



2023-2024

IDP/BUDGET REVIEW FRAMEWORK & PROCESS PLAN



Table of content

(i) List of Acronyms.....	3
1. INTRODUCTION.....	5
1.1 Content of the IDP/Budget Performance Process Plan	5
2 Phases and Activities of the IDP/Budget Process Plan.....	6
2.1 Structures that manage/drive the IDP and Budget process	7
2.1.1 Functions and context of public participation	13
2.1.2 Mechanism and Procedures for Public Participation Process	13
2.1.3 Procedures for participation	14
3. Activity Flow.....	14
4. Time Schedule for Municipal Planning Process	15
4.1 IDP Review Time Schedule.....	15
4.2 Performance Management Time Schedule	21
4.3 Audit & Performance Audit Committee Time Schedule	31
4.4 Budget and Reporting Time Schedule.....	33
4.5 Risk Management Committee Time Schedule.....	35
4.6 Executive Committee Meetings Timeframes (EXCO).....	36
4.7 Extended Executive Committee Meetings Timeframes (Extended EXCO)	38
4.8 Speaker’s Office - Magoshi Forum Time Schedule.....	38
5. Monitoring of the Process.....	39

(i) List of Acronyms

Abbreviations	Explanation
AFS	Annual Financial Statements
AGSA	Auditor General of South Africa
AG	Auditor General
AR	Annual Report
AO	Accounting Officer
APAC	Audit & Performance Audit Committee
CFO	Chief Financial Officer
DCFO	Deputy Chief Financial Officer
CEO	Chief Executive Officer
COGHSTA	Department of Cooperative Governance, Human Settlement and Traditional Affairs
DCoG	Department of Cooperative Governance
DPME	The Presidency Department of Planning Monitoring and Evaluation
DWA	Department of Water Affairs
EM	Executive Mayor
FFC	Financial and Fiscal Commission
HOD	Head of Department
ICT	Information and Communication Technology
IDP	Integrated Development Plan
IA	Internal Audit
IGR	Intergovernmental Relations
LED	Local Economic Development
MAYCO	Mayoral Committee
MMC	Member of Mayoral Committee
MEC	Member of Executive Council
MFMA	Municipal Finance Management Act
MM	Municipal Manager

Abbreviations	Explanation
MPAC	Municipal Public Account Committee
MSA	Municipal Systems Act
MTEF	Medium Term Expenditure Framework
NGO	Non-Governmental Organization
PHA	Polokwane Housing Association
PLM	Polokwane Local Municipality
PIMS	Planning and Implementation Management Support
PMS	Performance Management System
PPP	Public Private Partnership
SALGA	South African Local Government Association
SBU	Strategic Business Unit
SDBIP	Service Delivery and Budget Implementation Plan

1. INTRODUCTION

Section 28 of the Municipal System Act, 32 of 2000 requires that each Municipal Council adopts a process plan that would guide the planning, drafting, adoption and review of the IDP, Budget and Performance.

The Process Plan should have clear and established mechanism, procedures and processes to ensure proper consultation with the local communities.

It should indicate clearly how the IDP process will unfold, who will be responsible for what, time frames and milestones will be set, and a budget will be aligned to the Programme.

Section 21 of the Municipal Finance Management Act no 56 of 2003 also provides the following:

The mayor of a municipality must—

(1) (b) at least **10 months** before the start of the budget year, table in the municipal Council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget.

1.1 Content of the IDP/Budget Performance Process Plan

Polokwane Municipality IDP/Budget/Performance Process Plan is outlined as follows:

- Phases and activities of the processes.
- Structures that will manage the planning process and their respective roles.
- Public/Community Participation.
- Time schedule for the planning process; and
- Monitoring of the process

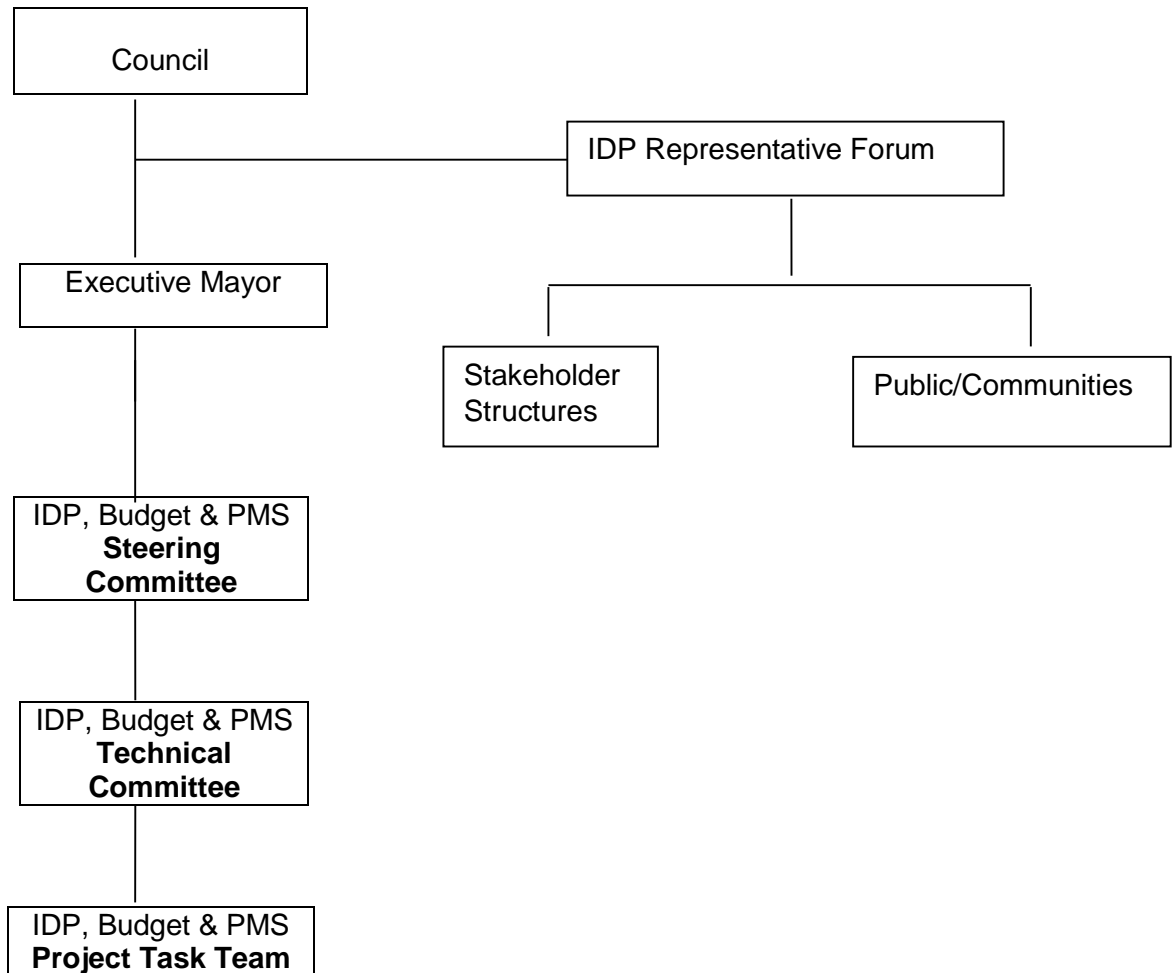
2 Phases and Activities of the IDP/Budget Process Plan

