

---

# **UMDONI LOCAL MUNICIPALITY IDP, PMS AND BUDGET PROCESS PLAN**

---

**2026/2027**

**UMDONI LOCAL MUNICIPALITY**

---



## TABLE OF CONTENTS

TABLE OF CONTENTS .....	ii
1 INTRODUCTION.....	1
1.1 WHAT IS A PROCESS PLAN AND THE FUNCTION THEREOF? .....	1
1.2 LEGISLATIVE REQUIREMENTS FOR THE IDP REVIEW.....	2
1.2.1 The Integrated Development Plan .....	2
1.2.2 The Annual Budget.....	3
1.2.3 Performance Management / Service Delivery and Budget Implementation Plan: ...	4
1.3 KEY ELEMENTS TO BE ADDRESSED DURING TRE DEVELOPMENT PROCESS	5
1.3.1 Draft IDP Assessments; .....	5
1.3.2 MEC Panel Comments;.....	5
1.3.3 Self Assessment; .....	5
1.3.4 New Council priorities;.....	5
1.3.5 New policies and legislation .....	5
1.3.6 Inclusion of new information.....	<b>Error! Bookmark not defined.</b>
2 ORGANIZATIONAL / INSTITUTIONAL ARRANGEMENTS .....	6
2.1 INTERNAL IDP STRUCTURES AND THEIR ROLES AND RESPONSIBILITIES..	6
2.1.1 IDP Steering Committee .....	<b>Error! Bookmark not defined.</b>
2.1.2 IDP Representative Forum.....	7
2.1.3 District IDP Rep Forum .....	8
2.1.4 District Planners Forum .....	8
2.1.5 Council and EXCO .....	8
2.1.6 Planning and Development Portfolio Committee ....	<b>Error! Bookmark not defined.</b>
3 ROLES AND RESPONSIBILITIES .....	9
3.1 ROLE PLAYERS.....	9
3.1.1 Internal Role-players.....	9
3.1.2 External Role-players.....	9
3.2 ROLES AND RESPONSIBILITIES .....	9
4 MECHANISMS FOR PUBLIC PARTICIPATION.....	14
4.1 FUNCTIONS AND CONTEXT PUBLIC PARTICIPATION.....	14
4.2 MECHANISMS FOR PARTICIPATION .....	14
4.3 PROCEDURES/PROCESS FOR PARTICIPATION .....	15
4.3.1 Representative Forum .....	15

4.3.2	Council Approval.....	15
5	ALIGNMENT OF THE IDP, BUDGET & MUNICIPAL PERFORMANCE MANAGEMENT PROCESSES.....	15
5.1	ALIGNMENT MECHANISMS .....	16
5.1.1	Alignment with all stakeholders: .....	16
5.1.2	Type of alignment mechanisms: .....	18
5.2	KEY ACTIVITIES.....	18
6	COST ESTIMATES .....	24
6.1	ESTIMATED COST BREAKDOWN FOR EACH IDP PHASE. ....	24
7	IDP PREPARATION.....	24
8	CONCLUSION.....	24
	Table 1: Internal Roles and Responsibilities .....	9
	Table 2: External Roles and Responsibilities .....	13
	Figure 1: The IDP, Budget and PMS Linkages.....	16

## **ABBREVIATIONS**

CBP	- Community Based Planning
COGTA	- Cooperative Governance and Traditional Affairs
DM	- District Municipality
EXCO	- Executive Committee
HOD	- Head of Department
IDP RF	- Integrated Development Plan Representative Committee
IDP SC	- Integrated Development Plan Steering Committee
IDP	- Integrated Development Plan
LM	- Local Municipality
MANCO	- Management Committee
MEC	- Member of Executive Committee
MFMA	- Municipal Finance Management Act (Act 53 of 2003)
MSA	- Municipal Systems Act (Act 32 of 2000)
NGO	- Non-Governmental Organization
PMS	- Performance Management System
RF	- Representative Forum
SDBIP	- Service Delivery Budget and Implementation Plan

# 1 INTRODUCTION

The process plan is an organized activity plan that outlines the process of the development the IDP/Budget and Performance. This process plan outlines the manner in which the 2026/2027 IDP development and Budget process will be undertaken. It has been prepared in line with the District Framework Plan.

**Section 153 of the Constitution of the Republic of South Africa** provides that a municipality must:

- a. structure and manage its administration, and budgeting and planning processes to give priority to the basic needs of the community, and to promote the social and economic development of the community; and
- b. participate in national and provincial development programmes.

The preparation of a Process Plan, which is in essence the IDP Process set out in writing, requires adoption by Council. 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, traditional authorities, 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.

For the case of Umdoni, this process plan will be a combined process plan for the Integrated Development Planning (IDP), Budget and Performance Management System (PMS).

## 1.1 WHAT IS A PROCESS PLAN AND THE FUNCTION THEREOF?

According to the IDP guide pack on the general overview, there is some preparatory work that needs to be done prior to the commencement of the planning process. Preparation involves the production of an “IDP process plan”.

