

SUBMISSION OF THE 2018 / 2019 BUDGET AND IDP PROCESS PLAN (5/1/1/) (DIRECTOR STRATEGY AND SOCIAL DEVELOPMENT)

Purpose of the report

To submit the 2018/ 2019 Budget and IDP Process Plan to Council for consideration.

Legal Framework

Relevant documentation **is attached to this report**

Section 21 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) stipulates as follows:

21. Budget preparation process

(1) The mayor of a municipality must—

- (a) co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;
- (b) at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for—
 - (i) the preparation, tabling and approval of the annual budget;
 - (ii) the annual review of—
 - (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and
 - (bb) the budget-related policies;
 - (iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
 - (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

Section 29 of the Local government: Municipal Systems Act, 2000 (Act No. 32 of 2000) stipulates as follows:

29. Process to be followed

(1) The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must—

- (a) be in accordance with a predetermined programme specifying time-frames for the different steps;
- (b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for—
 - (i) the local community to be consulted on its development needs and priorities;

- (ii) the local community to participate in the drafting of the integrated development plan; and
 - (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;
- (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- (d) be consistent with any other matters that may be prescribed by regulation.

Section 34 of the Local government: Municipal Systems Act, 2000 (Act No. 32 of 2000) stipulates as follows:

34. Annual review and amendment of integrated development plan — a municipal council—

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

Recommendation

That the submitted 2018 / 2019 Budget and IDP Process Plan be approved.

Dat die voorgelegde 2018 / 2019 Begroting en GOP Prosesplan goedgekeur word.

This item served before the Executive Mayoral Committee on 16 August 2017

Hierdie item het voor die Uitvoerende Burgemeesterskomitee gedien op 16 Augustus 2017

Aanbeveling / Recommendation

That the submitted 2018 / 2019 Budget and IDP Process Plan be approved.

Dat die voorgelegde 2018 / 2019 Begroting en GOP Prosesplan goedgekeur word.

Hierdie item het gedien voor 'n Statutêre Vergadering van die Raad op 21 Augustus 2017

This item served before a Statutory Meeting of Council on 21 August 2017

Eenparig Besluit / Unanimously Resolved

That the submitted 2018 / 2019 Budget and IDP Process Plan be approved.

Dat die voorgelegde 2018 / 2019 Begroting en GOP Prosesplan goedgekeur word.

IDP and Budget Process Plan		2017
		July
Legal Requirements		
1. IDP and Budget Process		
1.1 Submit to Mayoral Committee	MFMA 21	
1.2 Approve process plan	MFMA 21	
1.3 Notice to PGWC	Systems Act 29	
1.4 Public Notices of Process Plan	Systems Act 29	
1.5 Strategic Workshops with Councillors		
1.6 Strategic Workshop with Directors		
1.7 Strategic Workshop with Mayoral Committee		
1.8 Strategic Workshop with Council		
2. Review IDP Public Meetings and Budget		
2.1 Public Sector Participation - Business/Health/Safety & Security etc.		
2.2 Priorities from CWDM		
2.3 Priorities from Directors		
2.4 Drafting of Business Plans for Capital Projects - 18/19		
2.5 Report to MM on Propose Capital Projects - 18/19		
2.6 Submit Review IDP to Directors - Link Reviewed IDP to budget		
2.7 CWDM Coordinating Strategic Workshop		
2.8 Updating of IDP Document		
3. Budget Process		
3.1 Discuss Budget Guidelines with Mayor (Finance)	MFMA 21	
3.2 Submit Budget Guidelines to Manager: Budget and Support Services		
3.3 Inputs for Operational Budget (Directors & OMT's)		
3.4 Compiling of a Draft Budget for Discussion		
3.5 Comments from the CFO		
3.6 Revision of Policies - Directors	MFMA 21(1)(a)	
3.7 Draft Report of any New Information to the Budget		
3.8 Approval of Organizational Structure for Budgetary Purpose by MM		
3.9 Compile Draft Budget		
3.10 Meeting with Mayor and MM	MFMA 21	
3.11 Workshop Draft Budget with budget Committee		
3.12 The Mayor tables the Budget, IDP and Budget Policies in Council	MFMA 16(2)	
3.13 Advertise the Budget, IDP and Budget Policies in Council	MFMA 22(a)	
3.14 Submit tabled budget to National and Provincial Treasury	MFMA 22(b)	
3.15 Ward based meetings on Budget and IDP	MFMA 23(a)	
3.16 Meet with Property Rates Advisory Forum	Rates Policy	
3.17 Submit inputs received with comments to CFO and MM		
3.18 Submit inputs received with comments to Mayor		
3.19 Council consider approval of the Budget, IDP and Budget Policies	MFMA 24(1)	
3.20 Submit approved budget to National and Provincial Treasury	MFMA 24(3)	
3.21 Submit Electricity Tariffs to NERSA		
3.22 Advertise approved tariffs in media and Provincial Gazette	Systems Act 75A	
4. Invite Provincial HOD's (Input for Provincial Budget) presentation on IDP needs		
Presentation on draft budget with Provincial departments		
5. Performance Plans		
5.1 Compile Annual performance plans	Systems Act 38	
5.2 Sign performance plans	Systems Act 38	
5.3 Disclosure of performance plans	Systems Act 42	
5.4 Submission of plans to PGWC		
6. SDBIP		
6.1 Obtain Input form Directors and OMT's		
6.2 Compile SDBIP	MFMA 53	
6.3 Submit to SMT	MFMA 53	
6.4 Submit to EMC	MFMA 53	
6.5 SDBIP approve by Mayor	MFMA 53	
6.6 Submit PGWC	MFMA 53	

