of a municipality must at least 10 months before the start of the budget year , table in council a time schedule outlining key deadlines for - (i) the preparation, tabling and approval of the annual budget; (ii) the annual review of- (aa) the IDP in terms of section 34 of the Municipal Systems Act; and (bb) the budget-related policies; (iii) the tabling and adoption of any amendments to the IDP and the budget-related policies; and (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).
▪ Submit to Council	30 Aug	
▪ Submit to the Provincial Treasury, Department of Local Government and the West Coast District Municipality	31 Aug	
Panel evaluation of the 2017/2018 performance	31 Aug	MPR Regulation 27(4): Evaluation panel (d) For the municipal manager: (i) Executive Mayor ; (ii) Chairperson of the performance audit committee; (iii) Member of the mayoral committee; (iv) Mayor and/or municipal manager from another municipality; and (v) Member of a ward committee as nominated by the Executive Mayor. (e) For managers directly accountable to the municipal manager: (i) Municipal Manager; (ii) Chairperson of the performance audit committee; (iii) Member of the mayoral committee; and (iv) Municipal manager from another municipality.
Submit annual financial statements and annual performance report to the Auditor-General for auditing	Before 31 Aug	MSA Section 126(1)(a): The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing. MSA Section 46(1): A municipality must prepare for each financial year a performance report reflecting (a) the performance of the municipality and of

Task	Date	Legal Reference
		<p>each external service provider during that financial year;</p> <p>(b) a comparison of the performances referred to in paragraph (a) with targets set for and performances in the previous financial year; and</p> <p>(c) measures taken to improve performance.</p> <p>(2) An annual performance report must form part of the municipality's annual report in terms of Chapter 12 of the Municipal Finance Management Act.</p>

SEPTEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	19 Sep: Mayoral Committee
23	24	25	26	27	28	29	24 Sep: Heritage Day; 28 Sep: Schools close
30							

Task	Date	Legal Reference
Commence with the multi-year capital and operating budget	3 Sep	
Commence with setting up spreadsheets for budget submissions (Budget Office)	3 Sep	
Submit the performance assessment results of the municipal manager to the MEC for local government	3 Sep	MPR Regulation 34(3): The performance assessment results of the municipal manager must be submitted to the MEC responsible for local government in the relevant province as well as the national minister responsible for local government, within fourteen (14) days after the conclusion of the assessment.
MSDF Strategy Workshop 1 (councillors, municipal manager, directors and selected senior managers). SDF project committee to reconcile views and opinions on specific focus areas including housing, cemeteries and institutional needs.	7 Sep	MSA Section 56(2): The executive mayor must – (a) Identify the needs of the municipality; (b) Review and evaluate those needs in order to priority.
Sessions with Ward Committees: <ul style="list-style-type: none"> ▪ Wards 5+6 ▪ Wards 7+9 ▪ Wards 3+4 ▪ Wards 1+2 ▪ Wards 11+12 ▪ Wards 8+10 	25 Sept 26 Sept 27 Sept 1 Oct 2 Oct 3 Oct	MSA Section 29(1)(b): The process followed by a municipality to draft its IDP, including its consideration and adoption of the draft plan, must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for - (i) the local community to be consulted on its development needs and priorities; (ii) the local community to participate in the drafting of the IDP; and (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on drafting of IDP.
Distribute operating budget spreadsheets to departments for purposes of multi-year request verification	28 Sep	

OCTOBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	9 Oct: Schools open
14	15	16	17	18	19	20	17 Oct: Mayoral Committee
21	22	23	24	25	26	27	25 Oct: Council Meeting
28	29	30	31				

Task	Date	Legal Reference
Commence with salary, vehicle and operating budget	1 Oct	
Distribute capital budget spreadsheets to departments	15 Oct	
IDP and Budget Strategy Workshop (Mayoral Committee, municipal manager, directors and selected senior managers) on the IDP review and budget.	17+18 Oct	
Submit Section 52 Report to Council	25 Oct	MFMA 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.
Submit Section 52 Report to the National Treasury and the relevant provincial treasury	29 Oct	MBRR Regulation 31(1)(c): The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.
Deadline for operating budget inputs, e.g. salary budget and vehicle budget	31 Oct	

NOVEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	22 Nov: Mayoral Committee
25	26	27	28	29	30		

Task	Date	Legal Reference
District wide Strategy Workshop (municipal managers and top management of district and local municipalities and WC Government).	Nov	
Determine possible tariff increases for water and electricity	Nov	
Audit Outcomes released internally	Nov	
Deadline for capital budget inputs from departments	2 Nov	
Due date for final adjustment budget submissions	16 Nov	
MSDF Strategy Workshop 2 (councillors, municipal manager, directors and selected senior managers). SDF project committee to reconcile views and opinions on specific focus areas including housing, cemeteries and institutional needs.	23 Nov	MSA Section 56(2): The executive mayor must – (a) Identify the needs of the municipality; (b) Review and evaluate those needs in order to priority.

