



COLLINS CHABANE

LOCAL MUNICIPALITY

IDP PROCESS PLAN FOR 2024-25

VISION

"A Spatially Integrated & Sustainable Local Economy by 2030"

MISSION

To ensure the provision of sustainable basic services and infrastructure to improve the quality of life of our people and to grow the local economy for the benefit of all citizen

VALUES

Transparency, Accountability, Responsive, Professional Creative integrity

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1. INTRODUCTION & BACKGROUND

The IDP is a principal instrument that guides and informs budgeting, management and decision-making related to service delivery and development in a municipality. 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 municipality is required to develop a process plan that will guide all actions during the development or review of the IDP. This plan has to include the following:

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

The Service Delivery and Budget Implementation Plan (SDBIP) details the implementation of service delivery and the budget for the financial year in compliance with the MFMA (Act 56 of 2003). The SDBIP serves as a contract between the administration, council and community, exposing the objectives set by council as quantifiable outcomes that can be implemented by the administration over the next twelve months. The SDBIP facilitates the process of holding management accountable for their performance. It provides the basis for measuring performance in the delivery of services. This therefore means that the IDP and budget cannot be implemented without the SDBIP.

The MFMA requires the following to be included in the SDBIP of a municipality;

- Monthly projections of each source of revenue to be collected
- Monthly projections of each vote's expenditure (operating and capital) and revenue.
- Quarterly projections of each vote's service delivery targets and performance indicators
- Information on expenditure and service delivery in each ward

2. BINDING LEGISLATION AND PLANNING REQUIREMENTS

2.1. IDP PROCESS PLAN

Process Plan is regulated by Local Government Municipal Systems Act, 2000 (Act 32 of 2000) Chapter 5 Section 28 & 29, stipulates that:

28. (1) Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.

The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.

(3) A municipality must give notice to the local community of particulars of the process it intends to follow.

Process to be followed:

29. (1) The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must -

(a) Be in accordance with a predetermined programme specifying timeframes for the different steps;

(b) Through appropriate mechanisms, processes and procedures established in terms of Chapter 4, allow for:

(i) The local community to be consulted on its development needs and priorities;

(ii) The local community to participate in the drafting of the 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;

(c) Provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and

(d) Be consistent with any other matters that may be prescribed by regulation.

Chapter 5 and Section 25 (1) of the Municipal Systems (2000) indicate that:

Each Municipal Council must, within a prescribed period after the start of its elected term, adopt a single, all-inclusive and strategic plan for the development of the municipality which -

a) Links integrates and coordinates plans and takes into account proposals for the development of the municipality;

b) Aligns the resources and capacity of the municipality with the implementation of the plan;

c) Complies with the provisions of this Chapter; and

d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

The legislation indicates that in terms of Section 34 of the MSA:

A Municipal Council –

(a) Must review in accordance its integrated development plan –

(i) Annually in accordance with an assessment of its performance measurements in terms of Section 41; and

(ii) To the extent that changing circumstances so demand; and

(b) May amend its IDP in accordance with a prescribed process.

In terms of the core components of integrated development plans, Chapter 5 and Section 26 of the Municipal Systems Act (2000) indicate that:

An integrated development plan must reflect –

(a) The Municipal Council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;

(b) An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;

(c) The Council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;

(d) The Council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;

(e) A spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;

(f) The Council's operational strategies;

(g) Applicable disaster management plans;

(h) A financial plan, which must include a budget projection for at least the next three years; and

(i) The key performance indicators and performance targets determined in terms of Section 41.

2.2. THE ANNUAL BUDGET

The Annual Budget and the IDP are inextricably linked to one another, something that has been formalized through the promulgation of the Local Government: Municipal Finance Management

Act No. 56 of 2003. Chapter 4 and Section 21 (1) of the Municipal Finance Management Act (MFMA) indicate that:

The Mayor of a municipality must -

(b) At least 10 months before the start of the budget year, table in the Municipal Council a time schedule outlining key deadlines for –

The preparation, tabling and approval of the annual budget;

The annual review of -

aa) The integrated development plan in terms of Section 34 of the Municipal Systems Act; and

bb) The budget related policies.

i) The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and

ii) The consultative processes forming part of the processes referred to in subparagraphs (i).

