



O.R. TAMBO DISTRICT MUNICIPALITY

IDP, PMS & BUDGET FRAMEWORK

2025 – 2026

TABLE OF CONTENTS

1. INTRODUCTION	2
2. LEGISLATIVE BACKGROUND.....	2
3. PURPOSE OF THE IDP, PMS AND BUDGET FRAMEWORK & PROCESS PLAN.	3
4. MECHANISM FOR ALIGNMENT	4
5. EASTERN CAPE PROVINCIAL PLANNING CYCLE	5
6. DISTRICT DEVELOPMENT MODEL	5
7. MECHANISM AND PROCEDURE FOR PARTICIPATION.....	8
8. O.R. TAMBO DISTRICT MUNICIPALITY IDP, PMS AND BUDGET FRAMEWORK 12	
9. DISTRICT WIDE IDP, PMS & BUDGET FRAMEWORK AND PROCESS PLAN ...	23
10. INGQUZA HILL LOCAL MUNICIPALITY SCHEDULE OF ACTIVITIES.....	25
11. KING SABATA DALINDYEBO MUNICIPALITY SCHEDULE OF ACTIVITIES	33
12. NYANDENI LOCAL MUNICIPALITY SCHEDULE OF ACTIVITIES	49
13. MHLONTLO LOCAL MUNICIPALITY SCHEDULE OF ACTIVITIES	54
14. PORT ST JOHNS LOCAL MUNICIPALITY SCHEDULE OF ACTIVITIES.....	60

1. INTRODUCTION

This document presents the Integrated Development Plan (IDP), Performance Management System (PMS) and Budget Framework of the OR Tambo District Municipality in preparation for 2025/2026 financial year. It serves to guide the processes and activities that will be undertaken by the municipality to: -

- a) Account about the implementation of the IDP, PMS and Budget for 2025/2026
- b) Development/Review of the IDP 2025/2026 as well as engagement with the communities and stakeholders
- c) Outlining the specific activities for the consolidation of budget for 2025/2026 financial year and 2 outer years.

The document provides the legislative background to the processes that enable for the development of the framework and 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 Review for 2025/2026 financial year.

2. LEGISLATIVE BACKGROUND

The IDP and Budget processes are guided by the various policies and legislations. 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. In section 28 (3), the Act further says that a municipality must give notice to the local community of particulars of the process it intends to follow, outline the processes for the annual review and amendments to the Integrated Development Plan according to s34.

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 FRAMEWORK & 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 2025-2026 financial year. The framework 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 that 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.

4. 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 or 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.

5. 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 referred 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.

6. 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. The President in Lusikisiki, Ingquza Hill Local Municipality subsequently launched it on the 17 September 2019.

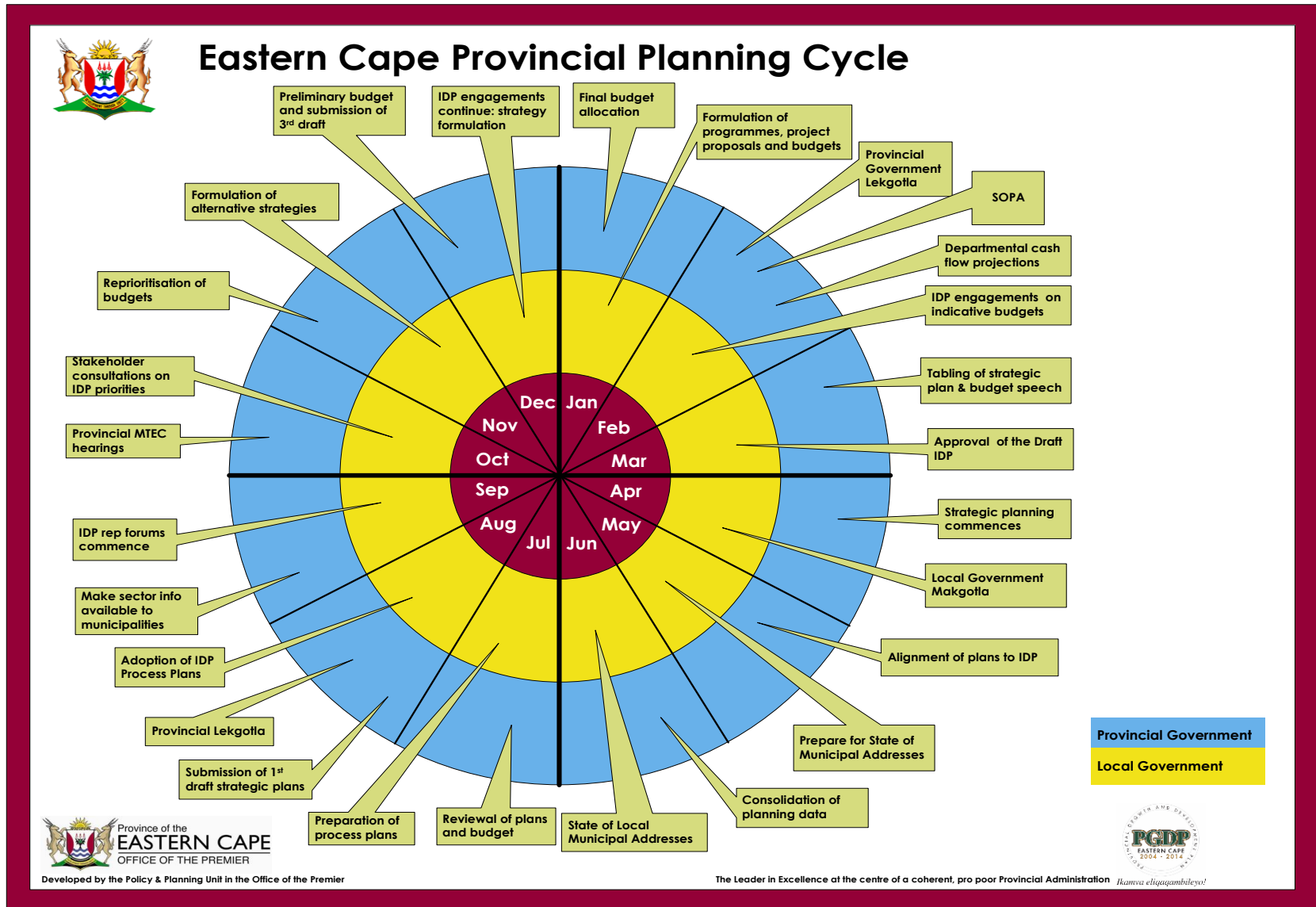
Subsequent to the launch, the Development Bank of South Africa established **District Hubs** that will drive the process of developing the “**One Plan**”. The One Plan had been developed and endorsed by the District Council and Provincial Cabinet.

Emerging from the One Plan, Eastern Seaboard had been established. The Minister gazetted the National Spatial Plan. Based on the gazetting, through the Eastern Seaboard a feasibility study for energy renewal is underway. To ensure full implementation of the Eastern Seaboard, 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



7. MECHANISM AND PROCEDURE FOR PARTICIPATION

7.1 Functions and Context of Public Participation

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

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

7.2 Mechanisms for Participation

The following public participation mechanisms are proposed for each milestone. The milestone is referring to above will be outlined in the activity plan later.

Preparation Phase	Stakeholder engagement / Rep. Forum Adverts on Newspaper Municipal website
Situation Analysis	Representative Forum Meetings or Stakeholder engagement
Strategy and Projects Phase	Stakeholder involvement in the Institutional Strategic Planning Rep. Forum
Integration Phase	Stakeholder engagement Representative Forum Meetings
Approval Phase	Community Engagements Adverts on Newspaper Municipal website
To note that should there be changing circumstances that limit chances for direct contact with communities, virtual engagements or other forms recommended by council may be used.	

7.3 Public Participation Strategy

Chapter 4 of the Municipal Systems Act will guide in the development and implementation of the public participation strategy for the IDP process. To ensure that all stakeholders have the opportunity to be represented in the IDP Representative Forum, the following forms of communication will be used where applicable:

1. Local Community Radio Stations
2. Daily Dispatch or Local Newspapers
3. Municipal website,
4. Municipal Facebook page

To ensure that the needs of unorganized groups are represented, advocacy groups and or Non-Governmental Organizations (NGOs) will be used as well for communication. Meetings of the Representative Forum will be held in any appropriate Municipal building, government offices or any other appropriate venue. Members of the Representative Forum will be expected to consult with their constituencies and report back to the Forum within a month's time.

7.4 Inter-Governmental Relations and communication

Government Communication is a strategic and planned process aimed at ensuring an effective dialogue between government and communities. As communication is a strategic function, strategizing for communication needs to be a frequent and ongoing exercise in municipalities. Local government is the sphere of government closest to communities. This places a particular onus on municipalities to fulfil a wide range of communication functions, such as media liaison, marketing, advertising and branding, and direct and intensive unmediated communication. O. R. Tambo District Municipality, as a government organ, has an obligation to provide the public with open access to information about its policies, programmes, services and initiatives. The District Information for public use is always disseminated and readily available in municipality offices.

Communications Unit also has a mandate to build a community centered and client focused communication system to ensure that communication caters for all dominant official languages used in the district to ensure that communication right across the district is well integrated, coherent, coordinated and consistent. The Communication Unit ensures that there

is meaningful public participation in the affairs of the O.R. Tambo District Municipality for the following reasons:

- To provide feedback to the people about the implementation of District adopted IDP, programmes and policy implementation.
- To promote a consistent corporate identity and marketing of the district to be a preferred tourist destination of choice.
- To ensure consistency and continuous two-way communication between the District Municipality, its communities and stakeholders.
- To ensure that the district operates from a developmental communication paradigm.