DECEMBER 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	12 Dec: Schools close; 12 Dec: Mayoral Committee
16	17	18	19	20	21	22	16 Dec: Day of Reconciliation, 17 Dec: Public holiday
23	24	25	26	27	28	29	25 Dec: Christmas Day; 26 Dec: Day of Goodwill
30	31						

Task	Date	Legal Reference
Prepare first draft of amendment of MSDF	Dec/Jan	SPLUMA Section 7 and 21 WCLUPA Section 10 BY-LAW Section 7
Finalise first draft of departmental operational plans and SDBIP for review against strategic priorities	Dec/Jan	
Commence with compilation of Adjustments Budget (B Schedule and Report)	3 Dec	
Commence with compilation of midyear budget and performance assessments report	3 Dec	MBRR Regulation 34(2): When making public the midyear report in January, the municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the midyear budget and performance assessment, including - (a) summaries in alternate languages predominant in the community; and (b) information relevant to each ward in the municipality.
Workshop with SMAF members and other invited stakeholders	5 Dec	

JANUARY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5	1 Jan: New Year's Day
6	7	8	9	10	11	12	9 Jan: Schools open
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	23 Jan: Mayoral Committee
27	28	29	30	31			31 Jan: Council

Task	Date	Legal Reference
Budget: <ul style="list-style-type: none"> Finalise in the prescribed formats incorporating National & provincial budget allocations Integrate and align to IDP documentation Finalise budget policies 	Jan+Feb	
Annual Report: <ul style="list-style-type: none"> Submit to Mayoral Committee Submit to Council 	23 Jan 31 Jan	MFMA Section 127(2): 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.
Section 72 mid-year assessment report: <ul style="list-style-type: none"> Submit to Mayoral Committee Submit to Provincial Treasury and National Treasury Submit to Council 	23 Jan 25 Jan 31 Jan	MFMA Section 72(1): The accounting officer of a municipality must by 25 January of each year - (a) assess the performance of the municipality during the first half of the financial year; and (b) submit a report on such assessment to- (i) the mayor of the municipality; (ii) the National Treasury; and (iii) the relevant provincial treasury MFMA Section 54(1)(f): The mayor must, in the case of a section 72 report, submit the report to the council by 31 January of each year . MBRR Regulation 35(1): The municipal manager

Task	Date	Legal Reference
		must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form - (a) the mid-year budget and performance assessment by 25 January of each year ; and (b) any other information relating to the mid-year budget and performance assessment as may be required by the National Treasury.
Adjustments Budget:		MFMA Section 28(1): A municipality may revise an approved annual budget through an adjustments budget.
▪ Submit to Budget Steering Committee	22 Jan	
▪ Submit to Mayoral Committee	23 Jan	
▪ Submit to Council	31 Jan	MBRR Regulation 23(1): An adjustments budget may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year .
First draft of the amended MSDF:		SPLUMA Section 20(2): The municipal spatial development framework must be prepared as part of a municipality's integrated development plan with the provisions of the MSA WCLUPA Section 13(1): The municipality must submit a draft amendment of a spatial development framework to the provincial Minister for written comment. BYLAW Section 7(1)(b): The project committee must compile a first draft of the amendment of the municipal spatial development framework and submit to the Council to approve the publication thereof for public comment.
Make the midyear budget and performance assessment public by placing it on the municipal website. Make public any other information that the municipal council considers appropriate to facilitate public awareness of the midyear budget and performance assessment.	28 Jan	MBRR Regulation 34: (1) Within five working days of 25 January each year the municipal manager must make the midyear budget and performance assessment public by placing it on the municipal website. (2) The municipal manager must make public any other information that the municipal council considers appropriate to facilitate public awareness of the midyear budget and performance assessment, including - (a) summaries in alternate languages predominant in the community; and (b) information relevant to each ward in the municipality.
Submit Section 52 Report to Council	31 Jan	MFMA 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

