

# NQUTHU LOCAL MUNICIPALITY



## DRAFT 2027/28 IDP AND BUDGET PROCESS PLAN

## 2027/28 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 its 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.                                                                                                                                            |

| Roles and responsibilities                                                      |                                                                                                                                                                               |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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 neighboring 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 analyses 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 utilize 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 2026/27 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 of 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.

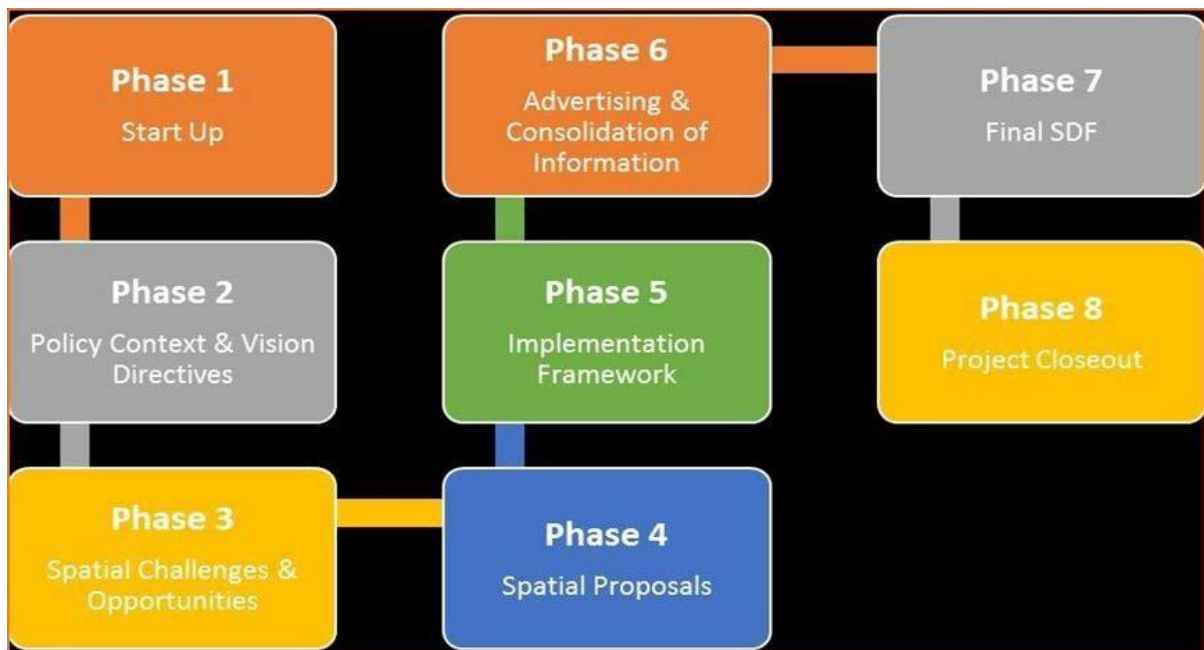
## 8. SPATIAL DEVELOPMENT FRAMEWORK REVIEW

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:

| SECTION | SPLUMA REQUIREMENTS                                                                                                                                                                                                                                         |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21(a)   | Give effect to the development principles and applicable norms and standards as set in chapter 2 of SPLUMA                                                                                                                                                  |
| 21(b)   | Include a written and spatial representation of a five year spatial development plan for the spatial form of the municipality                                                                                                                               |
| 21(c)   | Long Term Vision for 10-20 years for spatial growth                                                                                                                                                                                                         |
| 21(d)   | 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. |
| 21(e)   | Include population growth estimates for the next five years.                                                                                                                                                                                                |
| 21(f)   | Include estimates of the demand for housing units across different socio economic categories and the planned location and density of future housing developments.                                                                                           |

