

The coat of arms of Theewaterskloof Municipality is centered on the page. It features a shield with a sunburst at the top, a blue banner across the middle, and a landscape with a river and a tree at the bottom. The shield is flanked by two wheat stalks. Below the shield is a blue base with a white banner that reads "THEEWATERSKLOOF".

THEEWATERSKLOOF MUNICIPALITY
IDP/BUDGET REVIEW
2016-2017
PROCESS PLAN

For 2016/17 Financial Year

Approved by Council: 30 July 2015

Reference: C94/2015

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1. Introduction

The Integrated Development Plan (IDP) is a product of the Integrated Development Planning Process. The IDP is a strategic planning instrument which guides and informs all planning, budgeting, management and decision making in the Municipality. Integrated Development Planning is a very interactive and participatory process which requires the involvement of a number of stakeholders.

The IDP process provides forums where underlying issues within the Municipality are identified, and discussed in such detail that it allows for realistic costing.

The Process Plan fulfils the role of a business plan or an operational framework for the IDP/ and Budget process. The process plan outlines the manner in which the IDP/Budget process will be undertaken to such extent that it indicates what has to happen when, the responsible person, where it will happen and who the stakeholders will be.

The IDP process and the Budget process are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and Budget related policies and the tabled budget are mutually consistent and credible (MFMA 2003; Local Government: Municipal Planning and Performance Management Regulations, 2001).

Once the IDP review process has been completed, the next phase is to translate the strategies into measurable departmental responsibilities. This in turn is called the Service Delivery Budget Implementation Plan (SDBIP). The purpose of the SDBIP is to serve as a monitoring tool, measuring how well the projects identified in the IDP are developed and delivered on. Similarly, the municipalities Performance Management System must be established in line with the priorities, objectives, indicators, and targets contained in its IDP.

2. PURPOSE OF THE 2016/2017 PROCESS PLAN

2.1 LEGAL REQUIREMENTS

In order to ensure certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of Government, the preparation of the planning process is regulated by the Municipal Systems Act, No 32 of 2000. The Act specifies the following regarding the process:

Section 28:

- Each Municipal council must adopt a process set out in writing to guide the planning, drafting, adoption and review of the IDP.
- The Municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- A municipality must give notice to the local community of particulars of the process it intends to follow.

Section 29(1):

The process must:

- (a) be in accordance with a predetermined programme specifying timeframes for the different steps;
- (b) through appropriate mechanisms, processes and procedures 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 IDP; 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.

2.2 PURPOSE OF THE 2016-2017 PROCESS PLAN

The purpose of this process plan is to indicate the types of activities planned for the successful completion of a 5 year (2012-2017) Integrated Development Plan for Theewaterskloof Municipality for implementation in 2016-2017. It will set the extent and nature of activities that the municipality will engage in, in order for it to draft its last annual review of the 5 year IDP.

3. ORGANISATIONAL ARRANGEMENTS

The **White Paper on Local Government** (WPLG) emphasises the need for municipalities to develop an institutional plan which proposes appropriate arrangements with regard to the development of an IDP. The WPLG stresses that this process should be managed within municipalities to provide a way of enhancing the strategic planning capacity of the administration, building organisational partnerships between management and labour, and enhancing synergy between line functions (WPLG, p.28.).

3.1 ORGANISATIONAL STRUCTURE

Theewaterskloof Municipality makes use of the Ward Committee structure when planning, reviewing and implementing its Integrated Development Plan.

The purpose of the Ward Committee structure is to assist Ward Councillors with organising, consulting, spreading of information and encouraging participation from the residents within the Wards.

The Ward Committee:

- Is an advisory Body.
- Is a representative structure.
- Is independent; and
- Must be impartial and perform its functions without fear, favour or prejudice.

There are 13 Wards within the Theewaterskloof Municipal area and the breakdown of the wards is as follows:

WARD	TOWN
1	RIVIERSONDEREND
2	GREYTON
	GENADENDAL
3&4	CALEDON
5&6	VYEBOOM AND VILLIERSDORP
7	BOTRIVIER
8-13	GRABOUW

In towns such as Grabouw, Villiersdorp and Caledon where there is more than one ward committee within the town, **Town Advisory Forums** have been established. **The Town Advisory Forum** comprises of Ward Councillors, PR Councillors, Ward committee members and the Town manager of the respective town. The functions of the **Town Advisory Forum** is to advise and make recommendation to council on behalf of the community within their respective Wards on matters pertaining to their IDP's, Budgets, Service Delivery and Developmental Projects within the Town.

i. Roles and Responsibilities

One of the pre-requisites of a well organised IDP process is for all role players to be fully aware of their own as well as other role player's responsibilities. This section will highlight:

- The roles which the municipality will play in the IDP process, and;
- The roles which external role players are expected to play.

