



Re direla setšhaba



Moses Kotane Local Municipality



Final IDP/PMS/Budget Process Plan For Financial Year 2023/2024

Internal Audit/Risk Management and MPAC Action Plans

Council Resolution No: 42/08/2022



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Section 1: Introduction and Background

1.1 Introduction

The Integrated Development Plan emanates from the Process Plan which entails organised activity plan that outlines the process of development of the IDP/Budget and Performance of the Municipality. In essence the IDP is the main instrument within the municipality that guides and informs all planning, budgeting, management and decision making relating to service delivery and infrastructure development.

Local Government context relates Strategic Plan as the Integrated Development Plan (IDP) of the municipality (informs short term planning 3-5 years) and Municipal Strategy (longer planning 10-30 years). The budget is the provision of resources for the implementation of the strategy (which is the IDP in this case). This plan is developed in line with the Bojanala Platinum District Municipality Framework (BPDM).

The process will also ensure accountability cycle and proper linkages between IDP, Budget, SDBIP and in year reporting, Annual Financial Statement and Risk identification, Annual Reports, Oversight Reports and Audit Reports.

Section 152 of the Constitution

- Provide democratic and accountable government for local communities
- To ensure the provision of services to communities in a sustainable manner
- To promote social and economic development
- To promote a safe and healthy environment
- To encourage the involvement of communities and community organisations in the matters of Local Government

Section 153 of the Constitution of the Republic of South Africa provides that “A municipality must_

- Structure and manage its administration and Budgeting and Planning processes to give priority to the basic needs of the community and
- To promote the social and economic development of the community”.
- Participate in the National and Provincial development programme

This constitutional provision illustrates the need for integration, planning, budgeting, implementation and reporting processes of all public institutions for collaboration processes.

1.2 IDP Background

The Process Plan guides the overall Planning for the financial Year 2023/2024. It is a road map with critical and legislative milestone that should be met by all stakeholders to ensure we achieve the ultimate goals of reviewing the IDP. On the 14 July 2022, the Bojanala Platinum District Municipality was engaged by North West Provincial Legislature, where emphasis was on “**Compliance Roadshow**”. It was due to these engagements that MKLM also has to comply and include Action Plans of various Compliance units for Council adoption.

During planning process the municipality must develop detailed strategic risk register in relation to achieving the priorities as defined in the Council Strategy.

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There's a difference between IDP and Strategy of a municipality where IDP is developed for a five-year period and is reviewed annually. Section 25 of the Municipal Systems Act, No. 32 of 2000 states that: "Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality".

The Municipal Systems Act no 32 of 2000, section 34 further prescribes that the municipal Council need to review and amend its IDP annually in accordance with the assessment of its performance in terms of section 41, and to the extent that changing circumstances so demand.

The Integrated Development Plan (IDP), is a Municipal Strategic Plan and informs Municipal decision-making as well as all the business processes of the Municipality. The same IDP must inform the Municipality's Financial and Institutional planning and most importantly, the drafting of the Annual Budget.

Strategies will be developed in the context of the identified policy priorities and the report form CSIR/Anglo collaboration as request was made for assistance with the development of Municipal Strategy. Out of these strategies will emerge Medium Term Revenue Framework (MTREF) Operational Plans that will contain departmental performance indicators over the 3-year period, per and with targets and resource allocation projections.

The IDP and Budget processes are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and Budget related policies and the tabled budget are mutually consistent and credible. (Municipal Finance Management Act, 2003; Local Government: Municipal Planning and Performance Management Regulations, 2001 and 2006). Whwn the two documents are aligned and credible, will inform the development of a credible implementable Service Delivery and Budget Implementation Plan (SDBIP) which inform Municipal Performance.

IDP implementation programme is monitored to identify if the Organizational objectives, Key Performance Indicators and Targets are being achieved. Monitoring also involves gathering of information on changing circumstances in different situations and this plan includes the following:

- Baseline data and demographics;
- Clear roles and responsibilities for all Stakeholders;
- A programme specifying the Time Frames for the different Planning Steps;
- An indication of the organisational arrangements for the IDP process;
- Binding plans and planning requirements, i.e. New policy and legislation;
- Mechanisms and procedures for vertical and horizontal alignment.
- Corporate development;
- Sector departments and Sector development plans;
- New investments opportunities;
- Changes in the existing situation due to unexpected events such as natural disasters; (Climate Change, Food Security)
- Input from stakeholder organizations and constituencies;
- Budget information in compliance with MSCOA from other spheres of government as well as municipal budget review process; and lastly
- More or improved in-depth analysis and information about new developments and trends.



- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP drafting process;

1.3 Brief Municipal Description

Moses kotane is classified as Category B4 Local Municipality which is mainly rural in nature, dependend on grant funding and with communal tenure. Such municipalities have one or two towns in their area. It is one of the five local municipalities constituting the Bojanala Platinum District Municipality (BPDM) classified as category C1.

Moses Kotane Local Municipality is bordered by Thabazimbi Local Municipality in the North, which is situated in Waterberg District Municipality of the Limpopo Province, Madibeng Local Municipality in the East (Bojanala Platinum District Municipality, NW) Rustenburg Local Municipality in the East (Bojanala Platinum District Municipality, NW) Kgetleng river Local Municipality in the East (Bojanala Platinum District Municipality, NW) and Ramotshere Moiloa Local Municipality in the West (Ngaka Modiri Molema District Municipality, NW)

The Municipality covers an area of approximately 5220 km² and is mostly rural in nature, comprising of 107 villages, 2 two towns (Mogwase and Madikwe) and consist of 34 Wards presently and proposed 35 wards per the Municipal Delimitation Report for Elections to be held on the 27 October 2021. Muicipal Demarcation Board: Delimitation of Municipal wards in terms of Local Government Municipal Structures Act, 1998. The Municipality coded as NW375 which will be having 69 Councillors, with a total of 126264 registered voters.

Section 2: Legal Prescripts and Constitutional Mandate

2.1 Policy and Legislative Prescripts for IDP, Budget and PMS

The development and or review of the Integrated Development Plan (IDP) and Budget processes are regulated by the Local Government Municipal Systems Act (LGMSA), No. 32 of 2000 and the Municipal Finance Management Act, No 56 of 2003. The legislation ensures certain minimum quality standards of the integrated development planning and budget process and proper coordination between and within the three spheres of government. Concil need to be alerted that IDP is a legislative requirement and has a legal status (cannot be amended without Community engagement after adoption) and it supersedes all other plans that guide development at Local Government level.

The Local Government Municipal Systems Act, No. 32 of 2000 (as amended) and the Municipal Finance Management Act, No. 56 of 2003 confer the responsibility on the Mayor to provide political guidance over the budget process and the priorities that must guide the preparation of the annual budgets. The same acts highlighted will be included below in details. Section 53 of the same Act prescribes that the Mayor must also coordinate the annual revision of the integrated development plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget, and determine how the integrated development plan is to be considered or revised for the purpose of the budget.



2.2 IDP Prescripts

Local Government Municipal Systems Act 32 of 2000

Chapter 4 Community Participation: section 16

Development of culture of community participation

1. A municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose-
 - (a) Encourage, and create conditions for, the local community to participate in the affairs of the municipality, including in-
 - (i) The preparation, implementation and review of its integrated development plan in terms of Chapter 5;
 - (ii) The establishment, implementation and review of its performance management system in terms of chapter 6;
 - (iii) The monitoring and review of its performance, including the outcomes and impact of such performance;
 - (iv) The preparation of its budget; and
 - (v) Strategic decisions relating to the provision of municipal services in terms of Chapter 8;
 - (b) Contribute to building the capacity of-
 - (i) The local community to enable it to participate in the affairs of the municipality; and councillors and staff to foster community participation; and
 - (ii) Use its resources, and annually allocate funds in its budget, as may be appropriate for the purpose of implementing paragraphs (a) and (b).
2. Subsection (1) must not be interpreted as permitting interference with a municipal council's right to govern and to exercise the executive and legislative authority of the municipality.

Local Government Municipal Systems Act 32 of 2000

Chapter 5 and Section 25(1) - Adoption of the Integrated Development Plan

Each municipal Council must, within a prescribed period after the start of its elected term, adopt a single, all inclusive and strategic plan for the development of the municipality which;

- (a) Links integrates and co-ordinates plans and takes into account proposals for the development of the Municipality;
- (b) Align the resources and capacity of the municipality with the implementation of the plan;
- (c) Forms the policy framework and general basis on which annual budgets be based
- (d) Complies with the provisions of this Chapter; and
- (e) Is compatible with the national and provincial development plans and



Local Government Municipal Systems Act 32 of 2000

Chapter 5 and Section 26 – Core components of the Integrated Development Plan

Integrated Development Plan must reflect: -

- (a) The Municipal Council's vision for the long-term development of the Municipality with special emphasis of the Municipality's most critical development and internal transformation needs,
- (b) 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.
- (c) The Council's development priorities and objective for its elected terms, including its Local Economic Development aims and its internal transformation needs.
- (d) The Council's development strategies which must be aligned with any national, provincial sectorial plans and planning requirements binding on the Municipality's in terms of legislation.
- (e) A spatial development framework which must include the provision of basic guidelines for a land use management system for the Municipality.
- (f) Council's operational strategies,
- (g) Applicable disaster management plans,
- (h) A financial plan, which must include budget projection for at least the next three years; and
- (i) An institutional plan with organogram; and
- (j) The key performance indicators and performance targets determined in terms of Section 41.

Section 27 – Framework for Integrated Development Planning

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 a whole.*
2. *A framework referred to subsection (1) above binds both the district municipality and local municipalities in the area of the district municipality, and must at least-*
 - (a) *Identify the plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities or any specific municipality;*
 - (b) *Identify the matters to be included in the integrated development plans of the district municipality and the local municipalities that require alignment;*
 - (c) *Specify the principles to be applied and co-ordinate the approach to be adopted in respect of those matters; and*
 - (d) *Determine procedures-*
 - (i) *For consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans;*
 - (ii) *To effect essential amendments to the framework “*



Section 28 - Adoption of a Process –

- (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, consult the local community before adopting the process
- (3)** A municipality must give notice to the local community of particulars of the process it intends to follow

Section 29 – Process to be followed-

- (1)** The process followed by a municipality to draft its integrated development plan, including its consideration and adoption of the draft plan must: -
- (a) Be in accordance with a predetermined programme specifying timeframes for different steps;
 - (b) Through appropriate mechanisms process and procedures establish in terms of chapter 4, allows for:-
 - (i) The local community to be consulted on its development needs and priorities;
 - (ii) The local community to participate in the drafting of the integrated development plan, and
 - (iii) Organs of state, including traditional authorities and other role players to be identified and consulted on the drafting of the IDP.
 - (c) Provide for the identification of all plans and planning requirements binding on the municipality in terms of national and provincial legislation, and
 - (d) Be consistent with any other matters that may be prescribed by regulation.

Section 34: The annual review and amendment of integrated development plan- A Municipal Council-

- (a)** Must review in accordance with its Integrated Development Plan-
- (i)** Annually in accordance with an assessment of its performance measurement in terms section 41, and
 - (ii)** To the extent that changing circumstances so demand, and
- (b)** May amend its IDP in accordance with a prescribed process



2.3 Annual Budget Prescripts

The Annual Budget and the IDP are inseparably linked to one another; This was formalized through the promulgation of the Municipal Finance Management Act (56 of 2003). In financial reporting the Internal Audit undertake financial reporting to review and assess adequacy and effectiveness of financial and information technology controls to produce accurate, complete, reliable and timeous financial information and reports

**Chapter 4 and Section 21 (1) of MFMA prescribes that:
The Mayor of the Municipality must:**

- (a) At least 10 months before the start of the Budget year table in the Municipal Council a **time schedule** outlining key deadlines for: -
ing and approval of the annual budget;
icies;
- (aa) *The Integrated Development Plan in terms of section 34 of the Municipal Systems Act, and*
(bb) *The Budget related policies.*
ion of any amendments to the Integrated Development Plan and the budget related policies and ss forming part of the referred to in subparagraph (i), (ii) and (iii) above

2.4 Performance Management Prescripts

Local Government Municipal Systems Act 32 of 2000

Section 45 states that the results of Performance Measurements in terms of section 41, must be audited as part of the municipality's internal audit processes and annually by the Auditor General

2.5 Service Delivery & Budget Implementation Plan (SDBIP)

The Service Delivery & Budget Implementation Plan (SDBIP) is an implementation plan developed after the final Integrated Development Plan (IDP) and Medium-Term Revenue Expenditure Framework (Budget) approval. Therefore, only projects that are budgeted for are implemented and documented. Top Layer Service Delivery and Budget plan indicates how the Budget and the Strategic Objectives of Council will be implemented.



