

MBHASHE LOCAL MUNICIPALITY

IDP, BUDGET & PMS

PROCESS PLAN

2025-2026



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1. INTRODUCTION

The Local Government: Municipal System Act of 2000, Section 28 requires all municipalities to formulate Process Plans that outline how they will go about preparing their Integrated Development Plan. The Mbhashe Local Municipality is hereby formulating its Process Plan as required by legislation for the review of the IDP for 2025 - 2026 and MTEF Budget for 2025-2027. The Process Plan is an organized Activity Plan that outlines the process of developing the IDP and Budget.

The IDP has to be drafted every five years and reviewed annually in order to:

- Ensure its relevance to the Municipality's STRATEGIC PLAN and as such should inform aspects such as the Institutional and Financial aspects.
- Inform other spheres of government.

1.1 LEGAL CONTEXT

According to Section 153 of The Constitution of the Republic of South Africa of 1996, a municipality must-

- a) Structure and manage its administration, budgeting and planning processes to give priority to the basic needs of the community, and promote the social and economic development of the community; and
- b) Participate in national and provincial development programmes.

This constitutional provision illustrates the need for integrating the planning, budgeting, implementation and reporting processes of all public institutions.

According to Section 27(2) of the Municipal Systems Act, No 32 of 2000 the Framework binds both the district municipality and the local municipalities. The Act states that the framework must at least cover the following issues:

- a) Identify plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities or on any specific municipality;
- b) Identify matters to be included in the integrated development plans of the district municipality and the local municipalities that require alignment;
- c) Specify the principles to be applied and co-ordinate the approach to be adopted in respect of those matters; and
- d) Determine procedures:
 - i) For consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans; and
 - ii) To effect essential amendments to the framework.

The Municipal Finance Management Act, No 56 of 2003 (MFMA) is very clear in respect to time-frames for the IDP and the budget. Sections 21 and 24 of the MFMA requires that the IDP and budget schedule (or the IDP Process Plan) be adopted by Council by the end of August of each financial year, the draft Budget and IDP be tabled before the council in March, and the final IDP and Budget to be adopted by council in May of each financial year.

The drafting and reviewal of the IDP is legislated in terms of Section 34 of the Municipal Systems Act which states that:

A Municipal Council:

(Section 25(1):

1. must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which-
 - (a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;
 - (b) aligns the resources and capacity of the municipality with the implementation of the plan;
 - (c) forms the policy framework and general basis on which annual budgets must be based;
 - (d) complies with the provisions of this Chapter; and
 - (e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.
2. must review its Integrated Development Plan –
 - (i) Annually in accordance with an assessment of its performance measurements in terms of Section 41; and
 - (ii) to the extent that changing circumstances so demand; and
3. may amend its IDP in accordance with a prescribed process.

1.2 CONTENT

Aside from the statutory imperative, it is necessary to develop or review the IDPs in order to:

- Ensure the IDP's relevance to the municipality's strategic plan
- Inform other components of the municipal business processes, including institutional and financial planning and budgeting
- Inform the cyclical inter-governmental planning and budget processes

In the IDP review cycle changes to the IDP may be required from these main sources:

- Comments from the MEC (Province);
- Incorporation of the most recent descriptive data
- Incorporate other spheres of government's plans and programmes
- Refinement of the objectives and strategies
- Refinement of programs and projects
- Amendments in response to changing circumstances; and
- Improving the IDP process and content.

Improvements to the IDP process and content may be considered from the previous year's Provincial Assessment report. These can be regarded as inputs into the IDP development process.

The main output is a 5 year strategic document. This strategic document is likely to comprise a number of components, including:

- Institutional Plan
- Financial Plan
- Spatial Development Framework,
- Performance Management Framework
- Various Sector Plans,
- List of programs and projects,
- Service Delivery and Budget Implementation Plan.

In the IDP development cycle changes to the IDP may be required from three main sources:

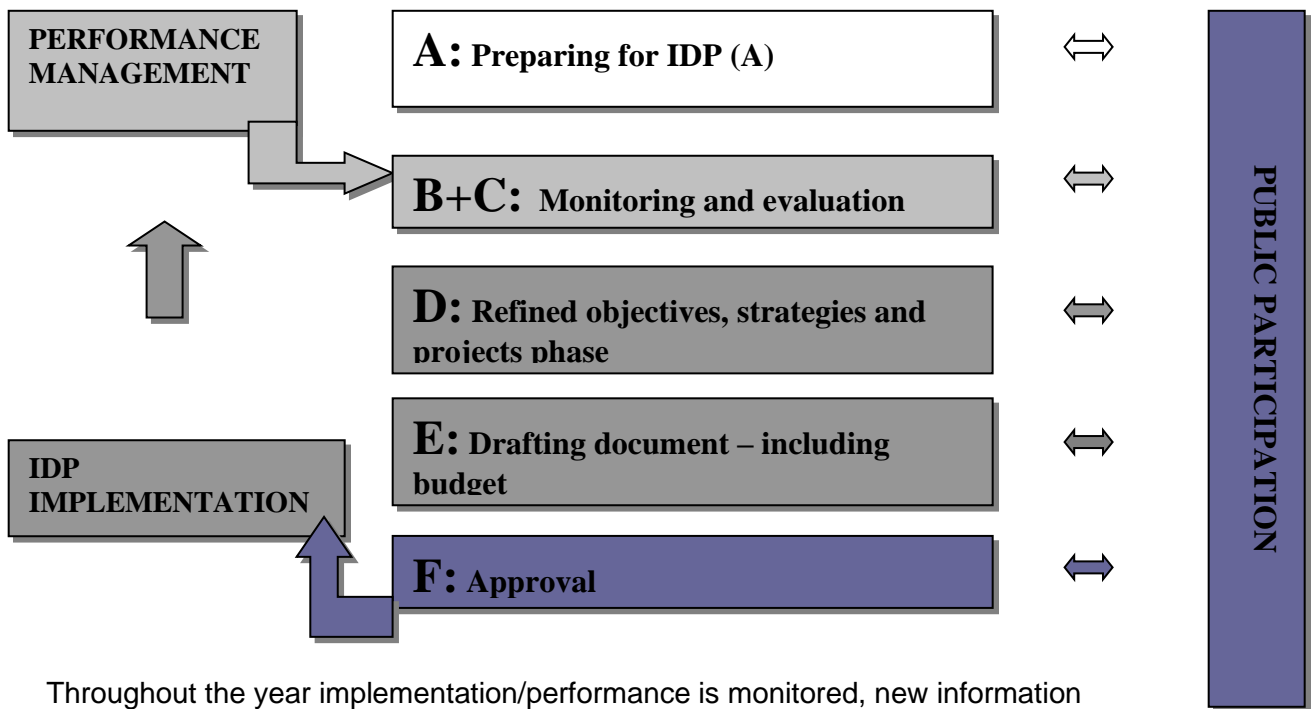
- Comments from the MEC, if any;
- Amendments in response to changing circumstances; and
- Improving the IDP process and content.

These can be seen to be inputs into the IDP development process. A requirement to be able to undertake the development is a Performance Management System. The main output is a developed IDP. This, depending on the circumstances of the municipality, is likely to comprise a number of components, including;

- A reviewed spatial development framework
- Reviewed sector plans
- Updated list of projects
- Budget
- Reviewed municipal and departmental score cards.

1.3 PROCESS

The process reflected in the diagram below represents a continuous cycle of planning, implementation and review. Implementation commences after the Municipal Council adopts the initial IDP.



Throughout the year implementation/performance is monitored, new information becomes available and major unexpected events may occur. Some of this information is used to make immediate changes to planning and implementation. Relevant inputs are then integrated into the process of drafting of the IDP.

After adoption of the developed IDP, implementation as well as situational changes will continue to occur; this is monitored throughout the year and evaluated for consideration in the next IDP review.

Detailed below is the programme with time frames and a description of what is expected to happen throughout the IDP review process.

1.4 IDP DEVELOPMENT/REVIEW PHASES

A detailed action plan with time frames and dates for the various phases and the identified activities follows in the next section. Whilst the format of the action suggests that the IDP process follows a neat sequential steps, the reality is that the process moves between these phases and the phases overlaps.

1.4.1 Phase 1: Planning Phase

During this phase all the institutional preparations and arrangements have to be made to ensure that the process runs smoothly:

- i. designing an action programme for the process, indicating main activities, and time frames;
- ii. assigning roles and responsibilities;
- iii. putting in place organizational arrangements, the procedures and mechanisms for public participation.

The key “output” of this preparation phase is a Process Plan, to be approved by Council.

1.4.2 Phase 2: Analysis Phase

The purpose of the Analysis Phase is to find out “what is happening” and to ensure that decisions will be based on:

- i. peoples priority needs and problems.
- ii. knowledge of available and accessible resources.
- iii. proper information and understanding of the dynamics influencing the development in the municipality.

