



Re direla setšhaba



# Moses Kotane Local Municipality



**Reviewed IDP/PMS/Budget Process Plan for the Five Year Term  
2022/2027  
Financial Year 2022/2023**



Re direla setšhaba



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## Section 1: Introduction and Background

### 1.1 Introduction

The Integrated Development Plan 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. The budget is the provision of resources for the implementation of the strategy (which is the IDP).

Section 153 of the Constitution of the Republic of South Africa provides that a municipality must “structure and manage its administration and planning processes to give priority to the basic needs of the community and to promote the social and economic development of the community”. This constitutional provision illustrates the need for integration, planning, budgeting, implementation and reporting processes of all public institutions for collaboration processes.

Each municipal Council as required by legislation is required to adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated Development Plan (IDP). The IDP of a municipality is developed for a five- year period and is reviewed annually where necessary resolved and adopted by Council. Section 25 of the Local Government Municipal Systems Act, No. 32 of 2000(LGMSA) 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.

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 such as:

- Baseline data and demographics;
- New policy legislation;
- Corporate development;
- Sector departments;
- New investments opportunities;
- Sector development plans;
- Changes in the existing situation due to unexpected events such as natural disasters;
- 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.

### 1.2 Background

Integrated Development Plan in particular the review of the Process Plan outlines the time frames of the scheduled events, structures involved and their respective roles and responsibilities. This process plan provides a general background to the IDP process, approach to be adopted, institutional arrangements, methodology and mechanisms for public participation, project information regarding the approach of adoption. The Integrated Development Planning process is a continuous cycle of planning, implementation, formulation and review. All municipalities are expected to formulate their Integrated Development Plans (IDP) for every five years (when new Council enters office after Local Government Elections, and these IDPs are then reviewed annually (per financial year).



The Process Plan is required to be developed to outline how the review process will unfold during planning process and what will be undertaken, the organisational structure and the responsibilities of all stakeholders, internally and externally. Lastly Service Delivery and Budget Implementation Plan (SDBIP) is the implementation plan approved by the mayor of the municipality in terms of section 53 (1) (c) (ii) for implementing municipal services and its annual budget of the strategy. Progress reports in this instance quarterly performance review and reporting, is based on the SDBIP, and assist in ensuring effective monitoring and evaluation of the implementation of the strategy – projects and programmes within the IDP. The SDBIP is an implementation tool prescribed in the Municipal Finance Management Act of 2003.

The IDP Process is seen as addressing issues of municipal Budget, Land Use Management – Spatial planning, which is intended to promote Local Economic Development and Institutional Transformation in a consultative, systematic and strategic manner and budget alignment of Moses Kotane. The IDP as mentioned in the introduction, is a strategic document that guides decision, and in making and ensuring we invite public sector investment.

The IDP is a legal document which is reviewed annually to cater for the changes in priorities, development trends and pattern, and approach to service delivery, and informs the municipal budget. The Bojanala Platinum District Municipality have developed a Framework that will guide all its local municipalities of jurisdiction about planning, budgeting and monitoring processes. The same framework need to be adopted in line with the IDP/PMS/Budget Process Plan for the financial year by Council was received on the 13<sup>th</sup> August 2021. The plan must have a resolution number, be aligned to legal prescripts governing Local Government and adopted by Council ten (10) months before starts of its financial year.

The development of the five-year document to be developed will be guided and aligned to the District Development Model (DDM). The 2022/2023 IDP Development/Review will continue with all other plans that were set for community development in the previous outer years (planned projects and programmes). It will be targeted to address the gaps that existed in 2021/2022 IDP including the analysis from the audit opinion outcome, the comments from the MEC (which was not received this financial year 2021/2022). This will enhance the development of credible IDP, sustainable Human Settlement (SHS) and to ensure Robust Economic Development and aligning to the National Strategic Plan putting more emphasis on Gender Based Violence and Femicide (GBVF-NSP) in the coming Financial Year 2022/2023 IDP Review.

All stakeholders partaking in the processes will be identified and given responsibilities as legislated. The municipality has to ensure certain minimum quality standard of the IDP, which entails proper coordination within all spheres of government. The IDP and the 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). The Municipal Systems Act requires that each municipality, before the drafting of the IDP, prepare a process plan indicating:

1. Roles and Responsibilities and responsible persons
2. A programme specifying **time frames** for the different planning steps
3. Ensure maximum involvement of all communities and stakeholders.
4. A description of the organizational arrangements to be established including the terms of reference
5. An action programme with activities and horizontal alignment,
6. Binding legislation and planning requirements, i.e. policy and legislation. (Provincial and National)
7. Ensure integrated and sustainable development is focused on service delivery.
8. Be directed at those in greatest need and strive to break down artificial privilege, geographical and institutional structures.
9. The cost estimates for the whole review process
10. Mechanisms and procedures for public participation.

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.



### 1.3 Brief Description of the Municipality

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:

1. Thabazimbi Local Municipality in the North, which is situated in Waterberg District Municipality of the Limpopo Province,
2. Madibeng Local Municipality in the East (Bojanala Platinum District Municipality, NW)
3. Rustenburg Local Municipality in the East (Bojanala Platinum District Municipality, NW)
4. Kgetleng river Local Municipality in the East (Bojanala Platinum District Municipality, NW) and
5. Ramotshere Moiloa Local Municipality in the West (Ngaka Modiri Molema District Municipality, NW)

The Municipality covers an area of approximately 5220 km<sup>2</sup> 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: IDP Review Process

### 2.1 Key Factors to IDP review

There are key factors that need to be considered as means towards the improvement of the Integrated Development Plan during annual review.

Key Elements to be addressed during the IDP review Process 2022/2023 amongst other issues will be:

- MEC panel comments for 2021/2022 IDP Financial Year
- New council priorities;
- Outcome based approach (cabinet Lekgotla Resolutions, Bojanala District Platinum Lekgotla Resolutions,
- State of the Nation Address and State of the Province Address, Provincial Development Growth Development Strategy (PGDS), Outcome 9, Municipal Turn Around Strategy (MTAS), Conference of Parties (COP17) climate change and the (District Development Model (DDM) One Plans and National Development Strategy (NDS), Gender Based Violence and Femicide (GBVF), War on Poverty and War Rooms effectiveness; Spatial Planning Framework (SDF) and Development Act; and
- To ensure that the IDP is Aligned to the SDF; Key national, provincial, and district plans highlighted above.

### 2.2 Municipal Standard Chart of Accounts (mSCOA) Compliance

On the 22 April 2014, the Minister of Finance has, in terms of section 168 of the Local Government: Municipal Finance Management Act, 2003 (Act No.56 of 2003), and acting with the concurrence of the Minister of Cooperative Governance and Traditional Affairs gazetted the Municipal Regulations on Standard Chart of Accounts (mSCOA) into effect. Municipal SCOA provides a uniform and standardized financial transaction classification framework. This means that mSCOA prescribes the method of (how) and format (the look) that municipalities and their entities should use to record and classify all expenditure capital (CAPEX) and operating (OPEX) revenue, assets and liabilities, policy outcomes and legislative reporting. The process is done at transactional level and ensures that a municipality and its entities have minimum business processes in place as legislated to ensure effective use of resources. The process need to result in an improved understanding of the role of Local Government in the broader National Policy framework and linkage to other government functions.

The Regulation provides for a three-year preparation Medium Term Revenue Framework (MTREF) and readiness window at Local Government level to ensure compliance with mSCOA segments provided in the regulation



## MSCOA Terms of Reference

The mSCOA Steering Committee of the municipality should be comprised of top management, be multi-disciplinary and include but not limited to the following functions and skills:

- Budgeting and Finance
- Top Management
- Planning (IDP)
- Risk management;
- Local Economic Development
- Infrastructure Development / Technical and Planning
- Information technology
- Human Resources.

### 2.3 Budget – Financial Viability

The Municipal Finance Management Act (MFMA) requires annual municipal budget be prepared in compliance with the MFMA (No. 56 of 2003). The Medium Term Revenue Expenditure Framework (MTREF) is a financial plan that enables the municipality to achieve its vision and mission through the IDP Strategy which is informed by the development agenda and community needs analysis and stakeholder inputs.

Each phase of the IDP and budget process will be initiated by an IDP Steering Committee and call for IDP Representative Forum as stakeholders (as quarterly planned) to facilitate community participation and relevant input to the IDP development process. Internally, as MKLM we will be able to give clear direction to activities required in all the six phases of the IDP before adoption by Council.

The financial plans are compiled when operational plans over the MTREF are complete, as well as the reviews and development of budget related policies. These financial plans are costs of implementing the funded IDP. We will also include in the financial plan three-year projections of capital and current expenditure. The medium term financial planning approach will ensure that all strategies developed as part of the IDP are integrated into the funding basket.

There will be a need to consider the MTREF projections currently in existence and recognize them as the baseline against which the future projections are based. There will be a need to recognize the impacts of capacity to deliver, delayed delivery (caused by COVID 19) inflationary pressures and changed priorities on the baseline, due to funds taken back by National Treasury as it affects all planned projects. The outcomes from the baseline analyses will produce realistic baseline from which future projections could be based, and engagements with all our stakeholders will be required.

The developed financial plan must be included the three-year projections of capital and recurrent expenditure (2022/2023; 2023/2024 and 2024/2025). Long term municipal financial plan must include at least five-year plan including other years (2025/2026 and 2026/2027) until new Council end term. As part of the process of developing the budgets, an appropriate budget structure should be identified, with requests for any amendments to be made to the budget and treasury office (BTO). The process will be aligned to the Strategic Development Objectives of the IDP, and the Key Performance Areas as:

### 2.4 Core Components of Integrated Development Plan

The development of the IDP require 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 Audit Opinion. These can be regarded as inputs into the request to review/amend the IDP development annually. An outcome of the development of the IDP is the annual budget, which is prepared for a three-year period, the Medium Term Revenue Framework, (MTREF) and to be reviewed/adjusted annually per legislation.



The main output is a 5-year strategic document developed in line with the term of office of a new council to start office. Key issues comprised 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)

## 2.5 Background on Municipal Budget and Planning Process Plan during COVID-19

MKLM has to note all planning changes that happened immediately after COVID19 from the financial year 2021-2022. Our government has announced lockdown on 23 March 2020, the Minister of COGTA issued Regulations and Directions to be followed by the Country. MKLM as one of South African municipalities was also prohibited from convening Council sitting and direct community engagements. All plans and activities as adopted by Council on the IDP/PMS & Budget Process Plan were affected, as immediate resolutions were implemented not to make any physical contacts with our communities or any stakeholder.

The Minister instructed all municipalities to surrender all executive processes relating to the pandemic to both the Mayor and Municipal Manager. They are the only ones who were to report to council after the state of disaster was announced. The 30<sup>th</sup> March, the National Treasury exempted all municipalities from undertaking actions required by the MFMA during the period of the national state of disaster. These are planning processes that really affected planning at Local Government, the MFMA exempted us on budget and financial management processes. As we are also governed by Local Government Municipal Systems Act, there was no similar exemption in terms of the Act when reviewing/amending the IDP. The law still required municipalities to comply with the Act and to set up plans on how we will roll out community engagements to ensure ownership of our IDP's by Communities.

The same law which will require plans and process implementation will also require us to advertise for 21 days and awaits community comments and inputs for consolidation before IDP adoption. On the 7<sup>th</sup> May 2020, municipal governance and budget processes was changed again to allow municipalities to perform various legislated functions including the adoption of IDP's. Municipalities were to ensure that they mandate and objective of service delivery and revenue collection is adhered to. Then we started to ensure compliance and adherence to COVID19 strict regulation relating to all gatherings, physical distancing and health and safety. Council sittings were banned and schedules were set to ensure that all meetings were done using online platforms. These affected both political and administrative meetings such as the council, community engagements, stakeholders and any other engagement requiring communiqué.

The review of the IDP and Budget is a consultative process and require physical engagements with all stakeholders per their roles and responsibilities. We were still required to engage on the drafting of the two above despite total ban on all gatherings. Then alternative engagements non contact engagement sessions were developed and adopted by Council for implementation: i.e. community consultation via media using our local radio stations, and virtual consultation to our stakeholders- our internal IDP steercom, IDP Representative Forum, IDP Public Participation, Planning and Development Portfolio, EXCO for IDP noting and Adoption by Council.

Local Government Municipal Systems Act 32 of 2000, Chapter 4: Public Participation encourages municipalities to have a culture of community participation. The two legislations, the Chapter 4 of MSA and Section 24 of MFMA requires municipalities to inform its communities, stakeholders about annual review (in this case five-year plan 2022/2027) but focusing on 2022/2023 IDP/Budget Review. During this five-year term after Local Government Elections, all notices will be placed on the Municipal Website for access by our stakeholders, and physically be posted at strategic locations such as Traditional Offices, schools, malls, complexes, taxi ranks, in town, and distributed to all 107 rural areas by our Councillors and Ward Committees to be shared during funerals.



On the 25 July 2021, the President moved the Country from level 4 to level 3 of the lockdown and able to engage stakeholders physically with a minimum of 50 members. During the consultations to be planned all COVID19 protocols will be adhered to, to ensure compliance to our legislative requirements of Community consultation as IDP is a consultative process in nature. Further extracts of the notices and plans will be shared on municipal face-book page, displayed at strategic locations such as Municipal satellite offices and Libraries. The Mayor will then engage communities via Local Radio interviews to present the extracts of the IDP/Budget Review documents. Then lastly the law requires municipalities to advertise the Final Adopted IDP of the Financial Year on the National Newspaper and the municipalities will then develop Service Delivery and Budget Implementation Plan (SDBIP) for approval by the Mayor.

## 2.6 Performance Management System

MKLM has adopted the PMS framework which seeks to establish an effective performance measurement tool that will be used to monitor the performance of the Municipality on a quarterly and annual basis. This process will aid in tracking progress in achieving the strategic development objectives per Integrated Development Plan aligned to the development of Service Delivery and Budget Implementation Plan (SDBIP). Focus will look into service delivery implementation projects, Economic development growth and job creation, Spatial Transformation, Financial Status improvements and Organisational Strength primarily to track Performance Management System (PMS), to monitor, evaluate and review process. The process will improve the implementation of the IDP, and to provide progress made by departments in achieving their objectives set out in the adopted IDP.

Further Performance Management System (PMS) links the municipal-wide objectives to individual level of performance management. The Integrated Development Plan (IDP) informs the budget as well as development of Key Performance Areas (KPA's) and targets across all performance levels. Performance Management also forms part of a strategic management approach to ensure integration with the municipal strategy, planning and budgeting – the three being power twins source of community development. The process followed annually, quarterly enables the Municipality to improve planning and budgeting, effectively in delivering on their mandate.

The purpose is to ensure standardised implementation of the Organisational Performance Monitoring process, and should be used by all officials for the development of the service delivery and budget implementation plans (SDBIP), as well as for training on Organisational Performance Monitoring. The regulations address both the Employment Contract of Accounting Officer and Head of Departments (HOD's) in our case (accountability and signing only for Head of Departments) and Head of Units directly accountable to Accounting Officer not signing any Performance Agreements. This also includes the Performance Agreement entered into between respective Accounting Officer and managers directly accountable to him/her.

We need to respond to recurring Auditor-General's findings on the non-alignment of IDP/PMS/Budget, the Municipality now has Project Steering Committee to ensure a basis for performance and continuous improvement and implementation of planned projects. This is to monitor and assess the progress of both the IDP/Budget developed in the Service Delivery Budget and Implementation Plan (SDBIP).

The Action Plan below will focus on all the six IDP Phases as mentioned in the key activities and below action plan. Highlight above indicates that we will ensure each phase of the IDP process, we will initiate consultation from IDP Steering Committee (IDP SteerCom); IDP Representative Forum (IDP Rep Forum), Portfolio's EXCO. Councillor briefing until to community meetings, and Council Adoption. The dates indicated are as per the approved calendar of events and as per prescripts of Section 28 and 29 of the MSA or per changing circumstances as long as we have COVID 19 in our Municipal planning.

The plan will outline Community Consultations is done twice within a Financial Year, during the first/second and fourth quarters as highlighted above. Cognisance be taken that each phase of the budget process must be noted by the IDP/Budget Steering committee before submission and approval by Council, to avoid resubmission and request for special Council sittings.

There will be a need to consider the MTREF projections currently in existence and recognize them as the baseline against which the future projections are based. All this will be due to delay in implementation by COVID Protocols and numbers of employees who were supposed to be on side delivering basic services. There will be a need to recognize





the impacts of capacity to deliver, delayed delivery, inflationary pressures and changed priorities on the baseline as highlighted in our quarterly and Audits reports. The Five Year Plan we embark on 2022/2027 Financial Year, the outcomes from the baseline analyses will produce realistic baseline from which future projections could be based. The Projects received by IDP Unit from various stakeholders will be reported on by the relevant stakeholder during the IDP Representative Forum. This will then reflect and produce joint planning and to eliminate any possible duplication of effort of development directed to one area or village.

## 2.7 Monitoring and Amendments

The Planning process is very critical and require municipality to develop monitoring, evaluation and review mechanism. Various mechanisms throughout this process are highlighted with regards to monitoring and amendment of the IDP/PMS/Budget Process Plan. During the unpacking of roles and responsibilities we have highlighted responsibilities given by the Mayor to the Accounting Officer, from the Accounting Officer to the IDP Manager in this regard given to the Head of Unit IDP per organisational structure. Some of the responsibilities are that:

- The Municipal Manager and/or delegated official co-ordinate and monitor the IDP development process;
- Progress to be reported to the Mayor Council in our instatnce as final decion making body of approval of documents, and any deviations from the Process Plan must be highlighted;
- The Mayor may be advised to make amendments to the Process Plan through Council should there be required process after adoption of any document as binding
- An example of this would be revisiting time frames in the event of unforeseen delays (due to COVID19 protocols, dates change and processes as planned are affected and always as it involves the community, resolutions by Council need to be considered.

## Section 3: Mechanisms for alignment

### 3.1 Background and context

This section indicates the key mechanisms from which MKLM Municipality's IDP process plan draws its alignment. In terms of the Municipal Systems Act, municipalities are required to prepare organisational performance management system that must be linked to the IDP. As MKLM, we need to ensure that our alignment is linked to IDP, Budget and Performance Management System (PMS). The Development of the process is one of the requirements of accessing the grant and the plan should primarily focus on few and manageable catalytic projects on transforming the distorted spatial environment and tribal authorities. MKLM is rural in nature and depended on grant funding, this alignment will assist in development planning and growing the economy. Implementation starts after the Municipal Council adopts the IDP and Budget document.

