

**LEPELLE- NKUMPI MUNICIPALITY  
2020/21 IDP/BUDGET/PMS PROCESS PLAN**

# 2020/21 IDP/BUDGET/PMS PROCESS PLAN

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### 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 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.

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 16 (1) of the Municipal Finance Management Act 56 of 2003 states that council of a municipality must for each financial year approve an annual budget before the start of that financial year. 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 budget preparations and approval.

This document therefore seeks to explain the process that council of Lepelle-Nkumpi is to undertake in compiling its 2021-2026 IDP and 2021-2024 Budget by reflecting on legislative framework, schedule of activities to be undertaken together with dates and target groups/stakeholders and role players involved in 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
<b>Legal requirement for a district/local plan</b>	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
<b>Requirement for sector planning to be incorporated into IDP</b>	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)

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	Environmental Legal Compliance Report	Department of Environmental Affairs	National Environment Management Act (107 of 1998)
<b>Requirement that IDP complies with</b>	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)
	National Disaster Management Act: Covid-19 Regulations	Department of Cooperative Governance and Traditional Affairs	Disaster Management Act 57, 2002

### 2.2. LIST OF RELEVANT POLICIES AND PROGRAMMES

POLICY/PROGRAMMES	RESPONSIBLE DEPARTMENT	SUBJECT
<b>National Development Plan</b>	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
<b>New Growth Path</b>	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.
<b>Reconstruction &amp; Development Programme (RDP)</b>	President's Office	Development planning and service delivery. Local Economic Development.
<b>Integrated Sustainable Rural Development Strategy (ISRDS)</b>	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.
<b>Urban Development Framework</b>	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.
<b>Rural Development Framework (RDF)</b>	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.
<b>Local Agenda (LA 21)</b>	Department of Agriculture,	Blueprint for Sustainable Development. Delivering basic environmental, social and economic services.

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POLICY/PROGRAMMES	RESPONSIBLE DEPARTMENT	SUBJECT
	Forestry and Fisheries & Department of Environmental Affairs	Local level planning. Sustainable development of local urban settlements and communities.
<b>Limpopo Development Plan (LDP)</b>	Office of the Premier	Placing the economy on a new growth path capable of delivering decent work and sustainable livelihoods.
<b>District Development Plan</b>	Capricorn District Municipality	Development and review of a ten years 'One Plan' for delivery of services by all government institutions/ departments and private sector for Capricorn District area.
<b>CDM 2040 Growth and Development Strategy</b>	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.
<b>2040 Municipal Growth and Development Strategy</b>	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
<b>Municipal manager/IDP Manager</b>	Municipal Manager/ Planning Executive Manager/IDP Manager	<ul style="list-style-type: none"> <li>- Daily coordination and overall management of the planning process</li> <li>- Stakeholders' involvement</li> <li>- Responsible for crafting of the IDP</li> <li>- Ensures that the planning process is participatory, strategic and implementation oriented and is aligned with sector planning requirements</li> <li>- Ensures proper documentation of the results of the planning of the IDP document</li> <li>- Ensures time frames are adhered to</li> <li>- Ensures linkages between IDP priorities and budget processes</li> <li>- Chairs the IDP steering committee meetings</li> </ul>
<b>IDP/Budget/PMS Steering Committee</b>	<ul style="list-style-type: none"> <li>- Planning and LED Portfolio committee members/ Budget and Treasury Portfolio Chairperson, Infrastructure Cluster Portfolio Chairperson</li> <li>-Municipal Manager</li> <li>- Executive Managers</li> </ul>	<ul style="list-style-type: none"> <li>- Provide relevant technical, sector and financial information and support for the review process.</li> <li>- Prepares and monitor the IDP/Budget/PMS process plan</li> <li>- Summarizes and process inputs from public participation</li> <li>- Translation of broad community issues into priorities and outcome based programs and projects.</li> <li>-Responsible for drafting and monitoring of implementation of IDP and Budget</li> <li>- Provides inputs related to various stages of planning and budgeting</li> <li>- Proposes prioritization and sequencing of projects for implementation</li> <li>- Proposes Draft IDP and Budget for adoption</li> </ul>
<b>Municipal</b>	All Councilors	-Considers and adopts the IDP/Budget/PMS review process plan

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<b>Council</b>		- Responsible for the final adoption of the IDP, Budget and service delivery implementation plan
<b>Ward Councillors</b>	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 process
<b>IDP representative forum</b>	-Residents' Organisations -Sector departments - Ward committees - Executive committee members - Farming Community - Other stakeholder representative	-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- 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 the thirty wards. It also allows the community, together with other stakeholders, to input on the IDP analysis phase.