The programme is necessary to ensure proper management of the planning process. It must contain the following:

- Institutional structures to be established for management of the process
- Approach to public participation
- Structures to be established for public participation
- Time schedule for the planning process
- Roles and responsibilities (who will do what)
- How the process will be monitored?

We can therefore say that the Process Plan fulfils the function of a “business plan” detailing and setting out timeframes to the process of the local IDP review ensuring that all aspects of the review are covered on time for adoption. The Process Plan must also consider and include amongst others what has been set out in the district Framework Plan, the MEC comments, Council priorities, Draft IDP Assessments and Self Assessments, community input etc.

In terms of Section 28 of the MSA:

- (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.
- (2) 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.

In terms of Section 29 (1.a) of the MSA:

- (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;

The process plan is therefore a municipality’s schedule of events detailing all events and activities involved leading to the reviewing and adoption of the 2026/2027 5<sup>th</sup> generation IDP. It is a document that outlines in detail all the processes that the municipality will embark on in completing its IDP cycle. In a nutshell the process plan must indicate what has to happen, when, by whom, with whom and where, and it should include cost estimates.

## **1.2 LEGISLATIVE REQUIREMENTS FOR THE IDP REVIEW**

According to the Municipal Systems Act of 2000 all municipalities have to undertake an integrated development planning process to produce integrated development plans (IDPs). As the IDP is a legislative requirement it has a legal status and it supersedes all other plans that guide development at local government level. This five year plan that we are developing now can be reviewed and will be reviewed by the municipality annually until the term of office of the council end.

### **1.2.1 The Integrated Development Plan**

Chapter 5 and Section 25 (1) of the Municipal Systems Act (2000) indicates 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.*

In terms of the core components of integrated development plans, Chapter 5 and Section 26) of the Municipal Systems Act (2000) indicates 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.*

### **1.2.2 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 Municipal Finance Management Act (2004). Chapter 4 and Section 21 (1) of the Municipal Finance Management Act (MFMA) indicates 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-*
- i. The preparation, tabling and approval of the annual budget;*
  - ii. The annual review of-*
    - aa) The integrated development plan in terms of section 34 of the Municipal Systems Act; and*
    - bb) The budget related policies.*
  - iii. The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
  - iv. The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

### **1.2.3 Performance Management / Service Delivery and Budget Implementation Plan:**

The municipality requires measuring its performance on service delivery through a process which is adopted by Council. Chapter 6 Section 38 and 40 respectively of the MSA (Act 32 of 2000) states that:

#### ***Establishment of performance management system***

*A municipality must—*

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

*A municipality must establish mechanisms to monitor and review its performance management system.*

For purposes of alignment the municipality chosen to combine the process plans to account for the IDP, PMS and the budget.



### **1.3 KEY ELEMENTS TO BE ADDRESSED DURING THE DEVELOPMENT PROCESS**

In developing the IDP a number of elements have to be considered and addressed namely:

#### **1.3.1 Draft IDP Assessments;**

In the draft assessments certain issues were raised in which the municipality could not undertake by the time the adoption of the IDP review took place due to a number of constraints. Some have been accommodated to be corrected / actioned in this document.

#### **1.3.2 MEC Panel Comments;**

At the time of preparing this document, the municipality had not received comments from the MEC for the final review document submitted to her ten days after adoption of the final IDP. However will incorporate the comments of the MEC upon receipt and the municipality will undertake what it can do.

#### **1.3.3 Self-Assessment;**

The district family has also conducted self-assessments and the issues raised will also be considered and corrected to the best of our ability.

#### **1.3.4 Council priorities;**

Since the election of the current council in 2021, Umdoni Council has adopted council priorities for their 5 year term of office which include basic service delivery by ensuring Infrastructure maintenance on our municipal roads and storm water management system, local economic development as well as an effective co-ordination and facilitation working together with other government spheres to ensure the provision of services such as human settlements, water and sanitation to all Umdoni communities. Council further emphasized this during the Strategic Planning session held in The Estuary Hotel on 19-21 February 2025.

#### **1.3.5 Community Based Planning**

During the review of the 5<sup>th</sup> Generation IDP, the municipality also reviewed and developed ward based plans for a 5-year period. These plans look at community needs, objectives and programmes at ward level so that municipal responses to community challenges can be addressed at community based planning level.

## **2 ORGANIZATIONAL / INSTITUTIONAL ARRANGEMENTS**

### **2.1 INTERNAL IDP STRUCTURES AND THEIR ROLES AND RESPONSIBILITIES.**

#### **2.1.1.1 Institutional Arrangements**

The IDP SC will act as a support to the IDP Representative Forum, making technical decisions and inputs, to the Municipal Manager and the IDP Manager. This IDP SC, as well as the Representative Forum has been reconstituted for the IDP preparation process.

Institutional Arrangements:

- The IDP SC will be chaired by the Municipal Manager and in her absence, by the IDP Manager.
  - Secretariat will be provided by committee's section as this committee is an extension of Manco.
  - Members of the IDP SC will comprise of the Top Management, the staff responsible for the preparation of the IDP, PMS and Budget and all Senior Managers
- The IDP processes will remain a standing item at MANCO.

