



THULAMELA LOCAL MUNICIPALITY

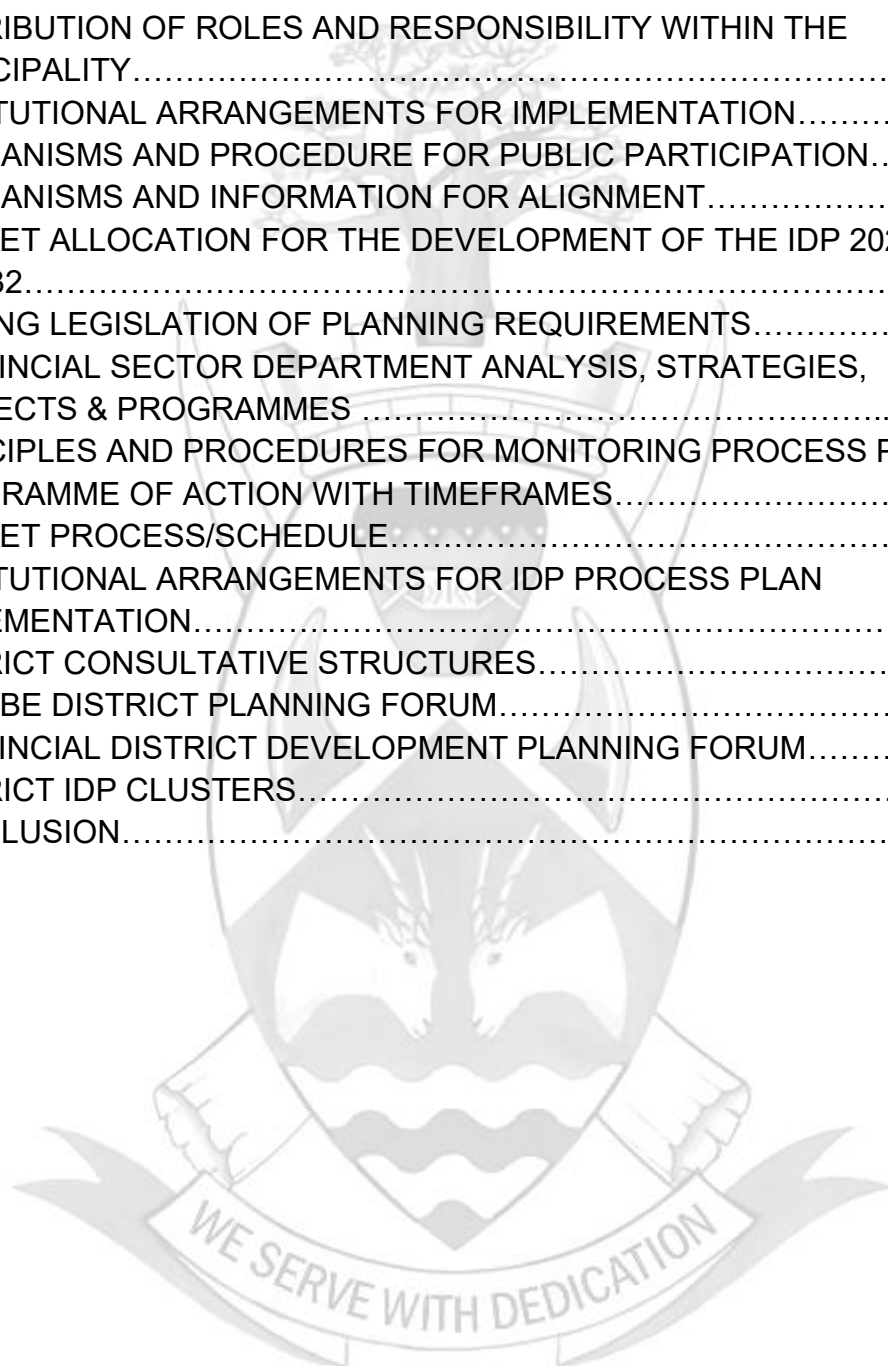
"To Achieve a city status by 2030, to promote urban regeneration and comprehensive rural development whilst encouraging Local Economic Development to improve the quality of lives of our people"

IDP/BUDGET PROCESS PLAN: 2026/27

**DEPARTMENT OF PLANNING & DEVELOPMENT
IDP OFFICE**

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1. INTRODUCTION

Chapter 5 of the Municipal Systems Act, No. 32 of 2000 requires that municipalities must develop an integrated development planning (IDP) to give effect to the objects of local government as set out in section 152 of the Constitution, give effect to its developmental duties as required by section 153 of the Constitution and together with other organs of state contribute to the progressive realisation of the fundamental rights contained in section 24, 25, 26, 27 and 29 of the Constitution.

The Act further requires that in terms of section 28(1), (2), (3) 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 IDP. The municipality must through appropriate mechanism, processes and procedures established in terms of Chapter 4, consult the local stakeholders before adopting the process. Notice must be given to local community of particulars of the process it intends to follow. The municipality is charged with the responsibility of drafting the Process Plan which should be aligned to the District Municipality's IDP Framework which has to be agreed upon by local municipalities within Vhembe district municipality. The District Framework should be used by our municipality as a basis for drafting local Process Plan.

The Integrated Development Plan, as a key tool for Thulamela Local Municipality to tackle its developmental role, should be completed and therefore provides and represent a continuous cycle of development planning, implementation, and review. Implementation commenced after the adoption of the 5-year IDP in May 2022 and this therefore gives a way to assess the performance and achievement of targets as well as strategic objectives through the IDP Review Process, as a legislative requirement by Section 34 of the Municipal System Act. The review process ensures a continuous improvement and relevance of the IDP to the Thulamela Local Municipality strategic plans, therefore informing its financial and institutional planning.

This IDP Review Process Plan covers the following aspects:

- Distribution of roles and responsibilities
- Institutional Arrangements for implementation
- Binding legislation and planning requirements
- Cost Estimations for the Review Process
- Action programme with timeframe

2. DISTRIBUTION OF ROLES AND RESPONSIBILITIES

The IDP Process, being consultative and participatory in nature, necessitates specific roles and responsibilities for various structures within and outside the municipal jurisdiction. These integrated roles and responsibilities are compiled and applied throughout the process.

Public Participation has become one of the key features of developmental government. This aspect has been entrenched in the Constitution of the country and Chapter 4 of the Municipal System Act, which then becomes a legislative requirement. Participation of affected and interested parties ensures that the IDP addresses real issues that are experienced by communities within the municipality. Participation of the public in Local Government matters takes place through a structured manner hence the establishment of the IDP Representative Forum. A review of existing representatives will be made in order to involve stakeholders that were not included during the initial stage of planning.

Municipal Manager will continuously ensure that the role players adhere to their performance roles throughout the process.

2.1. DISTRIBUTION OF ROLES AND RESPONSIBILITIES BETWEEN THE THULAMELA LOCAL MUNICIPALITY AND EXTERNAL ROLE PLAYERS

2.1.1. Thulamela Local Municipality Council

- Decide and adopt the process plan and the IDP
- Ensure that all relevant actors are involved
- Ensure that the development and review process is undertaken in accordance with agreed procedures
- Ensure that the development and review process is focused on priority issues, that it is strategic, and implementation orientated
- Ensure that sector requirements are adhered to

2.1.2. District Planning Forum – Vhembe District Municipality

- Ensure that all local issues within the powers and functions of the Local Municipality are considered during the process of IDP
- Ensure participation of key role players within the Municipality during the alignment/District-wide strategic planning events
- Ensure synergy in the planning process of the District Development Model (DDM)

2.1.3. Provincial Government

- Ensure vertical alignment of the Municipal IDP with Provincial and National sector plans
- Monitor the development and review of IDP
- Contribute relevant information of Provincial Sector Departments

- Contribute sector expertise and technical knowledge during the development and review of strategies and projects
- Through the Provincial planning forum, the provincial government will give hands on support to municipalities in order to produce credible IDPs guided by the Provincial integrated development planning framework
- Through the Provincial planning forum and District development planning forum and the provincial government will give hands on support to the district municipality and its local municipalities in the planning processes to the District Development Model

