

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 white banner at the bottom. The shield is flanked by two golden wheat stalks. The sunburst is yellow and orange. The blue banner contains the text 'THEEWATERSKLOOF MUNICIPALITY IDP/BUDGET REVIEW 2013-2014 PROCESS PLAN For 2013/2014 Financial Year'. The white banner contains the text 'THEEWATERSKLOOF'. The shield itself is divided into three horizontal sections: the top section is light blue and contains a white building with a dome and a lion's head; the middle section is light blue and contains a white horse; the bottom section is light yellow and contains a white horse. The entire coat of arms is set against a light blue background with a white banner at the bottom containing two red flowers and green leaves.

THEEWATERSKLOOF MUNICIPALITY
IDP/BUDGET REVIEW
2013-2014
PROCESS PLAN
For 2013/2014 Financial Year

Approved by Council:

Reference:

THEEWATERSKLOOF

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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 2013/2014 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:

- be in accordance with a predetermined programme specifying timeframes for the different steps;
- through appropriate mechanisms, processes and procedures allow for:
 1. the local community to be consulted on its development needs and priorities;
 2. the local community to participate in the drafting of the IDP; and
 3. organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;
- provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation ; and
- be consistent with any other matters that may be prescribed by regulation.

2.2 PURPOSE OF THE 2013-2014 PROCESS PLAN

The purpose of this process plan is to indicate the types of activities planned for the successful review of the 2012/2017 Integrated Development Plan for Theewaterskloof Municipality for implementation in 2013-2014 and 2014/2017. It will set the extent and nature of activities that the municipality will engage in, in order for it to review its 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 Committees	
Grabouw-	Wards 8,9,10,11,12,13
Villiersdorp-	Wards 5,6
Caledon-	Wards 3,4,7
Greyton/Genadendal-	Ward 2
RSE-	Ward 1

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 advice 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.

4. 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. ▪ 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.

	<ul style="list-style-type: none"> ▪ 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.
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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 Stakeholders (Ward Committees)	<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: <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

	<p>local/district level by:</p> <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. <ul style="list-style-type: none"> ▪ 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
2013 / 2014
IDP & BUDGET SCHEDULE

No	Phase	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
JULY 2012						
1	Reporting Budget	Submit Section 71 monthly reports to Mayor of municipality	Monthly financial report	MFMA Section 71		17 July 2012
2	Process Plan & 1st IDP/Budget steering Committee meeting.	Combined Management and Exco Meeting to approve Draft 2013 / 2014 Budget and IDP Schedule (Process Plan) outlining the steps for compilation of the 2013/2014 IDP and Budget	Approved 2013/2014 IDP/Budget Process Plan	MSA s28, 29 & 34 MFMA s21, 53	IDP Manager CFO EMC MM Directors	30 July 2012
3	Annual Report	Corporate Directors and Town Managers to submit 2011/2012 Annual Report input.	Draft Corporate Annual Reports	MFMA s 121, s122, s123, s124, s125,	Corporate Directors Town Managers	30 July 2012
4	Process Plan	Advertise Draft Process Plan	Consult local community before adopting process	MSA s 28 (2)	IDP Manager	17 to 24 August 2012
5	Prioritisation RISK	One on One Sessions with Directors and their management teams to re-evaluate identified risks and ratings	Updated Risk Register	MFMA S62 (1) c / King 111	Directors CRO IDP Manager IA	31 July 2012
AUGUST 2012						
6	Process Plan	Portfolio Committee Meetings to approve Process Plan.	Approved 2013/2014 IDP/Budget Process Plan	MSA s28, 29 & 34 MFMA s21, 53	IDP Manager Directors CFO	01 to 02 August and 14 th August 2012
7	Reporting SDBIP (PMS)	Submit 4 th quarter Departmental SDBIP report to Portfolio Committees	PMS Progress Report		IDP Manager	01 to 02 August and 14 August 2012
8	Reporting SDBIP (PMS)	Management Meeting- submission of 4 th quarter TL SDBIP to management reflecting weathers targets were met or not including <i>reasons for under performance as well as measures to address under performance</i>	Consolidated performance report	MSA Chapter 6	IDP Manager	03 August 2012
9	Process Plan (Public Participation)	Ward Committee meetings – notification of process plan	Notification of Process plan	MSA s28, 29 & 34 MFMA s21, 53	IDP Manager	17 th to 25 th September 2012
10	Reporting Budget	Submit Section 71 monthly reports to Mayor of municipality	Monthly financial report	MFMA Section 71		14 August 2012
11	Alignment IDP	IDP Indaba 1	Strategic intent Provincial strategic		IDP Manager Directors	16 August 2012

