



Sedibeng District Municipality
Corner Leslie and Beaconsfield Avenue, Vereeniging
PO Box 471, Vereeniging, 1930
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Office of the Municipal Manager

Sedibeng District Municipality

Enquiries: Ms Betty Pieterse
Cell: 066 3000 818
Ref No:5/1/8/1/1
31st October 2022

To: Honorable MPL Mzi Khumalo
MEC: CoGTA, e- Government, Research and Development
37 Sauer Street, Bank of Lisbon
9th Floor
Johannesburg
2001

Cc: karabo.mohapi.gov.za

Dear Honorable MEC,

Sedibeng District Amended DDM (One Plan), IDP & Budget 2023/24 Process Plan

The purpose of this letter is to notify the office of the MEC about formal submission of the recently adopted & amended DDM (One Plan), IDP & Budget 2023/24 Process Plan of the Sedibeng District Municipality, in line with Section 47 of the Intergovernmental Relations (IGR) Framework Act (Act No 13 of 2005)

And

In terms of Chapter 05 of Municipal Systems Act of (2000) stipulating that:
A municipality must undertake developmentally oriented planning so as to ensure it:

- (a) *strives the objects of local government set out in section 152 of the Constitution.*
- (b) *gives effect to its developmental duties as required by section 153 of the Constitution.*
- (c) *must ensure that National & Provincial government support and strengthen the capacity of municipalities to manage their own affairs, to exercise their powers and to perform their functions as required by section 154 of the Constitution*



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This is also in compliance with Local Government Municipal Financial Management Act of 2003, and Regulations, Municipal Structures Act and Regulations 117 of 1998 and Municipal Systems Act and Regulations 32(1(a) of 2000 and read as follows: -

“The Municipal Manager of a municipality must submit a copy of Integrated Development Plan as adopted by the council of the municipality, and any subsequent amendment to the plan, to the MEC for Local Government in the Province within 10 days of adoption of amendment of the plan “.

The attached amended DDM (One Plan), IDP & Budget 2023/24 Process Plan of the Sedibeng District Municipality served before Municipal Council on Wednesday 26th October 2022 and was subsequently approved and adopted by council.

- Sedibeng District Amended DDM (One Plan), IDP & Budget 2023/24 Process Plan Document.
- Council Resolutions.

We hope this letter and the supporting documents reach your favorable consideration

Yours faithfully


.....
Mr. Motsumi Mathe
Municipal Manager
Sedibeng District Municipality

EXTRACT OF THE MINUTES OF THE 138 COUNCIL MEETING HELD ON 26 OCTOBER 2022.

"A2282 AMENDED SEDIBENG DDM (ONE PLAN), IDP AND BUDGET PROCES PLAN FOR 2023/24

(15/1/8/1/1)

**Cluster: Strategic Planning and Economic Development
Portfolio: Integrated Development Planning (IDP)**

RESOLVED

1. THAT the DDM (One Plan), IDP and Budget Process Plan 2023/24 should be amended on the advice of National DeCOG in order to extend the deadline submission of Second-Generation Sedibeng District DDM (One Plan) from the end of December 2022 to the end of March 2023 due to limited time constraints.
2. THAT this report should be noted as final DDM (One Plan), IDP and Budget Process Plan 2023/24 and therefore be recommended to Council for approval."

* * * * *

It is hereby certified that this is a true extract from the minutes of a meeting of the Sedibeng District Municipality.

Council held on: 26 Oct
Signed by: F. M. Nkomo
Designation: M.M.
Legal And Support Services





Amended Sedibeng IDP and Budget Process Plan 2023/24

Our Vision:

“Sedibeng is a leading and developmental Metropolitan River City in 2030 with a strong, diverse economy and high quality standard of living”

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1. BACKGROUND:

Strategic planning is the process whereby management establish an organization's long-term direction, set specific performance objectives and develop strategies to achieve the objectives in light of all relevant internal and external circumstances, and undertake to execute the chosen action plans.

Strategic planning basically comprises of the following:

- Defining the organization's business and developing a strategic vision and mission as a basis for establishing what the organization does and does not do and where it is heading;
- Formulate strategies as well as strategic objectives and performance targets;
- Implementing and executing the chosen strategic plan; and
- Evaluating strategic performance and making corrective adjustments in strategy and/or how it is being implemented in light of actual experience, changing conditions, and new ideas and opportunities.

Therefore, **Integrated Development Planning** may be defined as a strategic planning process utilized by local government. It is a process through which municipalities prepare a strategic development plan, for a five (5) year period. The Integrated Development Plan (IDP) is a product of the aforementioned planning process. The IDP is the principal strategy planning instrument which guides and informs all planning, budgeting management and decision-making processes in a municipality.

In order to ensure minimum quality standards of the IDP and proper coordination and alignment between spheres of government, the district is required to develop and continually review an IDP Framework Guide known as the Process Plan. This plan seeks to guide all actions during the development or review of the IDP. This plan has to include the following:

- A programme specifying the time frames for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, and other role players in the IDP drafting process;
- An indication of the organizational arrangements for the IDP process;
- Binding plans and planning requirements, i.e. policy and legislation; and
- Mechanisms and procedures for vertical and horizontal alignment.

2. LEGAL COMPLIANCE

A myriad of legislation and policies are guiding the integrated development planning framework for the district, however the overarching legislation and policy that guides integrated development planning principles are the Constitution and the White Paper on Local Government. Other legislations and policies deal with specific aspects of integrated development planning.

Constitution of Republic of South Africa

According to the **Constitution of Republic of South Africa, Act 108 of 1996** (sections 152 and 153), local government is in charge of the development process in municipalities, and it is in charge of municipal planning. The constitutional mandate to relate its management, budgeting and planning functions to its objectives gives a clear indication of the intended purposes of municipal integrated development planning:

- to ensure sustainable provision of services;
- to promote social and economic development;
- to promote a safe and healthy environment;
- to give priority to the basic needs of communities; and
- To encourage involvement of communities.

White Paper on Local Government

The **White Paper on Local Government, 1998 (WPLG)** considers integrated development planning explicitly as a *tool for developmental local government*. Besides relating integrated development planning to the *developmental outcomes* which are largely in line with the objectives stated in the constitution, the WPLG outlines *why* integrated development planning is considered a necessary tool to achieve these purposes. Integrated development planning will:

- help to align scarce resources behind agreed policy objectives and programmes;
- make sure that actions are prioritized around urgent needs;
- ensure the necessary integration with other spheres of government, it will serve as a tool for communication and interaction with them; and
- Serve as a basis for engagement between local government and communities/residents.

Municipal Systems Act of 2000 (ACT NO: 32 OF 2000)

According to section 27 (1) of the Municipal Systems Act 32 of 2000. Each district municipality, within a prescribed period after the start of its elected term and after following a consultative process with local municipalities within its area, must adopt a framework for Integrated Development Planning in the area as a whole.

Chapter 5 of the Municipal Systems Act, 2000 (Act No: 32 of 2000) hereafter referred to as MSA, respectively refers to the annual review and amendment of Integrated Development Plan. A Council must:

(a) *Review its Integrated Development Plan-*

- (i) *Annually in accordance with assessment of its performance measurements in terms of section 41 and*
- (ii) *To the extent that changing circumstances so demand; and*
- (iii) *May amend its Development Plan in accordance with a prescribed process (Section 34). The IDP Review must include community participation as stipulated in the Municipal Systems Act (Act no. 32 of 2000).*

Linkage of the IDP and Budget

The Annual Budget and the IDP are inextricably linked to one another, something that has been formalized through the promulgation of the Local Government: Municipal Finance Management Act No. 56 of 2003. Chapter 4 and Section 21 (1) of the Municipal Finance Management Act (MFMA) indicate that:

The mayor of a municipality must –

- (b) *At least 10 months before the start of the budget year, table in the Municipal Council a time schedule outlining key deadlines for –*

The preparation, tabling and approval of the annual budget;

The annual review of -

- aa) *The integrated development plan in terms of Section 34 of the Municipal Systems Act; and*
- bb) *The budget related policies.*
 - i) *The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*
 - ii) *the consultative processes forming part of the processes referred to in subparagraphs (i),*

3. INTRODUCTION TO SEDIBENG IDP PROCESS PLAN 2023/24

Before IDP Process Plan can be developed, Section 27 of the Municipal Systems Act requires that each district municipality, after following a consultative process with the local municipalities within its area, adopt a framework for integrated development planning that binds both the district municipality and the local municipalities. The IDP Framework guides both the district and local municipalities in developing their respective process plans and IDP development.

