

IDP and Budget Process Plan 2025/2026



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SECTION ONE: INTRODUCTION

1. Introduction

The mandatory statutory requirement contained in the Municipal Systems Act (Act 32 of 2000), the Municipal Finance Management Act (Act 56 of 2003) and related regulations, requires each municipal council to adopt a written process to guide the planning, drafting, adoption, and review of its Integrated Development Plan within a specified period following the start of its elected term (IDP). As a result, municipal councils are required to evaluate their IDP yearly under section 34 of the Municipal Systems Act (Act 32 of 2000). Consequently, the re-engineering of the development strategies and targets contained in the Integrated Development Plan should be guided by the IDP and Budget Process Plan.

An affirmative move has been witnessed in most of all areas contained in the IDP Assessment template by Provincial department of Cooperative Governance and Traditional Affairs in collaboration with other departments. This legally compliant template was designed by the department to guide and standardise the assessment of municipal Integrated Development Plans by providing guidelines for the crafting, designing and improving IDPs. The city has done exceptionally well in this barometer.

Legislatively, a planning dialogue between a municipality and the community, other spheres of government and municipal entities remains a fundamental process towards developmental local government. The White Paper on Local Government (1998) refers to developmental local government as a local government which centres on working together with its communities to find sustainable ways to meet their needs and improve their quality of lives. Section 24 of the Municipal Systems Act, 2000 (Act 32 of 2000) provides that the planning undertaken by a municipality must be aligned with, and complement the development plans of the other organs of state'. This is to enable the implementation of cooperative governance to enhance municipal planning.

In order to meet the objectives of their developmental status, municipalities must adopt a strategic plan which meets all the requirements as contained in various pieces of relevant legislation. Furthermore, there must be a creative and integrated approach to local governance to

address developmental challenges and to promote sustainable development.

It is important to re-iterate (following the commitment of previous year of planning, budgeting and reporting) that it is the city's goal is to create an IDP that complies with applicable laws. According to Section 26 of the Municipal Systems Act (Act 32 of 2000), the IDP's main components include the following:

- 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 municipal services;
- the council's development priorities and objectives for its elected term, including its local economic aims and is 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;
- the 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.

1.1 Legal planning context

As indicated, the development of the IDP and Budget Process Plan is regulated by the Municipal Systems Act, No 32 of 2000 and the Municipal Finance Management Act, No 56 of 2003. This is to ensure uniformity and minimum quality standards of the integrated development planning and budget process and the proper coordination between and within the three spheres of government.

The Municipal Systems Act, No 32 of 2000 (as amended) and the Municipal Finance Management Act, No 56 of 2003 confer the responsibility on the Executive Mayor to provide political guidance over the budget process and the

corresponding priorities that must guide the preparation of the annual budgets. In terms of section 53 of the Municipal Finance Management Act the Executive Mayor must also coordinate the annual revision of the integrated development plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget, and determine how the integrated development plan is to be considered or revised for the purpose of the budget. The Municipal Systems Act further requires the following regarding the IDP process:

✓ **Chapter 5 and Section 25 (1) of the Municipal Systems Act (2000)** provides that “each municipal council must, within a prescribed period after the start of its elected term, adopt a single, all-inclusive and strategic plan for the development of the municipality which”-

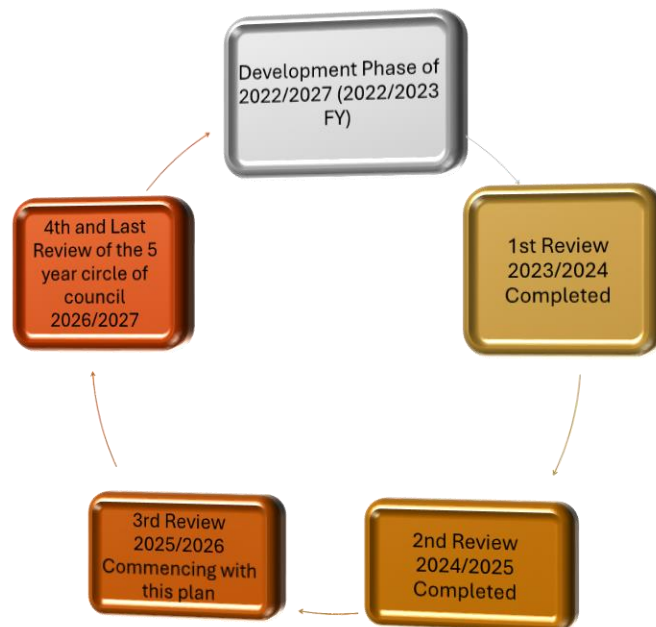
- a) Links integrates and coordinates plans and takes into account proposals for the development of the municipality;
- b) Aligns the resources and capacity of the municipality with the implementation of the plan;
- c) Complies with the provisions of this Chapter; and
- d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

