



LEKWA LOCAL MUNICIPALITY
2025/2026 IDP, BUDGET & PMS REVIEW PROCESS PLAN
TIME SCHEDULE OF KEY DEADLINES

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ACRONYMS & ABBREVIATIONS

COGHSTA	: Department of Cooperative Governance, Human Settlements and Traditional Affairs
EM	: Executive Mayor
DDM	: District Development Model
GSDM	: Gert Sibande District Municipality
HOD	: Head of Department
IDP	: Integrated Development Plan
M & E	: Monitoring and Evaluation
MAYCO	: Mayoral Committee
MEC	: Member of Executive Council
MFMA	: Municipal Finance Management Act 56 of 2003
MM	: Municipal Manager
MSA	: Municipal Systems Act 32 of 2000
MERRP	: Mpumalanga Reconstruction and Recovery Plan
MTDP	: Medium Term Development Plan
NSDF	: National Spatial Development Framework
PMS	: Performance Management System
PSDF	: Provincial Spatial Development Framework
SDBIP	: Service Delivery and Budget Implementation Plan
SOPA	: State of the Provincial Address
SONA	: State of the Nation Address
SPLUMA	: Spatial Planning and Land Use Management Act 16 of 2013
NPO	: Non-profit Organization
CBO	: Community Based Organisation
MMC	: Member of Mayoral Committee

1. SECTION ONE: INTRODUCTION AND BACKGROUND

1.1. Introduction

According to Section 28(1) of the Local Government: Municipal System Act 32 of 2000 “each municipal council must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.”

The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan, must include:

- A programme specifying time-frames for the different steps;
- Outline mechanisms, processes, and procedures for consultation of the community, organs of state, and role-players;
- Identify all plans and planning requirements binding on the municipality, and be consistent with any other matters prescribed by legislation.
- Reflect cost estimates for the process.

The preparation of IDP process plan is in essence the formulation of the IDP, Budget and PMS processes, set out in writing and requires the adoption by Council.

1.2. Legislative Context

The preparation of the IDP, PMS and Budget processes are regulated by the Municipal Systems Act, Act 32 of 2000 and the Municipal Finance Management Act, No 56 of 2003. This is to ensure certain minimum quality standards of the integrated development planning, performance management and budget process and proper coordination between and within the spheres of government. As the IDP is a legislative requirement it has a legal status and it supersedes all other plans that guide development at local level. The Municipal Systems Act, No 32 of 2000 (as amended) and the Municipal Finance Management Act, Act 56 of 2003 confer the responsibility on the Executive mayor to provide political guidance over the budget process and the priorities that must guide the preparation of the annual budgets.

In terms of section 53 of the Municipal Finance Management Act the Executive mayor must also coordinate the annual revision of the integrated development plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget, and determine how the integrated development plan is to be considered or revised for the purpose of the budget. The Municipal Systems Act further requires the following regarding the IDP process:

Chapter 5 and Section 25 (1) of the Municipal Systems Act (2000) indicate that:

- Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, all-inclusive, and strategic plan for the development of the municipality which-
- Links integrates and coordinates plans and considers proposals for the development of the municipality;
- Aligns the resources and capacity of the municipality with the implementation of the plan;
- 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.

In terms of the core components of the integrated development plan, Chapter 5, and Section 26 of the Municipal Systems Act (2000) indicate that:

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 and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- A spatial development framework must include the provision of basic guidelines for the 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

Section 27 stipulates that

- Each district municipality, within a prescribed period after the start of its elected terms and after following a consultative process with the local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole;
- A framework referred to in subsection (1) binds both the district municipality and the local municipalities in the area of the district municipalities;
- The framework must ensure proper consultation, co-ordination, and alignment of the IDP Process of the district municipality and the various local municipalities.

1.3. Binding Plans and Policies from other spheres of government

National legislation can be distinguished between those that deal specifically with Municipalities arising from the Local Government White Paper on the one hand and Sector Planning on the other. The Local Government: Municipal Structures Act, Municipal Systems Act and Municipal Finance Management Act and Spatial Planning and Land Use Management Act are specific to municipalities. Chapter 5 of the Municipal Systems Act is specifically dedicated to the drafting, reviewing, adoption, and implementing of the IDP, and is the driving piece of legislation thereof. Arising from the Systems Act the Local Government: Planning and Performance Management Regulations and the MFMA need to be complied with as well. Other Sector Strategic plans which may have a bearing on the Planning imperatives of the local municipality should be considered during the review process.

Binding plans and policies from other spheres of government often involve a structured process to ensure alignment and compliance across different levels of government. Here are some key elements typically involved in such processes:

1. **Consultation and Coordination:** Engaging with various stakeholders, including local, regional, and national government bodies, to gather input and ensure that policies are aligned with broader objectives.
2. **Policy Frameworks:** Establishing frameworks like the National Development Plan to guide the development and implementation of policies. These frameworks provide a common language and structure for policy development.
3. **Public Participation:** Involving the public through consultations and feedback mechanisms to ensure that policies reflect the needs and preferences of the community.
4. **Regulatory Compliance:** Ensuring that all plans and policies comply with existing laws and regulations.
5. **Monitoring and Evaluation:** Implementing mechanisms to monitor the effectiveness of policies and make necessary adjustments based on feedback and changing circumstances.
6. **Cross-Government Collaboration:** Facilitating collaboration between different government departments and sectors to ensure cohesive policy implementation.

Spheres	Policies/ Legislation/Plans	Relevancy to the Lekwa LM IDP and Budget
National, Provincial and Local government	<ul style="list-style-type: none"> ▪ Municipal Systems Act ▪ Municipal Finance Management Act ▪ National Development Plan ▪ Medium Term Development Plan ▪ National Spatial Development Framework ▪ State of the Nation Address ▪ State of Provincial Address ▪ Provincial Spatial Development Framework ▪ District Development Model ▪ One Plan ▪ Municipal Finance Management Act ▪ Spatial Planning and Land Use Management Act ▪ Municipal Systems Act 	<ul style="list-style-type: none"> ▪ Adhere to legislated timeframes and processes to develop and adopt IDP, Budget and SDBIP as required by MFMA and MSA (Regulatory compliance). ▪ Set targets that are in alignment within the MTDP, NSDF, PSDF, One Plan etc. ▪ Submit needs of the municipality to be included as projects/programmes in sector department plans. ▪ Conduct public participation on the IDP, Budget and SDBIP. ▪ Attend provincial engagements. ▪ Collaborate with different government departments for service delivery through the DDM. ▪ Monitor and evaluate the implementation of the IDP, Budget and SDBIP. ▪ Conduct stakeholder engagements such as forum and steering committee meetings.

Table 1: Binding requirements and implications for Lekwa Local Municipality

1.4. Alignment between IDP, Budget and PMS

The IDP, performance management systems (PMS) and budget are all components of one overall development planning and management system. The IDP sets out what the municipality aims to accomplish, how it will do this. The PMS enables the municipality to check to what extent it is achieving its aims. The budget provides the resources that the municipality will use to achieve its aims.

