



LETSEMENG LOCAL
MUNICIPALITY

BUDGET & IDP PROCESS PLAN

2024/25

“A RESPONSIVE MUNICIPALITY IN
PURSUIT OF SERVICE EXCELLENCE”



LETSEMENG LOCAL
MUNICIPALITY

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1. INTRODUCTION

According to the IDP Guide 2023/24, The Process Plan should fulfil the function of a business plan or an operational plan for the IDP process. It should say in a simple and transparent manner:-

- what has to happen when;
- by whom;
- with whom, and
- where, and it should include a cost estimate.

It is a short rationale for the preparation process, explaining what needs to be prepared and why. It is typically a business plan which explicitly narrate processes by emphasising based on the above aspects with the inclusion of the following:

- Roles and responsibilities have to be clarified in advance and internal human resources have to be allocated accordingly.
- Organisational arrangements have to be established and decisions on the membership of teams, committees or forums have to be made.
- A programme needs to be worked out which sets out the envisaged planning activities, a time frame and the resource requirements for the planning process. Such a detailed programme of the planning process is crucial to keep track and to interact with other role players.
- Special attention has to be paid to deciding on mechanisms and procedures for community and stakeholder participation during the planning, monitoring and budgetary processes: Who has to be involved, consulted and informed in which stage of these processes by which means? This has to be decided in advance in order to inform people in time and to allocate required resources in time.
- The same is true with regard to mechanisms and procedures for alignment with external stakeholders such as other municipalities, districts, and other spheres of government. Such alignment activities have to be decided on a mutually binding basis, through a joint process for the interactive planning process, which requires preparation well in advance.
- One has to make sure that all relevant documents, which have to be considered in the course of these planning, monitoring and budgetary processes, are known and available. This applies especially to legal documents and to guidelines, plans and strategies from the provincial and national sphere and corporate service providers.
- Based on all these preparation steps a cost estimate has to be made for the whole planning process.

The Process Plan will include:

- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, and other role-players in the IDP drafting process; and
- The identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation.

Budget Preparation Process

The process to be followed with the preparation of the annual budget is stipulated in Section 21 of Local Government: Municipal Systems Act 56 of 2003 as follows:

(1) The mayor of a municipality must-

- (a) co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible;
- (b) at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for- (i) the preparation, tabling and approval of the annual budget; (ii) the annual review of- (aa) the integrated development plan in terms of Section 34 of the Municipal Systems Act; and (bb) the budget-related policies; (iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and (iv) any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

(2) When preparing the annual budget, the mayor of a municipality must-

- (a) take into account the municipality's integrated development plan;
- (b) take all reasonable steps to ensure that the municipality revises the integrated development plan in terms of Section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections for future years;
- (c) take into account the national budget, the relevant provincial budget, the national government's fiscal and macro-economic policy, the annual Division of Revenue Act and any agreements reached in the Budget Forum;
- (d) consult- (i) the relevant district municipality and all other local municipalities within the area of the district municipality, if the municipality is a local municipality; (ii) all local municipalities within its area, if the municipality is a district municipality; (iii) the relevant provincial treasury, and when requested, the National Treasury; and (iv) any national or provincial organs of state, as may be prescribed; and
- (e) provide, on request, any information relating to the budget- (i) to the National Treasury; and (ii) subject to any limitations that may be prescribed, to- 7 (aa) the national departments responsible for water, sanitation, electricity and any other service as may be prescribed; (bb) any other national and provincial organ of states, as may be prescribed; and (cc) another municipality affected by the budget

2. REQUIREMENTS OF THE PREPARATION PROCESS

The preparation process requires consultation with key role players in the planning process:

- between local municipalities and district municipalities;
- with community and stakeholder groupings; and
- municipal officials for the alignment of various resources.

The Process Plan document will therefore deals with the following aspects:

- Consideration, inclusion of any relevant and new information;

- An overview of the IDP Review;

The time and budget schedule for the planning process;

- Roles and responsibilities of different role players;
- An approach to public participation;
- Institutional structures to be established for management of the process; and
- Monitoring and evaluation of the process.

3. LEGISLATIVE FRAMEWORK

In order to ensure certain minimum quality standards of the IDP process and proper co-ordination between and within the spheres of government, the preparation of the planning process has been regulated in the Municipal Systems Act, 2000.

It requires:

- "Adoption of a "process set out in writing" by each municipality, which is supposed to guide the planning, drafting, adoption and review of the IDP. "

Section 26 of the Systems Act (2000) highlights the following as the core components of the Integrated Development Plans.

An Integrated Development Plan must reflect:

the municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;

- an assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
 - the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
 - the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
 - a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
 - the council's operational strategies;
 - applicable disaster management plans;
 - a financial plan, which must include a budget projection for at least the next three years; and;
 - the key performance indicators and performance targets.
- Section 28 of the MSA (2000) states that each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.

- The municipality must through appropriate mechanisms; processes 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.