2.3. SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP)

According to Chapter 7 of Local Government: Municipal Finance Management Act 56 of 2003 section 53 (1), the mayor of a municipality must-

c) Take all reasonable steps to ensure

i) That the municipality approves its annual budget before the start of the budget year;

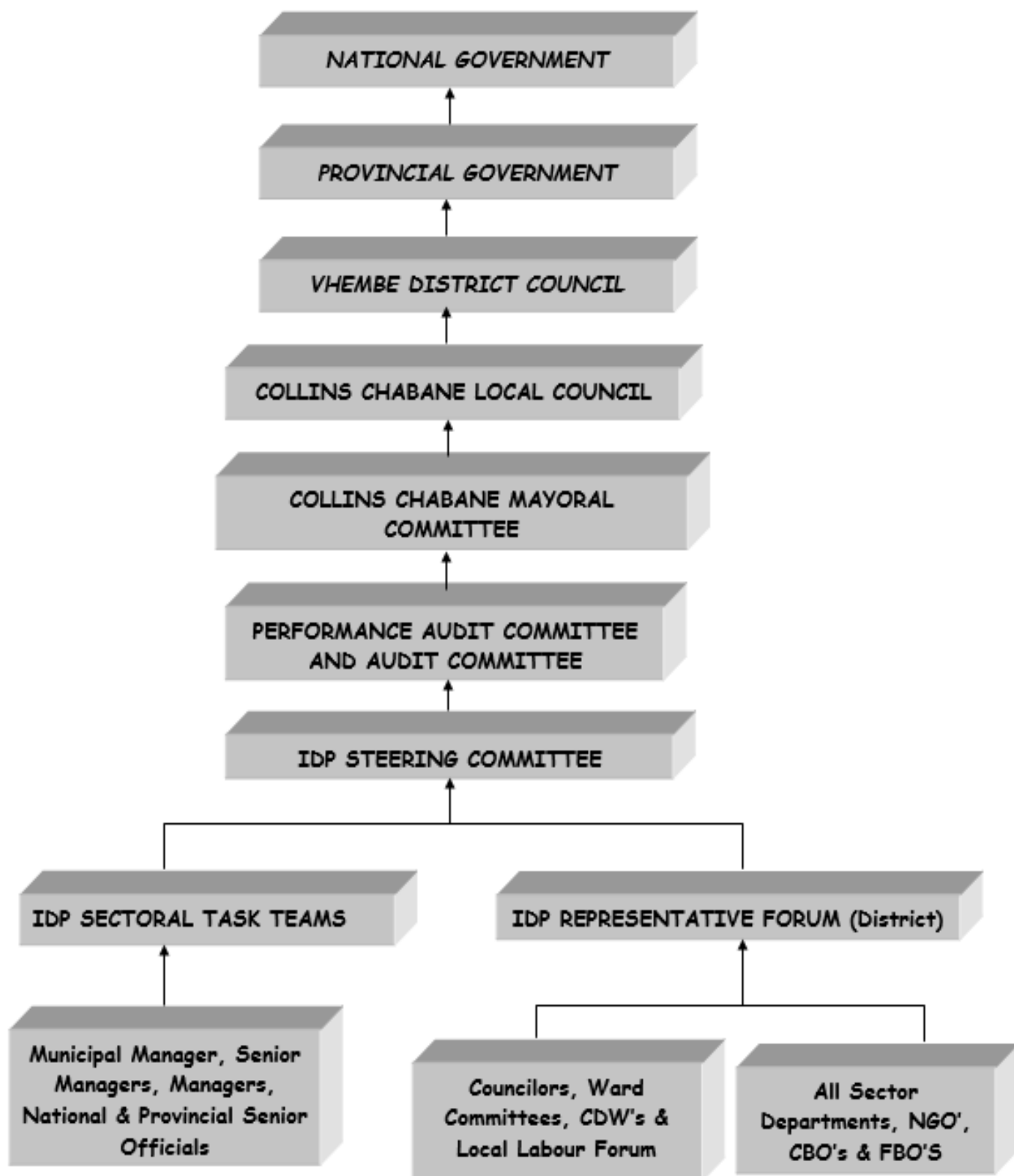
ii) That the municipality's service delivery and budget implementation plan is approved by the mayor within 28 days after the approval of the budget; and

iii) That the annual performance agreements as required in terms of section 57(1)(b) of the Municipal Systems Act for the municipal manager and all senior managers-

aa) Comply with this Act in order to promote sound financial management;

*bb) Are linked to the measurable performance objectives approved with the budget and to the service delivery and budget implementation plan; and
Act.*

3. INSTITUTIONAL ARRANGEMENTS



A) IDP Steering Committee composed of:

The IDP/PMS/Budget Steering Committee, is formed as part of the IDP process and it continue to function throughout the IDP development. The representation may be extended to suit changing circumstances or shortcomings identified during the IDP process.

