

# **GREATER TZANEEN MUNICIPALITY**

## **IDP, BUDGET AND PMS PROCESS PLAN 2023-2024**

**FOR THE IDP 2024-2025 REVIEW**

**(IDP 2021-2026 TERM OF COUNCIL)**



**No 38 AGATHA STREET  
TZANEEN  
0850**

**P O BOX 24  
TZANEEN  
0850**

**WEBSITE : [www.greatertzaneen.gov.za](http://www.greatertzaneen.gov.za)  
TEL NO : 015 307 8000 Ext. 8090  
FAX NO : 015 307 8049**

## Table of contents

1. Introduction.....	3
2. Legislative and Policy Context.....	3-4
3. IDP Development approach.....	4-6
4. Distribution of roles and responsibilities in the IDP process.....	6-7
5. External institutional arrangements for the IDP Process.....	8
6. Mechanism for participation in the various process phases.....	8-9
7. Alignment of the IDP, Budget and PMS.....	9-10
8. IDP, Budget and PMS Calendar.....	10-16
9. Procedure for alignment of adjacent municipalities, District municipality and Provincial government.....	17
10. Binding planning requirements at provincial and national level.....	17-18
11. Credible Integrated Development Plan.....	18
12. Conclusion.....	19

## 1. INTRODUCTION

**Definition:** The process plan is a municipality's schedule of events detailing all events and activities involved leading to the drafting and completion of the five Year Plan. It is a statement that outlines in detail all the processes that the municipality will embark on in completing its IDP cycle. This plan is meant to ensure the proper management of the planning process. The plan should outline:

- The structures that will manage the planning process.
- How the public can participate and structures that will be created to ensure this participation?
- Time schedule for the planning process.
- Who is responsible for what?
- How will the process be monitored?

An Integrated Development Plan may be amended in terms of section 34 of the Municipal Systems Act and remains in force until an Integrated Development Plan is adopted by next elected Council. The latest Reviewed IDP was adopted by Council on the **29<sup>th</sup> of May 2023**.

## 2. LEGISLATIVE AND POLICY CONTEXT

The IDP, Budget and PMS processes are done within legislative and policy context with amongst others the following:

- Constitution of the Republic Of South Africa (Act 108 of 1996)
- The Municipal Systems Act (Act 32 of 2000)
- Municipal Planning and Performance Management Regulations 2001
- Municipal Finance Management Act (Act 56 of 2003)
- Spatial Planning and Land Use Management Act, 2013, Act No. 16 of 2013.

In order to effectively review the municipal IDP the municipality must prepare and adopt an IDP Process Plan to guide the process.

The preparation of a Process Plan for the drafting of an IDP is referred to in Chapter 5, Section 28 of the Municipal Systems Act as follows:

*Adoption of a process-*

- (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 and adoption of its Integrated Development Plan.*

Section 21 of the Municipal Finance Management Act no 56 of 2003 also provides the following:

The Mayor of a municipality must—

- (1) (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;

Taking the above into consideration, the **2024/2025** IDP Review Process will mainly address the following:

- ❖ Comments received from the various role-players in the assessment of the last IDP Review which could not be addressed during the **2023/2024** Review;
- ❖ Areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Process;
- ❖ Review of the Spatial Development Framework (SDF) to achieve alignment with the SDF of the District and surrounding municipalities, and to reflect the progress made with SPLUMA;
- ❖ Review, preparation and alignment with the National Development Plan and Integrated Urban Development Framework;
- ❖ Review of Council's Vision and Mission Statement;
- ❖ Gaps identified during self-assessment;
- ❖ The preparation and review of relevant sector plans and its alignment with the IDP;
- ❖ Review of the Performance Management System (PMS), in terms of Chapter 6 of the MSA, and its findings;
- ❖ To approve the 5-year Financial Plan as well as the list of projects, inclusive of a 3-year capital investment framework and
- ❖ Preparation and finalization of the annual municipal budget in terms of the relevant legislation; and
- ❖ Preparation and adoption of Vision 2030 for the municipality

### **3. IDP DEVELOPMENT APPROACH**

The suggested approach for the IDP development process as specified from the COGTA Guide Pack II is as follows:

#### **(i). Preparing for IDP Development**

Before the process commences, certain arrangements have to be made to ensure that the process will run smoothly. Such a process needs to be properly organized and prepared. It needs some Business Plan.