“The district IDP development framework is critical to both district and its local municipalities as it gives the direction that the municipalities’ IDPs should follow and drives integrated development planning within the district area of jurisdiction”

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PREPARATION

Drafting an IDP requires a comprehensive planning process and the involvement of a wide range of internal and external role players. Such a process has to be properly organised and prepared.

This preparation is the duty of the municipal manager and senior management. The preparation process is referred to as the **“Process Plan”** and should contribute to the institutional preparedness of the municipality for the IDP process.

SEDIBENG IDP PROCESS PLAN 2022/23

There is some preparatory work that needs to be done by the district and local municipalities prior to the commencement of the planning process. Preparation involves the production of an “IDP Process Plan”.

The programme is necessary to ensure proper management of the planning process. It must contain the following:

- Introduction
- Binding National, Provincial and District Policies, Plans and Priorities
- Outline of the Roles and Responsibilities
- Established structures to manage the implementation of IDP process plan.
- Stakeholders and community participation process.
- Time schedule for the planning process



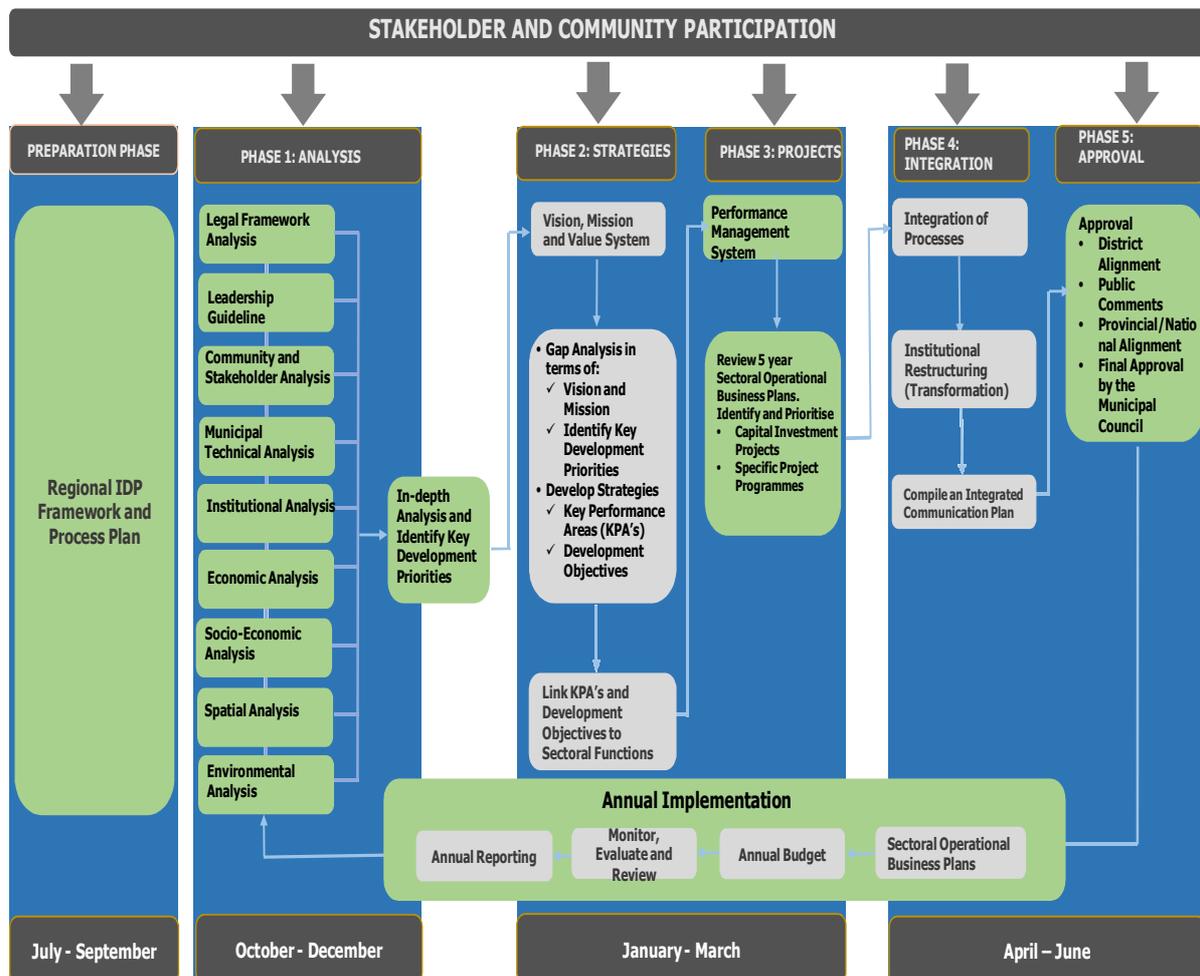
Detailed Sedibeng Process Plan Contents:

The following is the proposed table of contents, with due consideration to the prescriptions contained in legislation:

- Introduction;
- Institutional arrangements;
- Establishment process;
- Binding national and provincial plans, planning requirements and legislation
- Distribution of Roles and responsibilities;
- Stakeholders/ Public participation process;
- IDP table of contents; and
- Action Programme with timeframes and resource plan.

The IDP Process 2023/24 Outline:

Though municipalities are involved in the IDP process since the legislation came into play as of the year 2000, Councillors and Officials come and go and so does the dynamics in society change from timeously, which then place an obligation on all parties to get back to the basics in have a basic understanding of what the IDP process is all about. For some the process is familiar but to others, below is a synopsis of the IDP process: The diagram illustrating brief summation of the IDP process core-components:



4. DISTRIBUTION OF ROLES AND RESPONSIBILITIES

The synchronization of the planning activities between the district and local municipalities is essential to ensure that the planning activities occur and outputs are available more or less simultaneously so that the joint and complimentary responsibilities of the municipalities can be undertaken for all and by all responsible at the same time.

This approach will avoid duplication of the required processes and maximize the use of limited human resource capacities. It will also ensure consultation between the local and district municipalities for the district and over decision that effect and binding on both.

a) Roles and Responsibilities of different spheres of government:

The responsibilities to prepare and adopt IDP's lies with municipalities. However, Integrated Development Planning is an intergovernmental system of planning which requires involvement of all three spheres of government. Some contributions have to be made by Provincial and National government to assist municipal planning. The different roles and responsibilities between the three spheres include:

Sphere of Government		Roles and responsibilities
LOCAL GOVERNMENT	a) Local municipality	<ul style="list-style-type: none"> • Prepare an IDP • Adopt an IDP
	b) District municipality	<ul style="list-style-type: none"> • Prepare an IDP • Adopt an IDP • Provide support to poorly capacitated local municipalities • Facilitate the completion of a framework which will ensure coordination and alignment between local municipalities and the district.
PROVINCIAL GOVERNMENT	(a) Department of Local Government	<ul style="list-style-type: none"> • Coordinate training • Provide financial support • Provide general IDP guidance • Monitor the process in the province • Facilitate coordination and alignment between district municipalities • Facilitate alignment of IDP's with sector department policies and programmes • Assess IDP's • Provide relevant information on sector departments polices programmes and budgets • Contribute sector expertise and technical knowledge to the formulation of municipal policies and strategies.
	(b) Sector Departments	<ul style="list-style-type: none"> • Be guided by municipal IDP's in the allocation of resources at the local level
NATIONAL GOVERNMENT	(a) Department of Provincial and Local government	<ul style="list-style-type: none"> • Issue legislation and policy in support of IDP's • Provide financial assistance • Provide a national training framework • Establish a Planning and Implementation Management Support System • Provide relevant information on sector departments polices, programmes and budgets • Contribute sector expertise and technical knowledge to the formulation of municipal policies and strategies
	(b) Sector Departments	<ul style="list-style-type: none"> • Be guided by municipal IDP's in the allocation of resources at the local level

Arrangements:

The new democracy in South Africa represents a synthesis between the systems of representative democracy, where elected body like Council is the ultimate decision-making forum on municipal IDP's, where the decisions are arrived at through public consultation and processes of negotiation. For the Integrated Development Planning process, the understanding of this democracy means that;

- The process is not just a planning process within municipal government, but a forum for discussions and negotiations of various municipal stakeholders, community, and
- The final decision and accountability is with the municipal Council as the elected body answerable to the public on the utilization of the public resources.