[illegible]

ACRONYMS

MFMA	Municipal Finance Management Act 56 of 2003
MSA	Municipal Systems Act 32 of 2000
MPPMR	Municipal Planning and Performance Management Regulations, 2001
MPR	Municipal Performance Regulations for Municipal Managers and Managers directly accountable to Municipal Managers, 2006
MBRR	Municipal Budget and Reporting Regulations, 2009

AUGUST 2017

Task	Date	Legal Reference
Panel evaluation of the previous financial year's performance	Aug	MPR Regulation 27(4)(d) and (e)
Time schedule of key deadlines: <ul style="list-style-type: none"> Submit to Council (at least 10 months before the start of the budget year) Submit to the Provincial Government and the West Coast District Municipality 	Aug Sep	MFMA Section 21(1)(b): The mayor of a municipality must at least 10 months before the start of the budget year, table in council a time schedule outlining key deadlines for - (i) the preparation, tabling and approval of the annual budget; (ii) the annual review of- (aa) the integrated development plan in terms of section 34 of the Municipal Systems Act; and (bb) the budget-related policies; (iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).
External Audit Committee: Evaluation of the annual financial statements and Annual Performance Report	Aug	
Submit annual financial statements and annual performance report to the Auditor-General for auditing (<i>within two months after the end of the financial year</i>)	Before Aug	MSA Section 126(1)(a): The accounting officer of a municipality must prepare the annual financial statements of the municipality and, within two months after the end of the financial year to which those statements relate, submit the statements to the Auditor-General for auditing

SEPTEMBER 2017

Task	Date	Legal Reference
Start setting up spreadsheets for budget submissions (Budget Office)	Sep	
Strategy Workshop 1 (councillors, municipal manager, directors and selected senior managers) to reconcile views and opinions of the political structures and administration.	Sep	MSA Section 56(2) The executive mayor must - (a) identify the needs of the municipality; (b) review and evaluate those needs in order of priority

Task	Date	Legal Reference
Strategy Workshop 2 (municipal manager, directors and selected senior managers) to suggest solutions that contribute most to the Strategic Goal(s) applicable to each department.	Sep	
Commence with the multi-year capital and operating budget	Sept	
Send out operating budget spreadsheets to departments	Sept	
Finalise first draft of annual report incorporating financial and non-financial information on performance, audit reports and annual financial statements	Sept	
Review the Long term Financial Plan	Sep-Nov	MSA Section 26(h): An integrated development plan must reflect a financial plan, which must include a budget projection for at least the next three years.

