

2024/2025

*Draft Integrated Development Plan Process Plan
With Key Activities and Timelines*



*Office of the Municipal Manager
Head Office
Municipal Building
38 Joubert Street
Ladybrand
9745*

TEL: 051 934 0654

Email: lmairiti@mantsopa.co.za

Website: www.mantsopa.fs.gov.za

Contents

KEY PERFORMANCE AREAS	3
1.1 INTRODUCTION AND BACKGROUND	3
1.2 LEGAL CONTEXT	4
1.3 DISTINCTION BETWEEN REVIEW PROCESS PLAN AND TIME SCHEDULE	5
1.4 ROLES AND RESPONSIBILITIES	6
1.5 ORGANISATIONAL ARRANGEMENT	6
1.5.1 INTEGRATED DEVELOPMENT PLAN, PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM, AND BUDGET REPRESENTATIVE FORUM	6
1.5.2 TECHNICAL INTEGRATED DEVELOPMENT PLAN AND BUDGET STEERING COMMITTEE	7
1.5.3 THABO MOFUTSANYANA DISTRICT INTEGRATED DEVELOPMENT PLAN MANAGERS FORUM ...	7
1.5.4 THABO MOFUTSANYANA DISTRICT MUNICIPALITY COORDINATING FORUM	7
1.5.5 MUNICIPAL MANAGERS FORUM	7
1.5.6 THABO MOFUTSANYANA DISTRICT MUNICIPALITY TASK TEAM: DISTRICT DEVELOPMENT MODEL-ONE PLAN	7
1.5.7 FREE STATE PROVINCIAL INTEGRATED DEVELOPMENT PLAN MANAGERS FORUM	8
1.6 INTERNAL STRUCTURES	8
2.1 LEGISLATIVE OVERVIEW OF THE INTEGRATED DEVELOPMENT PLANNING PROCESS	8
2.1.1 INTEGRATED DEVELOPMENT PLAN REVIEW PROCESS	9
2.2 PURPOSE OF A REVIEW	9
2.3 AMENDMENT OF THE INTEGRATED DEVELOPMENT PLAN	9
2.4 INTEGRATED DEVELOPMENT PLANNING CYCLE FOR DEVELOPMENT OF FIVE-YEAR INTEGRATED DEVELOPMENT PLAN	10
3.1 THABO MOFUTSANYANA DISTRICT MUNICIPALITY INTEGRATED DEVELOPMENT PLAN REVIEW PROCESS TIME FRAME	11
3.2 PUBLIC PARTICIPATION	12
3.2.1 MECHANISMS OF PUBLIC PARTICIPATION	12
3.2.1.1 INTEGRATED DEVELOPMENT PLAN, PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM AND BUDGET REPRESENTATIVE FORUM	12
3.2.2 MEDIA	12
3.2.3 IMBIZO AND FORA	12
3.2.4 THE MUNICIPAL WEBSITE, WHATSAPP GROUPS AND FACEBOOK PAGES	12
3.2.5 MUNICIPAL ROADS SHOWS	12
4.1 MONITORING AND AMENDMENTS	12
5.1 MECHANISMS AND PROCEDURES FOR ALIGNMENT	13
5.2 ROLE-PLAYER	14
5.2.1 NATIONAL LINKAGES	15

5.2.2 ALIGNMENT OF THE THABO MOFUTSANYANA DISTRICT MUNICIPALITY INTEGRATED DEVELOPMENT PLAN REVIEW PROCESS FRAMEWORK AND THE INTEGRATED DEVELOPMENT PLANNING REVIEW PROCESS PLAN	15
5.2.3 PROVINCIAL LEVEL.....	15
6.1 CONCLUSION	15
7.1 KEY ACTIVITIES: SUMMARY TIMELINES 2024/2025 FOR 2025/2026 FINANCIAL YEAR	16

KEY PERFORMANCE AREAS

The people driven integrated development plan and budget of the municipality reflect the community priorities. In addition, the Integrated Development Plan is also informed by the Global Perspective, National Perspective, Provincial Perspective, and the Thabo Mofutsanyana District Municipality Integrated Development Plan Review Framework for 2024/2025, and the District Development Model-One Plan, therefore the Integrated Development Plan 2022/2023-2026/2027 is a government-wide expression of developmental commitments.

All strategies and agendas, whether global, national, provincial or district, are underpinned and guided by and designed to satisfy the needs of all local communities. Municipal citizenry takes the lead in defining and shaping their priorities through a variety of public participation processes and programmes, such as ward based planning Community Development Workers and Ward Committees. The following are the Key Performance Areas of the municipality as informed by the global, national, provincial and district key priority areas:

Key Performance Area	Predetermined Objective
1. Basic Services	Supporting the delivery of municipal services to the right quality and standard
2. Local Economic Development	Creating a conducive environment for economic development
3. Institutional Capacity	Building institutional resilience and administrative capability
4. Financial Management	Ensuring sound financial management and accounting
5. Good Governance, Transparency and Accountability	Promoting good governance, transparency, and accountability
6. Public Participation	Putting people first and engaging with communities

1.1 INTRODUCTION AND BACKGROUND

The Review Process Plan is an organized activity plan that outlines the process of development of the Integrated Development Plan, Budget and Performance Management and Development System. This review process plan outlines the manner in which the 2024-2025 Integrated Development Plan, Budget and Performance Management and Development System process will be undertaken.

