

LEPELLE- NKUMPI MUNICIPALITY

2019/20 AMENDED IDP/BUDGET/PMS PROCESS PLAN

2019/20 AMENDED IDP/BUDGET/PMS PROCESS PLAN

TABLE OF CONTENTS

	PAGE NO.
1. INTRODUCTION	3
2. NATIONAL AND PROVINCIAL PLANNING AND LEGISLATIVE FRAMEWORK	3
3. INSTITUTIONAL FRAMEWORK AND ROLES/RESPONSIBILITIES DURING THE IDP/BUDGET REVIEW PROCESS	5
4. STAKEHOLDERS CONSULTATIONS	6
5. SCHEDULE OF ACTIVITIES AND TIME TABLE TO BE FOLLOWED	6
6. IDP/BUDGET/PMS STEERING COMMITTEE MEETINGS	8
7. STRATEGIC PLANNING SESSIONS	8

2019/20 AMENDED IDP/BUDGET/PMS PROCESS PLAN

1. INTRODUCTION

Section 25 of the Municipal Systems Act stipulates that each council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality.

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. Also, Section 21(1) (b) of the Municipal Finance Management Act 56 of 2003 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.

This document therefore seeks to explain the process that council of Lepelle-Nkumpi is to undertake in preparing for its IDP and Budget for the 2020/21 financial year by reflecting on legislative framework, schedule of activities to be undertaken together with dates and target groups/stakeholders and role players of the process.

2. NATIONAL AND PROVINCIAL PLANNING POLICY 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 Sanitation	Water Services Act
	Integrated Transport Plan	Department of Transport	National Transport Bill
	Environmental Management Plans (EMPs)	Department of Environmental Affairs	National Environment Management Act (107 of 1998)
	Waste Management Plan	Department of Environmental Affairs	White Paper on Waste Management
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 Development Framework	Department of Rural Development and Land Reform. Department of Cooperative Governance and Traditional Affairs	Municipal Systems Act, Spatial Planning and Land Use Management Act
	Environmental Management Plans (EMPs)	Department of Environmental Affairs	National Environment Management Act (107 of 1998)

2019/20 AMENDED IDP/BUDGET/PMS PROCESS PLAN

	Environmental Legal Compliance Report	Department of Environmental Affairs	National Environment Management Act (107 of 1998)
Requirement that IDP complies with	National Environmental Management Act (NEMA) Principles	Department of 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 Environmental Affairs	National Environment Management Act (107 of 1998)
	Environmental Management Plans (EMPs)	Department of Environmental Affairs	National Environment Management Act (107 of 1998)

2.2. LIST OF RELEVANT POLICIES AND PROGRAMMES

POLICY/PROGRAMMES	RESPONSIBLE DEPARTMENT	SUBJECT
National Development Plan	President's Office	RSA's vision 2030. Aims to eliminate poverty and reduce unemployment by uniting all South Africans, focusing on economic growth that is labour absorbing, building a capable and developmental state, and promoting active citizenry in development 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)	President's Office	Development planning and service delivery. Local Economic Development.
Integrated Sustainable Rural Development Strategy (ISRDS)	President's 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, Forestry and Fisheries & Department of	Blueprint for Sustainable Development. Delivering basic environmental, social and economic services. Local level planning. Sustainable development of local urban settlements and communities.

2019/20 AMENDED IDP/BUDGET/PMS PROCESS PLAN

POLICY/PROGRAMMES	RESPONSIBLE DEPARTMENT	SUBJECT
	Environmental Affairs	
Limpopo Development Plan (LDP)	Office of the Premier	Placing the economy on a new growth path capable of delivering decent work and sustainable livelihoods.
CDM 2040 Growth and Development Strategy	Capricorn District Municipality	The 2040 G&D strategy casts a vision that inspires development in all areas of CDM, stimulate economic growth, and create employment and addressing the structural inefficiencies of the district and local municipalities.
CDM 2040 Growth and Development Strategy	Lepelle-Nkumpi Municipality	Vision 2040 GDS casts a vision that inspires development in all areas that stimulate economic growth, and create employment and addressing the structural inefficiencies of the municipality.

