



**LEPELLE-NKUMPI
LOCAL MUNICIPALITY**



2023/2024 PROCESS PLAN

**FOR COMPILATION OF 2024/25 INTEGRATED
DEVELOPMENT PLAN AND 2024/25-2026/27
BUDGET; AND 2023/24 PERFORMANCE
MANAGEMENT**

“Motho ke motho ka batho”

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1. INTRODUCTION

Municipal Systems Act of 2000 Section 28 (1), 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.

Municipal Finance Management Act 56 of 2003 Section 16 (1) 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 compilation of its 2024-2025 IDP and 2024/25-2026/27 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
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)
	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)
	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
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.

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.
District Development Plan	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.
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.
2040 Municipal 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 and budget - 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 and budget documents - Ensures time frames of the process plan are adhered to - Ensures linkages between IDP priorities and budget processes
IDP/Budget/PMS Steering Committee	<ul style="list-style-type: none"> - Budget and Treasury 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 and monitor the IDP/Budget/PMS process plan - Summarizes and process inputs from public participation - Translation of broad community issues into priorities and outcome based programs and projects. - Responsible for drafting and monitoring implementation of IDP/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
Mayor and Exco	Mayor and Portfolio Chairpersons	<ul style="list-style-type: none"> - Submit draft process plan to council for consideration for approval - Responsible for stakeholders consultation regarding IDP and budget compilation - Submit IDP and budget to council for consideration for approval
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
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 representative forum	-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: 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. Public meetings will be held in all thirty wards with community members and these meetings are to be conducted by respective ward councilors.

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 public meetings and 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. Four cluster Mayoral Budget imbizo will be conducted to allow members of the public to make inputs to the draft IDP, budget and related policies. The four clusters are Zebediela, Lebowakgomo, Mphahlele and Mafefe/Mathabatha clusters.

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 which are used as electronic public participation.

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

Tasks/Activities	Lead/Responsible Office	Target date
Tabling of 2023/24 IDP/ Budget/PMS Process Plan to council.	Mayor	28 July 2023
2023/24 IDP/ Budget/PMS Process Plan approval by council.	Mayor	By 29 August 2023

Tabling of Annual Performance Report	Mayor	By 29 August 2023
Submission of Annual Financial Statements to Auditor General	Municipal Manager/ Chief Financial Officer	By 31 August 2023
Management Quarterly Review of 2023/24 SDBIP Performance	Mayor	By 31 October 2023
Submission of 2023/24 SDBIP Quarterly Performance Report to Council	Mayor	By 31 October 2023
Situational analysis is compiled through ward based community meetings, desktop analysis and consultation with other relevant stakeholders	Mayor/ Speaker/ Municipal Manager	October 2023 to 31 December 2023
Receive the audit report on Annual Financial Statement from Auditor General.	Municipal Manager/ Chief Financial Officer	By 30 November 2023
Prepare action/audit plan and incorporate responses to queries into the annual report	Municipal Manager/ Chief Financial Officer	By 30 November by 2023
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 2023
Engagements with Provincial and National sector departments on sector specific programmes for alignment with municipal plans	Municipal Manager/ Chief Financial Officer	By 31 December 2023
2023/24 SDBIP Mid-Year Performance Review by Exco and Management	Mayor	By 31 January 2024
Tabling of 2023/24 Mid-Year Performance Assessment Report and 2022/23 Annual Report to Council	Mayor	By 31 January 2024
IDP/Budget/SDBIP Engagement session between management and Treasury	Municipal Manager	To be determined by Treasury
Council approval of 2023/24 Adjustment Budget	Municipal Manager/ Chief Financial Officer	28 February 2024
Strategic planning session to review municipal objectives and strategies/indicators and develop one year service delivery plan and MTREF budget.	Mayor	By 18 March 2024
Tabling of 1st Draft IDP/ Budget reviewed for 2024/25, budget related policies, tariff structure and 2024/25 Draft SDBIP to council	Mayor	28 March 2024
IDP/Budget/SDBIP Engagement session between management and Treasury	Municipal Manager	To be determined by Treasury
Management Quarterly Review of 2023/24 SDBIP Performance	Municipal Manager	By 28 April 2024
Submission of 2023/24 SDBIP Quarterly Performance Report to Council	Mayor	By 28 April 2024
Stakeholders consultation (with IDP/Budget Stakeholders' Representative Forum/Communities/Traditional Leaders and business) regarding 2024/25 Draft IDP/Budget	Mayor/ Speaker/Exco	April/May 2024
Adoption of reviewed IDP and budget for 2023/24 financial year by council	Mayor	29 May 2024
Submission of copies of reviewed 2024/25 IDP/ Budget to the CoGHSTA MEC, CDM, National Treasury and Provincial Treasury	Municipal Manager/ Chief Financial Officer	By 10 June 2024
2024/25 IDP/Budget and SDBIP are made public, including being put on municipal website.	Municipal Manager	By 14 June 2024
Submission of service delivery implementation plans and budget (SDBIP) to the Mayor for approval.	Municipal Manager	By 28 June 2024

