



Re direla setšhaba



Approved

**IDP/PMS/Budget Process Plan
For
Financial Year 2024/2025**

**Inclusive of
Internal Audit (IA)
Risk Management (RM)
Municipal Finance
Management Act (MPAC)
Project Management Unit (PMU)
Process Plan**

**Council Resolution
No: 20/08/2023**

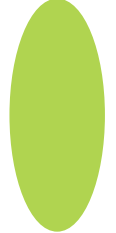


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Glossary and Terminologies

Legislation and /or Terminology	Mandate / Definition
Local Government: Municipal Demarcation Act, 1998 (Act 27 of 1998)	The Demarcation Act, of 1998 (Act 27 of 1998) criteria and procedures for the determination of municipal boundaries by an independent authority.
Local Government: Municipal Structures Act, 1998 (Act 117 of 1998)	This Act, of 1998 (Act 117 of 1998) provides for the establishment of municipalities in accordance with the requirements relating to the categories and types of municipalities; <ul style="list-style-type: none"> ✓ The establishment of criteria for determining the category of municipality to be established in the area; ✓ A definition of the type of municipality that may be established within each category; ✓ An appropriate division of functions and powers between categories of municipality; and ✓ The regulation of the internal systems, structures and office bearers of municipalities.
Local Government: Municipal Systems Act, 2000 (Act 32 of 2000)	This Act provides for <ul style="list-style-type: none"> ✓ The core principals, mechanisms and processes that are necessary to enable municipalities to move progressively towards the social and economic upliftment of local communities; ✓ Ensures universal access to essential services that are affordable to all; ✓ Define the legal nature of a municipality, including the local community within the municipal area; ✓ Municipal powers and functions; ✓ Public and / or Community Participation; ✓ The establishment of an enabling framework for the core processes of : <ul style="list-style-type: none"> • Planning, • Performance Management, • Resource Mobilisation and • Organisational changes ✓ A framework for local public administration and human resource development ✓ Empowerment of the poor and ensure that municipalities establish service tariffs and credit control policies that take their needs into account; and ✓ Ensures investigations in relation to allegations of fraud, maladministration, corruption and/or failures to adhere to statutory obligations at a municipal level.
Local Government: Municipal Property Rates Act, 2004 (Act 6 of 2004) as amended by the Local Government: Municipal Property Rates Amendment Act, 2014 (Act No. 29 of 2014)	This Act prescribes that: <ul style="list-style-type: none"> ✓ Securing sound and sustainable management of the financial affairs of municipalities; ✓ The establishment of norms and standards against which the financial affairs can be monitored and measured; ✓ Regulating the power of a municipality to impose rates on a property; ✓ Excluding certain properties from rating, to make provision for municipalities to implement a transparent and fair system of exemptions; ✓ Introducing a rebate through rating policies; ✓ Making provision for fair and equitable valuation methods of properties; and ✓ Making provision for an 'objection and appeal' process. <p>The Local Government: Municipal Property Rates Amendment Act, 2014 came into operation on 1 July 2015. The Act aims to provide for the various amendments, insertions and deletions in order to enhance proper reporting,</p>

