

LEPELLE- NKUMPI MUNICIPALITY

IDP/ BUDGET REVIEW PROCESS PLAN

1. Introduction

Municipal Systems Act, Section 34 prescribes that a municipal council:

- (a) must review its integrated development plan-
 - (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.

Municipal Finance Management Act 56 of 2003 Section 21(1) (b) states that the Mayor must at least 10 months before the start of the financial year; table to council a time schedule outlining key deadlines for IDP review and budget preparations and approval.

Section 28 (1) of the Municipal Systems Act of 2000, stipulates that each municipal council must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan. This document therefore seeks to explain the activities that council is to undertake in preparation of its IDP and Budget for the next financial year by reflecting on legislative framework, activities to be undertaken and dates and targets groups/stakeholders and role players.

2. National and Provincial Planning and Legislative Framework

2.1. LIST OF NATIONAL AND PROVINCIAL BINDING LEGISLATIONS

| Category of Requirement | Sector Requirement | National Department | Legislation/Policy |
|--|-------------------------------------|--|------------------------------------|
| Legal requirement for a district/local plan | Water Services Development Plan | Department of Water and Environmental Affairs | Water Services Act |
| | Integrated Transport Plan | Department of Transport | National Transport Bill |
| | Waste Management Plan | Department of Water and Environmental Affairs | White Paper on Waste Management |
| | Spatial planning requirements | Department of Rural Development and Land Reform | DFA |
| Requirement for sector planning to be incorporated into IDP | Housing strategy | Human Settlements | Housing Act (Chapter 4, Section 9) |
| | Local Economic Development Strategy | Department of Cooperative Governance and Traditional Affairs | Municipal Systems Act |
| | Integrated Infrastructure Planning | Department of Cooperative Governance and Traditional Affairs | |

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| | Spatial framework | Department of Rural Development and Land Reform. Department of Cooperative Governance and Traditional Affairs | Municipal Systems Act, Land Use Management Bill |
| Requirement that IDP complies with | National Environmental Management Act (NEMA) Principles | Department of Water and Environmental Affairs | National Environment Management Act (107 of 1998) |
| | Development Facilitation Act (DFA) Principles | Department of Rural Development and Land Reform | Development Facilitation Act |
| | Environmental Implementation Plans (EIPs) | Department of Water and Environmental Affairs | National Environment Management Act (107 of 1998) |
| | Environmental Management Plans (EMPs) | Department of Water and Environmental Affairs | National Environment Management Act (107 of 1998) |

2.2. LIST OF RELEVANT POLICIES AND PROGRAMMES

| POLICY/PROGRAMMES | RESPONSIBLE DEPARTMENT | SUBJECT MATTER |
|---|-------------------------------|---|
| Reconstruction & Development Programme | Presidents Office | Development planning and service delivery. Local Economic Development. |

| POLICY/PROGRAMMES | RESPONSIBLE DEPARTMENT | SUBJECT MATTER |
|--|---------------------------------|---|
| (RDP) | | |
| Growth, Employment & Redistribution Strategy (GEAR) | Presidents Office | <p>A (macro-economic) strategy for rebuilding and restructuring the economy.</p> <p>Contents include fiscal policy; monetary and exchange rate policy; trade, industrial and small enterprise policies; social and sectoral policies; public investment and asset restructuring; employment, wages and training; and policy coordination.</p> |
| Integrated Sustainable Rural Development Strategy (ISRDS) | Presidents Office | <p>The ISRDS is designed to realize a vision that will attain socially cohesive rural communities with viable institutions, sustainable economies and universal access to social amenities, able to attract and retain a skilled and knowledgeable people, who are equipped to contribute to growth and development.</p> |
| Urban Development Framework | Department of Human Settlements | <p>Seeks to accommodate the growth and job creation orientation of GEAR with the more redistributive and >people development= association of the RDP. It does so through the</p> |

| POLICY/PROGRAMMES | RESPONSIBLE DEPARTMENT | SUBJECT MATTER |
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| | | accommodation of the need to stimulate local economic development and enhanced global competitiveness of South African cities. |
| Rural Development Framework (RDF) | Department of Rural Development and Land Reform | The RDF asserts a powerful poverty focus. It describes how government working with rural people aims to achieve a rapid and sustained reduction in rural poverty. |
| Local Agenda (LA 21) | Department of Agriculture, Forestry and Fisheries & Department of Water and Environmental Affairs | Blueprint for Sustainable Development. Delivering basic environmental, social and economic services. Local level planning. Sustainable development of local urban settlements and communities. |
| Limpopo Employment, Growth & Development Plan (LEGDP) | Premiers Office | Industrial Development, Enterprise Development: SMMES and Cooperatives Development, Regional Economic Development and Integration, Public Infrastructure Investment, Water Resource Development and Demand Management, Agriculture and Rural Development, Education and Skills Development, Health |

| POLICY/PROG RAMMES | RESPONSIBLE DEPARTMENT | SUBJECT MATTER |
|-------------------------------|-----------------------------------|---|
| | | Care Development, Environmental and Natural Resources Development, Safety and Security, The Green Economy and creation of green jobs, Corporate Governance, ICT and Innovation Enabled Industries |