4.1 PROPOSED ROLES AND RESPONSIBILITIES WITHIN THE MUNICIPALITY

Role Player	Roles and Responsibilities
Theewaterskloof Municipal Council	<ul style="list-style-type: none"> ▪ Consider and approve the IDP. ▪ Consider and approve the budget. ▪ Approve the IDP/Budget Timetable and Process Plan
Executive Mayor and Mayoral Committee	<ul style="list-style-type: none"> ▪ Consider the IDP & Budget Timetable & Process Plan and submit to Council for approval. ▪ The overall management, coordination and monitoring of the IDP process. ▪ Assign and delegate responsibilities in this regard to the Municipal Manager ▪ Approve nominated persons to be in charge of the .different roles, activities and responsibilities of the process and drafting of the IDP. ▪ Submit the draft IDP to council for adoption. ▪ Submit final IDP and Budget to council for adoption.

	<ul style="list-style-type: none"> ▪ Provide Political guidance in IDP and Budget. ▪ Co-ordinate Plans and Timetables for the Budget. ▪ Close oversight on Budget Preparation Process.
Speaker	<ul style="list-style-type: none"> ▪ Overall Monitoring of the public participation process.
Ward Councillors	<ul style="list-style-type: none"> ▪ Form a link between the Municipality and the residents. ▪ Link the IDP process to their Wards. ▪ Assist in organising public consultation and participation. ▪ Monitor the implementation of the IDP with respect to their particular wards.
Municipal Manager/IDP Manager	<ul style="list-style-type: none"> ▪ Prepare the IDP process plan. ▪ Undertake the day to day management and coordination of the IDP process. ▪ Ensure that all relevant stakeholders are appropriately involved and timeously informed. ▪ Responsible for the day to day management of the drafting process. ▪ Ensure that the IDP process is participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements. ▪ Respond to comments on the draft IDP. ▪ Ensure proper IDP documentation. ▪ Adjust the IDP in accordance with the MEC's comments. ▪ Ensure that the content of the IDP satisfy the legal requirements.
Directors and officials	<ul style="list-style-type: none"> ▪ Provide relevant technical, sector and financial information for analysis for determining priority issues. ▪ Contribute technical expertise in the consideration and finalisation of strategies and identification of projects. ▪ Provide departmental, operation and capital budgetary information. ▪ Responsible for the preparation of project proposals, the integration of projects and sector programmes.
IDP/Budget Steering committee (Management Team)	<ul style="list-style-type: none"> ▪ Committee comprises of Municipal Manager, senior management, middle management, IDP manager and Speaker and will be responsible for ensuring that the final product is of high quality and complies with legislation. ▪ Responsible in ensuring that the IDP and budget process is related and complies with the MFMA.
Town Advisory Forum (TAF)	<ul style="list-style-type: none"> ▪ Comprises of all ward committees within a Town and includes the Ward councillors, PR Councillors, Ward committee members and the Town Manager of the respective Town. Representatives of the Corporate Departments may be co-opted to advice and guide. ▪ The Town Manager will serve as the facilitator. ▪ The responsibility of the TAF is to advise and make recommendations to council on behalf of the community within their respective wards on matters pertaining to the IDP and Budget, services delivery and developmental projects within the Town. ▪ Discuss and comment on concept IDP. ▪ Ensure that priority projects within the IDP are considered in the budget. ▪ Monitor implementation of the IDP. ▪ To resolve conflicting priorities amongst wards in the best interest of the affected town.

