

IDP/Budget Time Schedule

September 2020 - August 2021



August 2020

(a) 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

(b) GENERAL LEGAL REQUIREMENTS RELEVANT TO IDP / BUDGET PROCESS

2.1 Municipal Systems Act, 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 -

- (a) by displaying the documents at the municipality's head and satellite offices and libraries;
- (b) by displaying the documents on the municipality's official website, **and**
- (c) 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) - Communications to local community

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 -

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

2.3 Municipal Systems Act, Section 25(1) - Adoption of IDP's

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

- (a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;
- (b) aligns the resources and capacity of the municipality with the implementation of the plan;
- (c) forms the policy framework and general basis on which annual budgets must be based;
- (d) complies with the provisions of this Chapter; and
- (e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

2.4 Municipal Systems Act, Section 28 - Adoption of process

- (1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its 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.

2.5 Municipal Systems Act, Section 34 - Annual review and amendment of IDP

A municipal council-

- (a) **must review** its integrated development plan-
 - (i) annually in accordance with an assessment of its performance measurements in terms of section 41; and
 - (ii) to the extent that changing circumstances so demand; and
- (b) **may amend** its integrated development plan in accordance with a prescribed process.

2.6 Municipal Planning and Performance Management Regulations, 2001, Regulation 3 - Process for amending IDP's

- (1) Only a member or committee of a municipal council may introduce a proposal for amending the municipality's integrated development plan in the council.
- (2) Any proposal for amending a municipality's IDP must be-
 - (a) accompanied by a memorandum setting out the reasons for the proposal; and
 - (b) aligned with the framework adopted in terms of section 27 of the Act.
- (3) An amendment to a municipality's IDP is adopted by a decision taken by a municipal council in accordance with the rules and orders of the council.
- (4) No amendment to a municipality's IDP may be adopted by the municipal council unless-
 - (a) all the members of the council have been given reasonable notice;
 - (b) the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment;
 - (c) *[district municipality]*; and
 - (d) the municipality, if it is a local municipality, has complied with subregulation (6).
- (5) *[district municipality]*
- (6) A local municipality that considers an amendment to its IDP must -
 - (a) consult the district municipality in whose area it falls on the proposed amendment; and
 - (b) take all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.

2.7 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.

(c) KEY DEADLINES PER MONTH

SEPTEMBER 2020

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

Task	Date	Legal Reference
Provincial IDP Managers Forum	Sept	
Commence with the multi-year capital and operating budget	1 Sep	
Commence with setting up spreadsheets for budget submissions (Budget Office)	1 Sep	
Determine revenue projections and proposed rate and service charges and drafts initial allocations for the next financial year after taking into account strategic objectives. Engage with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc)	1 Sep	

Task	Date	Legal Reference
Annual panel evaluation of the 2019/2020 performance	4 Sep	MPR Regulation 27(4) Evaluation panel: (d) For purposes of evaluating the annual performance of the municipal manager: (i) Executive Mayor or Mayor; (ii) Chairperson of the 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 purposes of evaluating the annual performance of managers directly accountable to the municipal manager: (i) Municipal Manager; (ii) Chairperson of the audit committee; (iii) Member of the mayoral; and (iv) Municipal manager from another municipality.
Distribute operating budget spreadsheets to departments for purposes of multi-year request verification	30 Sept	
Sessions with ward committees <i>NOTE: Due to the Covid-19 regulations and restrictions contact sessions are not possible but Swartland Municipality will make use of alternative mediums such as WhatsApp groups, webinars, etc. to obtain inputs from the ward committees.</i>	Sept/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.

OCTOBER 2020

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

Task	Date	Legal Reference
Commence with salary, vehicle and operating budget	1 Oct	
Determine potential price increases of bulk resources	1 Oct	
Distribute capital budget spreadsheets to departments	12 Oct	
Strategy Workshop (Mayoral Committee, municipal manager, directors and selected senior managers) on the IDP Amendment and budget.	16 Oct	
Submit Section 52 Report to Council	29 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.
Deadline for operating budget inputs, e.g. salary budget and vehicle budget	30 Oct	

NOVEMBER 2020

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

Task	Date	Legal Reference
Strategic Integrated Municipal Engagements (SIME)	Nov	
District IDP Managers Forum	Nov	
Determine possible tariff increases for water and electricity	Nov	
Audit Outcomes released internally	Nov	
Deadline for capital budget inputs from departments	2 Nov	
Submit Section 52 Report to the National Treasury and the relevant provincial treasury	3 Nov	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.
Workshop (physical or virtual) with SMAF members and other invited stakeholders (including Swartland JDA members)	13 Nov	
Due date for final adjustment budget submissions	13 Nov	
Review the Key performance indicators and targets for current financial year (General and IDP)	16-19 Nov	

