

## LEPHALALE MUNICIPALITY PROCESS PLAN 2018/19



### INTERGRATED DEVELOPMENT PLAN AND BUDGET PROCESS

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# **IDP PROCESS PLAN**



## **1. Introduction.**

### **1.1 PURPOSE OF THIS DOCUMENT**

This document presents a report on the process that needs to be followed in the review of the IDP for 2018/19 financial Year. It serves as the road map and it is the first in a series of documents to be produced as part of the IDP Review exercise. This process plan provides a general background to the IDP process, approach to be adopted, institutional arrangements, methodology and mechanisms for public participation, project information regarding the approach adopted, the IDP document as a product, IDP task team as well as consultation and programme.

### **1.2 Background**

The IDP is a strategic document that guides decision – making and public sector investment. It assumes a five year horizon, but makes provision for a much longer – term vision and objectives. The IDP is a legal document which is reviewed annually to cater for the changes in priorities, development trends and pattern, and approach to service delivery.

The integrated development planning process seeks to align development planning at local level. Integrated development planning process is meant to arrive at decisions on issues such as Municipal budgets, land management, social and economic development and institutional transformation in a consultative, systematic and strategic manner. It sets in place directions for consultation and action, within which the local Municipality and its development partners can make informed decisions. It allows the local Municipality, Waterberg district Municipality, Provincial and National departments coordinate and integrate policies and programmes, and to make the hard strategic choices that catalyse local growth and development.

The value of integrated development planning for Municipalities lies in the formulation of focused plans, based on development priorities.

Chapter 5 of Municipal System act (Act 32 Of 2000) section 25 (1) stipulates that, each Municipal 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 which;

- (a) Links integrates and coordinates plans and takes into account proposals for the development of the Municipality.
- (b) Aligns the resources and capacity of the Municipality with the implementation of the plan.
- (c) Forms the policy framework and general basis on which annual budgets must be based.

## **2. The review process.**

The IDP review relates to assessing the Municipality's performance against organization objectives as well as implementation, delivery and taking into consideration new information and changed circumstances. Furthermore the IDP review is also looked at in the light of changing internal and external circumstances that impact on the priority issues, objectives, strategies, projects and programmes of IDP. The annual revision of the IDP must inform the Municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

The IDP review process should incorporate the following steps towards producing the review document.

- ❖ Phasing of events in sequence i.e.
- ❖ Consultative analysis of existing situation.
- ❖ Strategic debate and decision making
- ❖ Technical project design, (purpose statement of different projects).
- ❖ Integration of outputs into consolidated IDP and
- ❖ An assessment, alignment and approval process, where possible.
- ❖ Frequent interaction and consultation with stakeholders.

The IDP review process should be followed insofar as progress permits, the most obvious shortcoming being, PMS and a number of integrated programmes which have being formulated. The IDP review document maps out the course of action with regard to especially capital projects for the coming year. The document is also a reminder of current shortcomings in terms of institutional preparations, financial planning and the role of the Municipality in respect of local and district plans and programmes.

## **3. The IDP review institutional arrangement.**

In line with the approach of decentralised development planning and management, the IDP process in the Municipality should encourage participation of key stakeholders in the different stages of the planning process. In order to allow stakeholders to provide value added inputs, to own and commit to the process some underlying factors behind the notion of participation are envisaged. The roles and responsibilities of various spheres of government and other stakeholders are defined as follow.



