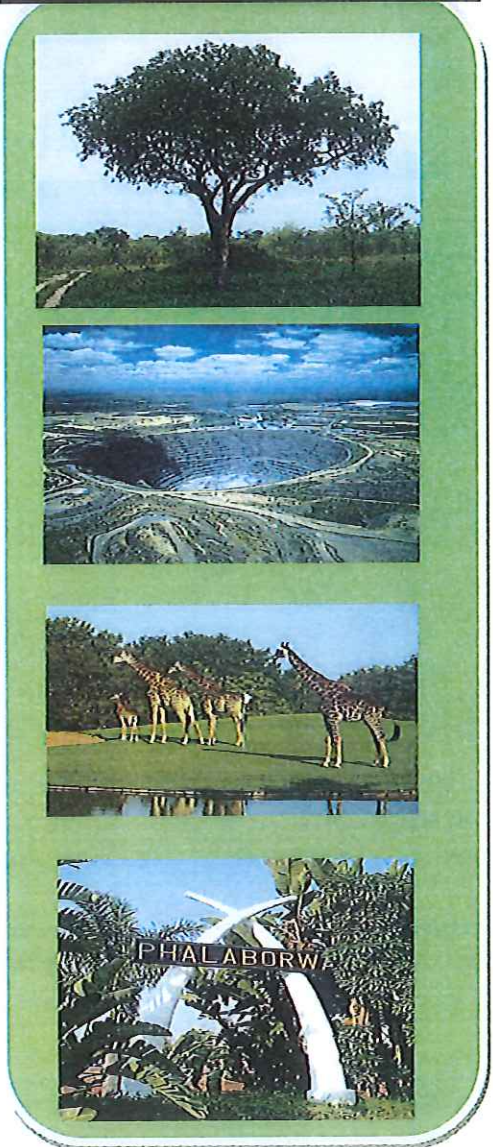
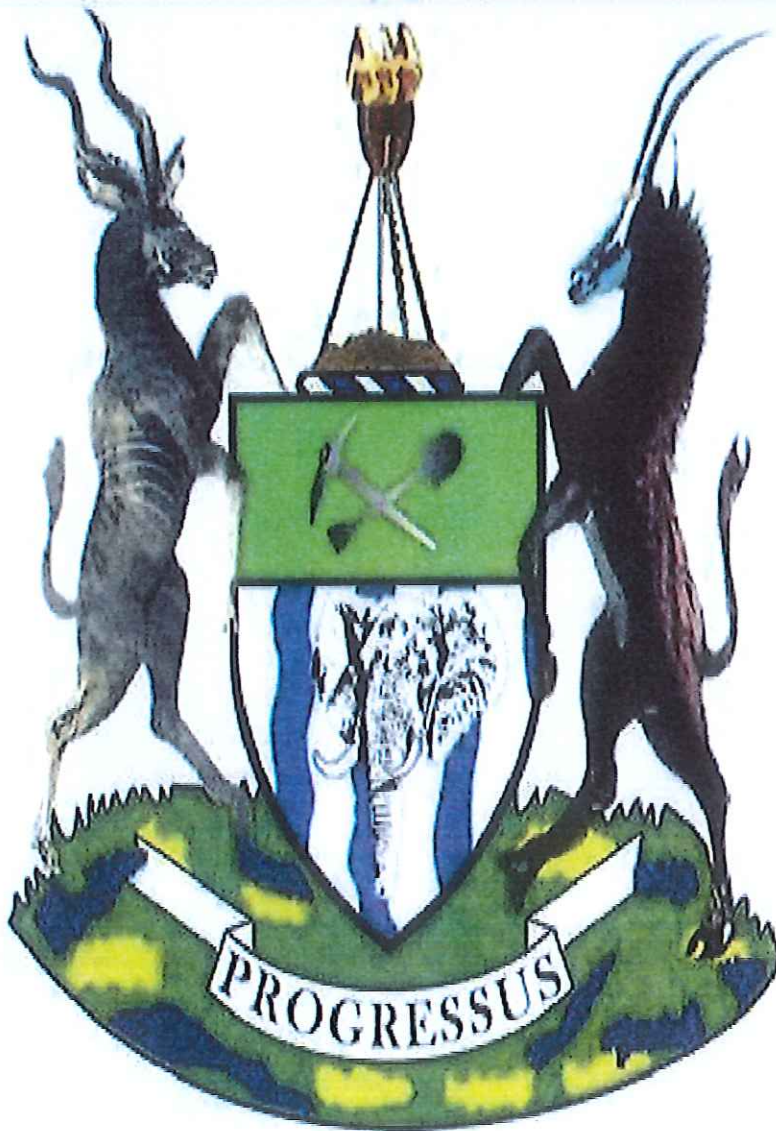


