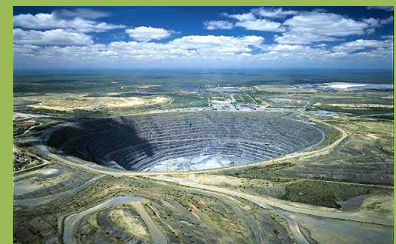


Ba-Phalaborwa Municipality

IDP/Budget/PMS/MPAC Framework & Process Plan 2017 - 2018



THE HOME OF MARULA AND WILDLIFE TOURISM

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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

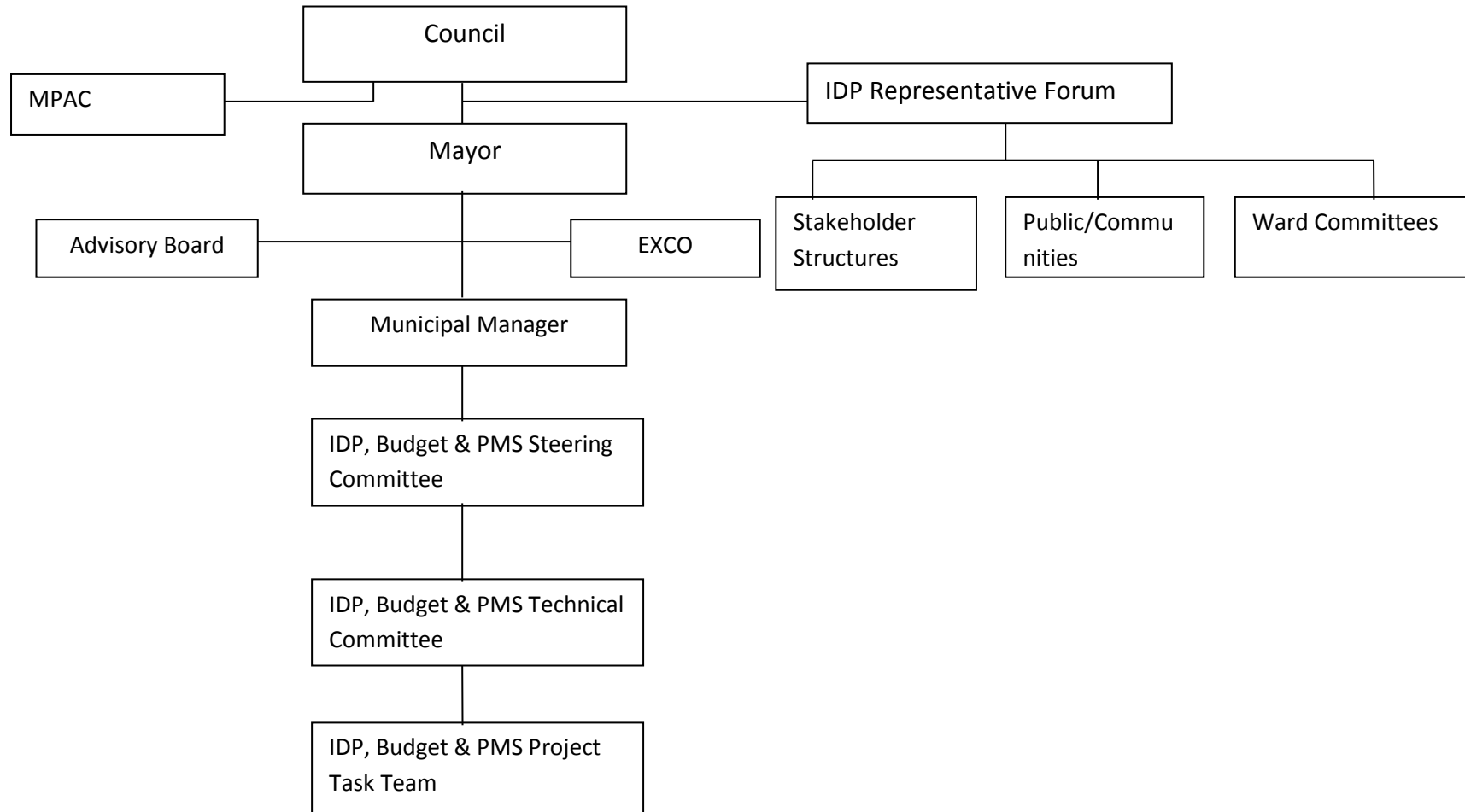
The table below shows the phases/stages of the IDP Process and Activities entailed for the review of the 2016/17 IDP:

