

PROCESS PLAN/ TIME SCHEDULE FOR BUDGET/IDP AND PERFORMANCE MANAGEMENT



Annexure A  
BUDGET/IDP/PM TIME SCHEDULE FOR 2020/2021

(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 2019</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)			31/07/2019		Manager: IDP and Performance Management
2	Commence with the preparation of Capital Adjustments Budget for the 2019/2020 Financial year	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		01/07/2019			Manager: Budget Control and Cost Accounting
3	Submit Monthly report on the budget for period ending 30 June 2019 within 10 working days to Executive Mayor	MFMA - Sec 71(1)				12/07/2019	Manager: Financial Statements, Reporting and Cash Management
4	Budget Steering Committee recommends that Budget / IDP / PM Time Schedule (at least 10 months before the start of the budget year).	MFMA - Sec 21(1)(b)	18/07/2019				Manager: IDP and Performance Management
5	Submit 2018/2019 Fourth Quarter Performance Report to SMT for revision	Not Applicable			26/07/2019		Manager: IDP and Performance Management
6	Budget Steering Committee determines Budget Assumptions (Parameters) for 2020/2025 Medium Term Revenue and Expenditure Framework (MTREF)	MFMA - Sec 28 MBRR - Part 4		18/07/2019			Manager: Budget Control and Cost Accounting
7	Submit 2018/2019 Fourth Quarter Performance Report to Council	MPPMR - Reg 13 MFMA - Sec 71(1)			31/07/2019		Manager: IDP and Performance Management
8	Submit Quarterly report for period ending 30/06/2019 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29				31/07/2019	Manager: Financial Statements, Reporting and Cash Management
9	Quarter 4 (2018/19) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21 - 17/01/2014			12/07/2019		Manager: IDP and Performance Management
10	Supply Chain Management - BEC and BAC Meetings						All HODs

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
<b>AUGUST 2019</b>							
11	Place 2018/2019 Fourth Quarter Performance Report on website	MFMA - Section 75 (2) MSA 21(b)			01/08/2019		Manager: IDP and Performance Management
12	Submit 4th Quarter (2018/2019) Performance Reports - SDBIP Performance Reports to National and Provincial Treasuries	MPPMR - Reg 13			01/08/2019		Manager: IDP and Performance Management
13	Commence with Zero-based budget exercise for 2020/2025 MTREF	MFMA - Chapter 4 MBRR - Part 3		12/08/2019			Chief Financial Officer
14	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	N/A	07/08/2019				Manager: IDP and Performance Management
15	Budget Steering Committee considers 2019/2020 Capital Adjustments Budget	MFMA - Sec 28 MBRR - Part 4		08/08/2019			Manager: Budget Control and Cost Accounting
16	Start process to review current budget related policies and compile newly needed budget related policies	MFMA - Sec 21 MBRR - Part 3		12/08/2019			Manager: Budget Control and Cost Accounting
17	Request information regarding tariffs for input in tariff book.	MFMA - Chapter 4 MBRR - Part 3		12/08/2019			Manager: Budget Control and Cost Accounting
18	Submit Monthly report on the budget for period ending 31 July 2019 within 10 working days to Executive Mayor	MFMA Section 71(1)				15/08/2019	Manager: Financial Statements, Reporting and Cash Management
19	Submit 1st Draft AR and progress report to SMT for discussion					19/08/2019	CFO/MSFPS
20	Submit monthly report for period ending 31/07/2019 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				22/08/2019	Manager: Financial Statements, Reporting and Cash Management
21	Finance Portfolio Committee recommends 2019/2020 Capital Adjustments Budget to Executive Mayor and Mayoral Committee	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		20/08/2019			Chief Financial Officer
22	Executive Mayor and Mayoral Committee approve 2019/2020 Capital Adjustments Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		21/08/2019			Chief Financial Officer
23	Council approve 2019/2020 Capital Adjustments Budget (to be tabled before 25 August 2019)	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)		22/08/2019			Chief Financial Officer
24	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	MFMA - Sec 21(1)(b)	22/08/2019	22/08/2019			Manager: IDP and Performance Management
25	Submit Annual Performance Report (APR) and Annual Financial Statements (AFS) for 2018/2019 to the Auditor General of South Africa (AGSA)	MFMA - Section 126			31/08/2019	31/08/2019	Manager: IDP and Performance Management CFO
26	Review of Departmental Sector Plans: Disaster Management Plan, SDF, Sector Plans		31/07/2019				All HODs
27	Draft IDP - Review previous year alignment		31/07/2019				Manager: IDP and Performance Management