**TABLE 1.1: THE ROLES AND RESPONSIBILITIES OF EACH STAKEHOLDER DURING THE IDP REVIEW PROCESS**

<b>ACTORS</b>	<b>ROLES AND RESPONSIBILITIES</b>
Council	Has to consider, adopt, monitor and approve the process that was followed reviewing the IDP and budget.
Mayor/Exec.	Oversee the drafting process, assign responsibilities and submit the draft plan to council for adoption
Portfolio Councillors	Participate in the IDP process. Assists the mayor as well as officials in problem solving and establishing policies regarding their specific portfolio committees.
Ward Councillors and Committees	Link the planning process to their constituencies, organize stakeholder consultation and participation through local level representative structures and through the IDP Rep Forum and ensure that the municipal budget is linked to and based on the IDP.
Municipal Manager	Is responsible for the overall management, co-ordination and monitoring of the planning process, ensuring that all relevant actors are appropriately involved, is responsible for the day-to-day management of the drafting process, ensures that Alignment takes place with provincial and national department's budgets and alignment of planning activities on provincial and local level.
Line function Managers	Takes joint responsibility for overall management, co-ordination and monitoring of the planning process. They would identify persons to be in charge of the different roles, activities and responsibilities of the process and specific planning activities, screens the contents of the IDP, considers and comment on inputs from sub-committees, provincial sector departments and specialists, as well as comment on draft outputs from each phase of the IDP.
WDM	Offer Professional support and technical guidance to both the district and local municipalities. Co-ordinate Project implementation and IDP meetings.
Sector Departments (Province, national)	They provide all relevant technical, sector and financial information for analysis to determine priority issues and contribute technical expertise in the identification of projects. They are also responsible for the preparation of Project proposals, the integration of projects and sector programmes.
Business sector	They form part of the IDP representative forum and make contributions to the IDP process at that level.
NGO's and CBO's	Support the alignment procedures between the municipalities and spheres of government and product related contributions at the IDP representative forum.
Community members	Submit inputs to the IDP process through ward committees and public consultation processes to the IDP representative forum at Local municipal level. Municipalities will then submit the said inputs in a form of in-depth analysis to the district for consideration during the review process. Each ward will be expected to establish ward plans that will inform the IDP process

#### **4. Phases of the IDP process.**

The integrated development plan process consists of phases and planning activities per phase to allow for proper participation of all stakeholders. The roles and responsibilities of the various spheres of government and other key stakeholders are defined under the following IDP processes.

**4.1 Analysis phase:** compilation and reconciling of existing information through community participation and stakeholder involvement and other spheres of government.

These involve the Municipality level and spatial analysis of development issues for presentation. In-depth analysis of priority issues within sector, alignment for consolidated results.

**4.2 Strategies phase:** Draw up vision statement for determining working objectives for localised strategic and spatial guidelines. Define resource framework and design financial strategies for creating alternative funding. Establish localised environmental and economic development strategic guidelines. Translate district strategic workshop results into local decisions and create conditions and alternatives for public debate and participation.

**4.3 Project phase:** form project task teams for designing project proposal key performance indicators, major activity, time frame and establish preliminary budget allocation. Set indicators for objectives and involve provincial and national spheres of government and other partners. Target group participation in project planning.

**4.4 Integration phase:** screening of draft project proposals linking it with the budget and existing legislation. Integrating spatial projects and sector programmes. Monitor integrated performance management systems and disaster management plans as well as other plans. Integrating poverty reduction, gender equity and local economic development programmes.

**4.5 Approval phase:** the phase affords opportunities for comments from public, provincial/national government and horizontal co-ordination at district level. Approval by the representative forum which serves as an institutional structure that represents the wishes and will of various stakeholders including but not limited to the community. Final adoption by municipal council and compiling of district level summaries of local IDP's.

