



FRAMEWORK PLAN FOR THE 2027–2032-IDP, BUDGET AND PMS

JULY 2026 – JUNE 2027

VISION

"A credible, customer friendly and well-developed Municipality"

MISSION

To deliver quality services, in accordance with our Integrated Development Plan. This will be achieved through community participation, skilled and motivated staff, rapid economic development and a tourism friendly environment

The Dr Pixley Ka Isaka Seme Logo was adopted and approved by Council during its meeting of 27 March 2007 as per Council Resolution A43/2007.

EXPLANATORY NOTES ON THE LOGO

RISING SUN - REPRESENTS MPUMALANGA PROVINCE AS THE PLACE OF THE RISING SUN

SLEDGE - AS IT APPEARS AS A SHIELD, IT SYMBOLIZES THE TOURISTIC PANORAMA OF THE MUNICIPALITY.

BIRD - REPRESENTS THE VARIOUS SPECIES FOUND IN THE AREA.



**DR PIXLEY KA ISAKA SEME LOCAL MUNICIPALITY CONTACT
DETAILS**

Physical Address: Corner Dr Nelson Mandela Drive and Adelaide Tambo
Street
VOLKSRUST
2470

Postal Address: Private Bag X9011
VOLKSRUST
2470

E-mail: records@pixleykaseme.gov.za

Website: <http://pixleykaseme.gov.za>

Tel. (017) 7346100

Fax: 086 630 2209

Executive Mayor: Councillor B J Mhlanga

Municipal Manager: Mr M A Ngcobo

ADMINISTRATIVE UNITS OF DR PIXLEY KA ISAKA SEME LOCAL MUNICIPALITY

572 Durban Street
Tel. (017) 785 1197
PERDEKOP

Van Riebeeck Street
WAKKERSTROOM
Tel. (017) 730 0069

Breë Street AMERSFOORT
Tel. (017) 753 1006

Daggakraal Municipality
Complex Daggakraal

ACRONYMS

AG	: Auditor General
AIDS	: Acquired Immune Deficiency Syndrome
CDWs	: Community Development Workers
COGHSTA	: Department of Cooperative Governance and Traditional
Affairs	: Coronavirus Disease 2019
COVID-19	: Corporate Services
CS	: District Development Model
DDM	: District Municipality
DM	: Executive Committee
EXCO	: General Manager
GM	: Integrated Development Plan
IDP	: Integrated Development Planning Representative Forum
IDPRF	: Head of Department
HOD	: Key Performance Areas
KPA	: Key Performance Indicators
KPI	: Local Municipality
LM	: Member of Executive Council
MEC	: Municipal Infrastructure Grant
MIG	: Municipal Finance Management Act, Act No 56 of 2003
MFMA	: Municipal Manager
MM	: Municipal Systems Act No. 32 of 2000
MSA	: Municipal Turnaround Strategy
MTAS	: Medium Term Expenditure Framework
MTEF	: Non-Governmental Organisations
NGOs	: National Spatial Development Perspective
NSDP	: Organisational Performance Management Systems
OPMS	: Service Delivery and Budget Implementation Plan
SDBIP	: Spatial Development Framework
SDF	: Strategic Environmental Assessment
SEA	: Spatial Planning and Land Use Management Act, At No 16 of
SPLUMA	: Shared Services
2013SS	: State of the Environment
SoE	: Technical Change Management Committee
TCMC	

TABLE OF CONTENT

Contents

DRAFT PROCESS PLAN	Error! Bookmark not defined.
2026/27	Error! Bookmark not defined.
SECTION ONE: INTRODUCTION AND LEGISLATIVE	7
SECTION 2	11
INSTITUTIONAL ARRANGEMENTS, ROLES AND RESPONSIBILITIES OF IDP/BUDGET/PMSSTRUCTURES	11
2.2.1 DDM Council	19
2.2.2 DDM Technical Team	19
2.2.3 DDM Transformational Area Groups (TAG)	19
2.2.4 Roles and Responsibilities of IDP Structures	14
SECTION 3	20
MECHANISMS AND PROCEDURES FOR PARTICIPATION AND ALIGNMENT	20
3.2.1 IDP TECHNICAL /MANAGEMENT COMMITTEES.....	22
3.2.2 IDP STEERING COMMITTEES.....	22
3.2.3 IDP REPRESENTATIVE FORUM.....	23
3.2.4 GSDM PUBLIC PARTICIPATION MEETINGS' SCHEDULE.....	23
3.2.5 DDM TRANSFORMATION AREA GROUPS.....	24
3.2.6. PUBLIC PARTICIPATION SCHEDULE FOR THE DRAFTING OF THE	26
3.2.6. MAYORAL IMBIZO	27
3.2.10 MECHANISMS AND PROCEDURES FOR ALIGNMENT	28
3.2.11 SECTOR PLANS.....	29
3.2.12 NATIONAL/PROVINCIAL AND INTERNATIONAL SECTOR POLICIES AND LEGISLATION.....	30

IDP REVIEW ACTION PROGRAMME 27

SECTION 5: MONITORING, EVALUATION AND AMENDMENT OF THE PROCESS PLAN..... 35

SECTION 6: COST ESTIMATES 35

7. CONCLUSION..... 35

SECTION ONE: BACKGROUND AND LEGISLATIVE

1.1 BACKGROUND

Integrated Development Planning (IDP) is a process through which a municipality prepares a strategic development plan, known as Integrated Development Plan for a five-year period linked to a term of its newly elected Municipal Local Government Elections quinquennially. An IDP is one of the key tools for Local Government to cope with its new developmental role and seeks to arrive at decisions on issues such as municipal budgets, basic service delivery, land use management, promotion of local economic development, spatial transformation and institutional transformation in a consultative, systematic and strategic manner.

The implementation of the IDP is supported by the allocation of at least a 3-year funded Budget with two outer years to achieve development priorities, goals and objectives set out in the IDP. The Service Delivery and Budget Implementation Plan (SDBIP) is a management tool used by a municipality to execute both the IDP and Budget. It is therefore a requirement that an effective monitoring instrument is adopted by a Municipal Council to continuously measure the implementation of the IDP, Budget and SDBIP through the financial year in terms of set targets that are controlled by key performance indicators to evaluate progress on goals and objectives. This instrument is the Performance Management System (PMS). There should always be a seamless alignment between the IDP, Budget, SDBIP and PMS to ensure the effective and efficient delivery of services, as well as accountability across all municipal departments

1.2 LEGISLATIVE CONTEXT

1.2.1. Integrated Development Planning

In terms of Local Government Municipal Systems Act (MSA), Act 32 of 2000, each Municipal Council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the Municipality which:

- a) Links, integrates and co-ordinates plans and take into account proposals for the development of the Municipality.
- b) Align the resources and capacity of the Municipality with the implementation of the plan.
- c) Forms the policy framework and general basis in which annual budgets must be based.
- d) Complies with the provisions of this Chapter; and
- e) Is compatible with National and Provincial development plans and Planning requirements binding on the Municipality in terms of legislation

The aforementioned must be reviewed in terms Section 34 of the Act:

- a) Annually in accordance with an assessment of its performance measurement in terms of Section 41; and
- b) To the extent that changing circumstances so demand.

