



CHRIS HANI
DISTRICT MUNICIPALITY
SUSTAINING GROWTH
THROUGH OUR PEOPLE

IDP-BUDGET-PMS PROCESS PLAN FOR 2023-2024 IDP REVIEW

Chris Hani District Municipality has developed the IDP/Budget/PMS Process Plan as guided by Section 28 of the Municipal Systems Act 32 of 2000 as amended provides for the preparation and adoption of a Process Plan.

CHDM has to also complied with Municipal Finance Management Act which indicates, "The mayor of a municipality must – [21(a)] co-ordinate the process for preparing the annual budget....., [21(b)] at least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines...."

The Process plan is an organized **activity plan** that outlines the **process** of development and review of the Integrated Development Plan (IDP).

	Activities	Timeframe	Responsible & Municipality
A	Preparation phase / Pre-planning		
	CHDM Standing Committees	12-15 July 2022	CHDM MM
	2021/21 Quarter 4 & Annual Performance Report	12-Jul 2021	CHDM MM
	Performance Management Steering Committee (Review of Audited Performance Management Report)	22 July 2021	CHDM MM
	IGR Sakhisizwe	21 July 2022	Sakhisizwe LM MM
	Quarter 4 & Annual Performance Report (Individual assessment)	03-06 Aug 2022	CHDM MM
	CHDM Technical IGR	04 August 2022	CHDM MM
	CHDM & LMs IDP Process Alignment Session	10 August 2022	CHDM/LMs and EC-COGTA
	CHDM MPAC	August 2022	CHDM MM
	CHDM Mayoral Committee	24 August 2022	CHDM MM
	Emalahleni LM IGR	12 August 2022	MM Emalahleni
	Inxuba Yethemba IGR/IDP Rep & SOMA	11 August 2022	Inxuba Yethemba MM
	CHDM DIMAFO	25 August 2022	CHDM MM
	Emalahleni LM IDP Rep Forum	12 August 2022	Emalahleni MM
	CHDM Council Approval of Framework Plan & Process Plans (IDP & Budget)	31 August 2022	CHDM MM

	Presentation of 1 st Draft Annual Report and Annual Performance Report to Council for noting	31 August 2022	CHDM MM
B+C	Analysis Phase / Monitoring and evaluation		
	Assess implementation progress (HODs to present action plans for existing projects and planned completion dates for projects, aligning expenditure with progress), impact of new information/unexpected events, evaluation of achievement with regard to objectives, strategies and projects (per programme), overview of funding available per cluster (both from savings as well as new funding from operating budget and from external funds), possible implications on programmes of additional sector information.	July - October 2022	All Depts Championed by HOD's all LMs & CHDM
	Submission of Quarter 1 Performance Information (period ending July – September 2022)	07-October-2022	CHDM MM
	Advertise Adopted IDP/Budget Process Plan	05 September 2022	CHDM MM
	CHDM MPAC	14 September 2022	CHDM MM
	Dr AB Xuma LM IDP Rep Forum	23 September 2022	Dr AB Xuma LM MM
	Performance Management Steering Committee (Review of Audited Performance Management Report)	18-October-2021	CHDM MM
	Enoch Mgijima LM IGR	23 September 2022	Enoch Mgijima MM
	Sakhisizwe LM IDP Rep Forum	21 September 2022	Sakhisizwe LM Mayor
	Intsika Yethu LM IGR	15 September 2022	Intsika Yethu MM
	CHDM IDP/Budget/PMS Steering Committee	01 September 2022	CHDM MM
	Intsika Yethu LM IDP Rep Forum	22 September 2022	Intsika Yethu LM

Dr AB Xuma LM IGR	09 September 2022	Dr AB Xuma LM MM
Enoch Mgijima LM IDP Rep Forum	28 September 2022	Enoch Mgijima MM
Sakhisizwe LM IGR	28 September 2022	Sakhisizwe MM
CHDM IDP/Budget/PMS Rep Forum	08 September 2022	CHDM MM
CHDM Standing Committees	11-14 October 2022	CHDM MM
Quarter 1 Performance reporting (July - Sept)	October 2021	CHDM HOD's/MM
CHDM Mayoral Committee	20 October 2022	CHDM MM
CHDM MPAC	07 October 2022	CHDM MM
Informal Performance Reviews for Quarter 1	24 – 28 October 2022	CHDM MM
CHDM Council Meeting	26 October 2022	CHDM MM
Collection and confirmation of Ward Priorities	07-11 November 2022	Enoch Mgijima MM
Emalahleni LM IGR	09 November 2022	Emalahleni LM
Emalahleni IDP Rep Forum	30 November 2022	Emalahleni MM
CHDM Technical IGR	08 November 2022	CHDM MM
CHDM MPAC	30 November 2022	CHDM MM
Sakhisizwe LM IDP Rep Forum	23 November 2022	Sakhisizwe LM MM