It has been prepared in line with the Thabo Mofutsanyana District Municipality Integrated Development Framework Plan for 2024/2025. Section 153 of the Constitution of the Republic of South Africa provides that a municipality must “structure and manage its administration and planning processes to give priority to the basic needs of the community and to promote the social and economic development of the community”.

This constitutional provision illustrates the need for integrating the planning, budgeting, implementation, and reporting processes of all public institutions. The Integrated Development Plan of a municipality is developed for a five-year period and is reviewed annually.

Section 25 of the Municipal Systems Act, No 32 of 2000 states that: “Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive, and strategic plan for the development of the municipality.

The Integrated Development Plan, as a municipality’s strategic plan, informs Municipal decision-making as well as all the business processes of the municipality. The Integrated Development Plan must inform the municipality’s financial and institutional planning and most importantly, the drafting of the annual budget.

This plan includes 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;
- Clear roles and responsibilities for all
- An indication of the organisational arrangements for the Integrated Development Plan Review Process;
- Binding plans and planning requirements, i.e., policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment

1.2 LEGAL CONTEXT

Section 25 (1) of the Municipal Systems Act (32 of 2000) indicates that: “Each Municipal Council must, within prescribed period after the start of its elected term, adopt a single, all-inclusive, and strategic plan for the development of the municipality which:

- 1) Links, integrates and coordinates plans and takes into account proposals for the development of the community; 2) Aligns the resources and capacity of the municipality with the implementation of the plan;
- 2) Complies with the provisions of this Chapter (Chapter 5 MSA); and
- 3) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation”.

In terms of Section 28 and 29 of the Municipal Systems Act (2000)

Section 28: Adoption of 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, 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.

Section 29: Process to be followed

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.

(2) A district municipality must-

- a) plan integrated development for the area of the district municipality as a whole but in close consultation with the local municipalities in that area;
- b) align its integrated development plan with the framework adopted in terms of Section 27; and
- c) draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the local municipalities in that area.

3) A local municipality must-

- a) align its integrated development plan with the framework adopted in terms of Section 27; and
- b) draft its integrated development plan, taking into account the integrated development processes of, and proposals submitted to it by the district municipality.

The preparation and adoption of a Review Process Plan is provided for under Section 28 of the Municipal Systems Act, No 32 of 2000, which states:

Each municipal council must, 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 Municipal Finance Management Act, No 56 of 2003, is very clear with respect to timeframes for the IDP and the budget.

Section (21) and (24) of the Municipal Finance Management Act, 56 of 2003, requires the budget and Integrated Development Plan Schedule to be adopted by Council by the end of August, the draft Budget and Integrated Development Plan to be tabled before the council in March and final Budget and Integrated Development Plan to be approved by council in May each year.

1.3 DISTINCTION BETWEEN REVIEW PROCESS PLAN AND TIME SCHEDULE

Review Process Plan-Five Year	Time Schedule-Annually
<p>The Integrated Development Plan Review Process Plan in accordance with Section 28 of the Municipal Systems Act, 32 of 2000, is a process set out in writing to guide the planning, drafting, adoption and review of its initial 5-year Integrated Development Plan after the start of Councils elected term.</p> <p>It contains events to be undertaken in the process of developing the actual Integrated Development Plan and supporting Integrated Development Plan review processes of the Local municipalities to ensure alignment</p>	<p>In accordance with Section 21 of the Municipal Finance Management Act, 56 of 2003, the council must adopt a time schedule outlining key deadlines for the tabling, adoption, and approval of the annual review/amendment of the Integrated Development Plan, any amendments to the Integrated Development Plan and consultative processes which form part of the Annual Integrated Development Plan and Annual Budget review.</p>

1.4 ROLES AND RESPONSIBILITIES

Role Player	Roles and Responsibilities
Council	Adoption of a District Framework and Process Plan. Ensure the amendment of the Integrated Development Plan under changing circumstances.
Mayor	Adoption of the Integrated Development Plan and Budget General management of the drafting of the Integrated Development Plan Assign responsibilities in this regard to the Municipal Manager and Portfolio Committees. Recommend the draft Integrated Development Plan and Budget to the Council
Municipal Manager	for adoption/Approval. Municipal Manager Decide on planning process; Develop and compile a draft Integrated Development Plan and Spatial Development Framework Monitor the process of Integrated Development Plan and Spatial Development Framework Review; Overall Management and co-ordination; Provide the necessary resources for the compilation and implementation of the Integrated Development Plan and Spatial Development Framework.
Directors	Provide technical/ sector expertise Identify strategic gaps in the existing plans, and advise accordingly Prepare and review selected Sector Plans. Prepare draft progress reports and proposals.