The process will involve gathering and collating relevant information, including:

- i. identification of what has been achieved and the gaps with respect to previous IDP’s;
- ii. progress with the implementation of current programmes and projects;
- iii. new information from internal and external sources, for example:
 - new policy and legislation
 - budget information from other spheres of government and Mbhashe LM - identifying potential and available funding from all sources
 - more or improved in-depth information about the existing situation and priority issues, information about new development and trends - including information arising out of sector plans
 - input from stakeholder organizations and constituenciesall community needs and issues identified during various public

consultations and those coming from ward meetings will be consolidated and a verification process to determine which needs have been adequately addressed as well which still remain top priorities.

- Consideration will need to be given as to how all of the above noted information impacts on the priority issues, objectives and strategies.

The output of this phase will be a draft updated Analysis Report, wherein the prioritized/key issues for Mbhashe Local Municipality, are identified, elaborated and discussed.

1.4.3 Phase 3: Strategic Phase

The knowledge generated by the previous phase, will inform this phase. The objectives, strategies, projects and programmes, within the existing IDP, will be evaluated in the light of the 'Analysis' and thereafter, appropriate changes and adjustments will be made. Projects and programmes will be identified for implementation to ensure that set objectives and strategies are realized.

1.4.4 Phase 4: Project Phase

It is anticipated that during this phase:

- i. the IDP programmes & projects will be further refined through the work of Clusters and Directorates;
- ii. the draft IDP will be presented to the Clusters, External Representative Forum; and
- iii. the IDP Report will be consolidated, ready for submission to Council.

Once the draft of the developed IDP and Budget 2022-2027 has been approved by Council, it will be advertised for public comments and will be presented and discussed in public meetings (IDP and Budget Road-shows) across the municipality.

1.4.5 Phase 5: Approval

During this phase consideration will be given to the comments arising out of the public participation process and the developed IDP 2022/27 will be submitted, together with the budget, to Council for final adoption.

2. ORGANISATIONAL ARRANGEMENTS

The development of the Integrated Development Plan and development of the Budget involves municipal officials, Councillors, as well as external stakeholders external of the Municipality. The proposed roles & responsibilities of institutional structures are described in the table below:

STRUCTURE	COMPOSITION AND RESPONSIBILITY
Executive Mayor and Mayoral Committee	<p>The Executive Mayor of Mbhashe Local Municipality has the ultimate responsibility for the preparation and implementation of the IDP, Budget & Performance Management. In his executive capacity he has to:</p> <ul style="list-style-type: none"> • be responsible for the overall oversight, development and monitoring of the process or delegate IDP & PMS responsibilities to the Municipal Manager; • ensure that the budget, IDP & budget related policies are mutually consistent & credible; • submit the revised IDP & the Annual Budget to the municipal Council for adoption.
Mbhashe Local Council	<p>The Mbhashe Municipal Council is the ultimate political decision-making body of the municipality and the Council has the responsibility to:</p> <ul style="list-style-type: none"> • consider and adopt the IDP Process Plan & time schedule for the preparation, tabling & approval of the annual budget; • consider and adopt the IDP and annual Budget; • ensure the municipal budget is coordinated with and based on the IDP • adopt a Performance Management System (PMS) • Monitor progress and IDP implementation
Ward Councillors & Ward Committees	<p>Ward Councillors are the major link between the municipal government and the residents. As such, their role is to:</p> <ul style="list-style-type: none"> • link the planning process to their constituencies and/or wards; • ensure communities understand the purpose and the key mechanisms of the IDP, Budget process, Performance Management and are motivated to actively participate;

STRUCTURE	COMPOSITION AND RESPONSIBILITY
	<ul style="list-style-type: none"> • facilitate public consultation and participation within their wards. • provide feedback to their communities on the adopted IDP and Budget.
<p>IDP/Budget/PMS Steering Committee (Extended Management)</p>	<p>The IDP/Budget/PMS Steering Committee is established to provide general technical guidance over the IDP/Budget & PMS review process. The Steering Committee will be chaired by Municipal Manager and will be constituted of</p> <ul style="list-style-type: none"> • Senior Manager Operations • CFO: Budget and Treasury; • Senior Manager Corporate Services • Senior Manager Development Planning • Senior Manager Infrastructure • Other relevant officials who are Section heads <p>The tasks of the Technical Committee are to:</p> <ul style="list-style-type: none"> - provide technical oversight and support to the IDP/ Budget review and its implementation; - consider and advise on IDP/ Budget content and process; - ensure inter-directorate co-operation, co-ordination, communication and strategic thinking to address priority issues - ensure sector and spatial co-ordination and alignment - ensure IDP & budget linkage - ensure Performance Management is linked to the IDP - ensure the organisation is oriented to implement the IDP - ensure time-frames set for the review are met.
<p>Budget Steering Committee</p>	<p>The Budget Steering Committee is established to provide guidance over budget adjustments and setting budget parameters.. The Steering Committee will be chaired by the Executive Mayor and will be constituted of:</p> <ul style="list-style-type: none"> • Executive Committee • All Senior Managers

