

OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)

**TABLING OF THE 2023/2024 INTEGRATED DEVELOPMENT PLAN (IDP),
BUDGET, PERFORMANCE MONITORING AND REPORTING PROCESS PLAN.**

1. STRATEGIC THRUST

A well-run City.

2. OBJECTIVE

The purpose of the report is to table the 2023/2024 Integrated Development Plan (IDP), Budget, Monitoring, Evaluation and Reporting Process Plan as required in terms of the Municipal Systems Act, 32 of 2000 (MSA) and the Municipal Finance Management Act, 56 of 2003 (MFMA) to the Mayoral Committee for approval.

3. BACKGROUND

In terms of legislation, municipalities are required to prepare the IDP process plan ten months before the beginning of the new financial year. The IDP and budget process plan serve as the strategic planning guideline of the municipality to align with the key critical milestones that must be achieved by the City. These milestones are strategically coordinated through IDP and budget processes in order to achieve intended outcomes.

Therefore, adhering to the IDP and budget process plan will ensure that timelines stipulated by the legislation are adhered to. The consequences of non-compliance to the IDP and budget process plan will have an adverse effect on the audit opinion by the Auditor General (AG) and compromise the planning process of the organization. The 2023/2024 IDP and Budget planning process has been improved to ensure that the City plans on time and the budget is finalized within the prescribed legislative timeframe. Furthermore, the process plan contains the operational planning dates that will guide the organization on the submission of the business plans, budget plans and Capex planning. The operational plan seeks to integrate and provide synergy for the entire planning process to eliminate the planning backlog that emanated from the previous financial year.

The IDP process plan contains the City's strategic planning (Makgotla), Budget Steering Committee (BSC), monitoring and reporting processes which includes, departmental and ME Business Plans, IDP Corporate Scorecard, Community Based Planning/ Public participation, Budgeting and other relevant processes. If these milestones are effectively implemented, the City will ensure delivery of services with efficiency.

4. LEGISLATIVE REQUIREMENTS

4.1. Municipal Systems Act, 32 of 2000

The MSA section 28(1) stipulates that a municipality must adopt a process set out in writing to guide the planning, drafting, adoption and review of its Integrated Development Plan. Section 29 (1) states that the process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the

**OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

draft plan, must- “(a) be in accordance with a predetermined programme specifying timeframes for the different steps”.

In addition, section 40 of the MSA states that “a municipality must establish mechanisms to monitor and review its performance management system.”

4.2. Municipal Finance Management Act

The MFMA section 21 requires the Executive Mayor to coordinate processes for preparing the annual budget and reviewing the IDP and budget-related policies to ensure that the tabled budget, any revisions of the IDP and the budget-related policies are mutually consistent and credible. It further states that the Executive Mayor must “at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for the preparation, tabling, and approval of the annual budget”.

In preparation for the 2023/24 planning process, the city has developed an integrated planning framework to be used as a guideline, in line with the relevant legislative prescripts. The process plan outlines the institutional arrangements in terms of the management of the process plan (including roles and responsibilities); a time schedule indicating the various phases and respective timeframes; and public participation mechanisms.

5. INTERNATIONAL, NATIONAL, AND PROVINCIAL PLANNING IMPERATIVES THAT WILL GUIDE THE 2023/24 IDP REVIEW

Sustainable Development Goals

In 2015, one hundred and ninety-five (195) nations (one of which South Africa) entered into an agreement to change the world. The modalities to accomplish this agreement was through the seventeen (17) Sustainable Development Goals (SDG). Businesses, NGOs, governments, media, institutions of higher education, from these nations would be used as vehicles to implement these goals. The South African government through its plans and targeted developmental programmes seeks to ensure alignment to the SDG and uses its capacity to contribute towards the goals.

National Development Plan (NDP) 2030

In 2012, South Africa adopted the National Development Plan (NDP) 2030. This sets out the vision for the country and provides a long-term plan for achieving the vision. This is set to be through change in the socio-economic structure and in the culture of society which is the result of the country’s history of oppression, exploitation, and dispossession. Achieving the NDP goals requires cooperation between all spheres of government, the private sector and civil society. The three spheres of government must work collaboratively to align their powers and functions and their planning and budget allocation processes. The NDP drives 14 outcomes for delivery by 2030 as follows: education, health, safety and security, economic growth and employment, skills development, infrastructure, rural development, human settlements, local government,

**OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

environment, international relations, effective public sector, social protection, and nation building.

