



**THABA CHWEU**  
**LOCAL MUNICIPALITY**

# **INTEGRATED DEVELOPMENT PLAN (IDP), BUDGET, MONITORING, EVALUATION AND REPORTING PROCESS PLAN 2024-2025**





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## 1. INTRODUCTION

Integrated Development Planning (IDP) is an inclusive and strategic plan which guides and informs the planning, budgeting and development of the municipality. It is regarded as one of the key tools for local government to tackle its developmental role. The IDP Process is meant “to encourage the involvement of communities and community organizations in the matters of local government”- Constitution of the Republic of South Africa, 1996. As guided by the Municipal Systems Act, municipalities are required to develop IDPs and review them on an annual basis.

Section 29 of the Municipal Systems Act also requires that a process be set out in writing and be adopted by the Municipal Council to guide, among other aspects, the development of an IDP as well as the review process. The Process Plan is a management tool for each municipality, which helps the management of the IDP process on a day-to-day basis. The Process Plan has to include:

- Action Programme: activities, responsible persons, time frames and resources in the IDP Cycle/Phases
- Roles and responsibilities, also indicating responsible persons or agencies, and terms of reference describing the roles and responsibilities,
- Mechanisms and procedures for public participation, including organisational arrangements, a communication strategy, etc.
- Alignment mechanisms and procedures, including responsible persons, specific activities/events and conflict resolution procedures.
- Binding legislation and planning requirements at provincial/national level.

The said Thaba Chweu Local Municipality IDP Process plan is developed in line with the Ehlanzeni District Municipality Framework Plan as required in terms of Section 27 of the Municipal Systems Act.

## 2. DISTRICT DEVELOPMENT MODEL (DDM) COMPLEMENTED IN THE IDP

The DDM is a long-term framework for development and service delivery of the space within the District Municipality, this plan is envisaged to cover a latitude of between 30-50 years. It should embrace the aspirations and the developmental vision of all citizens, private sector and businesses, government and public institutions and civic groups of the society and other social partners. The Plan since it forges the integrated planning of development and service delivery should be a concerted effort of all the above stakeholders and sectors.

Whilst the plan is long term in nature, the IDP will then become a subunit of the plan covering the five-year space which will spell out the short to medium term targets prioritised for the district space. The IDP then becomes the 5-year segment review of the District Development Model (DDM). When the new



council takes over the administration at the start of the term of office, they are to review the DDM by developing a 5-year IDP.

At Ehlanzeni District Municipality, 7 work streams have been established and have already convened inception meetings for the development of the Terms of Reference for their operation. The Work streams comprise of the representatives of the local municipalities, private sector and civil society. The various workstreams/Clusters are listed in details below with the structures which are part of the IDP development process.

### **3. LEGISLATIVE FRAMEWORK**

#### **3.1 Municipal Systems Act, 32 of 2000**

*Section 28 (1)* of the Municipal Systems Act, stipulates that a municipality must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan. It further states that municipal councils must: “within a prescribed period after the start of its elected term, adopt a single inclusive and strategic plan for the development of a municipality.”

*Section 40* of the Municipal Systems Act stipulates that: ‘A municipality must establish mechanisms to monitor and review its performance management system’

#### **3.2 Municipal Finance Management Act, 56 of 2003**

The specific legislative provisions of the MFMA relating to the Budget, contained in *Section 21*, are that:

“21 (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) the annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act; and the budget-related policies;
  - (iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and any consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).”