**(i) Assigning roles and responsibilities,**

- Organizational arrangements including confirmation of the IDP, Budget and PMS Steering Committees and the procedures and mechanisms for community and stakeholder participation.
- Design a mechanism and procedure for alignment with external stakeholders such as other municipalities and other spheres of government.
- Designing a programme which sets out the envisaged planning activities, a time frame and with resource requirements for the planning process.

**Once a process plan has been developed, it has to be adopted by a Council in terms of the Municipal Systems Act 32 of 2000.**

**(ii). Monitoring – (What is happening?)**

Monitoring in the context of IDP Review refers to the gathering and the subsequent organizing of data into sets of information about certain actions/ events/ situations throughout the year. There are three main bodies of information, which are important as input into the process, viz.: implementation management information; information about the achievement of objectives set in the IDP and new information.

**(iii). Evaluation – (What does the information tell us?)**

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

**(iv). Council Adoption of the Integrated Development Plan**

The IDP has to be adopted and approved by the Municipal Council.

**(v). Prepare and Adopt an Annual Budget**

The Municipal Systems Act, 2000 (Chapter 5) and the Municipal Finance Management Act 56 of 2003 requires the Municipal Budget to be informed by the IDP. This means that the annual Municipal Budget should reflect the Objectives, Strategies, Projects and Programmes contained in the IDP.

**(vi). Time Frame**

The total amount of time required for the Development Process will be 10 months. As the IDP should significantly inform municipal Budget, the timing of the IDP should be co-ordinated closely with the structuring of the Annual Budgeting process that starts in July each year.

#### 4. DISTRIBUTION OF ROLES AND RESPONSIBILITIES IN THE IDP PROCESS

##### 4.1 Internal Institutional Arrangements for the IDP Process

Structure	Composition	Responsibilities
1. Council	Members of Council	<ul style="list-style-type: none"> <li>❖ Final decision making structure on the IDP, Budget and PMS</li> <li>❖ Consider and approve the IDP, Budget and PMS Process Plan</li> <li>❖ Approval of the Reviewed IDP, Budget and SDBIP</li> <li>❖ Monitors the conclusion of management performance agreements</li> </ul>
2. Executive Committee	Executive Committee members	<ul style="list-style-type: none"> <li>❖ Manage the drafting of the IDP, Budget and PMS Process Plan</li> <li>❖ Co-ordinate the annual revision of the IDP, Budget and PMS in terms of section 34 of the Municipal Systems Act</li> <li>❖ Monitoring of the IDP, Budget and PMS process.</li> <li>❖ Assign responsibilities in this regard to the Municipal Manager</li> <li>❖ Make recommendations to Council for the adoption and approval of the Draft and Final IDP and Budget.</li> </ul>
3. Municipal Manager	Municipal Manager	<ul style="list-style-type: none"> <li>❖ Accounting Officer on the management of the IDP, Budget and PMS process.</li> <li>❖ Identify and appoint officials in charge of different roles.</li> <li>❖ Ensure that the contents of the IDP, Budget and PMS satisfy the legal requirements and the requirements as stipulated by various legal statutes.</li> <li>❖ Ensure that all relevant stakeholders are appropriately involved in the drafting of the IDP, Budget and PMS.</li> <li>❖ Submission of draft SDBIP to the Mayor within 14 days after approval</li> <li>❖ The submission of the annual financial statements to the AG within two months after the end of the Financial Year.</li> <li>❖ Submission of the Draft and Final IDP to COGHSTA and Treasury within 10 days after approval</li> </ul>
4. IDP Steering Committee	<ul style="list-style-type: none"> <li>- Municipal Manager (<i>Chairperson</i>)</li> <li>- Directors</li> <li>- Managers</li> <li>- Senior IDP Officer, &amp; IDP Officer</li> <li>-PMS Officers</li> <li>-EPWP Officer</li> <li>-Compliance Officer</li> <li>-Disaster Management Officer</li> </ul>	<ul style="list-style-type: none"> <li>❖ Serve as a working committee of the IDP, Budget and PMS.</li> <li>❖ Ensure integration between the IDP, PMS and Budget by adhering to process plan.</li> <li>❖ Ensure alignment with National and Provincial Departments and District Municipality plans.</li> </ul>

