



# **IDP | BUDGET AND PMS PROCESS PLAN**

**2022/2027**

*A world class city where all communities enjoy a high quality of life and diversity*



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## 1. INTRODUCTION

The Rustenburg Local Municipality (NW 373) is located within the North West Province and it extends over an area of approximately 3423.6 km<sup>2</sup> consisting of 45 wards. It is one of the five local municipalities making up the Bojanala Platinum District Municipality. The Municipality is mostly rural in nature and its economy is dependant mainly on mining. Platinum is the highest mined in the area.

**The Municipal Systems Act 32 of 2000** prescribes the various core processes that are essential to realizing a system of developmental local government. These aspects include **participative governance, Integrated Development Planning, performance management and reporting, resource allocation and organizational change**. These processes are linked into a single cycle at local level that will align various sectoral initiatives from national and provincial government departments with a municipalities own capacity and processes.

The purpose of this document is to outline an operational plan ("**Process Plan**") for the development of a five year Integrated Development Plan 2022 - 2027 for the Rustenburg Local Municipality. This process plan is based on the unique characteristics and circumstances of the Rustenburg Local Municipality, taking due cognisance of the requirements of a Process Plan as outlined in Sections 28 of the Municipal Systems Act and the guidelines for Integrated Development Planning provided by National Department of Provincial and Local Government.

The subsequent sections of this document briefly outline the following aspects relating to the process plan:

- IDP Development Approach
- Distribution of roles and responsibilities
- Organizational Structures/Institutional arrangements
- Mechanisms and procedures for community and stakeholders participation
- Action programme, and finally
- Procedures for alignment

## **2. IDP DEVELOPMENT APPROACH**

The suggested approach for IDP development process as specified from the DPLG Guide Pack II is as follows:

### **(i) Preparing for IDP development**

Before the process commences, certain arrangements have to be made to ensure that the process will run smoothly. Such a process needs to be properly organized and prepared. It needs some business plan:

Assigning role and responsibilities:

- Organizational arrangements including confirmation of the IDP Steering Committee and the procedures and mechanisms for community and stakeholder participation.
- Design a mechanism and procedure for alignment with external stakeholders such as other Municipalities and other spheres of government.
- Designing a programme which sets out the envisaged planning activities, a timeframe and resource requirements for the planning process.

Once a process plan is developed, it has to undergo public consultation prior adoption by a municipal council.

### **ii) Monitoring – *(What is happening)***

Monitoring in the context of IDP development refers to the gathering and the subsequent organizing of data into sets of information about certain actions/events/situations throughout the year. There are three main bodies of information, which are important as input into the process, viz.: implementation management information; information about the achievement of objectives set in the IDP and new information.

### **iii) Evaluation – *(What does the information tells us)***

The information gathered through the process of monitoring described above is assessed to understand its relevance and implications to the priority issues, objectives, indicators and targets. Irrelevant and incorrect information should be discarded. The relevant information is analyzed and synthesized for its relevance to the IDP.

### **(iv) Council Adoption of IDP**

The IDP has to be adopted and approved by the Municipal Council.

### **(v) Prepare and Adopt Annual Budget**

The Municipal System Act, 2000 (chapter 5) and the Municipal Finance Management Act requires the Municipal budget to be informed by the IDP. This means that the annual municipal budget should reflect the objectives, strategies, projects and programmes contained in the IDP.

### **(vi) Time frame**

The total amount of time required for the IDP development process will be nine months. As the IDP should significantly inform municipal budget, the timing of the IDP should be coordinated closely with the structuring of the annual budgeting process that starts in July each year.

### **3. DISTRIBUTION OF ROLES AND RESPONSIBILITIES**

#### **3.1 DISTRIBUTION OF RESPONSIBILITIES WITHIN THE MUNICIPALITY**

##### **3.1.1 Rustenburg Council**

The overall responsibility of the council of the Rustenburg Local Municipality will be to adopt a process plan, be responsible for the overall management and coordination of the planning process, to adopt and approve the final IDP and the budget, and subsequently to ensure that annual Service Delivery, and Budget Implementation Plan (SDBIP), budgets and related development activities are based on the approved Integrated Development Plan.

