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(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)

**TABLING OF THE 2024/2025 INTEGRATED DEVELOPMENT PLAN (IDP), BUDGET,  
PERFORMANCE MONITORING AND REPORTING PROCESS PLAN.**

**1. STRATEGIC THRUST**

Good Governance

**2. OBJECTIVE**

The purpose of the report is to table the 2024/2025 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**

As per legislation, municipalities have a requirement to prepare the IDP process plan ten months before the start of the new financial year. This plan serves as a strategic guideline for the municipality, aligning with critical milestones that need to be achieved. The IDP and budget processes are coordinated to ensure that intended outcomes are met.

Complying with the IDP and budget process plan ensures adherence to legislative timelines. Failure to comply can have negative consequences on the audit opinion of the Auditor General (AG) and can compromise the planning process of the organization.

To improve the IDP and budget planning process for the 2024/2025 cycle, steps have been taken to ensure timely planning and finalization of the budget within the prescribed legislative timeframe. The process plan includes operational planning dates for the submission of business plans, budget plans, and capital expenditure planning. This integrated operational plan aims to eliminate planning backlogs from the previous financial year and provide synergy to the entire planning process.

The IDP process plan encompasses strategic planning, the Budget Steering Committee (BSC), monitoring and reporting processes, departmental and municipal entity business plans, the IDP Corporate Scorecard, community-based planning, public participation, budgeting,

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

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monitoring, reporting, and other relevant processes. Effective implementation of these milestones will enable the municipality to deliver services efficiently.

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

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

##### **4.2. Municipal Finance Management Act**

According to Section 21 of the Municipal Finance Management Act (MFMA), the Executive Mayor is responsible for coordinating the processes involved in preparing the annual budget and reviewing the Integrated Development Plan (IDP) and budget-related policies. It is their duty to ensure that the budget, any revisions to the IDP, and the budget-related policies are consistent and credible. Additionally, the Executive Mayor is required to table a schedule in the municipal council at least 10 months before the start of the budget year. This time schedule outlines the key deadlines for the preparation, tabling, and approval of the annual budget.

In anticipation of the 2024/25 planning process, the City has developed an integrated planning framework to serve as a guideline, in accordance with relevant legislative requirements. This process plan includes details on institutional arrangements, such as the management of the process plan and the roles and responsibilities of various stakeholders. It also includes a schedule that outlines the different phases of the planning process and their respective timeframes. Furthermore, the process plan incorporates mechanisms for public participation.

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

---

**5. Challenges impacting the revised 2024/25 Integrated Development Plan, Budget, Performance Monitoring, and Reporting Process Plan**

The City of Johannesburg has put in place a Growth and Development Strategy (GDS) 2040, supported by 5-year IDPs, which enables the City to manage extreme shocks that may completely alter and disrupt the City's predetermined development paths. This process plan is being developed during a period when the country and the globe are experiencing challenges. This is the period where the City is expected by society to achieve its outcome of improving the quality of life and its development-driven resilience for all. The GDS reminds us that being a resilient City is arguably more complex and difficult to develop. However, despite considerable uncertainty, key strategic decisions must be made to build medium-long-term resilience.

For the above reasons, this process plan must create an enabling strategic environment, that creates space for strategic thinking and the development of catalytic programmes and projects that are geared to assist the City to achieve its strategic outcomes amid serious challenges. The goal of building Johannesburg as a resilient urban system means that we would have to build our capacity to absorb large shocks, manage crises effectively and 'bounce back.' This process plan acknowledges challenges that have been identified with the community of Johannesburg. In summary, these challenges are as follows:

1. **Urbanization and Population Growth:** Rapid urbanization has led to an influx of people into Johannesburg, putting pressure on infrastructure, housing, and basic services.
2. **Inequality and Poverty:** Johannesburg is characterized by stark economic disparities, with affluent areas alongside informal settlements and impoverished neighbourhoods.
3. **Unemployment:** High levels of unemployment contribute to social instability and economic inequality.
4. **Service Delivery:** Providing essential services like water, electricity, sanitation, and public transportation to a growing population can be a significant challenge.
5. **Housing Shortages:** Affordable housing is in short supply, leading to informal settlements and inadequate living conditions for many residents.

