



GREATER LETABA MUNICIPALITY

IDP, BUDGET AND PMS PROCESS PLAN 2026/2027

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1. Introduction

Section 28 of the Municipal Systems Act, Act 32 of 2000 requires that each Municipal Council adopts a process plan that would guide the planning, drafting, adoption and review of the IDP and Budget. The Process Plan should have clear and established mechanisms, procedures and processes to ensure proper consultation with the local communities. It should indicate clearly how the IDP process will work, who will be responsible for what, time frames and milestones will be set and a budget will be aligned to the programme.

2. Content of the IDP Process Plan

This plan outlines the following:

- Mopani District Municipality framework.
- Structures that manage/drive the IDP.
- IDP/Budget Activities scheduled July 2026-June 2027 Time scheduled for planning process.
- Roles and responsibilities.
- Public/community participation/involvement.

STAGES/PHASES OF THE IDP PROCESS	
IDP Phases	Activities
PREPARATORY July 2025	-Identification and establishment of stakeholders and structures and sources of information. -Development of the IDP Framework and process plan.
ANALYSIS PHASE July-September 2025	-Compilation of levels of development and backlogs that suggest areas of interventions.
STRATEGIES PHASE Sept-January 2025/26	-Reviewing the vision, mission, strategies and objectives.
PROJECTS PHASE Jan 2026-March 2026	-Identification of possible projects and their funding sources.
INTEGRATION PHASE January-February 2026	-Sector plans summary inclusion and programmes of action.

Approval phase March-May 2026	-submission of Draft IDP to Council -Road-show on Public participation and publication, -Amendments of Draft/IDP/Budget according to comments/inputs, -submission to council for approval and adoption.
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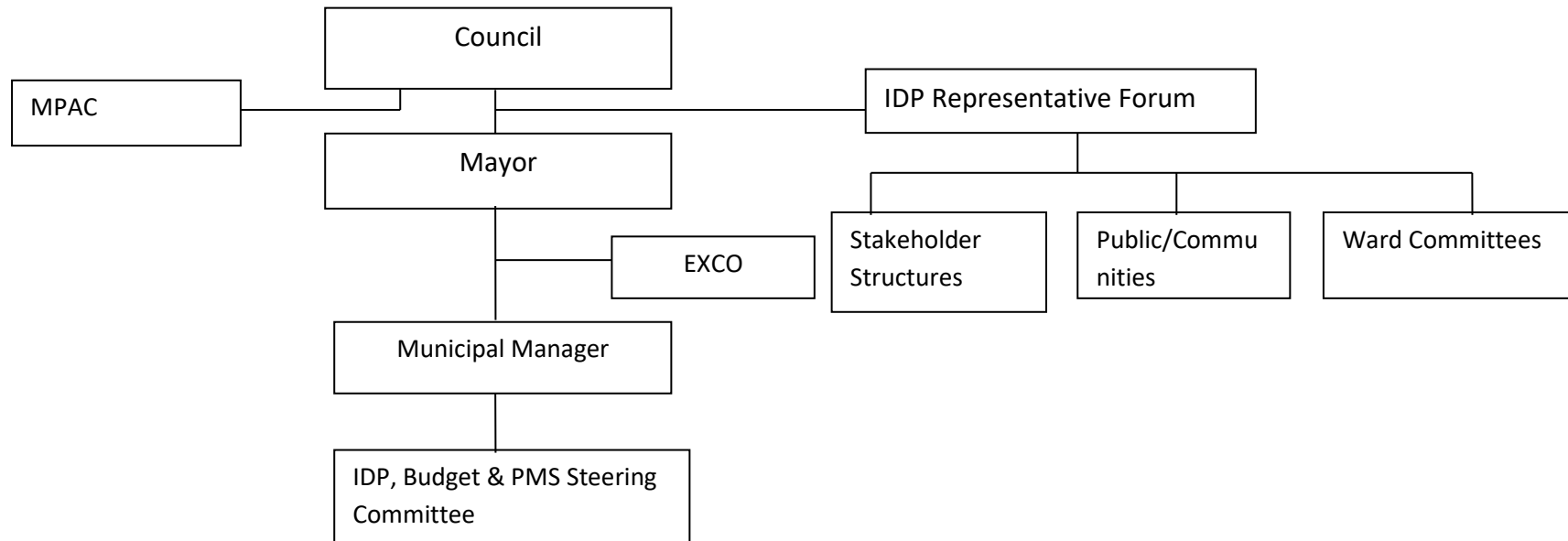
3. Phases and Activities of the IDP Process

