

The coat of arms of Theewaterskloof Municipality is centered on the page. It features a shield with a sunburst at the top, a central figure of a person, and a banner at the bottom with the text 'THEEWATERSKLOOF'. The shield is flanked by two wheat stalks. Below the shield is a blue ribbon with two red flowers.

**THEEWATERSKLOOF  
MUNICIPALITY**

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**2022/2023  
FINAL TIME SCHEDULE  
For  
2023/2024  
IDP/BUDGET REVIEW**

**Approved by Council:  
REF:**

**THEEWATERSKLOOF MUNICIPALITY**  
**2022-2023**  
**FINAL IDP & BUDGET TIME SCHEDULE**

No	Process	Activity	Output	Legislative Requirement	Responsible Person	Timeframe
<b>JULY 2022</b>						
1	IDP/Budget 2023/24	<b>Prepare Municipal 2021/2022 Time Schedule</b>	Draft Time Schedule	MSA s28	Manager: IDP/PMS	July 2022
2	IDP/Budget 2022/23	<b>Provincial IDP Assessment and Feedback</b>	Alignment and Improved Planning	MSA s27	Manager: IDP/PMS	July 2022
3	IDP/Budget 2023/24	<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 2022
4	<b>Reporting – Budget</b>	Submit <b>Section 71 and Section 52</b> monthly reports to Mayor of municipality	Monthly reports	MFMA s71;s52	Manager Budget Office	19 July 2022
5	<b>Reporting –SDBIP 2021/22</b>	<b>Council Meeting:</b> To approve the 4 <sup>th</sup> Quarter TL SDBIP report and <b>Section 71 and Section 52 report</b>	Reporting	MSA s46;s47;s48		28 July 2022
<b>AUGUST 2022</b>						
6	IDP/Budget 2023/24	<b>District IDP Managers Forum</b>	Alignment, Monitoring and communication	MSA s27	Managers: IDP	August 2022
7	<b>Reporting – Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Monthly reports	MFMA Section 71	Manager Budget Office	16 August 2022
8	<b>Annual Report 2021/22</b>	<b>Annual Report inputs</b> Corporate Directors and Town Managers to submit 2021/2022 Annual Report input.	Draft corporate AR	MFMA s121	Corporate Directors	19 August 2022
9	<b>IDP 2023/2024 Adjustment Budget 2022/23</b>	<b>Council Meeting: Final IDP Time Schedule</b> Council Approval of 2022/23 IDP/Budget time schedule Council Approval of 2022/23 Adjustment Budget (Roll-overs)	Approved IDP/Budget time Schedule Approved 2022/23 Adjustment Budget	MSA s28 MFMA s28 MBRR s23	Manger IDP & Manager Budget Office	25 August 2022

10	<b>Performance &amp; Audit Committee</b>	Submit draft financial statement to Performance & Audit Committee	Good Governance	n/a	Financial Services/CFO	30 August 2022
11	<b>Annual Report 2021/22</b>	<p><b>APR &amp; AFS to AG</b></p> <ul style="list-style-type: none"> <li>Submit 2021/2022 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 August 2022
12	<b>IDP/Budget 2023/24</b>	<p><b>Submission of IDP Time Schedule</b></p> <p>Submit 2022/2023 IDP/Budget Time Schedule to Department Local Government &amp; District Municipality and make time schedule public</p>	Compliance/Transparency	MSA s28, 29 & 34 MFMA s21, 53	Manager: IDP	31 August 2022 – 02 September 2022
<b>SEPTEMBER 2022</b>						
13	<b>Alignment</b>	<b>District IDP Managers Forum</b>	Local/Provincial alignment	MSA s29	DPLG/IDP Managers	September 2022
14	<b>Reporting–SDBIP 2021/22</b>	Submit 4 <sup>th</sup> quarter <b>Departmental SDBIP</b> (2021/22) report to Portfolio Committees	Reporting	MSA s46;s47;s48		06; 07 & 20 September 2022
15	<b>IDP/Budget 2023/24</b>	<p><b>Public Notification</b></p> <p>Notification of approved 2022/23 IDP/Budget Time schedule Advertise council approved IDP/Budget Time Schedule: 2022/2023 for public notification.</p>	Transparency/communication	MSA s28 (2); s17, s18; s20 MSA s28 (3)	Manager: IDP	01 September 2022
16	<b>Performance &amp; Audit Committee</b>	<p><b>Performance and Audit Committee Meeting</b></p> <ul style="list-style-type: none"> <li>Internal Audit 4th quarter report on IA activities.</li> <li>ICT 4th Quarter report</li> <li>Risk Management Reports</li> <li>Performance Management 4th Quarter report</li> <li>Financial report</li> </ul>	Reporting/ Oversight	MFMA s166	Internal Audit	09 September 2022