2.1.4. Specialised Teams

- Contribute information on plans, programmes and budget during the development and review process.
- Conduct tasks as commissioned by Steering Committee on identified gaps and make recommendations to the Steering Committee
- Support the alignment procedures between the municipalities and other spheres of the government.
- Provide technical support

2.1.5. Stakeholders Representation (IDP Rep Forum)

- Form a structured link between the Municipality and representatives of the public.
- Participate and be part of the decision making within the Representative Forums
- Analyse and discuss issues being developed and reviewed.
- Ensure that priority issues of their constituents are considered.
- Ensure that annual business plans and SDBIP are based on the developed and reviewed IDP priorities and municipal Key Performance Indicators
- Participate in the designing of IDP project proposals.
- Discuss and comments on the final product of IDP

3. DISTRIBUTION OF ROLES AND RESPONSIBILITIES WITHIN THE MUNICIPALITY

3.1.1. Council

- Decides on the development and review process of the IDP.
- Approve nominated persons to be in charge of different roles, activities and responsibilities of the development and review process.
- Ensures that the development and review processes are focused on priority issues, that are strategic, and implementation orientated.
- Ensures that all relevant actors are involved in the development and review process.
- Ensures that sector requirements are adhered to
- Adoption of the IDP document
- Agree on the annual budget and linked prioritization.

- Agree to any major changes to the implementation schedule or priorities

3.1.2. Senior Manager: Planning/IDP Manager

- Strategic and senior operational responsibility for development and management of the total IDP process
- Strategic and senior operational responsibility for ensuring that implementation Programme of municipality takes place within resources available
- Prepare a Programme for the development and review process in line with the Provincial integrated development planning framework and the District integrated development framework
- Ensure that Management interrogates and consider IDP review reports
- Recommends for approval by IDP/LED Portfolio Committee every draft of each phase during the IDP review process
- Undertake and be responsible for the overall management, co-ordination and monitoring of the planning process, ensuring that all relevant actors are appropriately involved
- Decides on different roles and responsibilities within the development and review process
- Ensure efficient and effectively managed and organised development and review process
- Be responsible for the day-to-day management of the development and review process
- Ensure that alignment procedure and mechanisms are followed
- Ensure that the development and review process is participatory, strategic and implementation oriented, satisfying the sector plans and requirements
- Ensure that amendments are made to the process plan
- Documentation of outcomes of the planning process
- Prepare and organise all IDP planning Workshops and meetings i.e. IDP Steering Committee, District Planning Forum, and IDP Representative Forum

4. INSTITUTIONAL ARRANGEMENTS FOR IMPLEMENTATION

In order to manage the drafting of IDP outputs effectively, Thulamela Local Municipality institutionalised the participation process thereby giving affected parties access to contribute to the decision-making process. The following structures, coined to the internal organisational arrangements have therefore been established:

4.1. IDP STEERING COMMITTEE:

- Municipal Manager
- Senior Managers
- Middle Managers
- Vhembe District IDP Officials
- Sector Departments Officials

Terms of Reference of the IDP Steering Committee

The following are some of the objectives of IDP Steering Committee:

- To provides terms of reference for the various planning activities.
- Commissions researches and studies
- Considers and comments on the inputs from sub-committee/s, study teams and consultants
- Considers and comments on inputs from provincial sector departments and support providers
- Processes, summarises, and documents outputs of meetings
- Makes content recommendations
- Prepares and facilitates meetings
- Monitoring effective management of IDP
- Strategic management of the municipality's implementation programme
- Performance management of the implementation programme and its link back to prioritising and further planning
- Co-ordination of rollout of programme and project implementation as per business plan and budget
- Monitoring of programme expenditure against budget
- Co-ordination of overall inter-sectoral contributions to programme
- Resolving resourcing and inter-sectoral projects management problems
- All stakeholders are expected to give progress report in every meeting

4.2. IDP REPRESENTATIVE FORUM: THULAMELA

- PMT
- Portfolio Committees
- Executive Committee
- All Councillors
- Ward Committees
- Youth Council
- Organised Labour, IMATU, SAMWU
- Community Based Organisations
- Non-Governmental Organisations
- Sector Departments
- Parastatals
- Pastor's Forum
- SANCO Thulamela Sub Region
- Organised Business Organisations
- Farmers' Organisations
- Traditional Healers
- Traditional Leaders
- Sports Formation

- Civic Associations

Terms of Reference for the IDP Representative Forum

Members of the IDP Representative Forum will be encouraged and urged to hold consultative and feedback meetings with the structures and constituencies they represent in order to get their inputs and communicate feedback reports from IDP Representatives Forum for Further mandate.

Date, venue and or Radio live broadcast and time of the meetings will be indicated on the invitations that will be issued to members regularly by the Municipality's Public Participation Office.

Meetings may be conducted through face to face.

Both Ordinary and Special meetings of IDP Representative Forum may be held at the venues or radio live broadcast determine by the Office of the Mayor and /Speaker.

Invitations, notices, and agendas of IDP Representative Forum will be drafted, compiled and circulated to all stakeholders by Public Participation Office via website, email, WhatsApp, or Facebook and twitter not less than 7 working days before the meeting.

Inputs and comments may be sent via emails, Ward Councillors or Letter writing handwritten comments to Municipal Manager at Registry Office.

All members of IDP Representative Forum will abide to democratic practices of meeting procedures enshrined on this document.

Meeting Procedures:

- Members will be afforded speaking opportunity by raising of hand, being noted, and recognized by the chairperson, and afforded chance to speak
- Members will speak out in turn and on the guidance from the chairperson
- Disruptive behaviours, howling, and heckling at speakers are not allowed

Decision Making:

- In terms of decision making the IDP Representative Forum decisions will be based on simple majority rule principle if need arises.
- In case where dispute arises on decision of the IDP Representative Forum, the dispute will be referred to the IDP Steering Committee for technical scrutiny, and solution. Further referral will be made to the Mayor for assistance on the concerned dispute.
- The Mayor will report to the IDP Representative Forum on the outcomes on dispute resolution and in case where the affected parties or party need appeal the matter will be referred to the Council.
- The Council will be the highest appeal and dispute resolution body.

Offence and Sanctions

Violation of the Terms of Reference Principles and depending on the nature of the offence done can or may lead to:

- Reporting to the leadership and membership of the structure/organization that member is representing of such offence
- Recommending to the structure/organization that member is representing for replacement of such ill-discipline member by another discipline member who will abide by the TOR
- In case where sanctions are to be imposed as a result of violation of these principles;
- IDP Representative will pronounce and record the sanction actions that will be intended to be imposed to the affected member
- The eventuality wherein (A)&(B) sanction is imposed on a member, the membership will be regarded as withdrawn provisionally pending remedial and redress actions by the affected member, upon which if there is redress within 14 days the membership will be reinstated

Amendment

These principles will only be amended by the majority decision of IDP Representative Forum

4.3. DEVELOPMENT NODES VISITS (JOINT MEETINGS)

Municipality has 10 Development Nodes Identified in the Spatial Development Framework (SDF). For the purposes of conducting Public Participation sessions for the IDP and Budget Process, the following Development Nodes are grouped together:

- Tshidimbini
- Mutale
- Tshikombani
- Thohoyandou

4.4. SECTORAL OUTREACH: THULAMELA

- Economic Cluster
- Social & Justice Cluster
- Infrastructure Cluster
- Governance & Administration Cluster