Integrated Urban Development Framework (IUDF)

The Integrated Urban Development Framework (IUDF) is a policy initiative of the Government of South Africa, coordinated by the Department of Cooperative Governance and Traditional Affairs (COGTA). The IUDF seeks to foster a shared understanding across government and society about how best to manage urbanisation and achieve the goals of economic development, job creation and improved living conditions for all South Africans. To achieve the IUDF's transformative vision, four overall strategic goals are introduced:

- **Access:** To ensure people have access to social and economic services, opportunities, and choices.
- **Growth:** To harness urban dynamism for inclusive, sustainable economic growth and development.
- **Governance:** to enhance the capacity of the state and its citizens to work together to achieve social integration
- **Spatial Transformation:** to forge new spatial forms in the settlements, Transport, Social and economic areas.

Growing Gauteng Together 2030

The Gauteng Provincial Government launched the Growing Gauteng Together (GGT) 2030 in February 2020. The GGT 2030 reflects a collective vision for the Gauteng City Region for 2030. The priorities of the GGT 2030 are as follows:

- economy, jobs and infrastructure;
- education, skills revolution, and health;
- integrated human settlements, basic services and land release;
- safety, social cohesion, and food security;
- building a capable, ethical and development state;
- a better Africa and the better world; and
- sustainable development for future generation.

2022/27 Final Integrated Development Plan

The City of Johannesburg developed its 5-year IDP led by the new Multi-Party Government with a new vision, mission, mayoral and strategic priorities as follows:

Vision

Joburg – a city of golden opportunities. A vibrant, safe and resilient city where local government delivers a quality life for every resident.

Mission

The City of Johannesburg commits itself to pro-active service delivery and the creation of a city environment that is resilient, sustainable and liveable, now and for future generations. It aims to achieve this through long-term plans, and the IDP which outlines the targeted programmes, services and enabling support that drives economic growth,

**OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

optimal management of natural resources and the environment, the development of society and the individuals within it, and the practice and encouragement of sound governance, in all the City does.

Mayoral Priorities

Mayoral Priorities	Key deliverables
A city that gets the basics right	Ensure there is clean water and a sanitary environment for every community; Provide a hygienic environment to live and play; Give residents their power back; Create and maintain public spaces for all to enjoy
A safe and secure city	Safety is another non-negotiable: we all crave it, it is important to a quality life and strong economic growth, and we will achieve this through dedicated partnerships, technology, and investment in our safety and emergency services. Be tough on crime, tougher on the causes of crime
A caring city	A society can be judged on how it takes care of its most vulnerable such as the elderly, LGBTQA+ community, women, children and persons with disabilities. We will make sure that there will be improved healthcare, drug recovery process programmes, support for the homeless, food security programs, and dignified old age homes. Adopt a holistic approach to keeping communities in good health.
A business-friendly city	Government must do everything possible to create an environment for economic growth, so that entrepreneurs and businesses can invest and create the jobs that will continue to make Joburg the City of Opportunities. Bring jobs and investment to the local economy
An inclusive city	We need to make every corner of Joburg a place where residents have all the amenities, they need to live a quality life, with access to housing and job opportunities.
A well-run city	Joburg must become a center of clean, honest government that puts residents first, spends money wisely and is a pleasure to deal with. We must improve customer service and providing customers with services that meet their individual needs and circumstances must be prioritised.
A smart city	A truly successful city makes the most of the talent and innovation available - we need to maximise our use of technology to empower residents and find solutions to our most pressing challenges.

Strategic programmes

Recognising the need to tackle unemployment and poverty, while simultaneously delivering quality services and promoting sustainable livelihoods, the city has also

OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)

adopted strategic programmes that are envisaged to fast track implementation.
Namely:

- **Infrastructure investment:** pursuing alternative clean sources, repairs and maintenance (backlogs)
- **Improve access to Basic Services** (water, electricity, waste management, sanitation, roads and transport)
- **Investment and Job Creation:** ease of doing business, revitalize industrial parks, skills development, SMMEs and EPWP
- **Safety, security, and by-law enforcement including** the elderly, substance abuse, Gender-based violence.
- **Climate change and Environmental protection**
- **Sustainable Housing provision,** public and recreational spaces, inner-city rejuvenation, access to public amenities.
- **Health and social development:** support ECD, tackle homelessness,
- **Institutional efficiency:** qualified and capable staff compliment, 7-day resolution of customer inquiries, 24hour access to City via call centre, online service access, zero tolerance to corruption.
- **Financial sustainability:** improving and strengthening the City's financial position, reduction of unfunded mandates, plugging revenue leakages and increase proactive maintenance of infrastructure.
- **Customer centric service delivery value chain:** improved customer satisfaction and quality of life, one-stop people's centres, speedy and fair debt resolution.
- **Smart city:** embracing ICT innovation in all operations, online licence renewals, live portal to report and track issues and their resolution, improve supply chain processes through techno innovations.