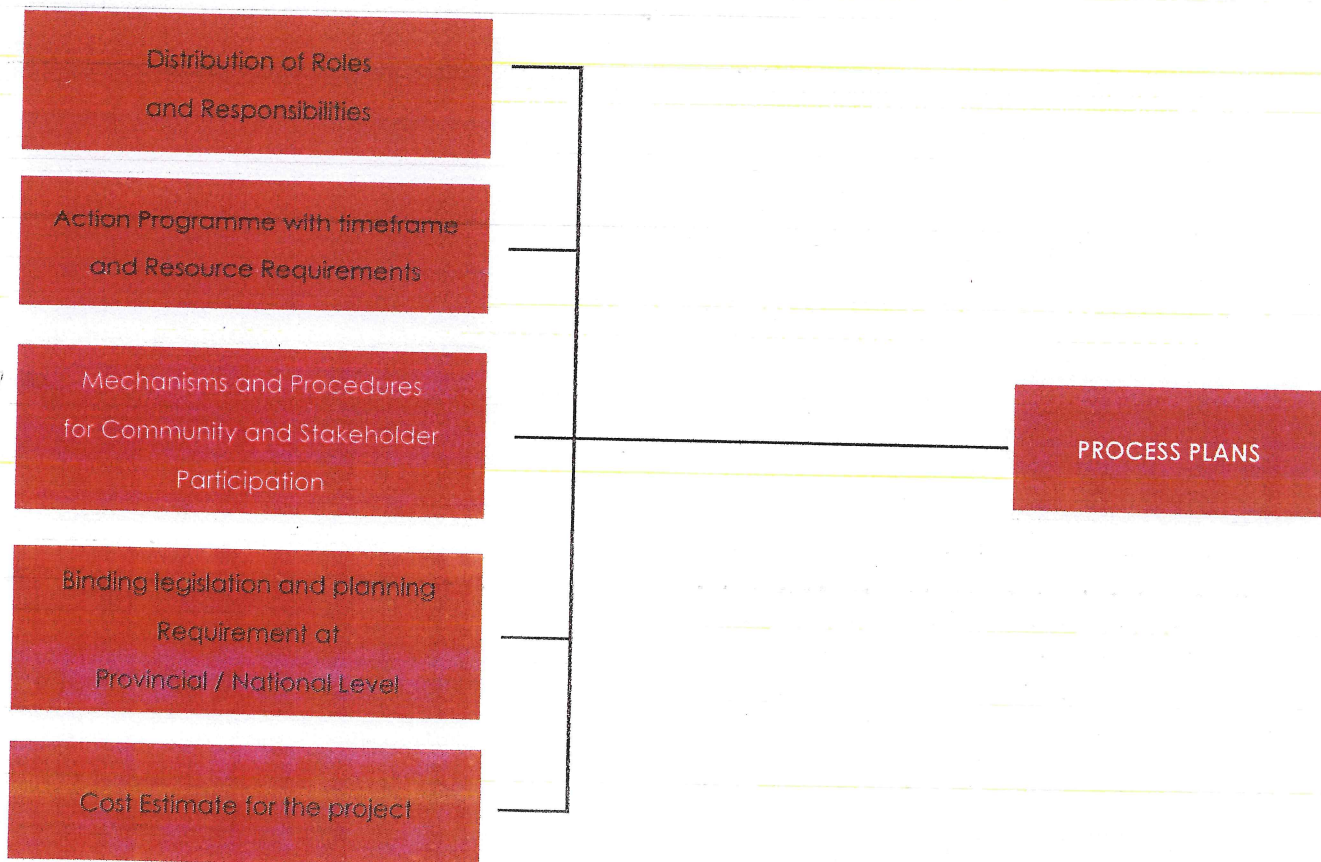
A municipal Council must review its Integrated Development Plan

annually in accordance with an assessment of its performance measurements in terms of section 41; and to the extent that changing circumstances so demand; and may amend its integrated development plan in accordance with a prescribed process.

Key elements to be addressed during the review process:

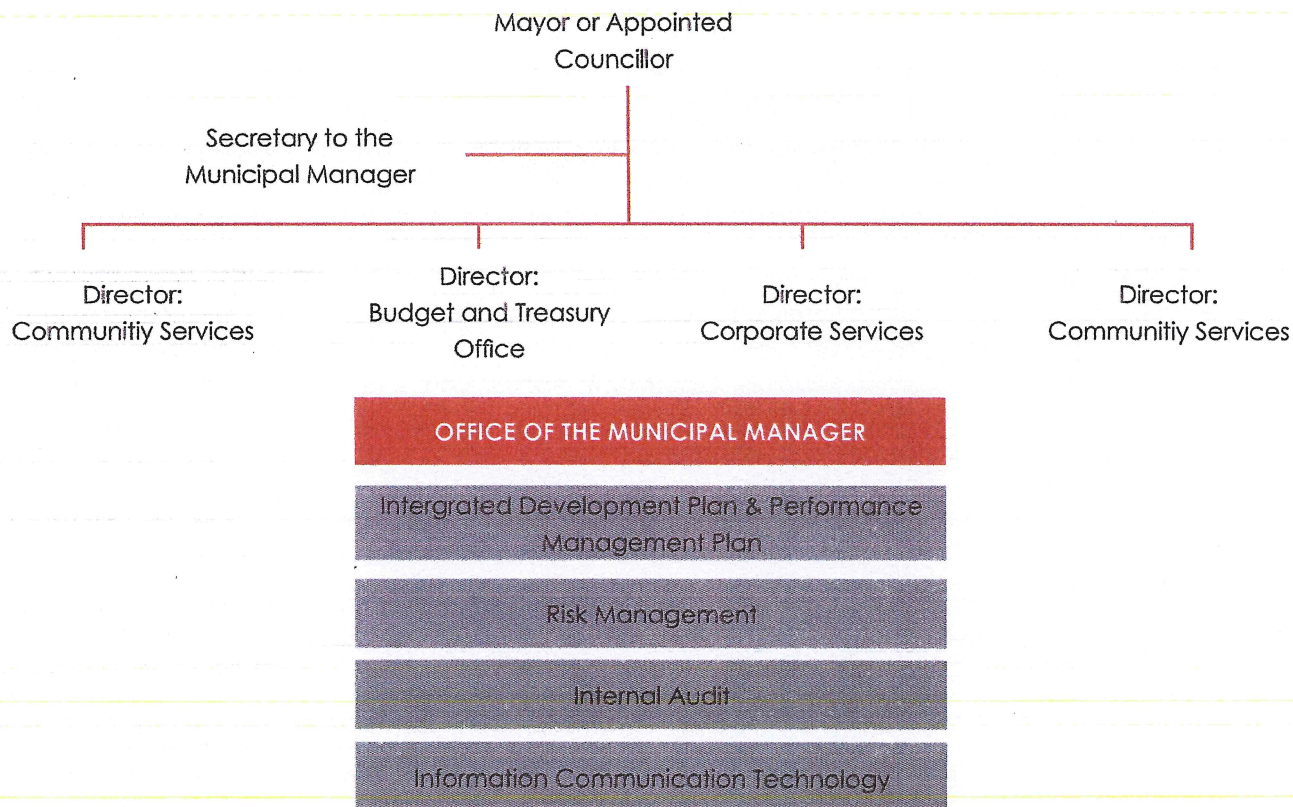
- Draft IDP Assessments;
- MEC Panel Comments;
- Self-Assessment;
- New Council priorities;
- New policies and legislation; and
- Inclusion of new information.