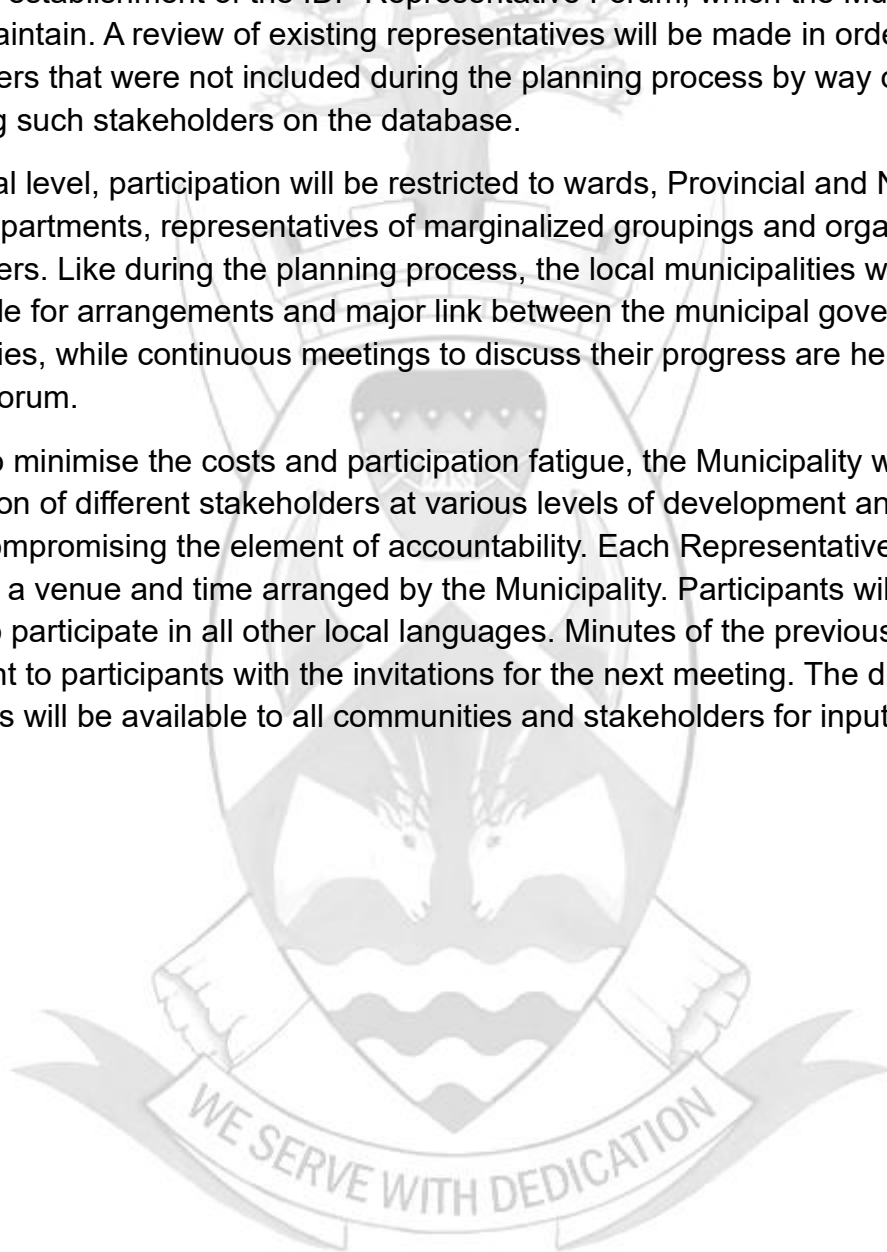
5. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

Public Participation has become one of the key features of developmental government. This aspect has been entrenched in the Constitution and Chapter 4 of the Municipal System Act, which then becomes a legislative requirement.

Participation of affected and interested parties ensures that the IDP addresses real issues that are experienced by communities within the Municipality. Participation of the public in Local Government matters takes place through a structured manner hence the establishment of the IDP Representative Forum, which the Municipality will still maintain. A review of existing representatives will be made in order to involve stakeholders that were not included during the planning process by way of registering such stakeholders on the database.

At the local level, participation will be restricted to wards, Provincial and National Sector Departments, representatives of marginalized groupings and organised stakeholders. Like during the planning process, the local municipalities will be responsible for arrangements and major link between the municipal government and communities, while continuous meetings to discuss their progress are held at District planning forum.

In order to minimise the costs and participation fatigue, the Municipality will phase in participation of different stakeholders at various levels of development and review without compromising the element of accountability. Each Representative Forum will be held at a venue and time arranged by the Municipality. Participants will still be allowed to participate in all other local languages. Minutes of the previous meeting will be sent to participants with the invitations for the next meeting. The draft documents will be available to all communities and stakeholders for inputs.



6. MECHANISMS AND PROCEDURES FOR ALIGNMENT

Alignment within the development and review process, serves as an instrument to synthesize and integrate the top-down and bottom-up planning process between different spheres of government. It should therefore be established and maintained between local and district municipalities and all parties involved, as well as other spheres of the government. It is the responsibility of Thulamela Local Municipality to ensure effective procedures for both vertical and horizontal alignment within the development and review process, in order to maximise co-ordinated and holistic delivery of services that are in line with national and provincial policies and strategies, as well as for proper allocation of departmental budgets and conditional grants.

7. BUDGET ALLOCATION FOR THE DEVELOPMENT OF THE IDP 2026/27

- Public Participation Meetings
- Newspaper Advertisements
- Cost of Stationery

8. BINDING LEGISLATION OF PLANNING REQUIREMENTS

The IDP requires that the Municipal planning process be in line with National and Provincial Legislation as well as policies, programmes and strategies which will in turn be able to inform Annual budget allocations. National Acts and policies further require local governments to Produce certain Integrated Sector Plans which complement the IDP, thereby avoiding Unnecessary duplication. This necessitates a more co-ordinated and integrated information Sharing and dissemination between both specific sector Departments and municipalities.

SECTOR DEPARTMENTS	LEGAL REQUIREMENTS	LEGALLY BINDING LEGISLATION	VALUE ADDING CONTRIBUTION
COGTA	IDP	Municipal Systems Act Municipal Structures Act Municipal Finance Management Act	Local Agenda 21
LEDET	Integrated Waste Management Integrated Environmental Management	NEMA	Local Agenda 21

DWAF	Water Services Development Plan	Water Services Act	Free Basic Water
DOH	Housing Strategy and Targets	Housing Act	Housing Urbanisation Information system (HUIS)
DOT	Integrated Transport Plan	National Land Transport Act	Regulation of transport services
DRLA	Spatial Development Framework	Municipal System Act Spatial planning and Land-Use Management Act	Proper planning
Provincial Budget & Treasury	Service Delivery & Budget Implementation Plan	Municipal Finance Management Act	Performance Management
Office of the President	National Spatial Development Plan	NSDP	Spatial Development Framework
President's Office	Reconstruction & Development Programme	RDP	Socio Economic Development
Deputy President's Office	Accelerated Shared Growth initiative Of South Africa (ASGISA)	ASGISA	Economic Development
President's Office	National Development Plan	NDP	Socio Economic Development
President's Office	Growth, Employment & Redistribution Strategy (GEAR)	GEAR	Economic Development
President's Office	Integrated Sustainable Rural Development Strategy (ISRDS)	ISRDS	Rural Development
Department of Human Settlements	Urban Development Framework	Housing Act	Urban Development
Department of Rural Development & Land Reforms	Rural Development Framework (RDF)	Land reform	Land reform
Department of Rural Development & Land Reforms	Spatial planning	Spatial Planning and Land use management Act	Spatial planning

Department of Economic Development	Local Agenda (LA 21)	Local agenda 21	Sustainable Development
Department of Economic Development	Economic growth	New Growth Path	Economic Development

9. PROVINCIAL SECTOR DEPARTMENT ANALYSIS, STRATEGIES, PROJECTS & PROGRAMMES

1. Limpopo Province Spatial Rationale
2. Limpopo Development Plan
3. Limpopo LED Strategy

10. PRINCIPLES & PROCEDURES FOR MONITORING OF THE PROCESS PLAN

All municipalities have a responsibility of monitoring their own Process Plans and ensuring that the District Framework is properly followed. The Municipal Manager will ensure that the process Plan is properly followed. Feedback on the management of each municipality Process Plan will be tackled in the Coordinating Committee meetings consisting of Local Municipalities Representatives and the District IDP Steering Committee, that meet after each phase or when urgent issues arise. If any deviation from the Process Plan occurs the Co-ordinating Committee should be informed and jointly assesses the impact of the deviation on other municipalities, however, Thulamela Local Municipality has the mandate to decide when and how an amendment takes place and therefore postpone an activity or continue with the agreed process.