- (a) Chaired by the Municipal Manager/Mayor
- (b) The Chief Financial Officer;
- (c) Senior Managers
- (d) All Managers
- (e) Experts and Professionals
- (f) Vhembe District Municipality,
- (g) COHGSTA IDP

B) IDP Representative Forum

The IDP/PMS/Budget Representative Forums, is formed as part of the IDP process and it continue to function throughout the IDP development. The representation may be extended to suit changed circumstances or shortcomings identified during the IDP process.

- (a) Chaired by the Mayor,
- (b) Composed of Councilors
- (c) Ward committees,
- (d) All Senior Managers
- (e) All Managers
- (f) Organized Labour,
- (g) Community Based Organizations,
- (h) Non-Governmental Organizations,
- (i) Sector departments,
- (j) Parastatals,
- (k) Organized Business Organizations,
- (l) Farmer's Organizations.
- (m) Specialized Task Teams (cluster meetings): composed of Experts, officials and Professionals from all spheres of government

3.1. DISTRIBUTION OF ROLES AND RESPONSIBILITIES

As mentioned before, the integrated development planning process is participatory in nature and requires input from various role-players, namely:

ROLE PLAYERS	RESPONSIBILITIES
PROVINCIAL GOVERNMENT	<ul style="list-style-type: none">• Guide municipal integrated development planning process and requirements in terms of the most critical issues to be addressed, Provincial strategies, policies and programme and resource availability, legal requirements, and the need for Coordinated municipal and provincial integrated development and sector planning• Co-ordinate municipal integrated development planning, budgeting and implementation processes between Municipalities and between provincial and municipal sector planning, budgeting and implementation processes.• Support municipalities with integrated development planning, sector planning and integration of municipal actions with those of other spheres of government• Monitor the extent to which all the required and desired actions take/took place in the required format, as well as the contribution of the various (municipal and provincial) role players to the achievement of shared developmental objectives
VHEMBE DISTRICT MUNICIPALITY	<ul style="list-style-type: none">• Ensure that all local issues within the powers and functions of the Local Municipality are considered during the process of IDP• Ensures horizontal alignment of the IDP's of the local municipalities in the district council area• Ensures vertical alignment between district and local planning;• Facilitate vertical alignment of IDP's with other spheres of government; and- preparation of joint strategy workshops with local municipalities, provincial and national role players.• Ensure participation of key role players within the Municipality during the alignment/District-wide strategic planning events
COLLINS CHABANE COUNCIL AND EXCO	<ul style="list-style-type: none">• Decide and adopt the process plan and the IDP• Ensure that all relevant stakeholders are involved• Develop cooperative relationships with stakeholders and communities;• Ensure that the development and review process is focused on priority issues raised by the community• Ensure that sector requirements are adhered to• Provide clear and accountable leadership and development direction;

ROLE PLAYERS	RESPONSIBILITIES
	<ul style="list-style-type: none"> • Monitor the performance of municipal officials. • Approve Process Plan, Budget and IDP • Monitor the implementation of the budget and IDP through SDBIP
MAYOR	<ul style="list-style-type: none"> • Responsible for the overall management, co-ordination and monitoring of the whole process of the IDP Process • Chairs the IDP Steering Committee and Representative forum. • Chairs the Budget Steering Committee meetings.
SPEAKER	<ul style="list-style-type: none"> • Coordination of the community public participation • Mobilize the involvement of all stakeholders in the IDP Process • Coordinate the involvement of Councillors, CDW's, Ward Committee to participate in the IDP Program
COUNCILLORS, WARD COMMITTEES & CDW's	<p>Councillors:</p> <ul style="list-style-type: none"> • Play a leading role in the IDP process. • Represents their constituency's needs and aspirations. • Mobilize community to participate in the IDP Process <p>The role of the Ward Committee is to:</p> <ul style="list-style-type: none"> • Identify the critical issues facing its area. • Provide a mechanism for discussion, negotiation and decision-making between the stakeholders, including municipal government. • Form a structure links between the IDP Representative Forum and the community of each area; and • Monitor the performance of the planning and implementation process concerning its area. <p>CDW's role is to:</p> <ul style="list-style-type: none"> • Assist communities with their needs and with the necessary information on what government is doing. • Provide information regarding the government work taking place in communities. They remain accountable to Councillors. • Link the communities with government services and relay community concerns and problems back to government structures. • Improve government-community networks.
AUDIT COMMITTEE	<ul style="list-style-type: none"> • Play advisory role to Municipal Council, Accounting Officer, and SMT on effective governance process and compliance with any applicable legislation. (MFM Act no. 56 of 2003, Section 166).