17	<b>Risk Management Committee</b>	<ul style="list-style-type: none"> <li><b>Committee Meeting</b> Discuss possible risks identified during strategic session</li> </ul>	Reporting	MFMA S62 (1, C, i)		28 September 2022
18	<b>Reporting-Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	20 September 2022
19	<b>IDP/Budget 2023/24</b>	<p><b>Internal Analysis</b></p> <ul style="list-style-type: none"> <li>-critical issues/challenges w.r.t every service</li> <li>-minimum service levels</li> <li>-institutional</li> <li>-financial</li> <li>-performance</li> </ul> <p><b>External Analysis</b></p> <ul style="list-style-type: none"> <li>- Data collation and analysis</li> </ul>	Draft Situational Analysis	n/a	IDP/PMS Office	21 September 2022 – 12 Oct 2022
<b>OCTOBER 2022</b>						
20	<b>IDP 2023/24</b>	<b>District IDP Managers Forum</b>	Alignment		District IDP Managers	October 2022
21	<b>IDP/Budget 2023/24</b>	<p><b>District Focused Sectors Engagement</b></p> <p>(Relevant sectors to be identified following needs identified at local municipal public engagements) To be confirmed depending on national state of disaster (disaster management regulations)</p>	<b>Alignment</b>	MSA s29	IDP Office/ Directors and Sector Departments	October 2022

22	<b>IDP/Budget 2023/24</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>• Present community priorities to budget steercom and progress made.</li> <li>• Discuss draft internal analysis report: Departments to present focus areas for their 2023/2024 budgets.</li> <li>• Review sector plans, financial position, and other relevant data to identify critical institutional priorities for discussion at Council Strategic Session.</li> </ul>	IDP/Budget council workshop guidelines Assessment of existing level of development and services	MFMA s53	IDP Office Budget Office Directors	October 2022
23	<b>Reporting: Performance Agreements</b>	<b>Performance Agreements:</b> Formal evaluation of the performance of directors in terms of their signed agreements (period – 1 <sup>st</sup> Quarter 2022-2023)				03 – 07 October 2022
24	<b>Reporting: Budget</b>	Submit <b>Section 71 and Section 52</b> monthly reports to Mayor of municipality	Reporting	MFMA s71;s52	Budget Office	18 October 2022
25	<b>Strategizing</b>	<b>Council Strategic Session</b>	Strategic Intent	n/a	Council Support and Administration , Budget Office and IDP	13 – 16 September 2022
26	<b>IDP/Budget 2023/24</b>	<b>Draft Budget Submissions</b> Submission of HR Proposals to HR	Draft HR budget	n/a	All Directors	14 October 2022
27	<b>Reporting–SDBIP 2022/23</b>	Council Meeting: Approve <b>the 1<sup>st</sup> quarter (2022/2023) TL SDBIP report, Section 71 and Section 52 Report</b>	Reporting	MSA s46;s47;s48	IDP/PMS Office	27 October 2022

