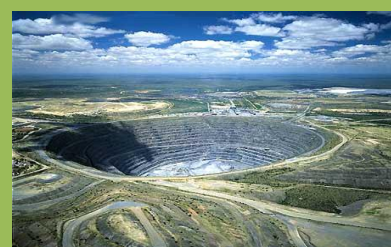


Ba-Phalaborwa Municipality

IDP/Budget/PMS/MPAC/RISK/mSCOA Framework & Process Plan 2022 - 2023



THE HOME OF MARULA AND WILDLIFE TOURISM

Table of Contents

	Page No.
1. Introduction	3
2. Content of the IDP Process Plan	3
3. Phases and Activities of the IDP Process	3
4. Structures that manage the IDP, Budget, PMS and MPAC process	5
5. IDP, Budget, PMS and MPAC Calendar	21
6. Public Participation	39
7. Publication of final IDP	39
8. IDP Activity Flow	40
9. IDP Process Plan, Monitoring, Evaluation and Reporting	40
10. Budget for the IDP Review	41
11. Conclusion	41

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

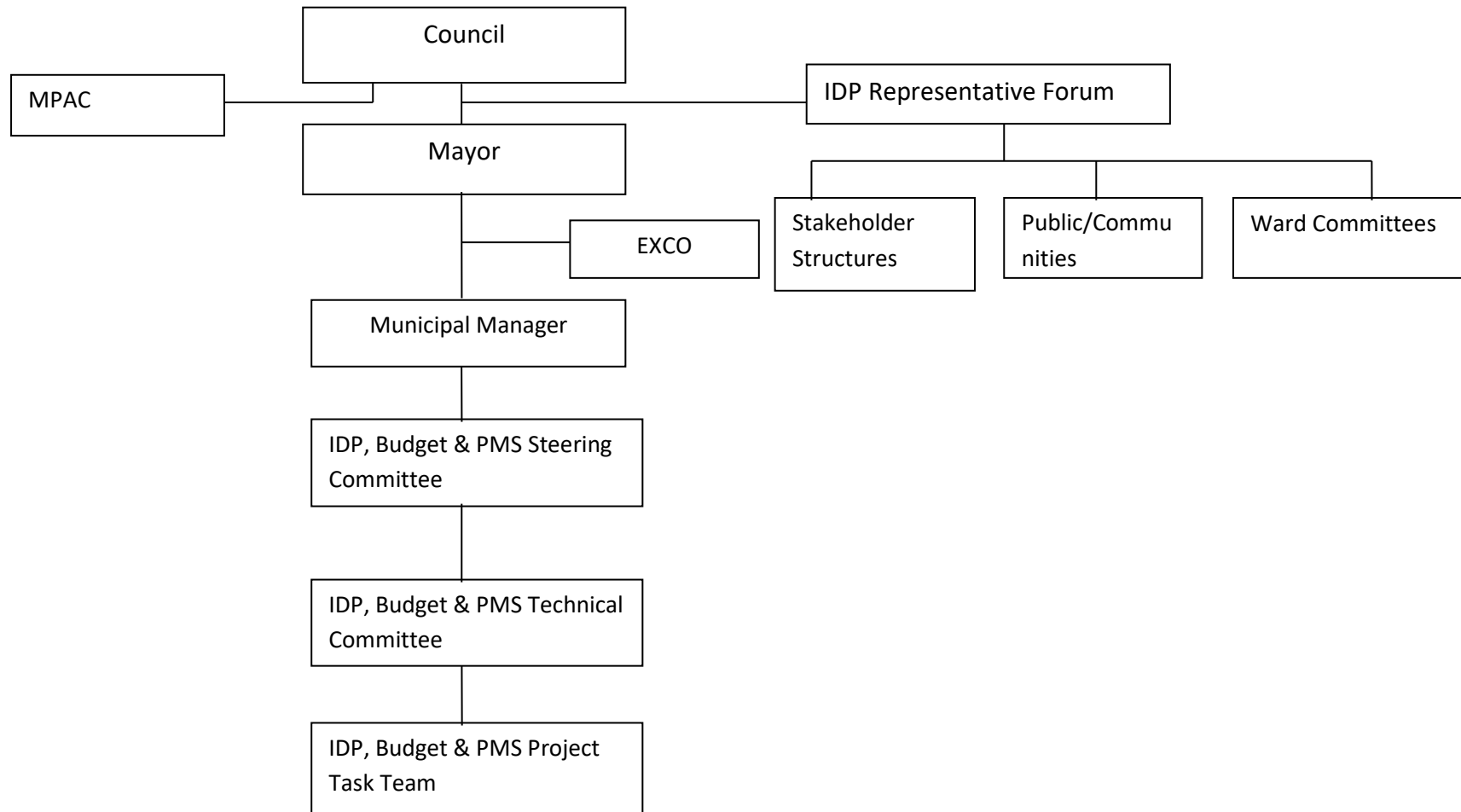
The table below shows the phases/stages of the IDP Process and Activities entailed for the review of the 2020/21 IDP:

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, Risk, mSCOA 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, Budget, PMS, Risk, mSCOA and MPAC 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, Budget, PMS, Risk, mSCOA and MPAC 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, Senior Managers, 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, Budget, PMS, Risk, mSCOA and MPAC 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, Budget, PMS, Risk, mSCOA and MPAC Process				
Structure	Composition		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
Ward Committees	Ward councillors; Ward committee members; 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, Budget, PMS, Risk, mSCOA and MPAC 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, Budget, PMS, Risk, mSCOA and MPAC 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, Budget, PMS, Risk, mSCOA and MPAC 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, Budget, PMS, Risk, mSCOA and MPAC Process				
Structure	Composition		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
	Senior Managers, Manager IDP, Manager Budget , Senior Officer IDP, Senior Officer PMS. (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, Budget, PMS, Risk, mSCOA and MPAC 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 Senior Managers, All Manager, All Senior Officers and Officers (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, Budget, PMS, Risk, mSCOA and MPAC 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	<u>IDP /PMS/Budget</u> All Manager, All Senior Officers and Officers (Chair: Manager Strategic Planning)		<u>IDP</u> <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 	

Structures that manage/drive the IDP, Budget, PMS, Risk, mSCOA and MPAC Process				
Structure	Composition		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
			<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, Budget, PMS, Risk, mSCOA and MPAC 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. 	
IDP, Budget & PMS Representative Forum	<ul style="list-style-type: none"> Stakeholders forum comprising, amongst others, community structures, non-profit making organisations, Traditional Leaders, Ward Councillors, Associations, Interest Groups, Government 	<ul style="list-style-type: none"> 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"> Participate and ratify the completion of each phase of the IDP development and review process. Represent the communities at strategic decision-making level. 	<ul style="list-style-type: none"> Debate and confirm the priorities of the municipality. Represent the communities at decision-making level

Structures that manage/drive the IDP, Budget, PMS, Risk, mSCOA and MPAC Process				
Structure	Composition		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
	departments, Church leaders, Ward Committee Members. (Chair: The Mayor)			
Risk Management committee	Chairperson (Independent person) Municipal Manager All Senior Managers Chief Electrical Engineer Chief Audit Executive Manager: Legal Services Manager: Information Technology Manager: Communication	•	<ul style="list-style-type: none"> Review the risk management policies and strategy and recommend for approval. Review the municipality's risk identification and assessment methodologies to obtain reasonable assurance of the completeness and accuracy of the risk register. Evaluate the effectiveness of mitigating strategies to address the material risks of the Institution; Review the fraud prevention policy and 	•

Structures that manage/drive the IDP, Budget, PMS, Risk, mSCOA and MPAC Process				
Structure	Composition		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
	Manager: Office of the MM <ul style="list-style-type: none"> Manager: Risk Management (Secretariat) 		recommend for approval. <ul style="list-style-type: none"> Review any material findings and recommendations by assurance providers on the system of risk management and monitor that appropriate action is instituted to address the identified weaknesses; 	
Public Participation Team	<ul style="list-style-type: none"> Representatives from all directorates and the office of the Speaker (Chair: Manager Strategic Planning) 		<ul style="list-style-type: none"> Coordination of the public participation programme. Mobilise the involvement and commitment of stakeholders. Ensure participation of previously disadvantaged 	