Structure	Composition	Responsibilities
	- Sector Departments	
5. IDP Representative Forum	<ul style="list-style-type: none"> <li>- Members of Council</li> <li>- Senior Municipal Officials</li> <li>- Traditional Authorities</li> <li>- Ward Committee Representatives</li> <li>- NGO's and CBO's</li> <li>- State Owned Enterprises</li> <li>- National and Provincial Departments</li> <li>- Youth, Women, Elderly, Children and Disability organisations.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Provide an organizational mechanism for discussion, negotiation and decision-making between the stakeholders inclusive of all spheres of government.</li> <li>❖ Ensure communication between all the stakeholder representatives inclusive of all spheres of governance.</li> <li>❖ Monitor the performance of the planning and implementation process.</li> </ul>

## 5. External Institutional Arrangements for the IDP Process

### 5.2.1 District IDP Representative Forum and Planning Forum

Greater Tzaneen Municipality will attend the District IDP Representative Forum meetings in order to ensure the alignment of its processes, Spatial Development Framework and strategies with that of Mopani District Municipality.

### 5.2.2 Provincial Development Planning Forum

Greater Tzaneen Municipality will attend the Provincial Planning Forum meetings in order to ensure the alignment of its processes, Spatial Development Framework and strategies with that of the Province and National.

## 6. MECHANISMS FOR PARTICIPATION IN THE VARIOUS PROCESS PHASES

### Phase 0- Preparatory phase

During the preparatory phase, the identification of stakeholder's structures and sources of information will take place where after the Representative forum will be reconstituted to ensure representation. The process plan will be submitted to the Representative Forum for approval.

### Phase 1- Analysis phase

During the Analysis phase, the review and updating of baseline information, to align statistical data with current economic realities within communities, as well as the compilation of service delivery backlogs will take place. Recommendations will be made with regard to possible interventions. The Representatives Forum will be granted the opportunity to scrutinize the IDP Analysis in order to make inputs and submit proposals. **Public Participation** will be done wherein Ward Councillors will be consulting communities about their needs and priorities for the next financial year.

### Phase 2- Strategies phase

The development of appropriate strategies (taking cognizance of the technical analysis and community priority issues) will take place at the IDP Steering and Executive Committees level. The identified strategies will be confirmed at an IDP Representative Forum meeting to be convened at conclusion of the Strategy Development Phase.

### Phase 3- Projects phase

The development of potential local level projects (in line with the strategies identified) will take place at local level and be communicated to communities through the representatives at the Representative Forum. The draft projects proposal will be discussed at the IDP Steering and Executive Committees and finally confirmed at a meeting of the IDP Representative Forum at the completion of the project – planning phase.



#### **Phase 4- Integration phase**

The integration of the various projects and programmes at local municipality level will take place through the IDP Steering Committee. Integration at a district level will take place at meetings to be convened by the District Council between the various local municipalities and the District Municipality.

#### **Phase 5- Approval phase**

During the approval phase, copies of the draft IDP will be made available at all the major public centres. Notices inviting the public to comment on the draft document will be published in the press as well as through notices at public places. Copies will be also provided to Council for adoption prior to submission to the relevant MEC for assessment.

