



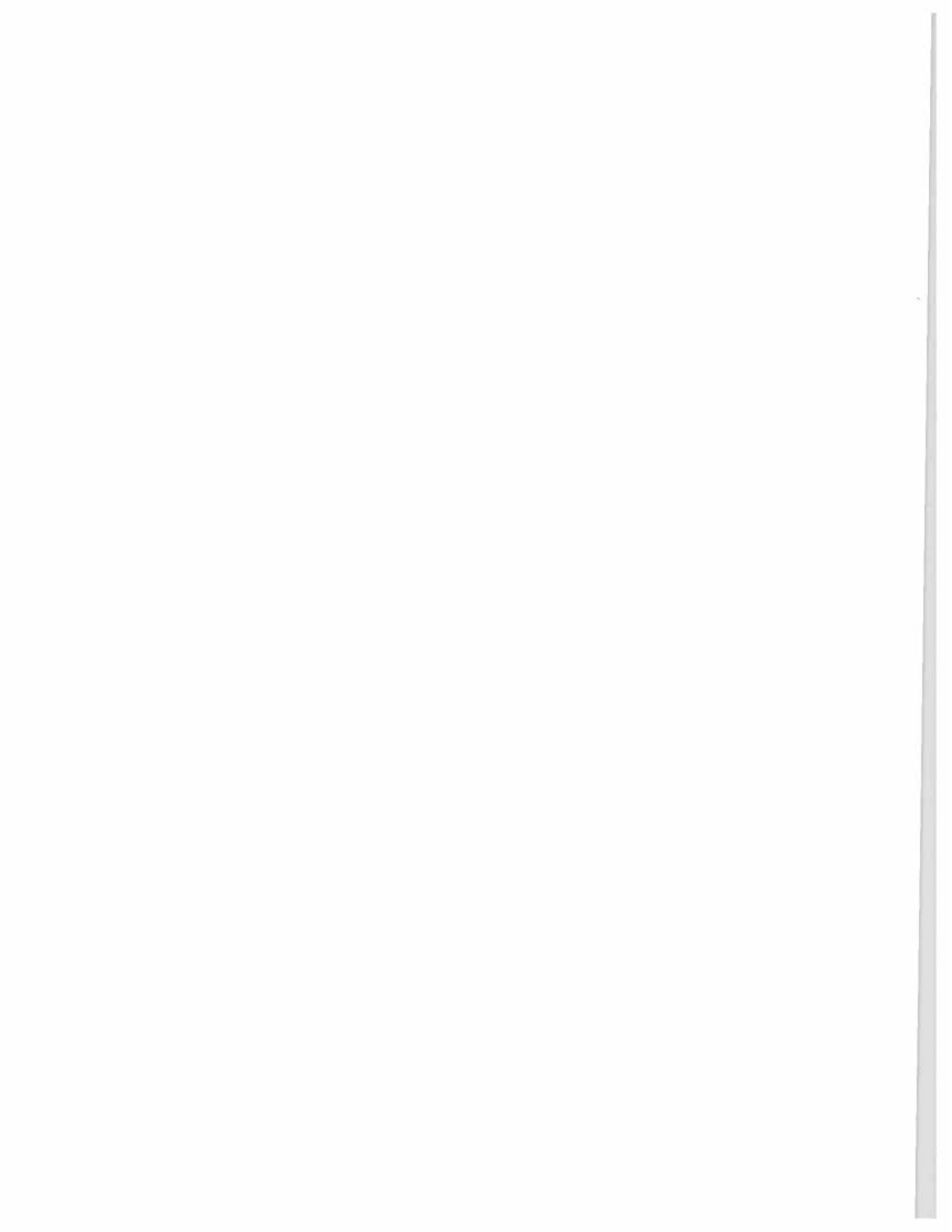
# **O.R. TAMBO DISTRICT MUNICIPALITY**

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**IDP, PMS & BUDGET PROCESS & FRAMEWORK PLAN  
2022 - 2023**

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## **1. INTRODUCTION**

This document presents the Integrated Development Plan (IDP), Performance Management System (PMS) and Budget process of OR Tambo district Municipality for the year 2022/ 2023 financial year. It serves to guide the processes and activities that will be undertaken by the municipality to the following: -

- a) To account about the implementation of the IDP and Budget for 2021/2022 (PMS)
- b) Development of the IDP 2023/2024 as well as engagement with the communities and stakeholders
- c) Outlining the specific activities for the consolidation of budget for 2023/2024 financial year and two outer years.

The document provides the legislative background to the processes which enables for the development of the process plan. It then reflects on some of the government policy imperative that must be recognized and aligned to the process. It further reflects on the five (05) local municipality's processes for their IDPs and Budgets.

## **2. LEGISLATIVE BACKGROUND**

The IDP and budget processes are guided by the various policies and legislation. Key legislations include the Local Government: Municipal Finance Management Act 56 of 2003 (MFMA) and the Local Government: Municipal Systems Act 32 of 2000 (MSA).

The processes of the IDP in the Local Government: Municipal Systems Act 32 of 2000 (MSA) are in Section 27 to 34. Section 28(1) of the Act, states that each municipal council, within the prescribe period after the start of the elected term, must adopt a process set out in writing to guide the planning, drafting, adoption

and review of its Integrated Development Plan. Section 34 particular outline the processes for the annual review and amendments to the Integrated Development Plan.

The Local Government: Municipal Finance Management Act 56 of 2003, Section 21(1) (a) & (b) prescribe that: -

The mayor of a municipality must: -

1. coordinate the processes for the preparation of the annual budget and for reviewing the municipality's Integrated Development Plan and budget related policies to ensure that the tabled budget and any revision of the IDP and budget related policies are mutually consistent and credible.
2. at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for: -
  - i. Preparation, tabling and approval of the annual budget,
  - ii. Annual review of the Integrated Development plan in terms of section 34 of the Municipal systems Act and review of budget related policies
  - iii. The tabling and adoption of any amendments to the IDP and budget related policies
  - iv. Any consultative process forming part of the process.

### **3. PURPOSE OF THE IDP, PMS AND BUDGET PROCESS PLAN**

The purpose of the process plan is to indicate the various planned activities and strategies on which the municipality will embark to compile its Review of the Integrated Development Plan and the Budget for the 2023-2024 financial year. The process plan enhances integration and alignment between the IDP and Budget, thereby ensuring the development of an IDP based budget. It fulfils the role of a business plan or an operational framework for the IDP process outlining the way the IDP process will be undertaken. In addition, it identifies the activities around the key statutory annual operational processes of the budget and IDP

compilation, performance management implementation and the adoption of the municipality's annual report.

The IDP and Budget processes are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and Budget related policies and the final budget are mutually consistent and credible. Credibility refers to the municipality's ability and capacity to spend and deliver services in accordance with its approved budget.

### **3. MECHANISM FOR ALIGNMENT**

Both horizontal and vertical alignments will be ensured in the IDP process. The horizontal alignment will be between the district and local municipalities to ensure that planning activities and processes are jointly coordinated and addressed. Vertical alignment on the other hand will be between local government, the provincial and national governments as well as parastatals or service providers, to ensure that the IDPs are in line with the national and provincial policies and strategies, so that it is considered for the allocation of departmental budgets and conditional grants.

The district municipality is given more responsibility to ensure that both alignments happen, however all role players should support and partake in the alignment process. The province should also play an important role as a coordinator to ensure alignment above district level and between districts within the province. To manage alignment, the Municipal Manager and IDP manager will play a major role in coordinating information from all clusters. The Municipal Manager will ensure that the alignment mechanisms are properly followed and that all clusters are fully functional. Existing intergovernmental structures including clusters should be utilized to ensure integrated planning and alignment.

Sector departments should also be involved in the IDP process from the first phase to ensure that their programmes and projects are included in the IDP document. Cluster meetings and IDP Rep Forum will be used as platforms for

information sharing and progress reporting on all programmes planned and implemented in the district. Sectoral Plans should also be prepared and reviewed in line with IDP development and review process and such plans should form the basis for initiating and guiding development within the municipality and further assist the municipalities in having credible IDPs. IDP review programmes or actions from the Provincial Departments, e.g. Department of Cooperative Governance and Traditional Affairs should be aligned with the activities as reflected in the municipal process plans.

#### **4. EASTERN CAPE PROVINCIAL PLANNING CYCLE**

It is important for municipalities to align their strategic objectives with national and provincial development policies, strategies and programmes. Chapter 5 of the Municipal Systems Act, particularly provides direction on co-operative governance, encouraging municipalities to develop their strategies in line with other organs of state to give effect to the five-year strategic plans. It further instructs that the IDP must link, integrate and co-ordinate development plans for the municipality.

In realizing the refereed alignment requirement, the Eastern Cape Provincial government developed its provincial planning cycle tool to guide government planning as per legislative requirements. The tool realizes the planning for the two spheres of government, outlining the key activities as well as the anticipated delivery period. The approach embraces the various legislation such as the Public Services Act and Public Finance Management act as well as Municipal Systems Act and the Municipal Finance Management Act.

#### **5. DISTRICT DEVELOPMENT MODEL**

The District Development Model (DDM) is one of the policy approaches necessitating government to strengthen alignment of planning and programmes. DDM introduced as a national approach in 2019, wherein ORTDM was identified

as one of the pilot sites for implementation. It was subsequently launched by the President in Lusikisiki, Ingquza Hill Local Municipality on the 17 September 2019.

Subsequent to the launch, the Development Bank of South Africa established **District Hubs** that will drive the process of developing the “One Plan”. The One Plan has been developed and endorsed by the District Council and Provincial Cabinet. The plan is waiting the final stage of approval by the National Cabinet.

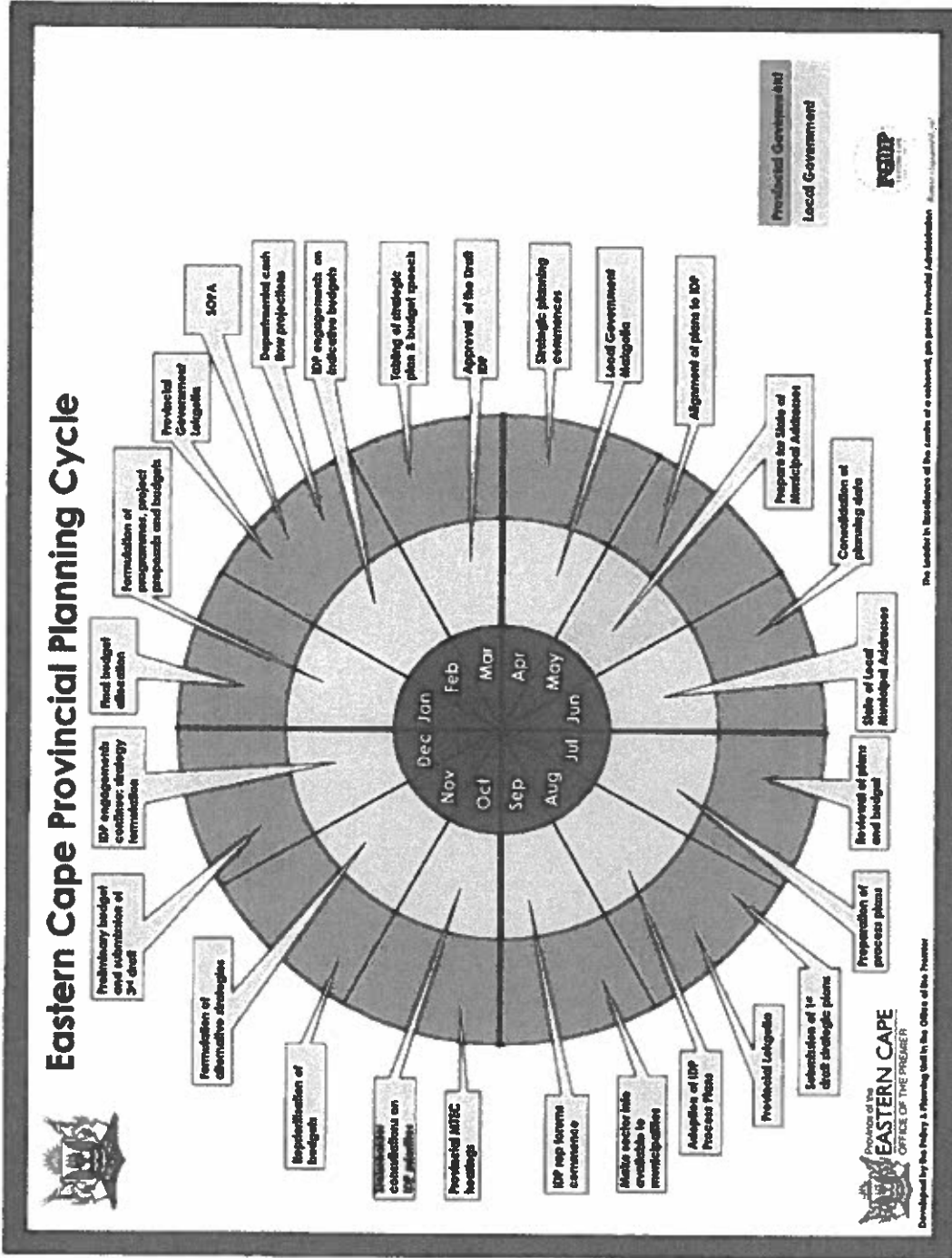
Emerging from the One Plan, Eastern Sea Board has been established. The Minister gazetted the National Spatial Plan. Based on the gazetting, through the Eastern Sea Board a feasibility study for energy renewal is underway. To ensure full implementation of the Eastern Sea Board, five workstreams have been established as follows:

- Planning & Infrastructure;
- Land, Agriculture & Oceans Economy;
- Trade & Investment;
- Integrated Transport Management; and
- Stakeholder Management, Reporting & Monitoring.

