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ADOPTED 2024/2025 IDP/BUDGET AND PMS PROCESS PLAN SCHEDULE OF MEETINGS
COUNCIL RESOLUTION NUMBER: CR 433/27/07/2023

<u>IDP</u>	
<u>PMS</u>	
<u>BUDGET</u>	

MILESTONE	ACTIVITIES & PURPOSE	RESPONSIBILITY	TIMEFRAME
PROCESS PLAN			
PRE-PLANNING	Ordinary Council Meeting (Adoption of IDP Process Plan)	Municipal Manager/CFO/ Strategic Governance Manager	27 July 2023
	First Advert for IDP Rep-Forum meeting	IDP/M&E Unit	18 August 2023
	Submit Process Plan to National Treasury and Provincial Treasury	MM/CFO	04 August 2023
	Draft Annual Performance Report to be inclusive of the Annual Financial Statements to Audit Committee	MM/CFO	23 August 2023
	Submit Annual Performance Report to AG and AFS	Municipal Manager	31 August 2023
SITUATIONAL ANALYSIS	Commence review of the IDP REP Forum Stakeholder register	Municipal Manager Strategic Governance Manager /IDP Unit	07 August 2023
	1 st IDP Steering Committee- held quarterly in conjunction with the IGR meeting. 1 st IDP Representative Forum meeting/workshop.	The Hon. Mayor Municipal Manager Strategic Governance Manager	31 August 2023
	Advert for IDP Community Outreach	Honourable Mayor, Municipal Manager, Strategic Governance Manager	06 October 2023
	IDP community outreach briefing	Honourable Mayor, Municipal Manager, Strategic Governance Manager	12 October 2023
	IDP Community Outreach	Honourable Mayor, Municipal Manager, Strategic Governance Manager	16-18 October 2023
	2 nd Advert for the IDP Rep-Forum	IDP Unit	03 November 2023
	2 nd IDP Steering Committee -held quarterly in conjunction with the IGR meeting 2 nd Rep Forum meeting	The Hon. Mayor/ Municipal Manager Strategic Governance Manager	16 November 2023

	<ul style="list-style-type: none"> For presentation of draft Status Quo report: Service Delivery Achievements and Identified gaps Presentation of draft outreach report 		
BUDGET REQUESTS	Submission of budget requests from Municipal departments	All section 57 Managers	22 December 2023
MID-TERM	Mid-term Workshop		03-05 January 2024
	All Mid-term reviews and proposals finalized and submitted to the Municipal manager	<u>ALL Départements</u>	04-08 January 2024
	Mayoral Lekgotla for departmental strat plan.	<u>Municipal Manager, GMS and EXO</u>	12 January 2024
Budget policies	Review of Budget policies e.g. Budget, Tariffs of charges, Property Rates, Supply Chain Management, Indigent, Dept. Collection and Credit Control.	CFO	17-20 January 2024
EXCO SITTING	<ul style="list-style-type: none"> Draft IDP Status quo report to EXCO 	The Hon. Mayor/ Municipal Manager strategic Governance Manager	17 January 2024
	<ul style="list-style-type: none"> Tabling of Annual Report and Mid-Assessment report to EXCO 	The Hon. Mayor/ Municipal Manager strategic Governance Manager	17 January 2024
COUNCIL SITTING	<ul style="list-style-type: none"> Draft IDP Status Quo Report to Council for Noting 	Hon. Mayor, Municipal Manager Strategic Governance Manager	25 January 2024
	<ul style="list-style-type: none"> Tabling of Annual Report, Mid-Term Assessment report and the Revised SDBIP 	The Hon. Mayor/Municipal Manager Strategic Governance Manager	25 January 2024
SUBMISSION	Submit to the relevant stakeholders	Strategic Governance Unit	02 February 2024
PUBLICISING	Advertise the 2022/2023 Draft Annual Report for Public Comments	Strategic Governance Unit	02 February 2024

