

The coat of arms of Theewaterskloof Municipality is centered on the page. It features a shield with a sunburst at the top, a building in the center, and a stork in the lower half. The shield is flanked by two wheat stalks. Below the shield is a blue ribbon with the text 'THEEWATERSKLOOF'. At the bottom of the ribbon are two red flowers and a green leafy branch.

**THEEWATERSKLOOF  
MUNICIPALITY**

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**IDP / BUDGET REVIEW  
2019 / 2020  
FINAL TIME SCHEDULE**

**Approved by Council: 22 August 2018**

**Reference: C143/2018**

**ANNEXURE A**

**THEEWATERSKLOOF MUNICIPALITY  
2019-2020  
FINAL IDP & BUDGET TIME SCHEDULE**

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
<b>JULY 2018</b>						
1	<b>IDP/Budget 2019/20</b>	<b>Prepare Municipal Time Schedule</b>	Draft Process Plan	MSA s28	Manager: IDP/PMS	July 2018
2	<b>IDP/Budget 2019/20</b>	<b>District IDP Managers &amp; DLG pre-planning engagement to ensure alignment and integration of IDP/Budget Time Schedules</b>	Alignment	MSA s27	Manager: IDP/PMS	July 2018
3	<b>Annual Report 2017/18</b>	<b>Annual Report inputs</b> Corporate Directors and Town Managers to submit 2017/2018 Annual Report input.	Draft corporate AR	MFMA s121	Corporate Directors	22 July 2018
4	<b>Reporting Budget</b> –	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Monthly reports	MFMA Section 71	Manager Budget Office	17 July 2018
5	<b>Reporting –SDBIP 2017/18</b>	Council Meeting to approve <b>the 4<sup>th</sup> Quarter TL SDBIP report</b>	Reporting	MSA s46;s47;s48		26 July 2018
<b>AUGUST 2018</b>						
6	<b>Reporting Budget</b> –	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Monthly reports	MFMA Section 71	Manager Budget Office	14 August 2018
7	<b>IDP/Budget 2019/20</b>	<b>Council Meeting: Final IDP Time Schedule</b> Council Approval of 2018/19 IDP/Budget time schedule Council Approval of 2018/19 Adjustment Budget (Roll-overs)	Approved IDP/Budget time Schedule Approved 2018/19 Adjustment Budget	MSA s28 MFMA s28 MBRR s23	Manger IDP & Manager Budget Office	22 August 2018
8	<b>IDP/Budget 2019/20</b>	<b>Submission of IDP Time Schedule</b> Submit 2019/2020 IDP/Budget Time Schedule Plan to Department Local Government & District Municipality	Compliance/Transparency	MSA s28, 29 & 34 MFMA s21, 53	Manager: IDP	25 Aug 2018
9	<b>Annual Report 2017/18</b>	<b>AR &amp; FS to AG</b> <ul style="list-style-type: none"> <li>Submit 2017/2018 Draft Annual Performance Report and Financial statements to Auditor General.</li> <li>Compile and submit Municipal Audit file to the Auditor General</li> </ul>	Draft AR, AFS	MFMA Section 126(1)(a)	Manager: Budget and Manager IDP	31 Aug 2018
10	<b>Performance &amp; Audit Committee</b>	<b>Performance and Audit Committee Meeting</b> <ul style="list-style-type: none"> <li>Internal Audit 4<sup>th</sup> quarterly report on IA activities.</li> <li>4<sup>th</sup> &amp; Final 2017/2018 PMS (Ignite) Report</li> <li>ICT Quarterly Report</li> <li>Risk Management Meeting Minutes</li> <li>Section 32 Committee Minutes</li> <li>Combined Assurance report</li> <li>2017/2018 Financial Statements</li> <li>2017/2018 Auditor Generals audit Planning (exact date to be provided)</li> <li>[Chairperson drafting half yearly reports during Sept)</li> </ul>	Reporting/Oversight	MFMA s166	Internal Audit	31 Aug 2018
11	<b>IDP/Budget 2019/20</b>	<b>Public Notification</b>	Transparency/communication	MSA s28 (2); s17, s18; s20	Manager: IDP	28 Aug 2018