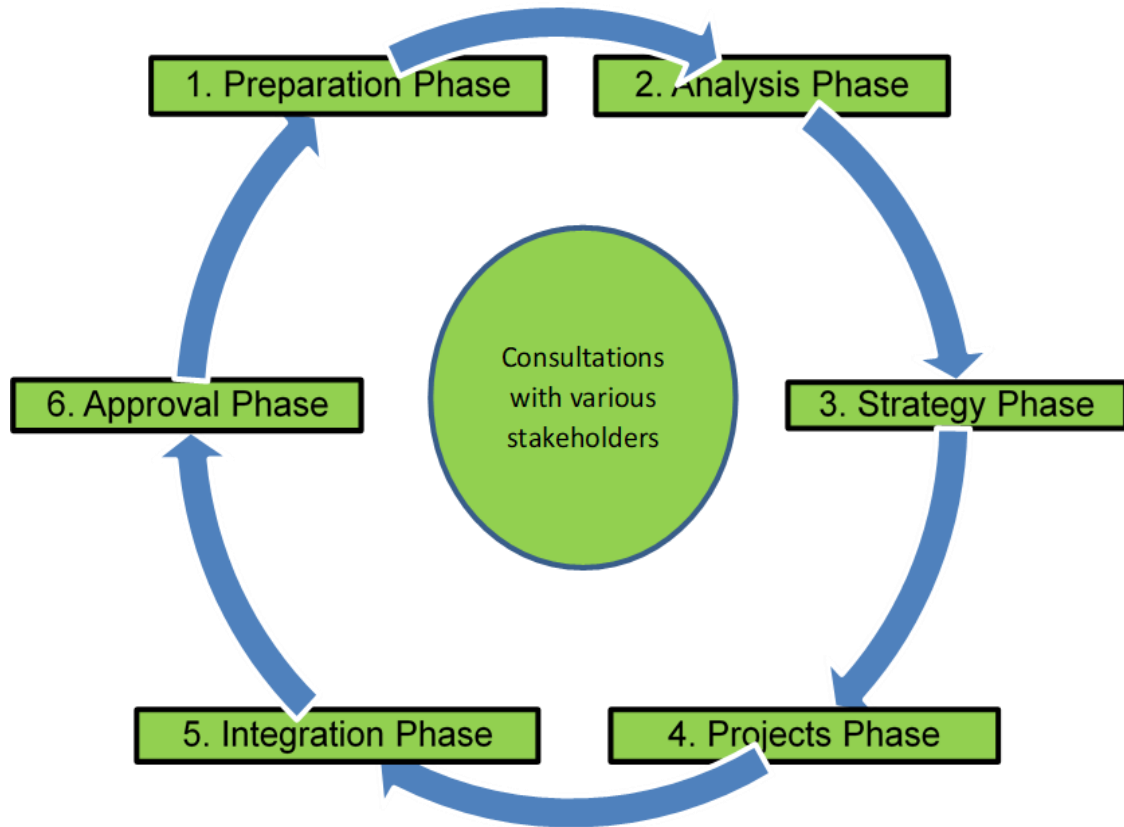


#### 4. INTEGRATION BETWEEN THE IDP, BUDGET, MONITORING, EVALUATION AND REPORTING PROCESS PLAN

The table below outlines the legislative timelines with regards to the IDP, Budgeting, Monitoring and Reporting processes:

##### 4.1 IDP & BUDGET PROCESS

The structure below represents the cycle which is followed in the development of the IDP and below that the table will outline the legislative actions and requirements for the process.



Legislative Action	Legislative Requirement	Period
Approval of the IDP and Budget Process Plan by Council	Table the IDP and Budget time schedule at least 10 months before the start of the financial year. This should outline key deadlines for the development of the IDP and annual budget of the municipality.	Quarter 1
Develop a culture of community participation	Section 16 of the MSA states that a municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose- (a) Encourage, and create conditions for the local community to participate in the affairs of the municipality.	Quarter 2 to Quarter 4



Tabling of the Medium-Term Budget, IDP, Tariffs and the Service Delivery Budget Implementation Plan (SDBIP)	The Mayor of the municipality must table an annual budget at a Council meeting at least 90 days before the start of the financial year. This must include supporting documentation such as the IDP, Tariffs and the Institutional SDBIP (Section 17 of the MFMA).	Quarter 3
Approval of the Medium-Term Budget, IDP, ME business plans and Tariffs	Council must approve the Medium-Term Budget, IDP, ME business plans and Tariffs at least 30 days before the start of the financial year.	Quarter 4
SDBIP	The Mayor must approve the Institutional SDBIP 28 days after the approval of the Budget.	Quarter 4

#### **4.2 ANNUAL REPORT PROCESS PLAN**

*Section 46 (1) of the Municipal Systems Act read with Section 121 (1) of the MFMA stipulates that: 'A municipality must prepare for each financial year a performance report reflecting-*

- a) the performance of the municipality and of each external service provider during that financial year;*
- b) a comparison of the performances referred to in paragraph (a) with targets set for and performances in the previous financial year; and*
- c) Measures taken to improve performance.*

*Section 46 (2) stipulates that: 'An annual performance report must form part of the municipality's annual report in terms of Chapter 12 of the Municipal Finance Management Act. [S. 46 substituted by s. 6 of Act 44 of 2003.]*

The purpose of the Annual Report is to provide a record of activities, report on performance against the budget and promote accountability to the local community for the decisions made throughout the year.