Legislation and /or Terminology	Mandate / Definition
	compliance and implementation of the processes and procedures pertaining to the Act.
Inter-governmental Relations Framework Act, 2005 (Act 13 of 2005)	The purpose of this Act is <ul style="list-style-type: none"> ✓ The establishment a framework for national government, provincial governments and municipalities to promote and facilitate intergovernmental relationships, and to provide mechanisms and procedures to facilitate the settlement of inter-governmental disputes.
Integrated Development Plan (IDP)	A plan envisaged in terms of section 25 of the Municipal Systems Act.
Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013)	<ul style="list-style-type: none"> ✓ Provides for a framework for spatial planning and land use management in the republic ✓ Defines the relationship between the spatial planning and the land use management system and other kinds of planning ✓ The inclusive, developmental, equitable and efficient spatial planning at the different spheres of government ✓ Provides a framework for the monitoring, co-ordination and review of the spatial planning and land use management system ✓ Provides a framework for policies, principles, norms and standards for spatial development planning and land use management ✓ Addressing past spatial and regulatory imbalances ✓ Promotes greater consistency and uniformity in the application procedures and decision-making by authorities responsible for land use decision and development applications ✓ Provides for the establishment, functions and operations of Municipal Planning Tribunals ✓ Directs the facilitation and enforcement of land use and development measures
Inter-governmental Relations Framework Act, 2005 (Act 13 of 2005)	<ul style="list-style-type: none"> ✓ The aim of this Act is o establishment a framework for national government, provincial governments and municipalities to promote and facilitate intergovernmental relationships, and to provide mechanisms and procedures to facilitate the settlement of inter-governmental disputes.
Disaster Management Act, 2002 (Act 57 of 2002)	This Act provides for <ul style="list-style-type: none"> ✓ integration and co-ordinating disaster management policy, which focuses on preventing or reducing the risk of disasters mitigating the severity of disasters, emergency preparedness, rapid and effective response to disasters and post-disaster recovery; ✓ The establishment of national, provincial and municipal disaster management centres; ✓ Disaster management volunteers; and matters incidental thereto.
Disaster Management Amendment Act, 2015 (Act 16 of 2015)	This Act provides for <ul style="list-style-type: none"> ✓ Clarification of the policy focus on rehabilitation and functioning of disaster management centres; ✓ The alignment of the functions of the National Disaster Management Advisory Forum to accommodate the South African National Platform for Disaster Risk Reduction; ✓ The South African National Defence Force (SANDF), South African Police Service (SAPS) and any other organ of state to assist the disaster management structures; and ✓ The strengthening of the disaster risk reporting systems in order to improve the country's ability to manage potential disasters
Council	Section 4(2) of the systems Act a municipal Council must within its municipal financial and administrative capacity and having regard practical consideration

Legislation and /or Terminology	Mandate / Definition
	<ul style="list-style-type: none"> ✓ Exercise the municipal executive and legislative authority and use resources of the municipality in the best interests of the community ✓ Provide without favour or prejudice, democratic and accountable government ✓ Encourage the involvement of the community ✓ Strive to ensure that municipal services are provided to the community in a financially and environmentally sustainable manner ✓ Consult the community about level, quality range and impact of municipal services and available options for service delivery ✓ Give members of the community equitable access to municipal services to which they are entitled ✓ Promote and undertake development in the municipality ✓ Promote gender equity in the exercise of the municipality's executive and legislative authority ✓ Promote safe and healthy environment in the municipality and ✓ Contribute, together with other organs of state to the progressive realisation of the fundamental rights contained in section 24,25,26,27 and 29 of the constitution
Section 19 of the Structures	<p>Act imposes the following further executive obligation on every municipal Council. A Council must annually review:</p> <ul style="list-style-type: none"> ✓ The needs of the community ✓ Its priorities to meet those needs ✓ The processes for involving the community ✓ Its organisational and delivery mechanisms for meetings those needs ✓ Its overall performance in achieving the objects of local government of local government set out in the constitution
Mayor	<p>In terms of the Local Government: Municipal Structures Act, No. 117 of 1998, section 49 (1) of the Municipal Structures Act (hereafter the Structures Act) lists the statutory powers of the Mayor in a collective executive system.</p> <p>In terms of section 31(2) of the Municipal Finance Management Bill, the Mayor the Mayor is the Councillor responsible for Financial matters of the municipality.</p>
Speaker	<p>The Speaker of Council performs the duties and exercises the powers delegated and specified in Section 160(1)(b) of the Constitution and Section 36 of the Municipal Structures Act, No. 117 of 1998. The person elected as the chairperson is designated as Council Speaker. The Speaker is the head of the legislative arm of Council and is responsible for ensuring that Council committees (Section 79 committees) are established and function effectively and efficiently.</p>
Single Whip	<p>The Whip of Council is one of the political principals elected by Council in terms of the Remuneration of Public Office Bearers Act, 1998 (Act 20 of 1998). The role of the Whip of Council covers both the political and administrative domains of Council, with an emphasis on the political matters. The main functions of the Whip are to:</p> <ul style="list-style-type: none"> ✓ Ensure proper representation of political parties in the various committees; ✓ Maintain sound relations with the various political parties represented in Council; and ✓ Attend to disputes between political parties and build consensus.
Accounting Officer (AO)	<p>(a) In relation to a municipality, the municipal official referred to in section 60 of the Municipal Systems Act; or (b) In relation to a municipal entity, the official of the entity referred to in section 93 and including a person acting as the accounting officer.</p>
Municipal Manager`	<p>A person appointed in terms of section 82 of the Municipal Structures Act.</p>