The IDP Process Plan is also prescribed in Section 21 of the Municipal Finance Management Act (Act 56 of 2003) which provides the following:

- (1) 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. Annual review of –
(aa) the integrated development plan in terms of the section 34 of the Municipal Systems Act and,
(bb) the budget related policies
- iii. Tabling and adoption of any amendments to the integrated development plan and budget and related policies; and
- iv. Any consultative process forming part of the processes referred to in sub-paragraph(i), (ii) ad (iii)

To ensure proper management of the review process as envisaged in the legislation, the District Municipality is required to compile and adopt a Framework Plan and to this extent Section 27 of the Act reads as thus:

- 1) Each Municipality, within a prescribed period after the start of its elected term, and after following a consultative process with the Local Municipalities within its area, must adopt a framework for Integrated Development Planning in the area.
- 2) A framework referred to in subsection (1) binds both the District Municipality and the Local Municipalities in the district, and must at least: -
 - a. Identify the plans and Planning requirements binding in terms of National and Provincial Legislation on the District Municipality and the Local Municipalities or on any specific Municipality.
 - b. Identify the matters to be included in the Integrated Development Plans of the District Municipality and the Local Municipalities that require alignment.
 - c. Specify the principles to be applied and co-ordinate the approach to be adopted in respect of those matters; and
 - d. Determine procedures for consultation between the District Municipality and the Local Municipalities during the process of drafting their respective Integrated Development Plans; and
 - e. To effect essential amendments to the framework

This Process Plan is developed in line with the IDP Review Framework Plan of Gert Sibande District Municipality prepared and agreed with its Local Municipalities to mutual linkage and can inform one another. It involves setting a joint time schedule and identifying critical milestones for approvals and adoption of respective Municipal IDPs.

The IDP Process Plan provides guidance with respect to the programme of action that has to be followed during the IDP development process. The purpose of this process plan is to identify and detail the elements identified in the Framework Plan and set out the specific time frames in which all activities should be achieved.

1.2.2 Budgeting

Section 16 of the Municipal Finance Management Act No.56 of 2003 States the following :

16 Annual Budget. –(1) the Council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.

2. In order for the municipality to comply with subsection (1), the mayor of the municipality must table annual budget at a council meeting at least 90days before the start of the budget year.

Section 21 (a) –(c) of the Municipal Finance Management Act States the following:

21. Budget preparation process.-(1) 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 table budget and any revisions of the integrated development plan and budget -related 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 integrated development plan in terms of section 34 of the municipal system Act; and (bb) budget-related policies;
- iii. the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and
- iv. any consultative processes forming parts of the processes referred to in subparagraphs

(2) When preparing the annual budget, the mayor of a municipality must-

(a) take into account the municipality's integrated development plan;

(b) take all reasonable steps to ensure that the municipality revises the Integrated development plan in terms of section 34 of the Municipal Systems Act, taking into account realistic revenue and expenditure projections future years.

(c) take into accounts the national budget ,the relevant provincial budget ,the national governments fiscal and macro-economic policy ,the annual division of revenue Act and agreements reached in the budget forum.

1.2.3 Performance Management

Section 38 of Municipal Systems Act, No 32 of 2000: Establishment of performance management system states the following :

A municipality must –

- a) establish a performance management system that is-
 - (i) commensurate with its resources;
 - (ii) best suited to its circumstance ; and
 - (iii) line with the priorities, objectives ,indicators and targets contained in its integrated development plan
- b) Promote culture of performance management among its political structures, political offices bearers and councilors and in its administration; and
- c) administer its affairs in an economical, effective, efficient and accountable manner.

1.3 PREPARING FOR THE NEW 5 YEAR IDP 2027/32

In order to ascertain minimum quality standards of the five year IDP drafting and process and proper coordination between and within the spheres of government, the IDP Process Plan is set in writing and requires adoption by the Council. The plan must include the following aspects:

- An indication of the **organizational arrangements** for the IDP process.
- 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.
- Binding plans and Planning requirements, i.e. policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment.
- A programme specifying time frames for the different Planning steps;

1.4 SUMMARY OF ACTIVITIES OF THE IDP/BUDGET&PMS PROCESS PLAN

The table below indicates a summary of activities in phases of the IDP Process

NO	IDP PHASES	ACTIVITIES	TIMELINES
1	Preparation Phase	- Identification and establishment of stakeholders and organized structures - Sources of information - Development of IDP Process Plan	July-August 2026
2	Analysis Phase	- Public participation (needs identification) - Compilation of levels of development and backlogs with proposed interventions	Sep- Dec 2026
3	Strategies and Projects Phase	- Review of the vision, mission, current strategies and objectives - Identification of possible projects and funding model	Jan – Feb 2027
4	Integration Phase	- Incorporation of the summary of sector plans - Submission of the Draft IDP to MEC-COGHSTA for assessment	March-April 2027
5	Approval Phase	- Incorporate comments from Provincial IDP assessment - Public Participation/Imbizo - Publication of the Draft IDP - Amendment of the Draft IDP - Adoption of the IDP by Council - Publication of the Adopted IDP - Submission of approved and adopted IDP to COGHSTA	April - May 2027

SECTION 2: INSTITUTIONAL ARRANGEMENTS, ROLES AND RESPONSIBILITIES OF IDP/BUDGET/PMSSTRUCTURES

2.1 ORGANISATIONAL ARRANGEMENTS

The municipality is required to put in place effective institutional structures annually for the review and development of IDP. The review process should be aligned to the District IDP Framework Plan. The established and inclusive institutional structure to manage the process should ensure amongst others the following,

- Formally institutionalize the participation process.
- Harness shared understanding of the developmental issues within the municipality.
- Effectively manage the drafting of outputs.
- Give affected stakeholders access to contribute to the Planning and decision-making process; and
- Serve as an IDP Implementation Monitoring and Evaluation Forum

To minimize instances of unnecessary duplication of functions it is proposed that as far as practically as possible the existing institutional arrangements be set as proposed hereunder.

2.1.1. IDP Steering Committee

The IDP Steering Committee is instituted to act as an internal support system to the IDP Representative Forum and must include the Municipal Manager as the chairperson and can delegate a Acting Municipal Manager if unavailable. The IDP Manager serves as the secretariat of the committee. The Committee should be reconstructed for each review cycle of the IDP. The composition of the IDP Steering Committee will have to take the manageability of a working committee into consideration.

Members of the Committee are:

- Municipal Manager,
- Managers responsible for IDP, PMS, Budget and DDM,
- General Managers,
- Selected senior managers and external stakeholders may be invited on Ad-Hoc basis.

The summarized terms of reference for the IDP Steering Committee are as follows:

- Provides terms of reference for the various Planning activities
- Commissions research studies
- Considers and comments on:
 - Inputs from sub-committee/s, study teams and consultants
 - Inputs from Provincial sector departments and support providers
- Processes, summarizes and document outputs
- Makes content recommendations
- Ensure quality assurance in the Preparation, facilitation and documentation of other IDP meetings.

2.1.3. IDP Managers Committee: IDP Technical Committee Meeting

The IDP Manager is an official of the municipality assigned the responsibility of championing the IDP process. The main functions are the management and co-ordination of the IDP drafting, reviewing and implementation process, with constituent local municipalities.

This structure should primarily consist of IDP, Budget, Performance Management and DDM managers and officers. Officials from COGHSTA IDP, OTP Macro Planning and SALGA Mpumalanga have been roped in as permanent members of the committee to provide technical assistance and oversight.

The summarized terms of reference for the IDP Managers Committee (IDP Technical Committee Meeting) are as follows:

- To outline IDP strategic issues & trends, processes, challenges, and report on implementation progress.
- To ensure that the Framework/Process Plan is accordingly finalized and adopted by respective Municipal Councils;
- To ensure adjustment of the IDP accordingly as per the comments of the MEC;
- To identify additional strategic role-players to participate in the IDP Representative Forum;
- To ensure the continuous and optimal participation of role players in all the Municipal Planning processes;
- To ensure appropriate procedures are followed during the Planning and implementation processes;
- To ensure documentation of the IDP and other related documents is properly done;
- To carry out the day-to-day management of the IDP process across the Municipality.
- To ensure alignment of the IDPs within the District with planning frameworks from other Spheres of Government, e.g. NDP, MTDP, DDM, NSDF, PSDF, etc
- To ensure alignment of IDP, Budget, SDBIP and PMS.
- To ensure the readiness of the IDP Sector Plans (PMS, LED, SDF, Financial Plan etc.) and their inclusion into the IDP documentation;
- To monitor and review progress on the implementation of Process Plans;
- Share best practices amongst members on best practices on the IDP methodology;
- To ensure timely submission of the reviewed IDP to the relevant authorities, e.g. MEC of CoGHSTA.

