

NAMAKWA DISTRICT



SCHEDULE OF KEY DEADLINES

for
2024/2025

in the
Financial Year
2023/2024

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1. Introduction

The Integrated Development Plan (IDP) is the municipality's principal strategic planning document. The IDP articulates to the community which part of the longer term spatial development plan (20 to 30 years) of the municipality, the current council will be targeting to achieve during its 5 year term (2022/23 – 2026/27).

It is therefore important that the IDP demonstrates how the municipalities' projects, programmes and activities are coordinated and integrated, both internally between directorates and externally between stakeholders, vested interest groups and other spheres of government. The IDP must ultimately enhance integrated service delivery and development and promote a sustainable, integrated community in the municipality. The IDP provides a view of the complete basket of services which the municipality provides, bearing in mind that communities cannot be developed in a fragmented manner. The priorities identified in the IDP ultimately become the key strategic plan of the municipality and inform the financial planning and budgeting process to be undertaken.

This document discusses and outlines the activities which the municipality will undertake to review the existing IDP and budget, and development of the 2024/2025 IDP review, budget and Service Delivery and Budget Implementation Plan (SDBIP). It is fundamental that citizen involvement is increased through municipal driven structure such as representative forum.

The document sets-out how the municipality intends to engage the community during the upcoming budget process. It is important to bear in mind that the end result of the IDP process is not only to produce an updated IDP document, budget and SDBIP but the actual implementation of projects and service delivery which will ultimately improve the conditions in which the people of Namakwa District Municipality live daily. This document is the municipal council's policy tool to guide the administration and council on when what must take place to ensure a credible and relevant budget process.

2. Legal Framework - IDP and Budget Process Plan¹

¹ To ensure minimum quality standards during the IDP process and a proper coordination between and within the spheres of government, the preparation of the planning process is regulated by the MSA. Section 28 of the MSA stipulates that;

- ❖ Each Municipal Council must adopt a process, in writing, to guide the planning, drafting, adoption and review of the IDP.
- ❖ The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- ❖ A municipality must give notice to the local community of particulars of the process it intends to follow.

Section 29(1) of the MSA requires that the process must;

- ❖ be in accordance with a predetermined programme specifying timeframes for the different steps;

Section 28(1) of the Municipal System Act, (Act 32 of 2000) (the MSA) requires the municipal council to adopt a process, in writing, to guide the planning, drafting and review of its IDP. Sections 21 and 53 of the MFMA make the Mayor of the municipality responsible to co-ordinate and integrate the processes of (i) preparing the annual budget and SDBIP and (ii) reviewing the IDP. The MFMA requires that the Mayor tables the time schedule outlining the key activities in the budget process to Council for approval. This must annually be completed by the latest on 31 August of each year (at least ten (10) months before the start of the budget year). The budget process plan, immediately after its approval must be submitted in hard and electronic copies to:

- the National Treasury (lg.documents@treasury.gov.za);
- the Northern Cape Provincial Treasury (ncptmfma@ncpg.gov.za) ; and
- the Department of Cooperative Governance Human Settlement and Traditional Affairs (COGHSTA).

This document outlines the programme Namakwa District Municipality will follow during 2023/2024 and provides detail on the issues required in the MSA and MFMA. A process plan must include the following:

- ❖ A programme specifying time-frames for the different steps;
- ❖ Outline mechanisms, processes and procedures for consultation of the community, organs of state, traditional authorities and role-players;
- ❖ A consultation process for price increases of bulk resources (water, electricity, etc.);
- ❖ Identify all plans and planning requirements binding on the municipality;
- ❖ Be consistent with any other matters prescribed by legislation.

3. Purpose of and reporting against the IDP and Budget Process Plan

The purpose of the process plan is to indicate the various planned activities, strategies and timeframes to compile the 5th generation IDP for the five year cycle (2022/2023 – 2026/2027) -2nd revision 2024/2025, the budget for 2024/2025 and the two outer years including the SDBIP.

The process plan aims to ensure integration and alignment between the IDP, Budget and SDBIP, thereby ensuring the development of an IDP based budget. It fulfils the role of a business plan or an operational framework for the IDP outlining the manner

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- ❖ through appropriate mechanisms, processes and procedures allow for the local community to be consulted on its development needs and priorities, allow the local community to participate in the drafting of the IDP, and allow organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the IDP;
 - ❖ Provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation.

in which the IDP process will be undertaken. In addition, it identifies the activities in the process around the key statutory annual operational processes in the budget, SDBIP and IDP compilation, performance management implementation and the adoption of the municipality's annual report.

