

**THEEWATERSKLOOF MUNICIPALITY
2015 / 2016
IDP & BUDGET TIME SCHEDULE**

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
JUNE 2014						
1	Annual Report 2012/13	Annual Report Guidelines Forwards guidelines to all Corporate Directorates on the submission of the Annual Report info	Guidelines	n/a	Manager: IDP/PMS	12 June 2014
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	MSA s57 MFMA s 69 (3)		10 June 2014
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)		20 June 2014
4	Reporting – Budget	Submit Section 71 monthly reports to Mayor of municipality	Monthly reports	MFMA Section 71		18 June 2014
5	Performance Agreements- S57	Drafting of 2014/15 Performance Agreements of MM and Directors for approval by Mayor	Draft Performance Agreements	MFMA s53		20 June 2014
6	SDBIP-Advertise	Notification of the approved SDBIP and place on municipal website	Transparency/communication	MSA s44		20 June 2014
JULY 2014						
7	Alignment IDP/Budget 2015/16	District IDP Managers Forum Management Meeting Meeting to approve Draft 2015 / 2016 Budget and IDP Schedule (Process Plan) outlining the steps for compilation of the 2015/2016 IDP and Budget	Activity Alignment Agreed upon IDP/Budget time schedule	n/a	Manager: IDP MM Manager: IDP	4 July 2014 11 July 2014
8	IDP/Budget 2015/16	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	7 July 2014
9	Risk Management Committee	Committee Meeting - Executive Summary ito required changes to Policy & Related Documentation - Review Action Plan ito high level risks to ensure appropriateness & effectiveness of actions - Discussed possible new risks identified for incorporation into risk register - Discuss possible risks ito Annual Financial Statements		MFMA S62 (1, C, i)	Manager: Risk, Assets & Insurance & Municipal Manager	3 July 2014
10	IDP/Budget 2015/16	Ward Committee Meeting Consult public before adopting the process plan	Public notification of process	(MSA s28 (2); s17, s18; s20		21 – 24 July 2014
11	IDP/Budget 2015/16	Council Meeting Council Approval of 2015/16 IDP/Budget time schedule	Approved IDP/Budget time Schedule	MSA s27 & s28		31 July 2014

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12	Annual Report 2013/14	Annual Report inputs Corporate Directors and Town Managers to submit 2013/2014 Annual Report input.	Draft corporate AR	n/a	Corporate Directors	16 July 2014
13	Reporting – Budget	Submit Section 71 monthly reports to Mayor of municipality	Monthly reports	MFMA Section 71		22 July 2014
AUGUST 2014						
14	IDP/Budget 2015/16	Submission of Process Plan Submit 2014/2015 IDP/Budget Process Plan to Department Local Government & District Municipality	Compliance/Transparency	MSA s28, 29 & 34 MFMA s21, 53		1 Aug 2014
15	IDP/Budget 2015/16	Ward Committee Meeting Notification of approved 2015/16 IDP/Budget Time schedule	Transparency/communication	(MSA s28 (2); s17, s18; s20		4-21 Aug 2014
	IDP/Budget 2015/16	Advertise Advertise council approved IDP/Budget process plan for public input	Transparency/communication	MSA s28 (2) & (3)	Manager: IDP	4 August 2014
16	Alignment	District IDP Managers Forum & District IDP Rep/PP Com forum			District IDP Managers	4 Aug 2014
17	Alignment	Establishment of Intergovernmental Steering Committee	Aligned processes		Manager: IDP	18/19 Aug 2014
18	Annual Report 2013/14	AR & FS to AG <ul style="list-style-type: none"> Submit 2013/2014 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		29 Aug 2014
19	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 2013/2014 PMS (Ignite) Report 	Reporting/Oversight	MFMA s166		29 Aug 2014
20	Reporting - SDBIP	Council Meeting to approve the 4th quarter (final) TL SDBIP report	Reporting	MSA s46;s47;s48		21 Aug 2014
21	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA Section 71		12 Aug 2014
SEPTEMBER 2014						
22	Reporting - SDBIP	Submit 4th quarter Departmental SDBIP report to Portfolio Committees	Reporting	MSA s46;s47;s48		2 /3 Sept 2014
23	IDP/Budget 2014/15	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		4 Sept 2014

