

EXTRACT FROM THE MINUTES OF ORDINARY COUNCIL MEETING OF MASILONYANA LOCAL MUNICIPALITY HELD ON THE 30<sup>th</sup> AUGUST 2023 IN IPELENG  
COMMUNITY HALL – WINNIE MANDELA TOWN AT 14H00.

IN ATTENDANCE

|                     |                                |
|---------------------|--------------------------------|
| Cllr SN Makata      | Speaker                        |
| Cllr DE Modise      | Mayor                          |
| Cllr MTW Morokane   | Councillor                     |
| CLLR MS Letsie      | Councillor                     |
| Cllr PS Tlahadi     | Councillor                     |
| Cllr MG Fosi        | Councillor                     |
| Cllr TD Xhalabile   | Councillor                     |
| Cllr NH Kototisa    | Councillor                     |
| Cllr TB Molahloè    | Councillor                     |
| Cllr B Phehlane     | Councillor                     |
| Cllr M Visser       | Councillor                     |
| Cllr MZ Letsie      | Councillor                     |
| Cllr SE Putsoenyane | Councillor                     |
| Cllr KE Mokalolise  | Councillor                     |
| Cllr S Brown        | Councillor                     |
| Cllr BG Rossouw     | Councillor                     |
| Cllr SP Mabesa      | Councillor                     |
| Dr. RS Motingoe     | Acting Municipal manager       |
| Z Ntswabule         | Manager: Office of the Mayor   |
| T Zingitwa          | Manager: Office of the Speaker |
| M Mahula            | Senior Administration Officer  |

| NO | ITEMS  | BACKGROUND  | DISCUSSIONS | RESOLUTIONS  |
|----|--|---|-------------|--|
| 13 | 13.1.1 IDP REPORT ON THE DRAFT IDP/BUDGET & PMS PROCESS PLAN 2023-2024 TO COUNCIL. | IDP/Budget and PMS Process Plan is hereby drafted and submitted to Council's in terms of Section(s) 28 (1-3) and 29-30 (1-3) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) read together with the provisions of the Local Government Municipal Financial Management Act (56 of 2003), that Maslonyana Local Municipality will also send out the notice (on the Municipal Website & Public places) requesting for inputs on the Draft IDP / Budget & PMS Process Plan that will be followed for 2024/2025 Financial Year review from members of the Community. | n/a         | That Council approve the proposed Draft IDP/Budget Process Plan as the final document for Maslonyana Local Municipality. |

Certified to be a true reflection of the original minutes.



Cllr SN Makata  
Speaker

INTEGRATED DEVELOPMENT PLAN (IDP) /  
BUDGET TIMELINE AND PERFORMANCE  
MANAGEMENT SYSTEM (PMS) PROCESS  
PLAN 2024-2025



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## 1. Introduction

This section generally sets the tone and purpose for drafting the IDP and discusses the legislative framework and the context.

In order for us to enhance service delivery and arrive at a South Africa we all envisaged in 1994, it is imperative for us to align our IDP with the National Development Plan (NDP), the Free State Growth and Development Strategy (FSGDS) and the Medium Term Strategic Framework (MTSF) which are the apexes of the 2030 National and Provincial visions. This alignment is outlined in section 1 of this IDP document and on paragraph five (5) of this Executive Summary. Both these two planning instruments (NDP and FSGDS), were developed through a process which included the assessment of all planning policies. This IDP document is also aligned with the Medium Term Revenue and Expenditure Framework (MTRRF) – the Budget.

### Purpose of the Integrated Development Plan

The Municipal Systems Act, 32 of 2000 as promulgated describes the various core processes that are essential to realising a system of developmental local government. These aspects include participative governance, Integrated Development Plan, Performance Management Systems and Reporting, Resource Allocation and Organisational Change.

These processes are linked into a single cycle at the local level that will align various sectoral initiatives from national and provincial government departments with municipality's own capabilities and processes. Therefore, the purpose of this document is to outline the operational plan, an integrated process plan, for the development of the Integrated Development Plan for Maslonyana Local Municipality.

