

**SOL PLAATJE LOCAL MUNICIPALITY (NC091)**

**2024/25 IDP REVIEW AND  
BUDGET PROCESS PLAN**



## Table of Contents

|  |           |
|--|-----------|
| <b>1. INTRODUCTION .....</b>   | <b>1</b>  |
| 1.1 INCORPORATING THE SDF INTO THE IDP: .....                        | 2         |
| 1.2 HORIZONTAL AND VERTICAL ALIGNMENT:.....                          | 2         |
| <b>2. LEGISLATIVE FRAMEWORK .....</b>                                | <b>3</b>  |
| 2.1 INTEGRATED DEVELOPMENT PLANNING.....                             | 3         |
| 2.2 IDP PROCESS PLAN .....   | 4         |
| 2.3 IDP & BUDGET STEERING COMMITTEE .....                            | 5         |
| 2.4 TERMS OF REFERENCE FOR THE IDP & BUDGET STEERING COMMITTEE ..... | 5         |
| 2.5 IDP REPRESENTATIVE FORUM.....                                    | 6         |
| 2.5.1 COMPOSITION OF IDP REPRESENTATIVE FORUM .....                  | 6         |
| 2.5.2 WARD COMMITTEES.....   | 6         |
| 2.5.3 INTERNAL & EXTERNAL STAKEHOLDERS .....                         | 7         |
| <b>3. CONTEXT OF PUBLIC PARTICIPATION.....</b>                       | <b>10</b> |
| 3.1 MECHANISMS FOR PARTICIPATION .....                               | 10        |
| 3.1.1 MEDIA.....   | 10        |
| 3.1.2 PUBLIC ENGAGEMENTS.....  | 10        |
| 3.1.3 MAYORAL IMBIZO'S.....  | 11        |
| <b>4. PHASES OF THE IDP &amp; BUDGET PROCESS .....</b>               | <b>11</b> |

## 1. INTRODUCTION

The Integrated Development Plan (IDP) is the principal strategic instrument of a municipality to give effect to its developmental role as enshrined by the Constitution of the Republic of South Africa. The external focus of an IDP is to identify and prioritize the critical developmental challenges of the community whilst organizing internal governance and institutional structures to give effect to those challenges.

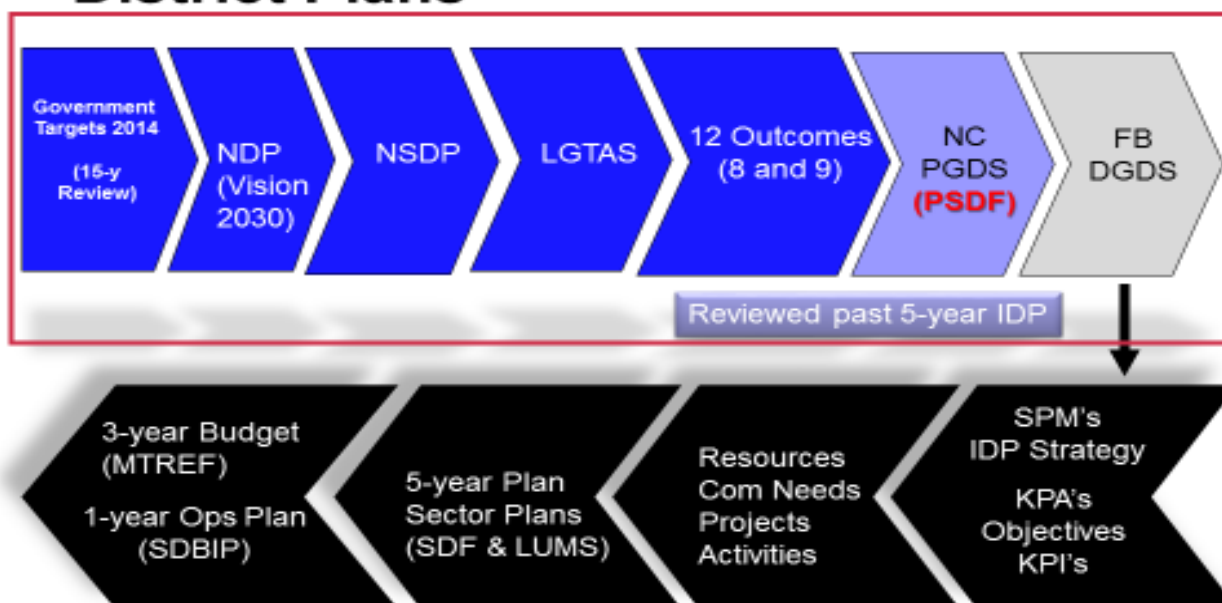
The IDP is a five-year plan which clearly stipulates the vision, mission and strategic objectives of Council and is reviewed annually to keep track of the ever-changing socio-economic, infrastructural and environmental dynamics and needs of the communities under the jurisdiction of the municipality. The IDP guides and informs all planning and development initiatives and forms the basis of Medium-Term Revenue & Expenditure Framework (MTREF) of Sol Plaatje Municipality. One of key objectives of Integrated Development Planning is to co-ordinate planning and execution of programmes/projects across sectors and spheres of government in order to maximize the impact thereof on the livelihoods of the community.

The IDP process plan seeks to ensure that co-ordination of activities are done within the timeframes as prescribed in the Municipal Finance Management Act as well as Municipal Systems Act. It aims at coordinating, integrate and align the strategic processes of the municipality which include the review of sector plans, review of policies, the IDP, Budget Spatial Development Framework (SDF) and the Performance Management System (PMS). The process plan incorporates all municipal planning, budgeting, performance management, public engagement processes and also include the following:

- Programme specifying the time frames for the different planning activities
- Appropriate mechanisms, processes and procedures for consultation and participation local communities, organs of state, and any other stakeholders in the IDP process
- An indication of the organizational arrangements for the IDP process
- Policy and legislative requirements in respect of Integrated Development Planning
- Mechanisms and procedures for vertical and horizontal alignment

Integrated Development Planning is an elaborate and dynamic process which produces a strategic plan to guide the municipality to eradicate service delivery backlogs, encourage socio-economic development, preserve the natural environment as well as address the spatial disparities of development. The result of the process should not only be the drafting of an IDP document but rather the implementation of programmes & projects in an integrated sustainable manner which will ultimately create a conducive environment which enhances the socio-economic prosperity for all people in the Sol Plaatje Municipal Area. The diagram below visualizes the alignment and integration sort after through the process of developing the IDP and the Budget of the municipality.