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

Stages/Phases of the IDP Process	
IDP Phases	Activities
Approval Phase	<ul style="list-style-type: none"> - Submission of Draft IDP to Council - Road-show on Public Participation and publication - Amendments of the Draft IDP according to comments; - Submission of final IDP to council for approval and adoption

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:



The following structures will be responsible to develop, implement and monitor the IDP/Budget and PMS of Ba-Phalaborwa. Ba-Phalaborwa Municipality IDP, Budget, PMS and MPAC process has been aligned with that of the District Municipality as indicated in the table below:

Structures that manage/drive the IDP Process				
Structure	Composition		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
Mopani District Municipality		<ul style="list-style-type: none"> District Council IDP Unit 		<ul style="list-style-type: none"> Approve and adopt a District-wide IDP Framework and Process Plan Participate in the IDP Process Provide methodological and technical assistance Coordinate and support IDP activities Ensure IDP alignment to district, provincial and national requirements.
Council	Members of Council	Members of Council	<ul style="list-style-type: none"> Deliberate and adopt IDP 	<ul style="list-style-type: none"> Approve/adopt IDP

Structures that manage/drive the IDP Process				
Structure	Composition		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
	(Chair: Speaker)	(Chair: Speaker)	Framework and Process plan. <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	Ba-Phalaborwa	Mopani
			Municipal Manager and the IDP Technical Team. <ul style="list-style-type: none"> • Submit draft IDP to Council. 	
MPAC	Council appointed councillors (5)	District appointed councillors	<ul style="list-style-type: none"> • Perform any other functions assigned to it through a resolution of council within its area of responsibility. • Promote good governance, transparency and accountability on the use of municipal resources; 	<ul style="list-style-type: none"> • Perform any other functions assigned to it through a resolution of council within its area of responsibility. • Promote good governance, transparency and accountability on the use of municipal resources;
Portfolio Committee	Chairperson and members of Portfolio Committee – Planning & Development (Chair: Head of Portfolio Committee)	Councillors and Director Planning and Development. (Chair: Portfolio Head, Planning)	<ul style="list-style-type: none"> • Manage the drafting of the IDP on behalf of the Executive Committee • Provide political oversight. 	<ul style="list-style-type: none"> • Manage the drafting of the IDP on behalf of the Mayoral Committee

Structures that manage/drive the IDP Process				
Structure	Composition		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
Ward Committees	Ward councillors; Ward committee members; Local Area Planning Facilitators (LAPs); and Community Development Workers (CDWs). Chair: Ward Councillor)		<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		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
			budgets.	
Municipal Manager	The Municipal Manager		<ul style="list-style-type: none"> • Responsible for the overall management, coordination and monitoring of the planning process, as delegated to the Municipal Manager and the IDP/Budget Technical Team. • Coordinates the implementation of the IDP/Budget planning process. • Prepares the programme for the planning process. • Undertakes the overall management and co- 	

