

Maruleng local municipality
IDP/ PMS /Budget Process Plan

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2026-28/29 PROCESS PLAN

**MARULENG LOCAL MUNICIPALITY
IDP/BUDGET- PROCESS PLAN, 2026/29 (MTREF)**

1. INTRODUCTION

Section 28 of the Municipal Systems Act 32/2000, provides that each municipal Council should adopt a process that would guide the planning, drafting, adoption and review of the integrated development planning (IDP). Clear and established mechanisms, procedures and processes for consulting with communities are imperative and should have been followed before such a plan is adopted by Council.

2. CONTENT OF THE MUNICIPALITY IDP PROCESS PLAN

This plan outlines the following:

- *Phases and activities of the IDP process*
- *Structures that will manage the planning process and their respective roles*
- *Public/community participation or involvement*
- *Time schedule for the planning process*
- *Roles and responsibilities for participants*
- *Monitoring of the process*

3. PHASES/STAGES OF THE IDP PROCESS

The table below shows the phases/stages of the IDP process and activities entailed for the Review of 2026/29 IDP

TABLE 1: PHASES OF THE IDP PROCESS				ACTIVITIES
IDP PHASES				
2026/27	2027/28	2028/29		
PREPARATORY July 2026	PREPARATORY July 2027	PREPARATORY July 2028		- Identification and establishment of stakeholders and or structures and sources of information - Development of the IDP Process Plan
ANALYSIS PHASE August- September 2026	ANALYSIS PHASE August - September 2027	ANALYSIS PHASE August - September 2028		Compilation of levels of development and backlogs that suggest areas of interventions
STRATEGIES PHASE November- December 2026	STRATEGIES PHASE November- December 2027	STRATEGIES PHASE November - December 2028		Reviewing Vision, Mission, Strategies and objectives
PROJECT PHASE January 2027- March 2027	PROJECT PHASE January 2028- March 2028	PROJECT PHASE January 2029- March 2029		Identification of possible projects and their funding sources
INTEGRATION PHASE March 2027- April 2027	INTEGRATION PHASE March 2028- April 2028	INTEGRATION PHASE March 2029- April 2029		Sector Plans summary inclusion and programs of action
APPROVAL PHASE March 2027 - May 2027	APPROVAL PHASE March 2028 - May 2028	APPROVAL PHASE March 2029 - May 2029		- Submission of Draft IDP to Council - Roadshow on Public Participation and publication - Amendments of draft IDP/Budget according to comments/inputs received - Submission to Council for Final - Approval and adoption by Council

4. STRUCTURES THAT MANAGE/ DRIVE THE IDP

The following structures will be responsible for developing, implementing and monitoring the IDP/Budget of MLM. Municipal Manager with the assistance of the IDP Manager shall facilitate all IDP activities.

TABLE 2: STRUCTURES THAT MANAGE/DRIVE THE IDP PROCESS		
STRUCTURE	COMPOSITION	ROLE
Council	Members of Council (chair: Speaker)	Approve/adopt IDP and Budget
Executive Committee	Mayor, Portfolio Heads and members of the Management Committee (chair: Mayor)	- Political oversight - Assigns responsibilities to Municipal Manager - Submits draft IDP/Budget to Council
IDP Representative Forum	Government Departments, Ward Committee Members, CDWS, Traditional Leaders, CBOs, SOEs, Associations, Interest groups, Resource persons and Members of Council (chair: Mayor)	- Represent interests of their constituencies - Debate and confirm priorities of the municipality - Monitor the performance of the planning and implementation processes
IDP Steering Committee	IDP Steering Committee -MM, Directors and Sectional Heads (chair: Municipal Manager) Sector Departments Budget Committee CFO, Directors, MM, Internal Auditor, IDP Manager & Portfolio Head of Budget, Treasury, Corporate Services & Administration (chair: Portfolio Head of Budget, Treasury, Corporate Services & Administration)	- Compilation and implementation of the IDP - Provide technical expertise and support - Budgetary processes of the municipality
Audit Committee	- Management - Members of the Audit Committee - Internal Auditor (chair: Chairperson of Audit Committee)	IDP/Budget/Performance monitoring
Technical Committees on APR and AFS	- Management - Members of the Audit Committee	- Monitoring quarterly Performance and Financial Reports - Preparations of APR and APR

	(chair: Members of Audit Committee delegated by the Chairperson of Audit Committee)	
Ward Committees	All Ward Committees (Chair: Ward Councilors)	▪ Link the planning process to their respective wards ▪ Assist in public consultation and participation
MPAC	All MPAC Members MPAC Chairperson	▪ Oversight role on behalf of Council
COGHSTA	MEC for COGHSTA	▪ Assess/Evaluate the IDP, comment and monitor its implementation