The District IDP for the 2022/2027 term realises the One Plan priorities.



**Figure 1: Provincial Government Planning Cycle**



## 6. O.R. Tambo District Municipality IDP, PMS and Budget Process Plan

PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
<b>JULY 2022 (Preparation Phase)</b>				
IDP	Development and alignment of IDP, PMS and Budget Process Plan (2022/2023)	Municipal Finance Management Act 56 (21)/ Municipal Systems Act 28 (1)	30-31 July 2022	IDP Manager
BUDGET	Municipality commences with planning for the next three year budget		01 July 2022	Chief Financial Officer
PMS	<ul style="list-style-type: none"> <li>Print and distribute final approved 2022/2023 SD8IP</li> <li>Advertise and publish final approved 2022/2023 SD8IP in newspaper and municipal website</li> </ul> Finalise 2021/2022 4 <sup>th</sup> Quarter Performance Report and submit to Mayco	Municipal Finance Management Act, section 53 (3) (a)	15 July 2022	Manager: Corporate Performance, Monitoring and Evaluation
	Submit 2021/2022 4 <sup>th</sup> Quarter Performance Report to Council	Municipal Finance Management Act, section 52 (d)/ Circular 13	22 July 2022	Municipal Manager
	Finalise 2022/2023 Performance Agreements	Municipal Systems Act 57 (2)/ Municipal Finance Management Act (69) (3) (b)	29 July 2022	Municipal Manager
<b>AUGUST 2022 (Preparation - Analysis Phase)</b>				
IDP	Advert inviting stakeholders to register for participation in the IDP Rep Forum	Municipal Systems Act (29) (a) (b)	08 August 2022	IDP Manager
	Advertise first IDP Rep Forum in the newspaper	Municipal Systems Act (29) (a) (b)	19 August 2022	IDP Manager
	First IDP Rep Forum to present the 2022-2023 IDP, PMS and Budget Process Plan and Framework to stakeholders	Municipal Systems Act (29) (a) (b)	29 August 2022	IDP Manager
BUDGET	Council adoption of the 2021-2022 IDP, PMS and Budget Process Plan and Framework	Municipal Systems Act (28) (1)	30 August 2022	Council
	Submission of Annual Report and 2019-20 Financial Statements to the Auditor General	Section 21 of the MFMA 56 of 2003: Budget Preparation Process, read with Section 28 (1) of the Municipal Systems Act	31 August 2022	Municipal Manager
PMS	Submit signed Performance Agreements to CoGTA	Municipal Finance Management S3 (3) (b)	05 August 2022	Manager: Corporate Performance, Monitoring and Evaluation

PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
	Advertise and publish signed Performance Agreements in newspaper and municipal website	Municipal Finance Management Act 53 (3) (b)	05 August 2022	Manager: Corporate Performance, Monitoring and Evaluation
	Finalise Draft Annual Report	Municipal Finance Management Act 121 (1) / MFMA Circular 63	19 August 2022	Manager: Corporate Performance, Monitoring and Evaluation
	Submission of unaudited Draft Annual Report to the Mayoral Committee		22 August 2022	Manager: Corporate Performance, Monitoring and Evaluation
	Submit signed Performance Agreements to Council	Municipal Finance Management Act 53 (3) (b)	31 August 2022	Manager: Corporate Performance, Monitoring and Evaluation
	Submit Draft Annual Report to AG, National Treasury and CoGTA	Municipal Finance Management Act Circular 63	31 August 2022	Manager: Corporate Performance, Monitoring and Evaluation
<b>SEPTEMBER 2022 (Situational Analysis Phase)</b>				
IDP	Submit Final approved 2022-23 IDP, PMS and Budget Process Plan and Framework to the MEC CoGTA, Auditor General and Provincial and National Treasury		13 September 2022	IDP Manager
	Publish and advertise final approved 2022-23 IDP, PMS and Budget Process Plan and Framework in local newspaper and municipal website	Municipal Systems Act (29) (b)	13 September 2022	IDP Manager
	Consider MEC Comments and recommendations on the 2022-27 IDP Review		September-October 2020	IDP Manager
	Conduct evidence based research information. Review and document information submitted by Senior Management. Determine and assess the current level of development and the emerging challenges, opportunities and issues		September-October 2022	IDP Manager
<b>OCTOBER 2022 (Situational Analysis Phase)</b>				
IDP	Convene IDP, PMS and Budget Steering Committee to consider draft situational analysis		12 October 2020	IDP Manager
	First draft Situational Analysis ready		27 October 2022	IDP Manager
BUDGET	Budget and Treasury Office determines revenue projections and proposed		31 October	Chief Financial Officer

PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
	rates and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives		2022	
	Engage with Provincial and National sector departments on sector specific programmes for alignment with municipalities' plan (schools, libraries, roads, clinics etc)		31 October 2022	Chief Financial Officer
	Prepare 'sample' budget for NT using the mSCOA tables and using 2022-23 MTREF final budget		31 October 2022	Chief Financial Officer
PMS	Finalise 1 <sup>st</sup> Quarter 2022/2023 Performance Report	Municipal Finance Management Act, section 52 (d)/ Circular 13	14 October 2022	Manager: Corporate Performance, Monitoring and Evaluation
	Submit 1 <sup>st</sup> Quarter 2022/2023 Performance Report to Mayco		24 October 2022	Municipal Manager
	Submit 1 <sup>st</sup> Quarter 2022/2023 Performance Report to Council		31 October 2022	Municipal Manager
	Conduct individual quarterly reviews with HODs		27 -28 October 2022	Municipal Manager
<b>NOVEMBER 2022 (Situational Analysis Phase)</b>				
IDP	IDP, PMS and Budget Steering Committee to discuss Draft Situational Analysis		03 November 2022	IDP Manager
	Advertise 2 <sup>nd</sup> IDP Rep Forum in newspaper		08 November 2022	IDP Manager
	Second IDP Rep Forum to Present Draft Situational Analysis		29 November 2022	IDP Manager
<b>DECEMBER 2022 (Situational Analysis Phase)</b>				
IDP	Convene cluster forums to present Situational Analysis and project identification for 2022-23		7-8 December 2022	IDP Manager and IGR Manager
	Set and agree on IDP Priority programmes/projects		December 2022	Senior Management
PMS	Finalise 2021/22 Annual Report, incorporating financial and non-financial information, audit reports and annual financial statements		30 December 2022	Manager: Corporate Performance, Monitoring and Evaluation
<b>JANUARY 2023 (Strategic Formulation- Integration Phase)</b>				
IDP	Additions to Draft Situational Analysis		January-	IDP Manager



PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
BUDGET	Accounting Officer and Senior Management consolidate and prepare proposed budget and plans for 2022/23 financial year, taking into account previous years' performance as per audited financial statements		February 2023 20 January 2023	Municipal Manager
PMS	Commence with the review of tariff (rates and services charges) and budget related policies for 2022/23 financial year. Finalise 2 <sup>nd</sup> quarter 2022/23 Performance Report	Municipal Finance Management Act, section 52 (d)/ Circular 13	31 January 2023 16 January 2023	Chief Financial Officer Manager: Corporate Performance, Monitoring and Evaluation
	Finalise and submit mid-year 2022/23 Performance Report		16 January 2023	Manager: Corporate Performance, Monitoring and Evaluation
	Submit 2 <sup>nd</sup> Quarter 2022/23 Performance Report to Mayco		24 January 2023	Manager: Corporate Performance, Monitoring and Evaluation
	Submit mid-year report to National Treasury and CoGTA		25 January 2023	Manager: Corporate Performance, Monitoring and Evaluation
	Conduct individual mid-year and annual reviews with HODs		26 - 27 January 2023	Manager: Corporate Performance, Monitoring and Evaluation
	Table 2 <sup>nd</sup> quarter and mid-year 2022/23 Performance Reports to council		31 January 2023	
	Table the Audited 2021/2022 Annual Report to Council	Municipal Finance Management Act 127 (2)	31 January 2023	Manager: Corporate Performance, Monitoring and Evaluation
<b>FEBRUARY 2023 (Strategic Formulation - Integration Phase)</b>				
BUDGET	Senior Management identifying programmes/projects with external stakeholders		February-March 2023	IDP Manager
	Receive proposed budget and projects from Directors of the municipal entity	Municipal Finance Management Act Section 87 (1)	28 February 2023	CEO: Ntinga Development Agency
	Convene Mayoral Lekgotla and Strategic Session to request inputs for new municipal vision, mission, strategies and objectives. Develop objectives for priority issues and determine programmes to achieve		February-March 2023	IDP Manager
	Review proposed national and provincial allocations to the DM for		28 February	Chief Financial Officer

PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
	incorporation into the Draft Budget for tabling (Proposed national and provincial allocations for three years must be available by 20 January)		2023	
	Finalise and submit to Executive Mayor proposed budgets and plans for the next three year budgets, taking into account the recent mid-years review and any corrective measures proposed as part of oversight report for the previous years' audited financial statements and annual report		February 2023	Chief Financial Officer
PMS	Mid-year assessment by National Treasury		To be determined	Municipal Manager
	Submit 2021/2022 Audited Annual Report to AG, National Treasury & CoGTA		03 February 2023	Manager: Corporate Performance, Monitoring and Evaluation
	Advertise and publish Annual Report in newspaper and municipal website (and invite for public comment)		03 February 2023	Manager: Corporate Performance, Monitoring and Evaluation Municipal Manager
	Submit to the Mayoral Committee the 2022/2023 Adjusted SDBIP in line with the approved adjustment budget		21 February 2023	Municipal Manager
	Table the 2022/2023 Adjusted SDBIP in line with the approved adjustment budget to council for approval		28 February 2023	Municipal Manager
<b>MARCH 2023 (Approval Phase)</b>				
IDP	Integration of sector plans and institutional programmes		March 2023	IDP Manager
	IDP and Budget Steering Committee to present Draft 2022-23 IDP Review and Draft Budget		17 March 2023	IDP Manager
	Advertise 3 <sup>rd</sup> IDP Rep Forum in the newspaper		20 March 2021	IDP Manager
	Third IDP Rep Forum to present Draft IDP 2022-23 Review and Draft Budget		29 March 2023	IDP Manager
	Table Draft IDP 2022-23, Draft Budget, Draft SDBIP and Draft Risk Register to Council for approval		30 March 2023	IDP Manager
PMS	Review and submit Performance Chapter of the IDP		15 March 2023	Manager: Corporate Performance, Monitoring and Evaluation
	Adjust Performance Agreements in line with the approved 2022/2023 Adjusted SDBIP		10 March 2023	Manager: Corporate Performance, Monitoring and Evaluation
	Advertise and publish adjusted SDBIP and Performance Agreements in		10 March	Manager: Corporate



PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
	newspaper and municipal website		2023	Performance, Monitoring and Evaluation
<b>APRIL 2023 (Approval Phase)</b>				
IDP	Submit Draft IDP 2022-23 Review, Draft Budget and SDBIP to CoGTA, Provincial Treasury, National Treasury and Auditor General	Municipal Finance Management Act 52 (d)/ Municipal Systems Act (32)	11 April 2023	IDP Manager
	Advertise and publish Draft IDP and Budget in the newspaper and municipal website for public comment	Municipal Systems Act 25 (4) (a)	11 April 2023	IDP Manager
	IDP and Budget Roadshows	Municipal Systems Act 29 (b)	19-25 April 2023	IDP Manager
	National Treasury Benchmarking exercise		April 2023	Municipal Manager
PMS	Finalise 3 <sup>rd</sup> Quarter 2022/23 Performance Report	Municipal Finance Management Act, section 52 (d)/ Circular 13	15 April 2023	Manager: Corporate Performance, Monitoring and Evaluation
	Submit 3 <sup>rd</sup> Quarter 2022/23 Performance Report to Mayco		21 April 2023	Municipal Manager
	Submit 3 <sup>rd</sup> Quarter 2022/23 Performance Report to Council		28 April 2023	Municipal Manager
	Conduct Individual Quarterly Reviews with HODs		27-28 April 2023	Manager: Corporate Performance, Monitoring and Evaluation
<b>MAY 2023 (Approval Phase- Final IDP and Budget)</b>				
IDP	IDP & Budget Steering Committee considers submissions, representations and recommendations from IDP Roadshows. Provide Executive Mayor with an opportunity to respond to submissions during consultation and table amendments for Council consideration.		15 May 2023	IDP Manager
	Advertise 4 <sup>th</sup> IDP Rep Forum in newspaper		17 May 2023	IDP Manager
	Fourth IDP Rep Forum to present Final 2022-23 IDP Review and Final budget, with submissions, representations and recommendations from the IDP Roadshows		29 May 2023	IDP Manager
	Table Final IDP 2023-23 Review and Final budget to Council for approval		30 May 2023	Chief Financial Officer
PMS	Draft Institutional SDBIP for 2022/2023 financial year		02 - 30 May 2023	Manager: Corporate Performance, Monitoring and Evaluation
<b>JUNE 2023 (Post approval phase)</b>				
IDP	Submit Final IDP 2022-23 Review, Final Budget, Risk Register and Procurement Plans to CoGTA, Provincial Treasury, National Treasury and	Municipal Systems Act (32)	09 June 2023	IDP Manager



PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
PMS	Auditor General			
	Advertise and publish approved 2022-23 IDP Review and Budget in newspaper and municipal website	Municipal Systems Act 25 (4) (a)	09 June 2023	IDP Manager
	Printing and distribution of Final 2022-23 IDP Review to stakeholders		June 2023	IDP Manager
	Submit Draft 2023/2024 SDBIP to the Executive Mayor	Municipal Finance Management Act Circular 13	14 June 2023	Municipal Manager
	Executive Mayor approves the 2023/2024 SDBIP	Municipal Finance Management Act 69 (3) (a)	28 June 2023	Municipal Manager

### 6.1 King Sabata Dalindyebo Local Municipality Schedule of Activities

ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
<b>JULY 2022</b>				
Standing Committee, IGR & Research to discuss Draft Process Plan	Institutional Calendar in line with Section 28 of the Municipal Systems Act, 32 of 2000 reads Section 21 of the MFMA 56 of 2003	05 July 2022	Municipal Director: RED	Manager/ ?
Consultation with BTO, PMS, IGR & Speakers Office	Section 21 of the MFMA 56 of 2003: Budget Preparation Process reads with Section 28 of the Municipal Systems Act, 32 of 2000	15 July 2022	Manager: IDP	Achieved
Alignment of draft IDP/Budget & PMS Process Plan with the O R Tambo District Municipality IDP Framework	Section 21 of the MFMA 56 of 2003: Budget Preparation Process reads with Section 28 & 29 of the Municipal Systems Act, 32 of 2000	15 July 2022	Manager IDP	Achieved
IDP/ Budget & PMS Technical Committee/ MANCOM – to discuss draft IDP, Budget and PMS Process Plan 2023/24	Section 21 of the MFMA 56 of 2003: Budget Preparation Process reads with Section 28 & 29 of the Municipal Systems Act, 32 of 2000	19 July 2022	Municipal Manager	

ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
<p>Mayoral Committee- to submit draft IDP, Budget and PMS Process Plan 2023/24 to unfold process to the political structure</p>	<p>Institutional Calendar in line with Section 21 of the MFMA 56 of 2003: Budget Preparation Process reads with Section 28 &amp; 29 of the Municipal Systems Act, 32 of 2000</p>	<p>21 July 2022</p>	<p>Executive Mayor</p>	
<p>Provincial IDP Assessment (MEC Comments on the IDP</p>	<p>Section No. 31 &amp; 32 of the Municipal Systems Act NO. 32 of 2000</p>	<p>27-29 July 2022</p>	<p>Manager: IDP</p>	
<b>AUGUST 2022</b>				
<p>IDP /Budget Technical/ Steering Committee – to report on the refined draft IDP/ Budget and PMS Process Plan 2023/24</p>	<p>Institutional Calendar in line with Section 21 of the MFMA 56 of 2003: Budget Preparation Process reads with Section 28 &amp; 29 of the Municipal Systems Act, 32 of 2000</p>	<p>05 August 2022</p>	<p>Municipal Director: RED, All Managers</p>	
<p>Mayoral Committee- to submit draft IDP, Budget and PMS Process Plan 2023/24 for its onward submission to Council for Adoption</p>	<p>Institutional Calendar in line with Section 21 of the MFMA 56 of 2003: Budget Preparation Process reads with Section 28 &amp; 29 of the Municipal Systems Act, 32 of 2000</p>	<p>18 August 2022</p>	<p>Executive Mayor</p>	
<p>IDP Representative Forum meeting- Presentation on key deadline dates of the draft IDP, Budget and PMS Process Plan 2023/24 to stakeholders</p>	<p>Section 21 of the MFMA 56 of 2003: Budget Preparation Process reads with Section 28 &amp; 29 of the Municipal Systems Act, 32 of 2000</p>	<p>19 August 2022</p>	<p>Executive Mayor</p>	
<p>2022/23 Financial Statements submitted to Auditor-General</p>	<p>Section 121 of the Municipal Finance Management Act, 56 of 2003 reads with Section 32 of the Municipal Systems Act NO. 32 of 2000</p>	<p>31 August 2022</p>	<p>CFO/ GM: Accounting &amp; Budgeting</p>	

ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
Council consider IDP, Budget and PMS Process Plan 2022-23 for adoption	Section 30 of the Municipal Systems Act, 32 of 2000 reads with Section 53 of the Municipal Finance Management Act, 56 of 2003	31 August 2022	Executive Mayor	
Rollovers applications to be sent to treasury with 2022/23 AFS	Section 121 of the Municipal Finance Management Act, 56 of 2003	31 August 2022	CFO	
<b>SEPTEMBER 2022 (IDP MONTH)</b>				
Submission of IDP and PMS Process Plan to OR Tambo DM and other spheres of government	Section 21 of the MFMA 56 of 2003: Budget Preparation Process read with Section 28 (1) of the Municipal Systems Act, 32 of 2000	02 September 2022	Manager IDP	
IDP Representative Forum meeting- presentation of Adopted IDP, Budget and PMS Process Plan	Section 28 of the Municipal Systems Act No. 32 of 2000 reads with Section 21 of the Municipal Finance Management Act, 56 of 2003	05 September 2022	Manager IDP/ Budget & Accounting/ Communications	
Replication of ward-based planning to all wards (desktop session-in-house)	Section 16 & 29 of the Municipal Systems Act, No. 32 of 2000	07- 09 September 2022	Manger IDP	
Advertise IDP/ PMS and Budget Process Plan on the local print media	Section 21 of the MFMA, 56 of 2003: Budget Preparation Process reads with Section 28 of the Municipal Systems Act, 32 of 2000	08 September 2022	Manager IDP/ Budget & Accounting/ Communications	
IDP Awareness Campaign and Budgeting Process	Section 16 of the Municipal Systems Act No. 32 of 2000	08 - 19 September 2022	Manager IDP	

ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
IDP/Budget Framework Workshop- to engage IDP Representative Forum Stakeholders on the IDP/ Budget Process it intends to follow	Section 21 of the MFMA, 56 of 2003 reads with Section 29 of the Municipal Systems Act No. 32 of 2000	08 September 2022	Portfolio Head: Budget Treasury Office / CFO	
Rural & Economic Development Standing Committee Meeting	Institutional Calendar	13 September 2022	Director SED	
Review of Ward Based Profiles – Rollout programme to the wards' stakeholders	Section 16 & 29 of the Municipal Systems Act, No. 32 of 2000 reads with Section 21 of the Municipal Finance Management Act, 56 of 2003	15 - 19 September 2022	Manager IDP	
IDP, Budget and PMS Steering Committee-to present Ward Based Profiles and proposal on IDP Awareness	Section 16 & 29 of the Municipal Systems Act, No. 32 of 2000 reads with Section 21 of the Municipal Finance Management Act, 56 of 2003	19 September 2022	Manager IDP	
Ward to Ward IDP, Budget, and PMS Outreach Programme – Needs Analysis and Prioritization		19 September to -30 September 2022	Executive Mayor & Members of the Mayoral Committee	
Submission of Personnel Request Forms	Section 21 of the Municipal Finance Management Act, 56 of 2003: Budget Preparation Process	22 - 30 September 2022	Director Corporate Services	
<b>OCTOBER 2022</b>				
HR and Budget collate Personnel Request Forms and analyze results	Section 21 of the MFMA 56 of 2003: Budget Preparation Process	05 - 21 October	Director Services, CFO, GM	

ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
through staff keys book		2022	Budget and Accounting and GM: Human Resources	
IDP/ PMS Technical/ Steering Committee - Presentation and discussions on the situational analysis	Section 26 & 34 & 55 of the Municipal Systems Act, No.32 of 2000 reads with Section 21 & 53 of the Municipal Finance Management Act, 56 of 2003	13 October 2022	Municipal manager, All Directors	
Mayoral Committee meeting Tabling of first draft IDP situational Analysis	Section 55. (i) of Municipal Systems Act No 32 of 2000	14 October 2022	Executive Mayor	
Analyze results of personnel expenditure and communicate to Directorates	Section 21 of the MFMA 56 of 2003: Budget Preparation Process	24 - 31 October 2022	Director Corporate Services, CFO and GM Budget and Accounting and GM Human Resources	
IDP Representative Forum to present first draft Situational Analysis Report	Section 16 & 26 of the Municipal Systems Act No. 32 of 2000 reads with Section 21 of the Municipal Finance Management Act, 56 of 2003	26 October 2022	Executive Mayor/ Professional team	
Submission of Performance Reports and Performance Information of the first quarter to Council	Section 46 of the Municipal Systems Act No. 32 of 2000 reads with Section 52d of the Municipal Finance Management Act, 56 of 2003	31 October 2021	Executive Mayor and Municipal Manager	
Submission of D-Form to NERSA	Section 43 of the MFMA: Applicability of Tax and Tariff capping on Municipalities	31 October 2022	GM: Budget and Accounting, CFO and Electrical Engineer	

ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
<b>NOVEMBER 2022</b>				
Submission of Budget Request Forms General Expenses-Capital outlay, Capital Budget, Operating Projects and Review of Tariffs	Section 21 of the MFMA 56 of 2003: Preparation Process	04 - 21 November 2022	Municipal Manager, All Directorates	
Check with National, Provincial Governments and District Municipalities for any information in relation to budget and adjustment budget to projected allocations for the next three years.	Section 21 36 & 37 of the Municipal Finance Management Act, 56 of 2003	07 - 30 November 2022	GM: Accounting and Budget /CFO	
Discuss draft Audit Report from the Auditor-General for the 2023/24 financial statements	Section 121, 126 of the Municipal Finance Management Act, 56 of 2003 reads with Section 46 of the Municipal Finance Management Act, 56 of 2003	11-30 November 2022	GM: Accounting and Budget /CFO	
IDP, PMS and Budget Technical/Steering Committee –Discussion on: Development of Strategies and Objectives Project identification	Section 26 of the Municipal Systems Act No. 32 of 2000 reads with Section 19 & 53 of the Municipal Finance Management Act, 56 of 2003	16 November 2022	Municipal Manager, Director: RED, All Directors	
Rural Economic Development Committee meeting	Institutional Calendar	17 November 2022	Municipal Manager	
CFO to collate budgets and analyze results	Section 21 of the Municipal Finance Management Act 56 of 2003	25 - 30 November 2022	GM: Accounting and Budget /CFO	

