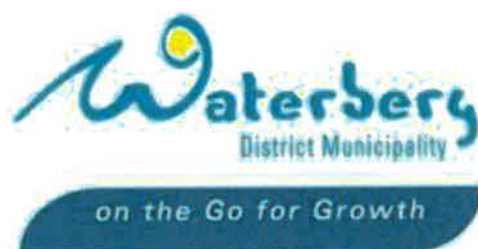


WATERBERG DISTRICT MUNICIPALITY



2026/2027 IDP FRAMEWORK & PROCESS PLAN

IDP, BUDGET AND PMS AND ALIGNMENT WITH DDM ONE PLAN

"To be the best energy hub and ecotourism destination in Southern Africa"



MOGALAKWENA MUNICIPALITY



WATERBERG DISTRICT MUNICIPALITY VISION, MISSION, VALUES, STRATEGIC OBJECTIVES AND SLOGAN

VISION: “To be the best energy hub and ecotourism destination in Southern Africa”

MISSION: “To invest in a constituency of talented human capital who are motivated and innovative to build a sustainable economy in the field of energy, minerals and eco-tourism for the benefit of all our communities.”

VALUES: Honesty, Accountability, Accessibility, Effectiveness, Respect, Fairness, Integrity & Ubuntu

WATERBERG DISTRICT MUNICIPALITY EXPLANATORY OF THE LOGO

Gold necklace

Rhino

Birds

Wheel

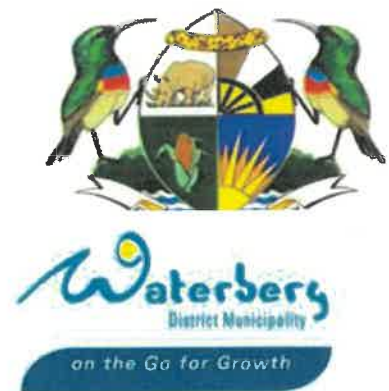
Sunrise

Maize

Mountain plain

For Prosperity and Stability

Motto/ SLOGAN: *On the Go for Growth*



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LIST OF ACRONYMS

DMC	: District Municipal Council
FMPPI	: Framework for Managing Programme Performance Information
FSPAPP	: Framework for Strategic Plans and Annual Performance Plans
GOA	: Guide to Outcome Approach
GPNPC	: Green Paper on National Planning Commission
IDP	: Integrated Development Plan
IGR	: Inter–Governmental Relations Framework
LDP	: Limpopo Development Plan
LGDP	: Local Government Development Program
MFMA	: Municipal Finance Management Act
MSA	: Municipal Systems Act
MTEF	: Medium-Term Expenditure Framework
MTSF	: Medium–Term Strategic Framework
NDP	: National Development Plan
NPF	: National Planning Framework
PFMA	: The Public Finance Management Act 1 of 1999
PGDS	: Provincial Growth and Development Programme
RDP	: Reconstruction and Development Programme
SDF	: Spatial Development Framework
SPLUMA	: Spatial Planning and Land Use Management Act

1. INTRODUCTION & BACKGROUND

1.1 INTRODUCTION

This document details the process for the development and the review of the Integrated Development Plan (hereafter referred to as the **IDP**) for the Waterberg District Municipality for the period, 1 July 2025 – 30 June 2026.

The Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA) and the Planning and Performance Management Regulations mandate that all municipalities, both local and district, review their IDPs every year and then submit them to the MEC for Local Government. The MEC must complete an assessment in accordance with MSA Chapter 5, Section 25.

A joint process plan is necessary because the Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) mandates that the budget and the IDP annual review be prepared concurrently.

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

Section 21 of the Municipal Finance Management Act (Act 56 of 2003) also provides the following:

The mayor of a municipality must—

- i) at least **10 months before** the start of the budget year, table in the municipal council a time schedule outlining key deadlines for the preparation, tabling and approval of the annual budget.

The following will be addressed for the 2026/2027 IDP, Budget & PMS Review Process:

- Alignment with International, National, Provincial Policy and Legislative framework;
- Provisional Comments received from the MEC for Local Government and Auditor General in the assessment of the 2025/2026 IDP Review documentation;
- Provisional comments from the Outcome of the IDP Hearings conducted by National government.
- Areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review Process;
- Consideration, review and inclusion of any other relevant and new information;

- Shortcomings and weaknesses identified through self-assessment;
- The preparation and review of relevant sector plans and their alignment with the IDP;
- Implementation and review of the Performance Management System (PMS);
- Preparation and finalisation of the annual municipal budget in terms of the relevant legislation;
- Alignment of the various important municipal processes such as the IDP Review, Performance Management and Budget Process; and
- Review of the Spatial Development Framework;
- Alignment of SDF with Provincial SDF and National Plans;
- Alignment of IDP to the National and Provincial planning and budgeting processes; And
- Alignment of Municipal IDP to the District Development Model

2. PURPOSE AND FUNCTION OF THE DISTRICT IDP FRAMEWORK

In terms of the Municipal Systems Act (Act 32 of 2000) and Section 41 of the Constitution of the Republic of South Africa, municipalities are required to adopt a process that is inclusive, aligned, and transparent in compiling their Integrated Development Plans (IDPs). The District IDP Framework and Process Plan serves as the roadmap for this purpose which-

- a) Links, integrates, and coordinates plans and takes into account proposals for the development of the municipality;
- b) Aligns the resources and capacity of the municipality with the implementation of the plan;
- c) Forms the policy framework and general basis on which annual budgets must be based;

What is the IDP Framework & Process Plan?

The IDP is a process, which municipalities use to prepare strategic development plans for five-years. It is more than just a compliance requirement — its how the municipality works with its local municipalities, communities, and partners to identify priorities, allocate resources, and promote sustainable development that improves the lives of residents. The IDP helps the district make informed decisions on matters such as budgeting, spatial development, infrastructure investment, local economic development, and institutional transformation.