Role Player	Roles and Responsibilities
Manager: Integrated Development Planning	Day-to-day management of the process Assist and support the Municipal Manager in the development of the Integrated Development Plan Facilitate the sitting of the Integrated Development Plan Steering Committee and Rep Forum Ensure that phases of the Integrated Development Plan are fully implemented and reported accordingly. Oversee the alignment of the planning process internally and with those of the local municipal areas

1.5 ORGANISATIONAL ARRANGEMENT

The municipality will employ the following structures and platforms to ensure continued liaison and coordination throughout the Integrated Development Plan process:

1.5.1 INTEGRATED DEVELOPMENT PLAN, PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM, AND BUDGET REPRESENTATIVE FORUM

The Integrated Development Plan, Performance Management and Development System and Budget Representative Forum, formed as part of the Integrated Development Plan development process, will continue to function throughout the Integrated Development Plan development. Should circumstances warrant, their terms of reference

or representation may be extended to suit changed circumstances or shortcomings identified during the Integrated Development Plan process.

The Representative Forum is comprised of the Executive Mayor, Councillors, Ward Committees, Political Parties, Organised Labour and Senior Management; representatives from sector departments, parastatal bodies, Non-Governmental Organisations, business fraternity, and other interested organized bodies. This forum is chaired by the Executive Mayor.

1.5.2 TECHNICAL INTEGRATED DEVELOPMENT PLAN AND BUDGET STEERING COMMITTEE

The Integrated Development Plan, Performance Management and Development System and Budget Steering Committee, form part of the Integrated Development Plan development process, will continue to function throughout the Integrated Development Plan development. Should circumstances warrant, their terms of reference or representation may be extended to suit changed circumstances or shortcomings identified during the Integrated Development Plan process.

This committee will monitor progress of the development of the Integrated Development Plan Review Process Plan document. Of critical importance is that it will be the structure that “puts it all together”. This is important because there are a number of sub-activities that form part of the Integrated Development Plan development, each of which will require a specific focus.

1.5.3 THABO MOFUTSANYANA DISTRICT INTEGRATED DEVELOPMENT PLAN MANAGERS FORUM

This forum is chaired by the District Integrated Development Plan Manager, all Integrated Development Managers within the district, meet quarterly to ensure alignment of the district plans, to ensure proper coordination and avoid duplication of planning and services. The Thabo Mofutsanyana District Municipality at the centre of this will always provide leadership in ensuring that there is no unnecessary competition and uncoordinated planning within the district.

1.5.4 THABO MOFUTSANYANA DISTRICT MUNICIPALITY COORDINATING FORUM

In the development of the Integrated Development Plan, Executive Mayors and Mayors, and Municipal Managers of all municipalities falling within the Thabo Mofutsanyana District Municipality meet quarterly to ensure coordination and alignment between local and district municipalities’ Integrated Development Plans. Provincial Government Department representatives will form part of the Thabo Mofutsanyana District Municipality Coordinating Forum meetings to ensure that there is an alignment between the Local Municipalities’ Integrated Development Plans and the Provincial policies and budgets. This forum is chaired by the Thabo Mofutsanyana District Municipality’s Executive Mayor.

1.5.5 MUNICIPAL MANAGERS FORUM

This forum is chaired by the Thabo Mofutsanyana District Municipality’s Municipal Manager, all Municipal Managers within the district, meet quarterly to ensure alignment of the district plans, to ensure proper coordination and avoid duplication of planning and services. The Thabo Mofutsanyana District Municipality at the centre of this will always provide leadership in ensuring that there is no unnecessary competition and uncoordinated planning within the district.

1.5.6 THABO MOFUTSANYANA DISTRICT MUNICIPALITY TASK TEAM: DISTRICT DEVELOPMENT MODEL-ONE PLAN

During Presidential Budget Speech 2019, the President directed the sixth administration to develop and implement a new integrated district-based approach-District Development Model to address service delivery challenges. In

response, the Free State Premier's Coordinating Forum endorsed the Thabo Mofutsanyana District Task Team-a geographical, and team based, citizen focused approach to provide government services with an outcome of improving the living conditions of citizens. To achieve the goals of developmental local government a strong working relationship between politician's administration and citizens is imperative.

1.5.7 FREE STATE PROVINCIAL INTEGRATED DEVELOPMENT PLAN MANAGERS FORUM

All Integrated Development Plan Managers and sector departments of the Free State Province meet quarterly to share best practices and to ensure effective implementation of Integrated Development Planning in the province.