Ba-Phalaborwa Municipality

Draft IDP/Budget/PMS/MPAC Framework & Process Plan 2016 - 2017



THE HOME OF MARULA AND WILDLIFE TOURISM

Month	Activity	Time-frame
		Ba-Phalaborwa Municipality
	<ul style="list-style-type: none"> Exco considers Draft IDP, Budget & PMS Mayor tables Final 2015/16 IDP, Budget & PMS for final approval/adoption 	<ul style="list-style-type: none"> 28/05/2014 31/05/2014
		Mopani District Municipality
		Budget
	<ul style="list-style-type: none"> Consider the views of the community and other stakeholders on the 2015/16 budget. Respond to submissions received & if necessary revise the budget and table amendments for council consideration. Mayor tables Final 2015/16 Rates policy and Property rates by-law 	<ul style="list-style-type: none"> 14/05/2015 – 17/05/2015 15/05/2015 – 18/05/2015 31/05/2015
		PMS
	<ul style="list-style-type: none"> Approve the 2015/16 SDBIP- final date under legislation 26 July 2015 	<ul style="list-style-type: none"> 31/05/2015
		MPAC
	<ul style="list-style-type: none"> Consider the Draft IDP, Budget and PMS Make recommendations to council on municipal tariffs and capital plan Consider third Quarter 	<ul style="list-style-type: none"> 01/05/2015-20/05/2015 11/05/2015-20/05/2015 01/05/2015-20/05/2015

1. Introduction

Section 28 of the Municipal Systems Act, Act 32 of 2000 requires that each Municipal Council adopts a process plan that would guide the planning, drafting, adoption and review of the IDP and Budget. The Process Plan should have clear and established mechanisms, procedures and processes to ensure proper consultation with the local communities. It should indicate clearly how the IDP process will work, who will be responsible for what, time frames and milestones will be set and a budget will be aligned to the programme.

2. Content of the IDP Process Plan

Mopani District Municipality Framework and Ba-Phalaborwa Municipality IDP Process Plans are outlined as follows:

- Phases and activities of the IDP process
- Structures that will manage the planning process and their respective roles
- Public/community participation
- Time schedule for the planning process and
- Monitoring of the process