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
28	Budget: - Assumptions - Tariffs - HR/ Staff Costs - Events - Bursaries - Related policy amendments - Capital expenditure (loans)			31/07/2019			CFO
29	Supply Chain Management - BEC and BAC Meetings						All HODs
<b>SEPTEMBER 2019</b>							
30	Submit the adopted Budget / IDP / PM Time Schedulee to the MEC for Local Government and Provincial Treasury	MSA - Sec 21, 21A, 28(3)	01/09/2019				Manager: IDP and Performance Management
31	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)	01/09/2019				Manager: IDP and Performance Management
32	Provincial IDP Managers' Forum	MSA Section 24	12/09/2019 -13/09/2019				Manager: IDP and Performance Management
33	Submit Monthly report on the budget for period ending 31 August 2019 within 10 working days to Executive Mayor	MFMA Section 71(1)				13/09/2019	Manager: Financial Statements, Reporting and Cash Management
34	Ward Committee Engagements - ward committees as per approved schedule	Chapter 4 MSA	15/09/2019 - 07/10/2019				Manager: IDP and Performance Management
35	Refer Draft 2020 Drakenstein Spatial Development Framework to the Mayoral Committee for approval in order to commence with the public participation process.	Drakenstein Bylaw on Municipal Land Use Planning, 2018 SPLUMA 20(3) MSA-Reg 4	18/09/2019				Manager: Spatial Planning
36	Assess and identify information from adopted Sector Plans for integration into the IDP Review document if possible	MSA Section 34	30/09/2019				Manager: IDP and Performance Management together with All Departments
37	Publish notice of the Draft 2020 Spatial Development Framework for comments. Comments must be rendered with 60 days.	Drakenstein Bylaw on Municipal Land Use Planning, 2018 - Sec 6(4) SPLUMA - Sec 20(3)	26/09/2019				Manager: Spatial Planning
38	Strategic Management Team meetings to review and update the IDP Vision, Mission and Strategic Objectives for recommendation to Council	MSA Section 34	27/09/2019				City Manager
39	Submit monthly report for period ending 31/08/2019 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				25/09/2019	Manager: Financial Statements, Reporting and Cash Management
40	April Public Participation Preparation		30/09/2019				Manager: IDP and Performance Management
41	Supply Chain Management - BEC and BAC Meetings						All HODs

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
<b>OCTOBER 2019</b>							
42	Submit 2nd Draft AR 2018/19 to SMT for review; this will include a review on quality assurance and that submitted information is valid, accurate and complete	Not Applicable				14/10/2019	CFO/MSFPS
43	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 (2018/2024 IDP cycle and 2020/2021 review)	Not Applicable	7/10/2019 - 18/10/2019				Manager: IDP and Performance Management together with All Departments
44	First Quarter 2019/2020 Performance Report to SMT for revision	MPPMR - Reg 13			10/10/2019		Manager: IDP and Performance Management
45	Submit Monthly report on the budget for period ending 30 September 2019 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/10/2019	Manager: Financial Statements, Reporting and Cash Management
46	Submission of priority requests to sector departments	Not Applicable	10/12/2019				Manager: IDP and Performance Management
47	Submit 2019/2020 First Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			30/10/2019		Manager: IDP and Performance Management
48	Submit 2019/2020 First Quarter Performance Report to Council	MPPMR - Reg 13			30/10/2019		Manager: IDP and Performance Management
49	Submit Quarterly report for period ending 30/09/2019 on implementation of the budget and financial state of affairs of the municipality	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29				30/10/2019	Manager: Financial Statements, Reporting and Cash Management
50	Quarter 1 (2019/2020) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			11/10/2019		Manager: IDP and Performance Management
51	Strategic Integrated Municipal Engagements (SIME)		31/10/2019				Manager: IDP and Performance Management
52	Review of Policie and Bylaws						ED: Corporate Services
53	Macro Structure Review						ED: Corporate Services
54	EPWP Priorities						ED: Engineering Services
55	Supply Chain Management - BEC and BAC Meetings						All HODs