Legislation and /or Terminology	Mandate / Definition
Municipal Administration	<p>Section 195 (1) of the Constitution prescribes the following values and principles governing Municipal administration</p> <ul style="list-style-type: none"> ✓ A high standard of professional ethics ✓ Efficient, economic and effective use of resources ✓ A development -orientation ✓ Responsive ✓ Public Participation in policy making ✓ Accountability ✓ Impartial, fair, equitable and unbiased service provision
Financial Statement	<p>In relation to a municipality or municipal entity, a statement consisting of at least – (a) a statement of financial position; (b) a statement of financial performance; (c) a cash-flow statement; (d) any other statement that may be prescribed; and (e) any notes to these statements</p>
Basic Municipal Service	<p>A municipal service that is necessary to ensure an acceptable and reasonable quality of life and which, if not provided, would endanger public health or safety or the environment. According to Regulation 10 of the Municipal Planning and Performance Management Regulations, 2001, such services include water, sanitation, electricity and solid waste removal.</p>
Backlog	<p>Services/goods that have accumulated over time that are still undelivered/unattended/still not produced.</p>
Municipality	<p>As defined in section 1 of Act 44 of 2003 – (a) a private company referred to in section 86B(1)(a) of the Municipal Systems Act; (b) a service utility; or (c) a multi-jurisdiction service utility.</p>
Local Government Municipal Systems Act	<p>The Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).</p>
Local Government Structures Act	<p>The Local Government: Municipal Structures Act, 1998 (Act 117 of 1998).</p>
Municipal Finance Management Act	<p>The Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003) and any regulations made under the Act</p>
Service Delivery and Budget Implementation Plan	<p>A detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) of the Municipal Finance Management Act for implementing the municipality's delivery of municipal services and its annual budget, and which must indicate –</p> <ol style="list-style-type: none"> a) Projections for each month of – <ol style="list-style-type: none"> (i) revenue to be collected by source; and (ii) operational and capital expenditure by vote; b) Service delivery targets and performance indicators for each quarter; and c) Any other matters that may be prescribed; and includes any revisions of such plan by the mayor in terms of section 54(1)(c) of the Municipal Finance Management Act.
Public participation	<p>Public participation is critical to municipal governance. The expression of public participation enables communication and interaction between the municipality and the community. Through public participation, members of the community and stakeholders are given an opportunity to inform the municipality of their developmental needs. The Office of the Speaker must mobilise the community to ensure effective public participation. In the financial year under review:</p>
Ward Committees	<p>The Office of the Speaker plays a critical role in training all ward committees in identified core skills as part of the drive to capacitate ward committees for improved participation, and to play a meaningful role as a bridge between Council and the community. The functionality and effectiveness of the ward committee system are determined by the outcomes of the IDP. The process to re-establish Ward Committees within MKLM will be finalised once all positions are filled, but those in office will be provided with trainings. There was no training that</p>