# Alignment to National, Provincial, District Plans



## 1.1 INCORPORATING THE SDF INTO THE IDP:

The Spatial Development Framework (SDF) regarded as one of the core components of a municipal IDP as indicated in Section 26 (e) of the MSA. Sol Plaatje Local Municipality's SDF is incorporated in the Draft Integrated Strategic Development Framework (ISDF) process embarked during 2019/2020. The Reviewed Draft SDF was submitted to Council for approval and approved in February 2020 as per council resolution C48/02/2020. This IDP Review Process will incorporate the finalization of the SDF.

## 1.2 HORIZONTAL AND VERTICAL ALIGNMENT:

In terms of section 27 the MSA, the District Municipality must develop a Framework which provides the linkage and binding relationships between the district and local municipalities in its area of jurisdiction. In doing so, proper consultation, co-ordination and alignment of the IDP process of the district municipality and various other local municipalities can be maintained. The IDP process must align horizontally within neighboring municipalities especially from a spatial perspective. Since a number of sector plans form an integral part of the municipality's IDP it is important that the following national and provincial policy documents are also taken into account when Sol Plaatje Local Municipality draft its IDP:

- National Development Plan
- Northern Cape Strategic Development Plan
- Northern Cape Spatial Development Framework
- IDP Framework of Frances Baard District Municipality

## 2. LEGISLATIVE FRAMEWORK

### 2.1 INTEGRATED DEVELOPMENT PLANNING

Section 25 (1) of the Local Government: Municipal Systems Act (Act 32 of 2000):

*Each municipal Council must, within a prescribed period after the start of its elected term, adopt a single, all-inclusive and strategic plan for the development of the municipality which:*

- a) Links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality*
- b) Aligns the resources and capacity of the municipality with the implementation of the plan*
- c) Complies with the provisions of this Chapter; and*
- d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation*

Section 26 of the MSA regulates the following core components that must be reflected in a municipality's IDP:

- a) The Council's vision for the long-term development the municipality with special emphasis on the most critical development and internal transformation needs*
- b) An assessment of the existing level of development in the municipality, which must include and identification communities which do not have access to basic municipal services*
- c) The Council's development priorities and objectives for its elected term, including its local economic development aims and it internal transformation needs*
- d) The Council's development strategies must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation*
- e) A Spatial Development Framework (SDF) which must include the provision of basic guidelines for a land use management system for the municipality*
- f) The Council 'sector plans and other strategy documents;*
- g) Applicable Disaster Management Plan*
- h) A long term financial plan, which must include a budget projection for at least the next three years; and the yearly performance indicators and performance targets determined in terms of Section 41 of the MSA.*

## 2.2 IDP PROCESS PLAN

To ensure minimum quality standards of the IDP process, and proper coordination between and within spheres of government, the preparation of the IDP Process Plan and the drafting of the annual budget of municipalities have been regulated in both the Municipal Systems Act (Act 32 of 2000) and the Municipal Finance Management Act (Act 56 of 2003).

Section 28 of the MSA stipulates that:

- (1) *Each municipal council must adopt a process set out in writing to guide the planning, drafting, adoption and review of the IDP.*
- (2) *The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.*
- (3) *A municipality must give notice to the local community of particulars of the process it intends to follow.*

Section 21 (1) of the MFMA stipulates that the Mayor of a municipality must –

- (a) *Co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;*
- (b) *At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for –*
  - (i) *The preparation, tabling and approval of the annual budget;*
  - (ii) *The annual review of –*
    - *the integrated development plan in terms of section 34 of the Municipal Systems Act; and*
    - *the budget-related policies;*
  - (iii) *The tabling and adoption of an amendments to the integrated development plan and the budget related policies; and*
  - (iv) *Any consultative processes forming part of the processes referred to in sub-paragraphs (i), (ii) and (iii)*

## 2.3 IDP & BUDGET STEERING COMMITTEE

As part of the IDP & Budget preparation process the Executive Mayor must establish an IDP & Budget Steering Committee which is constituted as per Section 4 of the Local Government: Budget and Reporting Regulations as follows:

### *IDP & Budget steering committee*

4. (1) *The mayor of a municipality must establish a budget steering committee to provide technical assistance to the mayor in discharging the responsibilities set out in section 53 of the Act.*

The committee will act as an advisory and support structure to the Executive Mayor in providing a platform for him to provide political guidance and to monitor any progress made in the IDP & budget process. The Budget Steering Committee will comprise of the following Councillors and officials as prescribed in section 4 (2) of the Budget and Reporting Regulations:

- Executive Mayor;
- Chairperson of the Finance Portfolio Committee
- Chairperson of the IDP, Budget and Performance Management Committee
- Municipal Manager;
- Chief Financial Officer;
- Executive Director Infrastructure and Service
- Executive Director Strategy, Economic Development and Planning
- Executive Director: Community Services and Social Development
- Project Management Unit Manager
- BTO Manager
- Manager: IDP

## 2.4 TERMS OF REFERENCE FOR THE IDP & BUDGET STEERING COMMITTEE

The terms of reference for the IDP & Budget Steering Committee are as follows:

- Provides terms of reference for various planning activities
- Commission benchmark / feasibility studies
- Process, summarize and document outputs
- Makes content recommendations
- Prepare, facilitate and document meetings

## **2.5 IDP REPRESENTATIVE FORUM**

### **2.5.1 COMPOSITION OF IDP REPRESENTATIVE FORUM**

The IDP Representative Forum is constituted as part of the preparation phase of the IDP and will continue its functions throughout the IDP Review process. The composition of the IDP Representative Forum is as follows:

- Executive Mayor
- MAYCO members
- Councillors
- Ward Committees
- Community Development Workers (CDW's)
- Municipal Manager and Directors
- Stakeholder representatives of organized sector groups
- NGO's
- Parastatal Organizations
- Sector specialists

### **2.5.2 WARD COMMITTEES**

Ward Committees will be established in each ward as per the prescribed legislation and guidelines from Department of Local Government. The ward committees will serve as the official advisory and consultation platform with the community of Sol Plaatje throughout the IDP and Budget process. The role of the ward committees in respect of the IDP and Budget will be to:

- Assist the ward councilor to identify service delivery needs and development challenges
- Prioritize the service needs and development challenges in the ward  
Provide a mechanism for discussion and consultation between the stakeholders in the ward
- Encourage active participation amongst all the stakeholders in the IDP and Budget processes
- Ensure co-operation and constructive interaction between the municipality and the community
- Provide meaningful feedback to the community on issues pertaining the ward
- Assist with the drafting of ward development plans which are incorporated in the IDP
- Monitor the implementation of projects and programmes in the ward



### 2.5.3 INTERNAL & EXTERNAL STAKEHOLDERS

There are several stakeholders which need to contribute towards the success of the IDP & budget processes which can be categorized as follow:

| INTERNAL STAKEHOLDERS                          |  |
|--|--|
| STAKEHOLDERS                                   | ROLES & RESPONSIBILITIES   |
| <b>Council</b>                                 | <ul style="list-style-type: none"> <li>• Approves and adopt the IDP process plan and budget timetable</li> <li>• Approves the IDP and MTREF</li> <li>• Monitors the implementation of the IDP and budget and consider any amendments of the plan when necessary</li> <li>• Allocation and alignment of human resources (organizational structure) and financial (budget resources for the implementation of IDP).</li> </ul>   |
| <b>Executive Mayor &amp; Mayoral Committee</b> | <ul style="list-style-type: none"> <li>• Consider the IDP Process Plan &amp; Budget timetable and submit it to Council for approval</li> <li>• Overall management co-ordination and monitoring of the IDP &amp; budget process</li> <li>• Assign and delegate responsibilities to the Municipal Manager, CFO and other relevant Senior Managers for the implementation</li> <li>• Submit the draft and final IDP &amp; budget to Council for approval</li> <li>• Provide political guidance in respect of the IDP</li> </ul> |
| <b>Speaker</b>                                 | <ul style="list-style-type: none"> <li>• Overall monitoring of the public participation process</li> <li>• Establishment and oversight of the ward committee system</li> </ul>   |
| <b>Ward Councillors</b>                        | <ul style="list-style-type: none"> <li>• Liaison between the public and the municipality</li> <li>• Assist to facilitate meaningful participation by the public and relevant stakeholders in the IDP and budget process</li> <li>• Oversee the public meetings and other engagements in their respective wards</li> <li>• Monitor the implementation of the programmes/projects culminating from the IDP and budget in the respective wards</li> </ul>   |
| <b>Municipal Manager</b>                       | <ul style="list-style-type: none"> <li>• Fulfil the duties &amp; responsibilities of the Accounting Officer as per the MFMA</li> <li>• Managing and coordinating the entire IDP &amp; budget process as assigned by the Executive Mayor</li> <li>• Chairperson of the IDP &amp; Budget Steering Committee</li> <li>• Establish task teams for the alignment and implementation of programmes/projects identified in IDP</li> </ul>   |
| <b>Chief Financial Officer</b>                 | <ul style="list-style-type: none"> <li>• The CFO performs all the budgeting duties as delegated by the Accounting Officer in terms of Section 81 of the MFMA</li> <li>• Managing and co-ordinates the entire budgeting process</li> <li>• Ensures proper alignment between the IDP and budget processes</li> </ul>   |

|  |  |
|--|--|
| <b>IDP Manager</b>                         | <ul style="list-style-type: none"> <li>• Prepare the IDP process plan and co-ordinate the implementation thereof</li> </ul>  |
|  | <ul style="list-style-type: none"> <li>• Manage and co-ordinate the day to day activities of the entire IDP process</li> <li>• Facilitate effective engagements for public and stakeholder participation in all wards</li> <li>• Represent the municipality at inter-governmental engagements with other spheres of government</li> <li>• Drafting of all IDP documentation</li> <li>• Submit the draft IDP to the MEC for comment</li> <li>• Publish the draft IDP for comment to the public</li> <li>• Incorporate all comments on the draft IDP for submission to the Municipal Manager</li> <li>• Facilitate alignment between the IDP and budget</li> <li>• Ensure alignment of the municipal IDP with the IDP Framework of the District Municipality;</li> </ul> |
| <b>Senior Managers</b>                     | <ul style="list-style-type: none"> <li>• Provide technical and financial information in respect of analysing the priority issues of communities</li> <li>• Provide technical and budgetary input in respect of the development and operational strategies of the municipality</li> <li>• Preparation of project proposals and business plans for priority projects</li> <li>• Ensure integration all projects &amp; programmes culminating from the IDP process</li> <li>• Submit project proposals and business plans to the relevant authorities for funding and or technical support</li> <li>• Facilitate the incorporation and updating of all relevant sector plans into the IDP and the Budget</li> </ul>   |
| <b>Budget &amp; IDP Steering Committee</b> | <ul style="list-style-type: none"> <li>• Quality control oversight over the IDP and budget to ensure proper legislative compliance</li> <li>• Ensure that the IDP maintains its strategic focus but at the same time be implementation orientated</li> <li>• Ensure the active and timeous involvement of all internal stakeholders in the IDP and budget process</li> <li>• Provide technical advice and support to the Executive Mayor to perform her duties in terms of Section 53 of the MFMA</li> </ul>   |