The Municipal Systems Act no 32 requires municipalities to develop and prepare Organisational Perfomance Management (OPM) linked and aligned to the IDP. Previously as a municipality we were challenged by recurring audit challenges of non alignment and with the development of 2021/2022 IDP, we ensured alignment of the IDP/ Budget and Performance Management System (PMS). As a Municipality we ensured that the development of IDP 2021/2022 Financial year is linked, aligned and integrates the three processes to avoid silo operation. It is also to be noted that the IDP is a planning document, but the PMS will require an indepth process to ensure implementation of key performance indicators and targets set by internal Departments. And the process has reduced implementation of audit opinion.

The development of the PMS processes as required by legislation will address the alignment of the PMS, Budget and IDP processes and the implementation of individual performance management system at managerial level, while plans will be set to cascade to other levels of management. The understanding of the IDP sets out simplifies the following:

- What exactly the municipality aims to accomplish,
- How it will implement its plans within the Financial Year
- Enables the municipality to check to what extent it is achieving its aims.



The budget provides the resources that the municipality will use to achieve its plans as set out in the Service Delivery and Budget Implementation Plan (SDBIP). The indication provided earlier in the document provides for every steps and attempt the three processes are made for alignment purposes. Below as we set up activities for the Financial Year, we will unpack the process plan aligned to the IDP/Budget and PMS development (inclusive of Internal Audit Process and Risk Management issues). The process reflected in the diagram below represents key IDP processes to be followed.

**Alignment between National and Local Government** to ensure we align our IDP review process with relevant national legislations, policies, and programmes and financial plans.

**Alignment between Provincial and Local Government** will always remain evident to avoid silo operation and encourages collaboration. The process will be able to integrate the plans, programmes and budgets of the Provincial Sector Departments into the Municipal IDP; this includes the Provincial Growth and Development Plan and Strategy (PGDP/S) and the Annual Performance Plans (APP's).

**Alignment between District and Local Government** this stage will be co-ordinated at the IDP Forum. The main function of the Forum is to ensure consolidation of all sector information within local IDP's. They will also assist to monitor progress in the various review processes and to ensure alignment between the District Growth and Development Plan (DGGP) and municipal plans.

Alignment at Local Government stage emphasise is that performance in terms of expected roles and responsibilities indicated in the organisational arrangements will be monitored through the IDP Steering Committee meetings, the IDP Forum where previous, current and future plans for the year and its deliverables will be presented. Alignment can also include other cross border municipalities per demarcation.

### 3.2 Template of IDP/PMS/Budget Alignment

Integrated Development Plan (IDP)	Performance Management System (PMS)	Budget Resource (BTO)	Financial Years
<b>1<sup>st</sup> Quarter (July – September 2021)</b>			
Printing, Emailing, and Distribution of the Final Adopted IDP by Council to our stakeholders  Process Plan Development for Financial Year 2022/2023  Development and or establishment of Stakeholder List  Development and or establishment of Consultative Forums  Stakeholders especially Communities given notice of the Process Plan activities	Annual Performance Agreements done with Head of Departments  Printing, Emailing, and Distribution of Final Adopted Service Delivery and Budget Implementation Plan by Council	Approved Budget by Council placed on Municipal Web site  Printing, Emailing, and Distribution approved Budget by Council  Development and or establishment of Consultative Forums	July 21
The Draft IDP/PMS/Budget Process Plan 2022/2023 engaged on the following:  a) Portfolio Committee for noting, b) Tabled to Executive Committee (exco) for noting c) Adoption by Council	Placing of Performance Agreements for head of Departments on the Municipal website  Development and submission of annual Performance Reports	Table in Council the IDP/PMS/Budget Process Plan for 2022/2023	August 21
Implementation of the Process Plan activities	Ongoing process of Service Delivery and Budget quarterly reports	Implementation of the Process Plan activities	September 21



Integrated Development Plan (IDP)	Performance Management System (PMS)	Budget Resource (BTO)	Financial Years
<p>MEC's comments to be considered for IDP incorporation</p> <p>Coordinate Public Participation for consolidation of needs analysis and prioritization per 35 wards</p> <p>Public Participation to be scheduled per what Council resolved on:</p> <ul style="list-style-type: none"> <li>• Might be direct contact with communities' clusters</li> <li>• Might be via media consultations with local radio stations</li> </ul>		<p>Coordination of Public Participation in terms of tariffs, indigent Register, Credit Control and Free Basic Services</p> <p>Consultation Process on Financial models, assess impacts of tariff change and to consider funding decisions</p>	
<b>2<sup>nd</sup> Quarter (October – December 2021)</b>			
<p>New Strategic Agenda to be set in line with the New Council after Local Government Elections planned for the 27 October 21</p> <p>Plans to also include the District Development Model (DDM)</p> <p>Engagements of Stakeholders to share Community Needs Analysis</p> <p>Consolidation of Needs Analysis in preparation to be shared with our Stakeholders</p>	<p>Development and submission of 1<sup>st</sup> Quarter Performance Reports to Council and CoGTA</p>	<p>Community inputs on tariffs consolidate to be shared with stakeholders</p>	<p>October 21</p>
<p>Horizontal and Vertical alignment of the Programmes with all our stakeholders (District, Province)</p> <p>Incorporation of mining houses Social Labour Plan Programmes (New developments and those SLP's are expiring)</p>	-	<p>Bulk Resources visited and to check on all inputs (agreeing on proposed price increases)</p>	<p>November 21</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>Incorporation of mining houses Social Labour Plan Programmes (New developments and those SLP's are expiring)</p>	-	<p>Bulk Resources visited and to check on all inputs (agreeing on proposed price increases)</p>	<p>December 21</p>
<b>3<sup>rd</sup> Quarter (January – March 2022)</b>			
<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>Develop and consideration of Municipal Manager on the mid year performance reports</p>	<p>Bulk Resources visited and to check on all inputs (agreeing on proposed price increases)</p> <p>Noting the State of the Nation address (SONA), State of the</p>	<p>January 22</p>



Integrated Development Plan (IDP)	Performance Management System (PMS)	Budget Resource (BTO)	Financial Years
Horizontal and Vertical alignment of the Programmes with all our stakeholders (District, Province)  Noting the State of the Nation address (SONA), State of the Province (SOPA) and National Plans alignment Incorporation of mining houses Social Labour Plan Programmes (New developments and those SLP's are expiring)	Finalise and publicise Mid Year Report  Tabling the Draft Annual Report to Council	Province (SOPA) and National Plans alignment  The above will allow for Community Needs Analysis Priorities as prioritised by communities	
Horizontal and Vertical alignment of the Programmes with all our stakeholders (District, Province)  Incorporation of mining houses Social Labour Plan Programmes (New developments and those SLP's are expiring)	Availability of Annual Report for Public comments	To note the National/Provincial allocations for incorporation into the budget	February 22
Tabling to Council the Draft IDP/Budget for the Financial Year 2022/2023 (including all supporting documents and annexures to be attached)  Publicise the Draft IDP/Budget for 21 days and invite local communities and stakeholders for inputs and comments	Submission of Draft Annual Report to Municipal Public Accounts (MPAC)  Submit the oversight Report to Council for approval	Tabling to Council the Draft IDP/Budget for the Financial Year 2022/2023 (including all supporting documents and annexures to be attached)  Publicise the Draft IDP/Budget for 21 days and invite local communities and stakeholders for inputs and comments	March 22
<b>4<sup>th</sup> Quarter (April – June 2022)</b>			
Preparing and conducting IDP/Budget roadshows  Might be direct contact through Community Consultations  <ul style="list-style-type: none"> <li>Might be direct contact with communities' clusters</li> <li>Might be via media consultations with local radio stations</li> </ul>	Prepare SDBIP linked Strategic Objectives (SO), Key Performance Indicators (KPI) and Targets  Develop and Submit the 3 <sup>rd</sup> Quarter Performance Report to Council and CoGTA	Preparing and conducting IDP/Budget roadshows  Might be direct contact through Community Consultations  <ul style="list-style-type: none"> <li>Might be direct contact with communities' clusters</li> <li>Might be via media consultations with local radio stations</li> </ul>	April 22
Consolidation of comments received from all our stakeholders.  Further Engagement with:  Portfolio Committee Meeting Executive Committee Council for Final Adoption of the IDP	Development of the Servicer Delivery and Budget Implementation Plan: aligned to the Municipality IDP/Budget Strategies, Predetermined Objectives, KPI and Targets as Adopted by Council	Consolidation of comments received from all our stakeholders.  Further Engagement with:  Portfolio Committee Meeting Executive Committee Council for Final Adoption of the IDP	May 22
Publicise the Final IDP/Budget on the National Newspaper as Approved by Council with Resolution number	Development of the Servicer Delivery and Budget Implementation Plan: aligned to the Municipality IDP/Budget	Publicise the Final IDP/Budget on the National Newspaper as Approved by Council with Resolution number	June 22



Integrated Development Plan (IDP)	Performance Management System (PMS)	Budget Resource (BTO)	Financial Years
Send Final Copy to CoGTA /MEC's office with Council Resolution and awaits receipt  Ready to print and distribute to the Public for Implementation	Strategies, Predetermined Objectives, KPI and Targets as Adopted by Council  Submission of Final SDBIP to the Mayor for noting and approval	Send Final Copy to National and Provincial Treasury with Council Resolution  Ready to print and distribute to the Public for Implementation	

### 3.3 District Development Model (DDM)

The District Development Model was initiated by President Cyril Ramaphosa in his Budget Speech in 2019. Subsequently, the District Development Model was discussed and adopted by Cabinet, the 2019 Presidential Coordinating Council (PCC), the March 2020 extended PCC and various MINMECs. The President in the 2019 Presidency Budget Speech (2019) identified the “pattern of operating in silos” as a challenge which led to “to lack of coherence in planning and implementation and has made monitoring and oversight of government’s programme difficult”. The consequence has been non optimal delivery of services and diminished impact on the triple challenges of poverty, inequality and employment.

The DDM is aimed at facilitating integrated planning, delivery and monitoring of Government’s development programmes through the concept of a joint “One Plan” in relation to 52 development spaces / impact zones through the establishment of national technical capacity as well as district hubs that will drive implementation of the programme. This approach will not only accelerate local economic development, urbanization, economic activities but also the provision of basic services and other tailor-made solutions such as “Covid-19 interventions” at grass roots level.

The President further called for the rolling out of “a new integrated district based approach to addressing our service delivery challenges, localised procurement and job creation, that promotes and supports local businesses, and that involves communities...”. The President is cognisant of the fact that such an approach will require that “National departments that have district-level delivery capacity together with the provinces ... provide implementation plans in line with priorities identified in the State of the Nation address”.

The Model consists of a process by which joint and collaborative planning is undertaken at local, district and metropolitan by all three spheres of governance resulting in a single strategically focussed One Plan for each of the 44 districts and 8 metropolitan geographic spaces in the country, wherein the district is seen as the ‘landing strip’.

The objectives of the District Development Model are to:

- ✓ Coordinate a government response to challenges of poverty, unemployment and inequality particularly amongst women, youth and people living with disabilities.
- ✓ Ensure inclusivity by gender budgeting based on the aspirations of our people and communities at a local level
- ✓ Narrow the distance between people and government by strengthening the coordination role and capacities at the District and City levels.
- ✓ Foster a practical intergovernmental relations mechanism to plan, budget and implement jointly in order to provide a coherent government for the people in the Republic; (solve silo’s, duplication and fragmentation) maximise impact and align plans and resources at our disposal through the development of “One District, One Plan and One Budget”.
- ✓ Build government capacity to support to municipalities.
- ✓ Strengthen monitoring and evaluation at district and local levels.
- ✓ Implement a balanced approach towards development between urban and rural areas.
- ✓ Exercise oversight over budgets and projects in an accountable and transparent manner.

The District Development Model (DDM) is an operational model for improving Cooperative Governance aimed at building a capable, ethical Developmental State. Although each sphere, sector or entity has its distinct constitutional powers, functions and responsibilities, they cooperate and undertake collaborative planning, budgeting and

**5 Year IDP/PMS/Budget Process Plan for 2022/2023 Financial Year**



implementation processes converging efforts at the district/metropolitan level. This joint work is expressed through the formulation and implementation of a “One Plan” which is a long-term strategic framework guiding investment and delivery in each district and metropolitan space.

The model also takes into account lessons from previous and current initiative which include Project Consolidate, the Integrated Sustainable Rural Development Programme (ISRDP), the Urban Renewal Programme (URP), District level Planning and Implementation Management Support Centres, the Local Government Turnaround Strategy (LGTAS), and Back to Basics. All of which sought and seek to improve the quality of life for all through impactful delivery. The model reflects on recent reforms and progress in areas such as the National Treasury budgeting processes, especially Built Environment Performance Plans (BEPPS) processes and alignment with Integrated Urban Development Framework (IUDF), all of which are facilitating for better spatial targeting and alignment of government investment spending with development priorities.

**(i) Problem Statement**

Poor service delivery and development impact caused by: lack of coherent planning, budgeting & implementation; weak inter-sphere collaboration; deficient strategic focus of plans; existing IGR mechanisms not optimally utilised; and no real joint planning by government departments & entities

**(ii) Objective**

Solve horizontal & vertical silos; narrow distance between people and government; deliver integrated services and M&E; maximising impact and aligning resources; facilitate inclusive economic development; infuse long-term strategic planning. Build state capacity and strengthen system of Local Government.

**(iii) Outcome**

Sustainable development resulting in poverty reduction, increased employment & improved equality; Inclusive & gender-mainstreamed budgets based on people/ community needs.

**a) Progress by BPDM - DDM**

To date the district has been busy with the development of One Plans’ and MKLM managed to adopt project in the adopted IDP for financial year 2021/2022. The purpose of framework is to ensure alignment of the District and One Plans with the 5-year Integrated Development Plans (IDPs) for the 2021/22 financial year (FY) of new incoming Councillors to be sworn in immediately after Local Government Elections earmarked to be held on the 27 October 2021. In this regard, the plan should be read in conjunction with the alignment framework issued by DCOG through the circular (Circular 11 of 2020) dated 13 October 2020.

The development of the One Plans for all district and metro spaces has been initiated and are expected to be finalised by end of June 2021. It is critical and to be highlighted that the IDP/PMS/Budget Process Plan for 2022/2023 and the 5-year IDPs be aligned to the One Plans for each district and metro space as this will ensure that the One Plans are implemented particularly for those commitments and programmes to be implemented by municipalities.

The current financial year (2021/22), alignment of IDPs and One Plans, refers to IDPs incorporating the priorities and commitments contained in the One Plans. Below are role players and workstreams for ensuring implementation of DDM at Bojanala Platinum District Municipality.

**b) Five (5) Workstreams**

**(i) Basic Service Delivery and Infrastructure Development**

**Work stream Leader/Chairperson: Senior Manager: Engineering and Technical services (District Municipality) and Deputy Director Public Works and Roads to Co-Chair**

- a) District and Local Municipalities: Directors technical /Engineering services/ Director Community Services,
- b) Department of Public Works and Roads
- c) Department Water and Sanitation
- d) Department of Human Settlements



- e) Municipal Infrastructure Agency
- f) Magalies Water Board
- g) Department of Agriculture and Rural Development
- h) Department of Agriculture Rural Development and Land Reform
- i) ESKOM

**(ii) Economic Development**

**Work stream Leader/Chairperson: Senior Manager: Economic Development, Tourism and Agriculture (District Municipality) and Senior Manager LED from Bojanala Platinum District to Co-Chair**

- a) Department of Economic Development, Environment and Tourism
- b) District and Local Municipalities - LED Units
- c) Provincial Treasury
- d) Department of Small Business Development and Agencies (SEDA, SEFA&NYDA)
- e) Department of Trade and Industry
- f) North West Development Corporation
- g) North West Parks and Tourism Board

**(iii) Social Cluster**

**Work stream Leader/Chairperson: District Director: Department of Social Development and Director from SASSA to Co-Chair**

- a) Department of Social Development
- b) Cooperative Governance and Traditional Affairs (CoGTA)
- c) Statistic South Africa (STATS SA)
- d) South African Social Security Agency (SASSA)
- e) North West Aids Council
- f) Department of Basic Education
- g) Department of Higher Education and Learning
- h) Department of Employment and Labour
- i) Department of Home Affairs
- j) Department of Health
- k) Special Programs (BPDM and local municipalities office of the Mayor)
- l) Department of Sports, Arts, Culture and Recreation

**(iv) Security Cluster**

**Work stream Leader/Chairperson: SAPS District Cluster Commander and Director Public Safety**

- a) South African Police Services (SAPS)
- b) Municipal Law enforcement / Department of Community Services (Municipalities)
- c) Minimum Information Security Standards (MISS)
- d) Department of Community Safety and Transport Management (Community Safety)
- e) Department of Correctional Services (DCS)
- f) Department of Justice and Constitutional Development

**(v) Governance Cluster**

**Work stream Leader/Chairperson: Director Provincial Municipal Support and District Director Office of the Premier to Co-Chair**

- a) Office of the Premier
- b) Corporative Governance and Traditional Affairs (CoGTA), BPDM District and 5 Local Municipalities
- c) Directors of Planning and Development, District and 5 Local Municipalities
- d) Integrated Development Plan (IDP), Performance Management System (PMS) both in District and Local Municipalities



## Section 4: Legal Requirement

### 4.1 Policy and legislative requirement for IDP Review

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. Council 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. In terms of section 53 of the Municipal Finance Management Act 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 taken into account or revised for the purpose of the budget.

The same legislation, LG Municipal Systems Act further requires Municipality to follow below processes regarding the IDP. Local Government Municipal Systems Act of 2000, Chapter 4 and 5 and Section 28(1); 29 and 34 prescribes below:

### 4.2 Local Government Legal Prescripts

#### **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.





### 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 requirements binding on the municipality in terms of legislation.

### 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; and
    - (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

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### 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.