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

---

6. **Crime and Safety:** Johannesburg has historically struggled with crime rates, including violent crime, violence emanating from the illegal mining which impacts residents' safety and well-being.
7. **Environmental Sustainability:** Balancing urban development with environmental conservation is crucial, especially in managing waste, air quality, and green spaces.
8. **Education and Skills Gap:** Access to quality education and skills development remains unequal, contributing to a cycle of poverty and limited opportunities for many residents.
9. **Infrastructure Maintenance:** Maintaining existing infrastructure, such as roads, bridges, and public facilities, requires consistent funding and planning.
10. **Social Cohesion:** Addressing divisions along racial, economic, and cultural lines and fostering social cohesion remains an ongoing challenge.
11. **Water and Energy Security:** Ensuring a stable supply of clean water and reliable energy sources is critical for the city's sustainable development.
12. **Migrations:** As a city of migrants, Johannesburg needs to find solutions to accommodate legal migration and at the same time combat illegal migration in the City. The city needs to proactively plan for, budget and service all residents and to ensure that migration contributes positively to the development of Joburg.

The revised 2024/25 IDP and budget processes need to reflect on existing challenges that may hamper critical milestones as the City implements the process plan. These challenges are not unique to the City of Johannesburg, but they have a regional and global face. The city is stable and will mitigate these challenges.

**6. INTERNATIONAL, NATIONAL, AND PROVINCIAL PLANNING IMPERATIVES THAT WILL GUIDE THE 2024/25 IDP REVIEW**

**Sustainable Development Goals**

In 2015, South Africa, along with 194 other nations, entered into an agreement aimed at bringing about global change. This agreement is centered around the implementation of the seventeen Sustainable Development Goals (SDGs). Various entities such as businesses, NGOs, governments, media, and higher education institutions from these nations are considered instrumental in achieving these goals. The South African government has undertaken plans

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

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and targeted developmental programs to ensure alignment with the SDGs and utilize its capacity to make meaningful contributions toward achieving these goals.

**National Development Plan (NDP) 2030**

The National Development Plan (NDP) 2030 was adopted by South Africa in 2012 to outline the country's vision and provide a long-term roadmap for achieving this vision. The plan recognizes the need for significant socio-economic and cultural transformation in response to the historical challenges of oppression, exploitation, and dispossession. Collaboration between national, provincial, and local governments, as well as the private sector and civil society, is crucial to achieving the goals set out in the NDP. This requires aligning powers, functions, planning, and budget allocation processes across the three spheres of government. The NDP identifies 14 key outcomes to be accomplished by 2030, including education, health, safety and security, economic growth and employment, skills development, infrastructure, rural development, human settlements, local government, 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 led by the South African Government, specifically the Department of Cooperative Governance and Traditional Affairs (COGTA). The primary objective of the IUDF is to establish a common understanding between government and society on how to effectively manage urbanization and accomplish economic development, job creation, and improved living conditions for all South Africans. To realize the transformative vision of the IUDF, four strategic goals have been identified:

- **Access:** Ensuring that individuals have access to social and economic services, opportunities, and choices.
- **Growth:** Harnessing the energy of urban areas to achieve inclusive, sustainable economic growth and development.
- **Governance:** Enhancing the capacity of the state and its citizens to collaborate in achieving social integration.
- **Spatial Transformation:** Creating new spatial patterns in settlements, transportation, and social and economic areas.

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

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**Growing Gauteng Together 2030**

In February 2020, the Gauteng Provincial Government introduced the Growing Gauteng Together (GGT) 2030 initiative. This initiative represents a shared vision for the Gauteng City Region in the year 2030. The key focus areas of GGT 2030 include the economy, employment, infrastructure, education, skills development, health, integrated human settlements and land management, safety, social harmony, food security, the establishment of a capable and ethical government, contributing to Africa and the global community, and promoting sustainable development for future generations.

**2021/26 Final Integrated Development Plan**

The City of Johannesburg developed its 5-year IDP led by the Government of Local Unity as guided by the GDS's vision, mission, and mayoral priorities as follows:

*Vision*

A world class African city.

