



ACTIVITY / TASK		LEGISLATIVE REQUIREMENTS	TARGET DATES					RESPONSIBLE OFFICIAL
NO	DESCRIPTION		IDP / PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	
<b>JULY 2021</b>								
1	Make public the projections, targets and indicators as set out in the SDBIP 2021/22 (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)					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 (no later than 14 days after the approval of the SDBIP)	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 period ending 30 June 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					28 July 2021	Snr Manager: Financial Management Services
<b>AUGUST 2021</b>								
5	Place 4th Quarter Performance Report 2020/21 on website (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)	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	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

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
8	Executive Mayor and Mayoral Committee considers the 2021/22 Capital Roll-Over Budget	MFMA - Sec 28(2)(e) MBRR - Reg 23(5)				18 August 2021			Chief Financial Officer
9	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)				24 August 2021			Chief Financial Officer
10	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, whichever ever occurs first)</b>	MFMA - Sec 75(2) MSA - Sec 21(b)				27 August 2021			Snr Manager: Financial Management Services
11	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>									
12	District IDP Managers Forum: Process Plan/ District Framework Consultation	MSA Section 24	1 September 2021						Manager: IDP/PMS/PP
13	Provincial IDP Managers' Forum	MSA Section 24	16 September 2021						Manager: IDP/PMS/PP
14	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)		29 September 2021					Manager: Development Planning
15	Review of Long Terms Financial Plan	MSA Section 26(a)				1 September 2021 - January 2022			Chief Financial Officer

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
<b>OCTOBER 2021</b>									
16	District IDP Managers Forum: Process Plan/ District Framework Consultation Session	MSA Section 24	6 October 2021						Manager: IDP/PMS/PP
17	Departmental SDF/IDP/Budget Work Sessions to review the MSDP for incorporation within the draft status quo report.	Not Applicable		01 - 15 October 2021					Manager: Development Planning together with All Departments
18	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>30 October 2021</b>	<b>Snr Manager: Financial Management Services</b>
19	Strategic Integrated Municipal Engagements (SIME)		30 October 2021						Manager: IDP/PMS/PP
20	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
21	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
<b>NOVEMBER 2021</b>									
22	Submit 1st Quarter Performance Reports 2021/22 - SDBIP and Finance Performance Reports to National and Provincial Treasury	MFMA - Sec 75(2) MSA - Sec 21(b)						1 November 2021	Snr Manager: Financial Management Services
23	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
24	District IDP Managers Forum	MSA Section 24	6 November 2021						Manager: IDP/PMS/PP
25	Submit inputs for 2021/22 Operating and Capital Adjustments Budget to Manager: Budgeting and Costing	MFMA - Section 21 & 28				19 November 2021			All Directorates
26	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	MFMA - Sec 21(b) MSA - Sec 29	<b>15 November 2021</b>						<b>Manager: IDP/PMS/PP and Chief Financial Officer</b>

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
27	Identify all plans and planning requirements binding on the municipality in terms of national and provincial legislation	MSA - Sect 29(1)(c)	29 November - 3 December 2021						Manager: IDP/PMS/PP
28	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)		30 November 2021					Manager: Development Planning
29	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)		30 November 2021					Manager: Development Planning
30	<b>SDF Amendment/IDP/ Budget Public Participation period</b> (the community and stakeholders will be invited to submit submissions on their development needs and ward priorities through municipal platforms)	MSA - Chapter 4 Sec 29(1)(b)(i)	29 November 2021 - 14 January 2022						Manager: IDP/PMS/PP

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	
<b>DECEMBER 2021</b>								
31	District IDP Managers' Forum	MSA - Sec 24	3 December 2021					Manager: IDP/PMS/PP
32	District Public Participation Forum	MSA - Sec 24	8 December 2021					Manager: IDP/PMS/PP
33	Provincial IDP Managers' Forum	MSA - Sec 24	10 December 2021					Manager: IDP/PMS/PP
34	Capture and refine all community inputs from the needs analysis process and sector/s engagement	Not Applicable	13 December - 15 December 2021					Manager: IDP/PMS/PP & DP
35	Establishment of Project Committee & Terms of reference - MSDF	MPBL - Chapter 2 Section 4(1), (2) & Section 8(1)		15 December 2021				Manager: Development Planning
36	Submission of priority requests to sector departments and the district municipality	Not Applicable	16 December 2021					Manager: IDP/PMS/PP & DP
37	District Municipality (DM): Project alignment between the DM and Local Municipalities (LM's)	MSA - Sec 24	17 December 2021					Manager: IDP/PMS/PP
38	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

