



THABO MOFUTSANYANA

PROCESS PLAN

THABO MOFUTSANYANA DISTRICT MUNICIPALITY

| 01 MAMPOI ROAD; OLD PARLIAMENT BUILDING; PHUTHADITJHABA;9866

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1. Legislative Background

Section 25 of the Municipal Systems Act requires all municipalities to produce a “single, inclusive and strategic plan” or Integrated Development Plan (IDP). The Act specifies that the IDP must do the following: Link, coordinate and integrate plans; Align resources and capacity; Form the policy and budgeting framework for the municipality and with national and provincial development plans.

The guidance is provided to the municipalities for the development of IDPs. It also provides other spheres of government and organs of state with information on how they should inform and support the development and implementation of municipal IDPs. This guide is therefore aimed at all spheres of government and other relevant stakeholders. In addition to responding to a changed policy environment, these guidelines are aimed at reminding all spheres of government of the importance of IDPs to local development.

This guideline responds to Section 37 of the Municipal Systems Act, which allows the Minister to issue guidelines on integrated development plans, which takes into account the requirements of other applicable national legislation; criteria municipalities must take into account when planning, drafting, adopting or reviewing their integrated development plans; and detail on the process for the planning, drafting, adoption and review of integrated development plans.

1.1. The Integrated Development Plan

The concept and practice of Integrated Development Planning (IDP) were introduced in South Africa and were subsequently formalised in both policy (White Paper on Local Government, 1998) and legislation (Municipal Systems Act, 2000). The White Paper on Local Government introduced the IDP as one of the critical tools municipalities could employ to drive the realisation of a ‘Developmental Local Government’.

Thus, as required by the Municipal Systems Act, Act 32 of 2000 (MSA), all municipalities have been developing and implementing IDPs with the aim of providing household infrastructure and services; creating liveable and integrated cities, towns, and rural areas; building vibrant and inclusive local economies, and facilitating community empowerment. The first and second generations of IDPs (2001–2006 and 2006–2011) focused on laying a foundation for systematically eradicating service delivery backlogs.

The annual assessment of IDPs conducted during this period noted that national and provincial departments were not actively involved in the process of developing IDPs and as a result IDPs were unable to “link, integrate and coordinate plans” as envisaged by Section 25 of the MSA. Consequently, Cabinet took a decision that IDPs Should become a ‘plan of all government in a municipal space’, thus encouraging active involvement of other spheres of government and other development agents in the development and implementation of IDPs. This approach would have enabled municipalities to aggressively respond to socio-economic challenges and address spatial disparities of development.

1.2. Adoption of the Municipal Process Plan

In terms of Section 28 of the Local Government: Municipal Systems Act, 32 of 2000:

- (1) each municipality Council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan;
- (2) the municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process;
- (3) a municipality must give notice to the local community of particulars of the process it intends to follow.

1.3. Process to be followed

In terms of Section 29 (1) of the Local Government: Municipal Systems Act, 32 of 2000, the process to be followed by a municipality to draft its IDP, including its consideration and adoption of the draft plan, must: -

- (a) be in accordance with a predetermined programme specifying timeframes for the different steps;
- (b) through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for: -
 - (i) the local community to be consulted on its development needs and priorities;

- (ii) the local community to participate in the drafting of the IDP; and
- (iii) organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the IDP;
- (c) provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- (d) Be consistent with ant other matters that may be prescribed by regulation

1.4. Management of the drafting process

In terms of Section 30 of the Local Government: Municipal Systems Act, 32 of 2000, the Executive Mayor must, in accordance with section 29: -

- (a) manage the drafting of the municipality’s IDP;
- (b) assign responsibilities in this regard to the Municipal Manager; and
- (c) submit the draft plan to the Municipal Council for adoption by the Council.

2. Sector Plans and Binding Plans to be Included in IDPs

Various Local Government legislation and regulations provide, among others, for the key sector plans that must be developed, approved implemented by municipalities. Table A below reflects some of the key sector plans that are required.

2.1. Key Sector Plans

Table A: Compulsory sector plans to be included in IDPs

NO	SECTOR PLANS
1	Spatial Development Framework
2	Financial Plan / (Procurement Plan)
3	Disaster Management Framework
4	Integrated Transport Plan
5	Environmental Management Plan
6	Water Services Development Plan
7	(Integrated) Waste Management Plan
8	Public Participation Strategy/Plan (Stakeholder Engagement Strategy/Plan)
9	Communication Strategy/Plan
10	Workplace Skills Development Plan

11	Employment Equity Plan
12	Human Resources Plan
13	Human Resource Development Strategy
14	Performance Management Framework and Policy
15	Recruitment and Selection Strategy
16	Succession Plan / Staff Regulations
17	Occupational Health And Safety Plan
18	Anticorruption and Antifraud Strategy
19	LED Strategy
20	Delegations Framework / Delegation of Powers

The legislation requires that if a municipality that has not yet developed its municipal specific sector plans or strategies, it may adopt the relevant District plan or strategy through a Municipal Council's Resolution.

2.2. Other Plans and Issues to be considered

In terms of Section 153 of the Constitution of the Republic of South Africa, 1996 municipalities must participate in national and provincial development programmes. Moreover, section 25 (1) (a) of the MSA states that an IDP adopted by the Municipality must be compatible with national and provincial development plans and planning requirements binding on the municipality. Thus, the following plans and issues must also be considered when drafting the municipal IDP:

- The National Development Plan
- New Growth Path
- National Spatial Development Perspective
- Medium Term Strategic Framework
- Provincial Strategic Framework
- Provincial Growth and Development Plan
- Mandate of Local Government
- Millennium Development Goals
- National and Provincial Service Delivery targets
- Municipal Turn Around Strategies
- Comments and inputs emanating from IDP processes
- Comments emanating from IDP engagement sessions
- Consideration of outcomes and inputs emanating from stakeholder engagements
- Amendments due to changing circumstances
- Need for general improvements of current processes and systems.

- Resource re-allocation and prioritization
- Organizational development and its intricacies
- Alignment with National and Provincial frameworks and plans
- Review of the previous years' plans and lessons learnt
- Reviewed sector plans;
- Council's strategic planning sessions
- National Key Performance Indicators
- Credible IDP Framework

Table B below summarises some other matters that must be considered during the review of the IDPs:

Table B: Framework Guide for credible IDPs

Focus Area	Delivery Focus Area	Performance Definition
1. Service Delivery	Sanitation	What is the plan, in collaboration with the DM, to achieve the national targets on sanitation and needs of the area?
	Water	What is the plan, in collaboration with the DM, to achieve the national targets on water provision and management needs of the area?
	Electricity	What is the plan, in collaboration with ESKOM, to achieve the national targets on electricity provision and needs of the area?
	Municipal Roads	What plans are in place to address access roads as well as existing roads maintenance?
	Infrastructure plans	Other bulk infrastructure plans for this year.
	EPWP	Projects to be undertaken this financial year and number of job opportunities to be created.
2. Institutional Arrangements	Human Resource Strategy	What is your Human Resource Management Strategy? Organogram, number of posts vacant, when do you expect to fill them, any gaps etc.
	Skills Development Plan	Skills development and attraction strategy to address the delivery needs experienced by the municipality.
	Performance Management System	How is the system aligned to the IDP delivery targets, plans to monitor the implementation of the SDBIP. Is performance management implemented with respect to all relevant officials?