*Chapter 12 of the MFMA* contains a range of provisions relating to financial and performance reporting and auditing. With respect to the Annual Report, the process of preparation and adoption includes the tabling of annual reports and the formulation of oversight reports on annual reports.

In terms of *Section 133* of the MFMA, the Mayor must submit the Annual Report within 7 months after the end of the financial year, which means that the 2022/23 report should be tabled before the 31



January 2024. Thereafter, Council is required to approve the Annual Report and the oversight report within 9 months after the end of the financial year, i.e. before the end of March 2024.

### ***Process plan for tabling and approval of the 2022-23 Annual Report***

The table below outlines the legislative timelines with regards to the Annual Report process:

<b>Activity</b>	<b>Provision</b>	<b>Key Dates</b>
Submission of Draft Annual Report to Auditor General for auditing	MFMA Section 126(1)(a)	Quarter 1
Submission of Final Annual Report to Auditor General for auditing	MFMA Section 126(1)(a)	Quarter 1
Receipt of Auditor General's Regularity Audit of the municipality for the Year Ended 30 June 2021	MFMA Section 126(3)(b)	Quarter 2
Noting of Annual Report by Mayoral Committee	MFMA Section 127(2)	Quarter 3
Tabling of Annual Report to Council	MFMA Section 127(2)	Quarter 3
Tabling the Annual Report to Auditor-General, Provincial Treasury and Mpumalanga Department of Cooperative Governance and Traditional Affairs	MFMA Section 127(5)(b)	Quarter 4
Tabling the Annual Report to the Municipal Public Accounts Committee for oversight and Speaker's Office for public Participation	MFMA Section 127(5)(a)	Quarter 3

<b>Activity</b>	<b>Provision</b>	<b>Key Dates</b>
Oversight of the annual report by MPAC	MFMA Section 127(5)(a)	Quarter 3
Invitation of public comments on Annual Report	MFMA Section 127(5)(a)	Quarter 3



Consideration of public comments by Council and formulation of oversight report	MFMA Section 129	Quarter 3
Consideration and adoption of final Annual Report and Oversight Report by Council	MFMA Section 129(1)	Quarter 3
Submission of final Annual Report and Oversight Report to Auditor General, District, Provincial Treasury and Mpumalanga Department of Cooperative Governance and Traditional Affairs	MFMA Section 129(2)(b)	Quarter 3
Submission of final Annual Report and Oversight Report to the Mpumalanga Provincial Legislature	MFMA Section 132(1) and (2)	Quarter 3
Publication of final Annual Report on the website	MFMA Section 129(3)	Quarter 3

## 5. SUPPORTING STRUCTURES

Section 30 of the MSA: "the executive committee or executive mayor... must, in accordance with Section 29 [of the Act], manage the drafting of the integrated development plan, assign responsibilities in this regard to the municipal manager, and submit the draft plan to the municipal council for adoption".

Five (5) core structures form an integral part of the management of the IDP process plan:

- a) IDP Manager's Forum
- b) IDP Technical Forum
- c) IDP/Budget steering committee
- d) IDP representative forum
- e) Project Task Team

These structures are required to play a key role throughout the implementation of the process plan.

### 5.1 IDP Managers Forum

The IDP Managers Forum is a small committee that is constituted of the IDP Managers and IDP





Coordinators (or the official responsible for coordinating and managing the IDP Process) of each municipality in the Ehlanzeni District. Should the IDP Manager not be able to attend the meeting, a delegate, duly authorised to act on his/ her behalf, must be sent.