4.2 PROPOSED DISTRIBUTION OF ROLES AND RESPONSIBILITIES BETWEEN THE MUNICIPALITY AND EXTERNAL ROLE PLAYERS

Role Player	Roles and Responsibilities
Theewaterskloof Local Municipality	<ul style="list-style-type: none"> ▪ Prepare and adopt the IDP Process Plan. ▪ Undertake the overall management and coordination of the IDP process which includes ensuring that: <ul style="list-style-type: none"> ○ All relevant role players are appropriately involved; ○ Appropriate mechanisms and procedures for community participation are applied; ▪ Events are undertaken in accordance with the time schedule; ▪ The IDP relates to the real burning issues in the municipality; and ▪ The sector planning requirements are satisfied. ▪ Prepare and adopt the IDP. ▪ Adjust the IDP in accordance with the MEC's proposals/recommendations. ▪ Ensure that the annual business plans, budget and land use management decisions are linked to and based on the IDP. ▪ Facilitate/Communicate how core needs (Provincial Functions) appearing in the IDP to Provincial Departments.
Local Residents, communities and	<ul style="list-style-type: none"> ▪ Represent interests and contribute knowledge and ideas in the IDP process by participating in and through the ward committees to:

Stakeholders (Ward Committees)	<ul style="list-style-type: none"> ○ Analyse issues, determine priorities and provide input; ○ Keep their constituencies informed on IDP activities and their outcomes; ○ Discuss and comment on the draft IDP; ○ Check that annual business plans and budget are based on and linked to the IDP; and ○ Monitor performance on the implementation of the IDP.
District Municipality	<ul style="list-style-type: none"> ▪ Some roles and responsibilities as municipal governments of local municipalities but related to the preparation of a district IDP. The District Municipality must also prepare a District Framework (Sec 27 of the MSA) ▪ Fulfil a coordination and facilitation role by: <ul style="list-style-type: none"> ○ Ensuring alignment of the IDP's of the municipalities in the district council area; ○ Ensuring alignment between the district and local planning; ○ Facilitation of alignment of IDP's with other spheres of government and sector departments; and ○ Preparation of joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists.
Provincial Government (Dept of Local Government and Housing)	<ul style="list-style-type: none"> ▪ Ensure horizontal alignment of the IDP's of the District Municipalities within the province. ▪ Ensure vertical/sector alignment between provincial sector departments/provincial strategic plans and the IDP process at local/district level by: <ul style="list-style-type: none"> ○ Guiding the provincial sector departments participation in and their required contribution to the municipal IDP process and; ○ Guiding them in assessing draft IDP's and aligning their sector programmes and budgets with the IDP's. ▪ Efficient financial management of Provincial IDP grants. ▪ Monitor the progress of the IDP processes. ▪ Facilitate resolution of disputes related to IDP. ▪ Assist municipalities in the IDP drafting process where required. ▪ Coordinate and manage the MEC's assessment of IDP's.
Sector Departments	<ul style="list-style-type: none"> ▪ Contribute relevant information on the provincial sector departments plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner. ▪ Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects. ▪ Engage in a process of alignment with District Municipalities. ▪ Participate in the provincial management system of coordination.

5. COMMUNITY PARTICIPATION

LEGAL REQUIREMENTS IN TERMS OF MUNICIPAL SYSTEMS ACT

Section 5(1)(a):

Members of the local community have the right through mechanisms and in accordance with processes and procedures provided for in terms of this Act or other applicable legislation to contribute to the decision making process of the municipality.

Section 5(2)(a):

Members of the local community have the duty when exercising their rights, to observe the mechanisms, processes and procedures of the municipality.

Section 16(1):

A municipality must develop a culture of municipal governance that compliments formal representative government with a system of participatory governance, and must for this purpose encourage and create conditions for the local community to participate in the preparation, implementation and review of its IDP

Section 17(2):

A municipality must establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality.

Section 17(3):

When establishing mechanisms, processes and procedures in terms of subsection (2) the municipality must take into account the special needs of the people who cannot read or write, people with disabilities, women and other disadvantaged groups.

Section 18(1)(a):

The municipality must communicate its community information concerning the available mechanisms, processes and procedures to encourage and facilitate community participation.

Section 20(2)(c):

A municipal council or a committee of the council may not exclude the public, including the media when considering or voting on the municipalities draft IDP, or any amendment of the plan.

5.2 PROCESS OF INFORMING THE STAKEHOLDERS

The ward committees and Town Advisory Forums shall serve as the representative forums of stakeholders. Additional stakeholders may be co-opted if and when necessary.