	Operations and Maintenance	What is the plan of maintaining existing infrastructure (i.e. buildings)
3. Local Economic Development	Alignment (NSDP; PGDS)	What is your LED plan, elements of alignment to the NSDP, PGDS, ASGI-SA projects (where relevant)?
	DM/LM interface	What contribution do we make to the Provincial and National growth and/or vice versa? Local LED contribution to the District economic growth.
	Special groups	Does the LED and the empowerment plans empower the local economy with women, youth and the disabled to participate in the economy?
4. Financial Management and Corporate Governance (Compliance with MFMA and MSA)	Submission of FS	Are the financial statements timeously (two months after end of financial year) submitted to the Office of the Auditor-General?
	Funding Plan	To ensure the municipality's ability to meet its financial commitments and obligations to provide sustainable basic services.
	Audits	Have the observations of the AG been acted upon in terms of corrective governance procedures and approaches on: a) the financial audit b) the performance audit
	Financial Plan (MSA s 26h)	Is there a financial plan that includes a budget projection for at least three years?
	Budget	Does the compilation and management of the budget comply with the provisions of the MFMA: sections 16 – 26? Are there measurable performance objectives for each vote in the budget, taking into account the IDP?
	Duties of office bearers re budget (Mayor: MFMA, sections 21-23 and 52 and 54) (Municipal Manager, sections 68-72)	Has the Executive Mayor performed his or her budget duties: coordinated the processes, tabled a schedule 10 months before start of financial year and consulted with relevant stakeholders? Has the MM undertaken his or her reporting and administrative duties re the Act? Is the budget timetable adhered to (July to June)?
	Service Delivery and Budget Implementation Plan (SDBIP) (MFMA: Section 53)	The SDBIP is a tool approved by the Mayor to manage, implement and continuously monitor delivery of services, spending of budget allocations, performance of senior management and achievement of the strategic objectives set

		by the Council. Is this plan operative?
	SDBIP: Political and executive accountabilities	Has a Section 53 document been adopted by Council and are systems in place for effective strategic management?
	Division of Revenue DORA Equitable Share: Schedules 2 and 3 MIG (infrastructure transfers) Schedule 4B Capacity building Section 14	Municipalities need to demonstrate financial planning aligned to DORA (ES; MIG; Transfers for capacity-building) and have plans to both manage revenue shortfalls and enhance revenue collection.
	Revenue Management MFMA: s 61; MSA: s 95)	Check that the accounting officer is taking all reasonable steps to comply with legal requirements.
	Project Consolidate interventions	Is the role of CDW's articulated and incorporated into the IDP? Check budget for skills and capacity development projects.
	Community participation – budget (MFMA Section 22 – 23)	Has the draft budget been made public and a meeting held with the community to ascertain development priorities? Are these priorities incorporated into the IDP?
	Anti-corruption	Does the IDP convey a discernible commitment to clean and accountable governance and evidence of investigative action in cases of malpractice?
5. Governance	Public Participation	Check compliance with MSA: Have appropriate mechanisms, processes and procedures been put in place to enable the community to participate in the affairs of the municipality? E.g. Public meetings, availability of IDP to community; involvement of community in development, implementation and review of the municipality's performance management system; Were community involved in setting of appropriate key performance indicators and targets for the municipality? Are these initiatives reflected in the IDP?
	Code of Conduct for Councillors and municipal staff members (Sections 1 and 2, MSA)	Have all staff and members signed the Code of Conduct? Are the provisions of these sections adhered to re general conduct, duties disclosures? Does the community have access to the Codes of Conduct?

	Communication	<p>Is the municipality complying with MSA (S21) directives regarding communication to the local community?</p> <p>E.g. Official website should be established (if affordable; if not via an intergovernmental arrangement);</p> <p>Website or public place must contain documents to be made public in terms of the MPFMA and MSA.</p> <p>Are there indications of a positive interface between council, ward committee and community?</p> <p>Does the IDP demonstrate a commitment to communication?</p>
6. Intergovernmental relations	Cooperative governance	MSA S3 defines how local government must develop cooperative approaches to governing, resource share and solve disputes and problems within context of IGR. Are these principles discernible in the IDP?
	Establishment of IGR Forums: Provincial – Premier’s Forum Interprovincial forums; Local: District forums; Inter-municipality forums	The IGRF Act requires that there are provincial and district intergovernmental forum to promote and facilitate IGR between a) provinces and local government, and b) district and local municipalities. Is the IDP benefiting from intergovernmental dialogue?
	Role of IGR Forums to promote service delivery	The forum must meet at least once a year with service providers and other role players concerned with development in the district, to coordinate effective provision of services and planning in the district. Does the IDP reflect engagement with forums?
	Reporting and sector involvement in planning	The Premier of a province must report to PCC on the implementation of national policy and legislation within the province. The role of sectors in local delivery must be clearly articulated. Is the IDP aligned to these obligations?
	Assignment of Powers and functions	Do appropriate intergovernmental agreements facilitate effective management of assignments within the municipality?
7. Spatial Development Framework	Sustainable Human Settlements	<p>Check that municipalities are familiar with Housing Dept. policy on SHS and implications of new accreditation framework.</p> <p>Municipalities need to be working inter-governmentally to</p>

		sustain joint planning in land access, economic and labour profiling, infrastructure delivery and provision of services.
National Development (NSDP)	Spatial Perspective	The updated NSDP is being communicated to provinces and municipalities between February and April. Ensure principles are understood and there are management plans to ensure these are incorporated into joint planning initiatives aligned to the NSDP economic and social profile for that province / region.
Provincial Development (PGDS)	Growth and Strategy	New Guidelines are available for provinces and municipalities to structure their planning aligned to regional profiles and in spirit of economic and resource cooperation.
Economic profile		Has the NSDP overview been extrapolated and integrated into local economic development initiatives based on local and regional economic realities?
Geographic profile		Are studies undertaken to understand environmental and geographic characteristics of the region and the implications for economic spatial choices?
Demographic profile		Have the demographics of the region in terms of household size, poverty statistics, migration, labour preferences, birth and death rates been factored into the spatial strategy of the municipality?

3. Time Schedule of Key Deadlines

The National Treasury Department provides guidance in terms of the key deadlines and activities for the IDP- Budget process applicable to municipalities as per the Municipal Systems Act of 2000 and the Municipal Finance Management Act of 2003 as reflected in table C below:

Table C: Time Schedule key deadlines and activities.

Executive Mayor to Table in Council 10 Months Prior to Start of Budget Year		
Month	Executive Mayor and Council / Entity Board	Administration - Municipality and Entity
July	<p>Executive Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process</p> <p>MFMA s 53</p> <p>Planning includes review of the previous year's budget process and completion of the Budget Evaluation Checklist</p>	<p>Accounting officers and senior officials of municipality and entities begin planning for next three-year budget</p> <p>MFMA s 68, 77</p> <p>Accounting officers and senior officials of municipality and entities review options and contracts for service delivery</p> <p>MSA s 76-81</p>
July 28	<p>Submit consolidated report for period ending 30 June on compliance with the prescribed minimum competency levels to Council, Provincial Treasury and National Treasury</p> <p>Print and distribute final approved budget SDBIP and IDP</p>	<p>Submission of consolidated reports for period ending 30 June</p> <p>To the Budget and Treasury office</p>
August	<p>Executive Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP as per Section 34 of MSA and budget related policies and consultation process at least 10 months before the start of the budget year.</p> <p>MFMA s 21,22, 23;</p> <p>MSA s 34, Chapter 4 as amended</p> <p>Executive Mayor establishes committees and consultation forums for the budget process</p>	

