

**THEEWATERSKLOOF MUNICIPALITY  
2014 / 2015  
IDP & BUDGET TIME SCHEDULE**

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
<b>MAY 2013</b>						
1	IDP/Budget 2014/15	<b>1<sup>st</sup> IDP/Budget Steering Committee</b> Combined Management and Exco Meeting to approve Draft 2014 / 2015 Budget and IDP Schedule (Process Plan) outlining the steps for compilation of the 2014/2015 IDP and Budget	Agreed upon IDP/Budget time schedule	MFMA s53	Mayor MM Mng: IDP	27 May 2013
<b>JUNE 2013</b>						
2	IDP/Budget 2014/15	<b>Advertise /Consult Public</b> Advertise Draft IDP/Budget Timeframe for public input	Public notification of process	MSA s28 (2) & (3); s19;s 21; s21 (A) (B)	Mng: IDP	3 – 28 June 2013
3	Risk Management Committee	<b>Committee Meeting</b> - 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	11-Jun-13
4	IDP/Budget 2014/15	<b>Ward Committee Meeting</b> Consult public before adopting the process plan	Public notification of process	(MSA s28 (2); s17, s18; s20		10 – 14 June 2013
5	IDP/Budget 2014/15	<b>Portfolio Meeting</b> Approval of Draft 2014/15 IDP/Budget time schedule	Public notification of process	n/a		04;05 & 18 June 2013
6	Annual Report 2012/13	<b>Annual Report Guidelines</b> Forwards guidelines to all Corporate Directorates on the submission of the Annual Report info	Guidelines	n/a	Mng: IDP/PMS	15 June 2013
7	SDBIP Drafting	<b>Draft Service delivery an Budget Implementation Plan</b> 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, 91 (b) MFMA s 69 (3)		10 June 2013
8	SDBIP- Approval	<b>Mayor Approves the Service Delivery and Budget implementation plan</b> within 28 days of the approval of the IDP and Budget.	Approved SDBIP	MFMA s53, 53, 75, 87		27 June 2013

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
		Submit to the MEC of Local Government and makes it public within 14 days of approval.		MSA s 38-45, 57 (2)		
9	Reporting – Budget	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Monthly reports	MFMA Section 71		19 June 2013
10	Performance Agreements- S57	Drafting of Performance Agreements of MM and Directors for approval by Mayor.	Draft Performance Agreements	MFMA s53		10 June 2013
<b>JULY 2013</b>						
11	SDBIP- Advertise	<b>Advertise final SDBIP Report</b> and place on municipal website	Transparency/communication	MSA s44		1 July 2013
12	IDP/Budget 2014/15	<b>Council Meeting</b> Council Approval of 2014/15 IDP/Budget time schedule	Approved IDP/Budget time Schedule	MSA s27 & s28		25 July 2013
13	IDP/Budget 2014/15	<b>Advertise</b> Advertise council approved Draft IDP/Budget process plan for public input	Transparency/communication	MSA s28 (2) & (3)	Mng: IDP	29 July 2013
14	Annual Report 2012/13	<b>Annual Report inputs</b> Corporate Directors and Town Managers to submit 2012/2013 Annual Report input.	Draft corporate AR	n/a	Corporate Directors	29 July 2013
15	Reporting – Budget	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Monthly reports	MFMA Section 71		16 July 2013
<b>AUGUST 2013</b>						
16	IDP/Budget 2014/15	<b>Submission of Process Plan</b> Submit 2014/2015 IDP/Budget Process Plan to Department Local Government & District Municipality	Compliance/Transparency	MSA s28, 29 & 34 MFMA s21, 53		<b>1 August 2013</b>
17	IDP/Budget 2014/15	<b>Ward Committee Meeting</b> Notification of approved 2014/15 IDP/Budget Time schedule	Transparency/communication	(MSA s28 (2); s17, s18; s20		12 – 20 August 2013
18	Alignment	<b>District IDP Managers Forum &amp; District IDP Rep/PP Com forum</b>			District IDP Managers	5 August 2013
19	Annual Report 2012/13	<b>AR &amp; FS to AG</b> <ul style="list-style-type: none"> <li>Submit 2012/2013 Draft Annual Report and Financial statements to Auditor General.</li> <li>Compile and submit Municipal Audit file</li> </ul>	Draft AR, AFS	MFMA s 121, s122, s123, s124, s125, MFMA s127		30 August 2013