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
<b>JANUARY 2022</b>									
39	<b>Strategy Workshop 1:</b> Councillors, Mayco, Municipal Manager and Directors	MSA Section 56(2)(a)(b)	20 - 21 Jan 2022						<b>Municipal Manager</b>
40	District IDP Managers' Forum	MSA - Sec 24	5 January 2022						Manager: IDP/PMS/PP
41	MAYCO considers and adopts 2021/22 Adjustments Budget and Draft Revised SDBIP 2021/22	MFMA - Sec 28 MBRR - Part 4				<b>19 January 2022</b>	<b>19 January 2022</b>		<b>Snr Manager: Financial Management Services and Manager: IDP/PMS/PP</b>
42	District Public Participation Forum	MSA - Sec 24	20 January 2022						Manager: IDP/PMS/PP
43	Provincial IDP Managers' Forum	MSA - Sec 24	21 January 2022						Manager: IDP/PMS/PP
44	Directorates complete template for 2022 - 2025 Capital and Operational Budget for Budget Prioritisation	MSA Section 26(h)				21 January 2021			Snr Manager: Financial Management Services
45	Submit Mid-year Performance Assessment Report 2021/22 to Executive Mayor	MFMA - Sec 72					25 January 2022		Manager: IDP/PMS/PP
46	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
47	Submit Mid-year Budget and Performance Report 2021/22 to Provincial Treasury, National Treasury and Department of Local Government by 25 January	MFMA - Section 72(1)(b) MBRR - Reg 35				25 January 2022			Manager: IDP/PMS/PP and Chief Financial Officer
48	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>
49	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>
50	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>

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
51	Council considers the Draft Annual Report 2020/21 before advertising it for public comment	MFMA - Sec 127						26 January 2022	Manager: IDP/PMS/PP and Chief Financial Officer
52	District Municipality submit the <b>Draft 5th Generation</b> IDP District Framework to Mayco and Council for approval and public participation	MFMA - Sec 127(5)(a) MSA - Sec 27 MSA - Sec 21A	13 January 2022						Manager: IDP/PMS/PP
53	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
54	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

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	
<b>FEBRUARY 2022</b>								
55	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)					03 February 2022	Manager: IDP/PMS/PP
56	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					03 February 2022	Manager: IDP/PMS/PP
57	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
58	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>09 February 2022</b>	Manager: IDP/PMS/PP
59	Public Hearing: Consultation on the draft Annual Report 2020/21 with the local community	MFMA - Sec 127(5) MFMA - Sec 127(6)					<b>14 February 2022</b>	Manager: IDP/PMS/PP
60	Complete tariff setting exercise for 2022/23	MFMA Section 71				15 February 2022		Snr Manager: Financial Management Services
61	Review current budget related policies and compile newly needed budget related policies	MFMA - Sec 21 MBRR - Part 3				15 February 2022		Snr Manager: Financial Management Services
62	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					16 February 2022	Manager: IDP/PMS/PP
63	Annual (2020/21) Performance Assessments for the Municipal Manager and Managers directly accountable to the Municipal Manager	MPPMR - Reg 13 GN 21- 17/01/2014					<b>24 February 2022</b>	Manager: IDP/PMS/PP
64	Technical Integrated Municipal Engagements (TIME)	MSA - Chapter 5	25 February 2022					Municipal Manager
65	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



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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
66	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
67	PSC 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)		28 February 2022					Manager: Development Planning with Project Steering Committee (PSC)