Structures that manage/drive the IDP, Budget, PMS, Risk, mSCOA and MPAC Process				
Structure	Composition		Role	
	Ba-Phalaborwa	Mopani	Ba-Phalaborwa	Mopani
			groups, e.g. women, the disabled, etc.	
Performance Audit Committee	Audit Committee members, Manager Strategic Planning, Senior Officer PMS, 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 & Traditional Affairs	MEC for CoGHSTA		<ul style="list-style-type: none"> Assess/Evaluate the IDP Comment and Monitor IDP implementation 	

5. IDP, Budget, PMS and MPAC Calendar for 2021-22

The IDP, Budget, PMS, Risk, mSCOA and MPAC calendar presents the activities that will be undertaken by both the District Municipality and Ba-Phalaborwa Municipality during the 2021/22 financial year. Due to covid-19 regulations some meetings will be virtually. The activities will culminate in the adoption of the 2022/23 IDP and Budget both Mopani District Municipality and Ba-Phalaborwa Municipality.

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	IDP			
July 2021	<p>Preparatory Phase</p> <ul style="list-style-type: none">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)Mayor tables	<p>Planning and Development</p> <ul style="list-style-type: none">Senior Manager Planning and DevelopmentManager Strategic Planning	<ul style="list-style-type: none">23/07/202123/07/202126/07/202129/07/2021	31 July 2021