| <b>EXTERNAL STAKEHOLDERS</b>               |  |
|--|--|
| <b>STAKEHOLDERS</b>                        | <b>ROLES &amp; RESPONSIBILITIES</b>  |
| <b>National Government</b>                 | <ul style="list-style-type: none"> <li>• National Treasury issues guidelines on the manner in which municipal councils should prepare and process their annual budgets</li> <li>• Assist with funding and technical support in respect of projects &amp; programmes emanating from the IDP process</li> </ul>  |
| <b>Provincial Government</b>               | <ul style="list-style-type: none"> <li>• Ensure alignment of the municipal IDP with all the relevant provincial sector departments</li> <li>• Facilitate structured inter-governmental engagements between the municipality and provincial government</li> <li>• Participate in the IDP processes through local offices</li> <li>• Assessment and commenting on draft IDP's to strengthen the credibility thereof<br/>Assessment of the MTREF to improve the responsiveness of the budget to the priority needs of communities</li> <li>• Provincial Treasury provide guidelines for the preparation and processing of the municipal budget</li> <li>• Assist with funding and technical support in respect of projects &amp; programmes emanating from the IDP process</li> </ul> |
| <b>Frances Baard District Municipality</b> | <ul style="list-style-type: none"> <li>• Ensure alignment of the municipal IDP with the district as well as neighbouring municipalities</li> <li>• Facilitate district wide IDP engagements to foster cross-border planning between municipalities in the Eden District</li> <li>• Facilitate joint planning initiatives between municipalities in the district with national and provincial spheres of government</li> </ul>  |
| <b>Ward Committees</b>                     | <ul style="list-style-type: none"> <li>• Serve as an advisory body to the ward Councillor in respect of the IDP &amp; budget</li> <li>• Encourage active participation from all stakeholders in their respective wards</li> <li>• Identify the critical development needs of the community and prioritize such needs in their respective wards</li> <li>• Provide input in the draft IDP &amp; budget</li> <li>• Monitor the implementation of the programmes/projects culminating from the IDP and budget in the respective wards</li> </ul>  |
| <b>IDP Representative Forum</b>            | <ul style="list-style-type: none"> <li>• Encourage active participation from all stakeholders in their respective wards</li> <li>• Serve as an advisory body to the IDP &amp; Budget Steering Committee</li> <li>• Facilitate participation of sector representatives and specialists in the IDP process</li> <li>• Prioritization municipal-wide community needs and developmental challenges</li> </ul>  |
| <b>General public</b>                      | <ul style="list-style-type: none"> <li>• Participate meaningfully in the IDP and budget processes of the municipality</li> </ul>   |

### **3. CONTEXT OF PUBLIC PARTICIPATION**

Sol Plaatje Local Municipality has always regarded Integrated Development Planning as a people-driven process and will again place a high premium on inclusivity and active participation of all relevant stakeholders in the processing of its IDP and Budget Processes. The public participation process will be structured in such a way that facilitates community-based planning in order to achieve the following objectives:

- 1.1.1 Identification of the real needs of all communities
- 1.1.2 Prioritization of such needs and development challenges
- 1.1.3 Collective development of appropriate solutions to address such needs
- 1.1.4 Empowerment of the local communities to the ownership for their own development

#### **3.1 MECHANISMS FOR PARTICIPATION**

##### **3.1.1 MEDIA**

A vigorous communication and coordination of information sharing or dissemination campaign aimed at reaching out to all the communities will be undertaken in terms of the annual IDP and Budget process.

The following means of communication will be utilized:

- Municipal Website and intranet;
- Notices at all Municipal offices;
- Municipal newsletters and notices;
- Loud hailing prior to the public meetings;
- Adverts in local newspapers;
- Radio announcements;
- E-mails and bulk SMS's to all on consolidated municipal database;
- Social media platforms (Facebook, Twitter, etc.).

##### **3.1.2 PUBLIC ENGAGEMENTS**

All venues for public meetings will be selected in a manner that enables easy access for all community members to attend. The meetings will be ward based but in instances where wards comprise distinctly geographical and socio-economic different communities, more than one meeting will be held in such wards in order to maximize participation. Time chosen for the meetings will also ensure maximum attendance of all the citizens and the meetings will be conducted in the preferable language in a specific area with interpretation services available. Details of the meetings will be communicated to stakeholders timeously to maximize participation at meetings. It is the responsibility of stakeholders to notify the relevant officials at the municipality of any changes in their contact details or who will represent them at meetings.

### 3.1.3 MAYORAL IMBIZO'S

The Executive Mayor will from time to time interact with all communities in the different wards to keep track of the issues they face as well as give feedback regarding various municipal matters.

## 4. PHASES OF THE IDP & BUDGET PROCESS

The phases in the IDP & Budget process have been indicated in the diagram below. The process speaks to Planning, Preparation, Implementation and Monitoring of the IDP, Budget, and PMS.



The table below summarizes the important activities and deliverables to be considered during the different phases of the IDP process:

| <b>PHASE</b>       | <b>ACTIVITIES</b>  | <b>DIRECTORATE/STRUCTURE</b>  |
|--------------------|--|---|
| <b>Preparation</b> | <ul style="list-style-type: none"> <li>• Approval of IDP process plan</li> </ul>   | <ul style="list-style-type: none"> <li>• Council</li> </ul>   |
|                    | <ul style="list-style-type: none"> <li>• Establishment of Ward Committees</li> </ul>   | <ul style="list-style-type: none"> <li>• Office of the Speaker</li> </ul>   |
| <b>Analysis</b>    | <ul style="list-style-type: none"> <li>• Conduct a community needs analysis through a comprehensive process of public participation.</li> </ul>          | <ul style="list-style-type: none"> <li>• Executive Mayor</li> <li>• Mayoral Committee</li> <li>• IDP Manager</li> </ul> |
|                    | <ul style="list-style-type: none"> <li>• Conduct a socio-economic analysis</li> </ul>  | All Directorates  |
|                    | <ul style="list-style-type: none"> <li>• Develop ward-based development plans</li> </ul>   | <ul style="list-style-type: none"> <li>• IDP Unit</li> </ul>  |
|                    | <ul style="list-style-type: none"> <li>• Conduct an organizational SWOT analysis</li> </ul>  | <ul style="list-style-type: none"> <li>• Municipal Manager</li> </ul>   |
| <b>Strategy</b>    | <ul style="list-style-type: none"> <li>• Develop strategic objectives through a strategic planning session of Council</li> </ul>                         | <ul style="list-style-type: none"> <li>• Council</li> </ul>   |
|                    | <ul style="list-style-type: none"> <li>• Set specific service delivery and development targets</li> </ul>  | <ul style="list-style-type: none"> <li>• Council</li> </ul>   |
|                    | <ul style="list-style-type: none"> <li>• Review all sector plans</li> </ul>  | <ul style="list-style-type: none"> <li>• All Directorates</li> </ul>  |
| <b>Projects</b>    | <ul style="list-style-type: none"> <li>• Develop business plans to effect to the strategic objectives of Council</li> </ul>                              | <ul style="list-style-type: none"> <li>• All Directorates</li> </ul>  |
| <b>Integration</b> | <ul style="list-style-type: none"> <li>• Horizontal &amp; vertical alignment of Council strategic objectives with other spheres of government</li> </ul> | <ul style="list-style-type: none"> <li>• Municipal Manager</li> </ul>   |
|                    | <ul style="list-style-type: none"> <li>• Actively participate in relevant inter-governmental engagements</li> </ul>                                      | <ul style="list-style-type: none"> <li>• Council</li> <li>• All Directorates</li> </ul>                                 |
| <b>Approval</b>    | <ul style="list-style-type: none"> <li>• Apply all legislative requirements to ensure the credibility of the IDP process</li> </ul>                      | <ul style="list-style-type: none"> <li>• Executive Mayor</li> <li>• Council</li> </ul>                                  |

