

2027 – 2028 IDP/BUDGET AND PMS PROCESS PLAN SCHEDULE OF MEETINGS

IDP	
PMS	
BUDGET	

MILESTONE	ACTIVITIES & PURPOSE	RESPONSIBILITY	TIMEFRAME
PROCESS PLAN			
PRE-PLANNING	Ordinary Council Meeting (Adoption of IDP Process Plan).	Municipal Manager/CFO/ Strategic Governance Manager	30 July 2026
	First Advert for IDP Rep-Forum meeting	IDP/M&E Unit	14 August 2026
	Submit Process Plan to National Treasury and Provincial Treasury	MM/CFO	31 August 2026
	Draft Annual Performance Report to be inclusive of the Annual Financial Statements to Audit Committee	MM/CFO	12 August 2026
	Submit Annual Performance Report and AFS to AG.	Municipal Manager	31 August 2026
SITUATIONAL ANALYSIS	Commence review of the IDP REP Forum Stakeholder register	Municipal Manager Strategic Governance Manager /IDP Unit	3 -7 August 2026
	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	27 August 2026
	Advert for IDP Community Outreach	Honourable Mayor, Municipal Manager, Strategic Governance Manager	11 September 2026
	IDP community outreach briefing	Honourable Mayor, Municipal Manager, Strategic Governance Manager	17 September 2026
	IDP Community Outreach	Honorable Mayor, Municipal Manager, Strategic Governance Manager	21 – 23 September 2026
	2 nd Advert for the IDP Rep-Forum	IDP Unit	09 November 2026
	2 nd IDP Steering Committee -held quarterly in conjunction with the IGR meeting. 2 nd Rep Forum meeting For presentation of draft Status Quo report: Service Delivery Achievements and Identified gaps. Presentation of draft outreach report	The Hon. Mayor/ Municipal Manager Strategic Governance Manager	21 November 2026
	Submission of budget requests from Municipal departments	All section 57 Managers	27 January 2027
	Council Orientation training	Honourable Mayor, Municipal Manager, Strategic Governance Manager and all Section 57 Managers	25 – 27 November 2026
MID-TERM	Mid-term Workshop		06 – 08 January 2027
	All Mid-term reviews and proposals finalized and submitted to the Municipal manager	All Départements	31 January 2027

MILESTONE	ACTIVITIES & PURPOSE	RESPONSIBILITY	TIMEFRAME
PROCESS PLAN			
	Mayoral Lekgotla for departmental strat plan.	Municipal Manager, GMS and EXO	03 – 04 December 2026
BUDGET POLICIES	Review of Budget policies e.g. Budget, Tariffs of charges, Property Rates, Supply Chain Management, Indigent, Dept. Collection and Credit Control.	CFO	25 January 2027
EXCO SITTING	Draft IDP Status quo report to EXCO	The Hon. Mayor/ Municipal Manager strategic Governance Manager	19 January 2027
	Tabling of Annual Report and Mid-Assessment report to EXCO	The Hon. Mayor/ Municipal Manager strategic Governance Manager	19 January 2027
COUNCIL SITTING	Draft IDP Status Quo Report to Council for Noting	Hon. Mayor, Municipal Manager Strategic Governance Manager	26 January 2027
	Tabling of Annual Report, Mid-Term Assessment report and the Revised SDBIP	The Hon. Mayor/Municipal Manager Strategic Governance Manager	26 January 2027
SUBMISSION	Submit to the relevant stakeholders	Strategic Governance Unit	05 February 2027
PUBLICISING	Advertise the 2026 – 2027 Draft Annual Report for Public Comments	Strategic Governance Unit	05 February 2027
STRATEGIC PLANNING PHASE	Departmental Strategic Planning Sessions	STANCO'S	20 – 25 January 2027
	Strategic Plan Session - Evaluate the status quo. - Formulate Strategies and Indicators - Review of Policies - Align indicators with Performance framework	Municipal Manager ALL Section 57 Managers IDP Unit	09 – 12 February 2027
	Departmental Mid-year Assessment reports to reach the Municipal Managers Offices	All Section 57 Mangers	
	Municipal Adjustment Budget, departmental request consolidated by Budget & Treasury	CFO	12 February 2027
	Presentation of the Adjustment budget to Management Team Meeting	CFO	15 February 2027
	Special EXCO: tabling of adjustment budget	CFO	19 February 2027
	Special Council Meeting: tabling of adjustment budget	CFO	25 February 2027
INTEGRATION	Integrate - interdepartmental & sector projects.	All Sector Departments IDP Unit	31 March 2027
	Integrate all IDP sector Plans		
	Third Advert for the Rep Forum Meeting	IDP Unit	05 March 2027
	3 rd Steering Committee - held quarterly in conjunction with the IGR meeting.	The Hon. Mayor Municipal Manager Strategic Governance Manager	17 March 2027
	3 rd Representative Forum Meeting Presentation of Strategies & Projects		
	BTO Steering Committee Meeting	BTO STANCO Chairperson and CFO and GM	11 March 2027
EXCO SITTING	Draft IDP, Budget and SDBIP Alignment	MMs office and BTO	01 – 03 March 2027
	2027– 2028 Draft IDP and Budget to EXCO	Municipal Manager/CFO / Strategic Governance Manager	24 March 2027
COUNCIL SITTING	Table Draft IDP and Budget to Council	The Hon. Mayor Municipal Manager Strategic Governance Manager	31 March 2027

MILESTONE	ACTIVITIES & PURPOSE	RESPONSIBILITY	TIMEFRAME
PROCESS PLAN			
	Tabling of Annual Report and Oversight report for Adoption by council.	The Hon. Mayor/Municipal Manager	
PUBLICISING	Advertise 2026 – 2027 Final Annual Report and Oversight Report	Strategic Governance Unit	09 April 2027
SUBMISSION	Submit to relevant Stakeholders	Strategic Governance Unit	09 April 2027
PUBLICISING FOR PUBLIC COMMENTS	Advert for the draft IDP	Strategic Governance/ IDP Unit	19 March 2027
	Publicize the draft IDP for public comments.	Strategic Governance/ IDP unit	01 – 30 April 2027
PROJECT AND INTERGRATION PHASE	IDP/Budget Outreach	Strategic Governance Manager/CFO BTO/ IDP Unit	05 – 07 April 2027
	Advertise draft IDP, Draft Budget, Outreach Program & Tariffs	Strategic Governance Manager/CFO BTO/ IDP Unit	01 – 30 April 2027
	Mid-year and budget benchmark engagement for the year - 2027	Municipal Manager/CFO/Provincial Treasury	18 February 2027
	Advert for the IDP Rep Forum Meeting	IDP Unit	30 April 2027
	Align Budget to IDP re: submission made by community, Provincial Treasury, National Treasury and others	Chairperson Budget & Treasury Standing Committee/CFO	21 – 22 April 2027
	2027 – 2028 Benchmark Engagement	Municipal Manager/CFO/Provincial Treasury	11 May 2027
	4 th IDP Steering Committee - held quarterly in conjunction with the IGR meeting.	The Hon. Mayor Municipal Manager Strategic Governance Manager	13 May 2027
	4 th IDP Rep Forum		
	BTO steering Committee Meeting	BTO STANCO Chairperson and CFO	12 May 2027
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	20 May 2027
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	27 May 2027
PUBLICISING	Advertise the 2027 – 2032 Final IDP, Budget and Tariffs	BTO/Strategic Governance Manager/IDP Unit /CFO	04 June 2027
SUBMISSION	Submit to relevant Stakeholders	IDP BTO	31 May – 04 June 2027