



2027/2028 DRAFT PROCESS PLAN

AUGUST 2026

INTEGRATED DEVELOPMENT PLAN (IDP)

2027/2028 – 2031/2032

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INTRODUCTION

Background & Overview

Metsimaholo Municipality was established in 2000 through the amalgamation of the then Sasolburg, Deneysville and the Oranjeville Transitional Local Councils. In simple translation, the name Metsimaholo means “Vast Waters” due to the abundance of water resource available in this area.

The municipality is located within Fezile Dabi District Municipality and covers an estimated area of **1,734.7 km²**. The major towns within the Metsimaholo areas of jurisdiction include Sasolburg, Zamdela, Deneysville, Refengkgotso, Oranjeville, Metsimaholo, Viljoensdrif, Coalbrook and **Heibron**.

The dominance of Sasolburg because of its population density and its proximity to the economically active Johannesburg city provided the area with the opportunity of being declared the “head-offices” of the entire Metsimaholo Municipality.



1. Purpose of the Process

Integrated development planning is the key tool for local government to manage its role and function in terms of the SA Constitution and other applicable legislation. In contrast to the role municipal strategic planning has played in the past, integrated development planning is seen as a function of municipal management, as part of an integrated system of planning and delivery.

The Integrated Development Plan (IDP) Process Plan is the second process of the Council that paves the way and articulates the progressive activities and processes which the municipality will embark on, in the development of the 6th Generation of Integrated Development Plan (IDP) for the implementation period 2027/2032. The process plan enhances integration and alignment between the IDP, PMS and the Budget, thereby ensuring the development of an IDP-based budget.

To ensure certain minimum quality standards of the IDP and proper coordination between all stakeholders, including the Council, administration, different spheres of government, institutional structures, ward committees and various community-based organizations, the preparation of the Process Plan has been regulated in the Local Government: Municipal Systems Act, No. 32 of 2000.

The IDP Process Plan incorporates all municipal planning, budgeting, performance management, performance reporting, public and stakeholder engagement processes. The preparation of a Process Plan, which is the IDP Process set out in writing, requires adoption by Council. This plan must include the following:

- A programme specifying the time frames for the different planning steps,
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role players in the IDP drafting process,
- An indication of the organizational arrangements for the IDP process,
- Binding plans and planning requirements, i.e. policy and legislation,
- And Mechanisms and procedures for vertical and horizontal alignment.

2. Legislation taken into consideration for IDP Processes

The process of developing an Integrated Development Plan for **the Metsimaholo Local Municipality** does not take place within a policy and legislative vacuum. Some of the most important legislation, which has been considered during the IDP process, includes the following:

- The Constitution of the Republic of South Africa, 1996
- Municipal Systems Act, No 32 of 2000
- Municipal Structures Act, No 117 of 1998
- Municipal Finance Management Act, No 56 of 2003
- White Paper on Local Government.
- Municipal Demarcation Act, 1998 (Act No. 27 of 1998)

Outer boundary re-determination: Metsimaholo Local Municipality and Ngwathe Local Municipality

This IDP Process Plan is prepared in compliance with the Municipal Demarcation Act, 1998 (Act No. 27 of 1998), the Municipal Structures Act, 1998 (Act No. 117 of 1998), and the Municipal Systems Act, 2000 (Act No. 32 of 2000). Section 21 of the Municipal Demarcation Act empowers the Municipal Demarcation Board to determine or re-determine municipal boundaries, while Section 25 prescribes the factors to be taken into account during such determinations. Section 12 of the Municipal Structures Act further authorises the MEC for Cooperative Governance to establish municipalities and their internal boundaries through a Section 12 Notice, thereby giving legal effect to boundary re-determinations. In addition, Section 34 of the Municipal Systems Act requires municipalities to review their Integrated Development Plans annually and whenever necessitated by changing circumstances, including boundary adjustments. In line with these provisions, the current demarcation processes proposing the incorporation of additional wards from an adjacent municipality into this jurisdiction are acknowledged. The Process Plan will therefore provide for the seamless inclusion of such wards and communities into the Integrated Development Planning, Budgeting, Performance Management and Public Participation processes, ensuring legislative compliance and equitable service delivery across the re-determined municipal area upon finalisation of the demarcation processes.

3. IDP Development Approach

The suggested approach for IDP development process is as follows:

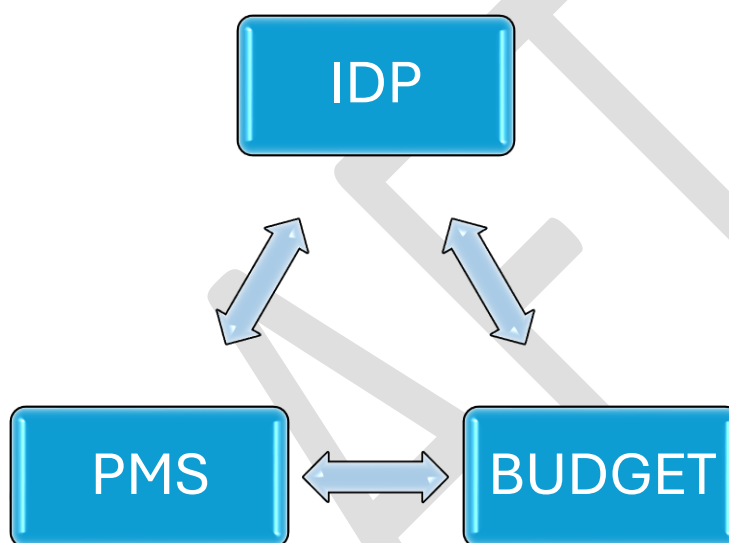
Table 1: IDP Development Approach

ACTIVITY	DESCRIPTION
Preparing for IDP development	Before the process commences, certain arrangements must be made to ensure that the process will run smoothly. Such a process needs to be properly organized and prepared. It needs some business plan
Assigning role and responsibilities	Organizational arrangements including confirmation of the IDP Steering Committee (Directors) and the procedures and mechanisms for community and stakeholder participation.
	Design a mechanism and procedure for alignment with external stakeholders such as sister Municipalities and other spheres of government.
	Designing a programme which sets out the envisaged planning activities, a time frame and resource requirements for the planning process.
Monitoring – (What is happening)	Monitoring in the context of IDP Review refers to the gathering and the subsequent organizing of data into sets of information about certain actions/events/situations throughout the year. There are three main bodies of information, which are important as input into the process, viz.: implementation management information; information about the achievement of objectives set in the IDP and new information.
Evaluation – (What does the information tells us)	The information gathered through the process of monitoring described above is assessed to understand its relevance and implications to the priority issues, objectives, indicators and targets. Irrelevant and incorrect information should be discarded. The relevant information is analyzed and synthesized for its relevance to the IDP. The only structure to discard information in the IDP is the IDP Steering Committee.
Council Adoption of IDP	The IDP has to be adopted and approved by the Municipal Council.
Prepare and Adopt Annual Budget	The Municipal System Act, No 32 of 2000 (chapter 5) and the Municipal Finance Management Act requires the Municipal budget to be informed by the IDP. This means that the annual municipal budget should reflect the objectives, strategies, projects and programmes contained in the IDP.
Time frame	The total amount of time required for the IDP development process will be nine (9) months. As the IDP should significantly inform municipal budget, the timing of the IDP should be coordinated closely with the structuring of the annual budgeting process that starts in July each year.

Once a Process Plan has been developed, it must be adopted by a Municipal Council in terms of the Sec 28: **Municipal Systems Act (MSA) Act 32 of 2000** read together with **Municipal Finance Management Act (MFMA) Act 53 of 2003**.

4. Procedures for Alignment

Every attempt will be made in this Municipal Plan to align the IDP, Budget and Performance Management System (PMS) preparations processes. The linkages of the three (3) processes are summarized in the following diagram:



Vertical and Horizontal Alignment with Adjacent Local Municipalities and District Municipality

In terms of Chapter 5 and Section 27 of the Municipal Systems Act of 2000, District municipalities 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 region, and in doing so, proper consultation, coordination, and alignment of the review process of the district municipality and various local municipalities can be maintained.

Metsimaholo Local Municipality foresees that it would be necessary to coordinate and align with sister Local Municipalities and the District Municipality at the following stages in the process:

- Formalization and adoption of priority issues
- District level strategy/projects & District Development Model
- Comments on draft IDP.

Alignment with Other Spheres of Government

Alignment with Service Providers is essential for the DM and LM's priorities can be reflected in the project prioritization process, as well as the projects can be reflected in the IDP document. It is anticipated that one Representative Forum will be held during the round of the IDP process on the Process Plan, as well as a series of one-on-one meetings with key departments

This integration will be the responsibility of the IDP Manager of the Metsimaholo Local Municipality who will interact with the district IDP Manager (IDP Managers Forum) and the Provincial IDP Coordinator (Provincial Managers Forum).

The IDP Manager is responsible for gathering information from relevant sector departments as well as representatives of the relevant stakeholders and service providers for inclusion and alignment with municipal sector plans.

5. Roles and Responsibilities

For Metsimaholo Local Municipal Council being able to implement the IDP/PMS & Budget Process Plan, the following relevant stakeholders have been identified with their roles and responsibilities attached:

5.1. Internal Role Players: Distribution of Roles and Responsibilities within the Municipality:

Table 2: Roles And Responsibilities

ROLE PLAYER	RESPONSIBILITY
Municipal Council	- Adopts the IDP Process Plan and provides overall political oversight of the planning process. - Ensures effective management, coordination and alignment of the IDP, Budget and PMS processes. - Approves the final IDP and Budget. - Ensures that the SDBIP, annual budgets and development activities are informed by the approved IDP.
Ward Councillors	- Serve as the main interface between Council and communities during the IDP process. - Organise and support public consultation and participation at ward level. - Communicate information between Council, ward committees, communities and stakeholders. - Identify ward-level needs, issues and priority projects. - Participate in the approval, monitoring and review of the IDP. - Encourage organised groups and community structures to participate in the IDP process.
Municipal Manager and IDP/PMS Manager	- Provide overall administrative leadership, management and coordination of the IDP process. - Manage an effective public participation process involving all relevant role players. - Allocate responsibilities to officials and structures involved in the process. - Oversee day-to-day implementation of the IDP Process Plan. - Ensure compliance with legislative requirements and the District Framework Plan. - Promote horizontal and vertical alignment with internal departments, the district, sector departments and other stakeholders. - The Municipal Manager may delegate functions to the IDP/PMS Manager, but remains accountable in terms of the Municipal Systems Act, No. 32 of 2000.
Municipal Officials	- Provide technical, sectoral, financial and administrative inputs required for the IDP process. - Support the development of strategies, programmes and project plans. - Assess the technical and financial feasibility of proposed projects and strategies. - Implement approved IDP programmes and report on progress through relevant municipal structures. - Ensure that departmental planning and budgeting are aligned with the approved IDP.

5.2. External Roles and Responsibilities between Municipality and External Role Players:

Residents and Stakeholders: IDP Representative Forum:

Members of civil society and participating stakeholders through the IDP Representative Forum are responsible for representing interests and contributing knowledge and ideas in the planning process through:

Terms of reference for IDP Representative Forum:

- Inform interest groups, communities and organizations on relevant planning activities and other outcomes.
- Represent the interest of the municipality's constituency in the IDP process.
- Analyze issues, determine priorities, negotiate and reach consensus.
- Participate in the design of project proposals and/or assess them.
- Confirm alignment of integrated development plan with district, province and national priorities, including those of private and social partners.
- Discuss and comment on the draft IDP.
- Ensure that annual business plans and budgets are based on and linked to the IDP; and
- Monitor performance in the implementation of the IDP.
- Analyse issues, determine priorities, negotiate and reach consensus.
- To ensure coordination of programmes that are promoting social cohesion and community building.
- To promote, attract and retain investors through maximizing private sector investment and facilitate forging partnerships and creating conditions conducive to entrepreneurial activity and investment.

Composition of the IDP Representative Forum

The IDP Representative Forum (IDP RF) will be constituted as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP Review processes. The proposed composition of the IDP RF could be as follows:

- Executive Mayor

- Mayoral Committee
- Ward Councillors
- Ward Committees
- Senior Municipal Officials
- Stakeholder representatives of organized groups
- Advocates of unorganized groups
- Resource persons
- Other community representatives
- National and Provincial Departments regional representatives
- NGOs and
- Parastatal organizations.

District Municipality

The Fezile Dabi District Municipality will play a co-ordination role for sister Municipalities at local level:

- Ensuring horizontal and vertical alignment of IDP's of municipalities within the district and the planning processes.
- Establishment of Inter-governmental structures.
- Coordinating IDP Managers Forum

Professional Service Providers

Professional service providers will be engaged where the need arises e.g. in the development of non-existing Sector Plans as well as aligning and integrating all the Sector Plans to be included in the IDP of the municipality.

6. Organizational Arrangements

It is important that the suggested roles below are adhered to and that accountability is maintained during the process. An analysis and confirmation of the institutional arrangements should be undertaken to ensure that the above five phases are effectively executed. The table below is a possible arrangement and suggested roles and responsibilities as to who will be responsible for planning, development, preparation, compilation and drafting of the Metsimaholo Local Municipality's (MLM) IDP and Budget.

The table below represents Metsimaholo Local Municipality Institutional arrangements which will enable the Municipality to execute its powers and functions to implement a process plan:

Table 3: Organizational Arrangements

Municipal Council	The Council is the ultimate political decision-making body of the Municipality, and the Council has the responsibility to: • consider and adopt the IDP Process Plan & time schedule for the preparation, tabling & approval of the annual budget. • consider and adopt the IDP and annual Budget; • ensure the municipal budget is coordinated with and based on the IDP. • adopt a Performance Management System (PMS) • Monitor progress, regarding IDP implementation.
Executive Mayor	The Executive Mayor of MLM has the ultimate responsibility for the preparation and implementation of the IDP, Budget & Performance Management. The Executive Mayor has to: • be responsible for the overall oversight, development and monitoring of the process or delegate IDP & PMS responsibilities to the Municipal Manager; • ensure that the budget, IDP & budget related policies are mutually consistent & credible; • submit the revised IDP & the Budget to the municipal Council for adoption; submit the proposed Performance Management System to the municipal council for adoption.