6. IDP STAKEHOLDERS' REPRESENTATIVES FORUM CONSULTATION

DATE	TIME	VENUE	PURPOSE
25 March 2024	11h00	Lebowakgomo Civic Hall	Presentation of First Draft IDP/Budget

7. TRADITIONAL LEADERS, CHILDREN AND BUSINESS COMMUNITY CONSULTATION MEETINGS

Target Group	DATE	TIME	VENUE	PURPOSE
Traditional Leaders	April 2024	10h00	Lebowakgomo	Presentation of Draft IDP/Budget
Children Representatives (two schools from each cluster to send 10 learners each)	April 2024	10h00	Lebowakgomo Civic Hall	Presentation of Draft IDP/Budget
Business	May 2024	10h00	Lebowakgomo	Presentation of Draft IDP/Budget

8. MAYORAL BUDGET IMBIZOS (CONDUCTED PER CLUSTERS)

CLUSTER	WARDS	DATE	TIME	PURPOSE
Zebediela Cluster	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 and 14	28/04/2024 (Sunday)	10h00	Presentation of Draft IDP/Budget, tariff and related policies
Mphahlele Cluster	19, 20, 21, 22, 23, 24, 25, 26 and 30	30/04/2024 (Tuesday)	10h00	Presentation of Draft IDP/Budget, tariff and related policies
Mathabatha/ Mafeke Cluster	27, 28 and 29	02/05/2024 (Thursday)	10h00	Presentation of Draft IDP/Budget, tariff and related policies
Lebowakgomo Cluster	15, 16, 17 and 18	05/05/2024 (Sunday)	10h00	Presentation of Draft IDP/Budget, tariff and related policies

9. IDP/BUDGET/PMS STEERING COMMITTEE MEETINGS

DATE	TIME	VENUE	PURPOSE
By 31 July 2023	10h00	Lebowakgomo Civic Centre	Preparation of tabling of Draft Process Plan
By 31 August 2023	10h00	Lebowakgomo Civic Centre	Preparation of approval of Process Plan
By 30 November 2023	10h00	Lebowakgomo Civic Centre	Preparation of IDP Status Quo Report
By 28 February 2024	10h00	Lebowakgomo Civic Centre	Preparation of approval of Adjustment Budget
By 31 March 2024	10h00	Lebowakgomo Civic Centre	Preparation of tabling of Draft IDP/Budget
By 31 May 2024	10h00	Lebowakgomo Civic Centre	Preparation of approval of IDP/Budget

10. STRATEGIC PLANNING SESSIONS

SESSION	DATE	VENUE	PURPOSE
Departmental Planning Sessions X 6 (Officials from Municipal Departments)	By 30 November 2023	Local Venue	Review Departmental Strategies, Objectives, Indicators and Policies/Sector Plans
Extended Management Session (Executive Managers, Labour Representatives and Heads of Units/Divisions)	By 31 December 2023	Local Venue	Review 2023/24 Quarterly/ Mid-Year Performance, 2023/24 Budget Adjustment, 2024/25 IDP Objectives, Indicators and Strategies
	By 31 May 2024	Away Venue	Integration, alignment and consolidation of inputs from stakeholders regarding 2024/25 Draft

			IDP/Budget and Tariff Structure, Policies/Sector Plans
Exco Lekgotla (Exco, PMT, Management, Labour Representatives and Audit Committee)	By 31 March 2024	Away Venue	Integration, alignment and consideration of inputs from stakeholders regarding 2024/25 Draft IDP/Budget, Tariff Structure and Policies/Sector Plans
Organisational Strategic Planning Session (All Councillors, Audit Committee, Labour Representatives and Management)	By 31 March 2024	Away Venue	Review 2024/25 Strategies, Objectives, Indicators, Budget and Policies/Sector Plans

11. SCHEDULE OF QUARTERLY AND MID-YEAR PERFORMANCE REVIEW SESSIONS BY MANAGEMENT/ EXCO

DATE	TIME	VENUE
By 31 October 2023	09h00	Local Venue
By 31 January 2024	09h00	Local Venue
By 30 April 2024	09h00	Local Venue

12. SCHEDULE OF RISK MANAGEMENT COMMITTEE QUARTERLY MEETINGS

DATE	TIME	VENUE
21 July 2023	10h00	Lebowakgomo Civic Centre
19 October 2023	10h00	Lebowakgomo Civic Centre
19 January 2024	10h00	Lebowakgomo Civic Centre
22 April 2024	10h00	Lebowakgomo Civic Centre

13. SCHEDULE OF MSCOA STEERING COMMITTEE MEETINGS

DATE	TIME	VENUE
By 31 July 2023	10h00	Lebowakgomo Civic Centre
By 31 October 2023	10h00	Lebowakgomo Civic Centre
By 31 January 2024	10h00	Lebowakgomo Civic Centre
By 30 April 2024	10h00	Lebowakgomo Civic Centre