

Tokologo IDP Process Plan

2026/27

2026/27



**Tokologo Local Municipality
Private X 46
BOSHOF
8340**

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THE PLANNING PROCESS

1.1 INTRODUCTION

Preparing an IDP is a legal requirement in terms of the municipal System Act (MSA); however that it's not the only reason why municipality must prepare the plan. Under the new constitution, municipalities have been awarded major developmental responsibilities to ensure that the quality of life of its citizens is improved. The new role for local government includes provision of basic services, creation of jobs, promoting democracy and accountability and eradication of poverty. Preparing and implementing the IDP enables the municipality to manage the process of fulfilling its developmental responsibilities.

Through the IDP, the municipality is informed about the problems affecting its municipal area and, being guided by information on available resources, is able to develop and implement appropriate strategies and projects to address the problem.

The Service Delivery and Budget Implementation Plan (SDBIP) details the implementation of service delivery and the Budget for the financial year in compliance with the MFMA (Act 56 of 2003), The SDBIP serves as a contract between the administration, Council and community, exposing the objectives set by council as quantifiable outcomes that can be implemented by the administration over the next Twelve Months.

The SDBIP facilitates the process of holding management accountable for their performance, It provide the basis for measuring performance in the delivery of services, this therefore means that the IDP and Budget cannot be implemented without the SDBIP.

The Annual Budget and the IDP are inextricably linked to one another, something that has been formalized through the promulgation of the Local Government: Municipal Finance Management Act NO: 56 OF 2003, Chapter 4 of Section 21(1) of the Municipal Finance Management Act

1.2 Purpose of IDP Process Plan

Integrated development planning is the key tool for local government to manage its role and function in terms of the SA Constitution and other applicable legislation. In contrast to the role municipal strategic planning has played in the past, integrated development planning is seen as a function of municipal management, as part of an integrated system of planning and delivery.

The Integrated Development Plan (IDP) Process Plan / Time Schedule is the second process of the Council that paves the way and articulates the progressive activities and processes which the municipality will embark on, in the development of the 6th Generation of Integrated Development Plan (IDP) period 2026/2027. The process plan enhances integration and alignment between the IDP and the Budget, thereby ensuring the development of an IDP-based budget.

To ensure certain minimum quality standards of the IDP and proper coordination between all stakeholders, including the Council, administration, different spheres of government, institutional structures, ward committees and various community-based organizations, the preparation of the Process Plan / Time Schedule has been regulated in the Local Government: Municipal Systems Act, No. 32 of 2000. The IDP Process Plan incorporates all municipal planning, budgeting, performance management, performance reporting, public and stakeholder engagement processes. The preparation of a Process Plan, which is the IDP

Process set out in writing, requires adoption by the Council. This plan must include the following:

- A programme specifying the time frames for the different planning steps,
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role players in the IDP drafting process,
- An indication of the organizational arrangements for the IDP process,
- Binding plans and planning requirements, i.e. policy and legislation,
- And Mechanisms and procedures for vertical and horizontal alignment.

2. Legal Context of Integrated Development Plan Process Plan

2.1 The Integrated Development Plan

Chapter 5 and section 25(1) of the Municipal Systems Act, 32 of 2000 indicates that: Each Municipal council must, within a prescribed period after the start of its elected term, adopt a single, all-inclusive and strategic plan for the development of the municipality which; -

- a) Links, integrates and coordinates plans and considers proposals for the development of the municipality.
- b) Aligns the resources and capabilities of the municipality with the implementation plan.
- c) Complies with the provision of this Chapter; and
- d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

In terms of the core components of Integrated Development Plan, Chapter 5, Section 26 of Municipal Systems Act 32 of 2000 indicates that: An integrated development plan must reflect.

- a. The Municipal council's vision for the long-term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs,
- b. An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic Municipal services,
- c. The council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs,
- d. The council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation,
- e. A spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality,
- f. The council's operational strategies, g. Applicable disaster management plans,
- g. A financial plan, which must include a budget projection for at least the next three years, and
- h. The key performance indicators and performance targets determined in terms of section 41.