Mayoral Committee	The role of the Mayoral Committee is to provide political and strategic guidance and direction to the IDP, Budget, Performance Management processes and IDP implementation. The Mayoral Committee is assisted by Finance and IDP Portfolio Committee in this regard.
Ward Councillors & Ward Committees	Ward Councillors & Ward Committees are the major link between the municipality and the residents. As such, their role is to: • link the planning process to their constituencies and/or wards; • ensure communities understand the purpose and the key mechanisms of the IDP, Budget process, Performance Management and are motivated to actively participate; • facilitate public consultation and participation within their wards.
Municipal Manager Assisted by IDP Manager	The Municipal Manager assisted by the IDP Manager will be responsible for the overall management of the IDP Process as well as rendering secretariat support to the IDP Rep. Forum.
IDP / PMS and Budget Steering Committee	As per Executive Mayor's recommendations, the MLM Steering Committee will be as follows: • All Executive Managers • The IDP Manager • All MMC's This Committee is responsible for the following: • Ensuring alignment of proposed budget with IDP • Ensuring that sufficient funding is provided on the budget for projects as per IDP • Recording realistic revenue and expenditure projections for current and future years • Taking cognizance of national, provincial budgets, DORA and national fiscal and macro-economic policy.
Directorates & Departments	Directorates and Departments are responsible for sector planning and for the implementation of the IDP. The participation of all Departments is thus critical and they: • provide technical / sector expertise and information, throughout the IDP Budget process; • ensure that the review process is participatory, integrated, strategic, implementation-oriented, budget linked and aligned with and satisfies sector planning requirements;
IDP Representative Forum	The IDP Rep. Forum represents the interests of the community and stakeholders, and serves as a link between the community and the municipality.

IDP/PMS Unit	The IDP/PMS Unit reports to the MM and is required to manage and co-ordinate the IDP process, ensure budget integration, the roll out of Performance Management System and monitor the implementation of the IDP, including: • preparing the Process Plan for the development of the IDP; • undertaking the overall management and co-ordination of the planning and review process under consideration of time, resources and people • ensuring that the review process is participatory, strategic, implementation-oriented, integrated with the budget process, is horizontally and vertically aligned and satisfies sector planning requirements. • linking the Budget to IDP
Service Provider <i>(if necessary)</i>	External Service Providers will be engaged, when necessary to: • Provide methodological/ technical guidance to the IDP and PMS processes. • Facilitate planning workshops. • Undertake special studies. • Ensure that the IDP/ Budget/ PMS are aligned with Provincial & National Department's strategy and budget.

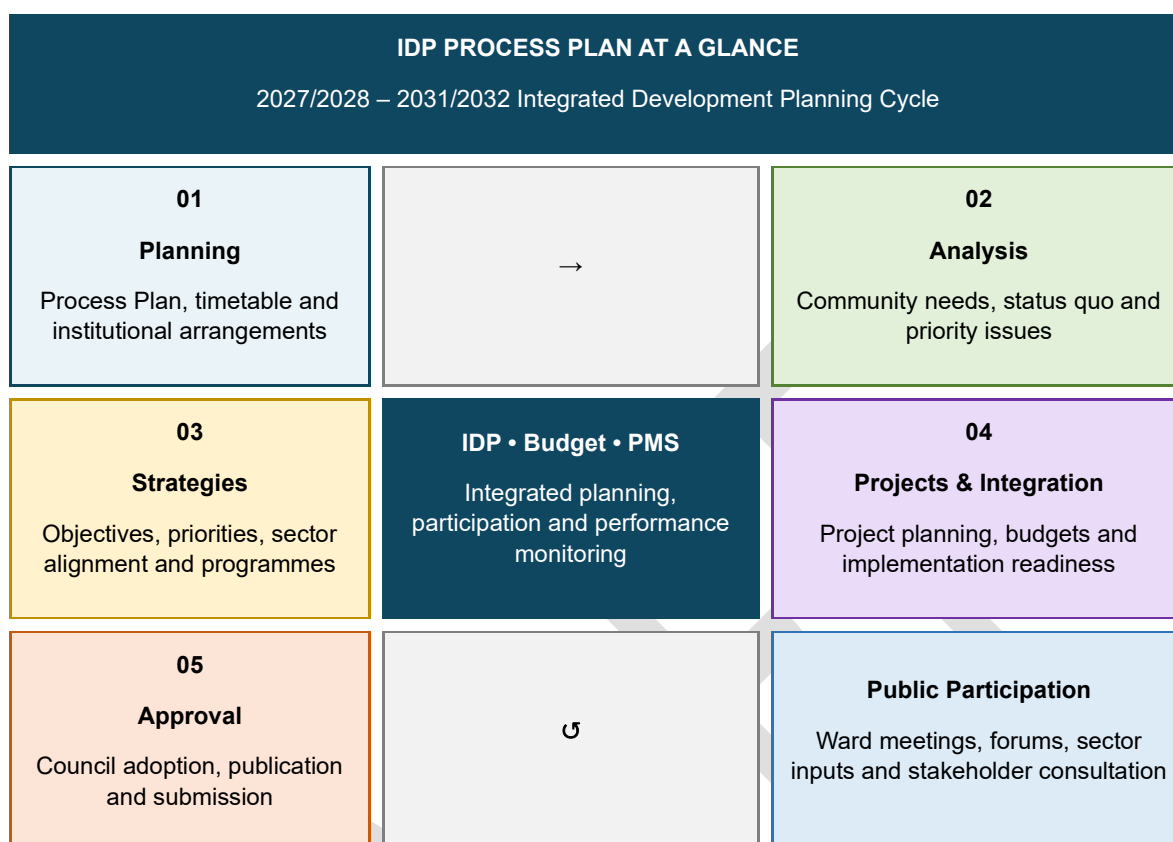
6.1. Mechanisms and Procedures for Community / Stakeholder Participation

Principles for Public Participation in the Metsimaholo Local Municipality: -

- **Process for informing stakeholders:** Meetings of the different IDP committees will be publicized (Public Notices/Website) as widely as possible.