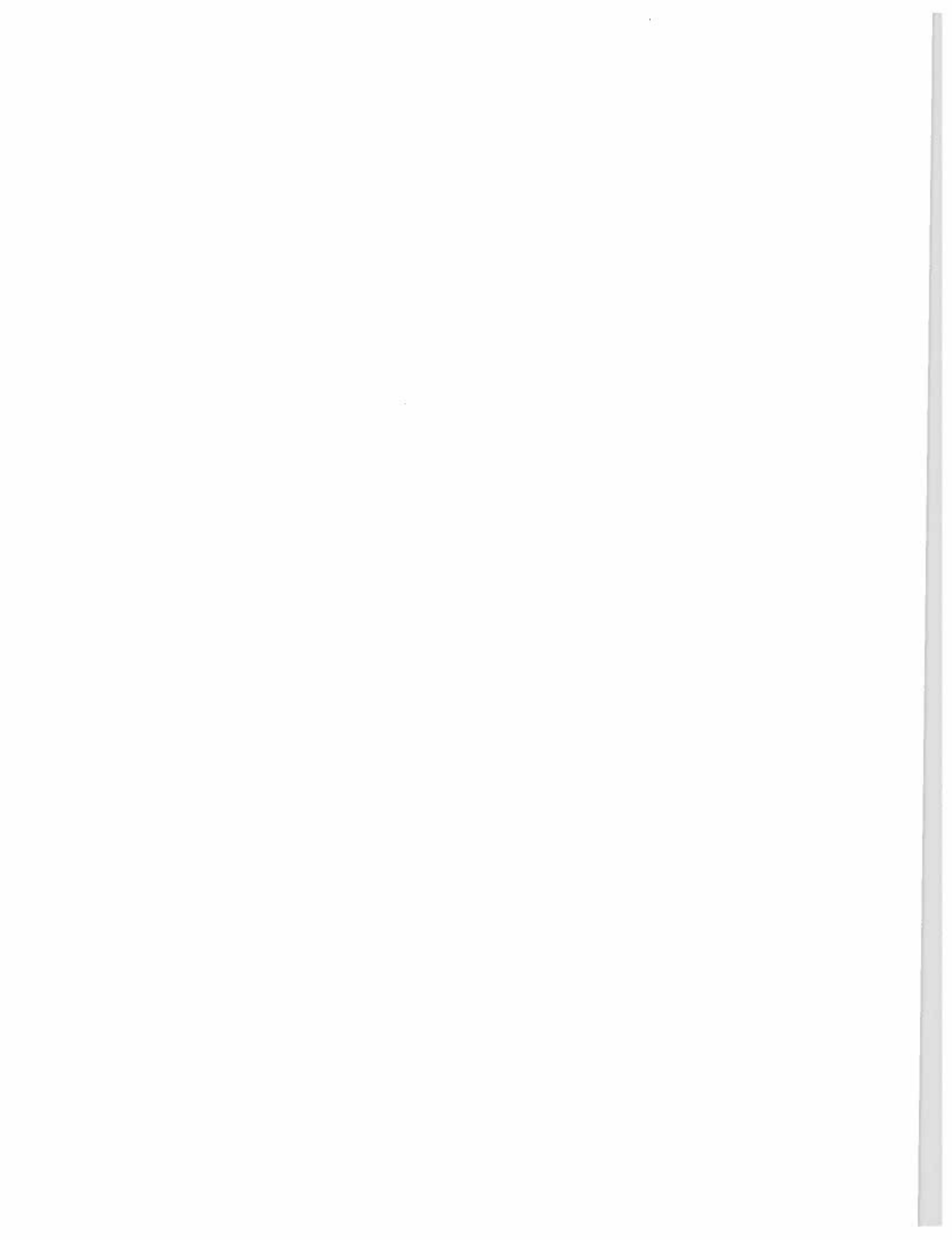
ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
IDP/PMS and Budget Reviewal Workshop – First Draft IDP Review	Section 29 of the Municipal Systems Act, No. 32 of 2000 reads with Section 21 of the Municipal Finance Management Act, 56 of 2003	28 - 30 November 2022	CFO	
IDP Representative Forum – Discussion on: Development of Strategies and Objectives Project identification	Section 26 of the Municipal Systems Act, No. 32 of 2000 reads with Section 19, 21 & 53 of the Municipal Finance Management Act, 56 of 2003	29 November 2022	Executive Mayor	
<b>DECEMBER 2022</b>				
IDP/PMS and Budget Technical Steering Committee – Sum-up Strategies and Objectives and Projects Formulation	Section 26 of the Municipal Systems Act No. 32 of 2000 reads with Section 19 & 53 of the Municipal Finance Management Act, 56 of 2003	08 December 2022	Executive Mayor	
<b>JANUARY 2023</b>				
IDP/ PMS and Budget Technical/ Steering Committee Finalise developmental strategies and objectives		09 January 2023	Municipal Manager	
Mayoral Committee meeting Tabling of Final draft of Strategies & Objectives engagement by MAYCO and Projects	Section 19 of the MFMA Act 56 of 2003, reads with Section 26 of Local Government: Municipal Systems Act no 32 of 2000.	12 January 2023		
Obtain any adjustments to projected allocations for the next three years from National, Provincial Governments & District	Section 21 of the MFMA 56 of 2003: Budget Preparation Process	16-23 January 2023	GM: Accounting and Budget /CFO	

ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
Municipalities.				
IDP Rep Forum – Fine-tune & Finalise developmental strategies and objectives	Section 16 of Local Government: Municipal Systems Act, No.32 of 2000	17 January 2023	Executive Mayor	
Special Council Meeting – Table into the Council an Annual Report, the Audit Report for 2022/23, and Mid – Year report 2022/23	Section 72 & 121 of the Municipal Finance Management Act, 56 of 2003 reads with Section 46 of the Municipal Systems Act, No. 32 of 2000	25-30 January 2023	CFO	
<b>FEBRUARY 2023</b>				
Budget adjustment Consultation Process begins	Section 28 of the Municipal Finance Management Act, 56 of 2003	01-03 February 2023	GM: Budgeting and Accounting	
Standing Committee Planning, IGR & Research	Institutional Calendar	03 February 2023	Municipal Manager	
IDP, Budget and PMS Technical/Steering Committee - To discuss 1 <sup>st</sup> Adjustment Budget	Section 21 & 28 of the Municipal Finance Management Act, 56 of 2003	09 February 2023	Municipal Manager	
IDP Representative Forum – Present First Draft IDP, Budget Integration and Sectoral Alignment	Section 24 & 26 of the Municipal Systems Act, No. 32 of 2000 reads with Section 21 & 53 of the Municipal Finance Management Act, 56 of 2003	23 February 2023	Executive Mayor	
Rural Economic Development Committee	Institutional Calendar	28 February 2023	Municipal Manager	



ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
Council to approve 1st Adjustment Budget	Section 28 of the Municipal Finance Management Act, 56 of 2003	28 February 2023	Executive Mayor and Municipal Manager	
<b>MARCH 2023</b>				
Approval of Electricity Tariffs by NERSA	Section 43 of the Municipal Finance Management Act 56 of 2003	03-31 March 2023	CFO	
IDP/ PMS and Budget Technical / Steering Committee/MANCOM -first draft IDP 2023/24 and Draft MTREF Budget 2023/2024 - to prepare for MEGA Strategic Session	Section 24 & 25 of the Municipal Systems Act No. 32 of 2000 reads with Section 21 & 24 of the Municipal Finance Management Act 56 of 2003	08 March 2023	Municipal Manager/ CFO/ Director: RED	
Mayoral Committee meeting	Institutional Calendar	09 March 2023	Executive Mayor	
MEGA Strategic Planning Session - Presentation of first draft IDP, PMS 2022/23 and MTREF Budget 2023/2024 to finalise integration, alignment of budgets	Section 24 & 26 of the Municipal Systems Act, No. 32 of 2000 reads with Section 21 & 53 of the Municipal Finance Management Act, 56 of 2003	13-16 March 2023	Executive Mayor	
Council adopts First Draft 2023/24 IDP, PMS and MTREF Budget and Budget policies for 2023/24	Section 25 & 30 of the Municipal Systems Act No. 32 of 2000 reads with Section 24 of the Municipal Finance Management Act, 56 of 2003	31 March 2023	Executive Mayor	
<b>APRIL 2023</b>				
Rural Economic Development Standing Committee meeting	Institutional Calendar	04 April 2023	Municipal Manager	
Mayoral Committee meeting	Institutional Calendar	05 April 2023	Executive Mayor	
IDP Review and MTREF Budget	Section 21 of the Municipal	05 April	CFO	

ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
2023/24 advertised for public comments, Public Meetings & Consultation	Systems Act No. 32 of 2000 reads with Section 22 & 23 of the Municipal Finance Management Act, 56 of 2003	2023		
IDP, Budget and PMS Technical/ Steering Committee – To Prepare for IDP Roadshows	Section 21 of the Municipal Systems Act No. 32 of 2000 reads with Section 22 & 23 of the Municipal Finance Management Act, 56 of 2003	06 April 2023	Municipal Manager	
Submit to National Treasury, Provincial Treasury and the MEC responsible for Local Government the annual report, Annual Financial Statements, the Audit report and any corrective action taken in response to the findings of the audit report relating to 2022/23	Regulation 15(4)a: The Municipal Manager must send copies of the annual budget and supporting documentation as tabled in the Municipal Council in both printed and electronic form	06 April 2023	CFO	
Review of Budget Related Policies	Section 21 of the MFMA 56 of 2003: Budget Preparation Process	10 – 14 April 2023	CFO	
IDP Representative Forum – to outline IDP Roadshows timelines IDP/Budget Roadshows- Present draft IDP, Budget & PMS Review 2023/24 and MTREF Budget to solicit comments from members of the community	Section 21 of the Municipal Systems Act No. 32 of 2000 reads with Section 22 & 23 of the Municipal Finance Management Act, 56 of 2003	12 April 2023	Executive Mayor	
IDP/Budget, PMS road shows- 2023/24 and MTREF Budget to solicit comments from members of the community.	Section 21 of the Municipal Systems Act No. 32 of 2000 reads with Section 22 & 23 of the Municipal Finance Management Act, 56 of 2003	14-30 April 2023	Executive Mayor	



ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
Draft IDP 2022/23 & 2022/23 MTREF Budget Engagement and Benchmarking	Act, 56 of 2003 Section 21 of the MFMA 56 of 2003: Budget Preparation Process	17 April 2023	CFO/ Director: RED, All Directors	
Planning IGR & Research Standing Committee meeting	Institutional Calendar	26 April 2023	Municipal Manger	
<b>MAY 2023</b>				
IDP steering committee - discuss and consider public comments and the final draft IDP, PMS 2023-24 and MTREF Budget review.	Section 21 of the Municipal Systems Act No. 32 of 2000 reads with Section 22 & 23 of the Municipal Finance Management Act 56 of 2003	08 May 2023	Municipal Manager/Executive Mayor	
IDP Representative Forum discuss and consider public comments and Final Draft IDP, Budget & PMS 2023/24	Section 21 of the Municipal Systems Act No. 32 of 2000 reads with Section 22 & 23 of the Municipal Finance Management Act, 56 of 2003	18 May 2023	Executive Mayor	
Council considers adoption of Final Draft IDP 2022/23, 2023/24 – 26 and MTREF Budget	Section 25 & 30 of the Municipal Systems Act No. 32 of 2000 reads with Section 24 of the Municipal Finance Management Act, 56 of 2003	31 May 2023	CFO	
<b>JUNE 2023</b>				
Facilitation for the Advertisement of Adopted IDP, PMS & Budget	Section 21 of the Municipal Systems Act No. 32 of 2000 reads with Section 22 & 23 of the Municipal Finance Management Act 56 of 2003	05 – 12 June 2023	Municipal Manager	
Submission of Adopted IDP, PMS &	Section 32 of the Municipal	06 – 15	Municipal Manager	

ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
Budget to all Spheres of Government	Systems Act No. 32 of 2000 reads with Section 24 of the Municipal Finance Management Act, 56 of 2003	June 2023		
Preparation of draft Service Delivery and Budget Implementation Plan for the financial year ending June 2023	Section 41 of the Municipal Systems Act No. 32 of 2000 reads with Section 53 & 54 of the Municipal Finance Management Act, 56 of 2003	07—09 June 2023	GM Compliance	
Rural Economic Development Standing Committee Meeting	Institutional Calendar	08 June 2023	Municipal Manager	
Mayoral Committee meeting	Institutional Calendar	09 June 2023	Executive Mayor	
MTREF Budget, Budget related policies, annual report published on Council website.	Section 75 of the Municipal Finance Management Act, 56 of 2003 reads with Section 21 of the Municipal Systems Act, No. 32 of 2000	12 June 2023	GM: Accounting and Budget	
Annual Budget Reports to National & Provincial Treasury.	Regulation 20(1) The Municipal Manager must comply with section 24(3) of the Act within 10 working days after the council has approved the annual budget. The Municipal Manager must submit to National Treasury and relevant Provincial Treasury in both electronic and printed form	14 June 2023	GM: Accounting and Budget	
Preparations for strategic planning session to assess annual performance of the institution.	Section 72 & 121 of the Municipal Finance Management Act, 56 of 2003 reads with Section 46 the Municipal Systems Act, No. 32 of	14-16 June 2023	GM: Compliance	

ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
Ordinary Council Meeting to note SDBIP	2000 Section 53 of the Municipal Finance Management Act 56 of 2003	30 June 2023	Executive Mayor	
Submission of the final draft SDBIP's to the other spheres of government	Section 53 of the Municipal Finance Management Act, 56 of 2003	30 June 2023	GM: Compliance/ Manager PMS	
<b>JULY 2023</b>				
Annual Assessment of the IDP by MEC	Section 31 & 32 of the Municipal Systems Act, No. 32 of 2000.	26-30 July 2023	Municipal Manager	

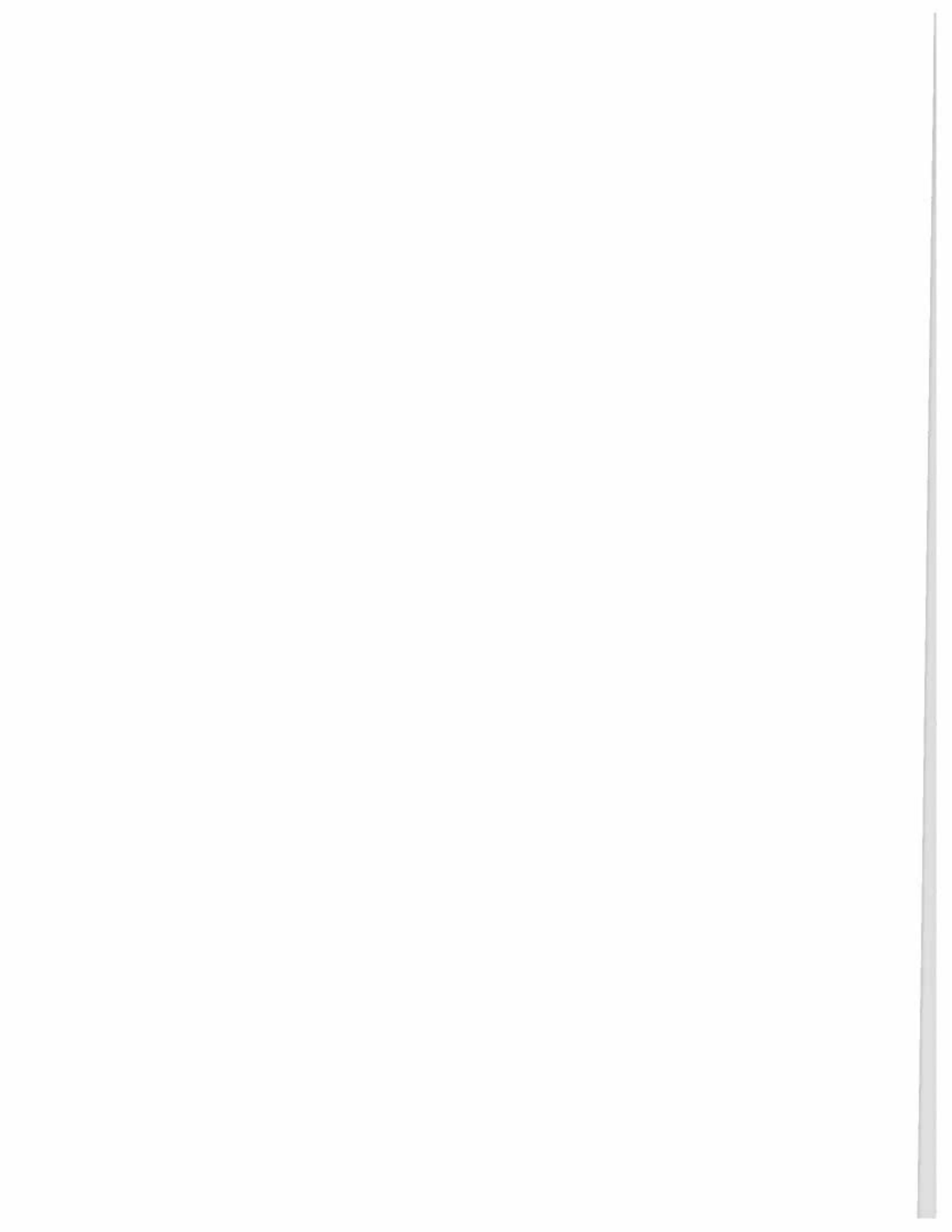
### 6.2 Mhlontlo Local Municipality Schedule of Activities

PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
IDP	<ul style="list-style-type: none"> <li>Development of IDP Framework, PMS and Budget Process Plan</li> </ul>	03 Jul – 31 Aug 2022	IDP Manager
BUDGET	<ul style="list-style-type: none"> <li>Municipality commences with planning for the next three-year budget (engagement with FMS service provider on mscoa implications on budgeting)</li> </ul>	04 July – 05 August 2022	CFO Senior Managers
PMS	<ul style="list-style-type: none"> <li>Draft Annual Performance Agreements to the Mayor and submission to the MEC</li> <li>Submission of Draft 4<sup>th</sup> Quarter Performance Report 2021/22 to Executive Committee</li> <li>Finalise 2021/22 performance agreements</li> </ul>	04 July 2022 18 July 2022 29 July 2022	Municipal Managers Municipal Manager Municipal Manager
IDP	<ul style="list-style-type: none"> <li>Advertisement and Circulation of IDP Framework &amp; Process Plan</li> <li>Launch of Process Plan in IDP Representative Forum (Stakeholder consultation on the draft IDP Framework, PMS and Budget Process Plan 2022/2023)</li> </ul>	19 August 2022 25 August 2022 22 August 2022 31 August 2022	IDP Manager IDP Manager IDP Manager

PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
	<ul style="list-style-type: none"> <li>IDP and Budget Steering Committee Meeting</li> <li>Adoption of the IDP Framework, PMS and Budget Process Plan 2022/2023</li> </ul>		IDP Manager
BUDGET	<ul style="list-style-type: none"> <li>Review of previous year's budget processes and completion of the budget evaluation checklist also taking into consideration comments from external stakeholders (NT and PT)</li> <li>Finalise conversion of current TB to be MSCOA compliant</li> </ul>	24 August 2022 31 August 2022	CFO
PMS	<ul style="list-style-type: none"> <li>Submission of Draft Annual Performance Report 2021/22 to AG</li> <li>Submission of Draft Annual Report to the council for noting</li> </ul>	31 August 2022 31 August 2022	Municipal Manager Mayor
IDP	<ul style="list-style-type: none"> <li>Evaluate outstanding sector plan requirements and additional analysis where necessary</li> <li>Data Collection (Community based analysis)</li> </ul>	01 – 09 September 2022 06 -30 September 2022	All departments IDP Manager
PMS	<ul style="list-style-type: none"> <li>Circulation of first quarter report template to all departments</li> </ul>	19 September 2022	COO
IDP	<ul style="list-style-type: none"> <li>Data Collection Continues (Community based analysis)</li> <li>IDP Steering Committee sits to discuss issues identified during Analysis Phase</li> </ul>	03 – 21 October 2022 24 October 2022	IDP Manager IDP Manager
BUDGET	<ul style="list-style-type: none"> <li>Budget office determines 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</li> <li>Engage with Provincial and National sector departments on sector specific programmes for alignment with municipalities plan (schools, libraries, clinics, water, roads, etc)</li> <li>Prepare 'sample' budget for NT using the mSCOA tables using 2021/2022 MTREF final budget</li> </ul>	05-30 September 2022	CFO Senior Managers
PMS	<ul style="list-style-type: none"> <li>Consolidation of 1<sup>st</sup> Quarter Report</li> <li>Discussion of 1<sup>st</sup> Quarter Report by management</li> </ul>	03 October 2022 10 October 2022	COO All HOD's

PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
BUDGET	<ul style="list-style-type: none"> <li>• First Quarterly Report to the EXCO</li> <li>• First Quarter Report to Council</li> <li>• Initial review of national policies and budget plans and potential price increase of bulk resources with function and department officials</li> </ul>	17 October 2022 28 October 2022 03-14 October 2022	Municipal Manager Mayor CFO and Senior Managers
PMS	<ul style="list-style-type: none"> <li>• Place 1<sup>st</sup> Quarter Report on the municipal website</li> </ul>	02 November 2022	COO/ICT
IDP	<ul style="list-style-type: none"> <li>• Finalisation of Situational Analysis</li> </ul>	30 November 2022	IDP Manager
BUDGET	<ul style="list-style-type: none"> <li>• Accounting officer reviews and drafts initial changes to IDP</li> </ul>	30 November 2022	CFO/Municipal Manager
IDP	<ul style="list-style-type: none"> <li>• IDP and Budget Steering Committee</li> <li>• IDP Rep Forum ( Draft Situational Analysis Report)</li> </ul>	05 December 2022 07 December 2022	Municipal Manager Mayor
BUDGET	<ul style="list-style-type: none"> <li>• Accounting officer and senior officials consolidate and prepare proposed budget and plans for the next financial year taking into account previous year's performance as per audited financial statements.</li> <li>• Commence with the review of tariff (rates and services charges) and budget related policies for next financial year.</li> </ul>	06-10 December 2022	CFO Senior Managers
PMS	<ul style="list-style-type: none"> <li>• Collation of the draft 2021/2022 annual report incorporating financial and non-financial on performance, audit reports and annual financial statements.</li> <li>• Circulate template for 2<sup>nd</sup> Quarter and Midterm Performance Report</li> </ul>	12 December 2022 15 December 2022	COO COO
IDP	<ul style="list-style-type: none"> <li>• Making additions on situational analysis report</li> </ul>	09-31 January 2023	IDP Manager
PMS	<ul style="list-style-type: none"> <li>• Work session on Mid-term Assessment and Amended SDBIP for 2021/2022</li> </ul>	16 January 2023 16 January 2023	All HODs All departments





PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
	<ul style="list-style-type: none"> <li>Submission of mid-term report by all departments</li> <li>Present Draft Annual report &amp; Mid-term report and Amended SDBIP for 2021/2022 to EXCO.</li> <li>Mayor tables Annual Report (2021/22), Amended SDBIP for 2021/2022 &amp; Mid Term assessment report for 2021/22 to Council</li> <li>Review proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January)</li> </ul>	<p>16 January 2023 31 January 2023</p> <p>31 January 2023</p>	<p>Municipal Manager Mayor</p> <p>CFO</p>
<b>BUDGET</b>			
<b>IDP</b>	<ul style="list-style-type: none"> <li>Strategic Planning Session (Prioritisation of needs and draft strategic objectives) Finalisation of Strategic planning Report</li> <li>IDP and Budget Steering Committee to discuss Draft Strategic Document</li> <li>IDP Rep forum to align projects and programmes with indicators of LMs, sector departments and parastatals</li> </ul>	<p>22-24 February 2023</p> <p>27 February 2023 28 February 2023</p>	<p>Municipal Manager</p> <p>Mayor Municipal Manager</p>
<b>PMS</b>	<ul style="list-style-type: none"> <li>Publicise the 2021/22 Annual report and invite comments from communities.</li> <li>Submit tabled report to AG, National &amp; Provincial Treasury and DLGTA.</li> <li>Mid-year performance reviews (top management)</li> <li>Oversight roadshows on the 2021/22 Annual Report</li> </ul>	<p>01-10 February 2023 14 February 2023 14 – 24 February 2023 20 – 24 February 2023</p>	<p>COO COO Municipal Manager Speaker's Office</p>
<b>BUDGET</b>	<ul style="list-style-type: none"> <li>Finalise and submit to Mayor proposed budgets and plans for next three-year budgets taking into account 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</li> </ul>	<p>28 February 2023</p>	<p>CFO</p>
<b>IDP</b>	<ul style="list-style-type: none"> <li>Draft IDP &amp; Budget presented to Steering Committee.</li> </ul>	<p>06 March 2023</p>	<p>Municipal Manager</p>

PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
	<ul style="list-style-type: none"> <li>IDP Rep Forum – presentation of Draft IDP &amp; Budget.</li> <li>Draft IDP and Budget presented to the EXCO</li> <li>Draft IDP &amp; Budget tabled to Council</li> </ul>	09 March 2023 21 March 2023 31 March 2023	Mayor Municipal Manager Mayor
BUDGET	<ul style="list-style-type: none"> <li>Publish tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed</li> </ul>	31 March 2023	CFO
PMS	<ul style="list-style-type: none"> <li>Compilation of Third Term Report by all departments</li> <li>Approval of 2021/22 Oversight report on the Annual Report</li> <li>Adopt the 2021/22 Annual report with the comments of the Oversight Committee.</li> </ul>	06 March 2023 31 March 2023 31 March 2023	COO Speaker Speaker
IDP	<ul style="list-style-type: none"> <li>Draft IDP advertised for public comments and Publicise Roadshows</li> <li>Submission of Draft IDP to AG, NT, PT, Legislature and DLGTA</li> <li>IDP &amp; Budget Roadshows</li> </ul>	04 April 2023 14 April 2023 19-21 April 2023	IDP Manager IDP Manager Mayor's/ Speaker's Office
BUDGET	<ul style="list-style-type: none"> <li>Assist the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year</li> </ul>	19 April 2023	CFO
PMS	<ul style="list-style-type: none"> <li>Compilation of Third Quarterly Performance Report</li> <li>Submission of Third Quarterly Performance Report to Council</li> </ul>	10 April 2023 28 April 2023	All departments Mayor
IDP	<ul style="list-style-type: none"> <li>IDP Steering Committee meeting to present final IDP for 2023/2024</li> <li>IDP Rep Forum to present final IDP for 2023/2024</li> <li>EXCO to sit and consider public comments</li> <li>Council to consider public comments</li> <li>Incorporation of community inputs into the IDP</li> <li>EXCO to sit and consider Final IDP and budget for 2023/2024</li> <li>Mayor tables 2023/2024 IDP and Budget to Council for final adoption.</li> </ul>	02 May 2023 04 May 2023 09 May 2023 12 May 2023 15-19 May 2023 22 May 2023 31 May 2023	Municipal Manager Mayor Mayor Speaker IDP Manager Mayor Mayor

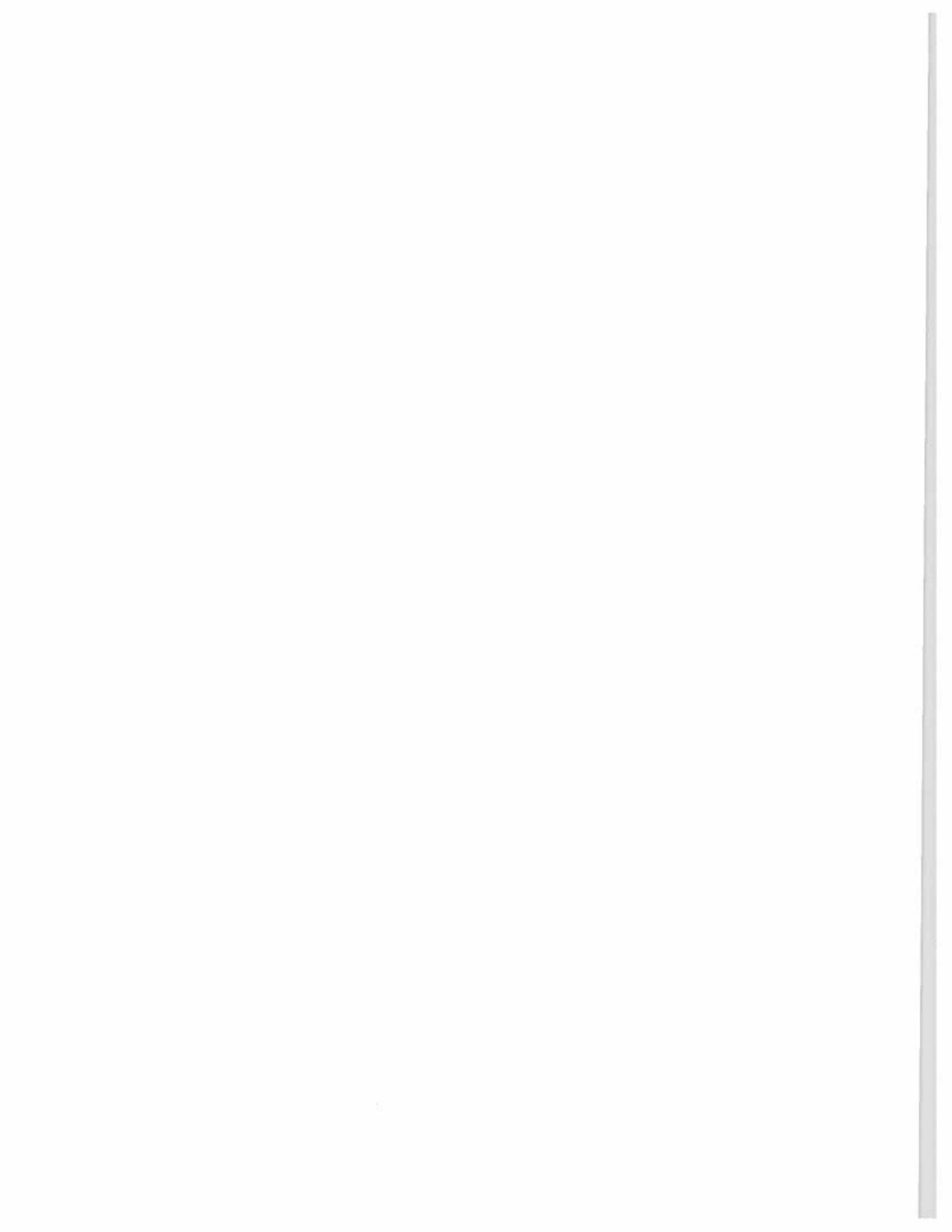
PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
BUDGET	<ul style="list-style-type: none"> <li>Assist the Mayor in preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year taking into account consultative processes and any other new information of a material nature</li> </ul>	31 May 2023	CFO
IDP	<ul style="list-style-type: none"> <li>Submission of Final IDP &amp; Budget to AG, National &amp; Provincial Treasury, Legislature and DLGTA</li> </ul>	05-09 June 2023	IDP Manager/ Chief Accountant IDP Manager
BUDGET	<ul style="list-style-type: none"> <li>Publicise adoption of IDP, Budget and SDBIP</li> <li>Publish adopted budget and plans</li> </ul>	09 June 2023 06 June 2023	CFO
PMS	<ul style="list-style-type: none"> <li>Final SDBIP to submitted to the Mayor</li> <li>Submit approved SDBIP to MEC for Local Government, National and Provincial Treasury.</li> <li>Approved SDBIP placed on the website</li> </ul>	01 June 2023 01 June 2023 07 June 2023	Municipal Manager Chief Accountant COO's office

### 6.3 Nyandeni Local Municipality Schedule of Activities

PHASE	ACTIVITIES	COORDINATING DEPARTMENT	TIMEFRAME	LEGISLATIVE FRAMEWORK
		AUGUST 2022		
	Table IDP, PMS and Annual Budget Process Plan for 2022/2023 to the Executive Committee	Municipal Manager	25 August 2022	MFMA 21(1)(b) & 53 (1) (b)
	Audit Committee Meeting to review the draft : <ul style="list-style-type: none"> <li>Annual Financial Statements for 2021/2022</li> <li>Performance Information report (MSA-s46) 2021-2022</li> </ul>	Office of the MM	22 August 2022	MFMA s65 & 66

PHASE	ACTIVITIES	COORDINATING DEPARTMENT	TIMEFRAME	LEGISLATIVE FRAMEWORK
	✓ Draft Annual Report for 2021/2022		30 August 2022	
	Special Audit Committee Meeting to AFS			
	Table IDP, PMS and Annual Budget Process Plan for 2022/2023 to Council	Mayor	31 August 2022	MFMA 21(1)(b) & 53 (1) (b)
	Printing of Annual Financial Statements and Annual Performance Assessment Information Report and Draft Annual Report for the year ending 30 June 2022	MM	29-31 August 2022	MFMA 126 (1) (a)
	Tabling the following documents to Council	Mayor	31 August 2022	
	✓ Annual Financial Statements for 2021/2022			
	✓ Performance Information report (MSA-s46)			
	✓ Annual Report for 2021/2022			
<b>SEPTEMBER 2022</b>				
	Advertise and Publish approved 2023/2024 IDP, PMS and Budget Process Plan on website and newspaper	SM: Operations	10 September 2022	MSA S16 & 21
	IGR Development Planning meeting		7-8 September 2022	IGR guidelines
	Submit approved 2023/2024 IDP, PMS and Budget Process Plan to CoGTA, and Provincial Treasury, Auditor General (within 10 days of approval)	SM: Operations	10 September 2022	MFMA Sec 75 (2)
	Conduct initial consultation and review, conduct primary data analysis including economic outlook to review financial strategies	Manager IDP	September 2022	Chapter 3, Constitution of the RSA, 1996

PHASE	ACTIVITIES	COORDINATING DEPARTMENT	TIMEFRAME	LEGISLATIVE FRAMEWORK
	Convene EXCO Meeting		22 September 2022	
	Special Council Meeting		29 September 2022	
<b>OCTOBER 2022</b>				
	Coordinate preparation of socio-economic profile in collaboration with the District Municipality	IDP Manager	October 2022	
	District Planning Forum sitting to share socio-economic data	ORTAMBO DM	October 2022	
	Consultation and inclusion of Sector Departments information to the IDP	Various Clusters	October 2022	MSA
	Risk Management Committee	MM	13 October 2022	
	Audit Committee Meeting	Municipal Audit Unit	17 October 2022	MFMA
	Table first quarter performance report including financial performance analysis report (s52(d) to Executive Committee	Municipal Manager	17 October 2022	MFMA s52 (d)
	Table first quarter performance report including financial performance analysis report (s52(d) to Council	Mayor	21 October 2022	MFMA s52(d)
<b>NOVEMBER 2022</b>				
	Place quarterly performance report on the municipal website	Office of the Municipal Manager	09 November 2022	MFMA 75 (1)K & 52(d)
	Conduct Virtual IDP Representative Forum	Senior Manager Operations	10 November 2022	
	Council Workshop on Council Standing Rules and Orders & Systems of delegations and Governance Framework	Senior Manager Operations	07-11 November 2022	



PHASE	ACTIVITIES	COORDINATING DEPARTMENT	TIMEFRAME	LEGISLATIVE FRAMEWORK
	Conduct Mayoral Imbizo's to assess state of service delivery and identify community development priority needs	Mayor	22-25 November 2022	MSA s34 & s16
	Conduct situational IDP analysis	MANCO	28 - 19 November 2022	
<b>DECEMBER 2022</b>				
	Special Exco Meeting	MM	09 December 2022	
	Special Council Meeting	Mayor	15 December 2022	
<b>JANUARY 2023</b>				
	ICT Governance Committee Meeting	SM: Corporate Services	6 January 2023	White Paper on ICT
	Convene Management Retreat to compile and finalize Mid-year report, adjustment budget and Revised SDBIP	Municipal Manager & Senior Managers	12-13 January 2023	MFMA s72 (1) & 11
	Risk Management Committee	MM	10 January 2023	
	Ordinary Audit, Risk & Performance Committee (Assessment of Mid-year performance)	Internal Audit Unit	19 January 2023	MFMA
	Special Exco Meeting to Table Mid-year Report, revised SDBIP and Adjustment Budget for approval	Municipal Manager	20 January 2023	
	Table Mid-year Report, revised SDBIP to the Special Council Meeting	Mayor & MM	25 January 2023	MFMA s72 (1) & 11
<b>FEBRUARY 2023</b>				
	Place the quarterly performance report (s72 on	Manager M & E	06 February 2023	MFMA 72



PHASE	ACTIVITIES	COORDINATING DEPARTMENT	TIMEFRAME	LEGISLATIVE FRAMEWORK
	the municipal website			
	Provincial Treasury Mid-year assessment	CFO	16 February 2023	
	Management Technical Strategic Planning session to consider Adjustment budget and Revised SDBIP and IDP Review	MM	13 – 15 February 2023	MFMA
	Table 2022/23 Adjustment Budget to Council for approval.	CFO & MM	28 February 2023	MFMA s72 (1) & 11
<b>MARCH 2023</b>				
	Place the Annual Report for 2021-2022 on the municipal website	Office of the Municipal Manager	March 2023	MFMA 75 (1)©
	Convene Strategic Planning Session to review municipal high level overarching strategies and short term development objectives	Council	06 – 10 March 2023	MSA
	Presentation of Draft IDP, Annual Budget, Draft SDBIP, Tariffs and budget related policies to the Executive Committee	Municipal Manager & CFO	23 March 2023	
	Convene IDP Rep Forum to present Draft IDP 2023/24 and Draft budget 2023/24	MM	21 March 2023	MSA
	Tabling of Draft IDP, Annual Budget, Draft SDBIP, Tariffs and budget related policies to Council	Mayor	30 March 2023	MFMA s16 (2)
<b>APRIL 2023</b>				
	ICT Governance Committee Meeting		06 April 2023	
	Risk Committee		13 April 2023	