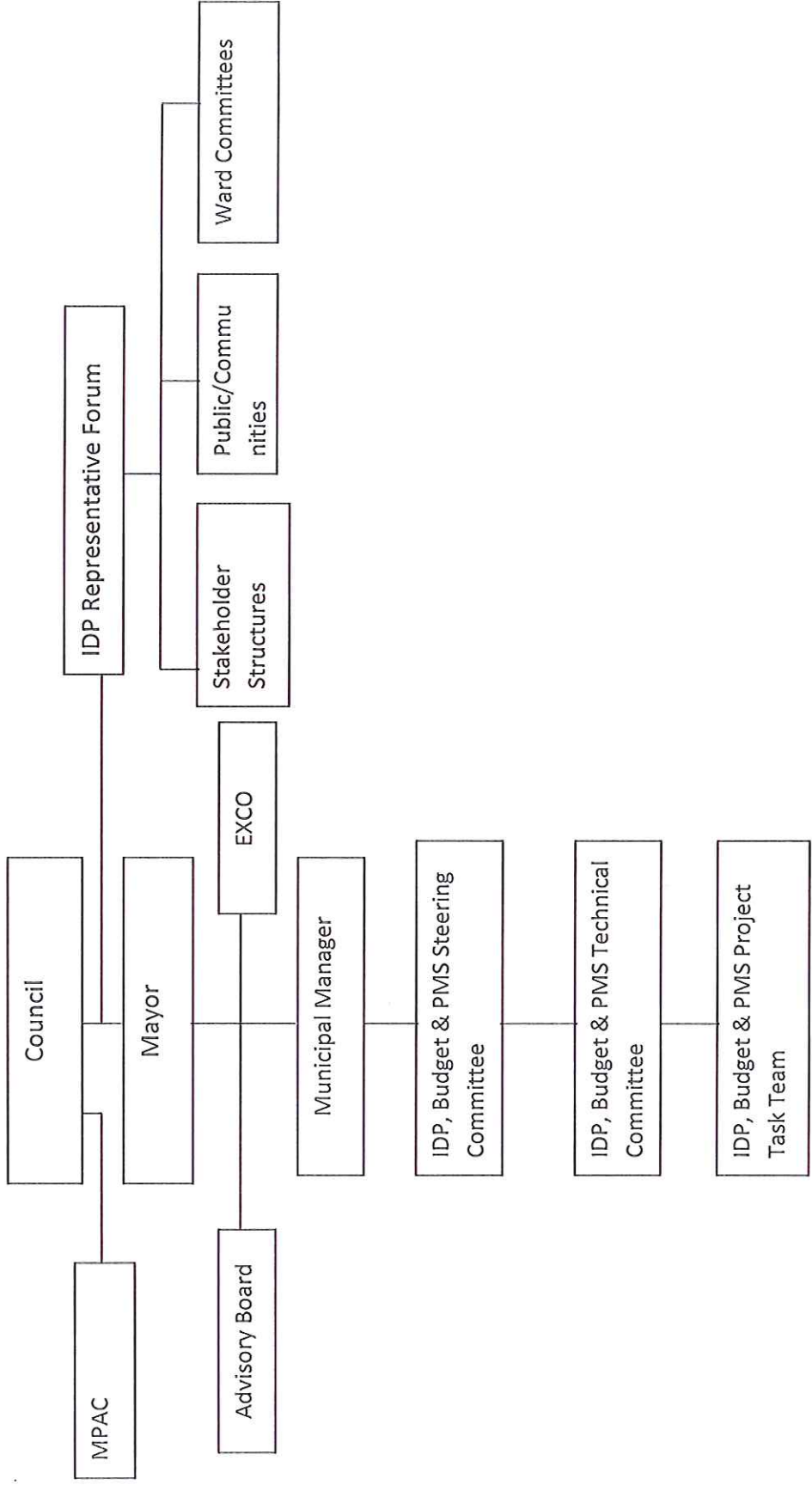
3. Phases and Activities of the IDP Process

The table below shows the phases/stages of the IDP Process and Activities entailed for the review of the 2015/16 IDP:

Stages/Phases of the IDP Process	
IDP Phases	Activities
Preparatory Phase	<ul style="list-style-type: none">- Identification and establishment of stakeholders and/or structures and sources of information.- Development of the IDP Framework and Process Plan.
Analysis Phase	<ul style="list-style-type: none">- Compilation of levels of development and backlogs that suggest areas of intervention.
Strategies Phase	<ul style="list-style-type: none">- Reviewing the Vision, Mission, Strategies and Objectives.
Projects Phase	<ul style="list-style-type: none">- Identification of possible projects and their funding sources
Integration Phase	<ul style="list-style-type: none">- Sector plans summary inclusion and programmes of action

4. Structures that manage/drive the IDP, Budget, PMS and MPAC process

The following diagram is a schematic representation of the organisational structure that drives the IDP Process:



Structures that manage/drive the IDP Process			
Structure	Composition		Role
	Ba-Phalaborwa	Mopani	
	(Chair: Speaker)	(Chair: Speaker)	<p>Framework and Process plan.</p> <ul style="list-style-type: none"> Deliberate, adopt and approve the IDP.
Mayoral Committee/ EXCO	Mayor, Portfolio Heads, Municipal Manager, Directors, and IDP Manager (Chair: The Mayor)	Executive Mayor, Portfolio Heads, Municipal Manager and Senior Managers/Directors (Chair: Executive Mayor)	<ul style="list-style-type: none"> Provide political oversight in the development of the IDP Assign responsibilities to Municipal Manager Deliberate and adopt IDP Framework and Process Plan. Responsible for the overall management, co-ordination and monitoring of the planning process and drafting process, as delegated to the
			<ul style="list-style-type: none"> Political oversight Assign responsibilities to Municipal Manager Submit draft IDP to Council

