



(In accordance with Section 21(1)(b) of the Local Government: Municipal Finance Management Act, No. 56 of 2003 and Section 34 of the Local Government: Municipal Systems Act, No. 32 of 2000 and supporting Regulations of both ACTS)

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
<b>JULY 2018</b>							
1	Make public the projections, targets and indicators as set out in the SDBIP (no later than 14 days after the approval of the SDBIP) and submit to National and Provincial Treasuries (no later than 10 days after the approval of the SDBIP)	MFMA - Sec 53(3)(a) MBRR - Reg 20(2)(b)			02/07/2018		Manager: IDP and Performance Management
2	Submit Monthly report on the budget for period ending 30 June 2018 within 10 working days to Executive Mayor	MFMA - Sec 71(1)				13/07/2018	Manager: Financial Reporting
3	Submit 2017/2018 Fourth Quarter Performance Report to SMT for revision	Not Applicable			09/07/2018		Manager: IDP and Performance Management
4	<i>IDP Steering Committee recommends that Budget / IDP / PM Time Schedule (at least 10 months before the start of the budget year) and IDP Public Participation Roadshow Schedule be approved by Council</i>	<i>MFMA - Sec 21(1)(b)</i>	<i>24/07/2018</i>	<i>24/07/2018</i>			<i>Manager: Budgets and Accounting</i>
5	<i>Submit 2016/2017 Fourth Quarter Performance Report to Council</i>	<i>MPPMR - Reg 13 MFMA - Sec 71(1)</i>			<i>31/07/2018</i>		<i>Manager: IDP and Performance Management</i>
6	<i>Submit Quarterly report for period ending 30/06/2018 on implementation of the budget and financial state of affairs of the municipality to Council</i>	<i>MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29</i>				<i>31/07/2018</i>	<i>Manager: Budgets and Accounting</i>
7	Quarter 4 (2017/18) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			11/07/2018		Manager: IDP and Performance Management

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
8	Commence with the preparation of Capital Roll-Over Budget for the 2018/2019 Financial year	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		30/07/2018			Manager: Budgets and Accounting
<b>AUGUST 2018</b>							
9	Place 2016/2017 Fourth Quarter Performance Report on website	MFMA - Section 75 (2) MSA 21(b)			01/08/2018		Manager: IDP and Performance Management
10	Submit 4th Quarter (2016/2017) Performance Reports - SDBIP Performance Reports to National and Provincial Treasuries	MPPMR - Reg 13			01/08/2018		Manager: IDP and Performance Management
11	<i>IDP Steering Committee considers self-assessment report identifying gaps/challenges in the IDP Process and proposed measures to improve on the process including a review on external mechanisms</i>	<i>N/A</i>	<i>07/08/2018</i>				<i>Manager: IDP and Performance Management</i>
12	<i>Budget Steering Committee considers 2018/2019 Capital Roll-Over Budget (to be tabled before 25 August 2018) and determines Budget Assumptions (Parameters) for 2019/2023 Medium Term Revenue and Expenditure Framework (MTREF)</i>	<i>MFMA - Sec 28 MBRR - Part 4</i>		<i>07/08/2018</i>			<i>Manager: Budgets and Accounting</i>
13	Submit Monthly report on the budget for period ending 31 July 2018 within 10 working days to Mayor	MFMA Section 71(1)				15/08/2018	Manager: Financial Reporting
14	<i>Executive Mayor and Mayoral Committee recommend that Budget / IDP / PM Time Schedule (at least 10 months before the start of the budget year) and IDP Public Participation Roadshow Schedule be approved by Council</i>	<i>MFMA - Sec 21(1)(b)</i>	<i>22/08/2018</i>	<i>22/08/2018</i>			<i>Manager: IDP and Performance Management</i>
15	<i>Finance Portfolio Committee recommends 2018/2019 Capital Roll-Over Budget to Executive Mayor and Mayoral Committee</i>	<i>MFMA - Sec 28(2)(e) MBRR - Reg 23(5)</i>		<i>21/08/2018</i>			<i>Chief Financial Officer</i>
16	<i>Executive Mayor and Mayoral Committee approve 2018/2019 Capital Roll-Over Budget</i>	<i>MFMA - Sec 28(2)(e) MBRR - Reg 23(5)</i>	<i>22/08/2018</i>	<i>22/08/2018</i>			<i>Chief Financial Officer</i>