No	Phase	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
			guidance on policy and programmes Key sector departments APP deliverables		MM councillors	
12	Budget	Tabling of Capital Adjustment Budget for Rollover Projects		MFMA s 28	CFO	23 August 2012
13	Process Plan	Council Meeting to approve Process Plan. Mayor must at least 10 months prior to start of budget year table in council a time schedule outlining key deadlines for the preparation, tabling and approval of the Annual IDP/Budget	Approved 2013/2014 IDP/Budget Process Plan	MSA s28, 29 & 34 MFMA s21, 53	IDP Manager CFO	23 August 2012
14	Reporting SDBIP (PMS)	Council Meeting to approve t 4 th quarter (final) TL SDBIP report	Consolidated performance report	MSA Chapter 6	Manager IDP	23 August 2012
NE W	Annual Calendar	Council Approval of Annual Calendar	Calendar should comprise of Financial Year		Manager Administration	23 August 2012
15	Process Plan	Submit 2013/2014 IDP/Budget Process Plan to Department Local Government & District Municipality	Approved 2013/2014 IDP/Budget Process Plan	MSA s28, 29 & 34 MFMA s21, 53	IDP Manager	24 August 2012
16	Process Plan	Advertise approved 2013/2014 Process plan	Approved 2013/2014 IDP/Budget Process Plan	MSA s28 (3)	IDP Manager	24 August 2012
17	Reporting SDBIP (PMS)	Performance Audit Committee and audit Committee meeting i.r.o (4 th & Final 2010/2011 SDBIP REPORT , Internal Audit 4 th quarterly report on IA activities. Financial Statements discussion. Auditor Generals audit plan discussion. (PAC & AC), (PAC & AC)		MSA Chapter 6		31 August 2012
18	Reporting Risk	Report to Audit Committee on Risk Register		MFMA S62 (1) c / King 111	CRO	31 August 2012
19	Annual Report	Submit 2011/2012 Draft Annual Report and Financial statements to Auditor General.	Draft Annual Report	MFMA s 121, s122, s123, s124, s125, MFMA s127	IDP Manager CFO	31 August 2012