The table below shows the phases/stages of the IDP Process and Activities entailed for the review of the 2026/27 IDP:

Stages/Phases of the IDP Process	
IDP Phases	Activities
Preparatory Phase	- Identification and establishment of stakeholders and/or structures and sources of information. - Development of the IDP Framework and Process Plan.
Analysis Phase	- Compilation of levels of development and backlogs that suggest areas of intervention.
Strategies Phase	- Reviewing the Vision, Mission, Strategies and Objectives.
Projects Phase	- Identification of possible projects and their funding sources
Integration Phase	- Sector plans summary inclusion and programmes of action
Approval Phase	- Submission of Draft IDP to Council - Road-show on Public Participation and publication - Amendments of the Draft IDP according to comments; - Submission of final IDP to council for approval and adoption

4. Structures that manage/drive the IDP, Budget and PMS process

The following diagram is a schematic representation of the organisational structure that drives the IDP Process:



The following structures will be responsible to develop, implement and monitor the IDP/Budget and PMS Greater –Letaba Municipality. Greater –Letaba Municipality IDP, Budget and PMS process has been aligned with that of the District Municipality as indicated in the table below:

Structures that manage/drive the IDP Process		
Structure	Composition	Role
	Greater-Letaba Municipality	Greater-Letaba Municipality
Council	Members of Council (Chair: Speaker)	Deliberate and adopt IDP Framework and Process plan. Deliberate, adopt and approve the IDP.
Mayoral Committee/ EXCO	Mayor, Portfolio Heads, Municipal Manager, Directors, and IDP Manager (Chair: The Mayor)	- Provide political oversight in the development of the IDP - Assign responsibilities to Municipal Manager. - Deliberate and adopt IDP Framework and Process Plan. - Responsible for the overall management, co-ordination and monitoring of the planning process and drafting process, as delegated to the Municipal Manager and the IDP Technical Team. Submit draft IDP to Council.
MPAC	Council appointed councillors (10)	- Perform any other functions assigned to it through a resolution of council within its area of responsibility. - Promote good governance, transparency and accountability on the use of municipal resources;

Structures that manage/drive the IDP Process		
Structure	Composition	Role
	Greater-Letaba Municipality	Greater-Letaba Municipality
Portfolio Committee	Chairperson and members of Portfolio Committee – (Chair: Head of Portfolio Committee)	• Manage the drafting of the IDP on behalf of the Executive Committee • Provide political oversight.
Ward Committees	Ward councillors; Ward committee members; Local Area Planning Facilitators (LAPs); and Community Development Workers (CDWs). Chair: Ward Councillor)	• Collect, discuss and prioritise ward needs. • Submit ward needs to IDP Unit Link the planning process to their respective constituencies, wards and Ward Committees. • Responsible for organizing public consultation and participation. • Ensure the annual business plans and municipal budget are linked to and based on the IDP. Ensure the IDP is aligned with provincial and national departments' budgets.
Municipal Manager	The Municipal Manager	• Responsible for the overall management, coordination and monitoring of the planning process, as delegated to the Municipal Manager and the IDP/Budget Technical Team.

Structures that manage/drive the IDP Process		
Structure	Composition	Role
	Greater-Letaba Municipality	Greater-Letaba Municipality
		• Coordinates the implementation of the IDP/Budget planning process. • Prepares the programme for the planning process. • Undertakes the overall management and co-ordination of the planning process, ensuring that all relevant actors are appropriately involved. • Assign persons in charge of different roles. • Ensures an efficient and effectively managed and organised planning process. • Responsible for the day-to-day management of the drafting process. • Ensures that planning process is participatory, strategic and implementation-orientated and is aligned to and satisfies sector-planning requirements. • Responds to comments on the draft IDP/Budget from the public, horizontal alignment and other spheres of government to the satisfaction of the Municipal Council.

Structures that manage/drive the IDP Process		
Structure	Composition	Role
	Greater-Letaba Municipality	Greater-Letaba Municipality
		Ensures that MEC for local government's proposals are responded to and IDP relevantly adjusted.
IDP/Budget & PMS Steering Committee	Mayor, EXCO, Municipal Manager, All Sec 56 Managers, IDP Manager, PMS Manager & Budget Manager. (Chair: Mayor)	- Provide political oversight in the development of the IDP/Budget. - Supervises the implementation of IDP/Budget planning process. - IDP/Budget consultation with various sectors. - Oversee that amendments made to the draft IDP/Budget are to the satisfaction of the Municipal Council. - Be responsible for the submission of the IDP/Budget to EXCO (for recommendation to Council) and MEC for CoGHSTA (for alignment). - Undertakes responsibilities, in response to proposals made by the MEC.