The Communication Policy was tabled in Council and approved with the aim of giving guidance on how the municipality should communicate. During the 2020-2021 financial year instability, various gaps were identified which needed the policy to be strengthened. The policy did not have an in-depth social media policy – something that threatened the communication space. At the district level the District Communicators Forum exist and is having a schedule of quarterly planned meetings with special meetings arranged whenever there is a need. The District Communicators Forum where communication is actively participating is a platform established to support the communication activities at the district and local level by giving guidance on the development of the Communication Strategies. Over the past year, there has been maximum participation of local municipalities, sector department and government entities in the quarterly DCF meetings. Various media platforms are utilised to communicate the successes of the district as well as to clear any negative publicity or misinformation about the district.

The Communication Strategy was developed for the 2017-2022 term Council and was ought to be review annually after its approval. It aimed at guiding municipal communication both internally and externally. This strategy enables the municipality to give effect to the legislative requirements as set out in the Constitution of the Republic of South Africa, Act 108 of 1996, Promotion of Access to Information Act 2 of 2000, the Municipal Systems Act 32 of 2000 as amended, Intergovernmental Relations Framework Act of 2005 and the National Framework for Government, 2009 issued by Government Communication Systems (GCIS). National Communication Policy as adopted by the National Assembly in 2018. However, during the term the strategy remained a draft and no reviews were done since it was not approved by Council

The municipality publicizes all the legislated meetings with the communities i.e., Mayoral Imbizo, IDP Roadshows, Stakeholder engagements, IDP Representative Forum. There is an Intergovernmental Relations (IGR) section and meetings with sector departments, State owned entities are convened on quarterly basis in a form of the following clusters - Basic Service Delivery and Infrastructure, Community Services and Disaster Management, Financial Viability, Economic Development and Planning, Corporate Services, and Strategic Planning and Good Governance and are aligned to DDM structures. Council meetings. The municipality has a website that is uploaded and updated with all the prescribed elements. However due the political and administrative instability in the district in the last two years of the term of council, affected the implementation of certain communication programs e.g., Talk to Your Mayor Radio program, Newsletter and Media walkabout. The Talk to you Mayor program could not continue after community radio stations were not paid for services rendered during the 2021/22 virtual IDB/Budget roadshows. This then led to the radio stations blacklisting the district municipality. The newsletter and Media walkabout were affected by the poor performance of the district, as these two initiatives mainly focus on service delivery milestones.

8. O.R. TAMBO DISTRICT MUNICIPALITY IDP, PMS AND BUDGET FRAMEWORK

PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
JULY 2024 (Preparation Phase)				
IDP	Development and alignment of IDP, PMS and Budget Process Plan (2025/2026)	Municipal Finance Management Act 56 (21)/ Municipal Systems Act 28 (1)	31 July 2024 to 12 August 2024	Director: Strategic Planning & Governance
BUDGET	Municipality commences with planning for the next three-year budget	Municipal Finance Management Act 56 s 68, 77	01 July 2024	Chief Financial Officer
PMS	<ul style="list-style-type: none"> Print and distribute final approved 2024/2025 SDBIP Advertise and publish final approved 2024/2025 SDBIP in newspaper and municipal website 	Municipal Finance Management Act, section 53 (3) (a)	08 July 2024 19 July 2024	Director: Strategic Planning & Governance
	Finalise 2024/2025 4 th Quarter Performance Report and submit to MayCo	Municipal Finance Management Act, section 52	20 July 2023	Municipal Manager
	Submit 2024/2025 4 th Quarter Performance Report to Council	(d)/ Circular 13	28 July 2024	Municipal Manager
	Finalise 2024/2025 Performance Agreements	Municipal Systems Act 57 (2)/ Municipal Finance Management Act (69) (3) (b)	29 July 2024	Director: Strategic Planning & Governance

PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
AUGUST 2024 (Preparation- Analysis Phase)				
IDP	Advert inviting stakeholders to register for participation in the IDP Rep Forum	Municipal Systems Act (29) (a) (b)	08 August 2024	Director: Strategic Planning & Governance
	Advertise first IDP Rep Forum in the newspaper	Municipal Systems Act (29) (a) (b)	12 August 2024	Director: Strategic Planning & Governance
	First IDP Rep Forum to present the 2025-2026 IDP, PMS and Budget Process Plan and Framework to stakeholders	Municipal Systems Act (29) (a) (b)	29 August 2024	Director: Strategic Planning & Governance
	Council adoption of the 2025-2026 IDP, PMS and Budget Process Plan and Framework	Municipal Systems Act (28) (1)	30 August 2024	Council
BUDGET	Submission of Annual Report 2024-2025 and 2024-2025 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, Section 126 of the MFMA 56 of 2003.	30 August 2024	Municipal Manager
PMS	Submit signed Performance Agreements to CoGTA	Municipal Finance Management 53 (3) (b)	05 August 2024	Director: Strategic Planning & Governance
	Advertise and publish signed Performance Agreements in newspaper and municipal website	Municipal Finance Management Act 53 (3) (b)	05 August 2024	Director: Strategic Planning & Governance
	Finalise Draft Unaudited Annual Report	Municipal Finance	21 August 2024	Director: Strategic

PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
		Management Act 121 (1) / MFMA Circular 63		Planning & Governance
	Submission of unaudited Draft Annual Report to the Mayoral Committee		22 August 2024	Director: Strategic Planning & Governance
	Submit signed Performance Agreements to Council	Municipal Finance Management Act 53 (3) (b)	30 August 2024	Director: Strategic Planning & Governance
	Submit Draft Annual Report to AG, National Treasury and CoGTA	Municipal Finance Management Act Circular 63	30 August 2024	Director: Strategic Planning & Governance
SEPTEMBER 2024 (Situational Analysis Phase)				
IDP	Submit Final approved 2025-26 IDP, PMS and Budget Process Plan and Framework to the MEC CoGTA, Auditor General and Provincial and National Treasury		09 September 2024	Director: Strategic Planning & Governance
	Publish and advertise final approved 2025-26 IDP, PMS and Budget Process Plan and Framework in local newspaper and municipal website	Municipal Systems Act (29) (b)	13 September 2024	Director: Strategic Planning & Governance
	Conduct evidence-based research information. Review and document information submitted by Senior Management. Determine and assess the current level of development and the emerging		September- October 2024	Director: Strategic Planning & Governance

PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
	challenges, opportunities and issues			
OCTOBER 2024 (Situational Analysis Phase)				
IDP	Convene IDP, PMS and Budget Steering Committee to consider draft situational analysis		14 October 2024	Director: Strategic Planning & Governance
	First draft Situational Analysis ready		31 October 2024	Director: Strategic Planning & Governance
PMS	Finalise 1 st Quarter 2025/2026 Performance Report	Municipal Finance Management Act, section 52 (d)/ Circular 13	14 October 2024	Director: Strategic Planning & Governance
	Submit 1 st Quarter 2024/2025 Performance Report to Mayco		21 October 2024	Municipal Manager
	Submit 1 st Quarter 2024/2025 Performance Report to Council		31 October 2024	Municipal Manager
	Conduct individual quarterly reviews with HODs		28-30 October 2024	Municipal Manager
NOVEMBER 2024 (Situational Analysis Phase)				
IDP	IDP, PMS and Budget Steering Committee to discuss Draft Situational Analysis		14 November 2024	Director: Strategic Planning & Governance
	Advertise 2 nd IDP Rep Forum in newspaper		09 November 2024	Director: Strategic Planning & Governance
	Convene cluster forums to present Draft Situational Analysis and project identification for		27 -28 November 2024	Director: Strategic Planning & Governance

PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
	2025-26			
DECEMBER 2024 (Situational Analysis Phase)				
IDP	2 nd IDP Rep Forum to Present Draft Situational Analysis		06 December 2024	Director: Strategic Planning & Governance
	Set and agree on IDP Priority programmes/projects (Departmental Strategic Planning Sessions)		09 – 13 December 2024	Senior Management
PMS	Finalise 2024/25 Annual Report, incorporating financial and non-financial information, audit reports and annual financial statements		17 December 2024	Director: Strategic Planning & Governance
JANUARY 2025 (Strategic Formulation- Integration Phase)				
IDP	Set and agree on IDP Priority programmes/projects (continues) (Departmental Strategic Planning Sessions)		15 – 19 January 2025	Director: Strategic Planning & Governance
BUDGET	Accounting Officer and Senior Management consolidate and prepare proposed budget and plans for 2025/26 financial year, considering previous years' performance as per audited financial statements		17 January 2025	Municipal Manager
	Commence with the review of budget related		31 January 2025	Chief Financial Officer

PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
	policies for 2025/26 financial year.			
PMS	Finalise 2 nd quarter and mid-year 2024/25 Performance Report	Municipal Finance Management Act section 52 (d)/ Circular 13 and section 72 MFMA	15 January 2025	Director: Strategic Planning & Governance
	Submit 2 nd Quarter and mid-year 2024/25 Performance Report to Mayco		17 January 2025	Director: Strategic Planning & Governance
	Submit mid-year report to National Treasury and CoGTA	Section 72 of the MFMA	31 January 2025	Director: Strategic Planning & Governance
	Table 2 nd quarter and mid-year 2024/25 Performance Reports to council	Section 52d and Section 72 of the MFMA.	15 January 2025	Municipal Manager
	Table the Audited 2024/2025 Annual Report to Council	Municipal Finance Management Act 127 (2)	19 January 2025	Municipal Manager
FEBRUARY 2025 (Strategic Formulation- Integration Phase)				
IDP	Senior Management identifying programmes/projects with external stakeholders		February-March 2024	Director: Strategic Planning & Governance
	Receive proposed budget and projects from Directors of the municipal entity	Municipal Finance Management Act Section 87 (1)	28 February 2025	CEO: Ntinga Development Agency
	Convene Mayoral Lekgotla and Strategic Session to request inputs for new municipal vision,		3 - 4 February 2025 (Mayco Lekgotla)	Municipal Manager

PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
	mission, strategies and objectives. Develop objectives for priority issues and determine programmes to achieve		6 – 7 February 2025 (Institutional Strat.)	
BUDGET	Review proposed national and provincial allocations to the DM for incorporation into the Draft Budget for tabling (Proposed national and provincial allocations for three years must be available by 20 January)	Division of Revenue Bill 2024/2025	28 February 2025	Chief Financial Officer
PMS	Mid-year assessment by National Treasury		February 2025	Municipal Manager
	Submit 2024/2025 Audited Annual Report to AG, National Treasury & CoGTA		05 February 2025	Director: Strategic Planning & Governance
	Advertise and publish Annual Report in newspaper and municipal website (and invite for public comment)		05 February 2025	Director: Strategic Planning & Governance
	Submit to the Mayoral Committee the 2024/2025 Adjusted SDBIP in line with the approved adjustment budget		21 February 2025	Municipal Manager
	Conduct individual mid-year and annual reviews with HODs		26 - 27 February 2025	Director: Strategic Planning & Governance
	Table the 2024/2025 Adjusted Budget and Adjusted SDBIP in line with the approved	Section 28(2) of the MFMA	28 February 2025	Municipal Manager

PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
	adjustment budget to council for approval.			
MARCH 2024 (Approval Phase - Draft IDP and Budget)				
IDP	Integration of sector plans and institutional programmes		March 2025	Director: Strategic Planning & Governance
	IDP and Budget Steering Committee to present Draft 2025-26 IDP Review and Draft Budget		14 March 2025	Director: Strategic Planning & Governance
	Advertise 3 rd IDP Rep Forum in the newspaper		11 March 2025	Director: Strategic Planning & Governance
	3 rd IDP Rep Forum to present Draft IDP 2025-26 Review and Draft Budget		27 March 2025	Director: Strategic Planning & Governance
	Table Draft IDP 2025-26, Draft Budget, Draft SDBIP and Draft Risk Register to Council for approval	Section 16 and Section 21 Chapter 4 of the MFMA and MFMA Circulars.	27 March 2025	Director: Strategic Planning & Governance
BUDGET	Finalise and submit to Executive Mayor proposed budgets and plans for the next three-year budgets, considering 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		March 2025	Chief Financial Officer
PMS	Review and submit Strategic Intent of the IDP		14 March 2025	Director: Strategic

PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
				Planning & Governance
	Adjust Performance Agreements in line with the approved 2024/2025 Adjusted SDBIP		04 March 2025	Director: Strategic Planning & Governance
	Advertise and publish adjusted SDBIP and Performance Agreements in newspaper and municipal website		11 March 2025	Director: Strategic Planning & Governance
	Draft Institutional SDBIP for 2025/2026 financial year		03 - 27 March 2025	Director: Strategic Planning & Governance
APRIL 2025(Integration and Consultation Phase)				
IDP	Submit Draft IDP 2025-26 Review, Draft Budget and SDBIP to CoGTA, Provincial Treasury, National Treasury and Auditor General	Municipal Finance Management Act 52 (d)/ Municipal Systems Act (32)	04 April 2025	Director: Strategic Planning & Governance
	Advertise and publish Draft IDP and Budget in the newspaper and municipal website for public comment	Municipal Systems Act 25 (4) (a)	04 April 2025	Director: Strategic Planning & Governance
	IDP and Budget Roadshows	Municipal Systems Act 29 (b)	08 – 16 April 2025	Director: Strategic Planning & Governance
	National Treasury Benchmarking exercise		April 2025 (tbc)	Municipal Manager
PMS	Finalise 3 rd Quarter 2024/25 Performance Report	Municipal Finance Management Act, section 52 (d)/ Circular 13	14 April 2025	Director: Strategic Planning & Governance

PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
	Submit 3 rd Quarter 2024/25 Performance Report to Mayco		18 April 2025	Municipal Manager
	Submit 3 rd Quarter 2024/25 Performance Report to Council		30 April 2025	Municipal Manager
	Conduct Individual Quarterly Reviews with HODs		28-29 April 2025	Director: Strategic Planning & Governance
MAY 2025 (Approval Phase- Final IDP and Budget)				
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 2025	Director: Strategic Planning & Governance
	Advertise 4 th IDP Rep Forum in newspaper		10 May 2025	Director: Strategic Planning & Governance
	4 th IDP Rep Forum to present Final 2025-26 IDP Review and Final budget, with submissions, representations and recommendations from the IDP Roadshows		29 May 2025	Director: Strategic Planning & Governance
	Table Final IDP 2025-26 Review and Final budget to Council for approval	Section 16 and Section 21 Chapter 4 of the MFMA and	30 May 2025	Municipal Manager

PROCESS	ACTIVITY	LEGISLATIVE REQUIREMENT	DATE	RESPONSIBILITY
		MFMA Circulars.		
PMS	Finalise Strategic Intent of the IDP		15 May 2025	Director: Strategic Planning & Governance
JUNE 2025(Post approval phase)				
IDP	Submit Final IDP 2025-26 Review, Final Budget, Risk Register and Procurement Plans to CoGTA, Provincial Treasury, National Treasury and Auditor General	Municipal Systems Act (32)	06 June 2025	Director: Strategic Planning & Governance
	Advertise and publish approved 2025-26 IDP Review and Budget in newspaper and municipal website	Municipal Systems Act 25 (4) (a)	09 June 2025	Director: Strategic Planning & Governance
	Printing and distribution of Final 2025-26 IDP Review to stakeholders		09 June 2025	Director: Strategic Planning & Governance
BUDGET	Submit 2025-26 Final Budget and Procurement Plans to CoGTA, Provincial Treasury, National Treasury and Auditor General	Section 22(b) of the MFMA and MFMA Municipal Budget Reporting Regulations	09 June 2025	Chief Financial Officer
PMS	Submit Draft 2025/2026 SDBIP to the Executive Mayor	Municipal Finance Management Act Circular 13	13 June 2025	Municipal Manager
	Executive Mayor approves the 2025/2026 SDBIP	Municipal Finance Management Act 69 (3) (a)	27 June 2025	Municipal Manager

9. DISTRICT WIDE IDP, PMS & BUDGET FRAMEWORK AND PROCESS PLAN

ACTIVITY	O.R TAMBO D.M	INGQUZA HILL L.M	PORT ST JOHNS L.M	NYANDENI L.M	KING SABATHA DALINDYEBO L/M	MHLONTLO L/M
Integrated Development Planning Representative Forum (IDP Rep. Forum)	<ul style="list-style-type: none"> • 29 Aug. 2024 • 06 Dec. 2024 • 27 March 2025 • 29 May 2025 	<ul style="list-style-type: none"> • 22 Aug. 2024 • 02 Oct. 2024 • 20 March 25 • 30 April 2025 • 27 May 2205 	<ul style="list-style-type: none"> • 17 Sept. 24 • 10 Dec 24 • 18 March 25 	<ul style="list-style-type: none"> • 20 Aug. 2024 • 08 Nov. 2024 • 19 March 2025 • 20 May 2025 	<ul style="list-style-type: none"> • 23 Oct. 2024 • 26 Nov. 2024 • 14 Feb. 2025 • 15 May 2025 	<ul style="list-style-type: none"> • 21 Aug. 24 • 25 Nov. 24 • 13 Feb. 25 • 16 May 25
Intergovernmental Relations Meetings (IGR) / Technical Fora		<ul style="list-style-type: none"> • 15 Jan. 2025 • 15 May 2025 	<ul style="list-style-type: none"> • 21 Aug. 24 • 3 Dec. 24 • 8 April 25 	<ul style="list-style-type: none"> • 23 Oct. 24 • 18 June 25 	<ul style="list-style-type: none"> • 03 Sept. 2024 (T) • 20 Sept. 2024 (P) • 22 Nov. 2024 (T) • 10 Dec. 2024 (P) • 27 March 2025 (P) • 3 June 2025 (T) • 24 June 2025 (P) 	<ul style="list-style-type: none"> • 30 July 2024 • 29 Oct. 2024 • 30 Jan. 2025 • 15 April 2025

ACTIVITY	O.R TAMBO D.M	INGQUZA HILL L.M	PORT ST JOHNS L.M	NYANDENI L.M	KING SABATHA DALINDYEBO L/M	MHLONTLO L/M
Strategic Planning Session	MayCo Lekgotla • 3 – 4 Feb. 2025 Institutional Strat. • 06 - 07 Feb. 2025	Lekgotla • 10 – 14 Feb. 25 Mega Strat. • 17 – 21 Feb.25	• 10 -12 Feb 25 • ExCo Retreat • 25 – 28 Feb. 25 • Mega Strat.	• 02-03 March 25 • 04-07 March 2025	MayCo Lekgotla • 03 – 04 Feb. 2025 Mega Strat. • 05 -07 Feb. 2025	• 05 - 07 Feb. 2025
Mid - Year Performance Engagement (With National Treasury)	• Feb. 2025	• Feb. 2025	• Feb. 2025	• Feb. 2025	• Feb. 2025	• Feb. 2025
Budget & Benchmark Engagement (With National Treasury)	• May 2025	• May 2025	• May 2025	• May 2025	• May 2025	• May 2025
IDP & Budget Roadshows (Quarter 2) / Mayoral Outreach	• NA	• 11 -15 Nov. 24	• 6 Dec. 24 •	• 11 – 15 Nov 24	• 17 -30 Sept. 2024 •	• 02 Sept – 18 Oct. 2024
IDP & Budget Roadshows (Quarter 4)	• 8 - 16 April 2025	• 07 – 11 April 25	• 7-10 April 25	• 15 -18 April 25 •	• 09 April – 24 April 2025 •	• 22 -24 April 2025

