

ACTIVITY / TASK		LOCAL GOVERNMENT ELECTIONS	LEGISLATIVE REQUIREMENTS	TARGET DATES						RESPONSIBLE OFFICIAL
NO	DESCRIPTION			IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
<b>JULY 2021</b>										
1	Make public the projections, targets and indicators as set out in the SDBIP 2021/22 ( <b>no later than 14 days after the approval of the SDBIP</b> ) 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)					03 July 2021		Manager: IDP/PMS/PP
2	Make public the Performance Agreements 2021/22 of the Municipal Manager and Managers directly accountable to the Municipal Manager ( <b>no later than 14 days after the approval of the SDBIP</b> )		MFMA - Section 53(3)(b):					10 July 2021		Manager: IDP/PMS/PP
3	Commence with the preparation of Roll-Over Budget for the 2021/22 Financial year		MFMA - Sec 28(2)(e) MBRR - Reg 23(5)				30 July 2021			Snr Manager: Financial Management Services
4	Submit Quarterly report for <b>period ending 30 June 2021</b> 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						28 July 2021	Snr Manager: Financial Management Services
<b>AUGUST 2021</b>										
5	Place 4th Quarter Performance Report 2020/21 on website ( <b>must be placed on the website not later than 5 days</b> after its tabling in the council or on the date on which it must be made public, which ever occurs first)		MFMA - Section 75 (2) MSA 21 (b)					02 August 2021		Snr Manager: Financial Management Services
6	Submit 4th Quarter Performance Reports 2020/21 - SDBIP and Finance Performance Reports to National and Provincial Treasury		MPPMR - Reg 13						02 August 2021	Snr Manager: Financial Management Services
7	Internal consultations with departments on Sector Plans for integration into the 5th Review of the 4th Generation Integrated Development Plan (IDP)	Local Government Election, <b>February 2022</b>	MSA Section 26	2 - 31 August 2021						Manager: IDP/PMS/PP together with All Departments

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NO	DESCRIPTION			IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
8	Departmental SDF/IDP/Budget Work Sessions to review and provide feedback on projects, key initiatives and programmes from the 2021/22 Community IDP Needs List and identified actions emanating from the 2020/21 community engagement and sector plan analysis		Not Applicable	2 - 31 August 2021						Manager: IDP/PMS/PP together with All Departments
9	Executive Mayor and Mayoral Committee recommend that SDF/IDP/Budget Time Schedule / Process Plan for 2022/23 <b>(at least 10 months before the start of the budget year)</b> and the IDP Online Public Participation Schedule for September 2021	Local Government Election, <b>February 2022</b>	MFMA - Sec 21(1)(b) MSA - Sec 29	<b>18 August 2021</b>						<b>Manager: IDP/PMS/PP</b>
10	The Committee recommendations need to specify the request for the amendment of the MSDf and the intent to not establish a Intergovernmental Steering Committee for the purpose of amending the MSDf.		MSA Regulations - Chapter 2 Section 3(1); LUPA - Section 11(a) & (b); MPBL - Chapter 2 Section 3(1)		<b>18 August 2021</b>					<b>Manager: Development Planning</b>
11	Executive Mayor and Mayoral Committee considers the 2021/22 Capital Roll-Over Budget		MFMA - Sec 28(2)(e) MBRR - Reg 23(5)			<b>18 August 2021</b>				<b>Chief Financial Officer</b>
12	Council considers the 2021/22 Capital Roll-Over Budget <b>(to be tabled before 25 August 2021)</b>		MFMA - Sec 28(2)(e) MBRR - Reg 23(5)			<b>24 August 2021</b>				<b>Chief Financial Officer</b>
13	Council considers the SDF/IDP/Budget Time Schedule / Process Plan for 2022/23 <b>(at least 10 months before the start of the budget year)</b> and IDP Online Public Participation Schedule to be approved by Council	Local Government Election, <b>February 2022</b>	MFMA - Sec 21(1)(b) MSA - Sec 29	<b>24 August 2021</b>						<b>Manager: IDP/PMS/PP</b>
14	Place 2021/22 Capital Roll-Over Budget on website <b>(must be placed on the website not later than 5 days after its tabling in the council or on the date on which it must be made public, which ever occurs first)</b>		MFMA - Sec 75(2) MSA - Sec 21(b)				27 August 2021			Snr Manager: Financial Management Services