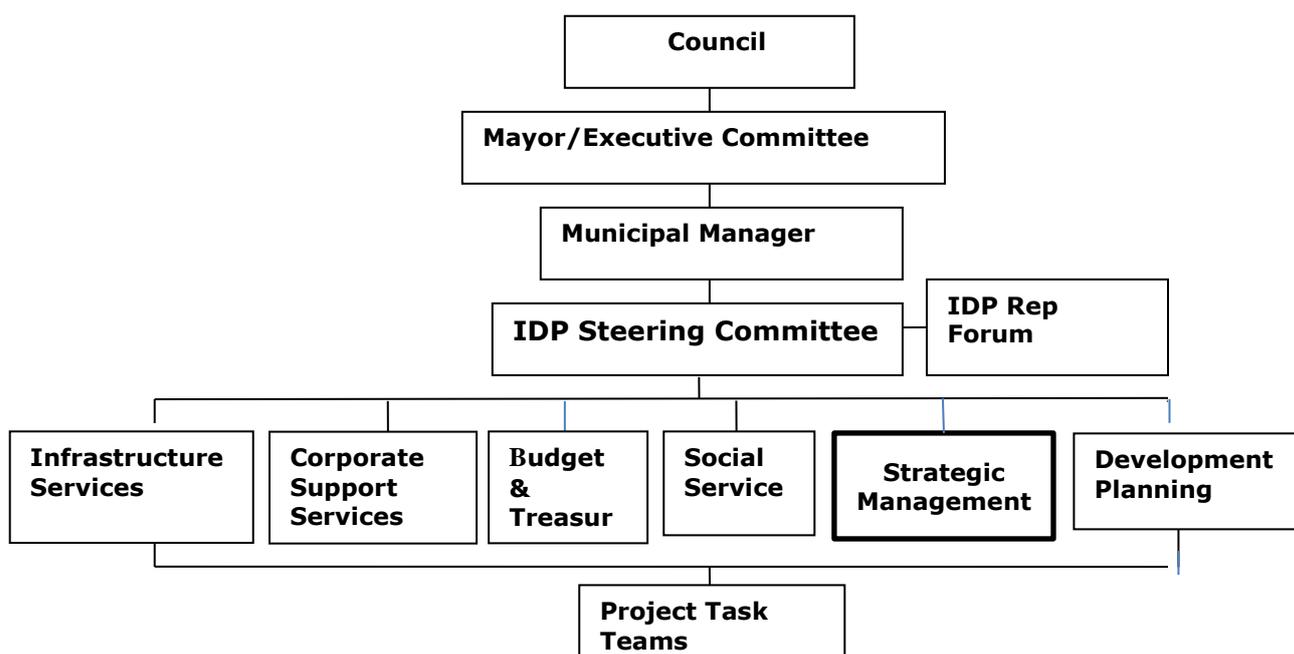
## **5. Organisational arrangements.**

The Municipality established institutionalization of the participation process to ensure effective management and drafting of outputs and to give affected parties access to contribute to the decision making process. The reason for the establishment of the organisational arrangement of Lephalale Municipality is to implement strategic plan.

The following diagram indicates the organisational structure that was established to ensure the institutionalisation of the IDP process, the effective management of the drafting of the IDP and to ensure proper and sufficient stakeholder participation in decision-making.



Diagram1: Institutional arrangements for the IDP process.



## 6. Roles and responsibilities of stakeholders.

Table1.2: Roles and responsibilities of stakeholders in the IDP process and their distribution within the Municipality.

Stakeholder	Role and responsibility
Council	As the ultimate political decision-making body of the municipality, council has to consider, adopt and approve the IDP
Mayor/executive committee	In terms of section 30 of municipal system act ( act 32 of 2000) the mayor/executive committee must: Manage the drafting of the IDP and assign the responsibility in this regard to the municipal manager. Submit the draft plan to municipal council for adoption.
Municipal manager	The municipal manager is responsible and accountable for implementation of the municipality's IDP and the monitoring of progress with the implantation plan; responsible for advocating the IDP process and nominate persons in charge of different roles.
IDP Officer	The IDP Officer is responsible for preparing the process plan ( in collaboration with the steering committee) and for the day to day management of the process under consideration of time, resources, as well as people to ensure: Involvement of different role players including officials; that time frames are being adhered to; that the process is participatory, strategic and implementation orientated; that the IDP is horizontally and vertically aligned and complies with national and provincial requirements; that outcomes are being documented;