**THEEWATERSKLOOF MUNICIPALITY
2016 / 2017
IDP & BUDGET TIME SCHEDULE**

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
JUNE 2015						
1	Annual Report 2014/15	Annual Report Guidelines Forwards guidelines to all Corporate Directorates on the submission of the Annual Report info	Guidelines	n/a	Manager: IDP/PMS	11 June 2015
2	SDBIP Drafting	Draft Service delivery and Budget Implementation Plan must be submitted to the Mayor by the Municipal Manager within 14 days of approval of the IDP and Budget.	Draft SDBIP for approval	MFMA s 69 (3)	Manager: IDP/PMS	17 June 2015
3	SDBIP: Approval	Mayor Approves the Service Delivery and Budget implementation plan within 28 days of the approval of the IDP and Budget. Submit to the MEC of Local Government and makes it public within 14 days of approval.	Approved SDBIP	MFMA s53, 53, 75, 87 MSA s 38-45, 57 (2)	Manager: IDP/PMS	25 June 2015
4	Reporting: Budget	Submit Section 71 monthly reports to Mayor of municipality	Monthly reports	MFMA Section 71	Budget Office	18 June 2015
5	Performance Agreements: S57	Drafting of 2015/16 Performance Agreements of MM and Directors for approval by Mayor	Draft Performance Agreements	MFMA s53	MM's Office	26 June 2015
6	SDBIP: Advertise	Notification of the approved SDBIP and place on municipal website	Transparency/communication	MSA s44		26 June 2015
JULY 2015						
7	IDP/Budget 2016/17	Advertise / Consult Public Advertise Draft IDP/Budget Timeframe for public input	Public notification of process	MSA s28 (2) & (3); s19;s 21; s21 (A) (B)	Manager: IDP	07-24 July 2015
8	Annual Report 2014/15	Annual Report inputs Corporate Directors and Town Managers to submit 2014/2015 Annual Report input.	Draft corporate AR	n/a	Corporate Directors	17 July 2015
9	Reporting – Budget	Submit Section 71 monthly reports to Mayor of municipality	Monthly reports	MFMA Section 71		20 July 2015
10	IDP/Budget 2016/17	Ward Committee Meeting Consult public before adopting the process plan	Public notification of process	(MSA s28 (2); s17, s18; s20		20–27 July 2015
11	IDP/Budget 2016/17	Council Meeting Council Approval of 2015/16 IDP/Budget time schedule	Approved IDP/Budget time Schedule	MSA s27 & s28		30 July 2015
AUGUST 2015						
12	IDP/Budget 2016/17	Submission of Process Plan Submit 2016/2017 IDP/Budget Process Plan to Department Local Government & District Municipality	Compliance/Transparency	MSA s28, 29 & 34 MFMA s21, 53	Manager: IDP	01 Aug 2015
13	IDP/Budget 2016/17	Ward Committee Meeting Notification of approved 2016/17 IDP/Budget Time schedule	Transparency/communication	(MSA s28 (2); s17, s18; s20	Manager: IDP	17-24 Aug 2015
14	IDP/Budget 2016/17	Advertise Advertise council approved IDP/Budget process plan for public input	Transparency/communication	MSA s28 (2) & (3)	Manager: IDP	04-24 Aug 2015