The IDP Managers' Forum has the following responsibilities in the planning process:

- To liaise with IDP Steering Committee on matters regarding the planning process within municipalities;
- Convene on a monthly basis at a time and place as agreed upon at their first meeting;
- Submit monthly progress reports according to a format as stipulated by the forum;
- Ensure horizontal alignment between the District Municipality and between local municipalities within the district;
- Ensure vertical alignment (through the Office of the Premier and Department Local Government as official point of entry) between municipalities in the Ehlanzeni District and Provincial Government as well as National Government where relevant;
- The District IDP Manager will chair the meetings and provide secretariat function.

## 5.2 IDP Technical Forum

This committee is established to assist the Executive Mayor in his/her role of the IDP Review processes. The committee comprises of all heads of departments including THALEDA i.e. senior managers/directors and managers of departments, the purpose of this committee is to correct planning, evaluate previous years performances and monitor all phases in the IDP processes and approve all changes in the IDP process during the review process of the IDP. This committee will be chaired by the Municipal Manager/Acting Municipal Manager (In this/her absence).

## 5.3 IDP & Budget Steering Committee

The IDP, Budget & PMS Steering Committee is a dedicated team of Heads of departments and or senior officials who support the IDP manager to make certain that there is a smooth review process. **The Executive mayor has to chair the meeting**, in his/her absence, the Municipal Manager or the IDP manager has a responsibility to chair the meeting. Every permanent member of the committee and other councillors shall sit in the steering committee as and when invited by the office of the Municipal Manager.

The terms of reference for the IDP steering committee should be to:

- Provide terms of reference for the various planning activities
- Commission of research studies
- Consider and comment on inputs of other committees, study teams, consultants, and provincial sector departments.



- Process, summarize and document outputs.
- Prepare, facilitate, and document meetings.
- Make recommendations to council.

This committee is fully functional and sits once a quarter.

#### **5.4 IDP Representative Forum**

This structure institutionalizes and guarantees representative participation in the IDP process. The selection of members of the IDP representative forum needs to base on criteria, which ensures geographical and social representation. Previously the municipality used a shared forum centralized at the Ehlanzeni District, TCLM has prospects to establish its independent forum in this cycle of the IDP. The representative forum is composed of:

- Speaker - Chairperson
- Executive Mayor
- Members of Mayoral Committee
- Ward Councilors
- Municipal Manager
- Municipal Officials (Senior Managers and Managers)
- IDP Manager and Budget Manager
- A designated official of the Municipality to represent gender, disability, and other unorganised group in their absence (person to be nominated)
- Provincial Sector Departments
- Ehlanzeni District Municipality
- Representatives of Traditional Authorities
- All Heads of Provincial and National Departments and designation senior officials or top Management (Head of Departments)
- Local stakeholders' representatives of organized groups include:
  - Ward Committees
  - CDW
  - NGOs
  - NPOs



- Parastatals
- Business Organisations
- Church bodies
- Organised Groups e.g. disabled

The terms of reference of the IDP representative forum should be to:

- Represent the communities at strategic decision-making level.
- To form a structured link between the municipality, government, and representatives of the public
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders including the municipality.
- Ensure communication between all stakeholder representatives including the municipal council.
- Monitor the performance of the reviewing and implementation process.
- Participate and ratify the completion of each phase of the IDP development and review process.

### **5.5 Project Task Team**

This will be effective teams composed of several relevant municipal officials, sector departments and technical people, actions involve the management of IDP implementation and where appropriate community stakeholders directly affected by the project. The IDP steering committee appoints this project task team and also clarifies their terms of reference within the planning process. The Task Team thus develops detailed costed project proposals, investigate alternative solutions, develop integrated sectoral programmes and align district and national department priorities and projects. This is conducted at projects & Integration phase of the IDP Cycle.

### **5.6 IDP Cluster Forums (Now DDM Workstreams to be listed & functions and responsibilities to be outlined)**

The list below outlines the various clusters at a district level to ensure that the DDM processes, planning and monitoring unfold in an inclusive manner:

- a) Social Services & Disaster Management
- b) Governance, IGR, Communication, Public Participation & HR (Including Traditional Council)
- c) Economic Growth & Job Creation
- d) Basic Services & Infrastructure Development
- e) Finance and ICT Governance
- f) Research and Development



### g) Spatial Planning and Environmental Management

All the above are active in the district and the main objectives of these clusters are to Provide technical input to the district IDP process, Promote the alignment of strategies in the district; and contribute to the prioritization of the district priorities.