##### **3.1.2 Mayoral Committee**

The Executive Mayor or a member of the Mayoral Committee appointed by the Executive Mayor must participate in the drafting of the municipality's IDP. The member of the mayoral committee (MMC) responsible for IDP as appointed and delegated by the Executive Mayor is responsible for overseeing the process, closely related to IDP activities. The said MMC is the chairperson of the Portfolio Committee of IDP which its responsibilities will include amongst others the following:

- Presiding over IDP Rep. Forum meetings,
- Overall management, coordination and monitoring of the IDP process, and
- Make recommendations to the Mayoral Committee which will then recommend to council for the adoption and approval of the IDP

##### **3.1.3 Ward Councillors**

Ward Councillors will play a pivotal role in the preparation of the IDP process, both in terms of the technical and the community participation process. They will act as the main interface between council and communities. Primary responsibilities of the ward councillors will include:

- Organizing public consultation and participation at ward level
- Dissemination of information from council to constituents and visa versa.
- Identification of issues and projects at a ward level
- Participating in the approval and ongoing monitoring of the approved IDP.
- Identify and encourage unorganised groups to participate in the IDP process.

##### **3.1.4 Municipal Manager and IDP Manager**

The Municipal Manager of the Rustenburg Local Municipality, assisted by the IDP Manager, will be the key officials charged with the overall management and coordination of the IDP process. Specific activities that will be their responsibility are:

- Managing an effective public participation process to ensure that all relevant role players are involved.
- To identify persons to take charge of different responsibilities in the process
- Be responsible for the day-to-day management of the IDP process
- Ensure that the contents of the IDP satisfy the legal requirements and the requirements of the District Framework Plan.
- Ensure both horizontal and vertical coordination and alignment with other role players.
- Ensure that the Budget is linked to the IDP

The Municipal manager will delegate some of these functions to the Manager Strategy and Planning, but will still remain accountable for the overall process as dictated by the Municipal Systems Act 2000.

### **3.1.5 Officials**

Officials of the Rustenburg Local Municipality will ultimately be responsible for the implementation of the IDP process and as such will play a key role in the development of the IDP. Specific activities that will be undertaken by the Officials include:

- Provision of relevant technical and financial information.
- Development of the strategies and project plans.
- Providing inputs regarding the financial and technical feasibility aspects of projects and strategies identified by committees

## **3.2 DISTRIBUTION OF RESPONSIBILITIES BETWEEN MUNICIPALITY AND EXTERNAL ROLE PLAYERS**

### **3.2.1 Residents and communities: IDP Representative Forum**

Members of the civil society through the IDP Rep. Forum are responsible for representing interests and contribute knowledge and ideas in the planning process through:

- Participating in the IDP Rep. Forum to:
  - inform interest groups, communities and organisations on relevant planning activities and other outcomes;

analyse issues, determine priorities, negotiate and reach consensus;

- participate in the design of project proposals and/or assess them;
- discuss and comment on the draft IDP;
- ensure that annual business plans and budgets are based on and linked to the IDP; and
  - monitor performance on implementation of the IDP.

#### **3.2.1.1 Composition of the IDP Rep Forum**

The IDP Rep. Forum will consist of members delegated from the different Ward Committees elected in terms of guidelines developed by the DPLG/DCOG.

### **3.2.2 District Municipality**

The Bojanala Platinum District Municipality will play a co-ordination role for Local Municipalities through:

- ensuring horizontal and vertical alignment of IDP's of municipalities within the district and the planning processes;
- establishment of Inter-governmental structures.
  - Coordination of cluster meetings as per NWPCC resolution

### **3.2.3 Professional Service Providers**

Professional service providers will be engaged where need arises e.g. in the development of non-existing sector plans as well as aligning and integrating all sector plan to be included in the IDP of the municipality.

