

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

**TABLING OF THE FINAL 2022/2023-2025/2026 INTEGRATED DEVELOPMENT PLAN (IDP), BUDGET,  
PERFORMANCE MONITORING AND REPORTING PROCESS PLAN.**

**2022/23-2025/2026 TERM OF OFFICE**

**1. STRATEGIC THRUST**

Good Governance.

**2. OBJECTIVE**

The purpose of the report is to table the 2022/2023-2025/2026 Integrated Development Plan (IDP), Budget, Performance Monitoring and Reporting Process Plan to the Mayoral Committee for noting.

**3. BACKGROUND**

The 2022/2023-2025/2026 IDP, Budget, Performance Monitoring and Reporting Process Plan serve as the strategic planning guideline of the City with the key critical milestones that must be achieved. Therefore, adhering to the IDP Budget, Performance Monitoring and Reporting Process Plan will ensure that timelines stipulated by the legislation are adhered to. The consequences of non-compliance to the 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 2022/2023-2025/2026 IDP, Budget, Monitoring and Reporting Process Plan contains milestones for the City's strategic planning (Makgotla), Budget Steering Committee (BSC), monitoring and reporting processes which includes, departmental and Municipal Entities Business Plans, IDP Corporate Scorecard, Community Based Planning, Budgeting, Monitoring, Reporting, and other relevant processes. If these milestones are effectively implemented, the City will ensure delivery of services with efficiency.

**3.1. Challenges impacting the 2022/2023-2025/2026 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 currently approved 5-year IDPs, which enable 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 where the country and the globe is experiencing challenges.

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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, it is important that this process plan creates an enabling strategic environment, that create space for strategic thinking and the development of catalytic programmes and projects that are geared to assist the City to achieve its strategic outcomes in the mist of serious challenges. The goal towards 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:

- a) We have not fully addressed structural inequalities in the economy and youth unemployment, income inequality and poverty remain.
- b) The unemployment rate remains high in Johannesburg. The youth are most affected.
- c) New structural weaknesses in the global economy have become apparent, the rand has weakened significantly against the dollar.
- d) Food security (and the linked question of food resilience) is a City-wide challenge especially in acutely deprived areas.
- e) Climate change: Joburg was ranked amongst the highest world of Greenhouse Gas (GHG) emitters and the largest GHG City in SA. Climate risks include heatwave-related deaths, flood risks, water and energy demand as well as disease vectors.
- f) Natural resources scarcity: water shortage and acid mine drainage pose further risks to already-polluted resources, infrastructure, and the health of citizens.
- g) The City produces approximately 1.8 million tons of garbage each year, the bulk of which ends up in landfills. Johannesburg is running out of landfill sites.
- h) The burden of disease has quadrupled. From June 2020, The City of Johannesburg is the epicentre of the Covid-19 virus which has put pressure on the health system in Johannesburg. This pandemic has exposed social inequalities within the City. For instance, the digital divided that exist within the education system remains a challenge.
- i) Possible lockdown restrictions might cause widespread disruption to the local government planning system which is there to ensure that municipalities put in place a process to develop their IDP and Budget whilst adhering to the prescribed legislation. Planning is now guided by both the Disaster Management Act 57 of 2002 as well as existing legislation and there has been a significant change in the way the City services are delivered.

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- j) Johannesburg's Post-Apartheid Spatial Patterns reinforces the Apartheid Development Trajectory. Poor people are densely populated on the periphery of the City.
- k) The very poor (survivalist) spend over 50% on food and 20% on transportation. The "working poor" spend over 35% on transport and 20% on food.
- l) The Gini coefficient (income inequality) is one of the highest in the world at over 0.63 well above the distress level of 0.4 identified by the UN.
- m) There is the immanent crisis facing energy security and electricity distribution.

The revised 2022/2023-2025/2026 IDP and budget processes need to reflect on existing challenges that may hamper critical milestone as the city implements the process plan. These challenges are not only unique to City of Johannesburg, but they have a regional and global face. The city is stable and will mitigate against these challenges.

**3.2. Risk and implications impacting the 2022/2023-2025/2026 Integrated Development Plan, Budget, Performance Monitoring and Reporting Process Plan**

The uncertainty around the projected date of Local Government Elections that is estimated to take place either October 2021 or February 2022 has risks and implications that might influence how the city finalises its 2021/2023 Adjustment Budget and SDBIP deviation: the 2022/2026 IDP and 2022/2023 Medium Term Budget. The October election date has less implications as the City will still have 8 months to complete all the planning processes (2021/22 adjustment budget, SDBIP deviations, 2022/23 IDP, Budget and SDBIP). However, should the elections take place in February 2022 and the new council is voted in, then the city will have 3 months to review its strategic direction in line with the new political mandate, align it to the budget, table the Draft IDP and Budget to Council for noting in March 2022 and approval in May 2022.