6.2. Mechanisms for Participation in the Various Project Phases:

Table 4: IDP Phases



6.3. Resource Requirements

The estimated resource requirements for completion of the IDP process as outlined in the preceding sections are depicted in the attached Tables. These tables provide an indication of the estimated costs in the IDP review process, as well as direct costs which will have to be incurred.

The following assumptions are underlying these cost estimates for the various phases:

Table 5

Phase I: Analysis
All existing information will be provided to the Office of Municipal Manager – in electronic format by the Directors as well as unit managers. Ward meetings will be arranged and facilitated by ward Councillors and/or chairpersons of ward committees. Office of Municipal Manager will assist with the preparation of appropriate background material for Ward meetings.
Phase II: Strategies
Allowance is made for participation at district level workshops during this phase. Supportive and background documentation will be provided for IDP Representative Forum meetings. All Representative Forum meetings will be chaired and facilitated by the Executive Mayor.
Phase III: Project Planning

During this phase, allowance is made for various professional persons to assist in designing and determining the feasibility of various project proposals.
Allowance is made for participation at district and provincial level workshops.
Background material for, as well as documentation of the results of one IDP Representative Forum meeting will form part of activities in this phase.

Phase IV: Integration

The information emanating from previous phases would be utilised to prepare the required sector summary programmes.
Allowance is made for assisting in the preparation for and documentation of results of two IDP Representative Forum meetings.

Phase V: Approval

During this phase, the potential role of Office of Municipal Manager would mainly be to incorporate comments from various parties into the draft IDP review.

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7. IDP/BUGDGET and PMS Process Plan Timetable 2027/2028

The compilation and review of IDP, Budget preparation and Performance Management processes will be executed according to the time schedule below:

Table 6: 2027/2028 IDP/PMS and Budget Process Plan

Phase	Process / Activity	Component	Timeframe	Responsibility
Planning	Signing of Performance Agreements by Municipal Manager and Mangers directly accountable to the Municipal Manager, Managers, and Assistant Managers for 2026/2027 financial year	PMS	July 2026	IDP/PMS Manager
	Submit Performance Agreements by Municipal Manager and Mangers directly accountable to the Municipal Manager			
	Publication of Performance Agreements by Municipal Manager and Mangers directly accountable to the Municipal Manager, Managers, and Assistant Managers (Municipal website and print media within 10 days)			
	Submission of Performance Report to Council (MFMA s52d); Quarter 4 and Annual, 2025/2026	PMS	July 2026	IDP/PMS Manager
	Review Provincial IDP assessment report	IDP	July-Aug 2026	IDP/PMS Manager
Analysis	Meeting: IDP Steering Committee (to discuss detailed IDP Process Plan)	IDP	Aug 2026	IDP/PMS Manager
	Compile IDP Process Plan & Budget Time schedule	IDP	Aug 2026	IDP/PMS Manager
	Legally compliant Situational analysis: Executive Summary (a) Assessment of existing Level of development (b) Priority issues (c) Causes of Priority issues (d) Availability of resources	IDP	Sept-Nov 2026	IDP/PMS Manager
	Submit Draft Process plan and Time schedule to Mayoral Committee for approval	IDP	Aug 2026	IDP/PMS Manager
	Submit final Process plan and Time schedule to Council for adoption (At least 10 months before the start of the budget year – Section 21(1)(b) of the MFMA)	IDP	Aug 2026	IDP/PMS Manager
	Submit 2025/2026 Draft Annual Report to Auditor General (AGSA)	PMS	Aug 2026	IDP/PMS Manager
	Workshop on budget procedures and Mscoa (New Cllrs)	Budget	Aug 2026	CFO
	Review situational analysis (status quo), local priority issues and community needs. Legally Compliant (a) The Vision (b) The development objectives (c) Developmental Strategies (d) Projects Identification Alignment with NDP, FSGDS & MTS	IDP	Sept 2026	IDP/PMS Manager
Strategies	Public participation meetings in all 23 wards (part of the analysis phase of IDP process)	IDP	Sept –Oct 2026	IDP/PMS Manager
	Mayoral Imbizo	Executive Mayor	Oct 2026	Manager: Office of the Executive Mayor
	Submit Performance Report to Council (MFMA s52d); Quarter 1, 2026/2027	PMS	Oct 2026	IDP/PMS Manager
	Meeting: IDP Steering Committee (to review progress to date)	IDP	Nov 2026	IDP/PMS Manager
	Meeting: IDP Representative Forum Meeting to review	IDP	Nov 2026	IDP/PMS Manager