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24	Risk Management Committee	Committee Meeting - Discuss possible risks identified during strategic session		MFMA S62 (1, C, i)	Manager: Risk, Assets & Insurance & Municipal Manager	22 Sept 2014
25	Alignment	Provincial IDP Managers Forum	Local/Provincial alignment		DPLG/IDP Managers	4-5 Sept 2014
26	Alignment	Intergovernmental Steering Committee	Alignment		IDP Manager	15 Sept 2014
27	Alignment	IDP Indaba 1 Strategic intent Provincial strategic guidance on policy and programmes Key sector departments APP deliverables	Sector Alignment	n/a		16 Sept 2014
28	Strategizing	Strategic Workshop with councillors and Management. Agreed upon Vision, Mission, strategic Objectives and PDO's.	Strategic intent	n/a		11-12 Sept 2014
29	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		15 Sept 2014
OCTOBER 2014						
30	IDP/Budget 2015/16	Ward Committee Meetings Ward Committee together with Town Manager Drafts Ward IDP	Public Participation/Input/involvement	(MSA s28 (2); s17, s18; s20		1-9 Oct 2014
31	IDP/Budget 2015/16	Public Meetings IDP Public Meetings-Present Draft Ward IDP and receive input from Public	Public Participation/Input/involvement	(MSA s28 (2); s17, s18; s20		13-30 Oct 2014
32	IDP/Budget 2015/16	MTEF and Revenue Projections Directorates to be provided with the HR Guidelines and the current Baseline Operating Medium Term Expenditure Forecasts (MTEF) 2013/14 to 2014/15 which are to be used as a base for development of new Operating Medium Term Expenditure Budgets 2015/16 to 2016/17 Directors prepare input for consideration of reviewed tariff policy and structure.	Budget Guidelines	MFMA s62, s79		20 Oct 2014
33	IDP/Budget 2015/16	Draft Budget Submissions Submission of HR Proposals to HR	Draft HR budget	n/a		20 Oct 2014
34	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		21 Oct 2014
NOVEMBER 2014						
35	Alignment	District IDP Managers Forum & District IDP Rep/PP Com forum			District IDP Managers	3 Nov2014
36	IDP/Budget 2015/16	2rd IDP/Budget Steering Committee Discussion (Guidelines) on process to follow wrt Council IDP Workshop	IDP council workshop guidelines	MFMA s53		6 Nov 2014
37	IDP/Budget 2015/16	Ward/TAF Meetings Re-prioritisation of Ward IDP taking into consideration public input	Public Participation/Input/involvement	(MSA s28 (2); s17, s18; s20		27 Oct – 3 Nov 2014

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
38	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 to high level risks		MFMA S62 (1, C, i)	Manager: Risk, Assets & Insurance & Municipal Manager	10 Nov 2014
39	IDP/Budget 2015/16	Council IDP Workshop Council Prioritisation of Ward and corporate IDP's	Draft IDP/Priorities	n/a		11 Nov 2014
40	IDP/Budget 2015/16	3rd IDP/Budget Steering Committee • Budget workshop discussion (guideline)	Budget guidelines	MFMA s53		20 Nov 2014
41	IDP/Budget 2015/16	Draft Budget submissions Corporate directorates to submit draft budget to Budget Office	Draft corporate budgets	n/a		17 Nov 2014
42	Reporting – SDBIP	Submit 1st quarter Departmental SDBIP report to Portfolio Committees	Reporting	MSA s46;s47;s48		4;5 & 17 Nov 2014
43	Reporting - SDBIP	Council Meeting to approve 1st quarter (final) TL SDBIP report	reporting	MSA s46;s47;s48		27 Nov 2014
44	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		18 Nov 2014
DECEMBER 2014						
45	AC & PAC	Combined AC & PAC Meeting • 1 st Quarter PMS (Ignite) report. • Internal Audit 1 st quarterly report on IA activities. • Discussing the Chairpersons annual Performance and Internal Audit report for Council's attention during November.	Reporting	MFMA s166		5 Dec 2014
46	IDP/Budget 2014/15	Budget Alignments Check with National, Provincial Governments & District Municipalities for any adjustments to projected allocations for the next three years.	Budget Alignments	MFMA Guidelines		5 Dec 2014
47	Alignment	Provincial IDP Managers Forum			DPLG/IDP Managers	4-5 Dec 2014
48	AC & PAC	Combined AC & PAC Meeting AG's reports (financial and PDO) discussion.	Reporting	MFMA s166		5 Dec 2014
49	IDP/Budget 2015/16	Draft Budget CFO undertakes Corporate Assessment and compilation of Draft budget.	Draft Budget	MFMA s21		17 Dec 2014
JANUARY 2015						
50	IDP/Budget 2015/16	Draft Budget Review financial input and conduct one on one TWK interdepartmental Meetings.	Draft Budget	MFMA s21		12-16 Jan 15
51	Annual Report 2013/14	Table Draft AR & AFS Mayor tables draft AR and AFS at council	Approved Draft AR & AFS	MFMA s21		22 Jan 2015
52	Annual Report 2013/14	Advertise draft AR & AFS for public input	Transparency/Public involvement	MFMA s22		26 Jan 2015 – 20 Feb 2015

