



GREATER GIYANI MUNICIPALITY

**IDP AND BUDGET PROCESS PLAN FOR THE REVIEW OF 2020/21 IDP AND BUDGET AND THE DEVELOPMENT OF 2021/22 IDP/BUDGET.**

**1. PREPARATORY PHASE**

<b>DATE</b>	<b>ACTIVITIES</b>	<b>ROLE PLAYERS</b>
July 2020	Development of the draft IDP/Budget process plan.	MM, Directors and Managers
09/07/20	Submission of process plan to IDP/BUDGET steering committee	IDP Manager
23/07/20	Submission of draft process plan to portfolio committee for planning and development	Director planning and development
22/07/20	Submission of draft process plan to (EXCO)	Head planning and development CLLR. Director planning and development
29/07/20	Tabling of process plan to council	Mayor
<b>2.ANALYSIS PHASE</b>	<b>ANALYSIS PHASE</b>	<b>ANALYSIS PHASE</b>
01AUGUST 2020-31 <sup>st</sup> AUGUST 2020	(A)Legal framework analysis (b)Leadership guidelines (c)Municipal technical development analysis (d)community and stakeholder analysis (e)Environmental analysis (f)institutional analysis (g)spatial analysis (h) economic analysis (i) socio-economic analysis (j)in-depth analysis and identification of key developmental priorities	MM, Directors and managers
07/10/20	IDP/BUDGET steering committee meet to review all technical information submitted from various department	MM, Directors and managers



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	Consolidation of all relevant information	IDP manager
	Preparation and circulation of the draft analysis phase to all department for their confirmation	IDP manager
10-11/09/20	District engagement on analysis phase	MM, director planning and IDP manager
08/10/2020	Draft status quo information submitted to IDP rep forum meeting	Mayor, portfolio head and director planning and development
13/10/2020	Draft status quo submitted to portfolio committee	Director planning and chairperson portfolio committee
22/10/20	Draft status quo report submitted to (EXCO)	Head portfolio committee for planning and director planning and development.
28/10/20	Tabling of draft analysis phase report to council for noting	Mayor
<b>3 .STRATEGY PHASE</b>	<b>STRATEGY PHASE</b>	<b>STRATEGY PHASE</b>
1 <sup>ST</sup> NOVEMBER 2020-DECEMBER 31 <sup>ST</sup> 2020	Preparation of strategic planning session	MM, Directors and managers
10/11/2020	Steering committee meeting to outline the process and approach for the strategic planning session	Steering committee
25/11/20	Planning and logistics of the strategic planning	IDP manager
26/11/20	District engagement on strategy phase	
	Circulation of invitation	IDP Manager
9-11 /12/20	Strategic planning session	Mayor,MM,Directors,Tihosi,EXCO,Chairpersons of committees and sector departments
<b>4.PROJECT PHASE</b>	<b>PROJECT PHASE</b>	<b>PROJECT PHASE</b>
11 JANUARY 2021	Steering committee prepare for the project phase	Steering committee



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14/01/21	Technical committee meetings per cluster meetings	Directors, Managers , sector department and MDM
18/01/21	Identification of projects and costing	BTO,planning and development
21/01/21	Draft IDP projects presentation to technical committee	MM, Directors and managers
29/01/21	Tabling of annual report to council	Mayor, MM
25/01/21	District engagement on project phase	MM, director planning and IDP manager
18/03/21	Presentation of draft projects to IDP REP forum	Mayor.EXCO, all councillors Ward committees,all stakeholders
<b>5.INTERGRATION PHASE</b>	<b>INTERGRATION PHASE</b>	<b>INTERGRATION PHASE</b>
15/03/21	Joint portfolio committee for governance, finance and planning meet to consider draft budget,IDP,tariff ' budget related policies structure and organisational structure	Members of the portfolio committees,Directors and managers
19/03/21	EXCO meeting to consider draft IDP/budget,tariff,budget related policies and organisational structure	EXCO,MM and directors
26/03/21	Draft IDP/Budget tabled to council	Council
31/03/21	Submit IDP to COGHSTA,NT	MM
01/04/21	Publication of the notice of draft IDP and Budget in the newspaper, website for 21 days calling for comments.	IDP Manager, communities and stakeholders
12-30/04/21	Public participation programme per cluster	PP Manager,Mayor,all councillors and stakeholders
05-32/04/2021	Treasury budget benchmarking	NT,PT , COGTA and COGHSTA



