

# NQUTHU LOCAL MUNICIPALITY



## DRAFT 2024/25 IDP AND BUDGETPROCESS PLAN

## 2024/25 DRAFT IDP AND BUDGET PROCESS PLAN

*Compiled in terms of Section 28 and 29 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).*

The Integrated Development Plan (IDP) is a municipality's principal strategic plan that deals with the most critical development needs of the municipal area (external focus) as well as the most critical governance needs of the organization (internal focus).

### The Integrated Development Plan –

- is adopted by the council within one year after a municipal election and remains in force for the council's elected term (a period of five years);
- is drafted and reviewed annually in consultation with the local community as well as interested organs of state and other role players;
- guides and informs all planning and development, and all decisions with regard to planning, management and development;
- forms the framework and basis for the municipality's medium term expenditure framework,
- annual budgets and performance management system; and
- seeks to promote integration by balancing the economic, ecological and social pillars of sustainability without compromising the institutional capacity required in the implementation, and by coordinating actions across sectors and spheres of government.

Abbreviation	Description
OSS	Operation Sukuma Sakhe
UDM	Umzinyathi District Municipality
IDP	Integrated Development Planning
IGR	Intergovernmental Relations
MFMA	Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
MSA	Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)
MTREF	Medium Term Revenue Expenditure Framework
SDBIP	Service Delivery Budget Implementation Plan
SPLUMA	Spatial Planning Land and Use Management Act
WSDP	Water Services Development Plan
DDM	District Development Model
APR	Annual Performance Report
AR	Annual Report
AG	Auditor-General South Africa
SDF	Spatial Development Framework

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## 1. INTRODUCTION

Chapter 05 of the Municipal Systems Act (MSA) prescribes all the procedures that have to be followed when the Integrated Development Plan (IDP) is developed and/or reviewed by the municipality. Section 28 of MSA specifically prescribes how the actual process to guiding the development and/or review of the IDP should be structured and managed. This Process Plan outlines the processes, in a narrative and table formats, for the development of the IDP in relation to the following aspects:

- Public participation requirements as outlined in Chapter 04 of MSA;
- Compliance with all applicable legislative requirements;
- Roles and responsibilities of different structures and role-players;
- Terms of reference for the IDP Steering Committee and IDP Stakeholders Representative Forum;
- Alignment with the national and provincial government as well as the district municipality (alignment to the Umzinyathi DM Framework Plan), and
- The relationship and/or alignment between the IDP, budget and performance management system and also all spatial planning requirements in the form of SDF.

## 2. TERMS OF REFERENCE FOR THE IDP STEERING COMMITTEE AND IDP STAKEHOLDER REPRESENTATIVE FORUM

### 2.1. IDP AND BUDGET STEERING COMMITTEE

Section 30 of MSA provides that:

*“The executive committee or executive mayor of a municipality or, if the municipality does not have the executive committee or executive mayor, a committee of councillors appointed by the municipal council, must, in accordance with Section 29-*

- (a) Manage the drafting of the municipality’s integrated development plan;*
- (b) Assign responsibilities in this regard to the municipal manager, and*
- (c) Submit the draft plan to the municipal council for adoption by council.”*

In respect of the above legislative requirements, there shall be an IDP and budget Steering Committee that shall be composed and function as follows:

#### **Composition:**

- The Mayor and Deputy Mayor of a municipality;
- The executive committee members who are chairpersons of portfolio committees;
- The municipal manager and manager in the office of the municipal manager;
- All Section 56 managers of a municipality (commonly referred to as Directors), and
- The IDP/PMS Manager of a municipality.

**Functions:**

- Ensure compliance with all applicable legislative requirements;
- Ensure adherence to and/or implementation of the process plan and the provincial IDP management plan;
- Receive, analyse and consolidate inputs from different internal departments and external stakeholders;
- Ensure the alignment of IDP and budget;
- Consider public comments and MEC letter;
- Approve the first and final IDP draft for submission to municipal council, and
- Ensure the overall credibility of the IDP.

**Roles and responsibilities:**

<b>Roles and responsibilities</b>	
<b>Mayor</b>	Provide political direction to the IDP drafting process.
<b>Deputy Mayor</b>	Work with and support the Mayor and assume all the duties of the Mayor in his absence.
<b>Executive committee members</b>	Work with section 56 managers to make inputs in all matters concerning their portfolios.
<b>Municipal Manager</b>	Chair steering committee and provide leadership and direction on all administrative matters.
<b>Manager in the office of the Municipal Manager.</b>	Represent all the units within the Office of the Municipal Manager including IDP/PMS, internal audit, communications, youth development and risk management.
<b>Section 56 managers</b>	Provide technical details and make proposals on all matters concerning their departments.
<b>IDP/PMS Manager</b>	Make all necessary preparations for the meeting including agenda preparations and invitations and submit progress report and preparation.