#### **Phase 6 – Monitoring and Evaluation**

Following the adoption of the IDP, the Service Delivery and Implementation Plan (SDBIP) will be developed and submitted to the Mayor for approval. The SDBIP will serve as the tool for monitoring project implementation and institutional performance. Quarterly project progress reports will also be made available to the Representative Forum.

### **7. Alignment between IDP, Budget and PMS**

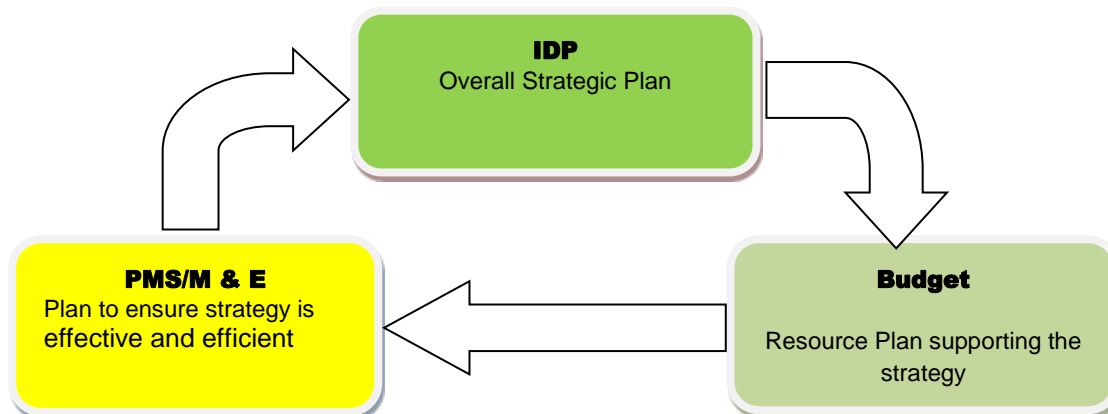
In terms of the Municipal Systems Act, municipalities are required to prepare organisational performance management system that must be linked to the IDP. Tremendous progress will be made with the process of aligning the IDP, Budget and Performance Management System (PMS). Every endeavour will be made in the **2023/24** financial year to link and integrate these three processes to an even greater extent through the Process Plan. It should however, be noted that the PMS on its own requires an in-depth process comparable to that of the IDP.

Such PMS is tightly linked and guided by the IDP and Budget processes. The PMS process will address the following issues:

- Alignment of the IDP, PMS and Budget processes;
- Implementation of individual performance management system at managerial level.

The IDP, Performance Management Systems (PMS) and Budget are all components of one overall development planning and management system. The IDP sets out what the municipality aims to accomplish, how it will do this. The PMS enables the municipality to check to what extent it is achieving its aims. The budget provides the resources that the municipality will use to achieve its aims. As indicated earlier, every attempt will be made in this process plan to align the IDP and PMS formulation and/or review, and the budget preparation process.

The linkages of the three processes are summarized in the following diagram



## 8. IDP, Budget and PMS Calendar

The detailed timeframe for conducting the various activities of the IDP, Budget and PMS process is summarized as follows:

### 8.1. IDP and Budget Time Table for July 2022 – June 2023

TARGET DATES	ACTIVITIES	CONVENER	STAKEHOLDERS
<b>Phase 0 – Planning Phase</b>			
July – August 2023	Development of the IDP, Budget and PMS Process Plan	Chief Operations Officer	Strategic Support and Budget & Reporting Offices
11 July-29 July 2023	IDP/Budget/PMS Rep Forum Registrations	Speakers Office & Chief Operations Officer	Mayor, EXCO, Speaker, Chief Whip, All Councillor, MM, Directors, Managers and external stakeholders, Sector Departments, Ward Committee Reps, Public Participation Manager
July- November 2023	Ward needs analysis	Ward Cllrs	Community stakeholders, Ward Committees
01 August 2023	IDP Steering Committee (Process Plan)	MM	MM, Directors and Managers, Sector Departments
15 August 2023	IDP Workshop for IDP Rep Forum Stakeholders	Chief Operations Officer	All registered stakeholders, PMS Officer, Budget & Financial Reporting Manager, IDP Officer