	<p>that the adjustment of the IDP in accordance with the MEC for local government's proposal is made; making submission to the steering committee and management.</p> <p>Act as secretariat of the IDP representative forum; act as direct link between the municipality and the public; respond to comments on the draft IDP from the public, horizontal alignment with other spheres of government to the satisfaction of council. Ensure proper documentation of the results of planning of IDP document.</p>
IDP steering committee	<p>The IDP steering committee is a technical working team of dedicated officials and designated councillors who, together with the municipal manager, the mayor and IDP officer must ensure a smooth compilation and implantation of the IDP. The committee is responsible for the following:</p> <p>Defines the terms of reference and criteria for members of representative forum and ward committees; provides terms of reference for various planning activities; commission research studies. Considers and comments on inputs from subcommittees, task teams and consultants, as well as inputs from provincial sector departments and support providers. Processes summarise and documents outputs and make content recommendations. Ensures the co-ordination and integration of sectoral plans and projects and oversees the compilation of the municipal budget make sure that it in line with the IDP. Monitors the performance of the planning and implementation process and ensure that the annual business plans of municipal budget are linked to the IDP.</p>
IDP representative forum	<p>The IDP representative forum facilitates and co-ordinates participation of the IDP process. The selection of members is based on criteria that ensure geographical and social representation. The role of the IDP representative forum is to represent the interests of their constituents on the IDP process. Provide an organizational mechanism for discussion, negotiation and decision making between stakeholders including the municipality. Provide information and make inputs to the IDP and adopt the proposed IDP for presentation to municipal council</p>
IDP ward committees	<p>The IDP ward committees are where representative participation in the IDP process takes place. These forums act formal communication channel between the community and the council, representation on the forums must be as inclusive as possible to identify priority issues facing its area. Form a structural link between the IDP representative forum and the community of each area; and monitor the performance of the planning and implementation process concerning its area.</p>
Project task teams	<p>Project task teams act as small operational specialized teams composed of a number of relevant municipal sector departments and technical people involved in the management of implantation and where appropriate, community stakeholders are directly affected by the projects.</p>
Ward councillors	<p>Councillors are the major link between the municipality and the residents. As such their role is to among other link planning process to their constituencies for wards; be responsible for organizing public consultation and participation.</p>

	Ensure that the annual business plans and municipal budget are linked based on the IDP.
Heads of directorates and senior officials	As the persons in charge for implementing IDP's the technical sectoral officers have to be fully involved in the IDP process, as well as be responsible for compilation and execution of the relevant sectoral plan. Departmental heads and officials are responsible to: Provide relevant technical, sector and financial information for analysis for determining priority issues; contribute technical expertise in the consideration and finalization of strategies and identification of projects; provide departmental operational and capital budgeting information. Be responsible for preparation of project proposals, the integration of projects and sector programmes. Be responsible for preparing amendments to the draft IDP for submission to the municipal council for approval and the MEC for local government for alignment.

## **7. Public Participation**

### **7.1 Public participation strategy.**

The involvement of community stakeholder organisations in the IDP process is one of the main features and requires specific attention. An appropriate community participation strategy therefore has to be formulated by the IDP steering committee, IDP representative forum. The strategy must address issues such as:

Roles of different role players during participation process (e.g. councillors, IDP steering committee, IDP representative forum, other officials and consultants); means of encouraging the representation of unorganised groups; participation mechanisms for different phases of the methodology; available resources for participation; frequency of meetings and workshops; means of information dissemination and means of electing and collecting community needs ( including documentation of participation inputs).

### **7.2 Mechanisms and procedure for public participation.**

Participation in local government matters takes place through a structured manner, hence the establishment of the IDP representative forum. A review of existing representatives will be made in order to involve stakeholders that were not included during the previous planning process. In order to minimise costs and participation fatigue, the Municipality will phase in participation of different stakeholders at various levels of review without compromising the element of accountability. The Municipality will where possible make transport arrangements for ward committee members and traditional leaders. The language used in the meeting will be English. However participants will be allowed to use other languages. The draft review documents will be available to all communities and stakeholders for comments. The draft Integrated Development Plan (IDP) must be finalised by 31 March 2018.

### **8. Functions of community participation.**

Participation in the development of the integrated development plan serves to fulfil four major functions which are as follow:

**Needs orientation:** ensuring that people's needs and problems are taken into account.



**Appropriateness of solutions:** using the knowledge and experience of the local residents and communities and officials in order to arrive at appropriate and sustainable problem solutions and measures.

**Community ownership:** mobilizing local residents and communities, initiatives and resources, and encouraging co-operation and partnerships between the municipality and residents for implementation and maintenance.

**Empowerment:** making integrated development planning a public event and forum for negotiating conflicting interest, finding compromises and common ground, and thereby creating the basis for transparency and accountability of the municipality towards local residents.

**Building trust:** it is an important component of community participation process to build a foundation of trust between all the role-players.

## **9. Mechanism for participation.**

Ward committees' makes information available within wards through public ward meetings.

Media is involved regarding the IDP process and requests for participation by the community and stakeholder could be made by the following: newsletters inside municipal bills; notices at prominent locations; postal notices to organized groups and organizations; local newspapers and radio broad cast.