This IDP Review Process Plan is based on the unique character and circumstances of Maslonyana Local Municipality, taking due cognisance of the process plan requirements as outlined in the Municipal Systems Act, 32 of 2000, section 34, and guidelines for the Integrated Development Plan provided by the National Department of Provincial and Local Government, presently known as Department of Cooperative Governance and Traditional Affairs.

In order to ensure certain minimum quality standards of the Integrated Development Plan, and a proper coordination between and within the spheres of government, the preparation of the IDP Review Process Plan has been regulated in the Municipal Systems Act 32, 2000. The preparation of an IDP Review Process Plan set out in writing, requires the adoption by Council. This plan has to include the following:

- A programme specifying the timeframes for the different planning steps;
- appropriate mechanisms, process and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the Integrated Development Plan drafting process;
- An indication of the organisational arrangements, i.e. policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment.

### 3. Legal Context of Integrated Development Plan Process Plan

#### 3.1 The Integrated Development Plan

Chapter 5 and section 25(1) of the Municipal Systems Act, 32 of 2000 indicates 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 capabilities of the municipality with the implementation plan;
- (c) Complies with the provision of this Chapter; and
- (d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

### 3.2 The IDP Review Process Plan

In terms of Chapter 5 of the Municipal Systems Act, 32 of 2000, as amended and section 28(1) requires that: Each municipal council must, within a prescribed period after the start of its elected term, adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan for the development of the entire municipality that: -

- 2.1.1. Consults the local community on the Process Plan
- 2.1.2 Gives Public Notice on the process the municipality intend to follow.

In terms of the core components of the integrated development plans, Chapter 5 and section 26 of the Municipal Systems Act, 32 of 2000 indicates that: An integrated development plan must reflect-

- a. 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;
- b. 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;
- c. The council development priorities and objectives for its elected term, including local economic development aims and its internal transformation needs;
- d. The council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- e. A spatial development framework which must include the provision of basic guidelines for land use management system for the municipality;
- f. The council's operational strategies
- g. Applicable disaster management plan
- h. A financial plan, which must include a budget projection for at least the next three years; and
- i. The key performance indicators and performance targets determined in terms of section 41.

### 3.3 The Annual Budget

The annual budget and the integrated development plan are inextricably linked to one another, something that has been formalised through the promulgation of the Municipal Finance Management Act, 56 of 2003. Chapter 4 and section 21 (1) of the Municipal Finance Management Act, 56 of 2003 indicate that: The Mayor of a municipality must-

- a. 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 tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
  - ii. The consultative processes forming part of the processes referred to in subparagraphs (i) and (ii).

#### 4.2 Community Outreach Programme

All the programmes and projects that are planned are outlined from the strategic objectives. During the development of these strategies, all national and provincial strategies and priorities such as National

Outcomes

- ✓ Strategic Goal 1: Sustainable services to the community
- ✓ Strategic Goal 2: To promote a sound environmental management system
- ✓ Strategic Goal 3: To provide sound governance for local communities
- ✓ Strategic Goal 4: To ensure sound governance practices within the Municipality.

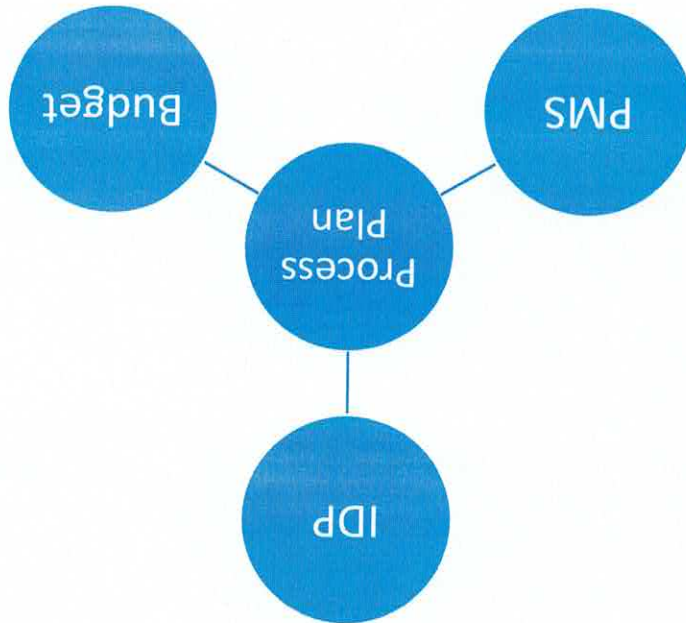
are listed below:

All strategies and political objectives of MLLM are elucidated in this section. The four strategic objectives

#### 4.1 Strategic goals and intergovernmental alignment

The situational analysis section provides the local profile and the levels of development of the municipality. Based on published statistical information, indicators such as population dynamics, economic analysis, education levels, poverty and related matters, access to basic services such as water and sanitation, electricity, roads and storm water management are analyzed to provide both management and council with planning information.

#### 4. Situational analysis



Every attempt will be made in this municipal plan to align the IDP and the Budget preparation process, and the Performance Management System review. The linkages of the three processes are summarised in the following diagram.

b. Alignment of the IDP, Budget and the Performance Management Systems processes

As provided for by legislation, this section sets out mechanisms through which the municipality consults communities and other stakeholders in its area of jurisdiction.

These include Mayoral Ambassadors where the Mayor, the Speaker of Council, the Chief Whip, and members of the Executive Committee convene public meetings to solicit inputs from the community and provide feedback on general service delivery issues and budget implementation. Furthermore, communities are accorded the opportunity to view both the drafts of both the IDP and the budget on the municipality's website, public libraries and inputs can also be sent via e-mail to the IDP unit.



- 151. Status of municipalities**
1. The local sphere of government consists of municipalities, which must be established for the whole of the territory of the Republic.
  2. The executive and legislative authority of a municipality is vested in its Municipal Council.
  3. A municipality has the right to govern, on its own initiative, the local government affairs of its community, subject to national and provincial legislation, as provided for in the Constitution.
  4. The national or a provincial government may not compromise or impede a municipality's ability or right to exercise its powers or perform its functions.
- 152. Objects of local government**
1. The objects of local government are -
    - (a) to provide democratic and accountable government for local communities;
    - (b) to ensure the provision of services to communities in a sustainable manner;
    - (c) to promote social and economic development;
    - (d) to promote a safe and healthy environment; and
    - (e) to encourage the involvement of communities and community organisations in the matters of local government.
  2. A municipality must strive, within its financial and administrative capacity, to achieve the objects set out in subsection (1).
- 153. Developmental duties of municipalities**
- A municipality must
- (a) structure and manage its administration, and budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community; and
  - (b) participate in national and provincial development programmes.
- 154. Municipalities in co-operative government**
1. The national government and provincial governments, by legislative and other measures, must support and strengthen the capacity of municipalities to manage their own affairs, to exercise their powers and to perform their functions.
  2. Draft national or provincial legislation that affects the status, institutions, powers or functions of local government must be published for public comment before it is introduced in Parliament or a provincial legislature, in a manner that allows organised local government, municipalities and other interested persons an opportunity to make representations with regard to the draft legislation.
- 155. Establishment of municipalities**
1. There are the following categories of municipality:
    - (a) **Category A:** A municipality that has exclusive municipal executive and legislative authority in its area.

- (b) **Category B:** A municipality that shares municipal executive and legislative authority in its area with a category C municipality within whose area it falls.
- (c) **Category C:** A municipality that has municipal executive and legislative authority in an area that includes more than one municipality.

2. National legislation must define the different types of municipality that may be established within each category.

3. National legislation must

- (a) establish the criteria for determining when an area should have a single category A municipality or when it should have municipalities of both category B and category C;
- (b) establish criteria and procedures for the determination of municipal boundaries by an independent authority; and
- (c) subject to section 229, make provision for an appropriate division of powers and functions between municipalities when an area has municipalities of both category B and category C. A division of powers and functions between a category B municipality and a category C municipality may differ from the division of powers and functions between another category B municipality and that category C municipality.