2.2 The IDP Review Process Plan

The Municipal Systems Act 32 of 2000, in Section 34 outlines legislative prescripts in respect of the annual review and amendment of integrated development plan. A municipal council: (a) must review its integrated development plan:

- i) annually in accordance with an assessment of its performance measurements in terms of section 41, and
- ii) to the extent that changing circumstances so demand,
- iii) may amend its IDP in accordance with a prescribed process.

For the IDP to remain relevant the municipality must assess implementation performance and the achievement of its targets and strategic objectives. In the light of this assessment, the IDP is reviewed to reflect the impact of successes as well as corrective measures to address problems. The IDP is also reviewed in the light of changing internal and external circumstances that impact on the priority issues, outcomes and outputs of the IDP.

The IDP must be reviewed annually to:

- a) Ensure its relevance as the municipality's strategic plan,
- b) Inform other components of the municipal business process including institutional and financial planning and budgeting and
- c) Inform the cyclical inter-governmental planning and budgeting cycle.

The annual review must inform the municipality's financial and institutional planning, and the drafting of the annual budget. It must be completed in time to properly inform the latter.

2.3 IDP Amendment Processes

In terms of Section 34(b) of the Municipal Systems Act, a municipal council may amend its IDP in accordance with the prescribed process. The need to amend the IDP could arise from the 2 different scenarios:

- The annual performance review; or
- Changing circumstances.

Based on the findings of the annual performance review of the IDP, the Municipality may decide to amend its IDP. The following factors within the annual performance review may be evaluated when considering amending the IDP:

- Whether the aims and objectives of the IDP are reached by the Municipality
- Whether the direction provided within the IDP is incorporated within the sectoral plans; and
- Whether the Municipal budget being spent is in line with the planned expenditure.

Changing circumstances can be regarded as general circumstances that are out of the control of the Municipality that have a substantive impact on the Municipality's policies and/or plans and could include:

- Changes in legislation, policy, norms or standards
- Disaster (e.g. drought, pandemics, etc).

- Thresholds being reached in terms of certain parameters (e.g., air quality standard, water quality standard, water supply level, etc.).
- Change in political leadership resulting in the change of priorities,
- New information that gives rise to the need for new or additional or changed policies, programmes and projects or adapted proposals.
- Drastic change in population growth, etc.

2.4 Climate Change Response Planning Legislative Framework

2.4.1 Climate Change Bill (B9-2022)

To enable the development of an effective climate change response and a long-term, just transition to a low-carbon and climate-resilient economy and society for South Africa in the context of sustainable development; and to provide for matters connected therewith.

2.4.2 Climate Change Response White Paper Section 10.2.6

White Paper presents the South African Government's vision for an effective climate change response and the long-term, just transition to a climate-resilient and lower-carbon economy and society.

2.4.3 National Climate Change Adaption Strategy

The NCCAS outlines a set of objectives, interventions and outcomes to enable the country to give expression to its commitment to the Paris Agreement. Developed in consultation with all relevant stakeholders and approved by Cabinet, it aims to reduce the vulnerability of society, the economy and the environment to the effects of climate change.

To integrate climate change into our IDP we need to:

- ✚ Understand regional and local risks and vulnerabilities.
- ✚ Draw on local knowledge, experience and institutional memory.
- ✚ Adjust current plans to be flexible to a range of possible impacts.
- ✚ Estimate baseline emissions and identify emission sources.
- ✚ Identify and choose the most effective response options (mitigation and adaptation).
- ✚ Ensure that municipal plans fit with the plans of related institutions (such as district Municipalities, neighboring municipalities, provinces, water boards and so forth).

This is not intended to duplicate other planning processes, but to mainstream climate change issues into all planning processes as a new planning or reporting requirement.

