

IDP AND BUDGET PROCESS PLAN FOR THE REVIEW OF 2024/25 IDP AND BUDGET AND THE DEVELOPMENT OF 2025/26 IDP/BUDGET.



1. PREPARATORY PHASE

DATE	ACTIVITIES	ROLE PLAYERS
03 -31 st July 2024	Development of the draft IDP/Budget process plan.	MM, Directors and Managers
10/07/24	Submission of process plan to IDP/BUDGET office for inputs	IDP Manager
23/07/24	Submission of draft process plan to portfolio committee for planning and development	Director planning and development
24/07/24	Submission of draft process plan to (EXCO)	Head planning and development CLLR. Director planning and development
26/07/24	Tabling of process plan to council	Mayor,MM
2.ANALYSIS PHASE		
01AUGUST 2024-31st AUGUST 2024	ANALYSIS PHASE (A)Legal framework analysis (b)Leadership guidelines (c)Municipal technical development analysis (d)community and stakeholder analysis (e)Environmental analysis (f)institutional analysis (g)spatial analysis (h) economic analysis (i) socio-economic analysis (j)in-depth analysis and identification of key developmental priorities	ANALYSIS PHASE MM, Directors and managers
09/09/24	IDP/BUDGET steering committee meet to review all technical information submitted from various department	MM, Directors and managers
	Consolidation of all relevant information	IDP manager

	Preparation and circulation of the draft analysis phase to all department for their confirmation	IDP manager
10/09/24	District engagement on analysis phase	MM, director planning and IDP manager
16/09/2024	Draft status quo information submitted to IDP rep forum meeting	Mayor, portfolio head and director planning and development
14/10/2024	Draft status quo submitted to portfolio committee	Director planning and chairperson portfolio committee
24/10/24	Draft status quo report submitted to (EXCO)	Head portfolio committee for planning and director planning and development.
28/10/24	1 st quarter council meeting Tabling of draft analysis phase report to council for noting	Mayor,MM
3 .STRATEGY PHASE	STRATEGY PHASE	STRATEGY PHASE
1 ST NOVEMBER 2024-DECEMBER 31 ST 2024	Preparation of strategic planning session	MM, Directors and managers
08/11/2024	Steering committee meeting to outline the process and approach for the strategic planning session	Steering committee
25/11/24	Planning and logistics of the strategic planning	IDP manager
25/11/2024	District engagement on strategy phase	
	Circulation of invitation	IDP Manager
04-06 /12/24	Strategic planning session	Mayor,MM,Directors,Tihosi,EXCO,Chairpersons of committees and sector departments
4.PROJECT PHASE	PROJECT PHASE	PROJECT PHASE
13 JANUARY 2025	Steering committee prepare for the project phase	Steering committee
15/01/25	Technical committee meetings per cluster meetings	Directors, Managers , sector department and MDM
17/01/25	Identification of projects and costing	BTO,planning and development

22/01/25	Draft IDP projects presentation to technical committee	MM, Directors and managers
29/01/25	2 nd quarter council Tabling of annual report to council	Mayor, MM
24/01/25	District engagement on project phase	MM, director planning and IDP manager
28/02/25	Budget adjustment	Mayor
18/03/25	Presentation of draft projects to IDP REP forum	Mayor.EXCO, all councillors Ward committees,all stakeholders
5.INTERGRATION PHASE	INTERGRATION PHASE	INTERGRATION PHASE
18/03/25	Joint portfolio committee for governance, finance and planning meet to consider draft budget,IDP,tariff ' budget related policies structure and organisational structure	Members of the portfolio committees,Directors and managers
21/03/25	EXCO meeting to consider draft IDP/budget,tariff,budget related policies and organisational structure	EXCO,MM and directors
28/03/25	Draft IDP/Budget tabled to council	Council ,Mayor,MM
01/04/25	Submit IDP to COGHSTA,NT	MM
04/04/25	Publication of the notice of draft IDP and Budget in the newspaper, website for 21 days calling for comments.	IDP Manager, communities and stakeholders
14 April to 15 may 2025	Public participation programme per cluster	PP Manager,Mayor,all councillors and stakeholders
05-29/04/2025	Treasury budget benchmarking	NT,PT , COGTA and COGHSTA
30/04/25	3 rd quarter council meeting	Mayor,MM
6 .APPROVAL PHASE	APPROVAL PHASE	APPROVAL PHASE
14/05/25	Consider all the inputs from community and relevant stakeholders	Mayor,IDP/steering committee