4. The legislation referred to in subsection (3) must take into account the need to provide municipal services in an equitable and sustainable manner.

5. Provincial legislation must determine the different types of municipality to be established in the province.

6. Each provincial government must establish municipalities in its province in a manner consistent with the legislation enacted in terms of subsections (2) and (3) and, by legislative or other measures, must

- (a) provide for the monitoring and support of local government in the province; and
- (b) promote the development of local government capacity to enable municipalities to perform their functions and manage their own affairs.

[Subs. (6A) inserted by s. 1 of Act No. 87 of 1998 and deleted by s. 2 of the Constitution Twelfth Amendment Act, 2005.]

7. The national government, subject to section 44, and the provincial governments have the legislative and executive authority to see to the effective performance by municipalities of their functions in respect of matters listed in Schedules 4 and 5, by regulating the exercise by municipalities of their executive authority referred to in section 156(1).

**4.4 The white paper on Local Government (09 March 1998)**

Apartheid has fundamentally damaged the spatial, social and economic environments in which people live, work, raise families, and seek to fulfil their aspirations. Local government has a critical role to play in rebuilding local communities and environments, as the basis for a democratic, integrated, prosperous and truly non-racial society. The Constitution of the Republic of South Africa (1996) mandates local government to: Provide democratic and accountable government for local communities. Ensure the provision of services to communities in a sustainable manner. Promote social and economic development. Promote a safe and healthy environment. Encourage the involvement of communities and community organisations in the matters of local government. Local government must also promote the Bill of Rights, which reflects the nation's values about human dignity, equality and freedom, and uphold the principles enshrined in the Constitution. Within the framework of the Constitution, this White Paper establishes the basis for a new developmental local government system, which is committed to working with citizens,

groups and communities to create sustainable human settlements which provide for a decent quality of life and meet the social, economic and material needs of communities in a holistic way.

#### 4.5 Municipal Systems Act, 32 of 2000

A municipality (a) is an organ of state within the local sphere of government exercising legislative and executive authority within an area determined in terms of the 25 Local Government: Municipal Demarcation Act, 1998; (b) consists of (i) the political structures and administration of the municipality; and (ii) the community of the municipality; (c) functions in its area in accordance with the political, statutory and other 30 relationships between its political structures, political office bearers and administration and its community; and (d) has a separate legal personality which excludes liability on the part of its community for the actions of the municipality. Co-operative government 35 3. (1) Municipalities must exercise their executive and legislative authority within the constitutional system of co-operative government envisaged in section 41 of the Constitution. The national and provincial spheres of government must, within the constitutional system of co-operative government envisaged in section 41 of the Constitution, exercise 40 their executive and legislative authority in a manner that does not compromise or impede a municipality's ability or right to exercise its executive and legislative authority. (3) For the purpose of effective co-operative government, organised local government must seek to 45 (a) develop common approaches for local government as a distinct sphere of government; (b) enhance co-operation. Mutual assistance and sharing of resources among municipalities; (c) find solutions for problems relating to local government generally; and 50 (d) facilitate compliance with the principles of co-operative government and intergovernmental relations.