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		to the Auditor General				
20	AC & PAC	<b>Combined AC &amp; PAC Meeting</b> <ul style="list-style-type: none"> <li>Internal Audit 4<sup>th</sup> quarterly report on IA activities.</li> <li>Financial Statements &amp; AR discussion.</li> <li>Auditor Generals audit plan discussion.</li> <li>4<sup>th</sup> &amp; Final 2011/2012 PMS (Ignite) Report</li> </ul>	Reporting/Oversight	MFMA s166		30 August 2013
21	Reporting - SDBIP	Submit <b>4<sup>th</sup> quarter Departmental SDBIP</b> report to Portfolio Committees	Reporting	MSA s46;s47;s48		06 /07 & 15 August 2013
22	Reporting - SDBIP	Council Meeting to approve <b>t 4<sup>th</sup> quarter (final) TL SDBIP report</b>	Reporting	MSA s46;s47;s48		29 August 2013
23	Reporting-Budget	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting			15 August 2013
<b>SEPTEMBER 2013</b>						
24	IDP/Budget 2014/15	<b>2<sup>nd</sup> IDP/Budget Steering Committee</b> <ul style="list-style-type: none"> <li>Discuss and Agree on Outcomes of Strategic Workshop for finalisation to Council.</li> <li>Discuss and agree on process (guidelines) to be followed wrt IDP public meetings</li> </ul>	IDP Process Guidelines	MFMA s53		30 September 2013
25	Risk Management Committee	<b>Committee Meeting</b> - Discuss possible risks identified during strategic session		MFMA S62 (1, C, i)	Manager: Risk, Assets & Insurance & Municipal Manager	12-Sep-13
26	Alignment	<b>Provincial IDP Managers Forum</b>			DPLG/IDP Managers	12/13 September 2013
27	Alignment	<b>IDP Indaba 1</b> Strategic intent Provincial strategic guidance on policy and programmes Key sector departments APP deliverables	Sector Alignment	n/a		6 or 22 September 2013
28	Strategizing	<b>Strategic Workshop with councillors and Management.</b> Agreed upon Vision, Mission, strategic Objectives and PDO's.	Strategic intent	n/a		8 to 10 September 2013
29	Reporting-Budget	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71		17 September 2013
<b>OCTOBER 2013</b>						

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
30	IDP/Budget 2014/15	<b>Ward Committee Meetings</b> Ward Committee together with Town Manager Drafts Ward IDP	Public Participation/Input/inv olvement	(MSA s28 (2); s17, s18; s20		7 – 15 October 2013
31	Alignment	<b>District IDP Managers Forum &amp; District IDP Rep/PP Com Forum</b>			District IDP Managers	11
32	IDP/Budget 2014/15	<b>Public Meetings</b> IDP Public Meetings-Present Draft Ward IDP and receive input from Public	Public Participation/Input/inv olvement	(MSA s28 (2); s17, s18; s20		19 October to 6 November 2013
33	IDP/Budget 2014/15	<b>MTEF and Revenue Projections</b> Directorates to be provided with the HR Guidelines and the current Baseline Operating Medium Term Expenditure Forecasts (MTEF) 2012/13 to 2013/14 which are to be used as a base for development of new Operating Medium Term Expenditure Budgets 2014/15 to 2015/16. Directors prepare input for consideration of reviewed tariff policy and structure.	Budget Guidelines	MFMA s62, s79		18 <sup>th</sup> October 2013
34	Reporting-Budget	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71		17 October 2013
<b>NOVEMBER 2013</b>						
35	IDP/Budget 2014/15	<b>3<sup>rd</sup> IDP/Budget Steering Committee</b> Discussion (Guidelines) on process to follow wrt Council IDP Workshop	IDP council workshop guidelines	MFMA s53		4 November 2013
36	IDP/Budget 2014/15	<b>Ward/TAF Meetings</b> Re-prioritisation of Ward IDP taking into consideration public input	Public Participation/Input/inv olvement	(MSA s28 (2); s17, s18; s20		11 – 14 November 2013
37	Risk Management Committee	<b>Committee Meeting</b> - 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)	Manager: Risk, Assets & Insurance & Municipal Manager	11-Nov-13
38	IDP/Budget 2014/15	<b>Council IDP Workshop</b> Council Prioritisation of Ward and corporate IDP's	Draft IDP/Priorities	n/a		20 November 2013
39	IDP/Budget 2014/15	<b>4<sup>th</sup> IDP/Budget Steering Committee</b> • Budget Guideline discussion	Budget guidelines	MFMA s53		21 November 2013