Management of the IDP Process:

Integrated Development Planning is a mechanism to manage the affairs of the municipality and its municipal area, and hence it holds a very high status within a municipality. In terms of the Municipal Systems Act, 2000, the Executive Mayor of the Municipality and Mayoral Committee has the responsibility to manage the preparation of the IDP and assign this responsibility to the Municipal Manager.

- In most instances the process has to be managed by somebody within the municipal government, acting on behalf of the Municipal Manager, who has been assigned powers and functions to get all relevant sectors within the municipal government on board; and
- There has to be a special multi-sectoral IDP Committee or IDP Task Team which has to include all municipal heads of department and at least those councilors sitting in the mayoral committee as a basis for institutional transformation within the municipal administration.

5. Mechanisms and Procedures for Alignment:

Alignment is the instrument to synthesise and integrate the top-down and bottom-up planning process between different spheres of Government.

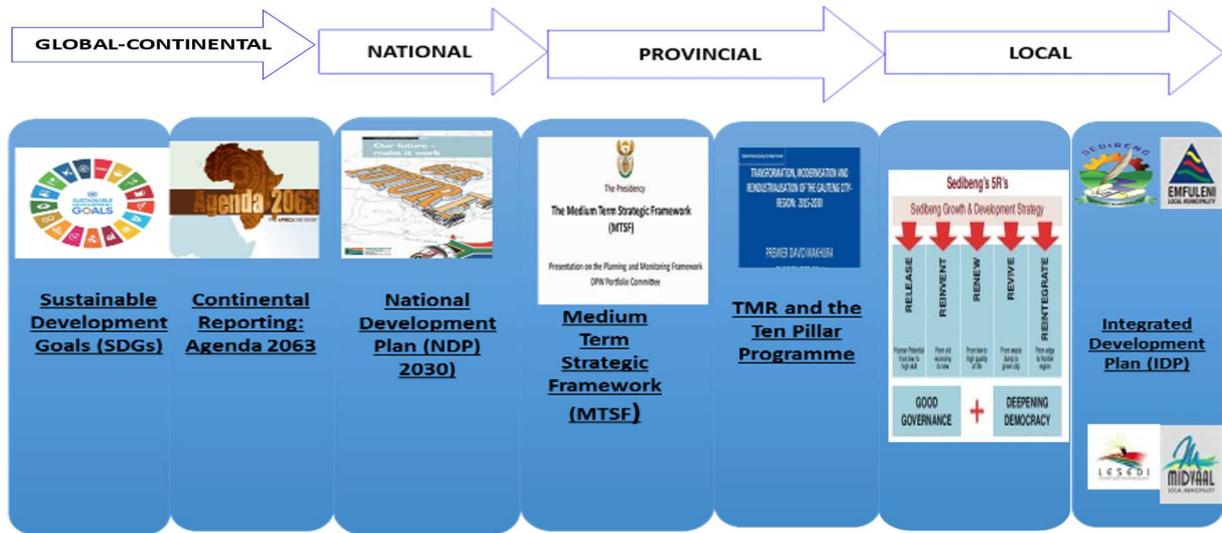
A key challenge among the role players in the IDP process is how to achieve alignment between the district, local municipalities and different development sectors to support municipal planning and development. The IDP is supposed to reflect vertical and horizontal alignment.

The following two types are critically required to ensure horizontal and vertical running of the planning process.

- Between Municipalities and the District to ensure that planning processes and issues are co-ordinated and addressed jointly.
- Between Local Government (Municipalities/Districts) and other spheres especially National / Provincial sector Departments, particularly in terms of budget alignment.

The District Municipality has the responsibility to ensure that alignment between the Local Municipalities takes place. The **Alignment Committee (Both Political and Administrative)** will be used for this purpose. This Committee will consist of Chairpersons and Members of IDP Steering Committees, all Municipal Managers (Both District and Local Municipalities), HOD's of various Clusters IDP Managers and various key government sector departments. The Department of Traditional and Local Government Affairs (COGTA) in the province will play a co-ordination role in ensuring that all other spheres, especially sector Departments understand the need for alignment and their role within the local IDP process.

Scope For Policy Alignment in Government



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Furthermore, the District Municipality IDP Manager will use bilateral communication - telephonic/electronic / written communication as far as possible with spheres of government and other stakeholders to outline alignment needs and expectations and agree on mechanisms.

Integrated Development Planning Process is a very interactive and participatory process that requires the involvement of a different stakeholders from both the public and private sector whose objectives are as follows: -

- To encourage participatory Planning with different Spheres of Government, Sector Departments and Various Stakeholders during the development process.
- To ensure Coordination, proper Integration and Alignment between the District and its Local Municipalities.
- To ensure that All involved in the Development of IDP are accountable and that the timeframes are adhered to.
- Addressing the shortcomings in the Comprehensive IDP (Five Year Plan) is to ensure that the outcomes are well documented into the Strategic Planning document of the Municipalities.

Evolution of IDPs

1 ST GENERATION (2001-2006)	2 ND GENERATION (2006-2011)	3 RD GENERATION (2011-2016)	4 TH GENERATION (2016-2021)	5 TH GENERATION (2021-2026) 
Eradication of service delivery Backlogs	Eradication of service delivery Backlogs	Participation of provincial and national spheres of government	Intergovernmental programme pipelining	NDP Vision 2030-spatial transformation
	IDP being a plan of all government	Alignment of planning and budgeting processes	Respond to policy imperatives (NDP, IUDF, SPLUMA)	Facilitate spatial integration, growth, inclusion and access
		Integration of municipal sector plans into the IDP	Spatial Planning	

District Development Model (DDM) & Sedibeng District One Plan:

It is based on the DDM Theory of Change which is supported by six transformation areas to change from the current, problematic situation to a desired, future state. The DDM Guideline provides the standardised format that is aligned to the themes, analysed according to the impacted development areas. Some themes are cross-cutting, which indicates a level of integration between themes.

DDM Six (6) Goals	Brief Description
Demographic / People Development	<ul style="list-style-type: none"> Assess the level of human capacity and development The main focus is the reduction of the triple challenge of poverty, unemployment and inequality and uplifting the vulnerable members of society
Economic Positioning	<ul style="list-style-type: none"> Identify key economic drivers Identify barriers and constraints to unlocking opportunities and potentials
Spatial Restructuring and Environment Development	<ul style="list-style-type: none"> Assess land development, land release and land-use management systems Prioritize township development initiatives and incentives
Infrastructure Development	<ul style="list-style-type: none"> Assess the state and adequacy of infrastructure to support addressing current service backlogs and future growth of the district. Identify alternative and innovative infrastructure programmes and project
Integrated Service Provision	<ul style="list-style-type: none"> Identify current state of service delivery across all sectors. Improve quality and standardised service within the district
Governance Development	<ul style="list-style-type: none"> Assess state of governance regarding intergovernmental relations and coordination. Assess state of financial governance and management. Promote good governance and ethical leadership

In terms of the Intergovernmental Relations Framework Act, 2005 (Act 13 of 2005 - "the IGR Act") to establish a framework for the national government, provincial governments and local governments to promote and facilitate intergovernmental relations and Section 35(2) of the IGR Act specifies that an implementation protocol must be considered when:

- (a) *the implementation of the policy, the exercise of the statutory power, the performance of the statutory function or the provision of the service has been identified as a national priority;*
- (b) *an implementation protocol will materially assist the national government or a provincial government in complying with its constitutional obligations to support the local sphere of government or to build capacity in that sphere;*

And

Constitution: *LG center of governance & promotes Integrated Development Planning*

SECTION 152: -

Provide democratic & accountable government for local communities:

- *Services provision in sustainable manner*
- *Promote social & economic development*
- *Promote safe & healthy environment*
- *Encourage involvement of communities*

SECTION 153: -

Developmental duties of municipalities: -

- *Administer, budget & plan: priority to basic needs*
- *Promote social & economic development of community*
- *Participate in national and provincial development programmes*