11. PROGRAMME OF ACTION WITH TIMEFRAME

ANALYSIS PHASE (July – September 2026)

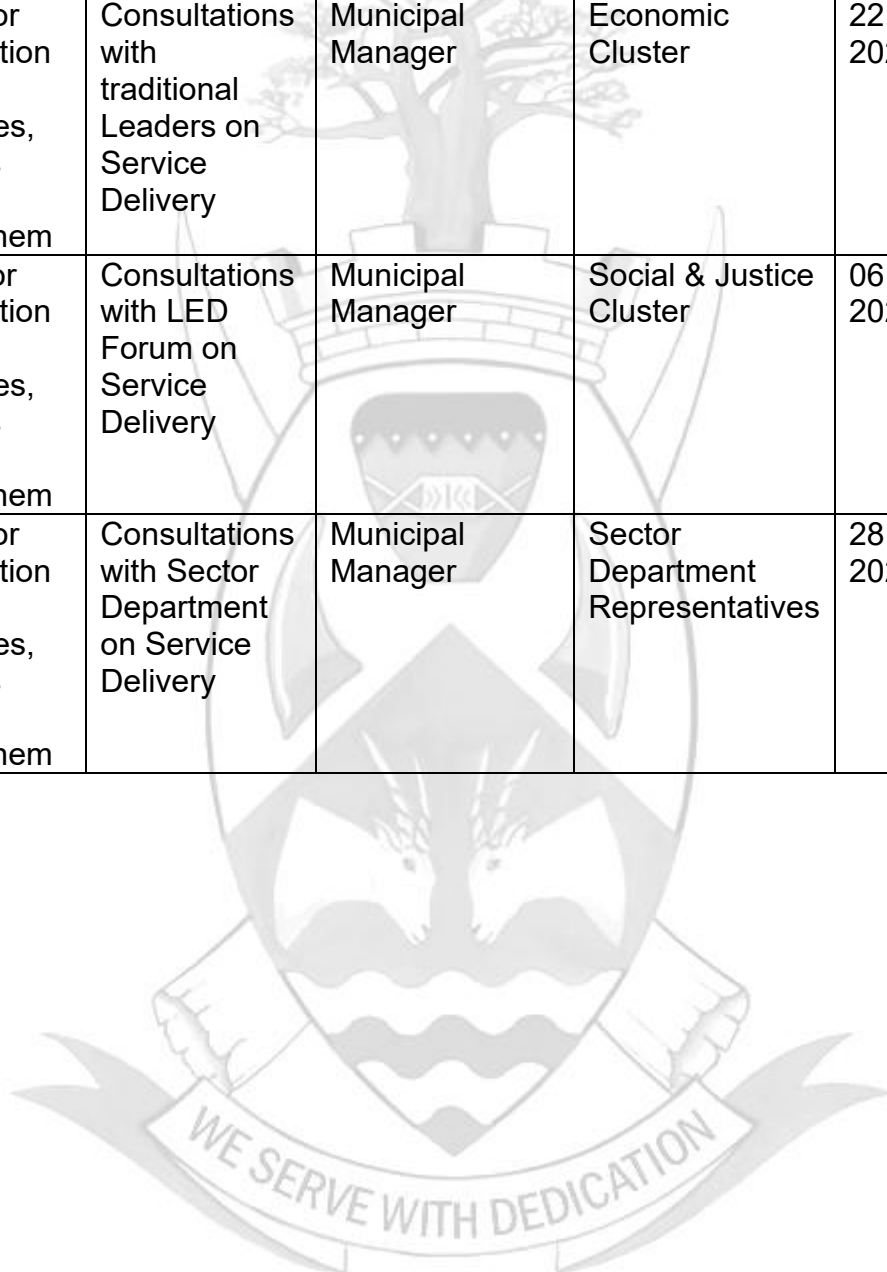
PLANNING ACTIVITY	TASKS	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
Compilation of IDP/Budget Process Plan and Budget time schedule's consideration by IDP/Budget Steering Committee	Compile and finalise time schedule: IDP/Budget Process plan	CFO & IDP Manager, Budget & Treasury Manager	Steering Committee Members	August 2026
Consideration Process Plan to Executive Committee	Submit Draft IDP/Budget Process Plan	Manager: IDP Manager: Budget and Treasury	Executive Committee Members	18 August 2026
Submit Process Plan to Representative Forum	Consultation of Community stakeholders (Public Participation)	Mayor, Councillors	Public Participation with Stakeholders (Representative Forum)	27 August 2026
Consideration Process Plan by Portfolio committee	Submit Draft IDP/Budget Process Plan for discussion and recommendation	IDP/LED Portfolio Head	IDP/LED Portfolio Committee Members	August 2026
Submit Process Plan to Council	Council Approval of the Process Plan	Mayor	Council	29 August 2026

PLANNING ACTIVITY	TASKS	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
1. Compilation of Existing Information	Identification of gaps & collection of Information on Community Needs Assessment	IDP Office, Public Participation Office	Ward Councillors, CDW, STATS SA Ward Committees, Traditional Leaders	02 September 2026
2. Reconciling Existing Information	Reconciling Activities 1 & 2	IDP Office	Municipal Departments	15-16 September 2026
3. Municipal Wide Analysis	Identification & analysis of gaps within Municipal wide issues	IDP Office	Municipal Departments	15-16 September 2026
4. Spatial Analysis	Identification and analysis	IDP Office/Spatial Development	Spatial Planning	17-18 September 2026
5. Socio-economic Analysis	Identification & analysis of socio-economic issues	IDP Office/Local Economic Development	Local Economic Development (LED)	17-18 September 2026
6. Wards and stakeholder level Analysis	Analysing inputs from Wards & stakeholders	IDP Office/Public Participation Office	Municipal Departments	01-15 September 2026
7. In-depth analysis of priority issues sector specific guidelines and programmes	In-depth analysis of reviewed sector specific issues	IDP Office	Municipal Departments	22 September 2026
8. Review of Situational Analysis, Community Needs & Ward Priorities	Review of Municipal Priorities Issues	Municipal Manager, Senior Managers, Middle Managers	Steering Committee	09 October 2026
9. Review of Situational Analysis, Community	Review of Municipal Priorities Issues	Mayor and Councillors	Public Participation (Representative Forum)	20 October 2026

Needs & Ward Priorities				
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SECTOR CONSULTATIONS (October – December 2026)

PLANNING ACTIVITY	TASKS	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
10. Sector Consultation Delivery challenges, Progress Made in solving them	Consultations with traditional Leaders on Service Delivery	Municipal Manager	Economic Cluster	22 October 2026
11. Sector Consultation Delivery challenges, Progress Made in solving them	Consultations with LED Forum on Service Delivery	Municipal Manager	Social & Justice Cluster	06 October 2026
12. Sector Consultation Delivery challenges, Progress Made in solving them	Consultations with Sector Department on Service Delivery	Municipal Manager	Sector Department Representatives	28 October 2026



STRATEGIES PHASE (October – December 2026)

PLANNING ACTIVITY	TASKS	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
1. Financial Strategy	Refine resource frames & redesigning financial strategies in line with budget estimates and Revenue Enhancement Strategy	Manager: Budget & Treasury, CFO	All Senior Managers, Middle Managers	November-December 2026
2. Departmental Budget submissions (Budget and Business Plans) and Budget meeting	Budget Presentation (MSCOA RoadMap, Budget Adjustments & next Financial Year estimates (MTERF))	Budget & Treasury Manager CFO	All Senior Managers, Middle Managers	13 November 2026
3. Adjustment Budget Submission	Mid-Term Budget Adjustments	CFO, Manager: Budget & Treasury	Steering Committee Members	10 December 2026
4. Strategic Session	Developing Municipal Five Year Strategic Priorities 2026/27-2030/31, policies, service delivery targets, budget Estimates, tariffs, provincial, and national Priorities, performance, Risks, economic & demographic trends	Municipal Manager, Mayor	PMT, ECO, Chairperson of Portfolio Committees, Municipal Manager, Senior Manager, Middle Manager	To be determined by the next Administration after LGE 2026