The IDP and Budget processes are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and budget related policies and the final budget and SDBIP are consistent and credible. Credibility refers to the municipality's ability and capacity to spend and deliver services in accordance with its approved budget. The process creates its own dynamics since it involves external role-players and vested interest groups. This requires accurate logistical planning and arrangements of engagement sessions to ensure that the process is implemented in accordance with the approved time schedule.

Experience has taught us that deviation from the approved time schedule may occur due to unforeseen events and circumstances which are beyond the control of the municipal council and the administration. This may require adjustment to the timeframes to ensure that the execution of the process remains practical and that all legislative requirements are adhered to. The Mayor as coordinator of the budget process will regularly inform council, the National Treasury, provincial treasury and the Department of Cooperative Governance Human Settlement and Traditional Affairs (COGHSTA) on progress against the approved targets and timeframes and any adjustments that may be required.

4. Mediums / Methods of informing stakeholders in the IDP and Budget process

The following mediums/methods can be used to inform or communicate to stakeholders at any point in time during the process:

- Road shows and community meetings
- Radio Talk Shows and Announcements
- Newspaper Publications
- Flyers, Posters and Pamphlets
- Community Newsletters

5. Roles and Responsibilities

One of the prerequisites of a well organised IDP process is for all role players to be fully aware of their own as well as other role player's responsibilities. Tables 1 and 2 below outline a brief description thereof.

6. Table 1: Roles and Responsibilities within the municipality

<i>ROLE PLAYERS</i>	<i>ROLES AND RESPONSIBILITIES</i>
<i>Council</i>	<ul style="list-style-type: none"> ➤ Approve and adopt the process and framework plans as well as IDP and budget ➤ Monitor the implementation and approve any amendments of the plan when necessary.
<i>Mayor and Financial Committee</i>	<ul style="list-style-type: none"> ➤ Consider the IDP and Budget timetable and Process Plan and submit to Council for approval annually by latest 31 August. ➤ Overall political guidance, management, coordination and monitoring of the IDP and budget process (MFMA section 53). ➤ Establish a budget steering committee as envisaged in the Municipal Budget and Reporting Regulations (MBRR) (Regulation 4). ➤ Chair the budget steering committee. ➤ Assign and delegate responsibilities in this regard to the Municipal Manager. ➤ Submit the draft IDP, budget and SDBIP to Council for community consultation and approval. ➤ Submit final IDP and Budget to Council for adoption. ➤ The Mayor must approve the final SDBIP within 28 days after the approval of the budget. ➤ Co-ordinate plans and timetables for the Budget. ➤ Exercise close oversight on the IDP, Budget and SDBIP preparation. ➤ Ensure and drives political engagement with the province and national departments on unfunded or under-funded mandates. ➤ Escalate community priorities and requests (relating to national and/ or provincial mandates) formally, in writing, to the relevant national/ provincial organs of state – follow-up and coordinate that feedback to the community is provided.
<i>Mayor</i>	<ul style="list-style-type: none"> ➤ Overall monitoring of the public participation process. ➤ Establish and exercise oversight over ward committees.
<i>Ward Councillors / Ward Committees</i>	<ul style="list-style-type: none"> ➤ Form a link between the municipality and residents. ➤ Link the IDP, Budget and SDBIP process to their respective Wards. ➤ Assist in the organising of public consultation and participation. ➤ Explain and engage the community during the process. ➤ Monitor the implementation of the IDP, budget and SDBIP with respect to their particular wards. ➤ Encourage residents to take part in the IDP process. ➤ Provide feedback to the community during and AFTER APPROVAL of the IDP, budget and SDBIP. Especially on community priorities that could not be accommodated and the reasons for such, including when or how it will be addressed in future.
<i>Municipal Manager</i>	<ul style="list-style-type: none"> ➤ Managing and coordinate the entire IDP process as assigned by the Mayor. ➤ Fulfil the duties of Accounting Officer as set out in Sections 68 and 69 of the MFMA, Act 56 of 2003. ➤ Ensure that the budget is prepared in the prescribed format and includes the minimum prescribed information and in the sequence prescribed (MFMA and Municipal Budget and Reporting Regulations (MBRR)). ➤ Certifies and signs-off that the budget does meet the minimum quality and content requirements (MFMA and MBRR).

