



**AMENDED 2023/24 IDP AND BUDGET PROCESS PLAN: TIME SCHEDULE WITH KEY DEADLINES FOR PREPARATION OF 2024/27 MTREF BUDGET & IDP 2022/27 REVIEW 2**

REF	ACTIVITIES	OUTCOME	TIMEFRAMES	RESPONSIBLE PERSON/S	TARGET AUDIENCE
1.	Desktop work	Developing of 2023/24 IDP process plan	01 July 2023	ASMCS	IDP/Budget Steering Committee
2.	Performance Agreements: (i) Signed by Section 54A(MM) and 56 Senior Managers (ii) Submitted to the Mayor (iii) Published on website (iv) Submitted to MEC of COGHSTA	Compliance with Section 57(2)(1)(b) of MSA – signed PMS Agreements	31 July 2023	MM, Manager: Technical Services, ASMCS	Mayor
3.	Submit Q4 quarterly performance report (April 2023 till June 2023) on implementation of the budget and financial state of affairs to Council. (i) Mayor submit to Council (ii) Published on website (iii) Submitted to MEC of COGHSTA (iv) Submitted to NT & PT	Compliance with Section 52(d) of MFMA	31 July 2023	ASMCS	Council
4.	IDP/Budget Steering Committee Meeting	IDP and budget inputs	03 August 2023	MM & ASMCS	IDP/Budget Steering committee
5.	Process Plan Public Consultation session with Ward Committees	Meeting with ward committees	14-25 August 2023	ASMCS, Manager: Mayors Office	Ward Committees

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6.	Table IDP Process Plan & Budget Schedule 2023/2024 to Council for adoption	Adopted IDP Process Plan & Budget Schedule Submission to stakeholders within legislative timeframe	31 August 2023	MM & ACFO	Council
7.	Annual Performance Report 2022/23 and AFS 2022/23 submitted to Auditor General	Council to note APR MPAC to note APR Submission of APR to AG	31 August 2023	MM, ACFO and ASMCS	Council Auditor General
8.	Advertise the Reviewed Process Plan & Budget Schedule for 2023/2024	Public notification: Give notice to the local community of particulars of the processes it intends to follow	Withing 14 Days after Council meeting	ASMCS	Public
9.	Preparing of Roll-out Programme for IDP Reviewed Framework & Community involvement meetings (CMTP Preparatory engagement)	Public participation	March 2024	Mayor, MM, Ward Councillors, IDP Steering Committee	Members of the public
10.	Final PMS Evaluations of MM & Former MM and Manager: Technical Services	Performance reviewed of MM & Senior Managers for 2022/23	September	MM, ASMCS	PMS Evaluation panel
11.	1st round of community consultation & participation: Outreach campaign to inform the community about the IDP priorities (Social media platforms to be utilized)	Breakdown of outreach activities: Local level marketing to be considered Active multi-media campaign on the IDP	March 2024	Mayor, MM. Senior Managers, all Section heads, Involvement of Ward Committee	Public members
12.	Conduct 1st IDP Representative Forum meeting <ul style="list-style-type: none"> <li>• Status quo update</li> <li>• To determine key strategic projects</li> <li>• Explain Budget Process /Budget compilation programme</li> </ul>	Presentation to the IDP Rep Forum o Input meetings: Sectoral meetings Introduce the process to the forum Review IDP objective & strategies	October	Mayor. MM. ASMCS	IDP rep forum