5. PUBLIC PARTICIPATION

One of the main features about the integrated development planning process is the involvement of community and stakeholder organizations in the process. Participation of the affected and interested parties ensures that the IDP addresses the real issues that are experienced by the citizens of the municipality. The municipality will therefore:

- ❖ Conduct stakeholder identification exercise
- ❖ Ensure that the IDP representative Forum is the core structure that will provide direct representation of stakeholders in driving the IDP process
- ❖ Ensure that every phase of the planning process should allow public debates, recommendations and/or decisions that will guide the Council in its independent decision-making platform
- ❖ Arrange IDP meetings at a convenient venue and time
- ❖ Ensure participation of marginalized groupings

Areas of focus are on the identification of strategic development priorities as well as prioritizing resource allocation to programs and projects.

6. IDP ACTIVITY FLOW

- ✓ The office of the Municipal Manager shall provide both facilitation and secretariat of the IDP Steering Committee and Representative Forum
- ✓ The IDP Steering Committee shall be involved in the drafting of the IDP Process plan
- ✓ The Municipal Manager on behalf of the Steering Committee shall submit the Process plan to the mayor
- ✓ The Mayor shall submit the Process to the Executive Committee
- ✓ Executive Committee shall submit the Process plan to the Council
- ✓ The Office of the Municipal Manager shall facilitate the Steering Committee in drafting the IDP in all phases
- ✓ The Office of the Municipal Manager shall monitor planning processes in all phases
- ✓ The draft IDP shall be submitted to the Mayor for his oversight
- ✓ The Municipal Manager shall submit the draft IDP to the Rep. forum and Executive Committee
- ✓ The audit committee chairperson shall with all audits related matters as per the process plan
- ✓ The Mayor shall submit the draft IDP/Budget to the Council
- ✓ The Council shall approve both the process plan and the IDP/Budget

7. ACTIVITY PROGRAMME

The activity plan shall take into account the district planning processes as well as the Provincial planning cycle for support from the Sector Departments.

TABLE 3: ACTIVITY PROGRAMME			
2026/27	2027/28	2028/29	ACTIVITY
31 July 2026	31 July 2027	31 July 2028	Preparatory Phase
30 September 2026	30 September 2027	30 September 2028	Status Quo Analysis Phase
31 December 2026	31 December 2027	31 December 2028	Strategy Phase
31 March 2027	31 March 2028	31 March 2029	Project Phase
March- 30 April 2027	March -30 April 2028	March- 30 April 2029	Integration Phase
31 March 2027	31 March 2028	31 March 2029	Approval of Draft IDP/Budget
14 April 2027	14 April 2028	14 April 2029	Publication of Draft IDP/Budget
1 May - 20 May 2027	1 May - 20 May 2028	1 May - 20 May 2029	Public participation meetings
31 May 2027	31 May 2028	31 May 2029	Adoption of the final IDP/Budget
14 June 2027	14 June 2028	14 June 2029	Public notice on the adoption of the IDP/Budget
28 June 2027	28 June 2028	28 June 2029	Mayor signs the SDBIP
30 June 2027	30 June 2028	30 June 2029	Senior Managers sign Performance Agreements

8. IDP/BUDGET ACTIVITY SCHEDULE (JULY 2026-JUNE 2029)

TABLE 4: IDP/BUDGET ACTIVITY SCHEDULE							
DATE	2027/28		2028/29	IDP/PMS ACTIVITIES	BUDGET ACTIVITIES	RISK AND AUDIT COMMITTEE ACTIVITIES	RESPONSIBLE PERSON
2026/27							
24 July 2026	27 July 2027		27 July 2028	IDP Steering Committee: Process Plan			IDP Manager & Municipal Manager
24 July 2026	23 July 2027		22 July 2028	Ordinary EXCO meeting			Mayor & Municipal Manager
27 July 2026	28 July 2027		28 July 2028	IDP Representative Forum: Process plan			IDP Manager & Municipal Manager
28 July 2026	21 July 2027		22 July 2028			4 th Quarter ordinary meeting	Chief Internal Auditor & Municipal Manager
XXXXXXXXXXXX	15 July 2027		16 July 2028			4 th Quarter Risk Committee meeting	Senior Risk Officer & Municipal Manager
30 July 2026	30 July 2027		30 July 2028		MSCOA Steering Committee Meeting		Chief Financial Officer & Municipal Manager
30 July 2026	30 July 2027		30 July 2028	Council Sitting: Adopts process plan			Mayor & Municipal Manager
15 August 2026	17 August 2027		18 August 2028			Special AC meeting- 1 st Draft AFS and APR	Chief Internal Auditor & Municipal Manager
22 August 2026	24 August 2027		25 August 2028			Special AC meeting- 2 nd Draft AFS and APR	Chief Internal Auditor & Municipal Manager
31 August 2026	31 August 2027		31 August 2028		Submit Financial statements and Annual Report		Chief Financial Officer & Municipal Manager