September	Council through the IDP review process determines strategic objectives for service delivery and development for next three-year budgets including review of provincial and national government sector and strategic plans	Budget offices of municipality and entities determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives Engages with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc.)
October		Accounting officer does initial review of national policies and budget plans and potential price increases of bulk resources with function and department officials MFMA s 35, 36, 42; MTBPS
November		Accounting officer reviews and drafts initial changes to IDP MSA s 34
December	Council finalises tariff (rates and service charges) policies for next financial year MSA s 74, 75	Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year considering previous year's performance as per audited financial statements
January	Entity board of directors must approve and submit proposed budget and plans for next three-year budgets to parent municipality at least 150 days before the start of the budget year MFMA s 87(1)	Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January) MFMA s 36
February	Council considers municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity MFMA s 87(2)	Accounting officer finalises and submits to Mayor proposed budgets and plans for next three-year budgets considering the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report Accounting officer to notify relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year

		MFMA s 37(2)
March	<p>Entity board of directors considers recommendations of parent municipality and submit revised budget by 22nd of month</p> <p>MFMA s 87(2)</p> <p>Executive Mayor tables municipality budget, budgets of entities, resolutions, plans, and proposed revisions to IDP at least 90 days before start of budget year</p> <p>MFMA s 16, 22, 23, 87; MSA s 34</p>	<p>Accounting officer publishes tabled budget, plans, and proposed revisions to IDP, invites local community comment and submits to NT, PT and others as prescribed</p> <p>MFMA s 22 & 37; MSA Chapter 4 as amended</p> <p>Accounting officer reviews any changes in prices for bulk resources as communicated by 15 March</p> <p>MFMA s 42</p>
April	<p>Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc.</p> <p>MFMA s 21</p>	<p>Accounting officer assists the Executive Mayor in revising budget documentation in accordance with consultative processes and considering the results from the third quarterly review of the current year</p>
May	<p>Public hearings on the budget, and council debate. Council consider views of the local community, NT, PT, other provincial and national organs of state and municipalities. Mayor to be provided with an opportunity to respond to submissions during consultation and table amendments for council consideration. Council to consider approval of budget and plans at least 30 days before start of budget year.</p> <p>MFMA s 23, 24; MSA Chapter 4 as amended</p> <p>Entity board of directors to approve the budget of the entity not later than 30 days before the start of the financial year, taking into account any hearings or recommendations of the council of the parent municipality</p>	<p>Accounting officer assists the Executive Mayor in preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year considering consultative processes and any other new information of a material nature</p>

	MFMA s 87	
June	<p>Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year</p> <p>MFMA s 16, 24, 26, 53</p> <p>Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with s 57(2) of the MSA. Mayor to ensure that the annual performance agreements are linked to the measurable performance objectives approved with the budget and SDBIP. The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval.</p> <p>MFMA s 53; MSA s 38-45, 57(2)</p> <p>Council must finalise a system of delegations.</p> <p>MFMA s 59, 79, 82; MSA s 59-65</p>	<p>Accounting officer submits to the Executive Mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1) (b) of the MSA.</p> <p>MFMA s 69; MSA s 57</p> <p>Accounting officers of municipality and entities publishes adopted budget and plans</p> <p>MFMA s 75, 87</p>

Abbreviations: **IDP** - Integrated Development Plan; **MFMA** - Local Government: Municipal Finance Management Act, No. 56 of 2003; **MSA** - Local Government: Municipal Systems Act, No. 32 of 2000, as amended; **MTBPS** - National Treasury annual publication, Medium Term Budget and Policy Statement; **NT** - National Treasury; **PT** - Provincial Treasuries; **SDBIP** - Service Delivery and Budget Implementation Plan

4. The 2025/26 IDP Compilation Process

4.1. Compilation Phases

The compilation of the 2025/2026 IDP in the municipality will comprise of the following phases: preparation, analysis, strategies, projects, integration and approval phase

4.2. Submission of Approved IDP to MEC for Department of Cooperative Governance and Traditional Affairs

Section 32 (1) of the MSA states that: -

- (a) The Municipal Manager of a municipality must submit a copy of the Integrated Development Plan as adopted by the council of the municipality and any subsequent amendment to the plan, to the MEC for local government in the province within 10 days of the adoption or amendment of the plan.
- (b) The copy of the IDP to be submitted must be accompanied by: -
 - (i) a summary of the process in terms of Section 29 (1);
 - (ii) a statement that the process has been complied with, together with any explanations that may be necessary to amplify the statement;

4.3. Drafting and Adoption of Municipal Budget

The drafting of the municipal budget is regulated in terms of the Local Government: Municipal Finance Management Act of 2003 (MFMA). Section 21(1) of the MFMA which states that the Mayor of a municipality must:

- (a) Co-ordinate the processes for preparing the annual budget and for reviewing the municipality's integrated development plan and budget-related policies to ensure that the tabled budget and any revisions of the integrated development plan and budget-related policies are mutually consistent and credible.
- (b) At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for:-
 - (i) the preparation, tabling and approval of the annual budget;
 - (ii) the annual review of:-
 - (aa) the IDP in terms of section 34 of the Municipal Systems Act; and
 - (bb) the budget related policies;
 - (iii) the tabling and adoption of any amendments to the IDP and the budget-related policies; and
 - (iv) any consultative process forming part of the processes referred to in (i), (ii) and (iii) above.

In order for the municipal council to adopt the budget of the municipality, the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the budget year in terms of Section 16 (2) of the MFMA, which annual budget must be approved by the Council, in terms of Section 16 (1) of the same Act, before the start of that financial year.

4.4. Implementation Management & Monitoring

Chapter 6 of the MSA requires municipalities to develop and implement performance management systems. A municipality's performance management system entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the roles of the different role-players. A performance management system must be adopted before or at the same time as the commencement by the municipality of the process of setting key performance indicators and targets in accordance with its integrated development plan. The system further provides the municipality with a mechanism of early warning for under-performance and promotes accountability and good corporate governance.

In order to implement the identified performance objectives and targets through the budget, S53 of the MFMA requires that the Executive Mayor approves the municipality's Service Delivery and Budget Implementation Plan (SDBIP) within 28 days after the approval of the budget. The implementation of the SDBIP must be linked to the performance agreement that must be concluded in terms of the Municipal Manager and managers reporting to him, in terms of S57 of the MSA. to continually review municipal performance,

In terms of the Local Government: Municipal Planning and Performance Management Regulations of 2001 a municipality must, after consultation with the local community, develop and implement mechanisms, systems and processes for the monitoring, measurement and review of performance in respect of the key performance indicators and performance targets set by it. The mechanisms, systems and processes for monitoring and must:

- provide for reporting to the municipal council at least twice a year.
- be designed in a manner that enables the municipality to detect early indications of under-performance; and
- provide for corrective measures where under-performance has been identified.

A municipality must develop and implement mechanisms, systems and processes for auditing the results of performance measurements as part of its internal auditing processes. To fully execute the function of auditing performance, S14 (2) (a) of the Regulations require that a municipality must annually appoint and budget for a performance audit committee.