✓ **Section 21 (1) of the MFMA (Act 56 of 2003)**, requires the mayor of a municipality to:

(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).*

The purpose of the IDP and Budget Process Plan is to set out and recommend a process to produce these strategies and plans for the consideration of Council, in compliance with the legislative requirements set out above. Below shows the timelines on the annual reviews for the remaining years of the current IDP cycle:



1.2 Process of reviewing the IDP

Without any exception, the IDP and Budget Process Plan should amongst others include the following:

- A programme specifying the timeframes for the different planning steps (refer to point 4.1 hereunder);
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role players in the IDP review and budget formulation processes; and

The IDP and Budget Process Plan needs to be set out in writing and the law requires that the plan should be adopted by a municipal council.

The revised IDP will continue to follow the IDP guidelines as introduced by the Department of Cooperative Governance and Traditional Affairs and will be segmented into 9 priorities. At the centre of planning and development, these priorities advocates collaboration and synchronized planning and implementation.

The noticeable features to characterize the planning process includes amongst others:

- 1) Multi-stakeholder visioning processes to emerge with city vision endorsed by communities and stakeholders;
- 2) Adopting a research-based approach to constituency and stakeholder consultation to collect qualitative data and information on constituency and stakeholder views;
- 3) Extensive inter-governmental (National and Provincial departments, SOE and other development protagonists) engagement processes to process and ascertain planned investments in the City and Coordination on the district development Plan/One Plan with; to mention but a few

1.3 Synchronizing IDP, Budget and PMS

Organisational performance management systems must be connected to the Integrated Performance Planning Process (IDP) to meet the requirements of the Municipal Systems Act (refer to 3.2 on this document). There has been a significant forward movement in harmonising the IDP, budget, and performance management system in the Mangaung Metropolitan Municipality.

Every part of a development plan and management system is linked to the IDP, PMS, and budget. The IDP defines the municipality's long-term goals, as well as how these goals will be accomplished. The use of the PMS is to examine performance against the set objectives, and it is an important step which ought to be observed by the city. The budget serves as a resource plan for budget allocation in order to meet the developmental objectives of the municipality.

1.3.1 Integrated Development Plan

The Municipal Systems Act in particular, calls for the establishment of planning, monitoring, and budgeting systems which are essential for local government to achieve developmental status. Section 25 (1) of the Municipal Systems Act dictates that each municipal council shall establish a single, comprehensive and long-term vision for the development of the municipality within a certain length of time after taking office.

The plan should have three requirements: connect, integrate, and coordinate plans and include plans for the municipality's growth and development. The execution of the plan should use the capability and resources of the municipality. To be successful, the plan must serve as the foundation for MTREF yearly budgets. Furthermore, the municipal strategy should be able to fit in and support with existing national and provincial development plans, which are obligatory on the municipality in the spirit of cooperative governance.

1.3.2 Budget

The 2025/2026 budget will be prepared in compliance with the provisions MFMA (No 56 of 2003) and associated regulations. The MTREF is a financial strategy that enables the municipality to achieve its vision and mission through the IDP Strategy which is informed by the development agenda and community/stakeholder inputs.

This process will be aligned to the strategic development objectives of the IDP as well as the budget as outlined below:

- **Spatial Transformation:** *Implement, integrate and target the strategy that transforms the spatial and economic legacy of Mangaung.*
- **Economic Growth:** *Boost economic development by strengthening organisational performance*
- **Service Delivery Improvement:** *Strengthen service delivery as a priority for economic growth*
- **Financial Health Improvement:** *Implement a financial recovery plan that rebuilds financial Strength*
- **Organisational Strength:** *Strengthen the organisation – the heart of it all*

1.3.3 Performance Management

The adopted PMS framework of the municipality seeks to establish an effective performance measurement tool that will be used to monitor the performance of Mangaung Municipality on a quarterly, mid-term and annual basis. This process will aid in tracking progress in achieving the strategic development objectives as per the Municipality's Integrated Development Plan which are:

- Spatial Transformation
- Economic Growth

- Service Delivery Improvements
- Financial Health Improvements
- Organisational Strength

