



CAPRICORN DISTRICT MUNICIPALITY

INTERNAL MEMO: EXECUTIVE MAYOR

Date: 21 JULY 2023

Memo Ref: 9/2/17

TO : COUNCIL
FROM : EXECUTIVE MAYOR
DATE : 21 JULY 2023
SUBJECT : SUBMISSION OF THE 2023/2024 IDP/BUDGET REVIEW FRAMEWORK AND PROCESS PLAN

1. PURPOSE

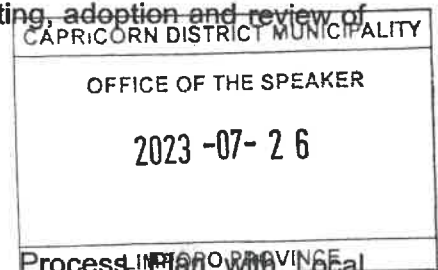
The purpose of this submission is for Council to note and approve the 2023/2024 IDP/Budget Review Framework and Process Plan for its implementation.

2. BACKGROUND

Section 27 (1) & (2) of the Municipal Systems Act (MSA), No.32 of 2000 stipulates that, each District Municipality must adopt a framework for Integrated Development Planning that binds both the District and the local municipalities in the area of the district municipality as a whole, while Section 28 of the MSA mandates municipal Council to adopt a process set out in writing to guide the planning, drafting, adoption and review of municipal integrated development plan (IDP).

3. DISCUSSION

The District Municipality consulted and aligned the Draft Process Plan with Local Municipalities during the District IDP Management Committee meeting held on the 07 July 2023. The Draft 2023/24 IDP/Budget Review Framework/ Process Plan was presented during the 1st IDP Representative Forum on the 19 July 2023 for consultation purposes. The consultation is done in line with Chapter 4 of the Municipal Systems Act (32 of 2000) which clearly states that the municipality must through the appropriate mechanisms and process consult the community before adopting the process.



4. CONSULTATION

Consultation with internal and external stakeholders was done; including the IDP Representative Forum and Portfolio Committee.

5. LEGAL IMPLICATION

The 2023/24 IDP/Budget Process Plan is developed in terms of Municipal Systems Act, 32 of 2000 and Municipal Finance Management Act, 56 of 2003.

6. RECOMMENDATION

It is therefore recommended that Council note and approves the 2023/2024 IDP/Budget Review Process Plan/Framework for implementation.



CLLR. MAMEDUPI TEFFO
EXECUTIVE MAYOR

21/07/2023
DATE



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DRAFT 2023/2024 IDP/BUDGET REVIEW FRAMEWORK AND PROCESS PLAN

TABLE OF CONTENTS

SECTION 1: INTRODUCTION	3
1.1 INTRODUCTION	3
SECTION 2: ORGANISATIONAL ARRANGEMENTS & ROLE PLAYERS	4
2.1 INTERNAL ROLE PLAYERS AND RESPONSIBILITIES	4
2.2. EXTERNAL ROLE PLAYERS AND RESPONSIBILITIES	6
SECTION 3: MECHANISMS AND PROCEDURES FOR PARTICIPATION	10
3.1 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION	10
3.1.1 MECHANISMS FOR PARTICIPATION	10
3.1.2 PROCEDURES FOR PARTICIPATION	10
SECTION 4: BINDING PLANS AND LEGISLATIONS	11
4.1 BINDING PLANS AND LEGISLATIONS	11
SECTION 5: MECHANISM AND PROCEDURE FOR ALIGNMENT	14
5.1 ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES	13
5.1.1 HORIZONTAL AND VERTICAL ALIGNMENT	13
5.1.2. MANAGEMENT OF ALIGNMENT	14
5.1.3. MONITORING AND EVALUATION	14
5.1.4. AMENDMENT OF THE FRAMEWORK	14
SECTION 6: 2023/2024 IDP/BUDGET REVIEW ACTION PROGRAMME	15
6.1 IDP/BUDGET REVIEW PROCESS PLAN 2023/2024	16
6.2 SCHEDULE OF MEETINGS	19
6.3. BUDGET	21