STRUCTURE	COMPOSITION AND RESPONSIBILITY
Municipal Manager	The Municipal Manager has the responsibility to provide guidance and ensure that the administration actively participates and supports the development and review of the IDP and Budget and works towards its implementation.
Directorates & Departments	<p>Directorates and Departments are responsible for sector planning and for the implementation of the IDP. The participation of all Departments is thus critical and they :</p> <ul style="list-style-type: none"> • provide technical / sector expertise and information, throughout the IDP Budget process; ensure that the review process is participatory, integrated, strategic, implementation-oriented, budget linked and aligned with and satisfies sector planning requirements;
Representative Forum and Community Stakeholders	<p>The IDP/Budget/PMS Representative Forum constitutes the structure that institutionalises sectoral participation in the IDP Process. The members of the IDP Representative Forum include Business, Government & NGO sectors (as well as political and technical leaders of the IDP Clusters) and Traditional Leaders.</p> <p>The Executive Mayor or her nominee chairs the Forum. The Forum has the following functions and duties:</p> <ul style="list-style-type: none"> • represents the interests of their constituents in the IDP process; • provide an organisational mechanism for discussion and consensus-building between the different stakeholders and the Municipal Government; • monitor the performance of the planning, implementation and review process; • ensures an efficient flow of information to and from stakeholder groups.
IGR Forum	<p>Ensure coordination of government work within Mbhashe Municipal area It constitutes the following:</p> <ul style="list-style-type: none"> • Executive Committee • Senior Managers (Mbhashe LM) • District Heads of Sector Departments • Relevant Officials
IDP, PMS UNIT	The IDP and Performance Management Section under the Senior Manager Operations is required to manage and co-ordinate the IDP review process, ensure the roll out of Performance Management System and monitor the implementation of the IDP, including:

STRUCTURE	COMPOSITION AND RESPONSIBILITY
	<ul style="list-style-type: none"> • preparing the Process Plan for the development of the IDP; • undertaking the overall management and co-ordination of the planning and development process under consideration of time, resources and people • ensuring that the review process is participatory, strategic, implementation-oriented, integrated with the budget process, is horizontally and vertically aligned and satisfies sector planning requirements ;

The interrelationships between the various structures as identified above as well as the workflow process to be followed in the drafting of the IDP is thus important.

The information and/or data contained at the end of each IDP phase is a culmination of the work that shall have been concluded at the various sittings of the structures as depicted above. Engagements with the various internal departments will be on-going and the external sector departments shall be engaged in the formal inter-governmental relations (IGR) processes.

3. MECHANISM FOR ALIGNMENT

The Municipal Manager supported by Senior Manager Operations and his complement of senior management, will be responsible for ensuring the smooth co-ordination of the IDP review process. Of critical importance in this regard is ensuring that the planning of Mbhashe Local Municipality takes cognisance of the planning activities of other stakeholders operating within its space viz.; the government sector departments operating within the Local jurisdiction, government agencies and other para-statal within the jurisdiction of the municipality and other neighbouring municipalities that have plans impacting on the operations of the Mbhashe Local Municipality.

As such, to ensure proper co-ordination of the process various engagements will be undertaken with the affected stakeholders from a bilateral level as well as through formalised inter-governmental relations structures. The following IGR structures and processes must be established to ensure that proper coordination as envisaged in the IGR Act of 2005 are realised.

IGR Structure	Composition and Purpose
Local IGR Forum	Chaired by the Executive Mayor, the Local IGR Forum is composed of the Mayoral Committee, Executive Mayor of Mbhashe Local Municipality, Municipal Manager and his top management, and senior managers from sector departments operating within the Mbhashe area, and senior managers from government agencies and/or para-statals operating within the municipality

4. MONITORING AND AMENDING

It is imperative that the monitoring and review mechanisms be catered for in the IDP development process. In relation to the monitoring and amendment of the IDP/ Budget/PMS Process Plan the following is recommended:

- The Municipal Manager and/or delegated official (Senior Manager Operations) co-ordinate and monitor the IDP development and review process;
- Progress to be reported to the Executive Mayor, and any deviations from the Process Plan must be highlighted;
- The Executive Mayor may advise the Council of any amendments that ought to be effected in the process plan.

5. BINDING PLANS AND LEGISLATION

National legislation can be distinguished between those that deal specifically with municipalities arising from the Local Government White Paper on the one hand and sector planning legislation on the other.