The 2023/24 IDP is therefore the 1st review of the 2022-27 5-year IDP and will be undertaken as per the provisions of the Municipal Systems Act section 34 which reads as follows:

A municipal Council-

- (a) must review its integrated Development Plan-
 - (i). Annually in accordance with an assessment of its performance measurements in terms of section 41; and
 - (ii). To the extent that changing circumstances so demand; and
- (b) may amend its integrated Development Plan in accordance with a prescribed process.

6. ANNUAL REPORT PROCESS PLAN

Section 46 (1) of the Municipal Systems Act stipulates that: '*A municipality must prepare for each financial year a performance report reflecting-*

- (a) *The performance of the municipality and of each external service provider during that financial year;*
- (b) *A comparison of the performances referred to in paragraph (a) with targets set for and performances in the previous financial year; and*

**OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

(c) Measures taken to improve performance.

Section 46 (2) stipulates that: *'An annual performance report must form part of the municipality's annual report in terms of Chapter 12 of the Municipal Finance Management Act. [s. 46 substituted by s. 6 of Act 44 of 2003.]*

In terms of section 121(1) of the MFMA, every municipality and municipal entity must prepare an Annual Report for each financial year. The purpose of the Annual Report is to provide a record of activities, report on performance against the budget and promote accountability to the local community for the decisions made throughout the year.

Chapter 12 of the MFMA contains a range of provisions relating to financial and performance reporting and auditing. With respect to the Annual Report, the process of preparation and adoption includes the tabling of annual reports and the formulation of oversight reports on annual reports.

In terms of section 127(2) of the MFMA, the Executive Mayor must submit the Annual Report within 7 months after the end of the financial year, which means that the 2021/22 report should be tabled before the end of January 2023. Thereafter, in terms of section 129 of the MFMA, Council is required to approve the Annual Report and the oversight report within 9 months after the end of the financial year, i.e., before the end of March 2023.

7. SUMMARY OF THE 2023/2024 IDP, BUDGET, PERFORMANCE MONITORING AND REPORTING PROCESS

A summary of the integrated process to be followed by the City is tabulated below:

ACTIVITY	TIMEFRAME
Tabling of the draft 2023/24 process plan to GPAC	Quarter 1
Tabling of the draft 2023/24 process plan to Mayoral Committee	Quarter 1
Tabling of the final 2023/24 process plan to Council	Quarter 1
Submission of Draft Group Annual Report to Auditor General for auditing	Quarter 1
Strategic planning session- Mayoral	Quarter 1
Strategic planning session- EMT	Quarter 1
CBP feedback to communities	Quarter 1
CBP outcomes report finalised and disseminated to Departments and Entities in preparation for the TBSC hearings	Quarter 2
Technical Budget Steering Committee hearings	Quarter 2

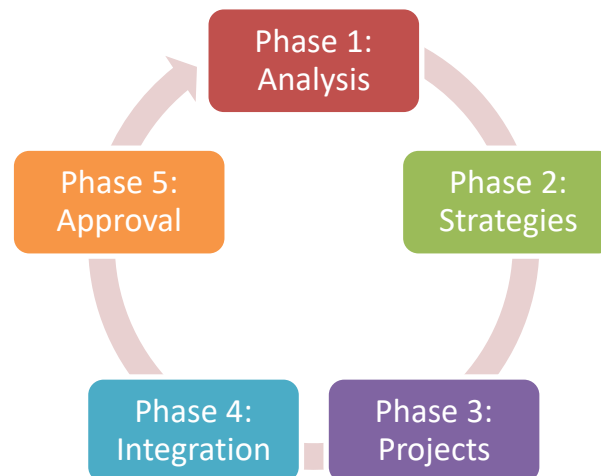
**OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

