

# Emthanjeni Municipality



## *IDP & Budget Process Plan Time Schedule for 2024/2025*

*This is the comprehensive Emthanjeni Local Municipality IDP& Budget Time Schedule. This serves to indicate the institutional preparedness of the municipality to deal with the Integrated Development Plan of Emthanjeni Local Municipality taken into account the Revised IDP Guidelines 2020.*

## EMTHANJENI MUNICIPALITY IDP REVIEW ACTION PLAN FOR 2024 / 2025 FINANCIAL YEAR

No.	ACTIVITY	STRATEGIC INPUT/OUTPUT	TIMEFRAME	RESPONSIBILITY	TO WHOM
1.	<b>Preparation</b> Desktop work	Preparatory work for Reviewed IDP Process Plan	<b>Process starts from 01 July 2023</b>	IDP Officer	IDP Steering Committee
2.	Performance Agreements: (i) Signed by Section 54A (MM) and 56 Senior Managers (ii) Submitted to the Mayor (iii) Published on website within five (5) days (iv) Submitted to MEC of COGHSTA	Compliance with Section 57(2)(1)(b) of MSA – signed PMS Agreements	<b>31 July 2023</b>	MM, Senior Managers, MD, PMS/Risk Officer	Mayor
3.	Submit Q4 quarterly performance report (July 2023 till / Sep 2023) on implementation of the budget and financial state of affairs to Council. (i) Mayor submit to Council (ii) Published on website (iii) Submitted to MEC of COGHSTA (iv) Submitted to NT & PT	Compliance with Section 52(d) of MFMA	<b>31 July 2023</b>	SMCS, MD, PMS/Risk Officer	EXCO
4.	<b>IDP Steering Committee Meeting</b>	First IDP Input Meeting	<b>27 / 28 July 2023</b>	MM, SMCS, MD, IDP Officer	IDP Steering Committee
5.	Formalize the necessary institutional arrangements <ul style="list-style-type: none"> <li>• Roles and responsibility</li> <li>• Mechanism for active community participation</li> </ul> <ul style="list-style-type: none"> <li>○ Timeframes – alignment and coordination to the District IDP Framework</li> </ul>	<ul style="list-style-type: none"> <li>○ Organizational arrangements</li> <li>○ Responsibility to be undertaken by municipal officials</li> <li>○ Effective public participation</li> <li>○ Timeframes and targets</li> </ul>	<b>15 August 2023</b>	IDP Steering Committee	Council
6.	Process Plan Public Consultation Session with Ward Committees	Meetings with Ward Committees	<b>15 – 29 August 2023</b>	MD & IDP Officer	Ward Committees

No.	ACTIVITY	STRATEGIC INPUT/OUTPUT	TIMEFRAME	RESPONSIBILITY	TO WHOM
7.	Table IDP Process Plan & Budget Schedule 2024/2025 to Council for adoption	<ul style="list-style-type: none"> <li>○ Adopted IDP Process Plan &amp; Budget Schedule</li> <li>○ Submission to stakeholders within legislative timeframe</li> </ul>	<b>31 August 2023</b>	MM & CFO	Council
8.	<ul style="list-style-type: none"> <li>○ Annual Performance Report 2022/23 submitted to Auditor General</li> <li>○ AFS 2022/23 submitted to Auditor General</li> </ul>	<ul style="list-style-type: none"> <li>○ Council to note APR</li> <li>○ MPAC to note APR</li> <li>○ Submission of APR to AG</li> </ul>	<b>31 August 2023</b>	MM, CFO, SMCS	Council Auditor General
9.	Advertise the Reviewed Process Plan & Budget Schedule for 2024/2025	<ul style="list-style-type: none"> <li>○ Public notification: Give notice to the local community of particulars of the processes it intends to follow</li> </ul>	<b>14 September 2023</b>	IDP Officer	Community
10.	Preparing of Roll-out Programme for IDP Reviewed Framework & Community involvement meetings (CMTF Preparatory engagement)	IDP Steering Committee involvement meeting	<b>September 2023</b>	Mayor, MM, Ward Councilors IDP Steering Committee	Community
11.	Final PMS Evaluations of MM & Senior Managers	Performance reviewed of MM & Senior Managers for 2022/23	<b>October 2023</b>	MM, SMCS, MD, PMS/Risk Officer	PMS Evaluation panel
12.	Performance Management Input Meeting		<b>October 2023</b>	Mayor, MM	Exco, Cllrs & HOD's
13.	<p><b><u>1<sup>st</sup> round of community consultation &amp; participation</u></b></p> <ul style="list-style-type: none"> <li>○ Outreach campaign to inform the community about the IDP priorities (Social media platforms to be utilized)</li> </ul>	<p><b><u>Breakdown of outreach activities:</u></b></p> <ul style="list-style-type: none"> <li>○ Local level marketing to be considered</li> <li>○ Active multi-media campaign on the IDP</li> </ul>	<b>Mid Sept / October 2023</b>	Mayor, WC, MM All Senior Managers, all Managers, IDP Officer Involvement of CDW's & Ward Committees	Ward 01 to Ward 08 Communities
14.	<p><b><u>Conduct 1<sup>st</sup> IDP Representative Forum Meeting</u></b></p> <ul style="list-style-type: none"> <li>• To say where we are and the process intention</li> <li>• To determine key strategic projects</li> </ul> <p>Explain Budget Process /Budget compilation programme</p>	<ul style="list-style-type: none"> <li>○ Presentation to the IDP Rep Forum</li> <li>○ Input meetings</li> <li>○ Sectoral meetings</li> <li>○ Introduce the process to the forum</li> <li>○ Review IDP objective &amp; strategies</li> <li>○ Consider National, Provincial</li> </ul>	<b>September 2023</b>	Mayor, MM, SMCS, MD, IDP Officer	IDP Rep Forum

