



## **22/23 INTERGRATED DEVELOPMENT AND BUDGET PROCESS PLAN**

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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 **2022/23** 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 to coordinate and integrate Policies and Programmes, and to make the hard strategic choices that catalyze 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 Systems 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, iand strategic plan for the development of the Municipality which.

- (a) Links integrates and coordinates plans and considers 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 reviewed 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 in so far as progress permits, the most obvious shortcoming being, **PMS** (Performance Management System) and a number of **Integrated Programmes** which have been formulated. The IDP review document maps out the course of action regarding 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 decentralized 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 follows:



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

<b>ACTORS</b>	<b>ROLES AND RESPONSIBILITIES</b>
<b>Council</b>	Must consider, adopt, monitor, and approve the process that was followed in reviewing the IDP and budget.
<b>Mayor/Exco.</b>	Oversee the drafting process, assign responsibilities, and submit the draft plan to council for adoption
<b>Portfolio Councilors</b>	Participate in the IDP process. Assists the mayor as well as officials in problem solving and establishing policies regarding their specific portfolio committees.
<b>Ward Councilors and Committees</b>	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.
<b>Municipal Manager</b>	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.
<b>Line function Managers</b>	Takes joint responsibility for overall management, co-ordination, and monitoring of the planning process. They would identify persons to oversee 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.
<b>WDM(Waterberg District Municipality)</b>	Offer Professional support and technical guidance to both the district and local municipalities. Co-ordinate Project implementation and IDP meetings.
<b>Sector Departments (Province, National)</b>	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.
<b>Business Sector</b>	They form part of the IDP Representatives Forum and make contributions to the IDP process at that level.



<b>NGO's and CBO's</b>	Support the alignment procedures between the municipalities and spheres of government and product related contributions at the IDP representative forum.
<b>Community members</b>	Submit inputs to the IDP process through Ward Committees and public consultation processes to the IDP Representatives 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 localized strategic and spatial guidelines. Define resource Framework and design financial strategies for creating alternative funding. Establish localized 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.

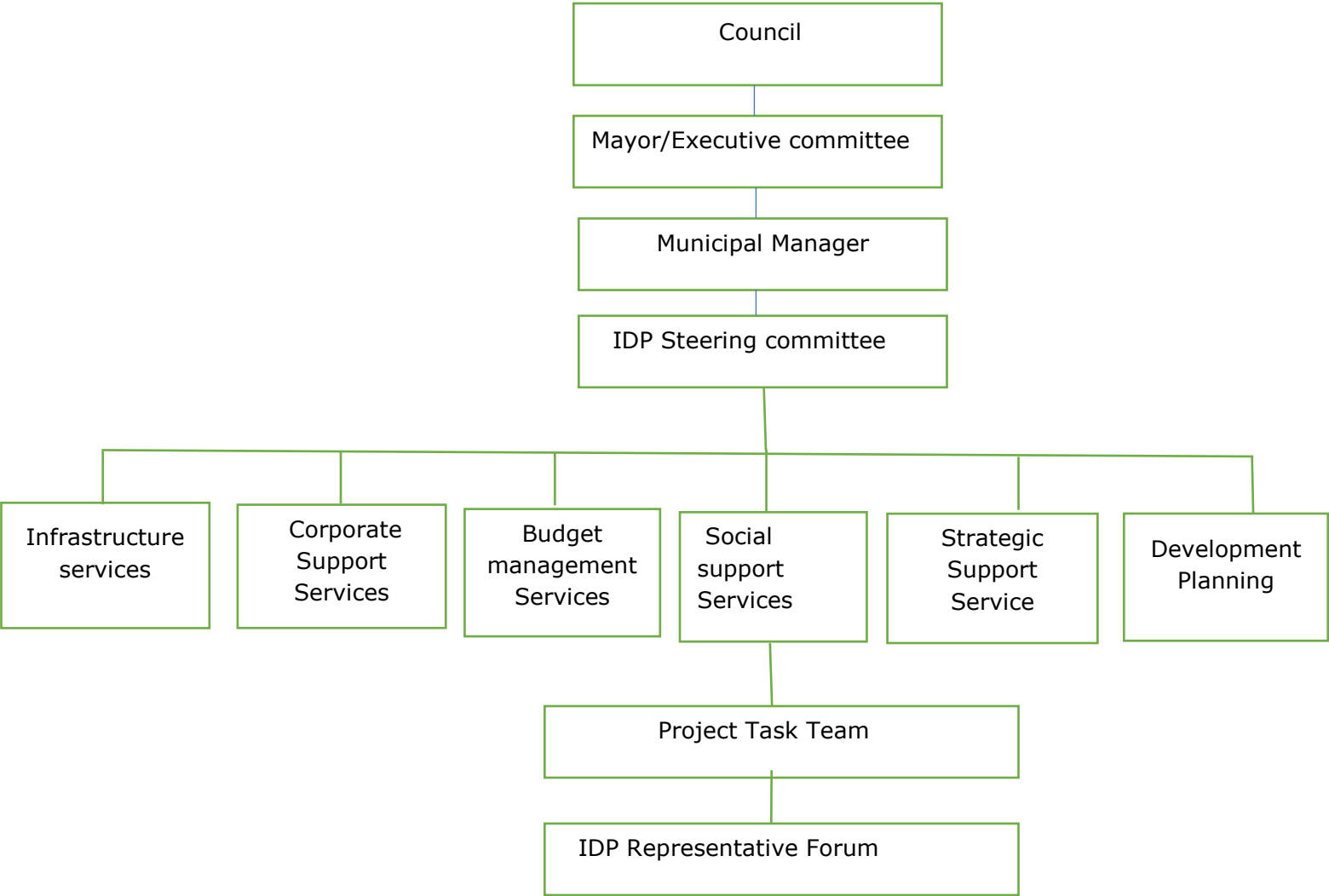
#### **5. Organizational arrangements.**