4.5. Programmes and Time Frames

Below is a table: **TMDM Process Plan**

MONTH	ACTIVITY	RESPONSIBLE	DELIVERABLES	PHASES
Aug 2024	Tabling of the process plan to Council	Executive Mayor & Speaker	Tabling of the final process plan to Council. Sec 21, 22 & 23 MFMA, Sec 34 of MSA	PLANNING AND TABLING
Aug 2024	IDP & BAUDGET Steering Committee meeting	Municipal Manager, Senior Management, IDP & PMS Manager and Budget office	Internal Consultation: Presentation of KPA's IDP and Budget Process Plan. Distribution of Budget input forms for operational budget.	STRATEGY AND PLANNING
Aug 2024	Advertise budget and IDP time schedule in terms of budget consultation policy	IDP and Budget Officials	Placement of a Budget and IDP time schedule on the local Newspaper or Municipal website	
Aug 2024	Compile and submit Municipal Audit File and Annual Finance	Accounting Officer	Compile and submit Municipal audit file and Annual Financial Statements to Auditor-General for Auditing	
Sep 2024	Implement Budget and IDP time schedule of key deadline	IDP & Budget and Treasury office	Commence with the implementation of Budget and IDP Timeline	
Oct 2024	Submit monthly report on the Budget to the Executive Mayor, Provincial Treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the Executive Mayor, Provincial Treasury and National Treasury in terms of section 71 and section 66 of the MFMA	
Oct 2024	Table in council quarterly consolidated report for the period ending 30 September	Budget and Treasury office	Table in council quarterly consolidated report for the period ending 30 September and submit report to Provincial Treasury and the Auditor General	
Oct 2024	Submit quarterly (section 52) report for the period ending September on the implementation of the budget and the state of affairs of the municipality to council	Budget and Treasury office	Submit Quarterly (Section 52) report for the period ending September on the implementation of the Budget and the state of affairs of the Municipality to Council	

Nov 2024	Place Quarterly (Section 52) report on the Budget implementation on the website	Budget and Treasury office	Place Quarterly (Section 52) report on the Budget implementation on the website	
Nov 2024	Submit monthly report on the Budget to the Executive Mayor, Provincial Treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the Executive Mayor, Provincial Treasury and National Treasury in terms of section 71 and section 66 of the MFMA	
Dec 2024	Submit monthly report on the Budget to the Executive Mayor, Provincial Treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the Executive Mayor, Provincial Treasury and National Treasury in terms of section 71 and section 66 of the MFMA	
Jan 2025	Submit monthly report on the Budget to the Executive Mayor, Provincial Treasury and National Treasury	Budget and Treasury office	Submit monthly report on the Budget to the Executive Mayor, Provincial Treasury and National Treasury in terms of section 71 and section 66 of the MFMA	
Jan 2025	Where necessary consider tabling and approval of an adjustment budget	Council, Executive Mayor and Municipal Manager	Hearing and tabling of the 2024/2025 budget review to the Council and Public. Tabling 2024/2025 projects and budget. The first 2024/2025, 2025/2026 and 2026/2027 draft MTREF to the council	
Jan 2025	Table in Council mid-year financial report for the period ending December	Budget and Treasury office	Table in Council mid-year financial report for the period ending December	
Jan 2025	Submit quarterly (section 52) report for the period ending September on the implementation of the budget and the state of affairs of the municipality to council	Budget and Treasury office	Submit quarterly (section 52) report for the period ending September on the implementation of the budget and the state of affairs of the municipality to council	
Feb 2025	Place Quarterly (Section 52) report on the budget implementation on the website	Budget and Treasury office	Place Quarterly (Section 52) report on the budget implementation on the website	
Feb 2025	Submit monthly report on the budget to the Executive Mayor, Provincial Treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the Executive Mayor, Provincial Treasury and National Treasury in terms of section 71 and section 66 of the MFMA	

Feb 2025	Submit the tabled adjustments budget to the Provincial Treasury, National Treasury and other relevant spheres of Government	Budget and Treasury office	Submit the tabled adjustment budget to the Provincial Treasury, National Treasury and other relevant spheres of Government	
Mar 2025	Issue out budget input forms to the head of Department	Budget and Treasury office	Issue out budget input forms for the commencement of the budget preparation	
Mar 2025	Submit monthly report on the budget to the Executive Mayor, Provincial Treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the Executive Mayor, Provincial Treasury and National Treasury in terms of section 71 and section 66 of the MFMA	
Mar 2025	IDP & Budget Steering Committee Meeting	Municipal Manager, Senior Management, IDP/PMS and Budget office	Internal Consultation: Presentation of the consolidated budget input forms for draft budget	
Mar 2025	Print and Distribute all IDP & Budget documents prior to meeting at which budget is tabled	Budget and Treasury office	Print and Distribute all IDP & Budget documents prior to meeting at which budget is tabled	
Mar 2025	Table to council the annual IDP & Budget with supporting documents	Executive Mayor and Municipal Manager	Tabling to Council the 2024/2025, 2025/2026 and 2026/2027 draft budget and the two outer years including budget related policies	
Mar 2025	Publicise the tabled annual IDP & Budget and accompanied by the budget documentation	IDP & Budget and Treasury office	Make public the tabled annual budget that is accompanied by budget documentation and invite the community representatives, thereafter submission must be handed in to the Provincial Treasury, National Treasury, and other affected organs of state	
Apr 2025	Submit monthly report on the budget to the Executive Mayor, Provincial Treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the Executive Mayor, Provincial Treasury and National Treasury in terms of section 71 and section 66 of the MFMA	
Apr 2025	Commence process of consultation on tabled budget, publicise and conduct public hearings and meetings with Wards, Provincial Treasury, National Treasury and other organs of state making a budget submission. Publish ward based information forward councillors	Budget and Treasury office	Commence process of consultation on tabled budget, publicise and conduct public hearings and meetings with Wards, Provincial Treasury, National Treasury, and other organs of state making a budget submission. Publish ward based information forward	

			councillors	
Apr 2025	Submit quarterly (section 52) report for the period ending September on the implementation of the budget and the state of affairs of the municipality to council	Budget and Treasury office	Submit quarterly (section 52) report for period ending 31 st March on implementation of the budget and financial state of affairs of the municipality to council	
May 2025	Place Quarterly (Section 52) report on the budget implementation on the website	Budget and Treasury office	Place Quarterly (Section 52) report on the budget implementation on the website	
May 2025	Submit monthly report on the budget to the Executive Mayor, Provincial Treasury and National Treasury	Budget and Treasury office	Submit monthly report on the budget to the Executive Mayor, Provincial Treasury and National Treasury in terms of section 71 and section 66 of the MFMA	
May 2025	Print and distribute all the budget documents prior to the meeting to which budget is approved	Budget and Treasury office	Print and distribute all budget documents prior to meeting at which budget is approved	
May 2025	Consider approval of the annual IDP & budget	Executive Mayor, MAYCO & Municipal Manager, Senior Management, IDP & PMS, and Budget office, Stakeholders & Community	Consider approval of the 2024/2025, 2025/2026 and 2026/2027 MTREF budget	
Jun 2025	Submit monthly report on the budget to the Executive Mayor, Provincial Treasury and National Treasury	Budget and Treasury office	Submit monthly report on the Budget to the Executive Mayor, Provincial Treasury and National Treasury	
Jun 2025	Approve annual IDP & budget by Council resolution	Executive Mayor, MAYCO & Municipal Manager, Senior Management, IDP & PMS, and Budget office, Stakeholders & Community	Approve annual Budget by Council and get a resolution	
Jun 2025	Submit approved Budget to Provincial and National Treasury	Budget and Treasury office	Submit approved Budget to Provincial Treasury and National Treasury	APPROVAL
Jun 2025	Publicise the 2023/2024 Approved IDP & Budget on the Municipal Website and local Newspaper	IDP, Budget and Treasury office	Publicise the approved IDP & Budget documents in terms of the MFMA SEC 22 (a) and (b)	

4.6. Schedule of Meetings

Table below provides a schedule of key dates for the various Local Municipalities, Sector Departments and TMDM:

Activity	MAP Dates	Nketoana Dates	Mantsopa Dates	Dihlabeng Dates	Phumelela Dates	Setsoto Dates	TMDM Dates	Timeframe/ Milestone	Purpose
IDP and Budget Representative Forum								1 ST Quarter	Discuss service delivery status quo
								2 nd Quarter	Discuss priorities, objectives and project proposals
								3 rd Quarter	Discuss strategies and draft projects
								4 th Quarter	Consolidate final projects
								Stakeholders to present implementation progress reports of their projects/programmes in all meetings	

Dates to be Confirmed after Local Municipalities Council sittings

4.7. Process for Amending an Adopted IDP

In terms of Municipal Planning and Performance Management Regulations of 2001, Gazette No. R.796, S3 only a member or committee of a municipal Council may introduce a proposal for amending the municipality's integrated development plan in the Council. Any proposal for amending a municipality's Integrated Development Plan must be aligned with the framework adopted in terms of S27 of the MSA.