No.	ACTIVITY	STRATEGIC INPUT/OUTPUT	TIMEFRAME	RESPONSIBILITY	TO WHOM
		& District Priorities			
15.	<p><b><u>Phase 1: Research, Information Collection &amp; Analysis</u></b></p> <ul style="list-style-type: none"> <li>○ GAP Analysis of existing IDP's &amp; KPA's <ul style="list-style-type: none"> <li>● Situational analysis</li> <li>● Physical and climatic environment</li> <li>● Progress on previous commitments</li> </ul> </li> <li>● Institutional analysis in line with PGDP, WSDP, DGDP, DSDF, New Growth Path, NDP, SPLUMA, DDM, National Local Government Social Cohesion Strategy 2023/24, etc.</li> <li>● Migration, immigration, etc.</li> </ul>	<p>Desktop work</p> <ul style="list-style-type: none"> <li>○ Priority services &amp; project prioritization.</li> <li>○ Service delivery &amp; infrastructure backlogs</li> <li>○ Level of socio-economic development</li> <li>○ State of the natural environment</li> <li>○ Level of physical development (land development)</li> <li>○ Direct / indirect level of impacts migrants inflict on the municipality</li> <li>○ Establish the patterns of migration, etc.</li> <li>○ Identify common challenges confronting migrants</li> <li>○ Economic analysis</li> </ul>	<p><b>Sept / October 2023</b></p>	<p>SMCS, MD, IDP Officer MPMU, LED Officer</p>	<p>Steering Committee</p>

No.	ACTIVITY	STRATEGIC INPUT/OUTPUT	TIMEFRAME	RESPONSIBILITY	TO WHOM
16.	<p><b>Internal Organizational Arrangements</b></p> <ul style="list-style-type: none"> <li>○ Mandate, power and functions</li> <li>○ Institutional SWOT analysis</li> <li>○ Institution transformation</li> </ul> <p>Spatial Development profile Demographic profile Health profile Education and training profile Social development profile Safety and security profile Economic profile Housing profile Land profile Environmental profile Infrastructure profile</p> <ul style="list-style-type: none"> <li>○ Indebt need analysis</li> <li>○ Analysis of MEC's comments on IDP</li> <li>○ Analysis of IDP engagement outcomes</li> <li>○ Development objectives <ul style="list-style-type: none"> <li>● Formulate Vision and Mission statement of the Council</li> <li>● Review of development objectives</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Compile Strategic Development Plan 2024</li> <li>○ Alignment of projects to provincial, national and district projects/programmes</li> <li>○ Internal alignment of SDBIP targets, community consultation on service delivery development and budget targets</li> </ul> <p>Desk Work</p> <p>Rep Forum Workshop</p>	<p><b>October 2023</b></p> <p><b>Ongoing</b></p> <p><b>October 2023</b></p>	<p>MM, SMCS, MD IDP Officer</p> <p>Steering Committee IDP Officer</p>	<p>Steering Committee</p>
17.	<p>Submit Q1 quarterly performance report (July 2023 till September 2023) on implementation of the budget and financial state of affairs to Council.</p> <ul style="list-style-type: none"> <li>(i) Mayor submit to Council</li> <li>(ii) Published on website</li> <li>(iii) Submitted to MEC of COGHSTA</li> <li>(iv) Submitted to NT &amp; PT</li> </ul>	<p>Compliance with Section 52(d) of MFMA</p>	<p><b>30 October 2023</b></p>	<p>SMCS, MD, PMS/RISK Officer</p>	<p>Council</p>