The District Framework and Process Plan is a strategic tool that guides how the IDP and municipal budget are developed, reviewed, and aligned across the district and its local municipalities. It ensures:

- Coordinated planning between the district municipality and its local municipalities;
- Clear and realistic timelines for the planning process;
- Meaningful consultation with stakeholders, including traditional leaders, government departments, and communities;
- Sound financial planning and costing throughout the process;
- Alignment between the IDP and the municipal budget.

This plan also ensures compliance with the **Intergovernmental Relations Framework Act** and promotes cooperative governance across all spheres of government.

Governance and Oversight

The District Municipality serves as the **custodian of the Framework Plan** and is responsible for its coordination and monitoring. Oversight is provided through the **District IDP Management Committee**, which ensures that all municipalities adhere to agreed timelines and planning standards. Local municipalities remain responsible for their own IDP process plans, which must be consistent with the district framework.

3. LEGISLATIVE BACKGROUND

LEGAL REQUIREMENTS: BINDING LEGISLATION, POLICIES AND PLANNING REQUIREMENTS AT THE NATIONAL AND PROVINCIAL LEVEL

Legislative Alignment: The WDM IDP, Budget and PMS framework/ process plan complies with Section 152 & 153 of the Constitution and Section 28 of the MSA.

Municipal Systems Act, Act 32 of 2000 and the Municipal Finance Management Act, No 56 of 2003 regulate the preparation of the IDP and Budget processes. This is to encourage specific minimum quality standards of the integrated development planning and budget process and proper coordination between and within the spheres of government. The Municipal Systems Act, No 32 of 2000 (as amended) and the Municipal Finance Management Act, Act 56 of 2003 impose the responsibility upon the Executive mayor to provide political guidance over the budget procedure and priorities that must guide the preparation of annual budgets.

In terms of section, 53 of the Municipal Finance Management Act the Executive mayor must also coordinate annual updates to the integrated development plan in terms of section 34 of the Municipal Systems Act and the annual budget preparation, and determine how the

integrated development plan is to be taken into account or updated for budget purposes.

The

Municipal Systems Act also requires the following on 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;

a) Links integrates and coordinates plans and takes into account proposals for the development of the municipality;

b) Aligns the resources and capacity of the municipality with the implementation of the plan;

c) Complies with the provisions of this Chapter; and

d) 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;

b) 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;

c) The council's development priorities and objectives for its elected term including its local economic development aims and its internal transformation needs;

d) 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;

e) A spatial development framework, which must include the provision of basic guidelines for land use management system for the municipality;

f) The council's operational strategies;

g) Applicable disaster management plans;

h) A financial plan, which must include a budget projection for at least the next three years; and

i) The key performance indicators and performance targets determined in terms of section 41.

Section 27 stipulates that:

- 1) 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;
- 2) A framework referred to in subsection (1) binds both the district municipality and the local municipalities in the area of the district municipalities,
- 3) The framework must ensure proper consultation, co-ordination and alignment of the IDP Process of the district municipality and the various local municipalities.

2.1 Constitution of the Republic of South Africa

The Constitution of the Republic of South Africa, Act 108 of 1996, places a clear developmental mandate on municipalities. In terms of Section 152, local government must:

- Provide democratic and accountable government for local communities;
- Ensure the provision of services in a sustainable manner;
- Promote social and economic development;
- Promote a safe and healthy environment; and
- Encourage the involvement of communities and community organisations in matters of local governance.

In support of this, Section 153 directs municipalities to:

- Structure and manage their administration, budgeting and planning processes to give priority to the basic needs of the community; and
- Promote the social and economic development of the community.

In carrying out this mandate, municipalities are further expected to contribute—together with other spheres of government—to the progressive realisation of the following constitutional rights:

- Section 24: the right to an environment that is not harmful to health or well-being;
- Section 25: the right to property;
- Section 26: the right to have access to adequate housing;
- Section 27: the right to access health care services, sufficient food and water, and social security;
- Section 29: the right to basic and further education.

2.2 White Paper

South Africa has been given a rare and historic opportunity to transform local government to meet the challenges of the next century. The White Paper establishes the basis for a new developmental local government and characterizes it as a system that is committed to

working with citizens, groups, and communities to create sustainable human settlements that provide for a decent quality of life and meet the social, economic, and material needs of communities holistically.

Achieving developmental outcomes will require significant changes in the local government works. The White paper further puts forward three interrelated approaches that can assist municipalities to become developmental:

- Integrated development planning and budgeting;
- Performance management; and
- Working together with local citizens and partners.

2.4 Municipal Finance Management Act 56 of 2003

The legislation governing the drawing up of the budget is the Municipal Finance Management Act (No. 56 of 2003). The budget is the annual plan in Rands and Cents that sets out the amounts each Department can spend on specific pre-determined items. The MFMA (56 of 2003) speaks about promotion of cooperative governance and makes special emphasis on alignment of the IDP and the Budget. This is enshrined in chapter five of the MFMA (Act 56 of 2003).

The relevant Sections of the Act setting out the different timeframes are as follows:

Section 21(1)(b) The Mayor must at least 10 months before the start of the budget year 1 September table in the Council a schedule outlining key deadlines for:-

- (i) The preparation, tabling, and approval of the annual budget;
- (ii) The annual review of:- the integrated development plan in terms of section 34 of the Systems Act and The budget related policies
- (iii) The tabling and adoption of any amendments to the integrated development plan and the budget related policies.

Section 16(2) – The Mayor must table the annual budget at a Council meeting at least 90 days before the start of the budget year (1 April).

Section 24(1) – The Council must at least 30 days before the start of the budget year (1 June) consider approval of the annual budget.

Section 24(2) (a) – The annual budget must be approved before the start of the budget year (1 July).

The Municipal Finance Management Act provides for an adjustment budget, which is a review of the current budget and would normally take place mid-way through the budget cycle i.e. December or January. Whenever a Municipality amends its IDP, the Municipality must review the KPIs that will be affected by such amendments.