In terms of the regulations, no amendment to a municipality's IDP may be adopted by the municipal Council unless:

- ✓ all the members of the Council have been given reasonable notice.
- ✓ the proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations regarding the proposed amendment.
- ✓ the municipality, if it is a district municipality, has consult all the local municipalities in the district municipality on the proposed amendment and has taken all comments submitted to it by the local municipalities in that area into account before it takes a final decision on the proposed amendment.
- ✓ the municipality, if it is a local municipality, has consulted the district municipality in whose area it falls on the proposed amendment, and has taken all comments submitted to it by the district municipality into account before it takes a final decision on the proposed

5. Mechanisms and Procedures for Public Participation

One of the main features about IDP and Budget Processes is the involvement of community and stakeholder organizations in the process. This ensures that the IDP addresses the real issues that are being experienced by the citizens. Both the Constitution of the Republic of South Africa, 1996 and the Municipal Systems Act of 2000 stipulate that one of the objectives of municipalities is "To encourage the involvement of communities and community organizations in the matters of local government". The White Paper on Local Government also put emphasis on public participation. Through the Municipal Systems Act, participation in the decision-making processes of the municipality, participation of communities is determined to be a right. The IDP is, therefore, also emphasized as a special field of public participation.

Before the approval of the IDP, the municipality must give an opportunity to the public to comment on the draft. The municipality is required to publish the draft IDP for public comments for at least 21 days. This period provides an opportunity for the municipality to engage key Stakeholders including sector departments, traditional leaders and the business sector to solicit inputs on the draft IDP together with the draft budget. Municipalities are expected to consider all comments and inputs received and to revise the IDP where necessary. It is therefore evident that public participation should be promoted in order to achieve, *inter alia*, the following objectives:

- Consult with the community on their developmental challenges
- Form basis for people-centred governance and bottom-up planning process
- Improve the relationship between council and the communities and thereby improve political accountability and transparency

- Empower communities through information dissemination/assimilation
- Establish the community feedback programme, which allows local leaders the opportunity to interact with communities on issues of service delivery.
- Provide communities with a platform to influence the developmental trajectory of municipalities and government in general
- Provides the municipality with a project/programme evaluation and implementation monitoring feedback mechanism

6. Participation Mechanism

Provisions of MSA Chapter 4 Section 17 provide for mechanisms for participation:

- IDP Rep Forum to verify and add data;
- District Municipality’s Rep Forum to ensure that local priorities are adequately reflected on the District’s IDP;
- Use Councillors to call meetings to keep communities informed on IDP progress (including Ward Committees and CDWs);
- Publish annual reports on municipal progress;
- Advertise on local newspapers and community radios on the progress;
- Develop pamphlets and booklets on IDP where necessary;
- Making the IDP document available to all local municipalities and public libraries; and
- Making use of municipal notice boards; municipal website and municipal newsletter.

7. Appropriate Language Use

English will be used as a medium language; however, in community meetings languages that are spoken in that community will also be used.

8. Appropriate Venues and Transport

- Officials will be responsible for arranging venues and transport for all wards;
- Transport will be arranged for Traditional Leaders, Designated Groups and Ward Committees;
- TMDM will be responsible for the costs of these meetings
- TMDM will prepare a budget outline for IDP & Budget meetings
- Refreshments will be provided at the discretion of the Municipal Manager.

9. Involvement of Traditional Leadership

Section 81 of the Local Government: Municipal Structures Act states that traditional authorities may participate in council matters through their leaders and those traditional leaders must be allowed to attend and participate in any meeting of the council”. The act further stipulates that the Council should give traditional authorities a chance to express their views if the matter in question directly affects the area of a traditional authority. It is therefore of vital importance that they continue to contribute in enhancing community participation in council matters and in government at large.

10. Involvement of Ward Committees and CDWs

Ward committees are key in this process as espoused both in the Municipal Structures Act and the MSA. Ward committees represent the development aspirations and needs of the wards they represent and form an information assimilation/dissemination mechanism between a municipal council and the community. The ward committees are key in the development, implementation, monitoring and evaluation of municipal performance on service delivery as espoused in the municipal IDPs.

Ward committees as one formal element of public representation in government affairs, in terms of the Structures Act of 1998, should be established in each ward. This will deepen the involvement of local communities in local governance processes such as Integrated Development Planning (IDP), the budget, performance management and service delivery. This applies in respect of implementation, monitoring and evaluation as well as planning. Thus, ward committee members and ward councillors should play a key role in mobilising the communities as well as in the identification of the developmental matters concerning the wards they are representing in the municipalities.

11. Framework/Process Plan

Legislation requires of District Municipalities to prepare and adopt a Framework Plan which indicates how the District and Local Municipalities will align their IDPs. The Framework Plan provides the linkages and binding relationships to be established between the District and Local Municipalities in the region and in doing so, proper consultation, co-ordination and alignment of the IDP process within the District and the various Local Municipalities can be maintained.

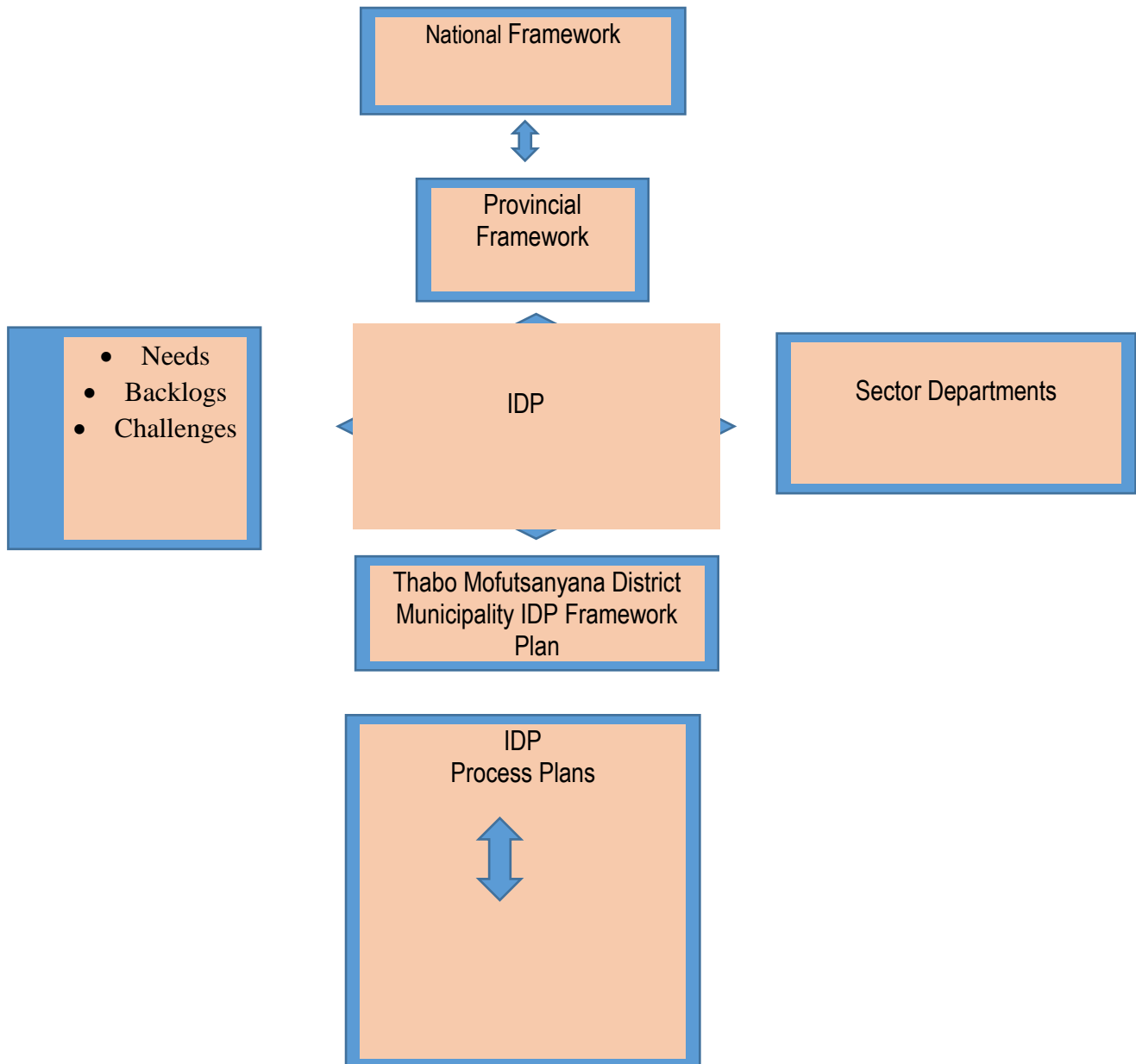
12. Alignment between the District and Local Municipalities