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### 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

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### 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: -
  - (i) The preparation, tabling and approval of the annual budget;
  - (ii) The annual review policies;
- (aa) The Integrated Development Plan in terms of section 34 of the Municipal Systems Act, and
- (bb) The Budget related policies.
  - (iii) The tabling and adoption of any amendments to the Integrated Development Plan and the budget related policies and
  - (iv) The consultative process forming part of the referred to in subparagraph (i), (ii) and (iii) above



### 4.3 Binding Plans and Legislation

The Municipal Structures Act, No. 117 of 1998, Municipal Systems Acts, No. 32 of 2000, and Municipal Finance Management Act, No. 56 of 2003 are specifically legislative framework to local government. The Local Government Municipal Systems Act has a specific chapters as highlighted in the legal requirements dedicated to Integrated Development Plan (IDPs) and provides direction to legislation for the development and review of IDPs. To ensure alignment of the three processes of IDP/Budget and PMS arise from Local Government Municipal Systems Act and Performance Management Systems Regulations.

National legislation can be distinguished between those that deal specifically with municipalities arising from the Local Government White Paper on the one hand and sector planning legislation on the other. National sector legislation contains various kinds of requirements for the municipality to undertake development planning. The sector requirements vary in nature and below are the processes:

- Legal requirements for the formulation of a discrete sector plans (e.g. Infrastructure development sector plan).
- Links between the Integrated Development Plan (IDP) and budget processes as outlined in the Municipal Finance Management Act.
- Legal compliance requirement (such as principles required in the National Environmental Management Act – NEMA).
- More a recommendation than a requirement, the municipal development planning process also add value (in this case, Climate Change Framework and National Development Plan).

### 4.4 Binding Legislation

Category Legal Requirements	requirement Sector requirement	National Department	Governing Legislation / Policy
Legal requirement for a district/local plan	Water Services Development Plan	Department of Water Affairs	Water Services Act, No 30 of 2004
	Integrated Transport Plan	Department of Transport	National Land Transport Act, No 5 of 2009
	Waste Management Plan	Department of Environmental Affairs	White Paper on Waste Management in South Africa
	Spatial Planning Requirements	Department of Rural Development and Land Reform	Development of Facilitation Act, No 67 of 1995
Requirement for sector planning to be incorporated into IDP	Integrated Development Plan / Budget Alignment	National Treasury	Municipal Finance Management
	Developmental local government	Department of Local Government	White Paper on Local Government, 1998
	Integrated Infrastructure Planning		Integrated Planning Act of 1997
	Local Economic Development		Local Government Municipal Systems Act, (LGMSA) No 32 of 2000
	Disaster Management Plan/Framework		
	Spatial Framework		
Integrated Energy Plan	Department of Energy	White Paper on Energy Policy, December 1998	



Category Legal Requirements	requirement Sector requirement	National Department	Governing Legislation / Policy
	Environmental Management Plans (EMPs)	Department of Environmental Affairs	National Environment Management Act, No 107 of 1998
	Housing Strategy and Targets	Department of Human Settlement	Housing Act, No 107 of 1997
	Mining issues	Department of Environmental Affairs	National Environmental Laws Amendment Act, No 14 of 2009
Value adding contribution	Sustainable Development and Environmental Awareness	Department of Environmental Affairs	COP 17
	Global Partnership responding to worlds main development challenges	Department of Social Development	Millennium Development Goals

## Section 5: Organisational / Institutional Arrangement

### 5.1 Key Municipal Focus Areas

IDP review structure needs to be managed effectively and efficiently for the important of institutional and implementation arrangements. The review process is informed by Municipal Council, The Mayor, The Accounting Officer, IDP Steering Committee, IDP Representative Forum to focus on key issues of Basic Service Delivery and Budget Implementation Plan objectives aligned to Key Performance Areas below:

- KPA 1: Basic Service Delivery and Infrastructure Development which deals with Development & maintenance of infrastructure to provide basic services.
- KPA 2: Municipal Transformation and Organisational Development which is to promote Accountability, efficiency and professionalism within the organization.
- KPA 3: Local Economic Development to create an enabling environment for social development and economic growth.
- KPA 4: Spatial Rationale which is to establish economically, socially and environmentally integrated sustainable land use and human settlement.
- KPA 5: Good Governance and Public Participation - to ensure ethical and transparent governance that is responsive to community needs and encourage Public Participation and lastly
- KPA 6: Municipal Financial Viability for Sound Financial Management: adherence to all laws and regulations as prescribed to local government, implementation of recovery plan.

### 5.2 Institutional and Management Arrangements of the Integrated Development Plan (IDP)

Municipal Council is the final decision-making structure for IDP approval and plays an oversight role in ensuring implementation of all planned IDP Projects. It is of great importance to ensure that organisational and institutionalization arrangements are developed for all stakeholders. Councillors ensures that community needs analysis are consolidated within the IDP per planned wards and villages allocated (oversight role). Executive Committee (EXCO) members leading all departmental portfolio committee mentioned above ensures implementation (oversight role). The developments will benefit the municipality by:

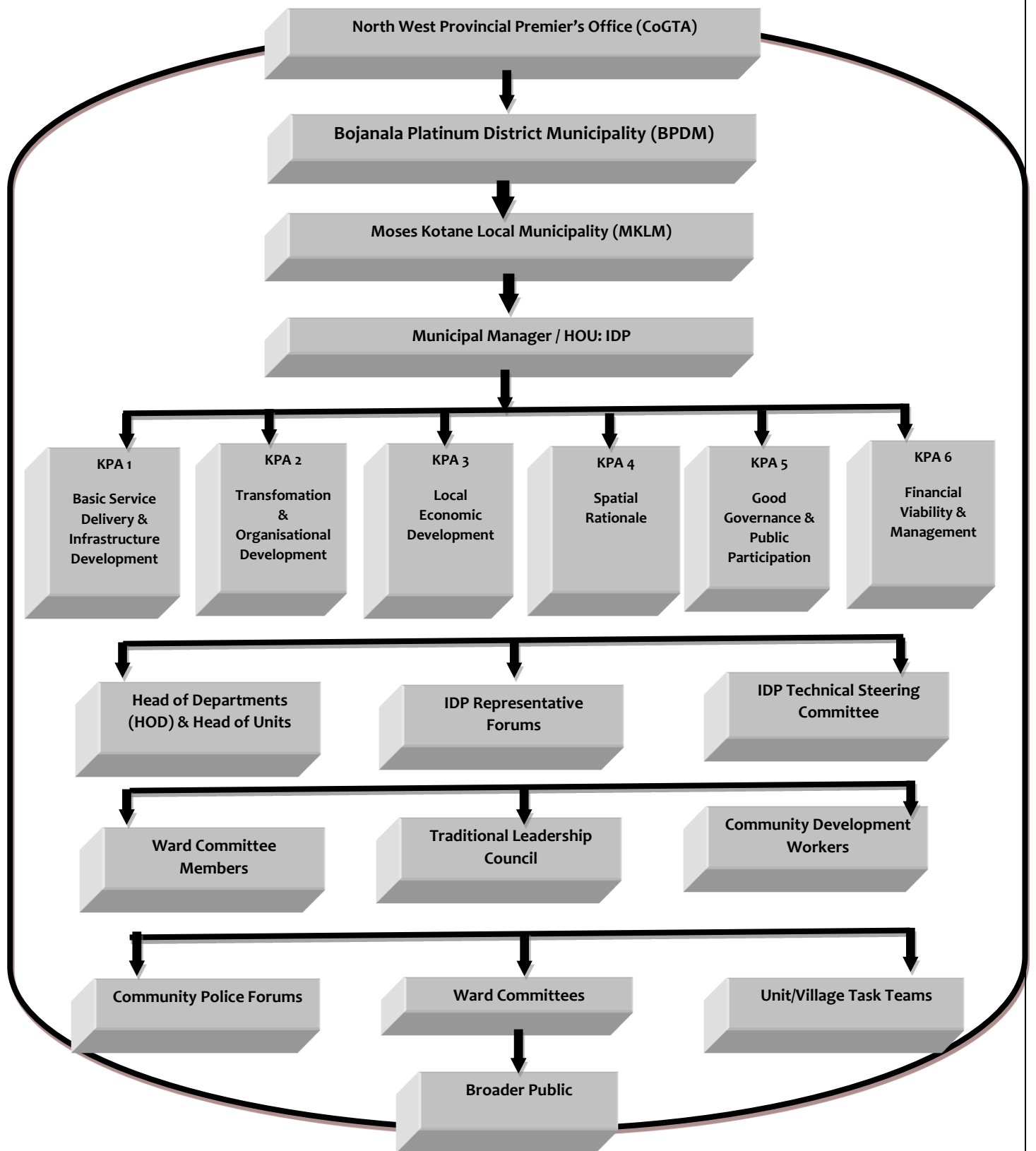
- ✓ The institutionalization of participation by all stakeholders' responsibilities
- ✓ The effective management during the draft
- ✓ Consideration of the outputs
- ✓ The affected parties will be allocated the opportunity to contribute to the process and
- ✓ Equal rights of participation by all in 107 villages and 2 urban areas.



Key to note is the IDP Stakeholder Forum is a consultative process, and is required by legislation to bring in external stakeholders, investors who have statutory right to be involved in the decision making processes of the development and annual reviews. MKLM has 34 Wards where the IDP unit and Office of the Speaker and Office of the Mayor embark annually on Public Participation when engaging communities on the 1<sup>st</sup> round of needs analysis compilation and the second 2<sup>nd</sup> round is done for draft IDP documents for inputs and comments. Below is inclusive organisational structure.



### 5.3 IDP Organizational and implementation structure



## 5.4 Roles and Responsibilities for Internal and External Stakeholders

There are Three Spheres of Government, which is the National, Provincial and Local Government. All three have legislative and executive authority in their own spheres as defined in the Constitution. The IDP process is a local government process, and requires substantial input, support and effective engagement from and by all other spheres of Government, i.e. National and Provincial departments. Other external stakeholders like our private sector, mining houses, parastatal bodies, Non Governmental Organisations (NGOs), Community Based Organisations (CBOs) and any other stakeholder to be identified to contribute towards Planning process.

The National and provincial sector departments have a responsibility of implementing their own projects within our local communities. There are services provided by Local Government and some needs collected during Public Participation are for Issues raised by communities' ranges from Health Centres and Education esp schools, Police Stations, Parastatals, Human Settlements (land and Housing), Post Offices, SASSA of which information is coordinated and shared with relevant departments during the IDP Representative Forum. Below are distinctive processes.

- a) **National Level:** Provide a framework for the preparation of the Sector Plans, and where possible funding for such plans. The national sphere should also coordinate and prioritise programmes and budgets between sectors and the national sphere in line with the framework.
- b) **Provincial Level:** Prepare Sectoral Guidelines and funding for the preparation of Sector Plans, LIKE THE National Government above. This will contribute to the creation of a normative framework, sustainable planning and consistency towards our communities. The development of the Sector Plans programmes needs to be coordinated, aligned and cascaded down to local level. This can be facilitated at the provincial level through the Office of the Premier but challenges were encountered.
- c) **District Level:** Bojanala Platinum District Municipality coordinates a number identified projects as part of its IDP development and review them per their budget availability. These will relate now to studies that have been conducted throughout the District when the District Development Model (DDM) was developed. Taking into considerations strategies set and implementation plans that are developed and ensure alignment with the Spatial Development Framework and the IDP timelines adopted by Council. The district and local alignment priorities must be reflected in both project prioritization process, as well as reflecting those projects in the IDP. During IDP Public Participation with our stakeholders the IDP unit is able to share plans and program
- d) **Local Level:** Focus is mainly towards communities and other stakeholders The development of IDP is based on community needs analysis collected around the second quarter of Public Participation and list of project prioritised. The IDP gives councillors an opportunity to make decisions based on the needs and aspirations of their constituencies. In our case MKLM 107 villages and two urban areas must participate in identifying their needs and as the list is endless, they also need to prioritise the most to be budgeted and implemented within the financial year.

The Accounting Officer and or IDP Manager as delegated and given responsibility, continuously has to ensure that both external and internal role players adhere to their performance roles throughout the process. IDP is a consultative and participatory concept in its nature and introduced as a key measure to identify and respond timeously in an efficient and effectively to key Community issues. There are specific roles and responsibilities for both internal and external players within and outside municipal borders. We are guided by legislation to ensure allocation of roles and that we comply with all roles and responsibilities defined below.

Role Players	Core Functions
North West Province (Cogta)	<ul style="list-style-type: none"> <li>✓ Guide Municipal IDP process and requirements i.e. Provincial strategies, policies</li> <li>✓ Alignment of Annual Performance Plans (APP)</li> <li>✓ To intervene on participation by provincial department within the IDP Process</li> <li>✓ Coordinate Municipal IDP, budgeting and implementation process.</li> </ul>



Role Players	Core Functions
	<ul style="list-style-type: none"> <li>✓ To investigate any issues of low performance by provincial government as may be submitted to the office of the Premier</li> </ul>
Bojanala Platinum District Municipality (BPDM) IDP Managers Forum	<ul style="list-style-type: none"> <li>✓ Develops Framework for adoption by local municipalities</li> <li>✓ This is a technical team that will ensure district-wide IDP and PMS coordination and integration.</li> <li>✓ It is comprised of the District and Local Municipalities IDP and PMS Managers, IDP &amp; PMS; District Coordination official CoGTA, Office of the Premier and Provincial Planning and Treasury.</li> </ul>
Moses Kotane Local Municipal Council (MKLM)	<p><b>Local Government Systems Act, 32 of 2000: Sec 25(1); Sec 28(1); Sec 34(a) and Sec 34(b)</b></p> <ul style="list-style-type: none"> <li>✓ Adoption of a District Framework for IDP/PMS Budget Process Plan.</li> <li>✓ Council adopt the IDP/PMS/Budget Process Plan</li> <li>✓ Council must approve the budget before the start of the financial year;</li> <li>✓ Adoption of the Draft and Final IDP</li> <li>✓ Council to consider draft budget and Council to approve unforeseen and unavoidable expenses</li> <li>✓ Adopt Annual Review/Amendment of the IDP</li> <li>✓ Adoption of an IDP ☐ Adoption of a Process Plan ☐ Annually Review IDP ☐ Amend IDP under changing circumstances</li> </ul>
Mayor	<ul style="list-style-type: none"> <li>✓ Is the Senior Governing person of the Municipality and the Mayor?</li> <li>✓ General management of the drafting of the IDP</li> <li>✓ Assign responsibilities in this regard to the Municipal Manager and Portfolio Committees.</li> <li>✓ Recommend the annual draft and adoption of both the IDP/PMS/Budget Process Plan and IDP/Budget to Council for adoption/Approval.</li> </ul>
Speaker	<p><b>Local Government Systems Act, 32 of 2000: Sec 25(1); Sec 28(1); Sec 34(a) and Sec 34(b)</b></p> <ul style="list-style-type: none"> <li>✓ Coordination of the Community Public Participation</li> <li>✓ Mobilise the involvement of all Stakeholders in the IDP Process</li> <li>✓ Coordinate the involvement of Councillors, CDW's, Ward Committees to participate in the IDP Programme</li> </ul>
Executive Committee (EXCO)	<p><b>Local Government Systems Act, 32 of 2000: Sec 30(a); Sec 30(b) and Sec 30(c)</b></p> <ul style="list-style-type: none"> <li>✓ General management of the drafting of the IDP. ☐ Assign responsibilities in this regard to the Municipal Manager and Portfolio Committees. ☐ Recommend the IDP draft plan to the Council for adoption.</li> </ul>
Portfolio Committee	<p><b>Local Government Municipal Structures Act 117 OF 1998: Section 79 and 80 Committees</b></p> <ul style="list-style-type: none"> <li>✓ Scrutinize and prioritize basic needs of the municipality</li> <li>✓ Play an oversight role on the review of municipal and sector departmental plans</li> <li>✓ To make recommendation to EXCO.</li> <li>✓ Play oversight role on implementation of projects</li> </ul>
Ward Councillors	<p><b>Local Government Municipal Structures Act 117 OF 1998: Section 79 and 80 Committees</b></p> <ul style="list-style-type: none"> <li>✓ Councillors are the major link between the Municipal Government and the host Communities.</li> <li>✓ Link the planning process to their constituencies and/or wards</li> <li>✓ Be responsible for organizing public consultation and participation with stakeholders in their wards</li> <li>✓ Mobilise communities to participate in the IDP Processes.</li> <li>✓ Confirm and prioritize ward based needs</li> </ul>
Accounting Officer (AO)	<p><b>Local Government Municipal Systems Act, 32 of 2000: Sec 30(a); Sec 30(b) and Sec 30(c)</b></p> <ul style="list-style-type: none"> <li>✓ Decide on planning process;</li> <li>✓ Monitor the development, review &amp; implementation process of IDP/PMS/Budget Process Plan</li> <li>✓ Monitor the annual review and implementation of the draft and final IDP/Budget</li> <li>✓ Provide the necessary resources and support for the compilation and implementation of the IDP process review</li> <li>✓ Ensure that the approved IDP informs the Budget and SDBIP.</li> <li>✓ Submit a draft IDP to the Executive Committee</li> <li>✓ Ensure conclusion of management's performance agreements</li> <li>✓ Ensure that management's performance agreements are made public</li> <li>✓ Submit to Council an annual report within 7 months after the end of the financial year.</li> </ul>
Integrated Development Plan (IDP)	<p><b>Local Government Municipal Systems Act, 32 of 2000: Sec 30(a); Sec 30(b) and Sec 30(c)</b></p> <ul style="list-style-type: none"> <li>✓ Overall Management and co-ordination</li> <li>✓ Decide on planning</li> </ul>





