

# THABAZIMBI LOCAL MUNICIPALITY



## PROCESS PLAN 2026/27

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## 1. INTRODUCTION

As stipulated in Section 28 of the Municipal Systems Act 32 of 2000 (MSA), a municipal Council must adopt a process set out in writing to guide the planning, drafting, adoption and review of its Integrated Development Plan (IDP). This Process Plan is developed in line with the District Framework Plan, wherein the meeting was held from 17 - 18 July 2025 in Thabazimbi Local Municipality, municipal plans and other relevant legislation, regulations and guidelines have been taken into account. Also the Process Plans must ensure compliance with certain minimum quality standards of the IDP process and proper coordination between and within spheres of government occurs within this process. This process plan will therefore serve as a guide for reviewing the 2026/27 IDP that will be adopted by Council.

In order to ensure certain minimum quality standards of the Integrated Development Plan (IDP), and a proper coordination between and within spheres of government, the preparation of the Process Plan has been regulated in the Municipal Systems Act (2000).

The preparation of a Process Plan, which essentially is the Thabazimbi IDP process set in writing, requires adoption by Council and includes the following:

- A programme specifying the time frames for phases of the planning 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.
- An indication of the organisational arrangements for the IDP process.
- Legally binding plans and planning requirements to be met within the context of the IDP process.
- Mechanisms and procedures for vertical and horizontal alignment.
- Cost Estimate for the Planning Process.
- Monitoring of review process and implementation

## 2. STRUCTURE OF THE PROCESS PLAN

This plan consists of nine sections. These sections provide basic guidance, purposes, contents and processes of the IDP. The result of the preparation process should not only be a document (the Process Plan), but also a well prepared council and management, confident about the task ahead. Each section has its importance and a role it plays during the implementation of the IDP, and these sections can be briefly described as follows: -

## 2.1 Contents for the Process Plan indicate the following: -

***Distribution of roles and responsibilities:*** The IDP review needs to be undertaken as a collaborative effort by different role players and the distribution of the roles and responsibilities is thus critical especially within the municipality to ensure that each role player is adequately aware of the required input and capacity that he/ she should provide within the lifespan of the IDP review process.

***Organizational Structure/Institutional arrangements for implementation:*** This is the composition of the key representatives who are critical for the management, execution and implementation of the IDP process. The municipality needs to establish a set of organizational arrangements to -

- institutionalize the participation process;
- effectively manage outputs; and
- give affected parties access to contribute to the decision-making process.

***Action Plan-time frame and resources:*** The IDP review is a process that is action driven and time bound. This section will therefore set the overall targets and a framework by which the IDP Tasks Team will abide to in order to ensure that the overall process is undertaken and completed within the required timeframes.

***Mechanisms and procedures for public participation:*** – as previously indicated public participation is a compulsory principle and a legal requirement with regards to the annual review of the IDP process.

***Mechanisms and Procedures for alignment:*** This provides a brief overview regarding the required procedures for vertical and horizontal alignment that the IDP needs to achieve. The vertical alignment will include aligning the IDP with National and Provincial policies and District strategies, while the horizontal alignment will include aligning the IDP with the Sector Plans and adjacent municipalities

***Legally Binding legislation and planning requirements:*** The proposed IDP review needs to show consciousness by Thabazimbi Municipality of its constitutional and policy mandate for developmental local government including its powers and functions. This section will list the key legislations and policies that must be considered for the review of the IDP.

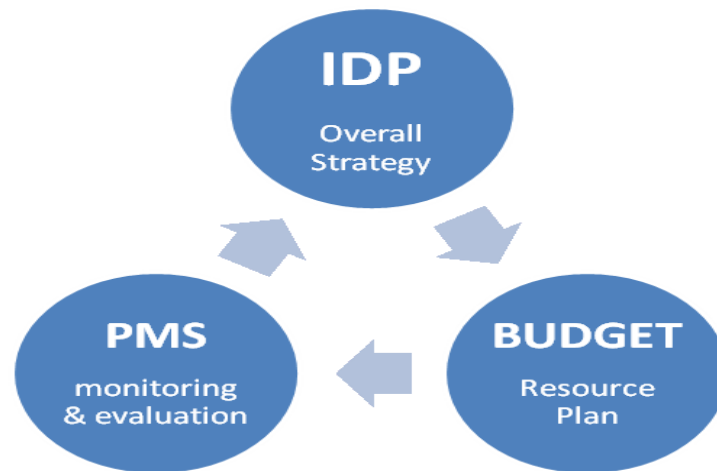
**Cost Estimate for the Planning Process:** This presents the financial implications that will be incurred through allocating the required resources that are needed for undertaking the scope of the review exercise.

**Monitoring of review process and implementation:** – this process highlights the series of interrelated stages which will culminate the production of the IDP process.

### 3. ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES

Every attempt has been made in this Process Plan to align the IDP and Budget preparation process, and the Performance Management System (PMS)

The following diagram summarise the functions of these processes and their critical linkages to one another.



Progress has been made with the process of aligning the IDP, Budget and the Organisational Performance Management System. Every effort will be made in the 2026/27 financial year to improve the integration of these three processes to an even greater extent through the Process Plan. It should, however, be noted that the Organisational PMS specifically

also requires its own in- depth process comparable to that of the IDP as well as the budget.

The Budgetary Process will address the various budget requirements and focus areas identified through self-assessment, i.e. compliance issues. The spotlight is on the alignment of the Budget to the IDP, Organisational PMS and SDBIP.

The Organisational PMS process will address the following issues:

- Alignment of the PMS, Budget and IDP processes and interim feed into the SDBIP.
- Establishment of the Performance Management Audit Committee.
- Implementation of the Individual Performance Management System at Managerial Level.

#### 4. PLANNING CYCLE

The total programme spans over an expected ten (10) month period and has been categorized as:

- Phase 0 – Preparation
- Phase 1 – Analysis
- Phase 2 – Strategies
- Phase 3 – Projects
- Phase 4 – Integration
- Phase 5 – Approval

**Phase 1 Analysis:** During this process the supplementary information required for the revision of the IDP will also be identified and actions will be launched to collect the necessary information. This phase will also comprise meetings/negotiations with provincial departments in order to monitor progress on provincially/nationally funded projects as contemplated in the IDP documents. During this phase the situation regarding the appointment and conducting of sectoral strategic plans will also be monitored

**Phase 2 Strategies:** the process comprises the revision/confirmation of priority issues as listed in the previous IDP. Based on the activities conducted and the findings/outcomes of certain actions, the technical team will now be in a position to revise/elaborate and confirm the issues from the previous IDP's. Strategies constitute the game plan or map to assists the municipality to progress from where it is, to where it wants to be.

## **GAP Analysis and Strategies**

The first step is to assess the gap between the current reality in terms of development and the provision of service, and where the municipality desires to be in terms of its vision and mission. The next step is to identify strategies to bridge the gap, this is done as follows:

- Key performance areas (KPA's) are identified and are those areas in which the municipality has to excel to accomplish the vision and mission. KPA's are broad areas of focus.
- Developmental objectives are formulated in terms of the identified key development priorities and are linked to the KPA's.