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
15	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA Section 71		20 Aug 2015
16	Reporting – SDBIP	Council Meeting to approve the 4th quarter (2014/2015 final) TL SDBIP report	Reporting	MSA s46;s47;s48		27 Aug 2015
17	Annual Report 2014/15	AR & FS to AG <ul style="list-style-type: none"> Submit 2014/2015 Draft Annual Report and Financial statements to Auditor General. Compile and submit Municipal Audit file to the Auditor General 	Draft AR, AFS	MFMA s 121, s122, s123, s124, s125, MFMA s127		28 Aug 2015
18	AC & PAC	Combined AC & PAC Meeting <ul style="list-style-type: none"> Internal Audit 4th quarterly report on IA activities. Financial Statements & AR discussion. Auditor Generals audit plan discussion. 4th & Final 2014/2015 PMS (Ignite) Report 	Reporting/Oversight	MFMA s166		26 Aug 2015 28 Aug 2015
SEPTEMBER 2015						
19	Reporting – SDBIP	Submit 4th quarter Departmental SDBIP report to Portfolio Committees	Reporting	MSA s46;s47;s48		1;2 & 14 Sept 2015
20	Alignment	Provincial IDP Managers Forum	Local/Provincial alignment		DPLG/IDP Managers	3-4 September
21	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		15 Sept 2015
22	IDP/Budget 2016/17	1st IDP/Budget Steering Committee <ul style="list-style-type: none"> Discuss and Agree on Outcomes of Strategic Workshop for finalisation to Council. Discuss and agree on process (guidelines) to be followed wrt IDP public meetings 	IDP Process Guidelines	MFMA s53		16 Sept 2015
23	Risk Management Committee	Committee Meeting - Discuss possible risks identified during strategic session		MFMA S62 (1, C, i)		21 Sept 2015
24	IDP/Budget 2016/17	Ward Committee Meetings Ward Committee together with Town Manager Drafts Ward IDP	Public Participation/Input/ involvement	(MSA s28 (2); s17, s18; s20		21-28 Sept 2015
OCTOBER 2015						
25	Strategizing	Strategic Workshop with councillors and Management. Agreed upon Vision, Mission, strategic Objectives and PDO's.	Strategic intent	n/a		01-02 Oct 2015
26	Alignment	IDP Indaba 1(JPI) Strategic intent Provincial strategic guidance on policy and programmes Key sector departments APP deliverables	Sector Alignment	n/a		06 October 2015

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
27	IDP/Budget 2016/17	Public Meetings IDP Public Meetings-Present Draft Ward IDP and receive input from Public	Public Participation/Input/ involvement	(MSA s28 (2); s17, s18; s20		05-22 Oct 2015
28	IDP/Budget 2016/17	MTEF and Revenue Projections Directorates to be provided with the HR Guidelines and the current Baseline Operating Medium Term Expenditure Forecasts (MTEF) 2014/15 to 2015/16 which are to be used as a base for development of new Operating Medium Term Expenditure Budgets 2016/17 to 2017/18 Directors prepare input for consideration of reviewed tariff policy and structure.	Budget Guidelines	MFMA s62, s79		19 Oct 2015
29	IDP/Budget 2016/17	Draft Budget Submissions Submission of HR Proposals to HR	Draft HR budget	n/a		19 Oct 2015
30	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		20 Oct 2015
31	IDP/Budget 2016/17	Ward/TAF Meetings Re-prioritisation of Ward IDP taking into consideration public input	Public Participation/Input/ involvement	(MSA s28 (2); s17, s18; s20		26-29 Oct 2015
NOVEMBER 2015						
32	Reporting – SDBIP	Submit 1st quarter Departmental SDBIP report to Portfolio Committees	Reporting	MSA s46;s47;s48		03;04 & 16 Nov 2015
33	Risk Management Committee	Committee Meeting - Review Risk Management Policy & related documentation & recommend to Council - Discuss ratings of risks identified during Strategic session - Discuss alignment of Budget ito high level risks		MFMA S62 (1, C, i)		09 Nov 2015
34	IDP/Budget 2016/17	2ndIDP/Budget Steering Committee Discussion (Guidelines) on process to follow wrt Council IDP Workshop	IDP/Budget council workshop guidelines	MFMA s53	IDP Office Budget Office	10 Nov 2015
35	IDP/Budget 2016/17	Council IDP Workshop Council Prioritisation of Ward and corporate IDP's	Draft IDP/Priorities	n/a		12 Nov 2015
36	IDP/Budget 2016/17	Draft Budget submissions Corporate directorates to submit draft budget to Budget Office	Draft corporate budgets	n/a		16 Nov 2015
37	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		17 Nov 2015
38	IDP/Budget 2016/17	3rd IDP/Budget Steering Committee • Budget workshop discussion (guideline)	Budget guidelines	MFMA s53		23 Nov 2015
39	Alignment	District IDP Managers Forum & District IDP Rep/PP Com forum	Activity alignment	n/a	District IDP Managers	30 Nov 2015
40	Reporting – SDBIP	Council Meeting to approve 1st quarter (2015/16) TL SDBIP report	reporting	MSA s46;s47;s48		26 Nov 2015