#### **2.1.1.2 Terms of Reference for the IDP Steering Committee**

The terms of reference for the IDP SC are as follows:

- ✗ Provide terms of reference for the various planning activities associated with the IDP;
- ✗ Commission research studies as may be required;
- ✗ Considers and comments on:
  - Inputs from sub-committee/s, study teams and consultants;
  - Inputs from provincial sector departments and support providers; and
  - IDP RF members.
- ✗ Processes, summarize and document outputs;
- ✗ Makes content and technical recommendations; and
- ✗ Prepare, facilitate and document meetings.

It should be noted that in 2016, a new IDP Representative Forum Chairperson was appointed and the Honorable Mayor is the IDP Representative Forum chairperson.

### **2.1.1.3 The IDP Manager and Responsibilities**

Amongst other, the following responsibilities have been allocated to the IDP Manager for the IDP Process:

- To ensure that the Process Plan is finalized and adopted by Council;
- To adjust the IDP according to the proposals of the MEC;
- To identify additional role-players to sit on the IDP Representative Forum;
- To ensure the continuous participation of role players;
- To monitor the participation of role players;
- To ensure appropriate procedures are followed;
- To ensure documentation is prepared properly;
- To carry out the day-to-day management of the IDP process;
- To respond to comments and enquiries;
- To ensure alignment of the IDP with other IDP's within the District Municipality;
- To co-ordinate the inclusion of Sector Plans into the IDP documentation;
- To co-ordinate the inclusion of the Performance Management System (PMS) into the IDP;
- To submit the reviewed IDP to the relevant authorities.

## **2.1.2 IDP Representative Forum**

### **2.1.2.1 Composition of IDP Representative Forum**

The IDP Representative Forum (IDP RF) will be constituted as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP Review processes. The proposed composition of the IDP RF could be as follows:

- ✗ EXCO members;
- ✗ Councillors;
- ✗ Traditional leaders;
- ✗ Ward Committee Chairpersons;
- ✗ Ward Committee Members;
- ✗ Senior Municipal Officials;
- ✗ Stakeholder representatives of organised groups;
- ✗ Advocates of unorganised groups;
- ✗ Resource persons;
- ✗ Other community representatives;
- ✗ National and Provincial Departments regional representatives;
- ✗ NGO's; and
- ✗ Parastatal organisations.

### **2.1.2.2 Terms of Reference for the IDP Representative Forum**

The terms of reference for the IDP RF are as follows:

- ✗ Represent the interest of the municipality's constituency in the IDP process;
- ✗ Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government;
- ✗ Ensure communication between all the stakeholder representatives inclusive of municipal government; and
- ✗ Monitor the performance of the planning and implementation process.

### **2.1.3 District IDP Rep Forum**

As per the district framework plan the municipality is a member of this forum and though attendance has been a challenge due to human capacity in the Municipality, during the 2025/2026 financial year the municipality will regularly attend to ensure alignment.

### **2.1.4 District Planners Forum**

As per the district framework plan the municipality is a member of this forum and attends regularly.

### **2.1.5 Council and EXCO**

The Council will consider, for comments, a draft document by March 2026. This will ensure inclusion into the national and provincial budgeting processes as well as inform the municipal budgeting process.

Adoption of the final IDP document is envisaged by the end May 2026 together with the municipal budget. Sector Plans will be approved by Council on their completion.

### **2.1.6 Corporate Governance Portfolio Committee and Council**

The portfolio committee will undertake the overall development and co-ordination of the IDP planning process and ensuring that all the relevant actors are appropriately involved;

### 3 ROLES AND RESPONSIBILITIES

Identify external role players, including communities, and their roles and responsibilities.

#### 3.1 ROLE PLAYERS

The Municipality will confirm the identification of the following role players in the IDP formulation Process by removing/adding to their list of stakeholders in the IDP Process, an advert will be placed on the local newspaper advising of the intention to commence with the IDP process and will further call on all interested and affected parties to submit their names.:

##### 3.1.1 Internal Role-players

- Council and the Executive Committee;
- Planning Development and Infrastructure Portfolio Committee;
- Mayor;
- Municipal officials;
- Municipal Manager;
- IDP Manager;
- IDP Steering Committee; and
- Representative Forum/Civil Society.

##### 3.1.2 External Role-players

- Relevant Government Departments;
- Planning professionals/facilitators;
- Municipal officials; and
- Representative Forum/Civil Society.

### 3.2 ROLES AND RESPONSIBILITIES

The table below provides an indication of the various roles and responsibilities of the different groupings relating to specifically the IDP development, PMS and Budgeting processes.