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
		Notification of approved 2019/20 IDP/Budget Time schedule Advertise council approved IDP/Budget Time Schedule:2018/2019 for public notification		MSA s28 (3)		
<b>SEPTEMBER 2018</b>						
12	Alignment	<b>Provincial IDP Managers Forum</b>	Local/Provincial alignment	MSA s29	DPLG/IDP Managers	6-7 Sept 2018
13	SDF	<b>Present Draft SDF to Council</b>	Transparency/communication		Manager Town Planning	Sept 2018
14	<b>IDP/Budget 2019/20</b>	<b>Public Participation</b> • Public Participation to review ward IDP's on Ward Level (reprioritisation of community needs)	Public Participation	MSA 29 (1) (b)	IDP and Town Managers	17-27 Sept 2018
15	<b>Risk Management Committee</b>	• <b>Committee Meeting</b> Discuss possible risks identified during strategic session		MFMA S62 (1, C, i)		19 Sept 2018
16	<b>Reporting-SDBIP 2017/18</b>	Submit <b>4<sup>th</sup> quarter Departmental SDBIP</b> (2017/18) report to Portfolio Committees	Reporting	MSA s46;s47;s48		4; 5 & 19 Sept 2018
17	<b>Reporting-Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	18 Sept 2018
18	<b>IDP/Budget 2018/19</b>	<b>Internal Analysis</b> • critical issues/challenges w.r.t every service • minimum service levels • institutional • financial • performance <b>External Analysis</b> • Data collation and analysis	Draft Situational Analysis	n/a	IDP/PMS Office	18 Sept – 12 Oct 2018
<b>OCTOBER 2018</b>						
19	<b>IDP 2018/19</b>	<b>District IDP Managers Forum</b>	Alignment		District IDP Managers	Oct 2018
20	<b>IDP 2018/19</b>	<b>IDP Awareness Campaign (Emil Weder High School)</b>	Awareness		District IDP Manager/ TWK IDP office	Oct 2018
21	<b>IDP/Budget 2018/19</b>	<b>Public Participation</b> Compile and distribute outcomes of public participation process to all directorates to incorporate and ensure alignment between departmental budgets and Ward Priorities	Alignment of Community Priorities with Departmental Budgets		IDP Office and Directors	1 – 5 Oct 2018
22	<b>Reporting: Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	16 Oct 2018
23	<b>Strategizing</b>	<b>Council Strategic Session</b>	Strategic Intent		Councillor Support, Budget Office and IDP	18-19 Oct 2018
24	<b>IDP/Budget 2018/19</b>	<b>Draft Budget Submissions</b> Submission of HR Proposals to HR	Draft HR budget	n/a	All Directors	22 Oct 2018