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 Organizational arrangement of Lephalale Municipality is to implement strategic plan.

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



**Digram1: Institutional arrangements for 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 (S)	ROLES AND RESPONSIBILITIES
<b>Council</b>	As the ultimate political decision-making body of the municipality, council must consider, adopt and approve the IDP.
<b>Mayor/ Executive Committee</b>	<p>In terms of section 30 of municipal system act ( act 32 of 2000) the mayor/executive committee must:</p> <p>Manage the drafting of the IDP and assign the responsibility in this regard to the municipal manager.</p> <p>Submit the draft plan to municipal council for adoption.</p>
<b>Municipal Manager</b>	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.
<b>IDP Manager</b>	<p>The IDP manager 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:</p> <p>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; those outcomes are being documented; 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>
<b>IDP Steering Committee</b>	<p>The IDP steering committee is a technical working team of dedicated officials and designated Councilors 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 summarize and documents outputs and make content recommendations.</p>

	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.
<b>IDP Representatives Forum</b>	The IDP Representatives 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 Representatives 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.
<b>IDP Ward Committees</b>	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 Representatives Forum and the community of each area; and monitor the performance of the planning and implementation process concerning its area.
<b>Project Task Teams</b>	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.
<b>Ward Councilors</b>	Councilors 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. Ensure that the annual business plans and municipal budget are linked based on the IDP.
<b>Heads of Directorates and Senior Officials</b>	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 Organizations in the IDP process is one of the main features and requires specific attention. An appropriate Community Participation Strategy therefore must be formulated by the IDP Steering Committee and IDP Representatives Forum. **The Strategy must also cater for the COVIC – 19 regulations.**

**The strategy must address issues such as:**

- Roles of different role players during participation process (e.g. councilors, IDP steering committee, IDP representative forum, other officials and consultants);
- Means of encouraging the representation of unorganized 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 Representatives Forum. A review of existing Representatives will be made to involve Stakeholders that were not included during the previous planning process. To minimize 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 finalized by 31 March 2022 and the final Integrated Development Plan (IDP) by end May of each Financial Year.

**NB: As the Country is currently facing the COVIC-19 Pandemic, processes of IDP will have few changes guided by the regulations and gazzetted documents by the National Department.**

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

Participation in the development of the Integrated Development Plan serves to fulfill the below major functions which are as follow:

**Needs orientation:** ensuring that people's needs, and problems are considered.



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

**Community ownership:** mobilizing 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 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:

- Horizontal - Between the Local (e.g. Lephalale local Municipality and the sister Municipalities within the Waterberg District Municipality) and
- Vertical - Between Local/District Municipalities and other Spheres of Government/Corporate service providers.