28	2023/2024 IDP/ Budget	Public Participation Ward Committees Prioritisation	Consulting communities/obtaini ng input relating to community priorities		IDP/PMS Office	25 October – 04 November 2022
29	Annual Report 2021/22	Submit draft 2020/2021 Annual Report to Auditor General	Draft AR, AFS	MFMA Section 126(1)(a)	Manager: Budget and Manager IDP	29 October 2022
<b>NOVEMBER 2022</b>						
30	Alignment	District IDP Managers Forum & District IDP Rep/PP Com forum	Activity alignment	MSA s29	District IDP Managers	November 2022
31	IDP/Budget 2023/24	Public Participation 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	04-11 November 2022
32	IDP/Budget 2023/24	New Budget Preparations: MTREF and Revenue Projections BTO Office to send out MSCOA compliant budget preparation documents to Directorates for completion (MTREF) - Capital - Operational - Policies - Tariffs	Budget Guidelines	MFMA 21	Manager Budget Office Manager IDP	14 November 2022
33	Reporting-Budget	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	17 November 2022
34	IDP/Budget 2023/24	<b>2<sup>nd</sup> IDP/Budget Steering Committee</b> • Budget workshop discussion (guideline) • BTO office to send out current year adjustment budget preparation documents to Directorates for completion	Budget guidelines	MFMA s53	Budget Office Manager IDP	28 October 2022

		<ul style="list-style-type: none"> <li>Discussion of Council December Strategic Workshop</li> </ul>				
35	<b>IDP/Budget 2023/24</b>	<b>Draft Budget submissions</b> Corporate directorates to submit draft budget to Budget Office	Draft corporate budgets	MFMA s21	Budget Office	25 November 2022
36	<b>Performance &amp; Audit Committee</b>	<b>Performance and Audit Committee Meeting</b> <ul style="list-style-type: none"> <li>Internal Audit 1st quarter report on IA activities.</li> <li>ICT 1st Quarter report</li> <li>Risk Management Reports</li> <li>AG's draft 2021/2022 report discussion.</li> <li>Financial report</li> </ul>	Reporting	MFMA s166	Internal Audit	25 November 2022
37	<b>Reporting: SDBIP 2022/23</b>	Submit <b>1st quarter Departmental SDBIP</b> report to Portfolio Committees	Reporting	MSA s46;s47;s48	IDP/PMS Office	01; 02 & 17 November 2022
38	<b>Annual Report 2021/22</b>	<b>Audit Report</b> Receive audit report on Annual Financial Statements and Annual Performance Report from the Auditor General.	<b>Audited AFS</b>	MFMA s126(3)	AG	30 November 2022
<b>DECEMBER 2022</b>						
39	<b>Alignment</b>	<b>District IDP Managers Forum</b>	Activity alignment and continued monitoring and communication	MSA s29	District IDP Managers	December 2022
40	<b>IDP/Budget 2023/24</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	December 2022
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> </ul> Discuss alignment of Budget i.t.o high level risks		MFMA S62 (1, C, i)		01 December 2022