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	IDP/Budget/PMS/MPAC Framework & Process Plan in (Special Council)			
	Budget and mSCOA			
	<ul style="list-style-type: none"> Establish Departmental Budget Committees (include councillors & officials). 	Budget and Treasury <ul style="list-style-type: none"> CFO Manager Budget 	<ul style="list-style-type: none"> 30/07/2021 – 06/09/2021 	
	PMS			
	<ul style="list-style-type: none"> Compilation of 2020/21 4th quarterly report Conclude 2021/22 annual performance agreements Submit final approved SDBIP 	Planning and Development <ul style="list-style-type: none"> Senior Manager Planning and Development Manager Strategic Planning 	<ul style="list-style-type: none"> 02/07/2021 - 16/07/2021 03/07/2021 – 23/07/2021 30/07/2021 	
	MPAC			
	<ul style="list-style-type: none"> MPAC Framework and Process Plan. Consideration of SDBIP for fourth quarter. Report on SCM- disciplinary matters related to MFMA Monthly budget statements. MPAC and Audit committee Quarterly meeting/ report on functioning of AC 	Office of Municipal Manager <ul style="list-style-type: none"> MPAC Researcher 	<ul style="list-style-type: none"> 06/07/2021 27/07/2021 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> Final Work Programme presented to Council. 			
	IDP			
August 2021	Analysis Phase <ul style="list-style-type: none"> Data collection (ward-based planning) Data analysis and interpretation Community Satisfaction Survey 	Planning and Development <ul style="list-style-type: none"> Senior Manager Planning and Development Manager Strategic Planning 	<ul style="list-style-type: none"> 02/08/2021 – 31/09/2021 02/08/2021 – 31/09/2021 02/08/2021– 31/09/2021 	28 August 2021
	Budget and mSCOA			
	<ul style="list-style-type: none"> 2020/21 internal analysis of financial and non-financial performance. Determine financial position and assess financial capacity against future strategies. mSCOA Operational Meeting mSCOA Steering Meeting 	Budget and Treasury <ul style="list-style-type: none"> CFO Manager Budget 	<ul style="list-style-type: none"> 30/08/2021 25 /08/2021 27/08/2021 	
	PMS			
	<ul style="list-style-type: none"> 2020/21 IDP implementation feedback: Fourth Quarter Mayoral Imbizo Make public the 2021/22 SDBIP 	Planning and Development <ul style="list-style-type: none"> Senior Manager Planning and Development Manager Strategic 	<ul style="list-style-type: none"> 02/08/2021 – 31/08/2021 13/08/2021 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> • Make public 2021/22 annual performance agreements and ensure that copies are submitted to Council and MEC:CoGHSTA • Place 2021/22 annual performance agreements on the municipal website. • Individual performance assessments 2020/21 Annual 	Planning Office of Municipal Manager (Mayoral Imbizo) <ul style="list-style-type: none"> • Manager in the office of the Municipal Manager • Senior Public Participation Officer 	<ul style="list-style-type: none"> • 16/08/2021 • 13/08/2021 • 02/08/2021 – 31/08/2021 	
	MPAC			
	<ul style="list-style-type: none"> • Committee meeting. • MPAC District wide session • Monthly budget statements • Annual performance plan prepared • Performance agreements signed by MM & section 56 officials. • Annual financial statements to be submitted to AG • Declaration forms completed and updated by Cllrs and Staff. 	Office of Municipal Manager <ul style="list-style-type: none"> • MPAC Researcher 	<ul style="list-style-type: none"> • 24-29/08/2021 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> Probing 4th quarter performance report. Public hearing on the fourth quarter performance report. 			
Risk Management				
	<ul style="list-style-type: none"> Risk Management Committee (2020/21 Fourth Quarter Risk Management Report) 	Office of Municipal Manager <ul style="list-style-type: none"> Manager Risk Management 	<ul style="list-style-type: none"> 22/07/2021 	
	IDP			
September 2020	Analysis Phase <ul style="list-style-type: none"> Data collection (ward-based planning) Data analysis and interpretation Community Satisfaction Survey 	Planning and Development <ul style="list-style-type: none"> Senior Manager Planning and Development Manager Strategic Planning 	<ul style="list-style-type: none"> 02/08/2021 – 31/09/2021 02/08/2021– 30/09/2021 02/08/2021– 30/09/2021 	
	Budget and mSCOA			
	<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 mSCOA Steering Meeting 	Budget and Treasury <ul style="list-style-type: none"> CFO Manager Budget 	<ul style="list-style-type: none"> 27/09/2021 – 10/10/2021 09/09/2021 – 16/09/2021 27/09/2021 – 04/11/2021 14/09/2021 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> mSCOA Technical Meeting 		<ul style="list-style-type: none"> 24/09/2021 	
	PMS			
	<ul style="list-style-type: none"> Individual performance assessment report 2020/21 Annual Submission of Final 2019/20 departmental annual reports 	Planning and Development <ul style="list-style-type: none"> Senior Manager Planning and Development Manager Strategic Planning 	<ul style="list-style-type: none"> 10/09/2021 20/09/2021 	
	MPAC			
	<ul style="list-style-type: none"> MPAC strategic planning session 4th Quarter Individual Performance Assessment Report Monthly budget statements 	Office of Municipal Manager <ul style="list-style-type: none"> MPAC Researcher 	<ul style="list-style-type: none"> 01-03/09/2021 30/09/2021 	
	IDP			
October 2021	Analysis Phase <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 	Planning and Development <ul style="list-style-type: none"> Senior Manager Planning and Development Manager Strategic Planning 	<ul style="list-style-type: none"> 01/10/2021 04/10/2021 13/10/2021 14/10/2021 (Virtual) 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	Forum (Analysis Phase)		<ul style="list-style-type: none"> 15/10/2021 (Meeting) 	
	Budget and mSCOA			
	<ul style="list-style-type: none"> Commence preparation for the 2021/22 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) mSCOA Operational Meeting mSCOA Steering Meeting 	Budget and Treasury <ul style="list-style-type: none"> CFO Manager Budget 	<ul style="list-style-type: none"> 14-15/10/2021 12/10/2021 19/09/2021 	
	PMS			
	<ul style="list-style-type: none"> Continuation of preparations for 2020/21 annual report utilizing financial and non-financial information first reviewed as part of budget and IDP analysis 	Planning and Development <ul style="list-style-type: none"> Senior Manager Planning and Development Manager Strategic 	<ul style="list-style-type: none"> 08/10/2021 – 29/10/2021 08/10/2021 – 29/10/2021 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> Compilation of 2020/21 first quarter institutional performance report. 	Planning		
	MPAC			
	<ul style="list-style-type: none"> Consolidated AFS submitted to AG SDBIP for first quarter consideration Project Visit Report on SCM/disciplinary matters related to MFMA Monthly budget statements MPAC Strategic Planning session 	Office of Municipal Manager <ul style="list-style-type: none"> MPAC Researcher 	<ul style="list-style-type: none"> 12/10/2021 19/10/2021 29/10/2021 	
	Budget and mSCOA			
November 2021	<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 	Budget and Treasury <ul style="list-style-type: none"> CFO Manager Budget 	<ul style="list-style-type: none"> 05/11/2021– 29/11/2021 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	proposed tariffs. Check the tariff submission date and align. <ul style="list-style-type: none"> • Draft five-year Financial Plan • mSCOA Operational Meeting • mSCOA Steering Meeting 		<ul style="list-style-type: none"> • 05/11/2021 – 29/11/2021 • 09/11/2021 • 29/11/2021 	
	PMS			
	<ul style="list-style-type: none"> • Mayoral Imbizo on first quarter performance 	Office of Municipal Manager <ul style="list-style-type: none"> • Manager in the office of the Municipal Manager 	<ul style="list-style-type: none"> • 08/11/2021– 25/11/2021 	
	MPAC			
	<ul style="list-style-type: none"> • Probe 1st Quarter Performance report. • Monthly budget statements • Technical Committee meeting • Public hearing on the 1st Quarter performance report. • MPAC/Audit meeting 	Office of Municipal Manager <ul style="list-style-type: none"> • MPAC Researcher 	<ul style="list-style-type: none"> • 09/11/2021 • 23/11/2021 	
	Risk Management			
	<ul style="list-style-type: none"> • Risk Management Committee (2021/22) 	Office of Municipal Manager	<ul style="list-style-type: none"> • 05/11/2021 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	First Quarter Risk Management Report)	<ul style="list-style-type: none"> Manager Risk Management 		
	IDP			
December 2021	Strategies Phase <ul style="list-style-type: none"> Strategic Session 	Planning and Development <ul style="list-style-type: none"> Senior Manager Planning and Development Manager Strategic Planning 	<ul style="list-style-type: none"> 01/12/2021 – 03/12/2021 	
	PMS			
	<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 	Planning and Development <ul style="list-style-type: none"> Senior Manager Planning and Development Manager Strategic Planning 	<ul style="list-style-type: none"> 17/12/2021 	
	MPAC			
	<ul style="list-style-type: none"> Develop schedule for considering the 2019/20 Annual Report 	Office of Municipal Manager <ul style="list-style-type: none"> MPAC Researcher 	<ul style="list-style-type: none"> 14 /12/2021 	
	Budget and mSCOA			
	<ul style="list-style-type: none"> Finalise the 2021/22 inputs from bulk resource providers 	Budget and Treasury <ul style="list-style-type: none"> CFO 	<ul style="list-style-type: none"> 06/12/2021 – 10/12/2021 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	(and NERSA) and agree on proposed price increase. (Align after submission of proposed tariffs)	<ul style="list-style-type: none"> Manager Budget 	<ul style="list-style-type: none"> 	
	Budget and mSCOA			
January 2022	<ul style="list-style-type: none"> Mid-year Budget engagement session (Provincial Treasury) 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 2021/22 budget including any unforeseen and unavoidable expenditure in light of need for an adjustment budget. mSCOA Steering Meeting mSCOA Operational Meeting 	Budget and Treasury <ul style="list-style-type: none"> CFO Manager Budget 	<ul style="list-style-type: none"> 24/01/2022 27/01/2022 21/01/2022– 23/01/2022 10/01/2022– 24/01/2022 11/01/2022 28/01/2022 	
	PMS			