2.5 Local Government: Municipal Planning and Performance Management Regulations, 2001

Purpose of the Regulations

The Municipal Planning and Performance Management Regulations (2001) were introduced to provide detailed guidelines and clarity on the content and structure of Integrated Development Plans (IDPs). These regulations ensure that all municipalities approach development planning in a coherent, accountable, and strategic manner.

Every IDP must identify key elements, including the institutional framework (with an organogram), strategies for internal transformation, investment and development initiatives, all planned projects by organs of state within the municipality, and the key performance indicators (KPIs) to measure progress.

Supporting Information

The IDP may include or refer to supplementary materials such as maps, statistics, and documents. If not attached, these must be available for public inspection at the municipality's offices.

Financial Plan

The IDP must include a financial plan detailing budget projections, available financial resources for capital and operational needs, and a financial strategy. This strategy should cover areas like revenue generation, asset management, expenditure control, and cost-effectiveness.

Spatial Development Framework (SDF)

The SDF within the IDP must align with national development principles and outline the desired spatial form of the municipality. It must include policies for land use, spatial restructuring, environmental impact, capital investment, land development, and alignment with neighbouring municipalities' SDFs. A visual map must show key development zones, urban edges, areas for investment, and priority spending areas.

4. LEGISLATION AND PLANNING REQUIREMENTS

The IDP requires that municipal planning processes be in line with the National (NDP) and Provincial Legislation (LDP), Policies, Programmes and Strategies, which in turn will be able

to inform annual budget allocations. National Acts and Policies further require local government to produce certain integrated sector plans, which complements the IDP, thereby avoiding unnecessary duplications. This will necessitate a well-co-ordinated and integrated information sharing and dissemination between specific sector departments and municipalities. The following is a list of binding Legislation and requirements considered during the IDP planning processes and should apply during review processes.

Table 1: LEGISLATION AND PLANNING REQUIREMENTS FOR IDP/PMS FRAMEWORK

SECTOR DEPARTMENTS	LEGAL REQUIREMENTS	LEGALLY BINDING LEGISLATION/POLICY/DIRECTIVE	VALUE ADDING CONTRIBUTION
COGHSTA COGTA National and Provincial Treasury	IDP PMS Financial Management /Financial Plan (Budgeting)	Municipal Systems Act, Municipal Structures Act, MFMA IGR Framework Act	Co – ordination of Development
COGTA Presidency Department of Environment and Tourism Department of Economic Development	NDP/LDP/IDP Alignment Integrated Waste Management Integrated Environmental Management Plan Disaster Management Plan Local Economic Development	Cabinet Lekgotla Decision NEMA White Paper on pollution and waste management White Paper on Conservation and Sustainable use of South Africa's biodiversity Business Registration Act Local Economic Development Policy White Paper on Local Government Disaster Management Act/ Municipal Systems Act	Alignment and co-ordination of development Attainment of Local Agenda 21 Promotion of economic growth and job creation Attainment of millennium development goals
DWAS	WSDP	Water Services Act	Management of scarce water resources. Regulation of water services.
DOH/DLGH	Housing strategy and targets/ Housing Chapter of the IDP	National Housing Policy Housing Act	Housing Urbanization Information System (HUIS) Provision of secured and sustainable human settlement
DOT	Integrated Transport Plan	National Transport Act	Co – ordination and standardization of transportation

SECTOR DEPARTMENTS	LEGAL REQUIREMENTS	LEGALLY BINDING LEGISLATION/POLICY/DIRECTIVE	VALUE ADDING CONTRIBUTION
DLA	Land Reform Development and Planning /Directive Principles	South African Land Policy Restitution of Land Act Development Facilitation Act White Paper on Spatial Planning and Land Use Management and Land Use Bill	Redress to the previously disadvantaged and Promote sustainable human settlements
Human Resource Development	ABET Act	White paper on Education	Language in Education Policy Human Resource Development Strategy
	Skill Development Act	White paper on Science and Technology	Interim Policy for Early Childhood development National Standard for School funding
	Promotion of Equality and Prevention of Unfair Discrimination Act	White paper on an integrated National Disability Strategy	SA's National Policy Framework for Women's Empowerment and Gender Equity
Social Development	National Sports and Recreation Act	White paper on Population Development	National Youth Policy on HIV/AIDS for Learners and Educators
		White paper on Transformation of the Health System White paper on Sports and Recreation	Poverty Eradication Strategy
Safety And Security		White paper on Defence	National Crime Prevention Strategy Provincial Crime Prevention Strategy

5. IDP REVIEW PROCESS

The 2026/27 IDP Review process is done in order to achieve the following:

- To inform other components of the municipal business process, including institutional and financial planning and budgeting; and
- To inform the cyclical intergovernmental planning and budgeting cycles.

The IDP Review process will focus and be influenced by the following areas:

- Local Government MEC's comments;
- Improvement on the IDP/Budget Process based on the previous performance;
- Amendments on the existing documents/Newly adopted policies; and
- Adjustment of powers and functions.

As per legislative requirement, an adopted IDP is submitted to the MEC of Local Government and Housing for comments. These comments will be incorporated during the review process to influence the finalization of the process. However, it is necessary that they are received on time to allow municipalities' ample time to process and put them in effect.

6. THE LINKAGES BETWEEN IDP, BUDGET AND PMS



Figure 1: The linkage between IDP, Budget and PMS

7. PREPARING FOR THE IDP INCORPORATING THE BUDGET AND PMS PROCESS

8. ALIGNMENT BETWEEN IDP, BUDGET AND PMS

i. IDP/Budget/PMS Process Plan

In order to ensure certain minimum quality standards of the IDP process and proper coordination between and within spheres of government, municipalities need to prepare a new 5-year IDP cycle process plan. The preparation of a process plan, which is in essence the IDP Process set in writing, requires adoption by Council.