**2.2. IDP STAKEHOLDER REPRESENTATIVE FORUM**

The municipality has, after careful consideration, decided to incorporate the IDP Stakeholder Representative Forum into the Operation Sukuma Sakhe programme through it Local Task Team (LTT) which is representative of all stakeholders and meet on a monthly basis. However, after experiencing challenges with the functionality of the LTT, the IDP Stakeholder Representative Forum as a structure has been resuscitated as the main stakeholder representative body.

**Composition:**

- All members of municipal council (councillors);
- The municipal manager, section 56 managers and middle management (attend on a quarterly basis);
- Representatives of all sector departments;
- Representatives of state owned companies;

- All secretaries of ward committees (attend on a quarterly basis);
- All community development workers;
- Representatives of all non-governmental organizations operating in the municipality;
- Representatives of all social sectors (Youth, Women, Disabled, Elderly);
- Representatives of Nquthu rate payers;
- Business (informal and informal and the taxi industry), and
- Any other stakeholders as determined by the municipality.

**Functions:**

- Provide a platform for the municipality to present its plans and programmes to all stakeholders;
- Provide a platform for all stakeholders to express their views and engage the municipality;
- Provide a platform for different stakeholders within the municipality to share information, and
- Provide a platform for different stakeholders to coordinate and integrate their programmes so that they work in a manner that avoid duplication and complement each other to maximize the impact of all programmes or projects.

**NB:** the Forum shall develop the terms of reference that will enable it to also act as the forum and adopt those terms of reference as part of the finalization of the IDP Process Plan.

**Roles and responsibilities**

<b>Roles and responsibilities</b>	
<b>Mayor</b>	Chair the IDP Representatives Forum and provide political direction.
<b>Deputy Mayor</b>	Work with and support the Mayor and assume all the duties of the Mayor in his absence.
<b>Traditional leaders</b>	Provide wisdom and make inputs on behalf of the institution of traditional leadership and also provide direction and support on matters pertaining to land and culture.
<b>Executive committee members</b>	Work with section 56 managers to make inputs in all matters concerning their portfolios.
<b>Municipal Manager</b>	Represent municipal administration and provide leadership and direction in all administrative matters.
<b>Manager in the office of the Municipal Manager</b>	Represent all the units within the Office of the Municipal Manager including IDP/PMS, internal audit, communications, youth
<b>Section 56 managers</b>	Provide technical details and make proposals on all matters concerning their departments.
<b>IDP/PMS Manager</b>	Make all necessary preparations for the meetings including agenda preparations, logistical arrangements and invitations and also submit progress reports on IDP preparation.
<b>Middle managers</b>	Support their heads of departments with all required technical information and responses.
<b>Ward Councillors</b>	Represent their respective wards.

<b>Roles and responsibilities</b>	
<b>Secretaries of Ward Committees</b>	Assist and work with the ward councillor in representing the ward committee and articulating the needs of the wards.
<b>Representatives of sector departments</b>	Represent their respective departments and make presentations about all their current and planned programmes and projects.
<b>Umzinyathi DM IDP Manager</b>	Represent the district municipality and ensure that relevant District officials, especially in the field of water and sanitation, do attend and provide required information.
<b>Representatives of the business sector (formal and informal)</b>	Represent local business people and make inputs of their behalf.
<b>Representatives of rate payers association</b>	Represent rate payers and make inputs of their behalf.
<b>Representatives of NGOs/NPOs</b>	Represent their NGOs and make presentations about all their programmes and projects.
<b>Community Development Workers</b>	Provide all the required information about their work and plans and make necessary inputs.
<b>Representatives of social sectors (Youth, Women, Elderly, Disabled, etc)</b>	Represent their sectors and make inputs on their behalf.