42	<b>Strategizing</b>	<p><b>Council IDP Workshop</b></p> <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> <li>-Draft budget (CFO undertakes corporate assessment and compilation of draft budget)</li> </ul>	Identified projects Alignment between budgets, strategic objectives, Departmental Priorities and Community Priorities	MSA s56.(2)	Council Support & Budget Office/IDP	09 December 2022
43	<b>Reporting: Performance Agreements 2021/22</b>	<p><b>Performance Agreements:</b></p> <p>Formal evaluation of the performance of directors in terms of their signed agreements (Period 2021/22 financial year.)</p>	Performance Management		IDP/PMS Office. Human Resource Department	13 -17 December 2022
44	<b>IDP/Budget 2023/24</b>	<p><b>Draft Budget</b></p> <p>CFO undertakes Corporate Assessment and compilation of Draft budget.</p>	Draft Budget	MFMA s21	Budget Office	22 December 2022
<b>JANUARY 2023</b>						
45	<b>Budget 2022/23</b>	Mid-year budget and performance assessment visits by National Treasury in respect of the non-delegated municipalities and visits by the provincial treasuries in respect of delegated municipalities	budget and performance assessment	n/a	Budget Office	January – March 2023
46	<b>SDBIP 2022/23</b>	<p><b>SDBIP Amendments</b></p> <p>Directorates to submit current year SDBIP amendments to Office of the MM (IDP/PMS Unit)</p>	SDBIP Amendments		All Directorates <b>IDP/PMS</b>	10 January 2023
47	<b>Reporting: Performance Agreements</b>	<p><b>Performance Agreements:</b></p> <p>Formal evaluation of the performance of directors in terms of their signed agreements (period – Midyear 2022-2023)</p>	Transparency		IDP/PMS Office	January 2023
48	<b>IDP/Budget 2022/23</b>	<p><b>Adjustment Budget</b></p> <p>Directorates to submit completed current year adjustments to BTO</p>	Adjustment Budget	MFMA 28	All Directorates	January 2023

49	<b>IDP/Budget 2023/24</b>	<b>Draft Budget</b> Review financial input and conduct one on one TWK interdepartmental Meetings.	Draft Budget	MFMA s21	Budget Office	January 2023
50	<b>Reporting-Budget</b>	Submit <b>Section 72</b> monthly reports to Mayor of municipality	Reporting	MFMA s72	Budget Office	17 January 2023
51	<b>Performance &amp; Audit Committee</b>	<b>Performance &amp; Audit Committee Meeting</b> <ul style="list-style-type: none"> <li>Annual report discussion before Council approval</li> </ul>	Reporting	MFMA s166	Internal Audit	20 January 2023
52	<b>SDF</b>	<b>SDF amendments:</b> Make minor changes to SDF based on comments from IGSC and submit to council for notification.	Amended SDF	Sections 20 and 21 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013); 2. Sections 10, 11, 12 and 14 of the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014); and 3. Sections 3, 4, 5 and 6 of the Municipal Land Use Planning Ordinance, 2015	Town Planning	21 January 2023
53	<b>Annual Report 2021/22</b>	<b>Table Draft AR &amp; AFS</b> Mayor tables draft AR and AFS at council	Approved Draft AR & AFS	MFMA s121	IDP/Budget	25 January 2023
54	<b>Annual Report 2021/22</b>	<b>Advertise draft AR &amp; AFS</b> for public input and place on municipal website	Transparency/Public involvement	MFMA s22	IDP/Budget Office	25 January – 16 February 2023
55	<b>Reporting-Budget/SDBIP 2022/23</b>	<b>Council Meeting: Submit Section 72</b> monthly (midyear budget and Performance) reports to Mayor of the municipality, council and provincial treasury	Reporting	MFMA s72	IDP/Budget	25 January 2023
56	<b>IDP/Budget 2023/24</b>	<b>3rd IDP/Budget Steering Committee</b> <ul style="list-style-type: none"> <li>Monitor compliance with budget guidelines, asses' departmental progress with budgets and decide on non-priority spending.</li> <li>Balance Draft budget /Tariff increase</li> </ul>	Draft Departmental Budgets  Budget guidelines	MFMA s53	Budget Office Manager IDP	09 February 2023