DECEMBER 2020

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

Task	Date	Legal Reference
Provincial IDP Managers Forum	Dec	
Commence with compilation of Adjustments Budget (B Schedule and Report)	1 Dec	
Commence with compilation of midyear budget and performance assessments report	1 Dec	

JANUARY 2021

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

Task	Date	Legal Reference
Budget:		
<ul style="list-style-type: none"> ▪ Finalise in the prescribed formats incorporate National & provincial budget allocations ▪ Integrate and align to IDP documentation ▪ Finalise budget policies 	Jan+Feb	
Annual Report:		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.
<ul style="list-style-type: none"> ▪ Submit to Mayoral Committee ▪ Table in Council 	20 Jan 28 Jan	
Section 72 mid-year assessment report:		MFMA Section 72(1): The accounting officer of a municipality must by 25 January of each year-
<ul style="list-style-type: none"> ▪ Submit to Mayoral Committee ▪ Submit to Provincial Treasury and National Treasury ▪ Submit to Council 	20 Jan 22 Jan 28 Jan	(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 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.
<ul style="list-style-type: none"> ▪ Submit to Budget Steering Committee ▪ Submit to Mayoral Committee ▪ Submit to Council 	14 Jan 20 Jan 28 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.
Submit Section 52 Report to Council	28 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
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. * See paragraph 2.1 and 2.2 of this document	29 Jan 2+3 Feb	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) info relevant to each ward in the municipality.

FEBRUARY 2021

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 Feb: Mayoral Committee
21	22	23	24	25	26	27	
28							

Task	Date	Legal Reference
Review the IDP and area plans	Feb+Mar	
Annual review of KPI's and performance targets for next financial year	Feb+Mar	<p>MPPMR Regulation 11: (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.</p> <p>MPPMR Regulation 12: (1) A municipality must, for each financial year, set performance targets for each of the KPI's set by it.</p>
Compile draft SDBIP for next financial year	Feb	
Review the Long term Financial Plan	Feb	MSA Section 26(h): An IDP must reflect a financial plan, which must include a budget projection for at least the next three years.
District IDP Managers Forum	Feb	
Technical Integrated Municipal Engagement (TIME)	Feb	
Make revisions to the SDBIP for the current financial year following approval of an adjustments budget	Feb	MFMA Section 54(1)(c): 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.
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	
Submit Section 52 Report to the National Treasury and the relevant provincial treasury	2 Feb	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.

Task	Date	Legal Reference
Annual Report:		MFMA Section 127(5): Immediately after an annual report is tabled in the council in terms of subsection (2), the accounting officer of the municipality must -
<ul style="list-style-type: none"> Submit to the Auditor-General, Provincial Treasury and provincial department responsible for local government 	1 Feb	(a) in accordance with section 21A of the Municipal Systems Act -
<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>	2+3 Feb	<ul style="list-style-type: none"> (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.
Post Adjustments Budget and Annual Report on the website	1 Feb	MSA Section 21A(1)(b): 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.
<p>Make public* the Adjustments Budget</p> <p><i>* See paragraph 2.1 and 2.2 of this document</i></p>	2+3 Feb	MBRR Regulation 26(1): <i>Within 10 working days after the municipal council has approved an adjustments budget</i> , the municipal manager must make public the approved adjustments budget and supporting documentation, as well as the resolutions referred to in regulation 25(3).
Submit the approved adjustments budget to Provincial Treasury and National Treasury	Before 11 Feb	MBRR Regulation 24(1): The municipal manager must comply with section 28(7) of the Act <i>within 10 working days after the mayor has tabled an adjustments budget in the municipal council</i>
Submit revised SDBIP for the current financial year to the Mayoral Committee (following approval of an adjustments budget)	17 Feb	MFMA Section 28(7): Sections 22(b), 23(3) and 24(3) apply in respect of an adjustments budget, and in such application a reference in those sections to an annual budget must be read as a reference to an adjustments budget.
<p>Make public* any revisions of the SDBIP</p> <p><i>* See paragraph 2.1 and 2.2 of this document</i></p>	23+24 Feb	MFMA Section 54(1)(c): 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.
Post revised SDBIP on the municipal website	19 Feb	(3) The mayor must ensure that any revisions of the SDBIP are made public promptly .
Submit revised SDBIP to Provincial Treasury and National Treasury	19 Feb	MBRR Regulation 27(2)(b): The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form the amended SDBIP, within ten working days after the council has approved the amended plan in terms of section 54(1)(c) of the Act;
Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three financial years	Before 26 Feb	MFMA Section 37(2): 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 financial years.
Preliminary approval of electricity tariff increase for submission to NERSA	26 Feb	