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
17	<i>Council approve Budget / IDP / PM Time Schedule (at least 10 months before the start of the budget year) and IDP Public Participation Roadshow Schedule</i>	<i>MFMA - Sec 21(1)(b)</i>	23/08/2018	23/08/2018			<i>Manager: IDP and Performance Management</i>
18	<i>Council approve 2018/2019 Capital Roll-Over Budget (to be tabled before 25 August 2018)</i>	<i>MFMA - Sec 28(2)(e) MBRR - Reg 23(5)</i>		23/08/2018			<i>Chief Financial Officer</i>
19	<i>Submit monthly report for period ending 31/07/2018 on implementation of the budget and financial state of affairs of the municipality to Council</i>	<i>MFMA - Sec 71(1) MBRR - Reg 29</i>				15/08/2017	<i>Manager: Budgets and Accounting</i>
20	Submit Annual Performance Report (APR) and Annual Financial Statements (AFS) for 2017/2018 to the Auditor General of South Africa (AGSA)	MFMA - Section 126				31/08/2018	Manager: IDP and Performance Management
21	Place advertisement to notify the public of the approved Budget / IDP / PM Time Schedule and IDP Public Participation Roadshow Schedule on website, local newspapers and notice boards	MSA - Sec 21, 21A, 28(3)	30/08/2018				Manager: IDP and Performance Management
22	Submit the adopted Budget / IDP / PM Time Schedule to the MEC for Local Government and Provincial Treasury	MSA - Sec 21, 21A, 28(3)	30/08/2018				Manager: IDP and Performance Management
<b>SEPTEMBER 2018</b>							
23	Provincial IDP Managers' Forum	MSA Section 24	06/09/2018 - 07/09/2018				Manager: IDP and Performance Management
24	Submit Monthly report on the budget for period ending 31 August 2018 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/09/2018	Manager: Financial Reporting
25	<i>Ward Committee Engagements - ward committees as per approved schedule</i>	<i>Chapter 4 MSA</i>	<i>09/09/2018</i> <i>-</i> <i>27/09/2018</i>				<i>Manager: IDP and Performance Management</i>
26	Commence with Zero-based budget exercise for 2019/2024 MTREF	MFMA - Chapter 4 MBRR - Part 3		17/09/2018 - 28/09/2018			Chief Financial Officer together with All Departments

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
27	Assess and identify information from adopted Sector Plans for integration into the IDP Review document if possible	MSA Section 34	28/09/2018				Manager: IDP and Performance Management together with All Departments
28	<i>Strategic Management Team meetings to review and update the IDP Vision, Mission and Strategic Objectives for recommendation to Council</i>	<i>MSA Section 34</i>	<i>28/09/2018</i>				<i>City Manager</i>
29	<i>Submit monthly report for period ending 31/08/2018 on implementation of the budget and financial state of affairs of the municipality to Council</i>	<i>MFMA - Sec 71(1) MBRR - Reg 29</i>				<i>26/09/2018</i>	<i>Manager: Financial Reporting</i>
30	<i>Departmental IDP/Budget Work sessions to review projects, key initiatives and programmes from Community IDP Needs List and identified actions emanating from the sector plan analysis; and review the Vision 2032 Implementation Matrix (2017/2022 IDP cycle and 2019/2020 review)</i>	<i>Not Applicable</i>	<i>17/09/2018 - 31/10/2018</i>				<i>Manager: IDP and Performance Management together with All Departments</i>
31	The Spatial Development Framework of the Municipality will be reviewed as part of the IDP process in accordance with MSA Section 34 and may be amended in terms of LUPA section 11.	MSA Section 34 SPLUMA Section 20 (2), LUPA – Section 11 (a) and (b) and Drakenstein Municipality: Municipal Land Use Planning By-Law (2015) Section 3 (1)	30/09/2018				Manager: Spatial Planning
<b>OCTOBER 2018</b>							
32	Submit 2nd Draft AR 2017/18 to SMT for review; this will include a review on quality assurance and that submitted information is valid, accurate and complete	Not Applicable				15/10/2018	Chief Financial Officer