### 3. MECHANISMS FOR PUBLIC PARTICIPATION

In its IDP and SDF review, Nquthu LM will embark on an extensive public participation exercise to ensure that the residents of Nquthu have a say on the development path that the municipality takes. Chapter Four (4) of MSA outlines an obligation of a municipality to ensure that proper and clear mechanisms for public consultation are in place and are utilised effectively. Public consultation shall be conducted in the following manner:

- **Operation Sukuma Sakhe (LTT):** this forum consists of all stakeholders that have a role to play in the development of Nquthu in one way or the other, including but not limited to; sector departments, NPOs, business, traditional leadership, ward committees, etc. This forum shall be convened at least on a quarterly basis to provide a platform for engagement and sharing of development information and also devise ways of working together and/or identify areas of cooperation.
- **IDP and SDF specific consultation processes:** the comprehensive SDF review will be undertaken by a competent service provider with adequate capacity for a period of 18 months so that a fully compliant and credible SDF is produced. However, every aspect of the SDF that has been reviewed shall be incorporated into the existing document so that it is tabled to Council for approval together with the IDP. After a comprehensive review has been done, annual reviews shall be undertaken internally afterwards.
- **Ward Committees (WBPs review):** the municipality will use Ward Committees as an instrument of IDP formulation process through the annual review of WBPs which will be led by councillors. The public be informed in advance so that they participate in

WBPs annual review which will actually determine the IDP priorities as far as wards are concerned.

- **IDP Roadshows:** in addition to invitation of public comments, the municipality also conduct a roadshow wherein all wards shall be represented and shall be done in conjunction with Umzinyathi DM in order to save costs.

#### 4. VERTICAL AND HORIZONTAL ALIGNMENT

The development mandate of the municipality cannot be successfully realized without properly aligning its plans and programmes with those of sector departments, the district municipality and all other development stakeholders. The municipality will also align itself to neighbouring municipalities. In light of the above, the municipality will align itself as outlined in the table below:

<b>Vertical alignment</b>	<ul style="list-style-type: none"> <li>▪ Utilize the LTT as the main platform of horizontal alignment since sector departments are part of this forum;</li> <li>▪ Consider and analyse all the legislative and/or compliance matters championed by different sector departments to ensure that the municipality and also engage sector departments about their programmes and plans especially within Nquthu so that areas of cooperation are identified, and</li> <li>▪ Ensure that the municipality fully participate and take advantage of all government programmes and/or campaigns aimed at job creation championed nationally or provincially, e.g. Operation Vula.</li> </ul>
<b>Horizontal alignment</b>	<ul style="list-style-type: none"> <li>▪ The municipality will utilise Umzinyathi DM platforms as the foremost instruments for horizontal alignment, namely- the IDP-LED Technical Committee and the Joint Project Steering Committee;</li> <li>▪ The Umzinyathi DM shall also be invited at the municipality’s IDP Stakeholder Representative Forum, and</li> <li>▪ The Umzinyathi DM has undertaken to organise alignment meetings with neighbouring municipalities for purposes of creating a platform for cross-border alignment, therefore; in addition to studying the planning documents of neighbouring municipalities, Nquthu LM will also utilise that platform to ensure that it properly aligns with neighbouring municipalities.</li> </ul>

#### 5. COST IMPLICATIONS FOR IDP REVIEW

The municipality’s IDP review is conducted internally and a budgeted have been put in place to drive all IDP review programmes, including catering for IDP Stakeholder Representative Forum and also funding all public consultation processes.

#### 6. ADDRESSING MEC COMMENTS

When the MEC issues IDP assessment letters to municipalities, the purpose for that is twofold; (1) to identify weaknesses and areas of improvement as far as the overall governance, management and institutional development of the municipality is concerned and (2) to identify weaknesses and areas of improvement with regard to how the IDP itself is structured and compile in order to improve its credibility. Therefore; As outlined in the



time-schedule table, all the issues raised in the MEC letter shall be attended to by convening a workshop of all municipal departments so that action plans to address issues raised by the MEC can be made so that all of those issues are addressed at an institutional level and also reflected on the 2022/23 IDP review.

## 7. PUBLIC CONSULTATIONS ON THE PROCESS PLAN

Notices inviting public comments were issued through the following mediums:

- An advert was put on the Ilanga newspaper;
- Notices were put on all municipal libraries, municipal offices and Traditional Courts, accompanied by copies the draft process plan, and
- The draft process plan was put on the municipal website.

After Council approves the final process plan, it will be put on the municipal website for public information and also forward an electronic copy to COGTA as required.