The Municipal Structures Act, No 117 of 1998, Municipal Systems Acts, No 32 of 2000 (as amended), and Municipal Finance Management Act, No 56 of 2003 are specific to local government. The Municipal Systems Act has a specific chapter (5) dedicated to Integrated Development Plans and it is the overarching piece of legislation with regard to development of the IDP. Arising from the Municipal Systems Act, the IDP and PMS Regulations need to be complied with.

National sector legislation contains various kinds of requirements for municipalities to undertake planning. Sector requirements vary in nature in the following way:

- A requirement that planning be undertaken as a component of, or part of, the IDP (like a housing strategy and targets).

- Links between the IDP and budget process as outlined in the Municipal Finance Management Act, 2003.
- Legal compliance requirement (such as principles required in the Development Facilitation Act – DFA – and the National Environmental Management Act – NEMA).
- More a recommendation than a requirement, which is deemed to add value to the municipal planning process and product (in this case, Local Agenda 21)

These are highlighted in the table below:

Category of requirement	Sector requirement	National department	Legislation/policy
Legal requirement for a local plan	Integrated Transport Plan	Department of Transport	National Land Transport Act, No 5 of 2009
	Waste Management Plan	Department of Environmental Affairs	White Paper on Waste Management in South Africa, 2000
	Spatial planning requirements	Department of Rural Development and Land Reform	Development Facilitation Act, No 67 of 1995
Requirement for sector planning to be incorporated into IDP	Housing strategy and targets	Department of Human Settlements	Housing Act, No 107 of 1997
	LED	Department of Cooperative Governance and Traditional Affairs	Municipal Systems Act, No 32 of 2000
	Integrated Infrastructure Planning	Department of Cooperative Governance and Traditional Affairs	Integrated Planning Act of 1997
	Spatial Development Framework	Rural Dvelopment and Land Reform Department of Cooperative Governance and Traditional Affairs	Spatial Planning And Land Use Management Act No.16 of 2013 Municipal Systems Act, No 32 of 2000
	Integrated Energy Plan	Department of Energy	White Paper on Energy Policy, December 1998

Requirement that IDP complies with	Environmental Implementation Plans (EIPs)	Department of Environmental Affairs	National Environment Management Act, No 107 of 1998
	Environmental Management Plans (EMPs)	Department of Environmental Affairs	National Environment Management Act, No 107 of 1998
	IDP/Budget link	Department of Finance	Municipal Finance Management Act, No 56 of 2003
	Developmental local government	Department of Provincial and Local Government	White Paper on Local Government, 1998

The Provincial Spatial Development Plan and the Provincial Growth and Development Strategy will be used as guiding policy documents during the review phase.

Mbhashe Local Municipality will include all the planning documents that have been approved by Council and other strategies that might be relevant to the IDP process, as accompanying documents to the IDP.

6. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

Section 16 of the MSA prescribes that:

“A municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose—

(a) encourage, and create conditions for, the local community to participate in the affairs of the municipality, including in—

(i) the preparation, implementation and review of its integrated development plan in terms of Chapter 5

(ii) the establishment, implementation and review of its performance management system in terms of Chapter 6

(iii) the monitoring and review of its performance, including the outcomes and impact of such performance

(iv) the preparation of its budget; and

(v) strategic decisions relating to the provision of municipal services in terms of Chapter 8;

(b) contribute to building the capacity of—

(i) the local community [to enable it to participate in the affairs of the municipality; and

(ii) councillors and staff to foster community participation; and

(c) use its resources, and annually allocate funds in its budget, as may be appropriate for the purpose of implementing paragraphs (a) and (b).”

For purposes of compliance with this legislative requirement, Mbhashe Local Municipality has established formal structures for effective participation in the IDP processes. Below is a description of the participatory function of each of the various structures established for the IDP process

- IDP/PMS and Budget Representative Forum – constituted of formal representatives of various civic and community organisations as well as other formal structures affected by the development efforts of the municipality such as:
 - Traditional Leaders
 - Established forums (business chambers and organisations)
 - NGOs
 - CBO
 - CDWs and Ward Committees

The role of the IDP Forum is to verify and make additions to data collected through non-formal participatory methods.

- In addition to the formal process of representation through the IDP Representative Forum engagement and other Council processes, Mbhashe Local Municipality consults its communities on an ongoing basis to solicit inputs in as far as the development challenges they face are concerned. To do this in an effective, efficient and structured manner, Mbhashe Local Municipality has institutionalised a process of community engagement through the Executive Mayoral Imbizos and Roadshows. These are community meetings held at the ward level where direct participation by communities is encouraged. To complement this process, ward level planning where planning methods are used to gather data are utilised.