Diagram 1: PRESENTATION OF THE CONTENTS TO BE INCLUDED IN THE PROESS PLANS

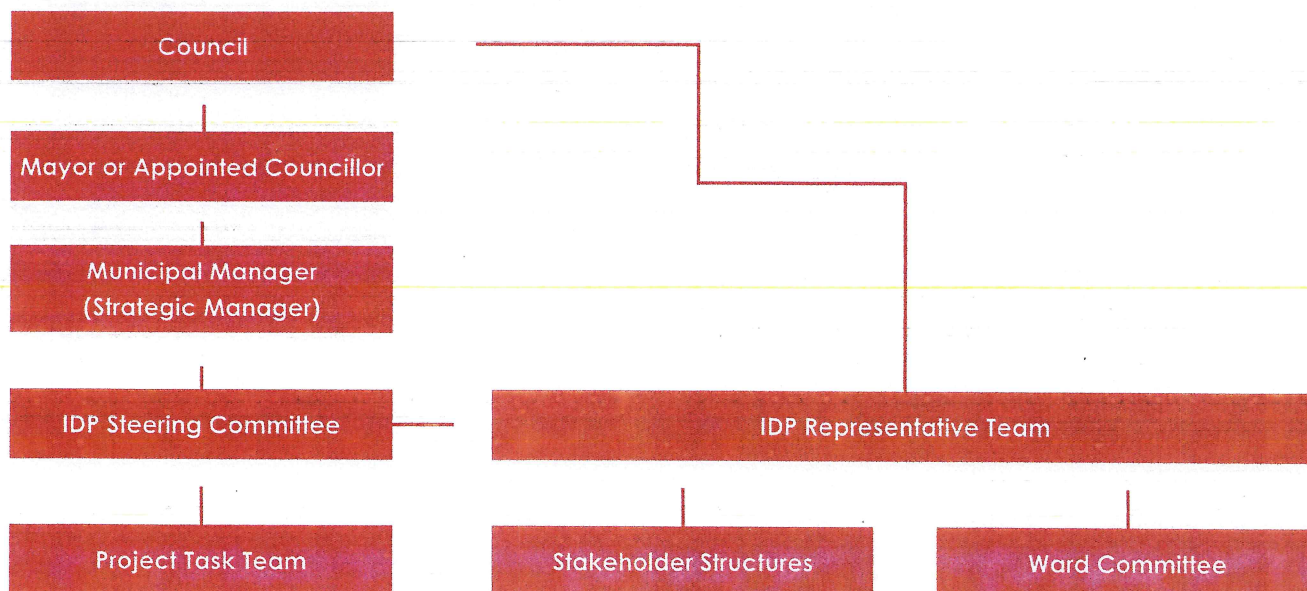


ORGANISATIONAL / INSTITUTIONAL ARRANGEMENTS

The IDP Unit performs its functions and duties under the auspices of the Municipal Manager. Reference is made to the relevant organogram



The remaining institutional structures that take part in the IDP Review process are outlined in the following figure.



Executive Committee and Council

Decide on the Process Plan



- Adopt the Process Plan
- Responsible for the overall management, co-ordination and monitoring of the process, or delegate this function
- Decision-making for the IDP Process is the responsibility of the Executive Committee and Council. They are the only bodies allowed to make binding decisions.
- Consider the delegation of responsibility for managing, coordination, implementing and monitoring of the process
- Be responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP documentation, or delegate this function.

Municipal Manager

Overall management of the IDP. Responsible for all the IDP management roles though, he/she may choose to delegate. Even if the Municipal Manager delegates some of these functions to the Strategic Manager on his/her behalf, he/she is still responsible and accountable.

Senior Managers

- Coordination between councillors, officials and stakeholders in the process
- Accountable for all IDP related administrative processes
- Decide on the planning process
- Monitor the process and progress
- Overall management and co-ordination
- Ward Councillors
- Link the planning process to their constituencies and/or wards;
- Be responsible for organising public consultation and participation;
- Ensure the annual business plans, and municipal budget are linked to and based on the IDP.

Portfolio Committee

- Political over-sight of the IDP Process and recommendations to the Executive Committee.

Strategic Manager: IDP & PMS

Responsible for the management and co-ordination of the IDP Process.

Co-ordination with the District Municipality, Municipal Manager, IDP Steering Committee, IDP Representative Forum and the broad public;

Finalise Process Plan to be adopted by Council;

- Adjust the IDP according to the instructions of COGTA and /or MEC;
- Identify additional role-players to sit on the IDP Representative Forum;
- Ensure the continuous participation of role players;

- Monitor the participation of role players;
- Ensure documentation is prepared properly;

Respond to comments and enquiries;

- Ensure alignment of the IDP with other IDP's within the District Municipality;
- Co-ordinate the inclusion of Sector Plans into the IDP documentation;
- Co-ordinate the inclusion of the Performance Management System (PMS) into the IDP; and
- To submit the reviewed IDP to the relevant authorities.
- IDP and Budget Steering Committee
- Provides terms of reference for the various planning activities;
- Commissions research studies
- Considers and comments on inputs from provincial sector departments and support providers;
- Makes content recommendations;
- Prepares, facilitates and documents meetings

Task Team

A Sub-committee for specific activities and outputs, which should include additional persons outside the Steering Committee.

- Dissemination of information and invitations
- Logistics of workshops
- Strategies and implementation
- IDP Representative Forum

Broader participation is as important as is smaller, purpose-made vehicle for more intensive public participation. In order to coincide with the guidelines of the Municipal Systems Act, 2000, it is recommended that notification be given to the existing stakeholders list and/or an advertisement be placed to call all organised groupings/stakeholders to register onto a database for the IDP.