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
DECEMBER 2015						
41	Alignment	Provincial IDP Managers Forum			DPLG/IDP Managers	3-4 Dec 2015
42	AC & PAC	Combined AC & PAC Meeting <ul style="list-style-type: none"> 1st Quarter PMS (Ignite) report. Internal Audit 1st quarterly report on IA activities. Discussing the Chairpersons annual Performance and Internal Audit report for Council's attention during November. AG's reports (financial and PDO) discussion. 	Reporting	MFMA s166		04 Dec 2015
43	IDP/Budget 2016/17	Budget Alignments Check with National, Provincial Governments & District Municipalities for any adjustments to projected allocations for the next three years.	Budget Alignments	MFMA Guidelines		04 Dec 2015
44	IDP/Budget 2016/17	Draft Budget CFO undertakes Corporate Assessment and compilation of Draft budget.	Draft Budget	MFMA s21		17 Dec 2015
JANUARY 2016						
45	IDP/Budget 2016/17	Draft Budget Review financial input and conduct one on one TWK interdepartmental Meetings.	Draft Budget	MFMA s21		11-15 Jan 2016
46	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		18 Jan 2016
47	AC & PAC	Combined AC & PAC Meeting <ul style="list-style-type: none"> Annual report discussion before Council approval. Risk Management Report [Chairperson drafting half yearly reports during January.] 	Reporting	MFMA s166		22 Jan 2016
48	Annual Report 2014/15	Table Draft AR & AFS Mayor tables draft AR and AFS at council	Approved Draft AR & AFS	MFMA s21		28 Jan 2016
49	Reporting-Budget/SDBIP	Council Meeting: Submit Section 72 monthly (midyear budget and Performance) reports to Mayor of municipality and provincial treasury	Reporting	MFMA s72		28 Jan 2016
50	Annual Report 2014/15	Advertise draft AR & AFS for public input	Transparency/Public involvement	MFMA s22		29 Jan 2016 – 26 Feb 2016
51	Annual Report 2014/15	Advertise Oversight Committee Schedule inviting the Public to make presentations of the AR and AFS	Transparency/Public involvement	MFMA s129		29 January 2016
52	Advertise – Section 72 Report	Mid-year performance report advertisement and placed on municipal website	Transparency	MSA s28 (2) & (3)		29 Jan 2016
FEBRUARY 2016						
53	Annual Report 2014/15	Portfolio Committee Meeting Submit Draft Annual Report to Portfolio Committees for inputs	Transparency	n/a		02;03 & 15 Feb 2016

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
54	Reporting – SDBIP	Submit 2nd quarter Departmental SDBIP report to Portfolio Committees	Oversight	MSA s46;s47;s48		02;03 &15 Feb 2016
55	Annual Report 2014/15	1st Oversight Committee Meeting - Oversight Committee pose questions to Management to get clarity on the contents of the Annual Financial statements and the Annual Report (10h00)	Oversight	MFMA s129		09 Feb 2016
56	Section 72 Report	Report to Ward Committees/TAF on Mid-year Performance Report	Transparency			15-25 Feb 2016
57	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		16 Feb 2016
58	IDP/Budget 2016/17	Council Budget Workshop Draft Budget Workshop with Council	Participation/agreement on priorities	n/a		17 Feb 2016
59	Alignment	IDP Indaba 2/ LGMTEC 2 Implementation focus Intergovernmental agreements	Sector Alignment	n/a		15 February 2016
60	Adjustments Budget	Adjustment Budget submitted to council for approval	Approved adjustments budget	MFMA s28		25 Feb 2016
61	IDP/Budget 2016/17	Budget Alignment Check with National, Provincial Governments & District Municipalities for any projected allocations for the next three years	Sector Alignment	MFMA s21		26 Feb 2016
MARCH 2016						
62	Annual Report 2014/15	2nd Oversight Committee Meeting Public hearings – The local community and any organ of state will be allowed to make representations on the annual report and AFS (10h00)	Transparency/public input	MFMA s129		03 March 2016
63	AC & PAC	Combined AC and PAC Meeting <ul style="list-style-type: none"> 2nd Quarter PMS (Ignite) report. Internal Audit 2nd quarterly report on IA activities. Considering of the Chairpersons 1st half yearly Performance and Internal Audit report for Council’s attention during March. 	reporting	MFMA s166		04 March 2016
64	Annual Report 2014/15	3rd Oversight Committee Meeting Preparation of the draft oversight report, taking into consideration the views and inputs of the public, representatives of the Auditor General, organ of states, Councils audit committee and Councillors (14h00)	Draft Oversight report	MFMA s129		08 March 2016
65	Risk Management Committee	Committee Meeting <ul style="list-style-type: none"> - Discuss outcome of Risk Register review performed during January & February - Discuss possible new risks identified for incorporation into risk register 		MFMA S62 (1, C, i)		08 March 2016