PMS requires an in-depth process comparable to that of the IDP. Such PMS is tightly linked and guided by the IDP and Budget processes. PMS on its own requires an in-depth process comparable to that of the IDP. Such PMS is tightly linked and guided by the IDP and Budget processes. PMS on its own requires an in-depth process comparable to that of the IDP. Such PMS is tightly linked and guided by the IDP and Budget processes. The PMS process will address the following issues:

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

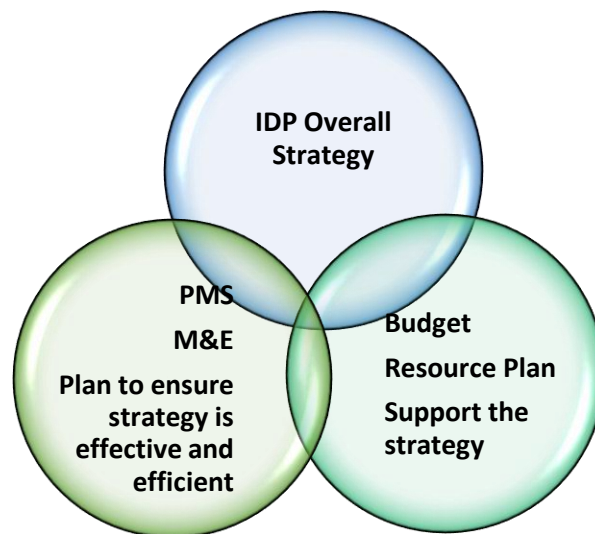


Figure 1: IDP, Budget and PMS alignment

1.5. Purpose of the process plan

This plan is meant to ensure the proper management of the planning process through the following:

- Setting the scene to manage the planning process and legal requirements in planning for the implementation of the integrated planning system;
- A programme specifying time schedule that guide IDP and budget planning processes and various planning steps;
- Outlining appropriate mechanisms, processes, and procedures on how the public, stakeholders, state organs can participate in the drafting of the IDP and formulation of the budget structures that will be used to ensure this participation
- Indicate necessary organizational arrangements to ensure the successful implementation of the integrated development planning process;

- Binding plans and planning requirements, i.e., policy and legislation;
- Mechanisms and procedures for vertical and horizontal alignment;
- A programme specifying how wills the process be monitored in order to manage the progress of the IDP and budget processes

2. SECTION TWO: IDP, BUDGET AND PMS DEVELOPMENT PROCESS

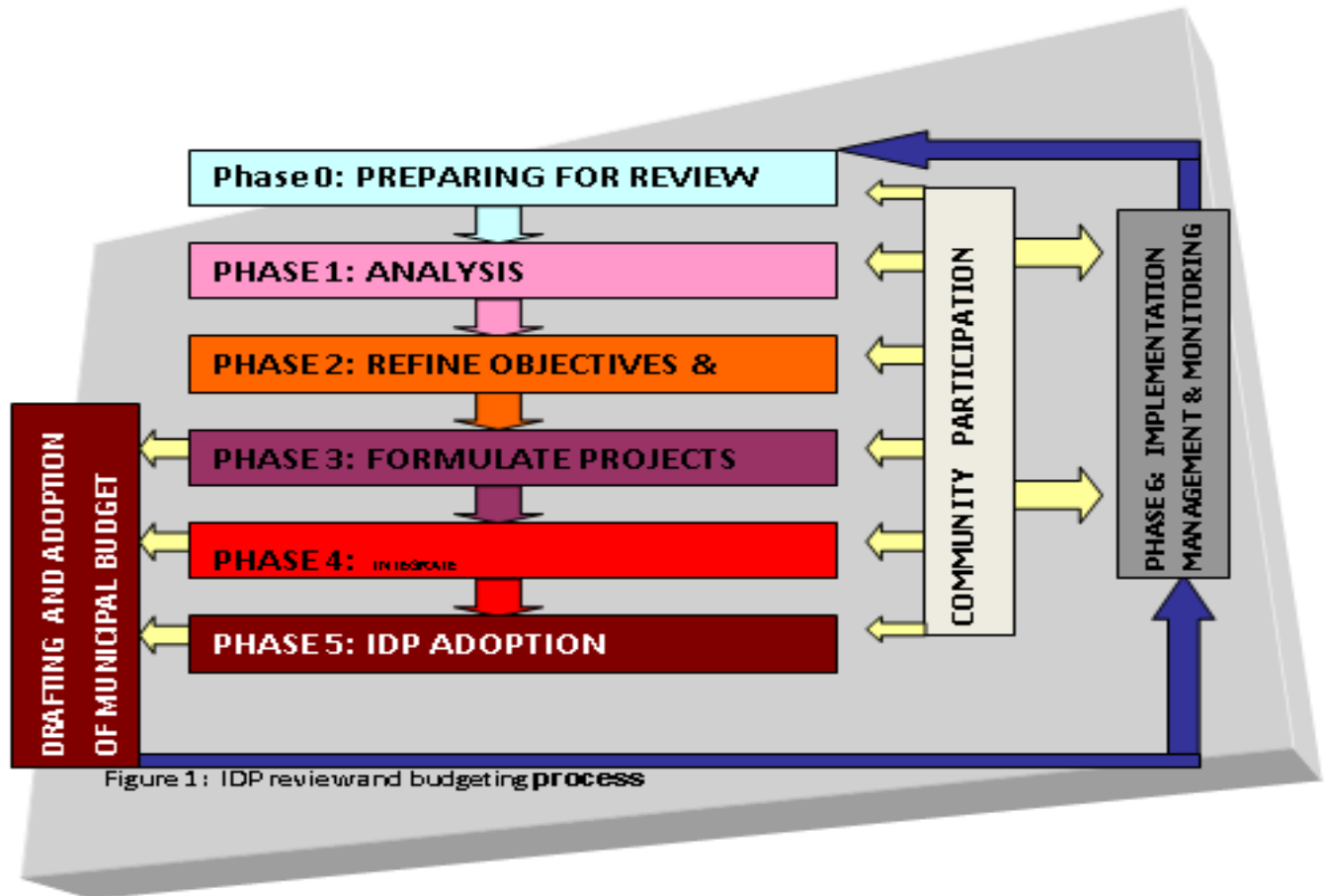


Figure 2: IDP review and budgeting process

2.1. Phases of IDP Drafting and Annual Review Process

The five (5) phases in the IDP & Budget process which guide the annual review and the important activities, deliverables to be considered during the different five (5) phases of the IDP and Budget process are discussed as follows:

Phase 0: Pre-planning Phase:

Before starting the planning process, an IDP Process Plan must be drawn up. This plan is meant to ensure the proper management of the Integrated Development Planning Process. All local municipalities including the district municipality must adopt their IDP Process Plans 10 months before the start of the budget year with key deadlines (**end of August**), subsequent to consulting with its local communities.

Once the Process Plan is adopted by Council, the municipality must submit the adopted Process Plan to the MEC: COGHSTA within the prescribed period of ten (10) days (MSA, 32 of 2000).

Timeframe: End of August

Phase 1: Analysis

During this phase information is collected on the existing conditions within the municipality. It focuses on the types of problems faced by people in the area and the causes of these problems. The identified problems are assessed and prioritized in terms of what is urgent and what needs to be done first. Information on availability of resources is also collected during this phase. At the end of this phase, the municipality will be able to provide:

- An assessment of the existing level of development
- Details on priority issues and problems and their causes
- Information on available resources
- Timeframe: End of October

Phase 2: Strategies

During this phase, the municipality works on finding solutions to the problems assessed in phase one. The Council and Management discuss strategic issues such as vision, mission, future directions, strategic outcomes, and outputs as well as measures and targets for each strategic output. In this phase the municipality must begin to contemplate on the best possible strategies to tackle the identified challenges. Critical in this process in order to ensure a focused analysis, the municipal vision must be confirmed and development objectives containing clear statements of what the municipality would like to achieve in the medium term to deal with the problems outlined in the first phase be confirmed. Internal transformation needs, Council's development priorities must be considered when formulating council objectives. Once the municipality has identified the best methods and strategies to achieving its development objectives identification of specific projects must commence

- Timeframe: End of January

Phase 3: Projects, Programme and Capital Budget

During this phase the municipality works on the designs and content/specifications of projects identified during the prior phases. Clear details for each project have to be worked out. Clear targets must be set and indicators worked out to measure performance as well as the impact of individual programmes and projects. The identified projects must have a direct link to the priority issues and objectives identified in the previous phase. Municipalities must ensure engagement of internal technical committees, possibly with selected key stakeholders. The needs and views of the affected communities must be taken as a priority.