3. The Annual Budget

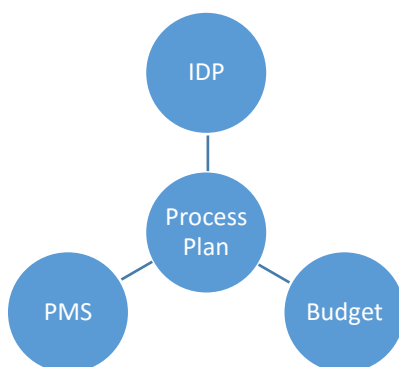
The Annual Budget and the IDP are inextricably linked to one another, something that has been formalized through the promulgation of the Municipal Finance Management Act of 2003. Chapter 4 and Section 21 (1) of the Municipal Finance Management Act indicates that:

The Mayor of a municipality must –

- a. 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 integrated development plan 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 integrated development plan and the budget-related policies; and
 - iv) The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).

4. Alignment of IDP, Budget and Performance Management Processes

Every attempt will be made in this Municipal Plan to align the IDP, Budget and Performance Management System (PMS) preparations processes. The linkages of three (3) processes are summarized in the following diagram:



5. Key Elements to be addressed in This Process

The following is a summary of the main activities to be undertaken during these IDP processes:

5.1 Analysis

- ✚ A comprehensive situational analysis that considers inter-alia; Socio- economic, development, levels of service, etc.
- ✚ Comments received from the various role-players in the assessment of the IDP Generations,
- ✚ Shortcomings and weaknesses identified through self-assessment.

5.2 Review and Development of the Strategic Elements of the IDP in Terms of Council's New Priorities

- ✚ Review of the Spatial Development Framework
- ✚ Review of Sector Plans
- ✚ Review of LED Strategy

- ✚ Development of IDP Rep Forum

5.3 Inclusion of New Information Where Necessary

- ✚ Addressing areas requiring additional attention in terms of legislative requirements not addressed during the previous generations of the IDPs (i.e. SPLUMA, Climate Change)
- ✚ Alignment of the IDP with newly completed Sector Plans
- ✚ Review of the Strategic elements of the IDP
- ✚ The ongoing alignment of the Performance Management System (PMS), in terms of Chapter 6 of Municipal Systems Act, with the IDP
- ✚ The update of the Financial Plan, the list of projects (both internal and external funded), and the capital investment framework.

5.4 Horizontal and Vertical Alignment

5.4.1 Framework Plan and District Development Model

In terms of Chapter 5 and Section 26 of the Municipal Systems Act of 2000, District municipalities are required to prepare and adopt a Framework Plan which indicates how the District and Local Municipalities will align their IDPs. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the region, and in doing so, proper consultation, coordination, and alignment of the review process of the district municipality and various local municipalities can be maintained.

6. IDP Development Approach

The suggested approach for IDP development process according to DCOG Revised IDP Framework and Circular 25 of 2016 is as follows:

At the core of this framework is a process (see figure 1 below) designed to improve the next generation of IDPs. It is expected that these 5-year plans will be able to address priorities of the National Development Plan in local spaces.