SECTION 154: -

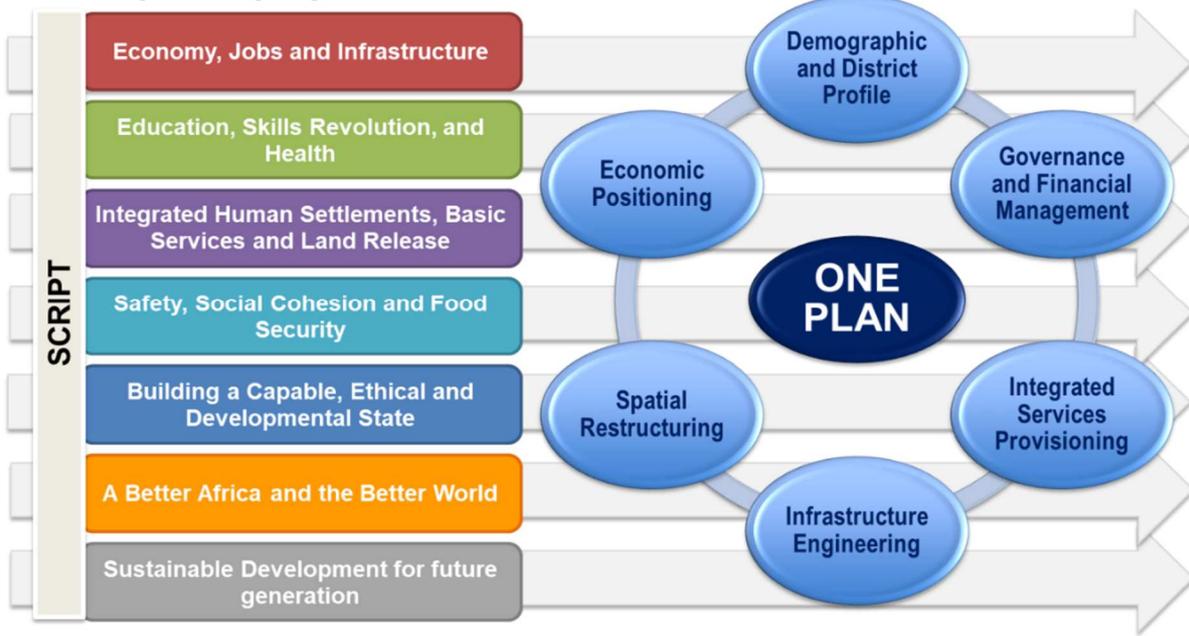
The national government and provincial governments: -

- *by legislative and other measures, must support and strengthen the capacity of municipalities to manage their own affairs, to exercise their powers and to perform their functions.*

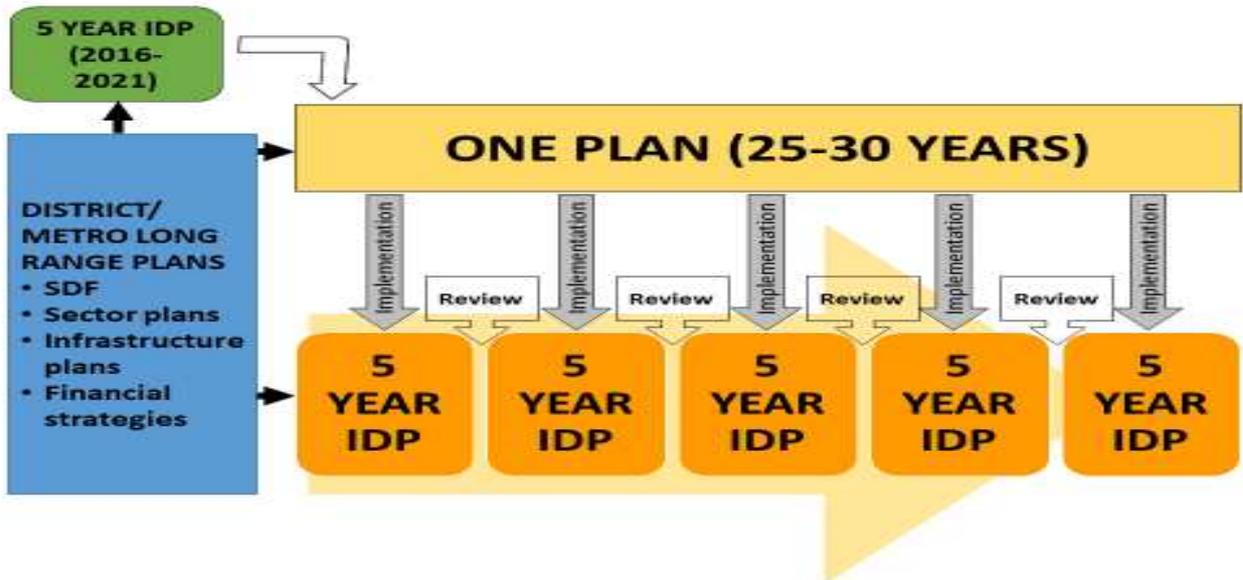
GGT 2030 -DDM (One Plan) and IDPs-The Strategic linkages:

- The DDM Roadmap demonstrates the linkage of IDPs to the DDM, therefore ensuring that all IDPs reflect the DDM - as a concept, its objectives, principles and the Gauteng approach of ward-based planning:
 - Circular No. 1 of 2021, issued by DeCOG provides for the establishment of technical and political structures for the purpose of implementing the DDM including formulation, implementation and monitoring of the One Plan;
 - The drafting of DDM's One Plan in 2021/22 FY as part of a long-term planning tool, were concluded in June 2021 and its implementation, monitoring and are under review;
 - Despite the tight time frames, the final drafts of the First Generation "One Plans" will now be reviewed, allows for its influence on the 5-year strategic IDPs for 2022/26 financial year that will be annually reviewed;
 - The Sector Departments & Municipal Visitation by the MEC on the inputs to both APPs draft IDPs for the 2023/24 financial year is planned for the first quarter for the same year.

Growing Gauteng Together Priorities



Relationship between DDM One Plans and IDPs



ONE PLAN (LONG TERM - 30 YEARS)	IDP (MEDIUM TERM - 5 YEARS)
Intergovernmental plan that outlines a common long-term vision expressed in policy and long-range plans across all spheres of government.	Determine how the long-term vision, goals and objectives contribute towards addressing challenges at a local level by directing actions and interventions towards the vision. Implementation of short to medium term service delivery programmes and projects informed by the MTSF, municipal SDFs, sectoral/master plans and long-term financial strategies.
Determines government, private sector and parastatal-wide, key development strategies and priorities to be addressed in the district space	Address municipal strategies, Council development priorities/objectives and community needs.
Conceptualisation of the desired future and results (outcomes and impact) to be achieved by the district area in the long term.	Plans implemented by municipalities and departments respond directly to the desired outcomes and impact.

Spatially referenced plans and budgets at district and metro level with emphasis on long-term catalytic programmes and interventions to unlock development potential.	Focus on implementation of immediate service delivery interventions and priority projects in the One Plan.
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One Plan Formulae: -

1. The formulation of the One Plan has to happen through a series of collaborative and deep Intergovernmental planning sessions reflecting on research, evidence, solution and innovation-oriented dialogues based on each district/metro's own dynamics, challenges and opportunities.
2. It is not about ticking boxes and being driven by compliance but rather re-imagining a preferred future and identifying the strategies and interventions that will enable change and impact.
3. The development of the One Plans should follow all the stages outlined in the One Plan process and content guidelines as this is critical in ensuring credibility of the final One Plan.