The project technical committees and their subcommittees must be able to distinguish between the strategic municipal wide development programmes and the localized community-level projects. This phase should be completed by February. The IDP drafting action programme indicates that the District Municipality and the Local Municipalities should have adopted their first Draft IDPs by end of March each

year. Once the draft IDPs are adopted by Council, the District Municipality including Local Municipalities must submit the adopted IDPs to the MEC: COGHSTA within the prescribed period of ten (10) days (MSA, 32 of 2000).

- Timeframe: End of February and Draft IDP approved end of March

Phase 4: Integration

Once all projects have been identified, the municipality has to check again that they contribute to meeting the objectives outlined in Phase 2. These projects will provide an overall picture of the development plans. All the development plans must now be integrated. The municipality should also have overall strategies for issues like dealing with poverty alleviation and disaster management. These strategies should be integrated with the overall IDP.

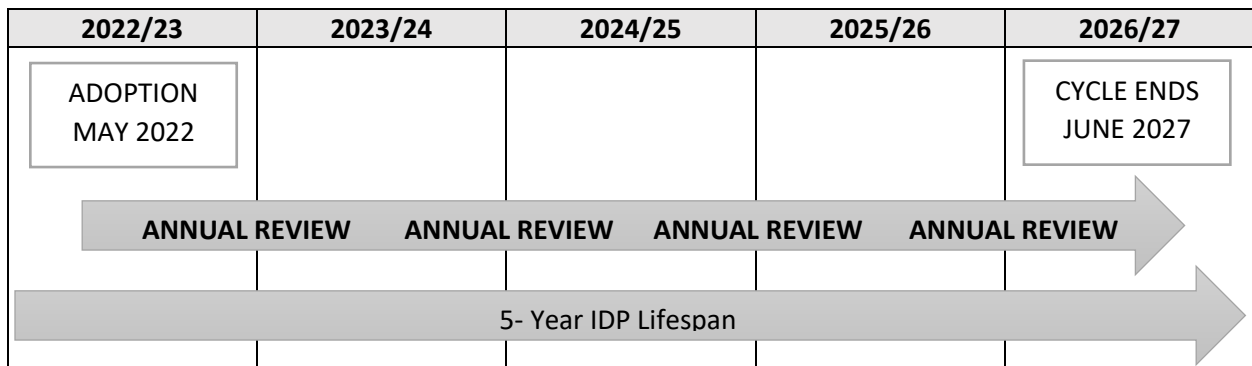
- Timeframe: End of April

Phase 5: Approval

After finishing with the integration phase, the IDP document should be adopted by Council on or before 31st of May each year. Once the IDPs are adopted by Council, the municipality must submit the adopted IDP to the MEC: COGHSTA within the prescribed period of ten (10) days (MSA, 32 of 2000)

- Timeframe: end of May

2.2. IDP Planning Cycle



2.3. National and Provincial budgeting cycle

The National and Provincial Government Departments’ Budgeting cycle which informs, and is informed by the Municipal Planning and Budgeting cycle and is depicted in the Diagram below. It is important for Municipality to take note of these Budgeting cycles to ensure relevant and useful input into the Budgeting processes of Provincial government at strategic times. In doing this, Municipality will ensure that their priorities are captured and adequately addressed and that IDP implementation is facilitated. This is not withstanding the work that must be done by the respective Provincial and National Sector Departments to ensure that their programmes are responsive to the core developmental needs of communities as enshrined in the IDP.

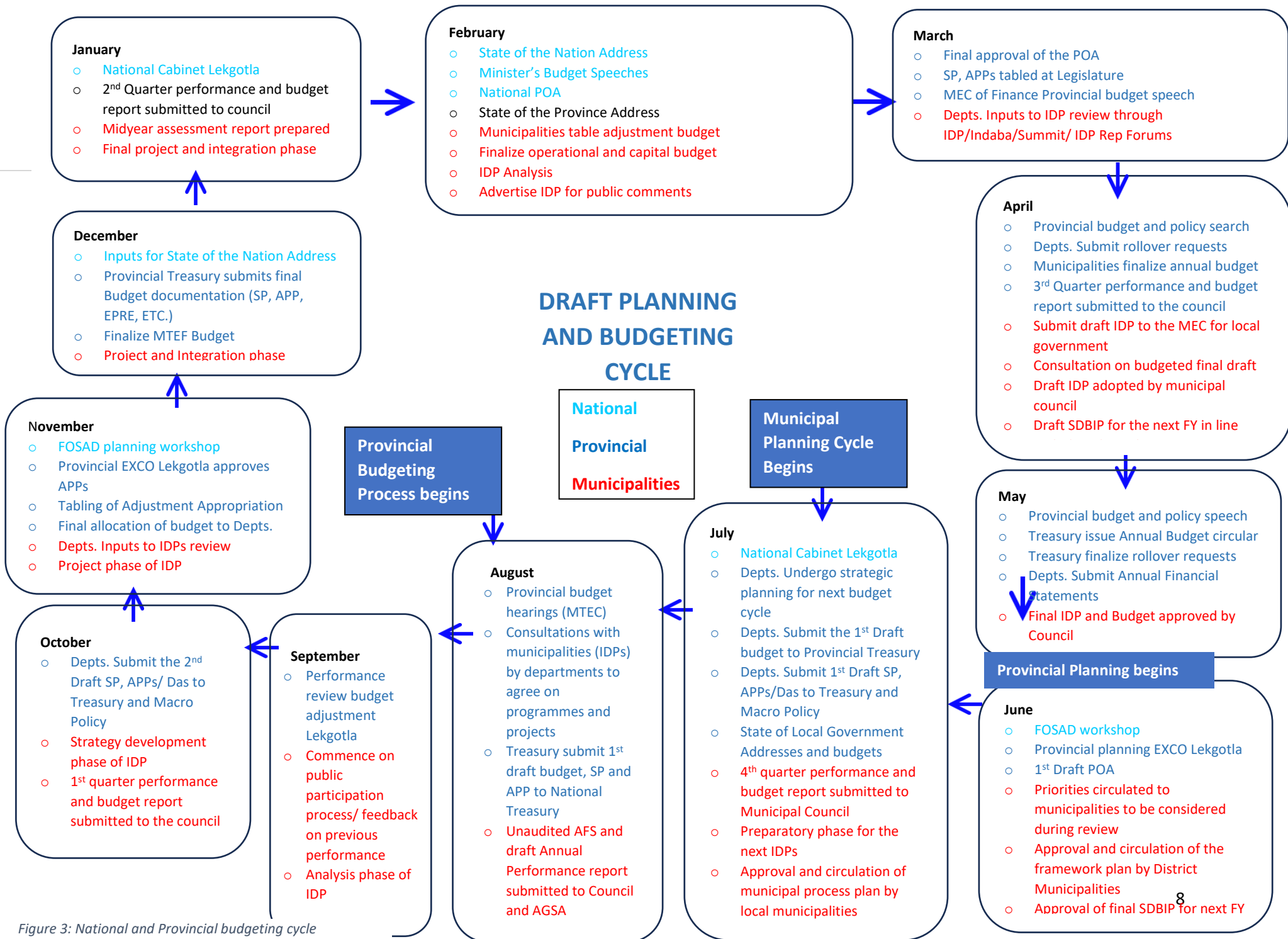


Figure 3: National and Provincial budgeting cycle

3. SECTION THREE: ORGANISATIONAL ARRANGEMENTS

3.1. IDP/Budget/PMS Steering Committee

The IDP/Budget Steering Committee (SC) is a strategic, political, and technical working team making political and technical decisions and inputs that must ensure a smooth compilation and implementation of the IDP, Budget and PMS. The IDP/Budget Steering Committee must be established during the IDP process and it must continue performing its functions during the IDP review process. The Committee is instituted to act as an internal support system to the IDP Representative Forum. It is a technical working group made up of senior officials and relevant officials to support the IDP Manager to ensure a smooth review process. The committee is preferably be chaired by the Executive Mayor/ Accounting Officer/or his designated representative. External stakeholders may be invited on Ad-Hoc basis.