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	
<b>MARCH 2022</b>								
68	District IDP Managers' Forum	MSA - Sec 24	9 March 2022					Manager: IDP/PMS/PP
69	Provincial Public Participation Forum	MSA - Sec 24	11 March 2022					Manager: IDP/PMS/PP
70	District Public Participation Forum	MSA - Sec 24	24 March 2022					Manager: IDP/PMS/PP
71	District Municipality submit <b>Draft 5th Generation IDP</b> to Council	MFMA - Sec 16(2) MSA - Sec 25 (b)(c) MBRR - Part 3	<b>24 March 2022</b>					<b>Manager: IDP/PMS/PP</b>
72	District Municipality submit <b>5th Generation IDP District Framework and IDP Process Plan</b> to Mayco and Council for adoption	MFMA - Sec 127(5)(a) MSA - 27 MSA - Sec 21A	<b>24 March 2022</b>					<b>Manager: IDP/PMS/PP</b>
73	<b>Submit the Draft Process Plan for the new 5 Year IDP and Amended Time Schedule 2022/23 to Council:</b> Consult the local community on the draft Process Plan for a period of 21 days ( <i>place an advertisement in the local newspaper and municipal website</i> )	MFMA - Sec 28 MBRR - Part 4 MSA - Sec 28 & 29	<b>30 March 2022</b>					<b>Manager: IDP/PMS/PP</b>
74	Council considers Oversight Report and Annual Report 2020/21 for approval	MFMA - Sec 129					<b>30 March 2022</b>	<b>Manager: IDP/PMS/PP</b>
75	Review the Municipality's performance management system (PMS) - submit Revised Performance Management Policy to Council	MPPR - Reg 3(4)(b) & Reg 11(2)					30 March 2022	Manager: IDP/PMS/PP
76	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>30 March 2022</b>	<b>30 March 2022</b> <b>Manager: IDP/PMS/PP and Snr Manager: Financial Management Services</b>

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
77	Submission of the Draft <b>5th Generation IDP</b> , 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>30 March 2022</b>			<b>30 March 2022</b>	<b>30 March 2022</b>		<b>Manager: IDP/PMS/PP and Snr Manager: Financial Management Services</b>
<b>APRIL 2022</b>									
78	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
79	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	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:
80	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 ©					04 April 2022		Manager: IDP/PMS/PP
81	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)					04 April 2022		Manager: IDP/PMS/PP
82	Advertise the 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	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
83	The district municipality launch a public participation process through a series of public hearings on the IDP and Budget	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	<b>05 - 29 April 2022</b>						<b>Manager: IDP/PMS/PP</b>

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
84	<b>Public Participation Process</b> to consult the Draft 5th Generation IDP, Draft SDBIP 2022/23 and Draft Budget	MFMA - Sec 22(a) MSA - Sec 21A MPPMR - Reg 15(3)	04 - 27 April 2022	04 - 27 April 2022		04 - 27 April 2022	04 - 27 April 2022		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
85	SDF status quo report adoption by Council	MSA Regulations - Chapter 2 section 3(6); LUPA - Section 13(1)(a)		28 April 2022					Manager: Development Planning
86	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						28 April 2022	Snr Manager: Financial Management Services
87	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
<b>MAY 2022</b>									
88	Place 3rd Quarter Performance Report 2021/22 on website	MFMA - Sec 75(2) MSA - Sec 21(b)						03 May 2022	Manager: IDP/PMS/PP
89	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>	MFMA - Sec 24	11 May 2022			11 May 2022	11 May 2022		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
90	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		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
91	District Municipality adopt the 5th Generation IDP	MFMA - Sec 24	24 May 2022						Manager: IDP/PMS/PP
92	Submit <b>Final Process Plan</b> to Council for adoption	MSA - Sec 28	25 May 2022						Manager: IDP/PMS/PP

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS		REPORTING
93	Council meeting to adopt 5th Generation IDP, Performance Management Measures and targets and the budget <b>(at least 30 days before the start of the budget year)</b>	MFMA - Sec 24	25 May 2022			25 May 2022	25 May 2022		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
94	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		Manager: IDP/PMS/PP and Snr Manager: Financial Management Services
<b>JUNE 2022</b>									
95	Place the 5th Generation IDP, multi-year budget, all budget-related documents and all budget-related policies on the website	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
96	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
97	Submit the adopted <b>5th Generation IDP Process Plan</b> to the MEC for Local Government and Provincial Treasury and the District Municipality	MSA - Sec 21, 21A, 28(3)	09 June 2022						Manager: IDP/PMS/PP
98	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>	MSA - Section 32	09 June 2022						Manager: IDP/PMS/PP
99	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
100	Place advertisement to notify the public of the approved <b>5th Generation IDP Process Plan</b> on the website, local newspapers and notice boards	MSA - Sec 21, 21A, 28(3)	10 June 2022						Manager: IDP/PMS/PP
101	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)	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

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NO	DESCRIPTION		IDP/ PP	SDF	DISASTER MANAGEMENT	BUDGET	PMS	REPORTING	
102	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
103	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>									
104	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
105	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
106	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. <b>(minor amendments)</b>	MSA Regulations - Chapter 2 section 3(6); LUPA - Section 13(1)(a); MPBL - Chapter 2 Section 3(b) & 7(1)(b)		31 July 2022					Manager: Development Planning with Project Steering Committee (PSC)