Structures that manage/drive the IDP Process				
Structure	Composition		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
			<p>ordination of the planning process, ensuring that all relevant actors are appropriately involved.</p> <ul style="list-style-type: none"> • 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	Ba-Phalaborwa	Mopani
			<p>to and satisfies sector-planning requirements.</p> <ul style="list-style-type: none"> • Responds to comments on the draft IDP/Budget from the public, horizontal alignment and other spheres of government to the satisfaction of the Municipal Council. • Ensures that MEC for local government's proposals are responded to and IDP relevantly adjusted. 	
IDP/Budget & PMS Steering Committee	Mayor, Chairpersons of Portfolio Committees, Municipal Manager,	Municipal Manager, Directors, IDP Manager,	<ul style="list-style-type: none"> • Provide political oversight in the development of the IDP/Budget. 	<ul style="list-style-type: none"> • Responsible for the drafting of the IDP. • Alignment of process &

Structures that manage/drive the IDP Process				
Structure	Composition		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
	Directors, Assistant Financial Officer: Budget, Asst Director: SP, IDP Manager, Ass Accountant Budget. (Chair: Mayor)	Middle Managers (Chair: Municipal Manager)	<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 	plans <ul style="list-style-type: none"> 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	Mopani
			responsibilities, in response to proposals made by the MEC.	
IDP /Budget & PMS Technical Committee	Municipal Manager, All Directors, All Ass Directors, Middle Managers, Ass. Acc: Budget and IDP Manager (Chair: Municipal Manager)		<ul style="list-style-type: none"> • Contribute technical expertise in the consideration and finalisation of strategies and identification of projects. • Provide departmental, operational and capital, budgetary information. • Be responsible for project proposals. • Be responsible for the preparation and integration of projects and sector programmes. 	

Structures that manage/drive the IDP Process				
Structure	Composition		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
			<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	<p><u>IDP /PMS</u></p> <p>Asst Director: SP, IDP Manager, LED Manager, PMS Manager, Public Participation Officer.</p> <p>(Chair: Assistant Director SP)</p>	<p>Government Departments, Local Municipalities, District Management Area, Traditional Leaders, CBOs, SOEs, NPOs, CDWs, Associations, Interest groups, and Resource Persons. (Chair: Executive Mayor)</p>	<p><u>IDP</u></p> <ul style="list-style-type: none"> • Implements the Process Plan. • Provide analysis of relevant technical and sector information. • IDP consultation with various sectors. • Preparations for all IDP meetings. • Ensures documentation of 	<ul style="list-style-type: none"> • 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	Mopani
	<p><u>Budget</u></p> <p>CFO, Ass. Fin. Officer: Budget, Ass Acc: Budget, All Assistant Directors: (Chair: Budget & Treasury Manager)</p>		<p>the results of the review of the IDP document.</p> <ul style="list-style-type: none"> Ensures amendments are made to the draft IDP to the satisfaction of the Technical Committee <p><u>Budget</u></p> <ul style="list-style-type: none"> Implements the budget Process Plan. Provides analysis of relevant technical, sector and financial information. Ensure Departmental Budget Committees are functional Ensures proper documentation of the 	

Structures that manage/drive the IDP Process				
Structure	Composition		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
			<p>results of the drafting of Budget document.</p> <ul style="list-style-type: none"> Ensures amendments are made to the draft Budget to the satisfaction of the Technical Committee. 	
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. Advice 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. 	<ul style="list-style-type: none"> Debate and confirm the priorities of the municipality. Represent the

Structures that manage/drive the IDP Process				
Structure	Composition		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
	structures, non-profit making organisations, Traditional Leaders, Ward Councillors, Associations, Interest Groups, Government departments, Church leaders, Ward Committee Members. (Chair: The Mayor)	area, traditional leaders, CBOs, SOEs, NPOs, CDWs, Associations, Interest groups and Resource Persons. (Chair: Executive Mayor)	<ul style="list-style-type: none"> • Represent the communities at strategic decision-making level. 	communities at decision-making level
Public Participation Team	<ul style="list-style-type: none"> • Representatives from all directorates and the office of the Speaker (Chair: 		<ul style="list-style-type: none"> • Coordination of the public participation programme. • Mobilise the involvement and commitment of 	