6.1. Communication

The MSA requires that municipalities inform communities of the various processes that are undertaken during the review of the IDP and development of the budget for a financial year. Section 21 of the Act prescribes the various media formats that must be utilised for this purpose. As such, Mbhashe Local Municipality will publicise all IDP meetings and engagements, publicise all documents and solicit inputs from communities, publicise approval of documents, and publicise all IDP/PMS/Budget related activities in the following media forms:

- Print Media (local newspapers, formal notices on municipal buildings);
- Electronic Media (municipal website); and
- Audio-visual Media (community radio stations)

6.2. Appropriate Language Usage

English will be used as the medium of exchange. However, in community meetings, the dominant language to be utilised will be isiXhosa.

7. IDP/BUDGET/PMS ACTION PLAN

Tabulated herein below is a schedule of the programme to be followed by Mbhashe Local Municipality in its process of developing the IDP. The dates indicated are as per the approved calendar of events and as per prescripts of Section 28 and 29 of the MSA, will be adhered to so as to ensure that the process of the review of the IDP is both credible and adheres to the principles as contained in the Act.

ACTIVITY: JULY 2023 – JUNE 2024				
Preparation phase / Pre-planning				
IDP	PMS	BUDGET	DATE	RESPONSIBLE PERSON
JULY 2024				
Compilation of Draft IDP, PMS and Budget Process Plan Commences			01 - 31/07/2024	Senior Manager Operations
	Development of Performance Agreements for S56 Managers		01- 31/07/2024	Senior Manager Operations
	Submission of Performance reports and performance information Q4 to Internal Audit		08/07/2024	Senior Manager Operations
Management Meeting			10/07/2024	Municipal Manager
Standing Committees			10-15/07/2024	Portfolio Heads
	Audit Performance Committee Meeting – Q4 Performance,	Audit Committee – Audit	14/07/2024	Senior Manager Operations, CFO

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	Annual Report Process Plan	Performance Plan		
MAYCO		Tabling of Section 52(d) report and SCM report for Quarter 4 of 2021/22	18/07/2024	Executive Mayor
Special Council Meeting	Submission Performance Agreements for S56 Managers to Provincial Treasury	Tabling of Section 52(d) report	31/07/2024	Executive Mayor Senior Manager Operations
AUGUST 2024				
Management Meeting - to discuss and finalize Draft IDP, Budget and PMS Process Plan 2025-26, Draft Annual Report 2023/24 and Annual Performance Report 2023-24			05/08/2024	Municipal Manager
MAYCO – tabling of Draft IDP/Budget/PMS Process Plan 2025-26	MAYCO -Tabling of Draft Unaudited Annual Report, Annual Performance Report and Annual Financial Statement		13/08/2024	Executive Mayor
IDP, PMS and Budget Representative Forum to present draft IDP, Budget and PMS Process Plan 2025/26, PMS Framework	2024-25 Annual Performance		14/08/2024 15/08/2024 16/08/2024	Executive Mayor
Management Meeting			19/08/2024	Municipal Manager

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ADM IDP/Budget/PMS Rep Forum to present draft IDP, Budget and PMS Process Plan 2025/26, PMS Framework			20/08/2024	Executive Mayor
		Tabling to audit committee in consideration of the AFS and final approval of internal audit plan	23/08/2024	Municipal Manager
Ordinary Council Meeting Tabling of the 2025-26 IDP/Budget/PMS Process Plan to Council		Submission of un-Audited Annual Financial Statements	28/08/2024	Executive Mayor
	Submission of un-Audited Annual Report, to Auditor General	Submission of un-Audited Annual Financial Statements	3/1/08/2024	CFO and Senior Manager Operations
SEPTEMBER 2024				
Review of Situational Analysis			01-30/09/2024	Senior Manager: Operations
Advertise IDP/Budget/PMS Process Plan on local newspaper			04/09/2024	Senior Manager: Operations
Extended Management Meeting		Discussion of Rollovers, Savings declarations and new applications	09/09/2024	Municipal Manager CFO