**FEBRUARY 2023**

<b>57</b>	<b>IDP 2023/24</b>	<b>District IDP Managers Forum</b>	Alignment of Fourth Review	MSA s29	IDP District Managers	February 2023
<b>58</b>	<b>Alignment</b>	<b>TIME: Technical Integrated Municipal Engagement (TIME) MGRO. Depending on national state of disaster (regulations)</b>	Sector Alignment	MSA s29	IDP/PMS & Budget Office	February 2023
<b>59</b>	<b>Alignment</b>	<b>District IDP Managers Forum</b>	Local and Provincial Alignment	MSA s29	DPLG/IDP Managers	February 2023
<b>60</b>	<b>IDP/Budget 2023/24</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		February 2023
<b>61</b>	<b>Section 72 Report</b>	Report to Ward Committees/TAF on Mid-year Performance Report	Transparency		Council Support	February 2023
<b>62</b>	<b>Advertise – Section 72 Report</b>	Mid-year performance report advertisement and placed on municipal website	Transparency	MSA s28 (2) & (3)	IDP/PMS Office	01 February 2023
<b>63</b>	<b>Annual Report 2021/22</b>	<b>Advertise Oversight Committee Schedule</b> inviting the Public to make presentations on the AR and AFS	Transparency/Public involvement	MFMA s129	IDP/PMS Office	01 February 2022
<b>64</b>	<b>Reporting –SDBIP 2022/23</b>	<b>Submit 2nd quarter Departmental SDBIP</b> report to Portfolio Committees	Oversight	MSA s46;s47;s48	IDP/PMS Office	01; 02 & 14 February 2023
<b>65</b>	<b>Annual Report 2021/22</b>	<b>Portfolio Committee Meeting</b> Submit Draft Annual Report to Portfolio Committees for inputs	Transparency	n/a	IDP/PMS Office	01; 02 & 14 February 2023
<b>66</b>	<b>SDF</b>	<b>Public Participation. Consult community on minor amendments to the SDF.</b>	Alignment and commitment	Sections 20 and 21 of the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013); 2. Sections 10, 11, 12 and 14 of the Western Cape		01 February – 31 March 2023

				Land Use Planning Act, 2014 (Act 3 of 2014); and 3. Sections 3, 4, 5 and 6 of thMunicipal Land Use Planning Ordinance, 2015		
67	Reporting-Budget	Tariff Workshop	Budget guidelines	MFMA s53	Budget Office	February 2023
68	Annual Report 2021/22	1 <sup>st</sup> Oversight Committee Meeting (MPAC)- Oversight Committee pose questions to Management to get clarity on the contents of the Annual Financial statements and the Annual Report (10:00)	Oversight	MFMA s129	IDP/PMS Office	10 February 2023
69	Reporting-Budget	Submit Section 71 monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	14 February 2023
70	Adjustments Budget 2022/23	Adjustment Budget submitted to council for approval	Approved adjustments budget	MFMA s28	Budget Office	23 February 2023
71	Annual Report 2021/22	2 <sup>nd</sup> Oversight Committee Meeting (MPAC)- Public hearings – The local community and any organ of state will be allowed to make representations on the Annual Report and AFS (10:00)	Transparency/public input	MFMA s129	IDP/PMS	24 February 2023
72	SDBIP 2023/24	Departments to Submit and Compile Draft SDBIP for 2023/2024	Draft 2021/2022		IDP and Directorates	25 February 2023
<b>MARCH 2023</b>						
73	IDP/Budget 2023/24	Budget Workshop Discussions with Role player Forums on the 2023/24 Draft Municipal Budget	Transparency/Public involvement	MFMA s22, MSA s32		07 & 08 March 2023
74	Reporting –SDBIP 2022/23	2 <sup>nd</sup> Quarter SDBIP Report to Ward Committees (For notification)	Reporting		IDP/PMS Office	March 2023