**9.1** The integrated development planning process requires the input and support from all spheres of government at different stages of the planning process. It is therefore, important that the Lephalale municipality must understand where alignment takes place, establish the best or most appropriate manner to ensure alignment and identify the mechanisms for alignment. The action programme for Lephalale municipality has to be aligned with the Waterberg district municipality framework.

## **10. Action Programme.**

Mechanisms and procedure for alignment.

In terms of the IDP process there are two types of alignment, which is required viz:

- Between the local (e.g. Lephalale local Municipality and the sister Municipalities within the Waterberg District Municipality) and
- Between local/district Municipalities and other spheres of government/corporate service providers.

The following aspects (outputs) are required and need further attention, viz:

- A list of role-players to be involved in the alignment process (with respect to both types of alignment).
- Alignment events (e.g. information flows and joint planning activities) per phase with an indication of time and role players to be involved; and
- Conflict solving mechanisms for aligning different role-players.



Table 1.3 illustrates mechanisms and procedures for alignment.

<b>Phases</b>	<b>Activity within the IDP</b>	<b>Alignment between</b>	<b>Mechanism</b>
Analysis phase	Lephalale Municipality and WDM stakeholder level analysis	Lephalale Municipality, adjacent Municipalities and WDM	Meetings
	Aggregating priority issues	Lephalale Municipality, adjacent Municipalities and WDM	Meetings
	In-depth analysis	Lephalale Municipality, adjacent Municipalities and WDM	Meetings
	Consolidation of analysis results	Lephalale Municipality, adjacent Municipalities and WDM	Meetings
Strategies Phase	Amendment of the vision (if necessary)	Lephalale Municipality, adjacent Municipalities and WDM	Meetings
	Determining working objectives (phrased by steering committee)	Lephalale Municipality, adjacent Municipalities, WDM and sector departments	Meetings
	Localised strategic guidelines	Lephalale Municipality, adjacent Municipalities and WDM	Meetings
	Analysing alternatives	Lephalale Municipality, adjacent Municipalities and WDM	Meetings
	Deciding on alternatives	Lephalale Municipality, adjacent Municipalities, WDM and sector departments	Meetings
Project Phase	Amendments of projects in terms of their budgets, indicators, outputs/targets/locations and sources of finance	Lephalale Municipality, adjacent Municipalities, WDM, sector department, NGO's and CBO	Meetings
Integration Phase	Screening of draft project proposals	Lephalale Municipality, adjacent Municipalities, WDM and sector departments	Meetings
	Integrating all reviewed activities and programmes	Lephalale Municipality, adjacent Municipalities, WDM and sector departments	Meetings



## **11. National and Provincial binding legislation and policy requirements.**

A wide range of legal policy requirements exist which have to be considered by Municipalities with the compilation of Integrated Development Plans. The Integrated Development Plan must therefore, also consider and meet the requirements of relevant National and Provincial departments.

### **11.1 National Legislation**

The Constitution of the Republic OF South Africa, (Act 108 of 1996)

### **11.2 Local Government**

Transition act Second Amendment act (Act 97 of 1996)  
Municipal Demarcation act (Act 27 of 1998)  
Municipal Structures act (Act 117 of 1998) and its amendments  
Municipal Systems act (Act 32 Of 2000) and its amendments  
Municipal Finance Management act (Act 56of 2003) and its amendments  
Property Rates act (Act 6 of 2004)  
Intergovernmental Relations Framework act (Act 13 of 2005)  
Promotion of Access to Information act (Act 2 of 2000)  
White paper on Local Government, 1998  
Towards a policy on integrated development planning, 1998  
White paper on Municipal services partnership, 2000  
Policy framework on Municipal international relations, 1999

### **11.3 Finance**

Division of Revenue Act (Act 1 of 2007)  
Municipal Finance Management Act (Act of 2003)  
Municipal Property Rates Act  
Standard Chart of Account (SCOA)  
Supply Chain Regulations

### **11.4 Land and Agriculture**

Development Facilitation Act, (Act 67 of 1995)  
Land use Management Bill, 2001  
White paper on South African Land reform, 1997  
Green paper no Development and Planning, 1997  
White paper on Agriculture, 1995  
Communal Land Rights Act, (Act 11 of 2004)  
Spatial Land Use Management Act