ROLE PLAYERS	RESPONSIBILITIES
	<ul style="list-style-type: none"> • Oversee good governance practices within municipality including control environment and risk management systems. • Oversee workings of Internal and External auditors and evaluate their independence • Review as to whether the Five Year Rolling Strategic Audit objectives are aligned to the IDP objectives.
PERFORMANCE AUDIT COMMITTEE	<ul style="list-style-type: none"> • Review the process followed in drafting the integrated development plan. • Review the implementation of the integrated development plan. • Review the content of the integrated development plan. • Review the municipality's performance in relation to the KPIs and the targets of the municipality. • Assess/Evaluate performance of section 56 employees in relation to IDP KPI's • Report to the Audit Committee and Council on the results of the above-mentioned responsibilities.
MUNICIPAL MANAGER / IDP MANAGER	<ul style="list-style-type: none"> • Responsible for the day to day management of the planning process under consideration of time, resources, community and ensuring that involvement of all different role players, especially officials. • Prepare the process plan. • Ensures that timeframes are being adhered to, • Ensures that the planning process is horizontally and vertically aligned and complies with national and provincial requirements. • Ensures that conditions for participation are being met. • Ensure that the planning outcomes are being documented • Management of consultants
MUNICIPAL OFFICIALS	<ul style="list-style-type: none"> • Provide technical and expert input into sector plans and IDP.
IDP TASK TEAM	<ul style="list-style-type: none"> • Facilitate the IDP process. • Review analysis, strategies, identify projects and integrate the plans or programmes. • Continuously liaise with the Steering Committee. • Provide technical and expert input into sector plans and IDP.
IDP STEERING COMMITTEE	<ul style="list-style-type: none"> • Provide terms of reference for various planning activities. • Commissions research studies. • Consider and comments on: <ul style="list-style-type: none"> - Inputs from sub-committees, study teams and consultants. - Inputs from provincial sectors departments & service providers.

ROLE PLAYERS	RESPONSIBILITIES
IDP REPRESENTATIVE FORUM	<ul style="list-style-type: none"> • Stakeholders represent the interest of their constituents in the IDP process. • Forms a structured link with the municipality. • Ensure communication between all the stakeholders' representatives. • Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders including municipal government, and • Monitor the performance of the planning and implementation process.
SERVICE PROVIDERS & SPECIALISED TEAMS	<ul style="list-style-type: none"> • Contribute information on plans, programmes and budget during the development and review process • Conduct tasks as commissioned by Steering Committee on identified gaps and make recommendations to the Steering Committee • Support the alignment procedures between the municipalities and other spheres of the government • Provide technical expertise

4. MECHANISM AND PROCEDURES FOR PUBLIC PARTICIPATION

The following means of communication will be used to inform the community about Public Participation Meetings: Local Newspapers, Local Radio Stations, Municipal Bill Boards, Microsoft Teams and Website etc. The media of instruction will be the language understood by the general community.

The venue, times for public meetings will be communicated at least three weeks before the commencement of the Public Participation meetings via the Ward councillors and Local Newspapers. The IDP & Budget documents will be available in all Libraries across the Municipal area three weeks before commencement of Public Participation meetings.

Before the start of the meetings, the Department of Public Safety will assess the environment and possibilities of any protest or disruptions of meetings in order to come up with contingency plan.

5. MECHANISM AND PROCEDURE FOR ALIGNMENT

Vhembe District Municipality has established the district wide IDP coordination meetings which are attended by all Local Municipalities within its jurisdiction, CoGHSTA and other sector Departments. These meetings are served to align the District Framework with the Local Municipality's IDP and Budget Process Plans.

CoGHSTA also coordinates all the sector departments within Limpopo Province to present their respective plan in order to ensure that there is alignment of plans and programs under different phases of government.