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
33	<i>Departmental IDP/Budget Work sessions to review projects, key initiatives and programmes from Community IDP Needs List and identified actions emanating from the sector plan analysis; and review the Vision 2032 Implementation Matrix (2017/2022 IDP cycle and 2019/2020 review)</i>	<i>Not Applicable</i>	17/09/2018 - 31/10/2018				<i>Manager: IDP and Performance Management together with All Departments</i>
34	First Quarter 2017/2018 Performance Report to SMT for revision	MPPMR - Reg 13			12/10/2018		Manager: IDP and Performance Management
35	Submit Monthly report on the budget for period ending 30 September 2018 within 10 working days to Executive Mayor	MFMA Section 71(1)				12/10/2018	Manager: Financial Reporting
36	Continue with Zero-based budget exercise for 2019/2024 MTREF	MFMA - Chapter 4 MBRR - Part 3		01/10/2018 - 31/10/2018			Chief Financial Officer together with All Directorates / Departments
37	Submission of priority requests to sector departments	Not Applicable	12/10/2018				Manager: IDP and Performance Management
38	Submit 2018/2019 First Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			24/10/2018		Manager: IDP and Performance Management
39	<i>Submit 2018/2019 First Quarter Performance Report to Council</i>	<i>MPPMR - Reg 13</i>			<i>31/10/2018</i>		<i>Manager: IDP and Performance Management</i>
40	<i>Submit Quarterly report for period ending 30/09/2018 on implementation of the budget and financial state of affairs of the municipality</i>	<i>MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29</i>				<i>31/10/2018</i>	<i>Manager: Financial Reporting</i>
41	<i>Review the municipality's performance management system (PMS) - submit Revised Performance Management Policy to Council</i>	<i>MPPR - Reg 3(4)(b) &amp; Reg 11(2)</i>			<i>31/10/2018</i>		<i>Manager: IDP and Performance Management</i>
42	Quarter 1 (2017/18) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			15/10/2018		Manager: IDP and Performance Management

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
43	Strategic Integrated Municipal Engagements (SIME)		31/10/2018				Manager: IDP and Performance Management
44	Notice of the proposed amendment to the SDF is published indicating that the SDF will be amended as well as the process to be followed – either through i. establishment of an intergovernmental steering committee OR ii. without intergovernmental steering committee	LUPA – Section 11 (a) and (b), MSA Regulations: Chapter 2 Section 3 (2) (a) (b) and Drakenstein Municipality: Municipal Land Use Planning By-Law (2015) Section 3 (2)	31/10/2018				Manager: Spatial Planning

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
<b>NOVEMBER 2018</b>							
45	Review current budget related policies and compile newly needed budget related policies	MFMA - Sec 21 MBRR - Part 3		01/11/2018			Manager: Budgets and Accounting
46	Finalise first draft of Zero-based 2019/2024 MTREF	MFMA - Sec 21		05/11/2018			Manager: Budgets and Accounting
47	Submit 1st Quarter 2017/2018 Performance Reports - SDBIP and Finance Performance Reports to National and Provincial Treasury				01/11/2018		Manager: IDP and Performance Management
48	Place 2018/2019 First Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)			01/11/2018		Manager: IDP and Performance Management
<b>49</b>	<b><i>Budget Steering Committee considers first draft of Zero-based 2019/2024 MTREF</i></b>	<b><i>MFMA - Sec 28 MBRR - Part 4</i></b>		<b><i>15/11/2018</i></b>			<b><i>Manager: Budgets and Accounting</i></b>
50	Submit Monthly report on the budget for period ending 31 October 2018 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/11/2018	Manager: Financial Reporting
51	Submit inputs for 2018/2019 Operating Adjustments Budget to Manager: Budgets and Accounting	MFMA - Section 21 & 28		23/11/2018			All Directorates
52	Updating and review of demographic profile	N/A	23/11/2018				Manager: IDP and Performance Management
<b>53</b>	<b><i>Submit monthly report for period ending 31/10/2018 on implementation of the budget and financial state of affairs of the municipality</i></b>	<b><i>MFMA - Sec 71(1) MBRR - Reg 29</i></b>				<b><i>28/11/2018</i></b>	<b><i>Manager: Financial Reporting</i></b>
54	Auditor General's Report on Annual Financial Statements and Annual Performance Report submitted to City Manager	MFMA - Sec 126(3) MFMA - Circular No. 63				30/11/2018	Auditor-General
<b>55</b>	<b><i>IDP and Budget Steering Committees determine strategic choices for recommendation to Mayoral Committee based on outcomes of Departmental IDP/Budget Work sessions</i></b>	<b><i>MPPMR - Reg 3</i></b>	<b><i>15/11/2018</i></b>				<b><i>City Manager</i></b>