Municipal Finance Management Act (MFMA) Section 53 (1) (C) (ii)

The Mayor of the Municipality must –

- (i) That the Municipality approves its annual budget before the start of the budget year
- (ii) That the Municipality's service delivery and budget implementation plan is approved by the Mayor within 28 days after the approval of the budget and
- (iii) That the annual performance agreements as required in terms of section 57(1)(b) of the

Municipal Systems Act for the Municipal Manager and all Senior Manager –

- (aa) Comply with this Act in order to promote sound financial management
- (bb) Are linked to the measurable performance objectives approved with the budget and to the service delivery and budget implementation plan and
- (cc) Are concluded in accordance with section 57(2) of the Municipal Systems Act

2.6 Annual Report

Local Government Municipal Systems Act No.32 of 2000 section 46(1) - The Act stipulates that:

'A Municipality must prepare for each financial year a performance report reflecting-

- a) The performance of the municipality and of each external service provider during that financial year,
- b) A comparison of the performances referred to in paragraph (a) with target set for and performances in the previous financial year, and
- c) Measures taken to improve Performance

Section 46 (2) stipulates that: 'An annual performance report must form part of the municipality's annual report in terms of chapter 12 of the Municipal Finance Management Act, (section 46 substituted by section 6 of Act 44 of 2003)

2.7 Internal Audit

The municipality has Internal Audit and Risk Department of which both has to guide and inform municipal processes. The Audit Charter was adopted by Council Resolution no: 92/03/2022, which its main mandate is to add value and improve institutional operations. The mandate further clarifies on role and responsibilities for internal financial control, performance information by bringing systematic disciplined approach to improve on effective risk management, reporting processes, audit process, the process of monitoring compliance with Laws and Regulations, Code of Conduct, Control and governance processes as set out on how they will operate and manage their meeting processes.



The Municipal Finance Management Act No.56 of 2003) Section 62(1)(C)(ii) requires that the Accounting Officer of a municipality must take all reasonable steps to ensure that the municipality has and maintains:

- (a) Effective, efficient and transparent systems of financial, risk management and internal control and
- (b) An Internal Auditing function that operates in accordance with any prescribed norms and standards

Section 165(2) The Internal audit of a municipality or municipal entity must –

- (a) Prepare a risk-based Audit Plan and the matters relating to_
- (b) Advise the Accounting Officer and report to the Audit Committee on the implementation of the internal audit plan and matters relating to_
 - i. Internal Audit
 - ii. Internal Controls
 - iii. Accounting Procedures
 - iv. Risk and Risk Management
 - v. Performance Management
 - vi. Loss Control and
 - vii. Compliance with this Act, the Annual Division of Revenue Act and any other applicable legislation”

2.7 Risk Management Identification

The Municipal Finance Management Act No.56 of 2003) Section 62(1)(C)(ii) requires that the Accounting Officer of a municipality must take all reasonable steps to ensure that the municipality has and maintains:

- a) Effective, efficient and transparent systems of financial, risk management and internal control.

The management conducts a risk assessment process through facilitation by the Chief Risk Officer. The KPAs are assessed in order to identify risks that can hinder success or increase opportunities. Each KPA has objectives, then the risk is assessed. The inherent risk is assessed by analyzing the impact of risk and likelihood of the risk occurring. Then the risk magnitude is identified, analyze the current controls, subsequently assess the residual risks by analyzing its impact and likelihood, to obtain the magnitude of the remaining risks. Furthermore, management determines its risk response: Treat, Terminate, Tolerate, Transfer. The mitigation/treatment plans are filtered into the register. The Municipality has adopted a five tiers risk rating table, this matrix is used to rate both inherent and residual risk, to obtain the level of exposure and risk magnitude.

2.8 Core Components of Integrated Development Plan

The development of the IDP requires improvements to the IDP process and content may be considered from the previous year's implementation of project progress report, Provincial Assessment report and the Auditor General Audit Opinion. These can be regarded as inputs into the request to review/amend the IDP development annually. Key issues comprised of the IDP are the following:

1. The development/review of a Spatial Development Framework
2. Development/review of Sector Plans



3. Development/review of Objectives and Strategies
4. Development of New Projects
5. Financial Plan
6. Institutional Plan
7. Performance Management framework (PMS); and
8. Service Delivery and Budget Implementation Plan (SDBIP)

Section 3: IDP Preparation Process

3.1 Preparation Process

The preparation process requires consultation with key role players in the planning process:

- a) Between local and district municipality
- b) With Communitires and Stakeholder groupings and
- c) Municipal Officials for alignment of various resources and stakeholder engagements

The Process Plan assist in identifying clear roles and responsibilities of officials:

- a) Deciding on the distribution of roles and responsibilities
- b) Designing organisational structures and institutional arrangement for the IDP drafting process
- c) Drafting the Action Programme with phases, time schedules and resource requirements
- d) Deciding on appropriate participation mechanisms and procedures
- e) Deciding on contents and mechanisms for cordination and alignment
- f) Identifying binding legislation and planning requirements and
- g) Preparing the budget for planning processes

3.2 Roles and Responsibilities

Structure	Composition	Responsibility
Council: Ccomposition: Members of Council (Ward and Proportional Representatives) - Chair: Speaker		
<ul style="list-style-type: none"> ▪ Deliberate and adopt Framework and Process Plan. ▪ Deliberate, adopt and approve the IDP/Budget 		
Executive Committee: Portfolio Committee Chairpersons, Accounting Officer, Directors, and Head: IDP - Chair: The Mayor		
<ul style="list-style-type: none"> ▪ Provide political oversight in the development of the IDP ▪ Assign responsibilities to Accounting Officer. ▪ The Accounting Officer requested for appointment of Head Integrated Planning ▪ Deliberate and adopt IDP Framework and Process Plan. ▪ Responsible for overall management, coordination and monitoring of planning process and drafting process, as delegated to Accounting Officer and resolved to be implemented by Head IDP and IDP Technical Team. And Submit draft IDP to Council. 		
Municipal Public Accounts Committee -MPAC Portfolio Committee Chair		
<ul style="list-style-type: none"> ▪ Perform any other functions assigned to it through a resolution of council within its area of responsibility. ▪ Scrutinise the Financial Expenditure of Municipal and tax payer's money (stakeholders and communities) 		



Structure	Composition	Responsibility
		<ul style="list-style-type: none"> Ensures communities/tax payers receives best value for money on all municipal spending Ensures AG's Report are tackled at Council level and reports are discussed by Council Ensures a report of the Municipal Council and follows consideration and consultation on the Annual Report of Council Promote Good Governance, Transparency and Accountability on the Use of Municipal Resources;
Portfolio Committee: Planning and Development - Chair: Head of Portfolio Committee		
		<ul style="list-style-type: none"> Manage the drafting of the IDP on behalf of the Executive Committee Provide Political Oversight
Accounting Officer: In this case its Head: IDP		
		<ul style="list-style-type: none"> Responsible for the overall management, coordination and monitoring of planning process, as delegated to the Head: IDP and the IDP/Budget Technical Team. Coordinates the implementation of the IDP/Budget Planning Process. Prepares the programme for the planning process. Undertakes the overall management and co ordination of the planning process, ensuring that all relevant actors are appropriately involved. Assign persons in charge of different roles Ensures alignment of Social Labour Plan and Integrated Development Plan Ensures an efficient and effectively managed and organised planning process. Responsible for the day-to-day management of the drafting process. Ensures that planning process is participatory, strategic and implementation orientated and aligned to and satisfies sector planning requirements. Responds to comments on the draft IDP/Budget from the public, horizontal alignment and other spheres of government to the satisfaction of the Municipal Council. Ensures that MEC for local government's proposals are responded to and Final IDP consolidated all the gaps identified
IDP/Budget & PMS Steering Committee		
		<ul style="list-style-type: none"> Provide political oversight in the development of the IDP/Budget and PMS Processes Supervises the implementation of IDP/Budget and PMS planning process. IDP/Budget/ PMS consultation with various sectors Oversee that amendments made to the draft IDP/Budget/PMS are satisfaction of the Municipal Council. Be responsible for the submission of the IDP/Budget to Executive Committee (EXCO) (for recommendation to Council) and MEC for CoGTA (for alignment). Undertakes responsibilities, in response to proposals made by the MEC.
IDP /Budget & PMS Technical Committee: Accounting Officer, All Directors, All Principals, Managers, Budget and Head: IDP – Chair Accounting Officer or Technical Director		
		<ul style="list-style-type: none"> Contribute technical expertise in the consideration and finalisation of strategies and identification of projects. Provide departmental, operational and capital, budgetary information. Be responsible for project proposals. Be responsible for the preparation and integration of projects and sector programmes Be responsible for preparing amendments for the IDP/Budget review. Responsible for organising public consultation and participation.
IDP/Budget & PMS: Operational Task Team		
IDP		
<i>Local Government Municipal Systems Act, 32 of 2000: Sec 30(a); Sec 30(b) and Sec 30(c)</i>		
		<ul style="list-style-type: none"> Overall Management and co-ordination Has delegated Powers of IDP Development Decide on planning and alignment of IDP and Social Labour Plan Develop and compile annual draft and final IDP/PMS/Budget Process Plan Develop and compile annual draft and final IDP/Budget Monitor the process of IDP Review



Structure	Composition	Responsibility
		<ul style="list-style-type: none"> Ensure that the approved IDP informs the Budget and SDBIP Submit a draft IDP to the Municipal Manager for Portfolio and Executive Committee Provide the necessary resources and support for the compilation and implementation of the IDP process review (delegated) Approve nominated persons to be in charge of the different roles, activities and responsibilities of the process and drafting. Provide clear and accountable leadership and development direction Develop cooperative relationships with stakeholder and communities, per delegated functions Ensures IDP is tabled to Council at least 90 days before the start of the financial year. Ensures IDP/PMS/Budget Process time table/ Public Participation is tabled to Council Monitor implementation of the budget, IDP through Service Delivery Budget Implementation Plan Effect changes to the IDP when necessary and resolved by Council Be responsible for organizing public consultation and participation with stakeholders in their wards with Office of the Speaker) Mobilise communities to participate in the IDP Processes. (with office of the Speaker) Ensures participation of Municipal Programmes to align IDP with National/Provincial/District Plans
Budget		<ul style="list-style-type: none"> Implements the budget Process Plan. Provides analysis of relevant technical, sector and financial information. Ensure Departmental Budget Committees are functional Ensures proper documentation of the results of the drafting of Budget document. Ensures amendments are made to the draft Budget to the satisfaction of the Technical Committee
Public Participation: Office of the Speaker, Mayor, EXCO, Accounting Officer, Directors and IDP Unit		
		<ul style="list-style-type: none"> Collect, discuss and prioritise ward needs. Submit ward needs to IDP Unit Link the planning process to their respective constituencies, Wards and Ward Committees. Responsible for organizing public consultation and participation. Ensure the annual business plans and municipal budget are linked to and based on the IDP. Ensure the IDP is aligned with Provincial and National departments Coordination of the public participation programme. Mobilise the involvement and commitment of stakeholders. Ensure participation of previously disadvantaged groups, e.g. women, the disabled, etc.
IDP, Budget & PMS Representative Forum-		
Chair: The Mayor delegated to the Portfolio Head Development Planning		
		<ul style="list-style-type: none"> Participate and ratify the completion of each phase of the IDP development and review process. Represent the communities at strategic decision-making level. Comprising amongst others, Community Structures, Non-Profit making organisations, <ul style="list-style-type: none"> - Traditional Leaders, Ward Councillors, Committees Chairpersons & Secretaries - Associations, Interest Groups, Mining Houses, Head of Departments, Government Departments, - Church leaders, Community Development Workers Representatives from organised stakeholder groups: <ol style="list-style-type: none"> Implementation Agents, Parastatals, Organised Businesses, Tourism, SMME's, Agriculture and NGO
Bojanala Platinum District Municipality (BPDM), Sector Departments, SOEs, Youth Commission,		
		<ul style="list-style-type: none"> Development of BPDM Framework Incorporating its five local municipalities plans Coordination of five local municipality District IDP Rep Forum Coordination and engagement of other stakeholders
Dept. Cooperative Governance, Human Settlements & Traditional Affairs CoGTA		
		<ul style="list-style-type: none"> MEC for CoGHSTA Assess/Evaluate the IDP Comment and Monitor IDP implementation
Performance Management		



Structure	Composition	Responsibility
		<ul style="list-style-type: none"> Assess the extent to which operating and program goals and objectives have been established to those of the organisation Assess the results of operations and programme are consistent with established goals and objectives and Operations and program are being implemented or performed as intended The adequacy and effectiveness of the performance management system to set key performance indicators for each performance area Setting measurable performance targets for each performance area, and monitoring, measuring and reviewing performance
Internal Audit		
		<ul style="list-style-type: none"> To ensure good governance, financial viability and optimal transformation for the institution Internal Audit allows for Risk Based Plan approach to its plan Function is an independent, objective provider of assurance that considers: <ul style="list-style-type: none"> Risks that might impair the realisation of Strategic Goals that are identified timeously, assessed adequately and managed effectively by management team Pursue a risk-based approach to planning, assess the needs and expectations of its key stakeholders and ensure audit reporting meets management and audit committee requirements Must be staffed with independent competent team
Risk Management		
		<ul style="list-style-type: none"> Identifies and quantifies, assess, evaluate effectiveness of risk management within the institution Assist management in establishing and improving risk management processes It is a management function in the office of Accounting Officer