	IDP/PMS/Budget Steering Committee meeting	09 November 2022	CHDM MM
	Intsika Yethu LM IGR	22 November 2022	Intsika Yethu LM MM
	Dr A.B Xuma IDP Rep Forum	23 November 2022	DR AB Xuma MM
	Sakhisizwe IDP Rep Forum	23 November 2022	Sakhisizwe MM
	CHDM DIMAFO	24 November 2022	CHDM MM
	Intsika Yethu IDP Rep Forum	29 November 2022	Intsika Yethu MM
	CHDM DP Rep Forum	17 November 2022	CHDM MM
	IDP/PMS Managers Session Alignment Session and update on Situational Analysis	November 2022	CHDM MM
	Sakhisizwe IGR Meeting	30 November 2022	Sakhisizwe MM
	Council Policy Workshop	01-02 December 2022	CHDM MM
	Inxuba Yethemba LM IGR & IDP Rep Forum	07 December 2022	Inxuba Yethemba EM
	CHDM Mayoral Committee Meeting	07 December 2022	CHDM MM
	Dr AB Xuma LM IGR	03 November 2022	Dr AB Xuma LM MM
	Enoch Mgjijima IDP Rep Forum	08 December 2022	Enoch Mgjijima MM
	IDP phase assessment (situation analysis) COGTA/CHDM/LMS/Sector Depts	December 2022	CHDM MM
	CHDM Council Meeting	14 December 2022	CHDM MM
D	Strategies Phase / Refined objectives, strategies, programmes and projects phase		

	Submission of Quarter 2 Performance Information (period ending October – December 2022)	06 January 2023	CHDM MM
	CHDM Budget Steering Chaired by Port Cllr to consider Adjustment Budget	13 January 2023	CHDM MM
	CHDM Mayoral Committee Meeting	18 January 2023	CHDM MM
	Performance Management Steering Committee (Review of Audited Performance Management Report)	20 January 2023	CHDM MM
	Presentation of the mid-year performance report 2022/2023 and draft audited annual report 2021/2022 to council	25 January 2023	CHDM MM
	CHDM Consolidating LMs community Needs for 2023-2024 IDP Review	January-February 2023	CHDM MM
	CHDM Strategic Planning Session	06 -08 February 2023	CHDM MM
	Quarter 2 & Mid-year Performance Assessments	13 Feb to 15 Feb 2023	CHDM MM
	Technical IGR	02 February 2023	CHDM MM
	Mayoral Committee	15 February 2023	CHDM MM
	Policy Workshop	09-10 February 2023	CHDM MM
	Inxuba Yethemba IGR & IDP Rep Forum	08 February 2023	Inxuba Yethemba MM
	CHDM DIMAFO	23 February 2023	CHDM MM

	CHDM Council Meeting Adopting Adjusted Budget	22 February 2023	CHDM MM
	CHDM MPAC	03 February 2023	CHDM MM
	Dr AB Xuma IGR	09 February 2023	Dr AB Xuma MM
	Sakhisizwe LM IGR	15 February 2023	Sakhisizwe MM
	Identify operating impacts (including staff issues) of proposed projects and ensure that these are included in the operating budget submissions	01-30-March-2023	CHDM MM
	CHDM IDP/Budget/PMS Steering Committee	09 March 2023	CHDM MM
	CHDM MPAC	07 March 2023	CHDM MM
	Enoch Mgijima IGR	07 March 2023	Enoch Mgijima MM
	CHDM IDP Rep Forum	23 March 2023	CHDM MM
	CHDM Budget Steering Committee (Chaired by Portfolio Cllr)	16 March 2023	CHDM MM
	Intsika Yethu LM IGR	10 March 2023	Intsika Yethu LM MM
	Sakhisizwe LM IDP Rep Forum	22 March 2023	Sakhisizwe LM MM
	Enoch Mgijima LM Rep Forum	16 March 2023	Enoch Mgijima MM
	Mayoral Committee Meeting	22 March 2023	CHDM MM
	Emalahleni LM IGR & IDP Rep Forum	15 March 2023	Emalahleni LM MM
	Intsika Yethu IDP Rep Forum	15 March 2023	Intsika Yethu LM MM
	Policy Workshop	02- 03 March 2023	CHDM MM