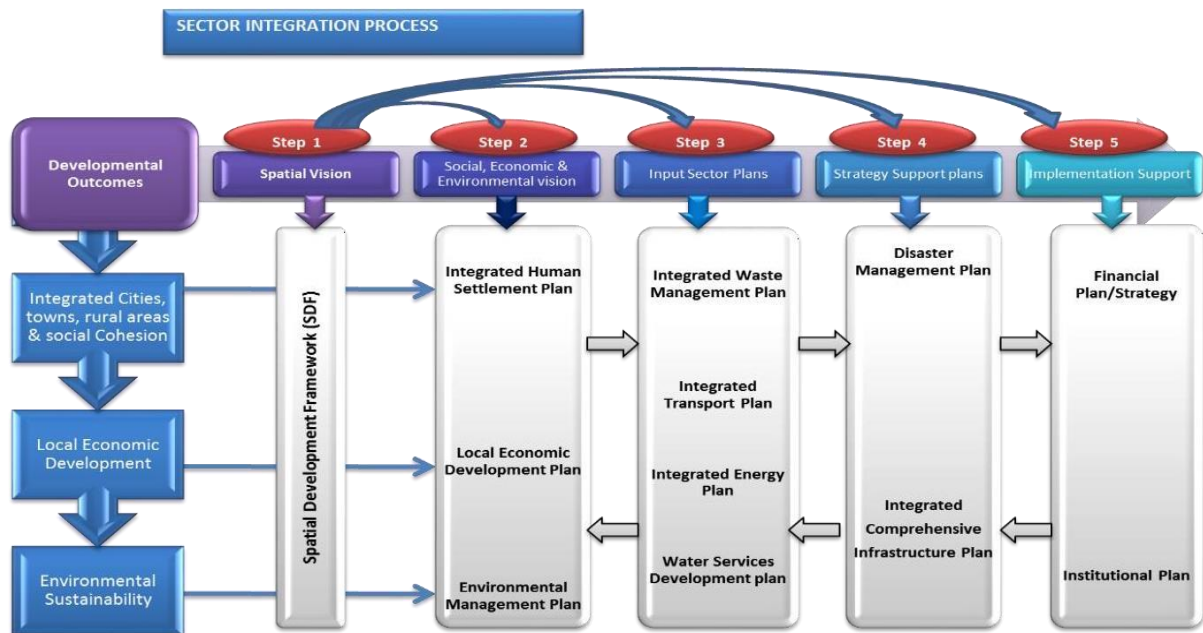


Figure 1: Sector Planning and Integration

7. Preparing for IDP Development

Before the process commences, certain arrangements must be made to ensure that the process will run smoothly. Such a process needs to be properly organized and prepared. It needs some business plans:

- ✚ Assigning roles and responsibilities.
- ✚ Organizational arrangements including confirmation of IDP Steering Committee and procedures, mechanisms for community and stakeholder participation.
- ✚ Design mechanism and procedures for alignment with external stakeholders such as other municipalities and other spheres of government.
- ✚ Designing a programme which sets out the envisaged planning activities, time frames and resource requirements for the planning process.
- ✚ Once a process plan is being developed, it must be adopted by the municipal council in terms of the municipal Systems Act, No. 32 of 2000.

8. Monitoring

Monitoring in the context of IDP process refers to the gathering and subsequent organizing data into sets of information about the certain sets of action/events/ situations throughout the year. There are three main bodies of information, which are important as input into a process, viz:

- ✚ Implementation management information.
- ✚ Information about the achievement of objectives set in the IDP.
- ✚ New information gathered in the IDP reviews.

9. Evaluation

The information gathered during the process of monitoring described above is assessed to understand its relevance and its implications to the priority issues, objectives, indicators, and targets. The irrelevant and incorrect information should be discarded. The relevant information is analyzed and synthesized for its relevance to the IDP.

10. Council Adoption of the IDP

The IDP must be adopted and approved by the Municipal Council.

11. Prepare and Adopt Annual Budget

Municipal Systems Act, No. 32 of 2000 and Municipal Finance Management Act, No. 56 of 2003 require the Municipal Council budget to be informed by the IDP. This means that the annual municipal budget should reflect the objectives, strategies, projects, and programmes contained in the IDP.

12. Time Frames

The total amount of time required for the IDP development process should be nine months. As the IDP should significantly inform the budget, the timing of the IDP should be coordinated closely with the structuring of the annual budget process that starts in July each year.

13 DISTRIBUTION OF ROLES AND RESPONSIBILITY IN THE IDP PROCESS

13.1 Local Municipality

The role of the municipal government is to:

- Prepare, decide on and adopt a process Plan
- Undertake the overall management and co-ordination of the planning process which includes ensuring that.
 - All relevant actors are appropriately involved,
 - Appropriate mechanisms and procedures for public consultation and participation are applied,
 - Planning events are undertaken in accordance with the time schedule,
 - Planning process is related to the real burning issues in the municipality, that it is a strategic and implementation-oriented process, and
 - The sector planning requirements are satisfied.
- Adopt and approve the IDP.
- Adjust the IDP in accordance with the MEC of Cooperate governance and Traditional Affair's proposal.
- Ensure that the annual business plans, budget and land use management decision are linked to and based on the IDP.

13.2 District Municipality

The District Municipality has the same roles and responsibility as local municipality, but only related to the preparation of a District IDP.

