

## IDP/BUGDGET AND PMS PROCESS PLAN TIMETABLE 2024/2025

ITEM NO.	STAGES IN THE IDP/BUDGET AND PMS PROCESS	PROCESS	RESPONSIBILITY	TIMEFRAME
1.	<b>PLANNING/PREPARATORY PHASE</b>	Establish organisational structures (Planning Team, IDP/Budget Steering Committee, Technical Committee & IDP Rep Forum)	Executive Mayor	July 2023 to August 2023
		Development of Draft IDP, Budget, and PMS: assessment of previous IDP, Budget process plan activities and performance issues to ensure legislative compliance	Municipal Manger and Executive Committee, Executive Mayor and Mayoral Committee, Council	July 2023 to August 2023
		Tabling of the final IDP, Budget and PMS Process Plan before Council for approval	Executive Mayor	End August 2023
		Advertisement of the approved IDP, Budget & PMS Process Plan in local newspapers and municipal website.	Municipal Manager, Executive Director Strategic Support Service/IDP Manager	Beginning of September 2023
2.	<b>RESEARCH, INFORMATION COLLECTION AND ANALYSIS</b>	<b>IDP AND BUDGET PROCESSES</b>		
		<b>Assessment:</b> Assessment of the existing level of development, backlogs; Institutional analysis; Key development priorities.	IDP/Budget Steering Committee	September 2023 to October 2023
		<b>Consultation:</b> Community meetings; Stakeholders consultation meetings per municipal regions and zones; meeting with key stakeholders, Traditional Authorities, other municipalities, provincial and national departments.	Municipal Manager and Executive Committee, Executive Mayor and Mayoral Committee	September 2023 to October 2023
		<b>PERFORMANCE MANAGEMENT (PMS) PROCESS</b>		
		Submit 1 <sup>st</sup> Quarter Performance Report to Council.	Executive Mayor	End of October 2023

3.	<b>VISION, OBJECTIVES AND STRATEGIES</b>	<b>IDP AND BUDGET PROCESS</b>		
		Review of municipal strategies, objectives, goals/targets.	All Departments	December 2023 to January 2024
4.	<b>DEVELOPMENT OF PROGRAMMES &amp; PROJECTS AND INTEGRATION AND CONSOLIDATION</b>	<b>IDP PROCESS</b>		
		Designs of project proposals, setting of project objectives, targets, and indicators.	All Departments	January 2024 to February 2024
		Integration of sector plans into the IDP to address community basic service needs e.g., water, roads, electricity etc.	All Departments	January 2024 to February 2024
		<b>BUDGET PROCESS</b>		
		Revision of the 2023/2024 approved MTREF (operating and capital budget) for adjustments.	Chief Financial Officer	December 2023 to January 2024
		Consolidation, integration and prioritization of projects submitted in accordance with the IDP priorities.	Chief Financial Officer	February 2024 to March 2024
		Prepare draft budget for the ensuing year 2025/2027 and the projections for the two outeryears (MTREF).	All Departments	February 2024 to March 2024
		Review budget related policies, e.g. Tariff; Credit & Debtors control management, Rates, Indigent.	Chief Financial Officer	February 2024
		Review of the five-year financial strategy –modelling and forecasts	Chief Financial Officer	March 2024
		Development of capital programme and projects prioritisation/rationing model in line with council key priorities.	Chief Financial Officer	March 2024
		<b>PERFORMANCE MANAGEMENT (PMS) PROCESS</b>		
		Table 2022/2023 Draft Annual Report before Council	Executive Mayor	January 2024
		Submit Section 72 (Mid-year) Report to Executive Mayor.	Municipal Manager	January 2024
		Table the section 72 (Mid-year) report to Council.	Municipal Manager	January 2024

5.	<b>APPROVAL, ADOPTION AND PUBLICATION</b>	<b>IDP AND BUDGET PROCESS</b>		
		Tabling of 2023/2024 adjustment budget before Council.	Executive Mayor	February 2024
		Tabling of the draft IDP and Budget to IDP/Budget Steering Committee.	Municipal Manager	March 2024
		Tabling of the draft IDP before Council.	Executive Mayor	March 2024
		Tabling of the draft operating and capital budget. Sec 16 (2) MFMA together with draft resolution and related policies before Council.	Executive Mayor	March 2024
		Make public the draft IDP and Budget in local newspapers, libraries, municipal offices and invite public representations.	Strategic Support Services; Finance Directorates	April 2024
		2 <sup>nd</sup> community participation meetings on draft IDP and Budget at ward level and per 5 municipal regions; meeting with key stakeholders, Traditional Authorities, other municipalities, provincial and national departments.	Municipal Manager and Executive Committee, Executive Mayor and Mayoral Committee	April 2024 to May 2024
		IDP Representative Forum	Municipal Manager and Executive Committee, Executive Mayor and Mayoral Committee	May 2024
		<b>MPAC OVERSIGHT REPORT</b>		
		Table oversight report to Council after consideration of the 2022/2023 Annual Report.	MPAC	March 2024
		Make public the oversight report within seven (7) days of the adoption of the annual report.	Municipal Manager	April 2024
		<b>PERFORMANCE MANAGEMENT (PMS) PROCESS</b>		
		Tabling of the 2023/2024 3 <sup>rd</sup> Quarter Performance report before Council.	Executive Mayor	April 2025

		<b>IDP AND BUDGET PROCESS</b>		
		Consolidation of feedback from public participation process and incorporation thereon into the final IDP and Budget.	Strategic Support Services; Finance Directorates	May 2024
		Table the final IDP before Council for approval.	Executive Mayor	May 2024
		Council to consider approval of the operating and capital budget for the 2024/2025 – 2025/2026 financial years (MTREF) in terms of section 24 of the MFMA with council resolution.	Executive Mayor	May 2024
		Submit the approved IDP to the MEC of Local Government within 10 days, after approval.	Municipal Manager Strategic Support Services/IDP Unit	June 2024
		Submit the approved operating and capital to National and Provincial Treasuries in both printed and electronic copies and publish the documents on the website of the municipality.	Municipal Manager, Chief Financial Officer	June 2024
		Make public the approved IDP and Budget in local newspapers, libraries, municipal offices.	Strategic Support Services/ Finance Directorates	June 2024
		<b>PERFORMANCE MANAGEMENT (PMS) PROCESS</b>		
		Municipal Manager to submit the 2024/2025 draft SDBIP to the Executive Mayor.	Municipal Manager	14 days after the approval of Budget
		Executive Mayor approves the 2024/2025 SDBIP	Executive Mayor	28 days after the approval of Budget
		Approval of 2024/2025 performance agreements	Executive Mayor/ Municipal Manager	28 days after the approval of Budget
		Submit 2024/2025 performance agreements to MEC co-operative governance and traditional affairs.	Executive Mayor	14 after the approval of the SDBIP