**Table 1:** Internal Roles and Responsibilities

Role Player	Roles and Responsibilities
Council	<p>IDP</p> <ul style="list-style-type: none"><li>✓ Final decision making</li><li>✓ Approval of the reviewed IDP documentation.</li><li>✓ Coordination roles for local municipalities.</li><li>✓ Ensuring horizontal alignment of the IDP's of the municipalities in the district council area.</li><li>✓ Ensuring vertical alignment between the district and local planning.</li><li>✓ Facilitation of vertical alignment of IDP's with other spheres of government and sector departments.</li></ul>

Role Player	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>✓ Provide events for joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists.</li> <li>✓ Linking the IDP process with their constituencies</li> <li>✓ Organizing public participation.</li> </ul> <p>PMS</p> <ul style="list-style-type: none"> <li>✓ Final decision making</li> <li>✓ Consider and adopt final report.</li> <li>✓ Consider and approve the performance agreement of the MM</li> <li>✓ Popularizing PMS within their constituencies</li> </ul> <p>BUDGET</p> <ul style="list-style-type: none"> <li>✓ Final decision making</li> <li>✓ Approve the budget before the start of the financial year.</li> <li>✓ Council to approve unforeseen and unavoidable expenses</li> <li>✓ Approve Service Delivery and Budget Implementation Plan</li> </ul>
Mayor	<p>IDP</p> <ul style="list-style-type: none"> <li>✓ Responsible for overseeing the process</li> <li>✓ Political responsibility and accountability regarding the process</li> </ul> <p>PMS</p> <ul style="list-style-type: none"> <li>✓ Establishing the performance agreement for the Municipal Manager in terms of the PMS.</li> <li>✓ Determine KPA's for MM based on institutional KPI's.</li> <li>✓ Determine the performance objectives and targets that the MM must meet in relation to the KPA's.</li> <li>✓ Negotiate the performance objectives and targets that the MM must meet.</li> <li>✓ Submit draft performance agreement for the MM via EXCO to the Council for consideration and approval.</li> <li>✓ Conclude and sign performance agreement with the MM on behalf of Council.</li> </ul> <p>BUDGET</p> <ul style="list-style-type: none"> <li>✓ Table budget to Council at least 90 days before the start of the financial year.</li> <li>✓ Table budget timetable to Council.</li> <li>✓ Report authorization of unforeseeable and unavoidable expenses at Council meeting after having authorized such expenses.</li> </ul>

Role Player	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>✓ Submit SDBIP to Council, 14 days after approval of budget</li> <li>✓ Ensure conclusion of management's performance agreements.</li> <li>✓ Ensure that the management's performance agreements are made public.</li> <li>✓ Submit to Council an annual report within 7 months after the end of the financial year.</li> </ul>
Municipal Officials	<p>IDP</p> <ul style="list-style-type: none"> <li>✓ Provide technical/sector expertise through the IDP Technical Committee (Senior officials)</li> <li>✓ Prepare selected Sector Plans.</li> <li>✓ Provide comments on the IDP Review document as members of staff</li> </ul> <p>PMS</p> <ul style="list-style-type: none"> <li>✓ Setting KPI's for administrative components and service providers.</li> <li>✓ Prepare progress reports- Top management: Monthly</li> <li>✓ Reporting on the performance measures.</li> <li>✓ Verification of interim PMS measurement results.</li> </ul>
Municipal Manager / IDP Manager	<p>IDP</p> <ul style="list-style-type: none"> <li>✓ Decide on planning process.</li> <li>✓ Monitor process.</li> <li>✓ Overall Management and co-ordination.</li> </ul> <p>PMS</p> <ul style="list-style-type: none"> <li>✓ Submission of annual performance report to Council for approval.</li> <li>✓ Submission of audit to Council</li> <li>✓ Submit report to the Council about mechanisms, systems and processes for auditing the results of performance measurements as part of the internal auditing process.</li> <li>✓ Establishment of a performance audit committee.</li> <li>✓ Entering into performance agreements with departmental heads.</li> <li>✓ Performance monitoring</li> <li>✓ Submission of approved annual performance report, together with financial statements, to the Auditor General.</li> <li>✓ Receive external Auditors report.</li> <li>✓ Submission of audit report via EXCO to Council within 1 month of receipt.</li> <li>✓ Within 14 days of adopting the annual report:</li> <li>✓ make copies available to the public and the media;</li> </ul>

Role Player	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>✓ submit a copy of the report to the MEC for local government in the province;</li> <li>✓ submit a copy of the report to the Auditor General and any other institutions prescribed by regulation.</li> </ul> <p>BUDGET</p> <ul style="list-style-type: none"> <li>✓ Give notice of bank account to National Treasury (NT) and Auditor General (AG).</li> <li>✓ Supply NT and AG with list of bank accounts.</li> <li>✓ Table consolidated report of all withdrawals from bank account to Council within 30 days after the end of each quarter.</li> <li>✓ Submission of draft budget implementation plan to Mayor within 14 days after approval of the budget.</li> <li>✓ Perform mid-year performance assessment of the municipality and the submission of the report to the Mayor.</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 annual oversight reports to the Provincial Legislature within 7 days after adoption by Council.</li> </ul>
IDP Manager	<p>IDP</p> <ul style="list-style-type: none"> <li>✓ ensure that the Process Plan is adopted by Council;</li> <li>✓ Day-to-day management of the IDP process</li> <li>✓ Ensure continuous and improved participation of role players through IDPRF and other means;</li> <li>✓ Prepare documentation and submissions;</li> <li>✓ co-ordinate the preparation of the Sector Plans and their inclusion into the IDP documentation;</li> <li>✓ co-ordinate the inclusion of the Performance Management System (PMS) into the revised IDP;</li> <li>✓ Submit the reviewed IDP to the relevant authorities.</li> </ul> <p>PMS</p> <ul style="list-style-type: none"> <li>✓ Day-to-day management of the process</li> <li>✓ Performance management review planning and preparation.</li> <li>✓ Prepare documentation and submissions;</li> <li>✓ ensure that the Process Plan is adopted by Council;</li> <li>✓ Day-to-day management of the IDP process</li> </ul> <p>BUDGET</p> <ul style="list-style-type: none"> <li>✓ Interact with Budget Officer for alignment of processes</li> <li>✓ Ensuring IDP process conducted timeously for budgeting purposes</li> </ul>