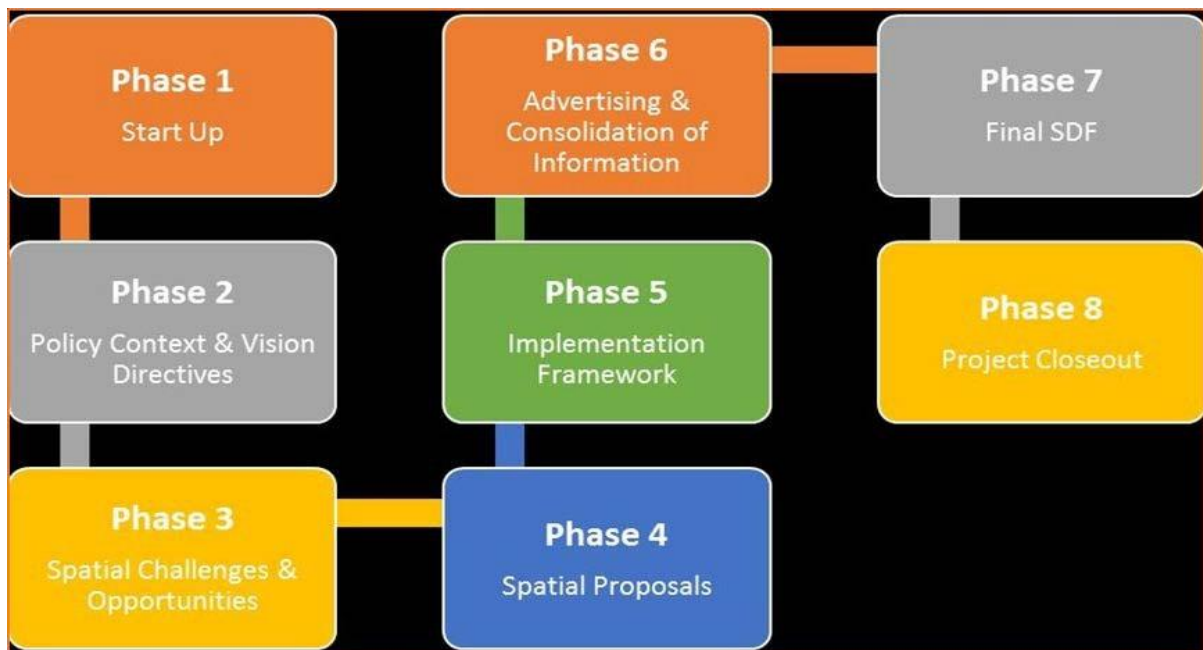
## 8. SPATIAL DEVELOPMENT FRAMEWORK REVIEW

The overall aim of the project is to ensure that the SDF provides for a vision and strategies which are implementable in order to change space for the greater good of all in the municipality. As a minimum the SDF should comply with the SPLUMA requirements. The SPLUMA requirements are inclusive of Section 21 but not limited to section 21, as listed hereunder:

<b>SPLUMA REQUIREMENTS</b>	
<b>SECTION</b>	
<b>21(a)</b>	Give effect to the development principles and applicable norms and standards as set in chapter 2 of SPLUMA
<b>21(b)</b>	Include a written and spatial representation of a five year spatial development plan for the spatial form of the municipality
<b>21(c)</b>	Long Term Vision for 10-20 years for spatial growth
<b>21(d)</b>	Identify current and future significant structuring and restructuring elements of the spatial form of the municipality, including development corridors, activity spines and economic nodes where public policy and private investment will be prioritized.
<b>21(e)</b>	Include population growth estimates for the next five years.
<b>21(f)</b>	Include estimates of the demand for housing units across different socio economic categories and the planned location and density of future housing developments.

<b>SPLUMA REQUIREMENTS</b>	
<b>SECTION</b>	
<b>21(g)</b>	Include estimates of economic activity and employment trends and locations in the municipal area for the next five years.
<b>21(h)</b>	Identify, quantify and provide location requirements of engineering infrastructure and services provision for existing and future development needs for the next five years.
<b>21(i)</b>	Identify the designated areas where national or provincial inclusionary housing policy may be applicable
<b>21(j)</b>	Include a strategic assessment of the environmental pressures and opportunities within the municipal area including the spatial location of environmental sensitivities, high potential agricultural land and (coastal access strips where applicable).
<b>21(k)</b>	Identify the designation of areas in the municipality where the incremental upgrading approaches to the development and regulation will be applicable.
<b>21(l)</b>	Identify the designation of areas in which more detailed local plans must be developed, and shortened land use development procedures may be applicable and land use schemes may be so amended
<b>21(m)</b>	Provide the spatial expression of the coordination, alignment and integration of sectoral policies of all municipal departments.
<b>21(n)</b>	Determination of Capital Expenditure Framework for municipality's development programmes depicted spatially
<b>21(o)</b>	Determine the purpose, desired impact and structure of the land use management scheme to apply in that municipal area
<b>21(p)</b>	Include an implementation plan comprising sectoral requirements including budgets and resources required for implementation; necessary amendments to a land use scheme; specification of institutional arrangements necessary for implementation; specification of implementation targets including dates and monitoring indicators; specification where necessary of any arrangements for partnerships in the implementation process.