During this phase deliberate efforts will be made to involve ward based organized/community structures/stakeholders/service providers, previously marginalised groups and broad community members. Due to Covid-19 pandemic, broad community members will not be directly involved and, instead, wards stakeholders' representatives meetings of about twenty people will be held (in line with National Directions that bar meetings of more than fifty people).

#### 4.2 Second Phase; April- May

The phase will be characterized by comprehensive stakeholder consultations, policy review and public submissions. Members of the public will be allowed to make comments and inputs into the draft IDP and budget through electronic medium platforms. It is therefore imperative to publish the draft IDP and budget in local/regional and national newspapers and radio stations prior to the commencement of the second phase of stakeholder consultations.

#### 4.3. Media of Communication for Public Participation

The following mechanisms will also be used for public participation and publication of IDP/Budget;

##### Print Media

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

##### Radio Slots

The local community radio stations and regional radio stations will be utilised to make public announcements and interviews about IDP process plan activities and

##### Municipal Website

Municipal website will be used to communicate and inform the community and members of the public. Copies of the IDP and Budget will be placed on the website for people and service providers to download.

##### Social Media

Municipality has opened a Facebook page and a WhatsApp and Short Message System line

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

Tasks/Activities	Lead/Responsible Office	Target date
<b>Tabling of 2020/21 IDP/ Budget/PMS Process Plan to council.</b>	<b>Mayor</b>	<b>28 July 2020</b>
<b>2020/21 IDP/ Budget/PMS Process Plan approval by council.</b>	<b>Mayor</b>	<b>28 August 2020</b>
Tabling of Annual Performance Report	Mayor	By 31 August 2020
Submission of Annual Financial Statements to Auditor General	Municipal Manager/ Chief Financial Officer	By 31 August 2020
Quarterly Review of 2020/21 SDBIP Performance by Management	Mayor	By 31 October 2020
Submission of 2020/21 SDBIP Quarterly Performance Report to Council	Mayor	By 31 October 2020
Situational analysis is compiled through desktop and consultation with other relevant stakeholders	Mayor/ Speaker	October 2020 to 31 December 2020
Receive the audit report on Annual Financial Statement from Auditor General.	Municipal Manager/ Chief Financial Officer	By 30 November 2020
Prepare action/audit plan and incorporate responses to queries into the annual report	Municipal Manager/ Chief Financial Officer	By 30 November by 2020
IDP Steering Committee Conducts Desktop Situational Analysis	Planning and LED Executive Manager/ Municipal Manager	By 30 November 2020
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	By 30 November 2020
Engagements with Provincial and National sector departments on sector specific programmes for alignment with municipal plans	Municipal Manager/ Chief Financial Officer	By 31 December 2020
2019/20 SDBIP Mid-Year Performance Review by Exco and Management	Mayor	By 31 January 2021
Tabling of 2020/21 Mid-Year Performance Assessment Report and 2019/20 Annual Report to Council	Mayor	By 31 January 2021
IDP/Budget/SDBIP Engagement session between management and Treasury	Municipal Manager	To be determined by Treasury
<b>Council approval of 2020/21 Adjustment Budget</b>	<b>Municipal Manager/ Chief Financial Officer</b>	<b>26 February 2021</b>
Strategic planning session to review municipal objectives and strategies/indicators and develop one year service delivery plan and MTREF budget.	Mayor	By 31 March 2021
<b>Tabling of 1<sup>st</sup> Draft IDP/ Budget reviewed for 2021/22, budget related policies, tariff structure and 2021/22 Draft SDBIP to council</b>	<b>Mayor</b>	<b>29 March 2021</b>
IDP/Budget/SDBIP Engagement session between management and Treasury	Municipal Manager	To be determined by Treasury
Quarterly Review of 2020/21 SDBIP Performance by Management	Municipal Manager	By 30 April 2021
Submission of 2020/21 SDBIP Quarterly Performance Report to Council	Mayor	By 30 April 2021
Stakeholders consultation (with IDP/Budget Stakeholders' Representative Forum/Communities/Traditional Leaders and business) regarding 2021/22 Draft IDP/Budget	Mayor/ Speaker	April/May 2021
Strategic planning session to consider inputs from the public and stakeholders regarding 2021/22 Draft IDP/Budget, 2021/22 Tariff Structure and Budget related policies	Mayor	By 31 May 2021