PROJECTS PHASE (January – March 2027)

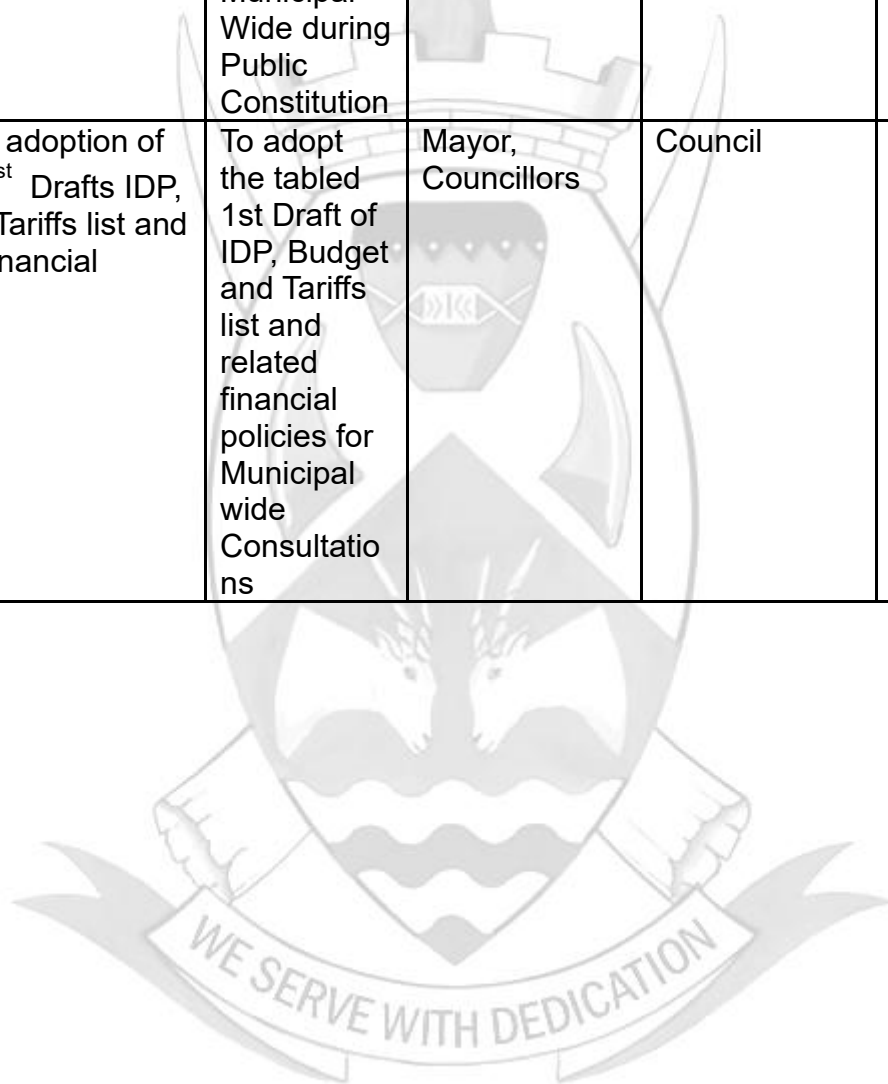
PLANNING ACTIVITY	TASKS	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
1. Establishing preliminary Budget allocations for 2027/28-2031/32 and Budget meeting	To ensure a link between proposed projects and available resources	Chief Financial Officer, Manager: Budget	Senior and Middle Managers	01-26 February 2027
2. Setting Indicators and Objectives	To illustrate the impact of the project on the targeted groups	Municipal Manager, Senior Managers	Senior and Middle Managers	01-26 February 2027
3. Projects Output/Target/Locations 4. Responsible Departments/Agencies	To provide a basis for a viable management tool	Municipal Manager, Senior Managers	Senior and Middle Managers	01-26 February 2027
5. Cost/Budget Estimates/Source of Finance	To provide a basis for a viable management tool	Municipal Manager, Senior Managers	Senior and Middle Managers	01-26 February 2027



PLANNING ACTIVITY	TASKS	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
6. Integrated Institutional Programme (HR Policies, Communication, By-Laws, Sector Plans Organogram)	To ensure institutional transformation & integrated management systems	Senior Manager: Corporate Services, Manager: HR	Corporate Services Department	15-26 February 2027
7. Workplace Skills Plan	To ensure a holistic approach to skills Development and Training	Senior Manager Corporate Services, Manager: HR	Corporate Services Department	15-26 February 2027
8. Five Year Financial Plan	To create MTEF for planning budget link	Chief Financial Officer, Manager Budget	Senior and Middle Managers	15-26 February 2027
9. Spatial Development Framework	To create a framework for integrated land-use management	Senior Manager: Planning & Development, Manager: Spatial Planning	Department of Planning and Development	15-26 February 2027
10. Local Economic Development Strategy	To ensure that the Municipality is focused on poverty reduction and gender equity	Senior Manager: Planning & Development, Manager: LED	Department of Planning and Development	15-26 February 2027
11. Integrated Environmental Programme	To ensure that proposed projects do not impact negatively on environment	Senior Manager Community Services, Manager: Environment and Waste Manager	Community Services Department	15-26 February 2027
12. Organogram Reorganisation	To comply with staff regulation	Senior Manager: Corporate Service Manager: HR	Senior Manager	15-26 February 2027

PLANNING ACTIVITY	TASKS	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
13. Integrating Projects and Programmes for 2027/28-2030/31	To ensure a holistic approach to develop projects	Senior Managers	Steering Committee Members	15-26 February 2027
14. Providing opportunity for comments from Sector Departments	Integrating plans and programmes in compliance with sector guidelines	Manager: IDP	Sector Departments	01-14 March 2027
15. Confirming/Reviewing Performance Management Indicators	Setting KPI's	Senior Manager: Corporate Services Manager: PMS	Senior Managers, Middle Managers.	01-14 March 2027
16. Draft adoption of Tabled Draft IDP, Budget, Tariffs List for Municipal and related Financial Policies and wide Public Participation Meetings	To adopt the tabled 1st Draft of IDP, Budget and Tariffs List and related financial policies for Municipal wide Consultations	Steering Committee	Steering Committee	14 March 2027
17. Submission of Municipal Strategic Risk Register for 2027/28 FY	To Comply with Legislation	Municipal Manager, Chief Risk Officer	Exclusive Committee (EXCO) & Council	01-14 March 2027
18. Draft adoption of Tabled Draft IDP, Budget, Tariffs List for Municipal and related Financial Policies and wide Public Participation Meetings	To adopt the tabled 1st Draft of IDP, Budget and Tariffs list and related financial policies for Municipal wide	Portfolio Committees	Portfolio Committees	16 March 2027

	Consultations			
19. Drafts adoption of 1 st draft IDP, Budget, Tariff List and Finance related Policies tabled before EXCO Meetings.	Constitution on the Final Draft project compliance , to ensure Final Drafts, Issues raised and responses on Municipal Wide during Public Constitution	Exclusive Committee (EXCO)		18 March 2027
20. Draft adoption of Tabled 1 st Drafts IDP, Budget, Tariffs list and related financial policies	To adopt the tabled 1st Draft of IDP, Budget and Tariffs list and related financial policies for Municipal wide Consultations	Mayor, Councillors	Council	28 March 2027



INTEGRATION PHASE (April – June 2027)