This has implications for constituting an IDP Representative Forum comprising of the following members:

- Nominated Councillors
- Nominated members of the Executive;
- Traditional leaders
- Ward Committee chairpersons as well as one member of the committee;
- Heads of Departments/nominated officials from departments;
- NGO's & CBO's (environmental groups);
- Government sector departments (Provincial & National);
- Nominated community Representatives;
- Other interested and affected parties; or Representatives from organised stakeholder groups; -

Implementation Agents/Parastatals/Service providers

- Organised Business
- Tourism
- SMME's
- Agriculture
- NGO's

The Mayor or chairperson of the Executive Committee should ideally chair this Forum. The IDP Representative Forum will represent the interests of the community. It will provide a vehicle for discussion and communication between all stakeholders. This Forum will be intensively involved in the identification of needs, formulation of objectives and strategies, identification of projects and formulation of the Spatial Development Framework. The Forum will also be responsible for monitoring the implementation of the IDP.

External Role-Players / Stakeholders

The White Paper on Local Government states that rapid changes at the global, regional, national and provincial levels necessitate that communities rethink the way they are organised and governed, in order to build strong communities, sustain the economy, protect the environment, improve personal safety and eliminate poverty. Local government is therefore expected to build a sense of common purpose amongst its citizens so as to find local solutions for increased sustainability. The Municipal Systems Act (s17) prescribes that the municipality must ensure public participation through other appropriate mechanisms and processes established by the Municipality. It further states that the Municipality must ensure consultative sessions with locally recognized organizations. Hence, the following external stakeholders need to be involved in the consultation process:

- a) Government Departments
- b) Business
- c) CBO/NGO's
- d) Interest Groups
- e) Tertiary Institutions

4.2 IDP STRUCTURES, ROLES, AND RESPONSIBILITIES

STRUCTURE/STAKEHOLDER	COMPOSITION	ROLES AND RESPONSIBILITIES
Exco and Section 80 Committees	<ul style="list-style-type: none"> • Exco and Members of the Section 80 Committees 	<ul style="list-style-type: none"> • To decide on the process plan and make firm recommendations to Council
Council	<ul style="list-style-type: none"> • All Councillors 	<ul style="list-style-type: none"> • To approve the Process Plan

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IDP STRUCTURES, ROLES AND RESPONSIBILITIES

STRUCTURE/STAKEHOLDER	COMPOSITION	ROLES AND RESPONSIBILITIES
Mayor and Section 80 Committees	<ul style="list-style-type: none"> - Mayor and Members of the Section 80 Committees 	<ul style="list-style-type: none"> - To decide on the process plan and make firm recommendations to Council - Chair the meeting of IDP Forum
Council	All Councillors	<ul style="list-style-type: none"> - To approve the Process Plan and the IDP
IDP Technical Committee	<ul style="list-style-type: none"> - Municipal Manager - IDP/PMS Manager - LED Officer - Senior Managers - Member of the Section 80 Committee 	<ul style="list-style-type: none"> - Provide terms of reference for the various planning activities - Commissions research studies - Considers and comments on inputs from sub-committees and community inputs. - Processes, summarizes, and documents outputs. - Makes content recommendations. - Prepare, facilitates and documents meetings
Secretariat	<ul style="list-style-type: none"> - Provide by the Municipal Manager 	<ul style="list-style-type: none"> - Record proceedings at IDP meetings - Issue invites for all meetings. - Distribute minutes and reports to all stakeholders
IDP Forums	<ul style="list-style-type: none"> - Mayor - IDP Technical Committee members - Members of the Section 79 Committee - Councillors - Ward Committees - CDW's - Regional, Provincial and National Government Departments - Representatives of organised Groups - Mining Company - NGO's/CBO's - Agricultural Organisations - Parastatal Organisations 	<ul style="list-style-type: none"> - Represents interests of their constituents in the IDP process - Provide organisational mechanism for discussions, negotiation and decision-making between the stakeholders including municipal government. - Ensure communication between Stakeholder representatives including municipal government. - Monitor the performance of the planning and implementation process
Municipal Manager	<ul style="list-style-type: none"> - Municipal Manager 	<ul style="list-style-type: none"> - Oversee the whole IDP process and take responsibility thereof
IDP/PMS Manager	<ul style="list-style-type: none"> - IDP/PMS Manager 	<ul style="list-style-type: none"> - Make the process of developing and revising the IDP
Ward Committee	<ul style="list-style-type: none"> - All members of Ward Committees 	<ul style="list-style-type: none"> - Link the planning process to their wards - Assist in the organising of public consultation and participation engagements - Ensure that the annual municipal budget and business plans are linked to and based on the IDP

Budget steering Committee	<ul style="list-style-type: none"> • Mayor • Councillors • Senior Management 	<ul style="list-style-type: none"> • As the senior governing body of the Municipality, they: <ul style="list-style-type: none"> • Consider and recommend the Process Plan for Council approval. • Are responsible for the overall management, co-ordination and monitoring of the process and drafting of the budget. • Approve nominated persons to be in charge of the different roles, activities and responsibilities of the process and drafting.
IDP Technical Committee	<ul style="list-style-type: none"> • Municipal Manager • IDP/PMS Manager • LED Officer • Senior Managers 	<ul style="list-style-type: none"> • Provide terms of reference for the various planning activities • Commissions research studies • Considers and comments on inputs from sub-committees and community inputs • Processes, summarizes and documents outputs • Makes content recommendations • Prepare, facilitates and documents meetings
IDP Forums	<ul style="list-style-type: none"> • Mayor • Councillors • IDP Technical Committee members • Councillors • Ward Committees • CDW's • Regional, Provincial and National Government Departments • Representatives of organised Groups • Mining Company • NGO's/CBO's • Agricultural Organisations • Parastatal Organisations 	<ul style="list-style-type: none"> • Provide organisational mechanism for discussions, negotiation and decision-making between the stakeholders including municipal government • Ensure communication between Stakeholder representatives including municipal government • Monitor the performance of the planning and implementation process

Ward Committee	<ul style="list-style-type: none"> • All members of Ward Committees 	<ul style="list-style-type: none"> • Link the planning process to their wards • Assist in the organising of public consultation and participation engagements • Ensure that the annual municipal budget and business plans are linked to and based on the IDP
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Functions and Responsibility

All the external stakeholders have different expertise and roles in the community served by the municipality. Their main responsibility will be to make a meaningful contribution and assistance to the municipality, in line with their field of expertise.