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13.	Phase 1: Research, Information Collection & Analysis o GAP Analysis of existing IDP's & KPA's <ul style="list-style-type: none"> <li>• Situational analysis</li> <li>• Physical and climatic environment</li> <li>• Progress on previous commitments</li> <li>• Institutional analysis in line with national, provincial and District planning documents</li> </ul>	Desktop work <ul style="list-style-type: none"> <li>• Priority services &amp; project prioritization.</li> <li>• Service delivery &amp; infrastructure backlogs</li> <li>• Level of socio-economic development</li> <li>• State of the natural environment</li> <li>• Level of physical development (land development)</li> </ul>	September/October	ASMCS and PMU: Manager	IDP/Budget Steering Committee
14.	<ul style="list-style-type: none"> <li>• Internal Organizational arrangements o Mandate, power and functions;</li> <li>• Institutional SWOT analysis Institution transformation;</li> <li>• Spatial Development profile Demographic profile Health profile</li> <li>• Education and training profile</li> <li>• Social development profile</li> <li>• Safety and security profile</li> <li>• Economic profile Housing profile</li> <li>• Land profile</li> <li>• Environmental profile</li> <li>• Infrastructure profile</li> <li>• In depth need analysis</li> <li>• Analysis of MEC's comments on IDP o Analysis of IDP engagement outcomes</li> <li>• Development objectives</li> <li>• Formulate Vision and Mission statement of the Council</li> <li>• Review of development objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Compile Strategic Development Plan 2023 Alignment of projects to provincial, national and District projects/programmes.</li> <li>• Internal alignment of SDBIP targets, community consultation on service delivery development and budget targets</li> </ul> Desktop Work  Rep Forum Workshop	October   Ongoing  October	MM, ASMCS   Steering Committee	IDP/Budget Steering committee
15.	Submit Q1 quarterly performance report (July 2023 till September 2023) on implementation of the budget and financial situation to Council. (i) Mayor submits to Council (ii) Published on website	Compliance with Section 52(d) of MFMA	October 2023	SMCS	Council

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	(iii) Submitted to MEC of COGHSTA (iv) Submitted to NT & PT				
16.	Phase 2: Vision, Mission, Strategic Objectives & Strategies <ul style="list-style-type: none"> <li>Review of IDP objectives &amp; strategies</li> <li>Finalize the development of objectives</li> </ul>	Projects are identified & reviewed EPWP projects identified o Council Strategic Planning Session	September 2023 to March 2024	IDP/Budget Steering Committee	Council
17.	Phase 3: Development of Programmes & Projects Identification of development projects in the IDP Institutional restructuring & identification of key stakeholders Link projects to: <ul style="list-style-type: none"> <li>Development objective of the Council</li> <li>PMS</li> <li>Budget</li> <li>LG remainder of 5-year strategic agenda</li> <li>SDBIP</li> <li>Consider National, Provincial &amp; district priorities</li> </ul>	Information requirement Target group / population Location of the project/When it will start & end Who will be responsible for managing it? How much will it cost? Where the money will come from Targets & indicators to measure performance & impact of the project. Finalize projects for each objective & programme	September 2023 to March 2024	SMCS	IDP/Budget Steering Committee
18.	Phase 4: Integration and Consolidation <ul style="list-style-type: none"> <li>Integrated sector plans</li> </ul>	Projects must be in line with the Municipality's objectives & strategies Also with the resource framework & comply with the legal requirements. Guide the municipality to integrate various sectors in the IDP to ensure realization of integrated development.	September 2023 to March 2024	IDP/Budget Steering Committee Council	IDP Rep forum
19.	Provincial Treasury conducting Mid-year Budget Engagements	High level analysis of the performance of the municipality during previous financial year and at mid-year.	February 2024	Provincial Treasury	MM & All Senior Managers Finance Officials

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20.	Conduct 2nd IDP Representative Forum meeting <ul style="list-style-type: none"> <li>• Status quo update and the process intention</li> <li>• To determine key strategic projects</li> <li>• Explain Budget Process</li> <li>• /Budget compilation programme</li> </ul>	Presentation to the IDP Rep Forum o Input meetings o Sectoral meetings	March 2024	MM, SMCS	IDP Rep forum
21.	Tabling of Midyear Budget & Performance Assessment report Sec 72 of MFMA (July 2023 till December 2023)	Midyear Budget Assessment tabled to Mayor & Council Midyear Performance Assessment to Mayor & Council Compliance with Section 72 of the MFMA	End January 2024	MM, CFO, ASMCS	Mayor Council
22.	Tabling of Draft Annual Report 2022/23 to Council	Draft Annual Report tabled to Council Public notification: o Give notice to the local community Public comments on the Draft AR 2022/23	End of January 2024 21 days – February 2024	MM. SMCS	Council
23.	Midyear Performance Evaluations of MM & Senior Managers	Performance reviewed of MM & Senior Managers for Midyear 2022/23 Submission of PMS Evaluations Report to MEC	March 2024	MM, SMCS	PMS evaluation panel
24.	Approval of Draft IDP Review 2022/27 Review 2, Draft SDBIP 2024/25 & Draft Budget 2024/27		31 March 2024 90 days before the start of a Municipal financial year	Mayor, MM, CFO, SMCS	