| SECTION | SPLUMA REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21(g)   | Include estimates of economic activity and employment trends and locations in the municipal area for the next five years.                                                                                                                                                                                                                                                                                                              |
| 21(h)   | Identify, quantify and provide location requirements of engineering infrastructure and services provision for existing and future development needs for the next five years.                                                                                                                                                                                                                                                           |
| 21(i)   | Identify the designated areas where national or provincial inclusionary housing policy may be applicable                                                                                                                                                                                                                                                                                                                               |
| 21(j)   | 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).                                                                                                                                                                                |
| 21(k)   | Identify the designation of areas in the municipality where the incremental upgrading approaches to the development and regulation will be applicable.                                                                                                                                                                                                                                                                                 |
| 21(l)   | 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                                                                                                                                                                                                                                         |
| 21(m)   | Provide the spatial expression of the coordination, alignment and integration of sectoral policies of all municipal departments.                                                                                                                                                                                                                                                                                                       |
| 21(n)   | Determination of Capital Expenditure Framework for municipality's development programmes depicted spatially                                                                                                                                                                                                                                                                                                                            |
| 21(o)   | Determine the purpose, desired impact and structure of the land use management scheme to apply in that municipal area                                                                                                                                                                                                                                                                                                                  |
| 21(p)   | 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 2027/2028 TO 2028/2029 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 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.

| PERIOD                              | ACTIVITY                                                                                                                                                                                                                                                                                                                                                                                                                                                        | RESPONSIBILITY                                                                                                                                                                                                                                                                                                                                                                                  | TIMEFRAME/<br>TARGET |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| QUARTER 01<br>(JULY -<br>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 2026/27 Draft IDP and Budget Process Plan                                                                                                                                                                                                                                                                                                                                                                                                   | IDP/PMS Manager                                                                                                                                                                                                                                                                                                                                                                                 | 31 July 2026         |
|                                     | Submit signed performance agreements to KZN COGTA                                                                                                                                                                                                                                                                                                                                                                                                               | Manager Office of the MM                                                                                                                                                                                                                                                                                                                                                                        | 31 July 2026         |
|                                     | DDM Technical Hub meeting                                                                                                                                                                                                                                                                                                                                                                                                                                       | Director Technical Services                                                                                                                                                                                                                                                                                                                                                                     | TBD                  |
|                                     | DDM Political Hub meeting                                                                                                                                                                                                                                                                                                                                                                                                                                       | The Mayor                                                                                                                                                                                                                                                                                                                                                                                       | TBD                  |
|                                     | Advertise 2026/27 Draft IDP And Budget Process Plan for public comments                                                                                                                                                                                                                                                                                                                                                                                         | Manager Office of the MM                                                                                                                                                                                                                                                                                                                                                                        | TBD                  |
|                                     | DDM GSID Cluster meeting                                                                                                                                                                                                                                                                                                                                                                                                                                        | Director Corporate Services                                                                                                                                                                                                                                                                                                                                                                     | TBD                  |
|                                     | Table 2025/26 Annual Performance Report to Council for approval                                                                                                                                                                                                                                                                                                                                                                                                 | The Municipal Manager                                                                                                                                                                                                                                                                                                                                                                           | 28 August 2026       |
|                                     | Submit 2025/26 Annual Performance Report and 2025/26 Annual Financial Statements to the Auditor-General                                                                                                                                                                                                                                                                                                                                                         | The Municipal Manager                                                                                                                                                                                                                                                                                                                                                                           | 28 August 2026       |
|                                     | IDP Stakeholders meeting (OSS: Local Task Team)                                                                                                                                                                                                                                                                                                                                                                                                                 | Mayor and IDP/PMS Manager                                                                                                                                                                                                                                                                                                                                                                       | 23 September 2026    |
|                                     | 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>                                                                                                                                                                                                                                                                                 | Nov 26               |
|                                     | DDM Technical Hub meeting                                                                                                                                                                                                                                                                                                                                                                                                                                       | Director Technical Services                                                                                                                                                                                                                                                                                                                                                                     | TBD                  |
|                                     | DDM Political Hub meeting                                                                                                                                                                                                                                                                                                                                                                                                                                       | The Mayor                                                                                                                                                                                                                                                                                                                                                                                       | TBD                  |
|                                     | <b>IDP Alignment and implementation sessions:</b> <ul style="list-style-type: none"> <li>Provide detailed <b>feedback on KPA MEC assessment</b>, including gaps and recommendations.</li> <li><b>Identify support</b> to be provided to address IDP assessment gaps.</li> <li>Make inputs on <b>IDP alignment</b> to National, Provincial and District priorities and on IDP implementation.</li> <li>Provide <b>project and budget information</b>.</li> </ul> | <b>KZN IDP Coordinating Unit:</b> <ul style="list-style-type: none"> <li>Discussions on IDP MEC assessment outcomes, alignment and implementation.</li> </ul> <b>Municipal officials:</b> <ul style="list-style-type: none"> <li>Participate in proceedings.</li> </ul> <b>Sector Departments, COGTA BU, SOEs:</b> <ul style="list-style-type: none"> <li>Participate in proceedings</li> </ul> | 26 – 30 October 202  |