1.6 INTERNAL STRUCTURES

To ensure development planning, budgeting and implementation monitoring are as follows:

- Council
- Executive Committee
- Section 79 Committees
 - Governance Committee;
 - Municipal Public Accounts Committee;
 - Infrastructure Community Services and Development Committee;
 - Finance Committee;
 - Local Economic Development Committee;

2.1 LEGISLATIVE OBERVIEW OF THE INTEGRATED DEVELOPMENT PLANNING PROCESS

Chapter 5 and Section 25(1) of the Municipal Systems Act, 32 of 2000

(1) Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive, and strategic plan for the development of the municipality which-

- a) links, integrates and co-ordinates 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) forms the policy framework and general basis on which annual budgets must be based;
- d) complies with the provisions of this Chapter; and
- e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation

Section 26 of the Municipal Systems Act (2000): Core components of Integrated Development Plan 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 or 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

2.1.1 INTEGRATED DEVELOPMENT PLAN REVIEW PROCESS

The Municipal Systems Act, 32 of 2000, in Section 34 outlines legislative prescripts in respect of the annual review and amendment of integrated development plan.

A municipal council:

- (a) must review 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;
 - iii) may amend its Integrated Development Plan in accordance with a prescribed process.

2.2 PURPOSE OF A REVIEW

For the Integrated Development Plan to remain relevant the municipality must assess implementation performance and the achievement of its targets and strategic objectives. In the light of this assessment the Integrated Development Plan is reviewed to reflect the impact of successes as well as corrective measures to address problems.

The Integrated Development Plan is also reviewed in the light of changing internal and external circumstances that impact on the priority issues, outcomes, and outputs of the Integrated Development Plan. The Integrated Development Plan has to be reviewed annually in order to:

- Ensure its relevance as the municipality's strategic plan;
- Inform other components of the municipal business process including institutional and financial planning and budgeting; and
- Inform the cyclical inter-governmental planning and budgeting cycle.

The annual review must inform the municipality's financial and institutional planning, and the drafting of the annual budget. It must be completed in time to properly inform the latter

2.3 AMENDMENT OF THE INTEGRATED DEVELOPMENT PLAN

In terms of Section 34(b) of the Municipal Systems Act, 32 of 2000, a municipal council may amend its Integrated Development Plan in accordance with the prescribed process. The need to amend the Integrated Development Plan could arise from the 2 different scenarios:

- (a) The annual performance review; or
- (b) Changing circumstances.

Based on the findings of the annual performance review of the Integrated Development Plan, the municipality may decide to amend its Integrated Development Plan. The following factors within the annual performance review may be evaluated when consider amending the Integrated Development Plan:

- Whether the aims and objectives of the Integrated Development Plan are reached by the Municipality;
- Whether the direction provided within the Integrated Development Plan is incorporated within the sectoral plans; and
- Whether the Municipal budget being spent is in line with the planned expenditure.
- Changing circumstances can be regarded as general circumstances that are out of the control of the municipality that have a substantive impact on the municipality's policies and/or plans and could include:
 - Changes in legislation, policy, norms, or standards
 - Disaster (e.g., drought, pandemics, etc)
 - Thresholds being reached in terms of certain parameters (e.g., air quality standard, water quality standard, water supply level, etc.);
 - Significant proposal for development in the municipal area that will result in significantly changed human settlement needs, socio-economic needs or altered natural environments;
 - Drastic change in population growth;
 - Change in political leadership resulting in the change of priorities; and
 - New information that gives rise to the need for new or additional or changed policies, programmes and projects or adapted proposals.

2.4 INTEGRATED DEVELOPMENT PLANNING CYCLE FOR DEVELOPMENT OF FIVE-YEAR INTEGRATED DEVELOPMENT PLAN

Phase 1- Research, Information Collection and Analysis

- Legal Framework Analysis
- Leadership Guidelines
- Municipality Technical Development Analysis
- Community and Stakeholder Analysis
- Institutional Analysis
- Economic Analysis
- Socio-Economic Analysis
- Spatial Analysis
- Environmental Analysis
- In-depth Analysis and identification of Key Development Priorities

Phase 2- Development Strategies

- Identifying Vision, Mission, and Value System
- Perform a Gap Analysis
- Identify Key Performance Areas
- Determine Strategies and Development Objectives
- Link Key Performance Areas and Objectives to Sectoral Functions

Phase 3-Programmes and Projects

- Performance Management and Development Systems
- Identify capital projects
- Identify Specific Programmes
- Compile a Five-Year Operational Plan

Phase 4- Consolidation and Integration

- Integration of processes
- Institutional Restructuring and Alignment
- Compile and Integrated Communication Plan

Phase 5- Adoption, Public Participation and Approval

- Adoption By Municipal Council
- District Alignment
- Public Comments
- National and Provincial Alignment
- Compiling Municipal Budget
- Final Approval By Municipal Council
- Compiling Operational Plans
- Monitor, Evaluate and Review Reporting