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NO	DESCRIPTION			IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
15	Place advertisement to notify the public of the approved SDF/IDP/Budget Time Schedule/ Process Plan 2022/23 and IDP Online Public Participation Schedule on the website, local newspapers and notice boards	Local Government Election, <b>February 2022</b>	MSA - Sec 21, 21A, 28(3)	31 August 2021						Manager: IDP/PMS/PP
16	Place advertisement to notify the public of the proposal to amend the MSDF. Provincial gazette, two local newspapers, website & notice boards.		MSA - Sec 28(3); 29 MPBL - Chapter 2 Section 2(a)		31 August 2021					Manager: Development Planning
17	Submit the adopted SDF/IDP/Budget Time Schedule/ Process Plan 2022/23 to the MEC for Local Government and Provincial Treasury	Local Government Election, <b>February 2022</b>	MSA - Sec 21, 21A, 28(3)	31 August 2021						Manager: IDP/PMS/PP
18	Submit the intention to amend the MSDF and the process to be followed in the amendment & confirm that the ISC process will not be undertaken.		MPBL - Chapter 2 Section 2(b)		31 August 2021					Manager: Development Planning
19	Submit Annual Financial Statements (AFS) and Annual Performance Report (APR) 2020/21 to the Auditor - General for auditing <b>(the accounting officer of a municipality must prepare the annual financial statements of the municipality and within 2 months after the end of the financial year to which those statements relate, submit the statements to the Auditor - General for auditing)</b>		MFMA Sec 126 (1)(a) MSA - Sec 46 (1) (2)					31 August 2021	31 August 2021	Chief Financial Officer Manager: IDP/PMS/PP
<b>SEPTEMBER 2021</b>										
20	District IDP Managers Forum: Process Plan/ District Framework Consultation		MSA Section 24	1 September 2021						Manager: IDP/PMS/PP
21	<b>SDF/IDP/ Budget consultative engagements</b> with the community and other stakeholders in all municipal wards	Local Government Election, <b>February 2022</b>	Chapter 4 MSA	<b>6 - 9 September 2021</b>						<b>Manager: IDP/PMS/PP</b>
22	Capture and refine all community inputs from the needs analysis process	Local Government Election, <b>February 2022</b>	Not Applicable	10 - 15 September 2021						Manager: IDP/PMS/PP

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NO	DESCRIPTION			IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
23	Submission of priority requests to sector departments and the district municipality	Local Government Election, <b>February 2022</b>	Not Applicable	16 September 2021						Manager: IDP/PMS/PP
24	Provincial IDP Managers' Forum		MSA Section 24	16 September 2021						Manager: IDP/PMS/PP
25	Establishment of Project Committee & Terms of reference - MSDF		MPBL - Chapter 2 Section 4(1), (2) & Section 8(1)		16 September 2021					Municipal Manager Manager: DM & DP Appointed officials from municipal departments - IDP, Engineering, Housing etc.
26	Annual (2020/21) Performance Assessments for Municipal Manager and Managers directly accountable to the Municipal Manager	Local Government Election, <b>27 October 2021</b>	MPPMR - Reg 13 GN 21- 17/01/2014					24 September 2021		Manager: IDP/PMS/PP
27	Review of Long Terms Financial Plan		MSA Section 26(a)				1 September 2021 - January 2022			Chief Financial Officer
<b>OCTOBER 2021</b>										
28	District IDP Managers Forum: Process Plan/ District Framework Consultation Session		MSA Section 24	6 October 2021						Manager: IDP/PMS/PP
29	Executive Mayor and Mayoral Committee submit the draft 5th Review of the 4th Generation IDP to Council for consideration by Council	Local Government Election, <b>February 2022</b>	MSA - Sec 30 & 34(a)(i)(ii)	13 October 2021						Manager: IDP/PMS/PP
30	Departmental SDF/IDP/Budget Work Sessions to review the MSDF for incorporation within the draft status quo report.		Not Applicable		01 - 15 October 2021					Manager: Development Planning together with All Departments
31	Draft status quo report setting out an assessment of the existing levels of development and development challenges in the municipal area and submit it to Council for adoption.		MPBL - Chapter 2 Section 7(1)(a)		01 - 31 October 2021					Manager: DP with Project Steering Committee
32	Directorates complete template for 2022 - 2025 Capital and Operational Budget for Budget Prioritisation		MSA Section 26(h)				25 October 2021			Snr Manager: Financial Management Services

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NO	DESCRIPTION			IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
33	Complete tariff setting exercise for 2022/23		MFMA Section 71				25 October 2021			Snr Manager: Financial Management Services
34	Submit Quarterly report for <b>period ending 30 September 2021</b> 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 28						<b>27 October 2021</b>	<b>Snr Manager: Financial Management Services</b>
35	Submission of the draft 5th Review of the 4th Generation IDP to Council to be released for the purposes of obtaining public inputs and comments	Local Government Election, <b>February 2022</b>	MSA -Sec 34	<b>27 October 2021</b>						<b>Manager: IDP/PMS/PP</b>
36	Advertise the SDF (2019) and Draft IDP and provide at least <b>21 days</b> for public comments and submissions	Local Government Election, <b>February 2022</b>	MSA - Sec 21A	29 October 2021	29 October 2021					Manager: IDP/PMS/PP and Snr Manager: Spatial Planning
37	Strategic Integrated Municipal Engagements (SIME)			30 October 2021						Manager: IDP/PMS/PP
38	The formulation of disaster strategies: Prevention and mitigation strategies, Vulnerability reduction strategies, Capacity building, Contingency building, Emergency preparedness.		DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 October 2021				Manager: Fire and Disaster
39	Operationalise disaster management in the municipality by means of identifying projects such as setting up the relevant structures.		DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 October 2021				Manager: Fire and Disaster