Role Player	Roles and Responsibilities
Manager: Budget	<p>IDP</p> <ul style="list-style-type: none"> <li>✓ Interact with IDP manager to ensure processes are aligned</li> <li>✓ Ensuring budget proposals in line with IDP</li> </ul> <p>BUDGET</p> <ul style="list-style-type: none"> <li>✓ ensure that the Process Plan is adopted by Council;</li> <li>✓ Day-to-day management of the budgeting process</li> <li>✓ Make information available to staff members for budgeting purposes</li> <li>✓ Prepare documentation and submissions;</li> <li>✓ Ensure draft budget is in place for submission to Council.</li> </ul>

**Table 2: External Roles and Responsibilities**

Role Player	Roles and Responsibilities
Planning Professionals	<ul style="list-style-type: none"> <li>✓ Specialist &amp; targeted input.</li> <li>✓ Facilitation of planning workshops.</li> <li>✓ Sector Plans.</li> <li>✓ Documentation.</li> </ul>
Representative Forum/Civil Society	<ul style="list-style-type: none"> <li>✓ Representing interest and contributing knowledge and ideas.</li> </ul>
Government Departments	<ul style="list-style-type: none"> <li>✓ Provide data and information.</li> <li>✓ Budget guidelines.</li> <li>✓ Alignment of budgets with the IDP.</li> <li>✓ Provide professional and technical support (sector specialization)</li> </ul>
Amakhosi	<ul style="list-style-type: none"> <li>✓ Provide traditional leadership</li> <li>✓ Joint planning</li> <li>✓ Makes land available</li> <li>✓ Provide data and information</li> </ul>
Local Municipalities	<ul style="list-style-type: none"> <li>✓ Joint planning</li> <li>✓ Alignment of budgets with the IDP</li> <li>✓ Documentation</li> <li>✓ preparation of the Sector Plans</li> <li>✓ communication with civil society</li> </ul>

## **4 MECHANISMS FOR PUBLIC PARTICIPATION**

### **4.1 FUNCTIONS AND CONTEXT PUBLIC PARTICIPATION**

Four major functions can be aligned with the public participation process namely:

- ◆ Needs identification;
- ◆ Identification of appropriateness of proposed solutions;
- ◆ Community ownership and buy-in; and
- ◆ Empowerment.

### **4.2 MECHANISMS FOR PARTICIPATION**

The following mechanisms for participation will be utilized:

#### **a) IDP Representative Forum (IDP RF)**

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organizations into the IDP RF and ensure their continued participation throughout the process. 2 ward representatives of the ward committee members will be invited into the meetings.

#### **b) Media**

Local newspapers and the Municipality's newsletter will be used to inform the community of the progress of the IDP, when the need arises through our communications department.

#### **c) Radio Slots**

The community radio station will be utilized to make public announcements where necessary.

#### **d) Information sheets**

This will be prepared in English and isiZulu and be distributed via the Representative Forum where a need for this has been identified and if there is budget allocation for such a need.

#### **e) The Website**

The website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for people and service providers to download.

#### **f) IDP/BUDGET Road Shows and Mayoral Izimbizo**

The Umdoni LM will be hosting its community road shows to publicize the draft IDP and Budget. The venues for these meetings will be publicized at the IDP RF as well as through the media. Mayoral Izimbizo will also be used as a platform especially for the rural communities.

### **4.3 PROCEDURES/PROCESS FOR PARTICIPATION**

#### **4.3.1 Representative Forum**

The representative forum will meet 4 times per annum and deal with the following issues:

- The provision of feedback on the *status quo* and strategic framework components of the IDP;
- Presentation of the draft IDP and Budget ahead of the public participation process.
- Feedback on comments received during the 21 day advert period on the Budget and IDP as well as the public participation process and suggested ways of addressing these issues.
- Recommendation by the IDP RF for adoption of the IDP by Council.