Structures that manage/drive the IDP Process		
Structure	Composition	Role
	Greater-Letaba Municipality	Greater-Letaba Municipality
IDP /Budget & PMS Technical Committee	Municipal Manager, All Sec 56 Managers, Budget Manager, PMS Manager and IDP Manager (Chair: Municipal Manager)	• Contribute technical expertise in the consideration and finalisation of strategies and identification of projects. • Provide departmental, operational and capital, budgetary information. • Be responsible for project proposals. • Be responsible for the preparation and integration of projects and sector programmes. • Be responsible for preparing amendments for the IDP/Budget review. Responsible for organising public consultation and participation.
IDP, Budget & PMS Representative Forum	Stakeholders forum comprising, amongst others, community structures, non-profit making organisations, Traditional Leaders, Ward Councillors, Associations, Interest Groups, Government departments, Church leaders, Ward Committee Members and Mopani Sector	• Participate and ratify the completion of each phase of the IDP development and review process. • Represent the communities at strategic decision-making level.

Structures that manage/drive the IDP Process		
Structure	Composition	Role
	Greater-Letaba Municipality	Greater-Letaba Municipality
	Departments and Parastatals (Chair: The Mayor)	
Performance Audit Committee	Audit Committee members, Sec 54 and 56 Managers, PMS Manager, Risk Officer, ICT Manager and Internal Auditor (Chair: Chairperson of the Audit Committee)	IDP/Budget/PMS monitoring
Risk management committee	(Chairperson: External) MM, Senior managers and all managers Deputy manager: risk management (Secretariate)	- Review risk management policies and strategy and recommend for approval. - Review the municipality's risk identification and assessment methodologies to obtain reasonable assurance of the completeness and accuracy of the risk register! - Evaluate the effectiveness of mitigating strategies to address the material risks of the institution. - Review the fraud prevention policy and recommend for approval.

Structures that manage/drive the IDP Process		
Structure	Composition	Role
	Greater-Letaba Municipality	Greater-Letaba Municipality
		Review any material findings and recommendations by assurance providers on the system of risk management and monitor implementation
Dept., Cooperative Governance, Human Settlements & Traditional Affairs	MEC for CoGHSTA	- Assess/Evaluate the IDP - Comment and Monitor IDP implementation

5. IDP, Budget, PMS and MPAC Calendar for 2026-2027

The IDP, Budget and PMS calendar presents the activities that will be undertaken by both the District Municipality and Greater-Letaba Municipality during the 2025/26 financial year.

Month	Activity	Time-frame	
		Greater-Letaba Municipality	Mopani District Municipality
IDP			
July 2025	Preparatory Phase • Identification of and establishment of stakeholders	• July 2025	August 2025

Month	Activity	Time-frame	
		Greater-Letaba Municipality	Mopani District Municipality
	and or structures and source of information		
Budget			
	- Establish Departmental Budget Committees (include councillors & officials). - Council Sitting Approval of Table of the Process Plan of Key deadline for the Tabling and approving the budget for 2026-2027	26/07/2025 – 04/09/2025 29 July 2025	August 2025
PMS			
	- Compilation of 2025/26 4th quarterly report - Conclude 2025/26 annual performance agreements - Submit final approved SDBIP	05/07/2025 - 29/07/2025 03/07/2025 - 26/07/2025 03/07/2025	
RISK MANAGEMENT			
July 2025	Risk management committee (2024/2025) 4th quarter Risk Management Report	23rd July 2025	
IDP			
August 2025	Analysis Phase	14 August 2025	29 July-30 September 2025

Month	Activity	Time-frame	
		Greater-Letaba Municipality	Mopani District Municipality
	- Management meets to discuss IDP Analysis Phase - IDP Steering Committee: Analysis Phase - IDP Representative forum: Analysis phase	26 August 2025 19 September 2025	IDP Analysis Phase Engagement Session: 12- 13 September 2025
Budget			
	Submission of AFS to stakeholders.	31/08/2025	
PMS			
	- Make public the 2025/26 SDBIP - Make public 2025/26 annual performance agreements and ensure that copies are submitted to Council and MEC: CoGHSTA - Submission of 2024/25 Institutional Annual Performance Report - Place 2025/26 annual performance agreements on the municipal website. - Individual performance assessments 2024/25 (Annual)	25/07/2025 08/08/2025 30/08/2025 08/08/2025 02/08/2025-30/08/2025	
IDP			
September 2025	Strategies Phase		