ACTIVITY	TIMEFRAME
Output from the Financial Development Plan (FDP)- financial modelling/ budget indicatives	Quarter 2
Approval of Quarter 1 2022/23 SBDIP Performance report and Draft 2021/22 Annual Report for Core and MEs by Group Audit Committee	Quarter 2
One-on-ones on capex with MMCs	Quarter 2
Submission of Draft 2023/24 Business Plans	Quarter 3
Receipt of Auditor General's Regularity Audit of the CoJ for the Year Ended 30 June 2022	Quarter 3
Budget Steering Committee	Quarter 3
National Treasury engagement on the mid-year review	Quarter 3
Tabling of Group Annual Report to Council	Quarter 3
Tabling the Annual Report to Auditor-General, Provincial Treasury and Gauteng Department of Local Government and Housing	Quarter 3
Approval of Mid –Year on SBDIP and Business Plans 2022/23, Second Quarter 2022/23 SDBIP report, Integrated Annual Report by GPAC	Quarter 3
Submission of 2022/23 adjustment budget and SDBIP and Business Plan mid-year deviation to Mayoral Committee	Quarter 3
Submission of 2022/23 adjustment budget and SDBIP deviation to Council	Quarter 3
Budget Strategic session	Quarter 3
Oversight of the annual report by MPAC	Quarter 3
Public comments on 2021/22 Annual Report	Quarter 3
Tabling of the draft 2023/24 IDP to GPAC	Quarter 3
Tabling of the draft IDP, budget, tariffs, and ME business plan for comments	Quarter 3
Consideration and adoption of final Annual Report and Oversight Report by Council	Quarter 4
Approval of Quarter 3 2022/23 SBDIP Performance report, 2023/24 SDBIP by GPAC	Quarter 4
National Treasury engagement on the 2023/2024 draft IDP review and MTREF Budget,	Quarter 4

**OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

ACTIVITY	TIMEFRAME
State of the City Address	Quarter 4
Budget Speech and Debate	Quarter 4
Approval of the IDP review, Budget and Tariffs and ME Business Plans	Quarter 4
Approval of the institutional SDBIP	Quarter 4
Approval of Performance Agreements of Senior Managers	Quarter 4

8. PHASES FOR MANAGING THE PROCESS PLAN



9. COMMENTS FROM THE GROUP AUDIT PERFORMANCE AUDIT COMMITTEE (GPAC) ON THE 2023/24 IDP, BUDGET MONITORING EVALUATION AND REPORTING PROCESS PLAN

The 2023/24 IDP, Budget Monitoring Evaluation and Reporting Process Plan was tabled to GPAC for comments and recommendations on the 16th of August 2022, and the following comments were made:

- The context for the development of IDP, Budget to take into consideration the impact of load shedding;
- The need to get independent companies or universities to do the assessment of the city's performance in relation to the approved IDP and budget;
- The need to develop a Risk Assessment Strategy aligned to the IDP and budget;

OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)

- The need to improve public participation since the previous performance has not reflected the City's population. The city to come up with a proper scientific sampling on what to achieve per region or ward;
- The city to consider the Asset Based Community Development (ABCD) to public participation. ABCD is a method of development whereby a community asserts (owns) freedom to act to reach its highest level of ability (development) through what it already owns or has (assets). Put simply, the community takes ownership of its own development through realizing the full potential of its various assets;
- The city to develop a 10-year Capital Investment Programme to guide infrastructure investment;
- Ensure commitment by the political principals and Executive Management Team on adhering to the proposed timelines;
- The implication of the city not participating on the District Development Model (DDM) and the process plan being silent on it. Will there not be any repercussion with COGTA?
- Will the IDP, Budget be guided by any Longer-Term Strategy?

The 2023/24 IDP, Budget Monitoring Evaluation and Reporting Process Plan was approved by the Group Performance Audit Committee (GPAC).

10. POLICY IMPLICATIONS

The report is a key contributor to the achievement of the approved reviewed IDP and the Service Delivery Implementation Plan.

11. FINANCIAL IMPLICATIONS

The deliverables against the IDP, Budget Monitoring Evaluation and Reporting Process Plan in the report are as per the approved 2022/2023 budget.

12. LEGAL IMPLICATIONS

The process outlined above is compliant with the Municipal Systems Act (as amended) and the Municipal Finance Management Act, as well as its regulations and circulars.

13. COMMUNICATIONS IMPLICATIONS

The approved 2023/2024 process plan will be made available to the public via newspapers advertisement and the City's website.

14. CONSULTATION WITH OTHER DEPARTMENTS

The process plan has been prepared in consultation with all relevant departments involved in the City's budgeting and strategic planning process.

**OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

15. RECOMMENDATIONS

IT IS RECOMMENDED

- 1 That the 2023/2024 Integrated Development Plan (IDP) review, Budget, Performance Monitoring and Reporting Process Plan as set out in the body of the report, in compliance with the provisions of the Municipal Systems Act and the Municipal Finance Management Act be approved.
- 2 That the approved 2023/2024 Integrated Development Plan (IDP), Budget, Performance Monitoring and Reporting Process Plan be submitted to Council for approval.
- 3 That the approved 2023/2024 Integrated Development Plan (IDP) review, Budget, Performance Monitoring, Evaluation and Reporting Process Plan be submitted to the Gauteng MEC of CoGTA and National and Provincial Treasuries for monitoring purposes as required by section 31 of the MSA.

Mokgadi Ngoben
(Group Strategy Policy Coordination and Relations)



Noxolo Mabuza
Acting Unit Head
Integrated Community Based Planning



Zayd Ebrahim
Acting Group Head: GSCPR



Bryne Maduka
Acting City Manager



Cllr. Julie Suddaby
MMC Finance

ANNEXURE A



PROCESS PLAN FOR INTEGRATED DEVELOPMENT PLANNING, BUDGETING, PERFORMANCE MANAGEMENT AND REPORTING 2023/2024

Contents

1. INTRODUCTION.....	12
2. MANAGEMENT OF THE PROCESS PLAN.....	12
3. TIME SCHEDULE.....	13
4. PROCESS FOR THE 2021/2022 INTEGRATED ANNUAL REPORT.	18
5. PUBLIC PARTICIPATION PROCESS	21
6. OVERVIEW OF THE PLANNING PROCESS	21

**OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

1. INTRODUCTION

Section 25 of the Municipal Systems Act 32 of 2000 (MSA) states that a municipal council must “within a prescribed period after the start of its elected term, adopt a single inclusive and strategic plan for the development of a municipality”. In 2022/23 financial year, the City of Johannesburg formulated a five-year Integrated Development Plan (IDP) for the new term of office.

Section 28 of the MSA further states that a “municipality must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan”. Before embarking on the planning process, an IDP process plan must be drawn up to ensure the proper management and roll-out of the process. The process plan can include the structures that will manage the planning process, public participation mechanisms, timeframes, roles and responsibilities, and process monitoring.

In preparation for the 2023/24 planning process, the city has developed an integrated process plan to be used as a guideline, in line with the relevant legislative prescripts. The process plan outlines the institutional arrangements in terms of the management of the process plan (including roles and responsibilities); a time schedule indicating the various phases and respective timeframes; and public participation mechanisms.

2. MANAGEMENT OF THE PROCESS PLAN

Section 30 of the MSA states that “the executive committee or executive mayor must in accordance with section 29 (of the Act), manage the drafting of the Integrated development plan, assign responsibilities in this regard to the municipal manager, and submit the draft plan to the municipal council for adoption by the council.”

As per the legislative requirements, three core structures form an integral part of the management of the IDP process plan, i.e., the City Manager (Director ICBP), the IDP Representative Forum and the IDP Steering committee. These core structures are required to play a key role throughout the implementation of the process plan. The City may also establish smaller sectoral task teams to manage the operational and technical aspects relating to key programmes and projects.

The IDP manager is expected to execute the following duties:

- Prepare the process plan;
- Undertake the overall management and coordination of the planning process;
- Ensure that the planning process is participatory, strategic and implementation orientated and aligned to sector planning requirements;
- Be responsible for the day-to-day management of the draft process;
- Respond to comments on the draft IDP from the public and other key stakeholders;
- Ensure proper documentation of the results of the planning process; and
- Ensure that issues raised by the MEC responsible for local government are addressed.

**OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

The IDP Representative Forum ensures and encourages public participation in the IDP process. The aim of this forum is to:

- Represent the interests of communities;
- Provide a mechanism for discussion, negotiation, and joint decision-making;
- Ensure proper communication between the City and its stakeholders; and
- Monitor the performance of the planning and implementation process.

The IDP steering committee consists of a technical working team of departmental and Entities' senior managers whose primary role is to assist the IDP Manager in the coordination of the planning process. The function of the IDP steering committee will be undertaken by the City's pre-existing Integrated Planning Committee, comprising of members from GSPCR, (ICBP, S&R, M&E), Development Planning, Budget Office, Group Governance, GRAS, CRUM, Group Communication.

The role of the Integrated Planning Committee is the following:

- Provide strategic support in the management and coordination of the IDP process plan;
- Provide leadership in the crafting of objectives and priorities;
- Determine mechanisms for ensuring vertical and horizontal alignment of key programmes and projects with the City's strategic direction;
- Make inputs into and contribute to the crafting of plans, and make technical recommendations; and
- Create an enabling environment for strategic dialogue, knowledge and information sharing and peer-review.