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		<ul style="list-style-type: none"> <li>Budget workshop discussion (guideline)</li> </ul>				
40	IDP/Budget 2014/15	<b>Draft Budget Submissions</b> Submission of HR Proposals to HR	Draft HR budget	n/a		8 November 2013
41	IDP/Budget 2014/15	<b>Draft Budget submissions</b> Corporate directorates to submit draft budget to Budget Office	Draft corporate budgets	n/a		15 November 2013
42	IDP/Budget 2014/15	<b>Review Micro Organogram</b> Consider HR Budget requests, corporate Assessment and approve recommendations for preparation of reviewed organogram.MM Approval of reviewed micro organogram	Draft Micro Organogram	n/a		29 November 2013
43	IDP/Budget 2014/15	<b>HR Budget Implementation Plan</b> Draft HR Budget implementation Plan In consultation with Corporate Directorates and Town Managers and submit to Management	Draft HR budget	n/a		29 November 2013
44	AC & PAC	<b>Combined AC &amp; PAC Meeting</b> <ul style="list-style-type: none"> <li>1<sup>st</sup> Quarter PMS (Ignite) report.</li> <li>Internal Audit 1<sup>st</sup> quarterly report on IA activities.</li> <li>Discussing the Chairpersons annual Performance and Internal Audit report for Council's attention during November.</li> </ul>	Reporting	MFMA s166		22 November 2013
45	Reporting - SDBIP	Submit <b>1st quarter Departmental SDBIP</b> report to Portfolio Committees	Reporting	MSA s46;s47;s48		05 /06 & 18 November 2013
46	Reporting - SDBIP	Council Meeting to approve <b>t 1st quarter (final) TL SDBIP report</b>	reporting	MSA s46;s47;s48		05 /06 & 18 November 2013
47	Reporting- Budget	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71		19 November 2013
<b>DECEMBER 2013</b>						
48	IDP/Budget 2014/15	<b>Budget Alignments</b> Check with National, Provincial Governments & District Municipalities for any adjustments to projected allocations for the next three years.	Budget Alignments	MFMA Guidelines		5 December 2013
49	Alignment	<b>Provincial IDP Managers Forum</b>			DPLG/IDP MAnagers	5/6 December 2013
50	AC & PAC	<b>Combined AC &amp; PAC Meeting</b> AG's reports (financial and pdo) discussion.	Reporting	MFMA s166		6 December 2013