The role of the District Municipality on a local level is the co-ordination of the IDP Processes of the local municipalities:

- Ensuring horizontal alignment of the IDPs of the municipalities in the district council area,
- Ensuring vertical alignment between district and local planning,

- Facilitation of vertical alignment of IDPs with other sphere of government and sector department, and
- Preparation of joint strategy workshop with local municipality, provincial and national role-players and other subject matter specialists.

13.3 Sector Departments

Ensuring **vertical/sector alignment** between provincial sector departments/provincial strategic plans and the IDP process at local/district level by:

- Guiding the provincial sector departments' participation in and their required contribution to the municipal planning process, and
- Guiding them in assessing draft IDP and aligning their sector programmes and budgets with the IDPs.
 - Efficient financial **management** of provincial IDP grants.
 - Monitoring the progress of the IDP processes.

13.4 Municipal Council

As the ultimate political decision-making body of Tokologo, the municipal Council has to:

- Consider and adopt a process Plan
- Be responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP, or delegate this function to the Municipal manager
- Consider, Adopt and approve the draft and Final IDP and.
- Ensure that annual business plans, budget and related development activities are based on approved IDP

13.5 The Executive Committee

As the **senior governing body** of the municipality, they have to:

- Recommend the IDP Process plan to council.
- Approve nominated persons to be in charge of the different roles, activities and responsibilities of the process and drafting.
- Allocate resources for the reviewing the IDP.

13.6 Ward Councillors

Councillors are the major link between the municipal government and the residents. As such, their role is to:

- Play a leading role in the IDP process.
- Represents their constituency's needs and aspiration.
- Mobilize community to participate in the IDP process.

13.6.1 Ward Committees role is to.

- Identify the critical issues facing its area.

- Provide a mechanism for discussion, negotiation and decision-making between the stakeholders, including municipality.
- Form a structure links between the IDP Representative Forum and the Community of each area, and
- Monitor the performance of the planning and implementation process concerning its area.

13.6.2 CDW's role is to.

- 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 councilors.
- Link the communities with government services and relay community concerns and problems back to government structures
- Improve government- community network.

13.7 Municipal Manager

The Municipal Manager or a senior official being charged with the function of the IDP Manager on his/her behalf has to manage and co-ordinate the process. This includes to:

- Prepared the Process Plan
- Undertake the overall management and co-ordination of the planning process,
- Ensure that all relevant actors are appropriately involved
- Nominate persons in charge of different roles
- Be responsible for the day-to- day management of the drafting process,
- Ensure that the planning process is participatory, strategic and implementation orientated and is aligned with the satisfies sector-planning requirements,
- Respond to comments on the draft IDP from the public, horizontal alignment and other spheres of government to the satisfaction of the municipal council,
- Ensure proper documentation of the results of the planning of the IDP document, and
- Adjust the IDP in accordance with the MEC for Co-operative government and Traditional Affairs.

Even if the municipal manager delegates some of these functions to an IDP Manager on his/her behalf, he/she is still responsible and accountable.

13.8 Heads of Departments and Officials

As the person in charge for implementing IDPs, the technical/sectional officers have to **be fully involved in the planning process** to:

- ✓ Provide relevant technical, sector and financial information for analysis for determining priority issues.
- ✓ Contribute technical expertise in the consideration and finalization of strategies and identification of projects,
- ✓ Provide departmental operational and capital budgetary information,
- ✓ Be responsible for the preparation of project proposal , the integration of projects and sector programmes, and

- ✓ Be responsible for preparing amendments to the draft IDP for submission to the municipal council for approval and the MEC for Cooperate government and Traditional Affairs.

14 IDP Steering Committee

The Steering Committee is a technical working team of dedicated heads of Departments and senior officials who must support the IDP Manager to ensure the smooth planning process. The IDP Manager is responsible for the process but will delegate some functions to the members of the steering committee and will be constituted as follows:

- Municipal manager
- Section 56 Managers (Directors)
- Sectional Manager

14.1 Terms of reference for the Steering Committee

- The Steering Committee will be responsible for the establishment of the **IDP Representative Forum**.
- Provide terms of reference for the IDP representative Forum, subcommittee and the various planning committee
- Commission research studies
- Consider and comment on inputs from sub-committee, study teams and consultants, inputs from Provincial sector departments and service providers
- Process, summarize and draft outputs and make recommendations to Executive Committee which is headed by the Mayor as the ultimate custodian of the IDP on behalf of council.
- Prepare and submit reports to the IDP Representative Forum.