Structures that manage/drive the IDP Process			
Structure	Composition		Role
	Ba-Phalaborwa	Mopani	
Ward Committees	Ward councillors; Ward committee members; Local Area Planning Facilitators (LAPs); and Community Development Workers (CDWs). Chair: Ward Councillor	Mopani	<ul style="list-style-type: none"> • Collect, discuss and prioritise ward needs. • Submit ward needs to IDP Unit Link the planning process to their respective constituencies, wards and Ward Committees. • Responsible for organizing public consultation and participation. • Ensure the annual business plans and municipal budget are linked to and based on the IDP. • Ensure the IDP is aligned with provincial and national departments'

Structures that manage/drive the IDP Process		
Structure	Composition	
	Ba-Phalaborwa	Mopani
	Ba-Phalaborwa	Mopani
		<ul style="list-style-type: none"> • ordination of the planning process, ensuring that all relevant actors are appropriately involved. • Assign persons in charge of different roles. • Ensures an efficient and effectively managed and organised planning process. • Responsible for the day-to-day management of the drafting process. • Ensures that planning process is participatory, strategic and implementation-orientated and is aligned

Structures that manage/drive the IDP Process			
Structure	Composition		Role
	Ba-Phalaborwa	Mopani	
	<p>Directors, Assistant Financial Officer: Budget, Asst Director: SP, IDP Manager, Ass Accountant Budget. (Chair: Mayor)</p>	<p>Mopani Middle Managers (Chair: Municipal Manager)</p>	<p>Ba-Phalaborwa</p> <ul style="list-style-type: none"> Supervises the implementation of IDP/Budget planning process. IDP/Budget consultation with various sectors. Oversee that amendments made to the draft IDP/Budget are to the satisfaction of the Municipal Council. Be responsible for the submission of the IDP/Budget to EXCO (for recommendation to Council) and MEC for CoGHSTA (for alignment). Undertakes <p>Mopani</p> <ul style="list-style-type: none"> plans IDP consultation with various sectors Preparations for all IDP meetings

Structures that manage/drive the IDP Process			
Structure	Composition		Role
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa
			<ul style="list-style-type: none"> Be responsible for preparing amendments for the IDP/Budget review. Responsible for organising public consultation and participation.
IDP/Budget & PMS Operational Task Teams	<u>IDP /PMS</u> Asst Director: SP, IDP Manager, LED Manager, PMS Manager, Public Participation Officer. (Chair: Assistant Director SP)	Government Departments, Local Municipalities, District Management Area, Traditional Leaders, CBOs, SOEs, NPOs, CDWs, Associations, Interest groups, and Resource Persons. (Chair: Executive Mayor)	<ul style="list-style-type: none"> <u>IDP</u> Implements the Process Plan. Provide analysis of relevant technical and sector information. IDP consultation with various sectors. Preparations for all IDP meetings IDP consultation with various sectors. Preparations for all IDP meetings Ensures documentation of

Structures that manage/drive the IDP Process			
Structure	Composition		Role
	Ba-Phalaborwa	Mopani	
Advisory Board (Development Charter)	An independent board of senior leaders representing various sectors.		<ul style="list-style-type: none"> Oversee the implementation of the Development Charter. Advise the IDP representative forum and mobilise resources for development programmes and projects
IDP, Budget & PMS Representative Forum	<ul style="list-style-type: none"> Stakeholders forum comprising, amongst others, community 	<ul style="list-style-type: none"> Government departments, local municipalities, district management 	<ul style="list-style-type: none"> Participate and ratify the completion of each phase of the IDP development and review process. Debate and confirm the priorities of the municipality. Represent the

Structures that manage/drive the IDP Process			
Structure	Composition		Role
	Ba-Phalaborwa	Mopani	Mopani
	Assistant Director Strategic Planning)		stakeholders. <ul style="list-style-type: none"> • Ensure participation of previously disadvantaged groups, e.g. women, the disabled, etc.
Cluster Technical Committee		<ul style="list-style-type: none"> • Economic Technical Committee (Chair: Director Planning and Development) • Social and Infrastructure Technical Committee (Chair: Director Community Services) • Governance and Administration 	<ul style="list-style-type: none"> • Implement the IDP • Develop sector plans