2.1.4. IDP Representative Forum (IDP-RF)

The IDP Representative Forum (IDP-RF) is constituted for the drafting, reviewing and implementation of the IDP and functions in all phases of the IDP. The summarized terms of reference for the IDP-RF are based on the composition of the constituencies' interests in the IDP process, and are as follows:

- Represent the interest of the Municipality's constituency in the IDP process
- Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of Municipal government
- Ensure communication between all the stakeholder representatives inclusive of Municipal government
- Monitor the performance of the Planning and implementation process

National and provincial sector departments, public entities, municipalities, traditional leaders, and private sector will participate in the IDP-RF meetings and facilitate alignment between the Municipal IDP and the Provincial policies and budget. Once again, it must be emphasized that the Mpumalanga Department of Co-operate Governance, Human Settlements and Traditional Affairs (COGHSTA) will be responsible for liaising and coordination with other line function departments on matters of common interest.

The above Institutional Arrangements and their Terms of Reference are provisional, and the Forum will confirm their relevance and if necessary, remove/add or merge some of them accordingly during the IDP drafting and review process.

2.2 Roles and Responsibilities

The table below provides an indication of the various roles and responsibilities of the different groupings relating to specifically the IDP drafting, reviewing and implementation of IDP, budget, PMS and DDM process.

2.1.1

Roles and Responsibilities of IDP Structures

STRUCTURE	COMPOSITION	ROLES, RESPONSIBILITIES AND ACTIVITIES
Council	Councillors	IDP: - Final decision-making; and - Approval of the reviewed IDP documentation including the process followed thereto BUDGET: - Council must approve the budget before the start of the financial year. - Council to consider draft budget. - Council to approve unforeseen and unavoidable expenses. PMS: - Final decision making. - Approve Performance Management Framework. - Establish Performance Assessment Panel. - Consider and adopt final report - Mayor: Submit draft performance agreement for the MM via MAYCO to the Council for consideration and approval - MM: Submit draft performance agreement for each departmental head to MAYCO for approval - MM: Submission of audit report via MAYCO to Council within 1 month of receipt. - PMS Manager: Submit report via MAYCO to the Council about mechanisms, systems and processes for auditing the results of performance measurements as part of the internal auditing process. - PMS Manager: Obtain Council approval for the mechanisms, systems and procedures.
Executive Mayor and Mayoral Committee (MAYCO)	Councillors	IDP: - Decision on the Framework/Process Plan for the IDP Review - Responsible for the overall management, co-ordination and monitoring of the drafting process and may assign some of the responsibilities to the Municipal Manager - Submit reviewed IDP Framework and Draft IDP to Council for approval - Develop terms and criteria for the establishment of the IDP- RF within the Legislative confines. BUDGET: - Table Draft Budget to Council at least 90 days before the start of the new financial year - Table budget timetable to Council. - Report authorization of unforeseeable and unavoidable expenses at Council meeting after having authorized such expenses. - Approval of Service Delivery and Budget Implementation Plan (SDBIP).

		- Ensure conclusion of the Municipal Manager Section 56 Managers' Performance Agreements. - Ensure that the management's performance agreements are made public. - Submit to Council an annual report within 7 months after the end of the financial year. PMS: - Establishing the performance agreement for the Municipal Manager in terms of the PMS. - Determine KPA's for MM based on institutional KPI's. - Determine the performance objectives and targets that the MM must meet in relation to the KPA's. - Negotiate the performance objectives and targets that the MM must meet. - Submit draft performance agreement for the MM via MAYCO to the Council for consideration and approval
Planning and Economic Development Portfolio Committee of Council	Councillors	IDP: - Oversight on the development of the IDP Process Plan and IDP post approval by Council - Oversee the implementation of the Process Plan and report to Council
Finance Portfolio Committee of Council	Councillors	BUDGET: - Oversee the allocation of budget and alignment with the IDP and report to Council - Oversee the implementation of the Process Plan and report to Council
Municipal Manager	Official	IDP: - Decide on Planning process - Monitor the process and report to Council on the progress - Overall Management and coordination PMS: - Establishment of a performance audit committee - Establishing performance agreements for Section 56 Managers - Determine KPA's for each departmental head - Determine proposed performance objectives and targets that each departmental head must meet in respect of each KPA. - Submit draft performance agreement for each departmental head to MAYCO for approval - Conclude and sign performance agreements with each departmental head. - Performance monitoring of the OPMS - Develop standard progress and variance reporting format - Develop forms and/or electronic database for tracking progress and variance on monthly basis. - Determine the frequency of progress and variance reporting, including dates for submitting reports. - Verification or interim PMS measurement results

		- Submission of annual performance report to Council via MAYCO for consideration and approval. - Submission of approved annual performance report, together with financial statements, to the Auditor General - Receive external Auditor's report - Submission of audit report via MAYCO to Council within 1 month of receipt within 14 days of adopting the annual report - Make copies available to the public. - Submit a copy of the report to the MEC for COGHSTA. - Submit a copy of the report to the Auditor General and any other institutions prescribed by regulation. BUDGET: - Give notice of bank account to National Treasury (NT) and Auditor General (AG) - Supply NT and AG with list of banks accounts. - Table consolidated report of all withdrawals from bank account to Council within 30 days after the end of each quarter - Submission of audit draft budget implementation plan to Mayor within 14 days after approval of the budget - Perform mid-year performance assessment of the Municipality and the submission of the report to the Mayor. - The submissions of the annual financial statements to the AG within two months after the end of the Financial Year - Submission of annual oversight reports to the Provincial Legislature within 7 days after adoption by Council.
IDP Steering Committee	Mayoral Committee, Officials (Municipal Manager, IDP Manager Heads of Departments and Managers of the municipality, and other external stakeholders who may be invited on Ad-Hoc basis. -	IDP/BUDGET STEERING COMMITTEE Steering Committee is instituted to act as an internal support system to the IDP Representative Forum. This Steering Committee, as well as the Representative Forum are reconstituted for each review cycle of the IDP. The composition of the IDP Steering Committee will have to take the manageability of a working committee into consideration and should preferably be chaired by the Executive Mayor /or his designated representative. The summarized terms of reference for the IDP Steering Committee are as follows: - Provides terms of reference for the various Planning activities - Commissions research studies - Considers and comments on: - Inputs from sub-committee/s, study teams and consultants - Inputs from District Municipality, Provincial sector departments and support providers - Processes, summarizes and document outputs - Makes content recommendations

		- Ensure quality assurance in the Preparation, facilitation and documentation of other IDP meetings - Act as an advisory body to the IDP Representative Forum. - Process Plan management body - Allocation of duties and monitoring - Overall management including appointed technical consultants if necessary - Decision on roles and responsibilities - Identification of stakeholders in consultation with other role players with other role players - Manage draft action programme - Commission research studies and recommend appointment of service providers - Decide on matters to be referred to the Extended Technical Committee for alignment and integration
IDP Technical/Management Committee	Officials (Management of the Municipality)	The committee serve to provide technical work in the IDP and should preferably be chaired by the Municipal Manager /or his designated representative The main functions are management and co-ordination of the IDP review and implementation process. The summarized terms of reference for the IDP Management Committee (IDP MANCOM) are as follows: - To outline IDP strategic issues & trends, processes, challenges, and report on implementation progress. - To ensure that the Process Plan is accordingly finalized and adopted by Council. - To identify additional role-players to sit on the GSDM IDP- RF, and Steering Committee - To ensure adjustment of the IDP accordingly as per the comments of the MEC of COGSHTA. - To identify additional strategic role-players to participate in the IDP Representative Forum. - Co-ordinates the involvement and vertical alignment in the process, including Sector Departments - Ensure the links between the process of performance management monitoring, evaluation and review are maintained - To ensure the continuous and optimal participation of role players in all the Municipal Planning processes. - To ensure appropriate procedures are followed during the Planning and implementation processes. - To ensure documentation of the IDP and other related documents is properly done. - To carry out the day-to-day management of the IDP process across the municipality. - To ensure alignment of the IDP with the District planning frameworks and of other spheres of government, e.g. NDP, MTDP), NSDF, PSDF, MERRP, DDM, SONA, SOPA etc. - To ensure alignment of IDP and PMS.