This plan has to 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 process; and
- Cost estimates for the IDP process.

ii. This process plan guides the review of the IDP for the 2026/27 financial year,

9. SUSTAINABLE DEVELOPMENT GOALS (SDGS)

The sustainable development goals (SDGs) are universal set of goals, targets and indicators that the United Nations' member states will be expected to use to frame their agendas and political policies. The SDGs follow and expand on the millennium development goals (MDGs), which were agreed by governments in 2001 and expired in 2015. These goals were concluded on 25 September 2015. On the 1st January 2016, the world officially began with the implementation of the 2030 Agenda for Sustainable Development — **The Sustainable Development Goals (SDGs)**. These are therefore a Post 2015 Development Agenda (successor to the Millennium Development Goals).

These 17 goals with 169 targets covers a broad range of sustainable development issues. The goals includes amongst others, ending poverty and hunger, improving health and education, making cities more sustainable, combating climate change, and protecting oceans and forests. During the 2026/2027 municipal term, the district will continue to ensure alignment and synergy between these goals and the strategic intends of the municipality.

10. DISTRICT DEVELOPMENT MODEL

The District/Metro spaces offer the appropriate scale and arena for intergovernmental planning coordination. District Model provides both an Institutional Approach and Territorial Approach (geographic space) Focus. The 44 Districts plus 8 Metros as developmental spaces (IGR Impact Zones) can be the strategic alignment platforms for all three spheres of government where One Plan for each space guides and directs all strategic investments and projects for transparent accountability.

The Plan will harmonize IDPs and create interrelated, interdependent as well as 'independent' development hubs supported by comprehensive detailed plans; the plan serves as an intergovernmental and society-wide social compact.

The One Plan will be strategic and Long-Term in nature, with medium term strategic plans and short term operational plans all expressing the commonly agreed diagnostics, strategies and actions

DISTRICT DEVELOPMENT MODEL OBJECTIVES

- An operational model by government to enhance inter-sphere joint planning, budgeting and implementation expressed in the District One Plan.
- Improve cooperative governance and intergovernmental coherence.
- Ensure both National and provincial spheres of government have a shared understanding and vision to ensure maximum socio-economic development impact within electoral period of council.
- Republic of South Africa adopted DDM to address silo planning, fragmentation and duplication within three spheres of government.
- The Intergovernmental Relations structure will be comprised of both political and technical functionaries.
- The executive Mayor chairs the District IGR.

11. OVERVIEW OF THE DISTRICT AND ITS LOCAL MUNICIPALITIES

12. PARTICIPATING LOCAL MUNICIPALITY

The Waterberg District Municipality (DC 36) consists of Five Category B municipalities under the direct primary jurisdiction of the Waterberg District Municipality.

The five local municipalities are:

- Thabazimbi Local Municipality (LIM361)
- Lephalale Local Municipality (LIM362)
- Bela-Bela Local Municipality (LIM366)
- Modimolle-Mookgophong Local Municipality (LIM368)
- Mogalakwena Local Municipality (LIM367)

Each municipality has an IDP Manager to steer the local IDP process within that municipality.

13. FRAMEWORK PROGRAMME

A detailed programme illustrates the anticipated programme, which includes the duration of each major activity to be undertaken during the IDP preparation process. This process is dynamic and could be adapted to accommodate the consultation process, which is

circumstantial of nature. The total programme spans over an expected ten (10) month period and has been categorised as outlined in the table below.

The table below shows the phases/ stages of the IDP process and activities entailed for the Review process of the IDP.

Table 2: Summary of Activities of the IDP/BUDGET/PMS Framework Plan

No.	IDP Phases	Activities
1.	Preparation Phase July - August 2025	Identification of stakeholders, development of the IDP Framework & Process Plan
2.	Analysis Phase Sept - November 2025	Compilation of development levels and backlogs to identify areas of intervention
3.	Strategies Phase Dec– January 2026	Review of Vision, Mission, Strategies, and Objectives
4.	Projects Phase January - February 2026	Identification of projects and funding sources
5.	Integration Phase February - March 2026	Inclusion of sector plans and programs of action
6.	Approval Phase March - May 2026	Submission of Draft IDP to Council. Publication and Road show on Public participation. Amendments of draft IDP/Budget according to comments/ inputs. Submission to Council for final approval and adoption.

"It should be considered that certain phases or activities may overlap, allowing the Municipality to adhere to the required timeframes. It is also important to note that the above programme excludes the three-week year-end vacation period and the Council recess in December."

14. MECHANISMS AND PROCEDURES FOR ALIGNMENT AND PARTICIPATION

OVERVIEW

Municipal Systems Act 32 of 2000(4, 5), requires the IDP review process to involve an intensive and structured public and stakeholder's participation process. The aspect of public participation has been entrenched in the constitution and chapter 4 of the Municipal Systems Act as a legislative requirement. Participation by interested parties ensures that IDP addresses real issues that are experienced by communities within the local municipality.

The existing IDP Representative Forum will continue to be used as a mechanism for community and stakeholder participation. IDP representative forum meetings will be held four times per financial year at the District level, but however local municipalities ward

conferences, consultation, Imbizo's, and representative forum will be used by both district and local municipalities to deepen community and stakeholder participation.

A. Mechanisms and procedures for alignment

Alignment is at two levels, horizontal and vertical. Largely the two levels influence each other. Though one can be done independent from each other, if this is done, a clear picture of what is happening will not be achieved. The strategy that we are going to follow applies to both horizontal alignments between the District and Local Municipalities, and vertical, between the Municipalities, the Province and the National Departments and Parastatals. The alignment that is mentioned in here between municipalities on the one hand involves ensuring that their planning activities and processes are co-ordinated and addressed jointly. On the other hand, alignment between Local Government and other spheres of government as well as Parastatals or service providers ensures that the IDP is in line with National and Provincial Policies and Strategies so that it is considered for the allocation of departmental budgets and conditional grants. The District IDP should reflect the Integrated Planning in its IDP in which both Locals and Sector Departments' plans find an aligned expression in the document.

B. Management of alignment

For both alignment types, horizontal and vertical, the main responsibility lies with the District Municipality. The role of the IDP Manager at the District level is of utmost importance.

