

# Emthanjeni Municipality



## *IDP Process Plan Time schedule for 2023/2024 Revised IDP Framework*

*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 2023 / 2024 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 2022</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 (iv) Submitted to MEC of COGHSTA	Compliance with Section 57(2)(1)(b) of MSA – signed PMS Agreements	<b>29 July 2022</b>	MM, Senior Managers, MD, PMS/Risk Officer	Mayor
3.	Submit Q4 quarterly performance report (July 2022 till Sep 2022) 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>29 July 2022</b>	SMCS, MD, PMS/Risk Officer	Council
4.	<b>IDP Steering Committee Meeting</b>	First IDP Input Meeting	<b>04 August 2022</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 2022</b>	IDP Steering Committee	Council
6.	Process Plan Public Consultation session with Ward Committees	Meetings with Ward Committees	<b>15 – 25 August 2022</b>	MD & IDP Officer	Ward Committees

No.	ACTIVITY	STRATEGIC INPUT/OUTPUT	TIMEFRAME	RESPONSIBILITY	TO WHOM
7.	Table IDP Process Plan & Budget Schedule 2023/2024 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 2022</b>	MM & CFO	Council
8.	<ul style="list-style-type: none"> <li>○ Annual Performance Report 2021/22 submitted to Auditor General</li> <li>○ AFS 2021/22 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 2022</b>	MM, CFO, SMCS	Council Auditor General
9.	Advertise the Reviewed Process Plan & Budget Schedule for 2023/2024	<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>09 September 2022</b>	IDP Officer	Community
10.	Preparing of Roll-out Programme for IDP Reviewed Framework & Community involvement meetings (CMTP Preparatory engagement)	IDP Steering Committee involvement meeting	<b>September 2022</b>	Mayor, MM, Ward Councilors IDP Steering Committee	Community
11.	Final PMS Evaluations of MM & Senior Managers	Performance reviewed of MM & Senior Managers for 2021/22	<b>September 2022</b>	MM, SMCS, MD, PMS/Risk Officer	PMS Evaluation panel
12.	Performance Management Input Meeting		<b>October 2022</b>	Mayor, MM	Exco, Cllrs & HOD's
13.	1 <sup>st</sup> round of community consultation & participation <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>	<u>Breakdown of outreach activities:</u> <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>Sept / October 2022</b>	Mayor, WC, MM All Senior Managers, all Managers, IDP Officer Involvement of CDW's & Ward Committees	Communities of De Aar, Britstown and Hanover
14.	Conduct 1 <sup>st</sup> IDP Representative Forum meeting <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> Explain Budget Process /Budget compilation programme	<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>October 2022</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> <li>● Institutional analysis in line with PGDP, WSDP, DGDP, DSDF, New Growth Path, NDP, SPLUMA, DDM, etc.</li> </ul> </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> </ul>	<p><b>Sept / October 2022</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 2023</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 2022</b></p> <p><b>Ongoing</b></p> <p><b>October 2022</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 2022 till September 2022) on implementation of the budget and financial state of affairs to Council.</p> <p>(i) Mayor submit to Council (ii) Published on website (iii) Submitted to MEC of COGHSTA (iv) Submitted to NT &amp; PT</p>	<p>Compliance with Section 52(d) of MFMA</p>	<p><b>14 December 2022</b></p>	<p>SMCS, MD, PMS/RISK Officer</p>	<p>Council</p>

No.	ACTIVITY	STRATEGIC INPUT/OUTPUT	TIMEFRAME	RESPONSIBILITY	TO WHOM
18.	<p><b><u>Phase 2: Vision, Mission, Strategic Objectives &amp; Strategies</u></b></p> <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>	<p><b>Between September 2022-March 2023</b></p>	IDP Steering Committee	Council
19.	<p><b><u>Phase 3: Development of Programmes &amp; Projects</u></b></p> <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>	<p><u>Information requirement</u></p> <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>	<p><b>Between September 2022-March 2023</b></p>	SMCS, MD, MPMU IDP Officer, LED Officer	IDP Steering Committee
20.	<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, 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>	<p><b>Between September 2022-March 2023</b></p>	IDP Steering Committee Council	IDP Rep Forum
21.	<p>Conduct 2<sup>nd</sup> IDP Representative Forum meeting</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>	<ul style="list-style-type: none"> <li>Presentation to the IDP Rep Forum</li> <li>Input meetings</li> <li>Sectoral meetings</li> </ul>	<p><b>March 2023</b></p>	MM, SMCS, MD IDP Officer	IDP Rep Forum