Submission of IDP/Budget/ PMS Process Plan to ADM, COGTA and Treasury			09/09/2024	Senior Manager: Operations
Management Meeting			16/09/2024	Municipal Manager
IGR Forum presentation of IDP, Budget and PMS Process Plan 2025-26 FY. Progress on 2024-25 projects by IGR stakeholders			18/09/2024	Executive Mayor
	Q1 Individual Performance Assessment		03/10/2024	All HODs
OCTOBER 2024				
Management Meeting / IDP/Budget Steering Committee- inputs on planned Mayoral Imbizo			07/10/2024	Municipal Manager
MAYORAL IMBIZO Progress on 2024-25 Projects Confirmation of Ward Priorities			08-10/10/2024	Executive Mayor
	HOD Quarterly Reviews – Q1		11/10/2024	Municipal Manager
	MM Performance Reviews Q1		14/10/2024	Executive Mayor
	Audit Committee Meeting - Presentation of the Draft Annual report, Q1 Performance report	Audit Committee Meeting - Presentation of AG audit status	16/10/2024	Municipal Manager
	Tabling Q1 2024/25 Non financial and financial Performance Information Report to the MAYCO	Tabling of Section 52(d) report and SCM report for Quarter 1 of	17/10/2024	Municipal Manager

		2024/25 to MAYCO		
	Tabling of Q1 financial and non financial Performance Information Report for 2023/24 to the Council	Tabling of Section 52(d) report and SCM report for Quarter 1 of 2023/24 to Council	23/10/2024	Executive Mayor
	Evaluation Panel Meeting to assess 2024/25 institutional performance		24/10/2024	Municipal Manager
NOVEMBER 2024				
Extended Management Meeting IDP Steering Committee - Situational Analysis review		Directorate submission of budget requests/inputs on capital projects as per MFMA Calendar	04/11/2024	Senior Managers
Standing Committees			05-08/11/2024	Portfolio Heads
	Finalisation of assessment of draft annual report by MPAC		06/12/2024	MPAC Chairperson
Management Meeting			11/11/2024	Municipal Manager
IDP/ Budget Rep Forum - presentation of the draft situational analysis			12/11/2024 13/11/2024 14/11/2024	Executive Mayor
IGR Forum presentation of the the draft analysis report			19/11/2024	Executive Mayor
	Tabling of Final Draft Annual Report to MAYCO		21/11/2024	MPAC Chairperson
Management Meeting			25/11/2024	
MPAC Roadshows	Tabling Draft annual report 2023-24		26/11/2024 27/11/2024 28/11/2024	Executive Mayor MPAC Chairperson
ADM IDP/ Budget Rep Forum - presentation of the draft situational and needs analysis			28/11/2024	Executive Mayor, IDP Practitioners

DECEMBER 2024				
Extended Management Meeting			09/12/2024	Municipal Manager
	Ordinary Audit Committee meeting		11/12/2024	Municipal Manager
		Q2 Individual Performance Assessment	14/12/2024	All HODs
	Ordinary Council Meeting – Financial Statements		18/12/2024	Executive Mayor, MPAC Chairperson
JANUARY 2025				
Extended Management Meeting			13/01/2025	Municipal Manager
	Performance Audit Committee - Q2 performance reports and mid-term performance reports		14/01/2025	Municipal Manager
	HOD Quarterly Reviews – Q2		17/01/2025	All HODs
Management Meeting			20/01/2025	Municipal Manager
MM Performance Review – Q2				Executive Mayor
Special MAYCO	Submission of performance information, Q2 – mid-term performance reports to MAYCO	Tabling of Section 52(d) report and SCM report for Quarter 2 of 2023/24 and S72 report	22/01/2025	Executive Mayor
Special Council meeting	Special Council Meeting –Submission of performance information, Q2 – mid-term performance reports to Council	Tabling of Section 52(d) report and SCM report for Quarter 2 of 2023/24 and S72 report	28/01/2025	Executive Mayor

	Tabling of audited Annual Report and financial statements to Council Publication of Annual Report		28/01/2025	MPAC MM
Technical Strategic Session Refinement of Objectives, Strategies and Municipal priorities			29-31/01/2025	Municipal Manager
FEBRUARY 2025				
Extended Management Meeting – Reviewal of the strategies and objectives, setting up new objectives, strategies based on new priorities and budget adjustment			03/02/2025	Municipal Manager
Budget Steering Committee		Discussion of Adjustment budget inputs and Mid-year Performance	04/02/2025	Executive Mayor
	Publication of the oversight report		05/02/2025	Senior Manager Operations
Management Meeting			10/02/2025	Municipal Manager
		Budget Steering Committee to discuss budget adjustment inputs	11/02/2025	Executive Mayor
Standing Committees			11-14/02/2025	Portfolio Heads
Special MAYCO	Tabling of adjustment SDBIP	Tabling of Adjustment Budget	18/02/2025	Municipal Manager
Institutional Strategic Sessions – Reviewal of the strategies and objectives, setting up new objectives, strategies based on new			19-21/02/25	Executive Mayor