10. INGQUZA HILL LOCAL MUNICIPALITY SCHEDULE OF ACTIVITIES

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
Preparation phase – IDP process plan for 2025/26 financial year	Develop draft 2025/2026 IDP, PMS and Budget Process Plan (Section 27, 28 & 29 of MSA No.32 Of 2000 and Section 21 of MFMA No.56 of 2003)	Director Planning, CFO and Manager IDP and PMS	IDP, PMS and Budget Process Plan for 2025-2026 Financial Year	Desktop	24 June 2024
Stakeholder participation on IDP processes	Advertise for stakeholder participation on municipal activities	Manager IDP & PMS	Compliance and public participation	Media advertisement	05 July 2024
Submission of SDBIP to Mayor and provincial treasury	Submit the approved SDBIP within 14 days after approval.	Manager IDP & PMS	Compliance	Courier	16 July 2024
Fourth quarter performance review	Quarterly SDBIP performance report for fourth quarter. Section 80 Committees, EXCO and Council	Senior Management	SDBIP performance reported	Management meeting	29 July 2024
Pre-preparation phase of the IDP	IDP Budget & PMS Tech Committee	Municipal Administration and Sector Departments	Present draft process plan to stakeholders 2025/26 financial year	Meeting	31 July 2024

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
Pre-preparation phase of the IDP	IDP Budget & PMS Rep Forum	Municipal Council, Administration, Sector Departments and Public	Present draft process plan 2025/26 to stakeholders	Meeting	22 August 2024
Compliance	Table Draft 2025/2026 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	Council Meeting	28/29/30 August 2024
Analysis Phase: Review Situational Analysis	IDP, Budget & PMS Technical Committee	Municipal Administration and Sector Departments	Assessment of existing levels of development. Stats Information on available resources. SWOT analysis	Meeting	12 September 2024
	IDP, PMS and Budget Representative Forum	Municipal Council, Administration, Sector Departments and Public	Finalization of situational analysis	Meeting	02 October 2024
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	16 October 2024

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
Compliance PMS	Noting of the 1 st quarter performance report by council	Municipal Council, Administration, Sector Departments and Public	First quarter report	Council meeting	31 October 2024
Public Accountability	EXCO outreach	Ingquza Hill Municipality and Sector Departments	Community involvement in municipal programs	Outreach	11-15 November 2024
Strategies Phase: Review mission and vision, Strategies	IDP, Budget & PMS Departmental Strategic Planning Sessions	Municipal Administration and Sector Departments and Standing Committee Members	Review strategies and objectives	Departmental Strategic planning Sessions to Review Strategies	02-06 December 2024
	IDP, PMS and Budget Technical Forum	Municipal Administration and Sector Departments	Review Strategies and Objectives	Meeting	15 January 2025
Second quarter performance review	Quarterly SDBIP performance progress report for second quarter Section 80 Committees, EXCO and Council	Senior Management	SDBIP performance reported	Desktop work & Management Meeting	15 January 2025
Midterm budget	Mid-year budget MFMA Section 72 (1)(2)(3)	Senior Management	Mid-Term finance and service delivery performance report	Management Session	23 January 2025

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
			compliant with MFMA		
Tabling of adjusted Budget and SDBIP, and Mid Term Report.	Chief Financial Officer tables adjustment Budget and SDBIP to Management Committee	CFO and IDP Manager	Compile Annual report	Desktop work	13 February 2025
EXCO strategic planning	Exco Lekgotla	EXCO members plus TROIKA	EXCO strategic planning to review strategies and objectives	Strategic planning	10-14 February 2025
Draft Adjusted Budget 2024/25	Budget steering committee meeting for final draft of the adjusted budget	Chief Financial Officer	MFMA	Management and councilors	20 February 2025
Strategic planning	Council Strategic planning	Ingquza Hill Municipality and all its stakeholders	Identifying projects and set outputs & targets	Strategic Planning Session	17-21 February 2025
Draft Adjusted Budget 2024-2025 Financial Year	Mayor tables adjustment budget for Approval, Annual and Second Quarter report for noting by Council MFMA Section 28	Provincial Treasury, Management	Adjusted Budget, Annual Report and Second Quarter Report	Council Meeting	27 February 2025
Compliance	Publicise both the Annual Report (Invite Public inputs into the report- MFMA 127 and MSA section 21A) and	Executive Council Secretary	Public participation and compliance	Media	07 March 2025

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
	the adjustment budget on the municipal website and local newspapers.				
Strategies, Vision and Mission	IDP, PMS and Budget Representative Forum	Municipal Council, Administration, Sector Departments and Public	Presentation of Strategies as well as Projects to all stakeholders	Meeting	06 March 2025
Mid-term Budget and performance assessments	Budget and Steering Committee	Exco and Troika	Mid-term Budget and performance assessments	Meeting	11 March 2025
Project Identification: Review projects	IDP, PMS and Budget Representative Forum	Ingquza Hill Municipality, Sector Departments and all other stakeholders participating in the IDP processes	Finalization and synchronization of projects and strategies as per recommendations made in the Strategic Planning	IDP rep forum meeting	20 March 2025
Compliance	Publicise Annual & Oversight Report, within 7 days of adoption MFMA Section 129(3) & MSA Section 21A	Executive Council Secretary	Public participation and compliance	Media	28 March 2025
Compliance	Table the Draft IDP and Budget 2025/26 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 26, 27 & 28 March 2025
Compliance	Within 7 days of adoption	Manager IDP &PMS	Submit annual report to	Courier	04 April 2025

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
	of Annual Report & Oversight Report submit to Provincial Legislature/MEC for Local Government		legislature and MEC		
Compliance	Publicise Annual & Oversight Report, within 7 days of adoption MFMA Section 129(3) & MSA Section 21A	Executive Council Secretary	Public participation and compliance	Media	04 April 2025
	Advertise Draft IDP and Budget for public comments	Executive Council Secretary	Public participation and compliance	Media	04 April 2025
Third quarter Performance report	Quarterly SDBIP performance progress report for Third quarter, Section 80 Committees, EXCO and Council	Senior Management	SDBIP performance reported	Management reviews	14 April 2025
Performance reviews	Institutional Management Quarterly Performance Review Session	Management	Review Quarter 3 Performance	Management Meeting	15 April 2025
	IDP and Budget Road Shows for 2025-2026	Ingquza Hill Municipality, Sector Departments and all other stakeholders participating in the IDP processes	Public participation	Community meetings	07-11 April 2025
Final Draft Budget	Finalization of the draft	Management	Consideration of draft	Management	22 April 2025

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
2025/2026	Budget and IDP		budget	meeting	
Integration	IDP and Budget Representative forum	All stakeholders	Presentation of outcomes of the roadshows and Integration	IDP representative forum	30 April 2025
Final Draft Budget 2024/2025	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 2025
Approval / Adoption phase	Presentation of the draft IDP and Budget to the IDP Technical Forum	Municipal Administration and Sector Departments	Presentation of the consolidated final IDP, PMS and Budget Document for 2025/26 Financial Year	IDP, PMS and Budget Technical Forum	15 May 2025
	Presentation of the draft IDP and Budget to the IDP Representative Forum	Municipal Administration and Sector Departments	Presentation of the consolidated final IDP, PMS and Budget Document for 2025/26 Financial Year	IDP, PMS and Budget Representative Forum	27 May 2025
	Budget steering committee to present the final draft of IDP Budget and SDBIP	Chief Financial Officer	Approval of 2025-2026 IDP Document	Meeting	27 May 2025
	Table the IDP and Budget to the council	Mayor Municipal Manager	Approval of 2024/25 IDP document	Council Meeting	Within 28, 29 & 30 May 2025
	Submission of approved IDP and Budget 2024-2025 to MEC	Manager IDP& PMS	Compliance Approved IDP for the Municipality	Courier	06 June 2025

IDP PHASE	TARGET / ACTIVITY	ROLE PLAYERS	OUTPUT	MECHANISMS/ TOOLS	TIMEFRAMES
	Publication of approved IDP and Budget on website and local newspaper	Mayor Council Secretary	Compliance and public participation	Advert	06 June 2025
PMS	Finalization and submission of draft 2024/25 SDBIP to the Mayor	Manager IDP & PMS	Alignment of the SDBIP with IDP and ensure alignment of targets	Management Meeting	09 June 2025
PMS	Finalization and submission of draft 2024-2025 SDBIP to the Mayor	Municipal Manager	Presentation of draft SDBIP to the Mayor Committee	EXCO meeting	12 June 2025
Approval of the SDBIP 2024/25	Mayor approves the 2022-2023 SDBIP and annual performance agreements of the Municipal Manager and Senior Managers within 28 days after the approval of the IDP and Budget	Mayor	Presentation of the SDBIP to the Council	Council Meeting	Within 19 & 20 June 2025
Compliance	Submission of 2024-2025 SDBIP	Municipal Manager	Submission of final SDBIP to Treasury	Courier	26 June 2025

11. KING SABATA DALINDYEBO MUNICIPALITY SCHEDULE OF ACTIVITIES

KING SABATHA DALINDYEBO				
ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
JULY 2024				
Consultation with HR, BTO, PMS, IGR and Internal Audit on Draft IDP/BUDGET & PMS Process Plan 2025/26.	Section 28 of the MSA 32 of 2000, reads with section 21 of the MFMA 56 of 2003	01-10 July 2024	Manager IDP	Achieved
Submission of Quarter 4 & APR by Departments	Section 27 of MSA 32 of 2000	08 July 2024	PMS Manager	Achieved
Submission of SDBIP & Performance Agreements to MEC	Section 35 of the MFMA 56 of 2003	12 July 2024	PMS Manager	Achieved
MANCOM/Steering Committee meeting to present the Draft IDP Process Plan 2025/26	Section 16 of the Municipal Systems Act N0. 32 of 2000.	15 July 2024	IDP Manager	Not Achieved (postponed to 5 August 2024)
Make public the approved SDBIP	MFMA 53 (3) (a)	17 July 2024	PMS Manager	In planning
Print and distribute final Approved 2024/25 SDBIP	MFMA Guidance	17 July 2024	PMS Manager	Achieved
IDP/Budget/PMS Framework Workshop	Section 16 {b} Municipal Systems Act, 32 of 2000	17 July 2024	CFO	Achieved