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
25	<b>Reporting–SDBIP 2018/19 SDF</b>	Council Meeting: Approve <b>the 1<sup>st</sup> quarter (2018/2019) TL SDBIP report</b>  Present Draft SDF and obtain permission to take SDF through Public Participation Process	Reporting	MSA s46;s47;s48	IDP/PMS Office	25 Oct 2018
<b>NOVEMBER 2018</b>						
26	<b>SDF</b>	Advertise draft SDF and Distribute to Intergovernmental Steering Committee. (Government Gazette and the Media)	Public Participation and Transparency		Manager Town Planning	1 Nov 2018 – 31 Jan 2019
27	<b>SDF</b>	Consultation with TWK Planning, Budget and IDP departments to ensure alignment of the SDF with IDP and Budgets	Alignment		Town Planning, IDP, Budget Office	1 Nov 2018 – 31 Jan 2019
28	<b>IDP/Budget 2018/19</b>	<b>1<sup>st</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 draft internal analysis report</li> <li>Review sector plans, financial position, and other relevant data to identify critical institutional priorities for discussion at Council Strategy Workshop</li> </ul>	IDP/Budget council workshop guidelines Assessment of existing level of development	MFMA s53	IDP Office Budget Office Directors	1 Nov 2018
29	<b>Reporting: SDBIP 2018/19</b>	Submit <b>1<sup>st</sup> quarter Departmental SDBIP</b> report to Portfolio Committees	Reporting	MSA s46;s47;s48		6 Nov 2018; 7 Nov 2018; 20 Nov 2018
30	<b>IDP/Budget 2019/20</b>	<b>New Budget Preparations: MTREF and Revenue Projections</b> BTO Office to send out MSCOA compliant budget preparation documents to Directorates for completion (MTREF) <ul style="list-style-type: none"> <li>Capital</li> <li>Operational</li> <li>Policies</li> <li>Tariffs</li> </ul>	Budget Guidelines	MFMA 21	Manager Budget Office Manager IDP	14 Nov 2018
31	<b>IDP/Budget 2019/20</b>	<b>2<sup>nd</sup> IDP/Budget Steering Committee</b> <ul style="list-style-type: none"> <li>Budget workshop discussion (guideline)</li> <li>BTO office to send out current year adjustment budget preparation documents to Directorates for completion</li> <li>Discussion of Council December Strategic Workshop</li> </ul>	Budget guidelines	MFMA s53	Budget Office Manager IDP	12 Nov 2018
32	<b>SDF</b>	<b>SDF Public Open Days in all Towns</b>	Public Participation		Manager Town Planning	19 Nov – 30 Nov 2018
33	<b>IDP/Budget 2019/20</b>	<b>Draft Budget submissions</b> Corporate directorates to submit draft budget to Budget Office	Draft corporate budgets	MFMA s21	Budget Office	30 Nov 2018
34	<b>Reporting-Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	20 Nov 2018

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
35	Alignment	<b>District Integrated Municipal Engagement</b>	Activity alignment	MSA s29		Nov 2018
36	<b>Performance &amp; Audit Committee</b>	<b>Performance and Audit Committee 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>ICT Quarterly Report</li> <li>Risk Management Meeting Minutes</li> <li>Section 32 Committee Minutes</li> <li>AG's reports (financial and PDO) discussion.</li> <li>Financial Services 1<sup>st</sup> Quarter Section 71 Report</li> <li>Combined Assurance report</li> </ul>	Reporting	MFMA s166	Internal Audit	23 Nov 2018
37	<b>IDP/Budget 2019/20</b>	<b>District Focused Sectors Engagement</b>	<b>Alignment</b>	MSA s29	IDP Office/ Directors and Sector Departments	27 – 30 Nov 2018
38	<b>Annual Report 2017/18</b>	<b>Audit Report</b> Receive audit report on annual financial statements from the Auditor General	<b>Audited AFS</b>	MFMA s126(3)	AG	30 Nov 2018
<b>DECEMBER 2018</b>						
39	Alignment	<b>Provincial IDP Managers Forum</b>			DPLG/IDP Managers	6 & 7 Dec 2018
40	Strategizing	<b>Council IDP Workshop</b> <ul style="list-style-type: none"> <li>Reconcile different views and opinions of the political structures and administration. Consideration of financial assessment, strategic risks, community needs and other relevant information.</li> </ul>	Identified projects Alignment between budgets, strategic objectives, Departmental Priorities and Community Priorities	MSA s56.(2)	Council Support & Budget Office	3 & 4 Dec 2018
41	<b>Risk Management Committee</b>	<b>Committee Meeting</b> <ul style="list-style-type: none"> <li>Review Risk Management Policy &amp; related documentation &amp; recommend to Council</li> <li>Discuss ratings of risks identified during Strategic session</li> <li>Discuss alignment of Budget i.t.o high level risks</li> </ul>		MFMA S62 (1, C, i)		5 Dec 2018
42	<b>IDP/Budget 2019/20</b>	<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	Budget Office	17 Dec 2018
43	<b>IDP/Budget 2019/20</b>	<b>Draft Budget</b> CFO undertakes Corporate Assessment and compilation of Draft budget.	Draft Budget	MFMA s21	Budget Office	21 Dec 2018