No	Phase	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
20	Budget	Compile and submit Municipal Audit file to the Auditor General	Consolidated audit evidence		CFO Manager IDP/PMS	31 August 2012
SEPTEMBER 2012						
21	Strategising IDP	Strategic Workshop with Snr Management team.	Agreed upon Vision, Mission, strategic Objectives and PDO's.	MFMA Guidance	MM Speakers Office IDP Manager Management Town Managers Councillors	September 2012
22	Strategising IDP	Strategic Workshop with councillors and Management.	Agreed upon Vision, Mission, strategic Objectives and PDO's.	MFMA Guidance	MM Speakers Office IDP Manager Management Town Managers Councillors	10 to 11 September 2012
23	IDP	Provincial IDP Managers Forum	Quarter 2 Provincial Engagement			13/14 September 2012
24	Reporting SDBIP (PMS)	Submit final SDBIP Report to ward committee for notification and place on municipal website	Consolidated performance report	MSA Chapter 6	IDP Manager	17 to 25 September 2012
25	Reporting Budget	Submit Section 71 monthly reports to Mayor of municipality	Monthly financial report	MFMA Section 71		18 September 2012
26	Strategising IDP	Outcomes of Strategic Planning and IDP Steering Committee to be forwarded to Management Meeting	Swot analysis /focus areas/strategic objectives, PDO's	MSA Chapter 5	MM	27 September 2012
27	Reporting Risk	Report to Risk Management Committee on One on One sessions & Next financial year Strategic Risks recorded.		MFMA S62 (1) c / King 111	Risk Management Committee IDP Manager IA	10 September 2012
28	Strategising Risk	Risk Identification in line with Outcomes of Strategic Planning	Risk Register to inform next year Budget	MFMA S62 (1) c / King 111	MM CRO IDP Manager	10 to 11 September 2012
OCTOBER 2012						
29	Alignment IDP	District IDP Managers Forum	Alignment			01 October 2012
30	Planning (Public Participation)	Ward committees and Town advisory forums together with town manager to conduct ward/town analysis and prioritise and draft Ward/town IDP's incorporating	Draft Priority lists	MSA Chapter 4	Town Managers	15 to 23 October

No	Phase	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
		strategic planning outcomes.				
31	Reporting	Submit Section 71 Quarterly reports to Mayor of municipality	Monthly financial report	MFMA Section 71		16 October 2012
32	Prioritisation RISK	One on One Sessions with Directors and their management teams to re-evaluate identified risks and ratings	Updated Risk Register	MFMA S62 (1) c / King 111	Directors CRO IDP Manager IA	17 October 2012
33	MTEF and Revenue Projections	Directorates to be provided with the HR Guidelines and the current Baseline Operating Medium Term Expenditure Forecasts (MTEF) 2011/12 to 2012/13 which are to be used as a base for development of new Operating Medium Term Expenditure Budgets 2013/14 to 2015/16. Directors prepare input for consideration of reviewed tariff policy and structure.		MFMA s62, s79	Director Finance IDP Manager Town Managers Corporate Directors Mayor Deputy Mayor	19 th October 2012
34	Public Participation.	Town Mangers and Ward Committees present outcomes of Draft IDP to the communities.	Public Consultation	MFMA s23 MSA s5, 16, 17, 18, 20	Town Managers IDP Manager Ward Committee	22 October/ 12 November 2012
35	Reporting SDBIP (PMS)	Management Meeting- submission of 1st quarter sdbip to management reflecting weathers targets were met or not including <i>reasons for under performance as well as measures to address under performance</i>	Performance analysis report	MSA chapter 6	IDP Manager Internal Audit	26 October 2012
36	2 nd IDP/Budget steering Committee meeting.	Combined Management and Exco Meeting to draft and link PDO's to Strategic Objectives	Swot analysis /focus areas/strategic objectives, PDO's	MSA Chapter 5	MM	29 October 2012
NOVEMBER 2012						
37	Planning	Submission of HR Proposals			Town Managers Corporate Directors	09 November 2012
38	Reporting	Submit Section 71 monthly reports to Mayor of municipality		MFMA Section 71	CFO	15 November 2012
39	Prioritisation Public Participation	Ward Committees and TAF to reprioritise ward and Town IDP's based on input from communities.	Draft priority list	MSA Chapter 4		19 to 29 ¹ November 2012
40	Reporting RISK	Report to Risk Management Committee on One on One Sessions with Directors	Updated Risk Register	MFMA S62 (1) c / King	Directors CRO	21 November 2012