**Phase 3 Projects:** This phase is a formulation of projects proposal and Programme to ensure that the objectives and targets of the project deliverables are aligned, and remain aligned with the outcomes of the project within the municipality. Projects emanating from the strategies and priority issues will be revised and confirmed and where necessary additional information on project details will be obtained.

**Phase 4 Integration:** During this phase the IDP Steering Committee, IDP

Management Committee and IDP Representative Forum should ensure that total integration has been achieved in terms of the following:

- All identified projects and sectoral operational business comply with the municipality's strategies (KPA's and developmental objectives)
- All the identified sectoral operation business plans and projects are aligned with provincial and national sector department's plans and programs to secure funding from national and provincial departments.
- In the case of multi-disciplinary projects such as poverty alleviation, gender equity, HIV/Aids prevention, environmental management, disaster management and local development, all the relevant stakeholders should be involved.

**The IDP is an integrated plan and reflects the following:**

- 5 year financial plan,
- 5 year capital investment Programme,

- integrated communication plan,
- Institutional restructuring.

**Phase 5 Approval:** During this phase, the municipality should do everything in its power to ensure support for the implementation of the IDP by all stakeholders involved or affected by it. All stakeholders must have access to the draft and Final IDP and allowed to articulate their concerns to ensure that the process does not become an endless exercise; this is done within 21 days as required by the Municipal Planning and Performance Management Regulation 2001. After the completion of the IDP compilation process, the IDP document must be presented to the Council for consideration and adoption to enable the District to adopt its IDP.

The public must be informed of the adoption of the Reviewed Integrated Development Plan by a notice in a newspaper in terms of Section 25 (4) of the Act. The Municipality adopts the final IDP and in terms of the Municipal Systems Act a copy of the IDP as adopted by Municipality must be submitted to the MEC for Local Government within ten (10) days.

The MEC for Local Government may within 30 days of receiving the IDP, request the municipality to amend or adjust the IDP in accordance with the MEC proposals. Within 14 days after the adoption of the IDP in terms of subsection (1) or (3) a give notice to the public

- Of the adoption of the IDP plan and
- The copies of the IDP plan are available for public inspection at specified places.

## **General**

Public participation is the fundamental part of the IDP process and local authorities will conduct a public participation program both in terms of the monitoring of implementation of the IDP as well as the revision of the IDP process. It must be emphasized here that the results and findings from the implementation and monitoring process, will continuously feed into the various phases of the IDP revision process and that the revision will to a large degree be based on the results of the implementation and monitoring process.

One need to consider that certain phases/activities overlap with others, thus enabling the Municipality to adhere to the required timeframe. It should be noted further, that the below programme excludes the 3-week year-end vacation period and Council recess in December.



CYCLE	PHASES	STRATEGIC INPUT/OUTPUT
July-Sept 2025	Preparation phase	Information gathering at all levels. Progress on previous commitments and change of strategic direction or developments in line with the MTSF, NSDP and LDP
Oct-Dec 2025	Consultation phase	Public participation in all the wards assisted by Ward Committees. Strategic information based on the 1 <sup>st</sup> cycle. Budget indication by the CFO, Sector Depts. and Private Sector. Programmes to be based on consultation process with the Communities. Priority projects allocations should be aligned to influence the initial budget. The 1 <sup>st</sup> draft IDP and budget should be in place by mid-December for Public Consultation. Both the Capital Expenditure (CAPEX) and Operational Expenditure (OPEX).
Jan-March 2026	Drafting phase	Heads of Depts. to embark on strategic sessions to analyse their budget to give an indication of MTEF allocations. Each department to provide its projections for the next 5 years in order to guide budgeting process.
March-June 2026	Adoption phase	Both the District and the Thabazimbi Municipal Council will engage in Public Debates and Consultation with the Community for inputs into the final IDP Document, which will be adopted by stakeholders and approved by Council.

<b>January 2026</b>	Accounting Officer to assess the performance of the municipality during the first half of the financial year and make recommendations as to whether an adjustment budget is necessary and recommend revised projections for revenue and expenditure to the extent that this may be
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<b>January 2026</b>	Council to approve 2026/27 mid-year review.
<b>January 2026</b>	Council to approve main adjustment budget for the 2026/27 financial year.
<b>January 2026</b>	<p>The tabling of Annual Report (inclusive of Final AFS and AG report) and MPAC Report for the 2026/27 financial year to Council:</p> <ul style="list-style-type: none"> <li>- Tabling of Annual report to Council</li> <li>- Annual report made public</li> <li>- Oversight report made public.</li> </ul>
<b>January 2026</b>	Corporate Services to confirm all tariff submissions and by- laws for legal compliance.
<b>February 2026</b>	Budget Steering Committee to consider Draft Operating Budget for 2026/27 (inclusive of tariff increases) & Draft Capital Budget
<b>March 2026</b>	Budget Steering Committee to consider final balanced budget and budget-related policies, IDP and SDBIP (final consideration, weekly meetings).
<b>March 2026</b>	Formal tabling of Draft IDP, Budget and SDBIP to Council in terms of the MFMA and the Municipal Systems Act.
<b>April 2026</b>	<p>Advertise and publish the final draft of IDP and Budget for public comment and submit to the National and Provincial Treasury and others as prescribed by the MFMA and Municipal Systems Act.</p> <p>Submission of IDP to MEC for Comments.</p> <p>Submission of Budget to NT for Comments (Including upload files in printed and electronic format).</p> <p>Submission of draft IDP/ Budget to organs of state.</p>
<b>April 2026</b>	Engagements with National and Provincial Treasury regarding the tabled IDP, Budget and SDBIP.

<b>April 2026</b>	Workshop with all councilors regarding the IDP and Budget.
<b>April 2026</b> <b>(Detailed dates to be determined by the Office of the Speaker)</b>	IDP and Budget Hearings in terms of section 16 of the Municipal Systems Act and section 23 of the MFMA:
<b>May 2026</b>	Budget Steering Committee to consider final IDP, Budget and SDBIP.
<b>May 2026</b>	Section 80 Committee to recommend final IDP, Budget and SDBIP.
<b>May 2026</b>	EXCO to recommend final IDP, Budget and SDBIP.
<b>May 2026</b>	Council to approve final IDP and Budget. SDBIP to be noted by Council.
<b>June 2026</b>	Making public of approved IDP / Budget as per the MFMA and MSA requirements.
<b>June 2026</b>	Submission of Draft SDBIP the Mayor
<b>June 2026</b>	Approval of SDBIP by the Mayor

## 5. IDP Structural Arrangements

The following table portrays the structures/stakeholders, composition, and the roles and responsibilities in respect of the Integrated Development Planning Process.