Structures that manage/drive the IDP Process				
Structure	Composition		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	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	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
		Technical Committee (Chair: Chief Financial Officer)		
Performance Audit Committee	Audit Committee members, Ass Dir Strategic Planning, PMS Manager, and Internal Auditor (Chair: Chairperson of the Audit Committee)	Members of the Audit Committee, PMS Coordinator, Internal Auditor	<ul style="list-style-type: none"> IDP/Budget/PMS monitoring 	<ul style="list-style-type: none"> IDP/Budget/PMS monitoring
District Development Planning Forum	MDM: District Sector Departments, SOEs, Youth commission, LMs			<ul style="list-style-type: none"> Alignment of planning, National, Provincial & Local Government
Dept, Cooperative Governance, Human Settlements &	MEC for CoGHSTA		<ul style="list-style-type: none"> Assess/Evaluate the IDP Comment and Monitor IDP implementation 	

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

5. IDP, Budget, PMS and MPAC Calendar for 2016-17

The IDP, Budget, PMS and MPAC calendar presents the activities that will be undertaken by both the District Municipality and Ba-Phalaborwa Municipality during the 2016/17 financial year. The activities will culminate in the adoption of the 2017/18 IDP both Mopani District Municipality and Ba-Phalaborwa Municipality.

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
IDP			
July 2016	Preparatory Phase <ul style="list-style-type: none"> • District IDP Technical Committee Meeting (IDP Framework and Process Plan). • IDP, Budget & PMS Operational Meeting (IDP Framework & Process Plan) • IDP, Budget & PMS Technical Meeting (IDP Framework & Process Plan) • IDP, Budget & PMS Steering Committee Meeting (Framework & Process Plan) • IDP, Budget & PMS Rep Forum (Framework & Process Plan) • Mayor tables IDP/Budget/PMS/MPAC Framework & Process Plan in (Special Council) 	<ul style="list-style-type: none"> • 06/07/2016 • 15/07/2016 • 18/07/2016 • 21/07/ 2016 • 25/07/2016 • 28/07/2016 	31 July 2016
Budget			
	<ul style="list-style-type: none"> • Establish Departmental Budget 	<ul style="list-style-type: none"> • 27/07/2016 – 02/09/2016 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	Committees (include councillors & officials).		
PMS			
	<ul style="list-style-type: none"> • Compilation of 2015/16 4th quarterly report • Conclude 2015/16 annual performance agreements • Submit final approved SDBIP 	<ul style="list-style-type: none"> • 04/07/2016 - 22/07/2016 • 04/07/2016 – 28/07/2016 • 29/07/2016 	
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"> • 04/07/2016 • 27/07/2016 • 29/07/2016 • 28/07/2016 	
IDP			
August 2016	Analysis Phase		31 August 2016
	<ul style="list-style-type: none"> • Data collection (ward-based planning) • Data analysis and interpretation • Community Satisfaction Survey 	<ul style="list-style-type: none"> • 01/08/2016 – 30/09/2016 • 01/08/2016 – 30/09/2016 • 01/08/2016 – 30/09/2016 	
Budget			
	<ul style="list-style-type: none"> • 2015/16 internal analysis of financial and non-financial 	<ul style="list-style-type: none"> • 31/08/2016 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	performance. Determine financial position and assess financial capacity against future strategies.		
PMS			
	<ul style="list-style-type: none"> • 2015/16 IDP implementation feedback: Fourth Quarter Mayoral Imbizo • Make public the 2017/17 SDBIP • Make public 2016/17 annual performance agreements and ensure that copies are submitted to Council and MEC:CoGHSTA • Submission of 2015/16 Departmental Annual Performance Report • Place 2016/17 annual performance agreements on the municipal website. • Individual performance assessments 2015/16 Annual 	<ul style="list-style-type: none"> • 01/08/2016 – 31/08/2016 • 15/08/2016 • 15/08/2016 • 15/08/2016 • 15/08/2016 • 03/08/2016 – 31/08/2016 	
MPAC			
