

Mayoral Committee: 15 September 2011

Report of the Municipal Manager

IDP PROCESS PLAN AND BUDGET TIME SCHEDULE

2012/13 Integrated Development Plan (IDP) and Medium Term Revenue and Expenditure Framework (MTREF) time schedule

1. PURPOSE

The purpose of this report is to table the time schedule outlining key deadlines for the compilation of the 2012/13 – 2016/17 Integrated Development Plan (IDP) and 2012/13 – 2014/15 Medium Term Revenue and Expenditure Framework (MTREF).

2. BACKGROUND

Section 21 of the Municipal Finance Management Act, 2003 (Act No. 56 of 2003) states the following in regard to the 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).*

The principal legislation in so far as the development of IDP is concerned is the Municipal Systems Act 32 of 2000. Section 25 of the Act mandates each municipal council to adopt a single, inclusive and strategic plan for the development of the municipality. As a strategic plan of the municipality, the IDP should therefore provide a clear road map for the municipality that would take it from the current situation to its desired state in five years. To this effect, the IDP must:

- Link, integrate and coordinate plans and take into account proposals for the development of the municipality.
- Align the resources and capacity of the municipality with the implementation for the plan.
- Form the policy framework and general basis on which annual budgets must be based.
- Be compatible with national and provincial development plans and planning requirements that are binding on the municipality in terms of legislation.

Taking into account the above provisions, a credible IDP should be clear on what goods and services the municipality will render to its community using the capacity and resources at its disposal. The plan should further be aligned to the national and provincial plans, integrate various plans within the municipality.

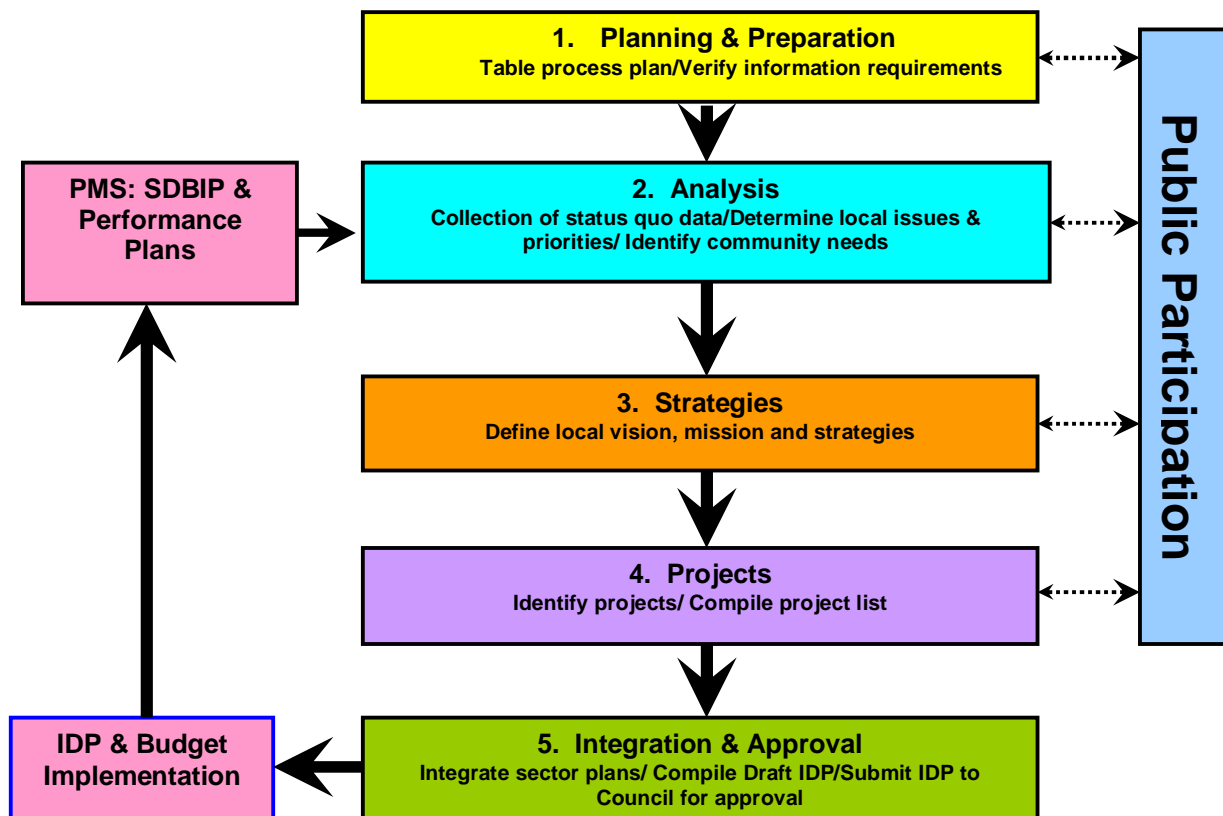
It should be noted that the current financial year (2011/12) is the final year of the current five-year IDP and the proposed time schedule will therefore reflect on the process to compile the new five-year IDP, which will cover the period 2012/13 to 2016/17. The new 5-year IDP will have to be aligned to the key localised priorities contained in the 2011 Election Manifesto, the key outputs reflected in Outcome 9 of the Medium Term Strategic Framework (MTSF) and the Draft National Key Performance Indicators (KPIs) for Local Government encapsulated in the Monitoring and Evaluation Framework in Support of Cooperative Governance (CoGTA, October 2010).