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
<b>NOVEMBER 2019</b>							
56	Finalise revision of current budget related policies and compilation of new budget related policies	MFMA - Sec 21 MBRR - Part 3		01/11/2019			Manager: Budget Control and Cost Accounting
57	Finalised tariff book	MFMA - Sec 21		01/11/2019			Manager: Budget Control and Cost Accounting
58	Finalise first draft of Zero-based 2020/2025 MTREF	MFMA - Sec 21		05/11/2019			Manager: Budget Control and Cost Accounting
59	Submit 1st Quarter 2019/2020 Performance Reports - SDBIP and Finance Performance Reports to National and Provincial Treasury				01/11/2019		Manager: IDP and Performance Management
60	Place 2019/2020 First Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)			01/11/2019		Manager: IDP and Performance Management
61	Submit Monthly report on the budget for period ending 31 October 2019 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/11/2019	Manager: Financial Statements, Reporting and Cash Management
62	Request inputs from departments for 2020/2021 Operating Adjustments Budget to Manager: Budgets and Cost Accounting	MFMA - Section 21 & 28		11/11/2019			All Directorates
63	Submit 2020/2025 Draft MTREF, tariffs and budget related policies to Budget Steering Committee	MFMA - Sec 21 MBRR - Part 3		21/11/2019			Manager: Budget Control and Cost Accounting
64	Mayoral Committee consider and recommend strategic choices for Council's consideration	MPPMR - Reg 3	27/11/2019				Manager: IDP and Performance Management
65	Draft Initial changes to IDP: Reconcile community, administrative and political priorities within the context of Vision 2032 and 2017/2022 IDP	Not Applicable	30/11/2019				Manager: IDP and Performance Management
66	Supply Chain Management - BEC and BAC Meetings						All HODs
67	MAAP Processes						CFO
68	SDBIP - All layers and performance indicator review						Performance Management Systems Officer
69	Performance Sheets - Next financial year						Performance Management Systems Officer
70	Housing Summit for March						ED: Community Services

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
<b>DECEMBER 2019</b>							
71	Annual Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers (Period 2018/2019 Financial Year)	MPPMR - Reg 13 GN 21- 17/01/2014			15/12/2019		Manager: IDP and Performance Management
72	Provincial IDP Managers' Forum	MSA Section 24	05/12/2019 - 06/12/2019				Manager: IDP and Performance Management
73	Submit Monthly report on the budget for period ending 30 November 2019 within 10 working days to Executive Mayor	MFMA Section 71(1)				13/12/2019	Manager: Financial Statements, Reporting and Cash Management
<b>JANUARY 2020</b>							
74	Commence with review of five-year performance scorecard in line with strategic choices	MSA Section 26, Chapter 6	03/01/2020 - 28/02/2020		03/01/2020 - 28/02/2020		Manager: IDP and Performance Management
75	Submit SECOND Quarter Performance Report and Mid-year Performance Assessment Report to SMT for revision	MPPMR - Reg 13				14/01/2020	Manager: IDP and Performance Management
76	Submit Monthly report on the budget for period ending 31 December 2019 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/01/2020	Manager: Financial Statements, Reporting and Cash Management
77	Refer second draft 2020 Drakenstein Spatial Development Framework to the project Intergovernmental Steering Committee for comments	Drakenstein Bylaw on Municipal Land Use Planning, 2018 - Sec 6(5)	31/01/2020				Manager: Spatial Planning
78	Submit SECOND Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			24/01/2020		Manager: IDP and Performance Management
79	Prepare an agenda item for submission of the 2018/2019 Draft AR to the Finance Portfolio Committee, Mayoral Committee and Council	MFMA - Sec 21				14/01/2020	Chief Financial Officer
80	Submit Mid-year Performance Assessment Report to Executive Mayor	MFMA - Sec 72			25/01/2020		Manager: IDP and Performance Management
81	Prepare and submit Mid-year Budget Assessment Report to Executive Mayor	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2020			Chief Financial Officer
82	Submit Mid-year Budget and Performance Report to Provincial Treasury, National Treasury and Department of Local Government by 25/01/2020	MFMA - Section 72(1)(b) MBRR - Reg 35		25/01/2020	25/01/2020		Manager: IDP and Performance Management CFO
83	Council consider 2018/2019 Draft Annual Report before advertising it for public comment	MFMA - Sec 127				29/01/2020	Chief Financial Officer
84	Submit monthly report for period ending 31/12/2019 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				29/01/2020	Chief Financial Officer
85	Submit Quarterly report for period ending 31/12/2019 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29				29/01/2020	Chief Financial Officer and Manager: IDP and Performance Management
86	Review the municipality's performance management system (PMS) - submit Revised Performance Management Policy to Council	MPPR - Reg 3(4)(b) & Reg 11(2)			31/01/2020		Manager: IDP and Performance Management
87	Submit Mid-year Budget and Performance Assessment Reports to Council	MFMA - Section 72(1)(b) MBRR - Reg 35		29/01/2020	29/01/2020	29/01/2020	Manager: IDP and Performance Management and Senior Manager: Budget, Assets and Financial Reporting
88	Place 2019/2020 SECOND Quarter Performance Report on website	MFMA - Section 75 (2) MSA - Sec 21(b)			28/01/2020		Manager: IDP and Performance Management