SECTOR CONSULTATIONS

PLANNING ACTIVITY	TASKS	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
1. Providing opportunity for comments from the public	Publishing of a Notice for Public comments and Joint Municipal wide Public Participation with District Municipalities	Municipal Manager	Joint Public Participation Meetings of Stakeholders (Development Nodes, Thulamela, VDM & Sector Departments)	20-23 April 2027
2. Providing Opportunity for comments on the Drafts IDP, Budget, Tariff List	Consultations on the Tariff IDP, Budget & Tariff List	Municipal Manager	Economic Cluster	29 April 2027
3. Providing Opportunity for comments on the Drafts IDP, Budget, Tariff List	Consultations on the Tariff IDP, Budget & Tariff List	Municipal Manager	Social & Justice Cluster	30 April 2027
4. Providing Opportunity for comments on the Drafts IDP, Budget, Tariff List	Consultations on the Tariff IDP, Budget & Tariff List	Municipal Manager	Infrastructure Cluster	03 May 2027
5. Providing Opportunity for comments on the Drafts IDP, Budget, Tariff List	Consultations on the Tariff IDP, Budget & Tariff List	Municipal Manager	Governance & Administration Cluster	04 May 2027

PLANNING ACTIVITY	TASKS	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
6. Final Draft adoption of Tabled IDP, Budget Tariffs list and related financial policies for 2027/28-2031/32	To adopt the IDP, Budget and SDBIP as a legal binding document	IDP Manager, Manager: Budget and Treasury, CFO, Sector Manager: Planning and Development	Steering Committee Members	07 May 2027
7. Review of Municipal Strategic Risk Register	To comply with Legislation	Municipal Manager, Chief Risk Officer	Municipal Manager, Senior Managers	11 May 2027
8. Final Adoption of tabled IDP, Budget, Tariffs list and related financial policies for 2027/28-2031/32 by Portfolio Committees	To consider and make recommendations to Council	Portfolio Committee Heads of: IDP/LED, Budget and Treasury	IDP/LED & Budget Portfolio Committees, Budget and Treasury Portfolio Committee	11 May 2027
9. Final Drafts adoption of Tabled Budget, Tariffs List and related financial policies for 2027/28-2031/32	To adopt the Final Drafts IDP, Budget and Tariffs list and related financial policies for 2027/28-2030/31	Mayor, Councillors	Public Participation Meeting of Stakeholders (Representative Forum)	12 May 2027

APPROVAL PHASE (May – June 2027)

PLANNING ACTIVITY	TASKS	RESPONSIBLE PERSON	PARTICIPANTS	TIME SCHEDULE
1. Final Draft adoption of Tabled Budget, Tariffs List, and related financial policies for 2027/28-2031/32	To adopt the Final Drafts IDP, Budget and Tariffs list and related financial policies for 2027/28-2031/32	Budget & IDP Managers, CFO, Senior Manager: Planning and Development	EXCO Members	20 May 2027
2. Final Drafts adoption of Tabled Budget, Tariffs List and related financial policies 2027/28-2031/32	To adopt the Final Draft of IDP, Budget and Tariffs list and related financial policies for 2027/28-2031/32	Mayor	Council	28 May 2027
3. Final Drafts adoption of Tabled Budget, Tariffs List, and related financial policies for 2027/28-2031/32	To adopt the Final Drafts IDP, Budget and Tariffs list and related financial policies for 2027/28-2031/32	Municipal Manager, Mayor	EXCO Members	20 May 2027
4. Submission of Municipal Final Strategic Risk Register for 2027/28 FY	To comply with Legislation	Municipal Manager, Office, Chief Risk Officer	Municipal Manager, Senior Managers	May 2027
5. Submission of Final Draft of SDBIP For 2027/28 FY to Council	To comply with Legislation	Senior Manager: Corporate Services, Manager: PMS	Senior Manager, Corporate Services	July 2027

6. Submission to MEC for COGHSTA and Budget & Treasury	To comply with legislation	Manager: IDP	COGHSTA	June 2027
7. Submission of Budget Review to Provincial Treasury	To comply with legislation	Manager: Budget & Treasury	Provincial Treasury	June 2027

12. BUDGET PROCESS/SCHEDULE

Local Government: Municipal Finance Management Act, No. 56 of 2003 regulations

Municipal budget and reporting

Chapter 2: Budget and budget related matters of municipalities

Budget steering committee. (1) The mayor of a municipality must establish a budget steering committee to provide technical assistance to the mayor in discharging the responsibilities set out in section 53 of the Act. (2) The Steering Committee must consist of at least the following persons:

- The Councillor responsible for Financial Matters.
- The Municipal Manager.
- The Chief Financial Officer.
- The Senior Managers responsible for at least the three largest votes in the municipality.
- The Manager responsible for budgeting.
- The Manager responsible for Planning; and
- Any Technical experts on Infrastructure

BUDGET REVIEW PROCESS: 2026/27

PLANNING ACTIVITY	RESPONSIBLE PERSON	TIME SCHEDULE
Budget steering committee	Members	20 August 2026
Submission of monthly budget statements and MSCOA data strings	CFO	17 August 2026
MSCOA steering Committee meeting	Members	18 August 2026
Approval of budget time schedule	Council	31 August 2026

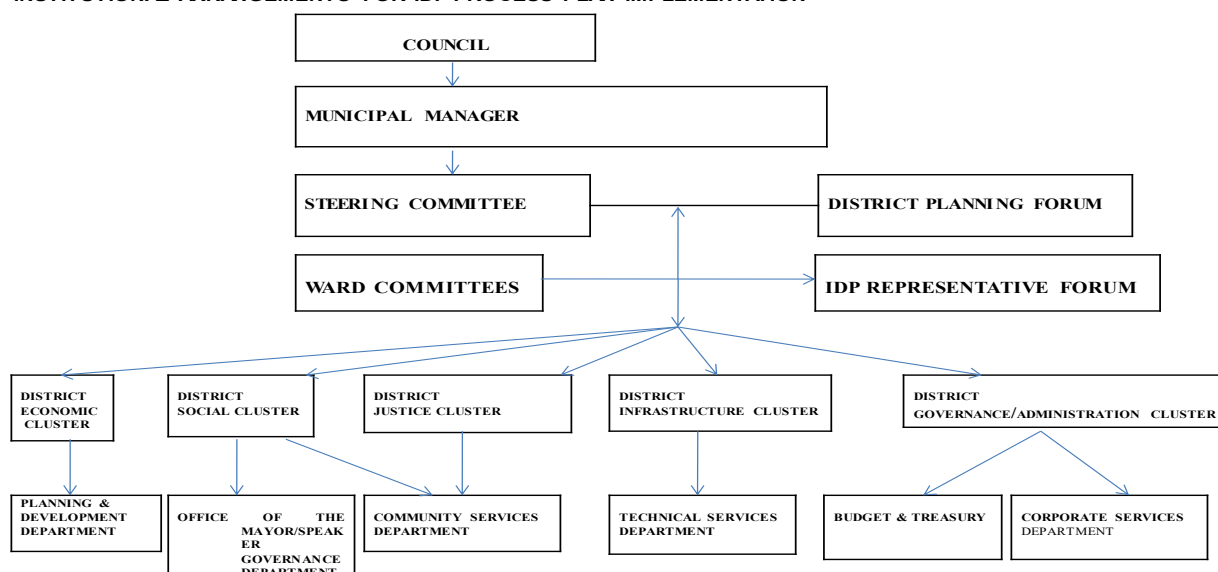
Submission of monthly budget statements and MSCOA data strings	CFO	14 September 2026
Income Budget submission for 2026/2027	Head of departments	29 September 2026
Submission of monthly budget statements and MSCOA data strings	CFO	14 October 2026
Department Budget submission (operational budget and business plans)	Head of departments	29 October 2026
Submission of monthly budget statements and MSCOA data strings	CFO	13 November 2026
Budget steering committee	Members	17 November 2026
MSCOA steering committee meeting	Members	04 December 2026
Adjustment budget submissions	Head of departments	10 December 2026
Submission of monthly budget statements and MSCOA data strings	CFO	14 December 2026
Downloading MSCOA chart, capturing the IDP in the MSCOA classification on the financial system	Budget and IDP manager	December 2026 - January 2027
Compilation of detailed budgets, MSCOA classification across segments	Budget unit	December 2026 - January 2027
Strategic sessions to review IDP, policies and set service delivery objectives. Annual review of the budget related policies, consultation on tariffs, indigents, credit control, free basic services and to consider local, provincial, and national issues, performance, and current economic and demographic trends	Members	To be decided by the next administration after LGE 2026