FEBRUARY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
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3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	20 Feb: Mayoral Committee
24	25	26	27	28			

Task	Date	Legal Reference
Submit draft amendment of the MSDF to Provincial Minister for written comments	1 Feb	WCLUPA Section 13(1)(a): If an intergovernmental steering committee contemplated in section 12 is not established, the municipality must submit a draft municipal spatial development framework or draft amendment of a municipal spatial development framework to the Provincial Minister for written

Task	Date	Legal Reference
		<p>comment.</p> <p>BYLAW Section 7(1)(c): If the Council does not establish an intergovernmental steering committee to compile or amend its municipal spatial development framework, the project committee must, after approval of the first draft of the municipal spatial development framework or first draft of the amendment of the municipal spatial development framework for publication contemplated in paragraph (b), submit the first draft of the municipal spatial development framework or first draft of the amendment of the municipal spatial development framework to the Provincial Minister for comment in terms of section 13 of the Land Use Planning Act.</p>
<p>Invite the public to submit written representation on amendment of SDF. Open days to be held:</p> <ul style="list-style-type: none"> ▪ Yzerfontein Community Hall ▪ Darling Community Hall ▪ Wesbank Community Hall ▪ Riebeek West Town Hall ▪ Moorreesburg Library Hall ▪ Abbotsdale Community Hall ▪ Chatsworth Library 	<p>Feb</p>	<p>SPLUMA Section 20(3): Before adopting the municipal spatial development framework contemplated in subsection (1) and any proposed amendments to the municipal spatial development framework, the Municipal council must -</p> <p>(a) Give notice of the proposed municipal spatial development framework in the Gazette and the media;</p> <p>(b) Invite the public to submit written representations in respect of the proposed municipal spatial development framework to the Municipal Council within 60 days after the publication of the notice referred to in paragraph (a); and</p> <p>(c) Consider all representations received in respect of the proposed municipal spatial development framework.</p> <p>WCLUPA Section 13:</p> <p>(1) If an intergovernmental steering committee contemplated in section 12 is not established, the municipality -</p> <p>(a) must submit a draft municipal spatial development framework or draft amendment of a municipal spatial development framework to the Provincial Minister for written comment; and</p> <p>(b) may not adopt its municipal spatial development framework or approve an amendment thereof until -</p> <p>(i) the municipality has received and considered the comments referred to in subsection (2); or</p> <p>(ii) the end of the period referred to in subsection (2) and if no comments were received from the Provincial Minister during that period.</p> <p>(2) The Provincial Minister must, within 60 days of receiving a draft municipal spatial development framework or draft amendment of a municipal spatial development framework in terms of subsection (1)(a), submit written comments thereon to the municipality.</p> <p>(3) The period referred to in subsection (2) may be extended with the concurrence of the municipality.</p> <p>BYLAW Section 7(1)(b): If the Council does not establish an intergovernmental steering committee to compile or amend its municipal spatial development framework, the project committee must, after adoption of the status quo report, compile a first draft of the municipal spatial development framework or first draft of the</p>

Task	Date	Legal Reference
		<i>amendment of the municipal spatial development framework and submit it to the Council to approve the publication thereof for public comment.</i>
Submit Section 52 Report to the National Treasury and the relevant provincial treasury	5 Feb	MBRR Regulation 31(1)(c): <i>The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.</i>
Make revisions to the SDBIP following approval of an adjustments budget	Feb	MFMA Section 54(1)(c): <i>On receipt of a statement or report submitted in terms of section 71 or 72, the mayor must consider and, if necessary, make any revisions to the SDBIP, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget.</i>
Annual review KPI's and performance targets	Feb+Mar	MPPMR Regulation 11: <i>(1) A municipality must review its KPI's annually as part of the performance review process referred to in regulation 13. (2) Whenever a municipality amends its IDP in terms of section 34 of the Act, the municipality must review those KPI's that will be affected by such amendment.</i> MPPMR Regulation 12: <i>(1) A municipality must, for each financial year, set performance targets for each of the KPI's set by it.</i>
Compile draft SDBIP for next financial year	Feb	MBRR Regulation 15(3)(b): <i>When submitting the annual budget to the National Treasury and the relevant provincial treasury, the municipal manager must also submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form, the draft SDBIP.</i>
Review the Long term Financial Plan	Feb	MSA Section 26(h): <i>An IDP must reflect a financial plan, which must include a budget projection for at least the next three years.</i>
Review the IDP and area plans	Feb	
Finalise detailed operating and capital budgets in the prescribed formats incorporating National and Provincial budget allocations, integrate and align to IDP documentation and draft SDBIP, finalise budget policies including tariff policy	Feb	
Note any provincial and national allocations to municipalities (DORA and Prov Gazette) for incorporation into budget	Feb	
Annual Report:		MFMA Section 127(5): <i>Immediately after an annual report is tabled in the council in terms of subsection (2), the accounting officer of the municipality must -</i>
<ul style="list-style-type: none"> ▪ Submit to the Auditor-General, Provincial Treasury and provincial department responsible for local government 	1 Feb	<i>(a) in accordance with section 21A of the Municipal Systems Act -</i>
<ul style="list-style-type: none"> ▪ Make public* and invite comments from the local community <p><i>* See paragraph 2.1 and 2.2 of this document</i></p>	5+6 Feb	<i>(i) make public the annual report; and (ii) invite the local community to submit representations in connection with the annual report. (b) submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.</i>
Post Adjustments Budget and Annual Report on the website	4 Feb	