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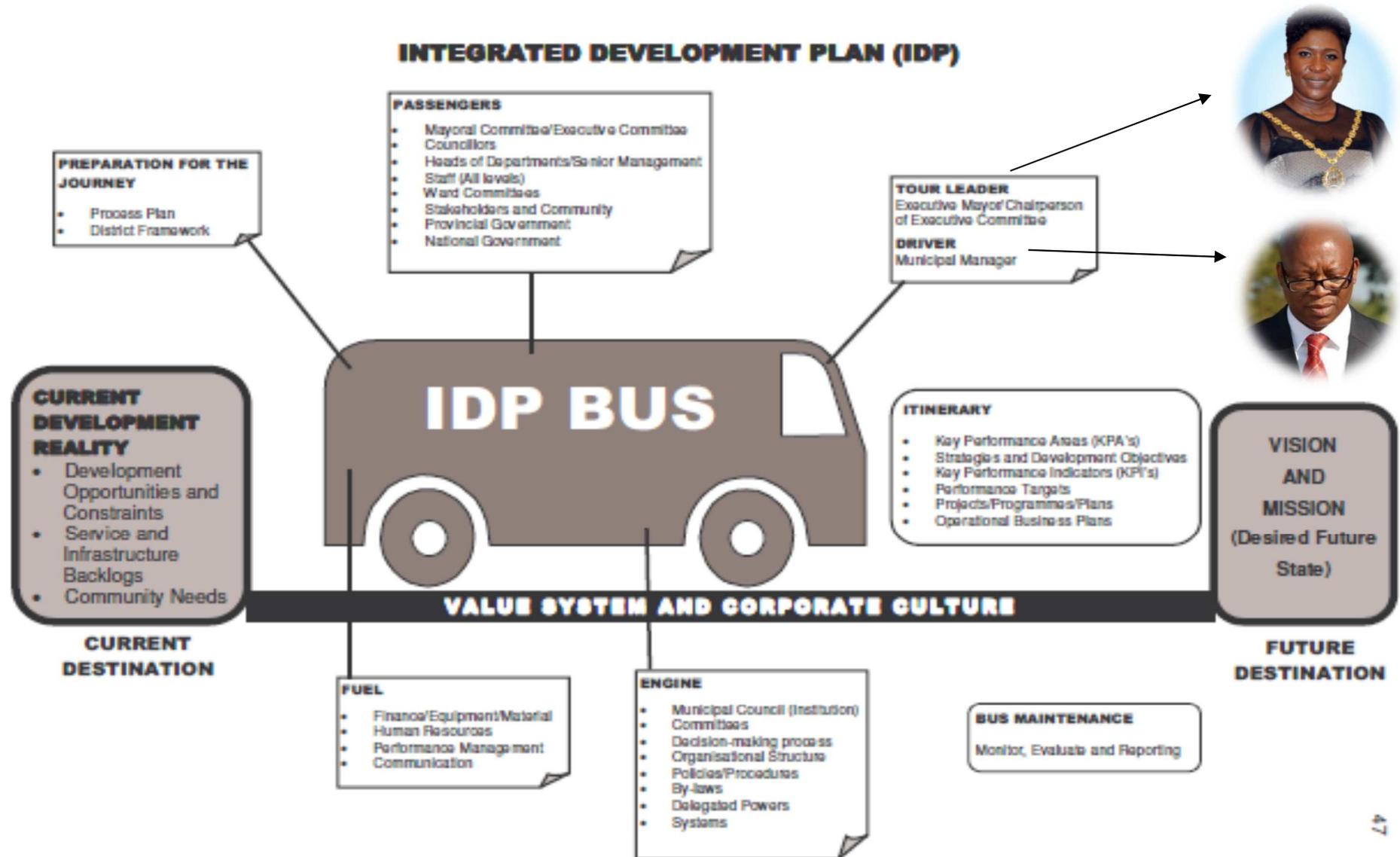
One Plan Implementation: Critical Actions: -

1. Link the current projects and programmes to strategic outcomes
2. Mobilize the participation of national departments
3. Mobilize the participation of parastatals and the private sector
4. Obtain and map medium to long-term district projects and programmes
5. Determine/establish a total quantum of government spent within a district/metro space and provide an analysis and impact of this spent to the district space, economy and infrastructure
6. Determine a total state entity and private sector investment within a district and metro space and conduct an impact-analysis of this spent to the district space, economy and infrastructure
7. Ensure that progress on the implementation of One Plans is included in municipal IDPs
8. Hold bi-annual imbizos in across the 5 districts/metros on the implementation of the One Plans
9. Ensure that all District and metro websites contain progress on the implementation of the One Plans
10. Develop a process plan to review the One Plans which is concurrent with IDP Process Plan Timelines

6. PROCEDURES FOR MONITORING IDP DEVELOPMENT PROCESS:

The proposed IDP process will take (9) nine months to complete. In order to ensure that timeframes are adhered to, it is imperative that mechanisms for monitoring progress are established and be well in place. Every Municipality will be responsible for monitoring its own Process Plan thereby ensuring that the Programme set out in the Framework Plan is being followed as agreed upon. The District's IDP Steering Committee and Representative Forum will provide valuable support to ensure interaction and alignment between the District Municipality and the Local Municipalities.

Sedibeng IDP Review process 2023/24 diagram:



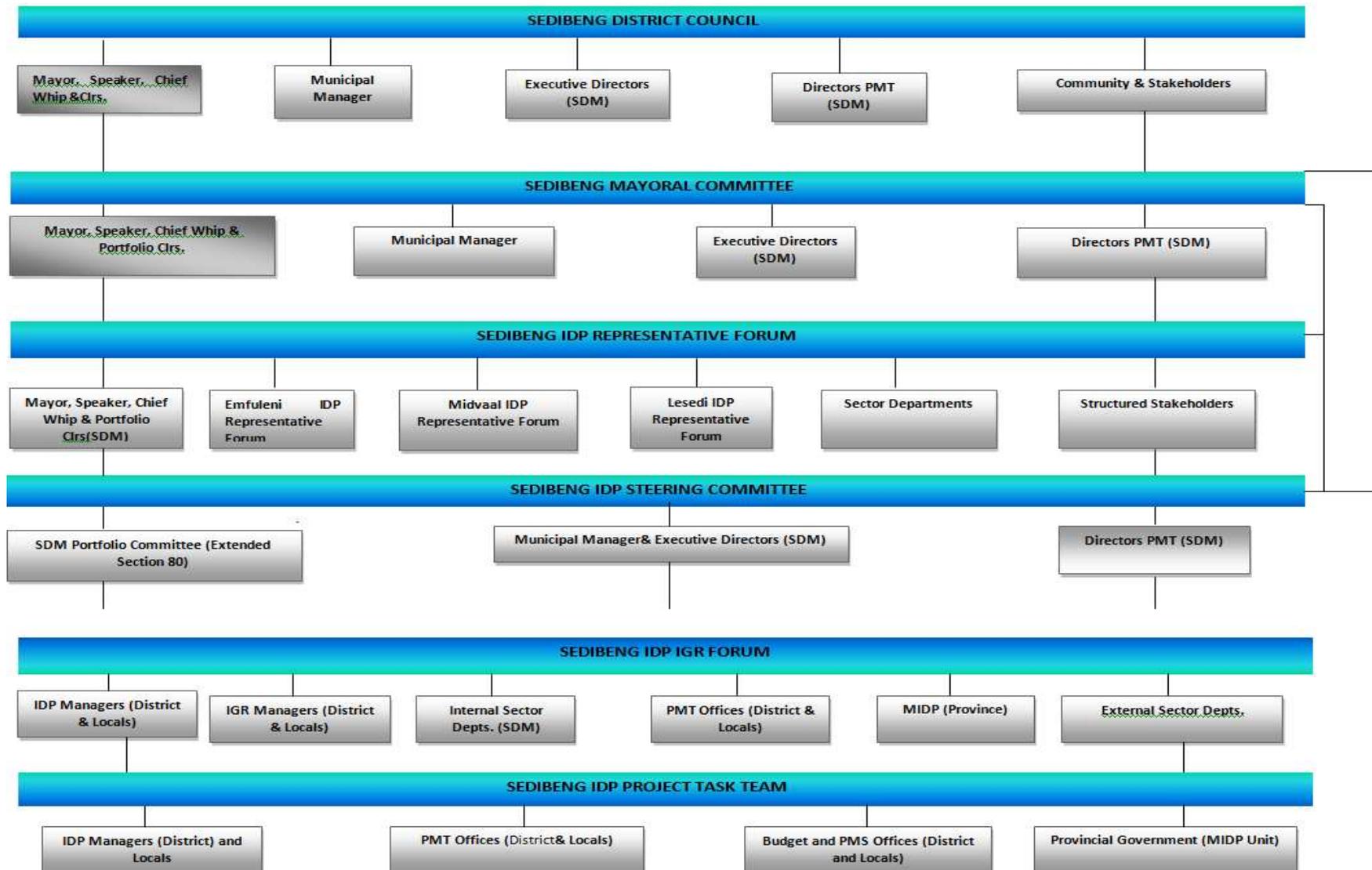
Participants in the IDP Review Process:

As mentioned before, the integrated development planning process is participatory in nature and requires input from various role-players, namely

ROLE PLAYERS	RESPONSIBILITIES
COUNCIL AND MAYORAL COMMITTEE	<ul style="list-style-type: none"> • Approve the Revised IDP Process Plan 2023/24 as well as the Reviewed IDP document for 2023/24 • Delegate responsibility for managing, coordinating, implementing and monitoring of the process
COUNCILLORS	<ul style="list-style-type: none"> • Play a leading role in the IDP process. • The IDP a mechanism through which they have to make decisions • Represents their constituency's needs and aspirations. • Councillors have to participate therefore to ensure that their communities' issues are well reflected and addressed. • Link the IDP Process with the community and will organize community participation.
EXECUTIVE MAYOR	<ul style="list-style-type: none"> • Will be responsible for the overall management, co-ordination and monitoring of the whole process. • Chairs the IDP Steering Committees, or delegate to one of the councillors
SPEAKER	<ul style="list-style-type: none"> • Coordination of the Public Participation programme • Mobilize the involvement and commitment of its stakeholders • Ensure participation of previously disadvantaged groups e.g., women, the disabled etc
MUNICIPAL MANAGER/ IDP MANAGER	<ul style="list-style-type: none"> • Responsible for the day-to-day management of the planning process under consideration of time, resources, community and ensuring that involvement of all different role players, especially officials. • Ensures that timeframes are being adhered to, • Ensures that the planning process is horizontally and vertically aligned and complies with national and provincial requirements. • Ensures that conditions for participation are being met. • Ensures those outcomes are well documented.
MUNICIPAL OFFICIALS	<ul style="list-style-type: none"> • Provide technical and expert input into sector plans and review and provide draft project proposal
IDP TASK TEAM	<ul style="list-style-type: none"> • Facilitate the IDP process • Formulate the IDP document • Provide analysis, strategies, identify projects and integrate the plans or programmes • Continuously liaise with the Steering Committee
IDP STEERING COMMITTEE	<ul style="list-style-type: none"> • Provide terms and reference for various planning activities. • Commissions research studies. • Consider and comments on: <ul style="list-style-type: none"> ○ Inputs from sub-committees, study teams and consultants. ○ Inputs from provincial sectors departments & service providers. • Makes contract recommendations.