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NO	DESCRIPTION			IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
<b>NOVEMBER 2021</b>										
40	Review current budget related policies and compile newly needed budget related policies		MFMA - Sec 21 MBRR - Part 3				1 November 2021			Snr Manager: Financial Management Services
41	Submit 1st Quarter Performance Reports 2021/22 - SDBIP and Finance Performance Reports to National and Provincial Treasury								1 November 2021	Snr Manager: Financial Management Services
42	Place First Quarter Performance Report 2021/22 on website <b>(must be placed on the website not later than 5 days after its tabling in the council or on the date on which it must be made public, which ever occurs first)</b>		MFMA - Sec 75(2) MSA - Sec 21(b)				2 November 2021			Snr Manager: Financial Management Services
43	Submit the Draft 5th Review of the 4th Generation IDP to Department of Local Government, National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by the IDP	Local Government Election, <b>February 2022</b>	MSA - Sec 29(3)(b) MSA - Sec 32(1)	05 November 2021						Manager: IDP/PMS/PP and Manager: Spatial Planning
44	SDF status quo report adoption by Council		MSA Regulations - Chapter 2 section 3(6); LUPA - Section 13(1)(a); MPBL - Chapter 2 Section 3(b) & 7(1)(b)		To be confirmed either October or early November - prior to action 31					Manager: DM
45	District IDP Managers Forum		MSA Section 24	6 November 2021						Manager: IDP/PMS/PP
46	<b>Consultative engagements</b> with the community and other stakeholders in all municipal wards on the SDF (2019) and Draft 5th Review of the 4th Generation IDP	Local Government Election, <b>February 2022</b>	Chapter 4 MSA	<b>8 - 12 November 2021</b>						<b>Manager: IDP/PMS/PP and Manager: Spatial Planning</b>
47	<b>Process Plan for the 5th Generation IDP:</b> Consultation with the local community	Local Government Election, <b>27 October 2021</b>	MSA - Sec 28	<b>1 - 22 November</b>						<b>Manager: IDP/PMS/PP and Manager: Spatial Planning</b>
48	Submit inputs for 2021/22 Operating and Capital Adjustments Budget to Manager: Budgeting and Costing		MFMA - Section 21 & 28				11 November 2021			All Directorates

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NO	DESCRIPTION			IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
49	SDF amendments - Public, Provincial Minister & District Municipality submit comments within 60 days of receiving the amendment		MSA Regulations - Chapter 2 Section 3(4)(b); SPLUMA Section 20(3)(b); MPBL - Chapter 2 Section 7(1)(c )		22 November - 24 January 2022					Manager: DM
50	Council considers the Draft Annual Report 2020/21 before advertising it for public comment		MFMA - Sec 127						24 November 2021	Manager: IDP/PMS/PP and Chief Financial Officer
51	District Municipality submit the <b>5th Generation</b> Process Plan and District Framework to Mayco and Council	Local Government Election, <b>27 October 2021</b>	MFMA - Sec 127(5)(a) MSA - Sec 21A	<b>24 November 2021</b>						Manager: IDP/PMS/PP
52	Submit <b>5th Generation IDP Process Plan</b> to Council for adoption	Local Government Election, <b>27 October 2021</b>	MSA - Sec 28	<b>24 November 2021</b>						Manager: IDP/PMS/PP and Chief Financial Officer
53	The newly elected Council considers and confirm the process as adopted in August 2021 - SDF/IDP/Budget Process Plan (Time Schedule) for 2022/23 with or without amendments	Local Government Election, <b>27 October 2021</b>	MFMA - Sec 21(b) MSA - Sec 29	<b>24 November 2021</b>						Manager: IDP/PMS/PP and Chief Financial Officer
54	District Public Participation sessions for <b>5th Generation IDP</b>	Local Government Election, <b>27 October 2021</b>		<b>November/ December</b>						Manager: IDP/PMS/PP
55	SDF project team to draft the amendment to the MSDf and submit it to Council to approve the publication thereof for public comment and to request comment from the Provincial Minister and the District Municipality.		MSA Regulations - Chapter 2 section 3(6); LUPA - Section 13(1)(a); MPBL - Chapter 2 Section 3(b) & 7(1)(b)		1 October - 29 November 2021					Manager: DM & Project Steering Committee
56	<b>SDF Amendment/IDP/ Budget consultative engagements</b> with the community and other stakeholders on their development needs and priorities.	Local Government Election, <b>27 October 2021</b>	MSA - Chapter 4 Sec 29(1)(b)(i)	<b>29 November - 3 December 2021</b>						Manager: IDP/PMS/PP