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51	IDP/Budget 2014/15	<b>Draft Budget</b> CFO undertakes Corporate Assessment and compilation of Draft budget.	Draft Budget	MFMA s21		19 December 2013
<b>JANUARY 2014</b>						
52	IDP/Budget 2014/15	<b>Draft Budget</b> Review financial input and conduct one on one TWK interdepartmental Meetings.	Draft Budget	MFMA s21		7 – 13 January 2014
53	IDP/Budget 2014/15	<b>Review Micro Organogram</b> Present reviewed organogram to LLF.	Draft Micro organogram	n/a		29 January 2014
54	IDP/Budget 2014/15	<b>Reviewed Organogram</b> Council Approval of reviewed micro organogram Consider HR Budget requests, corporate Assessment and approve recommendations for preparation of reviewed organogram.	Draft Micro organogram	n/a		23 January 2014
55	Annual Report 2012/13	<b>Table Draft AR &amp; AFS</b> Mayor tables draft AR and AFS at council	Approved Draft AR & AFS	MFMA s21		23 January 2014
56	Annual Report 2012/13	<b>Advertise draft AR &amp; AFS</b> for public input	Transparency/Public involvement	MFMA s22		27 January 2014 – 21 February 2014
57	Annual Report 2012/13	<b>Advertise Oversight Committee Schedule</b> inviting the Public to make presentations of the AR and AFS	Transparency/Public involvement	MFMA s129		27 January 2014
58	AC & PAC	<b>Combined AC &amp; PAC Meeting</b> <ul style="list-style-type: none"> <li>• Annual report discussion before Council approval.</li> <li>• Risk Management Report</li> </ul> [Chairperson drafting half yearly reports during January.]	Reporting	MFMA s166		24 January 2014
59	Reporting-Budget	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting			14 January 2014
60	Reporting-Budget/SDBIP	<b>Council Meeting: Submit Section 72</b> monthly (midyear budget and Performance) reports to Mayor of municipality and provincial treasury	Reporting	MFMA s72		23 January 2014
61	Advertise – Section 72 Report	Mid-year performance report advertisement and placed on municipal website	Transparency	MSA s28 (2) & (3)		27 January 2014
<b>FEBRUARY 2014</b>						

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62	IDP/Budget 2014/15	<b>Council Budget Workshop</b> Draft Budget Workshop with Council	Participation/agreement on priorities	n/a		25 February 2014
63	IDP/Budget 2014/15	<b>Budget Alignment</b> Check with National, Provincial Governments & District Municipalities for any projected allocations for the next three years	Sector Alignment	MFMA s21		28 February 2014
64	Annual Report 2012/13	<b>1<sup>st</sup> Oversight Committee Meeting</b> - 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		10 February 2014
65	Annual Report 2012/13	<b>Portfolio Committee Meeting</b> Submit Draft Annual Report to Portfolio Committees for inputs	Transparency	n/a		4;5 &17 February 2014
66	<b>Alignment</b>	<b>District IDP Managers Forum &amp; District IDP Rep/PP Com Forum</b>			District IDP Managers	4 February 2013
67	<b>Reporting - SDBIP</b>	Submit 2nd quarter <b>Departmental SDBIP</b> report to Portfolio Committees	Oversight	MSA s46;s47;s48		04 /05 & 17 February 2014
68	<b>Reporting-Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71		18 February 2014
69	<b>Alignment</b>	<b>IDP Indaba 2/ LGMTEC 2</b> Implementation focus Intergovernmental agreements	Sector Alignment	n/a		11/13 February 2014
70	<b>Adjustments Budget</b>	<b>Adjustment Budget</b> submitted to council for approval	Approved adjustments budget	MFMA s28		27 February 2014
<b>MARCH 2014</b>						
71	IDP/Budget 2014/15	<b>5<sup>th</sup> IDP/Budget Steering Committee</b> Guidelines (discussion) of budget public meetings	Guidelines	MFMA s53		20 March 2014
72	IDP/Budget 2014/15	<b>Council Meeting</b> Tabling of Draft IDP and Budget	Draft IDP/Budget			27 March 2014
73	Risk Management Committee	<b>Committee Meeting</b> - 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	10-Mar-14
74	Annual Report 2012/13	<b>2<sup>nd</sup> Oversight Committee Meeting</b> Public hearings – The local community and any organ of state will be allowed to make	Transparency/public input	MFMA s129		3 March 2014