STRATEGIC PLANNING PHASE	Departmental Strategic Planning Sessions	<u>STANCO'S</u>	15-23 January 2024 (STANCO's to choose suitable date)
	Strategic Plan Session <ul style="list-style-type: none"> Evaluate the status quo Formulate Strategies and Indicators Review of Policies Align indicators with Performance framework 	Municipal Manager ALL Section 57 Managers IDP Unit	12-15 February 2024
	<ul style="list-style-type: none"> Departmental Mid-year Assessment reports to reach the Municipal Managers Offices Municipal Adjustment Budget, departmental request consolidated by Budget & Treasury 	All Section 57 Mangers <u>CFO</u>	19 January 2024
	<ul style="list-style-type: none"> Presentation of the Adjustment budget to Management Team Meeting 	<u>CFO</u>	12 February 2024
	<ul style="list-style-type: none"> Special EXCO: tabling of adjustment budget 	<u>CFO</u>	21 February 2024
	<ul style="list-style-type: none"> Special Council Meeting: tabling of adjustment budget 	<u>CFO</u>	28 February 2024
PROJECT AND INTERGRATION PHASE			
INTEGRATION	Integrate - interdepartmental & sector projects	All Sector Departments IDP Unit	19-29 February 2024
	Integrate all IDP sector Plans		
	Third Advert for the Rep Forum Meeting	IDP Unit	01 March 2024
	3 rd Steering Committee - held quarterly in conjunction with the IGR meeting	The Hon. Mayor Municipal Manager	14 March 2024

	3 rd Representative Forum Meeting Presentation of Strategies & Projects	Strategic Governance Manager	
	BTO Steering committee Meeting	BTO STANCO Chairperson and CFO and GM	12 March 2024
EXCO SITTING	Draft IDP, Budget and SDBIP Alignment	MMs office and BTO	04 March 2024
	2024/2025 Draft IDP and Budget to EXCO	Municipal Manager/CFO / Strategic Governance Manager	20 March 2024
COUNCIL SITTING	Table Draft IDP and Budget to Council	The Hon. Mayor Municipal Manager Strategic Governance Manager	27 March 2024
	Tabling of Annual Report and Oversight report for Adoption by council.	The Hon. Mayor/Municipal Manager	
PUBLICISING	Advertise 2022/2023 Final Annual Report and Oversight Report	Strategic Governance Unit	06 April 2024
SUBMISSION	Submit to relevant Stakeholders	Strategic Governance Unit	05 April 2024
SUBMIT FOR MEC COMMENTS	Forward Draft IDP/ Budget to Department of Local Government & Traditional Affairs for MEC comments and relevant departments for comments	BTO/Strategic Governance Manager/ IDP Unit	05 April 2024
PROJECT AND INTERGRATION PHASE	IDP/Budget Outreach	Strategic Governance Manager/CFO BTO/ IDP Unit	02-04 April 2024
	Advertise draft IDP, Draft Budget, Outreach Program & Tariffs	Strategic Governance Manager/CFO BTO/ IDP Unit	05 April 2024
	Mid-year and budget benchmark engagement for the year - 2023	Municipal Manager/CFO/Provincial Treasury	18 April 2024
	Budget outreach debriefing session	The Hon. Mayor Municipal Manager, CFO	19 April 2024
	Forth Advert for the IDP Rep Forum Meeting	IDP Unit	03 May 2024

	Align Budget to IDP re: submission made by community, Provincial Treasury, National Treasury and others	Chair Person Budget & Treasury Standing Committee/CFO	15-17 May 2024
	4 th IDP Steering Committee - held quarterly in conjunction with the IGR meeting	The Hon. Mayor Municipal Manager Strategic Governance Manager	16 May 2024
	4 th IDP Rep Forum		
	BTO steering Committee Meeting	BTO STANCO Chairperson and CFO	14 May 2024
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	17 May 2024
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	29 May 2024
PUBLICISING	Advertise the 2024/2025 Final IDP, Budget and Tariffs	BTO/Strategic Governance Manager/IDP Unit /CFO	07 June 2024
SUBMISSION	Submit to relevant Stakeholders	IDP BTO	03 -07 June 2024