**3.3. International, national, and provincial planning imperatives that will guide the development of the 4-year ID**

**Sustainable Development Goals**

In 2015, one hundred and ninety-five (195) nations (one of which South Africa) from around the world 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.

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The developmental approach adopted by the South African government conceptualises development planning as a means of achieving national development priorities. Development planning, in this context, involves the South African government deciding on national priorities and creating a road map to achieve them.

**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 national, provincial, and local government and with 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, 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.

**District Development Model**

In his 2019 state of the nation address, the President noted the lack of coherence in planning, implementation and making oversight and monitoring a challenge. The District Development Model

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which is an integrated planning model for Cooperative Governance which seeks to address fragmentation through integrated, district-based, service delivery approach aimed at fast-tracking service delivery and ensuring that municipalities are adequately supported and resourced to carry out their mandate.

**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, job and infrastructure, education, skills revolution, and health, integrated human settlements and land release, safety, social cohesion, and food security, building a capable, ethical and development state, building a better Africa and the world, sustainable development for future generations.

**Joburg 2040 Growth and Development Strategy**

Joburg 2040 Growth and Development Strategy offers a clear vision, mission and framing paradigm and principles, alongside outcomes, outputs, and indicators. Four major outcomes define the Joburg 2040 GDS. Each outcome is linked to a corresponding set of outputs and one or more indicators of success. They are cross-cutting in nature, demonstrating a move away from the narrow sectoral approach adopted in the past. The outcomes are as follows:

- **Outcome 1:** Improved quality of life and development-driven resilience for all
- **Outcome 2:** Provide a resilient, liveable, sustainable urban environment – underpinned by smart infrastructure supportive of a low-carbon economy
- **Outcome 3:** An inclusive, job-intensive, resilient, competitive, and smart economy that harnesses the potential of citizens
- **Outcome 4:** A high performing, smart metropolitan government that pro-actively contributes to and builds a sustainable, socially inclusive, locally integrated, and globally competitive Gauteng City Region

**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”.

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The MSA further states that 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. To fulfil this requirement, the City will thus be required to undertake an integrated planning process for the 2022/23-2025/2026 Mayoral term of office.

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**

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 four-year 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. 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 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.]*

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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 133 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 2020/21 report should be tabled before the end of January 2022. Thereafter, 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 2022.

**6. SUMMARY OF THE REVISED 2022/23-2025/2026 IDP, BUDGET, PERFORMANCE MONITORING AND REPORTING PROCESS**

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

<b>ACTIVITY</b>	<b>TIMEFRAME</b>
<b>Integrated Planning workshop</b>	Quarter 1
<b>Tabling of the draft process plan to GPAC</b>	Quarter 1
<b>Tabling of the draft process plan to Mayoral Committee</b>	Quarter 1
<b>Tabling of the final process plan to Council</b>	Quarter 1
<b>Submission of Draft Group Annual Report to Auditor General for auditing</b>	Quarter 1
<b>Strategic EMT Lekgotla</b>	Quarter 2
<b>CBP feedback to communities</b>	Quarter 2
<b>Strategic Mayoral Lekgotla</b>	Quarter 2
<b>DDM engagement</b>	Quarter 2
<b>Technical Budget Steering Committee hearings</b>	Quarter 2
<b>Possible Local Government Elections in October 2021 or February 2022</b>	Quarter 2/3
<b>Submission of Draft Business Plans</b>	Quarter 3

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<b>ACTIVITY</b>	<b>TIMEFRAME</b>
<b>Receipt of Auditor General's Regularity Audit of the CoJ for the Year Ended 30 June 2021</b>	Quarter 3
<b>Budget steering committee</b>	Quarter 3
<b>Mid-year review</b>	Quarter 3
<b>Noting of Annual Report by Mayoral Committee</b>	Quarter 3
<b>Tabling of Group Annual Report to Council</b>	Quarter 3
<b>Tabling the Annual Report to Auditor-General, Provincial Treasury and Gauteng Department of Local Government and Housing</b>	Quarter 3
<b>Submission of 2021/22 adjustment budget and SDBIP and Business Plan deviation to Mayoral Committee</b>	Quarter 3
<b>Submission of 2021/22 adjustment budget and SDBIP deviation to Council</b>	Quarter 3
<b>Budget Lekgotla</b>	Quarter 3
<b>Oversight of the annual report by MPAC</b>	Quarter 3
<b>Public comments on Annual Report</b>	Quarter 3
<b>Tabling of the draft IDP to GPAC</b>	Quarter 3
<b>Tabling of the draft IDP, budget, tariffs, and ME business plan for comments</b>	Quarter 3
<b>Consideration and adoption of final Annual Report and Oversight Report by Council</b>	Quarter 4
<b>Draft IDP, Budget and Tariffs outreach process</b>	Quarter 4
<b>National Treasury engagement on the 2022/23-2025/2026 draft IDP and Budget,</b>	Quarter 4
<b>State of the City Address</b>	Quarter 4
<b>Approval of the IDP, Budget and Tariffs</b>	Quarter 4
<b>Approval of the institutional SDBIP and ME Business Plans</b>	Quarter 4
<b>Approval of Performance Agreements of Senior Managers</b>	Quarter 4