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
89	Quarter 2 and Mid-year (2019/20) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21 - 17/01/2014			10/01/2020		Manager: IDP and Performance Management
90	Strategic Planning Alignment - Drakenstein						City Manager
91	Strategic Risk Review						Chief Risk Officer
92	Procurement Plan						CFO
<b>FEBRUARY 2020</b>							
93	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)			08/02/2020		Manager: IDP and Performance Management
94	Send the 2018/2019 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)				29/01/2020 to 03/02/2020	Chief Financial Officer
95	Due date for the public and other stakeholders to render written comments on the 2018/2019 Draft AR	MFMA - Sec 127(5)(a) MSA - Sec 21A				20/02/2020	Chief Financial Officer
96	Budget Steering Committee considers 2019/2020 Adjustments Budget	MFMA - Sec 28 MBRR - Part 4		13/02/2020			Chief Financial Officer
97	Submit Monthly report on the budget for period ending 31 January 2020 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/02/2020	Manager: Financial Statements, Reporting and Cash Management
98	Finance Portfolio Committee considers and recommends the 2019/2020 Adjustments Budget to the MAYCO	MFMA - Sec 28 MBRR - Part 4		25/02/2020			Manager: Budget Control and Cost Accounting
99	MAYCO considers and adopts 2019/2020 Adjustments Budget and potentially Revised 2019/2020 SDBIP	MFMA - Sec 28 MBRR - Part 4		25/02/2020	25/02/2020		Manager: Budget Control and Cost Accounting and Manager: IDP and Performance Management
100	Technical Integrated Municipal Engagements (TIME)	MSA - Chapter 5	28/02/2020				Manager: IDP and Performance Management
101	Submit monthly report for period ending 31/01/2019 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				26/02/2020	Manager: IDP and Performance Management
102	Council considers and adopts 2019/2020 Adjustments Budget and potential Revised 2019/2020 SDBIP	MFMA - Sec 28 MBRR - Part 4		26/02/2020			Manager: IDP and Performance Management and Manager: Budget Control and Cost Accounting
103	LG MTEC 2 - Provincial Sector Departments inform municipalities of provincial budgetary allocations	MSA - Chapter 5	27/02/2020	27/02/2021			Manager: IDP and Performance Management and Manager: Budget Control and Cost Accounting
104	Planning for IDP Representative Forum for 1st week of May						Manager: IDP and Performance Management
<b>MARCH 2020</b>							
105	Advertise the approved 2019/2020 Adjustments Budget and Revised SDBIP for 2019/20 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		06/03/2020			Manager: Budget Control and Cost Accounting
106	Submit monthly report on the budget for period ending 28 February 2020 within 10 working days to Executive Mayor	MFMA Section 71(1)				13/03/2020	Manager: Financial Statements, Reporting and Cash Management
107	Prepare an item with the 2018/2019 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				03/03/2020 to 17/03/2020	Chief Financial Officer
108	Budget Steering Committee considers 2020/2025 draft Budget	MFMA - Sec 28 MBRR - Part 4		12/03/2020			Chief Financial Officer
109	Refer final 2020 Drakenstein Spatial Development Framework to the IDP Office for inclusion into the IDP Council item, for approval.	Drakenstein Bylaw on Municipal Land Use Planning, 2018 - Sec 6(6)	15/03/2020				Manager: Spatial Planning
110	Council consider 2018/2019 Oversight Report and Annual Report for approval	MFMA - Sec 129				25/03/2020	Chief Financial Officer
111	Submit monthly report for period ending 28/02/2020 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				25/03/2020	Manager: Financial Statements, Reporting and Cash Management