| PERIOD                               | ACTIVITY                                                                  | RESPONSIBILITY                                                                                                                                                                                                                                                                                                                                      | TIMEFRAME/<br>TARGET  |
|--------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| QUARTER02<br>(OCTOBER –<br>DECEMBER) | DDM GSID Cluster meeting                                                  | Director Corporate Services                                                                                                                                                                                                                                                                                                                         | TBD                   |
|                                      | Approval of 2027/28 Final IDP and Budget Process Plan                     | The Municipal Manager                                                                                                                                                                                                                                                                                                                               | 31 August 2026        |
|                                      | Submit 2027/28 Final IDP and Budget Process Plan to KZN COGTA             | IDP/PMS Manager                                                                                                                                                                                                                                                                                                                                     | 30 September 2026     |
|                                      | 1st IDP and Budget Steering Committee meeting                             | <ul style="list-style-type: none"> <li>IDP/PMS Manager</li> <li>Budget Manager</li> </ul>                                                                                                                                                                                                                                                           | 28 July 2026          |
|                                      | Put 2027/28 Final IDP and Budget Process Plan on the municipal Website    | Manager Office of the MM                                                                                                                                                                                                                                                                                                                            | 5 October 2026        |
|                                      | 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 2026/27 Quarter One performance report to Council              | IDP/PMS Manager                                                                                                                                                                                                                                                                                                                                     | 30 October 2026       |
|                                      | 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>                                                                                                                                                           | November 2026 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>                                                                                                                                                                                                                                       | 4 December 2026       |

| PERIOD                          | ACTIVITY                                                      | RESPONSIBILITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | TIMEFRAME/<br>TARGET |
|---------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| QUARTER 03<br>(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> <b>Municipal officials:</b> <ul style="list-style-type: none"> <li>• Arrange venue for sessions.</li> <li>• Report on alignment and IDP implementation.</li> </ul> <b>Sector Departments, COGTA BUs, SOEs:</b> <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        | <b>IDP Coordination Business Unit:</b> <ul style="list-style-type: none"> <li>• Discussions on IDP alignment and implementation.</li> </ul> <b>Municipal officials:</b> <ul style="list-style-type: none"> <li>• Participate in proceedings.</li> </ul> <b>Sector Departments, COGTA BUs, SOEs:</b> <ul style="list-style-type: none"> <li>• Participate in proceedings.</li> <li>• Provide project and budget information.</li> </ul>                                                                                   | 4 December 2026      |
|                                 | IDP Stakeholder meeting (OSS: Local Task Team)                | Mayor and IDP/PMS Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 17 December 2026     |
|                                 | 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>                                                                                                                                                                                                                                                                                                                                                                                                                            | 11 December 2026     |
|                                 | Tabling of Quarter 2 performance assessment report to Council | IDP/PMS Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 22 January 2027      |
|                                 | Tabling of Mid-year performance assessment report to Council  | The Mayor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 22 January 2027      |
|                                 | Tabling 2025/26 First Draft Annual Report                     | The Mayor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 22 January 2027      |
|                                 | 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>                                                                                                                                                                                                                                                                                                                                                                                                                            | 13 February 2027     |
|                                 | 4 <sup>th</sup> IDP and Budget Steering Committee meeting     | <ul style="list-style-type: none"> <li>• IDP/PMS Manager</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 13 March 2027        |