The time schedule and process plan will therefore outline the planning and budget preparation process to be undertaken, proposed institutional arrangements and timeframes attached to the different phases. The process plan will further illustrate the alignment of the IDP with the municipality's Budget, Performance Management System (PMS) and Service Delivery and Budget Implementation Plan (SDBIP) processes.

3. IDP PROCESS

The diagram below gives a broad outline of the process to be followed in compiling the IDP, preparing the Budget and developing the PMS and SDBIP.

Phase 1 (Planning & Preparation) entails the preparation of the process plan, review of the previous IDP process and the setting up or confirmation of the required institutional arrangements.



Phase 2 (Analysis) will include a detailed analysis of the status quo based on the 2010 Ward Profiles Study and other relevant sources as well as the updating of the community needs. This analysis will further inform the projects phase of the envisaged IDP process.

Phase 3 (Strategies) will ensure that the clear strategic priorities, indicators and targets are developed and that the IDP is properly aligned and linked to the Budget. During this phase projects will also be identified in line with the community needs and agreed strategic priorities.

Phase 4 (Projects) during this phase projects will also be identified in line with the community needs and agreed strategic priorities.

Phase 5 (Integration and Approval) will include the consolidation and integration of applicable sector plans and priorities, conducting of public hearings and community consultations on the draft IDP and consultations with relevant sector departments (provincial and national) and the district municipality to ensure vertical alignment of the municipality's IDP with other spheres of government.

It is envisaged that the 2012/13 IDP and MTREF will be adopted by Council at the end of May 2012.

4. INSTITUTIONAL ARRANGEMENTS

It is important that the suggested roles below are adhered to and that accountability maintained. An analysis and confirmation of the institutional arrangements should be undertaken to ensure that the above five phases are effectively executed. The table below is a possible arrangement and suggested roles and responsibilities as to who will be responsible for planning, development, preparation, compilation and drafting of the Metsimaholo Local Municipality's (MLM) IDP and SDBIP.

The Executive Mayor	<p>The Executive Mayor of MLM has the ultimate responsibility for the preparation and implementation of the IDP, Budget & Performance Management. The Executive Mayor has to:</p> <ul style="list-style-type: none"> • be responsible for the overall oversight, development and monitoring of the process or delegate IDP & PMS responsibilities to the Municipal Manager; • ensure that the budget, IDP & budget related policies are mutually consistent & credible; • submit the revised IDP & the Budget to the municipal Council for adoption; • submit the proposed Performance Management System to the municipal council for adoption.
Municipal Council	<p>The Council is the ultimate political decision-making body of the municipality and the Council has the responsibility to:</p> <ul style="list-style-type: none"> • consider and adopt the IDP Process Plan & time schedule for the preparation, tabling & approval of the annual budget; • consider and adopt the IDP and annual Budget; • ensure the municipal budget is coordinated with and based on the IDP; • adopt a Performance Management System (PMS)