## 5.1 IDP STRUCTURES, ROLES AND RESPONSIBILITIES

STRUCTURE/ STAKEHOLDER	COMPOSITION	ROLES AND RESPONSIBILITIES
<b>MAYOR/EXCO</b>	Mayor and Executive Committee	<ul style="list-style-type: none"> <li>• Manage the drafting process, assign responsibilities and submit the draft plan to council for adoption must enforce implementation, monitoring and reporting.</li> <li>• Chair meetings of IDP Forum</li> </ul>
<b>COUNCIL</b>	All Councilors	<ul style="list-style-type: none"> <li>• To approve the Process Plan and the IDP</li> </ul>
<b>IDP STEERING COMMITTEE</b>	<ul style="list-style-type: none"> <li>• Municipal Manager</li> <li>• IDP Manager</li> <li>• Managers</li> <li>• Officials</li> <li>• Sector Departments Heads</li> </ul>	<ul style="list-style-type: none"> <li>• The Municipal Manager is responsible for the design and execution of all arrangements regarding the compilation of the IDP.</li> <li>• Oversee the whole IDP process and to take responsibility therefore.</li> <li>• Provide relevant technical, sector and financial information for analysis for determining priority issues;</li> <li>• Contribute technical expertise in the consideration and finalization of strategies and identification of projects; and</li> <li>• Provide departmental operational and capital budgetary information.</li> </ul>
<b>REPRESENTATIVE FORUM</b>	<ul style="list-style-type: none"> <li>• All members of Ward Committees</li> <li>• Councilors</li> <li>• NGOs</li> <li>• Business Sector</li> <li>• Community Members</li> <li>• Municipal Manager</li> <li>• IDP Manager</li> <li>• Managers</li> <li>• Officials</li> </ul>	<ul style="list-style-type: none"> <li>• Link the planning process to their wards.</li> <li>• Assist in the organizing of public consultation and participation engagements.</li> <li>• Draw up a ward plan that offers suggestions on how to improve service delivery in the particular ward.</li> <li>• Disseminate information in the ward; and</li> <li>• Monitor the implementation process concerning its area</li> <li>• They form part of the IDP representative forum and make contributions to the IDP process at the level as well as for Performance targets, criteria and reporting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Sector Departments Heads</li> </ul>	<ul style="list-style-type: none"> <li>• Support the alignment procedures between the municipalities and spheres of government and product related contributions at the IDP representative forum.</li> <li>• Submit inputs to the IDP process through ward committees and public consultation processes to the IDP representative forum at local municipal level. Must also have opportunity to give inputs regarding target, criteria and reporting. Municipalities will then submit the said inputs in a form of in-depth analysis to the district for consideration during the review process. Each ward will be expected to establish ward plans that will inform the IDP process.</li> </ul>
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## INTERNAL ROLE PLAYERS

Role Player	Roles and Responsibilities	Objectives	Objectives for all role players
<b>Mayor</b> (process "owner", accountable)	<p>Decide on planning process:</p> <ul style="list-style-type: none"> <li>• Assign responsibilities in this regard to the Municipal Manager;</li> <li>• Monitor planning process.</li> <li>• Responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP (to make sure that all relevant actors are involved).</li> <li>• Submit the draft and final IDP to Council for adoption and approval.</li> <li>• Consider, adopt and approve the process plan</li> </ul>	<ul style="list-style-type: none"> <li>• Increase the ownership and accountability</li> <li>• More appreciation of the merit of the process/plan</li> <li>• More open ness to new/different ideas</li> <li>• Greater commitment to the process/plan</li> <li>• Be more accessible to the public</li> <li>• Get buy-in from the community</li> <li>• Improved communication to manage expectations</li> <li>• Communicate limited resources</li> </ul>	<ul style="list-style-type: none"> <li>• Greater participation/ involvement</li> <li>• High quality dialogue as simple and easy as possible to participate/contribute</li> </ul>

Role Player	Roles and Responsibilities	Objectives	Objectives for all role players
<b>Municipal Council</b>	<ul style="list-style-type: none"> <li>• Evaluate, amend and adopt a Process Plan review</li> <li>• Undertake to overall management and co-ordination of the planning process which includes ensuring that:</li> <li>• Ensure that all relevant actors are appropriately involved</li> <li>• Appropriate mechanisms and procedures for public consultation and participation are applied</li> <li>• The planning process is related to the real burning issues in the municipality, that is a strategic and implementation-orientated process</li> <li>• Adopt and approve the IDP review</li> <li>• Adjust the IDP in accordance with the MEC for Local Government proposal</li> <li>• Ensure that the annual business plans and Municipal budget are linked to and based on the IDP</li> </ul>		
<b>Proportional Councillors, Ward Councillors,</b>	<ul style="list-style-type: none"> <li>• Link integrated development planning process to their constituencies/wards</li> <li>• Organize public participation</li> <li>• Link the planning process of their constituencies and /or wards</li> <li>• Assist the Ward Councillor in identifying challenges and needs of residents.</li> </ul>		

Role Player	Roles and Responsibilities	Objectives	Objectives for all role players
<b>Ward Committee members</b>	<ul style="list-style-type: none"> <li>• Disseminate information in the ward.</li> <li>• Draw up a ward plan that offers suggestions on how to improve service delivery in that ward.</li> <li>• Be responsible for organising public consultation and participation.</li> <li>• Monitor the implementation process concerning its area.</li> <li>• Ensure constructive and harmonious interaction between the municipality and community</li> <li>• Ensure the annual business plans and municipal budget are linked to and based on the IDP.</li> </ul>		
<b>Municipal Manager (Responsible) and Directors</b>	<ul style="list-style-type: none"> <li>• Provide technical/sector expertise and information</li> <li>• Provide inputs related to the various planning steps</li> <li>• Summarize/digest/process inputs from the participation process</li> <li>• Discuss/comment on inputs from specialists.</li> <li>• Preparations and finalisation of the Process Plan</li> <li>• Day-to-day management and coordination of the IDP process in terms of time, resources and people, and ensuring:</li> <li>• The involvement of all relevant role-players, especially officials;</li> </ul>		

Role Player	Roles and Responsibilities	Objectives	Objectives for all role players
	<ul style="list-style-type: none"> <li>• That the timeframes are being adhered to;</li> <li>• That the planning process is horizontally and vertically aligned and complies with national and provincial requirements;</li> <li>• That condition for participation is provided; and that the outcomes are documented.</li> <li>• Chairing the IDP Steering Committee;</li> <li>• Ensure that the process is participatory , strategic and implementation orientated and is aligned with and satisfies sector planning requirements</li> <li>• Ensure that amendments and proper documentation of the draft and final IDP/Budget are to the satisfaction of the Municipal Council</li> <li>• Monitor the implementation of the IDP process</li> </ul>		
<b>Manager IDP</b> (Process facilitator)	<p><b><i>The Manager IDP under the supervision of the Municipal Manager must undertake the following duties: -</i></b></p> <ul style="list-style-type: none"> <li>• Day-to-day management of the drafting process on behalf of the Municipal Manager (to ensure a properly managed and organized planning process)</li> </ul>	More productive and efficient process management	



Role Player	Roles and Responsibilities	Objectives	Objectives for all role players
	<ul style="list-style-type: none"> <li>• Prepare a programme for a review process,</li> <li>• Undertakes the responsibility for the overall management, co – ordination and monitoring of the planning process, Ensuring that all relevant role players are appropriately involved,</li> <li>• Decides on different roles and responsibilities within the review process,</li> <li>• Ensures efficient, effectively managed and organized review process,</li> <li>• Be responsible for the day – to – day management of the review process,</li> <li>• Ensure that vertical and horizontal alignment procedures and mechanisms are implemented</li> <li>• Ensures that the review process is participatory, strategic, implementation orientated and satisfies the sector plans requirements,</li> <li>• Ensures that amendments made to the Revised IDP are to the satisfaction of the local municipal council.</li> </ul>		
<b>IDP/Budget/PMS Steering Committee</b>	<b>Chairperson: Municipal Manager</b> <b>Secretariat: The secretariat for this function is provided by the IDP Unit</b> The IDP Steering Committee is responsible for the following:		