No.	ACTIVITY	STRATEGIC INPUT/OUTPUT	TIMEFRAME	RESPONSIBILITY	TO WHOM
18.	Strategic Planning Session	Setting of strategic direction for Municipality: <ul style="list-style-type: none"> <li>Confirmation of Vision, Mission, Strategic Objectives and Strategies</li> </ul>	November / February	Office of the Mayor MM All Senior Managers	Council Management
19.	<b><u>Phase 2: Vision, Mission, Strategic Objectives &amp; Strategies</u></b> <ul style="list-style-type: none"> <li>Review of IDP objectives &amp; strategies</li> <li>Finalize the development of objectives</li> </ul>	<ul style="list-style-type: none"> <li>Projects are identified &amp; reviewed</li> <li>EPWP projects identified</li> <li>Council Strategic Planning Session</li> </ul>	Between September 2023- March 2024	IDP Steering Committee	Council
20.	<b><u>Conduct 2<sup>nd</sup> IDP Representative Forum Meeting</u></b> <ul style="list-style-type: none"> <li>To say where we are and the process intention</li> <li>To determine key strategic projects</li> <li>Explain Budget Process /Budget compilation programme</li> </ul>	<ul style="list-style-type: none"> <li>Presentation to the IDP Rep Forum</li> <li>Input meetings</li> <li>Sectoral meetings</li> </ul>	November 2023	MM, SMCS, MD IDP Officer	IDP Rep Forum
21.	<b><u>Phase 3: Development of Programmes &amp; Projects</u></b> <ul style="list-style-type: none"> <li>Identification of development projects in the IDP</li> <li>Institutional restructuring &amp; identification of key stakeholders</li> <li>Link projects to: <ul style="list-style-type: none"> <li>Development objective of the Council</li> <li>PMS</li> <li>Budget</li> <li>LG 5 year strategic agenda</li> <li>SDBIP</li> </ul> </li> <li>Consider National, Provincial &amp; District priorities</li> </ul>	<u>Information requirement</u> <ul style="list-style-type: none"> <li>Target group / population</li> <li>Location of the project</li> <li>When it will start &amp; end</li> <li>Who will be responsible for managing it?</li> <li>How much will it cost</li> <li>Where the money will come from</li> <li>Targets &amp; indicators to measure performance &amp; impact of the project.</li> <li>Finalize projects for each objective &amp; programme</li> </ul>	Between September 2023- March 2024	SMCS, MD, MPMU IDP Officer, LED Officer	IDP Steering Committee