No	Phase	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
		and their management teams to re-evaluate identified risks and ratings		111	IDP Manager IA	
41	Planning	Corporate directorates to submit draft budget to Budget Office	Draft departmental budgets		All directorates	23 November 2012
42	Reporting SDBIP (PMS)	Performance Audit and Audit committee meetings i.r.o (1. 1 st Quarter PMS (Ignite) report. (PAC) 3. Internal Audit 1 st quarterly report on IA activities.(AC). 4. Discussing the Chairpersons annual Performance and Internal Audit report for Council's attention during November. (PAC & AC)		MSA Chapter 6	IDP Manager Internal Auditor	23 November 2012
43	Alignment	District IDP Rep/PPCOMM Forum	Alignment			29 th November 2012
44	Planning	Consider HR Budget requests, corporate Assessment and approve recommendations for preparation of reviewed organogram.MM Approval of reviewed micro organogram			Management Team	30 November 2012
45	Prioritisation	Draft HR Budget implementation Plan In consultation with Corporate Directorates and Town Managers and submit to Management	HR Budget Implementation Plan.		Director Corporate HR Manager	30 November 2012
46		2011/2012 Audit Report received from the Auditor General.			CFO	30 November 2012
DECEMBER 2012						
47	Prioritisation IDP	IDP workshop with council			Director Development/ Manager IDP	05 December 2012
48	Integration/Alignment	Check with National, Provincial Governments & District Municipalities for any adjustments to projected allocations for the next three years.		MFMA Guidance	Financial Services	5 December 2012
49	Reporting	Additional combined AC & PAC meeting (AG's reports (financial and pre determined objectives) discussion. <i>[Chairperson presenting yearly (final) reports on IA and PMS to Council by the</i>			Internal Auditor	07 December 2012

No	Phase	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
		<i>end of November.])</i>				
50	IDP	Provincial IDP Managers Forum	Quarter 3 Provincial engagement			6th and 7 th December 2012
51	Preparing	CFO undertakes Corporate Assessment and compilation of Draft budget.	Consolidated draft budget		CFO	20 December 2012
JANUARY 2013						
52	Reporting	Submit Section 71 monthly reports to Mayor of municipality		MFMA Section 71		15 January 2013
53	Budget	Review financial input and conduct one on one TWK interdepartmental Meetings.	Reviewed draft budget		Corporate Directors MM	14 to 18 January 2013
54	Annual Reporting	Combined AC & PAC meeting (Annual report discussion (PAC & AC) before Council approval. <i>[Chairperson drafting half yearly reports during January.]</i>			IDP Manager Internal Auditor	18 January 2013
55	IDP	District IDP Managers Forum	Sector Dept Priorities			21 January 2013
56	Annual Reporting	Annual Report Submitted to Ward committees for Comments.	Public participation/transparency	MFMA s127	Manager IDP Speakers office Town Managers	21 to 31 January 2013
57		Present reviewed organogram to LLF.			Director Corporate Services	23 January 2013
58	Annual reporting	Table at Council Meeting the Annual Report, consolidated financial statements and the Audit Report for 2010/2011.	Draft Annual Report	MFMA s127	Municipal Manager	24 January 2013
59	Planning	Consider HR Budget requests, corporate Assessment and approve recommendations for preparation of reviewed organogram. Council Approval of reviewed micro organogram			Management Team	24 January 2013
60	Annual Reporting	Annual Report open to Public for Comments/Advertise	Transparency	MFMA s127	Municipal Manager	25 January to 21 February 2013
61	Annual Reporting	Advertise meeting schedule of Oversight Committee	Transparency			25 th January 2013
62	Reporting Budget	Submit Section 72 monthly (midyear budget and Performance) reports to	Mid year financial and performance	MFMA Section 72		24 January 2013