MECHANISMS FOR PUBLIC PARTICIPATION

The following mechanisms for participation will be utilised:

PUBLIC PARTICIPATION

Public Participation is facilitated by the Office of the Speaker and Corporate Services Department. Public participation provides forums such as public hearings for the public to air their views and make submissions regarding issues.

Functions and responsibilities:

Discuss and agree on public related events

Agree on proposed public participation dates, venues and times

WARD COMMITTEES

Their existence and functions are according to the prescriptions in the Municipal Structures Act (section 73 and 74). They are a statutory structure of the municipality to be used for public participation / communication.

Functions and responsibilities of Ward Committees:

- Serve as the formal unbiased communication channel between the community and the municipality through the Ward Councillor;
- Ensure co-operative partnership that is constructive and harmonious between the Municipality and the community;
- A key community consultative body on the IDP, Budget, LED, Performance Management and any policy affecting the community;
- Receive queries and complaints from residents and communicate through respective Ward Councillor;
- Make recommendations to Council regarding any matter affecting the respective ward; and

- Exercise such duties and functions as the local Council may delegate to it in terms of section 59 of the of the Local Government Municipal Systems Act (Act 32 of 2000 and as amended)

TRADITIONAL AUTHORITY

Letsemeng Local Municipality does not have recognised Traditional or Khoisan communities within its area of jurisdiction and therefore Section 81 of the Local Government Municipal Structures Act, (Act No.117 of 1998 and as amended) does not apply.

COMMUNITY DEVELOPMENT WORKERS

The Community Development Workers (CDWs) are a key programme of the National Government, aimed at bridging the gap between Government and communities. They play a role of integrated public servants who are capable of assisting communities with access to government information and services across all spheres of government.

They answer a range of questions and requests for information from citizens while out in the field, across the full spectrum of the government. Functions and responsibilities:

Liaise, co-ordinate, inform and assist communities with access to services provided by the spheres of Government;

Forge and sustain partnerships;

Identify community needs and facilitate development of projects and programmes;

Focus on poverty eradication, job creation, reintegration of marginalized individuals-families-groups and communities, and capacity building for self-sufficiency;

Advocate the protection of rights for children, women and people with disabilities and those affected by violence; and

Educate, provide life skills and economic empowerment for youth and women;

Actively participate in Council's public participation structures and programmes.

PARTICIPATION/COMMUNICATION MECHANISMS

Depending on whether the public is to be consulted, informed or involved, various forms of participation can be used. The Systems Act (s17) prescribes that the municipality must establish appropriate mechanisms, which take into consideration the special needs of people who cannot read or write, people with disabilities, women and other disadvantaged groups. The following mechanisms are thus in line with the prescriptions of the Systems Act:

- Ward Committee meetings (Clusters)
- Radio Slots
- Departmental meetings

- Public meetings (Izimbizo)
- Outreach Programmes
- Community Development Forum
- Government Events
- Media
- Notices
- Newsletters
- Website
- Petitions
- Municipal Interdepartmental meetings
- Loud hailing

Media

Local newspapers and the Municipal newsletter will be used to inform the community of the progress of the IDP.

Radio Slots

The community radio station will be utilised to make public announcements where necessary.

Information Brochures

This will be prepared in English, Afrikaans, Tswana and be distributed via the Representative Forum where a need for this has been identified. Ward Committees will also be used to explain and to distribute information that needs to get to the public.

The Letsemeng Local Municipality's Website

The website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for people and service providers to download.

6.1 IDP/ BUDGET PROCESS PLAN 2024/25: LETSEMENG LOCAL MUNICIPALITY

Schedule of the Planned Activities to Align With IDP, Budget and PMS Process Management Plan for 2024/25 Financial Year

ACTION	LEGISLATION	RESPONSIBILITY	ACTION DATE	TO WHOM
Preparation Phase				
Presentation of the Draft IDP Process Plan for 2024/25 to the IDP/Budget Steering Committee		IDP Manager/CFO	August 2023	Mayor, Councillors and Management

Tabling of the schedule of key-deadlines regarding the budget process for 2024/25 MTREF	Section 21(1)(b) of the MFMA	Mayor	August 2023	Council
Submission of draft IDP Review Process to Council for approval		Mayor	August 2023	Council
Submission of adopted 2024/25 IDP/Budget Review Process Plan to the District and COGTA		Accounting Officer	September 2023	District Municipality and COGTA
IDP/Budget Process Plan advertisement in newspapers and public places		IDP Manager	September 2023	Accounting Officer
Coordination of annual budget and IDP review process plan	Section 21, 22, 53 of the MFMA and 35 and 36 of the MFMA	Mayor and Accounting Officer	September 2023 – June 2024	Council
ACTION	LEGISLATION	RESPONSIBILITY	ACTION DATE	TO WHOM
Phase 1: Review Analysis				
Assessment of IDP sector plans		IDP Steering Committee	September-November 2023	IDP & Sector Managers
Review of information to be added or amended to draft IDP		IDP Steering Committee	September – November 2023	Accounting Officer and all Heads of Departments
Phase 2: Strategic Analysis				
Determination of strategic objectives for Key Performance Areas and 3 year budget	Section 21, 22, and 53 of the MFMA	Mayor and Accounting Officer	January 2024	Council
1st IDP AND Budget Steering Committee Meeting Development/ Review of Key Performance Areas, Key Performance Indicators and Targets		Accounting Officer	January 2024	Mayor
Submission of Department Plans for 2023/2024 FY		Senior Managers	January 2024	CFO