Legislation and /or Terminology	Mandate / Definition
	took place during the past financial years in question. 2021/22, 2022/2023 financial years.
Petitions	<p>This is a new unit established after New Regulation, Office of the Speaker facilitates responses to petitions raised by the community on behalf of the Moses Kotane Local Municipality. The turnaround time to resolve petitions is 90 days; however, most petitions are resolved within 60 days. The petitions are registered and referred to the Office of the Speaker for consideration and comment.</p> <p>Interdepartmental meetings need to be convened with petitioners for clarity purposes and to request more information before responding to affected communities. The Office of the Speaker visits the petitioners to get clarity on the petitions and to perform site inspections. The petitioners are invited to the deliberations of the Petitions Committee and given the opportunity to discuss the matters before resolutions are taken. The resolutions are disclosed to petitioners and forwarded to the relevant departments for implementation. The Office of the Speaker monitors the implementation of the resolutions together with petitioners.</p>
Participation of Traditional Leaders in accordance with legislation	Section 81 of the Municipal Structures Act, 1998 stipulates the following: (1) Traditional Authorities that traditionally observe the system of customary law in the area of municipality may participate through their leaders identified in terms of subsection (2), in the proceedings of the council of that municipality, and those traditional leaders must be allowed to attend and participate in any meeting of the council.
Project Management Unit	<p>The Project Management Unit is responsible for the administration and financial management of the conditional grants, within the municipal and national accounting system for infrastructure projects of the municipality.</p> <p>Ensures that:</p> <ul style="list-style-type: none"> • All projects meet overall planning objectives and specific key performance indicators. • The coordination of regular progress meetings at local level and representation at the national meetings • The associated project management administrative functions from the project registration, evaluation through the final completion reports.

SECTION 1: INTRODUCTION

1.1 INTRODUCTION AND BACKGROUND

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

The Process Plan is developed annually to guides the overall Planning for the financial Year. The Integrated Development Plan (IDP) is the principal strategic instrument of a municipality to give effect to its developmental role as enshrined in the Constitution of South Africa. The main purpose of the IDP is to identify needs analysis and prioritize the most critical developmental challenges of the community raised during Public Participation whilst organizing internal governance and institutional structures in order to address those challenges aligned with availed budget.

The IDP is a five-year plan which clearly stipulates the vision, mission and strategic objectives of Council and is reviewed annually to keep track of the ever changing socio-economic, infrastructural and environmental dynamics and needs of the communities. The IDP guides and informs all planning and development initiatives and forms the basis of the Medium-Term Revenue & Expenditure Framework (MTREF).

The strategic plan held in Sun City held on the 21-23 March 2023, was to summit the mountain with Strategic objectives of integrated development planning and to co-ordinate improved integration of programmes/projects across sectors and spheres of government in order to maximize the impact thereof on the livelihoods of the community.

The IDP process plan is developed with the intention of co-ordination, integration and aligning all the strategic processes of the municipality which include the IDP, Budget, Spatial Development Framework (SDF) and the Performance Management System (PMS). MKLM plan is inclusive of Internal Audit, Risk Management, Municipal Public Accounts and Project Management Unit Actions Plans

In essence the IDP is the main instrument within the municipality that guides and informs all planning, budgeting, management and decision making relating to service delivery and infrastructure development. Local Government context relates Strategic Plan as the Integrated Development Plan (IDP) of the municipality (informs short term planning 3-5 years) and Municipal Strategy (longer planning 10-30 years). The Integrated Development Plan emanates from the development of the Process Plan which entails organised activity plan that outlines the process which incorporates all municipal planning, budgeting, performance management, with the inclusion of public engagement processes which include the following:

- ✓ A programme specifying the time frames for the different planning activities
- ✓ Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, and any other stakeholders in the IDP process
- ✓ An indication of the organizational arrangements for the IDP process
- ✓ Policy and legislative requirements in respect of Integrated Development Planning
- ✓ Mechanisms and procedures for vertical and horizontal alignment

Council Resolution 155/05/2023 held on the 31 May 2023 resolved "That due to challenges faced by project allocation to various villages, IDP Unit to start engaging with Infrastructure Department to include their Annual Action Plan in the Process Plan adopted by Council annually by August 2023". Further this was informed by National Treasury withdrawal of 18m for Municipal Infrastructure Grant (MIG) and 6m for WSIG.