3.3 Alignment of IDP, PMS and Budget Calendar for 2023/2024

Integrated Development Plan (IDP)	Budget and Treasury Office (BTO)	Performance Management System PMS	Financial Years
1st Quarter (July – September 2022)			
<p>Preparation Phase: Printing, Emailing, and Distribution of the Final Adopted IDP by Council to our stakeholders</p> <p>Process Plan Development for Financial Year 2023/2024</p> <p>Development and or establishment of Stakeholder List/Consultative Forums</p> <p>Stakeholders/Communities given notice of the Process Plan activities</p> <p>Setting Strategic Agenda to guide the review process and to initiate engagement with stakeholders</p>	<p>Approved Budget by Council placed on Municipal Web site</p> <p>Printing, Emailing, and Distribution approved Budget by Council</p> <p>Development and or establishment of Consultative Forums</p>	<p>Annual Performance Agreements done with Head of Departments</p> <p>Printing, Emailing, and Distribution of Final Adopted Service Delivery and Budget Implementation Plan by Council</p>	July 22
<p>The Draft IDP/PMS/Budget Process Plan 2023/2024 engaged on the following:</p> <p>a) Portfolio Committee for noting,</p>	<p>Table in Council the IDP/PMS/Budget Process Plan for 2023/2024</p>	<p>Placing of Performance Agreements for head of Departments on the Municipal website</p> <p>Development and submission of annual Performance Reports</p>	August 22



Integrated Development Plan (IDP)	Budget and Treasury Office (BTO)	Performance Management System PMS	Financial Years
b) Tabled to Executive Committee (exco) for noting c) Adoption by Council			
Phase 1: Implementation of the Process Plan activities MEC's comments to be considered for IDP incorporation Coordinate Public Participation for consolidation of needs analysis and prioritization per 35 wards Public Participation to be scheduled per what Council Resolutionsolved on: <ul style="list-style-type: none"> • Might be direct contact with communities' clusters • Might be via media consultations with local radio stations 	Implementation of the Process Plan activities Coordination of Public Participation in terms of tariffs, indigent Register, Credit Control and Free Basic Services Consultation Process on Financial models, assess impacts of tariff change and to consider funding decisions	Ongoing process of Service Delivery and Budget quarterly reports Compilation of levels of development and backlogs that suggest areas of intervention.	September 22
2nd Quarter (October – December 2022)			
Phase 2: Based on the information gathered from the engagement with various stakeholders in Phase 1: Phase 2 is confirming Startegic Agenda informing IDP reviewand budget preparation Compilation of levels of development and backlogs that suggest areas of intervention. New Strategic Agenda to be set in line with the New Council after Local Government Elections planned for the Plans to also include the District Develoment Model (DDM) Engagements of Stakeholders to share Communtiy Needs Analysis Consolidation of Needs Analysis in preparation to be shared with our Stakeholders	Community inputs on tariffs consolidate to be shared with stakeholders	Development and submission of 1 st Quarter Performance Reports to Council and CoGTA	October 22



Integrated Development Plan (IDP)	Budget and Treasury Office (BTO)	Performance Management System PMS	Financial Years
<p>Reviewing the Vision, Mission, Strategies and Objectives, Values, Identified Projects</p> <p>Departmental Status Quo Analysis revisited and reviewed (focussing also on Organisational Structure)</p> <p>Horizontal and Vertical alignment of the Programmes with all our stakeholders (District, Province)</p> <p>Departmental Status Quo Analysis revisited and reviewed (focussing also on Organisational Structure)</p> <p>Incorporation of mining houses Social Labour Plan Programmes (New developments)</p>	<p>Bulk Resources visited and to check on all inputs (agreeing on proposed price increases) -</p>		<p>Nov – Dec 2022</p>
3rd Quarter (January – March 2023)			
<p>Phase 3:</p> <p>Development and tabling of 23/24 IDP Budget to Council for the purpose of Public Participation after Council Adoption of the Draft IDP</p> <p>The phase ensures that both legislated and non-legislated plans for 23/24 FY are assessed against Municipal Vision and available Financial Resources</p> <p>Departmental Status Quo Analysis revisited and reviewed (focusing whether projects as planned within the IDP are implementable and reaching target as planned in the SDBIP)</p> <p>Identification of possible projects and their funding sources</p> <p>Noting the State of the Nation address (SONA), State of the Province (SOPA) and National Plans alignment</p> <p>Incorporation of mining houses Social Labour Plan Programmes (New developments)</p>	<p>Bulk Resources visited and to check on all inputs (agreeing on proposed price increases)</p> <p>Noting the State of Nation address (SONA), State of Province (SOPA) and National Plans alignment</p> <p>The above will allow for Community Needs Analysis Priorities as prioritised by communities</p>	<p>Develop and consideration of Municipal Manager on the mid year performance reports</p> <p>Finalise and publicise Mid Year Report</p> <p>Tabling the Draft Annual Report to Council</p>	<p>January 23</p>
<p>Horizontal and Vertical alignment of the Programmes with all our stakeholders (District, Province)</p>	<p>Availability of Annual Report for Public comments</p>		<p>February 23</p>



Integrated Development Plan (IDP)	Budget and Treasury Office (BTO)	Performance Management System PMS	Financial Years
<p>Tabling to Council the Draft IDP/Budget for the Financial Year 2023/2024 (including all supporting documents and annexures to be attached)</p> <p>Publicise the Draft IDP/Budget for 21 days and invite local communities and stakeholders for inputs and comments</p>	<p>Tabling to Council the Draft IDP/Budget for the Financial Year 2023/2024 (including all supporting documents and annexures to be attached)</p> <p>Publicise the Draft for 21 days and invite local communities and stakeholders for inputs and comments</p>	<p>Submission of Draft Annual Report to Municipal Public Accounts (MPAC)</p> <p>Submit the oversight Report to Council for approval</p>	<p>March 23</p>
4th Quarter (April – June 2023)			
<p>Phase 4: Following the draft adoption of the IDP, adverts are done for comments, inputs by Stakeholders</p> <p>Preparing and conducting IDP/Budget roadshows to solicit inputs towards finalisation of the reviewed IDP Budget and Tarriffs</p> <p>Might be direct contact through Community Consultations</p> <ul style="list-style-type: none"> • Might be direct contact with communities' clusters • Might be via media consultations with local radio stations <p>The consultations process will include stakeholder engagement with organised and unorganised grouping, Traditional Leaders within MKLM</p>	<p>Preparing and conducting IDP/Budget roadshows</p> <p>Might be direct contact through Community Consultations</p> <p>Following the processes, the preparations of draft IDP 23/24 and 24/25 and 25/26 Capital Expenditure Framework is consolidated and taken to Council for adoption</p>	<p>Prepare SDBIP linked Strategic Objectives (SO), Key Performance Indicators (KPI) and Targets</p> <p>Develop and Submit the 3rd Quarter Performance Report to Council and CoGTA</p>	<p>April 23</p>
<p>Phase 5: Consolidation of comments received from all our stakeholders.</p> <p>Further Engagement with: Portfolio Committee, Executive Committee based on comments received from Phase 4, the revised IDP and MTREF, Capital Expenditure Framework (CEF) will be finalised and Considered.</p> <p>Council for Final Adoption of 23/24 IDP and 24/25 and 25/26 and 26/27</p>	<p>Consolidation of comments received from all our stakeholders.</p> <p>Further Engagement with:</p> <p>Portfolio Committee Meeting Executive Committee Council for Final Adoption of the IDP</p>	<p>Development of the Servicer Delivery and Budget Implementation Plan: aligned to the Municipal IDP/Budget Strategies, Predertimed Objectives, KPI and Targets as Adopted by Council</p>	<p>May 23</p>



Integrated Development Plan (IDP)	Budget and Treasury Office (BTO)	Performance Management System PMS	Financial Years
MTREF capital Expenditure Framework approved by Council 31 May 2023	The Mayor present the Budget Speech and the IDP Budget (MTREF) CEF and Multi Year Business Plan tabled to Council for Adoption.		
Publicise the Final IDP/Budget on the National Newspaper as Approved by Council with Resolution number Send Final Copy to CoGTA /MEC's office with Council Resolution and awaits receipt Ready to print and distribute to the Public for Implementation	Publicise the Final IDP/Budget on the National Newspaper as Approved by Council with Resolution number Send Final Copy to National and Provincial Treasury with Council Resolution Ready to print and distribute to the Public for Implementation	Development of the Service Delivery and Budget Implementation Plan: aligned to the Municipal IDP /Budget Strategies, Predetermined Objectives, KPI and Targets Accounting Officer submit 23/24 SDBIP and Budget to Mayor 14 days after the approval of the IDP/Budget by Council	June 23

Section 4: IDP/Budget/PMS/MPAC/ Internal Audit and Risk Management Action Plans

4.1 Action Plan Integrated Development Plan – IDP: and Legislative Prescripts

Action	Deliverables	Responsible Person	Legal Prescripts
1st Quarter: July – September 2022			
July 2022			
Preparation in developing the IDP/PMS Budget Process Plan	<input type="checkbox"/> Alignment of Framework developed by Bojanala Platinum District Municipality with MKLM per prescribed legislation <input type="checkbox"/> Identification and updating stakeholder list for IDP Representative Forum <input type="checkbox"/> Self-assessment to identify gaps in the IDP process. <input type="checkbox"/> Develop Draft 2023/2024 IDP/PMS/Budget Process Plan	Head IDP	MSA No. 32 of 2000 s27 and 28
August 2022			
Tabling of the 2023/2024 IDP/PMS/Budget Process Plan	<input type="checkbox"/> Mayor tables in Council 10 months prior the start of the financial year , a time schedule outlining key deadlines for preparing, tabling and approving the budget and BPDM Framework <input type="checkbox"/> 1st IDP Steering Committee <input type="checkbox"/> 1st Councillor Engagement Session <input type="checkbox"/> 1st IDP Representative Forum	Head IDP	LGMSA Section 21 (b), 28, 29 and 34 and MFMA S21(b)



Action	Deliverables	Responsible Person	Legal Prescripts
	<ul style="list-style-type: none"> <input type="checkbox"/> Tabling of Draft IDP Process Plan to Portfolio Committee and EXCO for comments and recommendation <input type="checkbox"/> Assessment of existing level of development <input type="checkbox"/> IDP Community Engagements Workshop with all Councillors, Ward Committees, Community Development Workers, Community Liaison Officers (Plans for Ward Based Planning, Data update and developments in various villages) <input type="checkbox"/> Planning for 1st Round of Community Consultations on Needs Collections and update. Mechanisms, processes and procedure for public participation 		
September 2022			
Approved IDP/PMS/Budget 2023/2024 Publicised for Implementation	<ul style="list-style-type: none"> <input type="checkbox"/> MEC confirmation letter of receiving the Process Plan/ Action Plan for 2023/2024 <input type="checkbox"/> Advertised 1st Round of Public Participation Schedule with Office of the Speaker <input type="checkbox"/> Completed and Successful 1st Round of Public Participation <input type="checkbox"/> Assessment of existing level of development <input type="checkbox"/> Information on available resources <input type="checkbox"/> Advertised the IDP/PMS & Budget Process Plan for information to our stakeholders on: <ul style="list-style-type: none"> <input type="checkbox"/> Municipal Website, and <input type="checkbox"/> Local Newspapers, <input type="checkbox"/> Notice Boards and <input type="checkbox"/> Tribal Offices, <input type="checkbox"/> Libraries and <input type="checkbox"/> Satellite offices 	Head IDP	Internal Planning Processes
2nd Quarter: October - December			
October 2022			
Departmental; Strategic Planning Session	<ul style="list-style-type: none"> <input type="checkbox"/> Develop the strategic plan and to formulate plans for the inclusion in the draft IDP 2023/2024 Budget review proposal <input type="checkbox"/> Discussions and Engagements on the 2023/2024 IDP/Budget Strategic Focus area for new Council term of office <input type="checkbox"/> Review of 2022/2023 Community Needs Analysis to determine the following: <ul style="list-style-type: none"> <input type="checkbox"/> What needs to be improved for community/ public participation <input type="checkbox"/> What are possible plans and alternatives for the next Public Participation <input type="checkbox"/> Presenting Community inputs, Service Delivery achievements by Departments <input type="checkbox"/> Adoption of Prioritised Model IDP & Budget MTREF for outer years 	Accounting Officer Head IDP CFO All Directors	
November 2022 Some activities might flow to December			
Strategic Agenda setting by the Mayor	<ul style="list-style-type: none"> <input type="checkbox"/> Institutional Strategic Planning Session (The Mayor Strategic Planning session, where EXCO, Speaker, Single Whip, Union Representatives and Management focusses on: <ul style="list-style-type: none"> <input type="checkbox"/> Management MTREF Priorities <input type="checkbox"/> Review and updating of the IDP Vision, Mission, Values and Objectives 	AO CFO Directors Head IDP Management	MFMA 52 (C)