1st IDP AND Budget Representative Forum Meeting		Accounting Officer	January 2024	Mayor
ACTION	LEGISLATION	RESPONSIBILITY	ACTION DATE	TO WHOM
Ward Based Consultation process on IDP and Budget related Policies – Ward 1 – 6	Local Government Municipal Systems Act – Sections 16-22	Ward Councillors	February 2024 Johannes Makopane Community Hall – Ward 1	Council
			February 2024 Oppermans Lutheran Church – Ward 1	
			February 2024 Kutlwisiso Community Hall – Ward 2	
			February 2024 Phambili School – Ward 3	
			February 2024 Ipetleng School Hall – Ward 3	
			February 2024 Walter Sisulu Community Facility – Ward 4	
			February 2024 Daniel Moopela Community Hall – Ward 5	
			February 2024 Bolokanang Community Hall – Ward 6	
Tabling of the 2023/24 mid-year budget performance review< Audit Report and Annual Performance Report to Finance Committee and Council	Section 72 (1)(a) of the MFMA Chapter 12 of the MFMA Section 46 of the Municipal Systems Act	Mayor	January 2024	Council
ACTION	LEGISLATION	RESPONSIBILITY	ACTION DATE	TO WHOM
Assessment of IDP implementation status		Accounting Officer Heads of Departments	January 2024	Council

Tabling of the 2023/2024 Adjustment Budget	Section 69 (2) of the MFMA	Mayor	February 2024	Council
Publishing of Public Hearings Dates on the Annual Performance Report	Section 129 of the MFMA	MPAC Chair	February 2024	Public
Review of Draft Budget related policies for the 2024/25 FY	MSA 74 and 75 and MFMA 24 (2) (v)	Mayor with Accounting Officer, CFO and BTO	March 2024	Council
Review of tariffs (rates and service charges for 2024/25 FY)	MSA 74 and 75 and MFMA 24 (2) (v)	Section 80 Finance BTO	March 2024	Council
Phase 3: Project Identification (Review of Projects)				
Review existing Project Template		IDP Steering Committee	January – March 2024	Accounting Officer
Review Development Strategies		IDP Steering Committee	October 2023– March 2024	Accounting Officer
Ward Consultation Process on Project prioritization through Sectoral Meetings targeting Rate Payers Associations		Mayor	March 2024	Council
ACTION	LEGISLATION	RESPONSIBILITY	ACTION DATE	TO WHOM
Phase 3: Project Identification (Review of Projects) cont.				
Establish preliminary budget for each project		CFO and Heads of Departments	January 2024	Accounting Officer
Finalize Sector Plans		Heads of Departments	March 2024	Accounting Officer
Update 3 year Financial Plan, list of projects and 3 year Capital Investment Programme; to integrate with IDP to inform Strategic Municipal Budget aligned with IDP		Heads of Departments	February 2024	Accounting Officer

Preparation of the 2024/25 Financial Year's: Capital budget Operational budget Salaries Budget Tariff charges Revised Budget Draft SDBIP		Chief Finance Officer	March 2024	Finance Committee
ACTION	LEGISLATION	RESPONSIBILITY	ACTION DATE	TO WHOM
Phase 3: Project Identification (Review of Projects) cont.				
Draft Operating and Capital Budget to Management		CFO and Municipal Manager	March 2024	Finance Committee
Submission and presentation of all Capital projects for 2024/25 and the 3 year capital plan		Heads of Departments	February 2024	Council
IDP 2nd Representative Forum Meeting		Mayor	March 2024	Council
Phase 4: Project Integration				
Screening of projects		IDP Steering Committee	February 2024	Section 80 Committee Planning and Development
Integration with Municipal Budget/ SDBIP		Accounting Officer CFO and Manager Development Planning	February 2024	Section 80 Committee Planning and Development
Submission of draft Operating and Capital Budget to Council	Section 16, 22, 23, 87 MFMA MSA S34	Mayor	March 2024	Council
Submission of the draft SDBIP to the Mayor		Accounting Officer	March 2024	Mayor
Submission of 2023/24 Draft IDP to Council		Mayor	March 2024	Council
Submission of Oversight Report on the 2022/23 Annual Performance Report		MPAC Chairperson	March 2024	Council
ACTION	LEGISLATION	RESPONSIBILITY	ACTION DATE	TO WHOM
Phase 4: Project Integration...cont				

Submission of draft IDP to COGTA for Provincial IDP Assessment		Accounting Officer	April 2024	MEC for COGTA
Provincial IDP Analysis			April 2024	COGTA
Submission of the tabled Annual budget to National Treasury and Provincial Treasury and publication of the tabled budget	Section 22(b) of the MFMA	Accounting Officer	April 2024	National Treasury and Provincial Treasury
Phase 5: Approval				
Presentation of the Revised 2024/25 IDP (After the Provincial Assessment)		IDP Steering Committee	April 2024	Municipal Manager
Public Hearings / Service Delivery Imbizos	Chapter Four – section 16 – 22 of the Municipal Systems Act	Mayor and Management	April – May 2024	Council
Consideration of inputs received from external stakeholders on the annual budget and IDP		Mayor Management	May 2024	Council
Tabling of the annual budget and budget related policies	Section 24 (3) of the MFMA	Municipal Manager	May 2024	Council
Final approval of IDP, Budget and PMS by Council			May 2024	Council
ACTION	LEGISLATION	RESPONSIBILITY	ACTION DATE	TO WHOM
Phase 5: Approval.. cont				
Submission of Final Service Delivery and Budget Implementation Plan (SDBIP)	Section 69 of the MFMA and Section 53 (1)(c)(iii)	Accounting Officer and Senior Manager	June 2024	Mayor
Submission of the budget in the approved format to the Provincial and National Treasuries	Section 24 (3) of the MFMA	Accounting Officer	June 2024	National and Provincial Treasury
Submission of the approved and adopted 2024/2025 IDP to the MEC for COGTA			10 days after date of adoption.	Municipal Manager