### **11. The District Development model**

- a) The Republic of South Africa (RSA) has adopted an epoch changing **District Development Model (DDM)** as an approach to address silo planning, fragmentation, and duplication within the three spheres of government during the 6<sup>th</sup> Term of Administration.

b) The **Presidential Coordinating Council** (PCC) is an embedded governance structure that has been tasked with coordinating developmental provincial and local government including inter alia the implementation of the DDM.

c) In this regard, the Office of the Premier (OTP) has a responsibility to ensure strategic partnership between government, private sector, and the civil society towards the implementation, monitoring and evaluation of the LDP in line with the DDM principles.

d) The process to institutionalise DDM in Limpopo will be done in keeping with the Municipal Systems Act (MSA) of 2000 which defines the analysis of municipal IDPs as the Input Factor and implementation as the Output Factor.

e) Therefore, DDM will be institutionalised within the Inter-Governmental Planning System and the Input Factors of the DDM (District Socio-Economic Profiles) must inform strategic planning of national and provincial sector departments.

f) The Output Factors of the DDM refers to the development outcomes contained in the District One Plan.

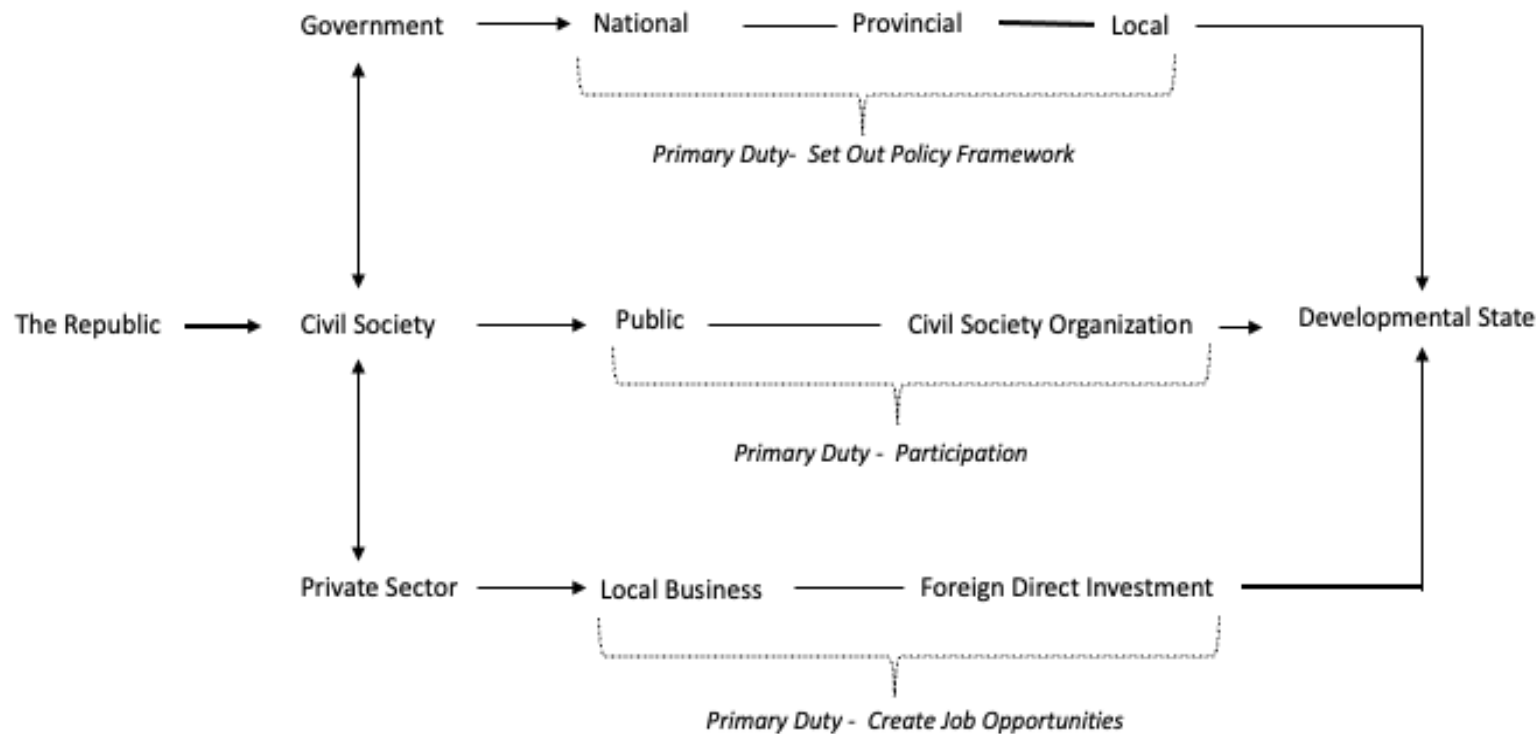
g) Considering the above, this means that the key to the success of the DDM lies in our ability to conceptualise how District One Plan fit into the Integrated Planning Process including its relationship with the municipal IDP.