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**7. PHASES FOR MANAGING THE PROCESS PLAN**



**8. POLICY IMPLICATIONS**

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

**9. FINANCIAL IMPLICATIONS**

The deliverables against the IDP, Budget Monitoring Evaluation and Reporting Process Plan in the report are as per the approved 2021/22 budget.

**10. LEGAL IMPLICATIONS**

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

**11. COMMUNICATIONS IMPLICATIONS**

The approved 2022/2023-2025/2026 process plan will be made available to the public via newspapers advertisement and the City's website.

**12. 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.

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**13. RECOMMENDATIONS**

IT IS RECOMMENDED

- 1 That the 2022/2023-2025/2026 Integrated Development Plan (IDP), 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 2022/2023-2025/2026 Integrated Development Plan (IDP), Budget, Performance Monitoring and Reporting Process Plan be submitted to Council for approval.
- 3 That the approved 2022/2023-2025/2026 Integrated Development Plan (IDP), 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.

Noxolo Mabuza  
(Group Strategy Policy Coordination and Relations)



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Zayd Ebrahim  
Unit Head  
Integrated Community Based Planning



17/08/2021

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Khanyisile Cele  
Group Head  
Group Strategy, Policy Coordination and Relation



20/08/2021

Floyd Brink  
Acting City Manager



MMC Matshidiso Mfikoe  
MMC Finance 23/08/2021

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**ANNEXURE A**



**a world class African city**

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

2022/2023-2025/2026

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**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 the 2021/22 financial year, the City of Johannesburg will undertake a comprehensive integrated planning process to formulate a four-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 four-year 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 management, and submit the draft plan to the municipal council for adoption”

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

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- 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
- 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. 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
- 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 the 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
- 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:

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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>	<ul style="list-style-type: none"> <li>-GSPCR</li> <li>-Budget office</li> <li>-Good governance</li> <li>-CRUM</li> <li>-Legislature</li> </ul>	Quarter 1
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, SDBIP and BEPP)</li> <li>- Medium-term budget proposals 2022/23 - 2024/25 (in line with budget parameters and JSIP allocations)</li> <li>- Convening of the Integrated Planning Committee meetings</li> <li>- EMT Lekgotla</li> <li>- Mayoral Lekgotla</li> <li>- Public engagements (feedback and identification of priority needs)</li> <li>- Alignment of plans with the national and provincial imperatives (DDM)</li> </ul>	-All Depts and MEs	Quarter1 –Quarter 2
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 department 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 2022/23 - 2024/25 (to be in line with the recommendations of the TBSC and JSIP allocations)</li> <li>- Draft tariffs process</li> </ul>	<ul style="list-style-type: none"> <li>-GSPCR</li> <li>-Budget Office</li> <li>-Development Planning</li> <li>-All Depts and MEs</li> </ul>	Quarter 2