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NO	DESCRIPTION			IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
57	Identify all plans and planning requirements binding on the municipality in terms of national and provincial legislation	Local Government Election, <b>27 October 2021</b>	MSA - Sect 29(1)(c)	<b>29 November - 3 December 2021</b>						Manager: IDP/PMS/PP
58	Submit the Draft Annual Report 2020/21, 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)					<b>30 November 2021</b>		Manager: IDP/PMS/PP
59	SDF amendment notice of the proposed MSDF amendments in the Gazette and media (inform public, Provincial Minister & District Municipality)		MSA - Chapter 4 Section 21(1) & (2); SPLUMA Section 20(3);		29 November 2021					Manager: DM & Project Steering Committee
60	Submit the adopted <b>5th Generation IDP Process Plan</b> to the MEC for Local Government and Provincial Treasury and the District Municipality	Local Government Election, <b>27 October 2021</b>	MSA - Sec 21, 21A, 28(3)	<b>30 November 2021</b>						Manager: IDP/PMS/PP
61	Place advertisement to notify the public of the approved <b>5th Generation IDP Process Plan</b> on the website, local newspapers and notice boards	Local Government Election, <b>27 October 2021</b>	MSA - Sec 21, 21A, 28(3)	30 November 2021						Manager: IDP/PMS/PP
62	Place advertisement in local newspapers to notify the public and other stakeholders to submit written comments on the Draft Annual Report 2020/21		MFMA - Sec 127(5)(a) MSA - Sec 21A					30 November 2021		Manager: IDP/PMS/PP



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NO	DESCRIPTION			IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
<b>DECEMBER 2021</b>										
63	<b>Strategy Workshop:</b> Mayco, Municipal Manager and Directors	Local Government Election, <b>February 2022</b>	MSA, Act 117 of 1998 Section 56(2)(a)(b)	2 - 3 December 2021	2 - 3 December 2021					<b>Municipal Manager</b>
64	District IDP Managers' Forum		MSA - Sec 24	3 December 2021						Manager: IDP/PMS/PP
65	District Public Participation Forum		MSA - Sec 24	8 December 2021						Manager: IDP/PMS/PP
66	Capture and refine all community inputs from the needs analysis process and sector/s engagement	Local Government Election, <b>27 October 2021</b>	Not Applicable	6 December - 8 December 2021	6 December - 8 December 2021					Manager: IDP/PMS/PP & DP
67	Submission of priority requests to sector departments and the district municipality	Local Government Election, <b>27 October 2021</b>	Not Applicable	9 December 2021	9 December 2021					Manager: IDP/PMS/PP & DP
68	Table the draft Annual Report 2020/21 to the MPAC to consider and evaluates the content of the Annual Report 2020/21		MFMA 127 & 129 (1)					<b>6 December 2021</b>		<b>Manager: IDP/PMS/PP</b>
69	Public Hearing: Consultation on the draft Annual Report 2020/21 with the local community		MFMA - Sec 127(5) MFMA - Sec 127(6)					<b>9 December 2021</b>		<b>Manager: IDP/PMS/PP</b>
70	Provincial IDP Managers' Forum		MSA - Sec 24	10 December 2021						Manager: IDP/PMS/PP
71	<b>Strategy Workshop 1:</b> Councillors, Mayco, Municipal Manager and Directors	Local Government Election, <b>27 October 2021</b>	MSA Section 56(2)(a)(b)	14 -15 December 2021	14 -15 December 2021					<b>Municipal Manager</b>
72	Feedback from officials confirming internal arrangements if the content of the Annual Report 2020/21 are credible, reliable and accurate. (Modification to the report before tabling it to Council)		MFMA Sec 121 & 122					10 December 2021		Manager: IDP/PMS/PP
73	District Municipality (DM): Project alignment between the DM and Local Municipalities (LM's)		MSA - Sec 24	17 December 2021						Manager: IDP/PMS/PP