Submission of monthly budget statements and MSCOA data strings	CFO	15 January 2027
Budget steering committee meeting	Members	21 January 2027
Mid-year budget and performance assessment visits	Provincial Treasury & Management	January - February 2027
Budget steering committee meeting	Members	03 February 2027
MSCOA steering committee meeting	Members	09 February 2027
Submission of monthly budget statements and MSCOA data strings	CFO	12 February 2027
Approval of budget adjustment, compliant B1 schedule format and upload MSCOA data string for the adjustment budget on portal	Council	26 February 2027
Submission of Adjustment budget (including data strings) to national and provincial Treasury and other stakeholders	CFO	01 March - 12 March 2027
Budget steering committee meeting	Members	04 March 2027
Submission of monthly budget statements and MSCOA data strings	CFO	12 March 2027
Tabling of first Draft budget and budget related policies, MSCOA compliant A1 schedule format and upload MSCOA data string on portal	Council	31 March 2027
Submission of Draft budget (including data strings) to the national and provincial Treasury and other stakeholders	CFO	01 - 14th April 2027
Budget and IDP public participation period in all wards	Communities	April 2027
Submission of monthly budget statements and MSCOA data strings	CFO	14 April 2027

Budget and Benchmark Assessments	Provincial Treasury & Management	April - May 2027
Budget steering committee meeting	Members	06 May 2027
Submission of monthly budget statements and MSCOA data strings	CFO	14 May 2027
Approval final Draft Budget together with the budget related policies, draft SDBIP and upload MSCOA data strings of the final budget	Council	31 May 2027
Submission of approved budget (including data strings) to the National and Provincial Treasury and other stakeholders	CFO	01 - 14th June 2027
State of the Municipal Address: Mayor	Mayor	June 2027
Submission of monthly budget statements and MSCOA data strings	CFO	14 June 2027
MSCOA steering committee meeting	Members	29 June 2027
Preparation, approval, and publication of SDBIP and signing of performance agreements	Senior managers	June - July 2027
Submission of monthly budget statement and MSCOA data strings	CFO	14 July 2027

13. INSTITUTIONAL ARRANGEMENTS FOR IDP PROCESS PLAN IMPLEMENTATION

INSTITUTIONAL ARRANGEMENTS FOR IDP PROCESS PLAN IMPLEMENTATION



14. DISTRICT CONSULTATIVE STRUCTURES

14.1. DISTRICT IDP MANAGER'S FORUM

Composition

- IDP Managers
- IDP Researchers/Officer/Coordinators/Facilitators
- Budget Managers (including local municipalities)
- COGHSTA (Planning and Development)
- Office of the Premier (Planning and Development)
- Sector departments (when the need arises)
- Specialists and experts (when the need arises)
- Provincial Treasury

Objectives of the District IDP Manager's Forum

- Co-ordinating of national, provincial and municipal development planning to facilitate coherent planning in the whole District.
- Moving away from working in silos by departments and municipalities to ensuring synergy/linkage between the IDP's, SDF and LED's of the municipalities and the LDP.
- Ensuring coherent public participation within the district.

- Co-ordinating and alignment of the strategic and performance plans, priorities, objectives and strategies of sector departments and municipalities within the district.
- Ensuring holistic approach by both municipalities and sector departments in addressing service delivery and effectively utilization of budget.
- Ensuring that development or reviews of IDP in the district are in line with regulations and Acts that govern local government.

15. VHEMBE DISTRICT PLANNING FORUM

Composition

Vhembe District Development Planning Forum shall focus on intergovernmental development planning and facilitation within the context of the Intergovernmental Relations Framework Act, No 13 of 2005 between the district, local municipalities, state owned enterprises and the sector department in the district. District Development Planning Forum is chaired by Development & Planning General Manager, and composed of the following:

- The District and its four Local Municipalities
- General Managers/Directors/Senior Managers: Development Planning
- IDP Managers
- GIS Managers
- Technical Managers
- Chief Finance Officer (C.F. Os)
- LED Managers
- Spatial Planners
- Transport Planning Managers
- University of Venda
- Madzivhandila Agricultural College
- Parastatals i.e. State-owned enterprise
- Representatives from Sector Departments at Planning Sections
- And representatives from Traditional Leaders

The DDPF as commonly known is coordinated by the Vhembe District Municipality Development & Planning Department. The District will again perform Secretariat function thus takes the responsibilities of convening meetings and recordings of the proceedings. The Collaboration between national, provincial, local government and private sector initiatives is enhanced. Vhembe District Development Planning Forum will have unrestricted access to official plans/strategies of other department and Parastatals for the purpose of planning process.

Objectives

- Integrating the planning and monitoring process across departments and municipalities and ensure shared outputs/outcomes and alignment between the LDP and the IDPs/LEDs, ITP, WSDP, SDF and other sector plans of Municipalities.
- Moving away from working in silos by departments and municipalities to ensuring synergy/linkage between the IDP's, SDF and LEDs of the municipalities and the LDP.
- Co-ordinating of provincial and municipal development planning to facilitate coherent planning in the whole province.
- Co-ordinating and alignment of the strategic and performance plans and priorities, objectives and strategies of sector departments and municipalities within the district.
- To ensure alignment of analysis information, strategies, plans and policy for example Land-use Management, Spatial Development Framework, LED Strategy, Integrated Transport Plan (ITP) and other plans across the district.
- To ensure holistic approach by both municipalities and sector departments in addressing service delivery and effectively utilization of budget.
- To ensure that development or reviews of IDP in the district are in line with regulations and Acts that govern local government.
- To ensure alignment of government programs.
- Ensure that municipalities and sector departments assist each other on challenges facing them and are related to planning.
- In collaboration with Limpopo Investment Development Agency, Limpopo Tourism and Parks Board (LTPB), facilitate the revival of investment and trade into the district.
- To create a process in which public sector removes constraints that hinders development.
- To develop or create conditions favourable to private sector investment and the development of Public-Private Partnerships.

Meetings

The District Development and Planning Forum shall be required to meet quarterly and before Provincial Development Planning Forum in order to give opportunity to the district to prepare substantive inputs.

Terms of Reference of the District Development Planning Forum

The Forum shall seek to reach consensus and make recommendations on matters pertaining to development planning through existing clusters i.e. Economic, Social, and Governance and Infrastructure.

The Forum shall therefore consider the following issues:

- The appropriate scope of development planning, including the relationships between spatial and non-spatial planning.
- The appropriate methods of setting and monitoring compliance with the general development planning principles and performance criteria and objectives for land development by district and local municipality.
- The appropriate levels and methods of public participation in the development planning activities at different levels of district structures.
- The integration of environmental management with the development planning activities at different levels of regional sector departments and municipalities.
- Policies and procedures relating to effective alignment of planning, programming and budgeting processes, within and between the various levels of government in order to promote effective development planning.
- Integrating and clustering of projects and alignment of provincial, district and local priorities and projects.
- Establishment of mechanisms aimed at aligning spatial choices around district spending across all sector departments and municipalities by mapping development potential and formulating principles for targeting development and spending.
- Facilitation of the establishment of a framework for an in-depth consultative district planning processes and local municipalities' IDP's and follow-up meetings for feed-back purposes.
- Ensuring intervention for the purpose of improving planning capacity.
- Facilitation of coherent planning in the district.