		- To ensure the readiness of the IDP Sector Plans/Operational Plans (PMS, LED, SDF, Financial Plan etc.) and their inclusion into the IDP documentation. - To ensure timely submission of the reviewed IDP to the relevant authorities, e.g. MEC of COGHSTA. - To respond to comments and enquires - To adjust the IDP according to the proposals of the MEC for COGHSTA
IDP Representative Forum (IDP-RF)	Stakeholders	The IDP Representative Forum will be constituted by government departments & entities, private sector, organised business representatives, non-profit and community-based organisations, civil society representatives, traditional leadership and all other interested and affected interest parties. The forum as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP Review process. The summarized terms of reference for the Forum could be based on the composition of the constituency's interests in the IDP process, and is proposed to be as follows: - Represent the interest of the community in the IDP process - Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government - Ensure communication between all the stakeholder representatives inclusive of government, parastatals, non-governmental organisations and other interest parties - Monitor the performance of the Planning and implementation process - making recommendations to Council on Planning and development priorities; and - Facilitate alignment of Inter-Spherical Planning within the District's jurisdictional area. - All the provincial sector departments and parastatals will participate in the meetings of the forum, and facilitate alignment between the local municipality, GSDM, Provincial and National developmental policy framework and budget. - The Mpumalanga Department of Co-operate Governance and Traditional Affairs (COGHSTA) and Gert Sibande District Municipality will be responsible for liaising and coordination with other line function departments on matters of common interest. - The above institutional arrangements and their terms of reference are provisional and the Forum will confirm their relevance and if necessary revise them accordingly during the IDP Review Process.
Traditional Leaders	Traditional Leaders	- Work closely with Councillors and other grassroots structures to identify all the important priority issues. - Facilitate community consultation in their communities in collaboration with Ward Councillors.
Provincial Sector Departments and Private Sector	Officials and Private Sector Representatives -	- Identify an IDP Coordinator in the Sector Departments - Contribute knowledge and ideas about Planning issues in the province and sectors.

		- Contribute relevant information on the Provincial sector departments plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner. - Ensure that their objectives and strategies and projects take various IDPs into consideration and adjust their Strategic Plans accordingly. - Engage in a process of alignment with Local and District Municipalities and participate in the Provincial management system and co-ordination and ensure optimal participation in IDP structure.
Civil Society, NGO/CBO		- Involved in shaping municipal plans and policy, programmes through the IDP - Participate in the development of the IDP and the Process Plan to represents the interest of the society - Attend the consultation, discussions, and public hearings, to represent the interests of a broader group of stakeholders. - Oversee implementation of the IDP Process Plan - Demand efficient public services and to actively engage in constructive activism, advocating for change, and holding municipality on development projects accountable through the IDP Rep Forum and at public participation meetings

2.3 DISTRICT DEVELOPMENT MODEL (DDM)

The District Development Mode (DDM) it was launched by the President on 21 August 2019 to align development in the three spheres of government and to improve planning amongst stakeholders with an interest in local government. The District Development Model will mainly focus on reprioritization and spatial development. It will mainly consist of stakeholders from local government, sector departments and other relevant stakeholders in development. COGHSTA will come with the hub that will interface with the district and the other relevant stakeholders to ensure cohesive, coordinated reprioritized spatial planning. More roles and responsibilities will be allocated to the DDM as time goes on to strengthen planning in the three spheres of government.

2.3.1 DDM Council

The DDM Council is chaired by the Executive Mayor of GSDM. The Council is composed of the national champion Deputy Minister, Provincial Champion (MEC), DCOG and all relevant national departments, Premier's Office, SALGA, HOD for Safety and Security, Traditional Leaders, Provincial COGHSTA, CBOs, NGOs, Private Sector, SOEs, designated Councillors from Local Municipalities, GSDM, and various stakeholders. The DDM Council play an oversight role towards the implementation of the IDP through the DDM

2.3.2 DDM Technical Team

This is a body consisting of officials from various stakeholders, MMs from the Local Municipalities, officials from the sector departments, SOEs, Private Sector, and SALGA etc. and is chaired by the MM of GSDM.

2.3.3 DDM Transformational Area Groups (TAG)

Work streams refer to the committees established to do various work to support DDM Technical Team by supplying well researched information in the realization of one plan. The clusters are as follows: Governance administration and ICT, Research Community and Institutional Development, Spatial Transformations and Sustainable human settlement, Safety and Security, Environment and Disaster Management, Basic Services and Infrastructure Development, Economic Development Growth and Job Creation

SECTION 3

MECHANISMS AND PROCEDURES FOR PARTICIPATION AND ALIGNMENT

3.1. MECHANISMS FOR PUBLIC PARTICIPATION

In terms of Chapter 4 of the Municipal Systems Act, Act 32 of 2000 states that *a municipality must encourage and create conditions for the local community to participate in the affairs of the municipality*, including in the preparation and implementation of its Integrated Development Plan. In this context, the municipality has committed to a participatory process of IDP whereby the community will play a meaningful role. The table below provide a summary of the applicable mechanisms

No	Mechanism	Process
3.1.2	Mayoral IDP/Budget Imbizo	- The municipality will use the Mayoral Imbizo (virtual/webinar if viable and feasible) to enhance public Participation
3.1.3	Ward IDP Consultative Meetings (virtual / webinar - if viable and feasible)	- The public in the 11 wards will be engaged for participation in the IDP development process
3.1.3	Ward Committees and Community Development Workers	- Ward committees a formal structure established in terms of Municipal Structures Act, Community Development Workers and Ward Councillors serve as a link with communities to obtain and provide accurate and reliable information per ward for planning and research purposes on progress on the IDP and Budget implementation
3.1.4	Public/Community Meetings (virtual / webinar – if feasible)	- The municipality will arrange community engagement meetings to maximize public participation regarding the IDP processes
3.1.5	Engagement of Non-Governmental Organisation (NGO) / Community Based Organisation (CBO)	- Provide vital information and support during planning, surveys, evaluation and monitoring through the IDP Representative Forum.
3.1.6	IDP Representative Forum (IDP Rep Forum) - (virtual / webinar - if viable and feasible)	- The forum consists of members representing all stakeholders in the municipality. Efforts will be made to mobilise additional organisations into the IDP Rep Forum and ensure their continued participation throughout the process. - Stakeholders will be invited to make inputs into the draft Process Plan and draft IDP before adoption by Council

3.1.7	Municipal Notice Boards	- Notice of the Draft IDP Process Plan and Draft IDP will be advertised for 21 days on notice boards in public areas within the municipality (offices and libraries) to invite public to make comments/inputs before adoption by Council. - Notice of the Process Pan and IDP adopted by Council will be advertised for 21 days on newspaper circulating within the municipality - Notice will be placed on public notice boards of the prioritized developmental programmes to be implemented as per the adopted IDP for a financial year
3.1.8	Media	- Notice of the Draft IDP Process Plan will be advertised for 21 days in newspaper circulating within the municipality inviting public to make comments/inputs before finalization and adoption by Council. - Notice of the Draft IDP will be advertised for 21 days on newspaper circulating within the municipality inviting public to make comments/inputs before finalization and adoption by Council. - Notice of the Process Pan and IDP adopted by Council will be advertised for 21 days on newspaper circulating within the municipality - Notice of the prioritized developmental programmes to be implemented as per the adopted IDP for a financial year will be advertised in newspaper circulating within the municipality - Media houses will be invited to the quarterly IDP representative forum meetings (virtual / webinar – if viable and feasible) - Schedule outlining the dates, time and venues of the consultative meetings on the draft and adoption of IDP will be advertised in the local newspapers after the approval of the Process Plan - Print and electronic media (where feasible) will continually be used to inform the community about the IDP, Budget and PMS and venues of the consultative meetings may be advertised in the municipal website after approval of the process plan
3.1.8	Website	- The municipal website will also be used to communicate and enable public participation on Process Plan and IDP. - Copies of the IDP and Budget will be placed and accessible on the municipal and/or district websites. - Schedule indicating the dates, time and venue of public consultation meetings on the IDP will be posted on the website.