22/05/25	Presentation of final draft IDP/budget to IDP REP forum	Mayor, EXCO and stakeholders
26/05/25	Tabling of final draft to joint portfolio committees	Head of portfolio committees, Director and managers
27/05/25	Submission of draft IDP/Budget to EXCO	Mayor, head of portfolios MM and directors
30/05/25	Consideration of final IDP and budget by council	Mayor, EXCO and council
06/06/25	Issue public notice on the adoption of final IDP/Budget in the newspaper, website and municipal notices.	MM
06/05/25	Submission of the final IDP/BUDGET to MEC COGHSTA, national and provincial treasury AG, MDM (10 days after adoption)	MM
30 /07/25	4 th quarter council	Mayor, MM

BUDGET AND REPORTING TIME TABLE

DATE	ACTIVITY	ROLE PLAYERS
01 JULY 2023-30/07/24	Preparation of AFS	MM, CFO, Directors and steering committee
26 AUGUST 2024	Audit committee approves AFS	CFO, PMS internal audit and audit committee
05/11/2023-31/12/24	Submission of personnel information requirements	MM, CFO and directors
11/01/25	MID-YEAR Performance assessment visit.	MM, CFO, directors and managers
18/01/24	MID-YEAR assessment submitted to EXCO	MM/MAYOR
01/02-28/02/25	Budget Adjustment Preparation	Management
29/02/25	Council adopts Budget Adjustment	Council
29/03/25	Submission of Budget Adjustment to Coghsta and National and Provincial Treasuries.	MM
29/03/25	Adjustment of SDBIP	Council
	Submission of the Adjusted SDBIP to Coghsta and	MM

	National and Provincial Treasuries.	
08/04/25	Publication of the Adjustment Budget to the National Newspaper.	MM
03/03/25	Preparation of draft budget	Steering committee
11/03/25	Review of past financial year operations and performance and make revenue projections for MTREF	CFO,steering committee
15/03/25	Evaluation of revenue projection for MTREF and tariff structure adjustment	CFO and steering committee
18/03/25	Draft budget , budget related policies, tariff structure and organisational structure submitted to EXCO	EXCO ,MM, portfolio head and Director planning
29/03/25	Council adopts draft budget	Council
31/03/25	Submission of Draft Budget to Coghsta and National and Provincial Treasuries.	MM
01/04/2025	Publication of the Draft Budget to National Newspaper	MM
15 april to 15 may2025	Public Participation programme	Speaker of the Council, mayor and councillors.
05-30/04/25	Treasury budget benchmarking	Treasury,COGHSTA,MM.CFO,Directors and managers
05/04/25	Draft SDBIP to the Mayor	Mayor
11/04/25	Submission of Draft SDBIP to Coghsta and National and Provincial Treasuries.	MM
06/05/25	Consider all inputs from community and stakeholders	Steering committee,IDP and budget manager
22/05/25	Presentation of final draft IDP/Budget to IDP REP FORUM	Mayor and stakeholders
15/05/25	Tabling of final draft Budget to joint portfolio committees planning and finance	Planning and finance portfolio committees
22/05/25	EXCO consider final draft budget/IDP	Mayor and EXCO
29/05/25	Tabling of final BUDGET/IDP	Mayor

30/05/25	Submission of Final Budget to Coghsta and National and Provincial Treasuries.	MM
04/06/25	Publication of the Final Budget to National Newspaper	MM
25/06/25	Final SDBIP signing	Mayor
27/06/25	Submission of Final SDBIP to Coghsta and National and Provincial Treasuries.	MM