16. PROVINCIAL DISTRICT DEVELOPMENT PLANNING FORUM

Composition

District Development Planning Forum is chaired by Office of the Premier (OTP)/COGHSTA or General Manager Development Planning, and composed of the following:

- The district and its four local municipalities
- IDP Managers
- GIS Managers
- Technical Managers (District and Local Municipality)
- Chief Finance Officer (C.F.Os)
- LED Managers
- Spatial Planners
- Transport Planning Managers
- University of Venda (Department of Urban and Regional Planning)
- Madzivhandila Agricultural College
- Parastatals i.e. State-owned enterprise

- Representatives from sector departments at planning sections

Objectives

- Integrating the planning and monitoring process across departments and municipalities and ensure shared outputs/outcomes and alignment between the LDP and the IDPs/LEDs, ITP, WSDP, SDF and other sector plans of Municipalities.
- Moving away from working in silos by departments and municipalities to ensuring synergy/linkage between the IDP's, SDF and LED's of the municipalities and the LDP.
- Co-ordinating of provincial and municipal development planning to facilitate coherent planning in the whole province.
- Co-ordinating and alignment of the strategic and performance plans and priorities, objectives and strategies of sector departments and municipalities within the district.
- To ensure alignment of analysis information, strategies, plans and policy for example Land-use Management, Spatial Development Framework, LED Strategy, Integrated Transport Plan (ITP) and other plans across the district.
- To ensure holistic approach by both municipalities and sector departments in addressing service delivery and effectively utilization of budget.
- To ensure that development or reviews of IDP in the district are in line with regulations and Acts that govern local government.
- To ensure alignment of government programs.
- Ensure that municipalities and sector departments assist each other on challenges facing them and are related to planning.
- In collaboration with Trade and Investment Limpopo, Limpopo Tourism and Parks Board (LTPB), facilitate the revival of investment and trade into the district.
- To create a process in which public sector removes constraints that hinders development.
- To develop or create conditions favourable to private sector investment and the development of Public-Private Partnerships.

Meetings

The Forum shall be required to meet quarterly.

Terms of Reference of the Provincial/District Development Planning Forum

The Forum shall therefore consider the following issues:

- The appropriate scope of development planning, including the relationships between spatial and non-spatial planning.
- The appropriate methods of setting and monitoring compliance with the general development planning principles and performance criteria and objectives for land development by district and local municipality.

- The appropriate levels and methods of public participation in the development planning activities at different levels of district structures.
- The integration of environmental management with the development planning activities at different levels of regional sector departments and municipalities.
- Policies and procedures relating to effective alignment of planning, programming and budgeting processes, within and between the various levels of government in order to promote effective development planning.
- Integration and alignment of provincial, district and local priorities and projects.
- Establishment of mechanisms aimed at aligning spatial choices around district spending across all sector departments and municipalities by mapping development potential and formulating principles for targeting development and spending.
- Ensuring intervention for the purpose of improving planning capacity.
- Facilitation of coherent development planning in the province.

17. DISTRICT IDP CLUSTERS

Cluster meetings: composed of experts, officials, and professionals from all spheres of government and clusters are as follows: Economic, Social and Governance and Administration, Justice and Infrastructure Clusters. The Cluster meetings will be coordinated by IGR Office and Chaired by Cluster Conveners (General Managers). Meetings may be held through electronic means.

17.1. ECONOMIC CLUSTER

The focus of the cluster will be to ensure that the district economic pillars are marketed and well developed in order to grow the economy of the district and create job opportunities. The Economic Pillars of the district are as follows: Manufacturing, Agriculture, Tourism, Mining and Retailing.

- Small Enterprise Development Agency (SEDA)
- Department of Tourism (LEDET)
- Department of Economic Development (LEDET)
- Agriculture Association
- Department of Rural Development and Agriculture
- Thulamela Municipality LED section
- Office of the Premier: Development Planning Unit
- Department of Transport
- Community Development Workers (CDWs)
- Limpopo Development Agency (LIMDEV)
- LIBSA
- SEDA
- Thulamela Tourism Association
- Labour Department
- SANPARKS

- Tshikondeni Coal Mine
- NAFCOC
- SANTACO
- Agricultural Forum

17.2. SOCIAL CLUSTER

- South African Social Security Agency (SASSA)
- Departments of Labour
- Department of Social Development
- Office of the Premier (CDW)
- Community Services Departments (Local Municipalities)
- Roads Agency Limpopo (RAL)
- South African National Road Limited (SANRAL)
- Department of Water Affairs (DWA)
- Environmental Health Practitioners
- Department of Arts and Culture
- Department of Sports & Recreation
- Post Office of South African
- Heritage Resources Agency (SAHRA)
- Community Development Workers (CDWs)
- Environmental Health Practitioners (EHP)
- South African Police Services (SAPS)
- Hospitals Chief Executive Officer's
- Department of Basic Education
- Department of Higher Education & Training
- Department of Transport
- Department of Roads, Public works and Infrastructure
- Department of Environment Affairs
- Department of Health
- Department of Agriculture, Forestry and Fishery
- Department of Tourism
- LMs Technical Services and Engineers
- Health and Social Department
- Home Affairs
- Cooperative Governance and Traditional Affairs
- LEDET (Regulatory Services, Waste and Pollution Management, Community Environment Development, Environmental Impact Management and Biodiversity Management)
- Department of Women, Youth, Children and People with Disability

17.3. INFRASTRUCTURE CLUSTER

- Public Works Department

- Road Agency Limpopo (RAL)
- Department of Human Settlement
- South Africa National Road Limited (SANRAL)
- TELKOM
- ESKOM
- Department of Water Affairs
- Department of Cooperative Governance & Traditional Affairs
- LMs & DM Technical Services Department from local municipalities
- Department of Rural Development & Land Reforms
- NHRBC
- Consulting Engineers South Africa
- The South African Institution of Civil Engineers (SEI)
- Department of Transport

17.4. JUSTICE CLUSTER

- South Africa Police Services (SAPS)
- Correctional Services
- Department of Justice & Constitutional Development
- National Prosecuting Authority (NPA)
- Department of State Security
- Department of Police
- Department of Defence and Military Veteran
- Office of the Premier
- South Africa National Intelligent Services
- Department of Home Affairs

17.5. GOVERNANCE AND ADMINISTRATION CLUSTER

- Labour Union/SAMWU & IMATU
- Labour Department
- Office of the Premier
- GCIS
- Communication Managers from local municipalities
- Municipal Managers
- C.F.O
- Corporate Services Managers from local municipalities
- Department of Cooperative Governance & Traditional Affairs
- Department of Communication and GCIS

17.6. DISTRICT JOINT PORTFOLIO COMMITTEE

District Joint Portfolio Committee is a consultative forum for district and local municipalities to discuss and consult on matters of mutual interest, including information sharing, best practice and capacity building; cooperating on municipal

developmental challenges affecting more than one municipality; and any other matter of strategic importance which affects the interests of municipalities.

17.7. COMPOSITION OF THE COMMITTEES

Joint Portfolio Committee is chaired by the District Portfolio Head and composed by the following Stakeholder's formations inter alia:

17.8. DISTRICT JOINT PORTFOLIO COMMUNITY SERVICES COMMITTEE

Chaired by: District Portfolio Head

Stakeholders: Directors/Senior/General Managers, Managers: Community Services, Local Municipalities i.e. Portfolio heads Community Services

17.9. DISTRICT JOINT PORTFOLIO TECHNICAL SERVICES COMMITTEE

Chaired by: District Portfolio Head

Stakeholders: Directors/Senior/General Managers, Managers: Technical Services, Local Municipalities i.e. Portfolio heads Technical Services

17.10. DISTRICT JOINT PORTFOLIO CORPORATE SERVICES COMMITTEE

Chaired by: District Portfolio Head

Stakeholders: Directors/General Manager, Managers: Corporate Services, Local Municipalities i.e. Portfolio heads Corporate Services

17.11. DISTRICT JOINT PORTFOLIO DEVELOPMENT PLANNING COMMITTEE

Chaired by: District Portfolio Head

Stakeholders: Directors/Senior/General Managers: Planning, Managers (Spatial Planning, LED) Local Municipalities i.e. Portfolio heads Development Planning

18. CONCLUSION

This Process Plan, as being part of the IDP planning preparation ensures that the role players within the process ahead are well prepared. All activities outlined within this document have been prepared in close interrelation with the Framework that governs both the District and Thulamela Local Municipality.

This Process Plan, prepared in consultation with the relevant stakeholders will, after adoption by the Council be effective throughout the IDP process.