SECTION 1: INTRODUCTION

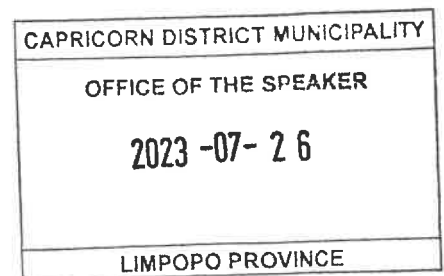
1.1 INTRODUCTION

The adoption of the IDP Process Plan is regulated in terms of Section 28 of the Municipal Systems Act (32 of 2000) which stipulates that:

- (1) *“Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan;*
- (2) *The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4 of the Municipal Systems Act (32 of 2000), consult the community before the adopting the process; and*
- (3) *A municipality must give notice to the local community of particulars of the process it intends to follow”.*

The adoption of the IDP framework is regulated in terms of Section 27 of the Municipal Systems Act (32 of 2000) which stipulates that:

- (1) *“Each district municipality, within a prescribed period after the start of its elected term and after following a consultative process with the local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole.*



SECTION 2: ORGANISATIONAL ARRANGEMENTS AND ROLES AND RESPONSIBILITIES

2.1 INTERNAL ROLE PLAYERS AND RESPONSIBILITIES

STRUCTURES/STAKEHOLDER	COMPOSITION	ROLES AND RESPONSIBILITIES
Council	<ul style="list-style-type: none"> ▪ All Councilors 	<ul style="list-style-type: none"> ▪ Make final decisions. ▪ Consider and adopt Framework/ Process Plan. ▪ Consider, adopt and approve the IDP/Budget.
Executive Mayor/ Mayoral Committee	<ul style="list-style-type: none"> ▪ Executive Mayor and members of the Mayoral Committee 	<ul style="list-style-type: none"> ▪ Manage the drafting of the IDP review. ▪ Assign responsibilities in this regard to the Municipal Manager. ▪ Submit the District Framework and Process Plan to the Council for adoption; ▪ Submit the draft and final reviewed IDP and Budget to Council for adoption and approval; ▪ The responsibility for managing the drafting of the IDP is assigned to the office of the Municipal Manager. ▪ Chair meetings of the IDP Representative Forum.
Municipal Manager	<ul style="list-style-type: none"> ▪ Municipal Manager 	<ul style="list-style-type: none"> ▪ Oversee the whole IDP process and to take responsibility therefore
IDP Manager	<ul style="list-style-type: none"> ▪ IDP Manager 	<p>The following responsibilities are assigned to the IDP Manager</p> <ul style="list-style-type: none"> ▪ Preparation of the framework and process plan;

CAPRICORN DISTRICT MUNICIPALITY
 OFFICE OF THE SPEAKER
 2023 -07- 2 6
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STRUCTURES/STAKEHOLDER	COMPOSITION	ROLES AND RESPONSIBILITIES
		<ul style="list-style-type: none"> ▪ Day to day management and coordination of the IDP process in terms of the timeframes, resources and people, and ensuring: ▪ The involvement of all relevant role-players, especially management officials; to ensure that; ▪ The timeframes are being adhered to; ▪ That the planning process is horizontally and vertically aligned and complies with national and provincial requirements; ▪ That condition for participation is provided and those outcomes are documented. ▪ To identify additional role-players to sit on the IDP Representative Forum; ▪ To ensure appropriate procedures are followed; ▪ To ensure documentation is prepared properly; ▪ To respond to comments and enquiries; ▪ To submit the reviewed IDP to the relevant authorities.
<p>IDP/Budget Steering Committee (Acts as a support to the IDP Representative Forum, making technical decisions and inputs, to the Municipal Manager and the IDP Manager)</p>	<ul style="list-style-type: none"> ▪ Municipal Manager (Chair) ▪ IDP, PMS and Budget Manager ▪ Executive Management ▪ Member of the Mayoral Committee responsible for planning and budget 	<ul style="list-style-type: none"> ▪ Assist and support the Municipal Manager/ IDP Manager ▪ Information 'GAP' identification ▪ Oversee the alignment of the planning process internally with those of the local municipality areas. ▪ Provide terms of reference for the various planning activities associated with the IDP and budget; ▪ Commission research studies as may be required; ▪ Considers and comments on: <ul style="list-style-type: none"> ○ Inputs from sub-committee/s, study teams and consultants;