September 2023	<ul style="list-style-type: none"> IDP to review comments received from the MEC on the previous year's IDP COGTA submission. This to be done with Senior Managers / steering committee / task team. IDP Review Process approved. Revision or initiation of new sector plans. Place advertisement for Public participation programme Confirm composition of Steering Committee / Task team official representatives. Circulate IDP process Plan to sector departments for input. Prepare for Public Participation meetings CoGTA feedback on IDP submission. 	<ul style="list-style-type: none"> Quarterly Project Implementation Report (for last quarter of previous year) MPPR Reg. 14. Quarterly Audit Committee meeting (for the last quarter of previous year) MFMA Sect 166 & MPPR Reg. 14(3) (a). Performance evaluation panel (for evaluation of Sect 56 Managers final assessments) MPPR Reg. 14(3) (b). 	<ul style="list-style-type: none"> Compile the 2024/25 Multi-year Budget. Complete Budget Evaluation Submit checklist to National Treasury. Obtain Council's approval for 2024/25 Multi-year budget process and timetable. Review external mechanisms affecting the medium term budget forecasts. Assess Council's 2022/23 Financial Statements and current year's revised results and capacity, to determine the impact on future strategies and budgets. Assess the funding policies including the tariff structures.
MONTH	ACTIVITIES	ACTIVITIES	ACTIVITIES
	IDP	PMS	BUDGET

October 2023	<ul style="list-style-type: none"> • Commence Public Participation meetings • IDP, Steering committee / Task team to formalise Council's Vision, Mission, objectives and strategies • Consultation & alignment with Sector Departments / Service Providers and local municipalities. • Cross Border alignment meetings. • Feedback from MEC assessment panel. • Feedback to the Steering Committee/ Task team regarding MEC's assessment. • Review and update of departmental sector plans. • Revise prioritisation in terms of performance. • Ward councillors and ward committees submit community request for budget consideration. 	<ul style="list-style-type: none"> • Approval of 1st Quarter SDBIP Report • Approval of 1st Quarter Section 52 (d) report 	<ul style="list-style-type: none"> • Address various budget assumptions, internal budget processes, policies etc. • IDP and Senior Management review the prioritisation to compile the capital budget. • Public information meetings (divided) into the established clusters), reviewing and strategizing the current IDP. • Strategic Budget Meeting with Senior Managers/ Managers. • Budget information meeting regarding operational support and capacity building. • Budget information session with Mayor.
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November 2023	<ul style="list-style-type: none"> • Public Participation meeting. • Integration of information from adopted Sector Plans into the IDP Review document. • Review and updating of the IDP Vision, Mission and Objectives. • Cross border municipal alignment. • Formulate Strategies with the Task Team • Feedback from Senior Managers on Priorities – Projects – as well as Budget inclusions. • Information sharing meeting/session with all sector departments/ service providers and neighbouring local municipalities to ensure that synergy occurs on all levels between the various local IDP documents and to align with the IDP Review document of the District Municipality to achieve more support on the regional scale. • Host IDP Representative Forum meeting. <p>Participate in the Budget information session with Mayor.</p>	<ul style="list-style-type: none"> • Auditor General Audit of performance measures (MFMA Sect 55(2)). • Sect 56 Managers' quarterly assessments (for first quarter). 	<ul style="list-style-type: none"> • Ensure draft budget processes are informed by the IDP. • National regulators and external mechanism entities to give notification of their pricing strategies for the next 3-5 years. • National Government to provide Council with their Medium Term Expenditure Framework Plans. • Obtain confirmation of financial allocations to municipalities from National and Provincial Governments in terms of the Division of Revenue Bill. • Budget information meeting regarding operational support and capacity building. • Submission of the Draft Capital projects for the 2024/25 Multi-year budget and revised prioritisation model according to Council's strategic objectives, as set out in the draft IDP. • Budget information session with Mayor.
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December 2023	<ul style="list-style-type: none"> • Consultation & alignment with Sector Departments / Service Providers and local municipalities. • Review and drafting of initial changes to IDP. • Participate in the District IDP and Budget Roadshows. • Follow up with the Steering Committee and the Task Team. • Participate in the Budget information session with Mayor. • Forward community request to various department. • Submission of Public Participation Report. 	<ul style="list-style-type: none"> • Quarterly Project Implementation Report (for first quarter) MPPR Reg. 14. • Quarterly Audit Committee meeting (For the first quarter) MFMA Sec 166 & MPPR Reg. 14 (3)(a). 	<ul style="list-style-type: none"> • Submission of the Draft Operating estimates for the 2024/25 Multi-year budget, analysed according to activities aligned to Council's strategic objectives, as set out in the draft IDP. • Discussions with Senior Managers/Managers on the draft Capital projects for the 2024/25 Multi-year budget. • Budget information session with the Mayor.
January 2024	<ul style="list-style-type: none"> • Review KPI's and targets. • Attend IDP Best Practise Conference with COGTA. • Task Team meeting for strategy reviews. • . • Participate in the alignment of the Draft Capital estimates to the IDP. 	<ul style="list-style-type: none"> • Noting of Annual Performance Report by Council • Approval of Section 52 (d) and Section 72 Reports • Approval of 2nd Quarter SDBIP Reports 	<ul style="list-style-type: none"> • Perform a mid-year financial review on the current year's 2023/24 budget and revised estimates to submit an Adjustment budget to Council if considered necessary. • Review tariffs and charges and evaluate options • Further consultation, if needed with an internal budget committee represented by the various departments. • Discussions with Senior Managers/Managers on the Draft Operating estimates for the 2024/25 Multi-year budget. • Alignment of the Draft Capital estimates to the IDP. • Budget information session with Mayor.