75	<b>Audit &amp; Performance Committee</b>	<b>Audit and Performance Committee Meeting</b> <ul style="list-style-type: none"> <li>Internal Audit 2nd quarter report on IA activities.</li> <li>ICT 2nd Quarter report</li> <li>Risk Management Reports</li> <li>Financial report</li> <li>Finance Staff Qualifications &amp; Experience</li> <li>Internal Audit Draft 2023/2024 Budget</li> </ul>	reporting	MFMA s166	Internal Audit	10 March 2023
76	<b>IDP/Budget 2022/23</b>	<b>4<sup>th</sup> IDP/Budget Steering Committee</b> -Dry run budget Workshop	Budget guidelines	MFMA s53	Budget Office Manager IDP	03 March 2023
77	<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)		14 March 2023
78	<b>IDP/Budget 2023/24</b>	<b>Council Budget Workshop</b> Draft Budget Workshop with Council	Participation/agreement on priorities	n/a	Budget & IDP/PMS Office	07 & 08 March 2023
79	<b>Annual Report 2021/22</b>	<b>3<sup>rd</sup> Oversight Committee Meeting (MPAC)</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	Draft Oversight report	MFMA s129	IDP/PMS Office	09 March 2022
80	<b>IDP/Budget 2023/24</b>	Discus outcomes of budget workshop	Budget guidelines	MFMA s53	Budget Office Manager IDP	March 2023
81	<b>Reporting-Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	16 March 2023

82	<b>Annual Report 2021/22</b>	<b>Oversight &amp; Annual Report</b> Adoption of Oversight report on AR & AFS by council	Approved AR & Oversight report	MFMA s129	IDP/PMS Office	23 March 2023
83	<b>Annual Report 2021/22</b>	<b>Advertise approved Annual report-</b> Place on Municipal Website	Transparency	MFMA s127;s132, s75	IDP/PMS Office	24-31 March 2023
84	<b>Annual Report 2021/22</b>	<b>Submission of Oversight &amp; Annual Report</b> Report to Provincial Treasury and Office of the Premier	Transparency/Compliance	MFMA s127;s132	IDP/PMS Office	24-31 March 2023
85	<b>IDP/Budget 2023/24</b>	<b>Council Meeting</b> Tabling of Draft IDP and Budget (Incl Draft Top Layer SDBIP 2023/24financial year)	Draft IDP/Budget & SDBIP		IDP & Budget Office	29 March 2023
86	<b>SDBIP 2022/23</b>	<b>Approval of Adjusted SDBIP 2022/23</b>	Approved Adjustment SDBIP 2022/23	MFMA s129	IDP/PMS Office	30 March 2023
87	<b>IDP/Budget 2023/24</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	29 March 2023 & 06 April 2023
88	<b>IDP/Budget 2023/24</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	29 March – 2 April 2023
89	<b>IDP/Budget 2023/24</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	29 March 2023 - 11 April 2023

**APRIL 2023**

<b>90</b>	<b>Alignment</b>	District IDP Managers Forum &/PP Com Forum	Alignment		District IDP Managers	April 2023
<b>91</b>	<b>IDP/budget Assessment</b>	Provincial / Local Interface: Municipal Budget Visits 2022 / 2023- LGMTEC 2. 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 2023
<b>92</b>	<b>IDP/Budget 2022/23</b>	<b>Public Participation</b> Present Draft IDP and Budget to ward committees	Transparency	MSA s28 (2) s17, s18; s20	Town Managers & IDP Office	April 2023
<b>93</b>	<b>Budget Assessment 2022/23</b>	Budget and Benchmark Assessments National Treasury in respect of the non-delegated municipalities and visits by the provincial treasuries in respect of delegated municipalities	Budget and Benchmark Assessment	n/a	Budget Office	April – May 2023
<b>94</b>	<b>Reporting-Budget</b>	Submit <b>Section 71 and Section 52</b> monthly reports to Mayor of municipality	Reporting	MFMA s71;s52		18 April 2023
<b>95</b>	<b>Reporting-Budget/SDBIP 2022/23</b>	<b>Council Meeting: Submit Section 71 and Section 52</b> monthly (midyear budget and Performance) reports to Mayor of the municipality, council and provincial treasury	Reporting	MFMA s72;s52	IDP/Budget	26 April 2023
<b>96</b>	<b>IDP/Budget 2023/24</b>	<b>Closing Date</b> for public comments on draft IDP and Budget	Public input	n/a	IDP & Budget Office	21 April 2023
<b>MAY 2023</b>						
<b>97</b>	<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	02; 03 & 16 May 2023