Role Players	Core Functions
	<ul style="list-style-type: none"> <li>✓ Develop and compile annual draft and final IDP/PMS/Budget Process Plan</li> <li>✓ Develop and compile annual draft and final IDP/Budget</li> <li>✓ Monitor the process of IDP Review</li> <li>✓ Ensure that the approved IDP informs the Budget and SDBIP</li> <li>✓ Submit a draft IDP to the Municipal Manager for Portfolio and Executive Committee</li> <li>✓ Provide the necessary resources and support for the compilation and implementation of the IDP process review (delegated)</li> <li>✓ Approve nominated persons to be in charge of the different roles, activities and responsibilities of the process and drafting.</li> <li>✓ Provide clear and accountable leadership and development direction</li> <li>✓ Develop cooperative relationships with stakeholder and communities, or delegate this functions</li> <li>✓ Ensures IDP is tabled to Council at least 90 days before the start of the financial year.</li> <li>✓ Ensures IDP/PMS/Budget Process timetable/ Public Participation is tabled to Council</li> <li>✓ Monitor implementation of the budget, IDP through Service Delivery Budget Implementation Plan</li> <li>✓ Effect changes to the IDP when necessary and resolved by Council</li> <li>✓ Be responsible for organizing public consultation and participation with stakeholders in their wards</li> <li>✓ Mobilise communities to participate in the IDP Processes.</li> <li>✓ Confirm and prioritize ward based needs</li> </ul>
<b>Head of Departments (HOD's) and Head of Units (HOU's)</b>	<p>As the persons in charge for implementing IDP's the technical/sectional officials have to be fully involved in the review process to:</p> <ul style="list-style-type: none"> <li>✓ Determine progress, achievements and shortcomings annually when we review document (2021/2022)</li> <li>✓ Provide relevant technical /sector expertise in the consideration and finalization of strategies and identification of projects per needs analysis</li> <li>✓ Provide departmental operational and capital budgetary information</li> <li>✓ Be responsible for the preparation of project proposals, the integration of projects and sector programs</li> <li>✓ Prepare draft progress reports and proposals.</li> <li>✓ Provide technical/ sector expertise.</li> </ul> <p><b>HOU's</b> Day-to-day management of the process. Assist in the development of their target implementation</p>
<b>IDP Project Task Teams</b>	<ul style="list-style-type: none"> <li>✓ To ensure facilitate the IDP Process</li> <li>✓ Officials within the project area and ward councillors+</li> <li>✓ Review Analysis, Strategies, identify projects and integrate the plans and programmes</li> <li>✓ To ensure that they continuously liaise with the Steering Committee</li> </ul>
<b>IDP Steering Committee</b>	<p><b>Local Government Municipal Systems Act, 32 of 2000: Sec 29(b) Sec 29(b) and Sec 35 (b)</b></p> <ul style="list-style-type: none"> <li>✓ Ensures research studies are commissioned for their departments</li> <li>✓ Consider comments from the communities and its implementation</li> <li>✓ Consider inputs from Provincial sector departments and service providers</li> <li>✓ Considers inputs from ward committees, sub committees, the teams and consultants (Information "GAP" identification.</li> <li>✓ Assist and support the Accounting Officer and Representative Forum.</li> </ul>
<b>IDP Representative Forum</b>	<ul style="list-style-type: none"> <li>✓ The IDP Stakeholder Forum is also required in terms of legislation to bring in external stakeholders at key decision points in the process, who have a statutory right to be involved in the decision-making process around the IDP.</li> <li>✓ Stakeholders represent the interest of their constituencies in the IDP review processes</li> <li>✓ Ensures communication between all the stakeholders representatives</li> <li>✓ Monitor the performance of planning and its implementation, and commissioning of the said projects</li> <li>✓ Provide Organizational mechanism for discussions, negotiations and decision making between the stakeholders including municipal and the government departments</li> <li>✓ Wards will be making their proposals and inputs through the community-based planning process, but will also form part of the Stakeholder Forum. Programme Task Teams will be</li> </ul>



Role Players	Core Functions
	established by respective directorates involving external stakeholders in the review of development programmes.
<b>Ward Committees</b>	<ul style="list-style-type: none"> <li>✓ Identify critical issues facing its area.</li> <li>✓ Provide a mechanism for discussions, negotiations and decision making between stakeholders, including Municipal government.</li> <li>✓ Form a structure link between IDP Rep forum and community of each area.</li> <li>✓ Monitor performance of planning and implementation process concerning its area.</li> </ul>
<b>Community Development Workers</b>	<ul style="list-style-type: none"> <li>✓ Assist communities with their needs and with the necessary information on what government is doing.</li> <li>✓ Improve government-community networks.</li> <li>✓ Link community with government services and relay community concerns and problems back to the government structure.</li> <li>✓ Provide information regarding the government work taking place in communities.</li> <li>✓ They remain accountable for Councilors.</li> </ul>
<b>Sector Departments</b>	<ul style="list-style-type: none"> <li>✓ Contribute knowledge and ideas about planning issues</li> <li>✓ Contribute relevant information on the Provincial sector plans, programmes, budget objectives, strategies and projects in a concise and accessible manner</li> <li>✓ Ensure that their objectives, strategies, programmes and projects consider IDP's and adjust their budget as informed by Community Needs Analysis</li> <li>✓ Participate in the Municipal IDP Representative Forum</li> </ul>
<b>IDP Cluster Forums</b>	<p>Below are the four key clusters within the IDP. The cluster is comprised of Head of Departments and Head of Units and Senior Managers:</p> <ul style="list-style-type: none"> <li>✓ Economic Growth and Development</li> <li>✓ Good Governance and Administration</li> <li>✓ Social Development</li> <li>✓ Infrastructure Development</li> </ul> <p>They have to ensure that they provide technical input to the IDP processes and engages other relevant stakeholders of challenges, funding model and progress within their specific departments.</p> <p>Promotes alignment and strategies within their departments to avoid duplication of services and promote collaboration of projects and programmes</p> <p>Contribute to the importance of Community Needs Analysis, Prioritization of projects to be implemented in the MTREF cycle</p>

### 5.5 IDP/PMS/Budget Steering Committee (Steercom)

Further emphasised roles and responsibilities per Section 4 of the Municipal Budget and Reporting Regulations requires the Mayor of a Municipality to establish a Budget Steering Committee. The role of the committee is to provide technical assistance to the mayor in discharging his/her responsibilities as set out section 53 of the Municipal Finance Management Act.

Amongst other responsibilities is to include providing political guidance to the Integrated Development Plan and the Budget Processes and the priorities that must guide the preparation of the budget. It will also ensure that the budget is approved before the 1<sup>st</sup> July meaning new financial year. It also covers that the Service Delivery and Budget Implementation Plan is produced within 28 days after Council adoption of the IDP, that, senior manager's annual performance contracts are signed, submitted to Council and made public on time.

The committee will include all Head of Departments as they have a technical role to play per their strategic departments. This will ensure that their programmes are aligned and relate directly to services they need to offer for developmental projects and programmes. The same members are strategic ones to ensure implementation of the IDP and Budget, through the development of the SDBIP and contract as per their annual performance agreements. The Councillor responsible for financial matters need to be a member of the committee and to ensure that the Mayor is represented at all times to provide political guidance in the absence of the Mayor. The committee need to be chaired by the CFO/IDP Manager or alternatively by the Accounting Officer.



The committee is established to provide political guidance to the IDP and Budget Processes and also caters for the preparations, amendment, review processes. The above committee in conjunction with the Mayor will be accountable for executing responsibilities as prescribed in section 53 of the Municipal Finance Management Act, which states that:

1. “Section 53 (1) The Mayor of the Municipality must:

- (a) Provide general political guidance over the budget process and the priorities that must guide the preparation of a budget;
- (b) Co-ordinate 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 taken into account or revised for the purpose of the budget and
- (c) Take all reasonable steps to ensure-
  - 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 managers-
    - (aa) Comply with the 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.

The Mayor must promptly report to the Municipal Council and the MEC for Local Government in the Province of any delay in the tabling of an Annual Budget, the Approval of the Service Delivery and Budget Implementation Plan and of the signing of the Annual Performance Agreements.

The Mayor must ensure that the revenue and expenditure projections for each month and the service delivery targets and performance indicators for each quarter, as set out in the service delivery and budget implementation plan are made public no later than 14 days after the approval of the Service Delivery and Budget Implementation Plan (SDBIP) and

That the performance agreements of the Accounting Officer (AO), Head of Department and any other categories of officials as prescribed, are made Public no later than 14 days after the approval of the Municipality’s Service Delivery and Budget Implementation Plan (SDBIP). Copies of such performance agreements must be submitted to the Council and the MEC for Local Government in the Province.

**(a) Terms of Reference (TOR): IDP/Budget/PMS Steering Committee (Steercom)**

- The Steercom commission studies necessary as may be required for the successful compilation of the IDP;
- Considers and comments on: – inputs from sectors forums/ sub-committee/s, and consultants; – inputs from provincial sector departments and support providers from relevant departments – public inputs,
- They ensure they processes, summarises and documents outputs,
- They develop content and recommendations,
- They prepare, facilitates and documents meetings,
- They facilitate control mechanisms regarding the effective and efficient implementation, monitoring and amendment of the IDP;  Ensure coordination and integration of sector plans and projects; and  Ensure that the municipal budget is in line with the IDP.

To be chaired by: Municipal Manager: (In our case is the Head of Unit IDP)

Secretariat offered by: Office of Accounting Officer (AO) - IDP Unit. Composition:

- The Executive Committee (EXCO)
- The Mayor of the Municipality / The nominee or alternatively
- The Portfolio Head for Finance



- The Portfolio Head IDP/ PMS/ Development Planning
- The Speaker
- The Accounting Officer (AO)
- The Chief Finance Officer
- Head of Department: Infrastructure and Technical Services
- Head of Department: Community Services
- Head of Department: Planning and Economic Development
- Head of Department: Corporate Support Services
- Head of Unit: Integrated Development Plan
- Head of Unit: PMS
- Head of Unit: Internal Audit
- Head of Unit: Communications

### 5.6 IDP/PMS/Budget Representative Forum (Rep Forum)

The Forum is constituted annually in preparation phase to review, amend, institutionalises and guarantees representative participation in the IDP Process. The forum is constituted by the Mayor of the Municipality / The nominee, the Portfolio Head for Finance, IDP/ PMS/ Development Planning, the Speaker, Single Whip, Traditional leaders, Municipal Manager, Chief Finance Officer, all head of Department as mentioned in the Steering Committee, all Municipal Head of Unit , Ward Committee representatives, Stakeholder representatives of organized groups, Advocates of unorganized groups, Other community representatives, National and Provincial Departments regional representatives, Non-Governmental Organisations, Parastatals organizations (ESKOM, TELKOM. Post Offices and etc.)

The unit continuously ensures that it brings relevant additional institutions annually to foster participatory democracy and Batho Pele principles through a caring, accessible and accountable service throughout consultation processes. The IDP Representative forum will meet quarterly indicated in the key activity action Plan and Programme adopted by Municipal Council or when needed to share and consult its stakeholders.

The Rep Forum meetings will be chaired by the Mayor or the Portfolio Head IDP/ PMS/ Development Planning, or the Portfolio Head Finance, or any other Executive Committee member delegated by the Mayor. The selection of members to the IDP Representative Forum needs to be based on criteria which ensures geographical and social representation by which the stakeholders will decide and plan to inform Municipal Plans to avoid silo and duplication of services.

#### (b) Terms of Reference (TOR): IDP/Budget/PMS Representative Forum (IDP Rep Forum)

- Representation of the interest of the municipality's constituency in the IDP processes;
- To foster participatory democracy and Batho Pele principles through a caring, accessible and accountable service throughout consultation processes.
- Providing an organizational mechanism for discussion, negotiation and decision making between Stakeholders in ensuring delivery of basic services to our communities even by municipal government
- Ensuring communication between all the stakeholder representatives inclusive of municipal Officials.
- Monitoring and evaluation of the performance of the planning and implementation processes.

To be chaired by: Mayor: (In our case is the Portfolio Head IDP/Planning Development and PMS)  
Secretariat offered by: Office of Accounting Officer (AO) - IDP Unit.

Composition:

- Members of the Executive Committee (EXCO)
- Bojanala Platinum District Municipality (BPDM) delegated Councillors;
- Traditional Leaders Serving in Council
- Accounting Officer (AO) and Head of Departments (HOD's) and Chief Finance Officer
- Head of Units (HOU's) / Designated officials;



- Delegated Sector Departments and State Owned Entities
- Stakeholder representatives of Organised Groups and Mining Houses
- Advocates for unorganised groups;
- Resource persons; Community Representatives (e.g. Community Policing Forum).

There will be 4 meetings held annually, each quarter as highlighted in the key activities. Each meeting will provide feedback on the progress on each phase of the IDP process and minutes to be attached for resolution implementation. Note to be given of our status at the moment of COVID - 19 pandemic, and protocols that as and when changes have to be effected a Council Resolution will be required as adopted by Council August 2021.

NOTE The IDP Representative Forum is a forum of the mayors and Ward Councillors, therefore only delegated councillors will represent and do presentations of the Mayors and no officials are required to represent and do presentations for the Mayor in the IDP Rep Forum meetings.

### 5.7 Municipal Portfolio Committees

The Portfolio committees play an oversight role and align Municipal performance management system and reflect the new key performance areas of all directorates. Below committees will monitor the IDP process for forward planning and the implementation of the IDP through the Service Delivery and Budget Implementation Plan: Infrastructure and Technical Services; Community Services; Corporate Support Services; Local Economic Development; IDP/PMS and Development Planning and Budget and Treasury (Finance)

The IDP/PMS and Development Planning has a Joint Portfolio with Infrastructure and Service Delivery / Technical and Budget to always ensure alignment of planned programmes and projects for communities. This structures also include your sector department, mining houses and any other stakeholder or investments for collaboration and alignment of projects to improve the lives of communities. The Intergovernmental Relations also when functional will also assist the municipal planning in coordination of other stakeholders.

### 5.8 Traditional Council

The Traditional Councils are Leaders in their various villages and will work as a link between the Community and Ward Councillors. The Leaders will ensure that matters of service delivery and developmental needs of the people are always adhered to and implemented as planned in the IDP and adopted by Municipal Council. Assist in giving information regarding land rights and possible available areas for future development. Ensures every development in their areas are known and owned by their communities.

## SECTION 6: Mechanisms, Processes and Procedures for Community participation, Communication

### 6.1 Context of Public Participation

The main feature of integrated development planning is the involvement of communities and stakeholder organizations in the process of developing the IDPs. This engagement will ensure that participation of affected and interested parties is very important to ensure that the IDP addresses the real issues that are experienced by Municipal Community. The IDP review processes require an intensive and structured public consultations and stakeholder participation throughout the development and the annual review process of the five year IDP 2022/2027. The development of the Representative Forum as highlighted above in the organisational structure proves and will ensure that public participation will address community needs and avoidance of silo operation by all stakeholders.

Chapter 4 of the Systems Act, Act 32 of 2000 prescribes that a municipality must encourage and create conditions for the local community to participate in the affairs of the municipality, including in the preparation and implementation of its Integrated Development Plan. In this context, the municipality has committed to a participatory process of IDP whereby the community will play a meaningful role. Public participation has been entrenched again in the



Constitution as a legislative requirement to continue to guide inclusive planning. Public Participation ensures that the IDP addresses real issues that are experienced by communities within all wards.

**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,
  - b) People with disabilities;
  - c) Women; and
  - d) Other disadvantaged groups.



- 4) 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 taken into account. Participation by the local community in the affairs of the municipality must take place through-

## 6.2 Mechanisms for Public Participation

The Municipality need to ensure that all relevant stakeholders and processes are followed towards the development of a credible, owned and implementable IDP. The section deals and guides the IDP unit with the mechanism, process and procedures for community consultation, and structured as follows:

- a) **Ward Consultative sessions:** the municipality has 34 wards which all need to be consulted and Council has resolved to do cluster consultations due to vastness of villages in one ward. briefing sessions meetings are done with all Ward and Proportional Representative (PR) Councillors on the planned activities to start the IDP review and on how to engage communities. To share the schedule that will be advertised and provide report back on the progression of the implementation of the review process as well as on the needs analysis and projects that are currently being implemented in the municipal area.
- b) **Ward Committees and Community Development Workers:** to ensure meetings are held to inform local communities on the planned processes of the IDP Review. They are formal structures established in terms of the Municipal Structures Act, the Ward Committees and Ward Councillors will be used as a link between the municipality and communities, to obtain information on any other information on progress on the IDP and Budget implementation. To share the schedule that will be advertised and provide report back on progress of the implementation of the review process as well as on the needs analysis and projects that are currently being implemented in the municipal area. That the IDP review annually need to be reviewed for existing IDP project list and identification and prioritisation new projects.
- c) **IDP, PMS and Budget roadshows:** are done by the three to ensure reporting and progress of the past IDP and review process. We are able to engage the Bojanala Platinum District Municipality, Mining Houses operating in affected wads, and Sector departments. The session is held between September and October for Needs Analysis identification per ward and done in clusters as we cannot cater all wards due to time and management control. The Mayors Office also has roadshows of consulting communities. The second round of community consultations with our communities is around March – April where we consult on the budgeted projects and municipal programmes. The we will place adverts for comments and inputs for 21 days and Final adoption by Council by end May 2022.
- d) **Strategic planning session:** will then be undertaken administratively by all Heads od Departments, Head of Units in a form of a workshop. The second session is where the Mayor, Executive Committee (EXCO) Members (Portfolio Heads) Municipal Public Accounts Committee (MPAC) and Labor /Unions Reresentatives are invited. The session will be undertaken in November 2022/23) financial year **(in case Elections are held) on the 27 October 2021**. During the session we deal with the review of Municipal Vision, Mission, Values and Strategic Framework due to five-year plan and new Council.  
The Framework should indicate the Municipal Strategic Direction and will be the basis for updating or keeping the Vision, Mission, Values, Objectives and Strategies. Furthermore, the most important aspect here is the formulation of key performance indicators, which were shared with Local Municipalities by the North West CoGTA and Bojanala Platinum District Municipality on the **21 June 2021** at Rustenburg in the Municipal Chamber:
- ✓ **Municipal Finance Management Act, Circular No 88 requirements: Piloting of Key Performance Indicators for Local Government in 2021/2022 Implications on the IDP's (Attached please see circular as annexure)**

During the session other key documents to be visited are the following annexures as attached:

- ✓ Review of the 2001 Municipal Planning and Performance Management Regulations
- ✓ The National Strategic Plan on Gender Based Violence and Femicide (GBVF – NSP)



- ✓ Draft Section 47 (1)(B) of the Intergovernmental Relations Framework Act (IGRFA) and
- ✓ Alignment of One Plans of Metros and Districts with the 5 –year Integrated Development Plans

- e) **Community Engagements Meetings** serve as a measure to maximise public participation in regard to the IDP. The municipality will ensure that the IDP is reviewed annually with the inclusion of all communities of 107 villages and 2 urban areas. That the review includes existing IDP project list and identification and prioritisation new projects. They also advice on the processes of further community engagements.
- f) **The IDP Representative Forum** is part of consultative process and mechanisms are required for the purpose, as highlighted above in th roles and responsibilities. The steercom and the forum will be held for four quarters to ensure consultation is inclusive of all stakeholder. Efforts will be made to bring additional organizations into the IDP Rep Forum by extending invites and ensure their continued participation throughout the process. Due to COVID 19, our planned sessions are always not adhered to and accountability and reporting for Audit becomes a challenge. Here will only provide activities for four quarters of the IDP Rep Forum as follows:

Projected /Planned Quarterly Meetings	Purpose	Output
<b>1<sup>st</sup> Forum - September 2021</b>		
<b>July/August/September 2021</b>  Meeting (Virtual) depending on COVID Protocols	The analysis phase of the IDP process focusses on previous financial year performance by Head of Department. The session must provide success per previous IDP adopted/challenges faced during the implementation of target set by HOD's and lastly departmental backlogs and how to address them during the review process. Sharing of the activities and plans by the IDP unit of the intended plans on reviewing the 2022/2023 IDP and development focussing on the Five Year IDP <b>2022/2027</b> Financial Year.	Approved IDP with community inputs.
<b>2<sup>nd</sup> Forum - November 2021</b>		
<b>Oct/Nov/December 2021</b>  Meeting (Virtual) depending on COVID Protocols	Plans to roll out First Round of Public Participation. The alignment of the development strategy with the new priorities including those of the district (One Plan) District Development Model (DDM) and the sector departments. Sharing of Needs Analysis report with our stakeholders to receive the presentations from the sector departments.	Strategic Planning Framework
<b>3<sup>rd</sup> Forum - March 2022</b>		
<b>Jan/Feb/March 2022</b>  Meeting (Virtual) depending on COVID Protocols	Here we deal with integration of information obtained from the ward committees meetings, mining houses if ever we have new developments and any other information received from sector departments. The objective is to focus on existing IDP Priority issues and projects implemented. Departments to submit new/ongoing or additional projects within the municipality. Developing a municipal list of priority projects. And requesting progress report per stakeholder engagements i.e. mining houses and sector department. Draft taken to Council for Adoption and integration of comments, inputs and assistance of those who cannot read and write.	List of Priority Projects Fourth
<b>4<sup>th</sup> Forum - May 2022</b>		
<b>Apr/May/June 2022</b>  Meeting (Virtual) depending on COVID Protocols	Incorporation of in-puts by all stakeholders and providing feed-back to all our stakeholders i.e second round of Public Participation and the the Final IDP Rep Forum sharing of progress for Final IDP Adoption/ Approval; advert and implementation process.	Approved IDP with community inputs.