<p><i>Strategic Planning Manager / Office</i></p>	<ul style="list-style-type: none"> ➤ Prepare IDP process plan and monitor the timeously implementation thereof. ➤ Day to day management and coordination of the IDP process. ➤ Ensure stakeholder engagement in the IDP process by organising and setting up meetings for engagement. ➤ Ensure that the IDP process is participatory and that planning is ward-based oriented. Respond to public and MEC comments on Draft IDP. ➤ Compilation of a comprehensive IDP document that complies with all legislator requirements. ➤ Amend the IDP document in accordance with the comments of the MEC. ➤ Assist the Mayor to coordinate the process of establishing ward committees. ➤ Responsible for logistical arrangements pertaining to ward committee meetings. ➤ The responsibility to meet regularly with the ward committees to ensure appropriate communication with the communities through the ward committee structure. ➤ The responsibility to ensure that representations made through the ward committees and ward councillors are channelled to the appropriate structures/functionaries for further attention/information. ➤ To provide the administrative support to ward committees. ➤ To coordinate within the administration and prepare a consolidated formal document of the community needs/ requests (relating to national/ provincial mandates) that arose during community engagements. This must be provided to the Mayor for escalation to national/ provincial organs of state.
<p><i>Head of Departments</i></p>	<ul style="list-style-type: none"> ➤ Provide relevant technical, sector and financial information analysis. ➤ Provide technical expertise in consideration and finalisation of strategies and identification of projects. ➤ Provide departmental, operational and capital budgetary information. ➤ Preparation of project proposals, integration of projects and sector programmes.
<p><i>IDP / Budget Steering Committee</i></p>	<ul style="list-style-type: none"> ➤ Refinement and quality check of IDP document to ensure compliance with legislation. ➤ Consist of Municipal Manager, Senior Management, Strategic Planning Manager/Office, and Mayor. ➤ To provide technical assistance to the mayor in discharging the responsibilities set out in Section 53 of the MFMA. ➤ Consist of the portfolio Councillor for Financial matters, the Municipal Manager, Chief Financial Officer, Senior Managers and any technical experts on infrastructure, the manager responsible for budgeting and manager responsible for planning.
<p><i>IDP Representative Forum</i></p>	<ul style="list-style-type: none"> ➤ Provide an organisational mechanism for discussion, negotiation and decision making between stakeholders. ➤ Represents the interest of their constituencies in the IDP process. ➤ Monitors the performance of the planning and implementation process. ➤ Comprises of the Mayor, Councillors, Ward Committees, Municipal Manager, Senior Management, representatives of various sectors, NGO's, Government Departments and specialised community members.

7. Table 2: Distribution of roles and responsibilities between the municipality and external role players

<i>ROLE PLAYERS</i>	<i>ROLES AND RESPONSIBILITIES</i>
<i>Namakwa District Municipality</i>	<ul style="list-style-type: none"> ➤ Approve the IDP, budget and SDBIP. ➤ Undertake the overall planning, management and coordination of the IDP and budget process. ➤ Consider comments of the MEC's for local government and finance, the National Treasury and/ or provincial treasury and other national and/ or provincial organs of state on the IDP, Budget and SDBIP and adjust if necessary. ➤ Ensure linkage between the Budget, SDBIP and IDP.
<i>Local Residents, Communities and Stakeholders</i>	<ul style="list-style-type: none"> ➤ Represents interest and contributes knowledge and ideas in the IDP process by participating in and through the local municipalities. ➤ Keep constituencies informed on IDP activities and outcomes.
<i>Local B-Municipalities</i>	<ul style="list-style-type: none"> ➤ Ensure alignment of the IDP between the local municipalities and the district municipality (Integrated District and Local Planning). ➤ Preparation of joint strategy workshops between Municipality, Provincial and National government.
<i>Provincial Government</i>	<ul style="list-style-type: none"> ➤ Ensure horizontal alignment of the IDP between the municipality and the District municipality. ➤ Ensuring vertical and sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at local/district level. ➤ Ensure efficient financial management of Provincial grants. ➤ Monitor the IDP and budget progress. ➤ Assist municipalities in compiling the IDP and budget. ➤ Coordinate and manage the MEC's assessment of the IDP. ➤ Provincial Treasury must provide views and comments on the draft budget and any budget-related policies and documentation for consideration by council when tabling the budget. ➤ Conduct Medium Term Revenue and Expenditure Framework (MTREF) budget and IDP assessments.
<i>Sector Departments</i>	<ul style="list-style-type: none"> ➤ Contribute sector expertise and knowledge. ➤ Provide sector plans and programmes for inclusion in the IDP and budget.
<i>National Government</i>	<ul style="list-style-type: none"> ➤ National Treasury issues MFMA Circulars and guidelines on the manner in which municipal councils should process their annual budgets, including guidelines on the formation of a committee of the council to consider the budget (Section 23(3) of the MFMA). ➤ National Treasury issues guidance and provide support to the provincial treasury to assess the budget, SDBIP and integrations/ links of the budget with the IDP.