	<ul style="list-style-type: none"> • Technical committee meeting. • MPAC District Forum meeting. • Probing 4th quarter performance report. • Consider the 2016/17 IDP/Budget/PMS process plan • District Wide Session 	<ul style="list-style-type: none"> • 04/08/2016 • 12/08/2016 • 19/08/2016 • 24/08/2016 • 29-31/08/2016 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> Public hearing on the fourth quarter performance report. 	<ul style="list-style-type: none"> 31/8/2016 	
IDP			
September 2016	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"> 01/08/2016 – 30/09/2016 01/08/2016 – 30/09/2016 01/08/2016 – 30/09/2016 	
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"> 28/09/2016 – 08/10/2016 06/10/2016 – 13/10/2016 29/09/2016 – 03/11/2016 	
PMS			
	<ul style="list-style-type: none"> Individual performance assessment report 2015/16 Annual Submission of Final 2015/16 	<ul style="list-style-type: none"> 07/09/2016 26/09/2016 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	departmental annual reports		
MPAC			
	<ul style="list-style-type: none"> • Project Visit • 4th Quarter Individual Performance Assessment Report 	<ul style="list-style-type: none"> • 08 /09/2016 • 28 /09/2016 	
IDP			
October 2016	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"> • 07/10/2016 • 12/10/2016 • 17/10/2016 • 25/10/2016 	
Budget			
	<ul style="list-style-type: none"> • Commence preparation for the 2017/18 departmental operational plans and service delivery and budget implementation plan aligned to strategic priorities in IDP and inputs from other stakeholders including government and bulk service providers (and NERSA) 	<ul style="list-style-type: none"> • 14-15/10/2016 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> • Submission of departmental adjustment budgets • Departmental budgets inputs for 2016/17 	<ul style="list-style-type: none"> • 15/12/2016 • 15/12/2016 	
PMS			
	<ul style="list-style-type: none"> • Continuation of preparations for 2015/16 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"> • 05/10/2016 – 30/10/2016 • 05/10/2016 – 30/10/2016 	
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"> • 16/10/2016 • 22-23/10/2016 • 30/10/2016 	
Budget			
November 2016	<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 	<ul style="list-style-type: none"> • 05/11/2016 – 30/11/2016 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	consultation on the proposed tariffs. Check the tariff submission date and align. <ul style="list-style-type: none"> Draft five year Financial Plan 	<ul style="list-style-type: none"> 03/11/2016 – 30/11/2016 	
PMS			
	<ul style="list-style-type: none"> Mayoral Imbizo on first quarter performance 	<ul style="list-style-type: none"> 11/11/2016 – 18/11/2016 	
MPAC			
	<ul style="list-style-type: none"> Consideration of Annual Institutional Performance Report Collection of public comments during mayoral Imbizo on 1st Quarter performance Technical Committee meeting Probe 1st Quarter Performance Report and public hearing. MPAC District forum 	<ul style="list-style-type: none"> 03/11/2016 11/11/2016– 18/11/2016 21/11/2016 29-27/11/2016 30/11/ 2016 	
IDP			
December 2016	Strategies Phase <ul style="list-style-type: none"> Strategic Session 	<ul style="list-style-type: none"> 05/12/2016 – 09/12/2016 	31 January 2017
PMS			
	<ul style="list-style-type: none"> Oversight training for MPAC members for probing the 	<ul style="list-style-type: none"> 05/12/2016 – 16/08/2016 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	2015/16 annual report. <ul style="list-style-type: none"> Finalize the draft annual report incorporating financial and non financial information on performance, audit reports and annual financial statements Present draft annual report to Municipal Manager 	<ul style="list-style-type: none"> 21/12/2016 2/12/2016 	
MPAC			
	<ul style="list-style-type: none"> Develop schedule for considering the 2015/16 Annual Report 	<ul style="list-style-type: none"> 01/12/2016 	
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 	<ul style="list-style-type: none"> 01/12/2016 – 09/12/2016 	
IDP			
January 2017	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) 	<ul style="list-style-type: none"> 12/01/2017 16/01/2017 18/01/2017 24/01/2017 	31 January 2017