IDP unit and external facilitators could be used to support the alignment process. However, the provincial department of local government and office of the Premier play an important role as co-ordinator to ensure alignment above District level and between Districts and Departments within the Province.

C. Functions and context for public participation

Four major functions can be aligned with the public participation process namely:

- Needs orientation;
- Appropriateness of solutions;
- Community ownership;
- Empowerment;
- Performance Monitoring

In the preparation of the IDP/Budget/PMS, the public participation process has to be institutionalised in order to ensure all residents have an equal right to participate.

Mechanisms for public participation

i.IDP/Budget/PMS Representatives Forum (RF)

This Forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the Representatives Forum (RF) and ensure their continued participation throughout the process. The Representatives Forum will meet as indicated in the attached programme.

- The first RF meeting will involve a presentation of the process plan as well as a Gap analysis identifying areas to be addressed in the IDP/Budget Process.
- The other two RF workshops will be held to provide feedback on the IDP/Budget/PMS Process as well as to acquire input from RF members on the Sector Plans and draft Budget.
- Ad-hoc RF meetings will be called as and when needed to inform address urgent planning matters.
- Inputs will be invited via the various Ward Committee meetings and Traditional Authority meetings in conjunction with the respective Local Municipality.
- The implementation of the IDP will be presented through PMS Quarterly Reports to all IDP Rep forum.

ii.Imbizos / Roadshows

This is an initiative that was undertaken during the consultation process of the draft Waterberg IDP and Budget (2024/25), whereby the Mayor, Councillors and Municipal Officials at the District and Local Municipal level met with residents in the municipality to present and discuss the draft IDPs and Budgets of the District and Local Municipality. These meetings are widely publicised via the media and will be continued during the preparation process, held jointly (the District joining the Local Municipalities) in every public session for support and integration purpose.

iii.Various Fora

This is an ongoing consultative process and involves the assimilation of issues raised at the various Fora established at the District and Local level which range from Water Forums, Summits to Community Based meetings.

iv.Media

Local newspapers will be used to inform the community of the progress with the IDP/Budget/PMS process. A notice will be submitted to the local newspaper on the initiation and completion of the IDP/Budget/PMS process inviting stakeholder participation and inviting comments on the Draft Plan.

v. Information Booklets

At the completion of each of the Sector Plans, as well as the IDP/Budget/PMS, an information booklet will be prepared in the two dominant languages, namely Northern Sotho and English and consist of a summary of the IDP/Budget/PMS. The members of the Representative Forum, Officials and Councillors will be given copies of these information booklets and will assist in the distribution of the booklets. This should include some training on the content of the booklets to make them more meaningful to the public. Waterberg District Municipality has included Braille in order to accommodate the people living with disability (blind) to have access to the IDP document.

vi. Virtual Platforms and Social Media

Facebook, Twitter, Instagram and WhatsApp, Zoom and Microsoft teams

vii. Virtual Platform

Sessions such as the strategic planning sessions, steering committees etc. are held in a Hybrid form or total virtually to minimize the cost of hosting some contact meetings.

viii. Website

Waterberg District Municipality and Local Municipal Website

15. PRINCIPLES FOR MONITORING OF THE PROCESS PLAN AND AMENDMENT OF THE FRAMEWORK

It is expected of the District and all the Local municipalities **to adhere to the timeframes as set out in the programme** above. Any municipality that is not able to meet the deadline should timeously report to the IDP Manager at the District. At the same length, if the District is not going to be able to meet a deadline, the IDP Manager should inform the municipalities on time. This is the principle that should also be adhered and respected by all municipalities including the district.

In terms of monitoring, municipalities would be expected to submit and make a presentation to the IDP and PMS Manager's meeting which is comprised of all the IDP and PMS Managers within the District. That is, the IDP and PMS managers of Bela-Bela, Modimolle-Mookgophong, Mogalakwena, Thabazimbi, and Lephalale Local Municipalities. The WDM will hold its meeting as per scheduled timeframes.

The District Mayor's IGR Forum will monitor and ensure the implementation of the District IDP Framework and each Municipal Council will monitor and ensure the implementation of local process plans. The Department of Cooperative Governance, Human Settlement and

Traditional Affairs (COGHSTA); and the Office of the Premier (OTP) will ensure support for the coordination and alignment of provincial and national departments and role players.

The cascading of the Performance Management System (PMS) to lower levels is in place and ongoing, in line with the Local Government: Municipal Staff Regulations and related guidelines. The institution plans to fully implement these regulations for all staff in the 2025/26 financial year.

16. INSTITUTIONAL ARRANGEMENTS/ORGANISATIONAL IDP STRUCTURE

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

Organizational IDP Structure

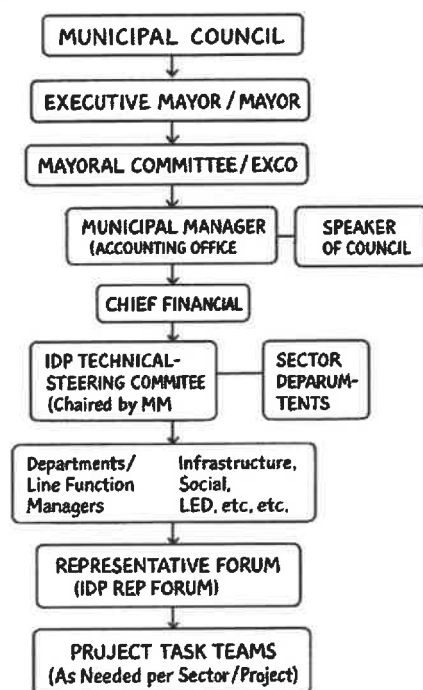


Figure 2: The IDP organizational structure

17. ROLES & RESPONSIBILITIES

The District Municipality will confirm information of the role players in the IDP/Budget/PMS Process by removing/adding to the list of stakeholders from the database established in the previous IDP/Budget/PMS Processes. A significant change will relate to details of Councillors and some of the officials. The organizational structures that were utilized during the IDP preparation and previous review processes will be revived for the purpose of this IDP/Budget/PMS Process.