| PERIOD | ACTIVITY                                                                                    | RESPONSIBILITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | TIMEFRAME/<br>TARGET |
|--------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|        |                                                                                             | <ul style="list-style-type: none"> <li>Budget Manager</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                      |
|        | <b>LOCAL GOVERNMENT ELECTIONS:</b><br><i>Compilation of Ward Based Plans for all wards.</i> | IDP/PMS Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 4 November 2026      |
|        | IDP Stakeholders Engagement on 2027/28 Reviewed IDP assessment process                      | <b>IDP Coordination Business Unit:</b> <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> <b>Municipal officials:</b> <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> <b>Sector Departments, COGTA BUs, SOEs:</b> <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> | 29 January 2027      |
|        | Approval of the 2028/29 Draft Integrated Development Plan                                   | The Mayor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 31 March 2027        |
|        | Table Final 2025/26 Annual Report to Council for approval                                   | The Mayor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 31 March 2027        |
|        | Table to Council the 2025/26 Oversight Report for consideration                             | MPAC Chairperson                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 31 March 2027        |
|        | Submission of Draft 2028/29 Reviewed IDPs and WBPs to COGTA for assessment                  | <b>IDP Coordination Business Unit:</b> <ul style="list-style-type: none"> <li>Support Municipalities with completion of draft IDPs and SDFs in line with action plan.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 01-31 March 2027     |

| PERIOD                       | ACTIVITY                                                                                              | RESPONSIBILITY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | TIMEFRAME/<br>TARGET |
|------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| QUARTER 04<br>(APRIL – JUNE) |                                                                                                       | <ul style="list-style-type: none"> <li>Receive &amp; register draft IDPs, SDFs, relevant Sector Plans and WBPs.</li> </ul> <b>Municipal officials:</b> <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> <b>Sector Departments, COGTA BUs, SOEs:</b> <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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 25 March 2027        |
|                              | Strategic Planning session                                                                            | IDP/PMS Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | February 2027        |
|                              | Make Public the Draft IDP and Budget invite public comments and also send it to COGTA for assessment. | Manager Office of the MM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 2 April 2027         |
|                              | Advertise the 2025/26 Annual Report and put on municipal website                                      | Municipal Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2 April 2027         |
|                              | IDP Stakeholder Representative Forum meeting                                                          | Mayor and IDP/PMS Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 27 May 2027          |
|                              | Draft IDP Assessment Feedback                                                                         | <b>IDP Coordination BU, Sector Departments, COGTA BUs, SOEs:</b> <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>                                                                                                                                                                                                                                                                                                                                                                                                                                  | 3-7 May 2027         |

| PERIOD | ACTIVITY                                                                 | RESPONSIBILITY                                                                                                                                       | TIMEFRAME/<br>TARGET |
|--------|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
|        |                                                                          | plans, DGDP goals and objectives and the District Development Plan.<br><b>Municipal officials:</b><br>• Incorporate comments into Final IDP and SDF. |                      |
|        | 5 <sup>th</sup> IDP and Budget Steering Committee meeting                | • IDP/PMS Manager<br>• Budget Manager                                                                                                                | 20 May 2027          |
|        | Adoption of the final 2026/27 IDP Review                                 | Mayor and Municipal Manager                                                                                                                          | 31 May 2027          |
|        | Submission of approved 2028/29 IDP to COGTA and all relevant departments | Municipal Manager Office of the MM                                                                                                                   | 10 June 2027         |

### Consultation with AmaKhosi and Nquthu Rate Payers

*The Operation Sukuma Sakhe structure, the Local Task Team, which convenes on a monthly basis was adopted by the municipality as its stakeholder representative forum to avoid logistical burden and duplication. However, the Mayor decided that, although all stakeholders are represented in this structure, AmaKhosi and rate payers met directly and separately for purposes of IDP and Annual Budget consultations. Proposed dates for such consultations are set out below.*