Legislation requires of District Municipalities to prepare and adopt a Framework Plan which indicates how the District and Local Municipalities will align their IDPs. The Framework Plan provides the linkages and binding relationships to be established between the District and Local Municipalities in the region and in doing so, proper consultation, co-ordination and alignment of the IDP process within the District and the various Local Municipalities can be maintained. The Manager: IDP of the district municipality is responsible for ensuring smooth coordination of local municipal IDP reviews and their alignment with the district IDP compilation by workshops/engagements and bilateral discussions with affected sector departments or municipalities. The Inter-Governmental Forum will also be used to ensure that beneficial alignment of programmes and projects occur.

13. SECTOR DEPARTMENT ALIGNMENT

This is essential to ensure that the District and Local Municipalities' priorities are reflected in the different department's project prioritisation process and in turn that the department's projects are reflected in the IDP. Regular and strategic meetings with Sector Departments would be required during the IDP Review.

Horizontal and Vertical Alignment illustrated



14. District Framework

The Process Plan was compiled by the District IDP and PMS Unit with inputs of the local municipalities IDP Managers Forum made valuable inputs to the drafting of the District IDP Framework.

purpose of the framework is to:

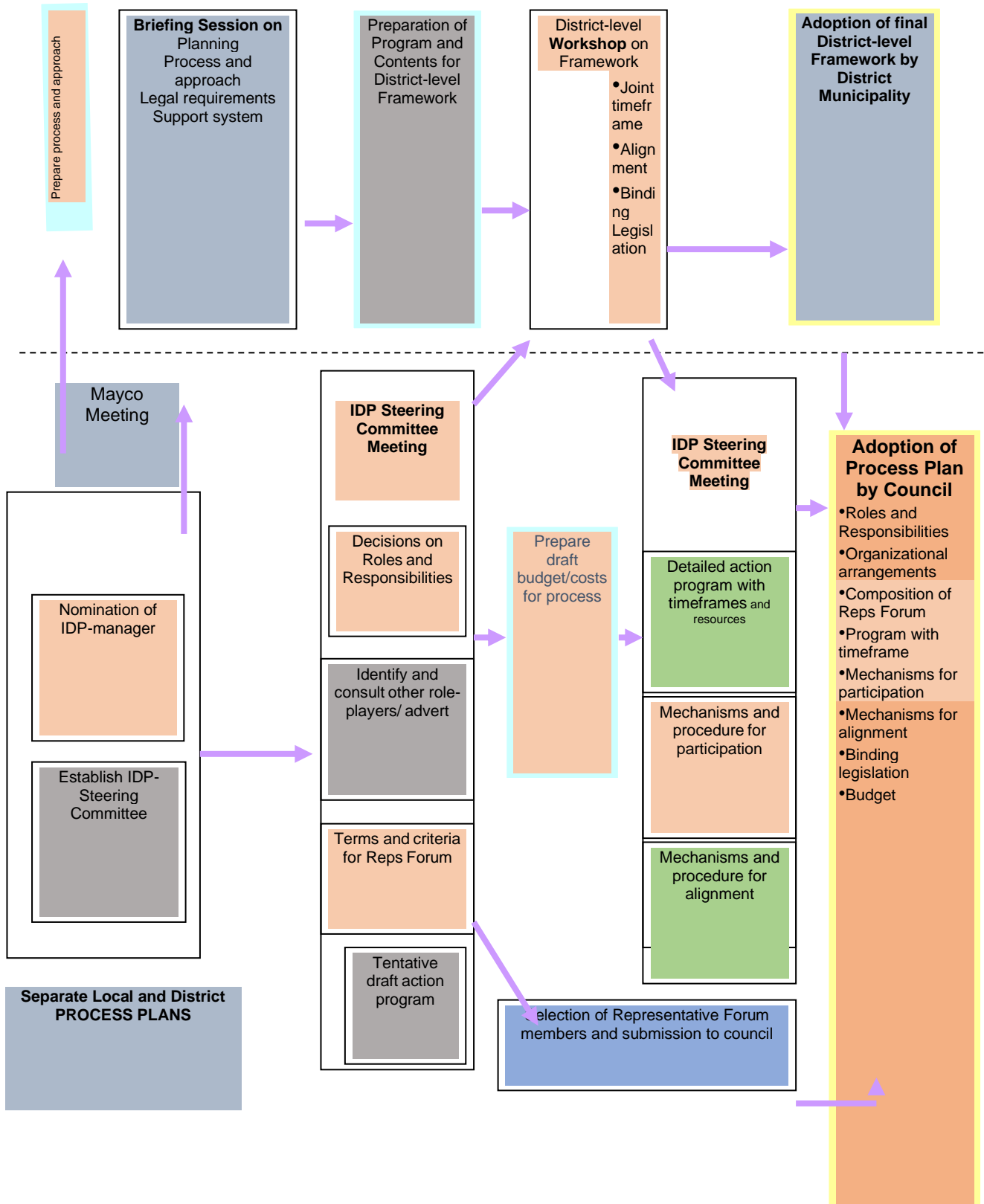
- Identify plans and planning requirements binding in terms of national and provincial legislation on the district and local municipalities
- Identify the matters that should be included in the IDPs of the district and local municipalities that require alignment
- Specify the principles to be applied and co-ordinate the approach to be adopted in respect of those matters
- Determine procedures for consultation between the district and local municipalities during the drafting of IDPs
- Determine procedures for the amendment of the framework

Phases	Activity	Timeframe
Preparation	Establishment of participatory fora/mechanism	July-September
Analysis	Monitor/collate information Evaluate relevance and impact of new information Evaluate achievement of objectives	October
Strategies	Report back from participatory for a Public participatory and information sessions. Sector engagements and Situational analysis	October – January
Project	Budgeting and costing Project alignment	October -January
Integration	Report on objectives, strategies and draft projects for each municipality Alignment of projects, municipalities, sector departments and parastatals	January – February
Approval	Draft/Budget, Public Comments, Approval of Final IDP/Budget SDBIP	February –June

Timetable: Timetable for District Alignment Events

Time frames given above are the weeks within which the events will take place. Closer to the date the IDP and planning Department will communicate with the different role-players to set the specific dates.