ROLE PLAYERS	RESPONSIBILITIES
IDP REPRESENTATIVE FORUM	<ul style="list-style-type: none"> • Stakeholders represents the interest of their constituents in the IDP process, • Forms a structured link with the municipality. • Ensure communication between all the stakeholders' representatives including municipal government. • Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders including municipal government, and • Monitor the performance of the planning and implementation process.
Sedibeng District Municipality	<ul style="list-style-type: none"> • Participate in the IDP at all levels • Providing methodological/ technical guidance to the IDP process; • Facilitation of planning workshops; • Documentation of outcomes of planning activities; • Special studies or other product related contributions; • Support to organized and unorganized groups and communities to more effectively engage in and contribute to the IDP process; and • Ensure the IDP is aligned with provincial and national department's Budget
JOINT MAYORAL COMMITTEE	<ul style="list-style-type: none"> • Ensure integration and alignment of the IDP • The district level will be the forum where inter-local co-ordination and co-ordination between local municipalities and provincial/national sector departments will have to take place.
Ward Councillors and Ward Committees	<ul style="list-style-type: none"> • Ward Councilors are playing a critical role in the IDP process, their role can be outlined as follow: • Ward Councilors are the link between the municipality and the residents • Inform residents about the IDP Review process and encourage participation • Represent communities in decision making in the Council and in the IDP Review process • The Ward Committee is where representative participation in the IDP process really takes place. These forums will be the formal communication channel between the community and Council; representation on the forums must be as inclusive as possible. • The role of the Ward Committee is to: • Identify the critical issues facing its area; • Provide a mechanism for discussion, negotiation and decision-making between the stakeholders, including municipal government; • Form a structure links between the IDP Representative Forum and the community of each area; and • Monitor the performance of the planning and implementation process concerning its area.
National, Provincial Government Departments and Service Providers	<ul style="list-style-type: none"> • Ensure alignment • Participate in the stakeholder forum

IDP Review Structure 2023:



SDM PORTFOLIO COMMITTEE	STAKEHOLDERS:	KEY FOCUS AREAS	SDM PORTFOLIO COMMITTEE	STAKEHOLDERS:	KEY FOCUS AREAS
STRATEGIC PLANNING AND ECONOMIC DEVELOPMENT	Captains of industry and SMME's	Development Planning, Human Settlements, Local Economic Development and Tourism	CORPORATE SERVICES	Labour, Unions, Association of transport, Fresh Produce Market (Business), Local Municipality, Taxi Association.	Legal and Support Services, Information Management, Human Resources, Facilities Management and Utilities Management.
TRANSPORT & INFRASTRUCTURE.	Road Contractors and Civil Engineers.	Transport and Infrastructure Planning, Registration and licensing.	TREASURY	Banking Institutions, Micro and Macro Financial Institutions.	Financial Management and Budgets, Supply Chain Management.
ENVIRONMENT	Air Quality, Environmental Health Services	Environmental Planning	DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT	Rural Development, Traditional Authorities, Land Developers, Development Funding Institutions	Rural development, clean energy, Alternative energy, Global Warming and air pollution
SOCIAL SERVICES	Vulnerable Groups, Ex-combatants, PWD, Women, Elderly people, senior citizen,	Health and Social Development, Emergency Medical Services, Disaster Management and HIV and Aids.	PMT	NGO's, CBO's such as Political Org, Civil Society etc.	Governance, Oversight, Monitoring and Evaluation, Campaigns, Public Participation, Stakeholders and Community Engagements, Councillors Support, Capacity building and welfare, Political Leadership and direction, Management of Caucus and Study Group and Implementation of Political Mandate.

Binding National, Provincial Policies and Strategies and District Plans:

The IDP development process requires maximum support from the national and provincial level across all the phases of the IDP. To ensure that all relevant binding national and provincial legislation as well as other policies, programmes, strategies and available funds are considered in the IDP process, municipalities should be aware of all the relevant information. In order to use synergies and minimize costs, it is therefore the responsibility of Sedibeng district municipality to provide local municipalities with the required information. To ensure that the IDP is in line with sector requirements and can attract sector budgets, opportunities to engage with national and provincial sector departments should be utilized to establish contacts for alignment and to outline the need for information on policies, programmes and funds. The Sedibeng District Municipality and three local municipalities, with the support of the Provincial MIDP unit, will prepare a list of national and provincial legislation, plans, programmes and other important national and provincial information for the district framework workshop.

The development of the IDP 2023/24 will be informed by the following National and Provincial Priorities:

- National Development Plan Vision 2030
- Growing Gauteng Together (GGT 2030)
- 3rd Generation SGDS
- District Development Model

- Township Economic Development Act: 2022
- Sedibeng Five Years IDP 2022/27 and other Relevant National and Provincial policies, strategies and plans

7. STAKEHOLDERS AND COMMUNITY PARTICIPATION PROCESS

The White Paper on Local Government states that “Local government structures must develop strategies and mechanisms to continuously engage with citizen’s, business and community groups and offers the following options amongst others; focus group participatory action research to generate detailed information about a wide range of specific needs and values; and participatory budget initiatives aimed at linking community priorities to capital investment programmes”. The onus is on the Municipality to put in place mechanisms and processes to enable public participation. The council must decide on the processes it wants to establish. It is the Municipal Manager’s responsibility to implement that decision and set up those mechanisms. Section 55 (1) (n) of the Municipal Systems Act of 2000 states that it is the Municipal Manager’s responsibility to facilitate public participation in the implementation of the IDP.

The Executive Mayor is responsible for reporting to the council on the involvement of communities in municipal affairs. The Executive Mayor is also charged with ensuring that public views are taken into account and with reporting on the effects of public participation on decision making (Sections 44 and 56 of the Municipal Structures Act). Municipal planning within municipalities requires structured participation with institutionalized participation channels. The municipal government, through its IDP committee and its councillors, should use all appropriate means, above and beyond creating the necessary conditions, to encourage public participation.

Innovation in Governance:

There is also a growing realization that a ‘one-size-fits-all’ approach does not work when it comes to encouraging participation. Participatory approaches in both Sedibeng District Municipality and Local Municipalities have changed from duplication of stakeholders with locals. At Sedibeng district Municipality level, the approach shall be based on consultation with organised structures and regional bodies whilst at the level of local municipalities’ level, they will then engage with the communities at ward levels. However, the Sedibeng District Municipality will attend all public engagement meeting of the local municipalities in order to understand the challenges and aspirations of the communities in all wards.

In some instance Sedibeng District Municipality IDP Public Participation process will vary from that of local Municipalities, as Organized Stakeholders will be engaged through IDP Stakeholders Engagement, IDP Round Table Discussions, Mayoral Breakfast meetings and State of the Address (SODA). The challenges of building responsive and accountable local government which in turn will work to alleviate poverty protect rights and tackle social injustice has to be dominated development thinking in recent years. Much of this work points towards improving the systems within the institutions at local government level. Yet local government is not built through institutions alone. Organized citizens also play a critical role, through articulating their voice, mobilizing pressure for change and monitoring governance performance.