### 6.3 Mechanisms for IDP Phases

This process provide highlight on the five phases process to be followed to focus on ensuring consultations and workshop are held as planned as we start with the development of a five year IDP, and briefing sessions are done in time for New Council.

IDP Planning Phases	Activities / Task	Mechanism
<b>Preparation Phase</b>	<ul style="list-style-type: none"> <li>Development / Review / compilation of IDP / Budget / PMS timetable.</li> <li>Tabling of the 2022/2023 IDP/PMS and Budget Process Plan</li> <li>The plan need to be tabled to Council for approval at least 10 months before the start of the financial year</li> <li>Publication of the Process Plan outlining key deadlines on Municipal website for Public Information</li> </ul> <p><i>Prescribed in LGMSA S28, 29 and 34 and MFMA s21(b)</i></p>	<ul style="list-style-type: none"> <li>Engage internal Stakeholders</li> <li>Time Frame by August 2021</li> </ul>
<b>Analysis</b>	<p><b>Engagements on how to populate and guide each on planning matters.</b></p> <p><b>Internal Processes</b></p> <ul style="list-style-type: none"> <li>Spatial Planning; Economic Development</li> <li>Environmental</li> </ul> <p><b>External Analysis:</b></p> <ul style="list-style-type: none"> <li>Social Matters; Sector needs and issues</li> <li>Mining plans, Social Labour Plans</li> </ul>	<ul style="list-style-type: none"> <li>Sector plans</li> <li>Spatial Development Framework</li> <li>Stakeholders engagements</li> <li>Mining Houses update and plans on SLP's</li> </ul>
	<p><b>Compilation of area plans:</b></p> <ul style="list-style-type: none"> <li>Ward profiles and Priority Project list</li> <li>Services backlog</li> </ul>	<ul style="list-style-type: none"> <li>Ward committee / ward meetings and workshops</li> <li>Inputs by departments</li> </ul>
	<p><b>Inter-governmental alignment:</b></p> <ul style="list-style-type: none"> <li>Align with Nationl and Provincial Policies</li> </ul>	<ul style="list-style-type: none"> <li>Desktop study by Strategic Manager</li> </ul>
<b>Strategy and Action: Strategic Planning Session</b>	<p>Council (The Mayor) and Management strategic planning session to focus on the following:</p> <ul style="list-style-type: none"> <li>Vision and Mission, and values</li> <li>Proposals required for changes or amendments to the IDP</li> <li>To evaluate progress made during annual quarterly reports</li> <li>Setting and confirming priorities and or directives</li> <li>To engage on budget principles and strategic guidelines for 2022/2023 MTREFT and IDP</li> </ul> <p><i>MFMA s 52 (c)</i></p>	<p>Office of the Mayor and the Accounting Office focus on the following:</p> <ul style="list-style-type: none"> <li>Strategy workshops</li> <li>Organisational Performance Management</li> <li>Stakeholder engagements</li> <li>Communications, Marketing and events</li> <li>In-house exercise by Management</li> </ul>
	<p>Head of Departments Startegic Planning</p> <ul style="list-style-type: none"> <li>Unpacking and formulating short to medium interventions as discussed during workshops and departments for budget proposal for 2022.2023 IDP</li> <li>Engagements and adoption prioritisation agreement for 202/2023 and 2023/2024 MTREF</li> </ul>	<p>This are internal processes by office of the Accounting Officer for consultative process and need to happen in October 2021.</p>
<b>IDP Review by departments</b>	<ul style="list-style-type: none"> <li>Departmental Status Quo Analysis</li> <li>Need to be based on key focus emanating from the strategic planning session</li> </ul>	<p>Internal process where Head of Departments work on Organisational performance and</p>



IDP Planning Phases	Activities / Task	Mechanism
	<ul style="list-style-type: none"> <li>Identification of capital (CAPEX) and operational (OPEX) allocations</li> </ul>	engaging the Chief Financial Officer on budget (MTREF) by October 2021
<b>Issue Budget Guidelines</b>	<ul style="list-style-type: none"> <li>2022/2023 MTREF budget and guidelines principles informed by budget circular</li> <li>Tarriff guidelines for 2022/2023 MTREF by budget circular</li> </ul>	Internal processes done by Chief Financial Officer informed by National Treasury ( This will be to inform budget Adjustment ) by December 2021
<b>Departmental engagements on the Annual Budget processes</b>	<ul style="list-style-type: none"> <li>Finance departments engages and provide support officials regarding the annual budget processes</li> <li>To provide guidance and confirm budget principles for 2022/2023 financial year</li> </ul>	An internal process informed by National MTREFT budget Circular done by Chief Finance Officer by December 2021
<b>Preparations for budget adjustment</b>	<ul style="list-style-type: none"> <li>2021/2022 budget adjustment</li> </ul> <p><b>MFMA s28</b></p>	Internal process advised by Chief Financial Officer by November
<b>Finalisation and capturing of budget adjustment 2021/2022</b>	<ul style="list-style-type: none"> <li>Head of Deaprtments ensures revised budget is captured for 2021/2022</li> </ul> <p><b>MFMA s28</b></p>	Continuation from November to December 2021 led by Chief Financial Officer
<b>2<sup>nd</sup> Stakeholder engagement</b>	Accounting Officer's office dealing with priority setting issues with key stakeholders as highlighted above in the organisational institution: <ul style="list-style-type: none"> <li>Engagement with Ward Councillors and Proportional Councillors</li> <li>Engagement of Traditional Leaders</li> <li>Engagement of Mining Houses</li> <li>Engagements of Sector Departments</li> <li>Engagements of Youth/disabled and the NGO's and CBO's</li> </ul>	Internal process to be done by the 2 <sup>nd</sup> quarter ending December 2021.
<b>Submission of draft capital projects and expenditure projections</b>	Prioritised Capital budget submitted by departments to Budget Office for development in an MSCOA Format  MFMA s16 and s19	Internal process by Head of Departments from December 2021 to January 2022
<b>Alignment of SDBIP to IDP per adjusted budget</b>	Engagement of Departmental on SDBIP Adjustment proposals	Internal process
<b>Approval of draft IDP and draft annual Budget</b>	Finalise and approve draft IDP and draft annual budget Departmental IDP/SDBIP Scorecard submission Drafts per adopted draft IDP	In-house preparatios of the relevant documentation and submission to Council
<b>Departments work on proposed ned projects and programmes</b>	Department to captue and submit their budget proposals to budget office for alignment with the MSCOA  <b>MFMA s16</b>	Chief Financial Officer by January 2022
<b>Mid Year Review 2021/2022</b>	Report taken to Portfolio and Executive Committee for noting and Council for consideration and Approval, highlighting the reasons of Budget Adjustment  <b>MFMA s72(1)</b>	Chief Financial Officer by January/February 2022
<b>Preparation of Budget Adjustment</b>	The report to be prepared in accordance with National Treasury guidelines and or Regulations Submission of report for consideration by Portfolio and Executive Committee and approval by Council	Chief Financial Officer by January/February 2022



IDP Planning Phases	Activities / Task	Mechanism
	<b>MFMA s28 and s29</b> Engagement of Intergovernmental Relations (IGR) structures by office of the Mayor	In support by Accounting Officer , Chief Financial Officer and Head of Departments
<b>Budget Adjustment for 2021/2022 aligned to IDP/SDBIP and Budget</b>	<input type="checkbox"/> Portfolio and Executive committee to note the proposed adjustment per alignment and the Approval by Council <input type="checkbox"/> The Approved Adjustment submitted to National Treasury <b>MFMA s54 (1) c</b>	By February 2022
<b>Budget Steering Committee Engagements</b>	Focus on the 2022/2023 assessment to be done against targets set: <input type="checkbox"/> Identified Priorities from Needs Analysis and aligned to the Municipal Strategic Planning and National agenda <b>Municipal Reporting Regulations 4(1) s53</b>	February 2022
<b>Consultation with Portfolio and Executive (EXCO) Committee</b>	<input type="checkbox"/> To present and noting of the Draft Annual Budget 2022/2023 by Portfolio and Executive Committee <input type="checkbox"/> To present and Tabling of the Draft Annual Budget 2022/2023 by Council <ul style="list-style-type: none"> <li>• Make public the draft IDP and draft annual budget for comments and submissions</li> <li>• Submit the draft annual budget to National &amp; Provincial Treasury, prescribed national or provincial organ of state</li> </ul> <input type="checkbox"/> Consult the local and other stakeholders <b>MFMA s16 and 17</b>	<input type="checkbox"/> Internal Process by end March 2022 <ul style="list-style-type: none"> <li>• In-house exercise by Budget and IDP</li> <li>• Public meetings and workshops</li> </ul>
<b>Submission of the Draft</b>	<ul style="list-style-type: none"> <li>• Submit the draft 2022/2023 based on CAPEX per DORA 2022/2023 when issues , All Grants and focus on OPEX and CAPEX</li> </ul>	This need to happen by April 2022
<b>Public Participation and Publication of Draft IDP/Budget</b>	<input type="checkbox"/> Advert placed for 21 days for community comments and inputs as the Draft is tabled by Council <input type="checkbox"/> Community Consultations on the adopted Draft for communities to note projects and programmes to be implemented in their villages/Areas <input type="checkbox"/> IDP Representative Forum <b>LGMSA 4 s21 A and MFMA s22 and 23</b>	Collective Engagements with below offices by April/ May 2022: <ul style="list-style-type: none"> <li>• Office of the Mayor</li> <li>• Office of the Speaker</li> <li>• Affected mining houses per area</li> <li>• Sector Departments</li> <li>• All entities</li> </ul>
<b>Submission of the draft SDBIP</b>	<input type="checkbox"/> Head of Departments to submit draft SDBIP aligned with draft IDP for 2022/2023 Financial Year	
<b>Consolidation and Finalisation of the Draft IDP and Annual Budget approval</b>	<ul style="list-style-type: none"> <li>• Final IDP refined per comments and inputs received from communities and other stakeholders</li> <li>• Final Annual IDP and Budget Approved by Council for Financial Year 2022/2021</li> <li>• Municipal taxes and tariffs are set</li> <li>• Changes to IDP/Budget Policies, measurable performance with Key Performance Indicators ( Per Circular 88), Objectives and</li> </ul>	By end May 2022 <ul style="list-style-type: none"> <li>• Sending a copy of Adopted document to MEC's Office</li> <li>• Advertising Final Five Year IDP/Budget for 2022/2027 in the National Newspaper and placing it in the Municipal Web site and availing documents</li> </ul>



IDP Planning Phases	Activities / Task	Mechanism
	targets; Revenue by Source and Expenditure by Vote per MSCOA	to the Public for information.
<b>Development and Approval of the SDBIP</b>	<ul style="list-style-type: none"> <li>Final Approval of the Service Delivery and Budget Implementation Plan (SDBIP) for 2022/2023 approved by the Mayor MFMA s69 (3) a</li> </ul>	28 days after the Approval of the Final IDP/Budget by end June 2022

**6.4 Media / Communication to communities - will also be utilised for publicity purposes to ensure our meetings reach our broader communities circulating within the municipal area of jurisdiction.** The municipality will make use of the following, but not limited to:

- **The local / community Radio Stations**
- Municipal Website and brochures
- Facebook Page and Satellite offices
- Notices and • Bulk SMS
- Local newspaper, and
- Loud - hailing, and other forms of communication will be used to inform our Communities of the progress and plans to engage them of the IDP Amendment / Review: Needs Analysis, priorities and comments on the Draft IDP document before they are adopted by Council for the financial year 2022/2023.

Local Government Municipal Systems Act no.32 of 2000 and Regulation chapter 4 (s 21) prescribes Communications to local community as-

- 1) *When anything must be notified by a municipality through the media to the local community in terms of this Act or any other applicable legislation, it must be done –*
  - a) *In the local newspaper or newspapers of its area*
  - b) *In a newspaper or newspapers circulating in its area and determined by the council as a newspaper of record, or*
  - c) *By means of radio broadcasts covering the area of the municipality*
- 2) *Any such notification must be in the official languages determined by Council, having regard to language preference and usage within its area.*
- 3) *A copy of every notice that must be published in the Provincial gazette or the media in terms of this Act or any other applicable legislation must be displayed at the municipal offices*
- 4) *When the municipality invites the local community to submit written comments or representations on any matter before the council, it must be stated in the invitation that any person who cannot write may come during office hours to a place where a staff member of the municipality named in the invitation, will assist that person to transcribe that person's comments or representations*
  - a) *When a municipality requires a form to be completed by a member of the local community, a staff member of*
  - b) *the municipality must give reasonable assistance to persons who cannot read or write to enable such persons to understand and complete the form*
  - c) *If the form relates to the payment of money to the municipality or to the provision of any service, the assistance must include an explanation of its terms and conditions*

**Section 21 A, Documents to be made public –**

- (1) All documents that must be made public by a municipality in terms of a requirement of this Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community-
  - (a) *By displaying the document in the municipality's head and satellite offices and libraries*
  - (b) *By displaying the documents on the municipality's official website, if the municipality has a website as envisaged by section 21(b); and*



- (c) By notifying the local community, in accordance with section 21, of the place, including the website address, where detailed particulars concerning the document can be obtained
- (2) If appropriate any notification in terms of subsection (1) (a) must invite the local community to submit written comments or presentations to the municipality in respect of the relevant documents

**Section 21 B Official Website –**

- (1) Each municipality must-
    - (a) Establish its own official website if the municipality decide that it is affordable; and
    - (b) Place on that official website information required to be made public in terms of this Act and the Municipal Finance Management
  - (2) If a municipality decides that it is not affordable for it to establish its own official website, it must provide the information in terms of legislation referred to in subsection (1) (b) for display on an organised local government website sponsored or facilitated by the National Treasury
  - (3) The Municipal Manager must maintain and regularly update the municipality’s official website, if in existence, or provide the relevant information as required by subsection (2)
- o Key to information to all our stakeholders. The website is also key to communicating with our stakeholders and Community information sharing. All adverts requiring Community engagements are placed on the website for all stakeholders to down load and share with those without access.

**Public notice of meetings of municipal councils depending on COVID 19 Protocols**

The municipal manager of a municipality must give notice to the public, in a manner determined by the municipal council, of the time, date and venue of every-

- (a) Ordinary meeting of the council; and
- (b) Special or urgent meeting of the council, except when time constraints make this impossible.

**h) Municipal Notice Boards**, library notice board and traffic station notice board will be used to inform stakeholders of crucial meetings

**i) Appropriate Venues & transport depending on COVID 19 Protocols** - All community engagements sessions will be held at venues central to those communities being visited and that are within ease of access. Particular attention will be made to such venues to ensure that they cater for all people including those people with disabilities. In the case of formalised meetings, these will be held at the municipal Offices. Municipal community halls or any other venue as may be advised by Community request and Council

**6.5 Public Participation Processes Schedules**

<b>Integrated Development Plan (IDP) and Strategic Document Preparation</b>	<b>Public Participation</b>
<b>Performance Management System (PMS) / Monitoring and Evaluation</b>	
<b>Refined Objectives / Strategies and Project Phase</b>	
<b>Budget Resource Plan / Drafting document including budget (set in the IDP Needs Analysis)</b>	
<b>Implementation of the Plan / Approval</b>	



### 6.6. First - 1<sup>st</sup> Session – IDP/Budget Public Participation Schedule 2022/2023 (Proposed Meetings) (Pending Council Approval)

The schedule below points out Public Participation process to embark on for the Financial years mentioned. Above we have elaborated more on COVID 19 protocols and as we continue to plan, we need to note IDP Public Participation processes which will be guided as and when protocols changes. On the 25 July 2021, the President moved the Country from level 4 to level 3 of the lockdown and as MKLM we are now able to engage stakeholders physically with a minimum of 50 members per arrangement and plans adopted by the Municipality. During the consultations to be planned all COVID19 protocols will be adhered to, to ensure compliance to our legislative requirements of Community consultation as IDP is a consultative process in nature. There are two sessions of Public Participation per the activities mentioned in the IDP Phases. The 1<sup>st</sup> Consultation is for Needs Analysis and the 2<sup>nd</sup> Consultation is for budget engagement with all our stakeholders especially our communities. Below are schedules on how processes will unfold as planning progresses.