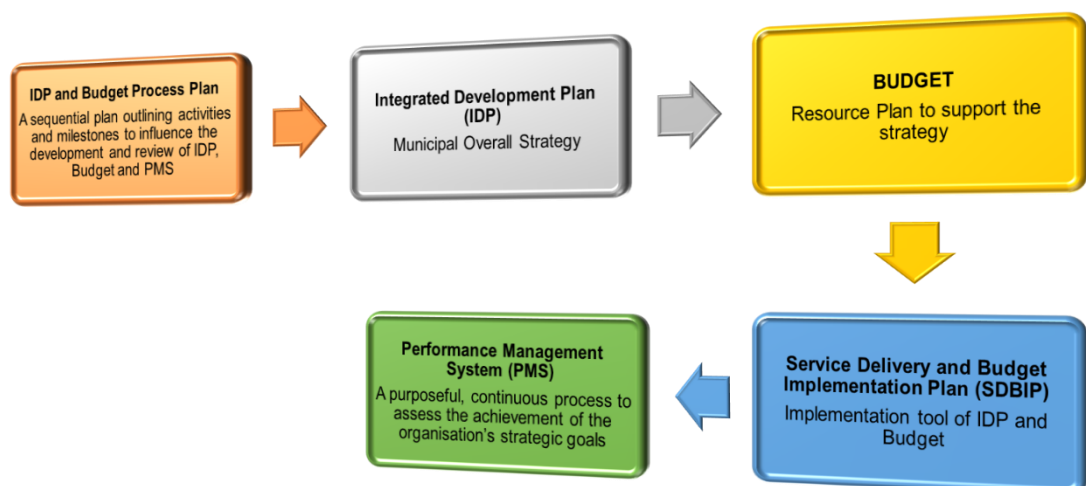
The main method used to manage, evaluate, and enhance the implementation of the IDP is the Mangaung PMS. It is used to assess the progress in implementing the goals set forth in the IDP. It helps establish and support the municipal-wide strategic goals by connecting individual performance management to the performance management of the organisation as a whole. In other words, the IDP not only informs the budget, but it also directs how funding is used to grow important areas of performance and to identify measurable performance goals at all levels.

Performance management is part of a broader strategic management approach aimed at improving overall integration with the city's strategic planning, budgeting, and administration. This procedure supports the Municipality in streamlining the planning and budgeting process, as well as closely monitoring and measuring performance. The PMS tools will be used by Council members, management, and authorities at Mangaung to conduct performance monitoring. External stakeholders can use this framework to understand the performance monitoring approach and process inside the organization.

In line with the provisions of the Municipal Systems Act and Performance Management Regulations, the performance review committee for senior management is established for performance review purposes. The purpose of this committee will be to examine how effective the integrated development plan and budget are progressing (both as summarised in the Service Delivery Budget and Implementation Plan of the city). Following the timeline outlined by the council below:



Fig 1: Linkages between IDP, Budget and PMS

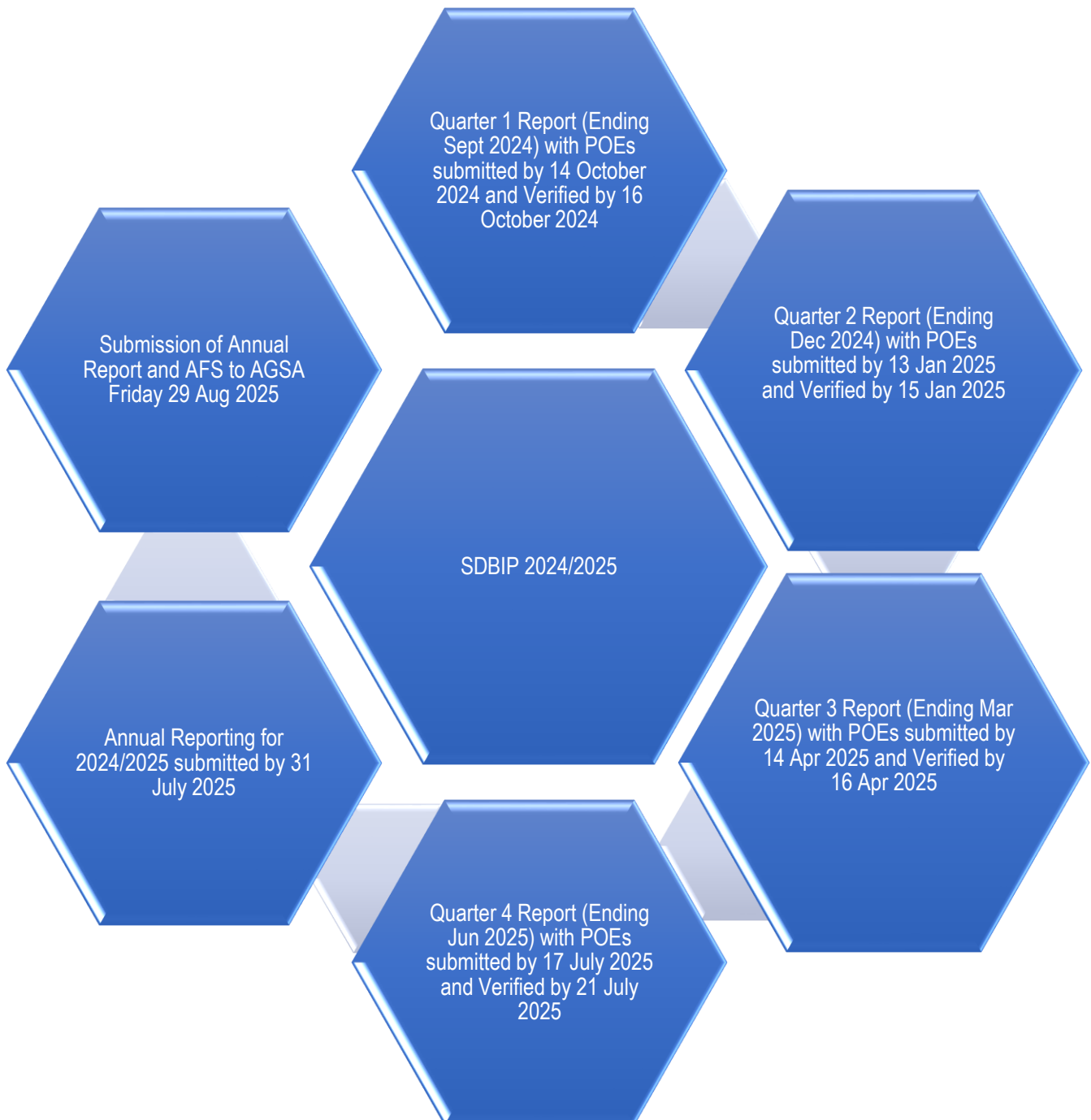


In improving the quarterly reports, its important to ensure overall strength and consistency by participating in the subsection of section 13 (1) of the Municipal Planning and Performance Management Regulations, 2001.

Moreover, Section 52 (d) of the Municipal Finance Management Act 56 of 2003 requires the mayor of a municipality to develop a report to the council on the execution of the budget and the financial status of the municipality within 30 days of the end of each quarter¹.

Given what is indicated above, it is expected that the departments will be required to submit their SDBIP and Portfolio of Evidence as illustrated below:

Note: All Portfolio of Evidence (POEs) to be Submitted Electronically (PDF, WORD, EXCEL etc.)



¹ Finance Department is exempted from the above, due to financial system closure timelines.

SECTION TWO: IDP DEVELOPEMENT PROCESS

2. Policy parameters that guides MMM process in the development of IDP

The Constitution stipulates that all three spheres of government are autonomous but *interdependent*. It is important to ensure that the IDP goals are aligned to developmental goals of both national and provincial government.

This therefore calls for closer collaboration between all these spheres of government. A number of national policies and planning frameworks have a particular bearing on the provincial and local spheres of government. A few critical ones are highlighted below, and the list is not exhaustive.

The city together with the provincial government has recognised the priorities as outlined by National government as articulated in the State of the Nation Address namely:

- Economic transformation and Job Creation
- Education and Skills for the employees of the city
- Consolidating the quality basic services to the communities
- Spatial Integration, human settlement and good governance
- Social cohesion and safe communities
- Building a capable, ethical and developmental local government

2.1 National Development Plan (NDP)

The South African Government, through the Presidency, has adopted published a *National Development Plan (NDP)*. The National Development Plan 2030 has been adopted by the National Cabinet in August 2012 and this place an injunction on the state and its agencies (including municipalities) to implement the Plan.