Terms of Reference for the IDP/Budget/PMS Steering Committee:

- To ensure alignment at a district and local level;
- To support and advise the IDP Representative Forum on technical issues;
- To make content recommendations;
- To prepare, facilitate and document meetings;
- To commission relevant and appropriate research studies during the IDP and budget process;
- To consider and comment on the inputs by the consultants, study teams, task departments and service providers; and
- Processing, summarizing and documentation of project outputs
- Provides terms of reference for the various planning activities
- Considers and comments on inputs from Provincial sector departments and support providers
- Ensure quality assurance in the preparation, facilitation, and documentation of other IDP meetings

Composition of the IDP/Budget/PMS Steering Committee

- Executive Mayor
- Speaker
- Chief Whip
- Members of Mayoral Committee
- Municipal Manager
- HOD: Planning and Economic Development
- HOD: Technical Services
- HOD: Community Services and Safety
- HOD: Budget and Treasury Office - Chief Financial Officer

- HOD: Corporate Services
- IDP Manager
- PMS Manager
- Budget Manager
- PMU Manager
- External stakeholders on ad-hoc basis

Frequency of engagement: Quarterly

3.2. **IDP Representative Forum**

The IDP Representative Forum (IDPRF) for Lekwa Local Municipality will be established through a process where all interested and affected stakeholders will be invited to participate in the IDP development process. The IDP/Budget Representative Forum represents all stakeholders and is as inclusive as possible.

Terms of Reference for the IDP Representative Forum

- Represent the interest of their constituents through the IDP process
- Form a structural link between the municipality and the public by informing interest groups, communities and organizations on relevant planning activities and their outcomes
- Provide an organizational Mechanism for discussion, negotiation and decision making between the stakeholders
- Analyze and integrate issues, determine priorities, strategies, projects, and programmes, and identify budget requirements
- Discuss and comment on the draft IDP/Budget
- Monitor performance of the planning and implementation process
- Ensure communication between all the stakeholder representatives inclusive of Municipal government

Composition of the IDP Representative Forum

- Members of the Executive Committee
- Head of departments/Senior Officials of Sector Departments
- Officials who serve on the IDP/Budget Steering Committee
- Representative of municipal wide organized groups
- Advocates for unorganized groups
- Community Representatives (NGOs/CBOs and Youth Organizations)
- Businesses and Academic Institutions
- Farmers Unions
- Mining Houses

All the aforementioned departments and parastatals will participate in the IDP-RF meetings, and facilitate alignment between the Municipal reviewed IDP and the Provincial policies and budget. Once again, it must be emphasized that the Mpumalanga Department of Co-operate Governance and Traditional Affairs (COGHSTA) will be responsible for liaising and coordination with other line function departments on matters of common interest.

The above Institutional Arrangements and their Terms of Reference are provisional and the Forum will confirm their relevance and if necessary, remove/add or merge some of them accordingly during the IDP Review Process.

Frequency of engagement: Quarterly

3.3. Roles and Responsibilities

Table 2: Roles and responsibilities in relation to the IDP, Budget and PMS review

Role Player	Roles and Responsibilities
Council	<p>IDP:</p> <ul style="list-style-type: none"> ▪ Final decision-making; and ▪ Approval of the reviewed IDP documentation including the process followed thereto <p>BUDGET:</p> <ul style="list-style-type: none"> ▪ Council must approve the budget before the start of the financial year. ▪ Council to consider draft budget. ▪ Council to approve unforeseen and unavoidable expenses. <p>PMS:</p> <ul style="list-style-type: none"> ▪ Final decision making; ▪ Approve Performance Management Framework; ▪ Consider and adopt final report ▪ MM: Submit draft SDBIP and performance agreement to Mayor 14 days after budget approval; ▪ MM: Submit final SDBIP and his/her performance agreement for signing by Mayor ▪ Departmental heads: Submit performance agreements for signing by MM; ▪ MM: Submit signed SDBIP and performance agreements to Council for noting; ▪ MM: Submission of audit report via MAYCO to Council within 1 month of receipt.

Role Player	Roles and Responsibilities
	<ul style="list-style-type: none"> ▪ MM (PMS Manager): Submit report via MAYCO to the Council about mechanisms, systems, and processes for auditing the results of performance measurements as part of the internal auditing process. ▪ PMS Manager: Obtain Council approval for the mechanisms, systems, and procedures of the performance management policy framework.
Executive Mayor and Mayoral Committee (MAYCO)	<p>IDP:</p> <ul style="list-style-type: none"> ▪ Decision on the Framework/Process Plan for the IDP Review ▪ Responsible for the overall management, co-ordination and monitoring of the drafting process and may assign some of the responsibilities to the Municipal Manager ▪ Submit reviewed IDP Framework and Draft IDP to Council for approval ▪ Develop terms and criteria for the establishment of the IDP-RF within the Legislative confines. <p>BUDGET:</p> <ul style="list-style-type: none"> ▪ Table Draft Budget to Council at least 90 days before the start of the new financial year. ▪ Table budget timetable to Council. ▪ Report authorization of unforeseeable and unavoidable expenses at Council meeting after having authorized such expenses. ▪ Approval of Service Delivery and Budget Implementation Plan (SDBIP). ▪ Ensure conclusion of the Municipal Manager Section 56 Managers' Performance Agreements. ▪ Ensure that the management's performance agreements are made public. ▪ Submit to Council an annual report within 7 months after the end of the financial year. <p>PMS:</p> <ul style="list-style-type: none"> ▪ Establishing the performance agreement for the Municipal Manager in terms of the PMS. ▪ Determine KPA's for MM based on institutional KPI's. ▪ Determine the performance objectives and targets that the MM must meet in relation to the KPA's. ▪ Negotiate the performance objectives and targets that the MM must meet.

Role Player	Roles and Responsibilities
Section 80 Committee	<p>IDP, PMS & BUDGET:</p> <ul style="list-style-type: none"> ▪ Responsible for oversight, approves draft and final IDP and budget before council approves. ▪ Makes recommendations to council on the contents of the IDP, Budget and SDBIP.
Municipal Manager	<p>IDP:</p> <ul style="list-style-type: none"> ▪ Decide on Planning process ▪ Monitor the process and report to Council on the progress ▪ Overall Management and coordination <p>PMS:</p> <ul style="list-style-type: none"> ▪ Establishment of a performance audit committee ▪ Establishing performance agreements for Section 56 Managers ▪ Determine KPA's for each departmental head ▪ Determine proposed performance objectives and targets that each departmental head must meet in respect of each KPA. ▪ Conclude and sign performance agreements with each departmental head. ▪ Performance monitoring of the OPMS ▪ Develop standard progress and variance reporting format ▪ Develop forms and/ or electronic database for tracking progress and variance on quarterly basis. ▪ Determine the frequency of progress and variance reporting, including dates for submitting reports. ▪ Verification or interim PMS measurement results ▪ Submission of annual performance report to Council via MAYCO for consideration and approval. ▪ Submission of approved annual performance report, together with financial statements, to the Auditor General ▪ Receive external Auditor's report ▪ Submission of audit report via MAYCO to Council within 1 month of receipt; ▪ Compile draft annual report via MayCo to Council for tabling; ▪ Make copies available to the public; ▪ Submit a copy of the report to the MEC for local government in the Province. ▪ Submit a copy of the report to the Auditor General and any other institutions prescribed by regulation; ▪ Compile annual report for oversight report to be adopted by Council. <p>BUDGET:</p> <ul style="list-style-type: none"> ▪ Give notice of bank account to National Treasury (NT) and Auditor General (AG) ▪ Supply NT and AG with list of bank accounts