*Mission*

The City of Johannesburg commits itself to pro-active delivery and the creation of a city environment in 2040 that is resilient, sustainable, and liveable. It aims to achieve this through long-term 2040 plans, targeted programmes, services, and enabling support that drives economic growth, 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*

**Priority 1: Good Governance:** Implement measures to improve transparency, accountability, and citizen participation in government decision-making, such as regular CBP feedback, and public SCM procurement reforms.

**Priority 2: Financial Sustainability:** Develop a plan to improve the city's revenue collection and billing systems, prudent financial management practices, streamline expenditure, and prioritize investments in high-impact projects.

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

---

**Priority 3: Energy Mix:** Develop a comprehensive plan to transition the city to a more diverse and sustainable energy mix, including increased investment in renewable energy sources and energy efficiency initiatives.

**Priority 4: Sustainable Service Delivery:** Focus on delivering high-quality and reliable services to all residents, with a particular emphasis on historically underserved areas, and work to reduce waste and improve efficiency.

**Priority 5: Infrastructure Development and Refurbishment:** Prioritize key infrastructure projects, such as road repairs, water and sanitation upgrades, and public transportation improvements, and work to ensure that all projects are completed on time and within budget.

**Priority 6: Job Opportunity and Creation:** Develop a plan to create new jobs, particularly in sectors such as green energy, technology, and infrastructure, and ensure that all job creation efforts are equitable and inclusive.

**Priority 7: Safer City:** Work to improve public safety through initiatives such as community policing, investment in technology and infrastructure, and increased resources for law enforcement.

**Priority 8: Active and Engaged Citizenry:** Develop programs and initiatives to encourage citizen participation in government decision-making, co-producing service delivery, including community-based planning meetings, participatory budgeting, and improved feedback mechanisms.

**Priority 9: Sustained Economic Growth:** Work to attract new businesses and investment to the city, particularly in sectors such as green energy, technology, and infrastructure, and prioritize policies that promote inclusive economic growth.

**Priority 10: Green Economy:** Develop a plan to promote the growth of the green economy, including increased investment in green manufacturing and job creation, renewable energy, energy efficiency initiatives, and sustainable agriculture and food security.

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

---

**Priority 11: Smart City:** Develop a plan to improve the city's use of technology to improve service delivery, reduce waste, and promote energy efficiency, including initiatives such as smart management systems, public Wi-Fi, and digital e-government services.

## **7. 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 each external service provider during that financial year.*
- (b) A comparison of the performances referred to in paragraph (a) with a target set for and performances in the previous financial year; and*
- (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.]*

According to section 121(1) of the Municipal Finance Management Act (MFMA), every municipality and municipal entity is required to prepare an Annual Report for each financial year. The purpose of the Annual Report is to document the municipality's activities, report on its performance in the budget, and ensure accountability to the local community for the decisions made throughout the year.

Chapter 12 of the MFMA contains various provisions regarding financial and performance reporting and auditing. In relation to the Annual Report, the process includes the tabling of annual reports and the formulation of oversight reports on these reports.

Under section 133 of the MFMA, the Executive Mayor is responsible for submitting the Annual Report within 7 months after the end of the financial year. This means that the Annual Report for the 2022/23 financial year should be presented before the end of January 2024. Subsequently, the Council is required to approve the Annual Report and the oversight report within 9 months after the end of the financial year, which should be done before the end of March 2024.



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

**8. SUMMARY OF THE 2024/2025 IDP, BUDGET, PERFORMANCE MONITORING AND  
REPORTING PROCESS**

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

ACTIVITY	TIMEFRAME
Integrated Planning workshop	Quarter 1
Tabling of the draft 2024/25 process plan to GPAC	Quarter 1
Tabling of the draft 2024/25 process plan to the Mayoral Committee	Quarter 1
Tabling of the final 2024/25 process plan to the Council	Quarter 1
Submission of Draft Group Annual Report to Auditor General for auditing	Quarter 1
CBP feedback to communities	Quarter 1-2
Strategic Planning Session- EMT	Quarter 1-2
Strategic Planning Session- Mayoral	Quarter 2
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
Output from the Financial Development Plan (FDP)- financial modelling/ budget indicatives	Quarter 2
Approval of Quarter 1 2023/24 SBDIP Performance Report and Draft 2022/23 Annual Report for Core and MEs by Group Audit Committee	Quarter 2
Submission of Draft 2024/25 Business Plans	Quarter 3
Receipt of Auditor General's Regularity Audit of the CoJ for the Year Ended 30 June 2023	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