### **11.2. The District Development Model and its objectives:**

- The DDM is an operational model adopted by government to enhance inter-sphere joint planning, budgeting and implantation as expressed in the District One Plan.
- It serves to improve cooperative governance and intergovernmental coherence to build a capable, ethical, and developmental state. It is aimed at amongst others to harness a strategic provincial approach by ensuring that both National and Provincial spheres of government have a shared understanding and vision which will ensure maximum socio-economic development impact within the five (5) district municipalities in the province through the development of District One Plan.
- It aims to ensure a practical model and methodology of government working in district spaces as convergence points and impact areas within the current regulatory legislative and policy frameworks.
- The IGR, Integrated Planning and M&E Framework will guide the coordination of IGR matters within the established structures in the province, guide the coordination of DDM in Limpopo within government planning cycle which includes legislated IDP process and coordinate M&E to measure the collective impact of the three spheres of government in respect of district-based service delivery interventions



## Focus areas of the IGR, IDP and M&E



**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>
<b>Analysis phase</b>	Lephalale Municipality and WDM stakeholder level analysis	Lephalale Municipality, adjacent Municipalities and WDM	Aug 2021
	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	Aug 2021
<b>Strategies Phase</b>	Amendment of the vision (if necessary)	Lephalale Municipality, adjacent Municipalities and WDM	Oct 2021
	Determining working objectives (phrased by steering committee)	Lephalale Municipality, adjacent Municipalities, WDM and Sector Departments	Meetings
	Localized strategic guidelines	Lephalale Municipality, adjacent Municipalities and WDM	Meetings
	Analyzing alternatives	Lephalale Municipality, adjacent Municipalities and WDM	Meetings
	Deciding on alternatives	Lephalale Municipality, adjacent Municipalities, WDM and Sector Departments	Nov 2021
<b>Project Phase</b>	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	Feb 2022
<b>Integration Phase</b>	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	Mar 2022



## **12. 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.

### **12.1 National Legislation**

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

### **12.2 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

### **12.3 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

#### **12.4 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

#### **12.5 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

#### **12.6 Housing**



Housing Act, (Act 107 of 1997)

### **12.7 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

### **12.8 Provincial Policies**

Limpopo Growth and Development Strategy, 2009

Limpopo Spatial Development Framework, 2007

Limpopo Development Plan, 2014

### **12.9 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

### **12.10 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)

### **12.11 Tourism**

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



### 12.12 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.

### 13 Draft Reviewed IDP and Budget

- The draft reviewed IDP and Budget should be in place by the 30 March 2022 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 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 2021, 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 2022.
- During March – April 2022 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.

### 13.1 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 etc.

### 13.2. Draft Budget for IDP Process planning 2022/23

<b>1. Preparation.</b>	<b>Estimated Budget</b>
1x Steering committee meeting	R 10 000, 00.
1x Publication of the process plan for public comments	R 40 000, 00
<b>2. Analysis phase.</b>	<b>Estimated Budget</b>
1x Steering committee meetings	R 10 000, 00