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> • Compilation of 2021/22 Mid-year report • Mayor tables 2020/21 annual report to council • Make public the 2020/21 annual report and invite comments from local community, submit report to Auditor-General, Provincial Treasury & CoGHSTA • Consider monthly & mid-year reports for the period ended 31 December 2021. • 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 2020 to Council the status of next three year budget, 2019/20 annual report (including AFS & audit report) and summarizes overall findings of 2019/20 	Planning and Development <ul style="list-style-type: none"> • Senior Manager Planning and Development • Manager Strategic Planning 	<ul style="list-style-type: none"> • 03/01/2022 – 21/01/2022 • 27/01/2022 • 27/01/2022 • 28/01/2022 • 24/01/2022 • 24/01/2022 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	annual performance report.			
	MPAC			
	<ul style="list-style-type: none"> • MPAC and Audit committee Quarterly meeting • Mid-year report and budget of council • AFS returned from A-G Matters raised by A-G. • Report on disciplinary matters related to MFMA/Report on SCM • Monthly budget statement's • Report in functioning of AC. 	Office of Municipal Manager <ul style="list-style-type: none"> • MPAC Researcher 	<ul style="list-style-type: none"> • 11-17/01/2022 	
	IDP			
February 2022	Strategies, Projects, Integration Phase <ul style="list-style-type: none"> • IDP, Budget & PMS Operational meeting (Strategies, Projects prioritisation and Sector plans) • IDP, Budget & PMS Technical meeting (Strategies, Projects 	Planning and Development <ul style="list-style-type: none"> • Senior Manager Planning and Development • Manager Strategic Planning 	<ul style="list-style-type: none"> • 04/02/2022 • 09/02/2022 	28 February 2022