The table below shows the **phases/stages** of the IDP Process and Activities entailed for the review of the IDP:

Stages/Phases of the IDP Process		
	IDP Phases	Activities
1	Preparatory Phase	<ul style="list-style-type: none"> ▪ Identification and establishment of stakeholders and/ or structures and sources of information. ▪ Development of the IDP Framework and Process Plan.
2	Analysis Phase	<ul style="list-style-type: none"> ▪ Compilation of levels of development and backlogs that suggest areas of intervention.
3	Strategies Phase	<ul style="list-style-type: none"> ▪ Reviewing the Vision, Mission, Strategies and Objectives
4	Projects Phase	<ul style="list-style-type: none"> ▪ Identification of possible projects and their funding sources.
5	Integration Phase	<ul style="list-style-type: none"> ▪ Sector plans summary inclusion and programmes of action.
6	Approval Phase	<ul style="list-style-type: none"> ▪ Submission of Draft IDP to Council ▪ Road show on Public Participation and publication ▪ Amendments of the Draft IDP according to comments. ▪ Submission of final IDP to council for approval and adoption.

2.1 Structures that manage/drive the IDP and Budget process

The following diagram is a schematic representation of the organization structure that drives the IDP/Budget Process:



The following structures will be responsible to **develop, implement and monitor** the IDP/Budget/PMS of Polokwane. Polokwane Municipality's IDP, Budget and Process have been aligned as indicated in the table below:

Structure that manage/drive the IDP/BUDGET/PMS Process		
Structure	Composition	Role
Council	Members of Council (Chair: Speaker)	<ul style="list-style-type: none"> ➤ Make Final decisions. ➤ Consider and adopt Framework/process plan. ➤ Consider, adopt and approve the IDP/Budget before the start of the financial year.
Executive Mayor	Executive Mayor	<ul style="list-style-type: none"> ➤ Manage the drafting of the IDP review. ➤ Assign responsibilities in this regard to the Municipal Manager. ➤ Submit the process plan to Council for adoption. ➤ Submit the draft and final reviewed IDP to the Council for adoption and approval. ➤ The responsibility for managing the draft of the IDP is assigned to the Office of the Municipal Manager.
Municipal Manager	Municipal Manager	<p>Municipal Manager has the following responsibilities:</p> <ul style="list-style-type: none"> ➤ Preparation of the Process Plan. ➤ Day to day management and coordination of the IDP Process in terms of the timeframes, resources and people. ➤ Ensuring involvement of all relevant role-players, especially management officials, to ensure that timeframes are being adhered to. ➤ That the planning process is horizontally and vertically aligned and complies with National and Provincial requirements. ➤ That community is provided with the opportunity to participate in the drafting of the IDP and also to ensure that their needs are documented in the IDP.

Structure that manage/drive the IDP/BUDGET/PMS Process

Structure	Composition	Role
<p>IDP/Budget & PMS Steering Committee</p>	<ul style="list-style-type: none"> • Executive Mayor, • Chairpersons of Portfolio Committees (all MMC's), • MPAC Chairperson • Ethics Chairperson • Chairperson: Geographic Names • Municipal Manager • All Directors • PHA: CEO • Manager: IDP • Manager: Budget • Manager: PMS • Manager: Risk Management • Chief Audit Executive Manager: MM Office • Manager: E.M Office • Manager: ICT • Manager: Communication <p align="center">(Chair: Executive Mayor)</p>	<p align="center">Function of the IDP Steering Committee</p> <ul style="list-style-type: none"> ➤ Provide political oversight in the development of IDP/Budget/PMS. ➤ Supervise the implementation of the IDP/Budget/PMS. ➤ Lead the IDP /Budget Public Participation process. ➤ Responsible for the submission of the IDP/Budget/PMS to Mayoral Committee for recommendation to Council.
<p>IDP/Budget & PMS Technical Committee</p>	<ul style="list-style-type: none"> • Municipal Manager, • All Directors, • PHA: CEO • Manager: IDP • Manager: Budget • Manager: PMS • All Managers <p align="center">(Chair: Municipal Manager)</p>	<p align="center">Function of the IDP Technical Committee</p> <ul style="list-style-type: none"> ➤ Contribute technical expertise in the consideration and finalization of the strategies and identification of projects. ➤ Provide departmental operation and capital, budgetary information. ➤ Responsible for the project proposals. ➤ Responsible for the preparation and integration of projects and sector programmes. ➤ Responsible for preparing amendments for the IDP/Budget/PMS review.

Structure that manage/drive the IDP/BUDGET/PMS Process

Structure	Composition	Role
		<ul style="list-style-type: none"> ➤ Responsible for organizing public consultation and participation.
IDP Operation Task Team	<p align="center"><u>IDP</u></p> <p>Manager: IDP Manager: Budget Manager: PMS Manager: Revenue Manager: Legislative Support Manager: PMU</p> <p align="center">(Chair: Director: SPME)</p>	<p align="center"><u>IDP</u></p> <ul style="list-style-type: none"> ➤ Implement the Process Plan. ➤ Provide analysis of relevant technical and sector information. ➤ IDP consultation with various sectors (Sector Forum). ➤ Preparations for all IDP meetings. ➤ Ensures documentation of the results of the review of the IDP document. ➤ Ensures that amendments are made in the draft IDP to the satisfaction of the IDP Steering Committee.
Budget Task team	<p align="center"><u>BUDGET</u></p> <ul style="list-style-type: none"> • CFO • Deputy: CFO • Manager: Budget • Manager: Revenue • Manager: Expenditure • Manager: Assets • Manager: SCM • Manager: IDP • Manager: PMS • Manager: PMU <p align="center">(Chair: CFO)</p>	<p align="center"><u>BUDGET</u></p> <ul style="list-style-type: none"> ➤ Implement the budget Process Plan. ➤ Provides analysis of relevant technical, sector and financial information. ➤ Ensure that Departmental Budget Committees are functional. ➤ Ensures proper documentation of the results of the drafting of Budget document. ➤ Ensures that amendments are made in the draft Budget to the satisfaction of the Steering Committee.
IDP, Budget & PMS Representative Forum	<p>Municipal Stakeholders forum comprising of representatives of the following structures.</p> <ul style="list-style-type: none"> ➤ Traditional Authorities ➤ Community ➤ Business Sector ➤ Traditional Healers 	<ul style="list-style-type: none"> ➤ Participate and ratify the completion of each phase of the IDP development and review process.