The municipality's SDF is undergoing a review by the service provider and the inception report that outlines all the phases and timelines was presented to the municipality. Figure 1 below illustrate these phases as set out in the inception report.



## 9. IDP, BUDGET AND SDF TIMELINES (ANNEXURE A)

The timelines for the IDP, budget and SDF processes are attached as Annexures and provide specific activities that are going to be undertaken. These tables must not be read in isolation but they must be read within the context of the complementary functions that links them.

## 10. DETAILED 2023/2024 TO 2026/2026 MTREF BUDGET PROCESS (ANNEXURE B)

A comprehensive budget processes has also been incorporated as an annexure, despite the fact that critical dates are also included in the process plan time schedule.

## 11. UMZINYATHI DISTRICT MUNICIPALITY FRAMEWORK PLAN (ANNEXURE C)

The Umzinyathi District Municipality has developed a Framework Plan for 2022/23 financial year which informs the Process Plans for all local municipalities under the district. In order to provide sufficient details, the framework plan has also been included as an annexure.

## 12. CONCLUSION

The IDP Process Plan shall inform and guide all municipal integrated development planning, budgeting and spatial planning processes. After approval by Council, this document shall be made public by putting it on the municipal website as well as placing hard copies in municipal offices and libraries.

ANNEXURE A: IDP PROCESSES PLAN TIME SCHEDULE

PERIOD	ACTIVITY	RESPONSIBILITY	TIMEFRAME/ TARGET
QUARTER 01 (JULY - SEPTEMBER)	DDM Political Hub meeting	The Mayor	TBD
	DDM Technical Hub meeting	Director Technical Services	TBD
	DDM GSID Cluster meeting	Director Corporate Services	TBD
	Submit to KZN COGTA 2024/25 Draft IDP and Budget Process Plan	IDP/PMS Manager	31 July 2023
	Submit signed performance agreements to KZN COGTA	Manager Office of the MM	31 July 2023
	DDM Technical Hub meeting	Director Technical Services	TBD
	DDM Political Hub meeting	The Mayor	TBD
	Advertise 2024/25 Draft IDP And Budget Process Plan for public comments	Manager Office of the MM	TBD
	DDM GSID Cluster meeting	Director Corporate Services	TBD
	Table 2022/23 Annual Performance Report to Council for approval	The Municipal Manager	31 August 2023
	Submit 2022/23 Annual Performance Report and 2022/23 Annual Financial Statements to the Auditor-General	The Municipal Manager	31 August 2023
	IDP Stakeholders Representative Forum meeting	Mayor and IDP/PMS Manager	29 September 2023
	Conduct performance assessment for senior and middle management	<ul style="list-style-type: none"> <li>Director Corporate Services</li> <li>Manager Office of the MM</li> </ul>	29 Sep 2023
	DDM Technical Hub meeting	Director Technical Services	TBD
	DDM Political Hub meeting	The Mayor	TBD
	KwaZulu-Natal Integrated Development Planning Indaba hosted by KZN COGTA	<p><b>KZN IDP Coordinating Unit:</b></p> <ul style="list-style-type: none"> <li>Discussions on IDP MEC assessment outcomes, alignment and implementation.</li> </ul> <p><b>Municipal officials:</b></p> <ul style="list-style-type: none"> <li>Participate in proceedings.</li> </ul> <p><b>Sector Departments, COGTA BU, SOEs:</b></p> <ul style="list-style-type: none"> <li>Participate in proceedings</li> </ul>	22 September 2023