### **3.2.4 Government Departments and other major stakeholders**

Business, Mining Houses and Government Departments serve communities within the Municipal area of jurisdiction and will have plans and projects implemented within those areas. Consultation with them ensures that their plans are incorporated into the IDP

## **4. ORGANIZATIONAL ARRANGEMENTS**

### **4.1 MUNICIPAL MANAGER ASSISTED BY IDP SPECIALIST**

The Municipal Manager assisted by the IDP Specialist will be responsible for the overall management of the IDP Process as well as rendering secretariat support to the IDP Rep. Forum.

### **4.2 IDP AND BUDGET STEERING COMMITTEE**

As per Municipal Budget and Reporting Regulation no. 32141 (Published 17 April 2009), the committee shall be composed of the following persons:

- Executive Mayor
- The councillor responsible for financial matters
- The councillor responsible for IDP
- The municipal manager
- The chief financial officer
- The senior managers responsible for at least the three largest votes in the municipality
- The manager responsible for budgeting
- The manager responsible for planning
- Any technical experts on infrastructure

This committee is responsible for the following:

- Ensuring alignment of proposed budget with IDP
- Ensuring that sufficient funding is provided on the budget for projects as per IDP
- Recording realistic revenue and expenditure projections for current and future years
- Taking cognizance of national, provincial budgets, DORA and national fiscal and macro-economic policy.

### **4.3 IDP REPRESENTATIVE FORUM**

The IDP Rep. Forum represents the interests of the community and serves as a link between the general community and the municipality.

### **4.4 IDP MULTI-STAKEHOLDER CONSULTATIVE FORUM**

The Multi-Stakeholder consultative Forum represents the interests of stakeholders such as Government Departments, the Business sector, Mining sector as well as other major stakeholders. They are developmental partners with the municipality but at the same time have their own interests that the municipality need to take care of.

## **5. MECHANISMS AND PROCEDURES FOR COMMUNITY / STAKEHOLDER PARTICIPATION**

### **5.1 PRINCIPLES FOR PUBLIC PARTICIPATION IN THE RUSTENBURG LOCAL MUNICIPALITY**

#### **Process for informing stakeholders**

Meetings of the different IDP committees will be publicized as widely as possible.

### **5.2 MECHANISMS FOR PARTICIPATION IN THE VARIOUS PROJECT PHASES**

#### **5.2.1 Analysis Phase**

During the analysis phase, two-pronged approach will be used; firstly, desktop analysis and secondly public meetings will be conducted at ward level. Where the Executive Mayor through his/ her out-reach programme will consult with the communities. In cases where the Executive Mayor is unable to reach a specific ward or community, the ward councillors and representatives on the IDP Forum will be provided with the necessary information for discussion with their constituents. Key problems and issues from the perspective local communities will also be identified and prioritised at these meetings. Identified and prioritised community needs will be subjected to internal analysis by management.

These prioritised issues will be submitted to the IDP Steering Committee for integration purposes. The integrated set of results will be reported back and confirmed at a meeting of the IDP Representative Forum at conclusion of the analysis phase.

#### **5.2.2 Strategies**

The development of appropriate strategies (taking cognisance of the technical analysis, financial analysis and community priority issues) will take place at the IDP Steering Committee level.

The identified strategies will be confirmed at an IDP Representative Forum meeting to be convened at conclusion of the strategy development phase.

#### **5.2.3 Project Planning**

The draft project proposals will be discussed at the IDP/Budget Steering committee, communicated through the IDP Representative Forum and directly to the communities by ward councillors at the completion of the project-planning phase.

#### **5.2.4 Integration**

The integration of the various projects and programmes at local municipality level will take place through the IDP Steering Committee. Integration at a district level will take place at meetings to be convened by the District Council between the various local municipalities and the District Municipality and Provincial clusters.

The draft-integrated programme will be discussed at the IDP Representative Forum. Comments will be taken into account and incorporated into the sector programmes by the IDP Steering Committee thereafter the draft IDP document will be confirmed at the IDP Representative Forum before making it available for general public comments.