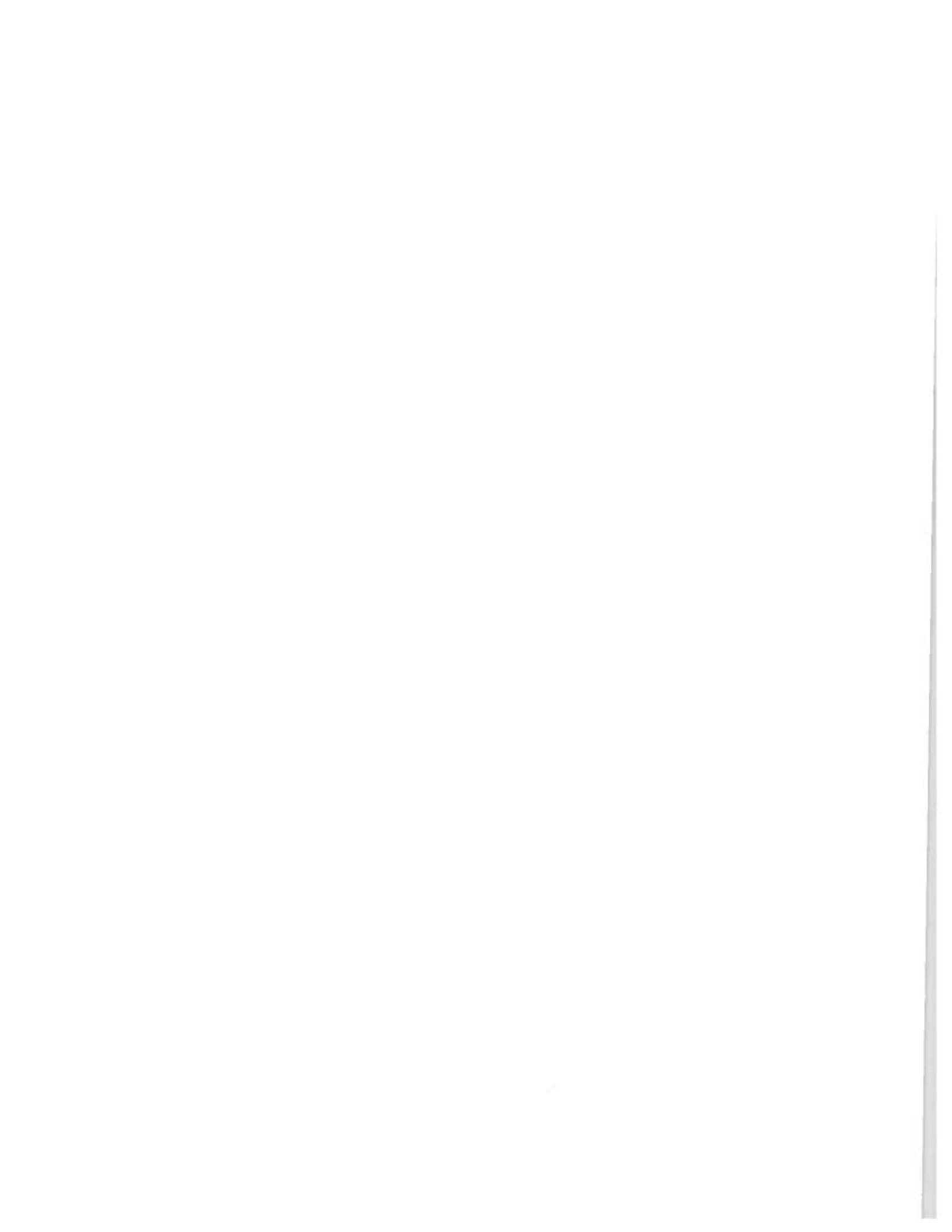
PHASE	ACTIVITIES	COORDINATING DEPARTMENT	TIMEFRAME	LEGISLATIVE FRAMEWORK
	Policy review consultations by Departments		January -April 2023	
	IDP and Budget Public Hearings		18-19 April 2023	
	Audit Committee Meeting		21 April 2023	
	Special Executive Committee Meeting		20 April 2023	
	MTREF Engagement and Benchmarking(Conducted by Provincial Treasury)	MM, BTO & SDF	25 APRIL 2023	
	Table third quarter performance report including financial performance analysis report to Council	Mayor	26 April 2023	MFMA s52(d)
<b>MAY 2023</b>				
	Council Policy Consultative Workshop	SM: Operations	08 – 12 May 2023	
	IDP & Budget Steering Committee	Municipal Manager	18 May 2023	
	IDP Representative Forum	Mayor	23 May 2023	
	Special Exco Meeting	Operations	25 May 2023	
	Table Reviewed IDP, Annual Budget, Tariffs, Organizational Structure and budget related policies for approval by Council	Mayor	31 May 2023	MFMA s24 (1)
<b>JUNE 2023</b>				
	Risk Management Committee	MM	15 June 2023	
	Ordinary Audit, Risk & Performance Committee		23 June 2023	
	Submit approved annual budget and IDP to NT & PT		09 June 2023	MFMA 24 (3)
	Publish the IDP and Budget for 2023-2024 FY	Manager	09 June 2023	
	Special Exco Meeting to consider End of the Year Road Map and Financial Related Reports		23 June 2023	

PHASE	ACTIVITIES	COORDINATING DEPARTMENT	TIMEFRAME	LEGISLATIVE FRAMEWORK
	Special Council Meeting		30 June 2023	
<b>END</b>				

#### 6.4 Port St John's Local Municipality Schedule of Activities

PHASES	TARGET/ACTIVITY	ROLE PLAYERS	TIME FRAMES	MECHANISMS/ TOOLS	OUTPUT
Preparation Phase	Development of IDP, Budget & PMS Process Plan.	Strategic Manager and Chief Financial Officer	07 July 2022	Desktop Work	Approved IDP and Budget & PMS Process Plan. Annual Financial statements, APR & Draft Annual report
	Risk Committee Meeting for review and assessment	Municipal Manager & RMC members	20 July 2022	Meeting	
	Presentation of the IDP/Budget & PMS Process plan, draft Annual performance report & AFS to the technical Steering Committee	MM and Senior Management	10 August 2022	Meeting	
	Presentation of the IDP/Budget & PMS Process plan to the Political steering committee	Councillors & Management	12 August 2022	Meeting	
	Political IGR for tabling Draft IDP Process Plan	Mayor & IGR forum members	15 August 2022	Meeting	
	Tabling of the draft IDP/Budget & PMS Process plan, Draft Annual Financial Statements, and draft Annual performance report and	Councillors & Management	18 August 2022	Meeting	

PHASES	TARGET/ACTIVITY	ROLE PLAYERS	TIME FRAMES	MECHANISMS/ TOOLS	OUTPUT
	draft annual report to Standing committees (BTO & Corporate Services and Research, Planning & IGR)				
	Tabling of the draft IDP/Budget & PMS Process plan, Draft Annual Financial Statements, Annual performance report & draft annual report to Audit & Risk Committee	Audit & Risk Committee	22 August 2022	Meeting	
	Presenting of draft IDP, Budget & PMS Process Plan, Draft Annual Financial Statements, Annual performance report & draft annual report to Executive Committee	Portfolio Head Corporate services and Research, Planning & IGR Portfolio head Budget & Treasury Office	25 August 2022	Meeting	
	Presenting of draft IDP, Budget & PMS Process Plan, Draft Annual Financial Statements, Annual performance report & draft annual report to Council	Mayor & Council	30 August 2022	Meeting	
	Submission of Annual Financial Statements, Annual Performance Report & Draft Annual Report to Auditor General	Municipal Manager	31 August 2022	Consultation	



PHASES	TARGET/ACTIVITY	ROLE PLAYERS	TIME FRAMES	MECHANISMS/ TOOLS	OUTPUT
Analysis Stage	<ul style="list-style-type: none"> <li>Send hard copy to COGTA, Treasury &amp; other relevant stakeholders</li> <li>Load to the website and newspaper</li> <li>Invite stakeholders to update database for year 2022/23</li> </ul>	Strategic Manager	03 September 2022	Consultation	Situational analysis & Section 72 reports
	Technical Steering Committee to present adopted IDP, Budget & PMS Process Plan.	Municipal Manager	07 September 2022	Meeting	
	IDP Political Steering Committee Meeting to present the adopted IDP, Budget & PMS Process Plan.	Mayor & steering committee members	09 September 2022	Meeting	
	IDP Rep Forum to table the adopted IDP, Budget & PMS Process Plan.	Municipal Manager	13 September 2022	Meeting	
	Submission of Consolidated Annual Financial Statements to AG & Treasury	Management	30 September 2022	Meeting	
	2021/22 Annual performance reviews for senior managers & MM	Mayor, portfolio heads & MM	06-07 October 2022	Meeting	
	Risk Committee Meeting	Municipal Manager	19 October 2022	Meeting	



PHASES	TARGET/ACTIVITY	ROLE PLAYERS	TIME FRAMES	MECHANISMS/ TOOLS	OUTPUT
	Submit Quarter 1 Performance Reports to Internal Audit	Strategic Manager	15 October 2022	Consultation	
	Ordinary Audit & Risk Committee Meeting	Municipal Manager	25 October 2022	Meeting	
	Ordinary Council Meeting		31 October 2022	Meeting	
	Submission of preliminary Projects with their business plans	Municipal Manager	03-05 November 2022	Meeting	
	IDP Technical Steering Committee for Situational Analysis	Municipal Manager	11 November 2022	Meeting	
	Political Steering Committee for Situational Analysis	Mayor	16 November 2022	Meeting	
	IGR Forum for Situational Analysis	Municipal Manger	02 December 2022	Meeting	
	IDP, Budget & PMS Rep Forum to present situational analysis and community priority needs	Mayor	07 December 2022	Meeting	
	Risk Committee Meeting	Municipal Manager	16 January 2023	Meeting	
	Submission of Mid-year Performance assessment Report 2022/2023 (Section 72) to Audit Committee	Management	23 January 2023	Meeting	
	Tabling of the Annual Report, Section 52D & 72 Reports to	Mayor	30 January 2023	Meeting	

PHASES	TARGET/ACTIVITY	ROLE PLAYERS	TIME FRAMES	MECHANISMS/ TOOLS	OUTPUT
Strategies Phase Projects & Integration Phase	Council				
	Management Retreat session	Management	01-04 February 2023	Meeting	
	Mid-Year performance and MTREF Budget engagement	Treasury	06 February 2023	Meeting	
	Technical IGR for Strategic Planning	Municipal Manager	07 February 2023	Meeting	
	EXCO retreat session in preparation for strategic planning	EXCO	08-10 February 2023	Meeting	
	Political IGR for Strategic Planning	Mayor	14 February 2023	Meeting	
	Strategic Planning Session	Mayor	20 - 23 February 2023	Meeting	
	Tabling of the Adjustment Budget and SDBIP	Mayor	27 February 2023	Meeting	
	IDP Technical Committee presenting draft IDP, SDBIP and final Annual Report	Municipal Manager	14 March 2023	Meeting	
	Political Steering Committee presenting draft IDP, SDBIP & Annual Report	Mayor	16 March 2023	Meeting	
IDP, Budget & PMS IDP Rep Forum to present the submitted internal and external projects and also set and agree on IDP priority	Mayor	23 March 2023	Meeting		



PHASES	TARGET/ACTIVITY	ROLE PLAYERS	TIME FRAMES	MECHANISMS/ TOOLS	OUTPUT
Approval Phase	programmes or projects				
	Tabling of the Draft IDP & Budget & draft SDBIP to Executive Committee	Municipal Manager	27 March 2023	Meeting	
	Tabling of Draft IDP & Budget , SDBIP , Annual Report & Oversight report to Council	Mayor	30 March 2023	Meeting	
	Upload the Draft IDP and Budget on the Website	Strategic Manager	01 April 2023	Desktop work	
	Submission of Draft IDP and Budget to COGTA and Treasury	Strategic Manager	01 April 2023	Desktop work	
	Issue a notice on the adoption of the draft IDP and Budget and Invite public comments	Strategic Manager	06 April 2023	Hand delivery	
	Prepare for IGR Meeting to present the reviewed final projects that would responding to the situational analysis as well as resolutions taken during the Strategic Planning Session	Strategic Manager and Chief Financial Officer	06 April 2023	Meeting	
	IDP, Budget & PMS Technical Steering Committee to prepare for the IDP and Budget Roadshows	Municipal Manager	14 April 2023	Meeting	
	IDP, Budget & PMS Political Steering Committee to confirm and	Mayor	17 April 2023	Meeting	