3.1 THABO MOFUTSANYANA DISTRICT MUNICIPALITY INTEGRATED DEVELOPMENT PLAN REVIEW PROCESS TIME FRAME

Phase	Activities	Timeframe
Initiation	Adoption of District Framework and Process Plan	July 2024
	Adoption of Integrated Development Plan Time Schedule and Revised Integrated Development Plan Time Schedule	August 2024
Analysis	Community and Ward Committee meetings Stakeholder meetings	Completed by February 2025
Strategies	Strategic workshops	Completed by March 2025
Project	Municipality-wide Projects/Programmes Community Level Projects/Programmes	December 2024 - February 2025
Integration	District and Local Municipalities – municipalities to integrate all municipal sector plans integration	Completed by March 2025
Council Consideration	District and Local Municipal Councils to consider Draft Integrated Development Plan	Completed by 31 March 2025
Public Participation	Communities to comment on Integrated Development Plans	Completed by 30 April 2025
Council Consideration	Final approval by District and Local Municipalities Municipal Councils	Completed by 31 May 2025

3.2 PUBLIC PARTICIPATION

The Municipal Systems Act, 32 of 2000, Chapter 4 encourages community participation in the affairs of the municipality. Further one of the main features of the integrated development planning is the involvement of community and stakeholder organizations in the process of developing the Integrated Development Plans.

Participation of affected and interested parties is very important to ensure that the Integrated Development Plan addresses the real issues that are experienced by the citizens of a municipality. The municipality will, at the start of the Integrated Development Plan review process, place a blanket notice on the local newspapers inviting interested parties to participate in the representative forums of all municipalities within the municipality's area of jurisdiction.

3.2.1 MECHANISMS OF PUBLIC PARTICIPATION

The following mechanisms will be used for public participation within the municipality:

3.2.1.1 INTEGRATED DEVELOPMENT PLAN, PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM AND BUDGET REPRESENTATIVE FORUM

The Forum will represent all stakeholders and will be inclusive as possible, additional organizations will be encouraged to participate in the forum throughout the process.

3.2.2 MEDIA

Amongst other means

The Local press will be used to inform the community of the progress with respect to the Integrated Development Plan reviews - Radio broadcasts covering the area of the municipality - Municipal notice boards, including; libraries, satellite offices, municipal websites, etc.

3.2.3 IMBIZO AND FORA

These will be broad based and will target members of the community at a greater scale in the municipality.

3.2.4 THE MUNICIPAL WEBSITE, WHATSAPP GROUPS AND FACEBOOK PAGES

The Municipal Website, WhatsApp and Facebook Pages will be utilised to communicate and inform the community. Copies of the Integrated Development Plan and Budget will be placed on the website for communities and service providers to download.

3.2.5 MUNICIPAL ROADS SHOWS

The municipality to embark on road shows as part of the Integrated Development Plan process, to share information and to obtain community concerns

4.1 MONITORING AND AMENDMENTS

It is very critical that the monitoring and review mechanisms be catered for in the planning process. The following with regards to monitoring and amendment of the Integrated Development Plan and Budget Review Process Plan is recommended:

- The Municipal Manager and/or delegated official co-ordinate and monitor the Integrated Development Plan development process;
- Progress to be reported to the Executive Mayor, and any deviations from the Review Process Plan must be highlighted;
- The Executive Mayor may be advised to make amendments to the Review Process Plan should these be required. An example of this would be revisiting time frames in the event of unforeseen delays

5.1 MECHANISMS AND PROCEDURES FOR ALIGNMENT

The Integrated Development Plan planning process is a local process, which requires the input and support from other spheres of government at different stages. Alignment is the instrument to synthesize and integrate the top-down and bottom-up planning process between different spheres of government. Mechanisms and procedures for vertical and horizontal alignment have been discussed under Organizational Arrangements, however, it is important to note that the planning processes need to be coordinated and addressed jointly.

The municipality must ensure that alignment between local municipalities takes place, and the Free State Department of Local Government and Traditional Affairs should play a coordinating role in ensuring that all other spheres and especially sector departments understand the need for alignment and their role within the Local and District Integrated Development Plan processes.

Role Player	Integrated Development Phase	Alignment Activity	Time
Officials from Integrated Development Plan, Performance Management and Development System, Internal Audit, Risk Management and Budget and Treasury	Preparation	District Alignment Working Session District Municipal Managers Forum Integrated Development Plan and Public Participation Managers Integrated Development Plan, Performance Management and Development System and Budget Steering Committee Meeting	July 2024- August 2024
Speaker Mayor Councillors Senior Management Middle Management District Municipality Sector Department State Owned Entities Private Sector Businesses Communities	Research, Information Collection and Analysis	Integrated Development Plan Community Representative Forum Ward Committee Meetings Sectoral Meetings District Integrated Development Plan Representative Forum Meetings Provincial Integrated Development Representative Forum Meetings	September 2024 - November 2024