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> IDP/Budget & PMS Rep. Forum (Strategic Plan) 	<ul style="list-style-type: none"> 27/01/2017 	
Budget			
	<ul style="list-style-type: none"> Mid-Year Performance Assessment and recommend and adjustment budget, if necessary. Incorporate priorities from the President's State of the Nation Address, National Treasury and SALGA for further budget consideration. Review all aspects of the 2016/17 budget including any unforeseen and unavoidable expenditure in light of need for an adjustment budget. 	<ul style="list-style-type: none"> 26/01/2017 23/01/2017– 26/01/2017 09/01/2017 – 26/01/2017 	
PMS			
	<ul style="list-style-type: none"> Compilation of 2016/17 Mid-year report Mayor tables 2015/16 annual report to council Make public the 2015/16 annual report and invite comments from local community, submit report to Auditor-General, Provincial Treasury & CoGHSTA Consider monthly & mid-year 	<ul style="list-style-type: none"> 02/01/2017 – 20/01/2017 23/01/2017 27/01/2017 27/01/2017 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	<p>reports for the period ended 31 December 2016.</p> <ul style="list-style-type: none"> Review implementation of budget and service delivery plan (SDBIP), identify problems and amend or recommend appropriate amendments. Submit report to council and make public any amendments to the SDBIP by the end of January 2017 to Council the status of next three year budget, 2015/16 annual report (including AFS & audit report) and summarizes overall findings of 2015/16 annual performance report. 	<ul style="list-style-type: none"> 27/01/2017 27/01/2017 	
MPAC			
	<ul style="list-style-type: none"> MPAC and Audit committee Quarterly meeting 	<ul style="list-style-type: none"> 30/01/2017 	
IDP			
February 2017	<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 	<ul style="list-style-type: none"> 31/01/2017 – 16/02/2017 01/02/2017 – 03/02/2017 03/02/2017 – 13/02/2017 06/02/2017 	28 February 2017