### **11.5 Transport**

National Land Transport Bill, 1999  
National Land Transport Transitional Act, 1999  
Moving South Africa, September, 1998  
Moving South Africa the Action Agenda, 1999  
White paper on National Transport Policy, 1996

### **11.6 Housing**

Housing Act, (Act 107 of 1997)



### **11.7 Water Affairs and Forestry**

Water Services Act, (Act 108 of 1997)  
National Water Act, (Act 36 of 1998)  
National Water Amendment Act, (Act 45 of 1999)  
White Paper in Water Supply and Sanitation, 1994  
White Paper on a National Water Policy for South Africa, 1997

### **11.8 Provincial Policies**

Limpopo Growth and Development Strategy, 2009  
Limpopo Spatial Development Framework, 2007  
Limpopo Development Plan, 2014

### **11.9 National Policies**

Reconstruction and development programme (RDP), 1994  
Growth, Employment and Redistribution (GEAR), 1996  
Urban Development Framework, 1997  
Rural Development Framework, 1996  
Accelerated and Shared Growth Initiatives for South Africa (ASGISA)  
National Spatial Development Perspective  
Standard Chart of Account (SCOA)  
National Development Plan, 2012

### **11.10 Natural Environment**

NEM: Waste act 59 of 2008  
Hazardous Substance Control Act, 15 of 1073  
National Health Act, 61 of 2003  
National Waste Management Strategy of November 2011  
Environmental Impact Assessment Regulation (government notice R660 of 30 July 2010)  
Environmental Conservation Act, (Act 73 of 1989)  
National Environmental Management Act, (Act 107 of 1998)  
National Environmental Management: Air Quality Act, (Act 39 of 2004)  
National Environmental Management: Protected Areas Act, (Act 57 of 2003)  
National Environmental Management Biodiversity Act, (Act 10 of 2004)  
White Paper on integrated Pollution and Waste Management, 2000  
White paper on the Conservation and Sustainable use of South Africa's Biological Diversity, 1997  
White paper on an Environmental Policy for South Africa, 1998  
National Forest Act (1998)

### **11.11 Tourism**

White paper on the Development and Promotion of Tourism, 1996  
Tourism in Gear, 1997

### **11.12 Quarterly progress review (GAP identification and analysis)**

- The Municipality would review quarterly progress of the implementation of the IDP. Each directorate/department will reflect its current performance.
- This will involve identification of gaps and its analysis. The gap identification will concentrate on issues such as policies, systems in place and the link between SDBIP and the IDP.



- The analysis will again include the Financial Performance of the directorates and departments and ultimately the Municipality as a whole

## **12 Draft Reviewed IDP and Budget**

- The draft reviewed IDP and budget should be in place by the 30 March 2018 for our local Municipality. Both the Capital Expenditure and Operational expenditure projections should be clearly highlighted.
- Priority project allocations should be aligned to influence the initial budget. It is important to have the indications of MTEF allocations. Each directorate will provide its projections for the next three years in order to guide the budgeting process.
- Priority projects will be influenced by on-going consultations on project design and sector department's inputs. At the same time negotiations with sector departments for funding will ensue.
- Between September and October 2017, the Municipality will be engaging in public consultations to solicit comments that will inform the draft budget.
- The first draft IDP and budget of the Municipality will be subjected to public consultations and other stakeholders for inputs during April 2018.
- During March – April 2018 both the District and our Local Municipality will engage in public debates and consultation with the community for inputs into the Draft IDP document, which will be adopted and or approved by council.

### **12.1 BUDGET PROCESS.**

The Lephalale IDP informs the municipal budget. The budget of the Municipality will also provide the basis to make application for financial assistance from Waterberg District Municipality, Provincial and/or National level, as well as organizations such as the Development Bank of Southern Africa.