Speaker Mayor Councillors Senior Management Middle Management District Municipality Sector Department State Owned Entities Private Sector Businesses Communities	Development Strategies	Strategic Workshops	October 2024 - November 2024
Local Municipalities within the District Thabo Mofutsanyana District Municipality Sector Departments State Owned Entities Private Sector Businesses	Programmes and Projects	Integrated Development Plan Community Representative Forum Meetings Technical Integrated Development Plan, Performance Management and Development System and Budget Committee Meetings Thabo Mofutsanyana District Municipality Task Team Meetings-One Plan	November 2024 - December 2024
Local Municipalities Thabo Mofutsanyana District Municipality Sector Departments	Consolidation and Integration	Thabo Mofutsanyana District Municipality Integrated Development Plan Forum Free State Integrated Development Plan Forum	December 2024 - April 2025
Council Thabo Mofutsanyana District Municipality Sector Department Member of the Executive Council responsible for local government in the Free State Province Communities Relevant Stakeholders	Adoption, Public Participation and Approval	Council meeting Roadshows	March 2025 - May 2025

5.2 ROLE-PLAYER

While the Integrated Development Plan process is a local government process, it also requires substantial input and support from other spheres of Government i.e., National and Provincial departments-as well as the private sector, parastatal bodies, Non-Governmental Organisations, Community Based Organisations, and the community at large. Accordingly, there needs to be alignment with these role-players. In principle, the roles of the various spheres of government in the Integrated Development Plan review process are anticipated to be as follows:

5.2.1 NATIONAL LINKAGES

The national sphere of government should at least provide a framework for the preparation of the sector plans, and where possible funding for such plans. The national sphere should also coordinate and prioritise programmes and budgets between sectors and the national sphere in line with the framework.

5.2.2 ALIGNMENT OF THE THABO MOFUTSANYANA DISTRICT MUNICIPALITY INTEGRATED DEVELOPMENT PLAN REVIEW PROCESS FRAMEWORK AND THE INTEGRATED DEVELOPMENT PLANNING REVIEW PROCESS PLAN

As part of the process of strengthening sector participation in the development of the Municipal Integrated Development Plans, national and provincial sector departments will be expected to share their current and future projects and programmes for the Thabo Mofutsanyana District Municipality.

Furthermore, sector departments will be expected to participate in the Integrated Development Plans processes of the Thabo Mofutsanyana District Municipality and its local municipalities. The strategic planning sessions of municipality will be utilized as one of the key platforms to enable the participation of the external stakeholders to contribute to the development of the Integrated Development Plan.

5.2.3 PROVINCIAL LEVEL

As with the National Government, the Free State Provincial Government should prepare sectoral guidelines and funding for the preparation of sector plans. This will contribute to the creation of a normative framework and consistency between municipalities. The development of the sector plans programmes needs to be coordinated, aligned, and cascaded down to local level. This can be facilitated at the provincial level through the Office of the Premier in line with the Free State Provincial Growth and Development Strategic 2014-2019.

6.1 CONCLUSION

The Integrated Development Plan Review Process Plan is a process that guides the planning, drafting, adoption, approval, and review of its Integrated Development Plan. It also provides a time schedule of activities and events to be undertaken in the process of developing the actual Integrated Development Plan and supporting Integrated Development Plan processes of the municipality to ensure alignment.

7.1 KEY ACTIVITIES: Draft Summary timelines 2024/2025 for 2025/2026 financial year

Legal Reference	Integrated Development Plan	Performance Management and Development system	Budget	Timeline
	Council adopts the Integrated Development Plan Review Process Plan 2024/2025 with Key Activities and Timelines	Council adopts the Integrated Development Plan Review Process Plan 2024/2025 with Key Activities and Timelines	Council adopts the Integrated Development Plan Review Process Plan 2024/2025 with Key Activities and Timelines	August 2024
Municipal Systems Act, 32 of 2000, Sections 21 and 28(3)	Submit 2024/2025 Integrated Development Plan Review Process Plan and Budget Time Schedule with Council resolution to Member of the Executive Council, Department of Corporative Governance and Free State Provincial Treasury		Submit 2024/2025 Integrated Development Plan Review Process Plan and Budget Time Schedule with Council resolution to Member of the Executive Council, Department of Corporative Governance and Free State Provincial Treasury	August 2024 - September 2024
		Submit annual financial statements and annual performance report to the Auditor-General for auditing within two months after the end of the financial year	Submit annual financial statements and annual performance report to the Auditor-General for auditing (within two months after the end of the financial year)	August 2024
Circular 63 of the Municipal Finance Management Act, 56 of 2003, Section 127(5)	Council to submit unaudited tabled annual report to Municipal Public Accounts Committee for vetting and verification of councils' directive on service delivery and the committee to evaluate Senior Managers' performance agreement entered into			September 2024
Municipal Finance Management Act, 56 of 2003, Section 21(1) (b)			Start setting up spreadsheets for budget submissions-Budget and Treasury Office	September 2024
Municipal Systems Act, 32 of 2000, Section 26(h): An integrated development plan must reflect a financial plan, which must include a budget projection for at least the next three years			Review the Long-term Financial Plan	September 2024
	Provincial Integrated Development Plan Managers Forum Meeting			September 2024

