



## **2026/27 PROCCES PLAN**

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## 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 way the Integrated Development Plan 2026/2027, Budget 2026/2027 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 2026/2027. 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:

- Links, integrates and coordinates plans and considers proposals for the development of the community.
- Aligns the resources and capacity of the municipality with the implementation of the plan.
- Complies with the provisions of this Chapter-Chapter 5 Municipal Systems Act, 32 of 2000; and
- 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

- Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.
- The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process.
- A municipality must give notice to the local community of particulars of the process it intends to follow.

Section 29: Process to be followed

### **1.2.1 The process**

to be followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must-

- Be in accordance with a predetermined programme specifying timeframes for the different steps.
- 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.
- Provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation; and
- Be consistent with any other matters that may be prescribed by regulation.

### **1.2.2 A district municipality**

**must-**

- Plan integrated development for the area of the district municipality but in close consultation with the local municipalities in that area.
- Align its integrated development plan with the framework adopted in terms of Section 27; and
- Draft its integrated development plan, considering the integrated development processes of, and proposals submitted to it by the local municipalities in that area.

### **1.2.3 A local municipality**

**must-**

- Align its integrated development plan with the framework adopted in terms of Section 27; and
- Draft its integrated development plan, considering 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 or 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

For effect implementation of the Process Plan, the following internal key role players as presented hereunder, were identified and various roles with responsibilities allocated to ensure efficient and effective management of the IDP & Budget drafting process.

Role Player	Roles and Responsibilities
Council	<ul style="list-style-type: none"> <li>• Adoption of a District Framework and Process Plan.</li> <li>• Ensure the amendment of the Integrated Development Plan under changing circumstances.</li> </ul>
Executive Mayor	<ul style="list-style-type: none"> <li>• Adoption of the Integrated Development Plan, Budget and the Service Delivery and Budget Implementation Plan</li> <li>• General management of the drafting of the Integrated Development Plan</li> <li>• Assign responsibilities in this regard to the Municipal Manager and Portfolio Committees.</li> <li>• Recommend the draft Integrated Development Plan and Budget to the Council</li> </ul>
Municipal Manager	<ul style="list-style-type: none"> <li>• For adoption/Approval.</li> <li>• Decide on planning process.</li> <li>• Develop and compile a draft Integrated Development Plan and Spatial Development Framework</li> <li>• Monitor the process of Integrated Development Plan and Spatial Development Framework Review.</li> <li>• Overall Management and co-ordination.</li> <li>• Provide the necessary resources for the compilation and implementation of the Integrated Development Plan and Spatial Development Framework.</li> </ul>
Directors	<ul style="list-style-type: none"> <li>• Provide technical and or sector expertise</li> <li>• Identify strategic gaps in the existing plans, and advise accordingly</li> <li>• Prepare and review selected Sector Plans.</li> <li>• Prepare draft progress reports and proposals.</li> </ul>
Head: Integrated Development Planning and Performance Management and Development Systems	<ul style="list-style-type: none"> <li>• Day-to-day management of the process</li> <li>• Assist and support the Municipal Manager in the development of the Integrated Development Plan</li> <li>• Facilitate the sitting of the Integrated Development Plan Steering Committee and Community Representative Forum</li> <li>• Ensure that phases of the Integrated Development Plan are fully implemented and reported accordingly.</li> <li>• Oversee the alignment of the planning process internally and with those of the local municipal areas</li> </ul>

## **1.5 ORGANISATONAL 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.

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

### ***1.5.2 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.

### ***1.5.3 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 co-ordination 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.