	<ul style="list-style-type: none"> • Monitor progress, re. IDP implementation
Mayoral Committee	The role of the Mayoral Committee is to provide political and strategic guidance and direction to the IDP, Budget, Performance Management processes and IDP implementation. The Mayoral Committee is assisted by the Finance and IDP Portfolio Committee in this regard.
Ward Councillors & Ward Committees	<p>Ward Councillors are the major link between the municipality and the residents. As such, their role is to:</p> <ul style="list-style-type: none"> • link the planning process to their constituencies and/or wards; • ensure communities understand the purpose and the key mechanisms of the IDP, Budget process, Performance Management and are motivated to actively participate; • facilitate public consultation and participation within their wards.
IDP Representative Forum	<p>The IDP Representative Forum serves as the interface for community participation during the IDP process and therefore participates in the annual review of the municipality's IDP. The IDP Representative Forum is chaired by the Executive Mayor (or his delegate) and consists of the following role players:</p> <ul style="list-style-type: none"> • Members of the Mayoral Committee • Ward Councillors • Ward Committee members • Community Development Workers • NGOs/CBOs • Business chambers • Sector departments (district, provincial and national) • Religious organisations • Municipal officials
Municipal Manager	The Municipal Manager has the responsibility to provide guidance and ensure that the administration actively participates and supports the development and review of the IDP and Budget and works towards its implementation.
Senior Management Meeting & the IDP Steering Committee	<p>The IDP Steering Committee is chaired by the Municipal Manager and comprises of the Directors who are also the technical leaders of the different Clusters. The tasks of the Steering Committee are to:</p> <ul style="list-style-type: none"> • provide technical oversight and support to the IDP/ Budget review and its implementation; • consider and advise on IDP/ Budget content and process; • ensure inter-directorate co-operation, co-ordination, communication and strategic thinking to address priority issues • ensure sector and spatial co-ordination and alignment • ensure IDP & budget linkage • ensure Performance Management is linked to the IDP • ensure the organisation is oriented to implement the IDP • ensure time-frames set for the review are met. <p>It is proposed that the IDP Steering Committee meet at least once a month at the beginning of the Senior Management meeting for about a half an hour (as per the schedule).</p>
Directorates & Departments	Directorates and Departments are responsible for sector planning and for the implementation of the IDP. The

	<p>participation of all Departments is thus critical and they :</p> <ul style="list-style-type: none"> • provide technical / sector expertise and information, throughout the IDP Budget process; • ensure that the review process is participatory, integrated, strategic, implementation-oriented, budget linked and aligned with and satisfies sector planning requirements;
IDP Unit	<p>The IDP Unit reports to the MM and is required to manage and co-ordinate the IDP process, ensure budget integration, the roll out of Performance Management and monitor the implementation of the IDP, including:</p> <ul style="list-style-type: none"> • preparing the Process Plan for the development of the IDP; • undertaking the overall management and co-ordination of the planning and review process under consideration of time, resources and people • ensuring that the review process is participatory, strategic, implementation-oriented, integrated with the budget process, is horizontally and vertically aligned and satisfies sector planning requirements ; • linking the IDP to the SDBIP
Service Providers	<p>External Service Providers will be engaged, when necessary to:</p> <ul style="list-style-type: none"> • provide methodological/ technical guidance to the IDP process; • facilitate planning workshops; • undertake special studies; • ensure the IDP/ Budget/ PM is aligned with Provincial & National Department's strategy and budget.

5. TIME SCHEDULE

The annual review of the IDP should follow the phases below:

Phase	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12
Preparation												
<i>Review Provincial IDP assessment report</i>												
<i>Compile process plan and time schedule</i>												
Analysis												
<i>Determine local issues and needs</i>												
<i>Review status quo assessment</i>												
Strategies												
<i>Review Vision, Mission and Values</i>												
<i>Determine strategic priorities, KPAs, Programmes, KPIs and Performance targets</i>												
<i>Develop 5-Year Institutional Scorecard</i>												
Projects												
<i>Design & identify projects per strategic priority</i>												
<i>Develop list of IDP projects</i>												
Integration												
<i>Consolidate/integrate sector priorities and plans</i>												
<i>Compile draft and final IDP</i>												
Approval												
<i>Submit Draft IDP to Council</i>												
<i>Submit Final IDP to Council</i>												

The detailed time schedule in line with the above table is provided below.