In Thaba Chweu only three of the structures are functional i.e. The Manager's Forum, IDP Representative Forum and the IDP/Budget Steering committee.

## **6. INTERGOVERNMENTAL RELATIONS: DISTRIBUTION OF ROLES AND RESPONSIBILITIES IN THE IDP PROCESS**

Specific roles and responsibilities required within the IDP process from various structures and governing bodies have been designed in a consultation process as part of the compilation of the district framework plan. These roles and responsibilities are applicable to all the structures for the compilation of the district IDP as well as the IDP's of the various local municipalities in the Ehlanzeni District with the exception of the IDP managers forum, mayoral forum and other stakeholders or existing structures.

### **6.1 Ehlanzeni District Municipality**

The District Municipality is responsible for the following:

- Horizontal alignment of the IDPs of local municipalities in the Ehlanzeni District Municipality's area of jurisdiction;
- Vertical alignment of planning on district and local level;
- Facilitation of vertical alignment of IDPs with other spheres of government and sector departments;
- The preparation of joint strategy workshops with local municipalities, provincial and national role-players and other subject matter specialists;
- Compilation of a District Process Plan, based on the Framework;
- Managing, compilation and approval of the District IDP and monitoring and evaluating the District IDP Process Plan within the compilation process
- Ensuring that the Process Plans of the local municipalities and development process adhere to the alignment issues as agreed in the Framework.

### **6.2 Thaba Chweu Local Municipality**



According to the Ehlanzeni Framework Plan, each local municipality in the district area, as the ultimate political decision-making body on local level, must:

- Prepare its designated Process Plan based on the Framework and submit the draft Process Plan to the Ehlanzeni Municipality for assessment in terms of alignment procedures and time frames as described in the Framework;
- Amend the Draft Process Plan according to recommendations of the District Steering Committee and decide on and adopt the Process Plans;
- Monitor, evaluate and reporting on its IDP Process in terms of the Monitoring Plan as described in Chapter 6 of the District Framework Plan;
- Undertake the overall management, co-ordination and monitoring of the process and drafting the local IDP and approve the municipal IDP within the agreed time frame;
- Submit necessary documentation on each Phase of the IDP to the District Municipality according to the agreed time frames;
- Approve nominated persons to be in charge of different roles, activities and responsibilities of the process and drafting of the IDP.
- Within its role of managing and coordinating the IDP Process on local level, municipalities must ensure that:
  - All relevant actors are appropriately involved;
  - Appropriate mechanisms and procedures for public consultation and participation are applied;
  - The planning events are undertaken in accordance with the time schedule;
  - The planning process is related to the real burning issues/priorities in the municipalities; and
  - That sector planning requirements are adhered to.

## 7. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

According to Chapter 4 Section 16 of the Local Government Municipal Systems Act 32 of 2000:

*“ A municipality must develop a culture of municipal governance that compliments formal representative government with a system of participatory governance and must for this purpose (a) encourage and create conditions for, the local community to participate in the affairs of the municipality.”*

Community participation is one of the key aspects in the IDP, Budget and Performance Management processes. The municipality will use the public participation strategy to guide the process of community participation as it outlines how the municipality should involve the communities in the municipal processes. Platforms such as the official municipal Facebook, WhatsApp groups and virtual meetings will be used to further amplify the message and expedite community participation.

Participation in the development of the Thaba Chweu Municipal IDP serves to fulfil four major



functions:

- Needs orientation - ensuring that people's needs, and problems are considered and documented.
- Appropriateness of solutions – using the knowledge and experience of residents and communities in order to arrive at appropriate and sustainable problem solutions and measures.
- Community ownership - mobilizing local residents and communities initiatives and resources, and encouraging co-operation and partnerships between municipal government and residents for implementation and maintenance.
- Empowerment – making integrated development planning a public event and a forum for negotiating conflicting interests, finding compromises and common ground and, thereby, creating the basis for increased transparency and accountability of local government towards local residents.