3. TIME SCHEDULE

The various phases of the planning process pertaining to the IDP, Budget, and Performance Management and Reporting are tabulated below inclusive of timeframes and responsible structures:

COJ: COUNCIL
 COJ: MAYORAL COMMITTEE
 COJ: GROUP PERFORMANCE AUDIT COMMITTEE
 COJ: EXECUTIVE MANAGEMENT COMMITTEE

2022-08-31
 2022-08-19
 2022-08-16
 2022-08-08

**OFFICE OF THE CITY MANAGER
 (GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

LEGISLATIVE REQUIREMENT	DELIVERABLES	RESPONSIBILITY	DATE
MSA section 28(1) MSA section 28(2)	IDP and Budget Process Plan: <ul style="list-style-type: none"> - Tabling of the draft process plan EMT, Mayoral and Council - Public notification on the IDP and Budget process plan 	-GSPCR -Budget office -Good governance -CRUM -Legislature	Quarter1
MSA section 23 MSA section 24	Situational analysis and strategic planning <ul style="list-style-type: none"> - Draft capital project allocations to be distributed to departments and entities in line with FDP - Submissions of budget proposals (Amendments to the current IDP, Budget and SDBIP) - Medium-term budget proposals 2023/24 - 2025/26 (in line with budget parameters and JSIP allocations) - Convening of the Integrated Planning Committee meetings - EMT Strategic session - Mayoral Strategic session - Public engagements (feedback and identification of priority needs) - Alignment of plans with the national and provincial imperatives 	-All Depts and MEs	Quarter1 – Quarter 2
MFMA section 21 (1) MFMA section 53 (b)	Budgeting: <ul style="list-style-type: none"> - MTREF review - Draft Priority Implementation Plans - Submission of the draft Business plans of department and entities 	-GSCPR -Budget Office -Development Planning -All Depts and MEs	Quarter 2

COJ: COUNCIL
COJ: MAYORAL COMMITTEE
COJ: GROUP PERFORMANCE AUDIT COMMITTEE
COJ: EXECUTIVE MANAGEMENT COMMITTEE

2022-08-31
2022-08-19
2022-08-16
2022-08-08

**OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

LEGISLATIVE REQUIREMENT	DELIVERABLES	RESPONSIBILITY	DATE
	<ul style="list-style-type: none"> - Technical Budget Steering Committee (TBSC) - Budget Steering Committee - JSIP - Draft capital projects allocations to be distributed to departments and entities in line with TBSC amendments - Medium-term budget proposals 2023/24 - 2025/26 (to be in line with the recommendations of the TBSC and JSIP allocations) - Draft tariffs process - Submission of the 1st draft 2022/23 midyear business plan deviations 		
MSA section 26 MSA section 30 (c) MFMA section 17 (3) (d)	Drafting of Plans <ul style="list-style-type: none"> - Refinement of priorities - Budget Lekgotla - Consolidation of research and drafting of chapters - Provincial engagements on the MEC's comments - Submission of proposed ME budgets - Tabling of the Draft IDP to GPAC for comments - Tabling of the draft IDP and Budget for public comment - Final submission of the 2022/23 mid-year business plan deviations - JSIP - Final capital projects allocations to be distributed to departments and entities in line with BSC 	-GSPCR -Budget Office -Group Governance -Development Planning -All departments and entities	Quarter 3

COJ: COUNCIL
COJ: MAYORAL COMMITTEE
COJ: GROUP PERFORMANCE AUDIT COMMITTEE
COJ: EXECUTIVE MANAGEMENT COMMITTEE

2022-08-31
2022-08-19
2022-08-16
2022-08-08

OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)

LEGISLATIVE REQUIREMENT	DELIVERABLES	RESPONSIBILITY	DATE
	<ul style="list-style-type: none"> - Submissions of final budget proposals for Tabled Budget (Amendments to the current IDP, Budget and SDBIP) - Medium-term budget proposals 2023/24 - 2025/26 (to be in line with the recommendations of the PBSC and JSIP allocations) - National Treasury engagement on the mid-year review 		
MSA section 16(1) MFMA section 22	Public participation <ul style="list-style-type: none"> - Advertisement of the 2023/2024 draft IDP review, Budget and Tariffs in newspapers - Public engagement on the 2023/2024 draft IDP review and Budget (hybrid regional summits, Online and social media interaction with public, roll out of CBP) - Consolidation of stakeholder inputs - Submit a report on public participation report to Maycom and Council 	-GSPCR -Budget office -Group communication -CRUM -Office of the Speaker -Private Office of the Executive Mayor	Quarter 4
MSA section 25	Approval of the: <ul style="list-style-type: none"> - 2023/2024 IDP review, Budget, Tariffs, Business Plans of Departments and Entities by Mayoral and Council. 	-GSPCR -Budget office -All department entities -Group Governance	Quarter 4
MFMA section 53 Circular 13	Institutional SDBIP	-GSPCR	Quarter 4