February 2024	<ul style="list-style-type: none"> • Preparation of draft IDP Review. • IDP Review integration phase. 	<ul style="list-style-type: none"> • Make public annual report and invite community inputs into report (MFMA Sect 127 & MSA Sect 21a). • Sect 56 Managers' quarterly assessments (for second quarter). 	<ul style="list-style-type: none"> • Submit the mid-year budget and performance assessment report to Council. Submit to National Treasury and Provincial Treasury both printed and electronic form the mid-year budget and performance assessment (Section 35). • Make public the mid-year budget and performance assessment report by placing on the municipal website within 5 working days. • Further consultation, if needed with an internal budget committee, represented by the various departments. • Alignment of the Draft Operating estimates to the IDP. • Prepare supporting information for the draft budget to be submitted to Executive Committee. • Finalise detailed budget. • Budget information session with Mayor. • Mid-Year Review by National Treasury.
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March 2024	<ul style="list-style-type: none"> • Conclusion of Sector Plans initiated and integration into the IDP Review re integration into the IDP Review report. • Finalise outstanding MEC assessment issues. • Draft IDP & Budget - Prioritization & Budget allocation. • Participate in the review of the Mid-year visit Report by National Treasury and implementation of any recommendations. 	<ul style="list-style-type: none"> • Quarterly Project Implementation Report (for second quarter) MPPR Reg. 14. • Quarterly Performance Audit Committee meeting (for the second quarter) MFMA Sect 166 & MPPR Reg. 14(3)(a). • Approval of the Oversight Report of the APR for 2022/2023 FY 	<ul style="list-style-type: none"> • Adjustment budget for financial year 2023/24 to be considered if necessary. • Make public the adjustment budget and supporting documentation within 10 working days after being approved by Council (section 26). • Submit to National Treasury and Provincial Treasury in both printed and electronic form the adjustment budget, supporting documentation and the adjusted service delivery and budget implementation plan (SDBIP) within 10 working days after the Mayor has tabled in adjustment in budget in Council (Section 24). • Table 2024/25 Multi-Year Budget together with the IDP for consideration to Finance Portfolio. • Submit 2024/25 SDBIP to Council for consideration. • Review of the Mid-Year visit report by National Treasury and implementation of any recommendations.
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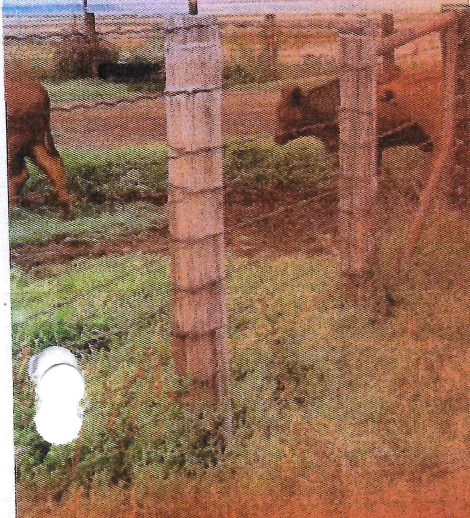
April 2024	<ul style="list-style-type: none"> • Alignment with the Local Municipalities IDPs. • Council workshop of final draft IDP & budget - Prioritization & Budget allocation. • Council to adopt the final draft Budget & IDP and resolve to advertise for public comment. • Draft IDP submission to COGTA by end of March 2024. 	<ul style="list-style-type: none"> • Set performance objectives for revenue for each budget vote (MFMA Sect 17). • Annual Customer Satisfaction survey (to be consolidated to annual report) MSA Sect 40. • 3rd Quarter SDBIP and Section 52 (d) Reports • Publicise Annual Report - MFMA Sec 129(3)]. • Submit Annual Report to Provincial Legislature/MEC Local Government [MFMA Sec 132(2)]. 	<ul style="list-style-type: none"> • Submit 2024/25 Multi-year budget and IDP submitted to Executive Committee and Council for approval. • Submit 2024/25 Service Delivery and Budget Implementation Plans submitted to Executive Committee and Council for approval. • Submit 2024/25 Multi-year budget, IDP and Service Delivery and budget implementation plan in both printed and electronic format forwarded to National and Provincial Governments, including National Treasury within 10 working days after being approved by Council. • Make public the tabled budget and supporting documentation within 10 working days after being approved by Council. • Ward Committee meeting highlighting involvement of members in the Budget Public Participation process. • Undertake a 4 week community consultation process of the budget.
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May 2024	<ul style="list-style-type: none"> • Publish draft Budget & IDP for comment. • Assess & incorporate comments – adjust the IDP & budget where necessary. • Attend assessment week by COGTA. • Report back on the results of the Assessment Feedback. 	<ul style="list-style-type: none"> • Strategies, Objectives, KPA's, KPI's and targets and inclusion into IDP Review report. • S56 Managers' Quarterly Performance Assessments. 	<ul style="list-style-type: none"> • Undertake a 4-week community consultation process of the budget. • Revision of the budget and IDP from inputs received from the community, Government departments and National Treasury, if required.
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June 2024	<ul style="list-style-type: none"> • Final approval of IDP & Budget by Council. • Submission of approved IDP to COGTA. • Report on progress as per SDBIP. • Prepare IDP Process Plan for the IDP Review 2024/25. 	<ul style="list-style-type: none"> • Implementation Report (for third quarter) MPPR Reg. 14. • Quarterly Audit Committee meeting (for third quarter) MFMA Sect 166 & MPPR Reg. 14(3) (a). • Annual review of organisational KPIs (MPPR Reg 11). • Review annual organisational performance targets (MPPR Reg 11). 	<ul style="list-style-type: none"> • Publish tariffs and budget for the 2024/25 financial year. • Assessment of the progress of the 2023/24 budget by National Treasury. • Submission of the draft SDBIP to the Mayor within 14 days of approval of the budget. • Approved 2024/25 Multi-year budget, IDP in both printed and electronic form at forwarded to National and Provincial Governments, including National Treasury within 10 working days after being approved by Council. • Make public the approved budget and supporting documentation within 10 working days after being approved by Council. • Publish Council's budget and IDP on its website. • Establish and complete performance evaluations for functional outcomes based on operational plans and the IDP. • Approval of the S D BIP within 28 days after approval of the budget and completion of the annual performance contracts in accordance with Sec 57(2) of the MSA. • Make public the SDBIP within 10 working days after being approved by Council. • The Service Delivery and budget implementation plan in both printed and
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