Task	Date	Legal Reference
Make public* the Adjustments Budget <i>* See paragraph 2.1 and 2.2 of this document</i>	5+6 Feb	MBRR Regulation 26(1): <i>Within 10 working days after the municipal council has approved an adjustments budget, the municipal manager must make public the approved adjustments budget and supporting documentation, as well as the resolutions referred to in regulation 25(3).</i>
Submit the approved adjustments budget to Provincial Treasury and National Treasury	Before 14 Feb	MBRR Regulation 24(1): <i>The municipal manager must comply with section 28(7) of the Act within 10 working days after the mayor has tabled an adjustments budget in the municipal council</i>
Submit revised SDBIP to the Mayoral Committee (following approval of an adjustments budget)	20 Feb	MFMA Section 54(1)(c): <i>On receipt of a statement or report submitted in terms of section 71 or 72, the mayor must consider and, if necessary, make any revisions to the SDBIP, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget</i>
Make public* any revisions of the SDBIP <i>* See paragraph 2.1 and 2.2 of this document</i>	26+27 Feb	(3) <i>The mayor must ensure that any revisions of the SDBIP are made public promptly.</i>
Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three fin years	Before 28 Feb	MFMA Section 37(2): <i>The accounting officer of a municipality responsible for the transfer of any allocation to another municipality must, by no later than 120 days before the start of its budget year, notify the receiving municipality of the projected amount of any allocation proposed to be transferred to that municipality during each of the next 3 fin years.</i>
Preliminary approval of electricity tariff increase for submission to NERSA	28 Feb	

MARCH 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	15 Mar: Schools close
17	18	19	20	21	22	23	20 Mar: Mayoral Committee; 21 Mar: Human Rights Day
24	25	26	27	28	29	30	28 Mar: Council
31							

Task	Date	Legal Reference
Annual Report:		
▪ MPAC Meeting – Oversight Report	12 Mar	
Table draft IDP Review and budget in Council		MFMA Section 16:
▪ Budget Steering Committee	19 Mar	(1) <i>The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.</i>
▪ Submit to Mayoral Committee	20 Mar	(2) <i>In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.</i>
▪ Submit to Council	28 Mar	
Draft SDBIP		MBRR Regulation 15(3)(b): <i>When submitting the annual budget to the National Treasury and the relevant provincial treasury, the municipal manager must also submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form, the draft SDBIP.</i>
▪ Submit to Mayoral Committee	20 Mar	
▪ Submit to Council	28 Mar	

Task	Date	Legal Reference
Annual Report:		MFMA Section 121(1): The council of a municipality must within nine months after the end of a financial year deal with the annual report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with section 129
<ul style="list-style-type: none"> Consider and approve, reject or refer back the annual report at a council meeting 	28 Mar	
<ul style="list-style-type: none"> Adopt an oversight report providing comments on the annual report 	28 Mar	
<ul style="list-style-type: none"> Submit copies of the minutes of those meetings to the Auditor General, the relevant provincial treasury and the provincial department for local government 	4 Apr	MFMA Section 129(1): The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing the council's comments on the annual report. MFMA Section 129(2)(b): The accounting officer must submit copies of the minutes of those meetings to the Auditor General, the relevant provincial treasury and the provincial department responsible for local government in the province.
<ul style="list-style-type: none"> Submit copies of the annual report and oversight report(s) to the provincial legislator 	4 Apr	MFMA Section 132: (1) The following documents must be submitted to the provincial legislature: (a) The annual report ; and (b) all oversight reports on those annual reports adopted in terms of section 129(1). (2) The accounting officer of a municipality must submit the documents referred to in subsection (1) (a) and (b) to the provincial legislature within seven days after the municipal council has adopted the relevant oversight report in terms of section 129(1).