6. ACTION PROGRAMME WITH TIME FRAME

Colour Coating according to different Departments

 Integrated Development Planning

 Performance Management

 Budget

 VDM IDP Framework

ANALYSIS PHASE

PROCESS PLAN						
ANALYSIS PHASE	MUNICIPAL STRUCTURE	PLANNING ACTIVITY	TASK	MECHANISM	PARTICIPANTS	TIME SCHEDULE
	Senior Management	Signing of Performance agreements	Signing of performance agreements Within 30 days of the beginning of the F/Y/ of appointment	Submissions	Municipal Manager and Senior Managers	31 July 2024
	Steering Committee Meeting	IDP/Budget Process Plan for 2024/2025 Financial Year	Engagements on IDP/Budget/PMS Plan Process	Meeting	Senior Managers and Managers	13 August 2024
	Portfolio Committee	IDP/Budget Process Plan for 2024/2025 Financial Year	Consideration of Draft IDP/Budget Plan Process	Meeting	Planning Managers	14 August 2024
	District IDP Managers Forum	IDP/Budget Process Plan for 2024/2025 Financial Year	Engagements on IDP/Budget/PMS Plan Process	Meeting	District IDP Managers	15 August 2024
	Rep Forum	IDP/Budget Process Plan for 2024/2025 Financial Year	Consideration of Draft IDP/Budget Plan Process	Meeting	All members of the Rep Forum	16 August 2024

	EXCO	IDP/Budget Process Plan for 2024/2025 Financial Year	Consideration of IDP/Budget Plan Process	Meeting	All members of EXCO	22 August 2024
	Council	Tabling of IDP/Budget/PMS Process Plan to Council	Consideration of IDP/Budget Plan Process	Meeting	All Municipal Councillors	29 August 2024
	PMS	Submission of Annual Performance Report	Submission of the Annual Performance Report to AGSA & Relevant Provincial Departments	Submissions	Senior Manager Corporate services	31 August 2024
	PLANNING STAGE					
	Ward Clusters	Ward Cluster Need Analysis meetings	Consideration of Community Needs and analysis and priorities	Meeting	All Councillors, Management, relevant Officials, ward committees & General Public	01-04 October 2024

STRATEGIC PHASE

STRATEGIC PHASE	MUNICIPAL STRUCTURE	PLANNING ACTIVITY	TASK	MECHANISM	PARTICIPANTS	TIME SCHEDULE
	Steering Committee	Review of Vision, Mission & Strategies	Consideration of the Review of Vision, Mission, & Strategies	Meeting	Senior Managers and members of the steering committee	05 November 2024
	VDM Strategic Planning Session	Review of Municipal vision, mission and Strategic objectives	Developing Strategies & Setting Objectives of the Municipality	Workshop	District and Local Municipality's Mayors Municipal Managers, Senior Management, Management, Traditional Leadership & Councillors	October - January 2025
	Municipal Strategic Planning	Review of Municipal vision, mission and Strategic objectives	Consideration of Vision, Mission and Strategies	Meeting	Mayor, Municipal Manager, Senior Management, Management, Traditional Leadership & Councillors	03 - 06 December 2024

	Council BTO/Corporate Services (PMS)/ MM Office (IDP)	Mid -Year Financial and Non -Financial Report	Compilation of the Mid-Year Financial and Non-Financial Report	Mayor, Treasuries & COGHSTA	BTO/Corporate Services Council	January 2025
		Annual Report	Tabling of Annual Report by the Mayor	All Council members	Council	January 2025
	Steering Committee	Projects list & Budget Estimates	Compilation of the Projects list & Budget Estimates	Meeting	Senior Managers, Managers from Municipal Departments	04 February 2025
	Portfolio Committee	Review of Vision, Mission, Strategies & Objectives	Consideration of the strategic planning session and the Review of Vision, Mission, & Strategies	Meeting	Members of Portfolio Committee	12 February 2025
	EXCO	Review of Vision, Mission, Strategies & Objectives	Consideration of the strategic planning session and the Review of Vision, Mission, & Strategies	Meeting	Management, relevant Officials & Councillors	21 February 2025
	Council	Review of Vision, Mission, Strategies & Objectives	Consideration of the strategic planning session and the Review of Vision, Mission, & Strategies	Meeting	Councillors	28 February 2025