### **5.2.5 Approval**

During the approval phase, copies of the draft IDP will be made available to all the major public centres. Notices inviting the public to comment on the draft document will be published in the press as well as through notices at public places. Copies will also be provided to the various provincial government departments. All established committees should within 21 days scrutinise both the draft budget and the Draft IDP for alignment and comments.

All relevant comments received from the various parties will be incorporated into the final Integrated Development Plan by the Steering Committee. The final document will be submitted to council for adoption prior to submission to the relevant MEC for assessment.

## **6. DESIGNING AN ACTION PROGRAMME**

The detailed action programme and timeframe for conducting the various activities of the IDP process is summarised in the Table referred to as Activity Chart in page 13.

## **7. PROCEDURES FOR ALIGNMENT**

### **7.1 ALIGNMENT WITH ADJACENT LOCAL MUNICIPALITIES AND DISTRICT MUNICIPALITY**

The Rustenburg Local Municipality foresees that it would be necessary to coordinate and align with adjacent Local Municipalities and the District Municipality at the following stages in the process:

- Formalization and adoption of priority issues
- District level strategy/projects
- Comments on draft IDP.

The key role players, who will have to be involved in these alignment workshops, include the IDP Manager and steering committee of the Rustenburg Local Municipality as well as those of the district and adjacent Local Municipalities.

### **7.2 ALIGNMENT WITH OTHER SPHERES OF GOVERNMENT**

Alignment with other spheres of government will have to take place at the following stages in the process:

- Finalization of strategies
- Project planning process
- Submission and comments on draft IDP.

This integration will be the responsibility of the IDP Manager of the Rustenburg Local Municipality who will interact with the district IDP Manager and the provincial IDP coordinator.

The IDP Manager is responsible for gathering information from relevant sector departments as well as representatives of the relevant stakeholders and service providers for inclusion and alignment with municipal sector plans.

## **8. BINDING NATIONAL AND PROVINCIAL REQUIREMENTS**

The process of developing an Integrated Development Plan for the Rustenburg Local Municipality does not take place within a policy and legislative vacuum. This process is inextricably linked to the policy and legislative framework as created by a number of Acts and other policy documents. Some of the most important recent legislation, which will have to be considered during the IDP process, includes the following:

- Development, Planning and Local Governance
  - Local Government Municipal Systems Act (2000)
  - Development Facilitation Act (1995)
  - The Constitution Act (1996)
  - Local Government Municipal Structures Act (1998)
  - Promotion on Access to Information Act (2000)
  - National Integrated Sustainable Rural Development Strategy (2000).
  - National Spatial Development
  - Municipal Budget and Reporting Regulation (2009)
  - SPLUMA
- Land Reform and Tenure Upgrading
  - White paper on South African Land Policy
  - Restitution of Land Rights Act
  - Land tenure upgrading legislation (various)
- Provision of Engineering Services and Housing
  - Water Services Act (1997)
  - White Paper on Municipal Services Partnerships (2000)
  - Rental Housing Act (1999)
  - Universal areas and Universal service discussion paper
- Local Government Finance
  - Local Government Property Rates Act (2003)
  - Municipal Finance Management Act (2003)
  - Public Finance Management Act (1999)
  - Local Government Transition Act (1993) Section 10G
- Environmental Protection and Management
  - Environmental Conservation Act (1989) and National Environmental Management Act (1998)
  - World Heritage Convention Act (1999)
  - National Heritage Resource Act (1999)
  - White Paper on Integrated Pollution and Waste Management
- Population and social development
  - Adult Basic Education and Training Act
  - Development Welfare Governance Bill (1999)
  - White Paper on Population Policy (1998)
  - White Paper for Social Welfare (1997)
  - HIV/AIDS STD Strategic Plan for South Africa (2000)