The dates of the IDP Rep Forum will be advertised together with the Council's Annual schedule of dates and invites will be sent to all members when it is closer to the date of the forum. Invites will be sent via these methods:

- Email
- Sms

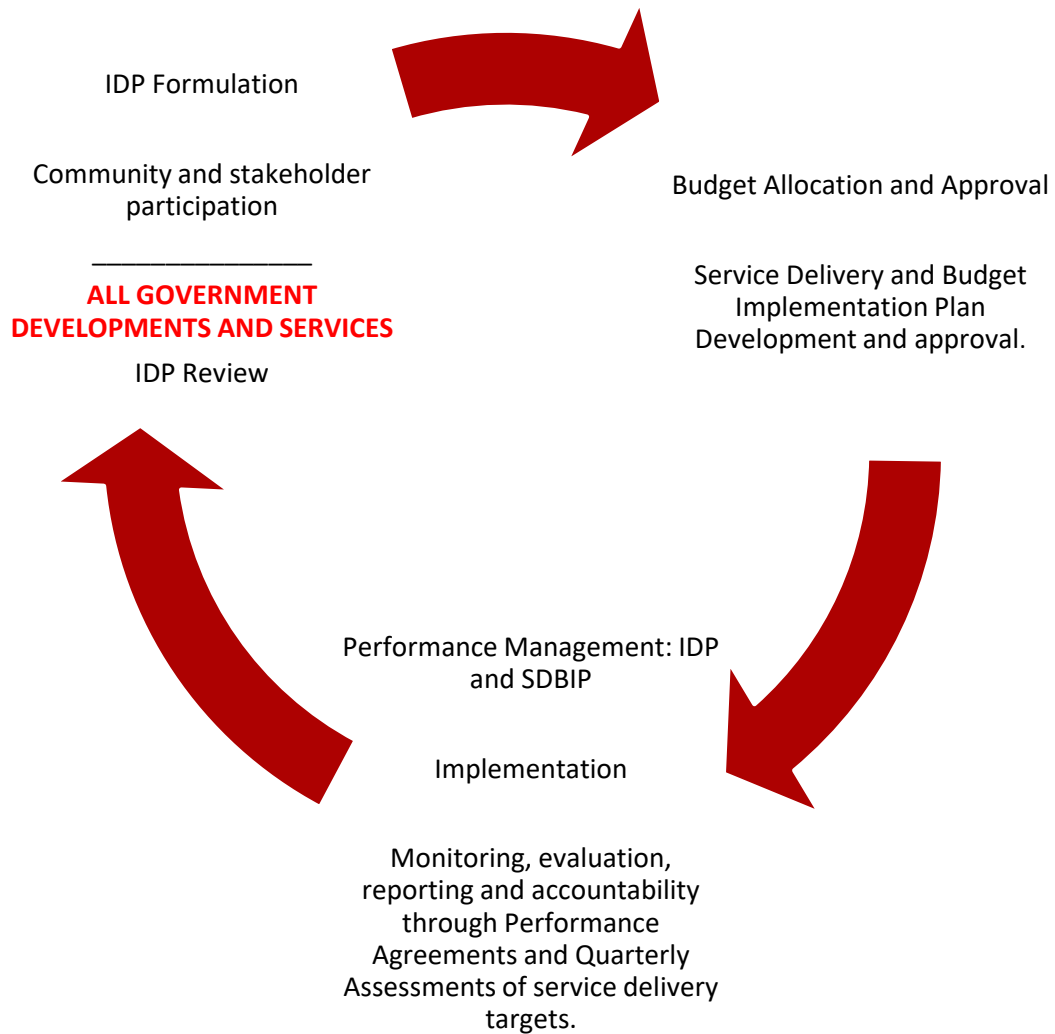
#### **4.3.2 Council Approval**

The IDP/Budget/PMS Review report will be presented to the IDP RF/relevant Portfolio Committees then recommendations will be made to Council for approval/adoption

The IDP/Budget/PMS will be tabled at EXCO for consideration and recommendation to Council for adoption. Council will then adopt the IDP, Budget and PMS as indicated in the schedule of activities.

## **5 ALIGNMENT OF THE IDP, BUDGET & MUNICIPAL 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) review/SDBIP. The linkages of the three processes are summarized in the following diagram:



**Figure 1: The IDP, Budget and PMS Linkages**

## **5.1 ALIGNMENT MECHANISMS**

### **5.1.1 Alignment with all stakeholders:**

The municipality has ensured alignment with all the relevant stakeholders

- Vertical alignment (National, Provincial, Local Spheres);
- Horizontal alignment (within the District family via Framework Plan); and
- Cross border alignment (other Districts & Provinces).

#### **5.1.1.1 District Framework Plan**

In terms of Chapter 5 and Section 26 of the Municipal Systems Act (2000), Districts are required to prepare and adopt a Framework Plan which indicates how the District and Local Municipalities will align their IDP's. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the district and in doing so, proper consultation, coordination and alignment of the review process of the district municipality and various local municipalities can be maintained.

#### **5.1.1.2 Alignment with Service Providers**

Alignment with Service Providers is essential in order that the DM and LM's priorities can be reflected in their project prioritisation process, as well as so that their projects can be reflected in the IDP documentation. It is anticipated that one Sector Departments meeting will be held at the district level during this round of the IDP Review, as well as a series of one-on-one meetings with identified key departments.

#### **5.1.1.3 Internal Alignment**

The IDP is now a standing item in MANCO to ensure that horizontal alignment is achieved. HOD's are also invited into the Rep Forum. Furthermore to this a strategic session was held involving both the administration and the political leadership, and the session involving HOD's only to ensure that alignment takes place internally.