8. NAMAKWA DISTRICT MUNICIPALITY

2024/2025 IDP AND BUDGET PROCESS TIME-SCHEDULE

FOR THE APPROVAL OF THE 2024/2025 IDP, BUDGET AND SDBIP

Required in terms of Section 21(1)(b) of the MFMA

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
1	Jun 2023	Assess the 2023/2024 IDP & Budget process to address deficiencies, improvements and ensure integration and alignment of processes for 2024/2025.	Strategic Planning Office	Strategic Planning Manager & Chief Financial Officer	Internal Process	27 June 2023	
2	Jul 2023	Draft 2024/2025 <i>IDP and Budget process time schedule</i> outlining the steps and timeframes for compilation of the 2024/2025 IDP, Budget and two outer year's Budget and SDBIP	Strategic Planning Office	Strategic Planning Manager & Chief Financial Officer	MFMA S21(1)(b)	10 July 2023	
3		Consider MEC comments and recommendations on assessment of initial IDP Document and IDP processes followed.	Strategic Planning Office	Municipal Manager Senior Managers	MSA S21	31 July 2023	
4		Signing of 2023/2024 performance contracts for Section 56 Managers and Submission to the Mayoral Committee. Signing of lower levels staff performance agreements.	Office of the MM	Municipal Manager	MFMA S53(1)(c)(iii)	31 July 2023	
5		Prepare and finalise Departmental Plans	All Departments	Municipal Manager Senior Managers	Internal Process	31 July 2023	
6		Section 56 Managers 2023/2024 Performance Assessments Final Performance Assessments of lower level staff	MM	Municipal Manager Mayor	MSA and MFMA	31 July 2023	
7		Finalise logistic processes in respect of each of the IDP and budget meetings and table a business plan to Management in this regard.	Strategic Planning Office	Strategic Planning Manager	Internal Process	31 July 2023	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
8	Aug 2023	Convene IDP and Budget Steering Committee Meeting.	Strategic Planning Office	Strategic Planning Manager	MSA Chapter 5	14 August 2023	
9		Operational Budget: Salary/Wages schedules to Senior Managers for scrutiny & Corrections	BTO	CFO Senior Management	Internal Process	14 August 2023	
10		Consult Sector Departments to establish programme/Projects for 5 years – Inter-governmental engagements on IDP and Budget	Strategic Planning Office Finance	Strategic Planning Manager CFO	MSA Chapter 5 S24	28 August 2023	
11		Tabling of and briefing Council on the Draft 2024/2025 IDP/Budget Process Plan for approval, including time schedules for IDP/Budget Public participation meetings.	Strategic Planning Office Finance	Strategic Planning Manager Chief Financial Officer	MFMA S21(1)(b)	25 August 2023	
13	Sep 2023	Advertise the budget process and dates of IDP/Budget Public meetings on Municipal Website, Municipal Newsletter and Local Newspapers	Strategic Planning Office	Strategic Planning Manager Municipal Manager	MSA and MFMA	04 September 2023	
14		Municipal Strategic Plan Workshop with Council: Review Municipal KPA and Strategic Objectives	Office of the MM	Municipal Manager Senior Managers Council	Internal Process	01 – 25 September 2023	
15		Operational Budget: Salary/Wages schedules with corrections and recommendations to be returned to Finance Department	All Departments	Senior Managers CFO	Internal Process	15 September 2023	
16	Oct 2023	Departments to be provided with the previous financial year 5 year Capital Plan in order to be able to indicate any changes that need to be made and identify any new projects that needs to be added for the compilation of the Draft Capital Budget	Finance	CFO Senior Management	Internal Process	02 October 2023	
17		Management to be provided with the previous year's operating expenditure / income actual and current year projections to be used as a base for new Operating Budget. (CFO will further submit budget guidelines to Budget Steering Committee for approval. Guidelines to include deadline dates by which Departments have to meet as well as	Finance	CFO Senior Management IDP / Budget Steering Committee	Internal Process	16 October 2023	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