The NDP aims to eliminate poverty and reduce inequality by 2030. The Plan has the target of developing people's capabilities to improve their lives through education and skills development, health care, better access to public transport, jobs, social protection, rising income, housing and basic services, and safety. It proposes to the following strategies to address the above goals:

1. Creating jobs and improving livelihoods
2. Expanding infrastructure
3. Transition to a low-carbon economy
4. Transforming urban and rural spaces
5. Improving education and training
6. Providing quality health care
7. Fighting corruption and enhancing accountability
8. Transforming society and uniting the nation

More importantly for efficiency in local government, the NDP proposes 8 targeted actions listed below:

1. Stabilise the political- administrative interface
2. Make public service and local government careers of choice
3. Develop technical and specialist professional skills
4. Strengthen delegation, accountability and oversight
5. Improve interdepartmental coordination
6. Take proactive approach in improving national, provincial and local government relations
7. Strengthen local government
8. Clarify the governance of SOE's

The Plan makes the following policy pronouncements and proposes performance targets that intersect with developmental mandates assigned to local government. Importantly, municipalities are expected to respond to these developmental imperatives when reviewing their Integrated Development Plan and developing the corresponding three-year Medium-Term Revenue and Expenditure Frameworks.

The Medium-Term Strategic Framework 2019–2024 (MTSF 2019-2024)², is the manifestation of an

² The city acknowledges the end period of these MTSF 2019/2024. Therefore, it should be noted that, the MTSF 2024-2029 priorities of the seventh administration process is anticipated to commence with the

provinces during August – September 2024 and subsequently finalisation of APPs with cabinet from October 2024 – March 2025.

implementation plan for the NDP Vision 2030 and for the implementation of the electoral mandate of the sixth administration of government. The **MTSF 2019-2024** lays out the package of interventions and programmes that will achieve outcomes that ensure success in achieving Vision 2030 and the seven electoral priorities adopted by government as:

PRIORITY 1: Building a capable, ethical and developmental state

PRIORITY 2: Economic transformation and job creation

PRIORITY 3: Education, skills and health

PRIORITY 4: Consolidating the social wage through reliable and quality basic services

PRIORITY 5: Spatial integration, human settlements and local government

PRIORITY 6: Social cohesion and safe communities

PRIORITY 7: A better Africa and world

2.2 Free State Growth and Development Strategy (FSGDS)

During the compilation of this process plan, the Free State provincial department was busy reviewing its strategic plan (FSGDP). The PGDS is the fundamental policy framework for the Free State Provincial Government, and it is the embodiment of the broad strategic policy goals and objectives of the province in line with national policy objectives. The strategy addresses the key and most fundamental issues of development, spanning the social, economic and political environment. It constantly considers annual provincial priorities and sets broad targets in terms of provincial economic growth and development, service delivery and public service transformation.

The Strategy has identified six priority areas of intervention by the province, namely;

- 1) Inclusive Economic growth and sustainable job creation;
- 2) Education innovation and skills development
- 3) Improved quality of life
- 4) Sustainable Rural Development
- 5) Efficient Administration and Good Governance
- 6) Building social cohesion

Importantly, the FSGDS identifies drivers, strategies and measurable performance targets (five-year, ten-year,

fifteen year and twenty-year targets) to ensure that there is performance in relation to the identified six priority areas. Equally, Mangaung Metro should align its long-term development plans and the five-year development plans with those of the provincial government of the Free State.

2.3 Integrated Urban Development Framework (IUDF)

The Department of Cooperative Governance and Traditional Affairs has issued the *“Integrated Urban Development Framework – A new deal for South African Cities and Towns”* as a policy framework to guide future growth and the management of urban areas.

The framework outlines the following key strategic goals, namely:

- 1) **Spatial Integration** – to forge new spatial forms in settlement, transport, social and economic areas;
- 2) **Inclusion and access** – ensuring that people have access to social and economic services, opportunities and choices;
- 3) **Growth** – harnessing urban dynamism for inclusive, sustainable economic growth and development; and
- 4) **Governance** – enhancing the capacity of the state and its citizens to work together to achieve spatial and social integration

The Framework outlines nine policy levers that will be used as instruments to achieve the afore-mentioned strategic goals. The city will align its strategic document with all the nine (9) levers of this important document.

2.4 Sustainable Development Goals (SDGs)

The sustainable development goals (SDGs) are universal set of goals, targets and indicators that the United Nations' member states will be expected to use to frame their agendas and political policies. The SDGs follow and expand on the millennium development goals (**MDGs**), which were agreed by governments in 2001 and expired in 2015. These goals were concluded on 25 September 2015. On the 1st January 2016, the world officially began with the implementation of the 2030 Agenda for

Sustainable Development — The **Sustainable Development Goals (SDGs)**. These are therefore a Post 2015 Development Agenda (successor to the Millennium Development Goals).