### **12.2. Draft Budget for IDP Process planning 2018/2019.**

#### **12.2.1. Preparation.**

	Estimated budget
1 x Steering committee meeting	R 4 000, 00
1x IDP Rep Forum meeting	R 40 000, 00
Stationary, Photocopies, Telephone and other logistics	R 5 000, 00

#### **12.2.2. Analysis phase.**

	Estimated budget
12 x IDP Ward committee meetings	R 10 000, 00
1 x Steering committee meetings	R 4 000, 00
1 x IDP Rep Forum meeting	R 4 000, 00
Stationary, Photocopies, Telephone and other logistics	R 5 000, 00

#### **12.2.3. Strategies phase**

	Estimated budget
1 x Steering committee meetings	R 4 000, 00
1 x IDP Rep Forum meeting	R 45 000, 00
Stationary, Photocopies, Telephone and other logistics	R 5 000, 00

### 12.2.4 Project phase

1 x Steering committee meeting	Estimated budget R 4 000, 00
Stationary, Photocopies, Telephone and other logistics	R 5 000, 00

### 12.2.4 Integration phase

1 x Steering committee meeting	Estimated budget R 4 000, 00
Stationary, Photocopies, Telephone and other logistic	R 5 000, 00

### 12.2.5 Approval phase

1 x Steering committee meeting	Estimated budget R 5 000, 00
1 x IDP Rep Forum meeting	R 45 000, 00
Documents, CD's, Postage, Stationary and Telephones	R 156 000, 00

**TOTAL R 350 000, 00**

### 1.4 Detailed action programme for the IDP process. (1<sup>st</sup> Quarter July - August 2017)

Preparation				
Department	Planning activity	Task	Responsible person	Key deadlines
IDP	Co-ordination and alignment	Alignment of WDM process with the local Municipalities	MM	20 July 17
IDP	Drafting of process plan	Prepare IDP/Budget process plan	IDP Manager, CFO	24 Jul 17
PMS	Performance Planning	B2 B Action Plan	PMS	15 July 17
	Planning process	Discuss and adopt IDP/Budget process plan & mSCOA area classification for resource allocation and spending	Municipal Manager	25 July 17
	Public consultation	1 <sup>st</sup> Rep forum for presentation of process plan	Mayor	21 August 17
	Performance planning	Submission of fourth quarter performance report	PMS	29 August 17
	Executive decision making	Discuss and recommend IDP/Budget process plan for council approval	Mayor/Exco	29 August 17
	Executive decision making	Discuss and approve IDP/Budget process plan	Council	29 August 17
	Performance assessment	Submission of annual performance report and financial statement	Executive Municipal Manager	31 August 17
	Performance assessment	Submission of Audit file to AG	PMS Manager	31 August 17
	mSCOA awareness	mSCOA awareness to superintendents, supervisors, technicians & other officials who are involved with IDP & Budget process	CFO	5 Sept 17
	Public notice	Advertisement of the IDP/Budget process plan	ASM Manager	9 Sept 17

Department	Planning activity	Task	Responsible person	Key deadlines
<b>Process Assessment and Improvements</b>				
<b>2<sup>nd</sup> and 3<sup>rd</sup> Quarter September 2017 – March 2018</b>				
MM	Public participation and consultation	Imbizo	Mayor	15 Sept 17
WDM	Co-ordination and alignment	District engagement session	IDP Manager	12-13 Sept 2017
BTO	Mscosa alignment	Identify regional indicators to the lowest relevant geographical area of intended beneficiaries	CFO	26 Sept 17
IDP	Municipal wide analysis	Socio economic baseline study	Executive and Divisional Managers	29 Sept 17
MM	Municipal wide planning	Community based planning	Mayor	1 - 30 Sept 2017
WDM	Co-ordination and alignment	District workshop on alignment	IDP/PMS Managers	13 Oct 17
PMS	Performance assessment	Draft annual reports submission to MPAC	PMS	14 Oct 17
PMS	Performance Planning	B2 B Action Plan	PMS	21 Oct 17
BTO	Financial planning	Determine financial capacity based on previous year actual figures	CFO	23 Oct 17
PMS	Performance assessment	Draft annual reports submission to MPAC	PMS Manager	25 Oct 17
IDP	Public participation	2 <sup>nd</sup> IDP Rep Forum	Mayor	26 Oct 17
BTO	Alignment of mSCOA to IDP	Identification of service area, linking projects to Budget and IDP	CFO	31 Oct 17
BTO	Financial planning	Personnel requirements from various directorates managers and finalization of personnel budget	Executive and Divisional Managers	23-24 Nov 17 (technical steering committee workshop)
BTO	Alignment of mSCOA to budget line item	Authorisation of expenditure and link projects to strategic objective	MM, CFO	28 Nov 17
PMS	Performance planning	Tabling of draft annual report 2016/17 to council	PMS Manager	5 Dec 17
BTO	Financial planning	Assessment on OPEX and CAPEX and identify possible over/under expenditure	CFO	8 Jan 18
BTO	Financial planning	Allocation of funds for IDP projects	CFO	8 Jan 18
IDP	Co-ordination and alignment	Review co-ordination and alignment of IDP management and cluster meetings	IDP Manager	10 Jan 18