Structure that manage/drive the IDP/BUDGET/PMS Process

Structure	Composition	Role
	<ul style="list-style-type: none"> ➤ Government Departments ➤ Education Sector ➤ Non-Governmental Organisations ➤ Transport Sector ➤ Financial institutions ➤ Farmers ➤ Civic organisation ➤ Religious groups <p align="center">(Chair: Executive Mayor)</p>	<ul style="list-style-type: none"> ➤ Represent the communities at strategic decision-making level.
<p>Public Participation Preparatory Team</p>	<ul style="list-style-type: none"> • Office of the Executive Mayor. • Manager: IDP • Manager: Budget • Manager: SCM • Public Participation Officers for all 7 Clusters • Representatives from all Service Delivery SBU's. <p align="center">(Chair: Manager: Legislative Support)</p>	<ul style="list-style-type: none"> ➤ Coordination of the public participation programme. ➤ Mobilize the involvement and commitment of stakeholders. ➤ Ensure participation of previously disadvantaged groups, e.g. women, the disabled, etc. ➤ Selection of Venues for IDP Public Participation Process.
<p>Audit and Performance Audit Committee</p>	<p>Audit Committee members, Executive Management and Chief Audit Executive</p> <p align="center">(Chair: Chairperson of the Audit and performance Audit Committee)</p>	<p>The role of Audit Committee on IDP Process will be</p> <ul style="list-style-type: none"> ➤ Ensure credibility of IDP based on process followed, compliance with legislation, contain all necessary information, took all factors including public comments into consideration. ➤ IDP/Budget/PMS monitoring and evaluation. ➤ Ensure that due process followed to IDP and Budget preparation. ➤ Ensure that resources are available to ensure implementation/ achievement of Targets as set in the IDP.

Structure that manage/drive the IDP/BUDGET/PMS Process

Structure	Composition	Role
CoGHSTA	MEC of CoGHSTA	<ul style="list-style-type: none"> ➤ Assess/Evaluate the Draft and Final IDP. ➤ Comment and Monitor IDP implementation Process. ➤ Monitor the implementation of Process Plan Dates as approved by Council.
National Treasury	<p><u>National Treasury Delegation</u> <u>Consist of:</u></p> <ul style="list-style-type: none"> ▪ The Presidency (DPME) ▪ National and provincial: ▪ Department of Cooperative Governance (DCoG) ▪ Department of Human Settlements. ▪ Department of Transport ▪ Department of Environmental affairs ▪ Department of Health ▪ Department of water and Sanitation ▪ DBSA ▪ Relevant Provincial Treasury ▪ Relevant provincial Planning ▪ Financial and Fiscal Commission (FFC) ▪ South African Local Government Association (SALGA) <p><u>Polokwane Delegation</u> <u>Consist of:</u></p> <ul style="list-style-type: none"> ▪ Municipal Manager ▪ All Directors ▪ CFO ▪ Deputy: CFO ▪ PHA CEO ▪ PHA Finance Manager ▪ Manager: IDP ▪ Manager: Budget ▪ Manager: Revenue ▪ Manager: Expenditure ▪ Manager: SCM 	<ul style="list-style-type: none"> ➤ Annual Mid-year Budget and Performance Assessment for the non-Delegated Municipalities. ➤ Annual engagement on Municipal Draft Budget and Benchmarking Session. ➤ Monitor the implementation of Process Plan Dates as approved by Council.

Structure that manage/drive the IDP/BUDGET/PMS Process

Structure	Composition	Role
	<ul style="list-style-type: none"> ▪ Manager: Assets ▪ Manager: PMS ▪ Manager: Risk Management ▪ Chief Audit Executive ▪ Manager: PMU <p align="center">(Chair: National Treasury-Director: Intergovernmental Relations)</p>	

2.1.1 Functions and context of public participation

Chapter 4 of the Municipal Systems Act, 2000 section 17(2) stipulates that a municipality must establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality.

Four major functions can be aligned with the public participation process namely:

- Needs identification.
- Identification of appropriateness of proposed solutions.
- Community ownership and buy-in; and
- Empowerment.

2.1.2 Mechanism and Procedures for Public Participation Process

The following mechanisms for participation will be utilized by the City of Polokwane:

▪ **Media**

National and Local newspapers, local radio stations and the Municipal newsletter will be used to inform the communities about the progress of the IDP.

▪ **Municipal Website**

The Municipal website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the Municipal website for people and service providers to download.

▪ **Traditional Authorities and Municipal Cluster Offices**

Copies of the IDP and Budget will be distributed to traditional authorities' offices, municipal cluster offices, and all municipal libraries.

2.1.3 Procedures for participation

The following procedures for participation will be utilized:

- **April Community Consultation Meetings**

For the entire review/development of the IDP/Budget, communities will be consulted during the months of **April** each financial year directly on soliciting the needs and presenting the draft IDP/Budget of the municipality as approved by Council. This will deepen the participation of the communities in the entire process of the IDP cycle.

Inputs raised and discussed in the IDP Public Participation Consultation will be noted by the IDP office and Public Participation SBU. All Community inputs and comments received will be taken into consideration when compiling the Public Participation Report to Council.

Complete Public Participation Report with all the inputs received will be submitted to Council as Annexure B of the Final IDP Document.

3. Activity Flow

- The Executive Mayor through the Office of the Municipal Manager will be responsible for the development/review of the IDP and Budget.
- The Municipal Manager has delegated the responsibility of secretariat of the IDP to the Manager: IDP.
- The IDP and Budget offices shall draft the IDP/Budget Process Plan with the IDP Steering Committee and submit to Council for approval.
- The Executive Mayor shall establish and consult with the IDP/Budget Steering Committee and Municipal Stakeholders in the Process of Developing the IDP.
- The Executive Mayor shall submit IDP /Budget Process Plan to Council.
- The Municipal Manager shall facilitate the technical /steering committee in the drafting of the IDP in all the phases.
- The IDP Manager, Budget Manager and the Municipal Manager shall monitor the planning in all phases, ensuring involvement of communities and adherence to timeframes throughout the process.

- The IDP Steering Committee shall determine the strategic objectives and priorities for service delivery in the municipality in consultation with Municipal stakeholders.
- The IDP/Budget Technical Committee shall develop and compile the status quo report, analysis phase, identify strategies, draft programme and projects aligned to the sector plans.
- The draft and Final IDP/Budget shall be submitted to Joint **Spatial Planning and Finance** Portfolio Committee for oversight.
- The Executive Mayor shall submit the draft and Final IDP/Budget to Council.