MARCH 2021

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	25	26	27	21 Mar: Human Rights Day, 22 Mar: Public holiday; 23 Mar: Mayoral Committee
28	29	30	31				30 Mar: Council

Task	Date	Legal Reference
Provincial IDP Managers Forum	Mar	
Annual Report:		
▪ MPAC Meeting – Oversight Report	11 Mar	
Draft IDP Amendment, budget and review of KPI's and targets for next fin year		MFMA Section 16:
▪ Budget Steering Committee	16 Mar	(1) The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that fin year.
▪ Submit to Mayoral Committee	23 Mar	(2) 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.
▪ Table in Council	30 Mar	
Draft SDBIP for next financial year		MBRR Regulation 14:
▪ Submit to Mayoral Committee	23 Mar	(2) When complying with section 68 of the MFMA, the municipal manager must submit the draft municipal SDBIP to the mayor together with the annual budget to be considered by the mayor for tabling in terms of section 16(2) of the MFMA.
▪ Table in Council	30 Mar	(3) For effective planning and implementation of the annual budget, the draft municipal SDBIP may form part of the budget documentation and be tabled in the municipal council if so recommended by the Budget Steering Committee.
Annual Report approval:		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
▪ Consider and approve, reject or refer back the annual report at a council meeting	30 Mar	
▪ Adopt an oversight report providing comments on the annual report	30 Mar	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.

APRIL 2021

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

Task	Date	Legal Reference
IDP/Budget Assessment (LGMTEC)	Apr	
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.

Task	Date	Legal Reference
Post on the website: <ul style="list-style-type: none"> ▪ Budget documents ▪ Draft SDBIP for next fin year ▪ Draft IDP Amendment ▪ Draft KPI's and targets for next fin year ▪ Annual Report and Oversight Report 	1 April	MSA Section 21A(1)(b): All documents that must be made public by a municipality in terms of a requirement of this Act, the MFMA 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.
Annual Report submission: <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 	5 Apr	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 	5 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).
<p>Make public* the draft IDP Amendment, the review of KPI's and performance targets, as well as the annual budget and invite the community to submit representations</p> <p><i>* See paragraph 2.1 and 2.2 of this document</i></p>	6+7 Apr	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. 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 - (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; 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 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>Make public* the oversight report</p> <p><i>* See paragraph 2.1 and 2.2 of this document</i></p>	6+7 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 <p>NOTE: Due to the Covid-19 regulations and restrictions contact sessions are not possible but Swartland Municipality will make use of alternative mediums such as WhatsApp groups, webinars, etc. to obtain inputs from</p>	6 Apr - 7 May	MFMA Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of – (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. 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

Task	Date	Legal Reference
the ward committees.		<p>through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for-</p> <ul style="list-style-type: none"> (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 the drafting of the IDP.
Submit the draft IDP Amendment, draft SDBIP and budget to the Local Government, Provincial Treasury, National Treasury and other affected organs of state	9 Apr	<p>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 --</p> <ul style="list-style-type: none"> (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. <p>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 -</p> <ul style="list-style-type: none"> (a) the supporting documentation as tabled in the municipal council; (b) the draft SDBIP; and (c) any other information as may be required by the National Treasury <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 Amendment to the District Municipality	9 Apr	<p>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> <p>MPPMR Regulation 3(6): A local municipality that considers an amendment to its integrated development plan must-</p> <ul style="list-style-type: none"> (a) consult the district municipality in whose area it falls on the proposed amendment; and (b) take all comments submitted to it by the district municipality into account before it takes a final decision on the proposed amendment.
Submit Section 52 Report to Council	29 Apr	<p>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</p>

MAY 2021

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

Task	Date	Legal Reference
District IDP Managers Forum	May	
Submit Section 52 Report to the National Treasury and the relevant provincial treasury	4 May	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.
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	10-14 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 Amendment, review of KPI's and performance targets, as well as the annual budget amendments / refinements	Before 14 May	
Submit annual budget to Budget Steering Committee	13 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 Amendment, review of KPI's and performance targets, as well as the annual budget to Mayoral Committee	20 May	(2) An annual budget - (a) must be approved before the start of the budget year; (b) is approved by the adoption by the council of a resolution referred to in section 17(3)(a)(i); and (c) must be approved together with the adoption of resolutions as may be necessary
Submit IDP Amendment and annual budget to Council	27 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 2021