**AmaKhosi (Traditional Authorities) : 8 April 2027**

**Nquthu Rate Payers : 6 May 2027**

| THE BUDGET PROGRAMME                        |                                                                                                                                                  |                              |                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                           |       |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| SCHEDULE OF KEY DEADLINES                   |                                                                                                                                                  |                              |                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                           |       |
| 2027/2028 TO 2028/2029 MTREF BUDGET PROCESS |                                                                                                                                                  |                              |                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                           |       |
| MONTHLY ACTIVITY                            | BUDGET ACTIVITY                                                                                                                                  | BUDGET ACTIVITY DATE         | Mayor and Council                                                                                                                                                                                                                                                                                                                      | Administration                                                                                                                                                                                                                            | TIME  |
| August                                      | Submit Monthly Report<br>upload Data Strings to portal                                                                                           | 17/08/2026                   | Mayor tables in Council the schedule of key deadlines setting the time table for: preparing, tabling and approving the budget; reviewing the IDP (as per s 34 of MSA) and budget related policies and consultation processes at least 10 months before the start of the budget year<br><br><b>MFMA s 21,22, 23;<br/>MSA s 34, Ch 4</b> |                                                                                                                                                                                                                                           |       |
| September                                   | Submit Monthly Report<br>upload Data Strings to portal<br><br>First Meeting of the budget steering committee re: Presentation on quaterly report | 14/09/2026<br><br>30/09/2026 | 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 | 10H00 |
| October                                     | Submit Monthly Report<br>upload Data Strings to portal<br>Section 72 report                                                                      | 14/10/2026                   |                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                           |       |
| November                                    | Submit Monthly Report<br>upload Data Strings to portal                                                                                           | 13/11/2026                   |                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                           |       |
| December                                    | Submit Monthly Report<br>upload Data Strings to portal                                                                                           | 14/12/2026                   | Mayor tables municipality budget, resolutions, plans, and                                                                                                                                                                                                                                                                              | submits draft budget and plans for next financial year to the Mayor for tabling                                                                                                                                                           |       |

| THE BUDGET PROGRAMME                        |                                                                                                                                 |                      |                           |                                                                                                                                                                                    |       |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| SCHEDULE OF KEY DEADLINES                   |                                                                                                                                 |                      |                           |                                                                                                                                                                                    |       |
| 2027/2028 TO 2028/2029 MTREF BUDGET PROCESS |                                                                                                                                 |                      |                           |                                                                                                                                                                                    |       |
| MONTHLY ACTIVITY                            | BUDGET ACTIVITY                                                                                                                 | BUDGET ACTIVITY DATE | Mayor and Council         | Administration                                                                                                                                                                     | TIME  |
|                                             | Second Meeting of the budget steering committee re: Preparation for Adjustment budget setting due date for inputs and templates | 01/12/2026           | proposed revisions to IDP |                                                                                                                                                                                    | 10H00 |
| January                                     | Submit Monthly Report<br>upload Data Strings to portal<br>Section 72 report                                                     | 25/01/2027           |                           | reviews proposed national and provincial allocations to municipality for incorporation into the final budget.                                                                      |       |
|                                             | Table Mid year & Performamnce assessment to council                                                                             | 20/01/2027           |                           |                                                                                                                                                                                    |       |
| February                                    | Submit Monthly Report<br>upload Data Strings to portal                                                                          | 12/02/2027           |                           | 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 | 10H00 |
|                                             | Recommend adjustment Budget to council for Aproval                                                                              | 25/02/2027           |                           |                                                                                                                                                                                    |       |
|                                             | Third Meeting of the budget steering committee re:Preparing for draft budget and setting due date for inputs                    | 03/02/2027           |                           |                                                                                                                                                                                    |       |
| March                                       | Submit Monthly Report<br>upload Data Strings to portal                                                                          | 13/03/2027           |                           | incorporates any changes in prices for bulk resources as communicated by 14 March                                                                                                  | 10H00 |
|                                             | Meeting with Treasury assessment re :Mid-year budget(Adjustment Budget) and performance assessment                              | 20/03/2027           |                           |                                                                                                                                                                                    |       |
|                                             | Submit Adjustment budget to Both National Treasury and Provincaill Treasury                                                     | 25/03/2027           |                           |                                                                                                                                                                                    |       |
|                                             | Council to adoption Draft Budget in the Municipal Council                                                                       | 31/03/2027           |                           |                                                                                                                                                                                    |       |