15 IDP Representative Forum

The IDP Representative Forum is the structure which institutionalizes and guarantees representative participation in the IDP process. The selection of members to the IDP representative forum has to be based on criteria which ensure geographical, economic and social representation and as follows:

- ✚ Chairperson: Political Head of the institution
- ✚ Secretary: The IDP Steering Committee secretariat
- ✚ Members: Ward Committee chairpersons & CDW's
- ✚ Heads of Departments/Senior Officials
- ✚ Stakeholders representatives of organized groups (e.g. NGO's & CBO's)
- ✚ Resource person/organizations (Doctor/Economist)
- ✚ Community Representatives (e.g. Transport Forum, Health Forum & CPF)

15.1 Terms of reference of the IDP Representative Forum

- To represent the interest of their constituents in the IDP process
- Provide an organizational mechanism for discussion, negotiation and decision-making between the stakeholders and the municipality.
- Ensure there is adequate communication and consensus on priority issues among all the stakeholder representatives, and

- Monitor the performance of the planning and implementation of the IDP and its process.

15.1.1 Code of conduct – IDP Representative Forum

The code of conduct will at least include the following:

- Meeting schedule (frequency and attendance)

15.1.2 Planning and Public participation processes

16. Annual IDP planning process

PHASE 1: Research, Information Collection and Analysis.

During this phase the current situation in the municipality is analyzed. Problematic issues impacting on the lives of people are identified and prioritized. Current data is compared to available data of previous years in order to understand different trends. Furthermore, this phase allows for the application of gender planning, which stems from the cognition that different groups of women and men have different needs, different levels of access and control over resources, and different opportunities and constraint.

The key outputs of Phase 1 are.

- An assessment of existing levels of development within the municipality including service backlogs, problem areas, opportunities and strengths as well as key risk areas
- An identification of the priority problem areas to be addressed.
- Identification of the key projects and programmes of the other sphere of government, state entities and the private sector which are currently underway or even planned for the municipality
- Information on available resources

PHASE 2: Vision, Objectives and Strategies

Once Tokologo Municipality understands the problem affecting the people of the area and their causes, as well as opportunities and unique aspects. It must then formulate the solution to address the problem and gain benefit from the opportunities.

This phase include the formulation of:

- I. **Vision** – this statement which indicate the long-term view of what the municipality wants to become.
- II. **Strategic objectives** – The development objectives provide a practical statement of what the municipality wishes to achieve to work towards the vision.
- III. **Development Strategies** – Once the municipality knows where it want to go (vision) and what it needs to achieve to realize the vision (objective). It must develop strategies.

PHASE 3: Development of Programmes and Projects

This phase involves the identification of programmes and projects that the municipality intends to undertake in this five -years period. These should be developed with a constant reference to the requirement of the NDP, IUDF, DDM as well as other sectoral policies.

Once the broad programmes and project have been identified, they should be articulated into detail such as: the nature of the programmes/project, its location, duration, its cost and from the source of funding.

PHASE 4: Integration and Consolidation.

Once the programmes and projects have been articulated, there is a need to step back and assess the relevance and interdependence of the programmes and projects. This is done to ensure the following:

- That the programmes and projects support the vision and objectives of the municipality.
- That the programmes and projects respond or address the priority problems outlined in the analysis phase.
- That the programmes and projects comply with the applicable policy and legislative framework.

Once the consolidation process has been concluded, the following components of the IDP should be developed.

- Financial plan
- An indication of how, over the five – year period, the municipality and other external parties, including the SOEs and the private sector, will invest capital in the municipality
- An indication of the spatial pattern of development in the municipality
- Integrated sectoral programs (LED, HIV, poverty alleviation, disaster management, gender equity etc)
- A Performance management
- A high – level institutional plan that outlines how the municipality is geared to undertake the programs and projects required.
- Reference to sector plans.

PHASE 5: Approval, adoption and publication

Once the IDP has been compiled, a draft must be submitted to the municipal council for consideration and approval.