Public Participation, the Decentralization Movement and Local Governance:

The municipal terrain has long been seen as a pivotal space in which this type of engagement with one's citizenry can occur. This is fairly unsurprising as it is in local spaces that citizens interact most directly with formal government structures. Indeed, one of the key objectives of the entire decentralization movement across the district and its local municipalities has to be precisely encouraging that type of engagement – and to engender that form of participatory democracy. It is also believed that local government policies and programmes should be actively endorsed by their citizens – and that public representatives and officials should consciously court this endorsement rather than settling for acceptance without protest.

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IDP Table of Contents

- I. Executive Mayor's Foreword
- II. Introduction to Sedibeng/ Local Municipalities IDP
- III. Vision, Mission and Values

1. Legislation and Background: IDP Preparation Process

- 1.1 District Framework
- 1.2 Process Plan and Budget (District and Locals)
- 1.3 MEC Comments and Stakeholders Participation

2. Revised Regional Analysis**Existing Development Analysis**

- 4.1 Legal Framework Analysis
- 4.2 Leadership Guidelines
- 4.3 Technical Analysis (Basic Facts, Figures and Key Development Priorities)
- 4.4 Economic Analysis (Patterns, Trends, Opportunities and Threats)
- 4.5 Socio-Economic Analysis (Poverty Situations, Gender Issues, Opportunities and Threats)
- 4.6 Environmental Analysis (Trends, Potential Disasters, Opportunities and Threats)
- 4.7 In-depth Analysis and Identify Key Development Priorities
- 4.8 Institutional Analysis (Strengths and weaknesses)
- 4.9 Service delivery levels

3. Progress on Implementation of 2017/21**4. Revised Strategies and Projects**

- 4.1 Key Performance Areas, Development Strategies and Revised Delivery Agenda
- 4.2 Capital Projects

5. District Development Model**6. Spatial Analysis (SDF) (Patterns, Trends, Opportunities and Threats)****7. Financial Plan****8. Performance Management System and Mainstreaming****9. Integrated Plans****10. Process Towards Single Authority/ Shared Services****Annexures**

- Financial Plan (Including Capital)
- Disaster Management Plan
- Community Safety Strategy
- HIV and AIDS Plan
- Integrated Transport Plan and Other relevant documents

Municipal Systems Act, 2000 Section 26**26. An integrated development plan must reflect –**

- (k) the municipal council's vision for the long-term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- (l) an assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
- (m) the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- (n) the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- (o) a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- (p) the council's operational strategies;
- (q) applicable disaster management plans;
- (r) a financial plan, which must include a budget projection for at least the next three years; and
- (s) The key performance indicators and performance targets determined in terms of section 41.

8 ACTION PLAN WITH TIMEFRAMES FOR PLANNING PROCESS 2022/23 FINANCIAL YEAR:

Our IDP and Budget Roadmap clearly outline major activities and programme to be undertaken during the IDP development process 2020/21. This process is dynamic and could be adapted to accommodate the consultation process which is circumstantial of nature. The total programme spans over an expected ten (10) month period and has been categorised as follows;

- Phase 0 – Preparation (Development of IDP and Budget Process Plan)
- Phase 1 – Analysis
- Phase 2,3 and 4 – Development Strategies, Project and Integration
- Phase 5 – Approval

PHASE 0 – PREPARATION:

Timeframe	Activity/Project	Date	Responsibility	Participants
July - August	• Compilation of Draft IDP and Budget Process Plan (District & Locals).	July 2022	Municipal Manager & IDP Manager	Cluster Directorate (Finance Corporate Services, Community Services, Transport Infrastructure and Environment (TIE), Strategic Planning & Economic Development (SPED))
	• Publication of performance agreements of the municipal manager and other Section 56 managers	July 2022	Municipal Manager	Cluster HODs
	• Drafting of the Annual Report 2022/23	July 2022	Municipal Manager	Cluster HODs
	• Submission and Approval of DDM One Plan, IDP and Budget Process Plan by Mayoral Committee & Council.	August 2022	Municipal Manager	MAYCO & Council

PHASE 1 – REGIONAL ANALYSIS:

Timeframe	Activity/Project	Date	Responsibility	Participants
September - December	<ul style="list-style-type: none"> • Revised Regional Analysis: <ul style="list-style-type: none"> - Review the Municipal Demographic Profile - Analysis of SDF (unpacking and reformulating the spatial challenges) - Reconciliation (District municipality). - Align Analysis Priorities with financial resources. - Identify district functional analysis issues from municipalities. - Local municipalities submit district functional analysis to district. - Consolidation of analysis. 	Sept – Dec 2022	IDP Unit	Cluster Directorate (Finance Corporate Services, Community Services, Transport Infrastructure and Environment (TIE), Strategic Planning & Economic Development (SPED))
	<ul style="list-style-type: none"> • Sedibeng District Development Model (One Plan) Technical Meeting. 	Sept – Dec 2022	Municipal Manager	Project Steering Committee (PSC) COGTA-National, Provincial Sector Departments, SOE's, Sedibeng District and Local Municipalities,
	<ul style="list-style-type: none"> • IDP Alignment Workshop 	October 2022	IDP Office	Provincial Sector Departments, Sedibeng District and Local Municipalities,
	<ul style="list-style-type: none"> • DDM (One Plan) & IDP Workshops <ul style="list-style-type: none"> - Councillors - Stakeholders - Ward Committees 	October 2022	Speaker's Office	All Councillors, Stakeholders and Ward Committees in Sedibeng District Municipality and Local Municipalities
	<ul style="list-style-type: none"> • IDP and Budget IGR Forum with National and Provincial depts/ (Broad Inter-sectoral Engagement) 	October 2022	Gauteng CoGTA (MIDPC unit)	Provincial Sector Departments, Sedibeng District and Local Municipalities
	<ul style="list-style-type: none"> • Sedibeng DDM (One Plan) & IDP Political Steering Committee 	October 2022	IDP & SDM Executive Mayors Office	SDM and Local Mayoral Committees, MANCO and IDP Managers
	<ul style="list-style-type: none"> • District Development Model (One Plan), IDP and Budget Review Stakeholders/ Public Participation Process 	Nov – December 2022	IDP & SDM Executive Mayors Office	SDM Mayoral Committee and Local Municipalities Councillors, Stakeholders and Business Communities.

PHASE 2,3 AND 4 – DEVELOPMENT STRATEGIES, PROJECTS AND INTEGRATION:

Timeframe	Activity/Project	Date	Responsibility	Participants
December - March	<ul style="list-style-type: none"> Review IDP Strategies 	December 2022		
	<ul style="list-style-type: none"> Sedibeng District Development Model (One Plan) Technical Meeting 	December 2022	Municipal Manager	National, Provincial Sector Departments, SOE's, Sedibeng District and Local Municipalities,
	Cluster Engagements: <ul style="list-style-type: none"> Review Strategies, Sector Plans and Project Identification 	February – March 2023	IDP Office	Cluster Directorate (Finance Corporate Services, Community Services, Transport Infrastructure and Environment (TIE), Strategic Planning & Economic Development (SPED)
	Draft SDF (Gazing into the future)	February – March 2023	SPED	All
	<ul style="list-style-type: none"> IDP District Wide Lekgotla 	February 2023	Municipal Manager's Office & PMT Offices	Provincial Sector departments, SDM, Local Municipalities PMT, Mayoral Committee and Management Committee.
	Draft DDM/ IDP/Budget Stakeholders/ Public Participation Process 2023/24 (Lesedi) <ul style="list-style-type: none"> comment and inputs from communities, provincial and other relevant stakeholders 	February 2023	Municipal Manager/IDP Manager	Emfuleni Mayoral Committee and Councillors, Stakeholders and Business Communities.
	<ul style="list-style-type: none"> Sedibeng District Development Model (One Plan) Technical Meeting 	March 2023	Municipal Manager	National, Provincial Sector Departments, SOE's, Sedibeng District and Local Municipalities,
	<ul style="list-style-type: none"> Integration of Programs, Plans and Projects 	March 2023	IDP Office	Cluster Directorate (Finance Corporate Services, Community Services, Transport Infrastructure and Environment (TIE), Strategic Planning & Economic Development (SPED) and PMT Offices
	<ul style="list-style-type: none"> DDM/ IDP Steering Committee to consider Draft IDP and Budget 2023/24 	March 2023	IDP & SDM Executive Mayors Office	SDM and Local Mayoral Committees, MANCO and IDP Managers
	<ul style="list-style-type: none"> Draft IDP and Budget 2023/24 recommendation to MAYCO and approval by Council 	March 2023	SDM Executive Mayor	All
	<ul style="list-style-type: none"> Submission of Second-Generation District Development Model (One Plan) to MAYCO and Council 	March 2023	SDM Executive Mayor	All
	Draft DDM/IDP/Budget Stakeholders/ Public Participation Process 2023/24 <ul style="list-style-type: none"> Presentation of draft SDF to comment and inputs from communities, provincial and other relevant stakeholders 	March – April 2023	Municipal Manager/IDP Manager	SDM Mayoral Committee & and Local Municipalities Councillors, Stakeholders and Business Communities.