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53	Annual Report 2013/14	Advertise Oversight Committee Schedule inviting the Public to make presentations of the AR and AFS	Transparency/Public involvement	MFMA s129		26 January 2015
54	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		20 Jan 2015
55	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		13 Jan 2015
56	Reporting-Budget/SDBIP	Council Meeting: Submit Section 72 monthly (midyear budget and Performance) reports to Mayor of municipality and provincial treasury	Reporting	MFMA s72		22 Jan 2015
57	Advertise – Section 72 Report	Mid-year performance report advertisement and placed on municipal website	Transparency	MSA s28 (2) & (3)		26 Jan 2015
FEBRUARY 2015						
58	Section 72 Report	Report to Ward Committees on Mid-year Performance Report	Transparency			15-25 Feb 2015
59	IDP/Budget 2015/16	Council Budget Workshop Draft Budget Workshop with Council	Participation/agreement on priorities	n/a		24 Feb 2015
60	IDP/Budget 2015/16	Budget Alignment Check with National, Provincial Governments & District Municipalities for any projected allocations for the next three years	Sector Alignment	MFMA s21		27 Feb 2015
61	Annual Report 2013/14	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 2015
62	Annual Report 2013/14	Portfolio Committee Meeting Submit Draft Annual Report to Portfolio Committees for inputs	Transparency	n/a		3;4 &16 Feb 2015
63	Alignment	District IDP Managers Forum & District IDP Rep/PP Com Forum			District IDP Managers	02 Feb 2015
64	Reporting - SDBIP	Submit 2nd quarter Departmental SDBIP report to Portfolio Committees	Oversight	MSA s46;s47;s48		3;4 &16 Feb 2015
65	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		17 Feb 2015
66	Alignment	IDP Indaba 2/ LGMTEC 2 Implementation focus Intergovernmental agreements	Sector Alignment	n/a		16 Feb 2015
67	Adjustments Budget	Adjustment Budget submitted to council for approval	Approved adjustments budget	MFMA s28		18 Feb 2015

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MARCH 2014						
68	IDP/Budget 2015/16	4th IDP/Budget Steering Committee Guidelines (discussion) of budget public meetings	Guidelines	MFMA s53		20 March 2015
69	IDP/Budget 2015/16	Council Meeting Tabling of Draft IDP and Budget	Draft IDP/Budget			26 March 2015
70	Risk Management Committee	Committee Meeting - 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)	Manager: Risk, Assets & Insurance & Municipal Manager	11 March 2015
71	Annual Report 2013/14	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		02 March 2015
72	Annual Report 2013/14	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		06 March 2015
73	Alignment Annual Report 2013/14	Intergovernmental Steering Committee Oversight & Annual Report Adoption of Oversight report on AR & AFS by council	Alignment Approved AR & Oversight report	MFMA s129		16 March 2015
	Annual Report 2013/14	Advertise approved Annual report- Place on Municipal Website	Transparency	MFMA s127;s132, s75		19 March 2015
74	Annual Report 2013/14	Advertise approved Annual report- Place on Municipal Website	Transparency	MFMA s127;s132, s75		20 March 2015
75	Annual Report 2013/14	Submission of Oversight & Annual Report to Provincial Treasury and Office of the Premier	Transparency/Compliance	MFMA s127;s132		20 March 2015
76	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		06 March 2015
77	Reporting - SDBIP	2nd Quarter SDBIP Report to Ward Committees	Reporting			16-24 March 2015
	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		17 March 2015

APRIL 2015						
No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
78	IDP/Budget 2015/16	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 2015
79	IDP/Budget 2015/16	Public Meetings Present Draft IDP and Budget to community	Transparency	(MSA s28 (2); s17, s18; s20		6-21 April 2015
80	Alignment	District IDP Managers Forum & District IDP Rep/PP Com Forum			District IDP Managers	14 April 2015
81	IDP/Budget 2015/16	Advertise draft IDP and Budget (Operating/Capital & Tariffs) for public input	Transparency/Public involvement	MFMA s22, MSA s32		1 – 29 April 2015
82	IDP/Budget 2015/16	Closing Date for public comments on draft IDP and Budget	Public input	n/a		29 April 2015
83	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		21 April 2015
84	IDP/budget Assessment	Provincial / Local Interface: Municipal Budget Visits 2013 / 2014- 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 2015
MAY 2015						
85	IDP/Budget 2015/16	Council Meeting & Workshop Tabling of community feedback on Draft IDP	Council Input on Draft IDP guidelines			5 May 2015
86	IDP/Budget 2015/16	5th IDP/ Budget Steering Committee Finalisation of IDP/Budget (discussions of public inputs)		MFMA s53		7 May 2015
87	IDP/Budget 2015/16	Council Meeting Approval of Final IDP and Budget	Approved IDP/Budget	MFMA s24; MSA s25		28 May 2015
88	Reporting - SDBIP	Submit 3rd quarter Departmental SDBIP report to Portfolio Committees	Oversight	MSA s46;s47;s48		05;06 & 18 May 2015
89	Reporting - SDBIP	Council Meeting to approve 3rd quarter (final) TL SDBIP report	Reporting	MSA s46;s47;s48		28/05/15
90	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		19 May 2015
JUNE 2014						
91	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		05 June 2015
92	Reporting - SDBIP	3rd Quarter SDBIP Report to Ward Committees	Reporting			8-18 June 2015
93	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71		15 June 2015
94	Risk Management	Committee Meeting - Identify organisational risks to be discussed		MFMA S62 (1, C, i)	Manager: Risk, Assets & Insurance	10 June 2015

Committee	during the September strategic session - Discuss possible risks to Annual Financial Statements				& Municipal Manager	
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Note:

01 July – 31 August: Compilation of Financial Statements

01 September – 30 November: Audit