These 17 goals with 169 targets covers a broad range of sustainable development issues. The goals includes amongst others, ending poverty and hunger, improving health and education, making cities more sustainable, combating climate change, and protecting oceans and forests. During the 2022/2027 municipal term, the city will continue to ensure alignment and synergy between these goals and the strategic intends of the municipality.

2.5 District Development Plan “An Intergovernmental Relations Perspective”

The foundation of a constitutional democracy in South Africa as laid and articulated in the Constitution of the Republic of South Africa, 1996 and the implications thereof, poses unique capabilities by the local sphere of government. It is expected that municipalities must take responsibility to engage various sectors and development protagonists, such as the national and provincial governments, State Owned Enterprises, business forums, to mention but a few. This means that, joint planning is important for the attainment of the shared outcome. Whilst section 40(1) of the Constitution established three distinctive, yet interdependent and inter-related spheres of government, municipalities remain at the center of development, given the responsibilities enshrined in sections 151-154, 156 and schedule 5 (part B) of the Constitution.

2.5.1 Introduction to the District Development Model (DDM)/ One Plan

The District Development Model (DDM) is an all-of-government approach to improve integrated planning and delivery across the three spheres of government with district and metropolitan spaces as focal points of government and private sector investment. The DDM is aimed at facilitating integrated planning, provisioning, and

monitoring of Government's development programmes through the concept of a joint “One Plan” in relation to 52 development spaces / impact zones through the establishment of national technical capacity as well as district hubs that will drive implementation of the programme. This approach will not only accelerate local economic development, urbanization, economic activities but also the provision of basic services.

The DDM embodies an approach by which the three spheres of government and state entities work in unison with other development partners in an impact-oriented way and where there is higher performance and accountability for coherent service delivery and development outcomes. It influences spatialisation and reprioritisation of government planning, budgeting, implementation and reporting in relation to jointly agreed outcomes and commitments in the 52 districts and metropolitan spaces. This is facilitated through and anchored around the ‘One Plan’, ‘One Budget’, ‘One District’. Below is a summary of the specific objectives of the DDM:

- ✓ Solve the Silos at a horizontal and vertical level;
- ✓ Maximise impact and align plans and resources at our disposal through the development of One District, One Plan, and One Budget;
- ✓ Narrow the distance between people and government by strengthening the coordination role and capacities at the District and City levels;
- ✓ Ensure inclusivity by gender budgeting based on the needs and aspirations of our people and communities at a local level;
- ✓ Build government capacity to support to municipalities;
- ✓ Strengthen monitoring and evaluation at district and local levels;
- ✓ Implement a balanced approach towards development between urban and rural areas;
- ✓ Ensure sustainable development whilst accelerating initiatives to promote poverty eradication, employment and equality; and
- ✓ Exercise oversight over budgets and projects in an accountable and transparent manner. These objectives are all set to accelerate service delivery challenges.

SECTION THREE: ROLES, RESPONSIBILITIES

3. Role Players

The following role players have been identified in the IDP and Budget processes:

- Internal Role Players
- External Role Players

3.1. Internal Role-players

- a) City's Council;
- b) Executive Mayor;
- c) Deputy Executive Mayor
- d) MAYCO
- e) Ward Councillors
- f) City Manager;
- g) Head of Departments and CENTLEC CEO
- h) Office responsible for IDP and Performance Management;
- i) IDP and Budget Steering Committee

Responsibility	Functions
1. City's Council	<p>The Council is the 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 city's budget is coordinated with and based on the IDP;▪ adopt a Performance Management System (PMS)▪ Monitor progress on the implementation of IDP
2. The Executive Mayor	<p>The Executive Mayor has the responsibility for the preparation and implementation of the IDP, Budget & Performance Management including:</p> <ul style="list-style-type: none">▪ the responsibility of the overall oversight, development and monitoring of the process or delegate IDP, Budget & PMS responsibilities to the Municipal Manager;▪ ensuring that the budget, IDP & budget related policies are mutually consistent & credible;▪ submitting the revised IDP & the Budget to the municipal Council for adoption;▪ Submitting the proposed Performance Management System to the municipal council for adoption.
3. Deputy Executive Mayor	<p>Assist the Executive Mayor with the duties cited above</p>