### ***1.5.4 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.

### ***1.5.5 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.

### **1.5.6 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.

## **2. LEGISLATIVE REVIEW OF THE INTEGRATED DEVELOPMENT PLANNING PROCESS**

Chapter 5 and Section 25(1) of the Municipal Systems Act, 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 which-

- Links, integrates and co-ordinates plans and considers proposals for the Development of the municipality.
- aligns the resources and capacity of the municipality with the implementation of the plan.
- forms the policy framework and general basis on which annual budgets must be based.
- complies with the provisions of this Chapter; and
- 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-

- 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.
- 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.
- the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs.
- 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.
- a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality.
- the council's operational strategies.
- applicable disaster management plans.
- a financial plan, which must include a budget projection for at least the next three years; and
- the key performance indicators and performance targets determined in terms of section 41

### **2.1. 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: must review its integrated development plan:

- Annually in accordance with an assessment of its performance measurements in terms of section 41; and
- To the extent that changing circumstances so demand.
- 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 must be reviewed annually 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:

- The annual performance review; or
- 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 considering 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.
- Extreme 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.

## **3.THABO MOFUTSANYANA MUNICIPALITY INTEGRATED DEVELOPMENT PLAN REVIEW PROCESS TIME FRAME**

**TABLE A: IDP REVIEW PROCESS TIME FRAME**

Phase	Activities	Timeframe
Preparation	Adoption of District Framework and Process Plan	July 2025
	Adoption of Integrated Development Plan Time Schedule and Revised Integrated Development Plan Time Schedule	August 2025
Research, Information Collection and Analysis	<ul style="list-style-type: none"> <li>•The current situation in the municipality is analysed</li> <li>•Problematic issues impacting on the lives of the people are identified and prioritised</li> <li>•Important that the municipality understand not only the symptoms, but also the problems to make informed decisions on appropriate solutions</li> <li>•Stakeholder and community (LMs) participation are very critical during this phase</li> <li>•The municipality must not make assumptions on what the problems are in its area</li> </ul>	Completed by February 2026
Vision, Objectives and Strategies	<p><b>Vision</b></p> <ul style="list-style-type: none"> <li>•A statement which indicates the long-term view of what the municipality wants to become</li> <li>•It should guide the municipalities transformational initiatives and become the foundation for broader strategies</li> <li>•Ideally, vision statement should be short, concise, forward looking and inspirational Should avoid jargon or over-idealistic statements</li> </ul> <p><b>Strategic Objectives</b></p> <ul style="list-style-type: none"> <li>• The development of objectives provides practical statement of what the municipality wishes to achieve to work towards the vision</li> <li>• The objectives should bridge the gap between current reality and the vision</li> </ul> <p><b>Development Strategies</b></p> <ul style="list-style-type: none"> <li>• Once the municipality knows where it wants to go (vision) and what needs to be achieved to realise the vision (objectives), it must then develop strategies</li> <li>• These provide answers to the questions of how the municipality will reach its objectives</li> <li>• They are strategic decisions about most appropriate ways and means to achieve the objectives</li> </ul>	Completed by March 2026

Phase	Activities	Timeframe
Development of Programmes and Project	<p><b>Funded Programmes and Projects</b></p> <ul style="list-style-type: none"> <li>• All programmes and projects funded through the Budget and the Division of Revenue Act over a Medium-Term Revenue and Expenditure Framework</li> <li>• These are funded out of municipal own capital revenue or through conditional grants from national and provincial governments and district municipality</li> </ul>	December 2025-February 2026