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 OFFICE OF THE SPEAKER
 2023 -07- 2 6
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STRUCTURES/STAKEHOLDER	COMPOSITION	ROLES AND RESPONSIBILITIES
		<ul style="list-style-type: none"> o Inputs from provincial sector departments and support providers; and o IDP Representative Forum members. <ul style="list-style-type: none"> ▪ Processes, summarise and document outputs; ▪ Makes content and technical recommendations.
Municipal Officials		<ul style="list-style-type: none"> ▪ Provide technical/ sector expertise ▪ Prepare selected Sector Plans

2.2. EXTERNAL ROLE PLAYERS AND RESPONSIBILITIES

ROLE PLAYER	COMPOSITION	ROLES AND RESPONSIBILITIES/ TOR
Sector Officials	Departments	<ul style="list-style-type: none"> ▪ Provide sector budget ▪ Ensure vertical alignment of the Municipal IDP with Provincial and National sector plans. ▪ Monitor the development and review of IDP process ▪ Contribute relevant information of Provincial Sector Departments ▪ Contribute sector expertise and technical knowledge during the development and review of strategies and projects ▪ Through the Provincial planning forum the provincial government will give hands on support to municipalities in order to produce credible IDPs.
Planning Professionals/ Service Providers		<ul style="list-style-type: none"> ▪ Methodological guidance and training ▪ Facilitation of planning workshops ▪ Drafting sector plans ▪ Assist with Performance Management System ▪ Documentation of IDP

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 OFFICE OF THE SPEAKER
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ROLE PLAYER	COMPOSITION	ROLES AND RESPONSIBILITIES/ TOR
IDP Representative Forum	<ul style="list-style-type: none"> ▪ Executive Mayor ▪ Members of the Mayoral Committee ▪ Councillors ▪ Ward Committees ▪ Community Development Workers ▪ IDP/Budget Steering Committee members ▪ Head of departments/Senior Officials from Sector Departments ▪ Traditional Leaders ▪ Representative of organised groups ▪ Representatives of unorganised groups ▪ NGOs/CBOs and Youth Organisations ▪ Businesses and Academic Institutions ▪ Parastatals and SOEs 	<ul style="list-style-type: none"> ▪ Contribute information on plans, programmes and budget during the development and review process ▪ Conduct tasks as commissioned by Steering Committee on identified gaps and make recommendations to the Steering Committee ▪ Provide technical expertise
IDP Management Committee	<p>The District IDP Manager will chair the IDP Management Committee. The committee will comprise of IDP Managers, Planners and M&E practitioners of all municipalities in the district.</p>	<ul style="list-style-type: none"> ▪ Assist in the organizing of public consultation and participation engagements. ▪ Represent the interest of their constituents and contribute knowledge and ideas ▪ Form a structural link between the municipality and the public by informing interest groups, communities and organisations on relevant planning activities and their outcomes ▪ Provide organizational mechanism for discussion, negotiation and decision-making between the stakeholders including municipal government ▪ Analyse and integrate issues, determine priorities, strategies, projects and programmes and identify budget requirements ▪ Discuss and comment on the draft IDP/Budget ▪ Monitor performance of the planning and implementation process.
		<ul style="list-style-type: none"> ▪ Monitor, evaluate progress and provide feedback ▪ Drafting of credible IDP ▪ Provide technical guidance to IDP and review process at district level ▪ Ensure and maintain alignment ▪ Standardise the planning process ▪ Recommends corrective measures