Role Player	Roles and Responsibilities	Objectives	Objectives for all role players
	<ul style="list-style-type: none"> <li>• Commission research studies;</li> <li>• Consider and comment on: <ul style="list-style-type: none"> <li>➤ Inputs from subcommittee(s), cluster teams;</li> <li>➤ Inputs from provincial sector departments and support providers.</li> </ul> </li> <li>• Process, summarise and draft outputs;</li> <li>• Prepare and submit reports and make recommendations to the Representative Forum;</li> <li>• Prepare, facilitate and minute meetings to the IDP Representative Forum;</li> <li>• Provide relevant technical expertise in the consideration and finalisation of strategies and identification of projects</li> <li>• Provide departmental operational and capital budgetary information.</li> </ul>		

## EXTERNAL ROLE PLAYERS

Role Player	Roles and Responsibilities	Objectives	Objectives for all role players
		<ul style="list-style-type: none"> <li>• Represent interests and contributing knowledge and ideas.</li> </ul>	

Role Player	Roles and Responsibilities	Objectives	Objectives for all role players
<b>IDP/Budget/PMS Representative Forum</b>	<p>This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the RF and ensure their continued participation throughout the process. The representative forum will meet as indicated in the action plan. The selection of members to the IDP Representative Forum needs to be based on criteria which ensure geographical and social representation.</p> <p><b>Chairperson: The Mayor or a nominee</b>  <b>Secretariat: The secretariat for this function is provided by the IDP Unit</b></p> <p>The role is as follows:</p> <ul style="list-style-type: none"> <li>• Represents the interest of their constituents on the IDP process</li> <li>• Form a structure link between the municipal government and representatives of the public.</li> <li>• Ensure communication between all the stakeholder representatives including the municipal government</li> <li>• Provide an organisational mechanism for discussion, negotiation and decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitates and co-ordinates participation in the IDP/Budget/PMS Process.</li> </ul>	

Role Player	Roles and Responsibilities	Objectives	Objectives for all role players
	<p>between the stakeholders including municipal government,</p> <ul style="list-style-type: none"> <li>• Monitor the performance of the planning and implementation process</li> </ul>		
<b>Waterberg District Municipality</b>	<p>Same roles and responsibilities as local municipalities but related to the preparation of a District IDP. The District municipality must also prepare a District Framework (Sec 27 of MSA). Co-ordination roles for:</p> <ul style="list-style-type: none"> <li>• Ensuring horizontal alignment of the IDPs of the municipalities in the district council area.</li> <li>• Ensuring vertical alignment between district and local planning.</li> <li>• Facilitation of vertical alignment of IDPs with other spheres of government and sector departments.</li> <li>• Preparation of joint strategy workshops with local municipalities, provincial and national role-players and other subject matter specialists.</li> <li>• Provide methodological guidelines,</li> <li>• Prepare and organize all IDP review workshops (MECs IDP assessment, District IDP pre – assessment, ETC) for the local municipalities,</li> <li>• Facilitate capacity building trainings in Local Municipality.</li> </ul>		

Role Player	Roles and Responsibilities	Objectives	Objectives for all role players
<b>COGHSTA</b>	<ul style="list-style-type: none"> <li>• Ensure horizontal alignment of IDPs of the district municipalities within the province.</li> <li>• Ensure vertical/sector alignment between provincial sector departments/provincial strategic plans and the IDP process at local/district level.</li> </ul>	To guide, support, and monitor municipalities in developing and implementing development plans that are aligned with national and provincial priorities, promote integrated development, and contribute to improved service delivery and community well-being.	
<b>Social, Institutional &amp; Transformation and Infrastructure &amp; LED Clusters, Climate change Committee</b>	<ul style="list-style-type: none"> <li>• Ensure both vertical and horizontal alignment</li> <li>• Integrated planning and implementation co-ordination</li> </ul>		
<b>Government Departments</b>	Contribute relevant information on the plans, programmes, budgets, objectives, strategies, and projects in a concise and accessible manner. This includes providing sector expertise and technical knowledge to the formulation of municipal strategies and projects		

Role Player	Roles and Responsibilities	Objectives	Objectives for all role players
	Provide data and information. <ul style="list-style-type: none"> <li>• Budget guidelines.</li> <li>• Alignment of budgets with the IDP</li> </ul>		

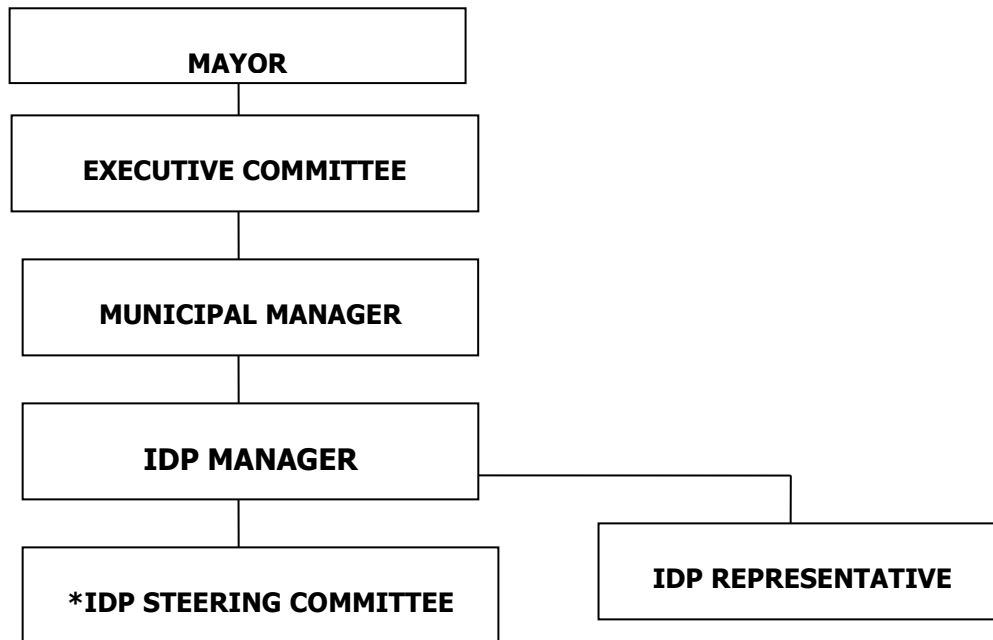
## 6. ORGANISATIONAL STRUCTURE/INSTITUTIONAL ARRANGEMENTS

It is critical that certain units or task teams be made by the municipality during the IDP process. It is envisaged that the existing structures be revived for the review process. Organisational Diagram indicates the structures that were created to partake in the IDP planning process.

The purpose would be: Institutionalisation of participation to ensure all residents have equal rights to participate, Effective management of drafting of outputs and afford affected parties the opportunity to contribute to the process. IDP Structures: IDP Steering Committee, IDP Representative Forum and Clusters (Social, Institutional, Economic and Basic Services).