Action	Deliverables	Responsible Person	Legal Prescripts
	<ul style="list-style-type: none"> <input type="checkbox"/> Strategic Objectives and Developmental Priorities <input type="checkbox"/> Update policies, priorities and objectives to determine revenue projections and policies. <input type="checkbox"/> Integration of information from adopted Sector Plans into the IDP Review document <input type="checkbox"/> Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. <input type="checkbox"/> Identification of priority IDP projects 		
December 2022			
Departmental Engagements on status quo analysis	<ul style="list-style-type: none"> <input type="checkbox"/> Engage with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc.) <input type="checkbox"/> Review and update of the strategic elements of the IDP in light of the strategic & performance reports by Council <input type="checkbox"/> Assessment of existing level of development - Situational analysis <input type="checkbox"/> Prepare analysis information on existing services, current backlogs and identification development priorities <input type="checkbox"/> Collect data from reliable sources (stats SA), analyze impact of new information and unexpected events <input type="checkbox"/> Evaluate achievement of National Development Plan (NDP) 2030, Millenium Development Goals (MDG's) Sustainable Development Plan (SDG's), Municipal Strategies *Get inputs from Sector Plan information and Mining Houses <p>Project alignment between the DM and LM's</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2nd IDP Steering Committee: Mechanisms, processes and procedure for public participation <input type="checkbox"/> Plans for 1st IDP Representative Forum to discuss: Progress Report for 2021/2022 Projects, Implementation <input type="checkbox"/> Consolidation of the session outcomes to inform all planning for IDP amendment 	<p>Head: IDP Manager Principal IPMS All Head of Depts</p>	<p>Municipal Systems Act No. 32 of 2000 (s17(1) and 28 (3))</p>
3rd Quarter January – March 2023			
January 2023			
Consolidate Needs Analysis Aligned IDP Projects	<ul style="list-style-type: none"> <input type="checkbox"/> To review Sectoral Plans for gaps identified (ISDF, WSDP, and IWMP etc.) <input type="checkbox"/> Project Identification: review programmes and projects to provide for priorities and output desired/ projections for the next three years <input type="checkbox"/> Consolidate and Prepare first draft 2022/2023 IDP based on Strategic Issues workshop Continuation of the Draft IDP consolidation <input type="checkbox"/> Present 2023/2024 Draft IDP to Portfolio Committee, EXCO for noting and progress <input type="checkbox"/> Complete draft of 2023/2024 IDP <input type="checkbox"/> Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. <input type="checkbox"/> Identification of priority IDP projects. IDP Steering Committee Meeting. <input type="checkbox"/> Consolidation and alignment with national, provincial and district strategies 	<p>Accounting Officer Head: IDP Manager All Directors</p>	<p>LGMSA Act No. 32 of 2000 (s16, 17(1) and s26, 28 (3))</p>



Action	Deliverables	Responsible Person	Legal Prescripts
February 2023			
Consultations with all Departments	<ul style="list-style-type: none"> <input type="checkbox"/> IDP/PMS Budget Steering Committee Meeting - KPAs to present planning and implementation progress <input type="checkbox"/> Refine strategies, programmes and draft projects as necessary for MTREF period, with key performance indicators and targets (as per strategic plan outcome) <input type="checkbox"/> IDP aligned Budget hearings to be held between HoDs and MM to balance the budget and identified projects <input type="checkbox"/> Session to link projects and operating budgets to IDP strategies and programmes at departmental level 	Head IDP IDP Manager	Local Government Municipal Systems Act (LGMSA) Section 21 and 41
March 2023			
Final Draft IDP Adopted by Council	<ul style="list-style-type: none"> <input type="checkbox"/> Draft IDP tabled to Council 90 days prior the start of the financial year <input type="checkbox"/> Final Draft IDP for the 2023/2024 Adopted by Council <input type="checkbox"/> Finalization of Municipal Strategies, Objectives, KPA's, and KPI's and targets. Adoption of Draft IDP and Budget 2022/2023 <input type="checkbox"/> 3rd IDP Steering Committee Meeting (Strategic Planning Session). <input type="checkbox"/> 3rd IDP Re present final projects and programmes from Stakeholders (Mining Houses, Sector Departments, NGO's, and all programmes that will guide IDP 2023/2024) on Strategic Matters <input type="checkbox"/> To discuss the Draft IDP 2023/2024 	Head IDP IDP Manager	MFMA S 16(2) 17, AND 87 (3) MSA No 32 of 2000 (s23 29)
4th Quarter: April – June 2023			
April 2023			
Final Draft IDP Publicised for community stakeholder enegagements for comments and inputs	<ul style="list-style-type: none"> <input type="checkbox"/> Draft IDP to be submitted to MEC for assessment by CoGTA <input type="checkbox"/> Draft IDP advertised for 21 days for community comments, inputs <input type="checkbox"/> Sector Forums with National and Provincial Sector Department for integration into the IDP Review report <input type="checkbox"/> Public participation process to be held through cluster public hearings on the IDP and Budget <input type="checkbox"/> Public participation process to be held through cluster public hearings on the IDP and Budget and PMS Progress Report <input type="checkbox"/> Attend draft IDP assessment and feedback Session- arranged Provincially. 	Accounting Officer Head IDP ICT Communication	MSA 32 (a)(b)(c)(d) MSA 26 (d)
May 2023			
Consolidation of comments and inputs received Adoption of Final IDP for Financial Year 2023/2024	<ul style="list-style-type: none"> <input type="checkbox"/> Final IDP adopted by Council 30 days prior the start of the financial year <input type="checkbox"/> To incorporate relevant comments to the Final reviewed IDP 2023/2024 <input type="checkbox"/> 4th IDP/PMS/Budget Steering Committee Meeting <input type="checkbox"/> Amend IDP in accordance with the Provincial IDP Forums' comments. <input type="checkbox"/> Review and consolidate written comments / inputs in respect of the IDP/Budget <input type="checkbox"/> Council policy workshop for all Councillors <input type="checkbox"/> 4th IDP/PMS/Budget Representative Forum for 2023/2224 	Accounting Officer All Directors Head IDP IDP Manager	MFMA Sec 24(1) , 22(a) .23, 24 MSA No 32 of 2000 (s16.17 and 28) 24; Ch 4



Action	Deliverables	Responsible Person	Legal Prescripts
	<input type="checkbox"/> Final IDP/Budget Adoption by Council		
Advertisement of Final IDP	<input type="checkbox"/> MKLM must within 14 days of the adoption of the IDP in terms of subsection (1) or (3) – (a) Give notice to the public – of the adoption of the IDP, <input type="checkbox"/> To ensure that copies of or extracts from the plan are available for public inspection at the specified places and (b) Publicize a summary of the plan. <input type="checkbox"/> Notification of approved 2023/2024 IDP and 2024/2025 and 2025/2026 Budget on the newspapers, Municipal's website and displaying the areas where the documents can be accessed. <input type="checkbox"/> The Accounting Officer to submit Approved Amended IDP/Budget Document, Advert & Council Resolution to the MEC for Local Government, National and Provincial Treasury within 10 working days after the Municipal Council Approval	Head IDP IDP Manager Communication ICT	MSA s25(4)(a)(b) and (s21A & s21

4.2 Action Plan – Budget and Treasury Office: BTO

Action	Deliverables	Responsible Person	Legal Prescripts
1st Quarter: July – September 2022			
July 2022			
	<input type="checkbox"/> Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process <input type="checkbox"/> Planning includes review of the previous year's budget process and completion of the Budget Evaluation Checklist <input type="checkbox"/> Budget Steering Committee to discuss rollovers, savings declarations and new applications	Chief Finance Officer and Principal Budget and Legislative Reporting	MFMA s 53
August 2022			
Submission of AFS	<input type="checkbox"/> Adoption of the IDP/PMS Budget Process Plan <input type="checkbox"/> Adoption of AFS	CFO and Office the Accounting Officer (AO): HOU -PMS	MFMA Act No.56 of 2003: (s 21(1)(b) and 53(1)(b)
September 2022			
	<input type="checkbox"/> Assess implementation progress, overview of funding available per department (both from savings as well as internal budget and external funds.		MFMA No 56 of 2003 (s 54 (1)
2nd Quarter: October – December 2022			
October 2022			
	<input type="checkbox"/> All Departments to prepare/ amend 2023/2024 projections for the financial year 2024/2025, 2025/2026		MFMA No 56 of 2003 (s 54 (1)
November 2022			
	<input type="checkbox"/>		
	<input type="checkbox"/>		
December 2022			
	<input type="checkbox"/> All Departments to prepare/ amend 2023/2024 projections for the financial year 2024/2025, 2025/2026 MFMA No 56 of 2003 (s 54 (1)		MFMA No 56 of 2003 (s 54 (1)
3rd Quarter: January – March 2023			



Action	Deliverables	Responsible Person	Legal Prescripts
January 2023			
	<input type="checkbox"/> All Departments to prepare/ amend 2023/2024 projections for the financial year 2024/2025, 2025/2026l		MFMA No 56 of 2003 (s 72 (1))
	<input type="checkbox"/> Previous Year Financial Statement- ensure the AO addresses any issues raised by the Auditor General in the Audit Report/prepare action/audit plans to address and incorporate into the annual report	Chief Finance Officer	
February 2023			
Adjusted Budget	<input type="checkbox"/> Compilation of Adjustment Budget and IDP Amendments <input type="checkbox"/> Mid – Year Budget and Performance benchmark by Assessments with National treasury, Provincial treasury and other stake holders	Chief Financial Officer	MFMA No 56 of 2003 (s 28 (1))
March 2023			
Draft Budget	<input type="checkbox"/> Mayor tables draft budget, resolutions, plans and changes to IDP at least 90 days before the start of the financial year.		MFMA No 56 of 2003 (s 16 (2))
3rd Quarter: April – June 2023			
April 2023			
	<input type="checkbox"/> Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and considering the results from the third quarterly review of the current year		MFMA s21
May 2023			
Adoption of Budget	<input type="checkbox"/> Draft SDBIP's for 2022/2023 developed and for incorporation into draft IDP 2022/2023 financial year (FY).	Chief Financial Officer	MFMA s 23, 24; MSA Ch 4 as amended
June 2023			
	<input type="checkbox"/> Notification of approved 2022/2023 IDP and 2023/2024 and 2024/2025 Budget on the newspapers, Municipal's website and displaying the areas where the documents can be accessed.		MSA s25(4)(a)(b) and (s21A &

4.3 Action Plan – Institutional Performance Management Systems – IPMS - Framework Resolution no: 125/05/2022

Action	Deliverables	Responsible Person	Legal Prescripts
1st Quarter: July – September 2022			
July 2022			
Performance Agreements	<input type="checkbox"/> Signing of Performance Agreements for Accounting Officer and Senior manager or Acting Senior managers by July 2023	Accounting Officer & Head of Departments and IPMS unit	MFMA Sec ©(iii)/MSA Sec 57(1)(b), 57 (2)(b)
4th Quarter Reporting Template	<input type="checkbox"/> Develop and submit 4th quarter reporting templates to all departments for reporting by June 2023.		Municipal PMS Policy framework
4th Quarter Performance Report	<input type="checkbox"/> Consolidate and 4th quarterly performance report to and submit them to council.		MFMA Sec 52 (d)
August 2022			
Annual Report	<input type="checkbox"/> Start the process of the Drafting Annual Report. <input type="checkbox"/> Submit the Draft Annual Report to Council.	Accounting Officer (AO) & Head of Departments and IPMS unit	MFMA Circular No. 63