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		representations on the annual report and AFS (10h00)				
75	Annual Report 2012/13	<b>3<sup>rd</sup> Oversight Committee Meeting</b> 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		7 March 2014
76	Annual Report 2012/13	<b>Oversight &amp; Annual Report</b> Adoption of Oversight report on AR & AFS by council	Approved AR & Oversight report	MFMA s129		20 March 2014
77	Annual Report 2012/13	<b>Advertise approved Annual report-</b> Place on Municipal Website	Transparency	MFMA s127;s132, s75		24 March 2014
78	Annual Report 2012/13	<b>Submission of Oversight &amp; Annual Report</b> to Provincial Treasury and Office of the Premier	Transparency/Compliance	MFMA s127;s132		24 March 201
79	AC & PAC	<b>Combined AC and PAC Meeting</b> <ul style="list-style-type: none"> <li>2nd Quarter PMS (Ignite) report.</li> <li>Internal Audit 2nd quarterly report on IA activities.</li> <li>Considering of the Chairpersons 1st half yearly Performance and Internal Audit report for Council's attention during March.</li> </ul>	reporting	MFMA s166		7 March 2014
80	<b>Reporting-Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71		18 March 2014
<b>APRIL 2014</b>						
81	<b>IDP/Budget 2014/15</b>	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 2014
82	<b>IDP/Budget 2014/15</b>	<b>Public Meetings</b> Present Draft IDP and Budget to community	Transparency	(MSA s28 (2); s17, s18; s20)		7 – 22 April 2014
83	<b>IDP/Budget 2014/15</b>	<b>Advertise</b> draft IDP and Budget (Operating/Capital & Tariffs) for public input	Transparency/Public involvement	MFMA s22, MSA s32		1 – 25 April 2014
84	<b>IDP/Budget 2014/15</b>	<b>Closing Date</b> for public comments on draft IDP and Budget	Public input	n/a		25 April 2014
85	<b>IDP/Budget</b>	<b>6<sup>th</sup> IDP/ Budget Steering Committee</b>	guidelines	MFMA s53		29 April 2014

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	2014/15	Finalisation of IDP/Budget (discussions of public inputs)				
86	Reporting-Budget	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71		15 April 2014
87	IDP/budget Assessment	Provincial / Local Interface: Municipal Budget Visits 2012 / 2013- LGMTEC 3. or comments made by National Treasury, Provincial Treasury, Other organs of state and the community regarding draft IDP and Budget	Assessments	MSA s 31		April 2014
<b>MAY 2014</b>						
88	IDP/Budget 2014/15	<b>Council Meeting</b> Approval of Final IDP and Budget	Approved IDP/Budget	MFMA s24; MSA s25		27 May 2014
89	Reporting - SDBIP	Submit <b>3rd quarter Departmental SDBIP</b> report to Portfolio Committees	Oversight	MSA s46;s47;s48		06 /07 & 15 May 2014
90	Reporting - SDBIP	Council Meeting to approve <b>t 3rd quarter (final) TL SDBIP report</b>	Reporting	MSA s46;s47;s48		06 /07 & 15 May 2014
91	Reporting-Budget	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71		15 May 2014
<b>JUNE 2014</b>						
92	AC & PAC	<b>Combined AC &amp; PAC Meeting</b> <ul style="list-style-type: none"> <li>• 3rd Quarter PMS (Ignite) report.</li> <li>• Internal Audit 3rd quarterly report on IA activities.</li> <li>• Risk Management Report</li> <li>• Internal Audit Work Plan consideration</li> </ul>	Reporting	MFMA s166		6 June 2014
93	Reporting-Budget	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71		19 June 2014
94	Risk Management Committee	<b>Committee Meeting</b> <ul style="list-style-type: none"> <li>- Identify organisational risks to be discussed during the September strategic session</li> <li>- Discuss possible risks ito Annual Financial Statements</li> </ul>		MFMA S62 (1, C, i)	Manager: Risk, Assets & Insurance & Municipal Manager	09-Jun-14

*Note:*

*01 July – 31 August: Compilation of Financial Statements and Annual Report*  
*01 September – 30 November: Audit*