No.	ACTIVITY	STRATEGIC INPUT/OUTPUT	TIMEFRAME	RESPONSIBILITY	TO WHOM
	Explain Budget Process /Budget compilation programme				
22.	Tabling of Midyear Budget & Performance Assessment report Sec 72 of MFMA (July 2022 till December 2022)	<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>	<b>27 January 2023</b>	MM, CFO, SMCS, MD, PMS/Risk Officer	Mayor Council
23.	Tabling of Draft Annual Report 2021/22 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 2021/22</li> </ul>	<b>End of January 2023</b>  <b>21 days – February 2023</b>	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 2022/23</li> <li>○ Submission of PMS Evaluations Report to MEC</li> </ul>	<b>February 2023</b>	MM, SMCS, MD, PMS/Risk Officer	PMS Evaluation panel
25.	Tabling of Adjustments Budget 2022/23 to Council	<ul style="list-style-type: none"> <li>○ Adjustments Budget tabled to Council</li> </ul>	<b>February 2023</b>	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>	<b>February 2023</b>	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>	<b>February 2023</b>	MM, SMCS, MD IDP Officer	Council
28.	IDP Steering Committee Meeting	Bi-monthly Consultation Meetings Submit inputs by HOD's on: <ul style="list-style-type: none"> <li>● Annual Financial Budget</li> <li>● MIG Projects</li> <li>● EPWP</li> <li>● All relevant information</li> </ul>	<b>Bi-monthly Meetings</b>	MM, SMCS, MD, IDP Officer	Steering Committee
29.	Finalization of IDP preliminary budget format		<b>Continuous</b>	MM & HOD's	

No.	ACTIVITY	STRATEGIC INPUT/OUTPUT	TIMEFRAME	RESPONSIBILITY	TO WHOM
30.	IDP Sectoral Meeting	<ul style="list-style-type: none"> <li>o Meeting with Pixley ka Seme DM and Regional Government Departments</li> <li>o Inputs from different sectors (Agriculture, religious, youth, women, people with disabilities, etc.)</li> </ul>	08 February 2023	Councillors SMCS, MD IDP Officer IDP Steering Committee	Mayor, WC, Exco, HOD's MM
31.	Submit first draft IDP and 2023/2024 Capital & Operating Budget to the Mayor & Municipal Council	Tabling of IDP & Budget	31 March 2023	Mayor, MM CFO	Mayor, Exco & Councillors
32.	Approval of Draft IDP 2023/24 (Review 1), Draft SDBIP 2023/24 & Draft Budget 2023/24-2025/26		31 March 2023 90 days before the start of a Municipal financial year	Mayor, MM CFO, SMCS	
33.	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>o Consultation process to assess budget process and implementation</li> <li>o Public participation</li> <li>o Present Draft IDP</li> <li>o Confirmation of information and projects</li> </ul>	End of March 2023 08 April 2024	SMCS, MD IDP Officer	IDP Steering Committee IDP Rep Forum Sector Department
34.	Notice of Draft IDP/ PMS/ Budget	Public comments on the Draft IDP and Budget	21 days – April 2023	SMCS, MD IDP Officer	Ward 1-8 Departments
35.	Submit Q3 quarterly performance report (July 2022 till March 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	30 April 2023	SMCS, MD, PMS/Risk Officer	Council
36.	CMTP Preparatory engagement		04-06 April 2023		



No.	ACTIVITY	STRATEGIC INPUT/OUTPUT	TIMEFRAME	RESPONSIBILITY	TO WHOM
37.	Community IDP & Budget Report Back Meetings (Social media platforms to be utilized)	<ul style="list-style-type: none"> <li>Ward 1-8</li> </ul>	<b>Between 11 April 2023 – 05 May 2023</b>	Mayor, WC, Exco, Cllrs, MM & HOD's	Community
38.	Final IDP prioritizing and sector departments meeting	Budget process as per MFMA	<b>May 2023</b>	IDP Steering Committee	Community Sector Departments Council
39.	Table Budget aligned to IDP	Budget preparation progress is informed by IDP drafting process		MM & CFO	Mayor, Exco & Councillors
40.	<b>Phase 5: Adoption &amp; Approval</b> Adopt Final Integrated Development Plan 2023-24 (Review 1), Final Budget 2023-2026 & 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>	<b>31 May 2023</b>	MM, SMCS, MD IDP Officer	Council
41.	Notice of Final IDP/ Budget	Publicize the Final IDP and Budget	<b>21 days – June 2023</b>	SMCS, MD IDP Officer	Ward 1-8 Departments
42.	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	<b>Timeframes: within 14 days after adoption by Council</b>	IDP Officer	
43.	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>	<b>Timeframes: within 10 days of adoption/ amendment of the plan</b>	MM, SMCS, MD IDP Officer	Provincial IDP Coordinator
44.	Submit reviewed and adopted IDP to MEC for Local Government National Treasury Pixley Ka Seme DM, etc.	Legal Compliance	<b>By 10 June 2023</b>	MM, CFO, SMCS	Submit a copy of the IDP as adopted by the council to the MEC for Local Government
45.	<b>Finalizing</b> 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	Legal Compliance	<b>14 June 2023 28 June 2023</b>  <b>within 10 days of approval by Mayor</b>	Mayor, MM  MM	

No.	ACTIVITY	STRATEGIC INPUT/OUTPUT	TIMEFRAME	RESPONSIBILITY	TO WHOM
	<ul style="list-style-type: none"> <li>○ Website</li> <li>○ Local newspaper</li> <li>○ Hard copies</li> </ul>				
46.	Implementation of Municipal Staff Regulation	Municipal Staff Regulation 890 and Guidelines 891	July 2022 –June 2023	MM & HOD's MSS, MD PMS Officer HR Officer	
47.	Monitor & Review Performance targets in the SDBIP & Performance contracts		July 2022 –June 2023	MM & HOD's MD PMS Officer	Council
48.	<b>Implementation</b> 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	Continuous	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.**