ANNEXURE A

| IDP AND BUDGET TIME-SCHEDULE FOR PREPARING THE IDP REVIEW 2024/25 AND BUDGET FOR 2025/26 MTREF |   |                                |  |   |  |
|--|---|--------------------------------|--|---|--|
| NO   | ACTIVITY DESCRIPTION  | ORGANISATIONAL RESPONSIBILITY  | OUTPUT   | LEGISLATIVE REQUIREMENT AND INFORMATION | TIME FRAME   |
| <b>JULY 2024</b>   |   |                                |  |   |  |
| 1  | Briefing sessions with EMT to initiate the Annual Performance Report and Annual Audit processes   | MM/CFO/IDP                     | Process Plan to complete the Annual Performance Report and Annual Audit (Audit File process) | Internal process                        | End July/ 5 Aug 2024   |
| 2  | Constituting the IDP/Budget Steering Committee  | MM/CFO                         | Legally constituted IDP/Budget Steering Committee  | MFMA s53(1)                             | End July/ 5 Aug 2024   |
| 3  | Consideration of the IDP and Budget Process Plan 2024/25 MTREF  | MM/CFO/EMT                     | Process Plan for the 2024/25 IDP Review and Budget for 2025/26 MTREF                         | MSA 32 of 2000 & MFMA No. 56 of 2003    | End July/ 5 Aug 2024   |
| 4  | Conclude MM and s56 Managers Performance Agreements and Plans<br><br>Upload the plans on the Municipal website  | MM/Mayco/Corporate Services ED | Signed Performance Agreements and Plans for MM and s 56 Managers                             | MSA and Reg 805                         | 29 July 2024   |
| 5  | Submit 4 <sup>th</sup> Quarter SDBIP 2023/24 Performance Report:<br>1. EMT<br>2. EM and BSC<br>3. IA & PAC, IDP Budget Com<br>4. Submission of Section 52 (d) Report to Council<br>5. NT/PT | All                            | 4 <sup>th</sup> Quarter SDBIP 2023/24 Performance Report                                     | MFMA S52(d)                             | 1. 15 Jul 2024 (EMT)<br>2. 20 Jul 2024 (EM & BSC)<br>3. 22 Jul 2024 IA & PAC, & IDP, Budget and PM Com)<br>4. Spec Council 26 Jul 2024<br>5. NT/PT 31 Jul 2024 |

**IDP AND BUDGET TIME-SCHEDULE FOR PREPARING THE IDP REVIEW 2024/25 AND BUDGET FOR 2025/26 MTREF**

| <b>NO</b>          | <b>ACTIVITY DESCRIPTION</b>   | <b>ORGANISATIONAL RESPONSIBILITY</b> | <b>OUTPUT</b>   | <b>LEGISLATIVE REQUIREMENT AND INFORMATION</b> | <b>TIME FRAME</b>                         |
|--------------------|---|--------------------------------------|---|--|---|
| <b>AUGUST 2024</b> |   |                                      |   |  |   |
| 6                  | Tabling of the IDP and Budget Process Plan to EMT   | IDP, Budget and MM                   | Recommend the approval of the IDP and Budget Process Plan to Council  | MSA of 2000                                    | 15 Aug 2024                               |
| 7                  | Publish MM and 57 Managers Performance Agreements and Plans on Web and submit to CoGHSTA, NT and PT                         | Corporate Services                   | Published and submitted performance agreements and plans  | MSA and Reg 805                                | 7 August 2024                             |
| 8                  | <b>Presentation of Final draft AFS &amp; APR to:</b><br>EMT<br>Audit Committee<br>AGSA                                      | MM/CFO/IDP Manager                   | Submission of annual financial statements as per section 126(1) of the MFMA.<br>Draft Annual Performance Report 2023/24 as per section 46 of the MSA. | s126(1) of the MFMA<br>s46 of the MSA.         | 19 Aug 2024<br>30 Aug 2024<br>30 Aug 2024 |
| 9                  | Submission of AFS and APR to Internal Audit for review  | IDP / CFO                            | Submitted APR and AFS   | s126(1) of the MFMA<br>s46 of the MSA.         | 21 August 2024                            |
| 10                 | Submit Annual Performance Report including Annual Financial Statements and Annual Performance Report to the Audit Committee | MM/CFO/Internal audit                | Submission of annual financial statements as per section 126(1) of the MFMA.<br>Final Annual Performance Report 2023/24 as per section 46 of the MSA. | MFMA Circular 63, Sep 12                       | 26 Aug 2024                               |



**IDP AND BUDGET TIME-SCHEDULE FOR PREPARING THE IDP REVIEW 2024/25 AND BUDGET FOR 2025/26 MTREF**

| <b>NO</b>             | <b>ACTIVITY DESCRIPTION</b>  | <b>ORGANISATIONAL RESPONSIBILITY</b> | <b>OUTPUT</b>   | <b>LEGISLATIVE REQUIREMENT AND INFORMATION</b> | <b>TIME FRAME</b> |
|-----------------------|--|--------------------------------------|---|--|-------------------|
| 11                    | Approval of the IDP and Budget Process Plan                                      | Executive Mayor                      | Council approves the IDP and Budget Process Plan  | MSA 32 of 2000 & MFMA No. 56 of 2003           | 28 Aug 2024       |
| 12                    | Submission of the Financial Statements and Annual Performance Report to the AGSA | MM/CFO                               | Submission of signed AFS, Draft Annual Report and Final Annual Performance Report to AGSA   |  | 30 Aug 2024       |
| 13                    | Advertisement of time-schedule on website, local newspapers and notice boards    | IDP/BTO                              | Notification to public on how and when the IDP and Budget preparation process will be rolled out  | MSA and MFMA                                   | 30 Aug 2024       |
| <b>SEPTEMBER 2024</b> |  |                                      |   |  |                   |
| 14                    | Issue of Budget guidelines (operational budget)                                  | CFO                                  | Issue Circular on operational budget guidelines: <ul style="list-style-type: none"> <li>- Confirm approved organogram</li> <li>- Vacant and funded positions</li> <li>- Maintenance Plans</li> <li>- Review of Long Term Borrowing Contracts and commitments of the next MTREF</li> <li>- Demand for services analysis</li> <li>- Review of Electricity Tariff Structure</li> </ul> | Budget Policy                                  | 16 Sept 2024      |