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6 .APPROVAL PHASE	APPROVAL PHASE	APPROVAL PHASE
07/05/21	Consider all the inputs from community and relevant stakeholders	Mayor, IDP/steering committee
20/05/21	Presentation of final draft IDP/budget to IDP REP forum	Mayor, EXCO and stakeholders
11/05/21	Tabling of final draft to joint portfolio committees	Head of portfolio committees, Director and managers
21/05/21	Submission of draft IDP/Budget to EXCO	Mayor, head of portfolios MM and directors
27/05/21	Consideration of final IDP and budget by council	Mayor, EXCO and council
30/05/21	Issue public notice on the adoption of final IDP/Budget in the newspaper, website and municipal notices.	MM
31/05/21	Submission of the final IDP/BUDGET to MEC COGHSTA, national and provincial treasury AG, MDM (10 days after adoption)	MM

**BUDGET AND REPORTING TIME TABLE**

DATE	ACTIVITY	ROLE PLAYERS
01 JULY 2020-30/07/21	Preparation of AFS	MM, CFO, Directors and steering committee
28 AUGUST 2020	Audit committee approves AFS	CFO, PMS internal audit and audit committee
05/11/2020-31/12/20	Submission of personnel information requirements	MM, CFO and directors
15/01/21	MID-YEAR Performance assessment visit.	MM, CFO, directors and managers
22/01/21	MID-YEAR assessment submitted to EXCO	MM/MAYOR
01/02-28/02/21	Budget Adjustment Preparation	Management
26/02/21	Council adopts Budget Adjustment	Council



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31/03/21	Submission of Budget Adjustment to Coghsta and National and Provincial Treasuries.	MM
01/03/21	Adjustment of SDBIP	Council
	Submission of the Adjusted SDBIP to Coghsta and National and Provincial Treasuries.	MM
09/04/21	Publication of the Adjustment Budget to the National Newspaper.	MM
01/03/21	Preparation of draft budget	Steering committee
10/03/21	Review of past financial year operations and performance and make revenue projections for MTREF	CFO, steering committee
15/03/21	Evaluation of revenue projection for MTREF and tariff structure adjustment	CFO and steering committee
19/03/21	Draft budget , budget related policies, tariff structure and organisational structure submitted to EXCO	EXCO ,MM, portfolio head and Director planning
26/03/21	Council adopts draft budget	Council
	Submission of Draft Budget to Coghsta and National and Provincial Treasuries.	MM
31/03/20		
01/04/2020	Publication of the Draft Budget to National Newspaper	MM
12-30/04/2021	Public Participation programme	Speaker of the Council, mayor and councillors.
05-30/04/21	Treasury budget benchmarking	Treasury, COGHSTA, MM. CFO, Directors and managers
05/04/21	Draft SDBIP to the Mayor	Mayor
07/04/21	Submission of Draft SDBIP to Coghsta and National and Provincial Treasuries.	MM
07/05/21	Consider all inputs from community and stakeholders	Steering committee, IDP and budget manager



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20/05/21	Presentation of final draft IDP/Budget to IDP REP FORUM	Mayor and stakeholders
11/05/21	Tabling of final draft Budget to joint portfolio committees planning and finance	Planning and finance portfolio committees
21/05/21	EXCO consider final draft budget	Mayor and EXCO
27/05/21	Tabling of final BUDGET	Mayor
31/05/21	Submission of Final Budget to Coghsta and National and Provincial Treasuries.	MM
02/06/21	Publication of the Final Budget to National Newspaper	MM
24/06/21	Final SDBIP signing	Mayor
29/06/21	Submission of Final SDBIP to Coghsta and National and Provincial Treasuries.	MM

**RISK MANAGEMENT COMMITTEE TIME SCHEDULE**

DATE	ACTIVITY	ROLE PLAYERS
15 OCTOBER 2020	Risk management committee	MM all directors and managers
19 January 2021	Risk management committee	MM, Directors and managers
15 April 2021	Risk management committee	MM, Directors and managers
14 May 2021	Risk management committee	MM, Directors and managers
13 July 2021	Risk management committee	MM, Directors and managers