TARGET DATES	ACTIVITIES	CONVENER	STAKEHOLDERS
			and Public Participation Manager.
18 August 2023	Rep Forum meeting (Process Plan)}	Mayor and EXCO	Mayor, EXCO, Speaker, Chief Whip, All Councillors, MM, Directors, Managers and external stakeholders, Sector Departments, Ward Committee Reps
25 August 2023	Table the Process Plan to Council	Speaker	Members of Council
12-15 September 2023	Engagements with internal Departments (Analysis Phase – Status Quo)	MM/ COO/SIDPO	Directors, Managers & Designated Officers.
<b>PHASE 1 – Analysis Phase</b>			
21 September 2023	IDP Steering Committee (Analysis Phase)	MM	MM, Directors and Managers
September-December 2023	Capture the IDP in the mSCOA classification on system	Chief Operations Officer	Strategic Support
5 October 2023	Rep Forum meeting (Analysis Phase presentation)	Mayor and EXCO	Mayor, EXCO, Speaker, Chief Whip, All Councillors MM, Directors, Managers and external stakeholders, Sector Departments, Ward Committee Reps.
October 2023	Preparations and submission of 3 - 5 Years proposed Projects	All Directors	Directors, Managers and all officials
Oct-Dec 2023	Download the latest mSCOA chart for implementation for use in budget compilation.	CFO (Manager Financial Services)	CFO
<b>Phase 2 – Strategies Phase</b>			

TARGET DATES	ACTIVITIES	CONVENER	STAKEHOLDERS
23 November 2023	IDP Steering Committee (Preparation for the Strategic Session)	MM	MM, Directors and Managers, Sector Departments
13 - 15 December 2023	Municipal Strategic Planning Session	Mayor and MM	Mayor, Speaker, EXCO, All Cllrs, MM, Directors, Managers and external stakeholders
November 2023	Portfolio Committee meetings – Needs prioritization	Portfolio Chairpersons and Heads	Portfolio chairpersons and Heads, Ward Cllrs and ward committee members)
23 Jan 2024	IDP Steering Committee (Strategies Phase presentation)	MM	MM, Directors and Managers and Sector Departments
17 Jan 2024	Review Financial position	CFO	MM & Directors
17 Jan 2024	Draft initial allocations to functions: Budget	CFO	MM & Director
17 Jan 2024	Start preparing draft budget and plans for the next 3 years	All Directors	MM, Directors and Managers
17 Jan 2024	Submit 6 months actual figures to Directors	CFO	MM & Directors
24 Jan 2024	Adjustment Budget meetings with Directors and Managers	CFO	Directors & Managers
26 Jan 2024	Draft Budget meetings with Directors and Managers	CFO	Directors & Managers
30 Jan 2024	Budget request submitted to Chief Financial Officer and MM	Directors	CFO
January 2024-March 2024	Mid-year budget and performance assessment visits	Provincial Treasury	National Treasury, Provincial Treasury, COGHSTA, Directors, IDP and PMS officer
Jan-March 2024	Compilation of detail budgets-mSCOA	CFO (Manager Financial Services)	CFO