No	Phase	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
		Mayor of municipality and provincial treasury	report			
63	Annual reporting	Submission of Annual Report to relevant Provincial Treasury, Auditor-General and DPLG for comment.	transparency	MFMA s127	Municipal Manager	30 January 2013
FEBRUARY 2013						
64	Reporting SDBIP (PMS)	Management Meeting- submission of 2nd quarter TL sdbip to management reflecting weathers targets were met or not including <i>reasons for under performance as well as measures to address under performance</i>	2 nd quarter performance report	MSA chapter 6	IDP Manager	1 February 2013
65	Annual Report	Submit Draft Annual Report to Portfolio Committees (request inputs from portfolio committees)	Portfolio input/comments		IDP Manager	05 -06 th and 19 February 2013
66		District IDP Rep/PPCOMM Forum	Feedback			11 February 2013
67	Reporting SDBIP (PMS)	Mid year performance report submitted to ward committees and placed on municipal website	Public participation/transparency		IDP manager	18 to 28 February 2013
68	Reporting	Submit Section 71 monthly reports to Mayor of municipality		MFMA Section 71		18 February 2013
69	Alignment	IDP Indaba 2/ LGMTEC 2	Implementation focus Intergovernmental agreements		IDP Manager MM Directors councillors Director finance	February 2013
70	Reporting SDBIP (PMS)	Audit committee meeting i.r.o (1. 2 nd Quarter PMS (Ignite) report. (PAC) - Belinda 3. Internal Audit 2 nd quarterly report on IA activities.(AC) 4. Considering of the Chairpersons 1 st half yearly Performance and Internal Audit report for Council's attention during March. (PAC & AC))	Oversight	MSA Chapter 6	IDP Manager Internal Auditor	22 February 2013
71	Reporting Risk	Report to Audit Committee on Risk Register and Strategic risks identified in order for IA to compile risk based audit plan for Council's attention during March.	Risk Based Audit Plan		CRO IA	22 February 2013

No	Phase	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
72	Workshop Draft Budget	Draft Budget Workshop with council.	Draft budget and IDP	MSA Chapter 5	IDP Manager CFO Corporate Directors	26 February 2013
73	Alignment/integration	Check with National, Provincial Governments & District Municipalities for any projected allocations for the next three years			Financial Services	28 February 2013
74	Budget	Adjustment Budget submitted to council for approval	Revised/Adjusted Budget		CFO	28 February 2013
MARCH 2013						
75	Annual Reporting	1 st Oversight Committee meeting: <ul style="list-style-type: none"> ➤ Undertake the review and the analysis of the annual report ➤ Provide questions for management ➤ Consider the contents of the financial statements and the Annual Report 	Oversight/transparency	MFMA 129	Oversight Committee	05 March 2013
76	Annual Reporting	2 nd Oversight committee meeting: <ul style="list-style-type: none"> ➤ Public hearings - allow the local community or any organs of state to present their comments on the annual report ➤ clarification by the Directors and inputs from the portfolio committees. 	Oversight/transparency			08 March 2013
77	Annual Reporting	3 rd Oversight committee meeting: <ul style="list-style-type: none"> ➤ Tabling of draft Oversight Sight Report and Resolution to the Oversight committee and finalisation of Resolution ➤ Submission of Oversight Report and Annual Report to Secretariat for inclusion in Council Agenda 	Oversight/transparency	MFMA 129	Oversight Committee	15 March 2013
78	Reporting	Submit Section 71 monthly reports to Mayor of municipality	Monthly financial report	MFMA Section 71		12 March 2013
79	Prioritisation Risk	One on One Sessions with Directors and their management teams to re-evaluate	Updated Risk Register	MFMA S62 (1) c / King	Directors CRO	13 March 2013