The following structures will be responsible to develop, implement and monitor the IDP/Budget/PMS of Waterberg District Municipality. The WDM IDP, Budget and PMS Process have been aligned as indicated in the table below:

Table 3: **INTERNAL AND EXTERNAL STAKEHOLDERS**

Structure & composition	Roles, responsibilities and activities
Council Councillors	• Prepare, decide on & adopt the IDP Review Process Plan. • Ensure participation of all stakeholders. • Develop procedures for participation and consultation. • Ensure that that IDP Review is in line with all the Sector Plan requirements. • Verify the alignment of the reviewed IDP report with the District framework. • Approve and adopt the reviewed IDP.
Executive Mayor & Mayoral Committee (MAYCO) Councillors	• Political oversight • Manage the drafting of the IDP; • Assign responsibilities in this regard to the Municipal Manager; • Submit the draft framework plan and process plan to the Council for adoption; • Submit the draft IDP to the Council for adoption and approval;
Municipal Manager Official	Overall Accounting Officer. • Delegate roles and responsibilities for officials in the IDP Review Process. • Responds to public, district and provinces on the outcome and process of the review. • Ensure vertical and cross municipal co-ordination of the review. • Chairing the IDP Steering Committee.
CFO Official	• The CFO must perform such budgeting duties as delegated by the accounting officer. (MFMA section 81(e))
Senior Managers, COO and Heads Of Departments Officials	• Supply relevant technical, sector-specific, and financial data to support the analysis and identification of key development priorities. • Offer expert input during the formulation of strategies and assist in the selection and finalisation of priority projects. • Support the development of project proposals and ensure the alignment and integration of projects with sectoral programmes.
Manager Budget & Reporting	• Oversee the planning, preparation, and consolidation of the municipal budget. • Manage and coordinate the daily activities related to the budget process to ensure timely and accurate delivery.
IDP Steering Committee	To provide technical assistance to the Mayor in discharging the responsibilities as set out in Section 53 of the MFMA.

Municipal Manager, IDP manager, Section 57 managers and managers of the municipality & other external stakeholders who may be invited on Ad-Hoc basis	The IDP Steering Committee comprises of a technical working team of dedicated officials who support the Municipal Manager /Strategic Manager to ensure a smooth planning process. The Municipal Manager is responsible for the process but often delegates functions to the officials that form part of the Steering Committee. Sector departments will also form part of steering committee to ensure alignment of plans (during strategies and project phase). Chairperson: Municipal Manager Secretariat: The secretariat for this function is provided by the IDP Members: Managers and Heads of Departments (HODs) The IDP Steering Committee is responsible for the following: • Commission research studies; • Consider and comment on: • Inputs from subcommittee(s), cluster teams; • Inputs from provincial sector departments and support providers. • Process, summarise and draft outputs; • Make recommendations to the Representative Forum; • Prepare, facilitate and minute meetings • Prepare and submit reports to the IDP Representative Forum
Audit Committee	• To provide expert advice to management and council on all key performance areas and matters of compliance.
IDP representative forum Stakeholders	The forum is chaired by the District's Executive Mayor and includes municipal managers, councillors, IDP coordinators, technical teams, and stakeholder representatives. It plays a central role in ensuring meaningful public participation throughout the Integrated Development Planning process. Its main functions include: • Facilitating consultations on the IDP content • Guiding the development, implementation, and review of the IDP and SDBIP • Monitoring municipal performance against key indicators and targets
IDP Managers Forum Officials	• The managers forum provides a platform wherein the District and Local Municipalities discuss areas of mutual interest and provide IDP alignment between all municipalities; and • The IDP/PMS managers will meet on a quarterly basis to discuss the alignment process and other related matters.
District /PMS Management Committee(MC)	• Monitor, evaluate progress & provide feedback. • Provide technical guidance to IDP process at district level. • Ensure and maintain Alignment. • Standardise the planning process. • Recommends corrective measures.
Provincial Sector Departments and Private Sectors	• Identify an IDP Coordinator within Sector Departments • Provide information on sector policies, programmes, and budgets • Contribute sector expertise and technical knowledge to municipal policy and strategy formulation • Align resource allocation at the local level with municipal IDPs

Officials and private sector representatives	• Share knowledge and ideas on planning issues across the province and sectors • Supply concise information on provincial sector plans, programmes, budgets, objectives, strategies, and projects • Ensure strategies and projects reflect IDP priorities and adjust Strategic Plans accordingly • Align with Local and District Municipalities and participate in Provincial coordination systems and IDP structures
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18. WATERBERG DISTRICT MUNICIPALITY YEAR PLANNER

Table 4: 2026/2027 WDM COUNCIL MEETINGS SCHEDULE

No	Ordinary Council Meeting Date	Time	Special Council Meeting Date	Time
1.	25 September 2025	12h00	28 August 2025- approval of IDP/Budget/PMS process plan	12h00
2.	04 December 2025		26 February 2026- 2025/26 Adjustment Budget/SDBIP	
3.	29 January 2026, Mid-year and Draft Annual Reports			
4.	26 March 202- 26/27 Draft Budget/IDP and Final Annual Report			
5.	28 May 2026- Final 2026/27 Budget/IDP			

Table 5: WDM MAYORAL & PORTFOLIO COMMITTEE MEETINGS DATE

No	Mayoral Committee meetings Date	Time	Portfolio Committee meetings	Time
1.	11 September 2025	11h00	26-29 August 2025	10h00 & 12h00
2.	20 November 2025		04 - 07 November 2025	
3.	12 March 2026		24- 27 February 2026	
4.	14 May 2026		28 April - 04 May 2026	