The IDP Steering Committee will finalize the strategy based on the approved District Framework and Thaba Chweu IDP Processes, taking into consideration the need to comply with any relevant legislation.

The following will serve as principles of the Public Participation strategy:

- Roles of different role-players during participation process:
  - The roles and responsibilities as set out in this Process Plan will be constituted as part of the public participation process.
- Means of encouraging representation of unorganized groups:
  - A municipal official designated for this task will in consultation with the IDP Steering Committee identify unorganized groups and decide on a strategy to involve these groups in future meetings and other procedures.
  - An official of the municipality have been designated to ensure that Gender and Disability issues be covered at all Representative Forum meetings in the absence of these groups.
- Communication through ward committees
  - Ward Committees will be used to disseminate information on IDP to their respective communities and structures.
- Frequency of public participation meetings:
  - The IDP Steering Committee has the responsibility to organize Representative Forum meetings as it may deem necessary. Proposals of events as contained in Guide 3 of the IDP Guide Pack as compiled by the Department Provincial and Local Government will be used as point of departure in determining the frequency of the Representative



Forum meetings, but the IDP Steering Committee may combine certain events in an effort to minimise the frequency of these events. Where community consultation in the form of Ward Meetings may be required, combined meetings for more than one ward may be held where it is assumed that there is mainly the same type of needs of these wards.

- Information dissemination:
  - Representatives of various community groups, stakeholders and role-players within the Representative Forum is seen as the most important source as information dissemination to the groups they represent. The Steering Committee may formulate specific strategies in order to distribute information to specific groups, as it may deem necessary.



## 8. ACTION PROGRAMME AND TIME FRAMES

An action programme is a component of the Process Plan. It should be known by all role-players involved in the IDP/budget process to ensure execution of the action and maximum participation and alignment.

Below is the action programmes with time frames of different phases as established by Thaba Chweu Local Municipality in line with the District Framework Plan. All municipalities within the Ehlanzeni District have agreed to adhere to the following time frames of different phases for the IDP process in the district.

No.	Phase	IDP process	Budget Process	Responsible Body/Structure/Official	Timeline/Due Date
0	Preparation Phase	Review previous year's process plan/Budget Timetable	Review previous year's process plan/Budget Timetable.	MM/All Departments	01 July – 31 August 2023
		Approval of the process plan	Approval of the process plan	Council	
		Establishment of the IDP/Budget Steering Committee, Technical Committee, Project Task Team & IDP Rep Forum	Establishment of the IDP/Budget Steering Committee, Technical Committee, Project Task Team.	Executive Mayor/MM	
		Submission of process Plan to COGTA		MM	By the 12 <sup>th</sup> of September 2023





		Advertisement of the approved IDP/Budget & Performance process plan (Newspaper and Municipal Website)		IDP Manager/Budget Manager	1 – 13 September 2023
1	Analyses Phase	IDP/Budget steering Committee meeting	IDP/Budget steering Committee meeting	IDP/Budget steering	14 September 2023
		Assessment of the current first quarter IDP Implementation on all key performance areas e.g. assessment of actual level of development and projects implementation in line with the IDP and service delivery backlogs etc. Assess environmental and political Changes	Assessment of the current first quarter Budget Implementation on all key performance areas e.g assessment of actual level of expenditure, revenue collections, billing effectiveness, cost curtailment measures etc.	All Department	1 August – 31 October 2023
		Analysis of all council policies against its effectiveness and efficiencies on the IDP mandate as well as the implementation of the previous IDP	Analysis of all council policies against its effectiveness and efficiencies on the IDP mandate.	All Department	
		Adjusts the IDP in accordance with the MEC for Local Government proposal (If Applicable).		IDP Office	