ANNEXURE A: IDP PROCESSES PLAN TIME SCHEDULE

PERIOD	ACTIVITY	RESPONSIBILITY	TIMEFRAME/ TARGET
<b>QUARTER02</b> <b>(OCTOBER –</b> <b>DECEMBER)</b>	DDM GSID Cluster meeting	Director Corporate Services	TBD
	Approval of 2024/25 Final IDP and Budget Process Plan	The Municipal Manager	31 August 2023
	Submit 2024/25 Final IDP and Budget Process Plan to KZN COGTA	IDP/PMS Manager	31 August 2023
	1st IDP and Budget Steering Committee meeting	<ul style="list-style-type: none"> <li>IDP/PMS Manager</li> <li>Budget Manager</li> </ul>	25 July 2023
	Put 2024/25 Final IDP and Budget Process Plan on the municipal Website	Manager Office of the MM	10 September 2023
	DDM Technical Hub meeting	Director Technical Services	TBD
	DDM Political Hub meeting	The Mayor	TBD
	DDM GSID Cluster meeting	Director Corporate Services	TBD
	Tabling of 2023/24 Quarter One performance report to Council	IDP/PMS Manager	31 October 2023
	Provide support to Municipalities to improve Integrated Development Plans	<b>IDP Coordination Business Unit:</b> <ul style="list-style-type: none"> <li>Ensure establishment of IDP Steering Committee.</li> <li>Participate in Planners Forums and RFs.</li> </ul>	October 2023 onwards
		<ul style="list-style-type: none"> <li>Support Sect 139 Municipalities.</li> <li>Provide hands-on support in line with gaps identified in MEC comments.</li> <li>Support DDM implementation through provision of project and budget information.</li> </ul> <b>Municipal officials:</b> <ul style="list-style-type: none"> <li>Establish and convene meetings of IDP Steering Committee and RF.</li> <li>Draft the IDP in line with MEC comments Action Plan and IDP assessment criteria.</li> <li>Indicate where/if specific support is still required from COGTA BUs, Sector Departments and SOEs.</li> </ul>	
	DDM Technical Hub meeting	Director Technical Services	TBD
	DDM Political Hub meeting	The Mayor	TBD
	IDP Alignment and implementation sessions	<b>IDP Coordination Business Unit:</b> <ul style="list-style-type: none"> <li>Invite stakeholders.</li> </ul>	10 November 2023

ANNEXURE A: IDP PROCESSES PLAN TIME SCHEDULE

PERIOD	ACTIVITY	RESPONSIBILITY	TIMEFRAME/ TARGET
QUARTER 03 (JANUARY – MARCH)		<ul style="list-style-type: none"> <li>• Make inputs on IDP / DGDP/ DDM alignment and on IDP implementation.</li> <li>• Draft Minutes.</li> </ul> <p><b>Municipal officials:</b></p> <ul style="list-style-type: none"> <li>• Arrange venue for sessions.</li> <li>• Report on alignment and IDP implementation.</li> </ul> <p><b>Sector Departments, COGTA BUs, SOEs:</b></p> <ul style="list-style-type: none"> <li>• Make inputs on alignment and IDP implementation.</li> <li>• Provide project and budget information.</li> </ul>	
	IDP Best Practice Conference and IDP Alignment session	<p><b>IDP Coordination Business Unit:</b></p> <ul style="list-style-type: none"> <li>• Discussions on IDP alignment and implementation.</li> </ul> <p><b>Municipal officials:</b></p> <ul style="list-style-type: none"> <li>• Participate in proceedings.</li> </ul> <p><b>Sector Departments, COGTA BUs, SOEs:</b></p> <ul style="list-style-type: none"> <li>• Participate in proceedings.</li> <li>• Provide project and budget information.</li> </ul>	24 November 2023
	IDP Stakeholder Representative Forum meeting	Mayor and IDP/PMS Manager	30 December 2023
	DDM Technical Hub meeting	Director Technical Services	TBD
	DDM Political Hub meeting	The Mayor	TBD
	2 <sup>nd</sup> IDP and Budget Steering Committee meeting	<ul style="list-style-type: none"> <li>• IDP/PMS Manager</li> <li>• Budget manager</li> </ul>	08 December 2023
	Tabling of Quarter 2 performance assessment report to Council	IDP/PMS Manager	25 January 2024
	Tabling of Mid-year performance assessment report to Council	The Mayor	25 January 2024
	Tabling 2023/24 First Draft Annual Report	The Mayor	25 January 2024
	3 <sup>rd</sup> IDP and Budget Steering Committee meeting	<ul style="list-style-type: none"> <li>• IDP/PMS Manager</li> <li>• Budget Manager</li> </ul>	08 February 2024
4 <sup>th</sup> IDP and Budget Steering Committee meeting	<ul style="list-style-type: none"> <li>• IDP/PMS Manager</li> </ul>	15 March 2024	