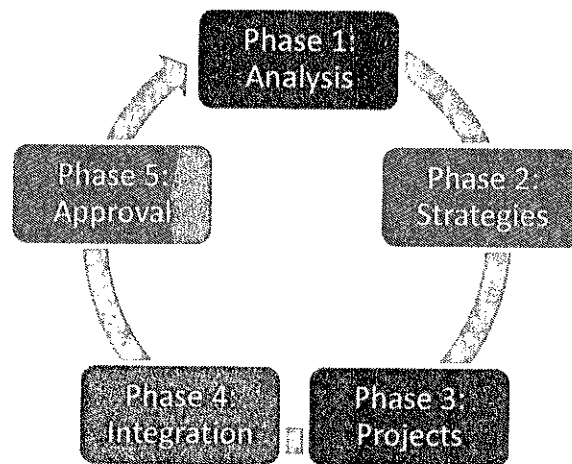
**OFFICE OF THE CITY MANAGER  
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

ACTIVITY	TIMEFRAME
Approval of Mid-Year on SBDIP and Business Plans 2023/24, Second Quarter 2023/24 SDBIP report, Integrated Annual Report by GPAC	Quarter 3
Submission of 2023/24 adjustment budget and SDBIP and Business Plan mid-year deviation to Mayoral Committee	Quarter 3
Submission of 2023/24 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 the 2022/23 Annual Report	Quarter 3
Tabling of the draft 2024/25 IDP to GPAC	Quarter 3
The tabling of the draft IDP, budget, tariffs, and ME business plan for comments	Quarter 3
Consideration and adoption of the final Annual Report and Oversight Report by the Council	Quarter 4
Approval of Quarter 3 2023/24 SBDIP Performance Report	Quarter 4
Draft IDP, Budget, and Tariffs outreach process	Quarter 4
National Treasury engagement on the 2024/2025 draft IDP review and MTREF Budget,	Quarter 4
State of the City Address	Quarter 4
Budget speech	Quarter 4
Approval of the IDP review, Budget and Tariffs and ME Business Plans	Quarter 4
Approval of the 2024/25 SDBIP by GPAC	Quarter 4
Approval of the institutional SDBIP by the Mayoral Committee and Noting by Council	Quarter 4
Approval of Performance Agreements of Senior Managers	Quarter 4

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

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## 9. PHASES FOR MANAGING THE PROCESS PLAN



## 10. COMMENTS FROM THE GROUP AUDIT PERFORMANCE AUDIT COMMITTEE (GPAC) AND GOVERNANCE SUBMAYORAL CLUSTER ON THE 2024/25 IDP, BUDGET MONITORING EVALUATION AND REPORTING PROCESS PLAN

The 2024/25 IDP, Budget Monitoring Evaluation and Reporting Process Plan was tabled to GPAC and the Good Governance sub-mayoral cluster for comments and recommendations on the 11<sup>th</sup> and 16<sup>th</sup> of August 2023, and the following comments were made:

- The need for the Community Based Planning processes to be more inclusive and expanded to all the wards in the City
- The context for the development of IDP, Budget to take into consideration the impact of migration and illegal mining.

The 2024/25 IDP, Budget Monitoring Evaluation and Reporting Process Plan was approved by the Good governance sub-mayoral cluster and Group Performance Audit Committee (GPAC).

## 11. POLICY IMPLICATIONS

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

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

---

**12. FINANCIAL IMPLICATIONS**

The deliverables against the IDP, Budget Monitoring Evaluation, and Reporting Process Plan in the report are as per the approved 2024/2025 budget.

**13. 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.

**14. COMMUNICATIONS IMPLICATIONS**

The approved 2024/2025 process plan will be made available to the public via newspapers advertisement and the City's website.