#### 4.6 Municipal Systems Amendment Act, 7 2011

Amendment of section 1 of Act 32 of 2000, as amended by section 35 of Act 51 of 2002 1. Section 1 of the Local Government: Municipal Systems Act, 2000 (hereinafter 5 referred to as the principal Act), is hereby amended by (ii) the insertion after the definition of "basic municipal services" of the "board of directors" in relation to a municipal entity, means the board of directors of the entity; " 10 (hi) the insertion after the definition of "district municipality", of the following "effective control", in relation to a private company, means the power which a shareholder in the private company may have directors of the private company; or meeting of the private company"; following definition: definition: (L1) to appoint or remove at least the majority of the board of 15 (h) to control at least the majority of the voting rights at a general the insertion after the definition of "executive authority" of the following definition: 20 "external service provider" means an external mechanism referred to in section 76(b) which provides a municipal service for a municipality"; "multi-jurisdictional service utility" means a body established in terms of section 87; 25 (e) the substitution for the definition of "municipal entity" of the following (d) the insertion after the definition of "Minister" of the following definition: "municipal entity" means - [a company, co-operative, trust, fund or any other corporate entity established in terms of any applicable national or provincial legislation and which operates under the ownership control of one or more municipalities, and includes, in the case of a company under such ownership 5 control, any subsidiary of that company] a private company" referred to in section 86B(1): [or] a service utility; or a multi-jurisdictional service utility"; the insertion after the definition of "municipal entity" of the following 10 definition: "Municipal Finance Management Act" means the Local Government: Municipal Finance Management Act, 2003, and any reputation 5 made under that Act; (x) the insertion after the definition of "nation 31 organ of state" of the following 15 definition: "National Treasury" means the National Treasury established section 5 of the Public Finance Management Act, 1999 (Act No. 1 of 1999); "the insertion after the definition of "organ of state" of the following 3) - definition: "parent municipality" - in relation to a municipal entity which is a private company) in respect of which effective control vests in a single municipality, means that municipality; in relation to a municipal entity which is a private company in respect of which effective control vests in two or more municipalities collectively, means each of those municipalities; in relation to a municipal entity which is a service utility means the municipality which established the entity; or in relation to a municipal entity which is a multi-jurisdictional service utility, means each municipality which is a part" to the 25 30 agreement establishing the service

utility: (i) the deletion of the definition of "ownership control"; 35 (f) the insertion after the definition of "prescribe" of the following definition: "private company" means a company referred to in sections 19 and 20 of the Companies Act, 1973 (Act No. 61 of 1973); and (X-) the substitution for the definition of "service utility" of the following definition: 40 "service utility" means [a municipal entity established in terms of section 82(1)(c)] a body established in terms of section 86H."

**4.7 Municipal Finance Management Act, 56 of 2003**

The object of this Act is to secure sound and sustainable management of the fiscal and financial affairs of municipalities and municipal entities by establishing norms and 20 standards and other requirements for- (a) ensuring transparency, accountability and appropriate lines of responsibility in the fiscal and financial affairs of municipalities and municipal entities: (h) the management of their revenues, expenditures, assets and liabilities and the handling of their financial dealings.

**4.8 Policy Context**

**4.8.1 Sustainable Development Goals 2030 (Refer to I.13.1 NDP priorities alignment with Maslonyana)**

1. End poverty in all its forms everywhere
2. End hunger, achieve food security and improved nutrition, and promote sustainable agriculture
3. Ensure healthy lives and promote well-being for all at all ages
4. Ensure inclusive and equitable quality education and promote life-long learning opportunities for all
5. Achieve gender equality and empower all women and girls
6. Ensure availability and sustainable management of water and sanitation for all
7. Ensure access to affordable, reliable, sustainable, and modern energy for all
8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation
10. Reduce inequality within and among countries
11. Make cities and human settlements inclusive, safe, resilient and sustainable
12. Ensure sustainable consumption and production patterns
13. Take urgent action to combat climate change and its impacts (in line with the United Nations Framework Convention on Climate Change)
14. Conserve and sustainably use the oceans, seas and marine resources for sustainable development
15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss
16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
17. Strengthen the means of implementation and revitalize the global partnership for sustainable development

**Mechanisms for Participation**

**5.1 Functions and Context for Public Participation**

Four major functions are aligned with the public participation process namely:

1. needs identification;
2. identification of appropriateness of proposed solutions;
3. community ownership and buy-in; and
4. empowerment.

The following mechanisms for participation will be utilised:

- a. **IDP Community Representative Forum**  
This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the IDP Community Representative Forum and ensure their continued participation throughout the process.