OCTOBER 2017

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Task	Date	Legal Reference
Commence with salary, vehicle and operating budget	Oct	
Send out capital budget spreadsheets to departments	Oct	
Internal Analysis – <ul style="list-style-type: none"> critical issues / challenges with respect to every service minimum service levels institutional financial performance 	Oct+Nov	
Community involvement <ul style="list-style-type: none"> Interviews with key role-players Dialogue on key topics with nominated competent groups Customer satisfaction survey Mass communication e.g. press articles, Facebook, newsletters 	Oct+Nov	MSA Section 29(1)(b): The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for- <ul style="list-style-type: none"> (i) the local community to be consulted on its development needs and priorities; (ii) the local community to participate in the drafting of the integrated development plan; and (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan.
Deadline for operating budget inputs,	Oct	

NOVEMBER 2017

Task	Date	Legal Reference
Deadline for capital budget inputs from departments	Nov	
Commence with the compilation of new area plans	Nov	
Sessions with Ward Committees including sector representatives and community members (All sessions start at 19:00 except Zolani and Nkqubela that may start 18:00):	Nov	MSA Section 29(1)(b): The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for- (i) the local community to be consulted on its development needs and priorities; (ii) the local community to participate in the drafting of the integrated development plan; and (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan.
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Due date for final adjustment budget submissions	Nov	
Determine possible tariff increases for water and electricity	Nov	
Strategy Workshop 3 (councillors, municipal manager, directors and selected senior managers) to consolidation all strategic inputs and to formulate the first draft of a new Strategy Chapter of the IDP.	Nov	

DECEMBER 2017

Task	Date	Legal Reference
Finalise first draft of departmental operational plans for review against strategic priorities	Dec+Jan	
Commence with compilation of Adjustments Budget (B Schedule and Report)	Dec	

JANUARY 2018

Task	Date	Legal Reference
Budget:	Jan+Feb	
<ul style="list-style-type: none"> Finalise in the prescribed formats incorporating National & provincial budget allocations Integrate and align to IDP documentation and draft SDBIP Finalise budget policies 		
Annual Report:	Jan	MFMA Section 127(2): The mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality.
<ul style="list-style-type: none"> Submit to MPAC Committee Submit to Council (<i>within 7 months after the end of a financial year</i>) 	Jan	
Section 72 mid-year assessment report:	Jan	MFMA Section 72(1): The accounting officer of a municipality must by 25 January of each year-
<ul style="list-style-type: none"> Submit to Mayoral Committee Submit to Provincial Treasury and National Treasury 	Jan	(a) assess the performance of the municipality during the first half of the financial year... and
<ul style="list-style-type: none"> Submit to Council 	Jan	(b) submit a report on such assessment to- (i) the mayor of the municipality; (ii) the National Treasury; and (iii) the relevant provincial treasury
		MFMA Section 54(1)(f): The mayor must, in the case of a section 72 report, submit the report to the council by 31 January of each year.
		MBRR Regulation 35(1): The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form - (a) the mid-year budget and performance assessment by 25 January of each year; and (b) any other information relating to the mid-year budget and performance assessment as may be required by the National Treasury.
Adjustments Budget:	Jan	MFMA Section 28(1): A municipality may revise an approved annual budget through an adjustments budget.
<ul style="list-style-type: none"> Submit to Mayoral Committee Submit to Council 	Jan	MBRR Regulation 23(1): An adjustments budget may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year.
Finalise KPI's and annual performance targets	Jan+Feb	
Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website	Before Jan	MBRR Regulation 34(1): Within 5 working days of 25 January each year the municipal manager must make the mid-year budget and performance assessment public by placing it on the municipal website.