Dates	Activities	Responsibility
July-Aug. 2011	Preparations and Analysis: Review Provincial IDP assessment report Compile IDP process plan & Budget time schedule	Municipal Manager Directors IDP Manager
28-29 July 2011	1 st Municipal Strategic Planning Workshop (to review strategic priorities and confirm draft 5-year strategic planning framework)	Executive Mayor Municipal Manager
16 Aug. 2011	Submit draft process plan and time schedule to Mayoral Committee for approval	Municipal Manager
25 Aug. 2011	Submit final process plan and time schedule to Special Council for adoption <i>(At least 10 months before the start of the budget year – Section 21(1)(b) of the MFMA)</i>	Executive Mayor
06 Sept. 2011	Meeting: IDP Steering Committee (to discuss detailed process plan)	Municipal Manager Directors IDP Manager
13 Sept. 2011	Meeting: IDP Representative Forum (to discuss detailed process plan)	IDP Manager Executive Mayor
Sept.-Oct. 2011	Public participation meetings in all 21 wards (part of the analysis phase of IDP process)	IDP Manager Directors
11 Oct. 2011	Meeting: IDP Steering Committee (to review report on analysis of community needs and project reconciliation)	Municipal Manager Directors IDP Manager
13 Oct. 2011	All directors submit 3 year capital budget to Finance	Directors
31 Oct. 2011	Meeting: IDP Representative Forum (to review report on analysis and project identification phases)	IDP Manager Executive Mayor
	<i>Submit 2011/2 First Quarter Performance Report to Council (Section 52 of MFMA)</i>	Executive Mayor Municipal Manager
1-4 Nov. 2011	Discussion meetings per Directorate on Capital Budget	Chief Financial Officer Directors
11 Nov. 2011	Submit proposed Tariff increases to Finance	Directors
15 Nov. 2011	Meeting: IDP Steering Committee (to review progress to date)	Municipal Manager Directors IDP Manager
16 Nov. 2011	Submit 3 year personnel (staff) budget to Finance	Political Offices Municipal Manager Directors
21 Nov. 2011	Submit 3 year operating budget to Finance	Political Offices Municipal Manager

Dates	Activities	Responsibility
		Directors
24-25 Nov. 2011	2 nd Municipal Strategic Workshop on IDP & Budget	Municipal Manager
9 Dec. 2011	Finalisation of all sector plans and strategies	Directors IDP Manager
Dec. 2011 – Jan 2012	Compilation of Draft IDP	IDP Manager
16-20 Jan. 2012	Discussions with Directors on Tariffs, Salary and Operating Budget	Political Offices Municipal Manager Directors
25 Jan. 2012	Meeting: IDP Steering Committee (to review progress to date, programme for consultations with sector departments)	Municipal Manager Directors IDP Manager
	<i>Submit Mid-year budget and performance assessment report to the Mayor and Council (section 72 of MFMA)</i>	Municipal Manager
26 Jan. 2012	<i>Tabling of 2010/11 Annual Report in Council (Section 127(2) of the MFMA)</i>	Executive Mayor
31 Jan. 2012	Meeting: IDP Representative Forum (to review first draft IDP, outcomes of consultations with sector departments)	IDP Manager Executive Mayor
6-10 Feb 2012	Portfolio Committee meetings	Members of the Mayoral Committee
14 Feb 2012	Submit feedback from Portfolio Committee meetings to Finance	Directors
Feb. 2012	IDP Consultations: National and Provincial Sector Departments, District and Local Municipalities	IDP Manager Directors
7 March 2012	Meeting: IDP Steering Committee (to review Draft IDP)	Municipal Manager Directors IDP Manager
14 March 2012	Budget meetings: Budget Steering Committee Management	Executive Mayor Municipal Manager Directors
14 March 2012	Meeting: IDP Representative Forum (to review Draft IDP)	Municipal Manager IDP Manager
22 March 2012	Informal Council meeting – Draft 2012/13 IDP and Budget	Office of the Speaker
29 March 2012	Special Council for tabling of Draft 2012/13 IDP and MTREF <i>(At least 90 days before the start of the budget year – Section 16(2) of the MFMA)</i>	Office of the Speaker
	Council considers report of Oversight Committee on the 2010/11 Annual Report <i>(no later than 2 months after annual report was tabled – Section 129(1) of the MFMA)</i>	Chairperson: Oversight Committee