- b. **Media**  
Local newspapers and municipal newsletter will be used to inform the community of the progress of the IDP

- c. **Radio Slots**  
Local community radio stations will be utilised to make public announcements where necessary.

- d. **Information Sheets**  
This will be prepared in English, Afrikaans and Sesotho and be distributed via the Community Representative Forum where a need for this has been identified.

- e. **The Website**  
The Local Municipality's website will also be utilised 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.

- f. **Community Road Shows, IDP/Budget Community Consultative Process and Ward Meetings**

The Municipality will be hosting its community road shows to publicise the draft IDP and Budget after approval in March 2019 and adoption in May 2019. The venues of these meetings will be publicised at the IDP Community Representative Forum as well as through the media.

## 5.2 Procedures and Process for Participation

The community representative forum will meet as follows and deal with the following issues:

**IDP/PMS PROCESS PLAN 2023 / 2024 PMS & BUDGET TIMETABLE (2023/2024) NB: The planned public participation schedule of meetings will be conducted on physical public meetings, Public notices, Regional & Local Radio Stations, Notices (Loud hailing), Municipal Website and other means of publications will be used.**

| Date                   | Activity  | Responsibility                                     | Deliverables   | Phases         |
|------------------------|---|--|--|----------------|
| 06-July – 14 August 23 | Development of the process plan   | MM, CFO and IDP Manager                            | Preparation for IDP Review 2023/2024 in terms of; Section 28 of Municipal Systems Act provides for the adoption of the IDP process plan (August) |                |
| August 2023            | Staff Performance   | MM, PMS  | Section 16(2) of Municipal Finance Management Act.....<br>Formal review of staff performance   |                |
| 10-14 August- 2023     | Submission of IDP Process Plan to the Mayor's, Speaker's offices and Exco members   | MM, Speaker and IDP Manager                        | Consolidation of inputs from political office bearers  |                |
| 03-31-August- 2023     | <ul style="list-style-type: none"> <li>• Compilation of a proposed budget timeline</li> <li>• Recommendation for approval of proposed budget timeline by Executive Committee to Council (14 to 30-08-2023)</li> <li>• Approval of -proposed budget timeline by Council (25- to 31-08-2023)</li> </ul> | Mayor tables the proposed plan to Council (MM/CFO) | Compilation and approval of a proposed budget timeline in line with the budget reforms from National Treasury                                    |                |
| 14-31 August 2023      | Tabling of the Process Plan to Council  | Mayor & MM   | Preparation for IDP 2023/2024  | Planning Phase |

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| 31 August-2023                                    | Preparation of the Draft Unaudited Annual Report 2018/19 & 2019/2020 financial year(s)                  | PMS Division-Coordinator   | Submission to AG, Provincial Treasury and Cogta.  |  |
| September 2023                                    | SDIBP Reporting   | Update departmental SDBIP  | Monthly process reports to Executive Management.  |  |
| September 2023                                    | Annual Performance Report   | Finalise and submit performance report to AG                                   | Performance report on financial and operation performance for audit purpose.  |  |
| September 2023                                    | MM'S 57 Performance   | Annual performance review  | Review against targets.   |  |
| 25 October 2023                                   | Submission of Performance reports and Evidence by all Senior Managers                                   | PMS Coordinator-Division, Senior Managers, Municipal Manager                   | Consolidation of quarterly reports into one document for submission to the Mayor  |  |
| 1 <sup>st</sup> to 20 <sup>th</sup> November 2023 | Public Notices, Advertisement for MLM IDP Rep Forum inputs on Municipal Website & or Masiyonyana News)  | MLM's, MM, Administrator, Mayor, Speaker and IDP Manager(s)                    | Community participation (Community Organisations representatives)   |  |
| 01 - 30 November 2023                             | Public Inputs to Masiyonyana IDP Rep Forum  | Municipal Manager, Senior Management, IDP Manager and other relevant officials | Consolidation of all information gathered during various processes and addressing concerns, comments and incorporating inputs from stakeholders |  |
| November 2023                                     | Planning  | Strategic Planning   | Planning session with council and Management  |  |
| 09-27 November, 01-11 December 2023               | (Non-physical) Ward based IDP Community Consultations   | Councillors, MM, Snr Manager, IDP Manager & Coordinator: Public Participation  | Ward based community participation  |  |
| 25 - January 2024 – 28 March 2024                 | Tabling of the Draft unaudited annual report to Council. Annual report is made available for inspection | MM, Mayor, PMS Coordinator   | Public comments   |  |

