

ACTION PLAN

IDP/PMS AND BUDGET PROCESS PLAN 2020-2021

NO.	DATE	STRATEGIC ACTIVITIES	CO-ORDINATING UNIT/Official
1.	JULY	PLANNING PHASE	
	01-31-July 2019	Review the Budget Process	CFO
2.	AUGUST	PLANNING PHASE	
	13 August 2019	Start preparing Medium Forecast and determine Budget Assumption to be used	CFO
	13 August 2019	Looking at draft process plans for alignment with district	IDP Manager
	15 August 2019	EXCO : Considers and Note the Draft IDP/Budget Process Plan	IDP Manager
	15 August 2019	Tabling of Fourth Quarter Performance 2018-2019	PMS Manager/M.M
	29 August 2019	COUNCIL: Considers and adopt the Final IDP/PMS and Budget Process Plan	M.M/MAYOR
	31 August 2019	Submit Annual Performance Report/AFS to the Auditor General	PMS Manager/M.M/CFO
	31 August 2019	Advertising of the IDP & Budget Process Plan on Website, Local Newspaper and Public Amenities such as Public Libraries, Municipal Offices etc.	IDP Manager
3.	SEPTEMBER	ANALYSIS PHASE	
	04 September 2019	Establishment of IDP/PMS and Budget Steering Committee	MM/CFO/ALL Directors
	09 September 2019	MEETING WITH DIRECTORS AND MANAGERS: Directorates to be provided with the current Baseline Operating Medium Term Expenditure Forecasts (MTEF)2020 through 2021 that are to be used as a basis for the development of new Operating Medium Term Expenditure	CFO
	11 September 2019	DIMAFO	Mayor
	23 September 2019	Hosting IGR Forum	MM/IDP Manager
	25 September	IDP Representative Forum	MM/IDP Manager
	26 September 2019	Check with National, Provincial Governments and District Municipality for any adjustments to projected allocations for the next three years.	CFO
	27 September 2019	Review of Municipal Profile	MM
4.	OCTOBER	STRATEGY PHASE	
	16-18 October 2019	Commencement of Ward Based Planning Engagements (Prioritisation of Community needs per wards)	MM/IDP Manager//Public Participation
	23 October 2019	First quarter informal performance review	MM/ all Directors
	25 October 2019	Review current tariffs, receive requested changes from directorates and prepare options for consideration	CFO
	31 October 2019	SUBMISSION OF BASELINE BUDGETS AND SUPPLEMENTAL REQUESTS FROM DIRECTORATES: Final date for submission of all Baseline Operating Budgets, Capital Budgets and Operational plans by Directorates to the budget office.	CFO
	31 October 2019	Tabling of First Quarter Performance Report 2019/20	MM/PMS
5.	NOVEMBER	STRATEGY PHASE	
	November 2019	Finalise Medium Term Forecast	CFO
	November 2019	Capital and Operational Briefing Session with Directorates	Budget
	November 2019	Distribution of the Capital Budget Template to Directorates	All Directors