The main purpose of inclusion is to reduce infrastructure underspending, project registration per needs analysis raised by communities, and carry out medium to long-term infrastructure planning to ensure a portfolio of implementation-ready projects. This plan will also deal with the identification and project preparation of catalytic economic infrastructure that is linked to the needs raised by communities and aligned to our long-term development plan.

This is required because we need to improve the places where our communities reside by transforming their lives, mobility and spatial transformation where focus is on:

- ✓ development of Infrastructure Master Plans.
- ✓ Assist with the alignment of infrastructure planning and implementation.
- ✓ Project in informal settlements (especially during winter session – climate change)
- ✓ To address the historical spatial disparities of development.

1.2 BRIEF MUNICIPAL DESCRIPTION

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

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

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

1.3 IDP AND BUDGET PROCESS REVIEW

The Municipal Systems Act 32 of 2000, Section 34 prescribes legislative prescripts in respect of the Annual Review and Amendment of integrated development plan (IDP), as prescribed below in the heading legal prescripts. The two above are distinct but integrally linked processes which must be coordinated to ensure that the IDP and Budget related policies and the tabled budget are mutually consistent and credible as prescribed in the Municipal Finance Management Act, 2003; and Local Government: Municipal Planning and Performance Management Regulations, 2001 and 2006.

When the two above are aligned and credible, the development of a credible implementable Service Delivery and Budget Implementation Plan (SDBIP) which inform Municipal Performance,

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

- ❖ Baseline data and demographics;
- ❖ Clear roles and responsibilities for all Stakeholders;
- ❖ A programme specifying the Time Frames for the different Planning Steps;
- ❖ An indication of the organisational arrangements for the IDP process;
- ❖ Binding plans and planning requirements, i.e. New policy and legislation
- ❖ New investments opportunities;
- ❖ Changes in the existing situation due to unexpected events such as natural disasters; (Climate Change, Food Security)
- ❖ Input from stakeholder organizations and constituencies;
- ❖ Budget information in compliance with MSCOA from other spheres of government as well as municipal budget review process; and lastly
- ❖ More or improved in-depth analysis and information about new developments and trends.
- ❖ Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional leaders, and other role players in the IDP drafting process;

1.4 PURPOSE OF A REVIEW

The IDP need to remain relevant to provision of basic services for the municipality to its communities, and must assess implementation performance and the achievement of its targets and strategic objectives. The assessment of the IDP is reviewed to reflect on the impact of successes of the municipality, taking into consideration corrective measures to address challenges met and raised by communities.

The review is also informed by hanging internal and external circumstances that impact on the priority issues – planned by the municipality, the outcomes and outputs of the IDP especially implementation of the IDP. The annual IDP review is to cater for the following:

- ❖ To ensure its relevance as the municipality's strategic plan;
- ❖ To inform other components of the municipal business process including institutional and financial planning and budgeting; and
- ❖ To inform the cyclical inter-governmental planning and budgeting cycle.

The planned annual review must inform the municipality's financial and institutional planning, and the drafting of the annual budget. It must be completed in time to properly inform the latter and as prescribed in the legal prescripts mentioned below

1.5 IDP AMENDMENT

In terms of Section 34(b) of the MSA, a municipal council may amend its IDP in accordance with the prescribed process. The need to amend the IDP could arise from the 2 different scenarios:

- a) The annual performance review; or
- b) The changing circumstances.