21 September 2026	21 September 2027			IDP Steering Committee: Analysis phase	to Auditor General of South Africa		IDP Manager & Municipal Manager
26 September 2026	24 September 2027		16 September 2028	IDP Representative Forum: Analysis Phase			IDP Manager & Municipal Manager
26 September 2026	27 September 2027		27 September 2028			Special AC meeting- engagement letter and Audit Strategy	Chief Internal Auditor & Municipal Manager
15 October 2026	16 October 2027		15 October 2028			1 st Quarter Risk Committee meeting	Senior Risk Officer & Municipal Manager
23 October 2026	22 October 2027		24 October 2028			1 st Quarter AC Ordinary Meeting	Chief Internal Auditor & Municipal Manager
24 October 2026	22 October 2027		21 October 2028	Ordinary EXCO sitting			Mayor & Municipal Manager
25 October 2026	22 October 2027		21 October 2028		MSCOA Steering Committee Meeting		Chief Financial Officer & Municipal Manager
29 October 2026	30 October 2027		29 October 2028	Council Sitting: 1 st Quarter Performance Report			Mayor & Municipal Manager
25 November 2026	26 November 2027		25 November 2028			Special AC meeting- Draft AGSA reports	Chief Internal Auditor & Municipal Manager
15 January 2027	15 January 2028		14 January 2029		Budget Committee: commence preparation of departmental		Chief Financial Officer & Municipal Manager

					operational plans & SDBIP aligned to the strategic priorities and inputs from stakeholders			
18 -22 January 2026	9-11 December 2028	8-10 December 2029		Municipal Strategic Planning Session				Mayor & Municipal Manager
19 January 2027	17 January 2028	17 January 2029				Special AC meeting-Mid-Year Performance Report (Section 72)		Chief Internal Auditor & Municipal Manager
20 January 2027	21 January 2028	21 January 2029		EXCO: Noting of Mid-year reports and Annual Reports	EXCO: Noting Mid-year report and budget adjustment performance report			Mayor & Municipal Manager
25 January 2027	22 January 2028	23 January 2029		Special Council: Noting of Mid-year reports and Annual Reports				Mayor & Municipal Manager
25 January 2027	06 February 2028	21 January 2029			Budget Committee: Considers departmental budget proposals			Chief Internal Auditor & Municipal Manager
25 January 2027	21 January 2028	21 January 2029		Ordinary EXCO sitting				Mayor & Municipal Manager
26 January 2027	21 January 2028	21 January 2029			MSCOA Steering Committee Meeting			Chief Financial Officer & Municipal Manager
28 January 2027	28 January 2028	28 January 2029		Ordinary Council sitting				Mayor & Municipal Manager

11 February 2027	12 February 2028	13 February 2029		Mid-year Budget and Performance Assessment Session		Chief Financial Officer & Municipal Manager
12 February 2027	12 February 2028	13 February 2029			2 nd Quarter Risk Committee meeting	Senior Risk Officer & Municipal Manager
16- 20 February 2027	16 - 19 February 2028	08 February 2029	Publication of the Annual Report for public input			Municipal Mager
22 February 2027	21 February 2028	15 - 18 February 2029			2 nd Quarter AC Ordinary Meeting	Chief Internal Auditor & Municipal Manager
23 February 2027	23 February 2028	23 February 2029	Special EXCO sitting			Mayor & Municipal Manager
25-26 February 2027	23-24 February 2028	23-24 February 2029			Strategic Risk Assessment Workshop	Senior Risk Officer & Municipal Manager
25 February 2027	26 February 2028	21 February 2029		Tabling of the Adjustment Budget/ SDBIP		Mayor & Municipal Manager
4 March 2027	3 March 2028	25 February 2029		Draft Budget finalized		Chief Financial Officer & Municipal Manager
6 March 2027	10 March 2028	13 March 2029			Special Risk Meeting- Strategic Risk Register and Governance Documents	Senior Risk Officer & Municipal Manager
13 March 2027	12 March 2028	3 March 2029	Budget Committee			Chief Finance Officer
18 March 2027	19 March 2028	27 March 2029	IDP Steering Committee: Draft IDP/Budget		Special AC meeting-Draft IDP and Budget	IDP Manager & Municipal Manager
19 March 2027	24 March 2028	20 March 2029	Oversight report (preparation, public participation etc.)			MPAC Chairperson & Municipal Manager