District-level FRAMEWORK



15. Roles and Responsibilities between the Three Spheres of Government

Table D overleaf summarizes the distribution of roles and responsibilities between the spheres of government. Roles for the District and the role for local municipalities are also outlined. It will be critical that the duties between council, administration and communities are clearly outlined. The summary of the roles and responsibilities of the discussed external and internal role players is depicted in table E.

Table D: Distribution of roles and responsibilities between the three spheres of government

Responsibility	Stakeholders			
	Local Government		Provincial Government	National Government
	District	Local Municipality		
	<ul style="list-style-type: none"> ▪ Ensuring vertical alignment between district and local planning; ▪ Facilitation of vertical alignment of IDPs with other spheres of government and sector departments; ▪ Preparation of joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists ▪ Determine district scale issues, problems, potentials and priorities. ▪ Ensuring that all relevant actors are appropriately involved; 	<ul style="list-style-type: none"> ▪ Prepare, decide on and adopt a Process Plan. ▪ Ensuring that all relevant actors are appropriately involved; ▪ Ensuring that appropriate mechanisms and procedures for public consultation and participation are applied; ▪ Ensuring that the planning events are undertaken in accordance with the time schedule; ▪ Adopt and approve the IDP ▪ Adjust the IDP in accordance with the MEC for Local Government's 	<ul style="list-style-type: none"> ▪ Ensuring horizontal alignment of the IDPs of the district municipalities within the province. ▪ Ensuring vertical/sector alignment between provincial sector departments strategic plans and the IDP process at local/district level by: <ul style="list-style-type: none"> - guiding the provincial sector departments' participation in and their required contribution to the municipal planning process; and - Guiding them in assessing draft IDPs and aligning their sectoral programmes and budgets with the IDPs. ▪ Assist municipalities in the IDP drafting 	<ul style="list-style-type: none"> ▪ Provide support to Provincial and Local Government ▪ Provide legal framework and policy guidelines and principles ▪ Provide a set of planning tools or methods; ▪ Cater for the elaboration of a general framework for training programmes and curricula development; ▪ Contribute to the planning costs; ▪ Provide a nation-wide planning support system; ▪ Monitor the planning and implementation process; and ▪ Provide opportunities for exchange of ideas

	<ul style="list-style-type: none"> ▪ Ensuring that appropriate mechanisms and procedures for public consultation and participation are applied; ▪ Ensuring that the planning events are undertaken in accordance with the time schedule; ▪ Adopt and approve the IDP ▪ Adjust the IDP in accordance with the MEC for Local Government's proposal ▪ Ensure that the annual budget processes are undertaken 	<p>proposal</p> <ul style="list-style-type: none"> ▪ Ensure that the annual budget processes are undertaken 	<p>process where required and</p> <p>Monitoring the progress of the IDP processes.</p> <ul style="list-style-type: none"> ▪ Organise IDP – related training where required. ▪ Co-ordinate and manage the MEC's assessment of adopted IDPs. ▪ Contribute relevant information on the provincial sector departments' plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner; ▪ Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects 	<p>and experiences.</p>
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Table E: Duties of council, administration and community

DUTIES OF MUNICIPAL COUNCIL	DUTIES OF MUNICIPAL ADMINISTRATION	DUTIES OF COMMUNITIES
<ul style="list-style-type: none"> ▪ The council of a municipality has the right to govern on its own initiative the local government affairs of the local community; ▪ Exercise the municipality’s executive and legislative authority, and to do so without improper interference; ▪ Finance the affairs of the municipality by charging fees for services and imposing surcharges on fees, rates on property, other taxes, levies and duties ▪ Exercise the municipality’s executive and legislative authority and use the resources of the municipality in the best interests of the local community; ▪ Provide, without favour or prejudice, democratic and accountable government; ▪ Encourage the involvement of the local community in the affairs of the council; ▪ Strive to ensure that municipal services are provided to the local community in a financially and environmentally sustainable manner; ▪ Give members of the local community equitable access to the municipal services to which they 	<ul style="list-style-type: none"> ▪ Be responsive to the needs of the local community; ▪ Facilitate a culture of public service and accountability amongst staff ▪ Take measures to prevent corruption; ▪ Establish clear relationships, and facilitate co-operation and communication between it and the local community; ▪ Give members of the local community full and accurate information about the level and standard of municipal services they are entitled to receive; ▪ Inform the local community how the municipality is managed of the costs involved and the persons in charge. ▪ Forms the machinery of a municipality ▪ Undertake the overall management and co-ordination of the planning process; ▪ Ensure that all relevant actors are appropriately involved in municipal planning processes, ▪ Ensure that the planning process is participatory, strategic and implementation 	<ul style="list-style-type: none"> ▪ Contribute to the decision-making processes of the municipality ▪ Submit written or oral recommendations, representations and complaints to the municipal council or to another political structure or a political office bearer or the administration of the municipality; ▪ To prompt responses to their written or oral communications, including complaints, to the municipal council or to another political structure or a political office bearer or the administration of the municipality; ▪ To be informed of decisions of the municipal council, or another political structure or any political office bearer of the municipality, affecting their rights, property and reasonable expectations; ▪ To regular disclosure of the state of affairs of the municipality including its finances ▪ To demand that the proceedings of the municipal council and those of its committees must be open to the public, subject to section, be conducted impartially and without prejudice; and be untainted by personal self-interest; ▪ To have access to municipal services which the municipality provides, ▪ Members of the local community have the duty when exercising their rights, to observe the mechanisms, processes and procedures of the municipality; ▪ Members of the local community have the duty to pay promptly service fees, surcharges on fees, rates on property and other taxes,

DUTIES OF MUNICIPAL COUNCIL	DUTIES OF MUNICIPAL ADMINISTRATION	DUTIES OF COMMUNITIES
<p>are entitled.</p> <ul style="list-style-type: none"> ▪ Promote and undertake development in the municipality. ▪ Promote gender equity in the exercise of the municipality’s executive and legislative authority. ▪ Promote a safe and healthy environment in the municipality. ▪ Contribute, together with other organs of state, to the progressive realisation of the fundamental rights contained in Sections 24 (safe and healthy environment), 25 (access to property), 26 (access to housing), 27 (access to Health care, food, water and social security and 29 (access to education) of the Constitution. 	<p>orientated and is aligned with and satisfies sector planning requirements.</p> <ul style="list-style-type: none"> ▪ Respond to comments from the public on the draft IDP and budget ▪ Horizontal alignment and other spheres of government to the satisfaction of the municipal council. ▪ Ensure that the needs and priorities of the community are reflected in the IDP. ▪ To ensure that the public participates fully and meaningfully in developing the municipal IDP process. 	<p>levies and duties imposed by the municipality:</p> <ul style="list-style-type: none"> ▪ To comply with by-laws of the municipality applicable to them. ▪ The community must fully participate in governing their municipality by attending IDP meetings ▪ The community must inform its municipality of their developmental needs, their problems, challenges and priorities (e.g. Lack of roads, housing, electricity, clean water, etc.). ▪ Participate and influence municipality’s budget ▪ To be fully involved in the planning processes ▪ To provide relevant information to the councillors, ward committees and CDWs ▪ To participate in ward and community meetings and raise their developmental aspirations, service delivery challenges and issues ▪ To assist in facilitating implementation and monitoring of projects ▪ To participate and inform government programmes such as community policing forums

16. Organizational Arrangements

The IDP preparation process requires an extensive consultation and participation of communities, all role-players and key stakeholders to achieve shared understanding of the municipal development trajectory and alignment. Although municipalities are expected to establish participation structures, it will however be critical to consider utilising existing arrangements, and adapt them if necessary, and avoid duplication of mechanisms. Table F, overleaf, presents the institutional arrangements focusing on a structure, composition and terms of reference aspects.