Based on the findings of the annual performance review of the IDP, the Municipality may decide to amend its IDP. Below are the factors to be considered when review of the annual performance is evaluated to consider the amendment of the IDP: To consider the SMART principle -

- ✓ Whether the aims and objectives of the IDP are reached by the Municipality;

- ✓ Whether the Municipal budget being spent is in line with the planned expenditure.
- ✓ Whether the direction provided within the IDP is incorporated within the sectoral plans; and

The changing circumstances can be regarded as general circumstances that are out of control of the Municipality that have a substantive impact on the Municipality's policies and/or plans and could include:

- ✓ Legislation amendment, policies and norms and standards
- ✓ Climate change: Disasters (e.g. drought, pandemics, fires et.)
- ✓ Focus on certain parameters and basic service delivery (e.g. air quality standard, water quality standard, water supply level, etc.);
- ✓ Developmental programmes in the municipal area to can bring significant changes to human settlement needs, socio-economic needs,
- ✓ Drastic change in population growth;
- ✓ Change in Priorities due to Political changes and
- ✓ New information – alignment to other stakeholders programmes,
- ✓ IDP guidelines, Policies, programmes and Budgeted Projects adapted and funded by various stakeholders within our jurisdiction.

1.6 THREE SPHERES OF GOVERNMENT

There are three spheres of government, which is the National and Provincial, but Local government is the sphere of government closest to the people; this is where the need and a must for service delivery need to be visible and immediately expected by the communities. This review request of the IDP and the development of the Process Plan, is therefore important that if we are to address the challenges facing our society, we must assist in creating an enabling environment wherein us as local government is able to deliver on our mandate. The three spheres Roles and Responsibilities are highlighted below:

Local Government	Provincial Government	National Government
Implementing Role: Guidance Consultation Facilitation Co-ordination Mediation Governance Service Delivery	Oversight role: Legislative mandate Support and assist Build capacity Monitor intervene	Legislative role: Guidance Develop policy and legislation Interpretation and implementation Research

Collaboration and /or partnership with our stakeholders for service provision to communities based on honest and open communication driven by accountability aimed at achieving deliberate democracy. This review goes back to our IDP Public Participation Reports which have the needs to be addressed by us as Moses Kotane Local Municipality.

This plan needs to strengthen governance and accountability in building a responsible and responsive local government which benefits the communities of MKLM. This does in no way imply that we did nothing in the previous years and /or that we are not responsible and responsive, but it is about collectively going an extra mile towards the realisation of democratic governance and providing sustainable programmes to our communities.

While reviewing and developing this plan we are encouraged by these positive outcomes, of Strategic plan report, Development of Long-Term Strategy, a number of challenges still remain, to highlight but a few:

- ✓ Various incidences of non-adherence to the legal prescripts; (the same plan highlighted prescripts of compliance and Auditor General Reports)
- ✓ Aging Infrastructure which is critical for service delivery
- ✓ Improving economic growth
- ✓ The weakening economy compounded by poverty
- ✓ Unemployment and inequality continue to threaten the sustainability of planned programmes

The above challenges undermine the efforts and the reasons of our existence as government. Undoubtedly, they require that we change the way we do things particularly in the implementation and allocation of infrastructure projects in all 35 wards, where we need to focus on “building responsible and responsive local government”, a local government which:

- ✓ Actively responds to the needs of its residents as collected annually and addressing the wish list
- ✓ Engages and involves residents on the choices and decisions made in addressing their needs per priorities raised;
- ✓ To be able to balance the responsibility in allocating projects equally to wards that never benefitted in the previous financial years
- ✓ To remain viable through optimal use of the resources available at our disposal;
- ✓ To be an accountable political and administrative leadership which respects legislative prescripts which govern the functioning of local government in general.
- ✓ To be a developmental Government with Ethical Behaviour

The strategic plan held in Sun City came out with resolution and the strategic report that continuous require action plan, implementation, monitoring and evaluation. The ongoing work also need to be aligned with the Long-Term Strategy being developed as it will guide all planning and development of business plans.