Structures that manage/drive the IDP Process			
Structure	Composition		Role
	Traditional Affairs	Ba-Phalaborwa	Mopani

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	& officials).		
		PMS	
	<ul style="list-style-type: none"> • Compilation of 2014/15 4th quarterly report • Conclude 2015/16 annual performance agreements • Submit final approved SDBIP 	<ul style="list-style-type: none"> • 01/07/2015 - 15/07/2015 • 01/07/2015 - 27/07/2015 • 31/07/2015 	
		MPAC	
	<ul style="list-style-type: none"> • Committee meeting District MPAC Framework and Process Plan. • Consideration of SDBIP • MPAC and Audit committee Quarterly meeting. • Final Work Programme presented to Council. 	<ul style="list-style-type: none"> • 03/07/2015 • 27/07/2015 • 30/07/2015 • 31/7/2015 	
		IDP	
August 2015	Analysis Phase <ul style="list-style-type: none"> • Data collection (ward-based planning) • Data analysis and interpretation • Community Satisfaction Survey 	<ul style="list-style-type: none"> • 03/08/2015 – 31/08/2015 • 03/08/2015 – 31/08/2015 • 03/08/2015 – 28/09/2015 	31 August 2015

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> Consider the 2014/15 IDP/Budget/PMS process plan District Wide Session Public hearing on the fourth quarter performance report. 	<ul style="list-style-type: none"> 24/8/2015 26-28/2015 31/8/2015 	
IDP			
September 2015	Analysis Phase (cont) <ul style="list-style-type: none"> IDP, Budget & PMS Operational Meeting (Analysis Phase) IDP, Budget & PMS Technical Meeting (Analysis Phase) IDP, Budget & PMS Steering Meeting (Analysis Phase) IDP, Budget & PMS Rep Forum (Analysis Phase) 	<ul style="list-style-type: none"> 07/09/2015 09/09/2015 14/09/2015 (14h00) 28/09/2015 	
Budget			
	<ul style="list-style-type: none"> Circulate budget schedules to all departments Consolidate draft core departments business plans & budgets Review resources frames and financial strategies 	<ul style="list-style-type: none"> 28/09/2015 – 08/10/2015 06/10/2015 – 13/10/2015 29/09/2015 – 03/11/2015 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> Continuation of preparations for 2014/15 annual report utilizing financial and non-financial information first reviewed as part of budget and IDP analysis Compilation of 2015/16 first quarter institutional performance report. 	<ul style="list-style-type: none"> 01/10/2015 - 30/10/2015 01/10/2015 - 30/10/2015 	
MPAC			
	<ul style="list-style-type: none"> Project Visit MPAC Strategic Planning Session MPAC and Audit committee Quarterly meeting 	<ul style="list-style-type: none"> 16/10/2015 22-23/10/2015 30/10/2015 	
Budget			
November 2015	<ul style="list-style-type: none"> Community and stakeholder consultation process, review inputs, financial models, assess impacts on tariffs and charges and consider funding decisions including borrowing. Adjust estimates based on plans and resources. Commence consultation on the proposed tariffs. Check the tariff submission date and align. Draft five year Financial Plan 	<ul style="list-style-type: none"> 02/11/2015 – 30/11/2015 02/11/2015 – 30/11/2015 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> annual financial statements Present draft annual report to Municipal Manager 	<ul style="list-style-type: none"> 21/12/2015 	
	<ul style="list-style-type: none"> Develop schedule for considering the 2014/15 Annual Report 	<ul style="list-style-type: none"> 01/12/2015 	
	MPAC		
	IDP		
January 2016	Strategies Phase (cont) <ul style="list-style-type: none"> IDP, Budget & PMS Operational Meeting IDP/Budget & PMS Technical Meeting (Strategic Plan) Advisory Board meeting with Municipal Manager IDP/Budget & PMS Steering Committee (Strategic Plan) IDP/Budget & PMS Rep. Forum (Strategic Plan) 	<ul style="list-style-type: none"> 13/01/2016 15/01/2016 (14h00) 19/01/2016 21/01/2016 26/01/2016 	31 January 2016
	Budget		
	<ul style="list-style-type: none"> Finalise the 2016/17 inputs from bulk resource providers (and NERSA) and agree on proposed price increase. (Align after submission of proposed tariffs) Mid-Year Performance Assessment and recommend and adjustment budget, if necessary. 	<ul style="list-style-type: none"> 01/12/2015 – 09/12/2015 26/01/2016 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	<p>appropriate amendments. Submit report to council and make public any amendments to the SDBIP by the end of January 2016</p> <ul style="list-style-type: none"> • Mayor reports to Council the status of next three year budget, 2014/15 annual report (including AFS & audit report) and summarizes overall findings of 2014/15 annual performance report. 	<ul style="list-style-type: none"> • 29/01/2016 	
MPAC			
	<ul style="list-style-type: none"> • MPAC and Audit committee Quarterly meeting 	<ul style="list-style-type: none"> • 30/01/2016 	
IDP			
February 2016	<p>Projects and Integration Phase</p> <ul style="list-style-type: none"> • Develop a list of project • Project prioritisation task team establishment • Submission of Sector Plans • IDP, Budget & PMS Operational meeting (Projects prioritisation and Sector plans) • IDP, Budget & PMS Technical meeting (Projects prioritisation 	<ul style="list-style-type: none"> • 27/01/2016 – 08/02/2016 • 10/02/2016 – 15/02/2016 • 03/02/2016 – 11/02/2016 • 11/02/2016 • 16/02/2016 	28 February 2016

