

## IDP/BUDGET 2017/2022 PROCESS PLAN SCHEDULE MEETINGS

MILESTONE	ACTIVITIES & PURPOSE	RESPONSIBILITY	TIMEFRAME	
<b>PROCESS PLAN</b>				
	Council Adoption of the IDP Process Plan for the Development <b>2017/2022 Council Resolution - (CR 955/01/08/16)</b> Council adoption of the Budget Timetable for <b>2017/2018</b>	Municipal Manager/CFO/ EDP General Manager	01 August 2016	
	Submit Process Plan to National Treasury and Provincial Treasury	MM/CFO	01 August 2016	
	Draft Annual Performance Report to be inclusive of the Annual Financial Statements to Audit Committee	MM/CFO	22 August 2016	
<b>SITUATIONAL ANALYSIS</b>				
	All IDP sector plans to be reviewed commence situation analysis	All Section 57 Managers	05 September 2016	
	First Advert for the IDP Rep Forum meeting	IDP/M&E Unit	09 September 2016	
	Issue GM's with Budget Assumptions, Policy Guidelines and instructions as well as the IDP planning guidelines and requirements	Municipal Manager /CFO/IDP Unit	12 September 2016	
	Council Orientation Workshop	Municipal Manager ALL Section 57 Managers IDP Unit	04-08 September 2016	
	1 <sup>st</sup> IDP Steering Committee 1 <sup>st</sup> IDP Representative Forum meeting Outlining and buy – in on the process plan	The Hon. Mayor Municipal Manager EDP General Manager	23 September 2016  23 September 2016	
	Submit Process Plan to relevant authorities			
	Advertise the IDP Community Based Plan Outreach	IDP/M&E Unit	30 September 2016	
	IDP community Outreach -confirm community needs and priorities	GM : EDP IDP Unit	10-14 October 2016	
	Review of budget policies e.g. Budget, Tarrifs of charges, Property Rates, Supply Chain Management, Indigent, Dept collection and Credit control	CFO	20-October 2016	
	Second Advert for the IDP Rep Forum meeting	IDP Unit	21October 2016	
	Submission of budget requests from Municipal departments	All section 57 Managers	31 October 2016	
	2 <sup>nd</sup> IDP Steering Committee 2 <sup>nd</sup> IDP Rep Forum	The Hon. Mayor Municipal Manager GM : EDP	31 October 2016	
	Draft status quo report <ul style="list-style-type: none"> <li>• service Delivery achievements and identified gaps</li> <li>• Presentation of community needs</li> <li>• Presentation of status quo on IDP sector plans</li> </ul>	IDP Unit ALL Departments		
	<b>EXCO SITTING</b>	Draft IDP Status Quo Report to EXCO	The Hon. Mayor/ Municipal Manager EDP General Manager	05 December 2016
	<b>COUNCIL SITTING</b>	Draft IDP Status Quo Report to Council for noting	The Hon. Mayor/ Municipal Manager EDP General Manager	09 December 2016

PROJECTS & PRIORITISATION PHASE			
	<ul style="list-style-type: none"> <li>• <u>Presentation of the Adjustment budget to Management Team Meeting</u></li> </ul>	CFO	<u>10 January 2017</u>
	<ul style="list-style-type: none"> <li>• <u>All project proposals finalized and submitted to the Municipal manager</u></li> </ul>	ALL Departments	<u>14 January 2017</u>
	<ul style="list-style-type: none"> <li>• Departmental Mid-year Assessment reports to reach the Municipal Managers Offices</li> </ul>	All Section Mangers 57	17 January 2017
	<ul style="list-style-type: none"> <li>• <u>Municipal Adjustment Budget, departmental request consolidated by Budget &amp; Treasury</u></li> </ul>	CFO	
	<ul style="list-style-type: none"> <li>• Mid-Year Workshop</li> </ul>		15-18 January 2017
EXCO	Tabling of Annual Report, Mid-Assessment report	Municipal Manager	23 January 2017
STRATEGIC PLANNING PHASE	<u>Departmental Strategic Planning Sessions</u>	STANCO'S	<u>09-26 January 2017</u> (STANCO's to choose suitable date)
	<u>Strategic Plan Session</u> <ul style="list-style-type: none"> <li>• <u>Evaluate the status quo</u></li> <li>• <u>Formulate Strategies and Indicators</u></li> <li>• <u>Review of Policies</u></li> <li>• <u>Align indicators with Performance framework</u></li> </ul>	Municipal Manager ALL Section 57 Managers IDP Unit	<u>05-08 February 2017</u>
COUNCIL SITTING	<ul style="list-style-type: none"> <li>• Tabling of Annual Report, Mid-Assessment report</li> <li>• Draft IDP Status Quo Report to Council</li> </ul>	The Hon. Mayor/Municipal Manager EDP General Manager	27 January 2017
INTEGRATION	Integrate - interdepartmental & sector projects	All Sector Departments IDP Unit	15-19 February 2017
	Integrate all IDP sector Plans		
	Third Advert for the Rep Forum Meeting	IDP Unit	03 March 2017
	BTO STANCO	CFO	13 March 2017
	<u>3<sup>rd</sup> steering Committee</u> <u>3<sup>rd</sup> Representative Forum Meeting</u> <u>Presentation of Strategies &amp; Projects</u>	The Hon. Mayor Municipal Manager EDP General Manager	13 March 2017
EXCO SITTING	Draft IDP and Budget to EXCO	Municipal Manager/CFO / EDP General Manager	20 March 2017
COUNCIL SITTING	Table Draft IDP and Budget to Council	The Hon. Mayor Municipal Manager EDP General Manager	24 March 2017
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	31 March 2017
	Advertise draft IDP, Draft Budget, Outreach Programme & Tariffs	EDP General Manager BTO/ IDP Unit	31 March 2017
	IDP/Budget Outreach	EDP General Manager BTO/ IDP Unit	10-13 April 2017
	Forth Advert for the IDP Rep Forum Meeting	IDP Unit	21 April 2017
	<u>4<sup>th</sup> IDP Steering Committee</u> <u>4<sup>th</sup> IDP Rep Forum</u>	The Hon. Mayor Municipal Manager	04 May 2017

		EDP General Manager	
	Align Budget to IDP re: submission made by community, Provincial Treasury, National Treasury and others	Chair Person Budget & Treasury Standing Committee/CFO	02-05 May 2017
<b>EXCO SITTING</b>	Consideration of submission made by community, Provincial Treasury, National Treasury and other departments, Final IDP/Budget	The Hon. Mayor Municipal Manager EDP General Manager	22 May 2017
<b>COUNCIL SITTING</b>	Consideration of submission made by community, Provincial Treasury, National Treasury and other departments, Final IDP/Budget	The Hon. Mayor Municipal Manager EDP General Manger	29 May 2017
<b>PUBLICISING</b>	Advertise the Approved IDP, Budget and Tariffs and	BTO/EDP General Manager/IDP Unit	02 June 2017
<b>SUBMISSION</b>	Submit to relevant Stakeholders	IDP BTO	01 -08 June 2017