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	<p>prioritisation and Sector plans)</p> <ul style="list-style-type: none"> • IDP, Budget & PMS Steering meeting (Strategies, Projects prioritisation and Sector plans) • IDP, Budget & PMS Representative Forum (strategies, Projects prioritisation and Sector plans). 		<ul style="list-style-type: none"> • 11/02/2022 • 18/02/2022 (Virtual) • 21/02/2022 (Meeting) 	
	Budget and mSCOA			
	<ul style="list-style-type: none"> • Incorporate directives from the National budget and Provincial and National allocations to municipalities into budget. • Finalise the draft 2022/23 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 	<p>Budget and Treasury</p> <ul style="list-style-type: none"> • CFO • Manager Budget 	<ul style="list-style-type: none"> • 07/02/2022 – 27/02/2022 • 04/02/2022 • 11/02/2022 • 28/02/2022 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	policy. <ul style="list-style-type: none"> • Tabling and approval of an adjustments budget (if necessary) • MSCOA Operational meeting • MSCOA Technical meeting 		<ul style="list-style-type: none"> • 11/02/2022 • 25/02/2022 	
	PMS			
	<ul style="list-style-type: none"> • Individual Performance Assessments 2021/22 Mid-year • Place 2020/21 annual report on the municipal website • Mayoral Imbizo 	Planning and Development <ul style="list-style-type: none"> • Senior Manager Planning and Development • Manager Strategic Planning Office of Municipal Manager (Moyoral Imbizo) <ul style="list-style-type: none"> • Manager in the office of the Municipal Manager 	<ul style="list-style-type: none"> • 01/02/2022 - 19/02/2022 • 03/02/2022 • 01/02/2022 – 11/02/2022 	
	MPAC			
	<ul style="list-style-type: none"> • Considering the 2020/21 annual report • Public Participation on the 	Office of Municipal Manager <ul style="list-style-type: none"> • MPAC 	<ul style="list-style-type: none"> • 08/02/2022 • 16-18/02/2022 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	draft Annual Report <ul style="list-style-type: none"> • MPAC Working Session for probing annual report • MPAC/AG meeting • Consider the 2021/22 Mid-Year Report • Monthly budget statements • Visit projects • Public Hearing on 2021/22 Mid- Year report • Visit to Scopa 	Researcher	<ul style="list-style-type: none"> • 22/02/2022 • 28/02/2022 	
Risk Management				
	<ul style="list-style-type: none"> • Risk Management Committee (2020/21 Second Quarter Risk Management Report) 	Office of Municipal Manager <ul style="list-style-type: none"> • Manager Risk Management 	<ul style="list-style-type: none"> • 05/02/2021 	
	IDP			
March 2022	Approval Phase (Draft IDP) <ul style="list-style-type: none"> • IDP, Budget & PMS operational meeting (Draft 2022/23 IDP, Budget & PMS) • IDP, Budget & PMS Technical meeting (Draft 2022/23 IDP, Budget & PMS) 	Planning and Development <ul style="list-style-type: none"> • Senior Manager Planning and Development • Manager Strategic Planning 	<ul style="list-style-type: none"> • 04/03/2022 • 09/03/2022 	31 March 2022