Table 6: **WDM MPAC & IGR/DDM MEETINGS DATE**

No.	MPAC meetings	Time	IGR/DDM Meetings	Time
1.	13 September 2025	11h00	15 August 2025	10h00
2.	15 November 2025		07 November 2025	
3.	13 March 2026		22 February 2026	
4.	15 May 2026		23 May 2026	11h00

Table 7: **WDM MANAGEMENT AND MUNICIPAL MANAGER'S MEETINGS DATE**

No.	Management meetings	Municipal Manager 's Forum	Time
1.	11 August 2025 – Portfolio Items	11 September 2025	10h00 & 11h00
2.	20 October 2025 – Portfolio Items	30 Oct 2025	
3.	09 February 2026 – portfolio items	12 February 2026	
4.	13 April 2026 – portfolio items	14 May 2026	

Table 8: **WDM AUDIT COMMITTEE, RISK & AIDS COUNCIL COMMITTEE MEETINGS**

No.	Audit Committee	Risk Committee	AIDS Council
1.	23 August 2025	14 November 2025	July & August 2025
2.	06 September 2025	21 February 2026	October 2025
3.	13 & 20 November 2025	16 May 2026	Jan & February 2025
4.	21 January 2026, 04 March 2026, 27 June 2026	22 August 2026	April & May 2025

19. LOCAL MUNICIPALITIES YEAR PLANNER (COUNCIL MEETINGS)

Table 9: **2026/2027 LOCAL MUNICIPALITIES COUNCIL SCHEDULE**

MUNICIPALITY	FIRST QUATER	SECOND QUATER	THIRD QUATER	FOURTH QUATER
Thabazimbi	29/07/2025 27/08/2025	31/10/2025 28/11/2025	28/01/2026; 27/02/2026 26/03/2026	27/05/2026; 24/06/2026
Lephalale	28/08/2025; 26/09/2025	29/10/2024; 28/11/2024	25/03/2026	26/05/2026
Bela –Bela	01/07/2025	28/11/2025	23/01/2026; 31/03/2026	29/05/2026
Mogalakwena	26/08/2025	25/11/2025	27/01/2026; 24/02/2026 24/03/2026	26/05/2026
Modimolle-Mookgophong	31/07/2025; 29/08/2025	31/10/2025; 29/11/2025	30/01/2026; 27/02/2026 30/03/2026	30/04/2026; 29/05/2026

20. MEETINGS SCHEDULES FOR THE DISTRICT IDP STRUCTURES.

Table 10: **IDP and PMS Management Committee Meetings**

No	DATE	TIME	VENUE
1.	17-18 July 2025	10H00	Thabazimbi Municipality
2.	23-24 October 2025	10H00	Mogalakwena Municipality
3.	16-17 March 2026	10H00	Lephalale Municipality
4.	11-12 May 2026	10H00	Bela Bela Municipality

IDP STEERING

NB!! IDP steering committee meetings will be held before representatives' forum (sector departments to be part of the 2nd and 3rd Steering Committee meetings)

Each Municipality will decide on the dates of the meeting.

Section 30 of the Municipal Systems Act 32 of 2000 gives direction on the composition of the IDP Steering Committee.

Table 11: **IDP STEERING COMMITTEE MEETINGS**

No	MUNICIPALITY	FIRST	SECOND	THIRD	FOUR
1.	Thabazimbi	21/08/2025	05/11/2025	12/03/2026	19/05/2026
2.	Lephalale	06/08/2025	07/10/2025	10/03/2026	08/05/2026
3	Bela -Bela	13/08/2025	06/10/2025	03/03/2026	05/05/2026
4.	Mogalakwena	12/08/2025	05/11/2025	18/02/2026	13/05/2026
5.	Modimolle-Mookgophong	12/08/2025	07/10/2025	03/03/2026	07/05/2026
6.	Waterberg	14/08/2025	14/11/2025	13/03/2026	15/05/2026

Table 12: **IDP REPRESENTATIVE FORUM**

No	MUNICIPALITY	FIRST REP FORUM	SECOND REP FORUM	THIRD REP FORUM	FOURTH REP FORUM
1.	Thabazimbi	26/08/2025	12/11/2025	18/03/2026	20/05/2026
2.	Lephalale	19/08/2025	14/11/2025	19/03/2026	15/05/2026
3.	Bela -Bela	14/08/2025	09/10/2025	06/03/2026	19/05/2026
4.	Mogalakwena	20/08/2025	13/11/2025	12/03/2026	21/05/2026
5.	Modimolle-Mookgophong	20/08/2025	14/10/2025	10/03/2026	13/05/2026
6.	Waterberg	21/08/2025	21/11/2025	20/03/2026	22/05/2026

Table 13: **STRATEGIC PLANNING SESSION**

NO	MUNICIPALITY	DATE
1.	Lephalale	12-13 November 2025 (Pre Strategic Planning) 26-28 November 2025
2.	Modimolle-Mookgophong	04-06 February 2026
1.	Mogalakwena	18-20 February 2026
3.	Thabazimbi	24-26 February 2026
4.	Bela-Bela	25-27 February 2026
5.	Waterberg	02-04 March 2026

Table 14: **COMMUNITY BASED PLANNING (PUBLIC PARTICIPATION)**

No	MUNICIPALITY	DATES
1.	Thabazimbi LM	01-30 October 2025
2.	Lephalale LM	02-17 September 2025 04-12 November 2025
3.	Bela-Bela LM	01-30 September 2025
4.	Mogalakwena LM	02 September - 16 October 2025
5.	Modimolle-Mookgphong LM	01-30 September 2025
6.	Waterberg DM	JOINTLY WITH THE LOCALS MUNICIPALITIES

Table 15: **IDP ROADSHOWS**

NO	MUNICIPALITY	DATES
1.	Thabazimbi	01-30 April 2026
2.	Lephalale	04-15 May 2026
3.	Bela-Bela	07-30 April 2026
4.	Mogalakwena	07-30 April 2026
5.	Modimolle-Mookgphong	01-30 April 2026
6.	Waterberg	JOINTLY WITH THE LOCALS MUNICIPALITIES