4. Time Schedule for Municipal Planning Process

4.1 IDP Review Time Schedule

IDP Process Time Table			
Target Date	Output required	Coordinator	Stakeholders
Preparatory Phase			
01 June 2023	Alignment of the Draft Process Plan with the Approved Corporate Calendar, District Process Plan, Audit Committee Schedule, and Risk Committee Schedule, EXCO, Extended EXCO and Speaker Office Magoshi Forum.	Manager: IDP Manager: Legislative Support	MM, Directors and Managers
01-30 June 2023	Publish the Draft Process Plan for inputs and comments. (Internal and External Stakeholders)	Manager: IDP Manager Communication	MM, Directors and Managers, Sector Dept, NGO's & Community stakeholders
07 July 2023	Submission of the Final Process Plan to Spatial Planning Portfolio Committee. (Process Plan)	Manager: IDP Manager: Legislative Support	MM, Directors and Managers
25 July 2023	Submission of the Final Process Plan to MAYCO. (Process Plan)	Manager: IDP Manager: Legislative Support	E. Mayor, MAYCO, MM, Directors and Managers

IDP Process Time Table

Target Date	Output required	Coordinator	Stakeholders
28 July 2023	Table the Final Process Plan to Council. (Process Plan)	Manager: IDP Manager: Legislative Support	E. Mayor, MAYCO, MM, Directors and Managers, Speaker all Councilors
Analysis Phase			
10 July 2023 - 31 Aug 2023	Analysis Phase Conducted on: (a) Legal Framework Analysis (b) Leadership Guidelines (c) Municipality Technical Development Analysis (d) Community and Stakeholder Development Analysis (e) Institutional Analysis (f) Economic Analysis (g) Socio-Economic Analysis (h) Spatial Analysis (i) Environmental Analysis (j) In-depth Analysis and identification of Key Development Priorities	Manager: IDP	MM, all Directors and All SBU Managers
06 Sep 2023	IDP Technical Committee (Analysis phase) Draft Status Quo	Manager: IDP	MM, Directors and Managers
13 Sep 2023	IDP Steering Committee (Analysis phase) Draft Status Quo	Manager: IDP Manager: Legislative Support Manager: EM office	E. Mayor, MAYCO, MM and Directors CEO, MPAC Chair, Ethic Chair, Geographic Name Chair
22 Sep 2023	IDP Rep Forum Tabling the Draft Status Quo Report for inputs and Comments	Manager: IDP Manager: Communication	E. Mayor, MAYCO, All Councilors, Senior officials, Sector Dept. NGO's,

IDP Process Time Table

Target Date	Output required	Coordinator	Stakeholders
			Ward Committees etc.
12 October 2023	Table the Analysis Phase to Spatial Planning Portfolio Committee Draft Status Quo	Manager: IDP Manager: Legislative Support	MM, Directors and Managers
24 October 2023	Table the Analysis Phase to MAYCO Draft Status Quo	Manager: IDP Manager: Legislative Support	E. Mayor, MAYCO, MM, Directors and Managers
27 October 2023	Table the Analysis Phase to Council Draft Status Quo	Manager: IDP Manager: Legislative Support	E. Mayor, MAYCO, MM, Directors and Managers, Speaker all Councilors.
Strategies Phase			
03 -31 October 2023	Directorates Strategic Planning Sessions Review of Directorates Scorecard / Municipal Scorecard (KPI, Targets and Baselines)	Manager: IDP Manager: PMS	All Directors, all SBU Managers
20 -22 November 2023	Strategic Planning Session (3 days)	Manager: IDP Manager: Legislative Support	E. Mayor, MAYCO, MM, Directors, PHA CEO, MPAC Chair, Ethic Chair, Geographic Name Chair and Leaders of All Political Parties Represented in Council
Project Phase			

IDP Process Time Table

Target Date	Output required	Coordinator	Stakeholders
29 January 2024	National Treasury Midyear Engagements (1 Day-Meeting)	CFO Manager: IDP	MM, all Directors, PHA CEO and EXCO Managers
05 March 2024	IDP/Budget/PMS Technical Committee Draft IDP and Draft Budget	Manager: IDP Manager: Budget CFO Deputy CFO	MM, Directors and Managers
07 March 2024	IDP Steering Committee Draft IDP and Draft Budget	Manager: IDP Manager: Budget CFO Deputy CFO Manager: Legislative Support Manager: EM office	E. Mayor, MAYCO, MM and Directors PHA CEO, MPAC Chair, Ethic Chair, Geographic Name Chair
12 March 2024	IDP Rep Forum Tabling the Draft IDP Projects Phase Report for inputs and Comments	Manager: IDP Manager: Communication	E. Mayor, MAYCO, All Councilors, Senior officials, Sector Dept. NGO's, Ward Committees etc.
13 March 2024	Joint Spatial Planning and Finance (Draft IDP/Budget) Joint Portfolio Committee Finance / Spatial Planning 1) Draft IDP and Draft Budget 2) Draft Corporate Calendar Submission	Manager: IDP Manager: Budget CFO Deputy CFO Manager: Legislative Support	MM, Directors and Managers
15 March 2024	Draft IDP & Budget tabled to <u>Audit Committee</u>	Manager: IDP Manager: Budget CFO	MM, Directors and Managers

IDP Process Time Table

Target Date	Output required	Coordinator	Stakeholders
	1) Draft IDP and Draft Budget	Deputy CFO Manager: Legislative Support	
20 March 2024	Draft IDP & Budget tabled to <u>MAYCO</u> 2) Draft IDP and Draft Budget 3) Draft Corporate Calendar Submission	Manager: IDP Manager: Budget CFO Deputy CFO Manager: Legislative Support	MM, Directors and Managers
27 March 2024	Draft IDP & Budget tabled to <u>Council</u> 1) Draft IDP and Draft Budget 2) Draft Corporate Calendar Submission	Manager: IDP Manager: Budget CFO Deputy CFO Manager: Legislative Support	E. Mayor, MAYCO, MM, Directors and Managers, Speaker all Councilors.
28 March 2024	Submission of Draft IDP and Budget to relevant authorities for assessment (MEC CoGHSTA, National & Provincial Treasuries and District Municipality). Within 10 days after tabling	Manager: IDP Manager: Budget	IDP & Budget Manager, CFO, MM
28 March 2024	<u>Internal Audit</u> Submission of the Draft IDP to Chief Audit Executive for Auditing Purposed	Manager: IDP Chief Audit Executive	MM and Directors
Integration Phase			
02 - 30 April 2024	IDP Public Participation Process on Draft IDP and Budget Community and Stakeholders Consultation Process in all 7 Municipal Clusters	Manager: IDP Manager: Budget Manager: EM Office Manager: SCM Manager: Legislative Support	Communities in all 7 Municipal Clusters, Ward Councilors, Public Participation Officers