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<b>Adoption of reviewed IDP and budget for 2021/22 financial year by council</b>	<b>Mayor</b>	<b>28 May 2021</b>
Submission of copies of reviewed 2021/22 IDP/ Budget to the CoGHSTA MEC, CDM, National Treasury and Provincial Treasury	Municipal Manager/ Chief Financial Officer	By 10 June 2021
Submission of service delivery implementation plans and budget (SDBIP) to the Mayor for approval.	Municipal Manager	By 28 June 2021
2020/21 IDP/Budget and SDBIP are made public, including being put on municipal website.	Municipal Manager	By 10 June 2021

### 6. IDP STAKEHOLDERS' REPRESENTATIVES FORUM CONSULTATION

DATE	TIME	VENUE
By 24 March 2021	11h00	By email, WhatsApp and sms's
By 26 May 2021	11h00	By email, WhatsApp and sms's

### 7. TRADITIONAL LEADERS AND BUSINESS COMMUNITY CONSULTATION MEETINGS

Target Group	DATE	TIME	VENUE
Traditional Leaders	12-16 April 2021	10h00	Lebowakgomo or at respective traditional authorities' offices
Business	11 May 2021	10h00	By virtual means and/or hybrid

### 8. IDP/BUDGET/PMS STEERING COMMITTEE MEETINGS

DATE	TIME	VENUE
July 2020	10h00	By virtual means and/or hybrid
November 2020	10h00	By virtual means and/or hybrid
March 2021	10h00	By virtual means and/or hybrid
May 2021	10h00	By virtual means and/or hybrid

### 9. STRATEGIC PLANNING SESSIONS

SESSION	DATE	PURPOSE
<b>Departmental Planning Sessions</b> X 6 (Officials from Municipal Departments)	By 30 November 2020	Review Departmental Strategies, Objectives, Indicators and Policies/Sector Plans
<b>Extended Management Session</b> (Executive Managers, Labour Representatives and Heads of Units/Divisions)	By 31 December 2020	Review 2019/20 Quarterly/ Mid-Year Performance, IDP Budget Adjustment, 2020/21 IDP Objectives, Indicators and Strategies
	By 31 May 2021	Integration, alignment and consolidation of inputs from stakeholders regarding 2020/21 Draft IDP/Budget and Tariff Structure, Policies/Sector Plans
<b>Exco Lekgotla</b> (Exco, PMT, MPAC Representatives, Labour Representatives and Audit Committee)	By 31 January 2021	Review 2019/20 SDBIP Mid-Year Performance and Budget Adjustment
	By 28 February 2021	Review Strategies, Objectives, Indicators, Budget and Policies/Sector Plans
	By 31 May 2021	Integration, alignment and consideration of inputs from stakeholders regarding 2020/21 Draft IDP/Budget, Tariff Structure and Policies/Sector Plans
<b>Ward Councillors' Planning Session</b> (All	By 31	Review Strategies, Objectives, Indicators, Budget and



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ward councillors)	March 2021	Policies/Sector Plans
<b>Organisational Strategic Planning Session</b> (All Councillors, Audit Committee, Labour Representatives and Management)	By 31 March 2021	Review Strategies, Objectives, Indicators , Budget and Policies/Sector Plans

### 10. QUARTERLY AND MID-YEAR PERFORMANCE REVIEW SESSIONS BY MANAGEMENT AND EXCO

DATE	TIME	VENUE
By 31 October 2020	09h00	By virtual means and/or hybrid
By 31 January 2021	09h00	By virtual means and/or hybrid
By 30 April 2021	09h00	By virtual means and/or hybrid