3. INSTITUTIONAL FRAMEWORK AND ROLES/RESPONSIBILITIES DURING THE IDP/BUDGET REVIEW PROCESS

Structures	Composition	Terms of reference
Municipal manager/IDP Manager	Municipal Manager/ Planning Executive Manager/IDP Manager	<ul style="list-style-type: none"> - 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/PMS Steering Committee	<ul style="list-style-type: none"> - Planning and LED Portfolio committee members/ Budget and Treasury Portfolio Chairperson, Infrastructure Cluster Portfolio Chairperson -Municipal Manager - Executive Managers 	<ul style="list-style-type: none"> - Provide relevant technical, sector and financial information and support for the review process. - Prepares the IDP/Budget/PMS review process plan - Summarizes and process inputs from public participation - Translation of broad community issues into priorities into outcome based programs and projects. -Responsible for drafting and monitoring of implementation of IDP and Budget - Provides inputs related to various stages of planning and budgeting - Proposes prioritization and sequencing of projects for implementation Proposes Draft IDP and Budget for adoption
Municipal Council	All Councillors	<ul style="list-style-type: none"> -Considers and adopts the IDP/Budget/PMS 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 process
IDP	-Residents' Organisations	-Represent the interests of various constituencies in the IDP review

2019/20 AMENDED IDP/BUDGET/PMS PROCESS PLAN

representative forum	<ul style="list-style-type: none"> -Sector departments - Ward committees - Executive committee members - Farming Community - Other stakeholder representative 	<p>process.</p> <ul style="list-style-type: none"> - 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- October-November

The first phase of the IDP/Budget review process allows the community to identify broader development needs and priorities through ward meetings in all wards. It also allows the community, together with other stakeholders, to input on the IDP analysis phase.

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. During this review period, the first phase will not take place and the previous year's results will be used.

4.2 Second Phase; April- May

The phase will be characterized by comprehensive stakeholder consultations, policy review and public submissions. The public participation will be allowed for comments and inputs into the draft IDP and budget through community meetings in each ward and written submissions. It is therefore imperative to publish both draft IDP and budget prior to the commencement of the second phase of stakeholder consultations. During this review cycle, the second phase of consultation will also not take place through direct interactions and community meetings because of National Lockdown to combat COVID-19 virus.

4.3. Other Media for Public Participation

The following mechanisms will be used for public participation:

Print Media

National and Regional Newspapers will be used to inform the community of the activities of process plan and even progress on implementation of the IDP.

Radio Slots

Local community radio stations and regional radio stations will be utilised to make public announcements and interviews about IDP process plan activities and progress on its implementation.

Municipal Website

Municipal website will also be utilized to communicate with the community. Copies of the IDP and Budget will be placed on the website for members of the public and stakeholders to view and/or download.

Municipal Call Centre

The Call Centre and telephone lines will be used to receive inputs and feedback regarding the Draft IDP/Budget.

5. Schedule of Activities and Time Table to be followed for IDP/Budget and PMS

Tasks/Activities	Lead/Responsible Office	Target date
2019/20 IDP/ Budget/PMS Process Plan approval by council.	Mayor	29 July 2019
Tabling of Annual Performance Report	Mayor	31 August 2019
Submission of Annual Financial Statements to Auditor General	Municipal Manager/	31 August 2019