IDP Process Time Table

Target Date	Output required	Coordinator	Stakeholders
02 -03 May 2024	<p align="center">2nd Strategic Planning Session (2 days)</p> <p>Considering input from the Community/Final Budget</p>	<p>Manager: IDP Manager: Legislative Support</p>	<p>E. Mayor, MAYCO, MM, Directors, PHA CEO, MPAC Chair, Ethic Chair, Geographic Name Chair and Leaders of All Political Parties Represented in Council</p>
06 May 2024	<p align="center">National Treasury Benchmarking Session. (1 day- Meeting)</p>	<p>Manager: IDP CFO DCFO</p>	<p>National Treasury, Provincial Treasury, DPLG and DWA, MM, Directors and Exco Managers</p>
Approval			
07 May 2024	<p>IDP Technical Committee (Final IDP and Budget).</p> <p>Considering input from the Community/Final Budget</p>	<p>Manager: IDP</p>	<p>MM, Directors and All Managers</p>
09 May 2024	<p>IDP Steering Committee meeting (Final IDP and Budget).</p> <p>Considering input from the Community/Final Budget</p>	<p>Manager: IDP Manager: Legislative Support Manager: EM office</p>	<p>E. Mayor, MAYCO, MM and Directors, PHA CEO, MPAC Chair, Ethic Chair, Geographic Name Chair</p>
15 May 2024	<p align="center">Joint Spatial Planning and Finance (Final IDP and Budget) <u>Joint portfolio Committee</u></p>	<p>Manager: IDP Manager: Legislative Support</p>	<p>MM, Directors and Managers</p>

IDP Process Time Table

Target Date	Output required	Coordinator	Stakeholders
	Consider Final IDP/Budget		
17 May 2024	<u>Audit Committee</u> Audit Committee Comments and inputs on the Final IDP/Budget.	Manager: IDP Chief Audit Executive	MM, Directors and Managers, Audit Committee Members
22 May 2024	<u>MAYCO</u> Final IDP & Budget tabled Consider Final IDP/Budget	Manager: IDP Manager: Legislative Support	MM, Directors and Managers
29 May 2024	<u>Council</u> Final IDP & Budget tabled Consider Final IDP/Budget	Manager: IDP Manager: Legislative Support	MM, Directors and Managers
30-31 May 2024	Issue Public Notice on the adopted Final IDP /Budget in the newspaper and placement of the documents on the Municipal Website.	Manager: IDP Manager Communication	7 Clusters Communities
03 June 2024	Submit the adopted Final IDP and Budget to relevant authorities (MEC CoGHSTA, National & Provincial Treasuries, AG, District Municipality) Within 10 days after adoption	Manager: IDP Manager: Budget	IDP & Budget Manager, CFO, MM

4.2 Performance Management Time Schedule

Performance Management Time Schedule				
DATE	ACTIVITY	LEGISLATION	RESPONSIBILITY	CO-ORDINATOR
JULY				
07 July 2023	PREVIOUS YEAR – Review quarterly projections for the period ending 30 June for	MFMA Guidance	Accounting Officer	Strategic Planning,

Performance Management Time Schedule

DATE	ACTIVITY	LEGISLATION	RESPONSIBILITY	CO-ORDINATOR
	service delivery and budget implementation plan and compare actual performance to objectives, in conjunction with the preparation of section 52. Report			Monitoring and Evaluation: PMS
19 July 2023	PREVIOUS YEAR – Ensure that any municipal entity submits report for period ending 30 June on compliance with the prescribed minimum competency levels to Council.	Competency Reg 14(3) & (4)	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
28 July 2023	PREVIOUS YEAR – Submit quarterly (section 52) report for period ending 30 June on implementation of the budget and financial state of affairs of the municipality to Council .	MFMA 52 (d)	Executive Mayor	Strategic Planning, Monitoring and Evaluation: PMS
28 July 2023	CURRENT YEAR - Print and distribute final approved budget, SDBIP and IDP.	MFMA Guidance	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
AUGUST				
04 August 2023	PREVIOUS YEAR – Place quarterly (section 52) report on budget implementation on the municipal website.	MFMA 75(1) (k)	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
11 Aug 2023	CURRENT YEAR – Make public the service delivery and budget implementation plan – final date under legislation.	MFMA 53(3) (a)	Executive Mayor	Strategic Planning, Monitoring and Evaluation: PMS
11 Aug 2023	CURRENT YEAR – Make public annual performance agreements and ensure copies are provided to Council	MFMA 53(3) (a)	Executive Mayor	Strategic Planning,

Performance Management Time Schedule

DATE	ACTIVITY	LEGISLATION	RESPONSIBILITY	CO-ORDINATOR
	and provincial MEC for Local Government – final date under legislation.			Monitoring and Evaluation: PMS
16 Aug 2023	CURRENT YEAR – Place annual performance agreements on the municipal website.	MFMA 75(1)(d)	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
31 Aug 2023	AR – PREVIOUS YEAR’S FINANCIAL STATEMENTS – In the case of a municipality with a municipal entity, submit annual financial statements and annual performance report of the municipality and its entities to the Auditor-General for auditing.	MFMA 126(2)	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
OCTOBER				
03 Oct 2023	PREVIOUS YEAR – Commence preparation of annual report utilizing financial and non-financial information first reviewed as part of the budget and IDP analysis.	MFMA Guidance	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
06 Oct 2023	CURRENT YEAR – Review quarterly projections for the period ended 30 September for service delivery and budget and budget implementation plan and compare actual performance to objectives, in conjunction with preparation of section 52 report.	MFMA Guidance	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS

Performance Management Time Schedule

DATE	ACTIVITY	LEGISLATION	RESPONSIBILITY	CO-ORDINATOR
DECEMBER				
04 Dec 2023	NEXT THREE-YEAR BUDGET – Finalize first draft of the departmental operational plans and service delivery and budget implementation plan for review against strategic priorities.	MFMA Guidance	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
13 Dec 2023	PREVIOUS YEAR – Finalize first draft of the annual report incorporating financial and non-financial information on performance, audit reports and annual financial statements.	MFMA Guidance	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
29 Dec 2023	PREVIOUS YEAR – Receive municipal entity’s annual report from the AO of the municipal entity.	MFMA 127 (1)	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
JANUARY				
10 Jan 2024	CURRENT YEAR – Review quarterly projections for period ending 31 December for service delivery & budget implementation plan & compare actual performance to objectives, in conjunction with preparation of section 72. report	MFMA Guidance	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
24 Jan 2024	PREVIOUS YEAR – Finalize annual performance report, assessments of arrears on	MFMA 121 (3) (c) & (e) to (k)	Accounting Officer	Strategic Planning,