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	November 2019	Directorates commence with the Preparation of Capital Budgets	All Directors
	20 November 2019	DIMAF0	Mayor
	27 November 2019	IDP Representative Forum	MM/IDP Manager
	29 November 2019	Hosting IGR Forum	MM/IDP Manager
6.	DECEMBER	STRATEGY/PROJECTS PHASE	
	December 2019	Identification new project	All Directorate
	December 2019	Briefing Sessions with Directorates: Capital and Operational	BTO
	December 2019	Distribution of templates to Directorates: Capital Budget	All Directorates
	December 2019	Directorates Commence with the Preparation of Capital Budgets	All Directorates
	12 December 2019	COUNCIL: Report on community needs. Present audited Financial Statements and Audit report from the Auditor-General for the 2018/2019 financial year	MMM/MAYOR
7.	JANUARY	PROJECT/ INTEGRATION PHASE	
	23 January 2020	Second Quarter Formal Performance review	MM/All directors
	30 January 2020	COUNCIL: Consider Mid-Year Assessment for the first half of the Financial Year. Adjustment Budget, and Second Quarter Performance Report	MMM/MAYOR (IDP/ PMS/ BUDGET)
	31 January 2020	Directorates finalise and submit their Draft Operational Budgets to the Budget Office	All Directorates
8.	FEBRUARY	PROJECT/ INTEGRATION PHASE	
	03-06 February 2020	Institutional Strategic Planning Review of the development strategies, Mid-Year Assessment	All Directorates
	12 February 2020	DIMAF0	Mayor
	14 February 2020	IDP/PMS and Budget Steering to consider proposed amendment to IDP- Annual Budget,	Budget/ IDP Manager/PMS
	25 February 2020	Mid-year engagement with Treasury	MM/CFO
	27 February 2020	COUNCIL MEETING: Table in a special council meeting the adjustments budget for mid-year	MM/MAYOR
	28 February 2020	Check with National, Provincial Governments and District Municipality for any adjustments to projected allocations for the next three years.	CFO
9.	MARCH	PROJECT/ APPROVAL PHASE	
	10 March 2020	IDP/PMS/BUDGET STEERING COMMITTEE: FINAL ALIGNMENT OF IDP WITH BUDGET	IDP MANAGER, CFO, BUDGET MANAGER
	11 March 2019	Hosting IGR Forum	MM/IDP Manager
	12 March 2020	IDP Rep Alignment of Sector Plans	MM/IDP Manager
	26 March 2020	COUNCIL: Consider proposed Draft IDP And Budget	MMM/MAYOR (Budget/ IDP/ PMS)
	30 March 2020	Advertise the Draft IDP on Website, Local Newspaper and Public Amenities such as Libraries, Municipal Offices etc.	IDP
	30 March 2020	Submit to National Treasury, Provincial Treasury and the MEC responsible for Local Government the Annual Financial Statements, the 2018/19 audit report and any corrective action taken in response to the findings of the audit report.	MUNICIPAL MANAGER, MAYOR
10.	APRIL	PROJECT/ APPROVAL PHASE	
	30 March 2020	Submit draft budgets in required form to NT, Provincial Treasury	CFO

NO	DATE	STRATEGIC ACTIVITIES	CO-ORDINATING UNIT/OFFICIAL
	21-23 April 2020	Commitment of IDP & Budget Review Roadshow	IDP, Budget
	21 April 2020	Check with National, Provincial Governments and District Municipality for any adjustments to projected allocations for the next three years.	CFO
	28 April 2020	Third Quarter Informal Performance Review	MM/All Directors
	29 April 2020	Draft budget engagement with treasury	CFO
	30 April 2020	Directates are to provide a list of Capital Projects to be rolled over for inclusion in the 2020/21 Budget to the budget office and cash balances forward for grant projects.	ALL DIRECTORS
11.	MAY	APPR/AL PHASE	
	08 May 2020	Hosting GR Forum	MM/IDP Manager
	14 May 2020	IDP/budget and PMS Steering Committee: Consider IDP/Budget Road shows Report, Draft Final IDP and Budget Report	IDP/ Budget
	15 May 2020	IDP Re	MM/IDP Manager
	19 May 2020	DIMAF	Mayor
	28 May 2020	COUNCIL: Consider and adopt Final IDP And Budget	MM/MAYOR (IDP/ Budget)
	29 May 2020	Advertise the Final IDP on Website, Local Newspapers and Public Amenities such as Libraries, Municipal Offices etc.	MM/IDP Manager
12.	JUNE	MONITORING AND EVALUATION PHASE	
	12 June 2020	Submit rat SDBP to the Mayor for approval	IDP/ PMS
	15 June 2020	Councils, Executive Management Team briefing session. (Confirm responsibilities and dates of meetings)	Municipal Manager
	15 June 2020	Submit 20-21 IDP/ Budget to the MEC and relevant departments	IDP/ Budget
	18 June 2020	Stakeholder engagement meeting	MAYOR
	29 June 2020	Submit SBIP to the Mayor for approval	IDP/PMS
	29 June 2020	Procurement Plans	CFO
	29 June 2020	IDP & Annual Budget reports to National, Provincial Treasury and the District municipality.	CFO
3.	JULY	MONITORING AND EVALUATION PHASE	
	17 July 2020	Fourth Quarter Performance review	MM/All Directors
	31 July 2020	Annual Performance Review	MM/All Directors