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

2021-08-26  
 2021-08-20  
 2021-08-20

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LEGISLATIVE REQUIREMENT	DELIVERABLES	RESPONSIBILITY	DATE
MSA section 26 MSA section 30 (c) MFMA section 17 (3) (d)	<ul style="list-style-type: none"> <li>- Submission of the 1st draft 2021/22 midyear business plan deviations</li> </ul> Drafting of Plans <ul style="list-style-type: none"> <li>- Refinement of priorities (based on GDS proposal)</li> <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 2021/22 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 Tabled Budget (Amendments to the current IDP, Budget, SDBIP and BEPP)</li> <li>- Medium-term budget proposals 2022/23 - 2024/25 (to be in line with the recommendations of the PBSC and JSIP allocations)</li> </ul>	<ul style="list-style-type: none"> <li>-GSPCR</li> <li>-Budget Office</li> <li>-Group Governance</li> <li>-Development Planning</li> <li>-All departments and entities</li> </ul>	Quarter 3
MSA section 16(1) MFMA section 22	Public participation <ul style="list-style-type: none"> <li>- Advertisement of the 2022/23-2025/2026 draft IDP, Budget and Tariffs in newspapers</li> <li>- Public engagement on the 2022/23-2025/2026 draft IDP and Budget (hybrid regional summits, Online and social media interaction with 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>	<ul style="list-style-type: none"> <li>-GSPCR</li> <li>-Budget office</li> <li>-Group communication</li> <li>-CRUM</li> <li>-Office of the Speaker</li> <li>-Private Office of the Executive Mayor</li> </ul>	Quarter 4
MSA section 25	Approval of the: <ul style="list-style-type: none"> <li>- 2022/23-2025/2026 IDP, Budget, Tariffs, Business Plans of Departments and Entities by Mayoral and Council.</li> </ul>	<ul style="list-style-type: none"> <li>-GSPCR</li> <li>-Budget office</li> <li>-All department entities</li> <li>-Group Governance</li> </ul>	Quarter 4



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 COJ: MAYORAL COMMITTEE  
 COJ: GROUP PERFORMANCE AUDIT COMMITTEE

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 2021-08-20

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LEGISLATIVE REQUIREMENT	DELIVERABLES	RESPONSIBILITY	DATE
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 endorsement from the Integrated Planning Committee</li> <li>- Table the draft at the EMT, GPAC, Mayoral Committee</li> <li>- Approval of the 2022/23 institutional SDBIP by Council</li> <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>	-GSPCR -All department entities -Group Governance	Quarter 4

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**4. PROCESS FOR THE 2020/21 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 2022. 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 2021 for auditing.

<b>Activity</b>	<b>Legislation and Guidance</b>	<b>Process Owner</b>	<b>Key Dates</b>
Finalisation of 2020/21 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 2021
Annual Performance Report 2020/21	Municipal Systems Act (MSA), 32 of 2000, section 46(1) and (2), MFMA Circular 11	Departments and MEs	August 2021
Submission of Integrated Annual Reports of Municipal entities to City Manager	CoJ Internal Process	Entity Accounting Officers CEOs Group Governance	August 2021
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 2021
Approval of Draft Integrated Annual Report by Mayoral Committee	CoJ Internal Process	Mayoral Committee City Manager	August 2021
Submission of Draft Group Annual Performance Report to Auditor General for auditing	MFMA Section 126(1)(a)	GSPCR	31 August 2021

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

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Submission of Group Annual Financial statements to Auditor General for auditing	MFMA Section 126	Group Finance	30 September 2021
Receipt of Auditor General's Regularity Audit of the CoJ for the Year Ended 30 June	MFMA Section 126(3)(b)	City Manager	November 2021
Noting of Annual Report by Mayoral Committee	MFMA Section 127(2)	City Manager	January 2022
Tabling of Group Annual Report to Council	MFMA Section 127(2)	Executive Mayor	January 2022
Submission of tabled Annual Report to Auditor-General, Provincial Treasury and Gauteng Department of Local Government and Housing	MFMA Section 127(5)(b)	City Manager	January 2022
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 2022
Oversight of the 2020/21 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> <li>• Formulation of Oversight Report on 2020/21 Integrated Annual Report of the City</li> </ul>	MFMA Section 127(5)(a)	Legislature Municipal Public Accounts Committee (MPAC)	1 February 2022 to End of March 2022
Consideration and adoption of Integrated Annual Report and Oversight Report	MFMA Section 129(1)	Council	End of March 2021
Submission of Integrated Annual Report and Oversight Report to Auditor General, Provincial Treasury and	MFMA Section 129(2)(b)	City Manager	End of March 2021

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 COJ: MAYORAL COMMITTEE  
 COJ: GROUP PERFORMANCE AUDIT COMMITTEE

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Gauteng Department of Local Government and Housing			
Submission of Integrated Annual Report and Oversight Report to the Gauteng Provincial Legislature	MFMA Section 132(1) and (2)	City Manager	End of March 2021
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 2021

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**5. PUBLIC PARTICIPATION PROCESS**

Section 16 of the MSA states that “a municipality must develop a culture 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 act]

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 2022/23-2025/2026 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 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.

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**6. OVERVIEW OF THE PLANNING PROCESS**

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

<b>PHASES</b>	<b>KEY OUTPUT</b>	<b>ESTIMATED TIMEFRAME</b>
<b>Analysis of the socio-economic conditions</b>	-Assessment of the existing level of development -Priority issues or problems -Information of causes of priority issues/ problems - Information on available resources	<b>3 months</b>
<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>