KING SABATHA DALINDYEBO				
ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
Alignment of 2025/26 Draft Process Plan with Draft IDP District Framework & Process Plan of O R Tambo District Municipality.	Section 27 of the MSA 32 of 2000	22-25 July 2024	Manager IDP	Achieved
Mayoral Committee	Institutional Calendar	22 July 2024	Executive Mayor	Achieved
Finalize 2023/24 Performance Agreements.	MSA 57 (2)/ MFMA 69 (3) (b)	31 July 2024	PMS Manager	
AUGUST 2024				
Commence with compilation of Annual Report 2024/25	Section 121 of MFMA 56 of 2003	01 August 2024	PMS Manager	
Make public signed Performance Agreements	MFMA 53 (3) (b)	05 August 2024	PMS Manager	
Submit signed Performance Agreements to COGTA	MFMA 53 (3) (b)	05 August 2024	PMS Manager	Achieved
Ward Councilors' Forum to present IDP, Budget & PMS Process Plan.	Section 16 of the Municipal Systems Act, 32 of 2000:	06 August 2024	Manager IDP	
IDP Refresher Workshop for IDP staff members.		08 August 2024	IDP Manager	Achieved
Annual Assessment of the IDP by MEC of Provincial COGTA	Section 31 of the MSA 32 of 2000.	12– 16 August 2024	Municipal Manager	

KING SABATHA DALINDYEBO

ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
Mayoral Committee to discuss Draft IDP Process Plan 2025/26	Section 30 of MSA 32 of 2000	15 August 2024	Executive Mayor	
Submission of unaudited Draft Annual Report to MAYCO	MFMA Guidance	22 August 2024	PMS Manager	
Planning, IGR & Research Standing Committee meeting	Intergovernmental Relations Framework 13 of 2005	22 August 2024	Municipal Manager	
Submission of APR and AFS to APAC	Section	23 August 2024	Municipal Manager	
Council considers IDP, Budget and PMS Process Plan 2025/26 for Adoption and APR & AFS	Section 16 of the Municipal Systems Act NO. 32 of 2000	29 August 2024	Executive Mayor	
O.R Tambo Representative Forum	Municipal Systems Act NO. 32 of 2000	29 August 2024	O.R Tambo Executive Mayor	
O.R Tambo Council Meeting	Institutional Calendar	30 August 2024	O.R Tamo DM	
Roll-over application and submission to Treasury	Section 121 of the MFMA, 56 of 2003	30 August 2024	CFO	
Submit Draft Annual Report to AG, National Treasury & COGTA	MFMA Circular 63	31 August 2024	PMS Manager	
Roll-over application and submission to Treasury.	Section 121 MFMA 56 of 2003	31 August 2024	CFO	
Submission of APR & AFS to AG &	Section 21 of the MFMA 56 of 2003	31 August 2024	Municipal Manager	

KING SABATHA DALINDYEBO					
ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE	TO
Treasury.					
SEPTEMBER 2024 (IDP MONTH)					
Technical IGR meeting	Intergovernmental Relations Framework 13 of 2005	03 September 2024	Manager IGR		
Submission of IDP, Budget and PMS Process Plan to OR Tambo DM and other Spheres of Government and all stakeholders.	Section 21 of the MFMA 56 of 2003: Budget Preparation Process read with Section 28 (1) of the Municipal Systems Act, 32 of 2000	04 September 2024	Manager IDP		
Executive Management/Steering committee meeting to present IDP Roadshows Itinerary.	Municipal Systems Act no 32 of 2000	09 September 2024	Municipal Manager		
Advertise IDP/ Budget and PMS Process Plan on the local print media	Section 21 of the MFMA 56 of 2000 read with Section 28 (1) of the Municipal Systems Act, 32 of 2000	09 September 2024	Manager IDP/ Budget & Accounting/ Communications		
Ward Councillors Forum to present itinerary for the Community Consultations (Ward to Ward IDP Outreach Programme)	Section 16 of the Municipal Systems Act, 32 of 2000:	10 September 2024	Manager IDP		
IDP Awareness Programme to	Section 16 of MSA 32 of 2000	11-16 September	IDP Manager		

KING SABATHA DALINDYEBO				
ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
Community Structures & Municipal Officials.		2024		
Mayoral Committee to present IDP Roadshows Itinerary.	Institutional Calendar	12 September 2024	Executive Mayor	
Submission of personnel request forms/Staff keys consultations	Section 21 MFMA, 56 of 2003	17-20 September 2024	CFO	
Community Consultations on IDP/Budget/PMS Roadshows to conduct Situational Analysis in all wards.	Section 16 of the MSA 32 of 2000	17 – 30 September 2024	Executive Mayor	
Political IGR forum meeting	Intergovernmental Relations Framework 13 of 2005	20 September 2024	IGR Manager	
Ordinary Council meeting.	Institutional Calendar	26 September 2024	Executive Mayor	
O.R Tambo Council meeting	Institutional Calendar	27 September 2024	Executive Mayor	
OCTOBER 2024				
Submission of Quarter 1 Performance Report by Departments.	Section 27 of MSA 32 of 2000	07 October 2024	PMS Manager	
IGR, Planning and Research Standing Committee	Intergovernmental Relations Framework 13 of 2005	10 October 2024	Manager IGR	
HR and Budget collate personnel	Municipal Finance Management Act,	10-30 October 2024	CFO	

KING SABATHA DALINDYEBO				
ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
request forms and analyse results and report to Directors	no 56 of 2003		Director Corporate Services	
Finalise 1st Quarter Performance Report for 2024/25 financial year	MFMA Circular 13	14 October 2024	PMS Manager	
IDP, Budget and PMS Steering Committee -to discuss Situational analysis	Section 55 of MSA 32 of 2000	14 October 2024	Municipal Manager	
Mayoral Committee	Institutional Calendar	17 October 2024	Executive Mayor	
IDP Representative Forum to present first Draft Situational Analysis Report	Section 16 of Local Government: Municipal Systems Act 32 of 2000	23 October 2024	Executive Mayor	
Conduct informal Quarter 1 Performance Evaluations with HOD's	MSA 39	24-25 October 2024	PMS Manager	
Ordinary Council Meeting	Section 16 of Municipal Systems Act 32 of 2000	29 October 2024	Executive Mayor	
Submission of D-Forms to NERSA	Section 43 of the MFMA 56 of 2003: Applicability of Tax and Tariff capping on Municipality	31 October 2024	CFO	
NOVEMBER 2024				

KING SABATHA DALINDYEBO

ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
Departmental Strategic Plans		04- 15 November 2024	Municipal Manager	
IDP, Budget and PMS Steering Committee/ MANCOM - Crafting and reviewal of Developmental Strategies and Objectives	Section 55 of MSA 32 of 2000	11 November 2024	Municipal Manager	
Discuss Draft Audit Report from AG for 2023/24 financial year	Section 46, 121,126 of MFMA, 56 of 2003	15-29 November 2024	CFO	
Check with National & Provincial Governments and District Municipality for any information in relation to Budget and adjustment budget to project allocations for the next 3 years	Section 21, 36, 37 of MFMA	20-29 November 2024	CFO	
Technical IGR	Intergovernmental Relations Framework Act, no 13 of 2005	22 November 2024	IGR Manager	
IDP Representative Forum to present and discuss revised Developmental Strategies and Objectives.	Section 16 of Municipal Systems Act,32 of 2000	26 November 2024	Executive Mayor	
Ordinary Council meeting.	Institutional Calendar	28 November 2024	Executive Mayor	

KING SABATHA DALINDYEBO				
ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
DECEMBER 2024				
O.R Tambo Representative Forum	Municipal Systems Act NO. 32 of 2000	06 December 2024	O.R Tambo Executive Mayor	
Political IGR Forum meeting	Intergovernmental Relations Framework 13 of 2005	10 December 2024	Manager IGR	
Ordinary Council meeting.	Institutional Calendar	12 December 2024	Executive Mayor	
O.R Tambo Council meeting	Institutional Calendar	13 December 2024	Executive Mayor	
Council Recess	Institutional Calendar	17 December 2024	Municipal Mayor	
JANUARY 2025				
Submission of Quarter 2 Performance Report and Mid-year Performance Report by Departments	MFMA Circular 13	08 January 2025	PMS Manager	
Management Retreat	Section 24 of the MSA, 32 of 2000	09 – 10 January 2025	PMS Manager	
IDP/ Budget PMS and Steering Committee to finalize Developmental Strategies and Objectives & proceed with Project Formulation	Section 55 of Municipal Systems Act, no 32 of 2000	13- 16 January 2025	Municipal Manager	
Obtain adjustments to projected allocations for the next 3 years, from	Section 21 of MFMA, 56 of 2003	16-23 January 2025	CFO	

KING SABATHA DALINDYEBO				
ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
National, Provincial & District Municipality				
Special Mayoral Committee	Institutional Calendar	17 January 2025	Executive Mayor	
Finalize 2023/24 Audited Annual Report incorporating financial and non-financial information on performance, audit reports and annual financial statements	MFMA 127 (2)	19 January 2025	PMS Manager	
APAC Meeting	Institutional Calendar	21 January 2025	CAE	
Ordinary Council Meeting (to consider Mid-year Budget and Performance Report 2024/25 and Draft Annual Report 2023/24	Section 53 of the MFMA 56 of 2003	29 January 2025	Speaker	
O.R Tambo Council meeting	Institutional Calendar	30 January 2025	O.R Tambo DM	
Budget & SDBIP adjustment consultations process	Section 21 & 28 of MFMA, 56 of 2003	30 January – 7 February 2025	CFO	
FEBRUARY 2025				
Mayoral Lekgotla	Institutional calendar	03-04 February 2025	Municipal Manager/CFO/COO	
MEGA Strategic Planning Session	Section 16 of Local Government: Municipal Systems Act, No.32 of	05-07 February 2025	Municipal Manager/ CFO/ COO	