Month	Activity	Time-frame	
		Greater-Letaba Municipality	Mopani District Municipality
	Management: Preparation for strategic planning session	10 October 2025	23 September 2025 to January 2026
Budget			
	- Review resources frames and financial strategies. - Management: Monitor the first Quarter Revenue Projections - mSCOA steering Committee Meeting	27/09/2025– 04/11/2025 14 September 2025 19 September 2025	
PMS			
	- Individual performance assessment report 2025/2026 Annual - Submission of Final 2025/26 departmental annual reports	06/09/2025 06 October 2025	
IDP			
Sep 2025-Jan 2026	- Strategic Planning Session: strategies phase - Management: consolidate strategic session discussion - IDP Steering Committee: Strategic phase	21 -23 January 2026 30 January 2025 February 2026	Engagement Session 5 November 2025
Budget			

Month	Activity	Time-frame	
		Greater-Letaba Municipality	Mopani District Municipality
	- Commence preparation for the 2025/2026 departmental operational plans and service delivery and budget implementation plan aligned to strategic priorities in IDP and inputs from other stakeholders including government and bulk service providers (and NERSA) - Departmental budgets inputs for 2026/27	21 -23 January 2026 2 – 5 February 2026	
PMS			
	- Continuation of preparations for 2025/26 annual report utilizing financial and non-financial information first reviewed as part of budget and IDP analysis - Compilation of 2025/26 first quarter institutional performance report.	04/10/2025- 28/10/2025 04/10/2025 - 28/10/2025	
RISK MANAGEMENT			
October 2025	Risk management committee (2025/2026) First quarter Risk management report	20 October 2025	
Budget			
November/ December 2025	mSCOA steering committee meeting	Nov – Dec 2025	

Month	Activity	Time-frame	
		Greater-Letaba Municipality	Mopani District Municipality
PMS			
	- Finalize the draft annual report incorporating financial and non financial information on performance, audit reports and annual financial statements - Present draft annual report to Municipal Manager	13/12/2025 20/12/2025	
IDP			
January 2026	Projects Phase - IDP Steering Committee: Projects phase - Management Meeting: Project Phase - IDP Rep Forum: Project Phase - Management: Half-Year IDP performance report and annual report, recommendations on adjustments budget EXCO: - Half year IDP performance report and annual report Council sitting:	10 February 2026 16 February 2026 13 March 2026 20 March 2026 20 February 2026 24 January 2026	January to March 2026 Engagement Session 6 February 2026

Month	Activity	Time-frame	
		Greater-Letaba Municipality	Mopani District Municipality
	- Approval of adjustments budget and performance assessment and annual reports. - Publication of the annual report for public input	31 January 2026	
Budget			
January/February	- Mid-Year Performance Assessment and recommend and adjustment budget, if necessary. - Incorporate priorities from the President's State of the Nation Address, National Treasury and SALGA for further budget consideration. - Review all aspects of the 2025/26 budget including any unforeseen and unavoidable expenditure in light of need for an adjustment budget. - Submission of the 2025/2026 Midyear budget and performance assessment report to Treasury and other stakeholders - Midyear budget and performance engagement	14-25 Jan 2026 - Jan – Feb 2026 25 January 2026 - January -February 2026	

Month	Activity	Time-frame	
		Greater-Letaba Municipality	Mopani District Municipality
	session with Treasury and other Stakeholders		
PMS			
	• Compilation of 2025/26 Mid-year report • Mayor tables 2025/26 annual report to council • Make public the 2025/26 annual report and invite comments from local community, submit report to Auditor-General, Provincial Treasury & CoGHSTA • Consider monthly & mid-year reports for the period ended 31 December 2025. • Review implementation of budget and service delivery plan (SDBIP), identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendments to the SDBIP by the end of January 2026	• 03/01/2026 - 17/01/2026 • 30/01/2026 • 05/02/2026 • 30/01/2026 • 28/03/2026	
RISK MANAGEMENT			