TARGET DATES	ACTIVITIES	CONVENER	STAKEHOLDERS
	classification across segments (MTREF)		
February 2024	Draft Adjustment Budget	CFO	Mayor, EXCO, MM and Directors
02 Feb 2024	Rep Forum meeting (Strategies Phase)	Mayor and EXCO	Mayor, EXCO, Speaker, Chief Whip, All Councillors MM, Directors, Managers and external stakeholders, Sector Departments.
03 Feb 2024	Submit Adjustment Budget Requests to CFO and MM for consideration	CFO (Manager Financial Services)	CFO & MM
03 Feb 2024	Finalise Adjustments, Discussed on Directors meeting	CFO	MM,CFO & Directors
07 February 2024	Present adjustments to be included in Adjustment Budget (Budget Steering Committee)	CFO	Mayor, Speaker, Finance Chairperson, MM & CFO
07 Feb 2024	Budget Steering Committee meeting to Discuss 2023/24 Draft Budget and 2022/23 Adjustment Budget.	Chairperson of Budget Steering Committee	Budget Steering Committee
14 Feb 2024	Approval of adjustments by Budget Steering Committee	Budget Steering Committee	Budget Steering Committee
<b>Phase 3 – Project Phase and Phase 4 – Integration Phase</b>			
19 Feb 2024	Finalize detailed IDP projects, PMS and Sector plans for next 3 years.	MM	MM, Directors & Managers
22 Feb 2024	*Finalise adjustment Budget Report and present to Budget steering committee  *Submit Budget Requests to Budget Steering Committee.	CFO (Manager Financial services & Rep	CFO

TARGET DATES	ACTIVITIES	CONVENER	STAKEHOLDERS
	Finalise projects to be included in the Draft Budget		
25 Feb 2024	Council to adopt Adjustment Budget	Mayor & EXCO	EXCO and All Councillors
26 Feb 2024	EXCO to Discuss Adjustment Budget	Cluster Chairperson	Finance Cluster Committee
12 March 2024	IDP Steering Committee (External Projects, Integration Phase, Draft IDP and Budget)	MM	MM, Directors and Managers and Sectors Departments
15 March 2024	Present Draft Budget to Budget Steering Committee	CFO	Budget Steering Committee
17 Mar 2024	EXCO meeting (Draft IDP and Budget)	Cluster Chairperson and CORP	Finance Portfolio Committee
24 March 2024	Rep Forum meeting (External Projects, Integration Phase, Draft IDP and Budget)	Mayor	Mayor, EXCO, Speaker, Chief Whip, All Councillors MM, Directors, Managers and external stakeholders, Sector Departments, Ward Committee Reps
27 March 2024	Finalise Draft Budget Report and Schedules	CFO, Manager Financial Services	CFO
<b>Phase 5 – Approval Phase</b>			
28 March 2024	Council Adopts the Draft IDP & Budget	Mayor and EXCO	EXCO and All Councillors
31 March 2024	Table mSCOA complaint A1 Schedule format and upload Mscoa data strings on portal	CFO (Manager Financial Services)	CFO
April 2024	Public Participation On Draft IDP and Budget	PPP, Strategic Support & Budget	Community and Stakeholders, All Councillors.

TARGET DATES	ACTIVITIES	CONVENER	STAKEHOLDERS
03 April 2024	Publish Preliminary Budget and Draft IDP in newspapers and make it available on Councils website	CFO	Communication
03 April 2024	Submit Draft IDP and Budget to National Treasury, Provincial Treasury, COGHSTA and Mopani District Municipality	CFO	National Treasury, Provincial Treasury, COGHSTA and Mopani District Municipality
April 2024- May 2023	Budget and benchmark assessment	Provincial Treasury	National Treasury, Provincial Treasury, COGHSTA, Directors, IDP and PMS officer
14 May 2024	IDP Steering Committee (Final IDP and Budget)	MM	MM, Directors and Managers and Sector Departments
18 May 2024	EXCO (Submit Final IDP/Budget changes to finance Study Group for consideration)	Cluster Chairperson and CORP	Finance Portfolio Committee
19 May 2024	Present final Budget to Budget Steering Committee	CFO	Budget Steering Committee
18 May 2024	Representative Forum Meeting (Final IDP and Budget)	Mayor and EXCO	Mayor, EXCO, Speaker, Chief Whip, All Councillors MM, Directors, Managers and external stakeholders, Sector Departments, Ward Committee Reps
30 May 2024	Council to approve Final budget, related policies and IDP	Mayor and EXCO	EXCO and All Councillors
31 May-June 2024	Upload mSCOA data string of the final budget and IDP	CFO (Manager Financial Services) and Chief Operations Officer	CFO & MM