23 March 2027	30 March 2028	28 March 2029	IDP Representative Forum: Draft IDP/Budget			IDP Manager & Municipal Manager
24 March 2027	March 2028	30 March 2029	EXCO: Draft IDP/Budget	Confirm Provincial and National allocation		Mayor & Municipal Manager
30 March 2027	31 March 2028	31 March 2029	Council Sitting: - Adoption of Draft IDP/Budget Tabling of Oversight Report on Annual Report Submission of Draft IDP to DLGH for Analysis			Mayor & Municipal Manager
5 April 2027	1 April 2028	3 April 2029				IDP Manager & Municipal Manager
14-15 April 2027	15-16 April 2028	19-20 April 2029	Policy workshop	Publication of the draft MTEF Budget		Municipal Manager
15 April 2027	16 April 2028	19 April 2029			3 rd Quarter Risk Committee meeting	Senior Risk Officer & Municipal Manager
21 April 2027	23 April 2028	19 April 2029			3 rd Quarter AC Ordinary Meeting	Chief Internal Auditor & Municipal Manager
22 April 2027	22 April 2028	23 April 2029	Ordinary EXCO sitting			Mayor & Municipal Manager
24 April 2027	29 April 2028	29 April 2029		Policy Review Meeting (rates & taxes)		Chief Financial Officer & Municipal Manager
29 April 2027	29 April 2028	29 April 2029	Ordinary Council sitting			Mayor & Municipal Manager
1-30 April 2027	1-30 April 2028	1-30 April 2029	Publication of the draft IDP/Budget documents for public comments/ inputs			IDP Manager & Municipal Manager

8 May 2027	9 May 2028	10 May 2029			Budget Benchmarking Session		Chief Financial Officer & Municipal Manager
5-14 May 2027	12-16 May 2028	15-19 May 2029	Public Participation on the Draft IDP/Budget	Amendment of the Draft Budget as per public participation process			IDP Manager & Municipal Manager
19 May 2027	19 May 2028	18 May 2029				Special AC meeting-Final IDP and Budget	Chief Internal Auditor & Municipal Manager
21 May 2027	24 May 2028	25 May 2029	IDP Steering Committee: Effect changes to Draft IDP/Budget as per public comments.				IDP Manager & Municipal Manager
23 May 2027	24 May 2028	25 May 2029			MSCOA Steering Committee Meeting		Chief Financial Officer & Municipal Manager
24 May 2027	25 May 2028	26 May 2029	IDP Representative Forum: Consider final Draft IDP/Budget				IDP Manager & Municipal Manager
25 May 2027	25 May 2028	29 May 2029	EXCO: Final Draft IDP/Budget.		Council sitting: Adoption IDP/Budget		Mayor & Municipal Manager
27 May 2027	28 May 2028	30 May 2029	Council sitting: Adoption IDP/Budget		Submission of the Approved IDP & Budget to Provincial and National Treasury		IDP Manager & Municipal Manager

07 June 2027	04 June 2028	05 June 2029	Submission of IDP to the MEC for Local Government and Housing			IDP Manager & Municipal Manager
14 June 2027	15 June 2028	12 June 2029	IDP Summary & Notice for approved IDP/Budget	Adoption of the SDBIP		IDP Manager & Municipal Manager
23 July 2027	23 July 2028	23 July 2029	Ordinary EXCO sitting			Mayor & Municipal Manager
27 June 2026	26 June 2028	26 June 2029	Adoption of the SDBIP			Mayor
28 June 2027	27 June 2028	26 June 2029			Special meeting- Internal Audit Plans 2027/28	Chief Internal Auditor & Municipal Manager
30 June 2027	30 June 2028	30 June 2029	Signed Performance Contracts by Senior Managers			Mayor & Municipal Manager

9. MONITORING AND EVALUATION OF THE PROCESS PLAN

Maruleng Local Municipality will be responsible for monitoring its own IDP/Budget Process Plan and ensure that it is being followed as approved. The municipal IDP office must check and report compliance to intergovernmental structures and the district municipality for support interventions. This process will also be linked to the SDBIP reporting cycle as adopted by the mayor.

10. COST ESTIMATES: R 3, 600,000

11. CONCLUSION

The Process Plan adopted by the Council shall be binding to all in the municipality and shall further provide transparency and accountability to the communities of Maruleng Local Municipality.

SIGNED BY:



MUROA M.L
ACTING MUNICIPAL MANAGER

LIST OF SELECTED ABBREVIATIONS

COGHSTA	Cooperative Governance, Human Settlements & Traditional Affairs
CBO's	Community Based Organizations
CFO	Chief Finance Officer
EXCO	Executive Committee
FY	Financial Year
IDP	Integrated Development Plan
MPAC	Municipal Public Accounts Committee
MEC	Member of Executive Council
MLM	Maruleng Local Municipality
MM	Municipal Manager
NGO's	Non- governmental Organizations
PMS	Performance Management System
SDBIP	Service Delivery and Budget Implementation Plan
SOE	State Own Enterprises