Role Player	Roles and Responsibilities
	<ul style="list-style-type: none"> ▪ Table consolidated report of all withdrawals from bank account to Council within 30 days after the end of each quarter ▪ Submission of audit draft budget implementation plan to Mayor within 14 days after approval of the budget ▪ Perform mid-year performance assessment of the Municipality and the submission of the report to the Mayor ▪ The submissions of the annual financial statements to the AG within two months after the end of the Financial Year ▪ Submission of annual oversight reports to the Provincial Legislature within 7 days after adoption by Council.
IDP Steering Committee	IDP: <ul style="list-style-type: none"> ▪ Process Plan management body ▪ Allocation of duties and monitoring ▪ Overall management including appointment of technical consultants if necessary ▪ Decision on roles and responsibilities ▪ Identification of stakeholders in consultation with other role players with other role players ▪ Determine priorities and projects ▪ Manage draft Action Programme ▪ Commission research studies and recommend appointment t of service providers ▪ Decide on matters to be referred to the Extended Technical Committee for alignment and integration
IDP Representative Forum (IDP-RF)	IDP: <ul style="list-style-type: none"> ▪ Providing organizational mechanisms for discussion, negotiation and decision making between stakeholders including Municipalities and government departments during the review process ▪ Monitoring performance of the Planning and implementation process ▪ Making recommendations to Council on Planning and development priorities; and ▪ Facilitate alignment of Inter-Spherical Planning within the District’s jurisdictional area.
Provincial Sector Departments and Private Sector	IDP: <ul style="list-style-type: none"> ▪ Identify an IDP Coordinator in the Sector Departments ▪ Contribute knowledge and ideas about Planning issues in the province and sectors; ▪ Contribute relevant information on the Provincial sector departments plans, programmes, budgets, objectives, strategies, and projects in a concise and accessible manner;

Role Player	Roles and Responsibilities
	<ul style="list-style-type: none"> ▪ Ensure that their objectives and strategies and projects take various IDPs into consideration and adjust their Strategic Plans accordingly; ▪ Engage in a process of alignment with District Municipalities, and participate in the Provincial management system and co-ordination; ▪ Ensure optimal participation in the IDP-RF, and other related Structures. ▪ Participate in the IDP Representative Forum
Civil Society/ Organizations/ CBOs/NPOs/NGOs	<p>IDP & BUDGET:</p> <ul style="list-style-type: none"> ▪ Work closely with Councilors and other grassroots structures to identify all the important priority issues. ▪ Alert municipality on which needs to prioritize. ▪ Propose different methods to address community issues. ▪ Partner with the municipality on projects and programmes. ▪ Contribute to determining the vision of the municipality. ▪ Hold the municipality accountable in the implementation of the IDP and Budget.

4. SECTION FOUR: HORIZONTAL AND VERTICAL ALIGNMENT

4.1. Gert Sibande District Municipality Framework Plan

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

Gert Sibande District Municipality - IDP Management Committee

Table 3: GSDM IDP Management Committee Meetings schedule

DATE	TIME	VENUE
14 August 2024	10:00	Video Conferencing/ Physical Contact Meeting
06 November 2024	10:00	Video Conferencing/ Physical Contact Meeting
04 March 2025	10:00	Video Conferencing/ Physical Contact Meeting
04 June 2025	10:00	Video Conferencing/ Physical Contact Meeting

Gert Sibande District Municipality - IDP Steering Committee

Table 4: GSDM IDP Steering Committee/ Top Management meeting schedule

DATE	TIME	VENUE
------	------	-------

29 July 2024	10:00	Video Conferencing/ Physical Contact Meeting
21 October 2024	10:00	Video Conferencing/ Physical Contact Meeting
03 February 2025	10:00	Video Conferencing/ Physical Contact Meeting
05 April 2025	10:00	Video Conferencing/ Physical Contact Meeting

Gert Sibande District Municipality - IDP Representative Forum

Table 5: GSDM IDP Representative Forum meetings

DATE	TIME	VENUE
22 August 2024	10:00	Video Conferencing/ Physical Contact Meeting
20 November 2024	10:00	Video Conferencing/ Physical Contact Meeting
25 March 2025	10:00	Video Conferencing/ Physical Contact Meeting
26 June 2025	10:00	Video Conferencing/ Physical Contact Meeting

Gert Sibande District Municipality - DDM Council

The DDM Council is chaired by the Executive Mayor of GSDM. The Council is composed of the national champion Deputy Minister, Provincial Champion(MEC for Safety and Security) , DCOG and all relevant national departments, Premier’s Office ,SALGA, HOD for Safety and Security, Traditional Leaders, Provincial COGHSTA, CBOs, NGOs, Private Sector, SOEs, designated Councilor’s from LM’s and GSDM, and various stakeholders. The DDM Council play an oversight role towards the implementation of the IDP through the DDM. See dates below for the council meetings.

Table 6: GSDM DDM Council meetings

DATE	TIME	VENUE
24 July 2024	10:00	Video Conferencing/ Physical Contact Meeting
29 October 2024	10:00	Video Conferencing/ Physical Contact Meeting
26 February 2025	10:00	Video Conferencing/ Physical Contact Meeting
27 May 2025	10:00	Video Conferencing/ Physical Contact Meeting

Gert Sibande District Municipality - DDM Technical Team

This is a body consisting of officials from various stakeholders, MMs from the Local Municipalities, officials from the sector departments, HOD Safety and Security, SOEs, Private Sector, and SALGA etc. and is chaired by the MM of GSDM.

Table 7: DDM Technical Team meetings

DATE	TIME	VENUE
16 July 2024	10:00	Video Conferencing/ Physical Contact Meeting
16 October 2024	10:00	Video Conferencing/ Physical Contact Meeting

12 February 2025	10:00	Video Conferencing/ Physical Contact Meeting
13 May 2024	10:00	Video Conferencing/ Physical Contact Meeting

DDM Transformation Areas

1. Demographics and District profile

DATE	TIME	VENUE
04 July 2024	10:00	Video Conferencing/ Physical Contact Meeting
08 August 2024	10:00	Video Conferencing/ Physical Contact Meeting
05 September 2024	10:00	Video Conferencing/ Physical Contact Meeting
02 October 2024	10:00	Video Conferencing/ Physical Contact Meeting
05 February 2025	10:00	Video Conferencing/ Physical Contact Meeting
06 March 2025	10:00	Video Conferencing/ Physical Contact Meeting
03 April 2025	10:00	Video Conferencing/ Physical Contact Meeting
06 May 2025	10:00	Video Conferencing/ Physical Contact Meeting
03 June 2025	10:00	Video Conferencing/ Physical Contact Meeting