Month	Activity	Time-frame	
		Greater-Letaba Municipality	Mopani District Municipality
January 2025	Risk management committee (2025/2026) second quarter Risk Management Report	20 January 2026	
IDP			
February 2026	Integration Phase IDP Integration	27 March 2026	March 2026
Budget			
	- Incorporate directives from the National budget and Provincial and National allocations to municipalities into budget. - Finalise the 2026/27 detailed operating & capital budgets in the prescribed formats incorporating National and Provincial budget allocations, integrate and align to IDP documentation and draft SDBIP, finalise budget policies including tariff policy. - Tabling and approval of an adjustments budget (if necessary)	05/02/2026 – 26/02/2026 07/02/2026 14/02/2026 24/02/2026	February 2026
PMS			
	- Individual Performance Assessments 2025/26 Mid-year - Place 2025/26 annual report on the municipal website	03/02/2026- 22/02/2026 03/02/2026	

Month	Activity	Time-frame	
		Greater-Letaba Municipality	Mopani District Municipality
RISK MANAGEMENT			
February 2026	Strategic risk assessment-develop 2025/26 strategic register	27 February 2026	
IDP			
March 2026	(Draft IDP) - Management meeting: Draft IDP - IDP Steering Committee: Draft IDP Discussion - EXCO: consideration of the oversight report, draft IDP and Budget - Council: Approval of the oversight report, draft IDP and Budget	09 March 2026 14 March 2026 20 March 2026 27 March 2026	28 March 2026
Budget			
	- Consolidation of Draft 2025/26 annual budget. - Submit the 2025/26 approved adjustments budget to the Provincial & National Treasury & any other affected organ of state (10 days after approval.) - MSCOA Steering Committee Meeting	04/03/2026 10/04/2026 03/03/2026	

Month	Activity	Time-frame	
		Greater-Letaba Municipality	Mopani District Municipality
	• Review of Budget related policies • Incorporate changes in prices for bulk resources and finalise tariff proposals for all charges. • Distribute all budget documentation prior to meeting at which budget is to be tabled. • Table in Council the 2026/2027 annual budget & all supporting documents (including finance policies). • Discuss the Progress on the MSCOA Roadmap • Table budget and Benchmark assessment engagement session with Treasury and other Stakeholders	• 14/03/2026 – 22/03/2026 • 28/03/2026 • 30 March 2026 April- May 2026	
PMS			

Month	Activity	Time-frame	
		Greater-Letaba Municipality	Mopani District Municipality
	• Compile Individual performance assessment report (2025/26 Mid-Year Quarter) • Council adopts the 2025/26 annual report with the comments of the oversight committee. • Submit draft 2025/26 SDBIP to the Mayor	• 14/03/2026 • 31/03/2026	
IDP			
April 2026	(Draft IDP cont) • Submission of draft IDP to COGSTA for analysis, Publication of the draft IDP documents for inputs • Public participation on draft IDP/ budget/ PMS	• 04 April 2026 • 22/April/2026 to 2/May/2026	29 April-13 May 2026
Budget			
	• Make public the 2026/27 tabled annual budget & accompanying budget documentation, invite the community to submit representations and submit to Provincial & National Treasury	• 05/04/2026– 25/04/2026	

Month	Activity	Time-frame	
		Greater-Letaba Municipality	Mopani District Municipality
	and other affected organs of state. • Consultation on tabled budget, publicise and conduct public hearings and meetings within wards. •	• 04/04/2026–25/04/2026	
PMS			
	• Submit the 2025/26 Annual Report & Oversight Report to Provincial Treasury, CoGHSTA, AG and Legislature. • Make public the 2025/26 oversight report • Submission of third quarter departmental performance report	• 04/04/2026 • 04/04/2026 • 14/04/2026	
RISK MANAGEMENT			
April 2026	• Risk management committee (2025/26) Third quarter risk management report and draft strategic risk register	• 20 April 2026	
IDP			
May 2026	Approval Phase (Final IDP) • IDP Steering committee: consideration of the inputs from the public participation process	• 29 April 2026	29 May 2026

Month	Activity	Time-frame	
		Greater-Letaba Municipality	Mopani District Municipality
	• Management : Effect changes to draft IDP and budget as per public comments and COGSTA • IDP Rep Forum : Consider final Draft IDP/Budget • EXCO: Final draft IDP/Budget • Council Sitting : Approval of the Final Draft IDP and Budget	• 06 May 2026 • 20 May 2026 • 21 May 2026 • 30 May 2026	
Budget			
	• Consider the views of the community and other stakeholders on the 2025/26 budget. • Respond to submissions received & if necessary, revise the budget and table amendments for council consideration. • Policy Review Committee: Review of Budget related Policies	• 25/04/2026 – 02/05/2026 • 25/04/2026 - 02/05/2026 • 20-22 May 2026	