**IDP AND BUDGET TIME-SCHEDULE FOR PREPARING THE IDP REVIEW 2024/25 AND BUDGET FOR 2025/26 MTREF**

| <b>NO</b> | <b>ACTIVITY DESCRIPTION</b>  | <b>ORGANISATIONAL RESPONSIBILITY</b> | <b>OUTPUT</b>   | <b>LEGISLATIVE REQUIREMENT AND INFORMATION</b>                      | <b>TIME FRAME</b>                     |
|-----------|--|--------------------------------------|---|---|---------------------------------------|
| 15        | Commencement of IDP analysis of institutional, services and infrastructure provision, backlogs and priorities. | IDP/BTO/CFO                          | <p>Assessment Report: An assessment of existing Priority Issues, present Gaps in the IDP as well as issues identified in various government policy documents, engagements with political structures, provincial CoGHSTA, NT and other stakeholders.</p> <p>Unaudited Annual Report 2022/23 as submitted to Auditor-General to be used as input into the IDP strategic phase process and community verification &amp; input by MPAC on reported performance.</p> | <p>MSA Circular 63, Sep 2012</p> <p>MSA Ch5 s 26 and IDP Guides</p> | 18 Sep 2024                           |
| 16        | Departmental pre-strategic planning sessions/ analysis of IDP  | All Directorates                     | Departmental strategic planning outcome concept documents   | N/A   | 25 sept 2024                          |
| 17        | Finalise Assessment Report   | IDP/BTO                              | <p>Discuss and agree on Assessment Report to inform planning and budget for the 2024/25 MTREF.</p> <ol style="list-style-type: none"> <li>1. EMT</li> <li>2. BSC</li> </ol>   | MFMA/Budget Regulations and Internal process                        | <p>23 Sep 2024</p> <p>30 Sep 2024</p> |

**IDP AND BUDGET TIME-SCHEDULE FOR PREPARING THE IDP REVIEW 2024/25 AND BUDGET FOR 2025/26 MTREF**

| NO                  | ACTIVITY DESCRIPTION   | ORGANISATIONAL RESPONSIBILITY  | OUTPUT  | LEGISLATIVE REQUIREMENT AND INFORMATION | TIME FRAME  |
|---------------------|--|--|---|---|---|
| <b>OCTOBER 2024</b> |  |  |   |   |   |
| 18                  | <p>Prepare and submit 1st Quarter SDBIP 2024/24 Performance Report to:</p> <ol style="list-style-type: none"> <li>EMT</li> <li>(IDP, Budget Com &amp; IA &amp; PAC</li> <li>Executive Mayor</li> <li>Special Council</li> <li>NT &amp; PT</li> </ol> | <p>EMT,<br/>IDP, Budget &amp; PMS Com and IA &amp; PAC Com<br/>Mayco<br/>Councillors</p> | <p>1st Quarter SDBIP 2024/24 Performance Report submitted</p>   | <p>MFMA and MFMA Cir 15</p>             | <ol style="list-style-type: none"> <li>13 Oct 2024</li> <li>17 Oct 2024</li> <li>19 Oct 2024</li> <li>25 Oct 2024</li> <li>27 Oct 2024</li> </ol> |
| 19                  | <p>Strategic Planning sessions with:</p> <ol style="list-style-type: none"> <li>EMT</li> <li>IDP/Budget/PMS Committee</li> <li>Mayco</li> <li>Informal Council meeting</li> </ol>  | <p>EMT, IDP, Budget &amp; PMS Com<br/>Mayco<br/>Councillors</p>                          | <p>Finalising Key Priority Issues related to Assessment Report.<br/>Review Strategic Objectives for service delivery and development including backlogs aligned to district, provincial and national strategic plans and policies.<br/>Review financial and non-financial performance, analyse gaps between planned and actual performance. Determine financial position and assess financial/human resource capacity against possible future strategies.</p> | <p>Internal Process</p>                 | <ol style="list-style-type: none"> <li>4 Oct 2024</li> <li>17 Oct 2024</li> <li>20 Oct 2024</li> <li>27 Oct 2024</li> </ol>                       |
| 20                  | <p>Liaise with National and Provincial Sector Departments re alignment of Strategic Priorities and Budgets</p>   | <p>IDP Task Teams</p>  | <p>Liaise with sector departments to ensure that SPM priorities form part of their strategic plans and budgets</p>  | <p>MSA</p>                              | <p>Oct 2024 – Dec 2024</p>  |
|                     |  |  |   |   |   |

**IDP AND BUDGET TIME-SCHEDULE FOR PREPARING THE IDP REVIEW 2024/25 AND BUDGET FOR 2025/26 MTREF**

| <b>NO</b>           | <b>ACTIVITY DESCRIPTION</b>  | <b>ORGANISATIONAL RESPONSIBILITY</b> | <b>OUTPUT</b>   | <b>LEGISLATIVE REQUIREMENT AND INFORMATION</b>   | <b>TIME FRAME</b>  |
|---------------------|--|--------------------------------------|---|--|--|
| <b>JANUARY 2025</b> |  |                                      |   |  |  |
| 21                  | Draft Annual Report to be tabled to Council, submitted to AG and relevant sector departments immediately after approval and made public  | AC/MPAC/Council                      | Draft AR  | MFMA Section 127, 128, 129 and 159   | Nov 2024 to Jan 2025   |
| 22                  | Mayor tables audited Annual Performance Report and financial statements to Council<br><br>Audited Annual Performance Report is made public, e.g. posted on municipality's website. | EM<br><br>Web Master                 | Tabled audited AFS and APR  | Section 129, 150 and 151. Tabling the audited Annual Performance Report within 5 or 6 months after the end of the financial year. Section 75 for publication on website. | 22 Jan 2025  |
| 23                  | Finalise Mid-year Budget and Performance Assessment Report 2023/24 and submit to:<br><br>1. EMT<br>2. BSC<br>3. Mayor<br>4. Council<br>5. NT and PT                                | IDP/BTO                              | Mid-year Report with recommendations informing Adj Budget/SDBIP Targets | MFMA s72   | 1. 10 Jan 2025<br>2. 17 Jan 2025<br>3. 19 Jan 2025<br>4. 24 Jan 2025<br>5. 24 Jan 2025 |