2. Infrastructure engineering

DATE	TIME	VENUE
03 July 2024	10:00	Video Conferencing/ Physical Contact Meeting
07 August 2024	10:00	Video Conferencing/ Physical Contact Meeting
03 September 2024	10:00	Video Conferencing/ Physical Contact Meeting
01 October 2024	10:00	Video Conferencing/ Physical Contact Meeting
05 November 2024	10:00	Video Conferencing/ Physical Contact Meeting
04 February 2025	10:00	Video Conferencing/ Physical Contact Meeting
05 March 2025	10:00	Video Conferencing/ Physical Contact Meeting
02 April 2025	10:00	Video Conferencing/ Physical Contact Meeting
07 May 2025	10:00	Video Conferencing/ Physical Contact Meeting
04 June 2025	10:00	Video Conferencing/ Physical Contact Meeting

3. Spatial restructuring

DATE	TIME	VENUE
03 July 2024	10:00	Video Conferencing/ Physical Contact Meeting
08 August 2024	10:00	Video Conferencing/ Physical Contact Meeting
04 September 2024	10:00	Video Conferencing/ Physical Contact Meeting
02 October 2024	10:00	Video Conferencing/ Physical Contact Meeting
06 November 2024	10:00	Video Conferencing/ Physical Contact Meeting
05 February 2025	10:00	Video Conferencing/ Physical Contact Meeting
06 March 2025	10:00	Video Conferencing/ Physical Contact Meeting

03 April 2025	10:00	Video Conferencing/ Physical Contact Meeting
06 May 2025	10:00	Video Conferencing/ Physical Contact Meeting
03 June 2025	10:00	Video Conferencing/ Physical Contact Meeting

4. Economic positioning

DATE	TIME	VENUE
04 July 2024	10:00	Video Conferencing/ Physical Contact Meeting
07 August 2024	10:00	Video Conferencing/ Physical Contact Meeting
03 September 2024	10:00	Video Conferencing/ Physical Contact Meeting
01 October 2024	10:00	Video Conferencing/ Physical Contact Meeting
05 November 2024	10:00	Video Conferencing/ Physical Contact Meeting
04 February 2025	10:00	Video Conferencing/ Physical Contact Meeting
05 March 2025	10:00	Video Conferencing/ Physical Contact Meeting
02 April 2025	10:00	Video Conferencing/ Physical Contact Meeting
07 May 2025	10:00	Video Conferencing/ Physical Contact Meeting
04 June 2025	10:00	Video Conferencing/ Physical Contact Meeting

5. Integrated service provisioning

DATE	TIME	VENUE
03 July 2024	10:00	Video Conferencing/ Physical Contact Meeting
07 August 2024	10:00	Video Conferencing/ Physical Contact Meeting
03 September 2024	10:00	Video Conferencing/ Physical Contact Meeting
01 October 2024	10:00	Video Conferencing/ Physical Contact Meeting
05 November 2024	10:00	Video Conferencing/ Physical Contact Meeting
04 February 2025	10:00	Video Conferencing/ Physical Contact Meeting
05 March 2025	10:00	Video Conferencing/ Physical Contact Meeting
02 April 2025	10:00	Video Conferencing/ Physical Contact Meeting
07 May 2025	10:00	Video Conferencing/ Physical Contact Meeting
04 June 2025	10:00	Video Conferencing/ Physical Contact Meeting

6. Governance Management Area Group

DATE	TIME	VENUE
03 July 2024	10:00	Video Conferencing/ Physical Contact Meeting
07 August 2024	10:00	Video Conferencing/ Physical Contact Meeting
03 September 2024	10:00	Video Conferencing/ Physical Contact Meeting
01 October 2024	10:00	Video Conferencing/ Physical Contact Meeting
05 November 2024	10:00	Video Conferencing/ Physical Contact Meeting
04 February 2024	10:00	Video Conferencing/ Physical Contact Meeting
05 March 2025	10:00	Video Conferencing/ Physical Contact Meeting

02 April 2025	10:00	Video Conferencing/ Physical Contact Meeting
07 May 2025	10:00	Video Conferencing/ Physical Contact Meeting
04 June 2025	10:00	Video Conferencing/ Physical Contact Meeting

7. Financial Management Area Group

DATE	TIME	VENUE
03 July 2024	10:00	Video Conferencing/ Physical Contact Meeting
07 August 2024	10:00	Video Conferencing/ Physical Contact Meeting
03 September 2024	10:00	Video Conferencing/ Physical Contact Meeting
01 October 2024	10:00	Video Conferencing/ Physical Contact Meeting
05 November 2024	10:00	Video Conferencing/ Physical Contact Meeting
04 February 2024	10:00	Video Conferencing/ Physical Contact Meeting
05 March 2025	10:00	Video Conferencing/ Physical Contact Meeting
02 April 2025	10:00	Video Conferencing/ Physical Contact Meeting
07 May 2025	10:00	Video Conferencing/ Physical Contact Meeting
04 June 2025	10:00	Video Conferencing/ Physical Contact Meeting

Scheduled Public Participation/ Consultations for Gert Sibande District Municipality

First Round: Gert Sibande District Municipality Consultations to LMs

MUNICIPALITY	DATE	TIME	VENUE (All Proposed)
1. Dipaleseng	04 September 2024	10:00	Thusong Community Hall
2. Lekwa	05 September 2024	10:00	Ext. 4 Rooikopen Community Hall
3. Govan Mbeki	06 September 2024	10:00	Kgotso Community Hall
4. Mkhondo	10 September 2024	10:00	Mkhondo Town Hall
5. DPKIS	11 September 2024	10:00	Volkrust Town Hall
6. Msukaligwa	12 September 2024	10:00	Cassim Park Hall
7. Chief Albert Luthuli	13 September 2024	10:00	Mayflower Community Hall
8. Traditional Leaders	13 September 2024	13:00	Mpuluzi Municipal Office

**THE PUBLIC PARTICIPATION DATES ARE PROVISIONAL DATES WHICH MAY CHANGE THEREFORE SUBJECT TO APPROVAL BY COUNCIL.*

Table 8: First Round GSDM Community Consultations programme

Second Round: Gert Sibande District Municipality Consultations to LMs

MUNICIPALITY	DATE	TIME	VENUE
1. Dipaleseng	03 April 2025	10:00	Thusong Community Hall
2. Lekwa	04 April 2025	10:00	Sakhile Community Hall
3. Govan Mbeki	08 April 2025	10:00	Bethal Town Hall
4. Mkhondo	09 April 2025	10:00	Mkhondo Town Hall
5. Chief Albert Luthuli	11 April 2025	10:00	Nhlazatshe 4, Community Hall

6. Traditional Leaders	11 April 2025	13:00	Mkhondo Town Hall
7. DPKIS	15 April 2025	10:00	Daggakraal Community Hall
8. Msukaligwa	16 April 2025	10:00	Cassim Park Hall

**THE PUBLIC PARTICIPATION DATES ARE PROVISIONAL DATES WHICH MAY CHANGE THEREFORE SUBJECT TO APPROVAL BY COUNCIL.*

Table 9: Second round GSDM Community Consultations programme

4.2. Stakeholders

Governmental Stakeholders/ Sector Departments	Social Partners/ Private Sector	Public/ NPOs/Forums/ Churches
<ul style="list-style-type: none"> ▪ Office of the Premier ▪ Human Settlements and Co-Operative Governance and Traditional Affairs ▪ Agriculture, Rural Development, Land and Environmental Affairs ▪ Community Safety, Security and Liaison ▪ Education ▪ Treasury ▪ Economic Development and Tourism ▪ Social Development ▪ Health ▪ Public Works, Roads and Transport 	<ul style="list-style-type: none"> ▪ Eskom Tutuka Power station ▪ Seriti Coal Mining / New Denmark Colliery ▪ Sasol mining ▪ Goldi ▪ Standerton Mills ▪ Cofco International ▪ Meadow Feeds ▪ Astral Foods ▪ SARS ▪ Financial institutions ▪ Academic institutions 	<ul style="list-style-type: none"> ▪ Civil Society (Ward 1 – 15) ▪ Lekwa Pastors Forum ▪ Siyaqhuba Lekwa Business Chamber ▪ Mashikashika Lekwa Women In Business Chamber ▪ South African National Cooperatives ▪ Lekwa Youth Development Forum ▪ Gert Sibande Chamber of Business ▪ Lekwa Combined Business Chamber ▪ Seratu ▪ Seriti Institute
Roles and responsibilities		
<p>Stakeholders play various roles within the IDP and Budget process. The roles include:</p> <ul style="list-style-type: none"> - Providing technical input where needed - Provision of data during situational analysis phases - Regulatory monitoring of compliance and implementation of the IDP and Budget - Collaboration on certain projects - Attend engagements and present feedback to the forums on any projects done by stakeholders within the jurisdiction of the municipality. 		