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74	Design of disaster management projects:		DM Act, No 57 of 2002, Section 53(1) (a-d), Section 53(2)(a)			30 December 2021				Manager: Fire and Disaster
<b>JANUARY 2022</b>										
75	Project committee to consider the comments and representations received from the public and the Provincial Minister on the MSDF amendments		SPLUMA Section 20(3)(c ); MPBL Section 7(1)(d), 7(2)		1 January - 31 January 2022					Manager: DM & Project Committee
76	Project committee to consider the extent of changes in MSDF and advise if re-advertisement is required		SPLUMA Section 20(3)(c ); MPBL Section 7(1)(d), 7(2)		TBC					Manager: DM & Project Committee
77	Project committee to compile amended MSDF and memorandum to Council highlighting reasons for the proposal & alignment with District Municipality's Framework for Integrated Planning.		MSA Regulations - Chapter 2 Section 3(2); District Framework for IDP requirement - MSA Section 27		1 January - 31 March 2022					Manager: DM & Project Committee
78	District IDP Managers' Forum		MSA - Sec 24	5 January 2022						Manager: IDP/PMS/PP
79	District IDP/Budget Consultation meetings with stakeholders.	Local Government Election, <b>February 2022</b>	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	<b>10 January 2022 - 30 March 2022</b>						<b>Manager: IDP/PMS/PP</b>
80	<b>Strategy Workshop 2:</b> Mayco, Municipal Manager, Directors and Senior Managers/ Managers (prioritisation and determine and execute municipal strategy)	Local Government Election, <b>27 October 2021</b>	MSA Section 56(2)(a)(b)	11 January 2022	11 January 2022					<b>Municipal Manager</b>
81	<b>Strategy Workshop 3:</b> Municipal Manager and Directors - to consolidate all strategic inputs and to formulate the first draft of the new strategy chapter.	Local Government Election, <b>27 October 2021</b>	Not Applicable	12 January 2022	12 January 2022					<b>Municipal Manager</b>
82	MAYCO considers and adopts 2021/22 Adjustments Budget and Draft Revised SDBIP 2021/22		MFMA - Sec 28 MBRR - Part 4				<b>13 January 2022</b>	<b>13 January 2022</b>		<b>Snr Manager: Financial Management Services and Manager: IDP/PMS/PP</b>

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NO	DESCRIPTION			IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
83	MAYCO meeting to considers the 5th Review of the 4th Generation IDP	Local Government Election, <b>February 2022</b>	MSA - Sec 30(c)	<b>13 January 2022</b>				<b>13 January 2022</b>		<b>Manager: IDP/PMS/PP</b>
84	District Public Participation Forum		MSA - Sec 24	20 January 2022						Manager: IDP/PMS/PP
85	Provincial IDP Managers' Forum		MSA - Sec 24	21 January 2022						Manager: IDP/PMS/PP
86	Submit Mid-year Performance Assessment Report 2021/22 to Executive Mayor		MFMA - Sec 72					25 January 2022		Manager: IDP/PMS/PP
87	Submit Mid-year Budget Assessment Report 2021/22 to Executive Mayor		MFMA - Section 72(1)(b) MBRR - Reg 35				25 January 2022			Chief Financial Officer
88	Submit Mid-year Budget and Performance Report 2021/22 to Provincial Treasury, National Treasury and Department of Local Government by 25 January 2021		MFMA - Section 72(1)(b) MBRR - Reg 35				25 January 2022			Manager: IDP/PMS/PP and Chief Financial Officer
89	Submit Quarterly report for period ending 31 December 2021 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						<b>26 January 2022</b>	<b>Chief Financial Officer and Manager: IDP/PMS/PP</b>
90	Submit Mid-year Budget and Performance Assessment Reports 2021/22 to Council		MFMA - Section 72(1)(b) MBRR - Reg 35				<b>26 January 2022</b>		<b>26 January 2022</b>	<b>Snr Manager: Financial Management Services</b>
91	Council considers the 2021/22 Adjustments Budget and Draft Revised TL SDBIP 2021/22		MFMA - Sec 28 MBRR - Part 4 MSA - Sec 28 & 29				<b>26 January 2022</b>			<b>Manager: IDP/PMS/PP and Snr Manager: Financial Management Services</b>
92	Council considers Oversight Report and Annual Report 2020/21 for approval		MFMA - Sec 129					<b>26 January 2022</b>		<b>Manager: IDP/PMS/PP</b>
93	Council meeting to adopt the SDF (2019) and 5th Review of the 4th Generation IDP	Local Government Election, <b>February 2022</b>	MSA - Section 30(c)	<b>26 January 2022</b>	<b>26 January 2022</b>					<b>Manager: IDP/PMS/PP and Snr Manager: Spatial Planning</b>
94	Make public the Mid-Year Budget and Performance Report 2021/22 in the local newspaper and on municipal website		MFMA - Section 75 (2) MSA - Sec 21(b)				31 January 2022			Chief Financial Officer and Manager: IDP/PMS/PP
95	Annual (2020/21) and Mid-year (2021/22) Performance Assessments for Municipal Manager and Managers directly accountable to the Municipal Manager	Local Government Election, <b>February 2022</b>	MPPMR - Reg 13 GN 21- 17/01/2014					31 January 2022		Manager: IDP/PMS/PP