APRIL 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	2 Apr: Schools open
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	17 Apr: Mayoral Committee; 19 Apr: Good Friday
21	22	23	24	25	26	27	22 Apr: Family Day; 25 Apr: Council; 27 Apr: Freedom Day
28	29	30					

Task	Date	Legal Reference
Post on the website: <ul style="list-style-type: none"> Budget documents Draft IDP Review Annual Report and Oversight Report 	1 Apr	
Consider comments received from Provincial Minister and public on MSDF	Apr	WCLUPA Section 13(1)(b): Consider comments from Provincial Minister BYLAW Section 7(1)(d): Consider comments from Provincial Minister
Submit the draft IDP Review, draft SDBIP and budget to the Local Government, Provincial Treasury, National Treasury and other affected organs of state	8 Apr	MFMA Section 22(b): Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must submit the annual budget -- (i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and (ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget. MBRR Regulation 15(3): When submitting the annual budget to the National Treasury and the relevant provincial treasury the municipal manager must also submit, in both printed and electronic form - (a) the supporting documentation as tabled in the municipal council;

Task	Date	Legal Reference
		<p>(b) the draft SDBIP; and (c) any other information as may be required by the National Treasury</p> <p>MBRR Regulation 15(4): The municipal manager must send copies of the annual budget and supporting documentation, in both printed and electronic form, to any other municipality affected by the annual budget within 10 working days of the annual budget being tabled in the municipal council.</p>
Submit the draft IDP Review to the District Municipality	8 Apr	MSA Section 29(3)(b): A local municipality must draft its IDP, taking into account the integrated development processes of, and proposals submitted to it by the district municipality.
<p>Make public* the draft IDP Review, the review of KPI's and performance targets, as well as the annual budget and invite the community to submit representations <i>* See paragraph 2.1 and 2.2 of this document</i></p>	9+10 Apr	<p>MSA Section 42: A municipality, through appropriate mechanisms, processes and procedures established in terms of Chapter 4, must allow the community to participate in the setting of appropriate key performance indicators and performance targets for the municipality.</p> <p>MFMA Section 22(a): Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must in accordance with Chapter 4 of the Municipal Systems Act -</p> <p>(i) Make public the annual budget and the documents referred to in Section 17(3); and (ii) invite the local community to submit representations in connection with the budget;</p> <p>MBRR Regulation 15(1): When making public the annual budget and supporting documentation the municipal manager must also make public any other information that the municipal council considers appropriate to facilitate the budget consultation process</p> <p>MPPMR Regulation 15(3): A municipality must afford the local community at least 21 days to comment on the final draft of its IDP before the plan is submitted to the council for adoption.</p>
<p>Make public* the oversight report <i>* See paragraph 2.1 and 2.2 of this document</i></p>	9+10 Apr	MFMA Section 129(3): The accounting officer must in accordance with section 21A of the Municipal Systems Act make public an oversight report referred to in subsection (1) within seven days of its adoption.
Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of state	9 Apr - 10 May	<p>MFMA Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of -</p> <p>(a) the local community; and (b) the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the budget.</p> <p>MSA Section 29(1)(b): The process followed by a municipality to draft its IDP, including its consideration and adoption of the draft plan, must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for-</p> <p>(i) the local community to be consulted on its development needs and priorities; (ii) the local community to participate in the drafting of the IDP; and (iii) organs of state, including traditional authorities, and other role players to be identified and</p>

Task	Date	Legal Reference
		<i>consulted on the drafting of the IDP.</i>
Workshop with SMAF members and other invited stakeholders and ward committee members as determined by the Mayoral Committee	Apr	MFMA Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of – (a) the local community.
Submit Section 52 Report to Council	25 Apr	MFMA 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
Submit Section 52 Report to the National Treasury and the relevant provincial treasury	30 Apr	MBRR Regulation 31(1)(c): The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.