PROJECT PHASE

PROJECT PHASE	MUNICIPAL STRUCTURE	PLANNING ACTIVITY	TASK	MECHANISM	PARTICIPANTS	TIME SCHEDULE
	Council	Mid-year Budget Review / Adjustment Budget	Consideration of the Mid-year budget adjustment and submission to Provincial & National	Submission	Council	28 February 2025

			Treasuries			
	Council	adjustment SDBIP	Consideration of the Mid-Year adjustment SDBIP	Submission	Council	28 February 2025
	BTO & IDP	Capturing of projects	Capturing of IDP projects in the Mscoa Financial System	Mscoa Financial System	IDP Manager	04 March 2025
	Portfolio Committee	Screening of Projects & Budget Estimates	Consideration of the Projects list & Budget Estimates	Meeting	Members of Portfolio Committee	13 March 2025
	EXCO	Screening of Projects & Budget Estimates	Consideration of the Projects list & Budget Estimates	Meeting	All members of EXCO	20 March 2025
	Council	Draft adoption of IDP, Budget, Approval of the oversight report of the annual report	Adoption of Projects from Sector Departments, Parastatals, Draft IDP & Budget	Meeting	Council	31 March 2025
		Submission of annual report	Submission of the MPAC oversight report of the annual report	Submission	Council	

INTEGRATION PHASE

INTEGRATION PHASE	MUNICIPAL STRUCTURE	PLANNING ACTIVITY	TASK	MECHANISM	PARTICIPANTS	TIME SCHEDULE
	IDP and Budget	Submissions of Draft	Submission of Draft IDP and Draft Budget to National Treasury and COGHSTA MEC within 10 days of adoption	Submission	IDP Manager, Budget Manager and MEC: CoGHSTA	01 April 2025
	IDP & BTO	Publicising Draft	To advertise IDP &	Notice	IDP Manager and Budget	03 April 2025

		2024/25 IDP and Budget Review documents	Budget documents for public inputs, comments and suggestions (21 Days)		Manager	
	Steering Committee	Consolidation / Integration of Projects & Programmes Inputs	Consideration of Integration of Projects & Programmes	Meeting	Senior Managers and members of the steering 2024 committee	08 April 2025
	Representative Forum/ Public Participation	Public Consolidation / Integration of Projects & Programmes Inputs	Public Consideration of Integration of Projects & Programmes	Meeting	Mayor and All Municipal Stakeholders	22-25 April 2025

APPROVAL PHASE

APPROVAL PHASE	MUNICIPAL STRUCTURE	PLANNING ACTIVITY	TASK	MECHANISM	PARTICIPANTS	TIME SCHEDULE
	Provincial Treasury	Budget Assessment Engagement	Consideration of Assessment report on the Draft Budget, IDP & Procurement Plan	Meeting	National & Provincial Treasuries, Cogesta, Salga, Senior Managers, Managers	May 2025
	District IDP Managers Forum	Approval phase	Implementation of the process plan and approach to Final IDP	Meeting	IDP Managers	May 2025
	Portfolio Committee	Final IDP, Budget, Tariffs, Risk Register, Budget Related Policies	Consideration of Final IDP/Budget	Meeting	All members of Portfolio	16 May 2025
	EXCO	Final IDP, Budget, Tariffs, Risk Register, Budget Related Policies	Consideration of Final IDP/Budget	Meetings	All members of EXCO	23 May 2025

	Council	Final IDP, Budget, Tariffs, Risk Register, Budget Related Policies	Adoption of Final IDP/Budget	Meetings	All Municipal Councillors	30 May 2025
	IDP and Budget	Submissions of mSCOA data strings	Submission of IDP and Budget data strings on the National Treasury Local Government database	Submission	IDP Manager and Budget Manager	02 June 2025
	IDP and Budget	Notice	Public notice of IDP and Budget must be placed in the public media	Publication	IDP Manager and Budget Manager	06 June 2025
	IDP and Budget	Submissions	Submission of IDP and Budget to National Treasury and COGHSTA MEC within 10 days of adoption	Submission	IDP Manager, Budget Manager and MEC: CoGHSTA	10 June 2025
	PMS	Submission of SDBIP	Mayor to sign the SDBIP 28 days after the approval of the IDP and Budget and submit to CoGHSTA, Provincial and National Treasury	Submission	Senior Manager corporate services and Mayor	30 June 2025