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
44	<b>IDP/Budget 2018/19</b>	<b>Adjustment Budget</b> Directorates to submit completed current year adjustments to BTO	Adjustment Budget	MFMA 28	All Directorates	21 Dec 2018
<b>JANUARY 2019</b>						
45	<b>SDBIP 2018/19</b>	<b>SDBIP Amendments</b> Directorates to submit current year SDBIP amendments to Development Services (IDP/PMS Unit)	SDBIP Amendments		All Directorates	11 Jan 2019
46	<b>IDP/Budget 2019/20</b>	<b>Draft Budget</b> Review financial input and conduct one on one TWK interdepartmental Meetings.	Draft Budget	MFMA s21	Budget Office	14 - 18 Jan 2019
47	<b>Reporting-Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	15 Jan 2019
48	<b>Performance &amp; Audit Committee</b>	<b>Performance &amp; Audit Committee Meeting</b> • Annual report discussion before Council approval. • Risk Management Report	Reporting	MFMA s166	Internal Audit	18 Jan 2019
49	<b>Annual Report 2017/18</b>	<b>Table Draft AR &amp; AFS</b> Mayor tables draft AR and AFS at council	Approved Draft AR & AFS	MFMA s121	IDP/Budget	24 Jan 2019
50	<b>Reporting-Budget/SDBIP 2018/19</b>	<b>Council Meeting: Submit Section 72</b> monthly (midyear budget and Performance) reports to Mayor of municipality and provincial treasury	Reporting	MFMA s72	IDP/Budget	24 Jan 2019
51	<b>Annual Report 2017/18</b>	<b>Advertise draft AR &amp; AFS</b> for public input and place on municipal website	Transparency/Public involvement	MFMA s22	IDP/Budget Office	29 Jan 2019 – 18 Feb 2019
52	<b>Annual Report 2017/18</b>	<b>Advertise Oversight Committee Schedule</b> inviting the Public to make presentations of the AR and AFS	Transparency/Public involvement	MFMA s129	IDP/PMS Office	29 Jan 2019
53	<b>Advertise – Section 72 Report SDF</b>	Mid-year performance report advertisement and placed on municipal website	Transparency	MSA s28 (2) & (3)	IDP/PMS Office	29 Jan 2019
54		Closing Date for Public Comments on SDF	Public Participation		Manager Town Planning	31 Jan 2019
<b>FEBRUARY 2019</b>						
55	<b>SDF</b>	<b>Incorporate Comments Received on SDF Present amendments of the SDF to Intergovernmental Steercom and get final Intergovernmental Steercom comments.</b>	Public Participation		Manager Town Planning	Feb 2019
56	<b>IDP 2019/20</b>	<b>District IDP Managers Forum</b>	Alignment of Second Review	MSA s29	IDP District Managers	Feb 2019
57	<b>Annual Report 2017/18</b>	<b>Portfolio Committee Meeting</b> Submit Draft Annual Report to Portfolio Committees for inputs	Transparency	n/a	IDP/PMS Office	12; 26 & 27 Feb 2019
58	<b>Reporting –SDBIP 2018/19</b>	<b>Submit 2nd quarter Departmental SDBIP</b> report to Portfolio Committees	Oversight	MSA s46;s47;s48	IDP/PMS Office	12; 26 & 27 Feb 2019
59	<b>Annual Report 2017/18</b>	<b>1<sup>st</sup> Oversight Committee Meeting-</b> Oversight Committee pose questions to Management to	Oversight	MFMA s129	IDP/PMS Office	7 Feb 2019