3.1.G	Traditional Authorities	- Notice and invitations on development and approval of the IDP/Budget &PMS will be issued to the Traditional Authorities within the municipal area. - Public Notices of progress on drafting/development of IDP/Budget and schedule outlining the dates, time and venues of the consultative meetings will be placed at - noticeboards in the Offices of Traditional Authorities within the municipal area
3.1.10	Electronic method	- SMS and WhatsApp facility will also be used to augment other communication methods to the community/stakeholders about the draft Process Plan and IDP and post adoption by Council

3.2 MEETINGS SCHEDULE OF IDP COMMITTEES OF DPKISLM AND GSDM

3.2.1 IDP TECHNICAL COMMITTEE

DPKISLM		
DATE	TIME	VENUE
10 Sept. 2026	10h00	DPKISLM
11 Nov 2026	10h00	DPKISLM
22 Feb 2027	10h00	DPKISLM
10 May 2027	10h00	DPKISLM

3.2.2 MANAGEMENT COMMITTEE

GSDM		
DATE	TIME	VENUE
26 Aug 2026	10:00	Video Conferencing / Physical Contact Meeting
25 Nov 2026	10:00	Video Conferencing / Physical Contact Meeting
17 March 2027	10:00	Video Conferencing / Physical Contact Meeting
09 June 2027	10:00	Video Conferencing / Physical Contact Meeting

3.2.3 IDP STEERING COMMITTEES

DPKISLM			GSDM		
DATE	TIME	VENUE	DATE	TIME	VENUE
15 Sept. 2026	10h00	DPKISLM	22 July 2026	10h00	Video Conferencing / Physical Contact Meeting

19 Nov 2026	10h00	DPKISLM	28 Oct 2026	10h00	Video Conferencing / Physical Contact Meeting
25 Feb 2027	10h00	DPKILSM	24 Feb 2027	10h00	Video Conferencing / Physical Contact Meeting
12 May 2027	10h00	DPKISLM	19 May 2027	10h00	Video Conferencing / Physical Contact Meeting

3.2.4 IDP REPRESENTATIVE FORUM

DPKISLM			GSDM		
DATE	TIME	VENUE	DATE	TIME	VENUE
18 Sept 2026	10h00	DPKISLM	22 Aug 2026	10:00	Video Conferencing / Physical Contact Meeting
26 Nov 2026	10h00	DPKILSM	18 Nov 2026	10:00	Video Conferencing / Physical Contact Meeting
3 March 2027	10h00	DPKILSM	24 March 2027	10:00	Video Conferencing / Physical Contact Meeting
14 May 2027	10h00	DPKISLM	23 June 2027	10:00	Video Conferencing / Physical Contact Meeting

3.2.5 GSDM PUBLIC PARTICIPATION MEETINGS' SCHEDULE

First Round District Consultation

	DATES	VENUE	TIME
DPKISLM	08 September 2026	Volkstrust Town Hall	10:00
Traditional Leaders	11 September 2026	Mkhondo Town Hall	13:00

Second Round District Consultation

Traditional Leaders	15 April 2027	Mkhondo Town Hall	13:00
DPKISM	09 April 2027	Esiyazenzela Community Hall	10:00

3.2.6 DISTRICT DEVELOPMENT MODEL COUNCIL Table 1:

DDM Council

DATE	TIME	VENUE
11 August 2026	10:00	Video Conferencing/ Physical Contact Meeting
24 November 2026	10:00	Video Conferencing/ Physical Contact Meeting
30 March 2027	10:00	Video Conferencing/ Physical Contact Meeting
15 June 2027	10:00	Video Conferencing/ Physical Contact Meeting

Table 2: DDM Technical Team

DATE	TIME	VENUE
28 July 2026	10:00	Video Conferencing/ Physical Contact Meeting
22 Oct 2026	10:00	Video Conferencing/ Physical Contact Meeting
23 February 2027	10:00	Video Conferencing/ Physical Contact Meeting
22 April 2027	10:00	Video Conferencing/ Physical Contact Meeting

3.2.7 DDM TRANSFORMATION AREA GROUPS

1. Demographics and District profile

DATE	TIME	VENUE
16 July 2026	10:00	Video Conferencing/ Physical Contact Meeting
13 Oct 2026	10:00	Video Conferencing/ Physical Contact Meeting
11 February 2027	10:00	Video Conferencing/ Physical Contact Meeting
11 May 2027	10:00	Video Conferencing/ Physical Contact Meeting

2. Infrastructure engineering

DATE	TIME	VENUE
15 July 2026	10:00	Video Conferencing/ Physical Contact Meeting
13 October 2026	10:00	Video Conferencing/ Physical Contact Meeting
10 February 2027	10:00	Video Conferencing/ Physical Contact Meeting
12 May 2027	10:00	Video Conferencing/ Physical Contact

3. Spatial restructuring

DATE	TIME	VENUE
15 July 2026	10:00	Video Conferencing/ Physical Contact Meeting
14 October 2026	10:00	Video Conferencing/ Physical Contact Meeting
11 February 2027	10:00	Video Conferencing/ Physical Contact Meeting
12 May 2027	10:00	Video Conferencing/ Physical Contact Meeting

4. Economic positioning

DATE	TIME	VENUE
14 July 2026	10:00	Video Conferencing/ Physical Contact Meeting
13 October 2026	10:00	Video Conferencing/ Physical Contact Meeting
10 Feb 2027	10:00	Video Conferencing/ Physical Contact Meeting
19 May 2027	10:00	Video Conferencing/ Physical Contact Meeting

5. Integrated service provisioning

DATE	TIME	VENUE
14 July 2026	10:00	Video Conferencing/ Physical Contact Meeting
14 October 2026	10:00	Video Conferencing/ Physical Contact Meeting
10 February 2027	10:00	Video Conferencing/ Physical Contact Meeting
11 May 2027	10:00	Video Conferencing/ Physical Contact

6. Governance Management Area Group

DATE	TIME	VENUE
15 July 2026	10:00	Video Conferencing/ Physical Contact Meeting
14 October 2026	10:00	Video Conferencing/ Physical Contact Meeting
11 May 2027	10:00	Video Conferencing/ Physical Contact Meeting
11 May 2027	10:00	Video Conferencing/ Physical Contact Meeting

7. Financial Management Area Group

DATE	TIME	VENUE
16 July 2026	10:00	Video Conferencing/ Physical Contact Meeting
13 October 2026	10:00	Video Conferencing/ Physical Contact Meeting
11 February 2027	10:00	Video Conferencing/ Physical Contact Meeting
11 May 2027	10:00	Video Conferencing/Physical Contact Meeting

8. Council Meetings of DPKISLM

DATE	TIME	VENUE
28 July 2026	10:00	Video Conferencing/ Physical Contact Meeting
27 October 2026	10:00	Video Conferencing/ Physical Contact Meeting
26 January 2027	10:00	Video Conferencing/ Physical Contact