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
56	<i>Mayoral Committee consider and recommend strategic choices for Council's consideration</i>	<i>MPPMR - Reg 3</i>	<i>21/11/2018</i>				<i>Manager: IDP and Performance Management</i>
57	Draft Initial changes to IDP: Reconcile community, administrative and political priorities within the context of Vision 2032 and 2017/2022 IDP	Not Applicable	30/11/2018				Manager: IDP and Performance Management



ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
<b>DECEMBER 2018</b>							
55	Annual Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers (Period 2017/2018 Financial Year)	MPPMR - Reg 13 GN 21- 17/01/2014			7/12/2018		Manager: IDP and Performance Management
56	Provincial IDP Managers' Forum	MSA Section 24	06/12/2018 - 07/12/2018				Manager: IDP and Performance Management
57	Submit Monthly report on the budget for period ending 30 November 2018 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/12/2018	Manager: Financial Reporting
<b>JANUARY 2019</b>							
59	Commence with review of five-year performance scorecard in line with strategic choices	MSA Section 26, Chapter 6	03/01/2018 - 28/02/2018		03/01/2019 - 28/02/2019		Manager: IDP and Performance Management
60	Submit SECOND Quarter Performance Report and Mid-year Performance Assessment Report to SMT for revision	MPPMR - Reg 13				14/01/2019	Manager: IDP and Performance Management
61	Submit Monthly report on the budget for period ending 31 December 2018 within 10 working days to Executive Mayor	MFMA Section 71(1)				15/01/2019	Manager: Financial Reporting
<b>62</b>	<b>Submit SECOND Quarter Performance Report to Executive Mayor and Mayoral Committee</b>	<b>MPPMR - Reg 13</b>			<b>24/01/2018</b>		<b>Manager: IDP and Performance Management</b>
<b>63</b>	<b>Prepare an agenda item for submission of the 2017/2018 Draft AR to the Finance Portfolio Committee, Mayoral Committee and Council</b>	<b>MFMA - Sec 21</b>				<b>7/1/2019</b>	<b>Chief Financial Officer</b>
64	Submit Mid-year Performance Assessment Report to Executive Mayor	MFMA - Sec 72			25/01/2019		Manager: IDP and Performance Management
65	Prepare and submit Mid-year Budget Assessment Report to Executive Mayor	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2019			Chief Financial Officer
66	Submit Mid-year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government by 25/01/2019	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2019	25/01/2019		Manager: IDP and Performance Management

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
67	<i>Council consider 2017/2018 Draft Annual Report before advertising it for public comment</i>	<i>MFMA - Sec 127</i>				<i>30/01/2019</i>	<i>Chief Financial Officer</i>
68	<i>Submit monthly report for period ending 31/12/2018 on implementation of the budget and financial state of affairs of the municipality to Council</i>	<i>MFMA - Sec 71(1) MBRR - Reg 29</i>				<i>15/01/2018</i>	<i>Chief Financial Officer</i>
69	<i>Submit Quarterly report for period ending 31/12/2018 on implementation of the budget and financial state of affairs of the municipality to Council</i>	<i>MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29</i>				<i>30/01/2019</i>	<i>Chief Financial Officer and Manager: IDP and Performance Management</i>
70	<i>Submit Mid-year Budget and Performance Assessment Reports to Council</i>	<i>MFMA - Section 72(1)(b) MBRR - Reg 35</i>		<i>30/01/2019</i>	<i>30/01/2019</i>	<i>30/01/2019</i>	<i>Manager: IDP and Performance Management and Senior Manager: Budget, Assets and Financial Reporting</i>
71	Place 2018/2019 SECOND Quarter Performance Report on website	MFMA - Section 75 (2) MSA - Sec 21(b)				28/01/2019	Manager: IDP and Performance Management
72	Quarter 2 and Mid-year (2017/18) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014				15/01/2019	Manager: IDP and Performance Management
73	Invite public / local community to submit written comment on the proposed SDF amendment within 60 days of the publication thereof in the Provincial Gazette and the Media	SPLUMA – Section 20(3)	01/01/2019 - 28/02/2019				Manager: Spatial Planning
74	Identify and consult any organs of state and/or other role players on the amendment of the SDF	SPLUMA – Section 20(3) and MSA - Sec 29(1)(b)(iii)	01/01/2019 - 28/02/2019				Manager: Spatial Planning
<b>FEBRUARY 2019</b>							
75	Make public the Mid-Year Budget and Performance Report in the local newspaper and on municipal website	MFMA - Section 75 (2) MSA - Sec 21(b)			07/02/2019	07/02/2019	Chief Financial Officer and Manager: IDP and Performance Management