**IDP AND BUDGET TIME-SCHEDULE FOR PREPARING THE IDP REVIEW 2024/25 AND BUDGET FOR 2025/26 MTREF**

| <b>NO</b>            | <b>ACTIVITY DESCRIPTION</b>  | <b>ORGANISATIONAL RESPONSIBILITY</b>              | <b>OUTPUT</b>  | <b>LEGISLATIVE REQUIREMENT AND INFORMATION</b> | <b>TIME FRAME</b>  |
|----------------------|--|---|--|--|--|
| <b>FEBRUARY 2025</b> |  |   |  |  |  |
| 24                   | MPAC finalises assessment on Annual Report   | MPAC  | This must be concluded within 7 days of receipt of AGs report. Council is expected to conclude on this matter before going on recess in December.  | MSA Circular 63, Sep 2012                      | Feb to Mar 2025 (Oversight)  |
| 25                   | Presentation of drafts priorities:<br>1. EMT<br>2. IDP/Budget/PMS Com<br>3. Mayco<br>4. Informal Council meeting | EMT<br>IDP/Budget/PMS Com<br>Mayco<br>Councillors | Present draft review of the IDP priorities linked to Budget allocations  | Internal process                               | 1. 03 Feb 2025<br>2. 06 Feb 2025<br>3. 14 Feb 2025<br>4. 21 Feb 2025 |
| 26                   | NT Mid-term visit  | EMT   | Sec 71 and 72 Reports<br>Qtr. 2 Performance Report 2023/243<br>Audited AFS 2022/23<br>Audit Report<br>MFMA Sec 32 Report<br>Risk Management Issues | NT Prescribed                                  | Between 10-17 Feb 2025   |
| 27                   | Adjustment budget proposal to EMT  | BTO/CFO and EMT                                   | MFMA of 2003   |  | 27 January 2024  |

**IDP AND BUDGET TIME-SCHEDULE FOR PREPARING THE IDP REVIEW 2024/25 AND BUDGET FOR 2025/26 MTREF**

| <b>NO</b> | <b>ACTIVITY DESCRIPTION</b>   | <b>ORGANISATIONAL RESPONSIBILITY</b> | <b>OUTPUT</b>  | <b>LEGISLATIVE REQUIREMENT AND INFORMATION</b> | <b>TIME FRAME</b>                                  |
|-----------|---|--------------------------------------|--|--|--|
| 28        | Adjustment Budget<br>1. EMT<br>2. BSC<br>3. Council   | MM/CFO                               | Tabling of Adjustment Budget MTREF   | MFMA Sec 28                                    | 1. 17 Feb 2025<br>2. 20 Feb 2025<br>3. 28 Feb 2025 |
| 29        | Conduct 2023/24 annual performance assessments for MM and Managers reporting directly to MM as well as lower-level managers up to job level 6                     | Corporate Services                   | Performance Assessment Reports for MM, senior and other managers   | MSA and Regulations                            | 3-07 March 2025                                    |
| 30        | Note National/Provincial Government Budget for incorporation  | IDP/BTO                              | Ensure what is contained in National and provincial Budgets for incorporation in local budget                    | MFMA   | 21 Feb – 13 Mar 2025                               |
| 31        | Draft reviewed Capital Project Schedule aligned with IDP Strategic Objectives and KPA's for prioritisation purposes – including Ward allocations submitted to EMT | IDP/Budget Office                    | Draft reviewed 3-year Capital Programme for 2025/26 aligned to IDP Key Priority Issues including Ward priorities | Internal Process                               | 10 Jan – 13 Mar 2025                               |
| 32        | Conclude public hearings and adjust IDP, Budget and SDBIP taking cognisance of input received   | IDP/BTO                              | Include input received from public consultation in IDP/Budget/SDBIP  | MSA and MFMA                                   | April / May 2025                                   |

**IDP AND BUDGET TIME-SCHEDULE FOR PREPARING THE IDP REVIEW 2024/25 AND BUDGET FOR 2025/26 MTREF**

| <b>NO</b>         | <b>ACTIVITY DESCRIPTION</b>   | <b>ORGANISATIONAL RESPONSIBILITY</b> | <b>OUTPUT</b>  | <b>LEGISLATIVE REQUIREMENT AND INFORMATION</b> | <b>TIME FRAME</b>   |
|-------------------|---|--------------------------------------|--|--|---|
| <b>MARCH 2025</b> |   |                                      |  |  |   |
| 33                | Draft Operating Budget submitted to EMT   | Directorates/BTO/ IDP                | Draft 3-year Operational Budget aligned to IDP Key Priority Issues   | Internal Process                               | 06 Mar 2025   |
| 34                | Conduct Mid-year 2023/24 performance assessments for MM and Managers reporting directly to MM as well as lower-level managers up to job level 6   | EM/MM/IDP/Human Resources            | Performance Assessment Reports for MM, senior and other managers   | MSA and Reg 805                                | Mar 2025  |
| 35                | <ol style="list-style-type: none"> <li>1. Council adopts Oversight report.</li> <li>2. Oversight report is made public.</li> <li>3. Oversight report is submitted to Legislators, Treasuries and CoGHSTA</li> </ol>   | Council CFO                          | The entire process, including oversight reporting and submission to provincial legislators is completed in December and not in March the following year. | MSA Circular 63, Sep 2012                      | 27 Mar 2025 (SCM)   |
| 36                | <p>Present and discuss the draft review of IDP 2024/25 and Budget 2025/26 with:</p> <ol style="list-style-type: none"> <li>1. EMT</li> <li>2. Budget Steering Committee</li> <li>3. Mayco &amp; relevant committees</li> <li>4. Informal Council</li> <li>5. Special Council</li> </ol> | EMT/Mayco/Budget Steering Committee  | Present, discuss and receive input from the different structures   | Internal process                               | <ol style="list-style-type: none"> <li>1. 5-7 Mar 2025</li> <li>2. 13 Mar 2025</li> <li>3. 20 Mar 2025</li> <li>4. 26 Mar 2025</li> <li>5. 27 Mar 2025</li> </ol> |