		Meeting
28 April 2027	10:00	Video Conferencing/Physical Contact Meeting

3.2.7 PUBLIC PARTICIPATION SCHEDULE FOR THE DRAFTING OF THE 2026–2027 IDP/BUDGET/PMS

3.2.7.1 IDP Budget/PMS Review Process Plan Schedule

NO	ACTIVITY	TIMELINE	RESPONSIBILITY
1	Adoption of Draft IDP, Budget & PMS Process Plan	30 July 2026	Council
2	Public Participation on draft Process Plan	1 – 21 August 2026	Executive Mayor
3	Incorporation of public comments / inputs into the draft Process Plan	1 – 21 August 2026	Municipal Manager
4	Adoption of the Process Plan	August 2026	Council
5	Submission of the adopted Process Plan to MEC: COGHSTA	August 2026	Municipal Manager
6	Public notification on adopted Process Plan	August 2026	Municipal Manager

3.2.7.2 Analysis Phase

Community Consultation : Situational & Needs Analysis of the Draft IDP 2027- 2028 IDP (Sept - Oct 2026)

DATE	TIME	WARD	VENUE	TARGET	RESPONSIBLE PERSONS
08 Sept 2026	17H00	Ward 1 Vukuzakhe	Multi- Purpose Community Hall	Community	Councillors& Management
09 Sept 2026	17H00	Ward 2 Vukuzakhe	Vukuzakhe Community Hall		
10 Sept 2026	17H00	Ward 3 Vukuzakhe	Vukuzakhe Community Hall		
15 Sept 2026	17H00	Ward 04 Volksrust	Volksrust Community Hall		
16 Sept 2026	17H00	Ward 05 Wakkerstroom	Esizameleni Community Hall		
17 Sept 2026	17H00	Ward 06 Perdekop	Esiyazenzela Community Hall		
21 Sept 2026	10H00	Ward 07 Amersfoort	China 2 Community Hall		
22 Sept 2026	17H00	Ward 08 Amersfoort	Ezamokuhle Community Hall		
23 Sept 2026	10H00	Ward 09 Daggakraal	Sinqobile A Community Hall		
06 Oct 2026	10H00	Ward 10 Daggakraal	Sinqobile D Community Hall		
07 Oct 2026	10H00	Ward 11 Daggakraal	Spamplek Sports Ground		
	14H00		Sinqobile C Community Hall		

3.2.8 MAYORAL IMBIZO

DATE	VENUE	TARGET	RESPONSIBLE PERSONS
30 August 2026	TBC	All Wards (Representation)	Executive Mayor

3.2.9 PUBLIC PARTICIPATION SCHEDULE FOR THE ADOPTION OF THE 2027- 2028 IDP/BUDGET/PMS

3.2.9.1 Adoption Phase

Community Consultation: Adoption of the IDP 2027-2028 IDP (April 2027)

DATE	TIME	WARD	VENUE	TARGET	RESPONSIBLE PERSONS
05 April 2027	17H00	Ward 1 Vukuzakhe	Multi- Purpose Community Hall	Community	Councillors& Management
06 April 2027	17H00	Ward 2 Vukuzakhe	Vukuzakhe Community Hall		
07 April 2027	17H00	Ward 3 Vukuzakhe	Vukuzakhe Community Hall		
08 April 2027	17H00	Ward 04 Volksrust	Volksrust Community Hall		
13 April 2027	17H00	Ward 05 Wakkerstroom	Esizameleni Community Hall		
14 April 2027	17H00	Ward 06 Perdekop	Siyazenzela Community Hall		
15 April 2027	10H00	Ward 07 Amersfoort	China 2 Community Hall		
20 April 2027	17H00	Ward 08 Amersfoort	Ezamokuhle Community Hall		
23 Sept 2026	10H00	Ward 09 Daggakraal	Sinqobile A Community Hall		
06 Oct 2026	10H00	Ward 10 Daggakraal	Sinqobile D Community Hall		
07 Oct 2026	10H00	Ward 11 Daggakraal	Spamplek Sports Ground		
	14H0		Sinqobile C Community Hall		

3.2.G Activities Schedule Development to Adoption of IDP Budget & PMS 2027/28:

NO	ACTIVITY	TIMELINE	RESPONSIBILITY
1	Situational Analysis Phase IDP, Budget & PMS Public Consultation Meetings	Sep – Oct 2026	Council
2	Strategies and Projects Phase Pre-strategic Planning Strategic Planning	3-4 Dec 2026	Management
		21-22 Jan 2027	Council
3	Adoption of Draft IDP, Budget & PMS 2027/28	30 March 2027	Council
4	Submission of the adopted Draft IDP, Budget & PMS 2027/28 to MEC: COGHSTA	1 April 2027	Management
5	Public Participation on Draft IDP, Budget & PMS 2027/28	April 2027	Council
6	Integration Phase Incorporation of comments / inputs into the Draft IDP, Budget & PMS 2027/28	1 – 21 April 2027	Management
7	Approval Phase Adoption of the IDP, Budget & PMS 2027/28	30 May 2027	Council
8	Submission of the adopted IDP, Budget & PMS 2027/28 to the MEC: COGHSTA	1 June 2027	Management
9	Public notice issuing on adopted the IDP, Budget & PMS 2027/28	1 June 2027	Management
10	Public advert issued of the prioritized developmental issues in line with the approved budget	1 June 2027	Management

3.2 MECHANISMS AND PROCEDURES FOR ALIGNMENT

The importance of alignment is crucial as part of the 2027/32 IDP, Budget and PMS and review Processes. Alignment in terms of Spatial Development Frameworks, vertically and horizontally forms part of this IDP Process as well as institutional alignment between the Municipalities and the various processes on-going at the municipality, District, Provincial, National government levels and other parastatals.

The review of the IDP henceforth should also be aligned and incorporate the District Development Model of the Gert Sibande District Municipality Alignment between Local Government, District, Provincial and National spheres, parastatals and private sector remain relevant.

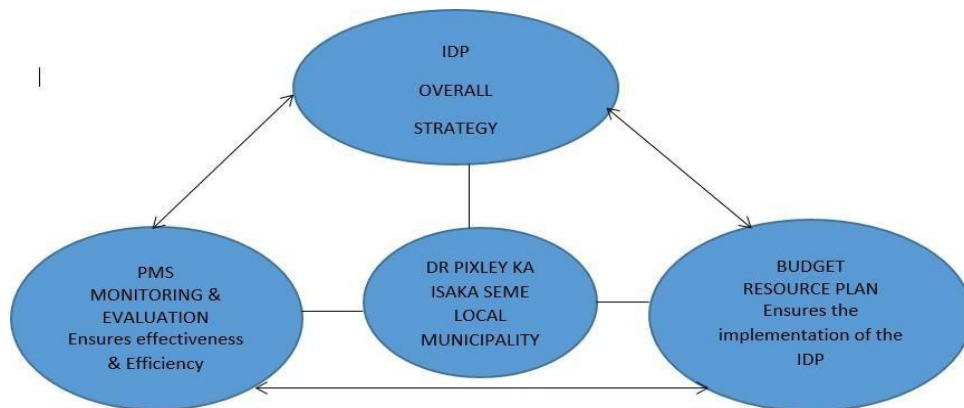
The review of the IDP will be driven by alignment with the key plans among others the Sustainable Development Goals (SDG), National Development Plan (NDP), Medium Term Development Plan (MTDP), National Spatial Development Framework (NSDF), Provincial Spatial Development Framework (PSDF), Mpumalanga Economic Recovery and Reconstruction Plan (MERRP), District Development Model (DDM), State of the National Address (SONA) by the President of the Republic of South Africa, State of the Province Address (SOPA) by the Premier of Mpumalanga Province,

The process will be able to integrate the strategic objectives, programmes and budgets of the District, Provincial, National Sector Departments, parastatals and private sector into the Municipal IDP; this includes the Provincial Growth and Development Plan and MTEF.

The relevant IGR forums available at all spheres of government will be used to ensure proper alignment vertically and horizontally.