Action	Deliverables	Responsible Person	Legal Prescripts
Annual Performance Report	<input type="checkbox"/> Submit the final Annual Performance Report to the Auditor General by 31 st of August 2023.		MSA Sec 46
September 2022			
1st quarter performance reporting template	<input type="checkbox"/> Develop and submit 1st quarter reporting templates to all department for reporting by September 2023.	Accounting Officer (AO) & Head of Departments and IPMS unit	Municipal PMS Policy framework MFMA Sec 52 (d)
1st Quarter Performance Report	<input type="checkbox"/> Consolidate and submit 1st quarter performance report to council		
2nd Quarter: October – December 2022			
October 2022			
1st quarter performance reporting template	<input type="checkbox"/> Develop and submit 1st quarter reporting templates to all department for reporting by September 2023.	Accounting Officer (AO) & Head of Departments and IPMS unit	Municipal PMS Policy framework MFMA Sec 52 (d)
1st Quarter Performance Report	<input type="checkbox"/> Consolidate and submit 1st quarter performance report to council		
November 2022			
December 2022			
3rd Quarter: January – March 2023			
January 2023			
2nd quarter Performance Report	Consolidate and submit 2 nd quarter performance report to council	Accounting Officer (AO) & Head of Departments and IPMS unit	Municipal PMS Policy framework MFMA Sec 52 (d)
Mid-Year Performance Report	Consolidate and submit Mid-Year Performance report signed by the Mayor to council on the 28th of January 2023		MFMA Sec 72
Annual Report	Submit Annual Report to council Make public annual report and invite community inputs into report		MFMA Sect 127 & MSA Sect 12a
February 2023			
March 2023			
3 rd quarter performance reporting template	<input type="checkbox"/> Develop and submit 3 rd quarter reporting templates to all department for reporting.	Accounting Officer (AO) & Head of Departments and IPMS unit	Municipal PMS Policy framework MFMA Sec 52 (d)
3 rd quarter Performance Report	<input type="checkbox"/> Consolidate and submit 3 rd quarter performance report to council		
4th Quarter: April – June 2023			
April 2023			
3 rd quarter performance reporting template	<input type="checkbox"/> Develop and submit 3 rd quarter reporting templates to all department for reporting.	Accounting Officer (AO) & Head of Departments and IPMS unit	Municipal IPMS Policy framework MFMA Sec 52 (d)
3 rd quarter Performance Report	<input type="checkbox"/> Consolidate and submit 3 rd quarter performance report to council		
May 2023			



Action	Deliverables	Responsible Person	Legal Prescripts
Performance Management System Policy Framework	<input type="checkbox"/> Performance management System Policy Framework for 2023/24 adopted by council by May 2023	Accounting Officer & Head of Departments and IPMS unit	Regulation 8 of Municipal Planning and performance regulations
June 2023			
Service Delivery and Budget Implementation Plan	<input type="checkbox"/> Accounting Officer to submit to the Mayor the draft SDBIP and draft Performance Agreement by no later than 14 days after approval of the budget by June 2023	Accounting Officer & Head of Departments and IPMS unit	s57 (1) (b) of the MSA. MFMA s69; MSA s 5
	<input type="checkbox"/> SDBIP Signed by Mayor 28 days after the approval of the budget in June 2023	Accounting Officer & Head of Departments and IPMS unit	MFMA Sec 53© (ii)

4.4 Action Plan _ Principal Internal Audit: IA – Charter Council Resolution No: 92/03/2022

Action	Deliverables	Responsible Person	Legal Prescripts
1st Quarter: July – September 2022			
July 2022			
Quarter 4 Audit Committee Meeting	<input type="checkbox"/> Institutional Financial and Non Financial reports <input type="checkbox"/> Internal Audit Reports	Office of the Accounting Officer: Internal Audit Audit Committee	MFMA sec 165 and 166 AC Charter IA Charter
Audit Committee Charter Risk Based Audit plan and Strategic Documents	<input type="checkbox"/> Approval of the Audit Committee Charter <input type="checkbox"/> Approval of the Audit Committee schedule of meetings <input type="checkbox"/> Approval of the Risk Based Audit plan by the Audit Committee <input type="checkbox"/> Approval of the Internal Audit Strategic Documents (Internal Audit Charter, Quality Assurance Improvement Plan, Combined assurance plan and Internal audit methodology) <input type="checkbox"/> Audit Committee schedule of meetings	Office of the Accounting Officer: Internal Audit	MFMA Section 166 and 165 MPPR Reg. 14.
Audit Committee report to Council	<input type="checkbox"/> Report of the Audit Committee to the Council in terms of Section 166 of the MFMA	Office of the Accounting Officer: Internal Audit Audit Committee	MFMA 166
August 2022			
Audit Committee Meeting	<input type="checkbox"/> Development and approval of the Post Audit Action Plan <input type="checkbox"/> Audit Committee meeting <input type="checkbox"/> Audit Committee report to Council	Office of the Accounting Officer: Internal Audit	MFMA Sec 166
Draft Annual Financial Statements and Draft Annual Performance report	<input type="checkbox"/> Review of the Draft Annual Financial Statements and Draft Annual Performance Report (s46) and provide assurance to the Audit Committee	Audit Committee	MFMA No.56 of 2003 (s52(3)(d)) MSA No.32 of 2000 s46
September 2022			
2nd Quarter: October – December 2022			
October 2022			



Action	Deliverables	Responsible Person	Legal Prescripts
Quarter 1 Audit Committee Meeting	<input type="checkbox"/> Institutional Financial and Non Financial reports <input type="checkbox"/> Internal Audit Reports	Office of the Accounting Officer: Internal Audit Audit Committee	MFMA sec 165 and 166 AC Charter IA Charter
November 2022			
December 2022			
3rd Quarter: January – March 2023			
January 2023			
Audit Committee	<input type="checkbox"/> Report of the Audit Committee to Council	Audit Committee and Internal Audit	MFMA Sec 166 and 165 AC Charter
Quarter 2 Audit Committee Meeting	<input type="checkbox"/> Institutional Financial and Non Financial reports <input type="checkbox"/> Internal Audit Reports	Office of the Accounting Officer: Internal Audit Audit Committee	MFMA sec 165 and 166 AC Charter IA Charter
February 2023			
Adjustment Budget	<input type="checkbox"/> Submitted to Internal Audit <input type="checkbox"/> SDBIP submitted to Internal Audit	Office of the Accounting Officer: Internal Audit Audit Committee	MFMA sec 165 and 166 AC Charter IA Charter
March 2023			
Draft submitted to Internal Audit	<input type="checkbox"/> Submission of Draft IDP Review to Internal Audit <input type="checkbox"/> Auditing Draft before Final May 2022 Adoption	Office of the Accounting Officer: Internal Audit Audit Committee	MFMA sec 165 and 166 AC Charter IA Charter
4th Quarter: April – June 2023			
April 2023			
Quarter 3 Audit Committee Meeting	<input type="checkbox"/> Institutional Financial and Non Financial reports <input type="checkbox"/> Internal Audit Reports	Office of the Accounting Officer: Internal Audit Audit Committee	MFMA sec 165 and 166 AC Charter IA Charter
May 2023			
Final IDP with Resolution submitted to Internal Audit	<input type="checkbox"/> Final Submission of Draft IDP Review to Internal Audit		MFMA sec 165 and 166 AC Charter IA Charter
June 2023			

4.5 Action Plan – Municipal Public Accounts Committee: MPAC – Work Plan Council Resolution No: 01/07/2022

Action	Deliverables	Responsible Person	Legal Prescripts
1st Quarter: July – September 2022			
July 2022			
	<input type="checkbox"/> MPAC meeting <input type="checkbox"/> Submission of Performance Management quarterly report by PMS <input type="checkbox"/> Submission financial reports <input type="checkbox"/> Development of Annual Work Plan 2022/2023 <input type="checkbox"/> Final Work Plan presented to Council. <input type="checkbox"/> Review of Terms of Reference.	MPAC Office	Internal Processes



Action	Deliverables	Responsible Person	Legal Prescripts
August 2022			
	<input type="checkbox"/> Engagement with the Office the Auditor General (Bi-Annual) <input type="checkbox"/> Identification of projects to be visited <input type="checkbox"/> Projects Visit		
September 2022			
	<input type="checkbox"/> MPAC quarterly meeting <input type="checkbox"/> Submission of Performance Management quarterly report by PMS <input type="checkbox"/> Submission Financial reports <input type="checkbox"/> Report on projects visited <input type="checkbox"/> District MPAC Forum Meeting	IPMS Head of Department Head IDP CFO	Internal Processes
2nd Quarter: October – December 2022			
October 2022			
	<input type="checkbox"/> Continuation of Project Visit <input type="checkbox"/> MPAC Strategic Planning Session <input type="checkbox"/> Engagement with External Stakeholders	MPAC Committee	
November 2022			
	<input type="checkbox"/> Collection of public comments during mayoral Imbizo on 1st Quarter performance <input type="checkbox"/> MPAC vs IDP Awareness Campaign	MPAC Committee	
December 2022			
	<input type="checkbox"/> MPAC quarterly meeting <input type="checkbox"/> Submission of Performance Management Report <input type="checkbox"/> Submission of Financial reports <input type="checkbox"/> Report on projects visited <input type="checkbox"/> District MPAC Forum Meeting	IPMS Head of Department Head IDP CFO	
3rd Quarter: January – March 2023			
January 2023			
	<input type="checkbox"/> Develop a process plan for the 2021/2022 public hearings. <input type="checkbox"/> The Process Plan is considered for implementation.	Council	
February 2023			
	<input type="checkbox"/> Considering the 2021/2022 Annual Report <input type="checkbox"/> Engagement with Auditor General to give a brief overview on the Audit Outcome for 2021/2022 financial year. <input type="checkbox"/> Public Participation on the Annual Report 2021/2022 for the community representative to submit comments and inputs	Accounting Officer IPMS Head of Department Head IDP CFO	MFMA Section 127 (5)(ii) Municipal Systems Act No. 32 of 2000, section 21A
March 2023			
	<input type="checkbox"/> Continuation of Public hearing on the Annual Report <input type="checkbox"/> Submit Draft Oversight Report to Council	Accounting Officer IPMS Head of Department Head IDP CFO	MFMA Section 127 (5)(ii) MFMA Sec129
4th Quarter: April – June 2023			
April			
	<input type="checkbox"/> Submit Oversight Report to the to the Provincial Legislature, COGTA, Provincial Treasury and Auditor General	The Mayor	MFMA section 129 Municipal Systems Act No.



Action	Deliverables	Responsible Person	Legal Prescripts
	<input type="checkbox"/> Make Public the Oversight Report within seven days of its adoption e.g. Municipal website, local libraries and Tribal Offices	Accounting Officer	32 of 2000 section 21A
May			
	<input type="checkbox"/> Identification of projects to be visited <input type="checkbox"/> Project Visit <input type="checkbox"/> District MPAC Forum Meeting <input type="checkbox"/> Visit to SCOPA or by SCOPA		
June 2023			
	<input type="checkbox"/> MPAC meeting <input type="checkbox"/> Annual review of the MPAC Terms of Reference. <input type="checkbox"/> Development of Annual Work Plan 2022/2023 <input type="checkbox"/> Final MPAC Work Plan & Action Plan presented to Council. <input type="checkbox"/> Engagement with Traditional Leaders <input type="checkbox"/> District MPAC Forum Meeting	MPAC Committee	Municipal Systems Act 32 of 2000 section 53 & 59

4.6 Action Plan – Manager Risk Management

Action	Deliverables	Responsible Person	Legal Prescripts
1st Quarter: July – September 2022			
July 2022			
	<input type="checkbox"/> Collate information <input type="checkbox"/> Gather information from departments <input type="checkbox"/> Conduct research and benchmark with latest developments in Risk Management	Manager: Risk Management	MFMA No56 of 2003 section 62(1)(C)(ii)
August 2022			
	<input type="checkbox"/> Risk assessment <input type="checkbox"/> Risk assessment session with department	Manager: Risk Management	
September 2022			
	Risk assessment session with departments Analyse information Risk response and compilation of risk registers	Manager: Risk Management	
2nd Quarter: October – December 2022			
October 2022			
	<input type="checkbox"/> Review policy and strategy <input type="checkbox"/> Review guidelines on roles and responsibilities for risk management	Manager: Risk Management	
November 2022			
	<input type="checkbox"/> Risk awareness <input type="checkbox"/> Develop and formalise detailed training/programme <input type="checkbox"/> Develop risk orientation programme for new employees	Manager: Risk Management	
December 2022			
	<input type="checkbox"/> Risk reporting and emerging risks <input type="checkbox"/> Analyse information and develop risk assessment reports.	Manager: Risk Management	
3rd Quarter: January – March 2023			
January 2023			



Action	Deliverables	Responsible Person	Legal Prescripts
	<input type="checkbox"/> Risk awareness and collating information <input type="checkbox"/> Refresher training to employees <input type="checkbox"/> Conduct research and benchmark with latest developments in Risk Management	Manager: Risk Management	
February 2023			
	<input type="checkbox"/> Risk review and capturing emerging risks <input type="checkbox"/> Engagements with different departments <input type="checkbox"/> Review risk rating magnitude	Manager: Risk Management	
March 2023			
	Risk reporting Analyse information and draft reports. (Audit Committee)	Manager: Risk Management	
4th Quarter: April – June 2023			
April 2023			
	<input type="checkbox"/> Review Risk registers and implementation plans <input type="checkbox"/> Presentation of risk registers from different departments <input type="checkbox"/> Review risk rating of residual risks	Manager: Risk Management	
May 2023			
	<input type="checkbox"/> Registers, policies, implementation referred for approval <input type="checkbox"/> Documents referred to the Audit Committee for approval to Council	Manager: Risk Management	
June 2023			
	<input type="checkbox"/> Approved documents	Manager: Risk Management	
	<input type="checkbox"/> Implementation of plans by departments		