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> Assessments 2015/16 Mid-year Place 2014/15 annual report on the municipal website Mayoral Imbizo 	<ul style="list-style-type: none"> 04/02/2016 04/02/2016 – 16/02/2016 	
MPAC			
	<ul style="list-style-type: none"> Considering the 2014/15 annual report Consider the 2015/16 Mid-Year Report Review individual annual performance report for 2015/16 Visit to Scopa Visit projects Public Hearing on 2015/16 Mid-Year report District forum meeting 	<ul style="list-style-type: none"> 02/02/2016-27/02/2016 02/02/2016 02/02/2016 06/02/2016 11/02/2016 17-18/02/2016 25/02/2016 27/02/16 	
IDP			
March 2016	Approval Phase (Draft IDP) <ul style="list-style-type: none"> IDP, Budget & PMS operational meeting (Draft 2014/15 IDP, Budget & PMS) IDP, Budget & PMS Technical meeting (Draft 2014/15 IDP, 	<ul style="list-style-type: none"> 09/03/2016 11/03/2016 	31 March 2016

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	any other affected organ of state (10 days after approval.)		
PMS			
	<ul style="list-style-type: none"> • Compile Individual performance assessment report (2015/16 Mid -Year Quarter) • Council adopts the 2014/15 annual report with the comments of the oversight committee. • Submit draft 2016/17 SDBIP to the Mayor • Submit draft 2016/17 annual performance agreements to the Mayor 	<ul style="list-style-type: none"> • 14/03/2016 • 31/03/2016 • 28/03/2016 • 28/03/2016 	
MPAC			
	<ul style="list-style-type: none"> • Considering the 2014/15 Annual Report • Consider the 2015/16 SDBIP Review against the Adjustments Budgets • Public hearing on the Annual Report • Submit Draft Oversight Report and Annual Report to Council • Review the individual performance report for section 57 	<ul style="list-style-type: none"> • 02/03/2016-16/03/2016 • 02/03/2016-16/03/2016 • 18/03/2016 • 31/03/2016 • 02/03/2016-31/03/2016 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> Submission of third quarter departmental performance report 	<ul style="list-style-type: none"> 11/04/2016 	
MPAC			
	<ul style="list-style-type: none"> Consider the Draft IDP, Budget and PMS Consider proposed municipal tariffs Collection of public representations on municipal tariffs and Capital plan Consider the 2016/17 Draft SDBIP Technical committee meeting District forum meeting MPAC and Audit committee Quarterly meeting 	<ul style="list-style-type: none"> 01/04/2016-30/04/2016 01/04/2016-30/04/2016 01/04/2016-30/04/2016 01/04/2016-30/04/2016 8/04/2016 22 /4/2016 30/4/2016 	
IDP			
May 2016	Approval Phase (Final IDP)		31 May 2016
	<ul style="list-style-type: none"> IDP, Budget & PMS Operational Teams (Analysis & integration of public comments) IDP, Budget & PMS Technical meeting (Analysis & integration of public comments) IDP, Budget & PMS Steering meeting (analysis & integration 	<ul style="list-style-type: none"> 06/05/2016 09/05/2016 12/05/2016 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	and PMS <ul style="list-style-type: none"> • Make recommendations to council on municipal tariffs and capital plan • Consider third Quarter report • District wide session. • Probing and public hearing on third Quarter Institutional Performance Report. 	<ul style="list-style-type: none"> • 11/05/2016-20/05/2016 • 02/05/2016-20/05/2016 • 20-22/05/2016 • 25/05/2016 	