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OFFICE OF THE SPEAKER
2023-07-26
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ROLE PLAYER	COMPOSITION	ROLES AND RESPONSIBILITIES/ TOR
<p>District Development Planning Forum</p>	<ul style="list-style-type: none"> ▪ The district and its four local municipalities ▪ Municipal Manager (Chair) ▪ Development and Planning Managers ▪ IDP Managers ▪ GIS Managers ▪ Technical Managers ▪ Chief Finance Officer (C.F.Os) ▪ LED Managers ▪ Spatial Planners ▪ Transport Planning Managers ▪ Parastatals i.e. State Owned Enterprise ▪ Representatives from sector departments at planning sections 	<ul style="list-style-type: none"> ▪ The appropriate scope of development planning, including the relationships between spatial and non-spatial planning; ▪ The appropriate levels of government at which development planning should be carried out, the kind of planning to be done at each such level and the coordination between different departments, levels of government and other bodies responsible for development planning; ▪ The appropriate emphasis that should be placed upon development, including land development for the benefit of low income and historically disadvantaged communities; ▪ The appropriate methods of setting and monitoring compliance with the general development planning principles and performance criteria and objectives for land development by provincial and local government; ▪ The appropriate levels and methods of public participation in the development planning activities at different levels of government; ▪ The integration of environmental management with the development planning activities at different levels of government; ▪ Policies and procedures relating to effective alignment of planning, programming and budgeting processes, within and between the various levels of government in order to promote effective development planning; ▪ Integrating and clustering of projects and alignment of provincial and local priorities; ▪ Establishment of mechanism aimed at aligning spatial choices around government spending across all sector departments and municipalities by mapping

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ROLE PLAYER	COMPOSITION	ROLES AND RESPONSIBILITIES/ TOR
		development potential and formulating principles for targeting development and spending; <ul style="list-style-type: none"> ▪ Facilitation of the establishment of a framework for in-depth consultative provincial planning processes for district and locals IDPs and follow-up meetings for feed-back purposes and ▪ Alignment of the development planning and budgeting cycle of the sector departments and municipalities.

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SECTION 3: MECHANISMS AND PROCEDURES FOR PARTICIPATION

3.1 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION

Chapter 4 of the Municipal Systems Act, 2000 section 17(2) stipulates that a municipality must establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality. Four major functions can be aligned with the public participation process namely:

- Needs identification;
- Identification of appropriateness of proposed solutions;
- Community ownership and buy-in; and
- Empowerment.

3.1.1 MECHANISMS FOR PARTICIPATION

The following mechanisms for participation will be utilised:

- **Media-** Local newspapers, District's newsletter, Facebook and WhatsApp and the virtual/hybrid platform will be used to communicate with the community about the IDP matters.
- **Radio Slots-** The community radio stations will be utilised either to consult or make public announcements where necessary.
- **The District Municipality's Website-** The website will also be utilized to communicate and inform the community. Copies of the IDP and Budget will be placed on the website for public to view or download.

3.1.2 PROCEDURES FOR PARTICIPATION

The following procedures for participation will be utilised:

- **IDP Representative Forum (IDP RF) -** This forum represents all stakeholders and is inclusive as possible. Efforts will be made to bring additional organisations into the IDP Representative Forum and ensure their continued participation throughout the process.
- **Public Consultation Meetings -** The municipality will embark on public consultations with all stakeholders to consult on the Draft IDP and Budget between the month of April and May 2023. The arrangements for these meetings will be publicised through the media.
- **Community Based Planning -** Community-based planning is a form of participatory planning which has been designed to promote community action and to link to the IDP.

SECTION 4: BINDING PLANS AND LEGISLATIONS

4.1 BINDING PLANS AND LEGISLATIONS

National legislation can be distinguished between those that deal specifically with municipalities. The Municipal Structures and Systems Acts are specific to municipalities. The Municipal Systems Act has specific chapters dedicated to IDPs and is the driving piece of legislation for the development of IDPs.

National legislations contain various kinds of requirements for municipalities to undertake planning. Sector requirements vary in nature in the following way:

- Legal requirements for the formulation of sector plans (e.g. Water Services Development Plan).
- A requirement that planning be undertaken as a component of, or part of, the IDP (like a housing chapter plan).
- Links between the IDP and budget process as outlined in the Municipal Finance Management Act.
- Legal compliance requirement (such as principles required in the Development Facilitation Act-DFA and the National Environmental Management Act-NEMA).