No.	ACTIVITY	STRATEGIC INPUT/OUTPUT	TIMEFRAME	RESPONSIBILITY	TO WHOM
22.	<p><b><u>Phase 4: Integration and Consolidation</u></b></p> <ul style="list-style-type: none"> <li>Integrated sector plans (LUS, LED Plan, Disaster Management Plan, Human Settlement Plan, Institutional Plan, Financial Plan, poverty alleviation, gender equity, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Projects must be in line with the Municipality's objectives &amp; strategies</li> <li>Also with the resource framework &amp; comply with the legal requirements.</li> <li>Guide the municipality to integrate various sectors in the IDP to ensure realization of integrated development.</li> </ul>	Between September 2023- March 2024	IDP Steering Committee Council	IDP Rep Forum
23.	Tabling of Midyear Budget & Performance Assessment report Sec 72 of MFMA (July 2023 till December 2023) to the Mayor and table to Council	<ul style="list-style-type: none"> <li>Midyear Budget Assessment tabled to Mayor &amp; Council</li> <li>Midyear Performance Assessment to Mayor &amp; Council</li> <li>Compliance with Section 72 of the MFMA</li> </ul>	25 - 29 January 2024	MM, CFO, SMCS, MD, PMS/Risk Officer	Mayor Council
23.	Tabling of Draft Annual Report 2022/23 to Council	<ul style="list-style-type: none"> <li>Draft Annual Report tabled to Council</li> <li>Public notification:</li> <li>Give notice to the local community</li> <li>Public comments on the Draft AR 2022/23</li> </ul>	<p>End of January 2024</p> <p>21 days – February 2024</p>	MM, SMCS	Council
24.	Midyear Performance Evaluations of MM & Senior Managers	<ul style="list-style-type: none"> <li>Performance reviewed of MM &amp; Senior Managers for Midyear 2023/24</li> <li>Submission of PMS Evaluations Report to MEC</li> </ul>	February 2024	MM, SMCS, MD, PMS/Risk Officer	PMS Evaluation panel
25.	Tabling of Adjustments Budget 2023/24 to Council	<ul style="list-style-type: none"> <li>Adjustments Budget tabled to Council</li> </ul>	25 February 2024	MM, CFO	Council
26.	Tabling of Top Layer KPI Revisions in respect of Adjustment Budget to Council	<ul style="list-style-type: none"> <li>Top Layer KPI Revisions tabled to Council</li> <li>Submission of KPI Revisions to MEC COGHSTA, NT, PT</li> </ul>	25 February 2024	MM, SMCS, MD, PMS/Risk Officer	Council
27.	Tabling of amended IDP in respect of Adjustment Budget to Council	<ul style="list-style-type: none"> <li>Amended IDP tabled to Council</li> <li>Submission of Amended IDP to MEC COGHSTA, NT, PT</li> </ul>	25 February 2024	MM, SMCS, MD IDP Officer	Council
28.	IDP Steering Committee Meeting	Bi-monthly Consultation Meetings Submit inputs by HOD's on:	Bi-monthly Meetings	MM, SMCS, MD, IDP Officer	Steering Committee

No.	ACTIVITY	STRATEGIC INPUT/OUTPUT	TIMEFRAME	RESPONSIBILITY	TO WHOM
		<ul style="list-style-type: none"> <li>Annual Financial Budget</li> <li>MIG Projects</li> <li>EPWP</li> <li>All relevant information</li> </ul>			
29.	Finalization of IDP preliminary budget format		<b>Continuous</b>	MM & HOD's	
30.	IDP Sectoral Meeting	<ul style="list-style-type: none"> <li>Meeting with Pixley ka Seme DM and Regional Government Departments</li> <li>Inputs from different sectors (Agriculture, religious, youth, women, people with disabilities, etc.)</li> </ul>	<b>08 February 2024</b>	Councillors SMCS, MD IDP Officer IDP Steering Committee	Mayor, WC, Exco, HOD's MM
31.	<b><u>Conduct 3<sup>rd</sup> IDP Representative Forum Meeting</u></b>	<ul style="list-style-type: none"> <li>Presentation to the IDP Rep Forum</li> <li>Input meetings</li> <li>Sectoral meetings</li> </ul>	<b>March 2024</b>	MM, SMCS, MD IDP Officer	IDP Rep Forum
32.	Submit draft IDP and 2024/2025 Capital & Operating Budget to the Mayor & Municipal Council	Tabling of IDP & Budget	<b>28 March 2024</b>	Mayor, MM CFO	Mayor, Exco & Councillors
33.	Approval of Draft IDP 2024/25 (Review 2), Draft SDBIP 2024/25 & Draft Budget 2024/25-2026/27		<b>28 March 2024</b>	Mayor, MM CFO, SMCS	
34	Publish Draft IDP for inputs to: <ul style="list-style-type: none"> <li>Shared Services Centre</li> <li>IDP Steering Committee</li> <li>IDP Rep Forum</li> <li>Sector Department</li> <li>Communities</li> </ul>	<ul style="list-style-type: none"> <li>Consultation process to assess budget process and implementation</li> <li>Public participation</li> <li>Present Draft IDP</li> <li>Confirmation of information and projects</li> </ul>	<b>End of March 2024 - 11 April 2024</b>	SMCS, MD IDP Officer	IDP Steering Committee IDP Rep Forum Sector Department
35.	Notice of Draft IDP/ PMS/ Budget	Public comments on the Draft IDP and Budget	<b>21 days – April 2024</b>	SMCS, MD IDP Officer	Ward 1-8 Departments
35.	Submit Q3 quarterly performance report (July 2023 till March 2024) on implementation of the budget and financial state of affairs to Council. (i) Mayor submit to Council	Compliance with Section 52(d) of MFMA	<b>30 April 2024</b>	SMCS, MD, PMS/Risk Officer	Council