4.7 Schedule of Portfolio Committees, Executive Committees and Ordinary Council Sittings

4.7.1 Office of the Speaker: - Schedule for Portfolio Committees: Financial Year 2022/2023

Portfolio Committees	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023
Infrastructure and Technical Services: ITS	14	04	05	06	10	08	12	02	07	13	11
Community Services and Public Safety	14	04	05	06	10	08	12	02	07	13	11
Local Economic Development: LED	12	07	08	03	07	05	09	06	09	10	08
Corporate & Fleet Management Services	12	07	08	03	07	05	09	06	09	10	08
Planning and Development: DP	21	18	22	18	22	19	19	21	21	18	18
Budget and Treasury Office: BTO	21	18	22	18	22	19	19	21	21	18	18
Municipal Public Accounts Committee											



4.7.2 Office of the Mayor: Executive Committee Meetings: EXCO

Executive Committee	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023
Ordinary	22	18	22	20	17	08	19	16	16	20	18	15

4.7.3 Office of the Speaker: Ordinary Council Schedule Financial Year: 2022/2023

Council Sittings	July 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023
Ordinary	29	31	30	28	30	15	31	28	31	28	31	30

Section 5: Mechanism for Public Participation

Municipal Motto is **“Re Direla Setshaba”** as part of deepening integration of planning and budgeting cycle to take a phased approach in order to ensure systematic planning and budget processes. The intention of stakeholder engagement is to ensure that communities in a structured and no structured participate in the planning and decision-making processes of local government as legislated per chapter 4 above in the legislative prescripts. In addition, the process should allow for community consultation from the preparatory phase until final approval. The consultation needs to happen in two phases where need are collected and when budget is allocated to projects to be implemented

Strengthening Public Participation and stakeholder engagement in the municipal processes will only happen through improved and focused engagements with all role players. It also requires us to improve the functionality in relation to planning and budgeting and reporting processes, and responsible officials allowed to participate per their roles identified in the action plan. However, where deviations from the priority issues that were raised through legitimate IDP structures (Ward Councillors, Ward Committees, and Community Development Workers, Traditional Leaders) have to be made, not forgetting to follow Council reporting flow, consultations with and approval by the structures will be necessary prior to Council’s Final Approval.

Projects and programmes not included in the IDP upon final approval of the IDP shall either be recorded in a wish list for the next Council sitting if budget is allocated and confirmed and or the IDP review process or be incorporated in accordance with a process approved by Council. Such incorporation will be reported in the next IDP review. Every process where changes are made and which affect the communities, the relevant Department has to ensure that communities are informed of such changes and reasons why projects and programmes are not implemented in their wards. Strategic Partners, District Municipality and Sector Departments, Mining Houses will be invited to participate in review processes and even during public participation processes.

5.1 Public Participation

Public Participation is facilitated by Office of the Speaker and IDP Unit in the Office of the Accounting Officer. Public participation ensures provision of forums such as Public Hearings for communities to be able to participate and air their views and make submissions and comments on developmental programmes and projects to be implemented in their areas / villages/wards.



Functions and responsibilities:

- a) Discuss and agree on public related events
- b) Agree on proposed public participation dates, venues and times

5.2 Ward Committees

01 November 2021 Local Government Elections provided for 5 wards with 35 committees that were elected and functional. The functions and existence of are prescribed in the Municipal Structures Act, section 17(4). They are statutory structures of the municipality to be used for public participation / community consultations

Functions and responsibilities

- a) Serve as formal unbiased communication tool between community and the municipality through the 35 wards Councillors
- b) Ensures co-operation partnership that is constructive and harmonious between the Municipality and the communities
- c) Its key community consultative structure on the IDP, Budget, Local Economic Development, Performance Management and any policy affecting communities
- d) Receive queries and complaints from residents and communicate through respective Ward Councillor (submitted to IDP for compilation)
- e) Needs are submitted to IDP for compilation and recommendation to Council regarding affected wards any matter affecting wards

5.3 Dikgosi – Traditional Leaders

The Local Government Municipal Structures Act, s 81 prescribes that Municipal Councils should allow participation of Traditional Leaders in Municipal Council. This therefore necessitates for the need for proper communication that will consider the protocols of the norms and values of the Traditional Leaders.

Municipal Planning especially the IDP as it involves village developments, where Traditional Leaders resides requires engagements and participation in all phases of the IDP developments. Not forgetting that they have their own Public Participation with their communities.

Functions and responsibilities

- a) Promote good relations and cooperation between the Municipality and communities under Traditional Rule
- b) Advise Council on any Policy that impact on communities under Traditional Authority
- c) Participate and encourage communities to strongly participate in the Municipality's consultation processes of the IDP, Budget, LED, Performance Management, SPLUMA and any other matter on the agenda for community participation and communication.
- d) Support the Municipality in the implementation of developments in their villages
- e) Participate and encourage communities involvement in the initiatives to monitor, review, evaluate council's programmes, particularly regarding rural upliftment and developments



5.4 Community Development Workers

Community Development Workers (CDWs) are a key programme of the National Government, aimed at bridging the gap between Government and Communities. They play a role of integrated public servants who are capable of assisting communities with access to government information and services across all three spheres of government. They answer a range of questions and requests for information from citizens while out in the field across the full spectrum of government.

Functions and responsibilities

- a) Liaise, coordinate, inform and assist communities with access to services provided by the spheres of government
- b) Forge and sustain partnership
- c) Identify community needs and facilitate development of projects and programmes
- d) Focus on poverty eradication, job creation, reintegration of the marginalised individuals, families, groups and communities and capacity building for self sufficiency
- e) Advocate the protection of rights for children, women and people with disabilities and those affected by violence and
- f) Educate, provide life skills and economic empowerment for youth and women

Section 6: Community Participation/Communication Mechanism

6. Community Participation

Section 16 of the Local Government Municipal Systems Act 2000, prescribes that: - the development of a culture of community participation. A municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose-

- a) Encourage, and create conditions for, the local community to participate in the affairs of the municipality, including in-
 - (i) The preparation, implementation and review of its integrated development plan in terms of Chapter 5;
 - (ii) The establishment, implementation and review of its performance management system in terms of Chapter 6;
 - (iii) The monitoring and review of its performance, including the outcomes and impact of such performance;
 - (iv) The preparation of its budget; and
 - (v) Strategic decisions relating to the provision of municipal services in terms of Chapter 8;
- b) Contribute to building the capacity of-
 - (i) The local community to enable it to participate in the affairs of the municipality; and
 - (ii) Councillors and staff to foster community participation; and
- c) Use its resources, and annually allocate funds in its budget, as may be appropriate for



the purpose of implementing paragraphs (a) and (b).

Section 17 of the Local Government Municipal Systems Act 2000, prescribes the: -
Mechanisms, processes and procedures for community participation

- 1) Participation by the local community in the affairs of the municipality must take place through-
 - a) Political structures for participation in terms of the Municipal Structures Act;
 - b) The mechanisms, processes and procedures for participation in municipal governance established in terms of this Act;
 - c) Other appropriate mechanisms, processes and procedures established by the municipality;
 - d) Councillors; and
 - e) Generally applying the provisions for participation as provided for in this Act.
- 2) A municipality must establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the municipality, and must for this purpose provide for: -
 - a) The receipt, processing and consideration of petitions and complaints lodged by members of the local community
 - b) Notification and public comment procedures, when appropriate;
 - c) Public meetings and hearings by the municipal council and other political structures and political office bearers of the municipality, when appropriate;
 - d) Consultative sessions with locally recognised community organisations and, where appropriate, traditional authorities; and
 - e) Report-back to the local community.
- 3) When establishing mechanisms, processes and procedures in terms of subsection the municipality must take into account the special needs of-
 - a) People who cannot read or write and with disabilities;
 - b) Women; and Other disadvantaged groups.

A municipal council may establish one or more advisory committees consisting of persons who are not councillors to advise the council on any matter within the council's competence. When appointing the members of such a committee, gender representivity on must be considered. Participation by the local community in the affairs of the municipality must take place through-

- a) Ward Committee Meetins (Clusters) and Radio Slots
- b) Departmental and Public Meetings
- c) Traditional Leaders and Community Development Forums
- d) Government Events and Media and Website, Petitions
- e) Notices and Loudhailing and Outreach Programmes
- f) Newsletters and Municipal Interdepartmental meetings
- g) Public Meeting (Imbizo's, State of the Nation Address -SONA, State of the Province – SOPA and Mayor Budget Speech



6.1 Proposed Cluster Dates, Venues, times 1st Round Public Participation: 35 Wards

Local Government has specific Constitutional service delivery responsibilities, which when we consult with our communities are the mostly raised : Portable Water Provision, Electricity Reticulation, Sanitation, Refuse Removal, Cemeteries, Fire Fighting, Municipal Planning, Municipal Roads (Internal) Storm water drainande, Traffic and Parking, Building Rgulations, Municipal Public Transport and Municipal Health Services.

6.1.1 Proposed First Round Summary

September 2022						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
			IDP Representative Forum			
11	12	13	14	15	16	17
		Councillors Briefing Session				
18	19	20	21	22	23	24
		Cluster 1 4,18,19,20,21 Madikwe @ 10:00	Cluster 2 22,31,32 Manamakgotheng @10:00	Cluster 3 23,24,25,26,27 Mabaalstad @ 10:00	Cluster 4 14,28,30 Mahobieskraal @10:00	
25	26	27	28	29	30	
		Cluster 5 13, 33, 35 Mogwase @ 10:00	Cluster 6 5,6,7,8,29,34 Nkogole @ 10:00	Cluster 7 9,10,15,16,17 Sandfontein @ 10:00	Cluster 8 11,12 Ramokokastad @ 10:00	
October 2022						
2	3	4	5	6	7	8
		Cluster 9 1,2,3 Welverdiendt @ 10:00				

6.1.2 Schedule for Proposed Venues and Time and Host Counhcillor

Cluster 1

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Respons Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 1						
September 2022	Madikwe 10H00	Mayor's, Speaker's Offices, IDP Unit	4	Uitkyk 1 & 2, Brakkuil, Koffiekraal.	Cllr Samuel Masokwane 078 147 3239/071 701 7750	Tuesday 20 September 2022
			18	Pella, Kortloof/Letlhakane.	Cllr Mmamiki Radiokana 082 099 3476	
			19	Pella, Madikwe.	Cllr Sello Hlojane 072 395 4596	
			20	Tlokweg.	Cllr Motsisi Mogapi 082 616 6238	
			21	Tlokweg, Vrede, Seshibitswe.	Cllr Tshepo Khumalo 082 310 1545	



Cluster 2

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 2						
September 2022	Manamakgotheng 10H00	Mayor's, Speaker's Offices, IDP Unit	22	Manamakgotheng (Legogolwe, Mositwana, Madibaneng, Selosecha, Merokwaneng, Mabatlane, Vergenoeg, Matlotleng, Maeraneng, Tswereng, Tlapane), Lesetlheng (Lekutung, Tswaaneng, Tswaaneng, Lekubung).	Cllr Kabelo Letsatsi 076 128 4977	Wednesday 21 September 2022
			31	Segakwaneng, Huma, Manamakgotheng (Poela, Rampipi, Taung, Matetswane, Ramautsu).	Cllr Mookamedi Thale 064 946 1005	
			32	Moruleng Sections (Ramonkgwe, Malebye, Mabodisa, Ramolope), Raserapane (From Mall to Stadium), Sections (Makresteng, Molapong).	Cllr Obakeng Pilane 084 430 1006	

Cluster 3

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 3						
September 2022	Mabaalstad 10H00	Mayor's, Speaker's Offices, IDP Unit	23	Seolong, Mabeskraal, Makweleng, Ratau, Ntsweng.	Cllr Thobego Mogaki 076 471 0477	Thursday 22 September 2022
			24	Makoshong, Mabeskraal, Ratau.	Cllr Seanokeng Sekao 084 396 5621	
			25	Mabaalstad/Kwa – Phiri, Leretlweng, Bapong.	Cllr Peter Kanaomang 066 195 1871	
			26	Tweelagte, Lengeneng, Phalane, Makoshong.	Cllr Nkeko Letlape 072 718 2045	
			27	Mmorogong, Makgope, Maologane, Witrantjie, Mabelleng, Tthatlhaganyane.	Cllr Shimane Sibanda 064 750 1550	