1x IDP Rep Forum meeting R 80 000, 00

**3. Strategies phase**

**Estimated Budget**

1 x Technical Steering committee meetings R 40 000, 00

1 x IDP Rep Forum meeting R 80 000, 00

**4. Project phase**

**Estimated Budget**

1x Steering committee meeting R 10 000, 00

Stationary, Photocopies, Telephone and other logistics R 40 000, 00

**5. Integration phase**

**Estimated Budget**

1x Steering committee meeting R 10 000, 00

IDP and Budget Road shows R 180 000, 00

**6. Approval phase**

**Estimated Budget**

1 x Steering committee meeting R 10 000, 00

1 x IDP Rep Forum meeting R 90 000, 00

Documents, CD's, Postage, Stationery and Telephones R 170 0, 00

**TOTAL R 600 000, 00**



**TIME SCHEDULE OF EVENTS FOR THE APPROVAL OF THE 2022/23 IDP, BUDGET AND PMS**

<b>IDP Phase</b>	<b>Deliverables</b>	<b>Coordinating/Responsible Department</b>	<b>Output</b>	<b>Legislative Requirement</b>	<b>Time Frame</b>
<b>Preparation phase</b>	Develop draft 2022/23 IDP, Budget and PMS process plan	Strategic Support Services	Approved IDP, Budget and PMS process plan	MSA NO. 32 of 2000 (s27,28,29 and 41) MFMA NO, 56 of 2003(s21)	02-31 August 2021
	Alignment with WDM framework for IDP	Waterberg District Municipality		MSA NO. 32 of 2000 (s27) MFMA NO. 56 of 2003 (s21)	11-31 August 2021
	Advertise draft IDP, Budget & PMS process plan for public comments	Strategic Support Service		MSA NO. 32 of 2000 (s28)	02-13 Aug 2021
	First IDP Steering Committee Meeting	Strategic Support Services		MSA NO. 32 of 2000 (s17 & 28)	05- 06 Aug21 <b>Target</b> 09 August 21
	First IDP Rep Forum Meeting	Strategic Support Services		MSA NO. 32 of 2000 (s16,17and 18) MFMA NO, 56 of 2003(s21)	16-20 Aug 2021 <b>Target</b> 13 August 2021
	Table draft IDP 2022/23 IDP, Budget and PMS process plan to council	Mayor and Municipal Manager		MSA NO. 32 of 2000 (s28)	23-31 Aug 2021 <b>Target</b> 30 Aug 2021
<b>Analysis phase</b>	Provincial District engagement session	CoGHSTA, OTP and WDM	<ul style="list-style-type: none"> <li>Assessment of existing level of development</li> <li>Priority issues/problems</li> </ul>	MFMA NO, 56 of 2003(s21)  MSA NO. 32 of 2000 (s29)	<b>Sep 2021</b>
<b>Analysis phase</b>	Public engagement/Community based planning session	Strategic Support Services	<ul style="list-style-type: none"> <li>Understanding of courses of</li> </ul>	MSA NO. 32 of 2000 (s16 & 17)	01-30 Sept 2021

	2 <sup>nd</sup> IDP Steering committee meeting.	Municipal Manager	<ul style="list-style-type: none"> <li>priority issues/problems</li> <li>Information on available resources</li> </ul>	MSA NO. 32 of 2000 (s17 & 28)	19-22 Oct 2021 <b>Target</b> 22 Oct 2021
	2 <sup>nd</sup> IDP Rep Forum	Strategic Support Services		MSA NO. 32 of 2000 (s16,17and 28) MFMA NO, 56 of 2003(s21)	26-30 Oct 2021 <b>Target</b> 22 Oct 2021
<b>Strategies phase</b>	Provincial District engagement session	CoGHSTA, OTP and WDM	<ul style="list-style-type: none"> <li>Vision (for Municipality)</li> <li>Objective for each priority issue</li> <li>Strategic options and choice of strategy</li> </ul>	MFMA NO, 56 of 2003(s21)  MSA NO. 32 of 2000 (s29)	<b>Nov 2021</b>
	Strategic planning session (technical Steering committee)	Strategic Support Services		MSA NO. 32 of 2000 (s26)	22-24 Nov 2021 <b>Target</b> 23-24 Nov 2021
	Consolidation and alignment with national, provincial and district strategies	Strategic Support Services		MSA NO. 32 of 2000 (s26)	1 – 10Dec 2021
<b>Project phase</b>	Project identification	Strategic Support Services	<ul style="list-style-type: none"> <li>Tentative financial framework for projects</li> <li>Identification of projects</li> </ul>	N/A	3-29 Jan 2022
<b>Project phase</b>	Project identification	Strategic Support Services	<ul style="list-style-type: none"> <li>Project's output, targets and location</li> </ul>	N/A	3-28 Jan 2022
	Task team consultation	Strategic Support Services		N/A	3-28 Jan 2022