Month	Activity	Time-frame	
		Greater-Letaba Municipality	Mopani District Municipality
IDP			
June 2026	Submission of IDP CoGHSTA and District (10 working days after approval	03/06/ 2026	
Budget			
	- Submit approved IDP/Budget to National & Provincial Treasury, CoGHSTA and District (10 working days after approval) - mSCOA steering Committee Meeting	13/06/2026 - June 2025	
PMS			
	- Approve the Final 2025/26 SDBIP- final date under legislation - Submit the SDBIP to CoGHSTA, Provincial and National Treasury.	27/06/2026 27/06/2025 – 11/07/2026	

6. Risk management committee timetable.

The risk management process plan for Greater Letaba local municipality give effect to the implementation of the risk management policy and strategy and sets out monitoring on all risk management activities planned for the 2025/2026 financial year.

Month	Activity
July 2025	4 th quarter 2024/25 meeting
October 2025	1 st Quarter meeting
January 2026	2 nd Quarter meeting
February 2026	Strategic risk assessment workshop
April 2026	3 rd Quarter meeting

7. Public Participation

Greater Letaba Local Municipality will be responsible for monitoring its own IDP/Budget Process plan and ensure that the Framework is being followed as approved. Monitoring mechanisms will include monthly progress reports on IDP/Budget implementation as per the SDBIP, submitted to the Mayor and quarterly IDP implementation reports to Municipal Council.

8. Publication of the Final IDP

- 8.1** The System's Act requires that a summary of the IDP be made available to the public, within 14 working days from the date of final approval of the IDP.
- 8.2** Copies of the IDP will be made available in all wards, local libraries and traditional offices.
- 8.3** Copies of the IDP will be made available in both hardcopy and electronic forms to all Directorates within the Municipality.
- 8.4** The IDP will also be published through the municipal website.
- 8.5** Copies of the IDP will be sent to the District, Province, and National as per legislation.

8.6 Potential investors and other IDP stakeholders will be afforded the opportunity to access the IDP, but only to the extent that the municipality can afford.

9. IDP ACTIVITY FLOW

9.1 The IDP unit in the Development and Town Planning Department will provide secretariat services to the IDP meetings.

9.2 The IDP Steering Committee shall be involved in the drafting of the Framework and IDP Process Plan

9.3 The IDP Steering Committee shall submit the Framework and Process Plan to Portfolio Committee head.

9.4 The IDP Steering committee shall further submit the Framework to the IDP Representative Forum through the Directorate Development and town planning

9.5 The Portfolio Committee head of Development and Town Planning shall further submit the Framework and Process Plan to Executive Committee.

9.6 Exco shall submit the Framework and Process Plan to Council

9.7 The Municipal Manager shall facilitate the Steering Committee in the drafting of the IDP in all phases.

9.8 Director of Development and Town Planning and the Municipal Manager shall monitor the planning in all phases, ensuring involvement of communities and adherence to time frames throughout.

9.9 The Draft IDP/Budget and PMS shall be submitted to the Portfolio Committee for oversight.

9.10 The Draft IDP shall be submitted to EXCO for consideration.

9.11 The Mayor shall submit the Draft IDP/Budget/PMS to the Council through the Portfolio head.

9.12 The Mayor shall approve the SDBIP 28 days after the adoption of the Final IDP, Budget and PMS.

10. IDP Process Plan: Monitoring, Evaluation and Reporting

10.1 Municipal Manager and the Portfolio Committee will be responsible for monitoring the Framework and Process Plan.

10.2 The District IDP Office will monitor compliance with the District Framework and Process Plan

10.3 Monthly progress reports will be submitted to Council through EXCO.

11. Inter-Governmental Relations

Office of the Premier (OTP) plays a central role IGR during the consultative processes of the IDP between the Greater Letaba, district municipality and sector department. MDM convenes and chairs the forum with direct assistance from OTP. The forum comprises all sector departments, DLGH, OTP and local municipalities within Mopani area of jurisdiction. Greater Letaba also has a separate platform to interact with sector department during Representative forums. The district municipality is the convenor of the District Manager's forum, which is basically a key forum for strategic alignment, coordination and integration that serves as an IGR structure where the Sector Departmental Managers in the district meet with their municipal counterparts.

12. Conclusion

The Process plan adopted by Council shall be binding to all stakeholders in Greater Letaba Municipality and shall further provide transparency and accountability to the communities and stakeholders in Greater Letaba Municipality. The above are the activities that will be undertaken whilst reviewing the current integrated development plan (IDP) with the view to informing budgeting and setting a base for performance monitoring.

