

**LEPELLE- NKUMPI MUNICIPALITY
DRAFT PROCESS PLAN FOR 2012/13 IDP/ BUDGET REVIEW**

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.

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 2013/14 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	
	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
National Development Plan	Presidents Office	Key Economic Drivers, Job Creation, Infrastructure Investment, Low Carbon Economy, Rural Economy, Medium Term Strategic Framework
New Growth Path	Presidents Office	A (macro-economic) strategy for rebuilding and restructuring the economy. 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.
Reconstruction & Development Programme (RDP)	Presidents Office	Development planning and service delivery. Local Economic Development.
Integrated Sustainable Rural Development Strategy (ISRDS)	Presidents Office	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.
Urban Development Framework	Department of Human Settlements	Seeks to accommodate the growth and job creation orientation. It does so through the 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,	Blueprint for Sustainable Development. Delivering basic environmental, social and economic services.

POLICY/PROGRAMMES	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
	Forestry and Fisheries & Department of Water and Environmental Affairs	Local level planning. Sustainable development of local urban settlements and communities.
Limpopo Employment, Growth & Development Plan (LEGDP)	Premiers Office	Industrial Development Programme, Enterprise Development: SMMES and Cooperatives Development Programme, Regional Economic Development and Integration Programme, Public Infrastructure Investment Programme, Water Resource Development and Demand Management, Agriculture and Rural Development Programme, Education and Skills Development Programme, Health Care Development Programme, Environmental and Natural Resources Development Programme, 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
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 meetings
IDP/Budget Steering Committee	-Executive Managers plus heads of units, - Planning and LED portfolio committee members/ Budget portfolio committee members	<ul style="list-style-type: none"> - 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 Councillors	<ul style="list-style-type: none"> -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	<ul style="list-style-type: none"> - 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
IDP representative forum	<ul style="list-style-type: none"> -Residents' Organisations -Sector departments - Ward committees - Executive committee members - Farming Community - Other stakeholder representative 	<ul style="list-style-type: none"> -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

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 2012

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 consulted during this phase to coordinate alignment in planning processes through IDP Rep Forum.

4.2 Second Phase; March- May 2013

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	Lead Responsible	Target date
2012/13 IDP/ Budget review process plan is approved by council.	Planning Manager/ CFO/ Municipal Manager	August 2012
IDP Steering Committee Conducts Situational Analysis.	Municipal Manager	October 2012
Projects identification and alignment with sector departments' plans.	IDP Manager	December 2012
Ward/Community based consultation meetings and Stakeholder consultation on situational analysis.	IDP Manager	December 2012
Council approves Mid-Year Adjustment budget.	Chief Financial Officer	January 2013
Strategic planning session to review municipal objectives and strategies and develop one year service delivery plan and MTREF budget.	Municipal Manager	March 2013
Tabling of budget/ financial policies to council for review.	Chief Financial Officer	March 2013
Council approves 1st draft IDP/ Budget reviewed for 2013/14 and allows for public comments.	Municipal Manager	March 2013
Stakeholder consultation (with IDP representative forum/communities/traditional leaders/farm communities and business) on draft 2013/14 IDP/Budget.	IDP Manager/ Budget Manager	April/May 2013
Strategic planning session to review municipal objectives and strategies and develop one year service delivery plan and MTREF budget.	Municipal Manager	May 2013
Adoption of reviewed IDP and budget for 2013/14 by council.	Municipal Manager	May 2013

Submit service delivery implementation plans and budget to the mayor for approval.	Municipal Manager	June 2013
2013/14 IDP/ Budget and SDBIP are made public, including on municipal website.	IDP Manager/Municipal Manager	June 2013
Submit copies of reviewed 2013/14 IDP/ Budget to the MEC, National Treasury and Provincial Treasury.	Chief Financial Officer/ Municipal Manager	June 2013

6. COMMUNITY CLUSTER CONSULTATIVE MEETINGS

WEEKEND DATE	TIME	VENUE	CLUSTERED WARDS (IN LINE WITH THE NEW DEMARCATIONS OF 29 WARDS)
April/May 2013	10:00	Mahlatjane Hall	27/28/29
April/May 2013	10:00	Tooseng Hall	13/19/20/21
April/May 2013	10:00	Mamaolo Hall	22/23/24/25/26
April/May 2013	10:00	Mehlareng Hall	1,2,3,4,5,6
April/May 2013	10:00	Hlakano Hall	7,8,9,10,11,12,14
April/May 2013	14:00	Lebowakgomo High	15/16/17/18

7. IDP REP. FORUM MEETINGS

DATE	TIME	VENUE
March 2013	11:00	Lebowakgomo Civic Hall
May 2013	11:00	Lebowakgomo Civic Hall

8. Traditional Leaders, Farm Communities and Business Consultation Meetings

Target Group	DATE	TIME	VENUE
Traditional Leaders	April/May 2013	10:00	TBA
Farm Owners	April/May 2013	10:00	TBA
Farm Workers	April/May 2013	10:00	TBA
Business	April/May 2013	10:00	TBA