		Stakeholders' participation meetings on the Development of the IDP/Budget 2024-2025		Executive Mayor, All ward Councilors and Ward committees, CDW, All Department and other interested and affected parties	
<b>2</b>	<b>Strategy Phase</b>	Departmental Technical and Strategic planning meetings (Discussion on the Assessment of the findings from the analysis phase), review sector plans and policies.	Departmental Technical and Strategic planning meetings (Discussion on the Assessment of the findings from the analysis phase.	EXCO, MM, All departments	01 November 2022 – 31 January 2024
		Proposal of projects and programs to be implemented in the IDP	Proposal of new funding model for the new IDP	PMS, Risk, All Departments, CFO	
		IDP/Budget Steering Committee meeting	IDP/Budget Steering Committee meeting	IDP/Budget steering	31 <sup>st</sup> October 2023 or 1 <sup>st</sup> November 2023
		IDP Representative Forum (Meeting) to ensure Intergovernmental alignment		IDP Rep Forum delegates (Provincial, Private sector, Municipality, and council)	02 November 2023
		Submission of consolidated community priorities to Cogta		EDM and Local Municipalities	07 November 2023



		Strategic Planning Technical Lekgotla		TCLM Management	16 <sup>th</sup> & 17 <sup>th</sup> November 2023
		EDM Rep Forum		EDM, All Councils and all Local Municipalities	November 2023 (TBA)
		Political Strategic Planning Lekgotla		Council/Executive Council and Executive Management	30 <sup>th</sup> & 31 <sup>th</sup> January 2024
3	Project Phase	Compilation of the Draft IDP Projects and programmes as per the IDP committed projects	Preparation and Compilation Departmental Operational plans for the IDP project's funding. Consideration of budget performance and adjustment when necessary and submit to the Steering Committee.	MM, CFO, All Departments	01 December 2023 - 29 February 2024
		Provide support on all proposed projects, programmes and other plans to the IDP and other provincial and national frameworks	Confirmation of IDP projects and programme funding and Final submission of departmental adjustment budget to the office of the CFO.	All Departments (Internal & External)	



	IDP Technical Committee meeting	Review budget policy/ guidelines and tariff policy.	Executive Mayor, MM, CFO, Senior Managers, IDP Manager	01 January – 31 March 2024
		Compilation of section 72 & mid-year budget performance assessment.	PMS, All Departments (Internal)	
		Submission of the Adjustment Budget to Council for approval,	MM, CFO	
		Consolidation and preparation of proposed 2024-26 budget and plans for the next financial year.	IDP, CFO and All Departments (Internal)	
	IDP Technical committee meeting (Presentation of integrated programmes and projects and their costings by departments to the IDP and Technical Committee)	Submission of departmental proposed budget and projects and programmes for 2024-26 in a form of procurement plans to the CFO.	IDP, CFO and All Departments (Internal)	01 February – 15 March 2024
	Final alignment of projects, programmes and other plans to the IDP (Internal, Provincial and National departments)	Finalisation and review of tariff policies and other budget related policies for the 2024/25 financial year	Steering Committee	15 March – 26 March 2024



4	Integration Phase	Recruitment of stakeholder's (National, Provincial, Parastatals ,NGOs etc) projects and programmes contribution for the next financial year	Consultation with the Division of Revenue Act (DoRA) and other funding in order to determine national and provincial allocations.	CFO and IDP	01 January – 31 March 2024
		Representatives forum (Presentation of final draft projects and programmes from stakeholders (National, Provincial, Parastatals, NGOs etc.) to IDP Rep Forum		Executive Mayor, MM, CFO, IDP, Sector Depts and National Depts, Parastatals and other stakeholders	
5	Approval Phase	Tabling of the draft IDP/Budget IDP/Budget steering Committee	Tabling of the draft IDP/Budget IDP/Budget steering Committee.	MM, CFO	1 - 31 March 2024
		Tabling of the draft IDP/Budget all portfolio committees	Tabling of the draft Budget and budget related policies all portfolio committees.	MM, CFO	
		Tabling of the draft IDP to Mayoral committee	Tabling of the draft Budget and budget related policies to Mayoral committee.	MM, CFO	
		Table the draft IDP before Council	Table the draft Budget and budget related policies before Council.	MM, Council	
		IDP Representative Forum	IDP Representative Forum	Rep Forum	06 April 2023