LIST OF NATIONAL AND PROVINCIAL BINDING LEGISLATIONS/PRONOUNCEMENT

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 (No.108 of 1997)
	Integrated Transport Plan	Department of Transport	National Transport Bill
	Waste Management Plan	Department of Environmental Affairs	White Paper on Waste Management
	Spatial Planning requirements	Department of Rural Development and Land Reform	Spatial Planning and Land Use Management Act (No. 16 of 2013)
Requirement for sector planning to be incorporated into IDP	Housing Strategy	Department of Human Settlements	Housing Act (Chapter 4, Section 9)
	Local Economic Development Strategy	Department of Cooperative Governance and Traditional Affairs	Municipal Systems Act (No. 32 of 2000)
	Integrated Infrastructure Planning	Department of Cooperative Governance and Traditional Affairs	Municipal Finance Management Act (No. 56 of 2003)

	Spatial Development Framework	Department of Rural Development and Land Reform, and Department of Cooperative Governance and Traditional Affairs	Municipal Systems Act (No.32 of 2000; Spatial Planning and Land Use Management Act (No. 16 of 2013)
	Integrated Energy Plan	Department of Energy	White Paper on Energy Policy, December 1998
Requirement that IDP complies with	National Environmental Management Act (NEMA) Principles	Department of Environmental Affairs	National Environment Management Act (No. 107 of 1998)
	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)

LIST OF SOME RELEVANT POLICIES AND PROGRAMMES

POLICY/PROGRAMMES	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
National Development Plan (NDP)	Office of the Presidency	The thrust of the National Development Plan is to eliminate poverty and reduce inequality by 2030, through uniting South Africans, unleashing energies of citizens, building an inclusive economy as well as the capable state and its leadership to solve complex problems.
Integrated Sustainable Rural Development Strategy (ISRDS)	Office of the Presidency	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 of GEAR with the more re-distributive and people development association of the RDP. It does so through the accommodation of the need to stimulate local economic development and enhanced global competitiveness of South African cities.
Comprehensive Rural Development Strategy	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.
The New Growth Path Framework	Office of the Presidency	There is growing consensus that creating decent work, reducing inequality and defeating poverty can only happen through a new growth path founded on a restructuring of the South African economy to improve its performance in terms of labour absorption as well as the composition and rate of growth. To achieve that step change in growth and transformation of economic

POLICY/PROGRAM MES	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
		conditions requires hard choices and a shared determination as South Africans to see it through.
Local Agenda (LA 21)	Department of Agriculture, Forestry and Fisheries & Department of Water and Environmental Affairs	Blueprint for Sustainable Development. Delivering basic environmental, social and economic services. Local level planning. Sustainable development of local urban settlements and communities.
Limpopo Development Plan (LDP)	Office of the Premier	Placing the economy on a new growth path capable of delivering decent work and sustainable livelihoods.
CDM 2040 Growth & 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.
District Development Model (DDM)	Department of Cooperative Governance and Traditional Affairs (CoGTA)	An integrated district-based approach that consists of a process by which joint and collaborative planning is undertaken at local, district and metropolitan by all three spheres of governance resulting in a single strategically focussed One Plan for each of the 44 districts and 8 metropolitan geographic spaces in the country.

SECTION 5: MECHANISM AND PROCEDURE FOR ALIGNMENT

5.1 ALIGNMENT OF THE IDP, BUDGET AND PERFORMANCE MANAGEMENT PROCESSES

Every attempt has been made in this Process Plan to align the IDP and Budget preparation process, and the Performance Management System (PMS) review.

5.1.1 HORIZONTAL AND VERTICAL ALIGNMENT

Alignment is at two levels, i.e. horizontal and vertical. Largely the two levels influence each other. Though one can be done independent from each other, if this is done, a clear picture of what is happening will not be achieved. The strategy that we are going to follow applies to both horizontal alignments between the District and Local Municipalities, and vertical, between the municipalities, the province and the national departments and parastatals.

The alignment that is mentioned in here between municipalities on the one hand involves ensuring that their planning activities and processes are coordinated and addressed jointly. On the other hand, alignment between local government and other spheres of government as well as parastatals or service providers

national and provincial policies and strategies so that it is considered for the allocation of departmental budgets and conditional grants. The District IDP should reflect the integrated planning in its IDP in which both locals and sector departments' plans find and aligned expression in the document.

5.1.2. MANAGEMENT OF ALIGNMENT

For both alignment types, horizontal and vertical, the main responsibility lies with the District Municipality. The role of the Municipal Manager/IDP Manager at the District level is of utmost importance. IDP unit and external facilitators could be used to support the alignment process. However, the provincial department of local government and office of the Premier play an important role as co-coordinator to ensure alignment above District level and between districts, sector departments and parastatals within the Province.