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
		get clarity on the contents of the Annual Financial statements and the Annual Report <b>(10:00)</b>				
60	<b>Section 72 Report</b>	Report to Ward Committees/TAF on Mid-year Performance Report	Transparency		Council Support	12 - 22 Feb 2019
61	<b>SDBIP 2019/20</b>	Departments to Submit and Compile Draft SDBIP for 2019/2020	Draft 2019/2020		IDP and Directorates	11 – 15 Feb 2019
62	<b>Reporting-Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	12 Feb 2019
63	<b>Alignment</b>	<b>Technical Integrated Municipal engagement</b>	Sector Alignment	MSA s29		Feb 2019
64	<b>Adjustments Budget 2018/19</b>	<b>Adjustment Budget</b> submitted to council for approval	Approved adjustments budget	MFMA s28	Budget Office	21 Feb 2019
65	<b>Risk Management Committee</b>	<b>Committee Meeting</b> <ul style="list-style-type: none"> <li>Discuss outcome of Risk Register review performed during January &amp; February</li> <li>Discuss possible new risks identified for incorporation into risk register</li> </ul>		MFMA S62 (1, C, i)		19 March 2019
66	<b>Alignment</b>	<b>Provincial IDP Managers Forum</b>	Local and Provincial Alignment	MSA s29	DPLG/IDP Managers	28 Feb and 01 March 2019
67	<b>IDP/Budget 2019/20</b>	<b>Budget Alignment</b> Check with National, Provincial Governments & District Municipalities for any projected allocations for the next three years	Sector Alignment	MFMA s21		Feb 2019
<b>MARCH 2019</b>						
68	<b>SDF/Budget? IDP 2019/20</b>	<b>Final Alignment between IDP, Budget and SDF</b>	Alignment		IDP, Budget Office and Town Planning	4 March – 15 March 2019
69	<b>Annual Report 2017/18</b>	<b>2<sup>nd</sup> Oversight Committee Meeting</b> Public hearings – The local community and any organ of state will be allowed to make representations on the annual report and AFS <b>(10:00)</b>	Transparency/public input	MFMA s129	IDP/PMS	4 March 2019
70	<b>Audit Performance Committee</b>	<b>&amp; Audit and Performance Committee Meeting</b> <ul style="list-style-type: none"> <li>2nd Quarter PMS (Ignite) report.</li> <li>Internal Audit 2<sup>nd</sup> quarterly report on IA activities.</li> <li>ICT Quarterly report</li> <li>Risk Management Meeting Minutes</li> <li>Section 32 Committee Minutes</li> <li>Bi- Annual Financial Statements 2018/19</li> <li>Financial Services 2<sup>nd</sup> Quarter Section 71 report (Mid-year Report)</li> <li>Combined Assurance Report</li> </ul> [Chairperson drafting half yearly reports during	reporting	MFMA s166	Internal Audit	8 March 2019



No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
		March)				
71	<b>IDP/Budget 2019/20</b>	<b>Council Budget Workshop</b> Draft Budget Workshop with Council	Participation/agreement on priorities	n/a	Budget IDP/PMS Office &	6 March 2019
72	<b>Annual Report 2017/18</b>	<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 <b>(10:00)</b>	Draft Oversight report	MFMA s129	IDP/PMS Office	11 March 2019
73	<b>Reporting –SDBIP 2018/19</b>	<b>2<sup>nd</sup> Quarter SDBIP Report to Ward Committees (For notification)</b>	Reporting		IDP/PMS Office	11-19 March 2019
74	<b>IDP/Budget 2019/20</b>	Discussions with Role player Forums on the 19/20 Draft Municipal Budget	Transparency/Public involvement	MFMA s22, MSA s32		11 March 2019
75	<b>Reporting-Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	12 March 2019
76	<b>IDP/Budget 2019/20</b>	<b>3<sup>rd</sup> IDP/Budget Steering Committee</b> Guidelines (discussion) of budget public meetings <b>(10:00)</b>	Guidelines	MFMA s53	IDP & Budget Office	14 March 2019
77	<b>Annual Report 2017/18</b>	<b>Oversight &amp; Annual Report</b> Adoption of Oversight report on AR & AFS by council <b>Approval of Adjusted SDBIP 2018/19</b>	Approved AR & Oversight report Approved Adjustment SDBIP 2018/19	MFMA s129	IDP/PMS Office	20 March 2019
78	<b>Annual Report 2017/18</b>	<b>Advertise approved Annual report-</b> Place on Municipal Website	Transparency	MFMA s127;s132, s75	IDP/PMS Office	25 March 2019
79	<b>Annual Report 2017/18</b>	<b>Submission of Oversight &amp; Annual Report</b> to Provincial Treasury and Office of the Premier	Transparency/Compliance	MFMA s127;s132	IDP/PMS Office	29 March 2019
80	<b>IDP/Budget 2019/20</b>	<b>Council Meeting</b> Tabling of Draft IDP and Budget (Incl Top Layer SDBIP)	Draft IDP/Budget & SDBIP		IDP & Budget Office	27 March 2019
81	<b>IDP/Budget 2019/20</b>	<b>Submissions</b> Submit the draft budget(including SDBIP), IDP to the Dept. Local Government, Provincial Treasury, National Treasury and other affected organs of state	Submission	MFMA s22	IDP & Budget Office	28 March 2019 & 5 April 2019
82	<b>IDP/Budget 2019/20</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	IDP & Budget Office	28 March 2019 & 5 April 2019
<b>APRIL 2019</b>						
83	<b>IDP/Budget</b>	<b>Public Participation</b>	Transparency	MSA s28 (2) s17,	Town	1 - 10 April 2019