FEBRUARY 2018

Task	Date	Legal Reference
Finalise the draft capital and operating budget and budget related policies	Feb+Mar	
Compile draft SDBIP	Feb	
Finalise area plans	Feb	
Finalise detailed operating and capital budgets in the prescribed formats incorporating National and Provincial budget allocations, integrate and align to IDP documentation and draft SDBIP, finalise budget policies including tariff policy	Feb	
Note any provincial and national allocations to municipalities (DORA and Prov Gazette) for incorporation into budget	Feb	
Annual Report:		
▪ Submit Annual Report to the Auditor-General, Provincial Treasury and provincial department responsible for local government	Feb	MFMA Section 127(5): Immediately after an annual report is tabled in the council in terms of subsection (2), the accounting officer of the municipality must - (a) in accordance with section 21A of the Municipal Systems Act - (i) make public the annual report; and (ii) invite the local community to submit representations in connection with the annual report. (b) submit the annual report to the Auditor-General, the relevant provincial treasury and the provincial department responsible for local government in the province.
▪ Make public and invite comments from the local community	Feb	
Advertise Adjustments Budget and Mid-year Section 72 assessment in local newspapers	Feb	MBRR Regulation 26(1): Within 10 working days after the municipal council has approved an adjustments budget, the municipal manager must make public the approved adjustments budget and supporting documentation, as well as the resolutions referred to in regulation 25(3).
Submit the approved adjustments budget to Provincial Treasury and National Treasury	Before Feb	MBRR Regulation 24(1): The municipal manager must comply with section 28(7) of the Act within 10 working days after the mayor has tabled an adjustments budget in the municipal council
Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three fin years (<i>by no later than 120 days before the start of its budget year</i>)	Before Feb	MFMA Section 37(2): The accounting officer of a municipality responsible for the transfer of any allocation to another municipality must, by no later than 120 days before the start of its budget year, notify the receiving municipality of the projected amount of any allocation proposed to be transferred to that municipality during each of the next 3 fin years.
Preliminary approval of electricity tariff increase for submission to NERSA	Feb	

MARCH 2018

Task	Date	Legal Reference
Annual Report:		
▪ Closing date for comments on Annual Report	Mar	
▪ MPAC Meeting – Oversight Report	Mar	
Table draft IDP and budget in Council (at least 90 days before the start of the budget year)		MFMA Section 16: (1) The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year. (2) In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year.
▪ Budget Steering Committee	Mar	
▪ Submit to Mayoral Committee	Mar	
▪ Submit to Council	Mar	
Annual Report:		MFMA Section 121(1): The council of a municipality must within nine months after the end of a financial year deal with the annual report of the municipality and of any municipal entity under the municipality's sole or shared control in accordance with section 129
▪ Consider and approve, reject or refer back the annual report at a council meeting (within 9 months after the end of a financial year)	Mar	
▪ Adopt an oversight report providing comments on the annual report (no later than 2 months from the date on which the annual report was tabled in the council)	Mar	MFMA Section 129(1): The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing the council's comments on the annual report.
Make public the IDP, annual budget and supporting documentation and invite the community to submit representations	Mar	MFMA Section 22(a): Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must in accordance with Chapter 4 of the Municipal Systems Act - (i) Make public the annual budget and the documents referred to in Section 17(3); and (ii) invite the local community to submit representations in connection with the budget MBRR Regulation 15(1): When making public the annual budget and supporting documentation the municipal manager must also make public any other information that the municipal council considers appropriate to facilitate the budget consultation process
Submit the draft IDP and budget to the Local Government, Provincial Treasury, National Treasury and other affected organs of state	Mar	MFMA Section 22(b): Immediately after an annual budget is tabled in a municipal council, the accounting officer of the municipality must submit the annual budget -- (i) in both printed and electronic formats to the National Treasury and the relevant provincial treasury; and (ii) in either formats to any prescribed national or provincial organs of state and to other municipalities affected by the budget. MBRR Regulation 15(3): When submitting the annual budget to the National Treasury and the relevant provincial treasury the municipal