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
76	Send the 2017/2018 Draft AR, within five (5) days via e-mail and hard copy to the National Treasury, the Western Cape Department of Local Government, the Western Cape Provincial Treasury and the Auditor General	MFMA - Section 127(5)(b)				31/01/2019 to 04/02/2019	Chief Financial Officer
77	Due date for the public and other stakeholders to render written comments on the 2017/2018 Draft AR	MFMA - Sec 127(5)(a) MSA - Sec 21A				27/02/2019	Chief Financial Officer
<b>78</b>	<b><i>Budget Steering Committee considers 2018/2019 Adjustments Budget</i></b>	<b><i>MFMA - Sec 28 MBRR - Part 4</i></b>		<b>14/02/2019</b>			<b><i>Chief Financial Officer</i></b>
79	Submit Monthly report on the budget for period ending 31 January 2019 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/02/2019	Manager: Financial Reporting
<b>80</b>	<b><i>Finance Portfolio Committee considers and recommends the 2018/2019 Adjustments Budget to the MAYCO</i></b>	<b><i>MFMA - Sec 28 MBRR - Part 4</i></b>		<b>19/02/2019</b>			<b><i>Manager: Budgets and Accounting</i></b>
<b>81</b>	<b><i>MAYCO considers and adopts 2018/2019 Adjustments Budget and potentially Revised 2018/2019 SDBIP</i></b>	<b><i>MFMA - Sec 28 MBRR - Part 4</i></b>		<b>20/02/2019</b>	<b>20/02/2019</b>		<b><i>Manager: Budgets and Accounting</i></b>
82	Technical Integrated Municipal Engagements (TIME)	MSA - Chapter 5	28/02/2018				Manager: IDP and Performance Management
<b>83</b>	<b><i>Submit monthly report for period ending 31/01/2019 on implementation of the budget and financial state of affairs of the municipality to Council</i></b>	<b><i>MFMA - Sec 71(1) MBRR - Reg 29</i></b>				<b>27/02/2019</b>	<b><i>Manager: IDP and Performance Management</i></b>
<b>84</b>	<b><i>Council considers and adopts 2018/2019 Adjustments Budget and potential Revised 2018/2019 SDBIP</i></b>	<b><i>MFMA - Sec 28 MBRR - Part 4</i></b>		<b>27/02/2019</b>			<b><i>Manager: IDP and Performance Management and Manager: Budgets and Accounting</i></b>
85	LG MTEC 2 - Provincial Sector Departments inform municipalities of provincial budgetary allocations	MSA - Chapter 5	27/02/2018				Manager: IDP and Performance Management and Manager: Budgets and Accounting

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
<b>MARCH 2019</b>							
86	Advertise the approved 2018/2019 Adjustments Budget and Revised SDBIP for 2018/19 and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation (within 10 working days)	MFMA - Sec 28(7) MSA - Sec 21A MBRR - Part 4		07/03/2019			Manager: Budgets and Accounting
87	Submit monthly report on the budget for period ending 28 February 2019 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/03/2019	Manager: Financial Reporting
88	<b>Submit 2019/2024 Draft MTREF, tariffs and budget related policies to Budget Steering Committee</b>	<b>MFMA - Sec 21 MBRR - Part 3</b>		<b>14/03/2019</b>			<b>Manager: Budgets and Accounting</b>
89	<b>Financial Services Portfolio Committee recommends 2019/2024 draft Budget to the Executive Mayor and Mayoral Committee</b>	<b>MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3</b>		<b>19/03/2019</b>			<b>Manager: Budgets and Accounting</b>
90	<b>Executive Mayor and Mayoral Committee consider 2019/2024 draft Revised IDP, Budget and 2019/20 SDBIP</b>	<b>MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3</b>	<b>20/03/2019</b>	<b>20/03/2019</b>	<b>20/03/2019</b>		<b>Manager: Budgets and Accounting</b>
91	Prepare an item with the 2017/2018 OR and AR to be tabled at the Finance Portfolio Committee, Mayoral Committee and Council to be reviewed by the City Manager	MFMA - Sec 129				14/03/2019 to 18/03/2019	Chief Financial Officer
92	<b>Council meeting on draft IDP, budget, tariffs, budget related policies and SDBIP (at least 90 days before the start of the budget year)</b>	<b>MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3</b>	<b>27/03/2018</b>	<b>27/03/2018</b>	<b>27/03/2018</b>		<b>Manager: IDP and Performance Management and Manager: Budgets and Accounting</b>
93	<b>Council consider 2017/2018 Oversight Report and Annual Report for approval</b>	<b>MFMA - Sec 129</b>				<b>27/03/2019</b>	<b>Chief Financial Officer</b>
94	<b>Submit monthly report for period ending 28/02/2019 on implementation of the budget and financial state of affairs of the municipality to Council</b>	<b>MFMA - Sec 71(1) MBRR - Reg 29</b>				<b>27/03/2018</b>	<b>Manager: Financial Reporting</b>
<b>APRIL 2019</b>							