## INSTITUTIONAL ARRANGEMENTS/ORGANISATIONAL STRUCTURE OF THE IDP

The IDP process needs to be managed effectively and it is very important that institutional arrangements are properly made. The following structure and persons are recommended



Draft dates for the activities of the Municipality and the District

## Summary

DATE	ACTIVITY	RESPONSIBLE STAKEHOLDERS
<b>FIRST QUARTER PREPARATORY PHASE</b>		
25 – 26 June 2025	1 <sup>st</sup> Provincial Development Planning Forum	Premiers Office
07 – 14 July 2025	1 <sup>st</sup> Portfolio Committee for Strategic and Social Committee	Accounting Officer
17 – 18 July 2025.	1 <sup>st</sup> IDP/PMS Managers Meeting (IDP/Budget/PMS Framework/Process Plan Review)	District Municipality
31 July 2025	Section 52(d) of MFMA Reports	Local Mayor
11 September 2025	1 <sup>st</sup> Municipal Manager's Forum	District Municipality
15 August 2025	1 <sup>st</sup> IGR Meeting	District Municipality
02 September 2025	2 <sup>nd</sup> Provincial Development Planning Forum	Premiers Office
21 August 2025	1 <sup>st</sup> WDM IDP/Budget/PMS Rep Forum	District Municipality
25 August 2025	1 <sup>st</sup> IDP/Budget/PMS Steering Committee (Preparatory Phase)	Local Mayor



26 August 2025	1 <sup>st</sup> IDP/Budget/PMS Rep Forum (Preparatory Phase)	Local Mayor
29 August 2025	Special Council Meeting Approval of Final IDP/Budget/PMS Process Plan 2026/2027	Municipal Council
31 August 2025	Submission of the AFS and Annual Performance Report to AGSA	Accounting Officer
01 – 02 September 2025	1 <sup>st</sup> District IDP Engagement Session (Analysis Phase)	District Municipality
04 – 12 September 2025	2 <sup>nd</sup> Portfolio Committee for Strategic and Corporate Committee	Accounting Officer
01 – 30 October 2025	IDP/Budget/PMS Public Participation Meetings	Local Mayor
23 – 24 October 2025	2 <sup>nd</sup> IDP/PMS Managers Meeting	District Municipality
30 October 2025	2 <sup>nd</sup> Municipal Manager's Forum	District Municipality
31 October 2025	Ordinary Council Meeting	Local Mayor
31 October 2025	MFMA Section 52(d) of MFMA Reports	Accounting Officer
<b>SECOND QUARTER ANALYSIS PHASE</b>		
06 – 13 October 2025	3 <sup>rd</sup> Portfolio Committee for Strategic and Corporate Committee	Accounting Officer
05 November 2025	2 <sup>nd</sup> IDP/Budget/PMS Steering Committee (Analysis Phase)	Local Mayor

06 – 08 November 2025	4 <sup>th</sup> Portfolio Committee for Strategic and Social Committee	Accounting Officer
07 November 2025	2 <sup>nd</sup> IGR Meeting	District Municipality
12 November 2025	2 <sup>nd</sup> IDP/Budget/PMS Rep Forum (Analysis Phase)	Local Mayor
14 November 2025	2 <sup>nd</sup> WDM IDP/Budget/PMS Steering Committee	District Municipality
17 – 18 November 2025	2 <sup>nd</sup> District IDP Engagement Session (Strategies Phase)	District Municipality
21 November 2025	2 <sup>nd</sup> WDM IDP/Budget/PMS Rep Forum	District Municipality
07 December 2025	3 <sup>rd</sup> Provincial Development Planning Forum	Premiers Office
<b>THIRD QUARTER STRATEGIES AND PROJECT PHASE</b>		
09 – 15 January 2026	5 <sup>th</sup> Portfolio Committee for Strategic and Corporate Committee	Accounting Officer
25 January 2026	Mid-year Budget Assessment Report	
28 January 2026	Special Council Meeting	Local Mayor
29 – 30 January 2026	3 <sup>rd</sup> District IDP Engagement Session (Project Phase)	District Municipality
31 January 2026	Section 52(d) of MFMA Report	Mayor

31 January 2026	Section 72 Report	Accounting Officer
31 January – February 2026	Mid-Year Budget and Performance Assessment Engagement	Accounting Officer
31 January 2026	Tabling of Draft 2025/2026 Annual Report	Accounting Officer
12 February 2026	3 <sup>rd</sup> Municipal Manager’s Forum	District Municipality
19 February 2026	3 <sup>rd</sup> IGR Meeting	District Municipality
24 – 26 February 2026	Strategic Planning Session	Accounting Officer
27 February 2026	Special Council Meeting	Local Mayor
02 – 04 March 2026	WDM Strategic Planning Session	District Municipality
04 – 13 March 2026	6 <sup>th</sup> Portfolio Committee for Strategic and Social Committee	Accounting Officer
12 March 2026	3 <sup>rd</sup> IDP/Budget/PMS Steering Committee (Strategies Phase)	Local Mayor
13 March 2026	3 <sup>rd</sup> WDM IDP/Budget/PMS Steering Committee	District Municipality
16 – 17 March 2026	3 <sup>rd</sup> IDP/PMS Managers Meeting	District Municipality
18 March 2026	3 <sup>rd</sup> IDP/Budget/PMS Rep Forum (Strategies Phase)	Local Mayor

20 March 2026	3 <sup>rd</sup> WDM IDP/Budget/PMS Rep Forum	District Municipality
26 March 2026	Council for Tabling of Draft IDP/Budget/PMS 2026/2027 and Draft SDBIP 2025/2026	Municipal Council
31 March 2026	Approval of the 2025/2026 Oversight Report on the Annual Report	Accounting Officer
<b>FOURTH QUARTER INTEGRATION PHASE</b>		
01 – 30 April 2026	IDP/Budget/PMS Public Participation Meetings	Local Mayor
20 – 23 April 2026	7 <sup>th</sup> Portfolio Committee for Strategic and Social Committee	Accounting Officer
30 April 2026	Tabling and Section 52(d) of MFMA Reports PMS Quarterly Reports (3 <sup>rd</sup> Quarter Performance Assessment Report, B2B, Circular 88), Budget Engagement Session with PT	Local Mayor
08 – 15 May 2026	8 <sup>th</sup> Portfolio Committee for Strategic and Social Committee	Accounting Officer
11 – 12 May 2026	4 <sup>th</sup> IDP/PMS Managers Meeting	District Municipality
14 May 2026	4 <sup>th</sup> Municipal Manager's Forum	District municipality
15 May 2026	4 <sup>th</sup> WDM IDP/Budget/PMS Steering Committee	District Municipality
19 May 2026	4 <sup>th</sup> IDP/Budget Steering Committee (Project Phase)	Local Mayor

20 May 2026	4 <sup>th</sup> IDP/Budget/PMS Rep Forum Meeting (Project Phase)	Local Mayor
21 May 2026	4 <sup>th</sup> IGR Meeting	District Municipality
22 May 2026	4 <sup>th</sup> WDM IDP/Budget/PMS Rep Forum	District Municipality
27 May 2026	Ordinary Council Meeting for Adoption of Final IDP/Budget 2026/2027	Local Mayor
24 June 2026	3 <sup>rd</sup> Special Council	Municipal Council
30 June 2026	Approval of SDBIP 2026/2027	Local Mayor