2019/20 AMENDED IDP/BUDGET/PMS PROCESS PLAN

	Chief Financial Officer	
Submission of 2019/20 SDBIP Quarterly Performance Report to Council	Mayor	31 October 2019
Situational analysis is compiled through desktop and consultation with other relevant stakeholders	Mayor/ Speaker	October 2019 to 31 December 2019
Receive the audit report on Annual Financial Statement from Auditor General.	Municipal Manager/ Chief Financial Officer	31 November 2019
Prepare action/audit plan and incorporate responses to queries into the annual report	Municipal Manager/ Chief Financial Officer	30 November 2019
Budget offices of municipality determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives	Municipal Manager/ Chief Financial Officer	30 November 2019
Engagements with Provincial and National sector departments on sector specific programmes for alignment with municipal plans	Municipal Manager/ Chief Financial Officer	31 December 2019
2019/20 SDBIP Mid-Year Performance Review by Exco and Management	Mayor	30 January 2020
Tabling of 2019/20 Mid-Year Performance Assessment Report and 2018/19 Annual Report to Council	Mayor	30 January 2020
IDP/Budget/SDBIP Engagement session between management and Treasury	Municipal Manager	(to be determined by Provincial Treasury)
Council approval of 2019/20 Adjustment Budget	Municipal Manager/ Chief Financial Officer	28 February 2020
Strategic planning session to review municipal objectives and strategies/indicators and develop one year service delivery plan and MTREF budget.	Mayor	March 2020
Tabling of 1st Draft IDP/ Budget reviewed for 2020/21, budget related policies, tariff structure and 2020/21 Draft SDBIP to council	Mayor	29 May 2020
Consultation of stakeholders (Communities/public and Traditional Authorities) regarding 2020/21 Draft IDP/Budget and publication of Draft IDP/Budget for 21 days for public's inputs.	Mayor/ Speaker	May/June 2020
Strategic planning session/ Exco Lekgotla to consider inputs from the public and stakeholders regarding 2020/21 Draft IDP/Budget, 2020/21 Tariff Structure and Budget related policies	Mayor	June 2020
Council approval of 2019/20 Adjustment Budget	Mayor	15 June 2020
Adoption of reviewed IDP and budget for 2020/21 financial year by council	Mayor	25 June 2020
Submission of copies of reviewed 2020/21 IDP/ Budget to the CoGHSTA MEC, CDM, National Treasury and Provincial Treasury	Municipal Manager/ Chief Financial Officer	June 2020
Submission of service delivery implementation plans and budget (SDBIP) to the Mayor for approval.	Municipal Manager	July 2020
2020/21 IDP/Budget and SDBIP are made public, including being put on municipal website.	Municipal Manager	June 2020

2019/20 AMENDED IDP/BUDGET/PMS PROCESS PLAN

6. IDP/BUDGET/PMS STEERING COMMITTEE MEETINGS

DATE	VENUE	PURPOSE
September 2019	Lebowakgomo Cultural Centre Boardroom	- Review progress on implementation of IDP/Budget process plan
February 2020	Lebowakgomo Cultural Centre Boardroom	- Review progress on implementation of IDP/Budget process plan and IDP status quo and strategy phase review.
May 2020	Lebowakgomo Cultural Centre Boardroom	- Review progress on implementation of IDP/Budget process plan and Draft IDP/Budget review
June 2020	Lebowakgomo Cultural Centre Boardroom	- Review progress on implementation of IDP/Budget process plan and Draft IDP/Budget review

7. STRATEGIC PLANNING SESSIONS

SESSION	DATE	PURPOSE
Departmental Planning Sessions X 6 (Officials from Municipal Departments)	November 2019	Review Departmental Strategies, Objectives, Indicators and Policies/Sector Plans
Extended Management Planning Session (Executive Managers, Labour Representatives and Heads of Units/Divisions)	December 2019	Review 2019/20 Quarterly/ Mid-Year Performance, IDP Budget Adjustment, 2020/21 IDP Objectives, Indicators and Strategies
	June 2020	Integration, alignment and consolidation of inputs from stakeholders regarding 2020/21 Draft IDP/Budget and Tariff Structure, Policies/Sector Plans
Strategic Planning Session/ Exco Lekgotla (Exco, PMT, MPAC Representatives, Management, Labour Representatives and Audit Committee)	December 2019	Review 2019/20 SDBIP Mid-Year Performance and Budget Adjustment and Review of IDP status quo and strategies
	March 2020	Review of IDP Strategies, Indicators, Budget and Policies/Sector Plans
	June 2020	Integration, alignment and consideration of inputs from stakeholders regarding 2020/21 Draft IDP/Budget, Tariff Structure and Policies/Sector Plans
Ward Councillors' Strategic Planning Session (All ward councillors, Labour Representatives and Management)	March 2020	Review Strategies, Objectives, Indicators, Budget and Policies/Sector Plans