	Draft IDP/Budget Stakeholders/ Public Participation Process 2023/24 (Emfuleni) comment and inputs from communities, provincial and other relevant stakeholders	April 2023	Municipal Manager/IDP Manager	Emfuleni Mayoral Committee and Councillors, Stakeholders and Business Communities.
	<ul style="list-style-type: none"> Submission of Draft IDP and Budget to external Stakeholders for commenting as per legislative requirements; <ul style="list-style-type: none"> MEC for COGTA National Treasury 	April 2023	IDP Manager	All
	<ul style="list-style-type: none"> Sedibeng District Development Model Technical Meeting 	April 2023	Municipal Manager	National, Provincial Sector Departments, SOE's, Sedibeng District and Local Municipalities,

PHASE 5 – APPROVAL:

Timeframe	Activity/Project	Date	Responsibility	Participants
May - June	Draft IDP and Budget 2023/24 commenting process <ul style="list-style-type: none"> Comments and inputs from communities, provincial government and other relevant stakeholders Consideration, Consolidation and Integration of Public inputs into the Final IDP and Budget 2023/24 	May 2023	IDP Manager	Clusters Executive Directorate
	DDM/IDP Steering Committee to consider Final Draft IDP and Budget 2023/24	May 2023	IDP & SDM Executive Mayors Office	SDM and Local Mayoral Committees, MANCO and IDP Managers
	Tabling of Final DDM/IDP and Budget 2023/24 to Mayoral Committee and Council for Approval	May 2023	Municipal Manager	SDM Mayoral Committee, Councillors, Stakeholders and Business Communities.
	Final DDM/IDP/Budget Stakeholders/ Public Participation Process 2023/24 <ul style="list-style-type: none"> Presentation of Final SDF Feedback on Inputs and Comments received 	May 2023	Municipal Manager	SDM Mayoral Committee & and Local Municipalities Councillors, Stakeholders and Business Communities.
	<ul style="list-style-type: none"> Submission of Final IDP and Budget to external Stakeholders as per legislative requirements; <ul style="list-style-type: none"> MEC for COGTA National Treasury 	May 2023	Municipal Manager & IDP Manager	<ul style="list-style-type: none"> MEC for COGTA National Treasury All Stakeholders
	<ul style="list-style-type: none"> Publication of Final IDP and Budget 	May 2023	IDP Manager	Internal and External Print Media and Municipality website.
	<ul style="list-style-type: none"> State of the District Address (SODA) 	May/June 2023	Municipal Manager, MANCO and Clusters Directorate.	District and Local Municipalities Councillors, Officials, Stakeholders and Business Communities.

Timeframe	Activity/Project	Date	Responsibility	Participants
	<ul style="list-style-type: none"> Drafting of SDBIP's and Performance Agreements (14 days after the approval of the IDP and Budget) 	June 2023	Municipal Manager and MANCO	Clusters HODs
	<ul style="list-style-type: none"> Sedibeng District Development Model (One Plan) Technical Meeting 	June 2023	Municipal Manager	National, Provincial Sector Departments, SOE's, Sedibeng District and Local Municipalities,
	<ul style="list-style-type: none"> Submission of the Final SDBIP to the Executive Mayor for approval. Approval of SDBIP within 28 days after approval of the budget 	June 2023	Municipal Manager	Executive Mayor, MAYCO and Council
	<ul style="list-style-type: none"> Submission of SDBIP: <ul style="list-style-type: none"> To MEC for GOGTA 	June 2023	Municipal Manager/ Executive Mayor	Council & MEC for COGTA

Annexure: Budget Cycle

	Activity	Timeframes	Responsible
1.	Issue Budget Guidelines and Templates to Clusters for the 2023/2024 Financial Year	Oct 2022	CFO
2.	Business Planning Process by Clusters Begins	Oct - Nov 2022	Executive Mayor; Speaker; Chief Whip; Municipal Manager; Executive Directors (ALL)
3.	Needs Analysis/ Information Gathering for the 2023/2024 Budget. Consultative Process by Clusters on the Budget.	Nov 2022	Executive Mayor; Speaker; Chief Whip; Municipal Manager; Executive Directors (ALL)
4.	Preparation for the Adjustment Budget 2023/2024 begins	Oct – Nov 2022	Executive Mayor; Speaker; Chief Whip; Municipal Manager; Executive Directors (ALL)
5.	Submission of Adjustment Budget Figures to Finance Cluster	14 Nov 2022	Executive Mayor; Speaker; Chief Whip; Municipal Manager; Executive Directors (ALL)
6.	Submission of 2023/2024 Adjustment Budget to Section 80 Committee	Jan 2023	CFO

	Activity	Timeframes	Responsible
7.	Submission of 2023/2024 Adjustment Budget to Mayoral Committee	Jan 2023	CFO/MMC Finance
8.	Tabling of 2023/2024 Adjustment Budget to Council	Jan 2023	Executive Mayor
9.	Identification of Capital Projects for 2023/2024 Budget with stakeholders	Jan 2023	IDP Manager/Clusters & Stakeholders
10.	Approval of Business Plans for 2022/2023 Financial Year by Mayoral Committee	Feb 2023	MMC's
11.	Confirm Acceptance/Allocation of resources for Capex and Opex 2023/2024 Budgets	Feb 2023	CFO
12.	Submission of both Capex & Opex 2023/2024 Budgets to Finance Cluster.	Feb 2023	Executive Mayor; Speaker; Chief Whip; Municipal Manager; Executive Directors (ALL)
13.	Budget Panel Discussion with Clusters on 2023/2024 Draft Budget submissions	Feb 2023	Budget Panel
14.	Compile Draft Budget for 2023/2024	Feb 2023	CFO
15.	Budget Panel Discussion with Clusters on 2023/2024 Draft Budget Review	March – April 2023	Budget Panel
16.	Tabling of Draft Budget to Section 80 Committee	Mar 2023	CFO
17.	Tabling of Draft Budget to Mayoral Committee	Mar 2023	CFO/MMC Finance
18.	Tabling of Draft Budget to Council	Mar 2023	Executive Mayor
19.	Tabling of Draft Budget to IDP Stakeholder Forum	Apr 2023	CFO
20.	Publication & Consultation on the Draft Budget	Apr 2023	Speaker; IDP Office; External Communication
21.	Consideration of Public Comments by the Executive Mayor	Apr 2023	IDP Office
22.	Compile Final 2023/2024 Budget	Apr 2023	CFO
23.	Tabling of Final Budget to Section 80 Committee	May 2023	CFO
24.	Tabling of Final Budget to Mayoral Committee	May 2023	CFO/MMC Finance
25.	Tabling of Final Budget to Council <ul style="list-style-type: none"> • Opex Budget • Capex Budget • Projected Balance Sheet • Projected Cashflow Statement • Business Plans • Service Delivery & Budget Implementation Plans 	May 2023	Executive Mayor
26.	Publication of Final Budget	June 2023	External Communication
27.	Submission of Budget to National Treasury; Gauteng Treasury; Gauteng Local Government	June 2023	CFO

IDP Budget for the Planning Process:

DESCRIPTION	ACTIVITY/ PROJECT	DRAFT BUDGET 2022/23
Printing	• IDP document	R50 000
Advertising	• 4x Various print media	R60 000
Workshops and Meetings	• 3 x IDP Political Steering Committee Meetings	R60 000
	• IDP Alignment Workshop	R28 000
	• 2 x Broad Inter Sectoral Engagements (Spheres of Government and Agencies)	Provincial Competency
	• IDP District Wide Lekgotla 2023	R400 000
Stakeholders/Public Participation	• Mayoral Business Breakfast	R35 000
	• 2X IDP Roundtable Discussions (IDP Rep Forum)	R160 000
	• 2x IDP Sectoral Engagements	R60 000
TOTAL		R853 000

9 CONCLUSIONS

The successful implementation of the DDM (One Plan), IDP Process Plan and Budget 2022/23 will be dependent on the high level of cooperation of all stakeholders that are involved during IDP development process. Proper adherence to the timeframes will result into the development of a credible IDP that will enhance effective and efficient service provision in the district.