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NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
95	Advertise the Draft IDP, SDBIP, budget and other required documents and provide at least 21 days for public comments and submissions	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	04/04/2019	04/04/2019	04/04/2019		Manager: IDP and Performance Management and Manager: Budgets and Accounting
96	Prepare advertisement for the 2017/2018 OR and AR to be released for information which must be placed on the municipal website within five (5) days after it is approved	MFMA - Sec 129(3)				27/03/2019 to 01/04/2019	Chief Financial Officer
97	Ensure that the 2017/2018 OR and AR be made available at all municipal offices and libraries for information	MFMA - Sec 129(3)				27/03/2019 to 01/04/2020	Chief Financial Officer
98	Submit the Annual Report and Oversight Report to the provincial legislature as per circular	MFMA - Sec 132(1) & (2)				27/03/2019 to 05/04/2019	Chief Financial Officer
99	Submit the draft IDP, SDBIP and budget to Department of Local Government, National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by the IDP and budget	MFMA - Sec 22(b) MSA - Sec 32(1) MBRR - Reg 20	12/04/2019	12/04/2019	12/04/2019		Manager: IDP and Performance Management and Manager: Budgets and Accounting
<b>100</b>	<b>Community Road Shows to consult the Draft IDP, SDBIP and Budget - Ward-based Public meetings and IDP Representative Forum</b>	<b>MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)</b>	<b>02/04/2019 - 26/04/2019</b>	<b>02/04/2019 - 26/04/2019</b>	<b>02/04/2019 - 26/04/2019</b>		<b>Manager: IDP and Performance Management Manager: Budgets and Accounting</b>
101	THIRD Quarter Performance Report to SMT for revision session	MPPMR - Reg 13			18/04/2019		Manager: IDP and Performance Management
102	Submit Monthly report on the budget for period ending 31 March 2019 within 10 working days to Executive Mayor	MFMA Section 71(1)				12/04/2019	Manager: Financial Reporting
<b>103</b>	<b>Submit THIRD Quarter Performance Report to Executive Mayor and Mayoral Committee</b>	<b>MPPMR - Reg 13</b>			<b>17/04/2019</b>		<b>Manager: IDP and Performance Management</b>
<b>104</b>	<b>Submit THIRD Quarter Performance Report to Council</b>	<b>MPPMR - Reg 13</b>			<b>24/04/2019</b>		<b>Manager: IDP and Performance Management</b>

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
105	<i>Submit Quarterly report for period ending 31/03/2019 on implementation of the budget and financial state of affairs of the municipality to Council</i>	<i>MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29</i>				24/04/2019	<i>Manager: Financial Reporting</i>
106	Submit 3rd Quarter 2017/2018 Performance Reports - SDBIP and Performance Reports to National and Provincial Treasury	MPPMR - Reg 13			26/04/2019		Manager: IDP and Performance Management
107	Quarter 3 (2017/18) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			15/04/2019		Manager: IDP and Performance Management
<b>MAY 2019</b>							
108	LG MTEC 3 IDP and Budget Assessments by Provincial Treasury and Department of Local Government	MSA Chapter 5 MFMA	10/05/2019	10/05/2019	10/05/2019		Manager: IDP and Performance Management and Manager: Budgets and Accounting
109	Place 2018/2019 Third Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)				01/05/2019	Manager: IDP and Performance Management
110	Submit Monthly report on the budget for period ending 30/04/2018 within 10 working days to Executive Mayor	MFMA Section 71(1)				15/05/2019	Manager: Financial Reporting
111	<i>Budget Steering Committee considers submissions made by the local community, National or Provincial Treasury, national or provincial organs of state or municipalities (B-Municipalities)</i>	<i>MFMA - Sec 23</i>	<i>16/05/2019</i>	<i>16/05/2019</i>	<i>16/05/2019</i>		<i>Manager: Financial Reporting</i>
112	<i>Finance Portfolio Committee considers submissions made by the local community, National or Provincial Treasury, national or provincial organs of state or municipalities (B-Municipalities) and recommends final budget to MAYCO</i>	<i>MFMA - Sec 24</i>		<i>21/05/2019</i>			<i>Manager: IDP and Performance Management Manager: Budgets and Accounting</i>