Dates	Activities	Responsibility
2 April 2012	2012/13 Draft IDP and MTREF available to public for comments	Chief Financial Officer
13 April 2012	Submit Draft MTREF and IDP to: National and Provincial Treasuries Provincial CoGTA and FDDM	Chief Financial Officer IDP Manager
2 April-7 May 2012	Conduct public hearings and community consultations on Draft IDP and Budget	IDP Manager Speaker's Office Ward Councillors
28 April 2012	<i>Submit 2011/2 Third Quarter Performance Report to Council (Section 52 of MFMA)</i>	Executive Mayor Municipal Manager
10 May 2012	Executive Mayor responds to submissions	Executive Mayor Municipal Manager Chief Financial Officer
1-15 May 2012	Finalise 2012/13 IDP and MTREF	Municipal Manager IDP Manager
11 May 2012	Meeting: IDP Representative Forum (to review Final 2011/2012 IDP)	Executive Mayor IDP Manager
22 May 2012	Informal Council meeting: To consider IDP and Budget	Office of the Speaker
31 May 2012	Council meeting: To approve 2012/13 IDP and MTREF <i>(at least 30 days before the start of the budget year)</i>	Office of the Speaker
13 June 2012	Submit 2012/13 Service Delivery and Budget Implementation Plan (SDBIP) and Performance Agreements to the Executive Mayor <i>(14 days after approval of the budget)</i>	Municipal Manager
14 June 2012	Publish approved IDP and MTREF <i>(10 working days after approval of budget)</i>	Municipal Manager
28 June 2012	Executive Mayor approves 2012/13 SDBIP <i>(28 days after approval of the budget)</i>	Executive Mayor
29 June 2012	Submit approved 2012/13 IDP and MTREF to National Treasury, Provincial Treasury and CoGTA	Municipal Manager Chief Financial Officer
12 July 2012	Publish approved SDBIP and signed Performance Agreements <i>(10 working days after approval of SDBIP)</i>	Municipal Manager

6. CONCLUSION

The process plan outlines the critical institutional arrangements and time frames that will ensure that the municipality's 2012/13 IDP and MTREF are completed within the prescribed regulatory frameworks. It is therefore important that this process plan is formally adopted by the Council, IDP Steering Committee and IDP Representative Forum.

IT WAS RECOMMENDED (MAYORAL COMMITTEE: 19 AUGUST 2011)

1. That cognisance is taken of the contents of the report.
2. That the IDP, Budget and PMS process plan be approved by Council.
3. That the Executive Mayor and Municipal Manager ensure that the key activities and timelines as per the process plan are implemented accordingly.

During consideration of this item by the Mayoral Committee on 19 August 2011 it was noted that the process plan will not be submitted to Council, 10 months before the start of the budget year (by end of August), as required by section 21(1)(b) of the MFMA. Due to the possible non-compliance implications of the afore-mentioned, the Mayoral Committee instructed the Municipal Manager to seek clarity from the National Treasury on the matter and to report back to the next meeting of the Mayoral Committee.

The Mayoral Committee on 19 August 2011 therefore resolved as follows:

1. That cognisance is taken of the contents of the report.
2. That the IDP, Budget and PMS process plan be approved by the Mayoral Committee.
3. That the Executive Mayor and Municipal Manager ensure that the key activities and timelines as per the process plan are implemented accordingly.
4. That the Municipal Manager seeks clarity from the National Treasury regarding the non-compliance matter and report back to the next meeting of the Mayoral Committee.

FURTHER REPORT OF THE MUNICIPAL MANAGER

The response from National Treasury on the instruction given by the Mayoral Committee to the Municipal Manager is as follows:

Section 21(1)(b) of the MFMA requires that the mayor of a municipality must at least 10 months before the start of the budget year table in the municipal council the time schedule outlining the key deadlines (for approval by council). It is therefore clear that if the time schedule is not accordingly tabled in council this will constitute non-compliance.

It should be noted that the process plan was approved by the IDP Steering Committee on 6 September 2011 and will be submitted to the IDP Representative Forum on 20 September 2011 for adoption. Further, due to the late approval of the process plan the IDP Steering Committee further agreed that the proposed schedule for the public participation meetings must be amended accordingly. The revised schedule is attached as Annexure A to the report.

ANNEXURES:

- A. Proposed Public Participation Schedule: September – October 2011
- B. 2011/12 MFMA Calendar

7. RECOMMENDED

That it be recommended to the Mayoral Committee of 15 September 2011:

- 1. That cognisance is taken of the contents of the report.
- 2. That the IDP, Budget and PMS process plan be approved by Council.
- 3. That the Executive Mayor and Municipal Manager ensure that the key activities and timelines as per the process plan are implemented accordingly.
- 4. That cognisance is taken that the municipality did not comply with section 21(1)(b) of the Municipal Finance Management Act, 2003 in that the process plan was not submitted to Council for approval by the end of August 2011.
- 5. That the Municipal Manager in consultation with the Office of the Speaker schedules future meetings of Council in accordance with the MFMA calendar to ensure that the municipality is in compliance with the relevant statutory timelines. (see Annexure B)

Annexure A

The proposed public participation time schedule for September and October 2011 is as follows:

2013/14 to 2016/17 IDP ROADSHOW WARD-BASED MEETINGS

Municipal Systems Act 32 of 2000 (MSA) Section 25 mandates each Municipal Council, after the start of their elected term must adopt a *single, inclusive and strategic plan* for the development the Municipality.