Cluster 4

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 4						
September 2022	Mahobieskraal 10H00	Mayor's, Speaker's Offices, IDP Unit	14	Ledig, Kagiso 2, Bakgatlheng, Section 1, Sunfield	Cllr Mpho Raboroko 067 780 8017/079742 1793	Friday 23 September 2022
			28	Ledig, Letlhabile (Upper & Lower), Seloseshsa, Lekwadi, Kagiso 1, Reagile (Casablanca).	Cllr Peter Radikeledi 067 199 7391/078682 5391	
			30	Ledig, Zulu Section, Pharama, Khutsong, Khalanyoni, Sofa sonke, Codesa, Zone 2, 4, 6, Matooster, Mahobieskraal.	Cllr Shadrack Sebalo 078 299 2257	
			29	Mokgalwana.	Cllr Phillista Mabula	
			34	Mmopyane, Mmantserre.	Cllr Precious Muleya	



Cluster 5

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 5						
September 2022	Mogwase	Mayor's, Speaker's Offices, IDP Unit	13	Mogwase Unit 2 (Disteneng), mabele a podi	Cllr Fortune Luvuno 082 840 5797	Tuesday 27 September 2022
			33	Mogwase Unit 1, 2, 4, 5 South & North	Cllr Thato Mosako 066 0164845/081 645 9351	
			35	Mogwase Unit 8, & Unit 1 (Portion)	Cllr Lucky Pitso 079 929 1166	

Cluster 6

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 6						
September 2022	Nkogole 10H00	Mayor's, Speaker's Offices, IDP Unit	5	Disake, Kraalhoek, Matlametlo.	Cllr Noah Ditsele 073 700 9956	Wednesday 28 September 2022
			6	Nkogole, Mantsho, Motlhabe, Molorwe, Mapaputle, Ramoshibitswana, Kameelboom, Mogoditsane, Marapallo (Dekameelkuil).	Cllr Justice Mabaso 066 543 1977	
			7	Sefikile.	Cllr Itumeleng Serole 073 422 5970	
			8	Ramasedi, Ngwedding, Magong, Ntswanalemetsin, Magalane, Legkraal, Mononono	Cllr Nelson Sefora 082 256 1042	
			29	Mokgalwana.	Cllr Phillista Mabula	
			34	Mmopyane, Mmantserre.	Cllr Precious Muleya	

Cluster 7

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 7						
September 2022	Sandfontein 10H00	Mayor's, Speaker's Offices and IDP Unit	9	Moruleng, Ramoga, Lesetlheng (Portion), Matlotleng, Vuka, Matangwana, Greenside, Raserapane	Cllr Herman Magoleng 081 854 0891	Thursday 29 September 2022
			10	Sandfontein.	Cllr Itumeleng Sekoboane 063 822 9379	
			15	Lerome Thabeng, Lerome South, Rantsubane Section.	Cllr Tshidi Kgotlhang 079 475 3001/073 074 4567	
			16	Welgeval/Madutle/Block 1 - 6, Dikweipi, R510 Northam Road/ Agrico Block 6.	Cllr Mogomotsi Mogale 072 538 4381	
			17	Leruleng, Phola Park, Lerome Mositwane.	Cllr Kopano Khunou 072 061 2831	



Cluster 8

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Vent and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 8						
September 2023	Ramokokastad 10H00	Mayor's, Speaker's Offices and IDP Unit	11	Phadi/Pylkop, Mmorogong, Bojating.	Cllr Efesia Matshereng 082 558 3517	Friday 30 September 2022
			12	Ramokokastad (Selosessa, Niniva, Stateng, Villa Park, Lotwane, Thabeng).	Cllr Bontle Bosielo 073 243 9798	

Cluster 9

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Vent and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 9						
October 2022	Welverdiend 10H00	Mayor's, Speaker's Offices and DP Unit	1	Goedehoop, Molatedi, Obakeng, Welverdiend (Nonceba), Welgeval (Los Metjerie), De – Brak, Dwarsberg (Dinokaneng), Mankaipaya, Rampampaspoort.	Cllr Tebogo Sephoti 072 767 6374 079 046 8234	Tuesday 4 October 2022
			2	Sesobe, Ramothhajwe, Montsana, Khayakhulu, David Katnagel, Pitsedisulejang, Letlhakeng, Ramokgolela.	Cllr Sipho Kalipa 073 275 6490	
			3	Mmatau, Moubana, Maskoloane, Manamela, Siga, Voordonker.	Cllr Stephina Mashishi 071 176 7327	

6.2 Proposed Second Round of Public Participation

6.2.1 Second (2nd) Round Summary

APRIL 2023						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
					Good Friday	
9	10	11	12	13	14	15
	Family Day					
16	17	18	19	20	21	22
		Councillors Briefing Session				
23	24	25	26	27	28	29
		Cluster 1 4,18,19,20,21 Kortkloof	Cluster 2 1,2,3 Siga	Freedom Day		



APRIL 2023						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
		@ 10:00	@ 10:00			
MAY 2023						
30	1	2	3	4	5	6
	Cluster 3 Seolong 23,24,25,26,27 @10:00	Cluster 4 Moruleng 22,31,32 @ 10:00	Cluster 5 Ledig 14,28,30 @ 10:00	Cluster 6 Mmorogong 11,12 @ 10:00		
7	8	9	10	11	12	13
		Cluster 7 Mogwase 13,33,35 @ 10:00	Cluster 8 Sefikile 5,6,7,8,29,34 @10:00	Cluster 9 Lerome 9,10,15,16,17 @10:00		

6.2 6. Proposed Schedule, Cluster Dates, Venues and times of 2nd Round of Public Participation: 35 Wards

Cluster 1

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Responsib Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 1						
April 2023	Kortkloof 10H00	Mayor's, Offices, IDP Speaker's, Unit	4	Uitkyk 1 & 2, Brakkuil, Koffiekraal.	Cllr Samuel Masokwane 078 147 3239/071 701 7750	Tuesday 25 April 2023
			18	Pella, Kortloof/Letlhakane.	Cllr Mmamiki Radiokana 082 099 3476	
			19	Pella, Madikwe.	Cllr Sello Hlojane 072 395 4596	
			20	Tlokweng.	Cllr Motsisi Mogapi 082 616 6238	
			21	Tlokweng, Vrede, Seshibitswe.	Cllr Tshepo Khumalo 082 310 1545	

Cluster 2

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Respon Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 2						
April 2023	Siga 10H00	Mayor's, Offices, IDP Speaker's, Unit	1	Goedehoop, Molatedi, Obakeng, Welverdiend (Nonceba), Welgeval (Los Metjerie), De - Brak, Dwarsberg (Dinokaneng), Mankaipaya, Rampampaspoort.	Cllr Tebogo Sephoti 072 767 6374 079 046 8234	Wednesday 26 April 2023
			2	Sesobe, Ramotlhajwe, Montsana, Khayakhulu, David Katnagel, Pitsedisulejang, Letlhakeng, Ramokgolela.	Cllr Sipho Kalipa 073 275 6490	
			3	Mmatau, Moubana, Maskoloane, Manamela, Siga, Voordonker.	Cllr Stephina Mashishi 071 176 7327	



Cluster 3

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Respon Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 3						
May 2023	Seolong = 10H00	Mayor's, Speaker's, Offices, IDP	23	Seolong, Mabeskraal, Makweleng, Ratau, Ntsweng.	Cllr Thobego Mogaki 076 471 0477	Tuesday 2 May 2023
			24	Makoshong, Mabeskraal, Ratau.	Cllr Seanokeng Sekao 084 396 5621	
			25	Mabaalstad/Kwa - Phiri, Leretlweng, Bapong.	Cllr Peter Kanaomang 066 195 1871	
			26	Tweelagte, Lengeneng, Phalane, Makoshong.	Cllr Nkeko Letlape 072 718 2045	
			27	Mmorogong, Makgope, Maologane, Witrantjie, Mabelleng, Tlathlaganyane.	Cllr Shimane Sibanda 064 750 1550	

Cluster 4

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Responsi Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 4						
May 2023	Moruleng	Mayor's, Speaker's, Offices ; IDP Unit	22	Manamakgotheng (Legogolwe, Mositwana, Madibaneng, Merokwaneng, Selocha, Mabatlane, Vergenoeg, Matlotleng, Maeraneng, Tswereeng, Tlapane), Lesetlheng (Lekutung, Tswaaneng, Lekubung).	Cllr Kabelo Letsatsi 076 128 4977	Wednesday 3 May 2023
			31	Segakwaneng, Huma, Manamakgotheng (Poela, Rampipi, Taung, Matetswane, Ramautsu).	Cllr Mookamedi Thale 064 946 1005	
			32	Moruleng Sections: (Ramonkgwe, Malebye, Mabodisa, Ramolope), Raserapane (From Mall to Stadium), Sections (Makresteng, Molapong).	Cllr Obakeng Pilane 084 430 1006	

Cluster 5

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Responi Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 5						
May 2023	Ledig 10H00	Mayor's, Speaker's, Offices , IDP Unit	14	Ledig Sections: Kagiso 2, Bakgatlheng, Section 1, Sunfield, Pharama 2.	Cllr Mpho Raboroko 067 7808017/0797421793	Thursday 4 May 2023
			28	Ledig Sections: Letlhabile (Upper & Lower), Seloshesha, Lekwadi, Kagiso 1, Kagiso 2, Reagile (Casablanca), Hospital View.	Cllr Peter Radikeledi 067 1997391/0786825391	



**Local Government Municipal Systems Act, Chapter 4 Sec 16
Development of Culture of Community Participation**

Month	Venue and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
			30	Ledig, Zulu Section, Pharama, Khutsong, Khalanyoni, Sofa sonke, Codesa, Zone 2, 4, 6, Matooster, Mahobieskraal.	Cllr Shadrack Sebalo 078 299 2257	

Cluster 6

**Local Government Municipal Systems Act, Chapter 4 Sec 16
Development of Culture of Community Participation**

Month	Venue and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 6						
May 2023	Morogong	Mayor's, Speaker's Offices IDP Unit	11	Bojating, Phadi/Pylkop, Mmorogong.	Cllr Efesia Matshereng 082 558 3517	Friday 5 May 2023
			12	Ramokokastad Sections: Selosesha, Stateng, Niniva, Villa Park, Lotwane, Thabeng.	Cllr Bontle Bosielo 073 243 9798	

Cluster 7

**Local Government Municipal Systems Act, Chapter 4 Sec 16
Development of Culture of Community Participation**

Month	Venue and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 7						
May 2023	Mogwase Stadium	Mayor's, Speaker's Offices IDP Unit	13	Mogwase Stands, Mabele a Podi.	Cllr Fortune Luvuno 082 840 5797	Tuesday 9 May 2023
			33	Mogwase Units 1 Portion, 4, 5 (North and South), Phelabontle	Cllr Thato Mosako 066 016 4845/ 081 645 9351	
			35	Mogwase Unit 1 (portion), 2, 8	Cllr Lucky Pitso 079 929 1166	



Cluster 8

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 8						
May 2023	Sefikile 10H00	Mayor's, Offices, IDP Unit Speaker's, Offices, IDP Unit	5	Disake, Kraalhoek, Matlametlo.	Cllr Noah Ditsele 073 700 9956	Wednesday 10 May 2023
			6	Nkogole, Mantsho, Motlhabe, Mapaputle, Molorwe, Ramoshibitswana, Kameelboom, Mogoditsane, Marapallo (Dekameelkuil).	Cllr Justice Mabaso 066 543 1977	
			7	Sefikile.	Cllr Itumeleng Serole 073 422 5970	
			8	Ramasedi, Ngweding, Magong, Magalane, Ntswanalemetsing, Legkraal, Mononono	Cllr Nelson Sefora 082 256 1042	
			29	Mokgalwana.	Phillista Mabula 072 487 6732	
			34	Mmopyane, Mmantserre.	Cllr Precious Muleya 067 382 2852	

Cluster 9

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Cluster 9						
May 2022	Lerome 10H00	Mayor's, Offices, IDP Unit Speaker's, Offices, IDP Unit	9	Moruleng, Ramoga, Lesetlheng (Portion), Matlotleng, Vuka, Matangwana, Greenside, Raserapane.	Cllr Herman Magoleng 081 854 0891	Thursday 11 May 2023
			10	Sandfontein, Leagajang.	Cllr Itumeleng Sekoboane 063 822 9379	
			15	Lerome Thabeng, Lerome South, Rantsubane Section.	Cllr Tshidi Kgotlhang 079 475 3001/073 074 4567	
			16	Welgeval/Madutle/Block 1 - 6, Dikweipi, R510 Northam Road/ Agrico Block 6.	Cllr Mogomotsi Mogale 072 538 4381	
			17	Leruleng, Phola Park, Lerome Mositwane.	Cllr Kopano Khunou 072 061 2831	

6.3 Monitoring, Evaluation and Reporting

- i. Accounting Officer, Head IDP and IDP Manager and the Portfolio Committee will be responsible for monitoring the Framework and Process Plan.
- ii. The District IDP Office will monitor compliance with the District Framework and Process Plan
- iii. Monthly progress reports will be monitored and submitted to Portfolio, and EXCO and Council.