**15. 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.



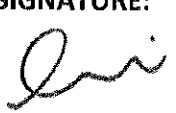

OFFICE OF THE CITY MANAGER  
(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)

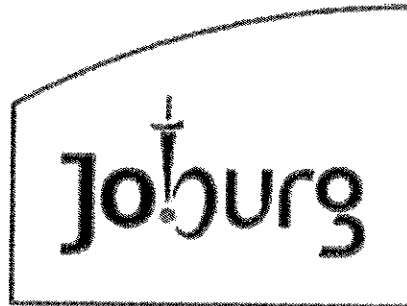
**16. RECOMMENDATIONS**

IT IS RECOMMENDED

- 1 That the 2024/2025 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 noted.
- 2 That the noted 2024/2025 Integrated Development Plan (IDP), Budget, Performance Monitoring, and Reporting Process Plan be submitted to Council for approval.
- 3 That the approved 2024/2025 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 Ngobeni  
(Group Strategy Policy Coordination and Relations)

RECOMMENDED / <del>NOT</del> RECOMMENDED FOR APPROVAL (Indicate with X or by circling)	DATE: 16 August 2023  SIGNATURE: 	APPROVED / <del>NOT</del> APPROVED (Indicate with X or by circling)	DATE: 17 August 2023  SIGNATURE: 
NOXOLO MABUZA UNIT HEAD: ICBP		ZAYD EBRAHIM GROUP HEAD: GSPCR	
APPROVED / <del>NOT</del> APPROVED (Indicate with X or by circling)	DATE: 17 August 2023  SIGNATURE: 	APPROVED / <del>NOT</del> APPROVED (Indicate with X or by circling)	DATE:  SIGNATURE: 
FLOYD BRINK CITY MANAGER		CLLR DADA MORERO MMC FINANCE	



**PROCESS PLAN FOR INTEGRATED  
DEVELOPMENT PLANNING, BUDGETING,  
PERFORMANCE MANAGEMENT AND  
REPORTING  
2024/2025**

COJ: COUNCIL  
COJ: MAYORAL COMMITTEE  
COJ: GROUP PERFORMANCE AUDIT COMMITTEE  
COJ: GOOD GOVERNANCE SUBMAYORAL

2023-08-31  
2023-08-18  
2023-08-16  
2023-08-11

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

---

**Contents**

<b>1. INTRODUCTION.....</b>	<b>16</b>
<b>2. MANAGEMENT OF THE PROCESS PLAN .....</b>	<b>16</b>
<b>3. TIME SCHEDULE .....</b>	<b>18</b>
<b>4. PROCESS FOR THE 2022/2023 INTEGRATED ANNUAL REPORT .....</b>	<b>24</b>
<b>5. PUBLIC PARTICIPATION PROCESS.....</b>	<b>28</b>
<b>6. OVERVIEW OF THE PLANNING PROCESS.....</b>	<b>28</b>

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

---

**1. INTRODUCTION**

Section 25 of the Municipal Systems Act (MSA) 32 of 2000 stipulates that a municipal council must adopt a single, inclusive, and strategic plan for the development of the municipality within a prescribed period after the start of its elected term. In the 2022/23 financial year, the City of Johannesburg formulated a revised 2023/24 Integrated Development Plan (IDP) as led by the Government of Local Unity.

Furthermore, Section 28 of the MSA requires a municipality to establish a written process to guide the planning, drafting, adoption, and review of its integrated development plan. Before commencing the planning process, an IDP process plan must be developed to ensure proper management and implementation. This process plan can include structures responsible for managing the planning process, mechanisms for public participation, timeframes, roles and responsibilities, and process monitoring.

In preparation for the 2024/25 planning process, the city has developed an integrated process plan that will serve as a guideline, by the relevant legislative requirements. The process plan outlines institutional arrangements for managing the process plan, including roles and responsibilities. It also includes a schedule with various phases and their respective timeframes. Additionally, the plan incorporates mechanisms for public participation.

**2. MANAGEMENT OF THE PROCESS PLAN**

According to Section 30 of the Municipal Systems Act (MSA), the executive committee or executive mayor is responsible for managing the drafting of the Integrated Development Plan (IDP). They are required to assign responsibilities for this task to the municipal management and submit the draft plan to the municipal council for adoption, by Section 29 of the Act.