- Economic Development
  - Growth, employment and redistribution: A macro-economic strategy,
  - Accelerated and Shared Growth Initiative of SA (ASGISA)
  - Employment Strategy Framework
  - Integrated Industrial Strategy for sustainable employment and growth.
  - National Small Business Strategy
  - National Skills Strategy
  - Integrated Human Resource Development Strategy
  - White Paper on Science and Technology
  - Cultural Industries Growth Strategy
  - Green Paper on Electronic Commerce

A number of **provincial level policies and strategies** will also have to be considered:

- Economic Development and Industrialization Plan for NW (NOWEDIS)
- Provincial Growth and Development Strategy (PGDS)
- Tourism Master Plan
- NW Rural Development Plan
- NW SMME Strategy
- Poverty relief Strategy for NW
- Integrated Rural Development Strategy for NW
- Integrated Strategy for youth employment and entrepreneurship in NW
- Foreign Investment targeting Strategy
- National and Provincial Spatial Development Initiatives
- National Development Plan
- Medium-Term Strategic Framework (2014-2019)
- Five Concretes of North West provincial Government:
  - [ACT (Agriculture, Culture and Tourism),
  - RHR (Reconciliation, Healing & Renewal) as well as
  - Comprehensive Agricultural Support Programme

## 9. RESOURCE REQUIREMENTS

The estimated resource requirements for completion of the IDP process as outlined in the preceding sections are depicted in the attached Tables. These tables provide an indication of the estimated costs in the IDP review process, as well as direct cost, which will have to be incurred.

The following assumptions are underlying these cost estimates for the various phases:

- **Phase I: Analysis**
  - All existing information will be provided to the Office of Municipal Manager – in electronic and printed format by the Directors as well as unit managers.
  - Ward meetings will be arranged and facilitated by ward councillors and/or chairpersons of ward committees
  - Office of Municipal Manager will assist with the preparation of appropriate background material for ward meetings

- **Phase II: Strategies**

- Allowance is made for participation at district level workshops during this phase.
- Supportive and background documentation will be provided for IDP Representative Forum meetings.
- All Representative Forum meetings will be chaired and facilitated by the Executive Mayor or his delegate.

- **Phase III: Projects**

- During this phase, allowance is made for various professional persons to assist in designing and determining the feasibility of various project proposals
- Allowance is made for participation at district and provincial level workshops.
- Background material for, as well as documentation of the results of one IDP Representative Forum meeting will form part of activities in this phase

- **Phase IV: Integration**

- The information emanating from previous phases would be utilised to prepare the required sector summary programmes.
- Allowance is made for assisting in the preparation for and documentation of results of two IDP Representative Forum meetings

- **Phase V: Approval**

- During this phase, the potential role of Office of Municipal Manager would mainly be to incorporate comments from various parties into the draft IDP review.

The estimated budget for direct expenses during the process is outlined below.

ITEM	ESTIMATED BUDGET
1. Press Advertisements	R180 000
2. Development, alignment and integration of sector plans	R 500 000
3. Printing, translation and Duplicating Costs etc. (e.g. maps, diagrams, documents) and Other Means of communication (e.g. brochures, posters etc.)	R 200 000
4. Venue, re-imbursement for transport costs and Catering Costs for IDP Representative Forum and Advisory committee Meetings (allow for 4 meetings)	R 50 500
<b>TOTAL</b>	<b>R930 500</b>