COJ: COUNCIL
 COJ: MAYORAL COMMITTEE
 COJ: GROUP PERFORMANCE AUDIT COMMITTEE
 COJ: EXECUTIVE MANAGEMENT COMMITTEE

2022-08-31
 2022-08-19
 2022-08-16
 2022-08-08

**OFFICE OF THE CITY MANAGER
 (GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

LEGISLATIVE REQUIREMENT	DELIVERABLES	RESPONSIBILITY	DATE
	<ul style="list-style-type: none"> - Consolidate the 1st draft of the SDBIP and get endorsement from the Integrated Planning Committee - Table the draft at the EMT, GPAC, Mayoral Committee - Approval of the 2023/2024 institutional SDBIP by Council - Executive Mayor signature on the final SDBIP - Submission of the final SDBIP to all relevant provincial and National Departments - Development of all Section 57 Managers Scorecard in line with the approved SDBIP 	-All department entities -Group Governance	

**OFFICE OF THE CITY MANAGER
 (GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

4. PROCESS FOR THE 2021/2022 INTEGRATED ANNUAL REPORT

In terms of section 127 of the MFMA, the Executive Mayor must submit the Annual Report within (7) months after the end of the financial year. On this basis, the report will be tabled to Council in January 2023. Council oversight processes will commence, and the report will be considered at the March 2022 Council meeting. The Annual Performance Report will be submitted to the Auditor General at the end of August 2022 for auditing.

ACTIVITY	LEGISLATION AND GUIDANCE	PROCESS OWNER	KEY DATES
Finalisation of 2020/21 4 th Quarter Progress Report against SDBIP reflecting actual annual performance (Annual Performance Report)	MFMA S52 (d) (Section 46 of the MSA).	Departments and MEs	July 2022
Annual Performance Report 2020/21	Municipal Systems Act (MSA), 32 of 2000, section 46(1) and (2), MFMA Circular 11	Departments and MEs	August 2022
Submission of Integrated Annual Reports of Municipal entities to City Manager	CoJ Internal Process	Entity Accounting Officers CEOs Group Governance	August 2022
Submission of Unaudited Financial Statements	CoJ Internal Process	Group Governance	August 2022
Consideration of Draft Integrated Annual Report by Combined Audit/Performance Committee production of oversight report	Joint Committee assessing both financial and non-financial performance	GPAC/GAC City Manager; GCFO	August 2022
Approval of Draft Integrated Annual Report by Mayoral Committee	CoJ Internal Process	Mayoral Committee City Manager	August 2022

COJ: COUNCIL
 COJ: MAYORAL COMMITTEE
 COJ: GROUP PERFORMANCE AUDIT COMMITTEE
 COJ: EXECUTIVE MANAGEMENT COMMITTEE

2022-08-31
 2022-08-19
 2022-08-16
 2022-08-08

**OFFICE OF THE CITY MANAGER
 (GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

Submission of Draft Group Annual Performance Report to Auditor General for auditing	MFMA Section 126(1)(a)	GSPCR	31 August 2022
Submission of Group Annual Financial statements to Auditor General for auditing	MFMA Section 126	Group Finance	30 September 2022
Receipt of Auditor General's Regularity Audit of the CoJ for the Year Ended 30 June	MFMA Section 126(3)(b)	City Manager	November 2022
Tabling of the Final Integrated Reports and Governance Assessment Report of Integrated Reports at the Joint GAC and GPAC	CoJ Internal Process	Group Governance	January 2023
Tabling of the Final Integrated Reports and Governance Assessment Report of Integrated Reports at the Mayoral Committee	CoJ Internal Process	Group Governance	January 2023
Noting of Annual Report by Mayoral Committee	MFMA Section 127(2)	City Manager	January 2023
Tabling of Group Annual Report to Council	MFMA Section 127(2)	Executive Mayor	January 2023
Submission of tabled Annual Report to Auditor-General, Provincial Treasury and Gauteng Department of Co-operative Governance and Traditional Affairs.	MFMA Section 127(5)(b)	City Manager	January 2023
Submission of Annual Report to the Municipal Public Accounts Committee for oversight and public participation	MFMA Section 127(5)(a)	Speaker of Council (Legislature)	January 2023
Submission of the CoJ 2021/22 Citizens Report to the Municipal Public Accounts Committee for oversight and public participation	MFMA Section 127(5)(a)	City Manager	January 2023