Furthermore, Chapter 5 (MSA) requires that a municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose, encourage and create conditions for local community to participate in the affairs of the municipality, including the preparation, implementation and review of its integrated development plan in terms of Chapter 5 of Local Government: Municipal System Act, 2000(Act 32 of 2000)(MSA)

In the view of above, Metsimaholo Local Municipality Public Participation meetings (Time-schedule) are scheduled as follows:

Ward	Date	Time	Venue	Ward Councillor
Ward 1 (Phase 5)	13/10/2011 (Monday)	17h00	Kopanelang Thuto	Cllr M. A Tamane
Ward 1, (Phase 3&4)	04/1/2011 (Tuesday)	17h00	Zakwe's House	Cllr M.A Tamane
Ward 1, 2 & 7	05/10/2011 (Wednesday)	17h00	Lehutso Primary School	Cllr M.A Tamane, Cllr M.D Nthebe & Cllr T.E Mosia
Ward 1 & Ward 13	06/10/2011 (Thursday)	17h00	Open Space	Cllr M.A Tamane & Cllr M.J Phepheng/Lelahla
Ward 3, Ward 4 & Ward 20	10/10/2011 (Monday)	17h00	Refengkgotso Community Hall	Cllr D.Motloung, Cllr Mdola & P.S Poocho.
Ward 5	11/10/2011 (Tuesday)	17h00	Metsimaholo Community Hall	Cllr S. Moreki
Ward 5	12/10/2011 (Wednesday)	18h00	Oranjeville Primary School	Cllr S. Moreki
Ward 5	13/10/2011 (Thursday)	18h00	Deneysville Primary School	Cllr S. Moreki
Ward 6 & Ward 21	17/10/2011 (Monday)	17h00	Credo Primary School	Cllr N.M Sejake & Cllr L.Chebase
Ward 8 & Ward 9	18/10/2011 (Tuesday)	17h00	Zamdela Arts & Culture Centre	Cllr L.S Semonyo & S.C Phoofolo
Ward 10, Ward 11 & Ward 12	19/09/2011 (Tuesday))	17h00	Zamdela Community Hall	Cllr L.S Lempe, Cllr B.S Khunou & Cllr T.Mabasa

Ward	Date	Time	Venue	Ward Councillor
Ward 14 & Ward 18	20/10/2011 (Thursday)	18h00	Vaalpark Primary School	Cllr I.D Viljoen & Cllr D.M.M Oswald
Ward 15, Ward 16 & Ward 17	24/10/2011 (Monday)	18h00	Etienne Rousseau Theatre	Cllr W.Grobbelaar, Cllr H.Moolman & Cllr Van der Walt
Ward 19	25/10/2011 (Tuesday)	17h00	Amelia Sports Ground	Cllr K.A Maree
Ward 19	26/10/2011 (Wednesday)	17h00	Viljoendrift	Cllr K.A Maree
Businesspeople, NGO's, Sector Dept & Youth	14/10/2011 (Friday)	09h00	Etienne Rousseau Theatre	IDP Manager

Please attend these very informative and interactive public sessions/meetings.

For more information, contact Mr. Sello Mokoena: Manager IDP & PMS at (016) 973 8356