| THE BUDGET PROGRAMME                        |                                                                                                                                                                                                                                                                                |                              |                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                            |       |
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| SCHEDULE OF KEY DEADLINES                   |                                                                                                                                                                                                                                                                                |                              |                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                            |       |
| 2027/2028 TO 2028/2029 MTREF BUDGET PROCESS |                                                                                                                                                                                                                                                                                |                              |                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                            |       |
| MONTHLY ACTIVITY                            | BUDGET ACTIVITY                                                                                                                                                                                                                                                                | BUDGET ACTIVITY DATE         | Mayor and Council                                                                                                                                                                                                                                                                         | Administration                                                                                                                                                                                                             | TIME  |
|                                             |                                                                                                                                                                                                                                                                                |                              |                                                                                                                                                                                                                                                                                           | MFMA s 42                                                                                                                                                                                                                  |       |
| April                                       | Submit Monthly Report<br>upload Data Strings to portal<br>Section 72 report                                                                                                                                                                                                    | 14/04/2027                   |                                                                                                                                                                                                                                                                                           | in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year                                                         | 10H00 |
|                                             | Public Consultation to be managed in a coalition with the Office of the Speaker in the Municipal Council<br><br>Fourth Meeting of the budget steering committee re: To evaluate and review the inputs received from the public consultation process                            | 29/04/2027                   |                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                            |       |
| May                                         | Submit Monthly Report<br>upload Data Strings to portal                                                                                                                                                                                                                         | 14/05/2027                   | Mayor to be provided with an opportunity to respond to submissions during consultation and table amendments for council consideration.<br>Council to consider approval of budget and plans at least 30 days before start of budget year.<br><br><b>MFMA s 23, 24; MSA Ch 4 as amended</b> | 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 | 10H00 |
|                                             | Meeting with Treasury assessment re :Tabled (Draft) Budget Assessments<br><br>Final approval of the 2022/2023 to 2024/2025 MTREF Budget and I.D.P. by the Municipal Council<br><br>Budget and I.D.P. administrative tasks re: Printing of the final budget and I.D.P. document | 20/05/2027<br><br>28/05/2027 |                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                            |       |
| June                                        | Submit Monthly Report                                                                                                                                                                                                                                                          | 14/06/2027                   | Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives                                                                                                            | after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA.                                                                                                     |       |

| THE BUDGET PROGRAMME                        |                                                                                                                                                                                                                                               |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                  |      |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|------|
| SCHEDULE OF KEY DEADLINES                   |                                                                                                                                                                                                                                               |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                  |      |
| 2027/2028 TO 2028/2029 MTREF BUDGET PROCESS |                                                                                                                                                                                                                                               |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                  |      |
| MONTHLY ACTIVITY                            | BUDGET ACTIVITY                                                                                                                                                                                                                               | BUDGET ACTIVITY DATE                | Mayor and Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Administration                                                                                   | TIME |
|                                             | <p>upload Data Strings to portal</p> <p>Budget administrative tasks<br/>re: Loading of the MTREF Budget - EMS</p> <p>Submission of the MTREF Budget and I.D.P.<br/>Document to:</p> <p>1. National Treasury</p> <p>2. Provincial Treasury</p> | <p>22/06/2027</p> <p>22/06/2027</p> | <p>for revenue by source and expenditure by vote before start of budget year</p> <p><b>MFMA s 16, 24, 26, 53</b></p> <p>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 approved with the budget and SDBIP. The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval.</p> <p><b>MFMA s 53; MSA s 38-45, 57(2)</b></p> | <p><b>MFMA s 69; MSA s 57</b></p>                                                                |      |
| July                                        | <p>Submit Monthly Report</p> <p>upload Data Strings to portal</p> <p>Section 72 report</p> <p>Budget Evaluation Process<br/>re: MTREF Budget, the SDBIP &amp; I.D.P</p> <p>I.D.P and SDBIP document to all relevant stakeholders</p>          | 14/07/2027                          | <p>Begins planning for next three-year budget in accordance with co-ordination role of budget process</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p>Budget section prepare the schedule of key deadlines and align the IDP and Budget process</p> |      |

| THE BUDGET PROGRAMME                        |                                                                                          |                            |                   |                |      |
|---------------------------------------------|------------------------------------------------------------------------------------------|----------------------------|-------------------|----------------|------|
| SCHEDULE OF KEY DEADLINES                   |                                                                                          |                            |                   |                |      |
| 2027/2028 TO 2028/2029 MTREF BUDGET PROCESS |                                                                                          |                            |                   |                |      |
| MONTHLY<br>ACTIVITY                         | BUDGET ACTIVITY                                                                          | BUDGET<br>ACTIVITY<br>DATE | Mayor and Council | Administration | TIME |
|                                             | 1. National Treasury<br>2. Provincial Treasury<br>3. National DPLG<br>4. Provincial DPLG | 22/07/2027                 | MFMA s 53         | MFMA s 68, 77  |      |