No	Phase	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
		identified risks and ratings		111	IDP Manager IA	
80	Annual Reporting	2011/2012 Annual Report and Oversight Report on the Annual Report adopted by council.	Adopted Oversight Report and annual Report	MFMA 129	MM Director Development IDP Manager Oversight Committee	20 March 2013
81	Tabling IDP/Budget	Table Draft IDP and Capital and Operating Budgets at Council in terms of Section 16(2) of the MFMA		MFMA s16	Executive Mayor	28 March 2013
APRIL 2013						
82	Advertising Draft IDP/Budget	Advertise Draft IDP and Capital, Operating Budget and Tariffs.	transparency	MFMA s 75	Municipal Manager IDP Manager	02 April to 23 April 2013
83		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		MFMA s22	Financial Services / IDP Manager	02 April 2013
84	Prioritisation Risk	One on One Sessions with Directors and their management teams to re-evaluate identified risks and ratings	Updated Risk Register	MFMA S62 (1) c / King 111	Directors CRO IDP Manager IA	04 April 2013
85	Ward Committee and TAF Feedback	a) Public Participation Process – Report Back to ward committees/TAF regarding draft IDP and Capital and Operating Budget.	transparency	MFMA s22	Town Managers IDP Manager Ward committees Council Corporate Directors	08 to 18 April 2013
86	Reporting	Submit Section 71 monthly reports to Mayor of municipality	Monthly financial reports	MFMA Section 71		15 April 2013
87	Advertising Draft IDP/Budget	Closing date for comments on IDP and Budget.	Participation/transparency		Finance Director IDP Manager	23 April 2013
MAY 2013						
88		Check with National, Provincial Governments & District Municipalities for any adjustments to projected allocations for the next three years.		MFMA Guidance	Financial Services	06 May 2013

No	Phase	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
89	IDP/Budget	Submit IDP/Budget agenda item for council				16 May 2013
90	SDBIP Reporting	Management Meeting- submission of 3rd quarter TL SDBIP to management reflecting weathers targets were met or not including <i>reasons for under performance as well as measures to address under performance</i>	Updated performance report	MSA Chapter 6	IDP Manager	17 May 2013
91		Provincial / Local Interface: Municipal Budget Visits 2012 / 2013- LGMTEC 3. Consider comments made by National Treasury, Provincial Treasury, Other organs of state and the community regarding draft IDP and Budget	Idp/budget assessment		Executive Mayor and Senior Management	May 2013
92	Approval IDP/Budget	Final Approval of IDP and Budget by Council for the 2013/ 2014 financial year	Approved IDP and Budget	MFMA s16, 24, 53	Council	23 May 2013
JUNE 2013						
93	Advertising IDP/Budget Approval	Advertise Approved budget, IDP and Tariffs.			Director Finance IDP Manager	04 to 25 June 2013
94	IDP/Budget	IDP & Annual Budget Reports to National Treasury, Provincial Treasury and District Municipality		MFMA guidance	Financial Services / IDP Manager	04 June 2013
95	IDP/Budget	IDP, Annual & Adjustment Budget, Budget related policies, annual report, performance assessments, service delivery agreements, Long Term Borrowing contracts published on Council website.		MFMA s 75	Financial Services / IDP Manager	04 June 2013
96	Reporting Risk	Report to Risk Management Committee on One on One Sessions with Directors and their management teams to re-evaluate identified risks and ratings	Updated Risk Register	MFMA S62 (1) c / King 111	Directors CRO IDP Manager IA	05 June 2013
97	SDBIP Reporting	Performance audit and audit committee meetings i.r.o (1. 3 rd Quarter PMS (Ignite) report. (PAC) - Belinda 3. Internal Audit 3 rd quarterly report on IA activities.(AC) 4. Internal Audit Work plan consideration.(AC)	Updated performance report	MSA Chapter 6	Manager IDP Internal Auditor	07 June 2013

No	Phase	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
		5. Annual Risk Report consideration. (AC))				
98	SDBIP Drafting	Draft Service delivery an 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	MSA s57, 91 (b) MFMA s 69	Municipal Manager	13 June 2013
99	Reporting	Submit Section 71 monthly reports to Mayor of municipality	Monthly financial report	MFMA Section 71		18 June 2013
100	Performance Agreements	Drafting of Performance Agreements of MM and Directors for approval by Mayor.		MFMA s53	Municipal Manager and Executive Mayor	13 June 2013
101	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, 16, 24, 26, 53, 75, 87 MSA s 38-45, 57 (2)	Executive Mayor	27 June 2013

Note:

01 July – 31 August: Compilation of Financial Statements

01 September – 30 November: Audit