Performance Management Time Schedule

DATE	ACTIVITY	LEGISLATION	RESPONSIBILITY	CO-ORDINATOR
	taxes & services charges & an assessment of municipal performance together with recommendations from the Council audit committee & details of corrective action undertaken arising from audit report, & minimum competency compliance for inclusion in the annual report.	MSA 46 (2) MFMA Guidance		Monitoring and Evaluation: PMS
24 Jan 2024	CURRENT YEAR – Assess the performance of the municipality to 31 December & submit a (section 72) report on the assessment to the Executive Mayor, provincial treasury & National Treasury. Consider an adjustments budget if necessary.	MFMA 72(1)	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
26 Jan 2024	CURRENT YEAR – Submit quarterly (section 52) report for period ending 31 December on implementation of the budget and financial state of affairs of the municipality to Council.	MFMA 52 (d)	Executive Mayor	Strategic Planning, Monitoring and Evaluation: PMS
26 Jan 2024	CURRENT YEAR – Consider monthly & mid-year (section 71 & 72) reports for the period ended 31 December, review implementation of budget & service delivery & budget implementation plan, identify problems & amend or	MFMA 54 (1)	Executive Mayor	Strategic Planning, Monitoring and Evaluation: PMS

Performance Management Time Schedule

DATE	ACTIVITY	LEGISLATION	RESPONSIBILITY	CO-ORDINATOR
	recommend appropriate amendments. Submit report to Council & make public any amendment to the SDBIP – due end of month.			
26 Jan 2024	PREVIOUS YEAR – Table in Council the annual report of the municipality & any municipal entity for the year ended 30 June.	MFMA 127 (2)	Executive Mayor	Strategic Planning, Monitoring and Evaluation: PMS
26 Jan 2024	PREVIOUS YEAR - Make public the annual report & invite comments from the local community, submit report to the Auditor-General, provincial treasury & provincial department responsible for local government.	MFMA 127 (5)	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
26 Jan 2024	NEXT THREE BUDGET – Report to Council on status of next three-year budget, previous year’s annual report (including annual financial statement, audit report) & summarize overall findings of previous year’s annual performance report- reinforce upcoming process for budget approval and oversight.	MFMA Guidance	Executive Mayor	Strategic Planning, Monitoring and Evaluation: PMS

FEBRUARY

Performance Management Time Schedule

DATE	ACTIVITY	LEGISLATION	RESPONSIBILITY	CO-ORDINATOR
02 Feb 2024	CURRENT YEAR – Place quarterly (section 52) report on budget implementation on the municipal website.	MFMA 75(1) (k)	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
07 Feb 2024	PREVIOUS YEAR – Place annual report on the municipal website.	MFMA 75(1) (c)	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
23 Feb 2024	CURRENT YEAR – Consider monthly (section 71) report, review implementation of budget & service delivery & budget implementation plan, identify problems & amend or recommend appropriate amendments. Submit report to Council & make public any amendment to the SDBIP – due end of month.	MFMA 54 (1)	Executive Mayor	Strategic Planning, Monitoring and Evaluation: PMS
MARCH				
22 Mar 2024	PREVIOUS YEAR – Consider & approve, reject or refer back the annual report at a Council meeting.	MFMA 121 (1)	Council	MPAC Coordinator
22 Mar 2024	PREVIOUS YEAR – Adopt an oversight report providing comments on the annual report.	MFMA 121 (1)	Council	MPAC Coordinator
22 Mar 2024	PREVIOUS YEAR – Attend council and committee meetings where annual report is discussed and respond to questions.	MFMA 129 (2) (a)	Accounting Officer	Accounting Officer

Performance Management Time Schedule

DATE	ACTIVITY	LEGISLATION	RESPONSIBILITY	CO-ORDINATOR
30 Mar 2023	PREVIOUS YEAR – Submit minutes of meetings where annual report is discussed to the provincial treasury and provincial department responsible for local government.	MFMA 129 (2)(b)	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
27 Mar 2024	CURRENT YEAR - Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. Submit report to Council and make public any amendment to the SDBIP - due end of month.	MFMA 54 (1)	Executive Mayor	Strategic Planning, Monitoring and Evaluation: PMS
APRIL				
05 April 2024	PREVIOUS YEAR – Make public the oversight report.	MFMA 129 (3)	Accounting Officer	MPAC Coordinator
05 April 2024	PREVIOUS YEAR – Submit the annual report and the oversight report to the provincial legislature.	MFMA 132 (1) & (2)	Accounting Officer	MPAC Coordinator
11 April 2024	CURRENT YEAR – Review quarterly projections for period ending 31 March for service delivery and budget implementation plan and compare actual performance	MFMA Guidance	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS

Performance Management Time Schedule

DATE	ACTIVITY	LEGISLATION	RESPONSIBILITY	CO-ORDINATOR
	to objectives, in conjunction with preparation of section 52. report			
26 April 2024	CURRENT YEAR –Submit quarterly (section 52) report for period ending 31 March on implementation of the budget and financial state of affairs of the municipality to council .	MFMA 52 (d)	Executive Mayor	Strategic Planning, Monitoring and Evaluation: PMS
26 April 2024	CURRENT YEAR – Consider monthly (section 71) report, review implementation of budget and service delivery and budget implementation plan, identify problems and amend or recommend appropriate amendments. Submit report to Council and make public any amendment to the SDBIP – due end of month.	MFMA 54 (1)	Executive Mayor	Strategic Planning, Monitoring and Evaluation: PMS
MAY				
06 May 2024	CURRENT YEAR – Place quarterly (section 52) report on budget implementation on the municipal website.	MFMA 75 (1) (k)	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
24 May 2024	CURRENT YEAR – Consider monthly (section 71) report, review implementation of budget and service delivery	MFMA 54 (1)	Executive Mayor	Strategic Planning,

Performance Management Time Schedule

DATE	ACTIVITY	LEGISLATION	RESPONSIBILITY	CO-ORDINATOR
	and budget implementation plan, identify problems and amend or recommend appropriate amendments. Submit report to Council and make public any amendment to the SDBIP – due end of month.			Monitoring and Evaluation: PMS
JUNE				
14 June 2024	NEXT THREE-YEAR BUDGET – Submit draft service delivery and budget implementation plan to the mayor- final date under legislation 14 July	MFMA 69 (3)(a)	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
14 June 2024	NEXT YEAR - Submit draft annual performance agreements for the next year to the mayor – final date under legislation 14 July	MFMA 69 (3) (b)	Accounting Officer	Strategic Planning, Monitoring and Evaluation: PMS
28 June 2024	NEXT THREE-YEAR BUDGET – Approve the service delivery & budget implementation plan – final date under legislation 28 July	MFMA 53(1) (c) (ii)	Executive Mayor	Strategic Planning, Monitoring and Evaluation: PMS
28 June 2024	CURRENT YEAR – Consider monthly (section 71) report, review implementation of budget & service delivery & budget implementation plan, identify problems & amend or recommend appropriate amendments. Submit report to	MFMA 54 (1)	Executive Mayor	Strategic Planning, Monitoring and Evaluation: PMS

Performance Management Time Schedule

DATE	ACTIVITY	LEGISLATION	RESPONSIBILITY	CO-ORDINATOR
	Council & make public any amendment to the SDBIP – due end of month			

4.3 Audit & Performance Audit Committee Time Schedule

Polokwane Municipality (PLM) & Polokwane Housing Association (PHA)