Table F: TMDM IDP Institutional Arrangements

STRUCTURE	MEMBERS	TERMS OF REFERENCE
Council	All Municipal Council Members	<ul style="list-style-type: none"> • Prepare, decide to on & adopt the IDP Review Process Plan. • Ensure participation of all stakeholders. • Develop procedures for participation and consultation. • Ensure that IDP Review is in line with all the Sector Plan requirements. • Verify the alignment of the reviewed IDP report with the District framework. • Approve and adopt the reviewed IDP.
Speaker	Office of the Speaker	<ul style="list-style-type: none"> • Coordination of the community public participation • Mobilize the involvement of all stakeholders in the IDP Process • Coordinate the involvement of Councillors, CDW's, • Ward Coordinator to participate in the IDP Program
Councillors	All MMC's	<ul style="list-style-type: none"> • Play a leading role in the IDP process. • Represents their constituency's needs and aspirations. • Mobilize community to participate in the IDP Process
Ward Committees	CDW & Ward Coordinator	<ul style="list-style-type: none"> • Identify the critical issues facing its area. • Provide a mechanism for discussion, negotiation and decision-making between the stakeholders, including municipal government. • Form a structure links between the IDP Representative Forum and the community of each area; and

		<ul style="list-style-type: none"> • Monitor the performance of the planning and implementation process concerning its area.
Community Public Participation	PPO's	<ul style="list-style-type: none"> • Assist communities with their needs and with the necessary information on what government is doing. • Provide information regarding the government work taking place in communities. They remain accountable to Councillors. • Link the communities with government services and relay community concerns and problems back to government structures. • Improve government-community networks.
Internal Audit and Performance Committee	Members of the Internal Audit and Performance Committee	<ul style="list-style-type: none"> • Review the process followed in drafting the IDP. • Review the implementation of the IDP. • Review the content of the IDP. • Review the municipality's performance in relation to the KPIs and the targets of the municipality. • Assess/Evaluate performance of section 56 employees in relation to IDP KPI's report to the Internal Audit Committee and Council on the results of the above-mentioned responsibilities. • Play advisory role to Municipal Council, Accounting Officer, and Senior Management on effective governance process and compliance with any applicable legislation (MFMA Act no. 56 of 2003, Section 166). • Oversee good governance practices within municipality including control environment and risk management systems. • Oversee workings of Internal and External auditors and evaluate their independence. • Review as to whether the Five Year Rolling Strategic Internal Audit objectives are aligned to the IDP objectives.

MAYCO/Senior Management	MAYCO/Senior Management	<ul style="list-style-type: none"> • Decide on the process plan for the review. • Oversee the overall co-ordination, monitoring, management of the review process. • Identify internal officials and councillors for different roles & responsibilities during the review process.
Internal Audit	Manager: Internal Audit	<ul style="list-style-type: none"> • The internal Audit must advise the accounting officer and report to the audit committee on the matters relating to performance management. • The results of the performance management must be audited
Municipal Manager	Municipal Manager	<ul style="list-style-type: none"> • Overall Accounting Officer. • Delegate roles and responsibilities for officials in the IDP Review Process. • Responds to public, district and provinces on the outcome and process of the review. • Ensure vertical and cross municipal co-ordination of the review.
Senior Managers	Members of the Senior Management Team	<ul style="list-style-type: none"> • Co-operate and participate fully in the IDP Review Process. • Provide relevant departmental info budgets in the review process. • Helps in the review of implementation strategies during the review. Assist the Strategic Director and Municipal Manager in preparing detailed project implementation scorecards for project evaluation process.
IDP & Budget Steering Committee	<p>Chair: Executive Mayor</p> <p>Composition: All MAYCO Members; Municipal Manager, all Directors and Managers</p> <p>Secretariat: BSC</p>	<ul style="list-style-type: none"> • Provide Terms of References for various planning activities • Commissions research studies • Considers and comments on: <ul style="list-style-type: none"> - inputs from sub-committee study teams and Service Providers - inputs from national and provincial sector departments and support providers • Processes, summaries and documents inputs. • Makes content recommendations

		<ul style="list-style-type: none"> • Prepares, facilitates and documents meetings
Finance Sub-committee	<p>Chair: CFO</p> <p>Secretariat: Manager: Budget</p>	Considers budget proposals
IDP & Budget Rep Forum	<p>Chair: Executive Mayor</p> <p>Secretariat: IDP Unit</p> <p>Composition:</p> <ul style="list-style-type: none"> • All councillors • HODs and Managers • Public Participation Petitions & Hearing (PPPH) and Ward Coordinator • Reps from Traditional Leaders • Reps from Stakeholder representatives of organized groups • Reps from Community representatives • Reps from Sector Depts. • Reps from Advocates for unorganized groups 	<ul style="list-style-type: none"> • Represents interests of their constituencies in the IDP processes • Provide an organizational mechanism for discussion, negotiation and decision making between stakeholders including the municipal government. • Monitor performance of the planning and implementation processes • Participates in the process of setting up and monitoring KPIs
Manager: IDP	IDP Unit	<ul style="list-style-type: none"> • Responsible for preparing the Process Plan • Responsible for the day-to-day management of the planning process
IDP & Budget Steering Committee	<p>Chair: (Municipal Manager)</p> <p>Secretariat: BSC</p> <p>Composition: All Directors and Managers</p>	<ul style="list-style-type: none"> • Must provide relevant technical, sector and financial information for analysis for determining priority issues • Must contribute technical expertise in the consideration and finalization of strategies and identification of projects • Must provide departmental operational and capital budgetary information • Must be responsible for the preparation of project proposals, the integration of projects and sector programmes

		<ul style="list-style-type: none"> • Must be responsible for preparing amendments to the draft IDP for submission to Municipal Council for approval
Audit Steering Committee	Members of the Audit Steering Committee	<ul style="list-style-type: none"> • To provide expert advice to management and council on all key performance areas and matters of compliance

17. Process for Amending an Adopted IDP

Any proposal for amending a municipality's integrated development plan must be aligned with the framework adopted in terms of S27 of the MSA.

- ◆ No amendment to a municipality's integrated development plan may be adopted by the municipal council unless:
 - ◆ All the members of the council have been given reasonable notice.
 - ◆ The proposed amendment has been published for public comment for a period of at least 21 days in a manner that allows the public an opportunity to make representations with regard to the proposed amendment.
 - ◆ The municipality, if it is a district municipality, has consult all the local municipalities in the district municipality on the proposed amendment and has taken all comments submitted to it by the local municipalities in that area into account before it takes a final decision on the proposed amendment.
 - ◆ The municipality, if it is a local municipality, has consulted the district municipality in whose area it falls on the proposed amendment, and has taken all comments submitted to it by the district municipality into account before it takes a final decision on the proposed.

18. Amendment of Process Plan

The Municipal Council, through the MAYCO has a central role in monitoring the implementation of the Process Plan. Nevertheless, should there be a need to amend the municipal Process Plan the following process will be pursued:

- The TMDM shall after each phase of the IDP to assess progress on the implementation of the Process Plan
- Each municipality must inform the District Municipality on likely deviations.
- All Local municipalities must submit to the district a recommendation for amendment(s) to the District Framework Plan as and when required after the approval of the Municipal Council concerned.
- The approval of any amendment to the District Framework Plan is a competency of the District Council.

19. Conclusion

This Process Plan was compiled in terms of Section 28 of the Local Government: Municipal Systems Act, 32 of 2000 and therefore the provisions of this document shall be followed by the municipality in the compilation of its 2025/2026 Process Plans and ultimately the compilation and adoption of the 2025/26 Integrated Development Plan and Budget.