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
112	Financial Services Portfolio Committee recommends 2020/2025 draft Budget to the Executive Mayor and Mayoral Committee	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3		24/03/2020			Manager: Budget Control and Cost Accounting
113	Executive Mayor and Mayoral Committee consider 2020/2025 draft Revised IDP, Budget and 2020/21 SDBIP	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	24/03/2020	24/03/2020	24/03/2020		Manager: IDP and Performance Management and Manager: Budget Control and Cost Accounting
114	Council meeting on draft IDP, budget, tariffs, budget related policies and SDBIP (at least 90 days before the start of the budget year)	MFMA - Sec 16(2) MSA - Sec 25 MBRR - Part 3	25/03/2020	25/03/2020	25/03/2020		Manager: IDP and Performance Management and Manager: Budget Control and Cost Accounting
115	Supply Chain Mangement - Specifications and Adverts for June						All HODs



ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
<b>APRIL 2020</b>							
116	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)	02/04/2020	02/04/2020	02/04/2020		Manager: IDP and Performance Management and Manager: Budget Control and Cost Accounting
117	Prepare advertisement for the 2018/2019 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)				25/03/2020 to 30/03/2020	Chief Financial Officer
118	Ensure that the 2018/2019 OR and AR be made available at all municipal offices and libraries for information	MFMA - Sec 129(3)				25/03/2020 to 01/04/2020	Chief Financial Officer
119	Submit the Annual Report and Oversight Report to the provincial legislature as per circular	MFMA - Sec 132(1) & (2)				25/03/2020 to 03/04/2020	Chief Financial Officer
120	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	10/04/2020	10/04/2020	10/04/2020		Manager: IDP and Performance Management and Manager: Budget Control and Cost Accounting
121	Community Road Shows to consult the Draft IDP, SDBIP and Budget - Ward-based Public meetings and IDP Representative Forum	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	12/04/2020 - 30/04/2020	12/04/2020 - 30/04/2020	12/04/2020 - 30/04/2020		Manager: IDP and Performance Management Manager: Budget Control and Cost Accounting
122	THIRD Quarter Performance Report to SMT for revision session	MPPMR - Reg 13			2020/08/04		Manager: IDP and Performance Management
123	Submit Monthly report on the budget for period ending 31 March 2020 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/04/2020	Manager: Financial Statements, Reporting and Cash Management
124	Submit THIRD Quarter Performance Report to Executive Mayor and Mayoral Committee	MPPMR - Reg 13			17/04/2020		Manager: IDP and Performance Management
125	Submit THIRD Quarter Performance Report to Council	MPPMR - Reg 13			24/04/2020		Manager: IDP and Performance Management
126	Submit Quarterly report for period ending 31/03/2020 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 52(d) MFMA - Sec 71(1) MBRR - Reg 29				29/04/2020	Manager: Financial Statements, Reporting and Cash Management
127	Submit 3rd Quarter 2019/20 Performance Reports - SDBIP and Performance Reports to National and Provincial Treasury	MPPMR - Reg 13			26/04/2020		Manager: IDP and Performance Management
128	Quarter 3 (2019/20) Performance Assessments for City Manager, Executive Directors and Reporting Level 3 Managers	MPPMR - Reg 13 GN 21- 17/01/2014			15/04/2020		Manager: IDP and Performance Management
129	Draft IDP - Alignment after April feedback for May						Manager: IDP and Performance Management