		submission of requests per line item with a zero based budget)					
18		Attend District Stakeholders Engagement Session to inform Sector Departments and Stakeholders of IDP/Budget needs analysis.	Strategic Planning Office	Strategic Planning Manager	Internal Process	16 October 2023	
19		Table Revised Strategic Plan in Council for approval	Office of the MM	Municipal Manager	Internal Process	30 October 2023	
20		Review Municipal Spatial Development Framework	Strategic Planning Management	Manager Planning and Development	Internal Process	30 October 2023	
21		Submit Quarterly Report (July 2020 – September 2020) on implementation of budget and financial state of affairs to Council	Office of the MM	Mayor	MFMA S52(d)	30 October 2023	
22		Engagements with Provincial Government regarding any adjustments to projected allocations for next 3 years in terms of the MTREF	Finance	CFO Senior Managers	MFMA S28	30 October 2023	
23		Updating and review of strategic elements of IDP in light of the focus of Council	Strategic Planning Office	Strategic Planning Manager	MSA	30 October 2023	
24	Nov 2023	Operational Budget: Income / Expenditure inputs and statistics to be returned to Budget Office	All Departments	Senior Managers	Internal Process	16 November 2023	
25		Management Identify/Create Projects as outcome of the prioritisation of development needs during IDP public engagements sessions within projected budget allocations.	All Departments	CFO Senior Managers	MSA	02 – 20 November 2023	
26		Convene IDP/ Budget Steering Committee Meeting: Identify projects with Budget Allocations; prioritise implementation and integration where possible.	Strategic Planning Office	Strategic Planning Manager IDP Steering Committee	MSA	20 November 2023	
27		Review Municipal Strategies, objectives, KPA's, KPI's and targets. - Identification of priority IDP KPI's incorporate in IDP and link to budget	Strategic Planning Manager	IDP Steering Committee CFO	MSA and MFMA	02– 20 November 2023	
28		Capital Budget: Inputs from the different Departments to be returned to the Budget Office	All Departments	Senior Managers	Internal Process	27 November 2023	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
29		Management articulates outcomes, objectives, priorities and outputs desired for next three years and submit capital budget project proposals for draft IDP Review document to Budget Office	All Departments	Budget Steering Committee Senior Management	Internal Process	27 November 2023	
30		Based on financial statements of 2022/23 determine municipality's financial position & assess its financial capacity & available funding for next three years	Finance	CFO	Internal Process	27 November 2023	
31		Finalise Salary Budget for 2024/2025	Finance	CFO	Internal Process	27 November 2023	
32		Municipal Strategic Session to deliberate on (a) the 5 / 10 year Spatial Development Plan (SDP) and (b) high level strategic issues to redefine Council's short term Strategic Agenda to implement SDP.	Office of the MM	Municipal Manager Senior Managers Mayor Councillors	Internal Process	30 November 2023	
33	Dec 2023	Finalise preliminary projections on operating revenue and expenditure budget for 2024/2025	Finance	CFO	Internal Process	07 December 2023	
34		Held District IDP Representative Forum Meeting – Adopt the District IDP Framework and discuss District Interventions in terms of IDP and budget planning for the review process.	Strategic Planning Office	Municipal Manager Strategic Planning Manager CFO	MSA	14 December 2023	
35		Workshop 1: Draft IDP, Budget and proposed tariffs and SDBIP with Council. Provide progress update to council against IDP/Budget process schedule and obtain approval for any adjustments to process.	Strategic Planning Office	Mayor Municipal Manager Strategic Planning Manager CFO	MFMA & MSA	Late November/ early December 2023	
36		Finalise expenditure on operational budget for the budget year and two outer years.	Finance	CFO	Internal Process	21 December 2023	