Legal Reference	Integrated Development Plan	Performance Management and Development system	Budget	Timeline
Municipal Systems Act, 32 of 2000, Section 56(2) The executive mayor must – (a) identify the needs of the municipality; (b) review and evaluate those needs in order of Priority MSA Section 29 (1) (b) MSA Section 56 (2)	Integrated Development Plan, Performance Management and Development System and Budget Representative Forum Meeting	Integrated Development Plan, Performance Management and Development System and Budget Representative Forum Meeting	Integrated Development Plan, Performance Management and Development System and Budget Representative Forum Meeting	September 2024
MSA Section 16(1)(a) MSA Section 29(1)(b)(i)	Public Participation Process			30 September - 04 October 2024
Circular 63	Municipal Public Accounts Committee Meeting – Oversight Report			October 2024
	Internal analysis <ul style="list-style-type: none"> • critical issues / with respect to every service • minimum service levels • institutional analysis 		Commence with salary, vehicle, and operating budget Send out capital budget spreadsheets to department	October 2024
	Integrated Development Plan, Performance Management and Development System and Budget Steering Committee to consolidate the Analysis Phase	Integrated Development Plan, Performance Management and Development System and Budget Steering Committee to consolidate the Analysis Phase	Integrated Development Plan, Performance Management and Development System and Budget Steering Committee to consolidate the Analysis Phase	October 2024
			Deadline for capital budget inputs from departments	November 2024
	Intergovernmental Relations Stakeholder and Sector Engagements to integrate			District to provide the date
	Municipal Managers Forum and Thabo Mofutsanyana District Coordinating Forum meeting			District to provide the date
	Thabo Mofutsanyana District Municipality Task Team Meeting			District to provide the date
	Provincial Integrated Development Plan Managers Forum Meeting			Province to provide the date

Legal Reference	Integrated Development Plan	Performance Management and Development system	Budget	Timeline
<p>Municipal Finance Management Act, 56 of 2003, Section 72(1):</p> <p>The accounting officer of a municipality must by 25 January of each year-</p> <p>(a) assess the performance of the municipality during the first half of the financial year... and</p> <p>(b) submit a report on such assessment to-</p> <p>(i) the mayor of the municipality;</p> <p>(ii) the National Treasury; and</p> <p>(iii) the relevant provincial treasury</p> <p>Municipal Finance Management Act, 56 of 2003, Section 54(1)(f):</p> <p>The mayor must, in the case of a section 72 report, submit the report to the council by 31 January of each year</p>		<p>Section 72 midyear assessment report:</p> <ul style="list-style-type: none"> • Council • Executive Committee • Provincial Treasury • National Treasury 	<p>Section 72 midyear assessment report:</p> <ul style="list-style-type: none"> • Council • Executive Committee • Provincial Treasury • National Treasury 	<p>January 2025</p>
<p>Municipal Finance Management Act, 56 of 2003, Section 28(1):</p> <p>A municipality may revise an approved annual budget through an adjustments budget.</p> <p>Municipal Budgeting and Reporting Regulation 23(1):</p> <p>An adjustments budget may be tabled in the municipal council at any time after the mid-year budget and performance assessment has been tabled in the council, but not later than 28 February of the current year</p>		<p>Finalise Key Performance Indicators and Annual Performance Targets</p>	<p>Adjustments Budget</p>	<p>January 2025</p>

Legal Reference	Integrated Development Plan	Performance Management and Development system	Budget	Timeline
<p>Municipal Budgeting and Reporting Regulation 34(1):</p> <p>Within 5 working days of 25 January each year the municipal manager must make the mid-year budget and performance assessment public by placing it on the municipal website.</p>	<p>Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website</p>	<p>Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website</p>	<p>Post Adjustments Budget, Mid-year Section 72 assessment as well as the Annual Report on the website</p>	<p>January 2025</p>
<p>Municipal Finance Management Act, 56 of 2003, Section 127(5)</p>		<p>Annual Report is made public, and representation is invited</p>		<p>January 2025</p>
<p>Municipal Finance Management Act, 56 of 2003, Section 129, 130</p>		<p>Annual Report: Closing date for comments on Annual Report</p>		<p>February 2025</p>
<p>Municipal Budgeting and Reporting Regulation 26</p> <p>Municipal Budgeting and Reporting Regulation 24(1)</p>	<p>Technical Integrated Municipal Engagements with Provincial Sector Departments</p>		<p>Advertise Adjustments Budget and Mid-year Section 72 assessment in local newspapers</p> <p>Submit the approved adjustments budget to Provincial Treasury and National Treasury</p>	<p>February 2025</p>
<p>Municipal Finance Management Act, 56 of 2003, Section 37(2)</p>			<p>Receive notification of any transfers that will be made to the municipality from other municipalities in each of the next three fin years (by no later than 120 days before the start of its budget year)</p>	<p>February 2025</p>
<p>Municipal Finance Management Act, 56 of 2003, Section 16:</p> <p>The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year. In order for a municipality to comply with subsection (1), the mayor of the municipality must table the annual budget at a council meeting at least 90 days before the start of the new financial year</p>	<p>Table draft Integrated Development Plan and budget in Council at least 90 days before the start of the budget year</p> <p>Budget Steering Committee submit to Executive Committee and Executive Committee table to Council</p>	<p>Table draft Integrated Development Plan and budget in Council at least 90 days before the start of the budget year</p> <p>Budget Steering Committee submit to Executive Committee and Executive Committee table to Council</p>	<p>Table draft Integrated Development Plan and budget in Council at least 90 days before the start of the budget year</p> <p>Budget Steering Committee submit to Executive Committee and Executive Committee table to Council</p>	<p>31 March 2025</p>