The draft IDP is then published for public comment for at least 21 days. Relevant comments should be incorporated. Once the IDP is amended with the input, the council can consider it for approval.

The IDP must then be adopted by the full council. The Act also noted that the media and members of the public may not be excluded from such a council meeting. Once adopted, municipality must then give notice to the public within 14 days of adoption of the IDP and summary of the IDP

TOKOLOGO MUNICIPALITY IDP AND BUDGET TIME-FRAME

	ACTION	DELIVERABLE/OUTPUT	RESPONSIBLE	ACTION DATE
1	IDP to be reviewed/amendment	Reviewed/Amend IDP	MM and Mayor	01 September 2025 to 31 May 2026
2	Prepare process plan 2026/2027		IDP Manager	July 2025 submitted to MM's office
3	Proposed IDP process plan 2026/2027	Present Proposed IDP Process plan to IDP Representative forum	IDP Manager and MM	August 2025
4	Submission of process plan for adoption by council	Adopted process plan	Municipal manager	On or before 30 August 2025
5	Formation of IDP committee to deal with comments made during IDP Engagement		Municipal manager and Directors	September 2025
6	IDP Steering committee quarterly performance review-municipal SDBIP	Quarterly Performance Assessment Results	Municipal manager and Directors	October 2025
7	Start community consultation process to ensure public participation		Mayor and Municipal manager	September to November 2025
8	IDP Analysis phase draft review report to steering committee		IDP Manager and Municipal manager	October 2025
9	Estimates available resources and provide guidance for forward of Budget request inputs to all relevant person		CFO	October 2025
10	Review Key Objectives, strategies and Projects	Reviewed Key Objective, strategies and Projects	Municipal manager, IDP Manager, IDP Steering com	November 2025
11	Preparation of a summary of available funds from Internal funds and External funds (Grants)		CFO	November 2025
12	Prioritization of reviewed projects list for 2026/2027 from the 2025/2026 IDP. Compile report on the needs for the year/s ahead obtained from the community and other stakeholders	Project list	MM, IDP Manager and Steering Committee	December 2025
13	Submission of detailed estimates by MM, Directors and Councillors to CFO	Budget Estimates	MM, Directors and Politicians	December 2025
14	Assess Financial feasibility of proposed new projects based on the existing and potential funds	Proposed new project list	All Directors	January 2026
15	Meeting with relevant Officials (First draft Budget meeting)	Draft Budget	CFO	January 2026
16	Meeting with relevant Officials (Second draft Budget meeting)		CFO	January 2026

17	Consider of Draft Budget by council		CFO	March 2026
18	Tabling of MTEF Budget and IDP to Council for approval as First Drafts	Draft Budget and IDP items to Council	Mayor	On or before 31 March 2026
19	Publicized tabling Draft Budget and Draft IDP within 5 days on municipal website, media and municipal Offices	Publicized Draft Budget and Draft IDP	MM and CFO	April 2026
20	Submit copies of Draft IDP and Draft Budget to Provincial CoGTA and Treasury	Submission of Draft IDP and Draft Budget	MM and CFO	April 2026
21	Second leg of IDP and Budget participation process start: comments, additions and proposal by stakeholders	Receiving comments, additions and proposal from stakeholders	MM, Directors and Politicians	April 2026
22	Finalize IDP and Budget, prepare and submit report for inclusion in council Agenda, Considering stakeholders inputs		MM and CFO	May 2026
23	Mayor finalize the Draft IDP and Draft Budget 2026/2027		MM and CFO	May 2026
24	Submission of Draft IDP and Budget for 2026/2027 for approval by council	Approval of IDP and Budget by Council	MM and CFO	On or before 30 May 2026
25	Advertise the Approve Final Budget and IDP to the website and media	Advertised the approve Budget and IDP within 14 days	MM and CFO	June 2026
26	Submit the approved Budget and IDP to Provincial COGTA and Treasury	Submission of Final Budget and IDP	MM and CFO	June 2026
27	Submit Draft SDBIP to Mayor within 24 days after the approval of Budget and IDP	Final municipal SDBIP	MM	July 2025