Task	Date	Legal Reference
		<p>manager must also submit, in both printed and electronic form -</p> <p>(a) the supporting documentation as tabled in the municipal council;</p> <p>(b) the draft service delivery and budget implementation plan; and</p> <p>(c) any other information as may be required by the National Treasury</p> <p>MBRR Regulation 15(4): The municipal manager must send copies of the annual budget and supporting documentation, in both printed and electronic form, to any other municipality affected by the annual budget within 10 working days of the annual budget being tabled in the municipal council.</p>
Submit the draft IDP to the District Municipality	Mar	MSA Section 29(3)(b): A local municipality must draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the district municipality.
Post on the website: <ul style="list-style-type: none"> ▪ Budget documents ▪ Draft IDP ▪ Annual Report and Oversight Report 	Before Mar	
Make public the oversight report (<i>within seven days of its adoption</i>)	Mar	MFMA Section 129(3): The accounting officer must in accordance with section 21A of the Municipal Systems Act make public an oversight report referred to in subsection (1) within seven days of its adoption.

APRIL 2018

Task	Date	Legal Reference
Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of state	Apr	<p>MFMA Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of –</p> <p>(a) the local community; and</p> <p>(b) the National Treasury, the relevant provincial treasury and any provincial or national organs of state or municipalities which made submissions on the budget.</p> <p>MSA Section 29(1)(b): The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for-</p> <p>(i) the local community to be consulted on its development needs and priorities;</p> <p>(ii) the local community to participate in the drafting of the integrated development plan; and</p> <p>(iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan.</p>

Task	Date	Legal Reference
Workshop with invited stakeholders and ward committee members as determined by the Mayoral Committee	Before Apr	MFMA Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of – (a) the local community.

MAY 2018

Task	Date	Legal Reference
Council to respond to the submissions and, if necessary, to revise the budget and table amendments for consideration by the council	Apr - May	MFMA Section 23(2): After considering all budget submissions, the council must give the mayor an opportunity- (a) to respond to the submissions; and (b) if necessary, to revise the budget and table amendments for consideration by the council.
Completion of Annual Budget amendments / refinements	Before May	
Table final IDP and budget in Council (at least 30 days before the start of the budget year)		MFMA Section 24(1): The Council must at least 30 days before the start of the budget year consider the approval of the annual budget.
▪ Submit to Budget Steering Committee	May	
▪ Submit to Mayoral Committee	May	
▪ Submit to Council (at least 30 days before the start of the budget year)	May	
Place the IDP, annual budget, all budget-related documents and all budget-related policies on the website (within 5 days of the adoption of the plan)	Before May	MFMA Section 75(1): The accounting officer of a municipality must place on the website the following documents of the municipality: (a) the annual and adjustments budgets and all budget-related documents; and (b) all budget-related policies MSA Section 21A(1)(b): All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community by displaying the documents on the municipality's official website, if the municipality has a website as envisaged by section 21B. MFMA Section 75(2): A document referred to above must be placed on the website not later than five days after its tabling in the council or on the date on which it must be made public, whichever occurs first.

JUNE 2018

Task	Date	Legal Reference
Submit a copy of the IDP to the MEC for local government as well as Provincial Treasury (within 10 days of the adoption of the plan)	Before Jun	MSA Section 32(1)(a): The municipal manager of a municipality must submit a copy of the integrated development plan as adopted by the council of the municipality, and any subsequent amendment to the plan, to the MEC for local government in the province within 10 days of the adoption or amendment of the plan.
Submit approved budget to the Provincial Treasury and National Treasury (within 10 working days after approval of the budget)	Before Jun	MFMA Section 24(3): The accounting officer of a municipality must submit the approved annual budget to the National Treasury and the relevant provincial treasury. MBRR Reg 20: The municipal manager must comply with section 24(3) of the Act within ten working days after the municipal council has approved the annual budget.
Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan)	Jun	MSA Section 25(4)(a): A municipality must, within 14 days of the adoption of its integrated development plan in terms of subsection (1) or (3) give notice to the public- (i) of the adoption of the plan; and (ii) that copies of or extracts from the plan are available for public inspection at specified places; MSA Section 21A(1)(a) and (c): All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community - (a) by displaying the documents at the municipality's head and satellite offices and libraries; (c) by notifying the local community, in accordance with section 21, of the place, including the website address, where detailed particulars concerning the documents can be obtained.
Publicise a summary of the IDP (within 14 days of the adoption of the plan)	Jun	MSA Section 25(4)(b): A municipality must, within 14 days of the adoption of its integrated development plan in terms of subsection (1) or (3) publicise a summary of the plan.
Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)	Jun	MBRR Reg 18: (1) Within ten working days after the municipal council has approved the annual budget of a municipality, the municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved annual budget and supporting documentation and the resolutions referred to in section 24(2)(c) of the Act. (2) The municipal manager must also make public any other information that the municipal council considers appropriate to facilitate public awareness of the annual budget, including- (a) summaries of the annual budget and