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
66	Reporting – SDBIP	2nd Quarter SDBIP Report to Ward Committees (For notification)	Reporting			16-22 March 2016
67	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		15 March 2016
68	IDP/Budget 2016/17	4th IDP/Budget Steering Committee Guidelines (discussion) of budget public meetings	Guidelines	MFMA s53		23 March 2016
69	Annual Report 2014/15	Oversight & Annual Report Adoption of Oversight report on AR & AFS by council	Approved AR & Oversight report	MFMA s129		24 March 2016
70	Annual Report 2013/14	Advertise approved Annual report- Place on Municipal Website	Transparency	MFMA s127;s132, s75		29 March 2016
71	Annual Report 2013/14	Submission of Oversight & Annual Report to Provincial Treasury and Office of the Premier	Transparency/Compliance	MFMA s127;s132		29 March 2016
72	IDP/Budget 2016/17	Council Meeting Tabling of Draft IDP and Budget	Draft IDP/Budget			30 March 2016
APRIL 2016						
73	IDP/Budget 2016/17	Capital and Operating Draft Budgets, IDP/SDBIP forwarded to National and the Provincial Treasury, District Municipality and any prescribed Organs of State to other municipalities affected by the budget and IDP	Compliance	MFMA s22, MSA s32		1 April 2016
74	IDP/Budget 2016/17	Public Meetings Present Draft IDP and Budget to community	Transparency	(MSA s28 (2); s17, s18; s20)		5-21 April 2016
75	Alignment	District IDP Managers Forum & District IDP Rep/PP Com Forum			District IDP Managers	11 April 2016
76	IDP/Budget 2016/17	Discussions with Role player Forums on the 16/17 Draft Municipal Budget	Transparency/Public involvement	MFMA s22, MSA s32		13 April 2016
77	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		19 April 2016
78	IDP/Budget 2016/17	Advertise draft IDP and Budget (Operating/Capital & Tariffs) for public input	Transparency/Public involvement	MFMA s22, MSA s32		31 March – 29 April 2016
79	IDP/Budget 2016/17	Closing Date for public comments on draft IDP and Budget	Public input	n/a		29 April 2016
80	IDP/budget Assessment	Provincial / Local Interface: Municipal Budget Visits 2016 / 2017- LGMTEC 3. Consider comments made by National Treasury, Provincial Treasury, Other organs of state and the community regarding draft IDP and Budget	Assessments	MSA s 31		April 2016
MAY 2016						
81	IDP/Budget 2016/17	Council Meeting & Workshop Tabling of community feedback on Draft IDP	Council Input on Draft IDP			05 May 2016
82	Reporting – SDBIP	Submit 3rd quarter Departmental SDBIP report to Portfolio Committees	Oversight	MSA s46;s47;s48		03;04 & 16 May 2016

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
83	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		17 May 2016
84	IDP/Budget 2016/17	Council Meeting Approval of Final IDP and Budget	Approved IDP/Budget	MFMA s24; MSA s25		26 May 2016
85	Reporting – SDBIP	Council Meeting to approve 3rd quarter (final) TL SDBIP report	Reporting	MSA s46;s47;s48		26 May 2016
JUNE 2016						
86	AC & PAC	Combined AC & PAC Meeting <ul style="list-style-type: none"> • 3rd Quarter PMS (Ignite) report. • Internal Audit 3rd quarterly report on IA activities. • Risk Management Report • Internal Audit Work Plan consideration 	Reporting	MFMA s166		03 June 2016
87	Reporting – SDBIP	3rd Quarter SDBIP Report to Ward Committees (For notification)	Reporting			6-15 June 2016
88	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		14 June 2016
89	Risk Management Committee	Committee Meeting <ul style="list-style-type: none"> - Identify organisational risks to be discussed during the September strategic session - Discuss possible risks into Annual Financial Statements 		MFMA S62 (1, C, i)		15 June 2016

Note:

01 July – 31 August: Compilation of Financial Statements

01 September – 30 November: Audit