IDP			
June 2016	<ul style="list-style-type: none"> • Public Notice on the adoption of IDP, Budget & PMS • Summary of IDP & public notice on the final approval • Submission of the Final Approved IDP to the MEC for Local Government & Housing 	<ul style="list-style-type: none"> • 07/06/2016 • 13/06/2016 • 14/06/2016 	30 June 2016
Budget			
	<ul style="list-style-type: none"> • Submit approved IDP/Budget to National & Provincial Treasury, CoGHSTA and District (10 working days after approval) 	<ul style="list-style-type: none"> • 14/06/2016 	
MPAC			
	<ul style="list-style-type: none"> • Consider the alignment of final IDP, Budget, PMS and MPAC Work Programme 	<ul style="list-style-type: none"> • 01/06/2016 - 15/06/2016 	

7.6 Potential investors and other IDP stakeholders will be afforded the opportunity to access the IDP, but only to the extent that the municipality can afford.

8. IDP ACTIVITY FLOW

8.1 The Office of the Director Planning and Development will provide secretariat services to the IDP meetings

8.2 The IDP Operational, Technical and Steering Committee shall be involved in the drafting of the Framework and IDP Process Plan

8.3 The IDP Steering Committee shall submit the Framework and Process Plan to Portfolio Committee head of Planning and Development.

8.4 The IDP Steering committee shall further submit the Framework to the IDP Representative Forum through the Directorate, Planning and Development.

8.5 The Portfolio Committee head of Planning and Development shall further submit the Framework and Process Plan to Executive Committee.

8.6 Exco shall submit the Framework and Process Plan to Council

8.7 The Municipal Manager shall facilitate the Steering Committee in the drafting of the IDP in all phases.

8.8 Director Planning and Development and the Municipal Manager shall monitor the planning in all phases, ensuring involvement of communities and adherence to time frames throughout.

8.9 The Draft IDP/Budget/PMS and MPAC shall be submitted to the Portfolio Committee for oversight.

8.10 The Draft IDP shall be submitted to EXCO for consideration.

8.11 The Mayor shall submit the Draft IDP/Budget/PMS/MPAC to the Council through the Portfolio head.

8.12 The Mayor shall approve the SDBIP 28 days after the adoption of the Final IDP, Budget and PMS.

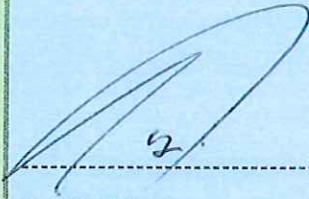
9. IDP Process Plan: Monitoring, Evaluation and Reporting

9.1 Director Planning and Development, Municipal Manager and the Portfolio Committee will be responsible for monitoring the Framework and Process Plan.

9.2 The District IDP Office will monitor compliance with the District Framework and Process Plan

Approval by the
Mayor

2016/17 IDP/Budget/PMS/ MPAC Framework and Process Plan Compiled by:




Dr. SS Sebashe
Municipal Manager

31/07/2015

Date

2016/17 IDP/Budget/PMS/MPAC Framework and Process Plan Approved By:



Clr SONO NA
Mayor

31/07/2015

Date