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
<b>MAY 2020</b>							
130	LG MTEC 3 IDP and Budget Assessments by Provincial Treasury and Department of Local Government	MSA Chapter 5 MFMA	11/05/2020	11/05/2020	11/05/2020		Manager: IDP and Performance Management and Manager: Budget Control and Cost Accounting
131	Place 2019/2020 Third Quarter Performance Report on website	MFMA - Sec 75(2) MSA - Sec 21(b)				07/05/2020	Manager: IDP and Performance Management
132	Submit Monthly report on the budget for period ending 30/04/2019 within 10 working days to Executive Mayor	MFMA Section 71(1)				14/05/2019	Manager: Financial Statements, Reporting and Cash Management
133	Budget Steering Committee considers submissions made by the local community, National or Provincial Treasury, national or provincial organs of state or municipalities (B-Municipalities)	MFMA - Sec 23	14/05/2020	14/05/2020	14/05/2020		Manager: Budget Control and Cost Accounting
134	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	MFMA - Sec 24		26/05/2020			Manager: IDP and Performance Management Manager: Budget Control and Cost Accounting
135	MAYCO meeting to approve Revised IDP, Performance Management Measures, targets and the budget (at least 30 days before the start of the budget year), and 2020 Drakenstein Spatial Development Framework	MFMA - Sec 24	26/05/2020	26/05/2020	26/05/2020		Manager: IDP and Performance Management and Manager: Budget Control and Cost Accounting
136	Council meeting to adopt Revised IDP, Performance Management Measures, targets and the budget (at least 30 days before the start of the budget year), and 2020 Drakenstein Spatial Development Framework	MFMA - Sec 24	27/05/2020	27/05/2020	27/05/2020		Manager: IDP and Performance Management and Manager: Budget Control and Cost Accounting
137	Submit monthly report for period ending 30/04/2020 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				27/05/2020	Manager: Financial Statements, Reporting and Cash Management

ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES				RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP	BUDGET	PMS	REPORTING	
<b>JUNE 2020</b>							
138	Place the IDP, multi-year budget, all budget-related documents and all budget-related policies, and 2020 Drakenstein Spatial Development Framework on the website	MFMA - Sec 22 and 75 MSA - Sec 21A and 21B	04/06/2020	04/06/2020			Manager: IDP and Performance Management Manager: Budget Control and Cost Accounting
139	Submit the following documentation to the Provincial Minister: - a written notice of the decision to adopt the 2020 Drakenstein Spatial Development Framework, together with reasons; - the adopted 2020 Drakenstein Spatial Development Framework; and - a report setting out the response of the municipality to the comments submitted in terms of section 12(4).	LUPA - Sec 14	09/06/2020				Manager: Spatial Planning
140	Submit a copy of the revised IDP and 2020 Drakenstein Spatial Development Framework to the MEC for LG (within 10 days of the adoption of the plan)	MSA - Section 32	12/06/2020				Manager: IDP and Performance Management
141	Publish notice of the decision to adopt the 2020 Drakenstein Spatial Development Framework in the Provincial Gazette	Drakenstein Bylaw on Municipal Land Use Planning, 2018 - Sec 6(6) LUPA - Sec 18(1)	13/06/2020				Manager: Spatial Planning
142	Submit approved budget to National and Provincial Treasuries (both printed and electronic formats)	MFMA - Sec 24(3) MBRR - Reg 20		10/06/2020			Manager: Budget Control and Cost Accounting
143	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)	10/06/2020	10/06/2020			Manager: IDP and Performance Management Manager: Budget Control and Cost Accounting
144	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)			19/06/2020		Manager: IDP and Performance Management
145	Submit Monthly report on the budget for period ending 31/05/2020 within 10 working days to Mayor	MFMA Section 71(1)				12/06/2020	Manager: Financial Reporting
146	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)			26/06/2020		Manager: IDP and Performance Management
147	Submit monthly report for period ending 31/05/2020 on implementation of the budget and financial state of affairs of the municipality to Council	MFMA - Sec 71(1) MBRR - Reg 29				24/06/2020	Manager: Financial Statements, Reporting and Cash Management
148	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)	12/06/2020				Manager: IDP and Performance Management
<b>JULY 2020</b>							
149	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			10/07/2020		Manager: IDP and Performance Management
150	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):			10/07/2020		Manager: IDP and Performance Management