FIGURE 1: IDP, BUDGET AND PMS LINKAGE

Figure 1 below illustrates the linkage between IDP, BUDGET and PMS



3.2.10 SECTOR PLANS

The following are key sector plans that should be reviewed in accordance with the five (5) year IDP to ensure continued relevance. The most attention should be on sector plans which are a priority in the municipality. Some Plans will need to be developed in line with identified gaps in the IDP assessment phase.

The plans are as follows:

- Water Services Development Plan
- Environmental Management Strategy
- Integrated Waste Management Plan
- Housing Chapter
- Agriculture Development Plan Tourism Plan
- Financial Plan
- Local Implementation Plan (HIV & Aids) Gender Policy (SPU development plan) Infrastructure Master Plan
- Energy Master Plan
- Water Services Development Plan
- Environmental management Strategy

3.2.11 NATIONAL/PROVINCIAL AND INTERNATIONAL SECTOR POLICIES AND LEGISLATION

Category of requirement	Sector requirement	National Department/Institution	Legislation/Policy
Legal requirements for a District/Local plan	Water Service Development Plan	Department of Water and Sanitation-DWS & DAFF	Water Services Act
	Water Resources Plan Forestry Plan		
	Integrated Transport Plan	Department of Transport-DoT	National Transport Act
	Waste Management Plan	Department of Environmental Affairs & Tourism-DEAT	National Environmental management Act
Requirements for Sector Plans to be incorporated into the IDP	Housing Strategy and targets	Department of Human Settlements DHS	Housing Act (Chapter 4, Section 9)
	Local Economic Development-LED	Department of Cooperative Governance, Human Settlement and Traditional Affairs – COGHSTA	Local Government: Municipal Systems Act
	Consolidated Infrastructure Plan	COGHSTA	
	Spatial Framework	DARDLA & COGHSTA	Local Government: Municipal Systems Act & Land Use Management Act
	Integrated Energy Plan	Department Minerals & Energy-DME	White Paper on Energy Policy, December 1998.
	Spatial development framework	Department of rural development and land reform	Spatial Planning and Land Use Management Act
	National Spatial Development Plan	The Presidency	MSA
	Provincial Growth and Development Strategy	Office of the Premier	MSA
Requirements that IDP should comply with	National Environmental Management Act (NEMA) principles	Department of Forestry, Fisheries and Environment - National (DFFE)	National Environment Management Act No 107 of 1998.
	Environmental Implementation Plan-EIP	Department of Forestry, Fisheries and Environment - National (DFFE)	National Environment Management Act No 107 of 1998.
	Environmental Management Plans-EMPs	Department of Forestry, Fisheries and Environment - National (DFFE)	National Environment Management Act No 107 of 1998.
	IDP-Budget Link	National Treasury-NT	MFMA Act No. 56 of 2003
	Circular No 11 of 2020	COGTA National	MFMA Act No. 56 of 2003
	Circular No 6 of 2021	COGTA National	MFMA Act No. 56 of 2003
	MFMA Circular No. 88 of November 2017	National Treasury – NT	MFMA Act No. 56 of 2003
Value adding contribution	Sustainable Development Goals	United Nation	SDGs

SECTION 4

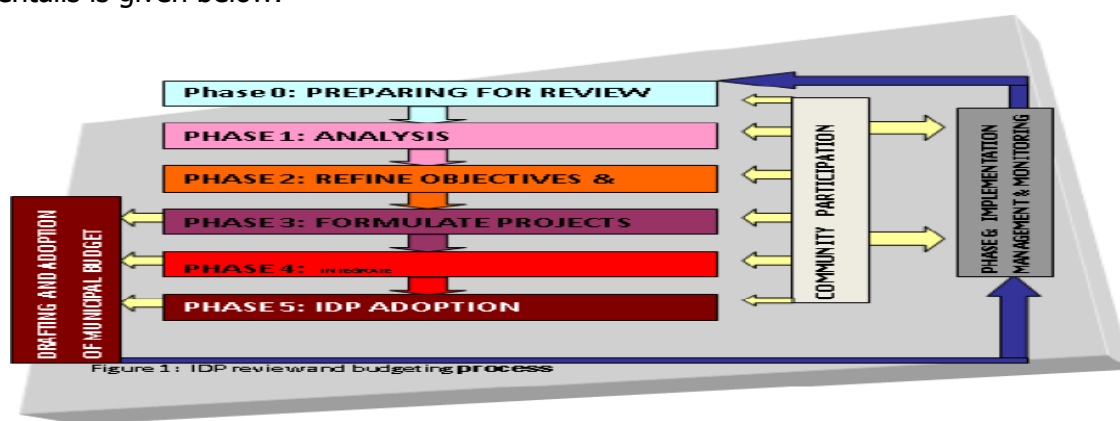
IDP ACTION PROGRAMME

The synchronization of planning activities between District and constituent Local Municipalities is essential to ensure that the planning activities occur, and outputs are available simultaneously so that the joint and complimentary responsibilities of the municipalities can be undertaken for all and by all responsible, at the same time. This approach will avoid duplication of the required joint processes and maximize the use of limited human resource capacities.

It will also ensure consultation between the local and district municipalities and over decisions that effect and are binding on both.

4.1 CORE ELEMENTS OF THE IDP DRAFTING

Figure 2 demonstrates the 5 phases of IDP. A detailed explanation of what each phase entails is given below:



An Outline of the IDP Review Process

No	PHASE	ACTIVITY	TIMELINE
1	PRE-PLANNING PHASE	- IDP Process Plan preparation to ensure proper management of the Integrated Development Planning Process. - Adopt the IDP Process Plans/Frameworks 10 months before the start of the budget year with key deadlines subsequent to consulting with its local communities.	August
2	ANALYSIS PHASE	- Collation of information on the existing conditions within the municipality. - Community meetings, stakeholder meetings, surveys, opinion polls and researched information should form the basis of this phase..	October
3	STRATEGIES PHASE	- Contemplation of the best possible strategies to tackle the identified challenges. - Focused analysis, municipal vision confirmation and development objectives with clear statements of what the municipality would like to achieve in the medium term to deal with the problems outlined in the first phase be confirmed. - Internal transformation needs, - Council's development priorities and formulating objectives. - Identification of the best methods and strategies to achieving development objectives - Commencement with identification of specific Projects commence.	January

		- This phase should be completed by.	
4	PROJECTS PHASE	- Details, Designs and content/specifications of projects identified during the prior phases. - Set clear targets and indicators worked out to measure performance as well as the impact of individual programmes and projects. - Linkage of identified projects to priority issues and objectives - Ensure engagement of internal technical committees and selected key stakeholders. - Prioritization guided by the needs and views of the affected communities. - The project technical committees and their subcommittees distinguish between the strategic municipal wide development programmes and the localized community-level projects.	February
5	INTEGRATION PHASE	- Confirmation of the identified projects to achieve the desired impact in terms of addressing the identified challenges and are aligned with the objectives and strategies and comply with legislation.	April
6	ADOPTION PHASE	- Adoption of the IDP document by Council	30 th of May each year.

4.2 IDP REVIEW ACTION PLAN 2026/27

The below **Table** provides the detailed action plan for the 2026/27 IDP, Budget and PMS Review Processes respectively. The action plan is broken up according to the 4 Quarters within the Municipal Financial Year with activities accordingly reflected therein.