PHASES	TARGET/ACTIVITY	ROLE PLAYERS	TIME FRAMES	MECHANISMS/ TOOLS	OUTPUT
Approval Phase	approve the IDP and Budget Roadshows schedule				gender equity etc.)
	IDP, Budget & PMS roadshows.	Strategic Manager and CFO	25 April 2023	Meeting	Consolidated monitoring/performance management system
	IDP, Budget & PMS Technical Steering Committee to prepare refined IDP and Budget Roadshows outcomes	Municipal Manager	08 May 2023	Meeting	Disaster management plan
	Political Steering Committee for presentation of draft IDP, Budget & PMS 2023/24	Mayor	10 May 2023	Meeting	Institutional plan
	IDP Rep Forum to present the draft IDP & Budget	Management	15 May 2023	Meeting	Reference to sector plans
	Submission of final IDP and Budget to Executive Committee	Municipal Manager	23 May 2023	Meeting	Approved IDP, Budget and SDBIP
	Submission of final IDP and Budget to Council	Mayor	25 May 2023	Meeting	
	Submission of final IDP and Budget to MEC, Treasury and Local Government.	Strategic Manager	02 June 2023	Hand delivery	
	Finalization and submission of draft 2023/24 SDBIP, departmental SDBIPs and Risk review assessment	Strategic Manager	01 -05 June 2023	Meeting	
	Publication of approved IDP and	Strategic Manager	06 June 2023	Meeting	

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PHASES	TARGET/ACTIVITY	ROLE PLAYERS	TIME FRAMES	MECHANISMS/ TOOLS	OUTPUT
	Budget on website and local newspaper				
	Submission of 2023/24 SDBIP and annual performance agreement to the Mayor	Municipal Manager	12 June 2023	Meeting	
	Risk Committee Meeting for review and assessment	Municipal Manager	14 June 2023	Meeting	
	Approval of the 2023/24 SDBIP and Performance agreements of the Municipal Manager and Senior Managers	Mayor and Municipal Manager	23 June 2023	Meeting	
	Submit the approved SDBIP and performance agreements to MEC COGTA and Treasury	Mayor	29 June 2023	Hand Delivery	

### 6.5 Ingquza Hill Local Municipality Schedule of Activities

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
Stakeholder participation on IDP processes	Advertise for stakeholder participation on municipal activities	Manager IDP & PMS	Compliance and public participation	Media advertisement	25 June 2021
Draft annual report 2020/21	Commence with the compilation of the Annual Report	Senior Management	Compile Annual report	Desktop work	01 July 2021
Fourth quarter performance reviews	Quarterly SDBIP performance progress report for fourth quarter. Section 80 Committees, EXCO and Council	Senior Management	SDBIP performance reported	Management meeting	14 July 2021
Submission of SDBIP and performance agreements	Submit the approved SDBIP and performance agreements to MEC, Local Government, within 14 days after approval.	Manager IDP & PMS	Compliance	Courier	30 July 2021

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
IDP Technical Committee	IDP Budget & PMS Tech Committee	Municipal Administration and Sector Departments	Present process plan to stakeholders	draft Meeting	05 August 2021
IDP Forum	IDP Budget & PMS Rep Forum	Municipal Council, Administration, Sector Departments and Public	Present process 2022/23 to stakeholders	draft Meeting	19 August 2021
Compliance	Table Draft 2022/2023 IDP, Budget & PMS process plan to the council for approval (Section 28 of MSA No.32 of 2000) and Fourth quarter report	Municipal Council, Administration, Sector Departments and Public	Approval by the Council	Meeting	31 August 2021
Analysis Phase: Review	IDP, Budget & PMS Technical Committee	Municipal Administration and Sector	Assessment of existing levels of development.	Meeting	16 September 2021

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
Situational Analysis		Departments	Stats Information on available resources. SWOT analysis		
First quarter performance reviews	Quarterly SDBIP performance progress report for first quarter Section 80 Committees, EXCO and Council	Senior Management	SDBIP performance reported	Desktop work & Management Meeting	07 October 2021
	IDP, PMS and Budget Representative Forum	Municipal Council, Administration, Sector Departments and Public	Finalization of situational analysis	Meeting	14 October 2021
Compliance PMS	Noting of the 1 <sup>st</sup> quarter performance report by council	Municipal Council, Administration, Sector	First quarter report	Council meeting	28 October 2021

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
		Departments and Public			
Strategies Phase: Review mission and vision, Strategies	IDP, Budget & PMS Departmental Strategic Planning Sessions	Municipal Administration and Sector Departments	Review strategies and objectives	Departmental Strategic planning Sessions to Review Strategies	16, 17, 18 November 2021
Accountability / Public participation	Taking council to the people	Ingquza Hill Municipality and Sector Departments	Table progress report (annual and first quarter reports)	Meeting	25 November 2021
Second quarter performance reviews	Quarterly performance report for second quarter Section 80 Committees, EXCO and Council	Senior Management	SDBIP performance reported	Desktop work & Management Meeting	12 January 2022





IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
Draft Adjusted Budget 2021/22	Budget steering committee meeting for final draft of the adjusted budget	Chief Financial Officer	MFMA	Management and councilors	20 January 2022
Draft Adjusted budget 2021/22	Submission of draft adjusted budget and SDBIP	Chief Financial Officer	Present adjustment made on the IDP, budget and SDBIP	Meeting	25 January 2022
Midterm budget and performance assessments	Mid-year budget and performance assessment MFMA Section 72 (1)(2)(3)	Senior Management	Mid-Term finance and service delivery performance report compliant with MFMA	Management Session	28 January 2022
Tabling of adjusted budget and SDBIP, and mid-term report	Mayor adjustment budget for approval, Annual and second quarter report for noting by Council MFMA Section 28	Mayor	Approved Adjusted Budget and SDBIP, Noting of midterm	Council meeting	02 February 2022
Midyear Engagements	Provincial Treasury to engage municipalities	Provincial Treasury	Draft Annual report and midterm report	Management	08 February 2022

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
	on mid-year performance assessment	Management			
Public Accountability	EXCO outreach	Inguza Hill Municipality and Sector Departments	Community involvement in municipal programs	Outreach	09-11 February 2022
Draft annual report 2021/22	Council meeting	Mayor	Table Draft Annual report 2021/22	Council meeting	17 February 2022
EXCO strategic planning	Exco Lekgotla	EXCO members plus TROIKA	EXCO strategic planning to review strategies and objectives	Strategic planning	22-24 February 2022
Strategies, Vision and Mission	IDP, PMS and Budget technical Forum	Administration, and Sector Departments	Presentation of Strategies to sector departments	Meeting	03 March 2022
Compliance	Publicise both the Annual Report (invite public inputs into the	Executive Council Secretary	Annual Report and adjustment budget publicized	Media and website	08 March 2022

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
	report – MFMA 127 & MSA section 21A) and the adjustment budget on the municipal website and in local newspapers.				
Strategic planning	Council Strategic planning	Inguza Municipality and all its stakeholders	Identifying projects and set outputs & targets	Strategic Planning Session	07-10 March 2022
Strategies, Vision and Mission	IDP, PMS and Budget Representative Forum	Municipal Council, Administration, Sector Departments and Public	Presentation of Strategies to all stakeholders	Meeting	17 March 2022
Project Identification: Review projects	IDP, PMS and Budget Representative Forum	Inguza Municipality, Sector Departments and	Finalization and synchronization of projects and strategies as per	IDP rep forum meeting	24 March 2022

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
		all other stakeholders participating in the IDP processes	recommendations made in the Strategic Planning		
<b>Compliance</b>	Publicise Annual & Oversight Report, within 7 days of adoption MFMA Section 129(3) & MSA Section 21A	Executive Council Secretary	Public participation and compliance	Media	30 March 2022
<b>Compliance</b>	Table the Draft IDP and Budget 2021/22 to the council to consider and adopt Annual & Oversight Report by end March MFMA Section 129 (1)	Municipal Manager & Mayor	Approve draft IDP & Approved Annual Report & Oversight Report	Council meeting	Within 29, 30 & 31 March 2022
<b>Compliance</b>	Within 7 days of adoption of Annual Report & Oversight	Manager IDP & PMS	Submit annual report to legislature and MEC	Courier	Within 29, 30 & 31 March 2022

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
	Report submit to Provincial Legislature/MEC for Local Government				
Performance reports	Quarterly SDBIP performance progress report for Third quarter, Section 80 Committees, EXCO and Council	Senior Management	SDBIP performance reported	Management reviews	06 April 2022
Integration Phase	Advertise Draft IDP and Budget for public comments	Executive Council Secretary	Integration	Advert	06 April 2022
Performance reviews	Institutional Management Quarterly Performance Review Session	Management	Review Quarter 3 Performance	Management Meeting	11 April 2022
	IDP and Budget Road	Ingquza Hill	Public participation	Community	12-15 April 2021

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
	Shows for 2022-2023	Municipality, Sector Departments and all other stakeholders participating in the IDP processes		meetings	
Integration	IDP and Budget Representative forum	All stakeholders	Presentation of outcomes of the roadshows and Integration	IDP ref forum	20 April 2022
Final Draft Budget 2021/2022	Finalization of the draft Budget and IDP	Management	Consideration of draft budget	Management meeting	25 April 2022
Final Draft Budget 2021/2022	Budget steering committee to present the final draft of IDP Budget and SDBIP	Chief Financial Officer	EXCO inputs on final draft	Budget steering committee meeting	28 April 2022

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
Draft IDP presentation	Presentation of the draft IDP and Budget to the Council	Mayor	Noting of the draft IDP and Budget	Council	02 May 2022
Approval / Adoption phase	Table the IDP and Budget to the council	Mayor Municipal Manager	Approval of 2021/22 IDP document	Council Meeting	Within 25, 26 & 27 May 2022
	Submission of approved IDP and Budget 2021-2022 to MEC	Manager IDP & PMS	Compliance Approved IDP for the Municipality	Courier	05 June 2022
PMS	Publication of approved IDP and Budget on website and local newspaper	Mayor Council Secretary	Compliance and public participation	Advert	06 June 2022
	Finalization and submission of draft 2021-2022 SDBIP and annual performance agreement by Municipal	Manager IDP & PMS	Alignment of the SDBIP with IDP and ensure alignment of targets	Management Meeting	10 June 2022



IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
PMS	<p>Manager to the Mayor</p> <p>Finalization and submission of draft 2021-2022 SDBIP and annual performance agreement by Municipal Manager to the Mayor</p>	Municipal Manager	Presentation of draft SDBIP to the Mayor Committee	EXCO meeting	17 June 2022
Approval of the SDBIP 2021/22	<p>Mayor approves the 2021-2022 SDBIP and annual performance agreements of the Municipal Manager and Senior Managers within 28 days after the approval of the IDP and Budget</p>	Mayor	Presentation of the SDBIP to the Council	Council Meeting	Within 20 & 21 June 2022
Compliance	Submission of 2021-2022 SDBIP	Municipal Manager	Submission of final SDBIP to Treasury	Courier	30 June 2022

## **6. ADOPTION OF THE IDP/BUDGET BY THE COUNCIL**

All IDPs and budgets for the 2023/24 financial year should be adopted by municipal councils on or before the 31st of May 2023.

## **7. CONCLUSION**

The outlined Programme with timeframes, monitoring, alignment, binding legislations, policies and planning requirements will have to be followed by all Municipalities after mutual agreement has been reached.

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30 August 2022

## RESOLUTION EXTRACT OF A SPECIAL COUNCIL MEETING HELD ON TUESDAY, 30 AUGUST 2022 AT 18:00

**AGENDA ITEM: 8.4**

**REPORT TITLE: 2022/2023 IDP, BUDGET AND PMS PROCESS PLAN**

**The Council Resolved: –**

1. To note and adopt the 2022/2023 IDP, BUDGET AND PMS process plan.

  
**MR. B. MATOMELA**  
**COUNCIL SECRETARY**  
**ACTING DIRECTOR LEGISLATIVE SERVICES**

  
**MR. S.W. MKHIZE**  
**MUNICIPAL MANAGER**  
Date:

  
**CLLR. N.Y. CAPA**  
**COUNCIL SPEAKER**  
Date: 31 AUGUST 2022