Department	Planning activity	Task	Responsible person	Key deadlines
MM	Performance planning	Strategic planning	Municipal Manager	10-12Jan18
PMS	Performance Planning	B2 B Action Plan	PMS	20 Jan 18
IDP	Municipal wide planning	Presentation of draft situational analysis to finance and economic development cluster	IDP Manager	22 Jan 18
BTO	Financial planning	Mid-year performance financial report to council	CFO	25 Jan 18
BTO &PMS	Performance report	Mid-year performance and financial report/ Budget adjustment/AR 2016/17	CFO/PMS	25 Feb 18
BTO	Financial planning	Finalization and management discussion on personnel budget	All Managers	23 Feb 18
BTO	Financial planning	Adjustment budget	Executive and Divisional Managers	28 Feb 2018
IDP	Municipal wide planning	Availability and consideration of baseline information	IDP Manager	1 March 18
MM	Public Consultation	3 <sup>rd</sup> IDP Rep Forum	Mayor	15 March 18
<b>3<sup>rd</sup> and 4<sup>th</sup> Quarter January – June 2018</b>				
PMS	Performance planning	Preparation of measurable performance indicators/ SDBIP adjustment	PMS Officer	15 Mar 18
IDP	Co-ordination and alignment	Presentation of draft annual budget/IDP to cluster committees	Mayor	15 Mar 18
PMS	Performance planning	Preparation of measurable performance indicators/draft SDBIP	PMS Manager	20 Mar 18
PMS	Performance planning	Adopt oversight report providing comments on annual report	PMS Manager	31 Mar 18
MM	Executive decision making	Tabling of draft IDP/Budget to Exco and council meeting and SDBIP final business plan	Mayor	31 Mar 18
BTO	Public participation	Advertise Municipal rates and taxes	CFO	5 April 18
BTO	Compliance	Submission of tabled IDP/Budget& SDBP to DLG&H and National Treasury	CFO	11 April 18
MM	Public consultation	Targeted stakeholder consultation sessions ( IDP/Budget road show)	Mayor	1-30 Apr 18

Department	Planning activity	Task	Responsible person	Key deadlines
<b>Post Review</b>				
MM	Public participation	4 <sup>th</sup> IDP Rep Forum to discuss final draft of IDP/Budget	Mayor	14 May 18
BTO & IDP	Compliance	Input public comments on reviewed IDP& Budget	IDP Manager & CFO	3-17 May 18
	Good governance	Draft IDP/Budget with consolidated inputs by cluster committees	All Managers	17 May 18
MM	Public participation	Discussion of draft IDP/Budget with consolidated inputs by IDP steering committee	Mayor	18 May18
MM,CFO	Executive decision making	Adoption of IDP/Budget &SDBIP documents by council	Mayor	31 May 18
CFO	Compliance	Submission of approved IDP/Budget & SDBIP to National treasury and DPLG&H	CFO	11 Jun 18
MCSS	Good governance	Publish IDP and Budget on website	MS & IT Officer	15 Jun 18
MM	Executive decision making	Approval of performance agreements of all managers	Mayor/Exco	16 Jul 18

#### 14. Conclusion.

It is against this background that the process of the IDP/Budget will be conducted by Lephalale Municipality. This plan has been accepted by both the District Municipality and sector departments for co-ordination purpose and alignment of the entire review process.

Most importantly it is expected that all Municipalities should prepare and adopt their process plan to guide the review process as informed by the District framework/action plan as stipulated in section 28 of the Municipal Systems Act.