Audit Committee Timeframes

Date	Proposed Agenda Items	Coordinator	Stakeholders
20 July 2023	<ul style="list-style-type: none"> ▪ Internal Audit Progress Report to APAC. ▪ Management Reports ▪ Risk Management Reports ▪ ICT Governance Report ▪ Final Annual Internal Audit Plan ▪ Methodology. ▪ Internal Audit Charter; and ▪ APAC Charter ▪ 4th Quarter PMS and Performance Information Review 	Chief Audit Executive	<ul style="list-style-type: none"> • APAC Members, • MM and Directors. • Executive Mayor. • Senior officials. • MMC Finance & LED • MMC Corporate Governance & Admin. • Chairperson of MPAC. • Auditor General. • Provincial Treasury and National Treasury.
24 August 2023	<ul style="list-style-type: none"> ▪ Draft AFS and Annual Report. (Special Audit Committee) • Draft AFS • Draft Annual Performance Report • 4th Quarter PMS & Performance Information 	Chief Audit Executive	<ul style="list-style-type: none"> • SALGA and • CoGHSTA
19 October 2023	<ul style="list-style-type: none"> ▪ Internal Audit Progress Report to APAC. ▪ 1st Quarter PMS and Performance Information Review ▪ Management Reports ▪ Risk Management Reports ▪ ICT Governance Report 	Chief Audit Executive	Two meetings per day: PLM & PHA
30 November 2023	<ul style="list-style-type: none"> ▪ Draft AG Management Report and Audit Report 	Chief Audit Executive	

Audit Committee Timeframes

Date	Proposed Agenda Items	Coordinator	Stakeholders
January			
23 January 2024	<ul style="list-style-type: none"> ▪ Internal Audit Progress Report to APAC ▪ Audited Mid-Year /2nd Quarter PMS and Performance Report. ▪ Audit Outcome by AGSA. ▪ Draft Adjustment Budget. ▪ Annual Report; and ▪ Management Reports ▪ Risk Management Reports ▪ ICT Governance Report 	Chief Audit Executive	
20 February 2024	<ul style="list-style-type: none"> ▪ Adjusted Budget <p style="text-align: center;"><u>(Special Audit Committee)</u></p>	Chief Audit Executive	
15 March 2024	<ul style="list-style-type: none"> ▪ Draft IDP and Budget ▪ Draft Strategic Risk assessment report <p style="text-align: center;"><u>(Special Audit Committee)</u></p>	Chief Audit Executive IDP Manager Budget Manager CFO Manager: Risk management	
17 April 2024	<ul style="list-style-type: none"> ▪ 3rd Quarter <p style="text-align: center;"><u>(Special Audit Committee)</u></p>	Chief Audit Executive	
17 May 2024	<ul style="list-style-type: none"> ▪ Internal Audit Progress Report to APAC. ▪ 3RD Quarter PMS and Performance Report ▪ Management Reports ▪ Final IDP and Budget; (NB) ▪ Final Strategic Risk assessment report ▪ Risk Management Reports ▪ ICT Governance Report 	Chief Audit Executive IDP Manager Budget Manager CFO Manager: Risk management	
19 June 2024	<ul style="list-style-type: none"> ▪ 3 year Annual Audit Plan ▪ Audit Committee Charter ▪ Internal Audit Charter ▪ Audit Methodology 	Chief Audit Executive	

4.4 Budget and Reporting Time Schedule

Budget and Reporting Time Schedule			
Month	Date	Budget Office	Internal Stakeholders
July	03 July 2023 - 31 August 2023	Preparation of AFS	Municipal Manager, CFO, DCFO, Section 57, IDP steering committee
October	19 October 2023	Audit Committee approve the AFS	CFO, DCFO, IDP, PMS, Chief Audit Executive and Audit committees
January	12 January 2024	Mid-Year Assessment	Management, CFO, DCFO, IDP PMS and Chief Audit Executive
February	21 February 2024	Mid-Year Report submitted to EM	Management
February	16 February 2024	Draft budget adjustment	Management
February	28 February 2024	Council adopts budget adjustment and adjusted SDBIP	E. Mayor & Council
March	05 March 2024	IDP/Budget Technical Committee <u>Draft IDP and Draft Budget</u>	MM, Directors and Managers
March	07 March 2024	IDP/Budget Steering Committee <u>Draft IDP and Draft Budget</u>	E. Mayor, MAYCO, MM and Directors PHA CEO, MPAC Chair, Ethic Chair, Geographic Name Chair
March	11 March 2024	Review the last financial year operation performance and make revenue projections for the next MTEF	CFO, DCFO, Budget IDP, PMS, Audit committee
March	12 March 2024	Evaluate revenue projections for the MTEF & potential bulk services price increase	Executive Mayor, CFO, DCFO, IDP, PMS, and Audit committee
March	13 March 2024	Spatial Planning and Finance (Draft IDP/Budget) <u>Joint Portfolio Committee</u> Consider Draft IDP/Budget	MM, Directors and Managers
March	20 March 2024	Table Draft IDP & Budget to <u>MAYCO</u> Consider Draft IDP/Budget	MM, Directors and Managers

Budget and Reporting Time Schedule

Month	Date	Budget Office	Internal Stakeholders
March	27 March 2024	Draft IDP & Budget tabled to <u>Council</u> Consider Draft IDP/Budget	E. Mayor & Council
April	02 - 30 April 2024	Public Participation Process on Draft IDP and Budget in all 7 Municipal Clusters	E. Mayor, Speaker , Councilors & Management
April	16 April 2024	Spatial Planning and Finance (Sub Sec 52(d) Report) <u>Joint Portfolio Committee</u>	MM, Directors and Managers
April	19 April 2024	(Sub Sec 52(d) Report) <u>MAYCO</u>	MM, Directors and Managers
April	26 April 2024	(Sub Sec 52(d) Report) <u>Council</u>	MM, Directors and Managers
May	06 May 2024	Finalize personnel budget & Tariffs	CFO, DCFO, Budget, HR Manager, IDP, Revenue
May	07 May 2024	IDP/Budget Technical Committee <u>Final IDP and Final Budget</u>	MM, Directors and Managers
May	09 May 2024	IDP/Budget Steering Committee <u>Final IDP and Final Budget</u>	E. Mayor, MAYCO, MM and Directors PHA CEO, MPAC Chair, Ethic Chair, Geographic Name Chair
May	15 May 2024	Spatial Planning and Finance (Final IDP/Budget) <u>Joint Portfolio Committee</u> Consider Final IDP/Budget	MM, Directors and Managers
May	22 May 2024	Table Final IDP & Budget to <u>MAYCO</u> Consider Final IDP/Budget	MM, Directors and Managers
May	29 May 2024	Final IDP & Budget tabled to <u>Council</u> Consider Final IDP/Budget	E. Mayor & Council