### Breakdown of meeting dates

DESCRIPTION	1 <sup>ST</sup> QUARTER	2 <sup>ND</sup> QUARTER	3 <sup>RD</sup> QUARTER	4 <sup>TH</sup> QUARTER
<b>STEERING COMMITTEE MEETINGS</b>	25/08/2025	05/11/2025	12/03/2026	19/05/2026
<b>REPRESENTATIVE FORUM MEETINGS</b>	26/08/2025	12/11/2025	18/03/2026	20/05/2026

## STRATEGIC PLANNING SESSIONS

MUNICIPALITY	DATE
Mogalakwena	18-20 February 2026
Lephalale	12-13 November 2025 (Pre Strategic Planning) 26-28 November 2025
<b>Thabazimbi</b>	<b>24-26 February 2026</b>
Modimolle-Mookgophong	04-06 February 2026
Bela-Bela	25-27 February 2026
Waterberg	02-04 March 2026

## IDP PUBLIC PARTICIPATION

DESCRIPTION	DATE
1 <sup>st</sup> Round	01-30 October 2025
2 <sup>nd</sup> Round	01-30 April 2026

### **IDP AND PMS MANAGEMENT COMMITTEE MEETINGS**

<b>NO</b>	<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>
1.	17-18 July 2025	10H00	Thabazimbi Municipality
2.	23-24 October 2025	10H00	Mogalakwena Municipality
3.	16-17 March 2026	10H00	Lephalale Municipality
4.	11-12 May 2026	10H00	Bela Bela Municipality

### **DISTRICT IDP ENGAGEMENT SESSIONS – DISTRICT-WIDE**

<b>No</b>	<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>
1.	01-02 September 2025 (Analysis Phase)	10H00	To be confirmed by Office of the Premier.
2	17-18 November 2025 (Strategies Phase)		

3.	29-30 January 2026 (Project Phase)		
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### PROVINCIAL DEVELOPMENT PLANNING FORUM

No	DATE	TIME	VENUE
1.	19 August 2025	10H00	To be confirmed by Office of the Premier.
2.	07 December 2025		
3.	05 March 2026		

### MUNICIPAL MANAGERS FORUM

11 September 2025	10H00	TO BE CONFIRMED
30 October 2025		
12 February 2026		
14 May 2026		

### IGR MEETINGS

15 August 2025	09H00	TO BE CONFIRMED
07 November 2025		
19 February 2026		
21 May 2026		



## 7. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION STRATEGY

### 7.1 Legislative Context for Public Participation

In terms of Section 16 (1) of the Municipal Systems Act, 2000, 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, including in—
  - i. the preparation, implementation and review of its integrated development plan in terms of Chapter 5;
  - ii. the establishment, implementation, and review of its performance management system in terms of Chapter 6;
  - iii. the monitoring and review of its performance, including the outcomes and impact of such performance;
  - iv. the preparation of its budget; and
  - v. strategic decisions relating to the provision of municipal services in terms of Chapter 8;
- (b) contribute to building the capacity of—
  - (i) the local community to enable it to participate in the affairs of the municipality; and
  - (ii) Councillors and staff to foster community participation; and
- (c) use its resources, and annually allocate funds in its budget, as may be appropriate for the purpose of implementing paragraphs (a) and (b).

In addition, **Section 29(1)(b) of the Municipal Systems Act (Act 32 of 2000)** states that through appropriate mechanisms, procedures and processes the municipality must ensure that:

- i. the local community to be consulted on its development needs and priorities;
- ii. the local community to participate in the drafting of the integrated development plan; and
- iii. organs of state, including traditional authorities, and other role players to be identified and consulted on the drafting of the integrated development plan;

The involvement of community and stakeholder organisations in the IDP process is one of the main features and requires specific attention. An appropriate public participation strategy has to be formulated by the IDP Steering Committee and must also be approved by Council. In line with section 16 of the Municipal Systems Act 2000, the IDP review process would involve an intensive and structured public and stakeholder's participation process. Public participation has become one of the key features of developmental government. Participation by interested parties ensures that IDP addresses real issues that are experienced by communities within the local municipality. The establishment of the Representative Forum ensures that public participation is indeed put into practice by the local municipality

Public participation has always been in a structured manner, hence the existing and established forums namely:

- District and Local IDP forums
- Municipal Steering Committee
- Ward Based Community Consultation
- Cluster Meeting
- Executive Meetings
- Council Meetings

It is the responsibility of the Manager IDP to link the municipality with all the relevant stakeholders. The Manager IDP has to make sure that all our Communities and Stakeholders are provided with the draft IDP document.

## 7.2 FUNCTIONS OF COMMUNITY PARTICIPATION

Participation in the IDP serves to fulfil five major functions namely:

### 1. **NEED ORIENTATION**

Ensuring that people's needs and problems are taken into account

### 2. **COMMUNITY OWNERSHIP**

Mobilising local residents and communities' initiatives, resources, encouraging co-operation, partnerships between Municipal government and residents for implementation and maintenance

### 3. **APPROPRIATENESS OF SOLUTIONS**

Using the knowledge and experience of local residents and communities in order to arrive at appropriate and sustainable problem solutions and measures

#### **4. BUILDING TRUST**

It is an important component of a community participation process to build a foundation of trust between all the role players

#### **5. EMPOWERMENT**

Making Integrated Development Planning a public event and a forum for negotiating conflicting interest, finding compromises and common ground and thereby, creating the basis for increased transparency and accountability of local government towards local residents.

### **7.3 PARTICIPATION PROCESS**

The following tasks are important to ensure proper community participation, namely:

1. The municipality must compile a database of all relevant community and Stakeholder organisations
2. Communities and stakeholders must be informed of the municipality's intention to embark on the IDP review process and
3. Organised and unorganised community/social groups must be invited by the municipality to participate in the IDP review process

### **7.4 MECHANISMS FOR PARTICIPATION**

The following are important mechanisms for Community participation:

#### **7.4.1 WARD COMMITTEES**

Meetings will be held with ward committees to inform local community about the IDP Review process, provide report back on the progression of the implementation of the review process as well as on projects that are currently being implemented in the municipal area, review the existing IDP project list and identify new projects. Information must be made available within wards through Public ward meeting.

#### 7.4.2 IDP/BUDGET/PMS REP FORUM MEETINGS

The forum should be restructured so as to include the recently established ward committees, service providers and other community – based organizations. There are four proposed IDP Forum meetings to be held during the review process. The table below indicates the details with regards to the meetings that will be undertaken.