	Dr AB Xuma IDP Rep Forum	22 March 2023	Dr AB Xuma LM MM
	Sakhisizwe IDP Rep Forum	22 March 2023	Sakhisizwe MM
	CHDM Council approval of the 2022-2027 Draft IDP & Budget and Presentation of the adjusted 2022-2023 SDBIP to Council	29 March 2023	CHDM MM
	Draft IDP and Draft Budget published. Advertise for public comment (21days)	03 April 2023	CHDM MM
	CHDM Standing Committees	11-14 April 2023	CHDM MM
	Quarter 3 Performance) Submission of Quarter 3 Performance Information (period ending January – March 2023)	06 April 2023	CHDM MM
	3 RD Quarter Performance Reviews/Assessments Informal Performance Reviews	24-26 April 2023	CHDM MM
	Sakhisizwe IDP/Budget roadshows	03-07 April 2023	Sakhisizwe MM
	Emalahleni IDP/Budget Roadshows	04-07 April 2023	Emalahleni MM
	Dr AB Xuma IDP/Budget Roadshows	05-07 April 2023	Dr AB Xuma MM
	Inxuba Yethemba IDP/Budget Roadshows	04-13 April 2023	Inxuba Yethemba MM
	Enoch Mgjijima IDP/Budget Roadshows	17-21 April 2023	Enoch Mgjijima MM
	CHDM IDP/Budget Roadshows	18- 20 April 2023	CHDM MM
	Intsika Yethu IDP/Budget Roadshows	19-21 April 2023	Intsika Yethu MM
	MPAC	04 April 2023	CHDM MM
E	Reviewed IDP document (Integration/programme implementation and operational plan)		

	Incorporate relevant comments to the Draft final reviewed IDP	April - May 2023	CHDM MM
	Intsika Yethu LM IGR	17 May 2023	Intsika Yethu MM
	CHDM Technical IGR	04 May 2023	CHDM MM
	Sakhisizwe LM IGR	18 May 2023	Sakhisizwe MM
	Sakhisizwe LM IDP Rep Forum	24 May 2023	Sakhisizwe MM
	Mayoral Committee	24 May 2023	CHDM MM
	CHDM IDP/Budget Steering Committee meeting (implementation and operational plan)	03 May 2023	CHDM MM
	Inxuba Yethemba LM IDP Rep Forum & IGR	10 May 2023	Inxuba Yethemba MM
	Enoch Mgjijima LM IDP Rep Forum	11 May 2023	Enoch Mgjijima MM
	Emalahleni LM IGR & IDP Rep Forum	10 May 2023	Emalahleni MM
	CHDM MPAC	09 May 2023	CHDM MM
	Dr AB Xuma LM IGR	11 May 2023	Dr AB Xuma MM
	CHDM IDP Rep Forum	10 May 2023	CHDM MM
	CHDM Council Policy Workshop	11-12 May 2023	CHDM MM
	CHDM Budget Steering Meeting Chaired by Portfolio Cllr	18 May 2023	CHDM MM
	Intsika Yethu IDP Rep Forum	19 May 2023	Intsika Yethu MM
	DIMAFO	25 May 2023	CHDM MM
	Dr AB Xuma LM IDP Rep Forum	26 May 2023	Dr B Xuma MM
	Approval phase		
	CHDM Council Open Day & Approval of Final 2023-2024 IDP Review & Budget	31 May 2023	CHDM MM
	CHDM MPAC	02 June 2023	CHDM MM
	CHDM Mayoral committee	21 June 2023	CHDM MM

Performance Management System			
	Drafting of Service Delivery and Budget Implementation Plan (SDBIP) 2023-2024	June 2023	CHDM MM
	Signing of MM and Section 57 Managers Performance Agreements	June 2023	CHDM MM
	SDBIP Approved and Performance Agreements signed	June 2023	CHDM MM
	CHDM Council Meeting	28 June 2023	CHDM MM
	Approval of SDBIP within 28 days after budget Presentation of the SDBIP 2023/2024 to Council	28 th June 2023	CHDM Exec Mayor
	2022-2023 Quarter 4 Performance reporting (April - June) Submission of Quarter 4 Performance Information (period ending April – June 2023)	06 July 2023	CHDM HOD"s & MM
	Publicize SDBIP and Performance Agreements no later than 14 days after approval	July 2023	CHDM MM

Developed by: **Mr. N. Gobeni - Senior Manager Planning & Development**

Recommended by: **Ms B. Ganyaza - Acting Strategic Manager**

Approved by: **Mr G. Mashiyi – Municipal Manager**