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	meeting (Projects prioritisation and Sector plans) <ul style="list-style-type: none"> • IDP, Budget & PMS Technical meeting (Projects prioritisation and Sector plans) • IDP, Budget & PMS Steering meeting (Projects prioritisation and Sector plans) • IDP, Budget & PMS Representative Forum (Projects prioritisation and Sector plans). 	<ul style="list-style-type: none"> • 16/02/2017 • 20/02/2017 • 26/02/2017 	
Budget			
	<ul style="list-style-type: none"> • Incorporate directives from the National budget and Provincial and National allocations to municipalities into budget. • Finalise the draft 2017/18 detailed operating & capital budgets in the prescribed formats incorporating National and Provincial budget allocations, integrate and align to IDP documentation and draft SDBIP, finalise budget policies including tariff policy. • Tabling and approval of an adjustments budget (if necessary) 	<ul style="list-style-type: none"> • 02/02/2017 – 28/02/2017 • 10/03/2017 • 15/02/2017 • 28/02/2017 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
PMS			
	<ul style="list-style-type: none"> Individual Performance Assessments 2016/17 Mid-year Place 2015/16 annual report on the municipal website Mayoral Imbizo 	<ul style="list-style-type: none"> 06/02/2017 - 22/02/2017 06/02/2017 04/02/2017 – 16/02/2017 	
MPAC			
	<ul style="list-style-type: none"> Considering the 2015/16 annual report Consider the 2016/17 Mid-Year Report Review individual annual performance report for 2016/17 Visit to Scopa Visit projects Public Hearing on 2016/17 Mid-Year report District forum meeting 	<ul style="list-style-type: none"> 02/02/2017-27/02/2017 02/02/2017 02/02/2017 06/02/2017 13/02/2017 16-17/02/2017 24/02/2017 27/02/2017 	
IDP			
March 2017	Approval Phase (Draft IDP)		31 March 2017
	<ul style="list-style-type: none"> IDP, Budget & PMS operational meeting (Draft 2017/18 IDP, Budget & PMS) IDP, Budget & PMS Technical 	<ul style="list-style-type: none"> 09/03/2017 11/03/2017 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	meeting (Draft 2017/18 IDP, Budget & PMS) <ul style="list-style-type: none"> • IDP, Budget & PMS Steering meeting (Draft 2017/18 IDP, Budget & PMS) • IDP, Budget & PMS Representative Forum (Draft 2017/18 IDP, Budget & PMS) • Establishment of IDP, Budget & PMS Public Participation Teams. • Mayor table Draft IDP, Budget & PMS for adoption by Council. • Publication of the IDP, Budget & PMS Public Participation schedule 	<ul style="list-style-type: none"> • 15/03/2017 • 17/03/2017 • 17/03/2017 – 21/03/2017 • 30/03/2017 • 10/04/2017 	
Budget			
	<ul style="list-style-type: none"> • Consolidation of Draft 2017/18 annual budget. • Incorporate changes in prices for bulk resources and finalise tariff proposals for all charges. • Distribute all budget documentation prior to meeting at which budget is to be tabled. • Table in Council the 2017/18 annual budget & all supporting documents. • Submit the 2016/17 approved adjustments budget to the 	<ul style="list-style-type: none"> • 04/03/2017 • 14/03/2017 • 18/03/2017 – 25/03/2017 • 31/03/2017 • 14/03/2017 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	Provincial & National Treasury & any other affected organ of state (10 days after approval.)		
PMS			
	<ul style="list-style-type: none"> • Compile Individual performance assessment report (2016/17 Mid-Year Quarter) • Council adopts the 2015/16 annual report with the comments of the oversight committee. • Submit draft 2017/18 SDBIP to the Mayor • Submit draft 2017/18 annual performance agreements to the Mayor 	<ul style="list-style-type: none"> • 14/03/2017 • 30/03/2017 • 28/03/2017 • 28/03/2017 	
MPAC			
	<ul style="list-style-type: none"> • Considering the 2015/16 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 	<ul style="list-style-type: none"> • 02/03/2017-16/03/2017 • 02/03/2017-16/03/2017 • 18/03/2017 • 31/03/2017 • 02/03/2017-31/03/2017 	

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	57		
IDP			
April 2017	Approval Phase (Draft IDP cont)		30 April 2017
	<ul style="list-style-type: none"> • Consultations on tabled Draft 2017/18 IDP, Budget & PMS 	<ul style="list-style-type: none"> • 06/04/2017 – 25/04/2017 	
Budget			
	<ul style="list-style-type: none"> • Make public the 2016/17 tabled annual budget & accompanying budget documentation, invite the community to submit representations and submit to Provincial & National Treasury and other affected organs of state. • Consultation on tabled budget, publicise and conduct public hearings and meetings within wards. 	<ul style="list-style-type: none"> • 11/04/2017 – 25/04/2017 • 11/04/2017 – 25/04/2017 	
PMS			
	<ul style="list-style-type: none"> • Submit the 2015/16 Annual Report & Oversight Report to Provincial Treasury, CoGHSTA, AG and Legislature. • Make public the 2015/16 oversight report 	<ul style="list-style-type: none"> • 11/04/2017 • 11/04/2017 	