No.	ACTIVITY	STRATEGIC INPUT/OUTPUT	TIMEFRAME	RESPONSIBILITY	TO WHOM
	(ii) Published on website (iii) Submitted to MEC of COGHSTA (iv) Submitted to NT & PT				
37.	CMTP Preparatory engagement		April / May 2024		
38.	Community IDP & Budget Report Back Meetings (Social media platforms to be utilized)	Ward 1-8	Between 11 April 2024 – 05 May 2024	Mayor, WC, Exco, Cllrs, MM & HOD's	Community
39.	<b>Conduct 4<sup>th</sup> IDP Representative Forum Meeting</b> Final IDP prioritizing and sector departments meeting	<ul style="list-style-type: none"> <li>○ Presentation to the IDP Rep Forum</li> <li>○ Input meetings</li> <li>○ Sectoral meetings</li> <li>○ Budget process as per MFMA</li> </ul>	May 2024	MM, SMCS, MD IDP Officer	IDP Rep Forum
40.	Table Budget aligned to IDP	Budget preparation progress is informed by IDP drafting process	90 days before the start of a Municipal financial year	MM & CFO	Mayor, Exco & Councillors
41.	<b>Phase 5: Adoption &amp; Approval</b> Adopt Final Integrated Development Plan 2022-27 (Review 2), Final Budget 2024-2027 & Policies, Sector Plans	<ul style="list-style-type: none"> <li>○ Final IDP to Corporate /HR Services Committee</li> <li>○ Final IDP to Exco</li> <li>○ Reviewed IDP adopted by Council</li> </ul>	30 May 2024	MM, SMCS, MD IDP Officer	Council
42.	Notice of Final IDP/ Budget	Publicize the Final IDP and Budget	21 days – June 2024	SMCS, MD IDP Officer	Ward 1-8 Departments
43.	Community notification of Approved Final IDP Concept/extracts from the plan are available for public inspection at specified places	Publicize a summary of the Revised IDP	Timeframes: within 14 days after adoption by Council	IDP Officer	
44.	Submit reviewed IDP to Provincial IDP Coordinator	<ul style="list-style-type: none"> <li>○ Legal compliance</li> <li>○ Assessment</li> <li>○ Comments from national and provincial IDP assessment panel</li> </ul>	Timeframes: within 10 days of adoption/ amendment of the plan	MM, SMCS, MD IDP Officer	Provincial IDP Coordinator
45.	Submit reviewed and adopted IDP to MEC for Local Government National Treasury Pixley Ka Seme DM, COGHSTA Regional Office, etc.	Legal Compliance	By 10 June 2024	MM, CFO, SMCS	Submit a copy of the IDP as adopted by the council to the MEC for Local Government

No.	ACTIVITY	STRATEGIC INPUT/OUTPUT	TIMEFRAME	RESPONSIBILITY	TO WHOM
46.	<u><b>Finalizing</b></u> Approval of SDBIP Submission of Approved Budget and SDBIP to 1.National Treasury, PT & RT 2. SALGA 3.COGHSTA 4.Pixley Ka Seme Publication of High-level Summary Budget & SDBIP <ul style="list-style-type: none"> <li>○ Website</li> <li>○ Local newspaper</li> <li>○ Hard copies</li> </ul>	Legal Compliance	<b>14 June 2024</b> <b>28 June 2024</b>  <b>within 10 days of approval by Mayor</b>	Mayor, MM   MM	
47.	Monitor & Review Performance targets in the SDBIP & Performance contracts		<b>July 2023 –June 2024</b>	MM & HOD's MD PMS Officer	Council
48.	<u><b>Implementation</b></u> Operational Business Plans for each project being identified Reporting, Monitoring, Audit & Review	Rep Forum Monitor & track progress of the implementation of the IDP Desk Work Prepare copies for circulation	<b>Continuous</b>	IDP Steering Committee MPMU	Council

**NB: The IDP Process Plan is linked to the Budget Schedule and is subject to change, through written and oral notice but will be executed accordingly.**