<b>ACTIVITY CHART: 2022-2027 IDP DEVELOPMENT, BUDGET AND PMS PROCESS PLAN</b>					
<b>PHASE</b>	<b>MONTH</b>	<b>DATE</b>	<b>REFERENCE</b>	<b>ACTIVITY/IES</b>	<b>RESOURCE PERSON</b>
Preparation	July 2021	15	MSA57 (2)(a) (ii)	Finalization of Performance Agreements	PMS Manager
		26	MFMA Circular 13	Tabling of Top Layer SDBIP to Council for noting	Manager Strategy & Planning
		30	MFMA 53 (3 (a) and (b)	Make public the SDBIP and Performance Agreements	PMS Manager
	August 2021	04 - 06	MSA57(4)	4 <sup>th</sup> quarter performance assessment (final)	PMS Manager
		30	MSA 28& MFMA 21(a) (b)(i)(ii)(iii)(iv)	Tabling of The IDP, Budget and PMS Process Plan to Council for approval	IDP Manager
		31	MSA 46	Submission of the 2020/2021 annual performance report to the office of the Auditor General	Manager Strategy & Planning
Analysis	Sept. 2021	05-06		Stakeholder analysis with all directorates	IDP Manager
		12		Establish IDP/Budget Committee and confirm internal & external consultation forums (consultation itinerary)	Executive Mayor
		15	MSA 34	IDP Rep Forum Meeting: presentation of process plan, revision of sector plans, presentation of TOP Layer SDBIP and budget related policies	Accounting Officer And CFO
		15		Multi-stakeholders Consultation Meeting	Accounting Officer And CFO
		29 Sept. to 28 Oct	MSA 34	Public participation process: Ward consultation/community participation process through Mayoral outreach	Executive Mayor/ Speaker
				Conclude initial consultations and reviews, establish direction and policy, confirm priorities, identify other financial and non-financial budget parameters including government allocations to determine revenue envelope and financial outlook to identify need to review fiscal strategies (Implementation of Imbizo programme)	IDP Steering Committee CFO
	October 2021	03 to 28	MSA	Continuation of the Public Participation Process	Executive Mayor/ Speaker
		12 – 14	MSA	1 <sup>st</sup> quarter performance assessment	PMS Manager Accounting Officer
		17 – 21	MSA	Engage with Provincial and National sector departments on sector service	Accounting Officer

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<b>PHASE</b>	<b>MONTH</b>	<b>DATE</b>	<b>REFERENCE</b>	<b>ACTIVITY/IES</b>	<b>RESOURCE PERSON</b>
				delivery priorities for alignment with municipality development plans	
		24 – 28		Working sessions on community needs and projectisation <ul style="list-style-type: none"> <li>Finalisation of the analysis phase within all sector plans</li> <li>Analyse the reviewed community needs and priorities</li> <li>Determine strategic objectives for service delivery and development from next three-year budget</li> <li>Budget document and guidelines</li> </ul>	Accounting Officer  CFO
				Presentation of analysis Phase to Steering committee	Accounting officer
Strategies	November 2021	09 – 11		Annual review retreat <ul style="list-style-type: none"> <li>Revision of vision and mission</li> <li>Strategic Objectives</li> <li>Direction to guide compilation of the budget.</li> <li>Financial analysis</li> <li>Factors affecting the medium term budget forecasts and the budget assumptions</li> </ul>	Accounting Officer  CFO
		14 – 16	MSA	Review session on identification of capital and operational projects in line with reviewed objectives and priorities	Directorates
		17		Submission of revised/updated sector plans for inclusion in the IDP	
		22		Compile and distribute budget guidelines, parameters and formats	CFO
		29		Submission of Operating Budget and Capital Estimates to the Finance and Budget Office	All Directorates
		29		Review tariffs and charges and prepare proposals of new rates	CFO
		29		Draft or review budget related policies such credit control and indigent policy, tariff policy, budget policy etc.	CFO
	December 2021	01 – 09	MFMA (1)	Finalise first draft of the annual report including annual report of the entity incorporating financial and non-financial information on performance, audits report and annual financial statements	PMS Manager
Projects Integration	January 2022	18 - 20	MSA& Municipal Planning and Performance	Mid- term performance review for: <ul style="list-style-type: none"> <li>Indicators and targets</li> <li>Budget adjustment</li> </ul>	Accounting Officer