	<ul style="list-style-type: none"> <li>• Other programmes and projects are from sector departments and state own entities</li> <li>• Some are from private businesses doing social and labour programmes and projects within the municipal area</li> </ul> <p><b>Unfunded Programmes and Projects</b></p> <ul style="list-style-type: none"> <li>• All programmes and projects which have been identified but without allocated funding over a Medium -Term Revenue and Expenditure Framework</li> <li>• These programme and projects are included in the Integrated Development Plan to acquire a reference number and awaiting approval where applications have been submitted</li> <li>• As soon as they are approved, and funding is available they will be elevated to the status of Funded Programmes and Projects</li> </ul> <p><b>Sector Programmes and Projects</b></p> <p>All projects from national and provincial government, state entities, agent and private companies implementing programmes and project within the municipal area</p>	
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Phase	Activities	Timeframe
Integration and Consolidation	<ul style="list-style-type: none"> <li>• Assesses the relevance and interdependence of the programmes and projects</li> </ul> <p>This is to ensure:</p> <ul style="list-style-type: none"> <li>• That programmes and projects support the vision and objectives of the municipality</li> <li>• That the programmes and projects respond or address the priority problems outlined in the Research, Information Collection and Analysis phase</li> <li>• That the programmes and projects comply with the applicable policy and legislative framework an opportunity for the municipality to harmonise the programmes and projects in terms of content, location and timing to arrive at a consolidated and integrated strategy</li> <li>• Vital for the municipality to ensure that programmes and projects being implemented by external non-municipal role-players are harmonised with the municipality’s own programmes to ensure that they gain maximum benefit from each other</li> </ul>	Completed by March 2026

Council Consideration	District and Local Municipal Councils to consider Draft Integrated Development Plan	Completed by 31 March 2026
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Phase	Activities	Timeframe
Adoption, Public Participation Approval	<p>Once the Integrated Development Plan is compiled, a draft must be submitted to municipal council for consideration and approval • The Municipal Finance Management Act, 56 of 2003 requires that municipalities to table both the draft Integrated Development Plan and Budget at least 90 days before the start of the financial year-by the end of March each year • Council should consider whether the Integrated Development Plan correctly identifies the issues that affect the municipality and the extent to which the strategies and projects will contribute to addressing the problems • Council must also ensure that the Integrated Development complies with the legal requirements before it is approved • The draft Integrated Development Plan is then published for public comments for at least 21 days . Relevant comments should be incorporated</p> <p>Once the Integrated Development Plan is amended with inputs, the council can consider it for approval-by the end of May each year</p> <p>The council must be adopted by a full council</p> <p>The act also notes that the media and members of the public may not be excluded from such a council meeting</p> <p>Once adopted, municipalities must give notice to the public within14 days of adoption of the integrated Development Plan and publish a summary</p>	
Public Participation	Communities to comment on Integrated Development Plans	Completed by 30 April 2026
Council Consideration	Final approval by District and Local Municipalities Municipal Councils	Completed by 31 May 2026

### **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 comprehensive notice on the local newspapers inviting interested parties to participate in the representative forums of all municipalities within the municipality's area of its jurisdiction.

### **3.2.1 MECHANISMS OF PUBLIC PARTICIPATION**

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

### **3.2.2 INTEGRATED DEVELOPMENT PLAN, PERFORMANCE MANAGEMENT & 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.

### **3.2.3 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
- Libraries
- Local Municipalities offices

### **3.2.4 IMBIZO AND FORA**

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

### **3.2.5 THE MUNICIPAL WEBSITE, WHATSAPP GROUPS AND FACEBOOK PAGES**

The Municipal Website, WhatsApp Groups 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.