Budget and Reporting Time Schedule

Month	Date	Budget Office	Internal Stakeholders
May	30-31 May 2024	Issue Public Notice on the adopted Final IDP /Budget in the newspaper and placement of the documents on the Municipal Website.	IDP, Budget and Communication Manager
June	03 June 2024	Submit the adopted Final IDP and Budget to relevant authorities (MEC CoGHSTA, National & Provincial Treasuries, AG, District Municipality) Within 10 days after adoption	IDP and Budget Manager

4.5 Risk Management Committee Time Schedule

Risk Management Committee Timeframes

Date	Output required	Coordinator	Stakeholders
13 July 2023	Risk Management Committee meeting Risk Management annual report Operation Risk assessment report	Manager: Risk Management	<ul style="list-style-type: none"> • Independent Chairperson • All Municipal Directors. • Manager: Risk Management • Chief Audit Executive • Any other person who may be co-opted to provide specialist skills, advice and counsel.
13 October 2023	Risk Management Committee meeting (1st quarter risk management reports as per agenda)	Manager: Risk Management	<ul style="list-style-type: none"> • Independent Chairperson • All Municipal Directors. • Manager: Risk Management • Chief Audit Executive • Any other person who may be co-opted to provide specialist skills, advice and counsel.
January			

Risk Management Committee Timeframes

Date	Output required	Coordinator	Stakeholders
17 January 2024	Risk Management Committee meeting (2 nd quarter risk management reports as per agenda)	Manager: Risk Management	<ul style="list-style-type: none"> • Independent Chairperson • All Municipal Directors. • Manager: Risk Management • Chief Audit Executive • Any other person who may be co-opted to provide specialist skills, advice and counsel.
14 February 2024	<u>Strategic Risk assessment review</u> Reviewed strategic risk assessment report for 2023/24 FY	Manager: Risk Management	<ul style="list-style-type: none"> • All Municipal Directors. • All SBU Managers
10 April 2024	Risk Management Committee meeting (3 rd quarter risk management reports as per agenda)	Manager: Risk Management	<ul style="list-style-type: none"> • Independent Chairperson • All Municipal Directors. • Manager: Risk Management • Chief Audit Executive • Any other person who may be co-opted to provide specialist skills, advice and counsel.

4.6 Executive Committee Meetings Timeframes (EXCO)

Executive Committee Management Meetings Timeframes (EXCO)				
	Date	Proposed Agenda Items	Coordinator	Stakeholders
July	03 July 2023 10 July 2023 17 July 2023 24 July 2023 31 July 2023	Agenda items will be determined by the Municipal Manager , the following will be the standing items. <ul style="list-style-type: none"> • Cash Flow Management strategy • Occupational Health and Safety • Fleet Management • Supply Management (progress of appointment of bids) • Audit Action Plan • Etc. 	Manager: MM Office	<ul style="list-style-type: none"> ▪ Municipal Manager ▪ CFO ▪ DCFO ▪ Director: SPME ▪ Director: Corporate and shared ▪ Director: Transport and Roads ▪ Director: Community Services ▪ Director: Planning and Economic Development ▪ Director: Water and Sanitation ▪ Director: Energy Services ▪ PHA CEO
Aug	07 Aug 2023 14 Aug 2023 21 Aug 2023 28 Aug 2023			
Sept	04 Sept 2023 11 Sept 2023 18 Sept 2023			

Executive Committee Management Meetings Timeframes

(EXCO)

	Date	Proposed Agenda Items	Coordinator	Stakeholders
		(Chair: Municipal Manager)		<ul style="list-style-type: none"> ▪ Manager Risk Management ▪ Manager: Communication ▪ Manager: EM Office ▪ Manager: MM Office ▪ Manager: Legislative Support ▪ Chief Audit Executive ▪ Manager: PMS ▪ Manager :ICT
Oct	02 Oct 2023 09 Oct 2023 16 Oct 2023 23 Oct 2023 30 Oct 2023			
Nov	06 Nov 2023 13 Nov 2023 27 Nov 2023			
Dec	04 Dec 2023 11 Dec 2023 18 Dec 2023			
January				
Jan	08 Jan 2024 15 Jan 2024 22 Jan 2024 29 Jan 2024			
Feb	05 Feb 2024 12 Feb 2024 19 Feb 2024 26 Feb 2024			
March	04 March 2024 11 March 2024 18 March 2024 25 March 2024			
April	08 April 2024 15 April 2024 22 April 2024 29 April 2024			
May	06 May 2024 13 May 2024 20 May 2024 27 May 2024			
June	03 June 2024 10 June 2024 24 June 2024			

4.7 Extended Executive Committee Meetings Timeframes (Extended EXCO)
(Extended EXCO meetings to be held quarterly)

Extended Executive Committee Management Meetings Timeframes (Extended EXCO)				
	Date	Proposed Agenda Items	Coordinator	Stakeholders
July	11 July 2023	Agenda items will be determined by the Municipal Manager. (Chair: Municipal Manager)	Manager: MM Office	<ul style="list-style-type: none"> ▪ Municipal Manager ▪ All Directors ▪ All SBU Managers
Aug	08 Aug 2023			
Sept	05 Sept 2023			
Oct	10 Oct 2023			
Nov	07 Nov 2023			
Dec	-			
January				
Jan	09 Jan 2024			
Feb	13 Feb 2024			
March	-			
April	-			
May	14 May 2024			
June	04 June 2024			

4.8 Speaker's Office - Magoshi Forum Time Schedule

Speaker's Office- Magoshi Forum Time Schedule (Magoshi Forum)				
QUARTER	DATE	Proposed Agenda Items	Coordinator	Stakeholders
One	27 Sept 2023	Agenda items will be determined by the Speaker of Council. (Chair: Speaker of Council)	Manager: Legislative Support Manager: EM Office	14 Traditional Authorities in all 7 Municipal Clusters, E. Mayor, Speaker of Council, Chief Whip, MM and all Directors
Two	29 Nov 2023			
January				
Three	22 March 2024			
Four	26 June 2024			

Speaker's Office- Magoshi Forum Time Schedule

Magoshi Forum

QUARTER	DATE	Proposed Agenda Items	Coordinator	Stakeholders

5. Monitoring of the Process

- The IDP, Budget and PMS Offices shall coordinate the development of the IDP and Budget according to the Approved Process Plan and report accordingly to the Municipal Manager.
- The **National Treasury** shall monitor Compliance of the approved Process Plan dates during the **Mid-Year Engagement and NT Benchmarking Session**.
- The IDP/Budget/PMS Steering committee will monitor and ensure compliance in the implementation of IDP /Budget Process Plan dates as approved by Council.
- Department of Cooperative Governance, Human Settlement and Traditional Affairs (**CoGHSTA**) and **Office of the Premier** will ensure support on the co-ordination and alignment of Provincial and National Departments and role players.

THE END