Responsibility	Functions
4. Mayoral Committee	The role of the Mayoral Committee is to provide political and strategic guidance and direction to the IDP, Budget, Performance Management processes and IDP implementation.
5. Ward Councillors	<p>Ward Councillors are the major link between the municipality 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; ▪ facilitate public consultation and participation within their wards.
6. City Manager	<p>The City Manager has the responsibility of providing guidance and ensure that the administration actively participates and supports the development and review of the IDP and Budget and works towards its implementation. This amongst others includes:</p> <ul style="list-style-type: none"> ▪ Facilitate the development of the IDP review; ▪ Co-ordinates and Manage the process of the review in accordance with the necessary legislation; ▪ Identify the stakeholders in the IDP process; ▪ Ensure integration of strategic planning, budgeting and monitoring and evaluation processes.
7. Head of Departments and CENTLEC CEO	<ul style="list-style-type: none"> ▪ Participate in the Planning of IDP ▪ 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 time-frames set for the review are met. ▪ Implement the IDP and Budget as per the approved SDBIP ▪ Adhere to the timeous reporting periods and fulfil all the obligations thereof
8. Office responsible for IDP and Performance Management	<p>The IDP/PMS Unit reports to the City Manager and is required to manage and co-ordinate the IDP process, ensure budget integration, the roll out of Performance Management and monitor the implementation of the IDP, including:</p> <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 review 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; ▪ linking the IDP to the SDBIP

Responsibility	Functions
9. The IDP and Budget Steering Committee	<p>The IDP Steering Committee is chaired by the Executive Mayor and comprises of the City Manager and HODs/CEO who are also the technical experts in the various Clusters. The task of the Steering Committee is to:</p> <ul style="list-style-type: none"> provide technical oversight and support to the IDP/ Budget review and its implementation <p><i>*The Ex. Mayor can delegate the function of chairing the IDP Steering Committee to the Deputy Executive Mayor.</i></p>

3.2. External Role-players

- COGTA as a co-ordinating department
- National and Provincial Government Departments and State-Owned Enterprises
- Chamber of commerce
- Traditional leaders
- Representative Forum from various civil organisations.

Responsibility	Functions
COGTA	Assist the city with the execution of section 154 of Constitution and other related activities
National and Provincial Government Departments and State-Owned Enterprises	The city's planning must undertake, align and complement the development plans and strategies of other organs of state to give effect to the principles of co-operative government. This will be done through joint planning with these protagonist
Chamber of Commerce	They are identified as key stakeholders in the development of the city strategy, as such the process allows for engagement with the Chamber of commerce and Business.
Traditional leaders	The city has only one (1) Traditional Council (Barolong bo Seleka) that must play a critical role in the development process of the city's homestead (Trust). They will assist with the mobilisation of the communities within Thaba-Nchu area
IDP Representative Forum	<p>The IDP Representative Forum serves as the interface for community participation during the IDP process and therefore participates in the annual review of the municipality's IDP. The IDP Representative Forum is chaired by the Executive Mayor (or his delegate) and consists of the following participants:</p> <ul style="list-style-type: none"> Members of the Mayoral Committee Ward Councillors and Ward Committee members Community Development Workers NGOs/CBOs Business chambers Sector departments (provincial and national) Religious organisations Municipal officials, to mention but a few

SECTION FOUR: KEY DATES FOR IDP AND BUDGET PROCESS

4.1 Schedule of the process with phases

Preparation Phase

Period	Legislation	Integrated Development Planning	Budget Process	Performance Management	Responsibility
August 2024	MFMA Guidance	IDP and Budget Steering Committee on Process Plan post public comments			Ex. Mayor MAYCO City Manager HODs
August – September 2024	MFMA 21 (1)(b)	Tabling of IDP/Budget Process Plan 2024/2025 and Publishing			Ex. Mayor
July – August 2024	MFMA 53 (1) (c) (iii) MSA 57			Conclude the Annual Performance Agreements for 2024/2025	Ex. Mayor City Manager HODs
August – September 2024	MFMA Guidance		Submission of the Annual Financial Statement to the Auditor General	Submission of the Annual Performance Report to the Auditor General	CM CFO
Oct 2024	MFMA 52 (d)		Submission of 1st quarter section 52 report to Council for approval.	Submission of 1 st quarter section 52 report to Council for approval.	CFO City Manager HODs
Nov 2024 – May 2025	MSA 29 (1) (b)	Public participation: <ul style="list-style-type: none"> Provide feedback on the implementation of the IDP and Sectoral Plans Solicit inputs on community needs by means of Councillors and Ward Committee's reports Solicit inputs from various focus groups Review the Spatial Development Framework and discuss intended spatial commitments District Development Plan/One Plan NB: Various possible methods of communication will be used in meeting this milestone.	Public participation: Budget and Budget Related Policies		Speaker Ward Councillors Ward Committees City Manager HODs Centlec Management
Dec 2024	MFMA Guidance	Initiate review and development of sectoral plans	Capital investment reviewed		HOD's Centlec Management