In line with the legislative requirements, three core structures play a crucial role in managing the IDP process plan. These structures are the City Manager (Director ICBP), the IDP Representative Forum, and the IDP Steering Committee. These entities are integral to the implementation of the process plan and are responsible for guiding and overseeing its progress. Additionally, the City may establish smaller sectoral task teams to handle the operational and technical aspects related to key programs and projects within the IDP.



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

---

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-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.

The IDP Representative Forum ensures and encourages public participation in the IDP process.

This forum aims 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 the 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 crafting 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

COJ: COUNCIL  
COJ: MAYORAL COMMITTEE  
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COJ: GOOD GOVERNANCE SUBMAYORAL

2023-08-31  
2023-08-18  
2023-08-16  
2023-08-11

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

---

- Create an enabling environment for strategic dialogue, knowledge and information sharing, and peer review.

### **3. TIME SCHEDULE**

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

COJ: COUNCIL  
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 COJ: GOOD GOVERNANCE SUBMAYORAL

2023-08-31  
 2023-08-18  
 2023-08-16  
 2023-08-11

**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"> <li>- Tabling of the draft process plan EMT, Mayoral, and Council</li> <li>- Public notification on the IDP and Budget process plan</li> </ul>	-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"> <li>- Draft capital project allocations to be distributed to departments and entities in line with FDP.</li> <li>- Submissions of budget proposals (Amendments to the current IDP, Budget, and SDBIP)</li> <li>- Medium-term budget proposals 2024/25 - 2026/27 (in line with budget parameters and JSIP allocations)</li> <li>- Convening of the Integrated Planning Committee meetings</li> <li>- EMT Strategic session</li> <li>- Mayoral Strategic session</li> <li>- Public engagements (feedback and identification of priority needs)</li> </ul>	-All Depts and MIEs	Quarter1 –Quarter 2

COJ: COUNCIL  
 COJ: MAYORAL COMMITTEE  
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 COJ: GOOD GOVERNANCE SUBMAYORAL

2023-08-31  
 2023-08-18  
 2023-08-16  
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OFFICE OF THE CITY MANAGER

(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)

LEGISLATIVE REQUIREMENT	DELIVERABLES	RESPONSIBILITY	DATE
	<ul style="list-style-type: none"> <li>- Alignment of plans with the national and provincial imperatives</li> </ul>		
MFMA section 21 (1) MFMA section 53 (b)	Budgeting: <ul style="list-style-type: none"> <li>- MTREF review</li> <li>- Draft Priority Implementation Plans</li> <li>- Submission of the draft Business plans of departments and entities</li> <li>- Technical Budget Steering Committee (TBSC)</li> <li>- Budget Steering Committee</li> <li>- JSIP - Draft capital projects allocations to be distributed to departments and entities in line with TBSC amendments.</li> <li>- Medium-term budget proposals 2024/25 - 2026/27 (to be in line with the recommendations of the TBSC and JSIP allocations)</li> <li>- Draft tariffs process</li> <li>- Submission of the 1st draft 2023/24 midyear business plan deviations</li> </ul>	-GSCPR -Budget Office -Development Planning -All Depts and MIEs	Quarter 2
MSA section 26	Drafting of Plans	-GSPCR	Quarter 3

OFFICE OF THE CITY MANAGER

(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)

LEGISLATIVE REQUIREMENT	DELIVERABLES	RESPONSIBILITY	DATE
MSA section 30 (c)	<ul style="list-style-type: none"> <li>- Refinement of priorities</li> </ul>	-Budget Office	
MFMA section 17 (3) (d)	<ul style="list-style-type: none"> <li>- Budget Lekgotla</li> <li>- Consolidation of research and drafting of chapters</li> <li>- Provincial engagements on the MEC's comments</li> <li>- Submission of proposed ME budgets</li> <li>- Tabling of the Draft IDP to GPAC for comments</li> <li>- Tabling of the draft IDP and Budget for public comment</li> <li>- Final submission of the 2022/23 mid-year business plan deviations</li> <li>- JSIP - Final capital projects allocations to be distributed to departments and entities in line with BSC.</li> <li>- Submissions of final budget proposals for the Tabled Budget (Amendments to the current IDP, Budget, and SDBIP)</li> <li>- Medium-term budget proposals 2024/25 - 2026/27 (to be in line with the recommendations of the PBSC and JSIP allocations)</li> <li>- National Treasury engagement on the mid-year review</li> </ul>	<ul style="list-style-type: none"> <li>-Group Governance</li> <li>-Development Planning</li> <li>-All departments and entities</li> </ul>	