Phase	Process / Activity	Component	Timeframe	Responsibility
	Directorates submit Tariff increases to Finance	Budget	Dec 2026	CFO
	Directorates submit 3-year Personnel budgets to Finance	Budget	Dec 2026	CFO
	Projects Identification (All Directorates submit 3-year Capital budgets to Finance)	IDP / Budget	Dec 2026	CFO IDP/PMS Manager
	Directorates submit 3-year Operating budgets to Finance	Budget	Dec 2026	CFO
Projects	Finalisation of all sector plans and strategies alignment with NDP, FSGDS & MTDPs	IDP	Dec 2026 – Feb 2027	IDP/PMS Manager
	Finalisation of Project related activities Cost & budget estimates e.g. (Budget)	IDP / Budget	Dec 2026 - Feb 2027	CFO
Integration	3 Year Integrated Financial Plan	Budget	Dec 2026 - Feb 2027	CFO
	3 Year Integrated Investment Programme	Budget	Dec 2026 - Feb 2027	CFO
	Integration of sector plans into the IDP to address community basic service needs e.g., water, roads, electricity etc.	IDP	Dec 2026 - Feb 2027	IDP/PMS Manager
	Designs of project proposals, setting of project objectives, targets, and indicators: Consolidated Monitoring e.g. (PMS)	PMS	Dec 2026 - Feb 2027	IDP/PMS Manager
	Tabling of 2026/2027 Mid-year Budget & Performance Report and Draft 2025/2026 Annual report (publish immediately and submit to COGTA, Provincial Treasury, and AGSA) (publish on Municipal website and print media within 10 days)	Budget/PMS	Jan 2027	CFO IDP/PMS Manager
	Submit Performance Report to Council (MFMA s52d): Quarter 2, 2026/2027	PMS	Jan 2027	IDP/PMS Manager
	Municipal Strategic Planning session (to Review of strategic objective and priorities for service delivery and development of broad capital budget allocations, considerations on the Review of the Municipal Vision & Mission etc.)	IDP/PMS	Feb 2027	IDP/PMS Manager
	Submit revised 2026/2027 SDBIP to Executive Mayor (publish within 10 days)	PMS	Feb 2027	IDP/PMS Manager
	Tabling of Draft IDP & Budget informal Council meeting	IDP/ Budget	March 2027	CFO IDP/PMS Manager
	Bi-lateral engagements on the IDP & Budget	IDP/ Budget	March- May 2027	CFO IDP/PMS Manager
	Meeting: IDP Steering Committee (to review progress to date)	IDP	March 2027	IDP/PMS Manager
	Council to consider Oversight & 2025/2026 Final Annual Report,	PMS	March 2027	MPAC IDP/PMS Manager
	Council for tabling of 2027/2028 – 2031/2032 Draft IDP and 2027/2028 MTREF (At least 90 days before the start of the budget year – Section 16(2) of the MFMA)	IDP/ Budget	March 2027	CFO IDP/PMS Manager
	Mayoral Imbizo	Executive Mayor	March 2027	Manager: Office of the Executive Mayor
		Budget		

Phase	Process / Activity	Component	Timeframe	Responsibility
	Workshop for Budget related policies		April 2027	CFO
	2027/2028 – 2031/2032 Draft IDP and 2027/2028 MTREF available to public for comments	IDP/ Budget	April 2027	CFO IDP/PMS Manager
	Submit 2027/2028 – 2031/2032 Draft IDP and 2027/2028 MTREF to: National and Provincial Treasury, Provincial CoGTA and FDDM	IDP/ Budget	April 2027	CFO IDP/PMS Manager
	Conduct public hearings and community consultations on 2027/2028 Draft Budget	IDP/ Budget	April 2027	CFO IDP/PMS Manager
	Submit Performance Report to Council (MFMA s52d): Quarter 3 2026/2027	PMS	April 2027	IDP/PMS Manager
Approval	Informal Council meeting: To consider 2027/2028 – 2031/2032 IDP and 2027/2028 MTREF	IDP/ Budget	May 2027	CFO IDP/PMS Manager
	Council meeting: To approve 2027/2028 – 2031/2032 IDP and 2027/2028 MTREF (at least 30 days before the start of the budget year)	IDP/ Budget	May 2027	CFO IDP/PMS Manager
	Publish approved 2027/2028 – 2031/2032 IDP and 2027/2028 MTREF (10 working days after approval of budget)	IDP/ Budget	June 2027	CFO IDP/PMS Manager
	Submit approved 2027/2028 – 2031/2032 IDP and 2027/2028 MTREF to National Treasury, Provincial Treasury and CoGTA	IDP/ Budget	June 2027	CFO IDP/PMS Manager
	Submit 2027/2028 Draft SDBIP and Performance Agreements to the Executive Mayor (14 days after approved of the budget)	PMS	June 2027	IDP/PMS Manager
	Executive Mayor approves 2027/2028 SDBIP (28 days after approval of the budget)	PMS	June 2027	IDP/PMS Manager
	Publish approved 2027/2028 SDBIP and signed Performance Agreements (10 working days after approval of SDBIP)	PMS	July 2027	IDP/PMS Manager