Table 10: IDP Stakeholders

5. SECTION FIVE: ACTIVITIES FOR THE 2024/2025 FINANCIAL YEAR

Public Participation in Lekwa Local Municipality

The Lekwa Local Municipality is committed to enabling communities to actively participate in the development of the Municipality's long-term vision. The participation of citizens requires that there is

dissemination and access to information to enable informed participation. Public participation must be structured and the following existing legislation will be used as a guiding framework.

- The White Paper on Local Government, published in March 1998
- The Constitution of the Republic of South Africa 1996
- The Local Government: Municipal Systems Act 32 of 2000
- The Local Government: Municipal Structures Act 117 of 1998 (as amended in 2000 and 2003)

IDP Representative Forum

Date	Venue	Time
27 August 2024	Virtual / Physical Contact	10H00
28 November 2024	Virtual / Physical Contact	10H00
20 February 2025	Virtual / Physical Contact	10H00
27 May 2025	Virtual / Physical Contact	10H00

Table 11: Lekwa LM IDP Representative Forum meetings

Strategic Planning Session

Date	Venue	Time
10-11 February 2025	TBC	TBC

Table 12: Proposed dates for Strategic Planning Session

IDP/Budget/PMS Steering Committee

Date	Venue	Time
17 September 2024	Virtual / Physical Contact	10H00
29 October 2025	Virtual / Physical Contact	10H00
04 March 2025	Virtual / Physical Contact	10H00
06 May 2025	Virtual / Physical Contact	10H00

Table 13: IDP Steering Committee

Lekwa Local Municipality Participative Communication platforms

The following communication platforms for participation will be utilized by Lekwa Local Municipality to communicate with communities and relevant stakeholders, namely:

- Advertising in local newspapers (Standerton Advertiser) and Lekwa LM Facebook page
- Municipal website
- E-mails
- Radio Broadcasting
- Loud haling
- WhatsApp
- Notices on municipal noticeboards and distribution of notices amongst residents
- Newsletters and notices

Process for Feedback / Mechanisms for consultation

The municipality will embark on an all-inclusive and thorough public participation programme with its local community members in the process of reviewing IDP and Budget. The public participation primarily focus on community engagements through physical meetings across all fifteen (15) wards. The Executive Mayor, councillors, Municipal Manager, Heads of Departments and Divisional Managers will attend the various meetings. Feedback will be given to communities on the progress of implementation of the IDP and Budget.

The Executive Mayor, through the municipality’s communication departments, conducts discussions on Facebook Live to report back to the community on progress that has been made. The IDP Representative Forum includes civil society and also serves as a platform for providing feedback to stakeholders.

Preliminary Community Consultation Schedule – First round of consultations

Ward	Date	Time	Venue
Ward 1	04 Nov 2024	17H00	Social Centre
Ward 3		17H00	Stanwest Hall
Ward 6		17H00	Sakhile Hall
Ward 2	05 Nov 2024	17H00	Social Centre
Ward 4 - TLC		17H00	Stanwest Hall
Ward 7		17H00	Ezinyamazaneni Ground/ Ext.6 Hall
Ward 8		17H00	Eskom Hall
Ward 4 - Meyerville	06 Nov 2024	17H00	Kalie De Haas/ Meyerville
Ward 5		17H00	Social Centre
Ward 10 - Vodacom		17H00	Ext. 6 Hall
Ward 9 – Ext. 8		10H00	Khunjuliwe Secondary School
Ward 10 – Town	07 Nov 2024	17H00	Town Hall
Ward 11		17H00	Rooikoppen Community Hall
Ward 14		17H00	Sivukile Community Hall
Ward 15		17H00	Ext.6 Community Hall
Ward 9 – Holm	10 Nov 2024	10H00	Holmdene Secondary School
Ward 12		10H00	New Denmark Hall / Egroundini RDP
Ward 13		10H00	Qondulwazi Secondary School/ Erdzak Primary School

**THE PUBLIC PARTICIPATION DATES ARE PROVISIONAL DATES WHICH MAY CHANGE THEREFORE SUBJECT TO APPROVAL BY COUNCIL.*

Table 14: Preliminary Community Consultation schedule first round of consultations

Preliminary Community Consultation Schedule – Second round of consultations

Ward	Date	Time	Venue
Ward 1	07 April 2025	17H00	Social Centre
Ward 3		17H00	Stanwest Hall
Ward 6		17H00	Sakhile Hall
Ward 2	08 April 2025	17H00	Social Centre
Ward 4 - TLC		17H00	Stanwest Hall
Ward 7		17H00	Ezinyamazaneni Ground/ Ext.6 Hall
Ward 8		17H00	Eskom Hall
Ward 4 - Meyerville	09 April 2025	17H00	Kalie De Haas/ Meyerville
Ward 5		17H00	Social Centre
Ward 10 - Vodacom		17H00	Ext. 6 Hall
Ward 9 – Ext. 8		10H00	Khunjuliwe Secondary School

Ward 10 – Town Ward 11 Ward 14 Ward 15	10 April 2025	17H00	Town Hall
		17H00	Rooikoppen Community Hall
		17H00	Sivukile Community Hall
		17H00	Ext.6 Community Hall
Ward 9 – Holm Ward 12 Ward 13	13 April 2025	10H00	Holmdene Secondary School
		10H00	New Denmark Hall / Egroundini RDP
		10H00	Qondulwazi Secondary School/ Erdzak Primary School

**THE PUBLIC PARTICIPATION DATES ARE PROVISIONAL DATES WHICH MAY CHANGE THEREFORE SUBJECT TO APPROVAL BY COUNCIL.*

Table 15: Community Consultation schedule - second round of consultations

Council Sitings

Date	Venue	Time
31 July 2024	Council Chamber	09H00
29 August 2024	Council Chamber	09H00
31 October 2024	Council Chamber	09H00
30 January 2025	Council Chamber	09H00
27 February 2025	Council Chamber	09H00
27 March 2025	Council Chamber	09H00
30 April 2025	Council Chamber	09H00
29 May 2025	Council Chamber	09H00

Table 16: Schedule of council sittings

Activities - First Quarter

	Activity	Respon sibility	JULY				AUG				SEPT			
			1	2	3	4	1	2	3	4	1	2	3	4
Integrated Development Planning	PHASE 1 & 2: Preparatory, Analysis	MM	■	■	■	■	■	■	■	■	■	■	■	■
	Adoption of IDP, Budget & PMS Process Plan						■	■	■	■				
	1st IDP Rep Forum						■	■	■	■				
	Advertise process plan										■	■	■	■
	Analysis, drafting, proposals and confirmation of new Development issues	MM					■	■	■	■	■	■	■	■
Annual Budget	Monthly Financial Reports for June including expenditure on staff benefits and results of cash flow	CFO	■	■	■	■								
	Accounting Officer to prepare annual financial statements	CFO				■	■	■	■	■				
	Monthly Financial Report for July	CFO					■	■	■	■				
	Monthly Financial Report for August	CFO									■	■	■	■
Performance Management Systems	Finalize the Fourth Quarter Performance Report	MM	■	■										
	Performance Audit Committee validates the reports prior to assessments by the Assessment Panel	MM			■	■	■	■						
	Prepare Performance Agreements for Section 56 Managers by 30 July	MM							■	■	■	■	■	■
	Review of the draft Annual Performance Report by the Audit Committee	AC					■	■						
	Draft Annual performance report review	MM							■	■	■	■	■	■
	AG audit of performance measures	AG/MM							■	■	■	■	■	■