KING SABATHA DALINDYEBO

ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
	2000 read with Section 21 of the MFMA 56 of 2003: budget preparation process			
Technical IGR	Intergovernmental Framework Relations Act, no 13 of 2005	11 February 2025	Manager IGR	
OR Tambo DM MayCo Lekgotla		12 -13 February 2025	OR Tambo DM Municipal Manager/ CFO	
Annual Report Hearings	Intergovernmental Relations Framework Act, no 13 of 2005	12-14 February 2025	Executive Mayor	
IDP, Budget and PMS Rep Forum to finalize Developmental Strategies and Objectives & proceed with Project Formulation.	Section 24 & 26 of the MSA 32 of 2000 read with section 21 & 53 of the MFMA 56 of 2003	14 February 2025	Executive Mayor	
OR Tambo DM Mega Strat Plan	Section 16 of Local Government: Municipal Systems Act, No.32 of 2000 read with Section 21 of the MFMA 56 of 2003: budget preparation process	18- 20 February 2025	OR Tambo DM Municipal Manager/ CFO	
Mid-Year Budget Engagement	Section 72 of the MFMA, 56 of 2003	19 February 2025	CFO	

KING SABATHA DALINDYEBO				
ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
Mayoral Committee to consider the adjustment Budget/IDP and SDBIP adjustment	Institutional Calendar	24 February 2025	Executive Mayor	
Draft SDBIP 2024/25 consultations	Institutional Calendar	26 February- 05 March 2025	PMS Manager	
Special council meeting to consider the adjustment budget and SDBIP adjustment	Section 72 & 21 of MFMA 56 of 2003 reads with Section 46 of the MSA 32 of 2000	27 February 2025	Speaker	
O.R Tambo Council meeting	Institutional Calendar	28 February 2025	Speaker	
MARCH 2025				
Draft MTREF 2024/25 consultations	Section 16 of MFMA, 56 of 2003	3-7 March 2025	CFO	
IDP/ PMS and Budget Executive Management/Steering Committee to discuss and present the first draft IDP and prepare for MEGA Strat Plan.	Section 55 of Municipal Systems Act, No.32 of 2000 read with Section 21 of the MFMA 56 OF 2003: budget preparation process	05 March 2025	Municipal Manager/ CFO/ Director: RED	
Approval of electricity tariffs by NERSA	Section 43 of MFMA, 56 of 2003	06 March 2025	CFO	
Ward councilor's Forum	Section 16 of the Municipal Systems Act, 32 of 2000	07 March 2025	Speaker	
MANCOM/ Steering Committee meeting	Institutional calendar	17 March 2025	Municipal Manager	

KING SABATHA DALINDYEBO				
ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
Mayoral Committee	Institutional Calendar	19 March 2025	EM	
O.R Tambo Representative Forum	Municipal Systems Act NO. 32 of 2000	27 March 2025	O.R Tambo Executive Mayor	
Political IGR	Intergovernmental Relations Framework	27 March 2025	IGR Manager	
Council Considers Adoption of First Draft IDP, Budget & Annual Report and MTREF Budget and policies for 2025/26.	Section 25 & 30 of the MSA 32 of 2000 read with section 24 of the MFMA 56 of 2003	28 March 2025	Executive Mayor	
MANCOM/Steering Committee Meeting	Institutional Calendar	31 March 2025	Municipal Manager	
APRIL 2025				
Review Budget related policies 2025/26	Section 21 of MFMA, 56 of 2003	2-4 April 2025	CFO	
Submission of approved Annual Report, AFS, Audit Report and Audit Action Plan to AG, Treasury and COGTA	Intergovernmental Relations Framework Act 13 of 2005	4 April 2025	PMS Manager	
Submission of approved Annual Report, AFS, Audit Report and Audit Action Plan to AG, Treasury and COGTA	Intergovernmental Relations Framework Act 13 of 2005	4 April 2025	PMS Manager	
Submission of quarter 3 Performance report by departments	Institutional Calendar	08 April 2025	PMS Manager	

KING SABATHA DALINDYEBO

ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
OR Tambo DM IDP Roadshows for Community Consultation to solicit Public Comments on Draft IDP 2025/26	Section 17 [2] [c] of MSA 32 of 2000	08 – 16 April 2025	OR Tambo DM Executive Mayor	
IDP Roadshows for Community Consultation to solicit Public Comments on Draft IDP 2025/26	Section 17 [2] [c] of MSA 32 of 2000	09 April – 24 April 2025	Executive Mayor	
IDP/Budget & PMS advertised for Public Comments	Section 21A of MSA 32 of 2000 read with Section 22(a) of MFMA, Act 56 of 2003	11 April 2025	Manager Communications/ Budget Manager	
IDP/ Budget PMS and Steering Committee/MANCOM -to outline IDP Roadshows	Section 55 of MSA 32 of 2000	14 April 2025	Municipal Manager	
Ward councilors Forum meeting to present IDP Itinerary for Roadshows.	Chapter 4 and 5 of the Municipal Systems Act 32 of 2000	16 April 2025	IDP Manager	
Budget Benchmarking	Chapter 4 of the Municipal Finance Management Act 56 of 2003.	17 April 2025	CFO/COO	
APAC Meeting	Institutional Calendar	23 April 2025	Municipal Manager	
OR Tambo Council Meeting	Institutional Calendar	25 April 2025	Municipal Manager	
Ordinary Council Meeting	Institutional Calendar	30 April 2025	Speaker	
Submission of Draft IDP to Internal		30 April 2025	Manager IDP	

KING SABATHA DALINDYEBO				
ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
Audit for Review				
MAY 2025				
IDP Steering Committee/MANCOM to discuss and consider Public Comments on Draft IDP, PMS 2025-26 and MTERF Budget review.	Section 24(1) of the Municipal Systems Act 32 of 2000 states that the Municipal Council must at least 30 days before the start of the budget year considers approval of the annual budget/ IDP	05 May 2025	Municipal Manager/Executive Mayor	
IGR, Planning & Research Standing Committee.	Institutional Calendar	07 May 2025	COO	
Submission of Draft IDP/Budget and PMS to Internal Audit for Review	Section 55 of Municipal Systems Act, no 32 of 2000	09 May 2025	IDP Manager	
IDP Representative Forum to discuss and consider Public Comments on Draft IDP, Budget & PMS 2025/26	Section 24(1) the Municipal Council must at least 30 days before the start of the budget year consider approval of the annual budget	15 May 2025	Executive Mayor	
Mayoral Committee to consider Draft IDP and Budget 2025/26	Institutional Calendar	22 May 2025	Executive Mayor	
Special Council considers Adoption of Final Draft IDP 2025/26, and MTREF	Section 24(1) the Municipal Council must at least 30 days before the start	28 May 2025	Speaker	

KING SABATHA DALINDYEBO				
ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
Budget.	of the budget year considers approval of the annual budget			
OR Tambo Council Meeting	Institutional Calendar	29 May 2025	Municipal Manager	
O.R Tambo Representative Forum	Municipal Systems Act NO. 32 of 2000	29 May 2025	O.R Tambo Executive Mayor	
JUNE 2025				
MANCOM/Steering Committee Meeting.	Institutional Calendar	02 June 2025	Municipal Manager	
Technical IGR meeting	Intergovernmental Relations Framework 13 of 2005	03 June 2025	Manager IGR	
Facilitation for the advertisement of Adopted IDP/Budget and PMS Document.	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	05-09 June 2025	IDP Manager	
Finalization of Service Delivery and Budget Implementation Plan for 2025/26	Section 41 of Local Government: Municipal systems Act No 32 of 2000	06-12 June 2025	PMS Manager	
Submission of Adopted IDP/ Budget to all spheres of Government and O.R. Tambo DM.	Section 21 of the Municipal Systems Act No:32 of 2000 reads with Section 22 & 23 of the Municipal Finance	09- 11 June 2025	IDP Manager	

KING SABATHA DALINDYEBO				
ACTIVITY	LEGISLATIVE REQUIREMENTS	ACTUAL DATE	RESPONSIBILITY	PROGRESS TO DATE
	Management Act 56 of 2003			
Submit Draft SDBIP to Executive Mayor	Section 53 MFMA 56 of 2003	13 June 2025	Municipal Manager	
Political IGR meeting	Intergovernmental Relations Framework 13 of 2005	24 June 2025	Manager IGR	
Approval of SDBIP 2025/26	Section 53 of MFMA 56 of 2003	27 June 2025	Executive Mayor	
Submit approved SDBIP to Treasury, AG and COGTA		27 June 2025	PMS Manager CFO	
Draft 2024/25 performance agreements	MSA 57 (2)/ MFMA 69 (3) (b)	30 June 2025	PMS Manager	
Print and distribute final approved SDBIP for the 2024/25 financial year	MFMA Guidance	30 June 2025	PMS Manager	