5.1.3. MONITORING AND EVALUATION

The District Mayor's IGR Forum will monitor and ensure the implementation of the District IDP Framework and each Municipal Council will monitor and ensure the implementation of local process plans. The Department of Cooperative Governance, Human Settlement and Traditional Affairs (COGHSTA); and Office of the Premier (OTP) will ensure support on the co-ordination and alignment of provincial and national departments and role players.

5.1.4. AMENDMENT OF THE FRAMEWORK

The District Executive Mayor/ or Mayoral Committee may due to unforeseen and critical circumstances after consultation with local municipalities, effect amendments to the framework/ Process Plan.

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2023 -07- 26
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SECTION 6: IDP/BUDGET REVIEW ACTION PROGRAMME

PHASES OF THE IDP

<p>Preparation</p> <ul style="list-style-type: none"> • Clarify roles and responsibilities • Design of process plan including procedures for stakeholder participation • Identification of relevant policies and legislation • Engage with national and provincial departments to ensure alignment • Develop budget for the planning process 	<p>July - August</p>
<p>Analysis</p> <ul style="list-style-type: none"> • Gather & synthesize existing information • Community & stakeholder issue analysis • Reconcile existing information & input from stakeholder analysis • Undertake situational analysis including spatial, environmental, socio-economic and institutional • Identify & analyse priority issues • Agree on priority issues 	<p>September - October</p>
<p>Strategies</p> <ul style="list-style-type: none"> • Formulate Vision & Objectives • Develop local strategic guidelines • Formulate development strategies • Identify projects & programmes 	<p>November - December</p>
<p>Projects</p> <ul style="list-style-type: none"> • Allocate preliminary budgets for capital and operational expenditure • Identify sources of finance • Design project proposals and set objectives, targets and indicators • Develop detailed project proposals 	<p>December - January</p>
<p>Integration</p> <ul style="list-style-type: none"> • Screen draft projects proposals • Integration of projects & programmes • Develop draft integrated plans and programmes - Financial/Capital Investment Plan - Integrated Spatial Development Framework - Integrated Institutional Plan - Disaster Management Plan 	<p>January - March</p>
<p>Approval</p> <ul style="list-style-type: none"> • Invite and incorporate comments • Municipal Council adopts IDP 	<p>March and May</p>

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6.1 2023/2024 IDP/BUDGET REVIEW PROCESS PLAN

IDP/ BUDGET REVIEW ACTIVITIES

ACTIVITY	DATE	LEGISLATION	RESPONSIBILITY
IDP Management Committee Alignment Session	07 July 2023		District and LMs IDP Managers/ Officers
1 st IDP Rep Forum (Draft IDP/Budget Framework and Process Plan)	19 July 2023	MSA Sec. 28	Municipal Manager/Executive Mayor
Approval of IDP & Budget Framework/ Process Plan	26 July 2023	MSA Sec. 27 (1) and 28 (1)	Executive Mayor/Council
Submission by departments for Budget adjustment, 2023/2024 Draft Projects and MTRF	December 2023		All Departments/ Executive Managers
Analysis of Budget (adjustment consideration)	December 2023	MFMA s 28(2)(b),(d),(e), and (f)	Budget committee
Consideration of Budget adjustment	January/February 2024		Budget committee
Tabling of the Draft Budget adjustment.	27 February 2024	MFMA s 28(2)(b),(d),(e), and (f)	Mayoral Committee and Council
Review of Budgets related policies	January - March 2024	MSA s 74, 75	Finance
Departmental Strategic Planning Sessions	23,24,25,29, 30, 31 January 2024	MSA Sec 34 (a)	Management, Departments and Portfolio Committee/MMCs
Management Strategic Planning Sessions	22 - 23 February 2024	MSA Sec 34 (a)	Management Team
Engagement with Councillors on Draft IDP/Budget	13 March 2024		Municipal Manager/Council
2 nd IDP Rep Forum (Draft 2024/25 IDP/Budget and 2 nd Quarter Performance Report)	19 March 2024	MSA Sec 29 (1) (b)	Executive Mayor
Consideration of Draft 2024/25 IDP/ Budget by IDP/Budget Steering Committee	March 2024	MFMA s 22 & 37; MSA Ch 4 as amended	Budget Committee