Table 16: **DISTRICT IDP ENGAGEMENT SESSIONS – DISTRICT-WIDE**

No	DATE	TIME	VENUE
1.	01-02 September 2025 (Analysis Phase)	10H00	To be confirmed by Office of the Premier.
2.	17-18 November 2025 (Strategies Phase)		
3.	29-30 January 2026 (Project Phase)		

Table 17: **PROVINCIAL DEVELOPMENT PLANNING FORUM**

No	DATE	TIME	VENUE
1.	18 August 2025	10h00	To be confirmed by Office of the Premier.
2.	05 December 2025		
3.	05 March 2026		

21. COST ESTIMATES AND BUDGET

Table 18: **BUDGET PROCESSES**

BUDGET	
Midyear Budget & Performance Assessment	Budget & Benchmarking Assessment
Feb – March 2026	April – May 2026

The budget below outlines key planning activities to support IDP implementation and stakeholder engagement.

Table 19: **COST ALLOCATION FOR THE DRAFTING PROCESS**

ACTIVITY	BUDGETED COST
Costs of Workshops and Meetings (Rep Forum or Steering Committee, W/shops Co-ordinating meetings and Task team meetings)	
Costs for printing and stationery	
Advertisements	
District – wide IDP Internal assessment	
Strategic Planning Session	
Total	R460,061.00

22. ANNUAL REVISION OF THE FIVE YEAR IDP

Legal requirements

Section 34 of the Municipal Systems Act refers to annual review and amendment of the IDP.

A municipal council-

- (a) *must review its integrated development*
 - (i) *annually in accordance with an assessment of its performance measurements in terms of section 41; and*
 - (ii) *to the extent that changing circumstances so demand;*
- (b) *may amend its integrated development plan in accordance with a prescribed process.*

What the IDP review is all about

The annual review of the IDP is not intended to rewrite to/replace the approved 5 year IDP, but rather focused on the bullet points cited above.

Purpose of the annual IDP review

The approved 5 year IDP is reviewed annually (four times) during its 5 year life cycle.

The purpose of the annual review is to -

- reflect and report on progress made with respect to the strategy in the 5 year IDP;

- make adjustments to the strategy if necessitated by changing internal and external
- circumstances that impact on the appropriateness of the IDP;
- determine annual targets and activities for the next financial year in line with the 5 year strategy; and
- inform the municipality's financial and institutional planning and most importantly, the drafting of the annual budget

23. CONCLUSION

The successful alignment and implementation of the Integrated Development Plan (IDP) across municipalities within the Waterberg District Municipality (WDM) hinges on cooperative governance and strategic coordination. This IDP Review Framework has detailed the essential elements—timeframes, role players, alignment mechanisms, and legislative requirements—that enable the tabling and approval of the 2026/27 IDP and Budget within the prescribed legislative timelines. Compliance will ensure that the Draft IDP and Budget are tabled by March 2026 and approved by May 2026.

As a way forward, all local municipalities are expected to develop IDP process plans in concurrence with the District Framework Plan, outlining the following components:

- **HOW** the planning process will unfold per municipality;
- **WHAT** actions are required;
- **WHO** is responsible for implementing these actions;
- **WHEN** implementation should take place; and
- **WHAT** each action will cost.

This District IDP Framework and the Process Plan, are binding on all local municipalities within the district, in terms of section 27 of the Municipal Systems Act. The adopted process with timeframes, monitoring, alignment, binding legislations, policies, and planning requirements will have to be implemented by all Municipalities once adopted by their respective Councils

24. ANNEXURE A: ACTION PROGRAMME: ACTIVITIES AND TIMEFRAMES FOR 2026/27 IDP FRAMEWORK																
WDM – BLUE DISTRICT & LOCALS – YELLOW PROVINCE – GREEN																
ACTIVITY	Respo nsibili ty	JULY				AUG				SEPT						
		1	2	3	4	1	2	3	4	1	2	3	4			
Integrated Development Planning	2026/27 IDP, Budget Framework Process Plan	MM														
	Council Approval & Advertisement of the IDP & Budget Process	MM														
	Constitution of the IDP Structures: 1 st IDP Ref Forum - Process Plan	MM														
	Analysis, Drafting, Proposals and Confirmation of New Development Issues	MM														
	Public participation – Local Municipalities jointly with District Municipality															
	Completion of Draft Analysis – Locals and District															
	Provincial – District – wide analysis phase															
	District Planning Forum															
Annual Budget	Monthly Financial Reports for June including expenditure on staff benefits and results of cash flow	CFO														
	Accounting Officer to submit annual financial statements	CFO														

QUARTER 3 : Review, Propose and Confirm Objectives, Strategies and Projects		Responsibility	JAN			FEB			MAR		
Integrated Development Planning	Input IDP Review Projects (alignment of IDP Review) to the Municipal Budgeting process – ensure alignment.	MM									
	Adoption of the 2026/27 First Draft IDP:	MM									
	District Municipality	MM									
	Local Municipality	MM									
	3 rd IDP Representative Forum to Consider Draft IDP, and consolidated inputs from Provincial and National Departments	MM									
	Public Participation – Locals & District	MM									
	Provincial District Wide Session – Project phase	MM									
Annual Budget	Monthly financial report for Dec including expenditure on staff benefits and results of cash flow for 2nd 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									

Integrated Development Planning													
Activity	Respo nsibili ty	APRIL				MAY				JUNE			
QUARTER 4: Review, Propose and Confirm Objectives, Strategies and Projects		1	2	3	4	1	2	3	4	1	2	3	4
Ensure IDP, Budget and PMS alignment	MM												
Submit Draft IDP to CoGHSTA	MM												
4 th IDP RF	MM												
Annual review of PMS and submission of Annual Performance Report	MM												
21 Days advertisement for public comments													
Executive Mayor table Final IDP before Council for approval	MM												
Submit a copy of the Final IDP 10 days upon approval by Council 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												
Budget Roadshows (in conjunction with Locals)													