6.4 Budgetary Requirements - The IDP Review Cost Estimates

Activities	Budget
Research Demographic Profile vs Stats SA – Current Realities	500 000
Economis Analysis	500 000
Training and Capabilities of Councillors and Officials	300 000
Development of SDBIP and system in place	500 000
Printing IDP Documents	400 000
Proof Reading and Editing of the IDP	250 000
Research for planning – Development of Long-term Plan aligned to the NDP	600 000
Public Participation / Community Consultations	3 400 000
Steering Committee Meetings	20 000
IDP Representative Forums Meetings	100 000
Councillors Briefing Sessions	20 000
IDP Designs	50 000
Reasearch on ward profiles conducted	900 000
Public Participation Strtaegy	500 000
IDP Promotional material	200 000

6.5 Conclusion

The above are the activities that will be undertaken whilst reviewing the current integrated development plan (IDP) for the financial year 2022/2023, with the view to informing budgeting and setting a base for performance monitoring. Implementation will ensure credible budgeting processes as a key ingredient to improving financial management.

It is also essential that each role includes and performs their roles per the Action Plan per time lines set above, otherwise the process of reviewing the Integrated Development Plan and compiling the budget will not be realized.

Any other action plan changes need to be noted and resolved on by Council as this action plan is adopted by Council resolution no: **28/08/2022**.

The proposed generic planning process is geared towards enhancing challenges that affect planning and budgeting processes i.e. poor stakeholder participation, consultation and co-ordination of sectoral strategies and policies; poor alignment with plans of national and provincial departments and State-Owned Enterprises (SOEs) – Silo operations, poor internal processes and lack of understanding of IDP processes which continues to be a challenge and requires robust engagement by various stakeholder engagement for integration of plans. And oversight to be played by Politicians

Towards IDP Review forcus will be to Align the budget wity Constitutional mandate- of:

- Basic service delivery
- Municipal Priorities expressed during Public Participation
- National and Provincial Priorities
- Sector Department Plans
- Alignment of Social Labour Plans

This need us to be mindful of Risks which may prevent Moses Kotane Local Municipality from achieving and implementing the Action Plan and Priorities from the IDP Consultations.



6.6 Abbreviations	Details
MKLM	Moses Kotane Local Municipality
IDP	Integrated Development Plan
KPA	Key Performance Areas
COGTA	Cooperative Governance and Traditional affairs
LED	Local Economic Development
LG	Local Government
EXCO	Executive Committee
MEC	Member of the Executive Committee
MFMA	Municipal Finance Management Act
MIG	Municipal Infrastructure Grant
AO	Accounting Officer
IA	Internal Audit
LGMSA	Local Government Municipal Systems Act
LGMSA	Local Government Municipal Structures Act
NGOs	Non-governmental Organizations
CBO	Community Based Organizations
NSDP	National Spatial Development Perspective
NT	National Treasury
PT	Provincial Treasury
O&M	Operations and Maintenance
OPEX	Operational Funding
CAPEX	Capital Funding
CEF	Capital Expenditure Framework
PGDS	Provincial Growth and Development Strategy
PMS	Performance Management System
SA	South Africa
ISDF	Integrated Spatial Development Framework
MPPM	Municipal Planning & Performance Management
MPRM	Municipal Performance Regulations for Municipal Managers
MBRR	Municipal Budget and Reporting Regulations



ANNEXURE A



AMENDED 9 CLUSTER DATES & VENUES FOR 1ST ROUND IDP PUBLIC PARTICIPATION FOR THE FINANCIAL YEAR 2023/2024

Council Resolution 42/08/2022

30 September 2022



OCTOBER 2022						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	Councillors Briefing Session			Audit Steering Committee		
16	17	18	19	20	21	22
		CLUSTER 1 23,24,25,26,27 Mabaalstad @ 10:00	CLUSTER 2 4,18,19,20,21 Seshibitswe @ 10:00	Audit Steering Committee	CLUSTER 3 11,12 Ramokokastad @ 10:00	
23	24	25	26	27	28	29
		CLUSTER 4 1,2,3 Welverdiend @ 10:00	CLUSTER 5 5,6,7,8,29,34 Nkogole @ 10:00	Audit Steering Committee	CLUSTER 6 22,31,32 Segakwaneng @10:00	
30	31					
NOVEMBER 2022						
		1	2	3	4	5
		CLUSTER 7 9,10,15,16,17 Lerome /Mositwana @ 10:00	CLUSTER 8 13,33,35 MKLM Council Chamber @10:00	Audit Steering Committee	CLUSTER 9 14,28,30 Mahobieskraal @10:00	
6	7	8	9	10	11	12
				Audit Steering Committee		
13	14	15	16	17	18	19
		IDP Representative Forum		Audit Steering Committee		

*NB! This Schedule emanates from the Adopted Process Plan under Council Resolution: **ITEM NO: 42/08/2022***



SCHEDULE FOR PROPOSED VENUES AND TIME AND HOST COUNCILORS

Cluster 1

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
October 2022	Mabaalstad Community Hall 10H00	Mayor's, Speaker's Offices, IDP Unit	23	Seolong, Mabeskraal, Makweleng, Ratau, Ntsweng.	Cllr Thobego Mogaki 076 471 0477	Tuesday 18 October 2022
			24	Makoshong, Mabeskraal, Ratau.	Cllr Seanokeng Sekao 084 396 5621	
			25	Mabaalstad/Kwa – Phiri, Leretlweng, Bapong.	Cllr Peter Kanaomang 066 195 1871	
			26	Makoshong 2; Makoshong 2 Extension; Tweelagte; Lengeneng; Phalane	Cllr Nkeko Letlape 072 718 2045	
			27	Mmorogong, Makgope, Maologane, Witrantjie, Mabelleng, Tlathlaganyane.	Cllr Shimane Sibanda 064 750 1550	

Cluster 2

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
October 2022	Seshibitswe Community Hall 10H00	Mayor's, Speaker's Offices, IDP Unit	4	Uitkyk 1 & 2, Brakkuil, Koffiekraal.	Cllr Samuel Masokwane 078 147 3239/071 701 7750	Wednesday 19 October 2022
			18	Pella, Kortloof/Letlhakane.	Cllr Mmamiki Radiokana 082 099 3476	
			19	Pella, Madikwe.	Cllr Sello Hlojane 072 395 4596	
			20	Tlokweg.	Cllr Motsisi Mogapi 082 616 6238	
			21	Tlokweg, Vrede, Seshibitswe.	Cllr Tshepo Khumalo 082 310 1545	

Cluster 3

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation						
Month	Venue and time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
October 2022	Ramokokastad Community Hall 10H00	Mayor's, Speaker's Offices and IDP Unit	11	Phadi/Pylkop, Mmorogong, Bojating.	Cllr Efesia Matshereng 082 558 3517	Friday 21 October 2022
			12	Ramokokastad (Selossha, Niniva, Stateng, Villa Park, Lotwane, Thabeng).	Cllr Bontle Bosielo 073 243 9798	

Cluster 4



**Local Government Municipal Systems Act, Chapter 4 Sec 16
Development of Culture of Community Participation**

Month	Venue and time	Respon Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
October 2022	Welverdiend Community Hall 10H00	Mayor's, Speaker's Offices and DP Unit	1	Goedehoop, Molatedi, Obakeng, Welverdiend (Nonceba), Welgeval (Los Metjerie), De – Brak, Dwarsberg (Dinokaneng), Mankaipaya, Rampampaspoort.	Cllr Tebogo Sephoti 072 767 6374 079 046 8234	Tuesday 25 October 2022
			2	Sesobe, Ramotlhajwe, Montsana, Khayakhulu, David Katnagel, Pitsedisulejang, Letlhakeng, Ramokgolela.	Cllr Sipho Kalipa 073 275 6490	
			3	Mmatau, Moubana, Maskoloane, Manamela, Siga, Voordonker.	Cllr Stephina Mashishi 071 176 7327	

Cluster 5

**Local Government Municipal Systems Act, Chapter 4 Sec 16
Development of Culture of Community Participation**

Month	Venue and time	Respon Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
October 2022	Nkogolwe Community Hall 10H00	Mayor's, Speaker's Offices, IDP Unit	5	Disake, Kraalhoek, Matlametlo.	Cllr Noah Ditsele 073 700 9956	Wednesday 26 October 2022
			6	Nkogole, Mantsho, Motlhabe, Molorwe, Mapaputle, Ramoshibitswana, Kameelboom, Mogoditsane, Marapallo (Dekameelkuil).	Cllr Justice Mabaso 066 543 1977	
			7	Sefikile.	Cllr Itumeleng Serole 073 422 5970	
			8	Ramasedi, Ngweding, Magong, Ntswanalemetsing, Magalane, Legkraal, Mononono	Cllr Nelson Sefora 082 256 1042	
			29	Mokgalwana.	Cllr Phillista Mabula 072 487 6732	
34	Mmopyane, Mmantserre.	Cllr Precious Muleya 067 382 2852				

Cluster 6

**Local Government Municipal Systems Act, Chapter 4 Sec 16
Development of Culture of Community Participation**

Month	Venue and time	Respon Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
October 2022	Segakwaneng Community Hall 10H00	Mayor's, Speaker's Offices, IDP Unit	22	Manamakgotheng (Mositwana, Madibaneng, Selocha, Tlapane, Mabatlane, Maeraneng, Tswereng), Lesetlheng, Legogolwe	Cllr Kabelo Letsatsi 076 128 4977	Friday 28 October 2022
			31	Segakwaneng & Phuting, Huma, Manamakgotheng (Poela, Rampipi, Taung, Matetswane, Mositwana, Vergenoeg, Matlotleng, Morokwaneng, Ramautsu, Serobege).	Cllr Mookamedi Thale 064 946 1005	
			32	Moruleng Sections (Malebye, Mabodisa, Ramolope, Marapallo); Moruleng Sections (Raserapane, Sedibelo, Phiribatho); Moruleng Sections (Makresteng, Molapong)	Cllr Obakeng Pilane 084 430 1006	

Cluster 7



**Local Government Municipal Systems Act, Chapter 4 Sec 16
Development of Culture of Community Participation**

Month	Venue and time	Respons Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
November 2022	Lerome Mositwana Community Hall 10H00	Mayor's, Speaker's Offices and IDP Unit	9	Moruleng Sections (Raserapane, Greenside, Lesunyana, Matlotleng, Vuka, Matangwana); Ramoga; Lesetlheng	Cllr Herman Magoleng 081 854 0891	Tuesday 01 November 2022
			10	Sandfontein (Boikhutso, Sepeding, Bakgatlheng); Leagajang	Cllr Itumeleng Sekoboane 063 822 9379	
			15	Lerome South; Lerome Thabeng; Rantsubane Section; TT Section	Cllr Tshidi Kgotlhang 079 475 3001/073 074 4567	
			16	Dikweipi 1 and 2 (R510); Welgeval Block 1 – 4; Agrico Block 6; Welgeval Block 5 (Raphurele)	Cllr Mogomotsi Mogale 072 538 4381	
			17	Lerome Mositwana; Lerome East; Leruleng; Phola Park; Ramonkgwe	Cllr Kopano Khunou 072 061 2831	

Cluster 8

**Local Government Municipal Systems Act, Chapter 4 Sec 16
Development of Culture of Community Participation**

Month	Venue and time	Respons Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
November 2022	MKLM Council Chamber 10H00	Mayor's, Speaker's Offices, IDP Unit	13	Mogwase Stands, Mabele a Podi	Cllr Fortune Luvuno 082 840 5797	Wednesday 02 November 2022
			33	Mogwase Unit 1, 3, 4, 5 South & North; Phelabontle Estate	Cllr Thato Mosako 066 0164845/081 645 9351	
			35	Mogwase Unit 8, & Unit 1 (Portion); Mogwase Unit 2	Cllr Lucky Pitso 079 929 1166	

Cluster 9

**Local Government Municipal Systems Act, Chapter 4 Sec 16
Development of Culture of Community Participation**

Month	Venue and time	Respons Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
November 2022	Mahobieskraal Community Hall 10H00	Mayor's, Speaker's Offices, IDP Unit	14	Bakgatlheng; Section 1; Sunfield East; Pharama 2; Letlhabile (Upper & Lower); Gugulethu; Matshelapata; Modiketsana	Cllr Mpho Raboroko 067 780 8017/079742 1793	Friday 04 November 2022
			28	Selossha; Reagile/Casablanca; Lekwadi; Kagiso 1; Kagiso 2; Hospital View	Cllr Peter Radikeledi 067 199 7391/078682 5391	
			30	Zulu Section; Khutsong/Zones 2,3, 4, & 6; Pharama/Sofa sonke; Khalanyoni/Codesa; Sun View; Matooster; Mahobieskraal	Cllr Shadrack Sebalo 078 299 2257	