MAY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	1 May: Workers Day
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	22 May: Mayoral Committee
26	27	28	29	30	31		30 May: Council

Task	Date	Legal Reference
Council must give the mayor an opportunity to respond to the submissions and, if necessary, to revise the budget and table amendments for consideration by the council	13-17 May	MFMA Section 23(2): After considering all budget submissions, the council must give the mayor an opportunity- (a) to respond to the submissions; and (b) if necessary, to revise the budget and table amendments for consideration by the council.
Completion of IDP Review, review of KPI's and performance targets, as well as the annual budget amendments / refinements	Before 17 May	
▪ Submit annual budget to Budget Steering Committee	21 May	MFMA Section 24(1): The Council must at least 30 days before the start of the budget year consider the approval of the annual budget.
▪ Submit IDP Review, review of KPI's and performance targets, as well as the annual budget to Mayoral Committee	22 May	(2) An annual budget - (a) must be approved before the start of the budget year;
▪ Submit IDP Review and annual budget to Council	30 May	(b) is approved by the adoption by the council of a resolution referred to in section 17(3)(a)(i); and
▪ Submit MSDF amendment to Mayoral Committee	22 May	(c) must be approved together with the adoption of resolutions as may be necessary
▪ Submit MSDF amendment to Council	30 May	MBRR Regulation 16(1): At least 30 days before the start of the budget year the mayor must table the following documents in the municipal council - (a) a report summarising the local community's views on the annual budget; (b) any comments on the annual budget received from the National Treasury and the relevant provincial treasury; (c) any comments on the annual budget received from any other organ of state, including any affected municipality; and (d) any comments on the annual budget received from any other stakeholders

JUNE 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	14 Jun: Schools close;
16	17	18	19	20	21	22	16 Jun: Youth day; 17 Jun: Public holiday; 19 June: Mayoral Committee
23	24	25	26	27	28	29	
30							

Task	Date	Legal Reference
Review the provisions of the performance agreements during June each year	June	MPPMR Regulation 24: <i>(1) The performance agreement must be entered into for each financial year of the municipality, or part thereof.</i>
Place the IDP Review, annual budget, all budget-related documents and all budget-related policies on the website	3 June	MFMA Section 75(1): <i>The accounting officer of a municipality must place on the website the following documents of the municipality:</i> <i>(a) the annual and adjustments budgets and all budget-related documents; and</i> <i>(b) all budget-related policies</i> MSA Section 21A(1)(b): <i>All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community by displaying the documents on the municipality's official website, if the municipality has a website as envisaged by section 21B.</i> MFMA Section 75(2): <i>A document referred to above must be placed on the website not later than five days after its tabling in the council or on the date on which it must be made public, whichever occurs first.</i>
Make known reviewed KPI's and performance targets by placing it on the municipal website	3 June	MSA Section 44: <i>A municipality, in a manner determined by its council, must make known, both internally and to the general public, the key performance indicators and performance targets set by it for purposes of its performance management system.</i>
Submit a copy of the IDP Review to the MEC for local government as well as Provincial Treasury	7 Jun	MSA Section 32(1)(a): <i>The municipal manager of a municipality must submit a copy of the IDP as adopted by the council of the municipality, and any subsequent amendment to the plan, to the MEC for local government in the province within 10 days of the adoption or amendment of the plan.</i> (b) <i>The copy of the IDP to be submitted in terms of paragraph (a) must be accompanied by -</i> <i>(i) a summary of the process referred to in section 29(1);</i> <i>(ii) a statement that the process has been complied with, together with any explanations that may be necessary to amplify the statement</i>
<i>In case of an amendment of the IDP</i> , Council must consider the MEC's proposals and respond within 30 days	Within 30 days of receiving the MEC's request	MSA Section 32(3): <i>A municipal council must consider the MEC's proposals, and within 30 days of receiving the MEC's request must -</i> <i>(a) if it agrees with those proposals, adjust its IDP or amendment in accordance with the MEC's request; or</i> <i>(b) if it disagrees with the proposals, object to the MEC's request and furnish the MEC with reasons in writing why it disagrees.</i>
Submit to the Mayor the draft SDBIP and draft annual performance agreements for the next year	10 Jun	MFMA Section 69(3): <i>The accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor -</i> <i>(a) a draft SDBIP for the budget year.</i>