### **3.2.6 MUNICIPAL ROADS SHOWS**

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

## **4. 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.

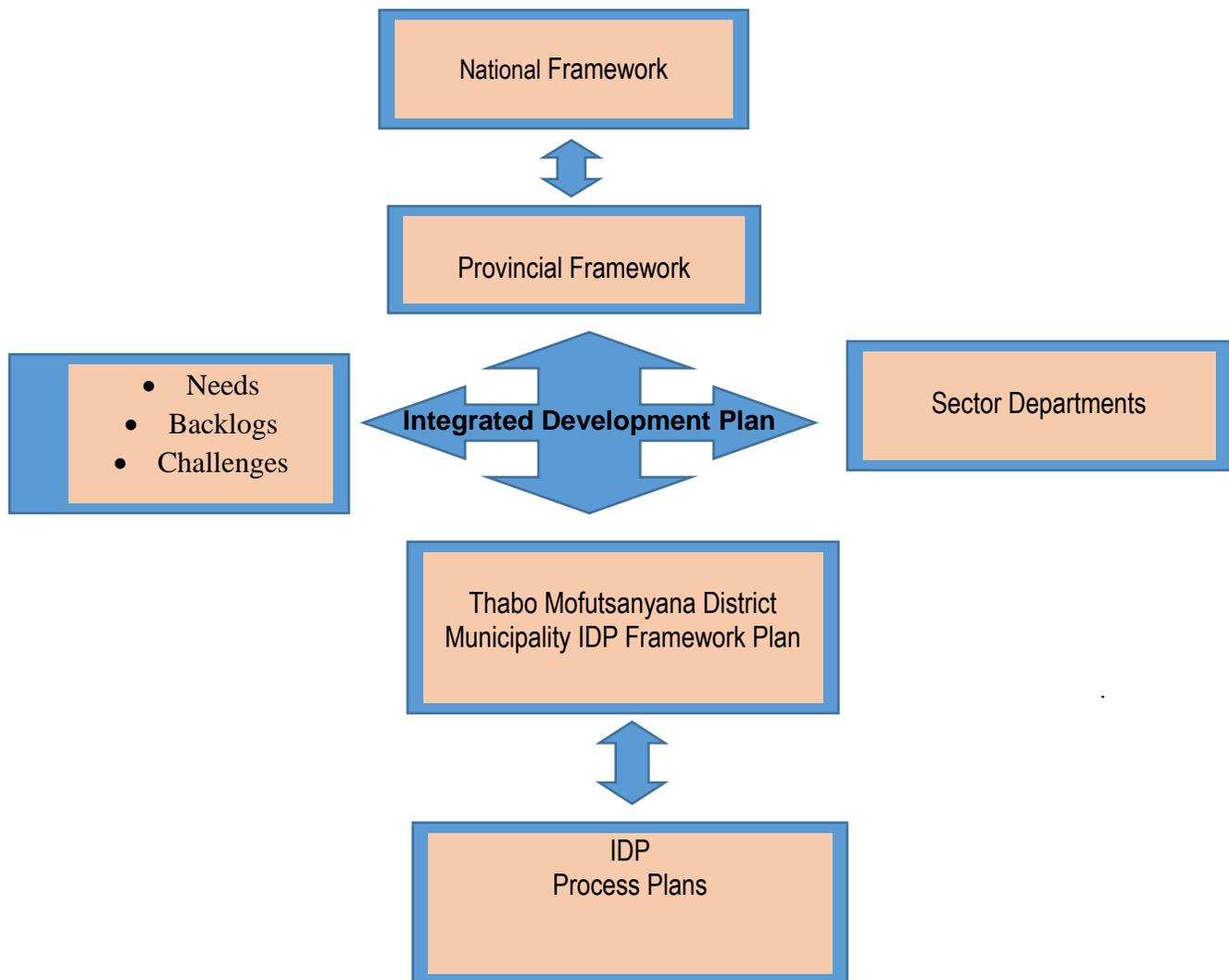
- Progress to be reported to the Executive Mayor, and any deviations from the Review Process Plan must be highlighted.
- The Executive Mayor may be advised to make amendments to the Review Process Plan should these be required. An example of this would be revisiting time frames in the event of unforeseen delays

### 5. 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.

Figure 1. IDP Review Process & Alignment



<b>Role Player</b>	<b>Integrated Development Phase</b>	<b>Alignment Activity</b>	<b>Time</b>
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 2025 to August 2025
Speaker Executive 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 2025 to November 2025
Speaker Executive Mayor Councillors Senior Management Middle Management District Municipality Sector Department State Owned Entities Private Sector Businesses Communities	Development Strategies	Strategic Workshops	October 2025 to November 2025
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 2025 to December 2025
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 2025 to April 2026
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 2026 to May 2026

**Table B:**

Above table summarizes the distribution of roles and responsibilities between the spheres of government. Roles for the District and the role for local municipalities are also outlined. It will be critical that the duties between council, administration and communities are clearly outlined.