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"> 11/04/2017 	
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 2017/18 Draft SDBIP Technical committee meeting District forum meeting MPAC and Audit committee Quarterly meeting 	<ul style="list-style-type: none"> 01/04/2016-30/04/2017 01/04/2017-30/04/2017 01/04/2017-30/04/2017 01/04/2017-30/04/2017 8/04/2017 22 /4/2017 30/4/2017 	
IDP			
May 2017	Approval Phase (Final IDP) <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"> 04/05/2017 10/05/2017 12/05/2017 	31 May 2017

Month	Activity	Time-frame	
		Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> of public comments) • IDP, Budget & PMS Representative meeting (analysis & integration of public comments) • Adjustment of IDP, Budget & PMS in accordance with public comments • Exco considers Draft IDP, Budget & PMS • Mayor tables Final 2017/18 IDP, Budget & PMS for final approval/adoption 	<ul style="list-style-type: none"> • 16/05/2017 • 10/04/2017 – 28/04/2017 • 26/05/2017 • 30/05/2017 	
Budget			
	<ul style="list-style-type: none"> • Consider the views of the community and other stakeholders on the 2017/18 budget. • Respond to submissions received & if necessary revise the budget and table amendments for council consideration. 	<ul style="list-style-type: none"> • 16/05/2017 – 17/05/2017 • 16/05/2017 – 18/05/2017 	
PMS			
	<ul style="list-style-type: none"> • Approve the 2017/18 SDBIP-final date under legislation 26 July 2017 	<ul style="list-style-type: none"> • 31/05/2017 	
MPAC			
	<ul style="list-style-type: none"> • Consider the Draft IDP, Budget 	<ul style="list-style-type: none"> • 02/05/2017-19/05/2017 	

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"> • 11/05/2017-19/05/2017 • 02/05/2017-19/05/2017 • 20-22/05/2017 • 25/05/2017 	
IDP			
June 2017	<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"> • 07/06/2017 • 13/06/2017 • 14/06/2017 	30 June 2017
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"> • 14/06/2017 	
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 - 15/06/2017 	

6. Public Participation

- 6.1** As part of deepening integration of planning, all the main IDP meetings of the Municipality should have district representation as a way of coordinating IDP programmes between the District and the Municipality. In addition, the process should allow for community involvement from the preparatory phase until final approval.
- 6.2** Following the approval of the draft IDP, tabled Budget and PMS by Council, the draft IDP, Budget and PMS will be published for comments. The public will be afforded 21 days to view and comment on the draft.
- 6.3** Comments received during the publication of the draft IDP, Budget and PMS will be noted and taken into consideration during the draft adjustment process. However, where deviations from priority issues that were raised through legitimate IDP structures (Ward Councillors, Ward Committees, and Community Development Workers) have to be made, consultations with and approval by the structures will be necessary prior to Council's final approval.
- 6.4** Projects and programmes not included in the IDP upon final approval of the IDP shall either be recorded in a waiting list for the next IDP review process or be incorporated in accordance with a process approved by Council. Such incorporation will be reported in the next IDP review.
- 6.5** Strategic Partners, District Municipality and Sector Departments will be invited to participate in the during the public participation process

7. Publication of the Final IDP

- 7.1** The System's Act requires that a summary of the IDP be made available to the public, within 14 working days from the date of final approval of the IDP.
- 7.2** Copies of the IDP will be made available in all wards, local libraries and traditional offices.
- 7.3** Copies of the IDP will be made available in both hardcopy and electronic forms to all Directorates within the Municipality.
- 7.4** The IDP will also be published through the municipal website.
- 7.5** Copies of the IDP will be sent to the District, Province, and National as per legislation.

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

9.3 Monthly progress reports will be submitted to Council through EXCO.

10. Budget for the 2016/17 IDP Review Process

Budget Item	Budget Estimate
Strategic Planning session, Advertising, stationery, printing and Public Participation	R400 000,00

11. CONCLUSION

The above are the activities that will be undertaken whilst reviewing the current integrated development plan (IDP) with the view to informing budgeting and setting a base for performance monitoring.