ANNEXURE A: IDP PROCESSES PLAN TIME SCHEDULE

PERIOD	ACTIVITY	RESPONSIBILITY	TIMEFRAME/ TARGET
		<ul style="list-style-type: none"> <li>Budget Manager</li> </ul>	
	<p><b>Local Government Elections:</b> Compilation of Ward Based Plans for all wards.</p>	IDP/PMS Manager	October 2023 - January 2024
	IDP Stakeholders Engagement on 2023/24 Reviewed IDP assessment process	<p><b>IDP Coordination Business Unit:</b></p> <ul style="list-style-type: none"> <li>Present, discuss and adopt reviewed Provincial IDP Management Plan.</li> <li>Present, discuss and adopt reviewed IDP assessment criteria and IDP Framework Guideline.</li> <li>Discussions on aligned projects and IDP implementation.</li> </ul> <p><b>Municipal officials:</b></p> <ul style="list-style-type: none"> <li>Participate in discussions and decision taking.</li> <li>Adopt Provincial IDP Management Plan, Reviewed IDP criteria and Reviewed IDP Framework Guideline.</li> </ul> <p><b>Sector Departments, COGTA BUs, SOEs:</b></p> <ul style="list-style-type: none"> <li>Participate in discussions and decision taking.</li> <li>Adopt Provincial IDP Management Plan and criteria.</li> <li>Provide project and budget information.</li> </ul>	02 February 2024
	Approval of the 2024/25 Draft Integrated Development Plan	The Mayor	29 March 2024
	Table Final 2022/23 Annual Report to Council for approval	The Mayor	29 March 2024
	Table to Council the 2022/23 Oversight Report for consideration	MPAC Chairperson	29 March 2024
	Submission of Draft 2024/25 Reviewed IDPs and WBPs to COGTA for assessment	<p><b>IDP Coordination Business Unit:</b></p> <ul style="list-style-type: none"> <li>Support Municipalities with completion of draft IDPs and SDFs in line with action plan.</li> </ul>	01-28 March 2024

ANNEXURE A: IDP PROCESSES PLAN TIME SCHEDULE

PERIOD	ACTIVITY	RESPONSIBILITY	TIMEFRAME/ TARGET
<b>QUARTER 04</b> <b>(APRIL – JUNE)</b>		<ul style="list-style-type: none"> <li>Receive &amp; register draft IDPs, SDFs, relevant Sector Plans and WBPs.</li> </ul> <p><b>Municipal officials:</b></p> <ul style="list-style-type: none"> <li>Finalize draft IDPs and SDFs to Process Plans and IDP Assessment Criteria.</li> <li>Finalize Ward Based Plans.</li> <li>Align Ward Based Plans to IDP.</li> <li>Submit Council Resolution, Draft IDPs, Draft SDBIPs, Draft Budgets, Draft SDFs, relevant Sector Plans and Draft WBPs.</li> </ul> <p><b>Sector Departments, COGTA BUs, SOEs:</b></p> <ul style="list-style-type: none"> <li>Support Municipalities with completion of draft IDPs, SDFs and Sector Plans in line with action plan.</li> <li>Participate in IDP RFs and provide project and budget information.</li> </ul>	
	IDP Stakeholder Representative Forum meeting	Mayor and IDP/PMS Manager	15 March 2024
	Strategic Planning session	IDP/PMS Manager	February 2024
	Make Public the Draft IDP and Budget invite public comments and also send it to COGTA for assessment.	Manager Office of the MM	05 April 2024
	Advertise the 2022/23 Annual Report and put on municipal website	Municipal Manager	05 April 2024
	IDP Stakeholder Representative Forum meeting	Mayor and IDP/PMS Manager	09 May 2024
	Draft IDP Assessment Feedback	<p><b>IDP Coordination BU, Sector Departments, COGTA BUs, SOEs:</b></p> <ul style="list-style-type: none"> <li>Provide feedback per KPA on assessment findings gaps and recommendations to improve the IDP, SDF, sector plans and policies, prior to the adoption of the Final IDP.</li> <li>Ensure alignment between the IDP, Ward based</li> </ul>	17 April 2024



ANNEXURE A: IDP PROCESSES PLAN TIME SCHEDULE

PERIOD	ACTIVITY	RESPONSIBILITY	TIMEFRAME/ TARGET
		plans, DGDP goals and objectives and the District Development Plan. <b>Municipal officials:</b> • Incorporate comments into Final IDP and SDF.	
	5 <sup>th</sup> IDP and Budget Steering Committee meeting	• IDP/PMS Manager • Budget Manager	17 May 2024
	Adoption of the final 2022/23 IDP Review	Mayor and Municipal Manager	31 May 2024
	Submission of approved 2022/23 IDP to COGTA and all relevant departments	Municipal Manager Office of the MM	10 June 2024