**5.1 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. 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.

**5.3 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.

**5.4 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.

### 5.5 Roles and Responsibilities between the Three Spheres of Government

TABLE C: Distribution of roles and responsibilities between the three spheres of government

Responsibility	Stakeholders			
	Local Government		Provincial Government	National Government
	District	Local Municipality		
	<ul style="list-style-type: none"> <li>▪ Ensuring vertical alignment between district and local planning.</li> <li>▪ Facilitation of vertical alignment of IDPs with other spheres of government and sector departments.</li> <li>▪ Preparation of joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists</li> <li>▪ Determine district scale issues, problems, potentials and priorities.</li> <li>▪ Ensuring that all relevant actors are appropriately involved.</li> <li>▪ Ensuring that appropriate mechanisms and procedures for stakeholder consultations and participation are applied.</li> <li>▪ Ensuring that the</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepare, decide on and adopt a Process Plan.</li> <li>▪ Ensuring that all relevant actors are appropriately involved.</li> <li>▪ Ensuring that appropriate mechanisms and procedures for public consultation and participation are applied.</li> <li>▪ Ensuring that the planning events are undertaken in accordance with the time schedule.</li> <li>▪ Adopt and approve the IDP</li> <li>▪ Adjust the IDP in accordance with the MEC for Local Government’s proposal</li> <li>▪ Ensure that the annual budget processes are undertaken</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensuring horizontal alignment of the IDPs of the district municipalities within the province.</li> <li>▪ Ensuring vertical/sector alignment between provincial sector departments strategic plans and the IDP process at local/district level by: <ul style="list-style-type: none"> <li>- guiding the provincial sector departments’ participation in and their required contribution to the municipal planning process; and</li> <li>- Guiding them in assessing draft IDPs and aligning their sectoral Programmes and budgets with the IDPs.</li> </ul> </li> <li>▪ Assist municipalities in the IDP drafting process where required and monitoring the progress of the IDP processes.</li> <li>▪ Organize IDP – related training where required.</li> <li>▪ Co-ordinate and manage the MEC’s assessment of adopted IDPs.</li> <li>▪ Contribute relevant information on the provincial sector departments’ plans,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide support to Provincial and Local Government</li> <li>▪ Provide legal framework and policy guidelines and principles</li> <li>▪ Provide a set of planning tools or methods.</li> <li>▪ Cater for the elaboration of a general framework for training Programmes and curricula development.</li> <li>▪ Contribute to the planning costs.</li> <li>▪ Provide a nation-wide planning support system.</li> <li>▪ Monitor the planning and implementation process; and</li> <li>▪ Provide opportunities for exchange of ideas and experiences.</li> </ul>

	<p>planning events are undertaken in accordance with the time schedule.</p> <ul style="list-style-type: none"> <li>▪ Adopt and approve the IDP</li> <li>▪ Adjust the IDP in accordance with the MEC for Local Government's proposal</li> <li>▪ Ensure that the annual budget processes are undertaken</li> </ul>		<p>Programmes, budgets, objectives, strategies and projects in a concise and accessible manner.</p> <ul style="list-style-type: none"> <li>▪ Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects</li> </ul>	
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## **6. 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.

### **KEY ACTIVITIES AT THABO MOFUTSANYANA DISTRICT MUNICIPALITY**

The way review must be undertaken is outlined in the Process Plan which will be tabled by the Executive Mayor and adopted by Municipal Council On or before end of August 2025. The Process Plan must be done in line with the guidelines set out in Chapter 5 of Municipal Systems Act 32 of 2000 section 28.