#### **5.1.1.4 Alignment with Sector Departments**

This is essential to ensure that the district and local municipalities' priorities can be reflected in the Sector Departments' project prioritization process and in turn, that the Sector Departments' projects can be reflected in the IDP documentation. Regular and strategic meetings with the Sector Departments would be required during the course of this IDP Review.

### 5.1.2 Type of alignment mechanisms:

- Representative Forums;
- Service Providers Forums;
- Planning & Development Forums; and
- One-on-one Sector Department Meetings.

## 5.2 KEY ACTIVITIES

Below is a summary of the key activities to take place in terms of the IDP formulation, Budget and PMS during the 2025/2026 financial year.

	ACTIVITY	TIMEFRAME	RESPONSIBLE DEPARTMENT
	<b>AUGUST</b>		
1.	Preparation of the IDP/Budget/PMS Process Plan	August 2025	Manager IDP/PMS
2.	Submit Process Plan to Council for approval and adoption		Municipal Manager
3.	Table to Council a time schedule for the preparation of the budget for the 2026/2027 financial year		Mayor/CFO
4.	Mayor to officially announce the commencement of the consultation process for the 2026/2027 budget		Mayor
5.	Advertise in order to inform the public about the commencement of the IDP and Budget Process		Manager IDP/PMS & CFO
	<b>SEPTEMBER</b>		
6.	Desk top research on the status quo	September 2025	Manager IDP/PMS
	<b>OCTOBER</b>		
7.	Commencement of consultation process with the community for the development of the Integrated Development Plan for the 2026/27 financial year	October 2025	Mayor/Municipal Manager

	ACTIVITY	TIMEFRAME	RESPONSIBLE DEPARTMENT
8.	In house assessment and formulation of objectives, strategies and projects against cross-cutting issues		Manager IDP/PMS
9.	<b>Finalize the 1<sup>st</sup> draft IDP ensuring that the following IDP Review Elements are attended to through Steering Committee to include</b> <ol style="list-style-type: none"> <li>1. Impact of new information and changing circumstances</li> <li>2. Comments of the MEC and other Role players</li> <li>3. Legislative Requirements</li> <li>4. Areas identified through self-assessment</li> <li>5. Inclusion of Sector Plans e.g. Housing Plan, LED Plan, etc.</li> <li>6. Consideration of Potential Projects</li> <li>7. Financial Plan</li> </ol> Liaising with Service Providers, Sector Departments and UGu District Verify IDP Projects from the 2025/2026 IDP review that need to be carried over	October 2025	Manager IDP/PMS
	<b>NOVEMBER</b>		
1.	Mayoral Izimbizo (use them as community Consultation Meetings to develop IDP and establish community needs). Proposed dates for Mayoral Izimbizo are 11 <sup>th</sup> -21 <sup>st</sup> of November 2025. Ward Committee Meetings were development of Ward Based Plans and inputs by Ward Committees will be a standing item in the Agenda – Identification of Challenges, SWOT Analysis and needs analysis per Ward	November 2025  November – December 2025	OMM – Manager Public Participation & IDP/PMS Manager
2.	Strategic Planning Session (Councilors and Management) proposed for 24th November – 28 November 2025	November 2025	OMM
3.	In house assessment and formulation of objectives, strategies and projects against cross-cutting issues	November 2025	Manager IDP/PMS
4.	Formulate IDP Programmes / Projects based on input received from the community consultation workshops and Political Leadership & Management Strategic Planning Session		Manager IDP/PMS
5.	Consult Sector Departments on their Strategic Plans		Manager IDP

	ACTIVITY	TIMEFRAME	RESPONSIBLE DEPARTMENT
6.	Constant consultation with the district to ensure alignment		Manager IDP
7.	Attending District IDP Rep forum Meetings		Manager IDP
8.	Workshop the draft so as to confirm objectives, strategies and projects with Council.		Manager IDP/PMS
9.	Ward Committee Meetings – Identification of projects at Ward Committee meetings for Ward Based Plans prior to prioritization by Council at the Strategic Planning Session		Manager: Public Participation
	<b>DECEMBER</b>		
10.	Submit 1 <sup>st</sup> Draft to the General Manager: Financial Services in preparation for the draft budget	December 2025	Manager IDP
11.	Confirm the list of projects to Treasury and MIG Registration		GM Technical Services
12.	HOD's to hold Departmental meetings to identify requirements for adjustment budget 2024/25		CFO
	<b>JANUARY</b>		
13.	HODs to hold Departmental meetings to identify requirements for 2026/2027 budget	January 2026	Heads of Dept.
14.	Two budget steering committee meetings		CFO
15.	Mid-Year Performance review and 2025/2026 Adjustment Budget		CFO & IDP/PMS
16.	Management and Section Heads Strategic Planning Session to identify strategies to address Challenges and Community needs identified by Councilors and Communities	January 2026	OMM
	<b>FEBRUARY</b>		
17.	Consult with various stakeholders (Departments, district municipalities etc.) and establish their priorities and budget allocations to this municipality	February 2026	CFO