COJ: COUNCIL  
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2023-08-31  
 2023-08-18  
 2023-08-16  
 2023-08-11

OFFICE OF THE CITY MANAGER

(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)

LEGISLATIVE REQUIREMENT	DELIVERABLES	RESPONSIBILITY	DATE
MSA section 16(1) MFMA section 22	Public participation <ul style="list-style-type: none"> <li>- Advertisement of the 2024/2025 draft IDP review, Budget, and Tariffs in newspapers</li> <li>- Public engagement on the 2024/2025 draft IDP review and Budget (hybrid regional summits, Online and social media interaction with the public, roll out of CBP)</li> <li>- Consolidation of stakeholder inputs</li> <li>- Submit a report on public participation report to Maycom and Council</li> </ul>	-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"> <li>- 2024/2025 IDP review, Budget, Tariffs, and Business Plans of Departments and Entities by Mayoral and Council.</li> </ul>	-GSPCR -Budget office -All department entities -Group Governance	Quarter 4
MFMA section 53 Circular 13	Institutional SDBIP <ul style="list-style-type: none"> <li>- Consolidate the 1<sup>st</sup> draft of the SDBIP and get an endorsement from the Integrated Planning Committee</li> <li>- Table the draft at the EMT, GPAC, Mayoral Committee</li> <li>- Approval of the 2024/2025 institutional SDBIP by Council</li> </ul>	-GSPCR -All department entities -Group Governance	Quarter 4

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2023-08-31  
 2023-08-18  
 2023-08-16  
 2023-08-11

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

LEGISLATIVE REQUIREMENT	DELIVERABLES	RESPONSIBILITY	DATE
	<ul style="list-style-type: none"> <li>- Executive Mayor signature on the final SDBIP</li> <li>- Submission of the final SDBIP to all relevant provincial and National Departments</li> <li>- Development of all Section 57 Managers Scorecard in line with the approved SDBIP</li> </ul>		

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2023-08-31  
2023-08-18  
2023-08-16  
2023-08-11

OFFICE OF THE CITY MANAGER

(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)

#### 4. PROCESS FOR THE 2022/2023 INTEGRATED ANNUAL REPORT

In terms of section 133 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 2024. Council oversight processes will commence, and the report will be considered at the March 2023 Council meeting. The Annual Performance Report will be submitted to the Auditor General at the end of August 2023 for auditing.

ACTIVITY	LEGISLATION AND GUIDANCE	PROCESS OWNER	KEY DATES
Finalisation of 2022/23 4 <sup>th</sup> Quarter Progress Report against SDBIP reflecting actual annual performance (Annual Performance Report)	MFMA S52 (d) (Section 46 of the MSA).	Departments and MEs	July 2023
Annual Performance Report 2022/23	Municipal Systems Act (MSA), 32 of 2000, section 46(1) and (2), MFMA Circular 11	Departments and MEs	August 2023
Submission of Integrated Annual Reports of Municipal entities to the City Manager	Col Internal Process	Entity Accounting Officers CEOs Group Governance	August 2023
Submission of Unaudited Financial Statements	Col Internal Process	Group Governance	August 2023



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2023-08-31  
2023-08-18  
2023-08-16  
2023-08-11

**OFFICE OF THE CITY MANAGER**

**(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

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 2023
Approval of Draft Integrated Annual Report by Mayoral Committee	CoJ Internal Process	Mayoral Committee City Manager	August 2023
Submission of Draft Group Annual Performance Report to Auditor General for auditing	MFMA Section 126(1)(a)	GSPCR	31 August 2023
Submission of Group Annual Financial statements to Auditor General for auditing	MFMA Section 126	Group Finance	30 September 2023
Receipt of Auditor General's Regularity Audit of the CoJ for the Year Ended 30 June	MFMA Section 126(3)(b)	City Manager	November 2023
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 2024
The tabling of the Final Integrated Reports and Governance Assessment Report of Integrated Reports at the Mayoral Committee	CoJ Internal Process	Group Governance	January 2024
Noting of Annual Report by Mayoral Committee	MFMA Section 127(2)	City Manager	January 2024
Tabling of Group Annual Report to Council	MFMA Section 127(2)	Executive Mayor	January 2024