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
113	<i>MAYCO meeting to approve Revised IDP, Performance Management Measures and targets and the budget (at least 30 days before the start of the budget year)</i>	<i>MFMA - Sec 24</i>	<i>22/05/2019</i>	<i>22/05/2019</i>	<i>22/05/2019</i>		<i>Manager: IDP and Performance Management and Manager: Budgets and Accounting</i>
114	<i>Council meeting to adopt Revised IDP, Performance Management Measures and targets and the budget (at least 30 days before the start of the budget year)</i>	<i>MFMA - Sec 24</i>	<i>30/05/2018</i>	<i>30/05/2019</i>	<i>30/05/2018</i>		<i>Manager: IDP and Performance Management and Manager: Budgets and Accounting</i>
115	<i>Submit monthly report for period ending 30/04/2019 on implementation of the budget and financial state of affairs of the municipality to Council</i>	<i>MFMA - Sec 71(1) MBRR - Reg 29</i>				<i>30/05/2019</i>	<i>Manager: Budgets and Accounting</i>
<b>JUNE 2019</b>							
116	Place the IDP, multi-year budget, all budget-related documents and all budget-related policies on the website	MFMA - Sec 22 and 75 MSA - Sec 21A and 21B	06/06/2019	06/06/2019			Manager: IDP and Performance Management Manager: Budgets and Accounting
117	Submit a copy of the revised IDP to the MEC for LG (within 10 days of the adoption of the plan)	MSA - Section 32	10/06/2018				Manager: IDP and Performance Management
118	Submit approved budget to National and Provincial Treasuries (both printed and electronic formats)	MFMA - Sec 24(3) MBRR - Reg 20		14/06/2019			Manager: Budgets and Accounting
119	Give notice to the public of the adoption of the IDP and Budget (within 14 days of the adoption of the plan) and budget (within 10 working days)	MBRR - Reg 18 MSA - Sec 25(4)(a)(b)	14/06/2018	14/06/2019			Manager: IDP and Performance Management Manager: Budgets and Accounting
120	Submit to the Executive Mayor the SDBIP for the budget year (no later than 14 days after the approval of an annual budget)	MFMA - Sec 69(3)(a)			14/06/2019		Manager: IDP and Performance Management

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
121	Submit Monthly report on the budget for period ending 31/05/2019 within 10 working days to Mayor	MFMA Section 71(1)				14/06/2019	Manager: Financial Reporting
122	Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (within 28 days after approval of the budget)	MFMA - Sec 53(1)(c) (ii)			28/06/2019		Manager: IDP and Performance Management
<b>123</b>	<b>Submit monthly report for period ending 31/05/2019 on implementation of the budget and financial state of affairs of the municipality to Council</b>	<b>MFMA - Sec 71(1) MBRR - Reg 29</b>				<b>26/06/2019</b>	<b>Manager: Financial Reporting</b>
124	Make public the Council notice of the adopted SDF in the local media and the provincial Gazette, within 14 days of the date of adoption	SPLUMA – Section 20(3)	14/06/2019				Manager: IDP and Performance Management
<b>JULY 2019</b>							
125	Make public the projections, targets and indicators as set out in the SDBIP (no later than 14 days after the approval of the SDBIP) and submit to National and Provincial Treasuries (no later than 10 working days after the approval of the SDBIP)	MFMA Section 53(3)(a) MBRR Reg 19			11/07/2019		Manager: IDP and Performance Management
126	Make public the performance agreements of City Manager and Executive Directors (no later than 14 days after the approval of the SDBIP)	MFMA Section 53(3)(b):			11/07/2019		Manager: IDP and Performance Management