8. Sector Department Meetings for February 2027

Table 7: Sector Departmental Meetings

DATE AND TIME	VENUE	DEPARTMENT	STAKEHOLDERS
February 2027 09H00	MLM Council Chamber	LED, Human Settlement & Town Planning	MMC: LED DIRECTOR: LED RELEVANT SECTOR STAKEHOLDERS/DEPARTMENTS
February 2027 09H00	MLM Council Chamber	Corporate Services & Organisational Development	MMC: CORPORATE SERVICES DIRECTOR: CORPORATE SERVICES RELEVANT SECTOR STAKEHOLDERS/DEPARTMENTS
February 2027 09H00	MLM Council Chamber	Social Services	MMC: PUBLIC SAFETY/WASTE MANAGEMENT DIRECTOR: SOCIAL SERVICES RELEVANT SECTOR STAKEHOLDERS/DEPARTMENTS
February 2027 09H00	MLM Council Chamber	Technical Service Infrastructure Development	MMC: TECHNICAL SERVICES DIRECTOR: TECHNICAL SERVICES RELEVANT SECTOR STAKEHOLDERS/DEPARTMENTS
February 2027 09H00	MLM Council Chamber	Finance	MMC: FINANCE&IDP/PMS DIRECTOR: CFO RELEVANT SECTOR STAKEHOLDERS/DEPARTMENTS

The purpose of these engagements amongst others include:

- Municipality to outline the Strategic objectives and Priorities to inform planning and budgeting per programme (KPA).
- Directorates unpack their priorities, programmes for resource mobilization, allocation and ensure vertical and horizontal alignment.
- Stakeholders to outline their future priorities and programmes that will inform planning, coordination and strategic alignment of the Municipal IDP.

9. Proposed Ward –Based 2026/2027 IDP Public Consultation Meetings (Public Participation)

The table below is the proposed Ward- Based Time Schedule for Council to approve. This will allow the IDP Public Participation on the development and compilation of the 2026/2027 IDP wherein the community members will be afforded an opportunity to participate in the Municipal affairs that affect the planning and development of the Municipal area.

The schedule has been prepared in consultation with the Office of the Speaker for verification of Ward clustering, venues and other logistical arrangements.

Table 8: IDP Public Participation Schedule:

Date	Venue	Location	Wards	Time
September 2026	Metsimaholo Community Hall	Oranjeville	5	17:00
September 2026	Orangeville Primary School	Orangeville	5	17:00
September 2026	Heilbron	Heilbron		17:00
September 2026	Refengkgotso Community Hall	Deneysville	3, 4 & 20	17:00
September 2026	Deneysville Primary School	Deneysville	3,4 & 20	17:00
September 2026	Harry Gwala Multipurpose Centre	Zamdela	1, 6, 7 (Iraq), 13, 19, 21 & 23	17:00
September 2026	Zamdela Hall	Zamdela	2, 7, 8, 9, 10, 11 & 12	17:00
September 2026	Municipal Chambers	Sasolburg	15 & 17	17:00
September 2026	Vaalpark Primary School	Sasolburg	14, 18 & 22	17:00

Table 9: Proposed Mayoral Imbizo Schedule:

Date	Venue	Wards	Time	Activities
Sept/Oct 2026	Metsimaholo Community Hall	5	09h00	Grass cutting; fixing of high mast lights; cleaning of dumping sites; issuance of title deeds; IGG applications; health activities etc.
			17h00	Community engagement
Sept/Oct 2026	Heilbron		09h00	Grass cutting; fixing of high mast lights; cleaning of dumping sites; issuance of title deeds; IGG applications; health activities etc.
			17h00	Community engagement

Sept/Oct 2026	Refengkgotso Community Hall	3, 4 & 20	09h00	Grass cutting; fixing of high mast lights; cleaning of dumping sites; issuance of title deeds; IGG applications; health activities etc.
			17h00	Community engagement
Sept/Oct 2026	Sasolburg Municipal Lawns	14, 15, 16, 17, 18 & 22	09h00	Grass cutting; fixing of high mast lights; cleaning of dumping sites; issuance of title deeds; IGG applications; health activities etc.
			17h00	Community engagement
Sept/Oct 2026	Zamdela Hall	2, 7, 8, 9, 10, 11, 12	09h00	Grass cutting; fixing of high mast lights; cleaning of dumping sites; issuance of title deeds; IGG applications; health activities etc.
			17h00	Community engagement
Sept/Oct 2026	Multipurpose Centre	1, 6, 7, 13, 19, 21, 23	09h00	Grass cutting; fixing of high mast lights; cleaning of dumping sites; issuance of title deeds; IGG applications; health activities etc.
			17h00	Community engagement



10.IDP STANDARD OPERATING PROCEDURES (SOPs)

Table 10: IDP Standard Operating Procedures

DOCUMENT	PROCESS	FREQUENCY	
IDP <i>(Integrated Development Planning)</i>	PLANNING	ANNUAL	
NR	PROCEDURE	RESPONSIBLE PERSON	TIMEFRAMES
01	Develop IDP Process Plan in consultation with the Office of the Executive Mayor and the Office of the Speaker of Council	IDP/PMS Manager	August
02	Develop public participation schedule for 23 Wards in consultation with the Office of the Mayor and the Office of the Speaker of Council	IDP/PMS Manager	August
03	Develop schedule for Sector meetings (IDP Representative Forum) in consultation with the Directorates that will take place in February	IDP/PMS Manager	August
04	Circulate invitations for IDP Steering committee	IDP/PMS Manager	August
05	Host IDP Steering Committee Meeting to consider the schedules and process plan	Executive Mayor	Mid-August
06	Incorporate inputs from the Steering Committee Meeting into the Process Plan, Public Participation schedules and schedules for sector meetings	IDP/PMS Manager	Within 5 Days after the steering committee meeting
07	Preparation of Council items for Process Plan, Public Participation schedules and schedules for sector meetings	ID/PMS Manager	Within 5 Days after the steering committee meeting