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**PMS, AUDIT COMMITTEE AND MPAC KEY SCHEDULES**

DATE	ACTIVITY	ROLE PLAYERS
14 July 2020	MPAC meetings probing of report referred to it by council	MPAC, researcher
18 August 2020	Review of fourth quarter SDBIP	MPAC and researcher
08 October 2020	4 <sup>th</sup> quarter oversight visit	MPAC and researcher
10 December 2020	Project visits	MPAC and researcher
21-22 January 2021	MPAC strategic planning	MPAC, EXCO, Directors, PMT, COGHSTA, AG, MM and SALGA
26 February 2021	Consider MID –year reports	MPAC and researcher.
11 March 2021`	Public participation on the annual report	Stakeholders MPAC and MPAC researcher
17 March 2021	Public hearing on annual report 19/20	EXCO, ward committees, councillors, AG, all stakeholders
30 March 2021	Presentation of oversight report on annual report 19/20 to council	Council and all stakeholders
21 June 2021	MPAC EXCO hearing	EXCO, MPAC and researcher
23 June 2021	Compilation of annual plan to council	MPAC and researcher

**PERFORMANCE MANAGEMENT SYSTEM KEY SCHEDULE**

DATE	ACTIVITIES	ROLE PLAYERS
23 July 2020	Signing of 2020/21 SDBIP	<b>Mayor</b>
28 August 2020	Placing all section 52 reports on the website	PMS
28 August 2020	Placing on the website the SDBIP	PMS
28 August 2020	Place performance agreements on the website and submit to the MEC COGHSTA	PMS
31 August 2020	Submit annual performance report to AG	MM, PMS



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25 September 2020	Consider section 71 reports	PMS
30 October 2020	Preparation for the development of annual report	PMS
30 November 2020	Placement of section 52 report on the Website	PMS
18 December 2020	Finalization of the first draft of annual report	PMS
20 January 2021	Finalise APR	PMS
22 January 2021	Finalize section 72 report and submit to relevant offices to assess if is necessary to do budget adjustment	PMS,BTO
25 January 2021	Table to council annual report for the year ending 30 June	PMS,council
29 January 2021`	Make public annual report and invite comments from local community and submit the report to AG	MM,PMS
05 February 21	Placing of annual report on the website	PMS
26 March 2021	Present to council oversight report on annual report to council with recommendations	PMS, council
09 April 2021	Make public annual report through the website	PMS
	Review SDBIP	PMS
18 June 2021	Submission of draft SDBIP to the mayor	PMS
24/06/21	Approve the final SDBIP	Mayor
29 06/21	Submission of final SDBIP to COGHSTA and Treasury	MM

**AUDIT COMMITTEE KEY SCHEDULES**

DATE	ACTIVITIES	ROLE PLAYERS
03/08/ 2020	Audit committee meeting to give progress on the management report Audit plan	AC,MM,Directors, AG,COGHSTA,SALGA,NT and MPAC
24 August 2020	Special audit committee meeting(1 <sup>st</sup> quarter report)	APAC,MM,Directors,Chairperson MPAC,COGHSTA and treasury
02 November 2020	2 <sup>nd</sup> quarter meeting	APAC,MM,Directors,Chairperson MPAC,COGHSTA and treasury





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05 February 2021	3 <sup>rd</sup> quarter meeting	APAC,MM.Directors,managers MPAC,COGHSTA and treasury
29 March 2021	Submission of draft IDP and Budget to internal audit for auditing	Internal audit
06 May 2021	Audit committee meeting	APAC,MM,Directors,managers MPAC,COGHSTA and treasury

LIST OF ACRONYMS USED.

ABBREVIATION	EXPLANATION
AFS	Annual financial statements
AGSA	Auditor general South Africa
AG	Auditor general
APR	Annual performance report
AR	Annual report
AO	Accounting officer
APAC	Audit & performance audit committee
CFO	Chief financial officer
COGHSTA	Cooperative governance human settlement and traditional affairs
DCOG	Department of cooperative governance
IDP	Integrated development plan
IA	Internal audit
IGR	Intergovernmental relations
MEC	Member of executive council
MFMA	Municipal finance management act
MM	Municipal manager
NT	National treasury
MPAC	Municipal public accounts committee
MSA	Municipal systems act
MTEF	Medium term expenditure framework
PMS	Performance management system
SALGA	South African local government association
SBBIP	Service delivery and budget implementation plan