			<ul style="list-style-type: none"> <li>• Project related activities and time schedule.</li> <li>• Cost and budget estimates</li> <li>• Performance indicators</li> </ul>		
Report on the mid-term performance of the SDBIP	Office of the MM			MFMA NO, 56 of 2003(s72)	24 Jan 2022
Table draft annual report to council	Office of the MM			MFMA NO, 56 of 2003(s127)	24-28 Jan 2022
Strategic planning session	Office of the MM			MSA NO. 32 of 2000 (s26)	17 Jan- 4 Feb 2022 Target 01-04 February 2022
Mid-year performance	Office of MM			MFMA NO 56 (s72)	24-28 Jan 2022
Mid-year Budget & Performance assessment	Office of MM			MBRR Sect 12 of MFMA	Jan -March 2022
Publicize annual report for public comments	Office of the MM			MFMA NO, 56 of 2003(s127)	21 Feb - 04 Mar 2022
Provincial District engagement session	CoGHSTA, OTP and WDM			MFMA NO, 56 of 2003(s21) MSA NO. 32 of 2000 (s29)	Feb 2022
Community consultation forums on proposed 2022/23 tariffs, indigent credit, credit control and free basic services	BTO			MFMA NO, 56 of 2003(s21 & 24)	04 -29 April 2022
IDP Steering committee	Municipal Manager			MSA NO. 32 of 2000 (s17 & 28)	21-25 March 2022 <b>Target</b> 10 March 2022
Third IDP Rep Forum	Mayor & Municipal Manager		MSA NO. 32 of 2000 (s 16, 17 & 28) MFMA NO, 56 of 2003(s21)	7 -18 March 2022 <b>Target</b> 16 March 2022	
			<ul style="list-style-type: none"> <li>• Information on available resources</li> </ul>		



	Budget steering committee for draft 2022/23 Budget	BTO		MFMA NO, 56 of 2003(s53)	11 Mar 2022
	Table draft IDP, Budget & SDBIP 2022/23 to council	Mayor		MSA NO. 32 of 2000 (s30) MBRR Sect 12 MFMA Circ no 98	28 -31 March 2022
<b>Project phase</b>	Approval of Oversight Report	Municipal Manager		MFMA NO, 56 of 2003(s127)	21-31 March 2022
<b>Integration phase</b>	Advertise draft 2022/23 IDP & Budget for public comments	Strategic Support Services	<ul style="list-style-type: none"> <li>• Five-year financial plan</li> <li>• Five-year capital investment plan</li> <li>• Institutional plan</li> <li>• Reference to sector plans</li> <li>• Integrated sector plans</li> </ul>	MSA NO. 32 of 2000 (s25)	1-29 Apr 2022
	Final alignment with WDM, Provincial and National programmes	Strategic Support Services		MSA NO. 32 of 2000 (s21) MFMA NO, 56 of 2003(s29)	7-18 Mar 2022
	IDP&Budget Road shows 2022/23	Mayor and Steering committee		MSA NO. 32 of 2000 (s16 & 17) MFMA NO, 56 of 2003(s23)	1-29 Apr 2022
	District IDP, SDBIP and Budget assessment	Strategic Support Services			18-29 Apr 2022
	Screening, alignment and consolidation of inputs from communities	Strategic Support Services			MFMA NO, 56 of 2003(s23)



	Fourth IDP steering committee	Strategic Support Services		MFMA NO, 56 of 2003(s23)	2-6 May 2022
<b>Approval phase</b>	Consolidation and alignment	Strategic Support Services		N/A	
	Fourth IDP Rep forum	Mayor & Municipal Manager		MSA NO. 32 of 2000 (s 16, 17 & 28) MFMA NO, 56 of 2003(s21)	9-16May 2022 <b>Target</b> 13 May 2022
	Budget Benchmark assessment	Office of MM		MBRR Sect 12 of MFMA	April -May 2022
	Budget steering committee for final 2022/23 budget	BTO		MFMA NO, 56 of 2003(s53)	16-20May 2022
	Table the 2022/23 IDP & Budget to council	Mayor & Municipal Manager		MSA NO. 32 of 2000 (s 30)	23-27 May 2022 <b>Target</b> 25 May 2022
<b>Approval phase</b>	Submission of approved IDP, Budget & SDBIP to CoGHSTA and Provincial Treasury	Municipal Manager		MSA NO. 32 of 2000 (s 32) MBRR Sect 12 of MFMA Circ no 98	1- 9 Jun 2022
	Publish approved 2022/23 IDP & Budget	Strategic Support Services		MSA NO. 32 of 2000 (s 25)	1-17 Jun 2022
	Approval of SDBIP	Municipal Manager		MSA NO. 32 of 2000 (s 38)	5-9 Jun 2022

The Municipality will endeavor to adhere to the proposed dates to comply with legislative requirements in crafting the 2022/23 Medium Term Revenue Expenditure framework. It is against this framework that council is requested to note the proposed IDP/Budget process plan for 2022/23