Strategy Phase

Period	Legislation	Integrated Planning	Development	Budget Process	Performance Management	Responsibility
Jan 2025	MFMA Guidance			Submission of final tariffs proposal and revenue forecast		CFO, HODs Centlec Management
Jan 2025	MFMA 52 (d)			Centlec submit drafts budgets	Submission of 2nd quarter section 52 report to Council for approval	CFO City Manager HODs and Centlec CEO
Jan 2025	MFMA 72 (1)(b)			Table in council the mid-year budget report	Submission of the SDBIP mid-year performance assessment report section 72 for period July – December to Council for approval	CFO City Manager
Jan 2025	SCM Reg 6 (3) and (4)			EMT/CM reviews the first draft of the MTREF report	Submission of Mid – Year Budget and Performance Assessment Report to National Treasury	City Manager HODs Centlec Management
Jan 2025	MFMA 127 (2)			Table in Council the Annual Report of the City and CENTLEC and Publish on the Website		Ex. Mayor
Jan – Feb 2025	MFMA Guidance	Mid-year budget and performance assessment visits National Treasury				City Manager HODs Centlec Management
Feb 2025	MFMA Guidance	IDP and Budget Steering Committee				Ex. Mayor MAYCO City Manager and HODs
Feb 2025	MFMA 28(4)			Council approves Adjustment Budget.	Council approves the Revised SDBIP	Ex. Mayor City Manager

Project Phase

Period	Legislation	Integrated Development Planning	Budget Process	Performance Management	Responsibility
Feb 2025	MFMA Guidance	Incorporate the proposed projects and programs on the Draft IDP	Discuss the monetary terms of the proposed projects and programmes		City Manager CFO HODs Centlec Management
Feb 2025	MFMA Guidance		Finalisation of Capital investment and development/review process of sectoral plans		HOD's Centlec Management

Integration Phase

Period	Legislation	Integrated Development Planning	Budget Process	Performance Management	Responsibility
February 2025	MFMA Guidance	Role-players engagements which are amongst others: <ul style="list-style-type: none"> State Owned Enterprises National and Provincial Departments, to mention but a few. 			City Manager and CFO HODs Centlec Management
February 2025	MFMA Guidance	Incorporate the National and Provincial departments, SOEs and other role-players, their proposed projects and programs on the Draft IDP			City Manager and CFO HODs Centlec Management

Approval Phase

Period	Legislation	Integrated Development Planning	Budget Process	Performance Management	Responsibility
March 2025	MFMA Guidance	IDP and Budget Steering Committee			Ex. Mayor MAYCO City Manager and HODs
March 2025	MFMA 16 (2)	Tabling of the 2025/2026 Draft IDP, Sectoral Plans including proposed revisions	Tabling of 2025/2028 Draft MTREF Budget and budget related policies – MMM and Centlec.	Adopt an oversight report providing comments on the Annual Report	City Manager Council
April 2025	MFMA 52(d)			Submission of 3 rd quarter section 52 report to Council for approval	CFO City Manager and HODs Centlec Management
April – May 2025		Budget and Benchmark Assessments National Treasury			CFO City Manager and HODs Centlec Management
April – May 2025	MFMA 22(a)(ii)	Review comments and make adjustments to the draft IDP	Review comments and make adjustments to the draft Budget and related policies		Speaker City Manager and HODs Centlec Management
April – May 2025	MFMA Guidance	IDP and Budget Steering Committee			Ex. Mayor MAYCO City Manager and HODs Council
May 2025	MFMA 24(1)	Approve the 2025/2026 IDP and related sectoral plans	Approve the 2025/2028 Budget and related budget policies		
June 2025	MFMA 53 (1) (c) (ii)			Approval of SDBIP 2025/2026	Ex. Mayor
July – Aug 2025	MFMA 52(d)			Submission of 4 th quarter section 52 report to Council for approval	CFO City Manager HODs Centlec Management