CAPRICORN DISTRICT MUNICIPALITY
OFFICE OF THE SPEAKER
2023 -07- 26
LIMPOPO PROVINCE

Draft IDP/Budget and Budget related policies presented to Portfolio Committees	08 March 2024		Executive Managers
Draft IDP/Budget and Budget related policies presented to Mayoral Committee	20 March 2024		Municipal Manager/CFO
Draft IDP/Budget and Budget related policies tabled to Council	26 March 2024	MFMA s 16, 22, 23, 87; MSA s 34	Executive Mayor/Council
Consultation with the Audit Committee on the Draft IDP/Budget	April 2024	MFMA Sec. 166	Audit Committee
IDP/Budget Public Consultations	15, 16, 18 April 2024	MSA Sec 29 (1) (b)	Speaker's Office, Councillors, Budget Committee, Management, relevant officials and stakeholders
Organisational Strategic Planning Session / Lekgotla	2-3 May 2024	MSA Sec 34 (a)	Executive Management/ Mayoral Committee
Consideration of Final Draft 2024/25 IDP/ Budget	May 2024	MFMA s 23, 24; MSA Chapter 4 as amended	Budget Committee
Final Draft IDP/Budget presented to Portfolio Committee	08 May 2024		Executive Managers/MMCs
Final Draft IDP/Budget presented to Mayoral Committee	17 May 2024		Mayoral Committee
Adoption of the Final Reviewed Draft IDP/Budget and Budget related policies	23 May 2024	MSA Sec 25 (1) MFMA s 16, 24, 53	Executive Mayor/ Council
Approval of Draft SDBIP, and Draft Performance Agreements tabled to Council.	June 2024	MFMA Sec. 53	Executive Mayor
Submission of approved IDP/Budget to MEC for Cooperative Governance, Human Settlement and Traditional Affairs and to National and Provincial Treasury.	May 2024 Within 10 days of the adoption	MSA Sec 32 (1) (a) MFMA s 24 (3)	Municipal Manager
Publish and distribute approved IDP/Budget	June 2024 Within 14 days of the adoption	MSA Sec 25 (4) (a)	Municipal Manager and CFO

CAPRICORN DISTRICT MUNICIPALITY
OFFICE OF THE SPEAKER
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PMS KEY ACTIVITIES

ACTIVITY	DATE	LEGISLATION	RESPONSIBILITY
Tabling and approval of the Annual Performance Report by Council (Sec. 52 Report, Performance Agreements and Approved SDBIP)		MSA Sec 46 (2)	Municipal Manager/ Council
Submission of 1 st quarter performance report to Council for noting (In line with Sec. 52 Report)	October 2024		Municipal Manager/ Council
Tabling and approval of the Draft Annual Report, Mid-year performance report, Adjustments Budgets, Budget Policy review plan and reviewed SDBIP to Council	January 2024		Mayoral Committee/ Council
Tabling and approval of the Adjustments Budgets, Budget Policy review plan and reviewed SDBIP to Council	February 2024		Municipal Manager/Council
Publicise the reviewed SDBIP		MFMA s 54 (3)	
Public hearings on 2022/23 Annual Report	March 2024		Municipal Manager/ Council
Tabling of Oversight Report for approval	March 2024		Executive Mayor/ Council
Adoption of the Annual Report	March 2024		Executive Mayor/ Council
Approval and submission of Final 2023/24 SDBIP	June 2024	MFMA s 53 (1) (c) (ii)	Executive Mayor
Submission of draft performance agreements to the Executive Mayor	June 2024		Municipal Manager
Submission of final performance agreements to the Executive Mayor			Municipal Manager

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6.2 SCHEDULE OF MEETINGS

IDP MANAGEMENT COMMITTEE MEETINGS

DATE	TIME	VENUE
07 July 2023	09h00	Virtual Meeting
06 October 2023	09h00	Molemole Local Municipality
February 2024	09h00	Blouberg Local Municipality