MEETING	PURPOSE	OUTPUT
First IDP Forum Meeting	The first meeting will be undertaken at the analysis phase of the IDP process. The aim of this meeting is to highlight the past performance of the previous financial years in terms of the success, challenges and achievements in meeting the intended goals, strategic objectives and addressing the backlogs. The second aim will primarily focus on the presentation of the reviewed analysis in order to examine the relevance of previous priority issues and to assess new issues.	IDP Analysis Report
Second IDP Forum Meeting	<p>The primary aim of this meeting is to align the development strategy with the new priorities including those of the district and the sector departments. Its objectives are as follows: -</p> <ul style="list-style-type: none"><li>▶ To review the development strategic framework,</li><li>▶ To receive the presentations from the sector departments on their priorities.</li></ul>	Strategic Planning Framework

Third IDP Forum Meeting	<p>The primary aim of this meeting is to integrate information obtained from the ward committees meetings. Its objectives are as follows:-</p> <ul style="list-style-type: none"> <li>▶ Discussion regarding the existing IDP Priority issues and projects,</li> <li>▶ Submission of additional projects within the municipality,</li> <li>▶ Developing a municipal list of priority projects.</li> </ul>	List of Priority Projects
Fourth IDP Forum Meeting	<p>The primary aim of this meeting is to integrate information obtained from all stakeholders. Its objectives are as follows:-</p> <ul style="list-style-type: none"> <li>▶ Incorporate in-puts by all stakeholders</li> <li>▶ Give feed-back to the community</li> </ul>	Approved IDP with community in – puts.

#### 7.4.3 IDP PUBLIC PARTICIPATION

Thabazimbi Municipality, in conjunction with Waterberg District Municipality, intends to undertake the IDP Public Participation during September 2025 for needs identification per ward and April 2026 for mayoral roadshows for final community inputs in the IDP/Budget documents. This summit will comprise of the administrative and political offices within both Thabazimbi Municipality and Waterberg District Municipality. The invitation will be extended to the councilors, ward committees and CDWs. The District will present the programs and projects as captured on the draft district wide IDP.

#### 7.4.4 STRATEGIC PLANNING SESSION

Strategic planning will be undertaken in the form of the workshop with Senior, Middle Management, PMT, EXO, Councillors, labour unions and stakeholders. The session will be undertaken in February 2026 and it will entail the review of the strategic planning framework. This Strategic Framework should indicate the strategic direction of the municipality, and form the basis for updating the Vision, Mission, Values, Objectives and Strategies. Furthermore, the most important aspect here is the formulation of key performance indicators.

#### 7.4.5 MEDIA INVOLVEMENT

Information regarding the IDP review process and requests for participation by the Community and Stakeholders could be made by the following:

- Newsletters inside Municipal Bills
- Print and Social Media Platforms
- Notices at prominent locations/ Public notices
- Emails and municipal website
- Local radio coverage
- Local newspapers
- Virtual engagement

#### 8. MECHANISMS AND PROCEDURES FOR ALIGNMENT

- The IDP requires alignment with other spheres of government at different stages during the process. Before starting with the IDP process municipalities need to understand where alignment should take place and through which mechanism, this can best be achieved. Alignment is the instrument to synchronize and integrate the IDP process between different spheres of government. The alignment process must reveal how National and Provincial Government and the District Municipality could tangibly assist this Municipality in achieving its developmental objectives.
- The desired outcome of inter-governmental alignment is–
  - to make government as a whole work together;
  - to improve the impact to fit programmes; and
  - to work towards achieving common objectives and outcomes, particularly with respect to economic growth for job creation and addressing the needs of the poor.
- Efficient performance of government integration and alignment across all spheres of government can be realized through focused implementation.
- The alignment process is coordinated by the Waterberg District Municipality. Alignment meeting stake place on district level, but with the involvement of all local municipalities.

- Alignment is at two levels, horizontal and vertical. Largely the two levels influence each other. Though one can be done independent from each other, if this is done, a clear picture of what is happening will not be achieved. Horizontal alignment will focus on addressing issues at both District and Local Municipalities. Vertical alignment will focus on issues that affect our municipality from National, Provincial Departments, and other organisations. The strategy that we are going to follow applies to both horizontal alignments between the Thabazimbi local municipality and Waterberg District and, and vertical, between the municipalities, the province and the national departments and parastatals. The alignment that is mentioned in here between municipalities on the one hand involves ensuring that their planning activities and processes are co-ordinated and addressed jointly. On the other hand, alignment between local government and other spheres of government as well as parastatals or service providers ensures that the IDP is in line with national and provincial policies and strategies so that it is considered for the allocation of departmental budgets and conditional grants. The Thabazimbi IDP should reflect the integrated planning in its IDP in which both Waterberg District and sector departments' plans find and aligned expression in the document.
- For both alignment types, horizontal and vertical, the main responsibility lies with the Thabazimbi Municipality. The role of the IDP Manager at the local level is of utmost importance. IDP unit and external facilitators could be used to support the alignment process. However, the provincial department of local government and office of the Premier play an important role as coordinator to ensure alignment above local level and between districts and departments within the Province.

## 8.1 ACTIVITIES AND MECHANISM FOR PARTICIPATION PER IDP PLANNING PHASE

- Participation is a key feature for developmental government.
- A legislative requirement as it is entrenched in the Constitution and Chapter 4 of the Municipal Systems Act.
- Participation ensures that the IDP deals or addresses real issues that are experienced by Communities at Local level.

PLANNING PHASE	ACTIVITIES	MECHANISM
PREPARATION PHASE	<ul style="list-style-type: none"> <li>• Process Plan inputs.</li> </ul>	Meeting ( virtual/ physical)
ANALYSIS	<ul style="list-style-type: none"> <li>• To participate in gaps identification.</li> <li>• To ensure that identified gaps are in line with developmental issues.</li> </ul>	Meeting ( virtual/ physical)

STRATEGIES	<ul style="list-style-type: none"> <li>• Ensure that developmental objectives are realistic and in line with Strategic Guidelines.</li> <li>• Ensure that developmental objectives are realistic.</li> <li>• Ensure that reviewed strategies are in line with localized guidelines.</li> <li>• Ensure that reviewed strategies are in line with development priorities.</li> <li>• Participate in discussions to formulate and adopt alternative strategies.</li> </ul>	Meeting( virtual/ physical)
PROJECTS	Reviewed Project proposal	Meeting( virtual/ physical)
INTEGRATION	All reviewed activities and programme are integrated	Meeting( virtual/ physical)
APPROVAL	Council awaits comments for approval	Meeting( virtual/ physical)

Alignment within the review process serves as an instrument to synthesize and integrates the top down and bottom up planning processes between different spheres of government. The IDP planning processes is a local process, which requires inputs and support from all spheres of government so that the IDP is in line with provincial and national policies and strategies. This will make sure that such plans are then considered for financial allocations or departmental budgets and conditional grants.

## 9. BINDING LEGISLATION AND PLANNING REQUIREMENTS

The IDP requires that municipal planning processes be in line with the national and provincial legislation, policies, programmes and strategies which in turn will be able to inform annual budget allocations. National Acts and Policies further require local government to produce certain integrated sector plans which complements the IDP, thereby avoiding unnecessary duplications. This will necessitate a well co-ordinated and integrated information sharing and dissemination between specific sector departments and municipalities. The following is a list of binding legislation and requirements considered during the IDP planning processes and should also apply during review processes.