	Advertise the draft IDP/Budget for stakeholders Comments	Advertise the draft summarized Budget and budget related policies for stakeholder's Comments	IDP, CFO	1-12 April 2024
	Stakeholders' participation meetings on the draft IDP/Budget 2023-24 financial year	Stakeholders' participation meetings on the draft Budget and budget related policies 2023-24 financial year.	PMS, Risk, MM, Executive Mayor, Speaker's Office and All Councilors (All Directors)	01 April – 31 May 2024
	Consolidation and finalization of stakeholders comments received during the participation process of the draft IDP/Budget 2023-24	Consolidation and finalization of stakeholders comments received during the participation process of the draft Budget and budget related policies for the next financial year	CFO and IDP Unit	
	IDP Technical Committee and IDP/Budget steering committee meeting (Final review of the comments received from consultations)	IDP/Budget steering committee meeting (Final review of the comments received from consultations)		
	District IDP Representative Forum		Executive Mayor, MM, CFO, Senior Managers, IDP Manager, EDM	23 April 2024



		IDP/Budget Steering committee	Budget Steering Committee	Executive Mayor, CFO, IDP Manager	1- 31 May 2024
		Final Approval of the IDP 2023-2024	Final Approval of the IDP and Budget 2023-2024	MM, Council	
		Advertise final adopted IDP/Budget 2023-2024		IDP Manager	3-12 June 2024
		Approval of the Institutional Service Delivery, Budget Implementation Plan (SDBIP)		MM, Executive Mayor, Senior Managers	28 June 2024



The dates below are as recorded in the Ehlanzeni District Municipality (EDM) for meetings which will be held and are planned by the district for various meetings such as the IDP Managers and coordinator's forum; IDP Rep Forum and Clusters:

<b>IDP and Budget Representative Forums</b>		
<b>Date</b>	<b>Time</b>	<b>Venue</b>
23 November 2023	09h00	EDM Council Chamber/Virtual Platform
23 May 2024	09h00	EDM Council Chamber/ Virtual Platform

<b>IDP Managers and Planners Forum</b>		
<b>IDP Managers Forum</b>		
<b>Date</b>	<b>Time</b>	<b>Venue</b>
27 July 2023	09h00	Hotel Kruger Gate
25 August 2023	09h00	Bushbuckridge LM
10 November 2023	09h00	Nkomazi LM
09 February 2024	09h00	Thaba Chweu LM
08 March 2024	09h00	City of Mbombela
09 May 2024	09h00	EDM
<b>IDP Planners Forum</b>		
08 December 2023	09h00	EDM
<b>IDP Mayoral Lekgotla</b>		
15 February 2024	09h00	EDM

<b>DDM TECHNICAL MEETINGS</b>			
	<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>
Quarter 1	03 August 2023	09h00	EDM Council Chambers
Quarter 2	05 October 2023	09h00	EDM Council Chambers
Quarter 3	08 February 2024	09h00	EDM Council Chambers
Quarter 4	04 April 2024	09h00	EDM Council Chambers

<b>DDM COUNCIL MEETINGS</b>			
	<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>
Quarter 1	17 August 2023	09h00	EDM Council Chambers
Quarter 2	19 October 2023	09h00	EDM Council Chambers
Quarter 3	15 February 2024	09h00	EDM Council Chambers
Quarter 4	18 April 2024	09h00	EDM Council Chambers



## **9. MONITORING OF THE PROCESS PLAN AND AMENDMENT OF THE FRAMEWORK PLAN**

The municipality will be responsible for monitoring the implementation and should there be a need for deviation from this plan the following procedure should be adopted:

- The municipality must inform the district municipality within a reasonable time, on deviations of the Actions programme that affects district wide activities;
- The IDP manager must inform the steering committee of the recommendations on the deviation.

## **10. CONCLUSION**

The IDP, Budget, evaluation, monitoring and reporting Process Plan is therefore a document that guides all activities and procedures that need to be followed and carried out during the review of the IDP which will be used as a yard stick to gauge the progress in the implementation of the 5<sup>th</sup> generation of the IDP. The 5<sup>th</sup> generation of the IDP ultimately becomes a tool to implement the district development model. The process plan covers specific time frames that need to be adhered to so that the activities of the municipality are aligned with the District, Provincial and National activities. It also sets out certain budgetary requirements that will ensure the proper planning and implementation of the IDP.