THE BUDGET PROGRAMME				
SCHEDULE OF KEY DEADLINES				
2023/2024 TO 2025/2026 MTREF BUDGET PROCESS				
MONTHLY ACTIVITY	BUDGET ACTIVITY	BUDGET ACTIVITY DATE	Mayor and Council	Administration
August	Submit Monthly Report		Mayor tables in Council the schedule of key deadlines setting the time table for: preparing, tabling and approving the budget; reviewing the IDP <b>MFMA s 21,22, 23;</b> <b>MSA s 34, Ch 4</b>	
	upload Data Strings to portal	15/08/2023		
September	Submit Monthly Report		Council through the IDP review process determines strategic objectives for service delivery and development for next three-year budgets including review of provincial and national government sector and strategic plans	Budget offices of municipality determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives
	upload Data Strings to portal	14/09/2023		
	First Meeting of the budget steering committee re: Presentation on quarterly report	29/09/2023		
October	Submit Monthly Report			
	upload Data Strings to portal	13/10/2023		
November	Section 72 report			
	Submit Monthly Report	14/11/2023		
December	upload Data Strings to portal		Mayor tables municipality budget, resolutions, plans, and proposed revisions to IDP	Budget and plans for next financial year to the M
	upload Data Strings to portal	14/12/2023		
	Second Meeting of the budget steering committee re: Preparation for Adjustment budget setting	01/12/2023		
January	Submit Monthly Report			reviews proposed national and provincial allocations to municipality for incorporation into the final budget.
	upload Data Strings to portal	15/01/2024		
February	Section 72 report			incorporates the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report
	Table Mid year & Performance assessment	25/01/2024		
	Submit Monthly Report			
	upload Data Strings to portal	14/02/2024		
March	Recommend adjustment Budget to council	29/02/2024		changes in prices for bulk resources as communi
	Third Meeting of the budget steering committee re: Preparing for draft budget and setting due date for inputs	01/02/2024		
	Submit Monthly Report			
	upload Data Strings to portal	14/03/2024		
April	Meeting with Treasury assessment re :Mid-year budget(Adjustment Budget) and	19/03/2024		
	Submit Adjustment budget to Both National Council to adoption Draft Budget in the Mun	14/03/2024		
		28/03/2024		
May	Submit Monthly Report		Mayor to be provided with an opportunity to respond to submissions during consultation and table amendments for council consideration. Council to consider approval of budget and plans at least 30 days before start of budget year.	preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year taking into account consultative processes and any other new information of a material nature
	upload Data Strings to portal	15/04/2024		
	Section 72 report			
	Public Consultation to be managed in a coalition with the Office of the Speaker in the Municipal Council			
June	Fourth Meeting of the budget steering committee re: To evaluate and review the inputs received	22/04/2024	Council must approve annual budget by resolution, setting taxes and tariffs, <b>MFMA s 16, 24, 26, 53</b>	after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA.
	Submit Monthly Report			
	upload Data Strings to portal	15/05/2024		
	Meeting with Treasury assessment re :Tabled (Draft) Budget Assessments	22/05/2024		
July	Final approval of the 2022/2023 to 2024/2023 by the Municipal Council	31/05/2024	Council must approve annual budget by resolution, setting taxes and tariffs, <b>MFMA s 16, 24, 26, 53</b>	
	Budget and I.D.P. administrative tasks re: Printing of the final budget and I.D.P. document			
August	Submit Monthly Report		Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with s 57(2) of the MSA. Mayor to ensure that the annual performance agreements are linked to the measurable performance objectives <b>MFMA s 53; MSA s 38-45, 57(2)</b>	
	upload Data Strings to portal	14/06/2024		
	Budget administrative tasks re: Loading of the MTREF Budget - EMS	28/06/2024		
	Submission of the MTREF Budget and I.D.P. Document to: 1. National Treasury 2. Provincial Treasury	14/06/2024		
September	Submit Monthly Report		Begins planning for next three-year budget in accordance with co-ordination role of budget process	align the IDP
	upload Data Strings to portal	12/07/2024		
	Section 72 report			
	Budget Evaluation Process re: MTREF Budget, the SDBIP & I.D.P			
October	I.D.P and SDBIP document to all relevant stakeholders		<b>MFMA s 53</b>	<b>MFMA s 68, 77</b>
	1. National Treasury			
	2. Provincial Treasury	22/07/2024		
	3. National DPLG 4. Provincial DPLG			