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25.	Publish Draft IDP for inputs to: <ul style="list-style-type: none"> <li>Shared Services Centre</li> <li>IDP Steering Committee • IDP Rep Forum</li> <li>Sector Department</li> <li>Communities</li> </ul>	Consultation process to assess budget process and implementation Public participation Present Draft IDP Confirmation of information and projects		SMCS	IDP Steering Committee IDP Rep Forum Sector Department
26.	2024/25 MTREF Municipal Budget and Benchmark Engagement	To improve budgeting in LG by measuring performance among municipalities; To provide guidance in preparation process of compiling annual budgets.	April / May 2024	Provincial Treasury	MM & All Senior Managers Finance Officials
27.	Notice of Draft IDP/ PMS/ Budget	Public comments on the Draft IDP and Budget	April 2024 for 21 days	SMCS	Public
28.	Submit Q3 quarterly performance report (January 2024 till March 2024) on implementation of the budget and financial situation to Council. (i) Mayor submits to Council (ii) Published on website (iii) Submitted to MEC of COGHSTA (iv) Submitted to NT & PT	Compliance with Section 52(d) of MFMA	April 2024	SMCS	Council
29.	CMTF Preparatory engagement		April 2024	Speaker, Manager: Mayors Office, Ward Councillors	
30.	Community IDP & Budget Report Back Meetings (Social media platforms to be utilized)		April to May 2024	Mayor, Councillors, MM, Senior Managers	Public
31.	Final IDP prioritizing and sector departments meeting	Budget process as per MFMA	May 2024	Steering Committee	Public and sector departments
32.	Table Budget aligned to IDP	Budget preparation progress is informed by IDP drafting process		MM, CFO	Mayor & Councillors

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33.	Phase 5: Adoption & Approval Adopt Final Integrated Development Plan Review 2), Final Budget 2024-2027 & Policies, Sector Plans	Final IDP to portfolio Committee Reviewed IDP adopted by Council	30 May 2024	MM, CFO, SMCS	Council
34.	Notice of Final IDP/ Budget	Publicize the Final IDP and Budget	June 2024, 21 Days	SMCS	Public
35.	Community notification of Approved Final IDP Concept/extracts from the plan are available for public inspection at specified places	Publicize a summary of the Revised IDP	14 days after Council adoption	SMCS	Public
36.	Submit reviewed IDP to Provincial IDP coordinator	Legal compliance Assessment Comments from national and provincial IDP assessment panel	Within 10 days of adoption	MM, SMCS	IDP Provincial Coordinator
37.	Submit reviewed and adopted IDP to MEC for Local Government National Treasury, legislature	Legal Compliance	Before 10 June 2024	MM, CFO, SMCS	Relevant stakeholders
38.	Finalizing Approval of SDBIP Submission of Approved Budget and SDBIP to National Treasury, COGHSTA  Publication of High-level Summary Budget & SDBIP Website, Local newspaper and Hard copies	Legal Compliance	14 June 2024 28 June 2024  within 10 days of approval by Mayor	Mayor, MM  SMCS	Relevant stakeholders
39.	Implementation of Performance Management to all employees	Municipal Staff Regulations No. 890 and guidelines 891	July 2023 – June 2024	MM, Senior Managers, Manager Corporate Services	Employees
40.	Monitor & Review Performance targets in the SDBIP & Performance contracts	Rep Forum Monitor & track progress of the implementation of the IDP Desk Work Prepare copies for circulation	Continuous	MM, Senior Managers, Manager Corporate Services	Council
41.	Implementation Operational Business Plans for each project being identified Reporting, Monitoring, Audit & Review	Rep Forum Monitor & track progress of the implementation of the IDP Desk Work Prepare copies for circulation	Continuous	IDP/Budget Steering Committee, PMU: Manager	Council