TARGET DATES	ACTIVITIES	CONVENER	STAKEHOLDERS
05 June 2024	Publish final Budget and IDP in newspaper and Website	Strategic Support, Communication	Communities
05 June 2024	Submit IDP and Budget to National Treasury, Provincial Treasury, DPLG and Mopani District Municipality	MM & CFO	Chief Operations Officer and Manager Budget & Reporting

## 8.2 Performance Management Calendar for 2023/24

Performance Management Process Plan 2023/ 2024			
QTR	Activity	Due Date	Responsible
1	<i>Performance Agreements for MM &amp; Directors signed</i>	30-Jul	PMO
	4th Qtr Back to Basics Action Plan Report submitted to CoGHSTA	30-Jul	PMO
	Circular 88 4 <sup>th</sup> Quarter Report submitted CoGHSTA	30-Jul	PMO
	Back to Basics Action Plan approved and submitted to CoGHSTA	23-Aug	PMO
	4th Qtr SDBIP Report presented to Council	30-Aug	MM
	<i>SDBIP &amp; Annual Performance Agreements for MM &amp; Directors submitted to Coghsta</i>	30-Aug	MM
	Annual Performance Report submitted to AG & COGHSTA	31-Aug	PMO
2	Circular 88 1 <sup>st</sup> Quarter Report submitted CoGHSTA	30-Oct	PMO
	1st Qtr Back to Basics Action Plan Report finalised	30-Oct	Directors
	1st Quarter SDBIP Report to Council	28-Nov	MM
3	Draft Annual Report ready for Audit Committee	15-Jan	Directors
	SDBIP reporting for Dec closing	14-Jan	MM & Directors
	2nd Qtr Back to Basics Action Plan Report finalised	22-Jan	Directors
	Mid-year Performance Report (SDBIP) to Council & COGHSTA, AG, PT & OP	25-Jan	Directors
	Circular 88 2nd Quarter Report submitted CoGHSTA	30-Jan	PMO
	Draft Annual Report to Council	31-Jan	Directors
	IDP, Budget and SDBIP adjustments finalised in IDP/Budget/PMS Steering Committee	31-Jan	IDP Steering Committee
	Annual Report on Website & circulated to public	05-Feb	MPAC
	Annual Report submitted to COGHSTA, AG, PT & MDM	07-Feb	PMO
	Advertise Draft Annual Report for public comments	07-Feb	MPAC
	<i>Mid-year Performance Assessments (MM &amp; Directors)</i>	25-28 Feb	Exco, MM & Directors, AC
	<i>Mid-year Employee Assessment report to Council</i>	28-Feb	PMO
	Mid-year 2nd Qtr SDBIP Report to Council	28-Feb	MM
	Adjusted SDBIP to Council along with budget	28-Feb	PMO
Adjusted SDBIP advertised & circulated to Clusters for the public to note	06-Mar	PMO	
Oversight Report on Final Annual Report to Council	31-Mar	MPAC	
4	Annual Report & Oversight report to COGHSTA, AG & PT	06-Apr	MPAC
	Annual Report & Oversight report placed on website	06-Apr	MPAC
	3rd Qtr Back to Basics Action Plan Report finalised	30-Apr	PMO
	Circular 88 3rd Quarter Report submitted CoGHSTA	30-Apr	PMO
	3rd Quarter SDBIP to Council	29-May	MM



	Draft SDBIP ready (submitted to Council with final budget)	29-May	PMO
	3rd Quarter Performance Report to REP Forum	05-Jun	Mayor
	SDBIP (next financial year) approved by Mayor	<b>30-Jun</b>	PMO