|                               |   |  |   |  |
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| 25 January 2024               | Drafting, tabling and submission of Mid-Year Performance Reports and Evidence   | All Senior Managers, PMS Coordinator, MM   | Consolidation of information into one document - Mid-Year Performance Report  |  |
| 25 January 2024               | Submission of the Mid-Year Performance Report, Audit action Plan and Annual Report to Mayor; then submit to Cogta, Provincial and National Treasury | MM, Mayor, PMS Division - Coordinator  | Mid-Year Performance Report, Action Plan and Annual Report adopted by Council   |  |
| 25 January – 28 February 2024 | Revision of and approval by Council on the 2023/2024 adjustments budget   | MM, CFO and Heads of Departments   | <ul style="list-style-type: none"> <li>Revision of the 2023/2024 operational and capital budget</li> <li>Compilation of the MFMA sec 72 report &amp; submission to the Mayor</li> <li>Approval of 2024/2025 adjustments budget by Exco &amp; Council</li> </ul> |  |
| 15 February – 12 March 2024   | Mid-year assessment Bilaterals  | Provincial Treasury, MM, CFO, HOD's and other stakeholders                                     | <ul style="list-style-type: none"> <li>Detailed discussion on the Mid-year Assessment submitted and inputting by PT</li> </ul>  |  |
| 14 March 2024                 | Distribution of the 2023/2024 adjustment budget to NT, PT, and other relevant stakeholders  | Budget Manager   | Distributed Adjustment Budget   |  |
| 02-31 January 2024            | Preparation of progress on IDP projects and new projects  | MM, HOD's & IDP Manager  | New projects and other developmental issues as discussed during Steering Committee meetings   |  |
| 09 January 19 February 2024   | 2 <sup>nd</sup> round of Community participation meetings   | Mayor, Speaker, Councilors, Municipal Manager, IDP Manager & Coordinator: Public Participation | Mayor, Speaker (Ward & PR) Councilors outlines progress on 2023/2024 IDP projects   |  |



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| 18-28 February 2024       | Consolidation of the Community needs   | IDP Manager                             | Report on the needs identified   | Inputs, Consolidation Phase                    |
| 05-18 March 2024          | Steering Committee session   | Mayor/Exco, MM, Snr & Middle Management | <ul style="list-style-type: none"> <li>i) Reporting on progress made during community participation.</li> <li>ii) Development of new objectives and strategies</li> <li>iii) Alignment exercise (costing of projects by the CFO)</li> </ul>        |  |
| 07-March to 15 March 2024 | <ul style="list-style-type: none"> <li>• Interaction with sector departments to integrate funding</li> <li>• CFO/Finance Department to consolidate and prepare the draft capital and operating budget</li> </ul> | MM, CFO & HOD's (LED & Mayor's office)  | Draft of the operational and capital budget for 2024/2025 to 2026/2027 financial years consolidated and tabled to Council  |  |
| 19 March to 23 March 2024 | Steering Committee Session   | Mayor/Exco, MM, Snr & Middle Management | <ul style="list-style-type: none"> <li>i) Presentation of progress on IDP projects for 2023/2024 by HOD's</li> <li>ii) Agenda setting for Community Participation &amp; submission of 1<sup>st</sup> Draft IDP / Budget by end of March</li> </ul> |  |
| 13 March to 29 March 2024 | Final draft of the operational and capital budgets related policies budget for the 2024/2025 to 2026/2027 financial years consolidated and submitted to the Exec Committee for discussion                        | MM, CFO & HOD's                         | <ul style="list-style-type: none"> <li>• Finance Department to consolidate and prepare the final draft capital and operating budget</li> <li>• Evaluation of and discussion on draft capital and operating budget by Council</li> </ul>            |  |
| 25-29 March 2024          | Tabling of the 1st draft IDP / Budget  | Mayor / Municipal Manager               | Tabled IDP and Budget  | Tabling of the draft and final approval phases |
| 02-26 April 2024          | Attending a working session on compiling the simplified IDP document   | IDP Manager                             | Benchmarking IDP progress with other Municipality  |  |