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> IDP, Budget & PMS Steering meeting (Draft 2022/23 IDP, Budget & PMS) IDP, Budget & PMS Representative Forum (Draft 2022/23 IDP, Budget & PMS) 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"> 14/03/2022 21/03/2022 (Virtual) 23/03/2022 30/03/2022 30/03/2022 	
	Budget and mSCOA			
	<ul style="list-style-type: none"> Consolidation of Draft 2022/23 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 2022/23 annual budget & all supporting documents. Submit the 2021/22 approved adjustments 	Budget and Treasury <ul style="list-style-type: none"> CFO Manager Budget 	<ul style="list-style-type: none"> 04/03/2022 11/03/2022 18/03/2022 – 25/03/2022 31/03/2022 14/03/2022 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	budget to the Provincial & National Treasury & any other affected organ of state (10 days after approval.) <ul style="list-style-type: none"> • mSCOA Steering Meeting • mSCOA Operational Meeting 		<ul style="list-style-type: none"> • 15/03/2022 • 18/03/2022 	
	PMS			
	<ul style="list-style-type: none"> • Compile Individual performance assessment report (2021/22 Mid -Year Quarter) • Council adopts the 2020/21 annual report with the comments of the oversight committee. • Submit draft 2022/23 SDBIP to the Mayor • Submit draft 2022/23 annual performance agreements to the Mayor 	Planning and Development <ul style="list-style-type: none"> • Senior Manager Planning and Development • Manager Strategic Planning 	<ul style="list-style-type: none"> • 15/03/2022 • 29/03/2022 • 28/03/2022 • 28/03/2022 	
	MPAC			
	<ul style="list-style-type: none"> • Public hearing on the 2020/21 Annual Report • Oversight report preparation • Monthly budget statements • Submit Oversight Report and 	Office of Municipal Manager <ul style="list-style-type: none"> • MPAC Researcher 	<ul style="list-style-type: none"> • 01/03/2022 • 08/03/2022 • 14/03/2022 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	Annual Report to Council <ul style="list-style-type: none"> Review all matters referred to the committee by council 		<ul style="list-style-type: none"> 24/03/2022 29/03/2022 31/03/2022 	
	IDP			
April 2022	Approval Phase (Draft IDP cont) <ul style="list-style-type: none"> Consultations on tabled Draft 2022/23 IDP, Budget & PMS 	Planning and Development <ul style="list-style-type: none"> Senior Manager Planning and Development Manager Strategic Planning Office of Municipal Manager <ul style="list-style-type: none"> Manager in the office of the Municipal Manager Senior Officer Public Participation 	<ul style="list-style-type: none"> 01/04/2022– 29/04/2022 	30 April 2022
	Risk Management			
	<ul style="list-style-type: none"> Strategic Risk Assessment – Develop 2021/22 Strategic 	Office of Municipal Manager <ul style="list-style-type: none"> Manager Risk 	<ul style="list-style-type: none"> 17/03/2021 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	Register	Management		
	Budget and mSCOA			
	<ul style="list-style-type: none"> • Make public the 2022/23 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. • mSCOA Operational Meeting • mSCOA Operational Meeting 	Budget and Treasury <ul style="list-style-type: none"> • CFO • Manager Budget 	<ul style="list-style-type: none"> • 08/04/2022 – 22/04/2022 • 13/04/2022 – 22/04/2022 • 20/04/2022 • 18/04/2022 	
	PMS			
	<ul style="list-style-type: none"> • Submit the 2020/21 Annual Report & Oversight Report to Provincial Treasury, CoGHSTA, AG and Legislature. • Make public the 2020/21 	Planning and Development <ul style="list-style-type: none"> • Senior Manager Planning and Development • Manager 	<ul style="list-style-type: none"> • 08/04/2022 • 12/04/2022 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	oversight report • Submission of third quarter departmental performance report	Strategic Planning	• 12/04/2022	
	MPAC			
	<ul style="list-style-type: none"> • Oversight report made public • Consider the 2020/21 Draft SDBIP for third quarter • Report on SCM • Report on disciplinary matters related to MFMA • Monthly budget statements • MPAC and Audit committee Quarterly meeting 	Office of Municipal Manager <ul style="list-style-type: none"> • MPAC Researcher 	<ul style="list-style-type: none"> • 04-22/04/2022 • 28/04/2022 	
	IDP			
May 2022	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) 	Planning and Development <ul style="list-style-type: none"> • Senior Manager Planning and Development Manager Strategic Planning 	<ul style="list-style-type: none"> • 06/05/2022 (14h00) • 08/05/2022 • 13/05/2022 (14h00) 	31 May 2022