## **9. PROCEDURES FOR ALIGNMENT**

### **9.1 ALIGNMENT WITH ADJACENT LOCAL MUNICIPALITIES AND DISTRICT MUNICIPALITY**

The Greater Tzaneen Municipality foresees that it would be necessary to coordinate and align with adjacent Local Municipalities and the District Municipality at the following states in the process:

- Formalizing and adoption of priority issues
- District level Strategy/ Projects
- Comments on draft IDP

The key role players, who will have to be involved in these alignment workshops, include all the relevant Committee of the Greater Tzaneen Municipality as well as those of the District and adjacent Local Municipalities.

### **9.2 ALIGNMENT WITH OTHER SPHERES OF GOVERNMENT**

Alignment with other spheres of government will have to take place at the following stages in the process:

- Finalization of strategies
- Project planning process
- Submission and comments on draft IDP.

This integration will be responsibility of the IDP Officer of the Greater Tzaneen Municipality who will interact with the district IDP manager and the COGHSTA.

## **10. BINDING PLANS PLANNING REQUIREMENTS AT PROVINCIAL AND NATIONAL LEVEL**

An Integrated Development Plan

- (a) is the principal strategic planning instrument which guides and informs all planning and development, and all decisions with regard to planning, management and development, in the municipality;
- (b) binds the municipality in the exercise of its executive authority, except to the extent of any inconsistency between a municipality's Integrated Development Plan and National or Provincial legislation, in which case such legislation prevails; and
- (c) binds all other persons to the extent that those parts of the integrated development plan that impose duties or affect the rights of those persons have been passed as a by-law.
- (d) Is a product of inter-sphere planning at the District and Local Intergovernmental Fora

The processes (phases) of the IDP are as important as the final output in the form of the document. Rigorous analysis with sincere community and stakeholder consultations must be enhanced and strengthened. The development of the Long Term Growth and Development Strategy, based on the vision, must encourage and allow for the meaningful contributions of the community, all spheres of government, traditional authorities and non-state actors. This allows for the development of realistic and achievable objectives and priorities for the five year term of office, in the form of the Five Year Programme of Government. Objectives are converted into plans, projects and activities, which can be tracked and monitored. All Draft IDP's are required to be approved by the Council by **31<sup>st</sup> March every year**. However, the Final IDP and Budget must be approved by Council by **31<sup>st</sup> May every year**. Clearly, it is the annual plan that must be reviewed and not the entire IDP; provided that all the processes and components preceding the annual plan are sound.

## 11. CREDIBLE INTEGRATED DEVELOPMENT PLAN

The Integrated Development Plan must comply with relevant legislation and convey the following:

- Consciousness by a municipality of its constitutional and policy mandate for developmental local government, including its powers and functions.
- Awareness by municipality of its role and place in the regional, provincial and national context and economy.
- Awareness by municipality of its own intrinsic characteristics and criteria for success.
- Comprehensive description of the area – the environment and its spatial characteristics.
- A clear strategy, based on local developmental needs.
- Insights into the trade-offs and commitments that are being made re: economic choices, integrated service delivery etc.
- The key deliverables for the next 5 years.
- Clear measurable budget and implementation plans aligned to the SDBIP.
- A monitoring system (OPMS and PMS), that's based on the IDP indicators, targets, time frames, etc.
- Determines the capacity and capability of the municipality.
- Communication, participatory and decision-making mechanisms.
- The degree of intergovernmental action and alignment to government wide policies, plans, priorities and targets,

## 12. CONCLUSION

We therefore conclude by affirming our roles and functions as a local municipality as a Developmental Local Government that will continue to work with all our people within the District Framework and our own IDP/Budget and PM Process Plan for the **2023/2024** review. Council must approve the IDP/ Budget/ PMS Process Plan by the **31<sup>st</sup> of August 2023**.