**Table D: Key Activities**

PERIOD	LEGISLATION	INTEGRATED DEVELOPMENT PLANNING (IDP)	BUDGET PROCESS	PERFORMANCE MANAGEMENT (PMS)	RESPONSIBLE PERSON
JULY – AUGUST 2025	MFMA 21 (1)(b)	<b>Tabling of the IDP / Budget Process Plan 2026- 2027</b>			Mayor
JULY 2025	MFMA 53 (1) (c) (iii) MSA			Conclude the Annual Performance Agreements for 2025-26	Mayor Municipal Manager Directors
AUGUST 2025	MFMA Guidance	Approval of the 2026/2027 IDP & Budget process plan	Submission of the Annual Financial Statements to the Auditor General	Submission of the Annual Performance Report to the Auditor General	Municipal Manager CFO
<b>RESEARCH, INFORMATION COLLECTION AND ANALYSIS PHASE /STAGE</b>					
OCTOBER 2025	MFMA 52(d)		Submission of the 1 <sup>st</sup> quarter section 52 Financial report to council for approval	Submission of the 1 <sup>st</sup> quarter SDBIP section 52 report to council for approval	CFO Municipal Manager Directors
DECEMBER 2025 – FEBRUARY 2026	MSA 29 (1) (b)	Undertake Public Participation with Local Municipality sessions to: <ul style="list-style-type: none"> <li>Solicit inputs on community needs</li> <li>Review the Spatial Development Framework (SDF) and discuss intended spatial commitments</li> <li>District Development Plan / One Plan</li> </ul>	Undertake Public Participation sessions on Budget and Budget related policies	Public Participation on performance management Provide feedback on implementation of the IDP and Sector Plans and progress on One plan	Speaker Municipal Manager Directors
DECEMBER 2025	MFMA GUIDANCE	Sectoral plans are developed and reviewed	Provide budget parameters and solicit inputs from directors/ municipal departments		CFO Directors
JANUARY 2026	MFMA GUIDANCE		Submission of Mid – Year Budget performance to council	Submission of Mid – Year Performance Report to council	Municipal Manager CFO Directors
<b>DEVELOPMENT STRATEGIES PHASE / STAGE</b>					
JANUARY 2026	MFMA 52 (d)		Submission of 2 <sup>nd</sup> quarter section 52 Financial report to council for approval	Submission of 2 <sup>nd</sup> quarter SDBIP section 52 report to council for approval	Municipal Manager CFO Directors

JANUARY 2026	MFMA 72 (1) (b)		Table in council the mid-year budget performance report	Submission of the SDBIP mid-year performance assessment report section 72 to council for approval	Municipal Manager CFO
JANUARY 2026	MFMA 127 (2)		Table in Council the 2024/2025 Annual Financial Statements and publish on the website	Table in Council the 2024/2025 Annual Report and publish on the website	Mayor Municipal Manager CFO
FEBRUARY 2026	MFMA 28 (4) MUNICIPAL SYSTEMS ACT, SECTION 25 (1) (e)	Align TMDM's priorities to SONA, SOPA AND SOE'S PRIORITIES	Council approve Adjustment Budget	Council approve revised SDBIP	Mayor Municipal Manager CFO Directors
FEBRUARY 2026	MFMA GUIDANCE	IDP & BUDGET STEERING COMMITTEE			Mayor Municipal Manager
<b>PROGRAMMES &amp; PROJECTS PHASE</b>					
FEBRUARY 2026	MFMA GUIDANCE	Incorporate the proposed projects and programs on the Draft IDP	Discuss the monetary terms of the proposed projects and programmes		Municipal Manager CFO Directors
FEBRUARY 2026	MFMA GUIDANCE		Finalisation of Draft Capital Projects and Operational Budget		CFO Directors
FEBRUARY 2026	MFMA GUIDANCE	Incorporate the National / Provincial Departments and SOE's proposed projects and programs on the Draft IDP	Incorporate the National and Provincial Departments proposed funding on Draft budget		Municipal Manager CFO Directors
FEBRUARY 2026	MFMA GUIDANCE	Incorporate the developed or reviewed draft sectoral plans into the draft IDP	Development or review of all draft budget related policies	Finalisation of the review of draft performance management framework	Directors
<b>APPROVAL PHASE / STAGE</b>					
MARCH 2026	MFMA 16 (2)	Tabling of the 2026/2027 Draft IDP, Sector Plans including proposed revisions	Tabling of the 2026/2027 Draft MTREF Budget and Budget related policies	Adopt an oversight report providing comments on the 2024/2025 Annual Report	Municipal manager MPAC Council
APRIL 2026	MFMA 52 (d)		Submission of 3 <sup>rd</sup> quarter section 52 Financial report to council approval	Submission of 3 <sup>rd</sup> quarter SDBIP section 52 report to council for approval	CFO Municipal Manager Directors
APRIL 2026	MFMA 22 (a) (ii)	Commence processes of consultation on the tabled 2026/2027 draft IDP	Commence processes of consultation on the draft tabled Budget and Budget	Commence processes of consultation on the draft performance management	Speaker Municipal Manager Directors