14 – 28 October 2021				
Proposed First (1 <sup>ST</sup> ) Round of IDP Public Participation for financial year 2022/2023				
Virtual Zoom Meetings	Municipal Facebook Page	Local Radio Stations	Municipal Webpage	Ward Meetings

#### 1<sup>st</sup> Session – IDP Public Participation 2022/2023: Planned for the 14 – 28 October 2021

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
				<b>CLUSTER 1</b> 5, 6, 7, 8, 9, 29, 34 Mantserre @ 10:00	<b>CLUSTER 2</b> 9, 10, 11, 12, 15, 16, 17, 22, 31, 32 Manamakgotheng @ 10:00	
17	18	19	20	21	22	23
		<b>CLUSTER 3</b> 1, 2, 3, 4, 18, 19, 20, Madikwe @ 10:00		<b>CLUSTER 4</b> 23, 24, 25, 26, 27 Tlhatlhaganyane @ 10:00		
24	25	26	27	28	29	30
		<b>CLUSTER 5</b> 13, 15, 33, 14, 28, 30, 33 Mogwase @ 10:00				
31						



### 6.5.1 First Round Detailed Schedule per 5 Clusters

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & time	Responsibility	Ward	Participants or Villages	Councillors & Contacts	Time Frame
<b>CLUSTER 1</b>					
<b>Mantserre 10Hoo</b>	Mayor's, Speaker's Offices IDP Unit	5	Disake, Kraalhoek, Matlametlo.	Cllr Thato Joel Motshegare 073 816 3577	Thursday 14 October 2021
		6	Nkogole, Mantsho, Motlhabe, Mapaputle, Molorwe, Ramoshibitswana, Kameelboom, Mogoditsane, Marapallo (Dekameelkuil).	Cllr Liki Karel Sedile 083 563 2899	
		7	Sefikile.	Cllr Mmatlala Letta Modimokwane 076 459 2296	
		8	Ramasedi, Ngwedding, Magong, Ntswanalemetsing, Magalane, Legkraal, Mononono	Cllr Meme Rebecca Moeng 078 267 8750	
		29	Mokgalwana.	Cllr Kagiso Donald Bubisi 073 674 5720	
		34	Mmopyane, Mmantserre.	Cllr Dorcas Dipuo Tau 082 210 3439	
<b>CLUSTER 2</b>					
<b>Manamakgotheng 10Hoo</b>	Mayor's, Speaker's Offices IDP Unit	9	Moruleng, Ramoga, Lesetheng (Portion), Matlotleng, Vuka, Matangwana, Greenside, Raserapane	Cllr Phadie Nqothula 084 846 3021	Friday 15 October 2021
		10	Sandfontein.	Cllr George Moatshe 079 124 2823	
		11	Phadi/Pylkop, Mmorogong, Bojating.	Cllr Efesia Matshereng 082 5583517	
		12	Ramokokastad (Selosesha, Niniva, Stateng, Villa Park, Lotwane, Thabeng).	Cllr Aron Ramothupi Ramokoka 079 113 9174	
		15	Lerome Thabeng, Lerome South, Rantsubane Section.	Cllr Malesela Solomon Mabitsela 076 955 7843	
		16	Welgeval/Madutle/Block 1 - 6, Dikweipi, R510 Northam Road/ Agrico Block 6.	Cllr J Raphadu	
		17	Leruleng, Phola Park, Lerome Mositwane.	Cllr Solomon Mosweu Manganye 079 123 1388	



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

Venue & time	Responsibility	Ward	Participants or Villages	Councillors & Contacts	Time Frame
		22	Manamakgotheng (Legogolwe, Mositwana, Madibaneng, Merokwaneng, Selocha, Mabatlane, Vergenoeg, Matlotleng, Maeraneng, Tswereng, Tlapane), Lesetlheng (Lekutung, Tswaaneng, Lekubung).	Cllr Khutsafalo Mita Khunou 082 307 9731	
		31	Segakwaneng, Huma, Manamakgotheng (Poela, Rampipi, Taung, Matetswane, Ramautsu).	Cllr Orepa Gladys Kgarimetsa 073 240 8348	
		32	Moruleng Sections (Ramonkgwe, Malebye, Mabodisa, Ramolope), Raserapane (From Mall to Stadium), Sections (Makresteng, Molapong).	Cllr Thapelo Petrus Thoboke 083 370 4300	

**CLUSTER 3**

<b>Madikwe Stadium 10H00</b>	Mayor's, Speaker's Offices IDP Unit	1	Goedehoop, Molatedi, Obakeng, Welverdiend (Nonceba), Welgeval (Los Metjerie), De – Brak, Dwarsberg (Dinokaneng), Mankaipaya, Rampampaspoort.	Cllr Kheswa Xolile Victor 072 050 8337	Tuesday 19 October 2021
		2	Sesobe, Ramotlhajwe, Montsana, Khayakhulu, David Katnagel, Pitsedisulejang, Letlhakeng, Ramokgolela.	Cllr Lesomo Lilian Poloko 073 346 2013	
		3	Mmatau, Moubana, Maskoloane, Manamela, Siga, Voordonker.	Cllr Tladi Solomon Tlhabane 073 098 3246	
		4	Uitkyk 1 & 2, Brakkuil, Koffiekraal.	Cllr Bertha Ponosho Mmasepetele 079 434 1914	
		18	Pella, Kortloof/Letlhakane.	Cllr Joyce Mmamiki Radiokana 082 099 3476	
		19	Pella, Madikwe.	Cllr Herry kodongo 083 720 3455	
		20	Tlokweg.	Cllr Motsisi Obed Mogapi 063 046 5752	
		21	Tlokweg, Vrede, Seshibitswe.	Cllr Tshepo Khumalo 081 814 3377	





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

Venue & time	Responsibility	Ward	Participants or Villages	Councillors & Contacts	Time Frame
<b>CLUSTER 4</b>					
<b>Tlhatlhaganyane 10Hoo</b>	Mayor's, Speaker's Offices IDP Unit	23	Seolong, Mabeskraal, Makweleng, Ratau, Ntsweng.	Cllr Magdeline Nketu Nkotswe 079 493 7475	Thursday 21 October 2021
		24	Makoshong, Mabeskraal, Ratau.	Cllr Mmamogomotsi Abish Magodiello 079 120 5210	
		25	Mabaalstad/Kwa – Phiri, Leretlweng, Bapong.	Cllr Molotsi Johannes Mosito 078 465 7180 /079 430 3784	
		26	Tweelagte , Lengeneng, Phalane,Makoshong.	Cllr Hendrick Boy boy Sekao 079 117 7898	
		27	Mmorogong, Makgope, Maologane, Witrantjie, Mabelleng, Tlhatlhaganyane.	Cllr Joseph Shimane Sibanda 078 698 8536	
<b>CLUSTER 5</b>					
<b>Mogwase Stadium 10Hoo</b>	Mayor's, Speaker's Offices IDP Unit	13	Mogwase Unit 2 (Disteneng), mabele a podi	Cllr Patrick Modise Tame 072 698 5398	Tuesday 26 October 2021
		14	Ledig, Kagiso 2, Bakgatlheng, Section 1, Sunfield	Cllr Zodwa Lizzy Kgame 072 108 7160	
		28	Ledig, Letlhabile (Upper & Lower), Selosasha, Lekwadi, Kagiso 1, Reagile (Casablanca).	Cllr Rose Lukhele 079 126 2496	
		30	Ledig, Zulu Section, Pharama, Khutsong, Khalanyoni, Sofa sonke, Codesa, Zone 2, 4, 6, Matooster, Mahobieskraal.	Cllr Tryphosa Botlhokwane 061 473 1900	
		33	Mogwase Unit 1, 2, 4, 5 South & North & 8.	Cllr Diphetogo Rodney Mmolawa 072 943 2176	

**6.6 Second - 2<sup>nd</sup> Session – IDP/Budget Public Participation Schedule 2022/2023 (Proposed Meetings) (Per COVID 19 Protocols)**

<b>15 -21 April 2022</b>				
Proposed First (2 <sup>nd</sup> Round of IDP Public Participation for financial year 2022/2023				
Virtual Zoom Meetings	Municipal Facebook Page	Local Radio Stations	Municipal Webpage	Ward Meetings



Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
				<b>CLUSTER 1</b> Ngweding 5, 6, 7, 8, 29, 34 @ 10:00	<b>CLUSTER 2</b> Mmorogong 14, 23, 24, 25, 26, 27, 28, 30 @ 10:00	
17	18	19	20	21	22	23
	<b>CLUSTER 3</b> Lerome 9, 10, 15, 16, 17, 22, 31, 32 @ 10:00	<b>CLUSTER 4</b> Kortloof 4, 18, 19, 20, 21 @ 10:00	<b>CLUSTER 5</b> Maskoloane 1, 2, 3 @ 10:00	<b>CLUSTER 6</b> Ramokokastad 11,12 @10:00		
				<b>CLUSTER 7</b> Mogwase Sports Park 13, 15, 33 @ 17:00		
24	25		27	28	29	30

#### 6.6.1 Second Round Detailed Schedule per 7 Clusters

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue and time	Responsibility	Ward	Participants or Villages	Councillors & Contacts	Time Frame
<b>CLUSTER 1</b>					
Ngweding 10H00	Mayor's, Speaker's Offices IDP Unit	5	Disake, Kraalhoek, Matlametlo.	Cllr Thato Joel Motshegare 073 816 3577	Thursday 14 April 2022
		6	Nkogole, Mantsho/ Maskietlandskuil, Motlhabe, Mapaputle, Molorwe, Ramoshibitswana ,Kameelboom, Mogoditsane/Vlakplaas, Marapallo/Dekameelkuil.	Cllr Liki Karel Sedile 083 563 2899	
		7	Sefikile, Quecheza.	Cllr Mmatlala Letta Modimokwane 076 459 2296	
		8	Ramasedi, Ngweding, Magong, Ntswanalemetsing, Magalane, Legkraal, Mononono	Cllr Meme Rebecca Moeng 078 267 8750	



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

Venue and time	Responsibility	Ward	Participants or Villages	Councillors & Contacts	Time Frame
		29	Mokgalwana.	ClIr Kagiso Donald Bubisi 073 674 5720	
		34	Mmopyane, Mmantserre.	ClIr Dorcas Dipuo Tau 082 210 3439	
<b>CLUSTER 2</b>					
Mmorogong 10H00	Mayor's, Speaker's Offices IDP Unit	14	Ledig Sections: Kagiso 2, Bakgatlheng, Section 1, Sunfield	ClIr Zodwa Lizzy Kgame 072 108 7160	Thursday 15 April 2022
		23	Seolong, Mabeskraal, Makweleng, Ratau, Ntsweng.	ClIr Magdeline Nketu Nkotswe 079 493 7475	
		24	Makoshong, Mabeskraal.	ClIr Mmamogomotsi Abish Magodiello 079 120 5210	
		25	Bapong, Leretlweng, Mabaalstad/Kwa – Phiri (Holfontein, Rietfontein).	ClIr Molotsi Johannes Mosito 078 465 7180 /079 430 3784	
		26	Tweelagte, Lengeneng, Phalane, Makoshong 2, Makoshong 2 Extension.	ClIr Hendrick Boy boy Sekao 079 117 7898	
		27	Mmorogong, Makgope, Maologane, Witrantjie, Mabelleng, Tlathlaganyane.	ClIr Joseph Shimane Sibanda 078 698 8536	
		28	Ledig Sections: Letlhabile (Upper & Lower), Seloshesha, Lekwadi, Kagiso 1, Reagile/Casablanca.	ClIr Rose Mapula Lukhele 079 126 2496	
		30	Ledig Sections: Zulu Section, Khalanyoni/Codesa, Khutsong /Zone 2,3,4 & 6, Pharama/Sofa sonke, Matooster, Mahobieskraal.	ClIr Tryphosa Botlhokwane 078 419 0694	
<b>CLUSTER 3</b>					
Lerome 10H00	Mayor's, Speaker's Offices IDP Unit	9	Moruleng (Matlotleng, Vuka, Matangwana, Greenside, Raserapane, Lesunyana), Ramoga, Lesetlheng (Portion).	ClIr Phadie Nqothula 082 616 6482	Thursday 18 April 2022
		10	Sandfontein (Boikhutso, Sepeding, Bakgatlheng).	ClIr George Moatshe 079 124 2823	
		15	Lerome Thabeng, Lerome South, Rantsubane Section.	ClIr Malesela Solomon Mabitsela 076 955 7843	
		16	Dikweipi 1 & 2, Welgeval Block 1 – 4, Agrico Block 6, Welgeval Block 5 (Raphurele).	ClIr J Raphadu	
		17	Lerome Mositwane, Lerome Mositwane East, Leruleng,	ClIr Solomon Mosweu Manganye	



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

Venue and time	Responsibility	Ward	Participants or Villages	Councillors & Contacts	Time Frame
			Phola Park	079 123 1388	
		22	Manamakgotheng (Legogolwe, Mositwana, Madibaneng, Merokwaneng, Selocha, Mabatlane, Vergenoeg, Matlotleng, Maeraneng, Tswereng, Tlapane), Lesetlheng (Lekutung, Tswaaneng, Lekubung).	Cllr Khutsafalo Mita Khunou 082 307 9731	
		31	Manamakgotheng (Poela, Rampipi, Taung, Matetswane, Ramautsu, Serobege), Huma, Segakwaneng & Phuting.	Cllr Orepa Gladys Kgarimetsa 073 240 8348	
		32	Moruleng Sections: (Letsheng, Ramonkgwe, Malebye, Mabodisa, Ramolope, Marapallo), Raserapane (From Mall to Stadium), Sections (Makresteng, Molapong).	Cllr Thapelo Petrus Thoboke 083 370 4300	
<b>CLUSTER 4</b>					
Kortkloof 10Hoo	Mayor's, Speaker's Offices IDP Unit	4	Uitkyk 1, Uitkyk 2, Brakkuil, Koffiekraal.	Cllr Bertha Ponosho Mmasepetlele 079 434 1914	Thursday 19 April 2022
		18	Pella, Kortloof/Letlhakane.	Cllr Joyce Mmamiki Radiokana 082 099 3476	
		19	Pella, Madikwe.	Cllr Herry kodongo 083 720 3455	
		20	Tlokweng.	Cllr Motsisi Obed Mogapi 063 046 5752	
		21	Tlokweng, Vrede, Seshibitswe.	Cllr Tshepo Khumalo 081 814 3377	
<b>CLUSTER 5</b>					
Maskoloane 10Hoo	Mayor's, Speaker's Offices IDP Unit	1	Goedehoop, Molatedi, Obakeng, Welverdiend/Nonceba, Welgeval /Los Metjeri, De – Brak, Dwarsberg/Dinokaneng, Mankaipaya, Rampampaspoort.	Cllr Kheswa Xolile Victor 072 050 8337	Thursday 20 April 2022
		2	Sesobe, Ramotlhajwe, Montsana, Khayakhulu, Letlhakeng, David Katnagel/Maretlwane, Pitsedisulejang, Ramokgolela.	Cllr Lesomo Lilian Poloko 073 346 2013	
		3	Mmatau, Moubana, Masekolane, Manamela, Siga, Voordonker.	Cllr Tladi Solomon Tlhabane 073 098 3246	
<b>CLUSTER 6</b>					
Ramokokastad 10Hoo	Mayor's, Speaker's Offices	11	Phadi/Pylkop, Mmorogong, Bojating.	Cllr Efesia Matshereng 082 5583517	Thursday 21 April 2022
		12	Ramokokastad (Selosessa, Niniva, Stateng, Villa Park,	Cllr Aron Ramothupi Ramokoka	



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

Venue and time	Responsibility	Ward	Participants or Villages	Councillors & Contacts	Time Frame
	IDP Unit		Lotwane, Thabeng).	079 113 9174	
<b>CLUSTER 7</b>					
Mogwase Sports Park 17:00	Mayor's, Speaker's Offices IDP Unit	13	Mogwase Stands, Mabele a Podi.	Cllr Patrick Modise Tame 072 698 5398	Thursday 21 April 2022
		15	Mogwase Unit 4 (portion).	Cllr Malesela Solomon Mabitsela 076 955 7843	
		33	Mogwase Unit 1, 2, 3, 4, 5 (South & North) & 8.	Cllr Diphetogo Rodney Mmolawa 072 943 2176	

**Section 7: IDP / PMS / Budget Process Plan Key Activities and Time Frames for Financial Year 2022/2023**

This section outlines the Planning Process with specific reference to the IDP/PMS/Budget Processes. Inclusive of Internal Audit processes. This part will provide the reader with an understanding of all processes to be followed internally and externally in amending/reviewing the IDP for the Financial 2022/2023 where approved and recommended by Council

**Annual Performance Reports must form part of the Annual Report and annual review of budget related policies:** “A municipality must prepare for each financial year a Performance report reflecting- *Performance of the municipality and of each external service provider during that Financial Year. A comparison of the performance referred to in paragraph (a) with targets set for and performances in the previous financial year; and Measures taken to improve Performance*

**7.1 Action Plan**

IDP Phases	Activity / Deliverables	Coordinating Dept.	Output	Legislative requirement	Time Frame
Preparation Phase	<b>1<sup>ST</sup> Quarter JULY 2021</b>				
	<b>INTEGRATED DEVELOPMENT PLAN (IDP)</b>				
	<input type="checkbox"/> Framework developed by Bojanala Platinum District Municipality with its local municipality within prescribed legislation	Office of Accounting Officer (AO): HOU: IDP	BPDM Framework noted by local municipality	<b>MSA No. 32 of 2000 (s27 MFMA No.56 of 2003 (s21)</b>	July - August 2021
	<input type="checkbox"/> Council Approval of Framework Plans & Process Plans (IDP/Budget and PMS Time Schedule)				
<input type="checkbox"/> Departmental Strategic plan: IDP Process Plan outline and Time Schedule					