37		Conclusion of Sector Plans and integration into the IDP document	Strategic Planning Office	Strategic Planning Manager	MSA	21 December 2023	
38		Finalise departmental Plans and link to IDP	All Departments	Strategic Planning Manager Senior Managers	MSA	21 December 2023	
39		Submit Draft IDP, Budget and SDBIP to senior managers with proposed schedule of Meetings for post IDP & Budget Feedback & Consultation Process	Strategic Planning Office	Strategic Planning Manager	MSA	15 January 2024	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
40	Jan 2024	Management finalise the Draft IDP & Capital Budget for referral to IDP & Budget Steering Committees. Processes to be followed to be clearly set out in municipality’s budget management and implementation policy.	Office of the MM	Municipal Manager Senior Management	Internal Process	15 January 2024	
41		Tabling of 2023/2024 Mid-Year Assessment (to potentially influence 2024/2025) to Council	Office of the MM	Municipal Manager Senior Management	MFMA S72	23 January 2024	
42		Submit Quarterly Report (Oct 2023 – Dec 2024) on implementation of budget and financial state of affairs to Council. Consider combining with MFMA S. 72 mid-year performance assessment.	Office of the MM	Mayor	MFMA S52(d)	30 January 2024	
43		Tabling of 2022/2023 Annual Report to Council	Office of the MM	Municipal Manager	MFMA S127(2)	29 January 2024	
44		Convening Budget Steering Committee Meeting for the purpose to discuss and prioritise draft Capital projects for the next three years	Office of the MM	Budget Steering Committee	MSA S29	29 January 2024	
45		Final review of municipal strategies, objectives, KPA’s, KPI’s and targets	Strategic Planning Office	Strategic Planning Manager IDP Steering Committee	Internal Process	29 January 2024	
46		Review all budget related policies	Finance	CFO	MBRR 7	01 - 29 January 2024	
47		Adjustment Budget: Finalise Capital and Operational budget projections for 2023/2024	Finance	CFO	MBRR 21	29 January 2024	
48	Feb 2024	Submit Annual Report to Auditor General, Provincial Treasury and COGTA	Office of the MM	Municipal Manager	MFMA S(127)(5)(b)	05 February 2024	
49		Departments identify projects	All Departments	Senior Management	Internal Process	05 February 2024	
50		Review tariffs and charges and determine affordable tariffs and finalise income budget.	Finance	CFO	MFMA s20	12 February 2024	
51		Municipalities receive inputs from National and Provincial Government and other bodies on factors influencing the budget, e.g. Grant Allocations	Office of the MM Finance	Municipal Manager CFO	MFMA21(2)(c)	12 February 2024	
52		Present Draft IDP and Budget to Steering Committees for quality check	Strategic Planning Office Finance	IDP and Budget Steering Committees	MBRR S4	26 February 2024	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
53		Mid-year Budget engagement – Provincial Treasury	Finance	CFO	Internal Process	14 February 2024	
54		Table Adjustment Budget to Council for approval	Office of the MM	Municipal Manager	MBRR S23	26 February 2024	
55		Amend IDP, SDBIP, KPI's and performance agreements in terms of adjustment budget	Office of the MM	Municipal Manager Senior Management	MFMA 28	26 February 2024	
56	March 2024	Present Draft IDP and Budget to Steering Committees for quality Check	Strategic Planning Office Finance	IDP and Budget Steering Committees	MBRR 4	8 March 2024	
57		Workshop 2: Draft IDP, Budget and proposed tariffs and SDBIP with Council. Provide progress update to council against IDP/Budget process schedule and obtain approval for any adjustments to process.	Strategic Planning Office Finance	Strategic Planning Manager CFO	Internal Process	15 & 16 March 2024	
58		Forward Adjustment Budget (hard and electronic copies) to National and Provincial Treasury after approval	Finance	CFO	MBRR 24	19 March 2024	
59		Publication of approved Adjustment Budget after approval per MSA and on municipal website	Finance	CFO	MBRR 26	15 March 2024	
60		Municipal Manager presents final draft IDP, Budget, SDBIP and Budget related policies to the Mayor for perusal and tabling to Council	Office of the MM	Municipal Manager	Internal Process	22 March 2024	