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> IDP, Budget & PMS Steering meeting (analysis & integration of public comments) IDP, Budget & PMS Representative meeting (analysis & integration of public comments) Mayor tables Final 2022/23 IDP, Budget & PMS for final approval/adoption 		<ul style="list-style-type: none"> 16/05/2022 20/05/2022 (Virtual) 23/05/2022 	
	Budget and mSCOA			
	<ul style="list-style-type: none"> Draft Benchmark exercise 2021/22 Consider the views of the community and other stakeholders on the 2022/23 budget. Respond to submissions received & if necessary revise the budget and table amendments for council consideration. mSCOA Steering Meeting mSCOA Operational Meeting 	Budget and Treasury <ul style="list-style-type: none"> CFO Manager Budget 	<ul style="list-style-type: none"> 13-18/05/2022 13/05/2022– 18/05/2022 13/05/2022 – 18/05/2022 10/05/2022 18/05/2022 	
	PMS			
		Planning and		

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	<ul style="list-style-type: none"> Approve the 2022/23 SDBIP-final date under legislation 28 July 2022 	Development <ul style="list-style-type: none"> Senior Manager Planning and Development Manager Strategic Planning 	<ul style="list-style-type: none"> 31/05/2022 	
	MPAC			
	<ul style="list-style-type: none"> MPAC Technical committee meeting. MPAC District forum meeting Consider the Draft IDP, Budget and PMS Consider third Quarter report Monthly budget statements Probing and public hearing on third Quarter Institutional Performance Report. 	Office of Municipal Manager <ul style="list-style-type: none"> MPAC Researcher 	<ul style="list-style-type: none"> 03-27/05/2022 	
	Risk Management			
	<ul style="list-style-type: none"> Risk Management Committee (2021/22 Third Quarter Risk Management Report and the Draft Strategic Risk Register) Council adopts the Strategic Risk Register 	Office of Municipal Manager <ul style="list-style-type: none"> Manager Risk Management 	<ul style="list-style-type: none"> 13/05/2022 	

Month	Activity	Responsible Department	Time-frame	
			Ba-Phalaborwa Municipality	Mopani District Municipality
	IDP			
June 2022	<ul style="list-style-type: none">Public Notice on the adoption of IDP, Budget & PMSSubmission of the Final Approved IDP to the MEC for Local Government & Housing	Planning and Development <ul style="list-style-type: none">Senior Manager Planning and DevelopmentManager Strategic Planning	<ul style="list-style-type: none">10/06/202214/06/2022	30 June 2022
	Budget			
	<ul style="list-style-type: none">Submit approved IDP/Budget to National & Provincial Treasury, CoGHSTA and District (10 working days after approval)mSCOA Operational MeetingmSCOA Steering Meeting	Budget and Treasury <ul style="list-style-type: none">CFOManager Budget	<ul style="list-style-type: none">14/06/202213/06/202214/06/2022	
	MPAC			
	<ul style="list-style-type: none">Monthly budget statementsConsider the alignment of final IDP, Budget, PMS and MPAC Work ProgrammeTracking implementation of the resolutions of the council as a result of the recommendations of MPAC	Office of Municipal Manager <ul style="list-style-type: none">MPAC Researcher	<ul style="list-style-type: none">07/6/202228/06/2022	

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 2021/22 IDP Review Process

Budget Item	Budget Estimate
Strategic Planning session, Advertising, stationery, printing and Public Participation	R500 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.

Approval by the Mayor	<p>2022/23 IDP/Budget/PMS/ MPAC/Risk/mSCOA Framework and Process Plan</p> <p>Compiled by:</p> <p><u>MI Moakamela</u></p> <p>MI Moakamela Municipal Manager</p>
	<p>2022/23 IDP/Budget/PMS/MPAC/Risk/mSCOA Framework and Process Plan</p> <p>Approved By:</p> <p><u>Malatji</u></p> <p>Cllr MM Malatji Mayor</p>

29/07/2021

Date

29/07/2021

Date