IDP Phases	Activity / Deliverables	Coordinating Dept.	Output	Legislative requirement	Time Frame
	<input type="checkbox"/> Invites send out for stakeholder list update for IDP Representative Forum				
<b>BUDGET AND TREASURY OFFICE (BTO)</b>					
	<input type="checkbox"/> Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process	Chief Finance Officer	-	MFMA s 53	July 2021
	<input type="checkbox"/> Planning includes review of the previous year's budget process and completion of the Budget Evaluation Checklist				
<b>PERFORMANCE MANAGEMENT SYSTEM (PMS)</b>					
	<input type="checkbox"/> Consultation on performance and changing needs	Office of Accounting Officer (AO): HOU: IDP	-	MSA s 76-81	July 2021
<b>INTERNAL AUDIT (IA)</b>					
	<input type="checkbox"/> Approval of the Audit Committee Charter	Office of Accounting Officer (AO): HOU - Internal Audit	Audit Committee Charter	MFMA Section 166 and 165	July 2021
	<input type="checkbox"/> Approval of the Audit Committee schedule of meetings		Audit Committee schedule of meetings		
	<input type="checkbox"/> Approval of the Risk Based Audit plan by the Committee		Risk Based Audit plan		
	<input type="checkbox"/> Approval of the Internal Audit Charter		Internal Audit Charter		
<b>AUGUST 2021</b>					
<b>INTEGRATED DEVELOPMENT PLAN (IDP)</b>					
	<input type="checkbox"/> Self-assessment to identify gaps in the IDP process.	Municipal Manager's Office: HOU – IDP and PMS	Ongoing process for IDP/PMS/Budget Process Plan for 2022/2023 Financial Year outlining Key Activities  Adopted IDP/ PMS/ Budget Process Plan 2022/2023	MFMA s 21,22, 23; MSA No.32 of 2000 – s34 Chapter 4 MSA No.32 of 2000 (s28) MFMA Act No.56 of 2003: (s 21(1)(b) and 53(1)(b)	31 August 2021
	<input type="checkbox"/> Budget Steering Committee to discuss rollovers, savings declarations and new applications				
	<input type="checkbox"/> Review of comments received on the 2022/2023 Process Plan document.				
	<input type="checkbox"/> Budget Steering Committee to discuss rollovers, savings declarations and new applications				
	<input type="checkbox"/> 1st IDP Steering Committee Meeting				
	<input type="checkbox"/> Tabling of Draft IDP Process Plan to Portfolio Committee and EXCO for comments and recommendation.				
	<input type="checkbox"/> Draft IDP Process Plan for 2022/2023 tabled to Council.				
	<input type="checkbox"/> Mayor tables in Council a time schedule outlining key deadlines for preparing, tabling and approving the budget; reviewing the IDP and budget related policies and consultation processes at least 10 months				



IDP Phases	Activity / Deliverables	Coordinating Dept.	Output	Legislative requirement	Time Frame
<b>BUDGET</b>					
	<input type="checkbox"/> Accounting Officer to submit AFS to Auditor-General <input type="checkbox"/> Mayor tables in Council a time schedule outlining key deadlines for: preparing, tabling and approving the budget; reviewing the IDP and budget related policies and consultation processes at least 10 months before the start of the budget year – IDP/PMS Budget Process Plan Adoption <input type="checkbox"/> Mayor establishes committees and consultation forums for the budget process <input type="checkbox"/> Annual Financial Statement- compile and submit municipal audit file to the Auditor General <input type="checkbox"/> AFS/AR previous year's financial statements- submit Financial Statement and draft Annual Report to the Auditor General for Auditing	CFO and Office the Accounting Officer (AO): HOU -PMS	Adopted IDP/ PMS / Budget Process Plan 2022/2023	<b>MFMA Act No.56 of 2003: (s 21(1)(b) and 53(1)(b) Municipal Finance Management Act Guidance Circular 63 Municipal Finance Management Act No 56 of 2003 (s 126) (a)</b>	31 August 2021
<b>PERFORMANCE MANAGEMENT SYSTEM (PMS)</b>					
	<input type="checkbox"/> Signing of performance agreements by Municipal Managers and Senior Managers reporting to the Municipal Manager (2018/2019) <input type="checkbox"/> Tabling of Draft Annual Report to Audit Committee & Council. <input type="checkbox"/> Submission of 4 <sup>th</sup> Quarterly Reports (2021/2022) Performance aligned to SDBIP and Financial Reports <input type="checkbox"/> Submit draft previous financial year report and evidence to Internal Audit including annual financial statements and financial and non-financial information (APR) <input type="checkbox"/> Tabling of Draft Annual Report to Audit Committee & Council. <input type="checkbox"/> Submission of Draft Annual and s46 Report to AG.	Office of Accounting Officer (AO): HOU - PMS Office of Accounting Officer: HOU - PMS	Signed performance Agreements for MM & s56 managers publicized contracts (2021/2022) 2021/2022 Draft Annual Report and Annual Performance Report Approved Quarterly performance reports	<b>MFMA No.56 of 2003 (53(3)(b) MSA No. 32 of 2000 (s46) (1)(a)(b) and (2) MFMA No.56 of 2003 (c12) (s127) AND (Section 21) MFMA No.56 of 2003 (s52(3)(d) MPPR Reg. 14.</b>	August 2021
<b>INTERNAL AUDIT (IA)</b>					
	<input type="checkbox"/> Submission of Annual Financial Statement and Annual Performance Report (s46) Report to Audit Committee. <input type="checkbox"/> Submission of Annual Financial Statements and Annual Performance report (s46 Report) to AG	Office of Accounting Officer: HOU – PMS, HOU-IA and CFO	Annual Performance report Annual Financial Statements	<b>MFMA No.56 of 2003 (s52(3)(d) MPPR Reg. 14. MSA No.32 of 2000 s46</b>	August 2022
<b>SEPTEMBER 2021</b>					
<b>INTEGRATED DEVELOPMENT PLAN (IDP)</b>					
	<input type="checkbox"/> Assessment of existing level of development - Situational analysis				



IDP Phases	Activity / Deliverables	Coordinating Dept.	Output	Legislative requirement	Time Frame
	<input type="checkbox"/> Prepare analysis information on existing services, current backlogs and identification development priorities <input type="checkbox"/> Collect data from other sources, analyze impact of new information and unexpected events <input type="checkbox"/> Evaluate achievement of objectives and strategies *Get inputs from Sector Plan information <input type="checkbox"/> Advertisement of the IDP Process Plan in order to meet AG audit requirements. <input type="checkbox"/> Bojanala Platinum District joint IDP Managers Forum Meeting Framework Session for 2022-2027 IDP cycle for financial year 2022/2023 <input type="checkbox"/> Review of 2021/2022 Public Needs Analysis to determine the following issues: <ul style="list-style-type: none"> <li>- What needs to be improved for Community/Public Participation</li> <li>- What are possible plans and alternatives for the next Public Participation</li> <li>- Sharing presenting community inputsservice Delivery achievement by Departments</li> </ul> <input type="checkbox"/> Presentation and adoption of the Strategic Planningf Session for the Financial Year 20222023 <input type="checkbox"/> Notices to be given to local communities of the Planned Processes by Moses Kotane IDP Unit - <b>(Communications to advertise)</b> <input type="checkbox"/> Advertise the IDP/PMS & Budget Process Plan for information to our stakeholders on Municipal Website, Local Newspapers, Notice Boards, Tribal Offices, Libraries and Satellite offices <input type="checkbox"/> Advertise dates for 1st Round of Community Consultations to review Needs Analysis and Priorities <input type="checkbox"/> Council through the IDP review process determines strategic objectives for service delivery and development for next three-year budgets including review of provincial and national government sector and strategic plans	Municipal Manger's Office: HOU-IDP and	Update Departmental Status Quo	<b>Municipal Systems Act No. 32 of 2000 (s16,17 and 28)</b> <b>MSA Section 56(2)</b> <b>Municipal Finance Management Act No.56 of 2003 (s21)</b> <b>MSA Section 29(1)(b)</b>  <b>Municipal Finance Management Act Guidance</b>  <b>Municipal Systems Act No. 32 of 2000 (s28)</b>	September 2021
<b>BUDGET TREASURY OFFICE (BTO)</b>					
	<input type="checkbox"/> Assess implementation progress, overview of funding available per department (both from savings as well as internal budget and external funds). <input type="checkbox"/> Review performance and financial position. <input type="checkbox"/> Next three-year budget- advertise IDP time schedule in terms of budget consultation policy			<b>MFMA Guidance</b> <b>Municipal Finance Management Act</b> <b>Guidance Circular 63</b>	





IDP Phases	Activity / Deliverables	Coordinating Dept.	Output	Legislative requirement	Time Frame
	<input type="checkbox"/> Next three year budget-commence process of review of IDP and service delivery mechanisms to gauge impact of new or existing service delivery agreements and long term contracts on budget where appropriate <input type="checkbox"/> Next three year budget- determine strategic objectives for service delivery and development including backlogs for the next three year budget including reviews of their municipal, provincial and National government sector and strategic plans <input type="checkbox"/> Current Year – Consider monthly (section 71) report <input type="checkbox"/> Review implementation of budget and SDBIP	Chief Finance Officer		<b>Municipal Finance Management Act No 56 of 2003 (s 54 (1))</b>	September 2021
<b>PERFORMANCE MANAGEMENT SYSTEM (PMS)</b>					
	<input type="checkbox"/> Assess implementation progress, overview of funding available per department (both from savings as well as internal budget and external funds). <input type="checkbox"/> Submit report to Council and make public any amendment to the SDBIP- due end of the month <input type="checkbox"/> Review implementation of budget and SDBIP <input type="checkbox"/> Identify problems and recommend appropriate amendments. <input type="checkbox"/>	Office of Accounting Officer: HOU – PMS		<b>Municipal Systems Act No. 32 of 2000 (s34 (a) and 77 (f))</b>	September 2021
<b>INTERNAL AUDIT (IA)</b>					
	Auditor General Audit of performance measures. REMOVE THIS ONE	Internal Audit	Audit Committee report		September 2021
	Audit Committee report to Council				
<b>2<sup>nd</sup> Quarter:</b>		<b>October 2021</b>			
<b>INTEGRATED DEVELOPMENT PLAN (IDP)</b>					
Situational Analysis & Stakeholder Analysis	<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)	Office of the Accounting Officer (AO) : HOU - IDP	Community Needs/ Priorities and Challenges Updated Needs Analysis  Assessment of existing level of development and Reviewed Polices	<b>Municipal Systems Act No. 32 of 2000 (s17(1) and 28 (3))</b> <b>Municipal Systems Act No. 32 of 2000 (s17(1) and 28 (3))</b> <b>Municipal Systems Act No. 32 of 2000 (s17(1) and 28 (3))</b>	October –
	<input type="checkbox"/> 1 <sup>st</sup> Round of Community Consultations on Needs Collections and update. Mechanisms, processes and procedure for public participation				
	<input type="checkbox"/> Engages 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"/> Update policies, priorities and objectives. <input type="checkbox"/> Determine revenue projections and policies.				



IDP Phases	Activity / Deliverables	Coordinating Dept.	Output	Legislative requirement	Time Frame
	<input type="checkbox"/> Integration of information from adopted Sector Plans into the IDP Review document. <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"/> Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. <input type="checkbox"/> Identification of priority IDP projects. <input type="checkbox"/> Project alignment between the DM and LM's <input type="checkbox"/> 2 <sup>nd</sup> IDP Steering Committee : Mechanisms, processes and procedure for public participation <input type="checkbox"/> Plans for 1 <sup>st</sup> IDP Representative Forum to discuss: Progress Report for 2021/2022 Projects, Implementation				November 2021
	<b>BUDGET</b>				
	<input type="checkbox"/> Budget offices of municipality and entities determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives <input type="checkbox"/> 1 <sup>st</sup> Round of Community Consultations on tariffs, Indigent credits, Credit control mechanisms and the Free Basic Services <input type="checkbox"/> Accounting officer does initial review of national policies and budget plans and potential price increases of bulk resources with function HOD's <input type="checkbox"/> Determine revenue projections and policies. <input type="checkbox"/> Next three year budget - conclude initial consultation and review, establish direction and policy, confirm <input type="checkbox"/> Next three year budget - implementation budget and IDP time schedule <input type="checkbox"/> Next three year budget – Establish appropriate committees and consultation forum and plan programme of internal and public meetings, to update community needs analysis and obtain feedback on past year's performance <input type="checkbox"/> Next three year budget – commence preparation of departmental operational plans and service delivery and budget implementation plan aligned to strategic priorities in the IDP and inputs from other stakeholders including government and bulk service providers (and NER)	Chief Finance Officer, Chief Finance Officer	<b>Municipal Finance Management Act Guidance</b>	<b>MFMA s 35, 36, 42; MTBPS Municipal Finance Management Act Guidance and Circular 63</b>	October 2021



IDP Phases	Activity / Deliverables	Coordinating Dept.	Output	Legislative requirement	Time Frame
	<b>PERFORMANCE MANAGEMENT SYSTEM (PMS)</b>				
	<input type="checkbox"/> Council to submit unaudited tabled annual report to MPAC for vetting and verification of councils' directive on service delivery and the committee to evaluate Senior Managers' performance agreement entered into	Office of the Accounting Officer (AO): HOU-PMS		<b>MPPR Reg. 14 Municipal Systems Act No 32 of 2003 (s16 and 17) MFMA Sect 166 &amp; MPPR Reg. 14(3)(a) MPPR Reg. 14(3)(b).</b>	October 2021
	<input type="checkbox"/> Quarterly Audit Committee meeting s56 Managers' Performance Assessments.				
	<input type="checkbox"/> Evaluation Panel for Assessment of Sect 56 Managers HOD's				
	<input type="checkbox"/> Conduct quarterly reviews with HODs				
	<input type="checkbox"/> Compilation of first quarter reports with HOD's				
	<input type="checkbox"/> First Quarter 1 Performance report tabled to Council 2021/2022 (July - Sept)				
	<input type="checkbox"/> Sect 57 Managers' quarterly <b>informal</b> assessments (for first quarter of 2021/2022)				
	<input type="checkbox"/> Reports on Projects Progress Reports and any other Community related Issues on policies and sector plans review / development.				
	<input type="checkbox"/> Previous year- commence preparation of annual report utilizing financial and non-financial information first reviewed as part of the budget and IDP analysis				
<b>NOVEMBER 2021 : IDENTIFICATION OF STRATEGIC FOCUS AREA</b>					
<b>INTEGRATED DEVELOPMENT PLAN (IDP)</b>					
<b>Strategi es Phase</b>	<input type="checkbox"/> 2 <sup>nd</sup> IDP Representative Forum: Needs Analysis Report and Priorities Project Progress Report	Municipal Managers Office: HOU - IDP	Consolidate Needs Analysis Aligned IDP Projects  Municipal Strategic Direction	<b>Municipal Systems Act No. 32 of 2000 (s16, 17(1) and 28 (3)) MFMA No. 56 of 2003 (s21)  MFMA of 2003 (s 35(c) and 37(1)(b))</b>	Novemb er 2021
	<input type="checkbox"/> Consolidation of the session outcomes to inform all planning for IDP amendment				
	<input type="checkbox"/> Review and updating of the IDP Vision, Mission and Objectives.				
	<input type="checkbox"/> Institutional Strategic Planning Session				
	<input type="checkbox"/> Objectivs and Development Priorities				
	<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					



IDP Phases	Activity / Deliverables	Coordinating Dept.	Output	Legislative requirement	Time Frame
	<b>BUDGET AND TREASURY OFFICE (BTO)</b>				
	<input type="checkbox"/> Formulation of draft tariffs for 2021/2022 based on three alternative scenarios	Chief Finance Officer and Municipal Manager's Office: HOU-IDP	Aligned IDP Projects	<b>MFMA Act 56 of 2003 (s 35(c) and 37(1)(b) and Municipal Systems Act No. 32 of 2000 (s24 and 26) MFMA of 2003 (s 35(c) and 37(1)(b) Municipal Internal Processes</b>	November 2021
	<input type="checkbox"/> Next three-year budget- commence community and stakeholder consultation		Tentative Financial Framework for Projects		
	<input type="checkbox"/> Next three year budget- conclude first budget draft and policies for initial Council discussions		Identification of Projects		
	<input type="checkbox"/> Project Identification: review programmes and projects to provide for priorities and output desired/ projections for the next three years		Project Output, Targets, and Location for implementation		
	<input type="checkbox"/> Development of new plans, amend and preparations of project plans as part of the budget processes. <b>(CAPEX AND OPEX)</b>				
	<input type="checkbox"/> BTO to action communications and reminders to all Departments				
	<input type="checkbox"/> Department to discuss and or revise approved outer year's capital projects in collaboration with the Portfolio Committees and to ensure that project plans are send to BTO		Costs / Projections and Budget estimates		
	<input type="checkbox"/> BTO to commence with the compilation of the Draft Capital budget for 2022/2023 financial year				
	<b>INTERNAL AUDIT (IA)</b>				
	<input type="checkbox"/> Auditor-General's report	Chief Finance Officer and Municipal Manager's Office: HOU-Internal Audit	Audit Report	<b>MFMA 126(4)]</b>	Nov 2021
	<b>DECEMBER 2021</b>				
	<b>INTEGRATED DEVELOPMENT PLAN (IDP)</b>				
	<input type="checkbox"/> Present first 2022/2023 Draft IDP TO Portfolio Committee, EXCO for noting and progress	Office of the Accounting Officer (AO): HOU - IDP	Aligned processes	<b>MSA No. 32 of 2000 (s 26)</b>	December 2021
	<input type="checkbox"/> Consolidation and alignment with national, provincial and district strategies				
	<b>BUDGET AND TREASURY OFFICE (BTO)</b>				
	<input type="checkbox"/> Next three Year budget- finalize first draft departmental operational and service delivery and budget implementation plan for review against strategic priorities.		Budget Aligned Project per DORA and MSCOA (Per National Treasury Schedules Circular) MTREF		December 2021
	<input type="checkbox"/> All Departments to prepare/ amend 2022/2023 projections for the financial year 2023/2024, 2024/2025 <input type="checkbox"/> Project alignment between the DM and LM's. <input type="checkbox"/> Workshop proposal				