61		Municipal Manager submit draft IDP, Budget, and Related Policies to Corporate Services Manager for inclusion in Council Meeting Agenda	Office of the MM	Municipal Manager	Internal Process	22 March 2024	
62		Table (and briefing of council) draft IDP, Budget, SDBIP and Related policies for IDP & Budget Feedback/Consultation Process to Council (Principal Approval)	Office of the MM	Municipal Manager	MFMA S16	31 March 2024	
63		Council to Consider and adopt an oversight report on 2022/2023 Annual Report	Office of the MM	Municipal Manager	MFMA S129(1)	29 March 2024	
64		Advertise & Inviting public comments on Draft Budget, Proposed Tariffs, and IDP Place copies of Draft Budget and IDP at all municipal buildings.	Corporate Services Finance	Corporate Services Manager CFO	MBRR S15 MFMA S22	05 April 2024 (Advertise) 05 – 23 April 2024 (public comments)	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
65	April 2024	Engagement with the Provincial Treasury on draft budget benchmark	Office of the MM	Municipal Manager	MFMA Chapter 5	17 April 2024	
66		Forward Copy of preliminary approved Budget, IDP, SDBIP & related documents (hard and electronic copies) to National & Provincial Treasury – 10 working days after tabling	Office of the MM	CFO Strategic Planning Manager	MFMA S22(b)	09 April 2024	
67		Held District IDP Representative Forum- Present Draft IDP for inputs.	Strategic Planning Office	Strategic Planning Manager	Internal Process	16 April 2024	
68		Feedback / Consultation on preliminary approved IDP & Budget	Office of the MM	Municipal Manager Senior Managers	MBRR S15 MFMA S23	19 – 21 April 2024	
69		CFO analyse public comments and inputs on Draft IDP and Budget and prepare recommendations for Council's perusal	Finance	CFO	MBRR S16(1)(a)	30 April 2024	
70		Submit Quarterly Report (Jan 2023 – Mar 2024) on implementation of budget and financial state of affairs to Council	Office of the MM	Mayor	MFMA s52(d)	30 April 2024	
71	May 2024	Council considers public and Government Departments comments and inputs and revised IDP, Budget and SDBIP if necessary.	Office of the MM	Municipal Manager	MBRR 16(1)(a)	03 – 10 May 2024	
72		Present Final IDP, Budget and final draft SDBIP to Steering Committees for quality Check (Including recommendations made by all stakeholders and Council)	Strategic Planning Office Finance	IDP and Budget Steering Committees	MBRR 4	13 and 14 May 2024	
73		Table final IDP, budget & related documents to Council for consideration.	Office of the MM	Municipal Manager	MFMA S24(1)	31 May 2024	
74	June 2024	Table final IDP, budget & related documents to Council for approval	Office of the MM	Municipal Manager	MFMA S24(1)	30 June 2024	
75	July 2024	Inform local community on approved IDP and Budget Detail – Place Newspaper Article	Office of the MM	Municipal Manager	MBRR S18	04 July 2024	
76		Send copy of approved Budget, IDP, & related documents (incl. final draft SDBIP) to National and Provincial Governments and other stakeholders Ensure Signed Quality Certificate as per S5 of MBRR is also attached.	Strategic Planning Office Finance	CFO Strategic Planning Manager	MFMA S24(3)	11 July 2024	

Item No	Period	Activity	Co – Co-ordinating Department	Responsibility	Legislative Requirement and Information	Target date	Progress against target & Comments
77		Publication of Approved Budget and IDP within 10 workings days on Municipal Website	Finance Strategic Planning Office	CFO Strategic Planning Manager	MFMA S75(1)(a)	11 July 2024	
78		Submit draft SDBIP to Mayor within 14 days after approval of budget	Office of the MM	Municipal Manager	MFMA S69(3)(a)	11 July 2024	
79		Mayor approves the municipality’s SDBIP within 28 days after the approval of the budget and submit hard and electronic copy to NT and PT	Mayor’s Office	Mayor	MFMA S(53)(1)(c)(ii)	28 July 2024	
80		Distribute approved IDP, budget, SDBIP and related documents to all councillors and distribute.	Strategic Planning Office	Strategic Planning Manager	Internal Process	28 July 2024	