Table 17: 2024/2025 Activities for first quarter

Activities – Second Quarter

	Activity	Responsibility	OCT				NOV				DEC				
			1	2	3	4	1	2	3	4	1	2	3	4	
Integrated Development Planning	Finalizing public participation meetings	MM	■	■	■	■									
	PHASE 2, 3 & 4 : Review, Propose and Confirm Objectives, Strategies	MM	■	■	■	■	■	■	■	■	■	■	■	■	■
	Review, propose and confirm objectives		■	■	■	■									
	Prepare Draft IDP elements to include into the Draft Provincial 3 year MTEF's.	MM	■	■	■	■									
	Provide project / priority inputs into the Provincial MTEF process (workshops / meetings/bi-laterals, etc)	MM	■	■	■	■									
	2 ND IDP RF to Review IDP documentation: Municipal identified aspects (i.e. Objectives, Strategies and Projects)	MM					■	■	■	■					
Annual Budget	Monthly financial report for Sept including expenditure on staff benefits and results of cash flow for 1 st quarter	CFO	■	■	■	■									
	Report of the Executive Mayor on implementation of Budget and Financial state of the Municipality	CFO	■	■	■	■									
	Monthly Financial Report for October	CFO					■	■	■	■					
	AG to complete audit within 3 months of receiving financial statements	CFO					■	■	■	■					
Performance Management Systems	Quarterly meeting of the Performance Audit Committee	MM	■	■											
	First Quarter Performance Reports finalized and ready for Assessments	MM	■	■											
	1 st Quarter PMS Audit Report to MM and Performance Audit Committee	MM		■	■										
	Prepare 1 st draft annual report	MM			■	■	■	■	■	■					

Table 18: 2024/2025 Second quarter activities

Activities – Third Quarter

	Activity	Responsibility	JANUARY				FEBRUARY				MARCH			
			1	2	3	4	1	2	3	4	1	2	3	4
Integrated Development Planning	Strategic planning session	MM												
	PHASE 4 & 5: Integration and approval													
	Input IDP Review Projects (alignment of IDP Review) to the Municipal Budgeting process – ensure alignment.	MM												
	Adoption of the First Draft IDP	MM												
Annual Budget	Convening of the Annual Municipal Planning Alignment Indaba to Consider Draft IDP, and consolidated inputs from Provincial and National Departments	MM												
	Monthly financial report for Dec including expenditure on staff benefits and results of cash flow for 2 nd quarter	MM												
	Executive Mayor finalize and table the Draft Budget inclusive of the adjustment Budget and submit to Council for approval	CFO												
	Executive Mayor table Annual Report, audited Financial Statements, Audit Report, and comments thereon to Council.	CFO												
	Publicize the Annual Report in terms of section 127(5) of the MFMA.	CFO												
	Monthly Financial Report for Jan 2024	CFO												
	Monthly Financial Report for February 2024	CFO												
Performance Management Systems	Alignment with the Draft IDP	CFO												
	2 nd Quarter Performance Reports finalized and ready for Assessments	MM												
	2 nd Quarter PMS Audit Report to MM and Performance Audit Committee	MM												
	Undertake Midyear Performance assessments against targets, indicators, and Budget implementation plan	MM												
	Submit Annual Report to AG, Provincial Treasury and Department of Co-operative Governance and Traditional Affairs (CG&TA)	MM												
Council considers and adopts oversight report on 2022/2023 Annual Report (Minutes to AG, Provincial Treasury and CG&TA)	MM													

Table 19: 2024/2025 Fourth Quarter activities

Activities - Fourth Quarter

	Activity	Responsibility	APRIL				MAY				JUNE			
			1	2	3	4	1	2	3	4	1	2	3	4
Integrated Development Planning	PHASE 4 & 5		■	■	■	■	■	■	■	■	■	■	■	■
	Ensure IDP, Budget and PMS alignment	MM	■	■	■	■	■	■	■	■				
	Submit a copy of the DRAFT IDP within 10 days to the MEC of COGHSTA for credibility assessment	MM	■	■										
	21 Days advertisement for public comments	MM		■	■	■								
	Public consultations	MM	■	■	■	■								
	Convening of the Annual Municipal Planning Alignment Indaba to Consider Draft IDP, and consolidated inputs from Provincial and National Departments	MM			■	■								
	Approval of IDPs by locals	MM					■	■	■	■				
	Submit a copy of the Final IDP within 10 days to the MEC of COGHSTA	MM									■	■		
	Notify the Public of the approval of the Final IDP Budget by Council within 14 days upon approval	MM									■	■		
	Review Process Plan for the following FY												■	■
Annual Budget	Mayor to get inputs from community on budget (between 30 and 90 days after approval)	CFO	■	■	■	■	■	■	■	■				
	Monthly financial report for March including expenditure on staff benefits and results of cash flow for 3 rd quarter	CFO	■	■										
	Report of Executive Mayor on implementation of budget and financial state of affairs of Council	CFO				■	■	■	■	■				
	Monthly Financial Report for April 2024	CFO					■	■	■	■				
	Executive Mayor table Budget for approval before Council	CFO					■	■	■	■				
	Send copies of Final Budget to NT and PT upon approval by Council	CFO						■	■	■				
	MM to present SDBIP to the Executive Mayor 14 days upon approval of the Budget by Council	CFO								■	■	■		
	Monthly Financial Report for May	MM										■		
Performance Management Systems	3 rd Quarter Performance Reports finalized and ready for Assessments	MM	■	■										
	3 rd Quarter PMS Audit Report to MM and Performance Audit Committee	MM		■										
	Annual Review of Organizational KPI's (Review of Organizational KPI's affected by the IDP Review Process)	MM		■	■	■	■	■	■	■	■	■	■	■

Table 20: 2024/2025 Fourth quarter activities

6. SECTION SIX: COST ESTIMATES

Cost Allocation for the Drafting process

Council has to set aside an amount of **R 370 000** strictly for the drafting of the municipality's IDP, with the IDP review mainly done in-house, the Planning process will to a large extent be accommodated within the aforementioned. However, additional funds may be obtained from other sources like National and/or Provincial Departments, and such funds will be utilized to complete certain aspects of the review process such as the Sector Plans that might need specialist/technical assistance. The money will thus be used as outlined in the table below:

Costs associated with the IDP Review

Task	Description	Estimated Cost
IDP Strategic Planning	Expenditure: Operational Cost: Registration Fees: Seminars; Conferences; Workshops and Events: National	R120,000.00
IDP Documentation	Approved IDP Design and Printing	R250,000.00
Total		R370 000

Table 21: Costs associated with the IDP Review

7. SECTION SEVEN: CONCLUSION

The IDP drafting and review action programme indicates that the Municipality should have its First Draft IDP by March 2025. Communities within Lekwa should be given an opportunity to input into the compilation of the Process Plan through participation structures at the disposal of the Council, which is what is required by law. The Council of the Lekwa Municipality will adopt the IDP Process Plan during a sitting in the 2024/2025 financial year, not later than the end of August 2024.