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
	<b>2019/20</b>	Present Draft IDP and Budget to ward committees		s18; s20	Managers & IDP Office	
84	<b>Alignment</b>	District IDP Managers Forum Engagement	Alignment		District IDP Managers	April 2019
85	<b>Reporting-Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71		16 April 2019
86	<b>IDP/Budget 2019/20</b>	<b>Advertise</b> draft IDP and Budget (Operating/Capital & Tariffs) including SDBIP for public input	Transparency/Public involvement	MFMA s22, MSA s32	IDP & Budget Office	2 April 2019 – 26 April 2019
87	<b>IDP/Budget 2019/20</b>	<b>Closing Date</b> for public comments on draft IDP and Budget	Public input	n/a	IDP & Budget Office	26 April 2019
88	<b>IDP/budget Assessment</b>	Provincial / Local Interface: Municipal Budget Visits 2019 / 2020- 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 2019
<b>MAY 2019</b>						
89	<b>IDP/Budget 2019/20</b>	<b>Council Meeting &amp; Workshop</b> Tabling of community feedback on Draft Budget and IDP	Council Input on Draft IDP	MFMA 23	IDP& Budget Office	09 May 2019
90	<b>Reporting –SDBIP</b>	Submit <b>3<sup>rd</sup> Quarter Departmental SDBIP</b> report to Portfolio Committees	Oversight	MSA s46;s47;s48	IDP/PMS Office	07;08 & 14 May 2019
91	<b>Reporting-Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	14 May 2019
92	<b>Risk Management Committee</b>	<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 to Annual Financial Statements</li> </ul>		MFMA S62 (1, C, i)		13 June 2019
93	<b>Performance &amp; Audit Committee</b>	<b>Road Trip</b> <ul style="list-style-type: none"> <li>Visiting Capital and other Projects</li> </ul>	Oversight	MSA s46;s47;s48	Internal Audit	17 May 2019
94	<b>IDP/Budget 2019/20</b>	<b>Council Meeting</b> Approval of Final IDP, SDF and Budget	Approved IDP/Budget	MFMA s24; MSA s25	IDP& Budget Office	28 May 2019
95	<b>Reporting –SDBIP 2018/19</b>	Council Meeting to approve <b>3<sup>rd</sup> Quarter TL SDBIP report</b>	Reporting	MSA s46;s47;s48		28 May 2019
96	<b>IDP/Budget 2019/20</b>	Submit a copy of the IDP and SDF to the MEC Local Government as well as Provincial Treasury (within 10 days of the adoption of the plan)	IDP Submission	MSA s32(1)(a)	IDP& Budget Office	29 May 2019 – 11 June 2019
97	<b>IDP/Budget 2019/20</b>	Place the IDP, Budget, SDBIP & all budget-related policies on the website(within 5 days of the adoption of the plan)		MFMA s75(1); MSA 21A(1)(b); MFMA s75(2)	IDP& Budget Office	29 May 2019 – 04 June 2019
98	<b>IDP/Budget 2019/20</b>	Give notice to the public of the adoption of the IDP (within 14 days of the adoption of the plan)	Public Notice	MSA s25(4)(a); MSA s21A(1)(a) and (c)	IDP Office	29 May 2019 11 June 2019
<b>JUNE 2019</b>						