Legal Reference	Integrated Development Plan	Performance Management and Development system	Budget	Timeline
Municipal Finance Management Act, 56 of 2003, Section 22(a)	Make public the Integrated Development Plan, annual budget and supporting documentation and invite the community to submit representations for 21 days		Make public the Integrated Development Plan, annual budget and supporting documentation and invite the community to submit representation	April 2025
Municipal Finance Management Act, 56 of 2003 Section 22(b)	Submit the draft Integrated Development Plan and budget to the Local Government, Provincial Treasury, National Treasury, and other affected organs of state		Submit the draft Integrated Development Plan and budget to the Local Government, Provincial Treasury, National Treasury, and other affected organs of state	April 2025
Municipal Finance Management Act, 56 of 2003, Section 23(1)	Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of State.	Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of State	Process of consultation and meetings with local community and stakeholders, Provincial and National Treasury and other organs of State	05 May - 12 May 2025
Municipal Finance Management Act, 56 of 2003, Section 23(1): When the annual budget has been tabled, the municipal council must consider any views of – (a) the local community	IDP Budget & PMS Rep Forum	IDP Budget & PMS Rep Forum	IDP Budget & PMS Rep Forum	30 April 2025
Municipal Finance Management Act, 56 of 2003, Section 24(1):	Table final Integrated Development Plan and budget in Council (at least 30 days before the start of the budget year	Table final Integrated Development Plan and budget in Council (at least 30 days before the start of the budget year	Completion of Annual Budget amendments / Refinements Table final Integrated Development Plan and budget in Council (at least 30 days before the start of the budget year	31 May 2025
Municipal Finance Management Act, 56 of 2003, Section 75(1)	Place the Integrated Development Plan, annual budget, all budget related documents and all budget-related policies on the website		Place the Integrated Development Plan, annual budget, all budget-related documents, and all budget-related policies on the website within 5 days of the adoption of the plan.	June 2025
Municipal Systems Act, 32 of 2000, Section 25(4) (a MSA Section 25(4) (b	Give notice to the public of the adoption of the Integrated Development Plan and that copies or extracts are available for public inspection at specified places (within 14 days of adoption)		Make public the approved annual budget and supporting documentation (including tariffs) (within 10 working days after approval of the budget)	June 2025

Legal Reference	Integrated Development Plan	Performance Management and Development system	Budget	Timeline
	Publicise a summary of the Integrated Development Plan			June 2025
Municipal Systems Act, 32 of 2000, Section 32(1)(a) MFMA Section 24(3)	If amended Integrated Development Plan submit copy to the Member of the Executive Council for Local Government in the province within 10 days of adoption		Submit approved budget to the Provincial Treasury and National Treasury (within 10 working days after approval of the budget)	June 2025
Municipal Finance Management Act, 56 of 2003, Section 69(3):		Submit to the Mayor the draft Service Delivery and Budget Implementation Plan and draft annual performance agreements for the next year (within 14 days after approval of the budget)		June 2025
Municipal Finance Management Act, 56 of 2003, Section 75(1)		Place the performance agreements and all service delivery agreements on the website		July 2025
Municipal Finance Management Act, 56 of 2003, Section 53(1)(c)(ii) Municipal Finance Management Act, 56 of 2003, Section 53(3)(b): Municipal Budgeting and Reporting Regulation 20(2)(b): Municipal Finance Management Act, 56 of 2003, Section 53(3)(a):		Submit copies of the performance agreements to the Member of the Executive Council responsible for local government in the province Submit the Service Delivery and Budget Implementation Plan to National and Provincial Treasury within 10 working days approval of the plan		July 2025
Municipal Finance Management Act, 56 of 2003, Section 53(3)(b)		Make public the performance agreements of		July 2025

Compiled by:


L.N Mariti
Manager Integrated Development Planning

Approved by:

M.R.E Mogopodi
Municipal Manager