Task	Date	Legal Reference
		(b) drafts of the annual performance agreements as required in terms of section 57(1)(b) of the Municipal Systems Act for the municipal manager and all senior managers.
Give notice of MSDF adoption (within 14 days)	10 Jun	BYLAW Section 7(3) : Must within 14 days of its decision give notice of its decision in the media and Provincial Gazette
Make public* the approved IDP Review, approved annual budget and supporting documentation (including tariffs) <i>* See paragraph 2.1 and 2.2 of this document</i>	11+12 Jun	MBRR Reg 18: (1) Within ten working days after the municipal council has approved the annual budget of a municipality, the municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved annual budget and supporting documentation and the resolutions referred to in section 24(2)(c) of the Act. (2) The municipal manager must also make public any other information that the municipal council considers appropriate to facilitate public awareness of the annual budget, including- (a) summaries of the annual budget and supporting documentation in alternate languages predominant in the community; and (b) information relevant to each ward in the municipality. (3) All information contemplated in subregulation (2) must cover: (a) the relevant financial and service delivery implications of the annual budget; and (b) at least the previous year's actual outcome, the current year's forecast outcome, the budget year and the following two years.
Submit approved IDP and budget to the Provincial Treasury and National Treasury	Before 13 Jun	MFMA Section 24(3) : The accounting officer of a municipality must submit the approved annual budget to the National Treasury and the relevant provincial treasury. MBRR Reg 20 : The municipal manager must comply with section 24(3) of the Act within ten working days after the municipal council has approved the annual budget.
Submit the draft SDBIP and draft annual performance agreements for the next year to the Mayoral Committee	19 June	MFMA Section 53(1)(c)(ii) : The mayor of a municipality must take all reasonable steps to ensure that the municipality's SDBIP is approved by the mayor within 28 days after approval of the budget.
Place the performance agreements and all service delivery agreements on the website	21 Jun	MFMA Section 75(1) : The accounting officer of a municipality must place on the website the following documents of the municipality: (d) performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act; and (e) all service delivery agreements MBRR Reg 19 : The accounting officer must place on the website all performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act.
Submit the SDBIP to National and Provincial Treasury	21 Jun	MBRR Reg 20(2)(b) : The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form the approved SDBIP within ten working days after the mayor has approved the plan.

Task	Date	Legal Reference
Make public* the projections, targets and indicators as set out in the SDBIP as well as the performance agreements of Municipal Manager and senior managers <i>* See paragraph 2.1 and 2.2 of this document</i>	2+3 Jul	MFMA Section 53(3): (a) The mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the SDBIP, are made public no later than 14 days after the approval of the SDBIP. (b) The mayor must ensure that the performance agreements of municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's SDBIP. MBRR Reg 19: The municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved SDBIP within ten working days after the mayor has approved the plan in terms of section 53(1)(c)(ii) of the Act.
Conclude new performance agreements that replaces the previous agreement at least once a year	28 Jun	MSA Section 57(2)(a)(ii): The performance agreement must be concluded annually within one month after the beginning of each financial year MPPMR Regulation 24(2): The parties must conclude a new performance agreement that replaces the previous agreement at least once a year within one month after the commencement of the new financial year.
Submit copies of the performance agreements to Council and the MEC for local government as well as the national minister responsible for local government	28 Jun	MFMA Section 53(3)(b): Copies of such performance agreements must be submitted to the council and the MEC for local government in the province. MPR Regulation 4(5): The performance agreements must be submitted to the MEC responsible for local government as well as the national minister responsible for local government within fourteen (14) days after concluding the employment contract and performance agreement.
Publish property rates tariffs in Provincial Gazette	Before 27 Jun	PROPERTY RATES ACT Section 14(2): A resolution levying rates in a municipality must be promulgated by publishing the resolution in the Provincial Gazette.
Distribution of Budget and Tariff books	25 Jun	
Implement pre-paid electricity tariffs by 24:00	29 Jun	

JULY 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	17 Jul: Mayoral Committee
21	22	23	24	25	26	27	25 Jul: Council
28	29	30	31				

Task	Date	Legal Reference
Submit Section 52 Report to Council	25 Jul	MFMA 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
Submit Section 52 Report to the National Treasury and the relevant provincial treasury	30 Jul	MBRR Regulation 31(1)(c): The mayor's quarterly report on the implementation of the budget and the financial state of affairs of the municipality must be submitted to the National Treasury and the relevant provincial treasury within five days of tabling of the report in the council.