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96	Place SECOND Quarter Performance Report 2021/22 on website		MFMA - Section 75 (2) MSA - Sec 21(b)				31 January 2022			Snr Manager: Financial Management Services
97	Place advertisement for the Oversight Report and the Annual Report 2020/21 to be released for information which must be placed on the municipal website within <b>five (5) days</b> after it is approved		MFMA - Sec 129(3) MFMA - Sec 75 ©					31 January 2022		Manager: IDP/PMS/PP
98	Ensure that the Oversight Report and Annual Report 2020/21 are made available at all municipal offices and libraries for information		MFMA - Sec 129(3)					31 January 2022		Manager: IDP/PMS/PP
99	Give notice to the public of the adoption of the 5th Review of the 4th Generation IDP <b>(within 14 days of the adoption of the plan)</b>	Local Government Election, <b>February 2022</b>	MBRR - Reg 18 MSA - Sec 25(4)(a)(b)	31 January 2022	31 January 2022					Manager: IDP/PMS/PP
100	Submit the Annual Report and Oversight Report 2020/21 to the provincial legislature as per circular		MFMA - Sec 132(1) & (2)						31 January 2022	Manager: IDP/PMS/PP

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<b>FEBRUARY 2022</b>										
101	Advertise the approved Adjustments Budget 2021/22 and Revised SDBIP 2021/22 and submit budget and B Schedules to National Treasury and Provincial Treasury as required per legislation <b>(within 10 working days)</b>		MFMA - Sec 28(7) MSA - Sec 21A MBRR - Part 4				03 February 2022	03 February 2022		Snr Manager: Financial Management Services and Manager: IDP/PMS/PP
102	Place the 5th Review of the 4th Generation IDP on the website	Local Government Election, <b>February 2022</b>	MSA - Sec 21A and 21B	03 February 2022						Manager: IDP/PMS/PP
103	Submit a copy of the approved 5th Review of the 4th Generation IDP to the MEC for LG <b>(within 10 days of the adoption of the plan)</b>	Local Government Election, <b>February 2022</b>	MSA - Section 32	04 February 2022						Manager: IDP/PMS/PP
104	Give notice to the public of the adoption of the 5th Review of the 4th Generation IDP <b>(within 14 days of the adoption of the plan)</b>	Local Government Election, <b>February 2022</b>	MSA Sec 25(4)(a)(b)	09 February 2022						Manager: IDP/PMS/PP
105	Technical Integrated Municipal Engagements (TIME)		MSA - Chapter 5	25 February 2022						Municipal Manager
106	LG MTEC 2 - Provincial Sector Departments inform municipalities of provincial budgetary allocations		MSA - Chapter 5	25 February 2022						Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
107	Compilation of the Disaster Management Plan		DM Act, No 57 of 2002, Section 53 (1)(a-d) Section 53(2)(a))			28 February 2022				Manager: Fire and Disaster

ACTIVITY / TASK		LOCAL GOVERNMENT ELECTIONS	LEGISLATIVE REQUIREMENTS	TARGET DATES						RESPONSIBLE OFFICIAL
NO	DESCRIPTION			IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
<b>MARCH 2022</b>										
108	District IDP Managers' Forum		MSA - Sec 24	9 March 2022						Manager: IDP/PMS/PP
109	Provincial Public Participation Forum		MSA - Sec 24	11 March 2022						Manager: IDP/PMS/PP
110	District Public Participation Forum		MSA - Sec 24	24 March 2022						Manager: IDP/PMS/PP
111	District Municipality submit <b>Draft 5th Generation IDP</b> to Council	Local Government Election, <b>27 October 2021</b>	MFMA - Sec 16(2) MSA - Sec 25 (b)(c) MBRR - Part 3	<b>24 March 2022</b>						<b>Manager: IDP/PMS/PP</b>
112	Review the Municipality's performance management system (PMS) - submit Revised Performance Management Policy to Council		MPPR - Reg 3(4)(b) & Reg 11(2)				31 March 2022			Manager: IDP/PMS/PP
113	Submission of the draft 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 (b)(c) MBRR - Part 3				<b>31 March 2022</b>	<b>31 March 2022</b>		<b>Manager: IDP/PMS/PP and Snr Manager: Financial Management Services</b>
114	Submission of the <b>Draft 5th Generation IDP</b> , budget, tariffs, budget related policies and SDBIP (at least 90 days before the start of the budget year)	Local Government Election, <b>27 October 2021</b>	MFMA - Sec 16(2) MSA - Sec 25 (b)(c) MBRR - Part 3	<b>31 March 2022</b>			<b>31 March 2022</b>	<b>31 March 2022</b>		<b>Manager: IDP/PMS/PP and Snr Manager: Financial Management Services</b>
<b>APRIL 2022</b>										
115	Submit the budget to Department of Local Government, National and Provincial Treasury, prescribed national or provincial organs of state and to other municipalities affected by budget		MFMA - Sec 22(b) MBRR - Reg 20				01 April 2022			Snr Manager: Financial Management Services
116	Submit the <b>Draft 5th Generation IDP</b> , Draft SDBIP 2022/23 and Draft 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	Local Government Election, <b>27 October 2021</b>	MFMA - Sec 22(b) MSA - Sec 29(3)(b) MSA - Sec 32(1) MBRR - Reg 20	05 April 2022	05 April 2022		01 April 2022			Manager: IDP/PMS/PP and Manager: Spatial Planning and Snr Manager: Financial Management Services & Manager:

ACTIVITY / TASK		LOCAL GOVERNMENT ELECTIONS	LEGISLATIVE REQUIREMENTS	TARGET DATES						RESPONSIBLE OFFICIAL
NO	DESCRIPTION			IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
117	Advertise the SDF Amendment and Draft 5th Generation IDP, Draft SDBIP 2022/23, Draft Budget and other required documents and provide at least <b>21 days</b> for public comments and submissions	Local Government Election, <b>27 October 2021</b>	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	05 April 2022	05 April 2022		05 April 2022	05 April 2022		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
118	The district municipality launch a public participation process through a series of public hearings on the IDP and Budget	Local Government Election, <b>27 October 2021</b>	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	<b>05 - 29 April 2022</b>						<b>Manager: IDP/PMS/PP</b>
119	<b>Public Participation Process</b> to consult the Draft 5th Generation IDP, Draft SDBIP 2022/23 and Draft Budget	Local Government Election, <b>27 October 2021</b>	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	<b>05 - 29 April 2022</b>	<b>05 - 29 April 2022</b>		<b>05 - 29 April 2022</b>	<b>05 - 29 April 2022</b>		<b>Manager: IDP/PMS/PP and Snr Manager: Financial Management Services</b>
120	Table an item / memo on the Draft Amendment of the 5th Review of the 4th Generation IDP in Council taking into consideration the requirements of the Municipal Planning and Performance Management Regulations	Local Government Election, <b>February 2022</b>	MSA - Sec 34(b) MPPR Reg 3	<b>29 April 2022</b>						<b>Manager: IDP/PMS/PP</b>
121	The newly elected Council considers and confirm the process as adopted in August 2021 - SDF/IDP/Budget Process Plan (Time Schedule) for 2022/23 with or without amendments	Local Government Election, <b>February 2022</b>	MFMA - Sec 21(b) MSA - Sec 29	<b>29 April 2022</b>						<b>Manager: IDP/PMS/PP and Snr Manager: Financial Management Services</b>
122	Submit Quarterly report for period ending 31 March 2022 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						<b>29 April 2022</b>	<b>Snr Manager: Financial Management Services</b>
123	Submit 3rd Quarter Performance Reports 2021/22 - SDBIP and Performance Reports to National and Provincial Treasury		MPPMR - Reg 13						29 April 2022	Snr Manager: Financial Management Services

ACTIVITY / TASK		LOCAL GOVERNMENT ELECTIONS	LEGISLATIVE REQUIREMENTS	TARGET DATES						RESPONSIBLE OFFICIAL
NO	DESCRIPTION			IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
<b>MAY 2021</b>										
124	Place 3rd Quarter Performance Report 2021/22 on website		MFMA - Sec 75(2) MSA - Sec 21(b)						03 May 2022	Manager: IDP/PMS/PP
125	Advertise the proposed amendments to the 5th Review of the 4th Generation IDP amendment for a period of <b>21 days</b> to allow for the public to comment	Local Government Election, <b>February 2022</b>	MSA - Sec 21A	03 May 2022						Manager: IDP/PMS/PP
126	MAYCO meeting to consider the 5th Generation IDP, Draft Budget and Draft SDBIP 2022/23 ( <b>at least 30 days before the start of the budget year</b> )	Local Government Election, <b>27 October 2021</b>	MFMA - Sec 24	<b>18 May 2022</b>			<b>18 May 2022</b>	<b>18 May 2022</b>		<b>Manager: IDP/PMS/PP and Snr Manager: Financial Management Services</b>
127	SIME/ LG MTEC 3 IDP and Budget Assessments by Provincial Treasury and Department of Local Government		MSA Chapter 5 MFMA	31 May 2022	31 May 2022		31 May 2022	31 May 2022		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
128	District Municipality adopt the 5th Generation IDP	Local Government Election, <b>27 October 2021</b>	MFMA - Sec 24	26 May 2022						<b>Manager: IDP/PMS/PP</b>
129	Final adoption of the Amended 5th Review of the 4th Generation IDP taking into consideration inputs received from the public and district municipality	Local Government Election, <b>February 2022</b>	MSA Sec 25(3)(b)	<b>31 May 2022</b>						<b>Manager: IDP/PMS/PP</b>
130	Council meeting to adopt Amended SDF, 5th Generation IDP, Performance Management Measures and targets and the budget ( <b>at least 30 days before the start of the budget year</b> )	Local Government Election, <b>27 October 2021</b>	MFMA - Sec 24	<b>31 May 2022</b>	<b>31 May 2022</b>		<b>31 May 2022</b>	<b>31 May 2022</b>		<b>Manager: IDP/PMS/PP and Snr Manager: Financial Management Services</b>
<b>JUNE 2022</b>										
131	Place the 5th Generation IDP, multi-year budget, all budget-related documents and all budget-related policies on the website	Local Government Election, <b>27 October 2021</b>	MFMA - Sec 22 and 75 (1)(2) MSA - Sec 21A and 21B	03 June 2022			03 June 2022			Manager: IDP/PMS/PP and Snr Manager: Financial Management Services