**IDP AND BUDGET TIME-SCHEDULE FOR PREPARING THE IDP REVIEW 2024/25 AND BUDGET FOR 2025/26 MTREF**

| <b>NO</b>         | <b>ACTIVITY DESCRIPTION</b>   | <b>ORGANISATIONAL RESPONSIBILITY</b>       | <b>OUTPUT</b>   | <b>LEGISLATIVE REQUIREMENT AND INFORMATION</b> | <b>TIME FRAME</b>                 |
|-------------------|---|--|---|--|-----------------------------------|
| 37                | Table the first draft review of IDP 2024/25 and Planning 25/26 and Budget 2025/26 to Council for public consultation  | IDP/BTO/Council                            | Council to approve the first draft review IDP & Budget for public consultation purposes                               | MSA and MFMA                                   | 27 Mar 2025 (Tabling)             |
| 38                | Make public the first draft review IDP and Budget and submit (including draft SDBIP) to NT, PT and NC CoGHSTA   | IDP/BTO/Council                            | First Draft Review IDP and Budget made public and submitted to relevant stakeholders for consultation purposes        | MFMA   | 28 Mar 2025                       |
| 39                | Adoption of the oversight report on the Annual Report   | MPAC/Council/MM                            | Adopted oversight report  | MFMA   | 28 Mar 2025                       |
| <b>APRIL 2025</b> |   |  |   |  |                                   |
| 40                | Conduct public hearings on the first draft Review IDP 2024/25 and Planning 2025/26, Budget and Top Layer SDBIP 2025/26 with constituted public participation structures | IDP/BTO/Speaker's Office/Service Providers | Consult and receive input from community and stakeholder groupings with regard to the first draft Review IDP & Budget | MSA and MFMA                                   | April 2024 (Public Participation) |
| 41                | Confirm National and Provincial DoRA allocations and adjust draft budget  | BTO  | Ensure that DoRA allocations are included in the Budget   | MFMA/DoRA                                      | April 2025                        |



**IDP AND BUDGET TIME-SCHEDULE FOR PREPARING THE IDP REVIEW 2024/25 AND BUDGET FOR 2025/26 MTREF**

| <b>NO</b>       | <b>ACTIVITY DESCRIPTION</b>   | <b>ORGANISATIONAL RESPONSIBILITY</b> | <b>OUTPUT</b>   | <b>LEGISLATIVE REQUIREMENT AND INFORMATION</b> | <b>TIME FRAME</b>  |
|-----------------|---|--------------------------------------|---|--|--|
| 42              | Prepare and submit 3 <sup>rd</sup> Quarter SDBIP 2023/24 Performance Report to:<br><br>1. EMT<br>2. (IDP, Budget Com & IA & PAC<br>3, Executive Mayor<br>4. Special Council<br>5. NT & PT | IDP/BTO/Mayco/<br>Council            | 3 <sup>rd</sup> Quarter SDBIP Performance report submitted  |  | 1. 11 Apr 2025<br>2. 16 Apr 2025<br>3. 18 Apr 2025<br>4. 24 Apr 2025<br>5. 25 Apr 2025 |
| 43              | Discuss adjusted first draft review of IDP 2024/25 and Planning 2024/25, Budget and SDBIP for 2024/25   | IDP/BTO                              | Inform Mayco of input received from public consultation in IDP/Budget/SDBIP   | Internal process                               | April / May 2025   |
| 44              | National Treasury benchmarking Exercise   | EMT/NT                               | NT's analysis of SPLM's IDP and Budget benchmarked against 21 secondary cities to improve IDP and Budget processes and products | MFMA   | April 2025   |
| <b>MAY 2025</b> |   |                                      |   |  |  |
| 45              | Finalise review of IDP 2024/25 and Planning 2025/26, Budget and SDBIP 2025/26 documentation for final submission to Council   | EMT                                  | Finalise the reviewed IDP Budget and SDBIP 2024/25 documentation for final submission to Council                                | MSA and MFMA                                   | 08 May 2025  |

**IDP AND BUDGET TIME-SCHEDULE FOR PREPARING THE IDP REVIEW 2024/25 AND BUDGET FOR 2025/26 MTREF**

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|------------------|--|--------------------------------------|--|--|---|
| 46               | Present review of IDP 2024/25, Budget and Draft SDBIP 2025/26 to:<br>1. Budget Steering Com<br>2. IDP/Budget/PMS Com<br>3. Mayco<br>4. Informal Council  | EM/MM/CFO                            | Present final reviewed IDP, Budget and SDBIP to Mayco, IDP/Budget/PMS Committee and informal Council before submission to Council for adoption | Internal process                               | 1. 8 May 2025<br>2. 14 May 2025<br>3. 22 May 2025<br>4. 28 May 2025 |
| 47               | Council adopt IDP, Budget and “Top Layer” SDBIP by resolution, setting taxes and tariffs, approving changes to the IDP and budget related policies, approve measurable performance objectives for revenue by source and expenditure by vote before the start of the financial year | EM/MM/CFO                            | Council adopted third Reviewed IDP 2024/25 and Planning 2025/26, Budget and SDBIP 2025/25  | MFMA   | 29 May 2025   |
| <b>JUNE 2025</b> |  |                                      |  |  |   |
| 48               | Notification of approved second review of IDP 2023/24 and Planning 2024/25 and Budget 2024/25 MTREF to public  | BTO/IDP                              | Notify public of adopted budget & IDP<br>Submit approved IDP to the MEC for local government and the District Municipality                     | MFMA   | June 2025   |

**IDP AND BUDGET TIME-SCHEDULE FOR PREPARING THE IDP REVIEW 2024/25 AND BUDGET FOR 2025/26 MTREF**

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|-----------|---|--------------------------------------|--|--|---|
| 49        | <p>Submit final 2024/25 SDBIP to Executive Mayor for approval, submit to Council for Notification and Make public</p> <ol style="list-style-type: none"> <li>1. Executive Mayor</li> <li>2. Council</li> <li>3. NT &amp; PT</li> <li>4. Make public approved SDBIP 2024/25</li> </ol> | IDP                                  | Executive Mayor approved SDBIP 2025/26 and published SDBIP | MFMA   | <ol style="list-style-type: none"> <li>1. 5 Jun 2025</li> <li>2. 26 Jun 2025</li> <li>3. 27 June 2025</li> <li>4. 27 June 2025</li> </ol> |
| 50        | Final Preparations for the implementation of mSCOA Version 6.8 (locked NT version)  | BTO                                  | mSCOA compliance   | mSCOA Regulations                              | 24 June 2025  |