priorities and budget adjustment				
	Tabling of adjustment SDBIP to Council	Tabling of Adjustment budget to Council	25/02/2025	Executive Mayor
		Provincial Treasury Mid-year Performance Engagement	26/02/2025	Chief Financial Officer
	MM Quarterly Reviews – Q2		27/02/2025	Executive Mayor
MARCH 2025				
Extended Management Meeting – Draft IDP 2025-26 and Budget			03/03/2025	Municipal Manager
		Ordinary Audit Committee Meeting	07/03/2025	Municipal Manager
IDP/Budget/PMS Rep Forum – Presentation of Reviewed Draft IDP 2025-2026			11/03/2025 12/03/2025 13/03/2025	Executive Mayor
Mayco to table the draft reviewed IDP 2025-26		Tabling of 2025-2027 draft Budget	14/03/2025	Executive Mayor
ADM IDP/Budget/PMS Rep Forum – Presentation of Reviewed Draft IDP 2025-2026 for adoption			18/03/2025	Executive Mayor
IGR Forum			20 /03/2025	Executive Mayor
Ordinary Council Meeting – Tabling of Reviewed draft IDP, Draft Procurement Plan, Tariffs, policies and Organisational structure	Tabling of Q2 performance report including	Tabling of 2024-2025 draft Budget financial performance analysis report to Council	26/03/2025	Executive Mayor
	Q3 Individual Performance Assessment		27/03/2025	All HODs
		Submission of Draft Budget	31/03/2025	CFO

		documentation to Treasury		
APRIL 2025				
Extended Management Meeting			01/04/2025	Municipal Manager
IDP/Budget Roadshows – Public Comments Phase on the presentation of the Draft IDP and Budget to the communities for comments			02/04/2025 03/04/2025 04/04/2025	Executive Mayor
Submission of Draft 2025-26 IDP to COGTA			05/04/2025	
	HOD Performance Reviews – Q3		07/04/2025	Municipal Manager
Standing Committees			09-11/04/2025	Portfolio Heads
Special MAYCO Meeting	Submission of Performance information report for Q3 to the Special MAYCO	Tabling of Section 52(d) report and SCM report for Quarter 3 of 2024/25	17/04/2025	Executive Mayor
	MM Performance Review – Q3		21/04/2025	Executive Mayor
Special Council Meeting	Submission of Performance information report for Q3 to the Special Council Meeting	Tabling of Section 52(d) report and SCM report for Quarter 3 of 2024/25	23/04/2025	Executive Mayor
MAY 2025				
Policy Workshop			02/05/2025	Municipal Manager
Extended Management Meeting			05/05/2025	Municipal Manager
IDP/Budget/PMS Rep Forum			06/05/2025 07/05/2025 08/05/2025	Executive Mayor

Mbhashe IDP/Budget/PMS Process Plan 2025-2026

		Budget Steering Committee – presentation of the final draft budget	10/05/2025	Executive Mayor
Management meeting			12/05/2025	Municipal Manager
IGR Forum			13/05/2025	Executive Mayor
Ordinary MAYCO			14/05/2025	Executive Mayor
	Ordinary Audit Committee		20/05/2025	Municipal Manager
ADM IDP/Budget and PMS Rep forum to present the final 2024/25 IDP and Budget			21/05/2025	Executive Mayor
Management Meeting			26/05/2025	Municipal Manager
Tabling of final Draft 2025-26 IDP to Council Meeting	Tabling of Final Organizational Structure to Council	Tabling of 2025-2027 Final Budget to Council	28/05/2025	Executive Mayor
JUNE 2025				
Extended Management Meeting			09/06/2025	Municipal Manager
Submission of Final IDP 2025-26 to MEC COGTA		Submissions of Final Budget documentation to Treasury Publication of Final Budget	07/06/2025	SM: Operations CFO
	Submission of Draft SDBIP to Executive Mayor for Approval		17/06/2025	Municipal Manager
	SDBIP advertised and submitted to Provincial and National Treasury & MEC for COGTA, AG & ADM		25/06/2025	SM: Operations
Management Meeting			23/06/2025	Municipal Manager
Facilitate printing of the IDP for 2025-2026				SM: Operations

	Q4 Individual Performance Assessment		27/06/2025	All HODs
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8. BUDGETARY REQUIREMENTS

The IDP is the principal strategic document that informs all operations of the municipality and therefore, in order to ensure that a document is reflective of the needs of the people and a realistic resource base of the municipality must be developed. As such, on an annual basis, Mbhashe Municipality makes provision in its budget for the development and/or review of the municipality's IDP in accordance with the process plan.