	Activity	Key Deadlines	Responsibility	JULY				AUG				SEPT			
				1	2	3	4	1	2	3	4	1	2	3	4
Integrated Development Planning	PHASE 1 & 2: Preparatory, Analysis														
	Finance, PED, IE Portfolio Committees	14 July 2026	MM												
	Mayoral Committee Meeting	21 July 2026	MM												
	GSDM IDP Steering Committee Meeting	22 July 2026	MM												
	DPKISLM Council Meeting	28 July 2026	MM												
	Draft Process Plan 2026/27 to be adopted by Council	28 Jul 2026	MM												
	Adoption of IDP, Budget, PMS Process Plan	August 2026	MM												
	Finance, PED, IE Portfolio Committees	18 Aug 2026	MM												
	GSDM IDP Rep Form	22 Aug 2026	MM												
	Mayoral Committee Meeting	25 Aug 2026	MM												
	GSDM IDP Mancom Meeting	26 Aug 2026	MM												
	DPKISLM IDP Technical Committee Meeting	10 Sept 2026	MM												
	DPKISLM IDP Steering Committee Meeting	15 Sept 2026	MM												
	DPKISLM IDP Representative Forum Meeting	18 Sept 2026	MM												
	Finance, PED, IE Portfolio Committees	22 Sept 2026	MM												
Annual Budget	Mayoral Committee Meeting	29 Sept 2026	MM												
	Public participation meetings(Ward 1 – Ward 9)	08 Sept- 23 Sept 2026)	MM												
	Evaluation of the adequacy and effectiveness of controls over the implementation of the External Audit and Internal Audit recommendations.	31 Aug 2026	CFO												
	Submission to Specialist for Quality Control	31 Aug 2026	CFO												
	Annual Financial Statements of 2023/24 to Auditor-General.	31 Aug 2026	CFO												
	Review compliance with Generally Recognised Accounting	31 Aug 2026	CFO												

	Activity	Key Deadlines	Responsibility	JANUARY				FEBRUARY				MARCH			
				1	2	3	4	1	2	3	4	1	2	3	4
		2027													
	GSDM IDP Rep Forum Meeting	24 March 2027	MM												
	Adoption of the First Draft IDP 2027/28	30 March 2027	MM												
Annual Budget	Prepare first draft of annual budget	March 2027	MM												
	Assessment of submissions of operational and capital budgets by the budget steering committee	March 2027	CFO												
	Conduct mid-year review of current budget and performance of first six months and make recommendations for an adjustment budget.	March 2027	CFO												
	Prepare and submit adjustment budget to Council	March 2027	CFO												
	Final consultations workshops on draft budget with relevant stakeholders and prepare final budget document.	March 2027	CFO												
	Table draft annual budget to Council which includes rates, taxes and tariffs	31 March 2027	CFO												
	Submit tabled budget to Provincial and National Treasury and District Municipality for comments and inputs;	31 March 2027	CFO												
Performance Management Systems	Conduct mid year review of performance of first six months. Compile mid year report	29 Jan 2027	MM												
	COGTA Performance Assessment for Q2	29 Jan 2027	MM												
	Informal performance Assessment for Q2	January 2027	MM												
	Revision of SDBIP	28 Feb 2027	MM												
	Submission of Circular 88 Q2	28 Feb 2027	MM												
	Formal Performance Assessment for Q2	31 March 2027	MM												
	Prepare draft Service Delivery and Budget Implementation Plans	31 March 2027	MM												

Fourth Quarter

	Activity	Key Deadlines	Responsi bility	APRIL				MAY				JUNE			
				1	2	3	4	1	2	3	4	1	2	3	4
Integrated Development Planning	PHASE 4 & 5														
	Ensure IDP, Budget and PMS alignment	April-May 2027	MM												
	Finance, PED, IE Portfolio Committees	13 April 2027	MM												
	Mayoral Committee Meeting	20 April 2027	MM												
	Submit a copy of the final draft IDP within 10 days to the MEC of COGHSTA for credibility assessment	April 2027	MM												
	21 Days advertisement for public comments	April 2027	MM												
	Public consultations	05 April – 29 April 2027	MM												
	Convening of the Annual Municipal Planning Alignment Indaba to Consider Draft IDP, and consolidated inputs from Provincial and National Departments	April 2027	MM												
	DPKISLM Council Meeting	28 April 2027	MM												
	DPKISLM Technical Committee Meeting	10 May 2027	MM												
	DPKISLM Steering Committee Meeting	12 May 2027	MM												
	DPKISLM IDP Rep Forum	14 May 2027	MM												
	Finance, PED, IE Portfolio Committees	18 May 2027	MM												
	GSDM Steering Committee Meeting	19 May 2027	MM												
	Mayoral Committee Meeting	25 May 2027	MM												
	Approval of IDP 2026/27	30 May 2027	MM												
	Executive mayor tables final IDP before council for approval	30 May 2027	MM												
	GSDM Mancom Committee Meeting	09 June 2027	MM												
	Finance, PED, IE Portfolio Committees	15 June 2027	MM												
	Mayoral Committee Meeting	22 June 2027	MM												
	GSDM IDP Rep Forum	23 June 2027													

	Activity	Key Deadlines	Responsibility	APRIL				MAY				JUNE			
				1	2	3	4	1	2	3	4	1	2	3	4
Annual Budget	Submit a copy of the Final IDP within 10 days to the MEC of COGHSTA	June 2027	MM												
	Notify the Public of the approval of the Final IDP Budget by Council within 14 days upon approval	June 2027	MM												
	Review Framework Plan for the following FY	June 2027													
	Mayor to get inputs from community on budget (between 30 and 90 days after approval)	April – May 2027	CFO												
	Executive Mayor table Budget for approval before Council	31 May 2027	CFO												
	Submission of budget schedules in both printed and electronic formats to National and Provincial Treasury within 10 working days after approval of budget.	10 June 2027	CFO												
Performance Management Systems	COGTA Performance Assessment for Q3	30 April 2027	MM												
	Draft SDBIP tabled to the EM for approval in June and to Council for noting in July	30 April 2027	MM												
	Informal performance Assessment for Q3	30 April 2027	MM												
	Submission of Circular 88 Q3 report	29 May 2027	MM												
	Approval of 2024/25 SDBIP by the Executive Mayor within 28 days of approval of the budget section 53 (1)(c) of MFMA	30 June 2026	MM												

SECTION 5: MONITORING, EVALUATION AND AMENDMENT OF THE PROCESS PLAN

During implementation of the IDP Review process, certain scenarios that were not anticipated might arise which will have an impact to the achievement of some planned activities. It is thus critical that the monitoring and review mechanisms be catered for in the Planning process, where the amendment of the Process Plan should be the last resort. The following with regards to monitoring and amendment of the Framework Plan is recommended:

- That due diligence be ensured to avoid unnecessary amendments as the entire process must be accordingly adhered to when undertaking any amendment.
- That the Municipal Manager co-ordinates and monitor the whole process.
- That the progress and any deviations from the Process Plans that might affect activities be highlighted and duly reported on a quarterly basis.
- That the Executive Mayor, Speaker and Municipal Manager be mandated to make amendments to the Process Plan should these be required, and accordingly notify Council of such an amendment during its next sitting. An example of this would be revising timeframes in the event of unforeseen delays.

SECTION 6: COST ESTIMATES

Cost Allocation for the Drafting process

The budget for drafting of the 2026/27 is within the Public Participation and Operational line items. The IDP review is mainly done in-house.

ACTIVITY	DESCRIPTION	ESTIMATED COSTS
0150380500 IDP Pre-Strategic Planning	Expenditure: Operational Cost: Registration Fees:	R20 000
0150380500 IDP Strategic Planning	Seminars; Conferences; Workshops and Events: National	R50 000
Operational Cost	Communication, Telephone, Messages / Emails	R10000
IDP Travel Subsistence	Expenditure: Operational Cost: Travel and Subsistence: Domestic: Accommodation	R45 000

7. CONCLUSION

Dr. Pixley Ka Isaka Seme Local Municipality has ensured that the focus of the IDP formulation, Budget preparation, performance management and audit and risk processes are detailed and incorporated in the plan to improve on the implementation aspect, financial sustainability and linkage.

The Process Plan is also aligned to the IDP/PMS/Budget Framework of Gert Sibande District Municipality as prescribed in the legislation. The plan is also implementable through intergovernmental cooperation to enable the development of the draft IDP for the next financial year by March 2027.