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
99	<b>IDP/Budget 2018/19</b>	<b>Provincial IDP Managers Forum</b>			Manager: IDP/PMS	6 & 7 June 2019
100	<b>IDP/Budget 2019/20</b>	<b>Public Notice</b> Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)	Public Notice	BRR 2009, Reg18; MSA s21A	BTO	4 June 2019
101	<b>IDP/Budget 2019/20</b>	<b>Budget Submission</b> Submit approved budget to the Provincial Treasury and National Treasury (within 10 working days after approval of the budget)	PT submission	MFMA s24(3); BRR 2009, Reg20	BTO	11 June 2019
102	<b>IDP/Budget 2019/20</b>	<b>IDP Summary</b> Publicise a summary of the IDP	IDP Summary	MSA s25(4)(b)	IDP Office	8 June 2019
103	<b>SDBIP Drafting 2019/20</b>	<b>Draft Service delivery and 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	MFMA s 69 (3)	Manager: IDP/PMS	11 June 2019
104	<b>Performance Agreements: S57</b>	<b>Performance Agreements 2019/20:</b> Draft 2019/20 Performance Agreements of MM and Directors must be submitted to the Mayor by the Municipal Manager within 14 days of approval of the IDP and Budget	Draft Performance Agreements	MFMA s53 (iii) MFMA s 69 (3)	MM's Office	11 June 2019
105	<b>Performance &amp; Audit Committee</b>	<b>Performance and Audit Committee Meeting</b> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Quarter PMS (Ignite) report.</li> <li>• Internal Audit 3<sup>rd</sup> Quarterly report on IA activities.</li> <li>• Combined Assurance Report</li> <li>• Risk Management Report</li> <li>• Internal Audit Work Plan consideration</li> <li>• ICT Quarterly Report</li> <li>• Risk Management Minutes</li> <li>• Section 32 Committee Minutes</li> <li>• Financial Services 3<sup>rd</sup> Quarter Section 71 Report</li> </ul>	Reporting	MFMA s166	Internal Audit	7 June 2019
106	<b>Annual Report 2018/19</b>	<b>Annual Report Guidelines</b> Forwards guidelines to all Corporate Directorates on the submission of the Annual Report info	Guidelines	n/a	Manager: IDP/PMS	12 June 2019
107	<b>Reporting –SDBIP</b>	<b>3<sup>rd</sup> Quarter SDBIP Report to Ward Committees (For notification)</b>	Reporting		IDP/PMS Office	3 - 27 June 2019
108	<b>SDBIP 2019/20: Approval</b>	<b>Mayor Approves the Service Delivery and Budget implementation plan</b> 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 s38-45, 57 (2)	Manager: IDP/PMS	25 June 2019 9 July 2019

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
109	<b>Performance Agreements &amp; Service Delivery agreements</b>	<b>Website Placement</b> Place the performance agreements and all service delivery agreements on the website	Transparency/communication	MFMA s75(1), BRR Reg19 MFMA 69 (3)	Manager: IDP/PMS	30 June 2019
110	<b>Reporting: Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Monthly reports	MFMA Section 71	Budget Office	11 June 2019
111	<b>SDBIP 2019/20: Advertise</b>	<b>Notification of the approved SDBIP</b> and place on municipal website	Transparency/communication	MSA s44	Manager: IDP/PMS	30 June 2019

Note:

*01 July – 31 August: Compilation of Financial Statements*

*01 September – 30 November: Audit*