ACTIVITY / TASK		LOCAL GOVERNMENT ELECTIONS	LEGISLATIVE REQUIREMENTS	TARGET DATES						RESPONSIBLE OFFICIAL
NO	DESCRIPTION			IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
132	Place the 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				03 June 2022			Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
133	Submit a copy of the approved 5th Generation IDP and Amended SDF to the MEC for LG <b>(within 10 days of the adoption of the plan)</b>	Local Government Election, <b>27 October 2021</b>	MSA - Section 32	09 June 2022	09 June 2022					Manager: IDP/PMS/PP
134	In addition to the above, the MM must submit the written notice of the decision to amend the MSDF with reasons, the amended MSDF & a report setting out the response of the municipality to the comments submitted during public participation.		LUPA - Section 14		09 June 2022					Manager: DP
135	Submit approved budget to National and Provincial Treasuries (both printed and electronic formats)		MFMA - Sec 24(3) MBRR - Reg 20				09 June 2022			Snr Manager: Financial Management Services
136	Submit a copy of the Amended 5th Review of the 4th Generation IDP to the MEC for Local Government <b>(within 10 days of adoption)</b>	Local Government Election, <b>February 2022</b>	MSA - Section 32	09 June 2022						Manager: IDP/PMS/PP
137	Give notice (within 14 days of adoption of amended MSDF) in the media and Provincial Gazette		SPLUMA - Section 20(1); MPBL - Chapter 2 Section 7(3)		09 June 2022					Manager: DP
138	Give notice to the public of the adoption of the 5th Generation IDP and Budget (within 14 days of the adoption of the plan) and budget (within 10 working days)	Local Government Election, <b>27 October 2021</b>	MBRR - Reg 18 MSA - Sec 25(4)(a)(b) MFMA - Sec 75(1)	10 June 2022			10 June 2022			Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
139	Advertise the approved amended 5th Review of the 4th Generation IDP and make copies available for public inspection at specified places (within 14 days of adoption)	Local Government Election, <b>February 2022</b>	MSA - Sec 25(4)(b)	10 June 2022						Manager: IDP/PMS/PP
140	Submit to the Executive Mayor the TL SDBIP 2022/23 <b>(no later than 14 days after the approval of an annual budget)</b>		MFMA - Sec 69(3)(a)					10 June 2022		Manager: IDP/PMS/PP

ACTIVITY / TASK		LOCAL GOVERNMENT ELECTIONS	LEGISLATIVE REQUIREMENTS	TARGET DATES						RESPONSIBLE OFFICIAL
NO	DESCRIPTION			IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
141	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 June 2022		Manager: IDP/PMS/PP
<b>JULY 2022</b>										
142	Within 30 days from the date of receipt of the amended MSDF, the MEC for Local Government must determine if the amended MSDF complies with the MSA, amendments are in line with development plans & strategies and public participation process in line with Section 29 of the MSA		MSA - Section 32(2)		10 July 2022					Manager: DP
143	If non-compliance is determined with regard to the amended MSDF, the Council must consider the proposal for adjustments or object		MSA - Section 32(2), (3), (4)		After 10 July 2022					Manager: DP
144	Make public the projections, targets and indicators as set out in the TL SDBIP <b>(no later than 14 days after the approval of the SDBIP)</b> 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 July 2022		Manager: IDP/PMS/PP
145	Make public the performance agreements of the Municipal Manager and Managers directly accountable to the Municipal Manager <b>(no later than 14 days after the approval of the SDBIP)</b>		MFMA Section 53(3)(b)					10 July 2022		Manager: IDP/PMS/PP
146	<b>Compile a Process Plan for the adoption of the 5th Generation IDP</b> for consultation with the local community	Local Government Election, <b>February 2022</b>	MSA - Sec 28	<b>1 - 21 July</b>						<b>Manager: IDP/PMS/PP</b>
147	Secure mandates for MSDF annual review process		MSA - Section 34(a) MSA - Section 28(1)		July - Aug 2022					Manager: Spatial Planning