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	15 June: Mayoral Committee , 16 Jun: Youth day
20	21	22	23	24	25	26	
27	28	29	30				

Task	Date	Legal Reference
Provincial IDP Managers Forum	Jun	
Process Plan for new 5 year IDP:		MSA Section 28:
<ul style="list-style-type: none"> ▪ Compile the new process plan ▪ Consult the local community ▪ Submit to Council for confirmation of the process started by old Council (If an election takes place half way through the process) 	Jun/Jul Jun/Jul Jun/Jul	<p>(1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.</p> <p>(2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.</p>
NOTE: The dates will depend on the date of the Municipal Election in 2021.		
Review the provisions of the performance agreements during June each year	June	MPPMR Regulation 24: (1) The performance agreement must be entered into for each financial year of the municipality, or part thereof.
Place the IDP Amendment, annual budget and all budget-related policies on the website	1 June	<p>MFMA Section 75(1): The accounting officer of a municipality must place on the website the following documents of the municipality:</p> <p>(a) the annual and adjustments budgets and all budget-related documents; and</p> <p>(b) all budget-related policies</p> <p>MSA Section 21A(1)(b): 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.</p> <p>MFMA Section 75(2): 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.</p>
Make known reviewed KPI's and performance targets by placing it on the municipal website	1 June	MSA Section 44: 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.
Submit a copy of the IDP Amendment to the MEC for local government as well as Provincial Treasury	4 Jun	<p>MSA Section 32(1)(a): 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.</p> <p>(b) The copy of the IDP to be submitted in terms of paragraph (a) must be accompanied by -</p> <p>(i) a summary of the process referred to in section 29(1);</p> <p>(ii) a statement that the process has been complied with, together with any explanations that may be necessary to amplify the statement</p>

Task	Date	Legal Reference
<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): A municipal council must consider the MEC's proposals, and within 30 days of receiving the MEC's request must - (a) if it agrees with those proposals, adjust its IDP or amendment in accordance with the MEC's request; or (b) if it disagrees with the proposals, object to the MEC's request and furnish the MEC with reasons in writing why it disagrees.
Make public* the approved IDP Amendment, approved annual budget and supporting documentation (including tariffs) <i>* See paragraph 2.1 and 2.2 of this document</i>	8+9 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 sect 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; (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 to the Mayor the draft SDBIP and draft annual performance agreements for the next year	10 Jun	MFMA Section 69(3): The accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor - (a) a draft SDBIP for the budget year. (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.
Submit approved IDP and budget to the Provincial Treasury and National Treasury	Before 10 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	15 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	18 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.

Task	Date	Legal Reference
<p>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</p> <p><i>* See paragraph 2.1 and 2.2 of this document</i></p>	22+23 Jun	<p>MFMA Section 53(3):</p> <p>(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.</p> <p>(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.</p> <p>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.</p>
Submit the SDBIP to National and Provincial Treasury	25 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.
Conclude new performance agreements that replaces the previous agreement at least once a year	25 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.
Publish property rates tariffs in Provincial Gazette	Before 25 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	
Submit copies of the performance agreements to Council and the MEC 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.
Implement pre-paid electricity tariffs by 24:00	30 Jun	

JULY 2021

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

Task	Date	Legal Reference
Submit Section 52 Report to Council	29 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

Task	Date	Legal Reference
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.

AUGUST 2021

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

Task	Date	Legal Reference
District IDP Managers Forum	Aug	
Performance and Risk Audit Committee: Evaluation of the Annual Performance Report	19 Aug	
Performance and Risk Audit Committee: Annual financial statements	26 Aug	
Process Plan and time schedule of key deadlines:		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 -
▪ Submit to Mayoral Committee	18 Aug	(i) the preparation, tabling and approval of the annual budget;
▪ Submit to Council	26 Aug	(ii) the annual review of-
▪ Submit to the Provincial Treasury, Department of Local Government and the West Coast District Municipality	27 Aug	(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 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 each external service provider during that financial year; (b) a comparison of the performances referred to in paragraph (a) with targets set for and performances in the previous financial year; and (c) measures taken to improve performance. (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.