RISK MANAGEMENT COMMITTEE TIME SCHEDULE

DATE	ACTIVITY	ROLE PLAYERS
13 OCTOBER 2024	Risk management committee	MM all directors and managers
19 January 2025	Risk management committee	MM, Directors and managers
15 April 2025	Risk management committee	MM, Directors and managers
13 May 2025	Risk management committee	MM, Directors and managers
11 July 2025	Risk management committee	MM, Directors and managers

PMS, AUDIT COMMITTEE AND MPAC KEY SCHEDULES

DATE	ACTIVITY	ROLE PLAYERS
22 July 2024	MPAC projects site visits	MPAC committee
25 October 2024	Review of fourth quarter SDBIP	MPAC and researcher

15-17 January 2025	Strategic planning session	MPAC, ,MM and senior Management
18 March 2025	Public hearing on annual report	MPAC and EXCO and stakeholders
28 March 2025	Tabling of oversight report to council	MPAC ,EXCO, Directors, PMT,COGHSTA.AG.MM and SALGA
24 February 2025	Consider MID –year reports	MPAC chairperson, council, and stakeholders

PERFORMANCE MANAGEMENT SYSTEM KEY SCHEDULE

DATE	ACTIVITIES	ROLE PLAYERS
23 July 2024	Signing of 2024/25 SDBIP	Mayor
23 August 2024	Placing all section 52 reports on the website	PMS
28 august 2024	Placing on the website the SDBIP	PMS
25 august 2024	Place performance agreements on the website and submit to the MEC COGHSTA	PMS
30 august 2024	Submit annual performance report to AG	MM,PMS
20 September 2024	Consider section 71 reports	PMS
25 October 2024	Preparation for the development of annual report	PMS
29 November 2024	Placement of section 52 report on the Website	PMS
13 December 2024	Finalization of the first draft of annual report	PMS
19 January 2025	Finalise APR	PMS
23 January 2025	Finalize section 72 report and submit to relevant offices to assess if is necessary to do budget adjustment	PMS,BTO
25 January 2025	Table to council annual report for the year ending 30 June	PMS,council
26 January 2025	Make public annual report and invite comments from local community and submit the report to AG	MM,PMS
06 February 25	Placing of annual report on the website	PMS
28 March 2025	Present to council oversight report on annual report to council with recommendations	PMS, council
08 April 2025	Make public annual report through the website	PMS
	Review SDBIP	PMS

14 June 2025	Submission of draft SDBIP to the mayor	PMS
25/06/25	Approve the final SDBIP	Mayor
28 /06/25	Submission of final SDBIP to COGHSTA and Treasury	MM

AUDIT COMMITTEE KEY SCHEDULED

DATE	ACTIVITIES	ROLE PLAYERS
03/08/ 2024	Audit committee meeting to give progress on the management report Audit plan	AC,MM, Directors, AG,COGHSTA,SALGA,NT and MPAC
23 August 2024	Special audit committee meeting(1 st quarter report)	APAC, MM, Directors,Chairperson MPAC,COGHSTA and treasury
01 November 2024	2 nd quarter meeting	APAC,MM,Directors,Chairperson MPAC,COGHSTA and treasury
05 February 2025	3 rd quarter meeting	APAC,MM.Directors,managers MPAC,COGHSTA and treasury
25 March 2025	Submission of draft IDP and Budget to internal audit for auditing	Internal audit
06 May 2025	Audit committee meeting	APAC,MM,Directors,managers MPAC,COGHSTA and treasury

LIST OF ACRONYMS USED.

ABBREVIATION	EXPLANATION
AFS	Annual financial statements
AGSA	Auditor general South Africa
AG	Auditor general
APR	Annual performance report
AR	Annual report
AO	Accounting officer
APAC	Audit &performance audit committee
CFO	Chief financial officer
COGHSTA	Cooperative governance human settlement and traditional affairs
DCOG	Department of cooperative governance
IDP	Integrated development plan

IA	Internal audit
IGR	Intergovernmental relations
MEC	Member of executive council
MFMA	Municipal finance management act
MM	Municipal manager
NT	National treasury
MPAC	Municipal public accounts committee
MSA	Municipal systems act
MTEF	Medium term expenditure framework
PMS	Performance management system
SALGA	South African local government association
SBBIP	Service delivery and budget implementation plan