DISTRICT DEVELOPMENT PLANNING FORUM/ ENGAGEMENT SESSIONS

DATE	TIME	VENUE
July – September 2023	09H00	Lepelle - Nkumpi Local Municipality
October – December 2023	09h00	Polokwane Local Municipality
January - March 2024	09h00	Molemole Local Municipality

IDP/ BUDGET STEERING COMMITTEE MEETINGS

DATE	TIME	VENUE
December 2023	09h00	Executive Mayor `s Boardroom
Jan/Feb 2024	09h00	Executive Mayor `s Boardroom
March 2024	09h00	Executive Mayor `s Boardroom
May 2024	09h00	Executive Mayor `s Boardroom

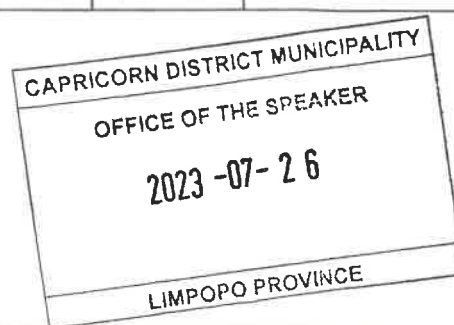
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 OFFICE OF THE SPEAKER
 2023 -07- 2 6
 LIMPOPO PROVINCE

IDP/BUDGET PUBLIC CONSULTATION MEETINGS

CONSULTATION	DATE	TIME	VENUE
IDP Management Committee Alignment Session	07 July 2023	09h00	Lepelle Nkumpi
1 st IDP Representative Forum	19 July 2023	10h00	TBC
Approval of 2023/24 IDP/Budget Review Framework and Process Plan	26 July 2023	10h00	Council Chamber
Engagement with Councilors on 2023/24 Draft IDP/Budget	13 March 2024	09h00	Council Chamber
2 nd IDP Representative Forum	19 March 2024	10h00	To be confirmed
Draft IDP/Budget and budget related policies tabled to Council	26 March 2024	14h00	Council Chamber
Business and Academic Institutions	15 April 2024	10h00	To be confirmed
Traditional Leaders	16 April 2024	09h00	To be confirmed
Sector Departments and NGOs/CBOs	18 April 2024	18h00	To be confirmed
Adoption of Final Draft IDP/Budget and budget related policies by Council	23 May 2024	10h00	Council Chamber

STRATEGIC PLANNING SESSIONS

PLANNED ACTIVITY	DATE	TIME	VENUE
Departmental Strategic Planning Session	23,24,25,29, 30, 31 January 2024	08h30	To be confirmed
Management Strategic Planning Sessions	22 - 23 February 2024	08h30	To be confirmed
Organizational Strategic Planning Session/ Lekgotla	02 -03 May 2024	08h30	To be confirmed



DISTRICT INTER-GOVERNMENTAL RELATIONS (IGR)

PLANNED ACTIVITY	DATE	TIME	VENUE
Municipal Managers' IGR Forum	<ul style="list-style-type: none"> • 19 September 2023 • 07 November 2023 • 14 March 2024 • 04 June 2024 	10h00	Council Chamber
District Mayors IGR Forum	<ul style="list-style-type: none"> • 29 September 2023 • 24 November 2023 • 07 December 2023 • 27 March 2024 • 28 June 2024 	10h00	To be confirmed
District Chief Whips IGR Forum	<ul style="list-style-type: none"> • 30 August 2023 • November 2023 • February 2024 	10h00	To be confirmed
District Speakers IGR Forum	<ul style="list-style-type: none"> • September 2023 • 08 November 2023 • February 2024 	10h00	To be confirmed

PROPOSED ADOPTION DATES

MUNICIPALITY	DATES OF ADOPTION		
	Framework/ Process Plan	Draft IDP/Budget	Final IDP/Budget
Blouberg LM	August 2023	28 March 2024	30 May 2024
Lepelle-Nkumpi LM	29 August 2023	28 March 2024	29 May 2024
Molemole LM	August 2023	March 2024	29 May 2024
City of Polokwane	28 July 2023	27 March 2024	29 May 2024
Capricorn DM	26 July 2023	26 March 2024	23 May 2024

6.3. BUDGET

Total budget of **R374 000** is allocated for the implementation of the IDP/Budget Framework and Process Plan to review the IDP/Budget.

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2023 -07- 26
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