Task	Date	Legal Reference
		<p>supporting documentation in alternate languages predominant in the community; and</p> <p>(b) information relevant to each ward in the municipality.</p> <p>(3) All information contemplated in subregulation (2) must cover:</p> <p>(a) the relevant financial and service delivery implications of the annual budget; and</p> <p>(b) at least the previous year's actual outcome, the current year's forecast outcome, the budget year and the following two years.</p>
Submit to the Executive Mayor the draft SDBIP and draft annual performance agreements for the next year (<i>within 14 days after approval of the budget</i>)	Before Jun	<p>MFMA Section 69(3):</p> <p>(a) The accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor a draft service delivery and budget implementation plan for the budget year.</p> <p>(b) The accounting officer must no later than 14 days after the approval of an annual budget submit to the mayor drafts of the annual performance agreements as required in terms of section 57(1)(b) of the Municipal Systems Act for the municipal manager and all senior managers.</p>
Place the performance agreements and all service delivery agreements on the website	Before Jun	<p>MFMA Section 75(1): The accounting officer of a municipality must place on the website the following documents of the municipality:</p> <p>(d) performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act; and</p> <p>(e) all service delivery agreements</p> <p>MBRR Reg 19: The accounting officer must place on the website all performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act.</p>
Executive Mayor takes all reasonable steps to ensure that the SDBIP is approved (<i>within 28 days after approval of the budget</i>)	June	<p>MFMA Section 53(1)(c)(ii): The mayor of a municipality must take all reasonable steps to ensure that the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after approval of the budget.</p>
Submit copies of the performance agreements to the MEC for local government	Before Jun	<p>MFMA Section 53(3)(b): Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.</p>
Submit the SDBIP to National and Provincial Treasury (<i>within 10 working days approval of the plan</i>)	Before Jun	<p>MBRR Reg 20(2)(b): The municipal manager must submit to the National Treasury and the relevant provincial treasury, in both printed and electronic form the approved service delivery and budget implementation plan within ten working days after the mayor has approved the plan.</p>
Make public the projections, targets and indicators as set out in the SDBIP (<i>within 10 working days after the approval of the SDBIP</i>)	Jun	<p>MFMA Section 53(3)(a): The mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the service delivery and budget implementation plan, are made public no later than 14 days after the approval of the service delivery and budget implementation plan.</p> <p>MBRR Reg 19: The municipal manager must in accordance with section 21A of the Municipal Systems Act make public the approved service delivery and budget implementation plan within ten working days after the mayor has approved</p>

Task	Date	Legal Reference
		<i>the plan in terms of section 53(1)(c)(ii) of the Act.</i>
Make public the performance agreements of Municipal Manager and senior managers (no later than 14 days after the approval of the SDBIP)	Before Jun	MFMA Section 53(3)(b): The mayor must ensure that the performance agreements of municipal manager, senior managers and any other categories of officials as may be prescribed, are made public no later than 14 days after the approval of the municipality's service delivery and budget implementation plan.
Publish property rates tariffs in Provincial Gazette	Before Jun	PROPERTY RATES ACT Section 14(2): A resolution levying rates in a municipality must be promulgated by publishing the resolution in the Provincial Gazette.
Distribution of Budget and Tariff books	Jun	
Implement pre-paid electricity tariffs by 24:00	Jun	

JULY 2018

Task	Date	Legal Reference
Submit copies of the performance agreements to the Mayoral Committee	July	MFMA Section 53(3)(b): Copies of such performance agreements must be submitted to the council and the MEC for local government in the province.