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<b>PHASE</b>	<b>MONTH</b>	<b>DATE</b>	<b>REFERENCE</b>	<b>ACTIVITY/IES</b>	<b>RESOURCE PERSON</b>
			Management Regulations		
		31	MFMA &MSA	Tabling of the previous year's annual report with details of corrective actions undertaken arising from the audit report	PMS Manager
		31	MSA 46 MFMA 21	Tabled mid-term performance reports to council	Executive Mayor
		31	MFMA	Consolidate and prepare proposed budget and plans for next financial years taking into account previous year performance as per audited financial statements	CFO
		28	MFMA 28	Tabling of a revised budget through adjustment budget	Accounting officer EM
			MFMA 22(b) & 24(3)	Submit table adjustment budget to provincial treasury, national treasury and other affected organs of state	Accounting Officer
	February 2022	09	MSA	IDP/Budget steering committee: screening and first presentation-preliminary projects estimates and Budget adjustment report	Accounting Officer
		10	MFMA &MSA	Mid-year performance assessment report submitted to OAG, national and provincial treasury and the provincial Department of Developmental Local Government and Housing.	Accounting Officer
		Within the 2 <sup>nd</sup> week		Mid-year review with National Treasury	Accounting Officer CFO
		14		Review proposed National and Provincial allocations to municipality to include into draft budget for tabling (Cluster Meetings)	Accounting Officer CFO
		15	MSA 46 MFMA 127(2)	Table in Council the annual report of the Municipality and any Municipal entity for the year ended 30 June	MPAC
		28	MSA 34	Draft 5 year IDP document serves before council for adoption	Manager Strategy & Planning
	March 2022	08	MSA	Drafts IDP publicized for public comments	IDP Manager
		09	MSA	IDP Rep. Forum meeting: Public comments invited in connection with the Draft IDP (workshop)	Accounting Officer

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		28	MFMA	Draft Budget and SDBIP presented to Council	CFO, Accounting Officer
		28	MFMA	Submission of Oversight report to council	Chairperson of Oversight Committee
		28	MFMA	Draft operating and capital budgets, oversight report presented to council, then submitted to OAG, national and provincial Treasury department and the DDLGH	Accounting Officer
Integration	April 2022	05		Draft Budget publicized for public comments	CFO
		11		Multi-stakeholders Consultation Meeting – Presentation of draft IDP and Budget	Accounting Officer CFO
		11		IDP Rep. Forum meeting: Public comments invited in connection with the budget (workshop)	CFO
				Presentation of tariff policies	
		12 – 14		3 <sup>rd</sup> quarter Performance reviews	PMS Manager
		Within the 2 <sup>nd</sup> week		Bench- marking exercise with National Treasury	Accounting Officer CFO
		19		Cash flow analysis and submission of any likely roll over to budget office (Work Session)	CFO
		21		Consider comments of the MEC on assessment of the draft IDP and incorporate programmes and projects of other spheres of government (Work session)	Accounting Officer
Approval	May 2022	01	MFMA	Prepare the final budget documentation for approval taking into account any other new information of a material nature	CFO
		30	MSA MFMA	Tabled Final IDP, annual budget with resolution, setting taxes and tariffs, with changes to IDP and budget related policies, including measurable performance objectives for revenue by source and expenditure by vote for approval of Council before start of budget year	Accounting Officer
Implementation	June 2022	1 <sup>st</sup> week	MSA MFMA 75	New tariffs published	CFO



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		02	MSA& MFMA	Approved IDP and Budget published / advertised for public inspection	IDP Manager BTO
		08	Circular: NT MFMA &MSA	Directors' draft Performance Agreements submitted to the MM	PMS Manager
		13	Circular: NT MFMA &MSA	MM's draft Performance Agreement submitted to the EM	PMS Manager
		22	MFMA	Submission of the SDBIP for approval by the EM	Accounting Officer
		29	Circular: NT & MFMA	<ul style="list-style-type: none"> <li>- Submit annual budget reports to National &amp; Provincial Treasuries (&amp;District Municipality)</li> <li>- Notify department of Local Government in the province about the budget approval</li> <li>- IDP, annual and adjustment budget, budget related policies, annual report, service delivery agreements, long term borrowing contracts published on Council website</li> </ul>	CFO Accounting Officer