3. Institutional Framework and roles/responsibilities during the IDP/Budget review Process

| Structures | Composition | Terms of reference |
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| Municipal manager/IDP Manager | Municipal manager/Planning Manager/IDP Manager | <ul style="list-style-type: none"> - Prepares the process plan - Daily coordination and overall management of the planning process - Stakeholders' involvement - Responsible for crafting of the IDP - Ensures that the planning process is participatory, strategic and implementation oriented and is aligned with sector planning requirements - Ensures proper documentation of the results of the planning of the IDP document - Ensures time frames are adhered to - Ensures linkages between IDP priorities and budget processes - Chairs the IDP steering committee |

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| | | meetings |
| IDP/Budget Steering Committee | -Executive Managers plus heads of units, - Planning and LED portfolio committee members/ Budget portfolio committee members | - Provide relevant technical, sector and financial information and support for the review process. - Translation of broad community issues into priorities into outcome based programs and projects. - Monitor Implementation of IDP -Responsible for monitoring and drafting of IDP and Budget, or delegate this function to Municipal Manager |
| Municipal Council | All Councilors | -Considers and adopts the IDP/Budget review process plan - Responsible for the final adoption of the IDP, Budget and service delivery implementation plan |
| Ward Councillors | Councillors representing wards | - Link municipal planning process to their wards - Organise public participation meetings - Ensure that annual Community/Ward Based Plans are linked to and based on the IDP |
| Development Planning Forum | -Residents' Organisations -Sector departments - Ward committees - Executive committee members - Farming | -Represent the interests of various constituencies in the IDP review process. - Ensure stakeholder inputs are included in the IDP process - Coordination and alignment in planning and service delivery - Monitor the performance of the planning and implementation process |

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| | Community - Other stakeholder representative | |
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4. Stakeholder consultations

In terms of Municipal systems Act, the IDP review process should start ten months before the beginning of the financial year under review.

4.1 First Phase: September- December

The first phase of the IDP/Budget review process will allow the community to identify the broad development needs and priorities. And together with other stakeholders, the community will be inputting on the IDP analysis phase.

It is proposed that during this phase deliberate efforts must be made to involve ward based organized/community structures/stakeholders/service providers, previously marginalised groups and broad community members through community based planning approach. Sector-based consultations will also be conducted during this phase to coordinate alignment in planning processes through IDP Rep Forum.

4.2 Second Phase; March- May

The phase will be characterized by comprehensive stakeholder consultations, policy review and public submissions. Public participation will be allowed for comments and inputs into the draft IDP and budget. It

is therefore imperative to publish both draft IDP and budget prior to the commencement of the second phase of stakeholder consultations.

5. The following process will be followed:

| Tasks/Activities | Target date |
|--|---------------------|
| 2011/12 IDP/ Budget review process plan is considered by council for approval. | 26 August 2011 |
| IDP Steering Committee Conducts Situational Analysis | By 12 October 2011 |
| 1 st Quarterly report on IDP/Budget implementation is compiled and submitted to council | By 31 October 2011 |
| Projects identification and alignment with sector departments' plans | By 11 December 2011 |
| Ward/Community based consultation meetings and Stakeholder consultation on situational analysis | By 11 December 2011 |
| Submission of a half-yearly report on IDP/ Budget implementation to council. | 31 January 2012 |
| Council approves Mid-Year Adjustment budget | 31 January 2012 |
| Stakeholder consultation (with IDP representative forum/communities/traditional leaders/farm communities and business) on draft IDP/Budget | 15 March 2012 |
| Tabling of budget/ financial policies to council for review | 31 March 2012 |
| Council approves 1st draft IDP/ Budget reviewed for and allows | 31 March 2012 |

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| for public comments. | |
| Submission of 3 rd quarter report on the implementation of IDP/Budget | By 31 April 2012 |
| Stakeholder consultation (with IDP representative forum/communities/traditional leaders/farm communities and business) on draft IDP/Budget | May 2012 |
| Council retreats to a strategic planning session to review municipal objectives and strategies and develop one year service delivery plan and MTREF budget. | 17 May 2012 |
| Adoption of reviewed IDP and budget for by council | 31 May 2012 |
| Submit service delivery implementation plans and budget to the mayor for approval. | 11 June 2012 |
| IDP/ Budget and SDBIP are made public, including on municipal website. | 15 June 2011 |
| Submit copies of reviewed 2011/12 IDP/ Budget to the MEC, National Treasury and Provincial Treasury | 08 June 2012 |

7. IDP REP. FORUM MEETINGS

| DATE | TIME | VENUE |
|------------|-------|------------------------|
| 15/03/2012 | 10H00 | Lebowakgomo Civic Hall |
| 05/2012 | 10H00 | Lebowakgomo Civic Hall |