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2023-08-31  
2023-08-18  
2023-08-16  
2023-08-11

**OFFICE OF THE CITY MANAGER**

**(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

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 2024
Submission of the CoJ 2022/23 Citizens Report to the Municipal Public Accounts Committee for oversight and public participation	MFMA Section 127(5)(b)	City Manager	January 2024
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 2024
Oversight of the 2022/2023 Integrated Annual Report <ul style="list-style-type: none"> <li>• Call for public comments on Integrated Annual Report.</li> <li>• Consideration of public comments and.</li> </ul> Formulation of Oversight Report on 2022/2023 Integrated Annual Report of the City	MFMA Section 127(5)(a)	Legislature Municipal Public Accounts Committee (MPAC)	1 February 2024 to the End of March 2024
Consideration and adoption of Integrated Annual Report and Oversight Report	MFMA Section 129(1)	Council	End of March 2024
Submission of Integrated Annual Report and Oversight Report to Auditor General, Provincial Treasury, and	MFMA Section 129(2)(b)	City Manager	End of March 2024

COJ: COUNCIL

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2023-08-31

2023-08-18

2023-08-16

2023-08-11

**OFFICE OF THE CITY MANAGER**

**(GROUP STRATEGY, POLICY COORDINATION AND RELATIONS)**

Gauteng Department of Co-operative Governance and Traditional Affairs.			
Submission of Integrated Annual Report and Oversight Report to the Gauteng Provincial Legislature	MFMA Section 132(1) and (2)	City Manager	End of March 2024
Publication of final Annual Report (website and other media) Publication of <ul style="list-style-type: none"><li>• Integrated Annual Report.</li><li>• Abridged Integrated Annual Report.</li><li>• Council Oversight Report.</li><li>• Oversight Report of the Joint Oversight Committee and</li><li>• Remedial Action Plan</li></ul>	MFMA Section 129(3)	Group Communications	End of March 2024

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

**5. PUBLIC PARTICIPATION PROCESS**

Section 16 of the Municipal Systems Act (MSA) emphasizes the importance of developing a culture of participatory governance within municipalities. It states that municipalities must encourage and create conditions for the local community to actively participate in the affairs of the municipality, including the preparation, implementation, and review of the Integrated Development Plan (IDP) as outlined in Chapter 5 of the MSA.

Public participation can be defined as an inclusive process that aims to deepen democracy by involving citizens in formal participatory mechanisms. It also serves to address poverty through localized socio-economic development initiatives and improved delivery of basic services. The purpose of public participation is to ensure that the voices and perspectives of the community are considered in decision-making processes and that their needs and aspirations are reflected in the development and implementation of policies and plans.

As part of the Community-Based Planning Approach, the City will employ the following methods of public participation during the 2024/2025 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
- 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 socioeconomic conditions	-Assessment of the existing level of development -Priority issues or problems	3 months

COJ: COUNCIL  
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2023-08-31  
 2023-08-18  
 2023-08-16  
 2023-08-11

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

PHASES	KEY OUTPUT	ESTIMATED TIMEFRAME
	-Information on causes of priority issues/ problems - Information on available resources	
<b>Development of strategies</b>	-Vision, Mission, Values -Objectives -Strategies -Identified projects	<b>2 months</b>
<b>Identification and prioritisation of projects</b>	-Performance indicators -Project outputs, targets, and location -Project-related activities and time schedules - Cost and budget estimates	<b>2 months</b>
<b>Integration of all municipal plans</b>	-3-year financial plan -5-year Capital Investment Programme (CIP) -Integrated sectoral programme (Economic development, poverty alleviation, gender equity, etc) -Consolidated monitoring/ performance management system	<b>6 weeks</b>
<b>Approval of the IDP</b>	-The output of this phase is an approved IDP for the City	<b>6 weeks</b>