



2021/2022 IDP/BUDGET PROCESS PLAN SCHEDULE OF MEETINGS

MILESTONE	ACTIVITIES & PURPOSE	RESPONSIBILITY	TIMEFRAME
PROCESS PLAN			
	Ordinary Council Meeting (Adoption of IDP Process Plan) Council resolution number: CR 1093/29/07/2020	Municipal Manager/CFO/ EDP General Manager	29 July 2020
	Submit Process Plan to National Treasury and Provincial Treasury	MM/CFO	07 August 2020
	Submit Annual Performance Report to AG and AFS	Municipal Manager	31 August 2020
	Draft Annual Performance Report to be inclusive of the Annual Financial Statements to Audit Committee	MM/CFO	31 August 2020
SITUATIONAL ANALYSIS			
	First Advert for IDP Rep-Forum meeting	IDP/M&E Unit	04 September 2020
	All IDP sector plans to be reviewed to commence situation analysis	All Section 57 Managers	05 September 2020
	Issue GM's with Budget Assumptions, Policy Guidelines and instructions as well as the IDP planning guidelines and requirements	Municipal Manager /CFO/IDP Unit	13 September 2020
	1 st IDP Steering Committee- held quarterly in conjunction with the IGR meeting 1 st IDP Representative Forum meeting	The Hon. Mayor Municipal Manager EDP General Manager	16 September 2020
	Submission of budget requests from Municipal departments	All section 57 Managers	30 October 2020
	Advert for IDP Community Outreach	Honorable Mayor, Municipal Manager, EDP Manager	30 October 2020
	IDP Community Outreach	Honorable Mayor, Municipal Manager, EDP Manager	16-19 November 2020
	Outreach Debriefing session	Honorable Mayor, Municipal Manager, EDP Manager	26 November 2020
	2 nd Advert for the IDP Rep-Forum	IDP Unit	20 November 2020



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	2 nd IDP Steering Committee -held quarterly in conjunction with the IGR meeting 2 nd Rep Forum <ul style="list-style-type: none"> For presentation of draft Status Quo report: Service Delivery Achievements and Identified gaps Presentation of Community needs Presentation of status quo on IDP sector plans	The Hon. Mayor/ Municipal Manager EDP General Manager	02 December 2020
EXCO SITTING	Draft IDP Status Quo Report to EXCO	The Hon. Mayor/ Municipal Manager EDP General Manager	20 January 2021
COUNCIL SITTING	Draft IDP Status Quo Report to Council for Noting	Hon. Mayor, Municipal Manager IDP/M&E Manager	28 January 2021
STRATEGIC PHASE			
	<ul style="list-style-type: none"> <u>Presentation of the Adjustment budget to Management Team Meeting</u> 	CFO	07 February 2021
	<ul style="list-style-type: none"> Mid-Year Workshop 		07-10 January 2021
	<u>All Mid-year reviews and proposals finalized and submitted to the Municipal manager</u>	<u>ALL Départements</u>	07-10 January 2021
	<ul style="list-style-type: none"> Departmental Mid-year Assessment reports to reach the Municipal Managers Offices 	All Section 57 Mangers CFO	19 January 2021
	<ul style="list-style-type: none"> Municipal Adjustment Budget, departmental request consolidated by Budget & Treasury 		
EXCO SITTING	Tabling of Annual Report and Mid-Assessment report to EXCO	Municipal Manager	20 January 2021
COUNCIL SITTING	Tabling of Annual Report, Mid-Term Assessment report and the Revised SDBIP	The Hon. Mayor/Municipal Manager	28 January 2021



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STRATEGIC PLANNING PHASE	<u>Departmental Strategic Planning Sessions</u>	<u>STANCO'S</u>	18-22 January 2021 (STANCO's to choose suitable date)
	Review of Budget policies e.g. Budget, Tariffs of charges, Property Rates, Supply Chain Management, Indigent, Dept. Collection and Credit Control.	CFO	20-24 January 2021
	<u>Strategic Plan Session</u> <ul style="list-style-type: none"> • <u>Evaluate the status quo</u> • <u>Formulate Strategies and Indicators</u> • <u>Review of Policies</u> • <u>Align indicators with Performance framework</u> 	Municipal Manager ALL Section 57 Managers IDP Unit	31 January- 04 February 2021
PROJECT AND INTERGRATION PHASE			
INTEGRATION	Integrate - interdepartmental & sector projects	All Sector Departments IDP Unit	15-18 February 2021
	Integrate all IDP sector Plans		
	Third Advert for the Rep Forum Meeting	IDP Unit	05 March 2021
	<u>3rd Steering Committee</u> - held quarterly in conjunction with the IGR meeting	The Hon. Mayor Municipal Manager EDP General Manager	17 March 2021
	<u>3rd Representative Forum Meeting</u> <u>Presentation of Strategies & Projects</u>		
	BTO Steering Committee Meeting	BTO STANCO Chairperson and CFO and GMs	12 March 2021
EXCO SITTING	2020/2021 Draft IDP and Budget to EXCO	Municipal Manager/CFO / EDP General Manager	18 March 2021
COUNCIL SITTING	Table Draft IDP and Budget to Council	The Hon. Mayor Municipal Manager EDP General Manager	26 March 2021
	Tabling of Annual Report and Oversight report for Adoption by council.	The Hon. Mayor/Municipal Manager	



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SUBMIT FOR MEC COMMENTS	Forward Draft IDP/ Budget to Department of Local Government & Traditional Affairs for MEC comments and relevant departments for comments	BTO/EDP General Manager/ IDP Unit	02 April 2021
	Advertise draft IDP, Draft Budget, Outreach Program & Tariffs	EDP General Manager/CFO BTO/ IDP Unit	02 April 2021
	IDP/Budget Outreach	EDP General Manager/CFO BTO/ IDP Unit	06-08 April 2021
	Budget outreach debriefing session	The Hon. Mayor Municipal Manager, CFO	20 April 2021
	Forth Advert for the IDP Rep Forum Meeting	IDP Unit	01 May 2021
	Align Budget to IDP re: submission made by community, Provincial Treasury, National Treasury and others	Chair Person Budget & Treasury Standing Committee/CFO	12-14 May 2021
	4 th IDP Steering Committee - held quarterly in conjunction with the IGR meeting	The Hon. Mayor Municipal Manager EDP General Manager	14 May 2021
	4 th IDP Rep Forum		
	BTO steering Committee Meeting	BTO STANCO Chairperson and CFO	18 May 2021
EXCO SITTING	Consideration of submission made by community, Provincial Treasury, National Treasury and other departments, Final IDP/Budget	The Hon. Mayor Municipal Manager EDP General Manger	22 May 2021
COUNCIL SITTING	Consideration of submission made by community, Provincial Treasury, National Treasury and other departments, Final IDP/Budget	The Hon. Mayor Municipal Manager EDP General Manger CFO	28 May 2021
PUBLICISING	Advertise the 2020/2021 Final IDP, Budget and Tariffs	BTO/EDP General Manager/IDP Unit /CFO	05 June 2021
SUBMISSION	Submit to relevant Stakeholders	IDP BTO	01 -08 June 2021