<b>SECTOR DEPARTMENTS</b>	<b>LEGAL REQUIREMENT</b>	<b>LEGALLY BINDING LEGISLATION/POLICY/DIRECTIVE</b>	<b>VALUE ADDING CONTRIBUTION</b>
COGHSTA COGTA National and Provincial Treasury	IDP PMS Financial Management /Financial Plan (Budgeting)	Municipal Systems Act, Municipal Structures Act, MFMA IGR Framework Act	Co – ordination of Development
COGTA /Presidency  Department of Environment and Tourism  Department of Economic Development	NDP/LDP/IDP Alignment Integrated Waste Management Integrated Environmental Management Plan Disaster Management Plan Local Economic Development	Cabinet Lekgotla Decision  NEMA White Paper on pollution and waste management White Paper on Conservation and Sustainable use of South Africa's biodiversity Business Registration Act Local Economic Development Policy White Paper on Local Government Disaster Management Act/ Municipal Systems Act	Alignment and co-ordination of development  Attainment of Local Agenda 21 Promotion of economic growth and job creation  Attainment of millennium development goals
DWAS	WSDP	Water Services Act	Management of scarce water resources. Regulation of water services.
DOH/DLGH	Housing strategy and targets/ Housing Chapter of the IDP	National Housing Policy Housing Act	Housing Urbanization Information System (HUIS) Provision of secured and sustainable human settlement
DOT	Integrated Transport Plan	National Transport Act	Co – ordination and standardization of transportation

DLA	Land Reform Development and Planning /Directive Principles	South African Land Policy Restitution of Land Act Development Facilitation Act White Paper on Spatial Planning and Land Use Management and Land Use Bill	Redress to the previously disadvantaged and Promote sustainable human settlements
Human Resource Development	ABET Act	White paper on Education	Language in Education Policy Human Resource Development Strategy
	Skill Development Act	White paper on Science and Technology	Interim Policy for early Childhood development National Standard for School funding
	Promotion of Equality and Prevention of unfair discrimination Act	White paper on an integrated National Disability Strategy	SA's National Policy Framework for Women's Empowerment and Gender Equity
Social Development	National Sports and Recreation Act	White paper on Population Development	National Youth Policy on HIV/AIDS for learners and Educators
		White paper on Transformation of the Health System White paper on Sports and Recreation	Poverty Eradication Strategy
Safety And Security		White paper on Defence	National crime prevention strategy Provincial Crime prevention strategy

## 9.1 LOCAL GOVERNMENT

DEPARTMENT	LEGAL REQUIREMENTS	LEGAL BINDING LEGISLATION	STRATEGIES / PLANS
<b>DEA</b>	Integrated Waste Management Act National Environment Management Act, (Act 107 of 1998)	White Paper on Environmental Management Policy for South Africa, 1996	Local Agenda 21
		White paper on Integrated Pollution and Waste Management	
	Integrated Environmental Plan	White paper on Integrated Pollution Management, 2000	
	Disaster Management Plan Environmental Conservation Act, (73 of 1 Municipal 989) Regulations R1183, April 1998 (Act 73 of 1998)	White paper on Conservation and Sustainable Use of South Africa's Bio- Diversity	
	Local Economic Development Plan Agricultural Resource Act	Municipal Systems Act	
	National Heritage Resource Act	White paper on Arts, Culture and Heritage	
	Veld and Forest Fire Act National Forest Act	White paper on Sustainable Forest Development in South Africa, 1996	
	Veld and Forest Fire Act Agricultural Resource Act National Forest Act		
<b>Local Government</b>	IDP PMS	Municipal Structures Act.(Act 117 of 1998)	
	Municipal Systems Act, (Act 32 of 2000) Municipal Financial Management Act (Act 2000)		
	The RSA		Credible Integrated Development Plan

	Transition Act Second Amendment Act (Act 97 of 1996)		
	Municipal Demarcation Act (Act 27 of 1998)		
	Municipal Structures Act (Act 117 of 1998)	White paper on local government, 1998 towards a policy on IDP	
	Municipal Systems Act (Act 32 of 2000)	White paper on Local government , 1998 towards a policy on IDP	
	Property rates Bill, 2000		
	Cross-Boundary Municipalities Bill 2000		
	Policy framework on Municipal International Relation, 1999		
	Intergovernmental Relations Framework		
<b>DWS</b>	WSDP/Water Services Act	White paper on Disaster Management Bill 2000 White paper in water Supply and Sanitation, 1994 White paper on National Water Policy for South Africa, 1997	
<b>DOH</b>	National House of Traditional Leaders Amendment Act	Housing Act	Housing Urbanisation Information System (Huis)
<b>DLA And AGRICULTURE</b>	Spatial Development Framework	Municipal Systems Act Land Use Management Bill 2001	
	Development Facilitation Act (Act 67 of 1995)	White paper on South Africa's Land Policy	
	National environmental Management Act		
	Township Ordinance	White paper on South African land reform, 1997	
		Green Paper on development and planning, 1997	

		White paper on Agriculture, 1995	
	Ministry of agriculture and land affairs 2001	Draft white paper on spatial and land use management	
<b>Provincial Policies</b>	Limpopo Economic Growth and Development Plan Spatial Rationale		
<b>National Policies</b>	Reconstruction and Development (RDP), 1994 Growth Employment and Redistribution (GEAR): A micro-economic strategy, 1996 Urban Development Framework		
<b>ASGISA</b>	Accelerated and shared Growth initiatives for South Africa		

## 10. COST ESTIMATE FOR THE PLANNING PROCESS

The IDP Review cost estimates for 2026/2027

ACTIVITY	ESTIMATED COST
<b>1 Meetings ( Virtual / Physical)</b>	<b>R 0</b>
<b>2. Printing of final IDP, Budget and SDBIP documents</b>	<b>R150 000</b>
<b>3. Strategic Planning Session</b>	<b>R150 000</b>
<b>4. Public Participation in all 12 Wards( catering, sound system, transport, mobilization, flyers, advertisement</b>	<b>R200 000</b>
<b>5. Mayor's discretionary fund</b>	<b>R100 000</b>
<b>TOTAL</b>	<b>R600 000</b>

*The figures above are subjected to change in light of the economic factors*

## 11. MONITORING OF REVIEW PROCESS AND IMPLEMENTATION

It is the responsibility of the Municipal Manager, Manager IDP and Manager PMS to attend to the IDP review process and to monitor progress with regard to implementation of policies and projects.

The implementation of the ORGANOGRAM and the institution of the PMS are imperative for the effective monitoring of progress in respect of the IDP.

## 12. CONCLUSION

Section 25 of the Municipal Systems Act (Act 32 of 2000) defines that each Municipality must have an Integrated Development Plan, and Section 28 of the said Act requires that a Municipality, in the process of adopting the IDP, shall have a Process Plan. The municipality is the responsible authority for the IDP. Yet the successful adoption and implementation of the IDP depend heavily on an effective public participation process and communication strategy. It is by setting clearly defined roles and responsibilities that the seamless revision of the IDP can be achieved. The Thabazimbi Local Municipality is relentlessly aiming at improving not only the quality of the IDP but also the management of the implementation of the IDP through the SDBIP, by tracking municipal income per vote as well as capital and operational spending regularly.

The Process Plan as part of the IDP, Budget and PMS review preparation phase ensures that the role players within the processes ahead are well prepared. All activities in the document need to be outlined according to the Framework provided by the municipality. The process plan will then inform all planning projection of the Thabazimbi Local Municipality.