**Mr X.W Msweli
(Municipal Manager)**

Annexure B

2011/12 MFMA CALENDAR

Month	Day	Item	Action required	MFMA Section	Council meeting required
2011 July	12	Publication of SDBIP and Performance agreements	Mayor publishes approved 2011/12 SDBIP and signed Performance Agreements	53(3)	
	14	Monthly budget statement	Monthly budget statement for June 2011 submitted within 10 working days after the end of the month	71(1)	
	29	Quarterly performance report	Mayor submits 4th quarter performance report (1 April to 30 June 2011) on the implementation of the budget and the financial state of affairs of the municipality	52(d)	Yes
		Quarterly report on withdrawals from municipal bank accounts	Municipal Manager tables 4th quarter consolidated report on all withdrawals from municipal bank accounts to Council and submit copy to Provincial Treasury and Auditor	11(4)	Yes
2011 August	12	Monthly budget statement	Monthly budget statement for July 2011 submitted within 10 working days after the end of the month	71(1)	
	31	Annual Financial Statements	Municipal Manager submits 2010/11 Annual Financial Statements to the Auditor-General	126(1)	
		Budget and IDP time schedule	Mayor tables Budget and IDP time schedule outlining key deadlines for the preparation, tabling and approval of 2012/13 Budget and annual review of the IDP	21(1)(b)	Yes
2011 September	14	Monthly budget statement	Monthly budget statement for August 2011 submitted within 10 working days after the end of the month	71(1)	
2011 October	14	Monthly budget statement	Monthly budget statement for September 2011 submitted within 10 working days after the end of the month	71(1)	
	28	Quarterly performance report	Mayor submits 1st quarter performance report (1 July to 30 September 2011) on the implementation of the budget and the financial state of affairs of the municipality	52(d)	Yes
		Quarterly report on withdrawals from municipal bank accounts	Municipal Manager tables 1st quarter consolidated report on all withdrawals from municipal bank accounts to Council and submit copy to Provincial Treasury and Auditor	11(4)	Yes
2011 November	14	Monthly budget statement	Monthly budget statement for October 2011 submitted within 10 working days after the end of the month	71(1)	
2011 December	14	Monthly budget statement	Monthly budget statement for November 2011 submitted within 10 working days after the end of the month	71(1)	

Month	Day	Item	Action required	MFMA Section	Council meeting required
2012 January	13	Monthly budget statement	Monthly budget statement for December 2011 submitted within 10 working days after the end of the month	71(1)	
	25	Mid-year budget and performance assessment	Mid-year budget and performance assessment report submitted to the mayor by 25 January of each year	72(1)	Yes
	31	Quarterly performance report	Mayor submits 2nd quarter performance report (1 October to 31 December 2011) on the implementation of the budget and the financial state of affairs of the municipality	52(d)	Yes
		Quarterly report on withdrawals from municipal bank accounts	Municipal Manager tables 2nd quarter consolidated report on all withdrawals from municipal bank accounts to Council and submit copy to Provincial Treasury and Auditor-General	11(4)	Yes
		Annual report	Mayor tables the 2010/11 Annual Report in Council	127(2)	Yes
2012 February	14	Monthly budget statement	Monthly budget statement for January 2012 submitted within 10 working days after the end of the month	71(1)	
2012 March	14	Monthly budget statement	Monthly budget statement for February 2012 submitted within 10 working days after the end of the month	71(1)	
	31	Oversight report	Council adopts oversight report on 2010/11 Annual Report	129(1)	Yes
		Draft IDP and Budget	Mayor tables draft 2012/13 IDP and Budget in Council	16(2)	Yes
2012 April	1-30	Community consultations	Publication, submission and consultations on tabled budget	22(a); 22(b); 23(1)	
	14	Monthly budget statement	Monthly budget statement for March 2012 submitted within 10 working days after the end of the month	S71(1)	
	29	Quarterly performance report	Mayor submits 3rd quarter performance report (1 January to 31 March 2012) on the implementation of the budget and the financial state of affairs of the municipality	52(d)	Yes
		Quarterly report on withdrawals from municipal bank accounts	Municipal Manager tables 3rd quarter consolidated report on all withdrawals from municipal bank accounts to Council and submit copy to Provincial Treasury and Auditor-General	11(4)	Yes
2012 May	13	Monthly budget statement	Monthly budget statement for April 2012 submitted within 10 working days after the end of the month	71(1)	
	31	Final IDP and Budget	Council consider approval of the 2012/13 IDP and Budget	24(1)	Yes
2012 June	14	Monthly budget statement	Monthly budget statement for May 2012 submitted within 10 working days after the end of the month	71(1)	
		Draft SDBIP and	Municipal Manager submits draft 2012/13 SDBIP and Performance	69(3)	

Month	Day	Item	Action required	MFMA Section	Council meeting required
		Performance agreements	Agreements to Mayor		
	28	Approval of SDBIP	Mayor approves the 2012/13 SDBIP	53(1)(c) (ii)	
	30	Submission of approved budget	Municipal Manager submits approved 2012/13 Budget to National and Provincial Treasury	24(3)	