	ACTIVITY	TIMEFRAME	RESPONSIBLE DEPARTMENT
18.	Receive all HOD's submission/requests for the 2026/2027 Budget		CFO
19.	Receive all HODs submissions/requests for the 2026/2027 financial year		Municipal Manager
20.	Determine the municipality's priorities for the 2026/2027 financial year. This process is executed over a preceding period of 6 months, during monthly council meetings		Council
21.	Draft Ward Based Plans to inform the review of Draft IDP		Manager: Public Participation
	<b>MARCH</b>		
22.	Hold IDP Rep Forum – 20 March 2026 (Proposed Date and subject to Council Approval)	March 2026	IDP Manager
23.	Align and link all key issues in the IDP to KPA's		Manager IDP/PMS
24.	Two Budget Steering Committee meeting		CFO
25.	Table a draft budget & IDP to Council for consideration		Mayor
26.	Submit Draft IDP and Budget to Province (COGTA) for Assessment.	31 March 2026	Municipal Manager
27.	Submit Draft IDP and Draft Budget to National and Provincial Treasury	31 March 2026	Municipal Manager
	<b>APRIL</b>		
28.	Set KPI's and targets for each objective for the PMS process	April 2026	HODs & IDP/PMS Manager
29.	Attend Provincial IDP assessment sessions.	April 2026	IDP/PMS
30.	Initiate the consultation process with the community and ensure that the budget and related policies are available to the public for comment and		CFO

	ACTIVITY	TIMEFRAME	RESPONSIBLE DEPARTMENT
	submitted to National Treasury, Provincial Treasury and other relevant organizations		
31.	Hold joint IDP/Budget road-shows with the district	April 2026	IDP Manager/ CFO / Manager Public Participation
32.	Advertise the draft IDP/Budget review report for 21 days public comments	April 2026	IDP Manager/CFO
33.	Incorporate comments received from the Assessments into the reviewed report		IDP Manager
34.	Consideration of all comments received from the community, National Treasury, and others		Council
	<b>MAY</b>		
35.	Two Budget & IDP Steering committee meetings	May 2026	CFO
36.	Finalization of 2026/2027 Budget & IDP		CFO/IDP Manager
37.	Workshop the final IDP and Budget to Councilors and officials		CFO/IDP Manager
38.	Adoption of the 2026/27 Budget & IDP		Council
39.	Approve the Capital and Operating budget and tariff charges for the 2026/2027 financial year		Council
40.	Advertise the approved budget, tariff charges and related policies & IDP		CFO/IDP Manager
	<b>JUNE</b>		
41.	Submit the draft SDBIP to the Mayor after 14 days of the approval of the budget.	June 2026	IDP/PMS Manager
42.	Draft the S57 performance contracts for 2026/27	June 2026	IDP/PMS

	ACTIVITY	TIMEFRAME	RESPONSIBLE DEPARTMENT
43.	Submit the approved Annual budget to National and Provincial Treasury	May /June 2026	Municipal Manager/CFO
44.	Table a Service Delivery and Budget Implementation Plan to Council for noting by Council	June 2026	Mayor
45.	Advertise the approved budget, tariff charges and related policies	June 2026	Municipal Manager
	<b>JULY</b>		
46.	Submission of the IDP to the MEC through CoGTA	July 2026	IDP/PMS
47.	Finalize and sign performance contract that are linked to the IDP and the Budget for the Municipal Managers and General Managers		Mayor and Municipal Manager

The district has forwarded its activities to the local municipalities and the municipality has considered them however they have not been shown here. The municipality is aware of all their timeframes and will avail itself as and when the sessions are called.

## 6 COST ESTIMATES

### 6.1 ESTIMATED COST BREAKDOWN FOR EACH IDP PHASE.

Council has not received grant funding from the Department of Local Government and Traditional Affairs for the IDP formulation process, as it is understood that all the funding required is channeled through Council Budget. The available IDP funding is proposed to be utilized for the planning process as outlined below:

ITEM	COST ESTIMATE	BUDGETED FOR
IDP Advertising	R 15 000	Available
Workshops and Meetings	R 0	Not Available
Printing Costs	R200 000	Not Available
Publishing a simpler IDP & Translating Costs	R 100, 000	No budget
Review of sector plans	R 900 000. 00	Available
Total	R1 215 000.00	

The IDP review is mainly done in-house which means that the planning process will therefore to a large extent be accommodated within the operational costs of the section as they might not incur direct costs. However, additional funds may be obtained from other sources and such funds will be utilized to complete certain aspects of the review process such as the strategic planning and other areas that might need specialist assistance.

## 7 IDP PREPARATION

The municipality has an IDP/Manager and there is one individual in the IDP/PMS Section which becomes a challenge to the institution of that individual in incapacitated. It is highly recommended that Council prioritizes the filling of the position for an IDP/PMS Officer so that there will always be continuity within the Section.

## 8 CONCLUSION

This process plan is another attempt in our endeavor as a municipality to continuously improve on the alignment of our processes both internally and externally as envisaged by South Africa's legislative framework.

The focus of the IDP formulation and budget process as detailed above is to improve on the implementation aspect, financial sustainability and clear linkage between the two processes, resulting in increased and better service delivery to all the communities of Umdoni.