COJ: COUNCIL
 COJ: MAYORAL COMMITTEE
 COJ: GROUP PERFORMANCE AUDIT COMMITTEE
 COJ: EXECUTIVE MANAGEMENT COMMITTEE

2022-08-31
 2022-08-19
 2022-08-16
 2022-08-08

**OFFICE OF THE CITY MANAGER
 (GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

Oversight of the 2021/2022 Integrated Annual Report <ul style="list-style-type: none"> • Call for public comments on Integrated Annual Report. • Consideration of public comments and. Formulation of Oversight Report on 2021/2022 Integrated Annual Report of the City 	MFMA Section 127(5)(a)	Legislature Municipal Accounts (MPAC) Public Committee	1 February 2023 to End of March 2023
Consideration and adoption of Integrated Annual Report and Oversight Report	MFMA Section 129(1)	Council	End of March 2023
Submission of Integrated Annual Report and Oversight Report to Auditor General, Provincial Treasury and Gauteng Department of Co-operative Governance and Traditional Affairs.	MFMA Section 129(2)(b)	City Manager	End of March 2023
Submission of Integrated Annual Report and Oversight Report to the Gauteng Provincial Legislature	MFMA Section 132(1) and (2)	City Manager	End of March 2023
Publication of final Annual Report (website and other media) Publication of <ul style="list-style-type: none"> • Integrated Annual Report. • CoJ 2021/22 Citizens Report (Abridged Integrated Annual Report. • Council Oversight Report. • Oversight Report of the Joint Oversight Committee and. • Remedial Action Plan 	MFMA Section 129(3)	Group Communications	End of March 2023

**OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

5. PUBLIC PARTICIPATION PROCESS

Section 16 of the MSA states that: “a municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose encourage, and create conditions for the local community to participate in the affairs of the local municipality, including in the preparation, implementation and review of its integrated development plan in terms on Chapter 5 of the MSA 32 of 2000”.

Public participation can be described as “an inclusive process aimed at deepening democracy through formal participatory mechanisms and alleviating poverty through localized socio-economic development initiatives and improved basic service delivery”

As part of the Community Based Planning Approach, the City will employ the following methods of public participation during the 2023/2024 planning process:

- Quality of life survey fieldwork (engagement with communities);
- Ward committee meetings;
- Targeted stakeholder engagements (physical virtual and Hybrid meetings);
- Regional summits;
- Online and social media interaction with the public; and
- Regional Clusters (physical, virtual and Hybrid meetings).

The Group Communications and Marketing department will provide a comprehensive integrated communication strategy to supplement the process plan and ensure maximum participation and reach.

6. OVERVIEW OF THE PLANNING PROCESS

In summary below is an overview of the phases in the planning process:

PHASES	KEY OUTPUT	ESTIMATED TIMEFRAME
Analysis of the socio-economic conditions	-Assessment of the existing level of development -Priority issues or problems -Information of causes of priority issues/ problems - Information on available resources	3 months
Development of strategies	-Vision, Mission, Values -Objectives -Strategies -Identified projects	2 months
Identification and prioritisation of projects	-Performance indicators -Project outputs, targets and location -Project related activities and time schedules -Cost and budget estimates	2 months
Integration of all municipal plans	-3-year financial plan -3- year Capital Investment Programme (CIP)	6 weeks

COJ: COUNCIL
 COJ: MAYORAL COMMITTEE
 COJ: GROUP PERFORMANCE AUDIT COMMITTEE
 COJ: EXECUTIVE MANAGEMENT COMMITTEE

2022-08-31
 2022-08-19
 2022-08-16
 2022-08-08

OFFICE OF THE CITY MANAGER
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)

PHASES	KEY OUTPUT	ESTIMATED TIMEFRAME
	-Integrated sectoral programme (Economic development, poverty alleviation, gender equity, etc.) -Consolidated monitoring/ performance management system	
Approval of the IDP	-The output of this phase is an approved IDP for the City	6 weeks