08	Municipal Manager to signs off the items for Council	Municipal Manager	Within 5 Days after the steering committee meeting
09	Send items to Administration Office for incorporation in the Council Agenda	IDP/PMS Manager	Within 24hrs after the Municipal Manager signed off the Council items
10	Adoption of Process Plan, Public Participation schedules and schedules for sector meetings by Council	Council	End August
11	Send Copies of the adopted Process Plan, Public Participation schedules and schedules for sector meetings to National and Provincial Treasury and CoGTA with a signed resolution of Council	IDP/PMS Manager	Within 10 Days after adoption
12	Publish in the local print media and in the municipal website	ICT, IDP/PMS Communications Managers	Within 10 Days after adoption
13	Make logistical arrangements in consultation with the Office of the Mayor, and Office of the Speaker for the public participation process	IDP/PMS Manager, Manager: Mayor's Office and Manager: Speaker's Office	Within Mid-September
14	Host the public participation meetings as per the adopted public participation schedules	Executive Mayor, Speaker of Council, MMC's , Ward Councilors, and Management	Within Mid-September to November
15	Summarize issues raised by the community during public participation process	IDP/PMS Manager	End December

16	Ensure that the current year IDP is adjusted accordingly during mid-term budget adjustment in line with adjusted budget and adjusted SDBIP of the current year.	IDP/PMS Manager	End January
17	Ensure that the adjusted IDP of the current year is tabled before Council for adoption	IDP/PMS Manager	End January
18	Host IDP Steering Committee Meeting to consider the issues raised during the public participation process for prioritization	Directorates / MMC's	End January
19	Inform directorates of the POE that will be required and any other expectations for their sector meetings	IDP/PMS Manager	End January
20	Host IDP Sector meetings as per the schedule approved in August (IDP Representative Forum)	MMC's / Councilors / Directors and the Managers in the Political Offices	End February
21	Consolidate inputs from IDP sector meetings (IDP Representative Forum)	IDP/PMS Manager	End February
22	Develop Draft IDP for the financial year beginning in July	IDP/PMS Manager	March
23	Consult with Directorates and Budget Office for commitments of the Projects for the financial year beginning in July	IDP/PMS Manager	March
24	Circulate invitations for IDP steering committee meeting	IDP Manager	March
25	Host the IDP steering committee meeting where prioritized projects will be confirmed and incorporate inputs accordingly	Executive Mayor	March
26	Finalize the Draft IDP for the year beginning in July	IDP/PMS Manager	March
27	Sign off by Manager in the Municipal Managers Office and Municipal Manager	Manager in the MMs Office and Municipal Manager	March
28	Prepare Council Item Draft IDP for and have it signed off by Municipal Manager	IDP/PMS Manager	March

29	Send the item to Administration Office for incorporation in the Council Agenda	IDP/PMS Manager	March
30	Adoption by Council of Draft IDP for the year beginning in July	Council	End March
31	Send copy of the adopted Draft IDP for the year beginning in July with the signed Council resolution to National and Provincial Treasury and CoGTA	IDP/PMS Manager	Within 10 days after adoption by Council
32	Publish the adopted Draft IDP for the year beginning in July 21 working days on local print media, municipal website and public institutions for public comments	IDP/PMS Manager	Within 10 Days after adoption by Council
33	Consolidate all inputs from sectors and the Public into and amend the Draft IDP document for the year beginning in July where necessary	IDP/PMS Manager	May
34	Sign Off by Manager in the Office of MM and Municipal Manager	Manager in MMs Office and Municipal Manager	May
35	Circulate invitation for IDP steering committee	Municipal Manager	May
36	Host the IDP Steering Committee Meeting	Executive Mayor	Mid-May
37	Consolidate inputs from the IDP steering Committee and amend the adopted Draft IDP for the year beginning in July accordingly	IDP/PMS Manager	May
38	Prepare Council Item for the final adoption of the IDP for the year beginning in July Council	IDP/PMS Manager	May
39	Municipal Manager must sign off the Council item	Municipal Manager	May
40	Send the Draft IDP for the year beginning in July to Administration for inclusion in the Council Agenda	IDP/PMS Manager	May
41	Adoption of the IDP for the year beginning in July by Council	Council	End May

42	Publish the adopted IDP for the year beginning in July in the local print media, municipal website and public institutions, in liaison with ICT & Communications Managers	IDP/PMS Manager / ICT & Communications Managers	Within 10 Days after adoption by Council
43	Send copies of the adopted IDP for the year beginning in July with the signed Council Resolution to National and Provincial CoGTA and Treasury	IDP/PMS Manager	Within 10 Days after adoption by Council