IDP Phases	Activity / Deliverables	Coordinating Dept.	Output	Legislative requirement	Time Frame
	<b>PERFORMANCE MANAGEMENT SYSTEM (PMS)</b>				
	<input type="checkbox"/> Setting of project targets and indicators	Chief Financial Officer and Office of the MM: HOU-PMS		<b>MFMA No.56 of 2003 MFMA Guidance</b>	Decemb er 2021
	<input type="checkbox"/> Evaluation, report and assessment of 2021/2022 Capital Projects, implementation Progress / the Mid Term performance of the SDBIP				
<b>3<sup>rd</sup> Quarter</b>		<b>JANUARY 2022</b>			
	<b>INTEGRATED DEVELOPMENT PLAN (IDP)</b>				
	<input type="checkbox"/> Complete draft of 2022/2023 IDP				January 2022
	<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.				
	<b>BUDGET</b>				
	<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		<b>MFMA No.56 of 2003 (s131 (1) MFMA Sect 127(2). MSA s 74, 75 MFMA No.56 of 2003 (s 29) MFMA.56 of 2003 (s 28) MFMA No.56 of 2003 (s 127) (5) MFMA s 87(1)</b>	January 2022
	<input type="checkbox"/> Council finalises tariff (rates and service charges) policies for next financial year				
	<input type="checkbox"/> Accounting officer and senior officials consolidate and prepare proposed budget and plans for next financial year taking into account previous year's performance as per audited financial statements				
	<input type="checkbox"/> Current Year- further review all aspects of budget including any unforeseen and unavoidable expenditure in light of need for an adjustment budget				
	<input type="checkbox"/> Current Year- where necessary consider Tabling and Approval of the Adjustment budget				
	<input type="checkbox"/> Accounting officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January 2022)				
	<input type="checkbox"/> Next three Year Budget- Entity board of directors must approve and submit proposed budget and plans to the parent municipality at least 150 days before the start of the budget year				



IDP Phases	Activity / Deliverables	Coordinating Dept.	Output	Legislative requirement	Time Frame
<b>PERFORMANCE MANAGEMENT SYSTEM (PMS)</b>					
	<input type="checkbox"/> Mayor tables draft Annual Report for 2020/2021 <input type="checkbox"/> Council Adopts draft Annual Report for the year ending June 2022. <input type="checkbox"/> Mid Year Performance Review <input type="checkbox"/> Make public Annual Report and invite community to submit presentation in connection with the annual report <input type="checkbox"/> Submit Annual report to the Audit General, Provincial department responsible for local government <input type="checkbox"/> Compilation of second quarter <b>(2<sup>nd</sup> Quarter) Reports</b> <input type="checkbox"/> Second quarter Reports tabled to Council (for second quarter of 20/21)			(MFMA Sect 127 & MSA Sect 21a). MPPR Reg. 14	January 2022
<b>INTERNAL AUDIT (IA)</b>					
	<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	Chief Finance Officer (CFO) and Internal Audit	PAAP Audit Committee report	MFMA Sec 166	January 2022
<b>FEBRUARY 2022</b>					
<b>INTEGRATED DEVELOPMENT PLAN (IDP)</b>					
	<input type="checkbox"/> Refine strategies, programmes and draft projects as necessary for MTREF period, with keyperformance indicators and targets (as per strategic plan outcome) <input type="checkbox"/> IDP/PMS/ Budget Steering Committee Meeting - KPAs to present planning and implementation progress <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	Office of the Accounting Officer: HOU IDP	Participatory Engagements to develop the Draft IDP Cycle	Local Government Municipal Systems Act (LGMSA) Section 21 and 41	February 2021
<b>BUDGET</b>					
	<input type="checkbox"/> Compilation of Adjustment Budget and IDP Amendments <input type="checkbox"/> Mid – Year Budget and Performance benchmarkby Assessments with National treasury,Provincial treasury and other stake holders <input type="checkbox"/> Reprioritization of Projects discussions with the Mayor and Executive Committee Meeting to discuss Budget Adjustment <input type="checkbox"/> Budget Adjustment to approved by Council Meeting <input type="checkbox"/> Accounting officer finalises and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent	Chief Financial Officer	Draft Annual Budget	MSA s24 MFMA of 2003 (s 35(c) and 37(1)(b)) MSA No 32 of 2000 (s 24) MFMA of 2003 (s 35(c) and 37(1)(b))	February 2022



IDP Phases	Activity / Deliverables	Coordinating Dept.	Output	Legislative requirement	Time Frame
	<p>mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report</p> <p><input type="checkbox"/> Draft Annual Budget: Discussions on draft capital and operating Budget at the Budget Steering Committee Meeting</p> <p><input type="checkbox"/> Draft Annual Budget: Discussions on draft capital and operating Budget at the Budget Steering Committee Meeting</p>			<p>MSA No 32 of 2000 (s 24)</p> <p>MFMA of 2003 (s 35(c) and 37(1)(b))</p>	
<b>PMS</b>					
	<p><input type="checkbox"/> Submission of Mid Term (2021/2022) Performance Reports – SDBIP and Financial Performance Reports</p> <p><input type="checkbox"/> EXCO adopts budget and plans and changes to IDP</p> <p><input type="checkbox"/> Council considers municipal entity proposed budget and service delivery plan and accepts or makes recommendations to the entity</p> <p><input type="checkbox"/> Mayor tabled audited Annual Report and financial statements to Council</p> <p><input type="checkbox"/> Audited Annual Report is made public e.g. posted on municipality's website</p> <p><input type="checkbox"/> Oversight report is submitted to Legislators, Treasuries and DLG</p>	Office of the Accounting Officer: HOU PMS	Annual Report	<p>MSA No 32 of 2000 (s24)</p> <p>MFMA of 2003 (s 35(c) &amp; 37(1)(b) &amp; (s 72)</p> <p>MFMA s 87(2)</p> <p>MFMA Circular 63, MFMA S 129</p>	February 2022
<b>INTEGRATION PHASE</b>					
<b>MARCH 2022</b>					
<b>INTEGRATED DEVELOPMENT PLAN (IDP)</b>					
	<p><input type="checkbox"/> Final Five Year Draft IDP for the 2022/2027 adopted by Council</p> <p><input type="checkbox"/> Representative Forum to present final projects and programmes from Stakeholders (Mining Houses, Sector Departments, NGO's, and all programmes that will guide IDP 2022/2023)</p> <p><input type="checkbox"/> Finalization of Municipal Strategies, Objectives, KPA's, and KPI's and targets. Adoption of Draft IDP and Budget 2022/2023</p> <p><input type="checkbox"/> Third 3rd Steering Committee Meeting (Strategic Planning Session).</p> <p><input type="checkbox"/> Third IDP Rep Forum to discuss the Draft IDP 2023/2023</p>	Office of the Accounting Officer (AO): HOU IDP	Five Year Draft IDP for 2022/2027 for financial year 2022/2023	<p>MSA No 32 of 2000 (s29)</p> <p>MFMA No 56 of 2003 (s 21) MFMA s 87(2)</p> <p>MSA No 32 of 2000 (s23) (MFMA s17)</p>	March 2022
<b>BUDGET AND TREASURY OFFICE (BTO)</b>					
	<p><input type="checkbox"/> Consultation with the Division of Revenue Act (DORA) in order to determine National and Provincial Allocations</p> <p><input type="checkbox"/> Accounting officer reviews any changes in prices for bulk resources as communicated and consulted</p> <p><input type="checkbox"/> Mayor tables draft budget, resolutions, plans and changes to IDP at least 90 days before the start of the financial year.</p>	Chief Finance Officer		<p>MFMA No 56 of 2003 (s 21)</p> <p>MFMA s 42</p> <p>MSA 34</p>	March 2022



IDP Phases	Activity / Deliverables	Coordinating Dept.	Output	Legislative requirement	Time Frame
	<b>PERFORMANCE MANAGEMENT SYSTEMS (PMS)</b>				
	<input type="checkbox"/> Quarter 3 Performance reporting (Jan - March)	Office of the Accounting Officer (AO): HOU PMS		<b>MBRR Regulation 35(1)</b>	March 2022
	<b>INTERNAL AUDIT (IA)</b>				
	<input type="checkbox"/> Audit Committee meeting	Office of Accounting Officer (AO): HOU Internal Audit	Audit Committee Pack		March 2022
	<input type="checkbox"/> Report of the Audit Committee to Council		Audit Committee report		
	<b>APRIL 2022</b>				
	<b>INTEGRATED DEVELOPMENT PLAN (IDP)</b>				
	<input type="checkbox"/> Draft IDP to be submitted to MEC for assessment by CoGTA	Office of Accounting Officer (AO): HOU IDP	Compliance with legislation Aligned Plans with the National Agenda	<b>MSA 32 (a)(b)(c)(d)</b> <b>MSA 26 (d)</b>	April 2022
	<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. (due to COVID19) other forms of consultations can be used				
	<input type="checkbox"/> Attend draft IDP assessment and feedback Session- arranged provincially.				
	<b>BUDGET AND TREASURY OFFICE (BTO)</b>				
	<input type="checkbox"/> Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and taking into account the results from the third quarterly review of the current year	Office of Accounting Officer (AO): HOU IDP; HOU PMS and CFO	Consulted communities in Local Government	<b>MFMA s21</b>	April – May 2022
	<input type="checkbox"/> Public hearings on the Budget, Council Debate on Budget and Plans. <input type="checkbox"/> Budget and Benchmark Assessments with National treasury, Provincial treasury and other stake holders				
	<b>PERFORMANCE MANAGEMENT SYSTEMS (PMS)</b>				
	<input type="checkbox"/> Prepare departmental business plans linked to the IDP strategies, objectives, KPI's and targets.	Office of Accounting Officer (AO): HOU PMS		<b>MFMA s 87(2)</b> <b>MPPR Reg. 14</b> <b>MPPR Reg. 11)</b>	April 2022
	<input type="checkbox"/> Third quarterly reports tabled to Council for 2021/2022				
	<input type="checkbox"/> Sect 57 Managers' quarterly assessments				
	<input type="checkbox"/> Review annual organisational performance targets				





IDP Phases	Activity / Deliverables	Coordinating Dept.	Output	Legislative requirement	Time Frame
<b>MAY 2022</b>					
<b>INTEGRATED DEVELOPMENT PLAN (IDP)</b>					
	<input type="checkbox"/> To incorporate relevant comments to the Final reviewed IDP 2022/2023	Chief Financial Officer Municipal Manger's Office: HOU – IDP and HOU-PMS  Corporate Support Services	Public Comments and Approved IDP for KMLM Advert	<b>MFMA Sec 22(a)</b> <b>MBRR Reg 15 (1)</b> <b>MSA No 32 of 2000</b> <b>(s16.17 and 28))</b>  <b>MFMA No 56 of 2003 (s 21)</b> <b>MFMA s 23, 24; MSA Ch 4</b> <b>MFMA Sec 24 (1)</b>	May 2022
	<input type="checkbox"/> Fourth 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"/> Fourth IDP/PMS/Budget Representative Forum for 22/23				
	<input type="checkbox"/> Review the IDP Annually and may amend the IDP in line with Municipal Planning and Performance Management Regulation 3				
	<input type="checkbox"/> Final IDP and Budget adoption by Council				
<b>BUDGET AND TREASURY OFFICE (BTO)</b>					
	<input type="checkbox"/> Draft SDBIP's for 2022/2023 developed and for incorporation into draft IDP 2022/2023 financial year (FY).	Chief Financial Officer	Aligned Budget	<b>MFMA s 23, 24; MSA Ch 4</b> <b>as amended</b>	May 2022
	<input type="checkbox"/> Tabling of the final budget, budget related policies as well as plans at least 30 days before start of budget year.				
	<input type="checkbox"/> Accounting officer assists the Mayor in preparing the final budget documentation for consideration for approval at least 30 days before the start of the budget year taking into account consultative processes and any other new information of a material nature				
<b>PERFORMANCE MANAGEMENT SYSTEMS (PMS)</b>					
	<input type="checkbox"/> Draft SDBIP's for 2022/2023 developed and for incorporation into draft IDP 2022/2023 financial year (FY).	Office of the Accounting Officer (AO): Municipal Manger's Office: HOU – IDP and HOU-PMS		<b>MSA No 32 of 2000</b> <b>(s16.17 and 28))</b> <b>MFMA No 56 of 2003 (s 21)</b>	
	<input type="checkbox"/> Sect 57 Managers' formal quarterly assessment				
<b>JUNE 2022</b>					
<b>INTEGRATED DEVELOPMENT PLAN (IDP)</b>					
	<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,	Office of the Accounting Officer: HOU: IDP	Publication of approved IDP and annual budget and related documents including resolutions	<b>MSA s25(4)(a)(b) and</b> <b>(s21A &amp; s21B)</b> <b>MFMA No. 56 of 2003</b> <b>(22)</b> <b>Municipal Budget and</b> <b>Reporting Regulation 18</b>	
	<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.				



IDP Phases	Activity / Deliverables	Coordinating Dept.	Output	Legislative requirement	Time Frame
	<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.				June 2022
	<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				
<b>BUDGET AND TREASURY OFFICE (BTO)</b>					
	<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.	Office of the Accounting Officer: HOU: IDP Chief Finance Officer HOU: Communications and IGR	Publication of approved IDP and Annual budget and related documents including resolutions	MSA s25(4)(a)(b) and (s21A & s21B) MFMA No. 56 of 2003 (22) Municipal Budget and Reporting Regulation 18 MFMA sections 16, 24, 26, 53	June 2022
	<input type="checkbox"/> Council must approve annual budget by resolution, setting taxes and tariffs, approving changes to IDP and budget				
	<input type="checkbox"/> Must also adopt related policies, approving measurable performance objectives for revenue by source and expenditure by vote before start of budget year				
	<input type="checkbox"/> Accounting officer submits to the mayor no later than 14 days after approval of the budget a draft of the SDBIP and annual performance agreements required by s 57(1)(b) of the MSA				
<b>PERFORMANCE MANAGEMENT SYSTEMS (PMS)</b>					
	<input type="checkbox"/> Mid-Year Budget Performance Assessment 2021/2022	HOU: PMS Municipal Manager's Office: HOU - PMS		Municipal Finance Management Act No 56 of 2003 (s 72(1)) MFMA No. 56 of 2003 (69(3))	June 2022
	<input type="checkbox"/> Mayor must approve SDBIP within 28 days after approval of the budget and ensure that annual performance contracts are concluded in accordance with sect 57(2) of the MSA.				
	<input type="checkbox"/> The mayor submits the approved SDBIP and performance agreements to council, MEC for local government and makes public within 14 days after approval in the Local Newspaper				
	<input type="checkbox"/>				
<b>INTERNAL AUDIT (IA)</b>					
	<input type="checkbox"/> Quartely Audit Committee meetings for financial year 2021/2022	Office of Accounting Officer: HOU – Internal Audit			June 2022
	<input type="checkbox"/> Approval of the reviewed Audit Committee Charter				
	<input type="checkbox"/> Approval of the Risk Based Audit Plan				
	<input type="checkbox"/> Quartely submission of the Audit Committee reports to Council				



## 7.2 Summarised version of Key activities 2022/2023 IDP/PMS/Budget Process Plan

IDP Phases	Activity	Time Frames
Preparation Phase (Jul – Sep 21)	Develop Draft 2022/2023 IDP/PMS/Budget Process Plan	July 2021
	Align with BPDM IDP Framework	July 2021
	1 <sup>st</sup> IDP Steering Committee	13 August 2021
	Table Draft 2022/2023 IDP /PMS /budget Process Plan to Council	31 August 2021
	Advertise Draft IDP/PMS/Budget Process Plan	6 September 2021
	1 <sup>st</sup> IDP Representative Forum	16 September 2021
Analysis / Strategies Phase (Oct. – Dec 21)	IDP Community Consultations	14 – 28 October 2021
	Strategic Planning Session	16 – 18 November 2021
	2 <sup>nd</sup> IDP Steering Committee	20 November 2021
	2 <sup>nd</sup> IDP Representative Forum	23 November 2021
	Alignment with National, Provincial and District Strategies	November – December 2021
	Project Identification: review programmes and projects to provide for priorities and output desired/ projections for the next three years	December 2021
Projects Phase (Jan – Mar 22)	Consolidation and alignment	February 2022
	3 <sup>rd</sup> IDP Steering Committee	1 March 2022
	3 <sup>rd</sup> IDP Representative Forum	4 March 2022
	Tabling of the Draft IDP/Budget to Council	31 March 2022
Intergration / Approval Phase (Apr – Jun)	Advertise Draft IDP 2022/2023 & Budget for public comments	6 April 2022
	IDP Community Consultations - 2 <sup>nd</sup> Sessions	15 – 21 April 2022
	Screening, alignment and consolidation of inputs from communities	May 2022
	Consolidation and alignment	May 2022
	4 <sup>th</sup> IDP Steering Committee	5 May 2022
	4 <sup>th</sup> IDP Representative Forum	20 May 2022
	Table the 2022/2023 IDP & Budget to Council	31 May 2022



### 7.3 Schedule of EXCO, Speaker's Office, Council and Ward Committee Meetings

#### 7.3.1 Office of the Mayor: Executive Committee Schedule (EXCO) - Office of the Mayor: Financial Year: 2021/2022

EXCO	JULY 2021	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	JUN 2022
ORDINARY	22	18	22	20	1	08	19	16	16	20	18	15

#### 7.3.2 Office of the Speaker: - Schedule for Portfolio Committees: Financial Year 2021/2022

PORTFOLIO	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Infrastructure	5	3	4	5	3	1	1	4	1	5	8
Community Services & Public Safety	6	7	5	10	8	12	9	9	5	6	2
Local Economic Development	3	6	6	3	7	11	8	4	6	9	8
Finance & BTO	12	16	19	17	10	19	17	18	12	18	14
Planning & Development	4	8	7	2	9	13	3	8	7	11	8
Corporate & Fleet Management Services	2	9	8	4	2	14	7	3	8	12	9
Municipal Public Accounts Committee											

#### 7.3.3 Ordinary Council Meetings for Financial Year 2021/2022

ORDINARY COUNCIL MEETINGS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
	30	29	26	31	28	13	30	27	31	30	28	30

#### 7.3.4 Ward Committee Schedule for Financial Year 2021/2022

WARDS	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1,2,3	2	10	13	8	10	1	12	7	10	4	9	7
5,7,29,6,8,24	7	4	9	7	11	9	14	9	9	7	5	9
9,22,17,16,31,32	8	5	6	8	10	7	12	11	8	6	11	8
10,13,15,11,12,33	9	12	7	11	15	8	7	10	11	5	12	10
14,27,28,30	14	6	10	13	16	6	10	8	9	8	10	14
23,24,25,26	13	12	8	12	10	7	12	10	10	8	12	13
16,19,20,21	9	10	9	11	12	1	10	7	7	4	10	15
Ward Councillors Forum	16 July 2021			19 November 2021			18 February 2022			20 May 2022		



#### 7.4 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 capacitation 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)	2 400 000
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
IDP Promotional material	200 000

#### 7.5 Conclusion

The approval of the process plan will allow for the IDP review as prescribed by Municipal System Act and Municipal Finance Management Act in accordance with prescribed processes with specific milestones and targets as required by applicable legislation

#### 7.6 Abbreviations

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
LGMSA	Local Government Municipal Systems 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
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 & Manager