|                   |  |   |  |  |
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| 27 April 2024     | Submission of Performance Reports and evidence by all Senior Managers                                | All Senior Managers, MM, Performance Division-Coordinator | Consolidation of quarterly reports into one document for submission to the Mayor   |  |
| 14 April 2024     | Submission of the draft IDP and Budget to FS-Cogta & PT & NT Treasury                                | MM / CFO & IDP Manager                                    | Submitted Draft IDP and Budget   |  |
| 02- 19 April 2024 | Advertising for inputs and comments by stakeholders and community members on the Drafts IDP & Budget | MM / IDP Manager  | Maximizing community participation on planning   |  |
| 15- 29 April 2024 | IDP Provincial Assessments 2018-2019   | Free State Province, Sector Departments                   | Production of Credible and Simplified IDP documents  |  |
| 10-April 2024     | Budget Ward 4&5 public participation meeting   | Mayor/MM, CFO, Budget Manager & IDP                       | Consolidation of inputs on the Draft Budget & IDP  |  |
| 11-April 2024     | Budget Ward 3 public participation meeting   | Mayor/MM, CFO, Budget Manager & IDP                       | Consolidation of inputs on the Draft Budget & IDP  |  |
| 12-April 2024     | Budget Ward 1, 2 & 10 public participation meeting   | Mayor/MM, CFO, Budget Manager & IDP                       | Consolidation of inputs on the Draft Budget & IDP  |  |
| 16-April 2024     | Budget Ward 6 public participation meeting   | Mayor/MM, CFO, Budget Manager & IDP                       | Consolidation of inputs on the Draft Budget & IDP  |  |
| 17-April 2024     | Budget Ward 7, 8, 9 & 3 public participation meeting   | Mayor/MM, CFO, Budget Manager & IDP                       | Consolidation of inputs on the Draft Budget & IDP  |  |
| 18-April 2024     | Budget Ward 2 public participation meeting   | Mayor/MM, CFO, Budget Manager & IDP                       | Consolidation of inputs on the Draft Budget & IDP  |  |
| 19-April 2024     | Businesses (All towns)   | Mayor/MM, CFO, Budget Manager & IDP                       | Consolidation of inputs on the Draft Budget & IDP  |  |
| 09-April 2024     | Budget Bilateral   | Provincial Treasury, CFO,MM                               | All provincial stakeholders to assess and give inputs on the 2024/2025 draft budget  |  |
| 18-22 April 2024  | Working on comments from the advertised IDP draft & Budget   | MM, Corporate Director & IDP Manager, Budget Manager      |  |  |
| 30 May 2024       | Submission of 2 <sup>nd</sup> Final IDP & Budget and related policies for consideration by Council   | Mayor/Exco, MM, HOD's & IDP Manager                       | <ul style="list-style-type: none"> <li>2<sup>nd</sup> Drafts IDP &amp; Budget tabled for consideration by Council</li> </ul> |  |

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|-----------------|--|---|--|--|
| 01-15 June 2024 | Submission of approved operational and capital budget to National Treasury | MM, Manager Budget , CFO                                  | Finance Department to submit approved budget to Provincial Treasury and National Treasury                    |  |
| 31 July 2024    | Submission of Performance Reports and evidence by all Senior Managers      | All Senior Managers, MM, Performance Division-Coordinator | Consolidation of quarterly reports into one document for submission to the Mayor – Annual Performance Report |  |