12. NYANDENI LOCAL MUNICIPALITY SCHEDULE OF ACTIVITIES

ACTIVITIES	COORDINATING DEPARTMENT	TIMEFRAME	LEGISLTATIVE FRAMEWORK	PROGRESS
AUGUST				
IDP Rep Forum	Office of the MM	20 August 2024	MSA s28 (2)	
Special Audit Committee Meeting to review the draft: <ul style="list-style-type: none"> ✓ Annual Financial Statements for 2023/2024 ✓ Performance Information report (MSA-s46) 2023-2024 ✓ Draft Annual Report for 2023/2024 	Office of the MM	26 August 2024	MFMA s65 & 66	
Table IDP, PMS and Annual Budget Process Plan for 2025/26 to the Special Executive Committee	Municipal Manager	22 August 2024	MFMA 21(1)(b) & 53 (1) (b)	
Special Council Meeting: Tabling the following documents to Council <ul style="list-style-type: none"> ✓ Annual Financial Statements for 2023/2024 ✓ Performance Information report (MSA-s46) for 2023/2024 ✓ Draft Annual Report for 2023/2024 	Mayor	29 August 2024	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 2024	MM	30 August 2023	MFMA 126 (1) (a)	
SEPTEMBER				
Advertise and publish approved 2025-26 IDP, PMS and Budget Process Plan on website and newspaper	SM: Operations	11 September 2024	MSA S16 & 21	
Submit approved 2025-2026 IDP, PMS and Budget Process Plan to CoGTA, and Provincial Treasury, Auditor General (within 10 days of approval)	SM: Operations	11 September 2024	MFMA Sec 75 (2)	
Social Transformation Cluster	Manager IDP	12 September 2024		
Economic & Infrastructure cluster	Manager IDP	18 September 2024		
Conduct initial consultation and review, conduct primary data analysis including economic outlook to review financial strategies	Manager IDP	September 2024	Chapter 3, Constitution of the RSA, 1996	

ACTIVITIES	COORDINATING DEPARTMENT	TIMEFRAME	LEGISLTATIVE FRAMEWORK	PROGRESS
Convene Special EXCO Meeting	Mayor	19 September 2024		
Convene Special Council Meeting	Speaker	26 September 2024		
OCTOBER				
Coordinate preparation of socio-economic profile in collaboration with the District Municipality and ECSECC	IDP Manager	October 2024		
District Planning Forum sitting to share socio-economic data	SM: Operations	October 2024		
ICT Steering Committee	ICT Manager	09 October 2024		
Risk Management Committee	MM	16 October 2024		
IGR Forum	IDP Manager	23 October 2024		
Table first quarter performance report including financial performance analysis report (s52(d) to Executive Committee	Municipal Manager	18 October 2024	MFMA s52 (d)	
Audit Committee Meeting	Internal Audit Unit	22 October 2024	MFMA	
Ordinary EXCO Meeting	Mayor	24 October 2024		
HR Plan Review Workshop	SM: Corporate Services	24-25 October 2024		
Table first quarter performance report including financial performance analysis report (s52(d) to Ordinary Council Meeting	Mayor	31 October 2024	MFMA s52(d)	
ICT Strategy Review	SM: Corporate Services	31 October 2024		
NOVEMBER				
Place quarterly performance report on the municipal website	Manager M&E	08 November 2024	MFMA 75 (1)K & 52(d)	
Conduct IDP Representative Forum	Senior Manager Operations	08 November 2024		
Conduct Mayoral Imbizo's to assess state of service delivery and identify community development priority	Mayor	11-15 November 2024	MSA s34 & s16	

ACTIVITIES	COORDINATING DEPARTMENT	TIMEFRAME	LEGISLTATIVE FRAMEWORK	PROGRESS
needs (Consultation of Annual Report)				
Special EXCO Meeting	Mayor	21 November 2024		
Management Retreat to finalise IDP Situational analysis	MANCO	27-28 November 2024		
Special Council meeting	Speaker	28 November 2024		
DECEMBER				
Special Exco Meeting	Mayor	10 December 2024		
Special Council Meeting to submit Final Annual Report	Speaker	13 December 2024		
JANUARY				
ICT Governance Committee Meeting	SM: Corporate Services	07 January 2025	White Paper on ICT	
Risk Management Committee	MM	09 January 2025		
Convene Management Retreat to compile and finalize Mid-year report, adjustment budget and SDBIP	Municipal Manager & Senior Managers	13-14 January 2025	MFMA s72 (1) & 11	
ICT Governance Committee Meeting	SM: Corporate Services	16 January 2025	White Paper on ICT	
Ordinary Audit, Risk & Performance Committee (Assessment of Mid-year performance)	Internal Audit Unit	17 January 2025	MFMA	
Special Exco Meeting to Table Mid-year Report, revised SDBIP and Adjustment Budget for approval	Mayor	21 January 2025		
Table Mid-year Report, revised SDBIP to the Special Council Meeting	Mayor	24 January 2025	MFMA s72 (1) & 11	
FEBRUARY				
Place the quarterly performance report (s72 on the municipal website	Manager M & E	06 February 2025	MFMA 72	
Social Transformation Cluster	IDP Manager	06 February 2025		
Economic & Infrastructure Cluster	IDP Manager	13 February 2025		
Provincial Treasury Mid-year assessment	CFO	14 February 2025		
Management Technical Strategic Planning session to consider Adjustment budget and Revised SDBIP and 2025-26 IDP and Budget Review	MM	17– 19 February 2025	MFMA	
Ordinary Executive Committee Meeting	Mayor	20 February 2025		
Table 2024/25 Adjustment Budget to Ordinary	Mayor	27 February 2025	MFMA s72 (1) & 11	

ACTIVITIES	COORDINATING DEPARTMENT	TIMEFRAME	LEGISLTATIVE FRAMEWORK	PROGRESS
Council meeting.				
MARCH				
EXCO Lekgotla	Mayor	02-03 March 2025		
Convene Strategic Planning Session to review municipal high level overarching strategies and short-term development objectives	Mayor	04 – 07 March 2025	MSA	
Place the Final Annual Report for 2023-2024 on the municipal website	Manager M&E	14 March 2025	MFMA 75 (1)	
Budget Steering Committee	Mayor	18 March 2025	MFMA	
Convene IDP Rep Forum to present Draft IDP 2025/2026 Budget	Mayor	19 March 2025	MSA	
Presentation of 2025-2026 Draft IDP, Budget, Draft SDBIP, Tariffs and budget related policies to the Special Executive Committee Meeting	Municipal Manager	20 March 2025		
Tabling of 2025-2026 Draft IDP, Budget, Draft SDBIP, Tariffs and budget related policies to Special Council	Mayor	27 March 2025	MFMA s16 (2)	
APRIL				
ICT Governance Committee Meeting	SM: Corporate services	03 April 2025		
Risk Committee	Internal Audit Unit	15 April 2025		
Policy review consultations within Departments	All HODs	January -April 2025		
IDP and Budget Public Hearings (Road shows)	SM: Operations	15-18 April 2025		
MTREF Engagement and Benchmarking (Conducted by Provincial Treasury)	MM, BTO & SDF	18 April 2025		
Audit Committee Meeting	Internal Audit Unit	21 April 2025		
Table third quarter performance report including financial performance analysis report to Ordinary EXCO Meeting	Municipal Manager	22 April 2025		
Table third quarter performance report including financial performance analysis report to Special Council	Mayor	25 April 2025	MFMA s52(d)	
MAY				
Economic Development and Infrastructure Cluster	Manager IDP	02 May 2025		
Council Policy Consultative Workshop	SM: Operations	05-09 May 2025		

ACTIVITIES	COORDINATING DEPARTMENT	TIMEFRAME	LEGISLTATIVE FRAMEWORK	PROGRESS
Social Transformation Cluster	Mayor	13 May 2025		
Budget Steering Committee meeting	Mayor	16 May 2025		
IDP Rep Forum	Mayor	20 May 2025		
Special Exco Meeting	Municipal Manager	22 May 2025		
Table Reviewed 2025-2026 IDP, Annual Budget, Tariffs, Organizational Structure and budget related policies for approval by Council	Mayor	29 May 2025	MFMA s24 (1)	
JUNE				
Submit approved annual budget and IDP to NT & PT	CFO	10 June 2025	MFMA 24 (3)	
Publish the IDP and Budget for 2025-26 FY	M&E Manager	10 June 2025		
Submit Draft SDBIP to Mayor	MM	13 June 2025		
IGR Forum		18 June 2025		
Special Exco Meeting to consider End of the Year Road Map and Financial Related Reports	Mayor	19 June 2025		
Ordinary Audit, Risk & Performance Committee	Internal Audit Unit	25 June 2025		
Submit Final SDBIP to Mayor	Municipal Manager	25 June 2025		
Special Open Council Meeting	Speaker	27 June 2025		

13. MHLONTLO LOCAL MUNICIPALITY SCHEDULE OF ACTIVITIES

PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
JULY 2024 (PREPARATION PHASE)			
IDP	<ul style="list-style-type: none"> Development of IDP Framework, PMS and Budget Process Plan 	03 Jul – 31 Aug 2024	IDP Manager
BUDGET	<ul style="list-style-type: none"> Municipality commences with planning for the next three-year budget (engagement with FMS service provider on miscue implications on budgeting) 	04 July – 04 August 2024	CFO Senior Managers
PMS	<ul style="list-style-type: none"> Draft Annual Performance Agreements to the Mayor and submission to the MEC Submission of Draft 4th Quarter Performance Report 2022/23 to Executive Committee Finalize 2022/23 performance agreements 	04 July 2024 18 July 2024 29 July 2024	Municipal Managers Municipal Manager Municipal Manager
AUGUST 2024 (PREPARATION – ANALYSIS PHASE)			
IDP	<ul style="list-style-type: none"> Advertisement and Circulation of IDP Framework & Process Plan Launch of Process Plan in IDP Representative Forum (Stakeholder consultation on the draft IDP Framework, PMS and Budget Process Plan 2025/2026) IDP and Budget Steering Committee Meeting Adoption of the IDP Framework, PMS and Budget Process Plan 2025/2026 	08 August 2024 21 August 2024 15 August 2024 29 August 2024	IDP Manager IDP Manager IDP Manager IDP Manager
BUDGET	<ul style="list-style-type: none"> 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) Finalise conversion of current TB to be MSCOA complaint 	23 August 2024 30 August 2024	CFO
PMS	<ul style="list-style-type: none"> Submission of Draft Annual Performance Report 2022/23 to AG Submission of Draft Annual Report to the council for noting 	30 August 2024 29 August 2024	Municipal Manager Mayor

PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
SEPTEMBER 2024 (SITUATIONAL ANALYSIS PHASE)			
IDP	<ul style="list-style-type: none"> Evaluate outstanding sector plan requirements and additional analysis where necessary Data Collection (Community based analysis) 	02– 05 September 2024 03 -30 September 2024	All departments IDP Manager
PMS	<ul style="list-style-type: none"> Circulation of first quarter report template to all departments 	16 September 2024	IDP Manager
OCTOBER 2024 (SITUATIONAL ANALYSIS PHASE)			
IDP	<ul style="list-style-type: none"> Data Collection Continues (Community based analysis) IDP Steering Committee sits to discuss issues identified during Analysis Phase 	01 – 18 October 2024 23 October 2024	IDP Manager IDP Manager
BUDGET	<ul style="list-style-type: none"> 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 considering strategic objectives. Engage with Provincial and National sector departments on sector specific programmes for alignment with municipalities plan (schools, libraries, clinics, water, roads, etc) Prepare ‘sample’ budget for NT using the mSCOA tables using 2022/2023 MTREF final budget 	05-30 September 2024	CFO Senior Managers
PMS	<ul style="list-style-type: none"> Consolidation of 1st Quarter Report Discussion of 1st Quarter Report by management First Quarterly Report to the EXCO First Quarter Report to Council 	03 October 2024 10 October 2024 16 October 2024 30 October 2024	IDP Manager All HOD’s Municipal Manager Mayor
BUDGET	<ul style="list-style-type: none"> Initial review of national policies and budget plans and potential price increase of bulk resources with function and department officials 	01-11 October 2024	CFO and Senior Managers
NOVEMBER 2024 (SITUATIONAL ANALYSIS PHASE)			
PMS	<ul style="list-style-type: none"> Place 1st Quarter Report on the municipal website 	04 November	IDP Manager/ICT

PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
		2024	
IDP	<ul style="list-style-type: none"> IDP and Budget Steering Committee Finalisation of Situational Analysis IDP Rep Forum (Situational Analysis Report) 	18 November 2024 28 November 2024	Mayor IDP Manager
BUDGET	<ul style="list-style-type: none"> Accounting officer reviews and drafts initial changes to IDP 	29 November 2024	CFO/Municipal Manager
DECEMBER 2024 (SITUATIONAL ANALYSIS PHASE)			
BUDGET	<ul style="list-style-type: none"> 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. Commence with the review of tariff (rates and services charges) and budget related policies for next financial year. 	05-11 December 2024	CFO Senior Managers
PMS	<ul style="list-style-type: none"> Collation of the draft 2023/2024 annual report incorporating financial and non-financial on performance, audit reports and annual financial statements. Circulate template for 2nd Quarter and Midterm Performance Report 	12 December 2024 13 December 2024	IDP Manager IDP Manager
JANUARY 2025 (STRTEGIC FORMULATION – INTEGRATION PHASE)			
IDP	<ul style="list-style-type: none"> Making additions on situational analysis report 	06-31 January 2025	IDP Manager
PMS	<ul style="list-style-type: none"> Work session on Mid-term Assessment and Amended SDBIP for 2024/2025 Submission of mid-term report by all departments Present Draft Annual report & Mid-term report and Amended SDBIP for 2023/2024 to EXCO. Mayor tables Annual Report (2023/24), Amended SDBIP for 2024/2025 & Mid Term assessment report for 2024/25 to Council 	15 January 2025 15 January 2025 15 January 2025 22 January 2025	All HODs All departments Municipal Manager Mayor

PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
BUDGET	<ul style="list-style-type: none"> 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) 	31 January 2025	CFO
FEBRUARY 2025 (STRATEGIC FORMULATION - INTEGRATION PHASE)			
IDP	<ul style="list-style-type: none"> Strategic Planning Session (Prioritization of needs and draft strategic objectives) Finalization of Strategic planning Report IDP and Budget Steering Committee to discuss Draft Strategic Document IDP Rep forum to align projects and programmes with indicators of LMs, sector departments and parastatals 	5-7 February 2025 03 February 2025 13 February 2025	Municipal Manager Mayor Municipal Manager
PMS	<ul style="list-style-type: none"> Publicize the 2024/25 Annual report and invite comments from communities Submit tabled report to AG, National & Provincial Treasury and DLGTA. Mid-year performance reviews (top management) Oversight roadshows on the 2023/24 Annual Report 	01-12 February 2025 14 February 2025 14 – 23 February 2025 20 – 23 February 2025	COO COO Municipal Manager Speaker's Office
BUDGET	<ul style="list-style-type: none"> Finalise and submit to Mayor proposed budgets and plans for next three-year budgets considering 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 	28 February 2025	CFO
MARCH 2025 (APPROVAL PHASE)			
IDP	<ul style="list-style-type: none"> IDP and Budget Steering Committee to discuss Draft Strategic Document IDP Rep forum to align projects and programmes with indicators of LMs, sector departments and parastatals Draft IDP& Budget presented to Steering Committee. 	14 March 2025 19 March 2025 06 March 2025 14 March 2025 29 March 2025	Municipal Manager Mayor Mayor Mayor IDP Manager

PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
	<ul style="list-style-type: none"> Draft IDP and Budget presented to the EXCO Draft IDP& Budget tabled to Council 		
BUDGET	<ul style="list-style-type: none"> Publish tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed 	02 April 2025	CFO
PMS	<ul style="list-style-type: none"> Compilation of Third Term Report by all departments Approval of 2023/24 Oversight report on the Annual Report Adopt the 2023/24 Annual report with the comments of the Oversight Committee. 	06 March 2025 02 April 2025	IDP Manager Speaker Speaker
APRIL 2025 (APPROVAL PHASE)			
IDP	<ul style="list-style-type: none"> Draft IDP and Budget advertised for public comments and Publicize Roadshows Submission of Draft IDP to AG, NT, PT, Legislature and DLGTA IDP& Budget Roadshows 	03 April 2025 14 April 2025 22-24 April 2025	IDP Manager IDP Manager Mayor's/ Speaker's Office
BUDGET	<ul style="list-style-type: none"> Assist the Mayor in revising budget documentation in accordance with consultative processes and considering the results from the third quarterly review of the current year 	18 April 2025	CFO
PMS	<ul style="list-style-type: none"> Compilation of Third Quarterly Performance Report Submission of Third Quarterly Performance Report to Council 	09 April 2025 29 April 2025	All departments Mayor
MAY 2025 (APPROVAL PHASE – FINAL IDP & BUDGET)			
IDP	<ul style="list-style-type: none"> IDP Steering Committee meeting to present final IDP for 2025/2026 IDP Rep Forum to present final IDP for 2025/2026 EXCO to sit and consider public comments Council to consider public comments Incorporation of community inputs into the IDP EXCO to sit and consider Final IDP and budget for 2025/2026 Mayor tables 2025/2026 IDP and Budget to Council for final adoption 	05 May 2025 16 May 2025 08 May 2025 13 May 2025 12-15 May 2025 22 May 2025 31 May 2025	Municipal Manager Mayor Mayor Speaker IDP Manager Mayor Mayor

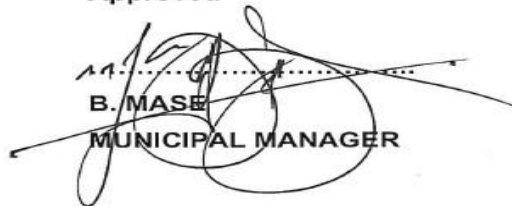
PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
BUDGET	<ul style="list-style-type: none"> Assist the Mayor in preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year considering consultative processes and any other new information of a material nature 	31 May 2025	CFO
JUNE 2025 (POST APPROVAL PHASE)			
IDP	<ul style="list-style-type: none"> Submission of Final IDP & Budget to AG, National & Provincial Treasury, Legislature and DLGTA Publicise adoption of IDP, Budget and SDBIP 	02-06 June 2025 06 June 2025	IDP Manager/ Chief Accountant IDP Manager
BUDGET	<ul style="list-style-type: none"> Publish adopted budget and plans 	06 June 2025	CFO
PMS	<ul style="list-style-type: none"> Final IDP to submitted to the Mayor Submit approved IDP to MEC for Local Government, National and Provincial Treasury. Approved IDP placed on the website 	03 June 2025 05 June 2025 05 June 2025	Municipal Manager Chief Accountant COO's office

14. PORT ST JOHNS LOCAL MUNICIPALITY SCHEDULE OF ACTIVITIES

ACTIVITY	DATES
Political IGR Forum for tabling Draft IDP Process Plan	21 August 2024
Tabling of draft IDP, Budget & PMS Process Plan, Draft Annual Financial Statements, Annual performance report & draft annual report to Council (approval)	27 August 2024
Mayoral Outreach (to collect community needs)	06 September 2024
IDP Rep Forum to table the adopted IDP, Budget & PMS Process Plan.	17 September 2024
IGR Forum for Situational Analysis	03 December 2024
Mayoral Outreach	06 December
IDP, Budget & PMS Rep Forum to present situational analysis and community priority needs	10 December 2024
Management Retreat session	03 -06 February 2025
EXCO retreat session in preparation for strategic planning	10 -12 February 2025
Strategic Planning Session	25 – 28 February 2025
IDP, Budget & PMS IDP Rep Forum to present the submitted internal and external projects and set and agree on IDP priority programs or projects	18 March 2025
Tabling of Draft IDP & Budget, SDBIP, Annual Report & Oversight report to Council .	27 March 2025
IGR Forum to present the reviewed final projects that would responding to the situational analysis as well as resolutions taken during the Strategic Planning Session	08 April 2025
IDP, Budget & PMS roadshows	07 – 10 April 2025
Submission of final IDP and Budget to Council for adoption.	28 May 2025

Municipal councils on or before the 31st of May 2025 should adopt all IDPs and budgets for the 2025/26 financial year.

Approved



 B. MASE

 MUNICIPAL MANAGER

Date: 30 August 2024