<b>98</b>	<b>Performance &amp; Audit Committee</b>	<b>Road Trip</b> - Visiting Capital and other Projects	Oversight	MSA s46;s47;s48	Internal Audit	05 May 2023
<b>99</b>	<b>IDP/Budget 2023/24</b>	<b>Council Workshop</b> Tabling of community feedback on Draft Budget and IDP	Council Input on Draft IDP	MFMA 23	IDP& Budget Office	09 May 2023
<b>100</b>	<b>Reporting-Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Reporting	MFMA s71	Budget Office	16 May 2023
<b>101</b>	<b>IDP/Budget 2021/22</b>	<b>Council Meeting</b> Approval of Final IDP, SDF and Budget	Approved IDP/Budget	MFMA s24; MSA s25	IDP& Budget Office	30 May 2023
<b>102</b>	<b>Reporting –SDBIP 2022/23</b>	Council Meeting to approve <b>3<sup>rd</sup> Quarter TL SDBIP report</b>	Reporting	MSA s46;s47;s48		30 May 2023
<b>103</b>	<b>IDP/Budget 2023/24</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	31 May 2023 – 06 June 2023
<b>104</b>	<b>IDP/Budget 2023/24</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	31 May 2023 - 13 June 2023
<b>105</b>	<b>IDP/Budget 2023/24</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	31 May 2023 - 13 June 2023
<b>106</b>	<b>IDP/Budget 2023/24</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	31 May 2023 - 13 June 2023
<b>107</b>	<b>IDP/Budget 2023/24</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	31 May 2023 -14 June 2023



**JUNE 2023**

<b>108</b>	<b>IDP/Budget 2023/24</b>	<b>District IDP Managers Forum</b>			Manager: IDP/PMS	June 2023
<b>109</b>	<b>Reporting –SDBIP</b>	<b>3<sup>rd</sup> Quarter SDBIP Report to Ward Committees (For notification)</b>	Reporting		IDP/PMS Office	June 2023
<b>110</b>	<b>Performance &amp; Audit Committee</b>	<b>Performance and Audit Committee Meeting</b> <ul style="list-style-type: none"> <li>Internal Audit 3rd quarter report on IA activities.</li> <li>Risk Management Reports</li> <li>2023/2024 Internal Audit Plan consideration</li> <li>ICT 3rd Quarter report</li> <li>Financial report</li> </ul>	Reporting	MFMA s166	Internal Audit	09 June 2023
<b>111</b>	<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)		13 June 2023
<b>112</b>	<b>SDBIP Drafting 2023/24</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	08 June 2023
<b>113</b>	<b>Performance Agreements: S57</b>	<b>Performance Agreements 2020/21:</b> Draft 2023/24 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	08 June 2023
<b>114</b>	<b>Annual Report 2022/23</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	16 June 2023

<b>115</b>	<b>Reporting: Budget</b>	Submit <b>Section 71</b> monthly reports to Mayor of municipality	Monthly reports	MFMA Section 71	Budget Office	20 June 2023
<b>116</b>	<b>SDBIP 2023/24: 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	22 June 2023 and 06 July 2023
<b>117</b>	<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	29 June 2023
<b>118</b>	<b>SDBIP 2023/24: Advertise</b>	<b>Notification of the approved SDBIP</b> and place on municipal website	Transparency/ communication	MSA s44	Manager: IDP/PMS	29 June 2023

Note:

01 July – 30 August: Compilation of Financial Statements

01 September – 29 November: Audit

Dates for council strategic session and workshops are provisional dates and will only be fixed after election of a new council.

All public participation dates are provisional and could change depending on the election of new council.

\*\*\* The time schedule represent council's key deadlines for revising the IDP and Budget, the revision of IDP may lead to amendment of the IDP.