			related policies including session with councillors	framework	
APRIL 2026	MFMA GUIDANCE	IDP and Budget Steering Committee			Mayor Municipal Manager
MAY 2026	MFMA 24(1)	Approve the 2026/2027 IDP and related sectoral plans	Approval the 2026/2027 Budget and related budget policies		Council
JUNE 2026	MFMA 53 (1) (c) (ii)			Submit to the Mayor the draft Service Delivery and Budget Implementation Plan (SDBIP) and draft annual performance agreements for the next year (within 14 days after approval of the budget)	Municipal Manager
JUNE 2026	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.		Municipal Manager CFO
JUNE 2026	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)		Municipal Manager CFO
JUNE 2026	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)		Municipal Manager CFO
JULY 2026	Municipal Finance Management Act, 56 of 2003, Section 75(1)			Publicize the performance agreements and all service delivery agreements on the website	Municipal Manager
JULY 2026	Municipal Finance Management Act, 56 of 2003, Section 53(1)(c)(ii)			Submit copies of the performance agreements to the Member of the	Municipal Manager

	<p>Municipal Finance Management Act, 56 of 2003, Section 53(3)(b):</p> <p>Municipal Budgeting and Reporting Regulation 20(2)(b):</p> <p>Municipal Finance Management Act, 56 of 2003, Section 53(3)(a):</p>			<p>Executive Council responsible for local government in the province</p> <p>Submit the Service Delivery and Budget Implementation Plan to National and Provincial Treasury &amp; Cogta within 10 working days approval of the plan</p>	
JULY 2026	Municipal Finance Management Act, 56 of 2003, Section 53(3)(b)			Make public the performance agreements of all senior managers	Municipal Manager

### SCHEDULE OF MEETINGS

Thabo Mofutsanyana District Integrated Development Plan Managers Forum is the platform where the district and local municipalities will be ensuring alignment amongst them, as well as Provincial and National Departments. Forum engagements will be held every three months where Thabo Mofutsanyana Municipality will be Chairing the fora. Below is a time schedule of events to be undertaken in the process of developing the actual District Integrated Development Plan processes.

**Table E:** below provides a schedule of key dates for the various Local Municipalities, Sector Departments and TMDM:

PHASE	ACTIVITIES	TIMEFRAME
Initiation	Adoption of District Framework (Review)  Adoption of Time Schedules	Completed by August 2025
Analysis	Community and Ward Committee meetings  Stakeholder meetings	Completed by 31 October 2025
Strategies	Strategic workshops	Completed by 30 November 2025
Projects	Municipality-wide Projects/Programmes  Community Level Projects/Programmes	Completed by 31 January 2026
Integration	District and Local municipalities to integrate all municipal sector plans integration	Completed by 28 February 2026
Council consideration	District and Local Municipal Councils to consider Draft IDP	Completed by 31 March 2026
Public Participation	Communities to comment on IDPs	Completed by 30 April 2026
Council adoption	Final approval by District and Local Municipal Councils	Completed by 31 May 2026