To remind ourselves that this Process Plan is developed while in partnership with CSIR/Anglo collaboration as request was made for assistance with the development of Municipal Long-Term Strategy. Out of these strategies will emerge Medium Term Revenue Framework (MTREF) Operational Plans that will contain departmental performance indicators over the 3-year period, per and with targets and resource allocation projections.

1.7 DISTRICT DEVELOPMENT MODEL

Is seen as the approach to Improving service delivery through implementing the Joint District plans in a collaborative and partnerships to deal with silo operation. This was informed by a number of communities still experience poverty due to varying levels of service delivery and lack of access to opportunities. Despite the fact that there are various government programmes which have been implemented, but parachuted at municipal ward level without them being included in the IDP document, and some have not translated into tangible outcomes for the benefit of the communities and turned into white elephants.

This is exacerbated by the weak collaboration, characterised by absence of co-planning, co-budgeting and co-implementation which requires the municipality to summit together with its partners to impact on the ability to improve communities living conditions. In the absence of co-

planning, we encounter disjointed planning, silo operation and lack of sustainable programmes. Each sphere of government needs to comply to its roles and responsibilities as highlighted in the background above in 1.2. The spheres of government are likely to experience difficulty to co-budget or to align the budgets which result that co-planning, co-implementation and co-monitoring and evaluation will bring sustainable programme as we summit the mountain from the Strategic Planning session.

1.8 INCLUSION OF SPATIAL DEVELOPMENT FRAMEWORK (SDF) INTO THE IDP

The Spatial Development Framework (SDF) is regarded as one of the core components of a municipal IDP as indicated in Section 26 (e) of the Local Government: Municipal Systems Act. The process plan must include the SDF in the process plan for alignment. The SDF review will only be informed by gaps and backlog identified by the department. This IDP process provides an excellent opportunity to steer the SDF of the municipality, be amended of need be through an amendment process of the IDP in terms of the IDP and Performance Management Regulations (2001).

The preparation of a municipal Spatial Development Framework (SDF) a municipality must:

- ✓ Give effect to the development principles and applicable norms and standards set out in Chapter 2 of SPLUMA;
- ✓ Inclusion of a written and spatial representation of a five-year spatial development plan for the spatial form of the municipality
- ✓ Inclusion of a longer-term spatial development vision statement for the municipal area which indicates a desired spatial growth and development pattern for the next 10 - 20 years;
- ✓ Identify current and future significant structuring and restructuring elements of the spatial form of the municipality, including:
 - Development corridors,
 - Activity spines and
 - Economic nodes where public and private investment will be prioritized and facilitated;
- ✓ Include population growth estimates for the next five years;
- ✓ Include estimates of the demand for housing units across different socio-economic categories and the planned location and density of future housing developments;
- ✓ Include estimates of economic activity and employment trends and locations in the municipal area for the next five years;
- ✓ Identify, quantify and provide location requirements of engineering infrastructure and services provision for existing and future development needs for the next five years;
- ✓ Identify the designated areas where a national or provincial inclusionary housing policy may be applicable;
- ✓ Include a strategic assessment of the environmental pressures and opportunities within the municipal area, including the spatial location of environmental sensitivities, high potential agricultural land and business development
- ✓ Identify the designation of areas in the municipality where incremental upgrading approaches to development and regulation will be applicable;

- ✓ Identify the designation of areas in which more detailed local plans must be developed; and shortened land use development procedures may be applicable and land use schemes may be so amended;
- ✓ Provide the spatial expression of the coordination, alignment and integration of sectoral policies of all municipal departments;
- ✓ To determine a capital expenditure framework for the municipality's development programmes, depicted spatially;

1.9 FINANCIAL RECOVERY PLAN (FRP)

This financial year's review requires implementation of the Financial Plan (FP) in accordance with the need for the Moses Kotane Municipality and its communities to recover from its financial distress and to ensure efficient use of resources available by all departments. Council to note that the National Treasury is there to give advice on what to look at to assist the municipality to be sustainable in its financial stability and also processes in the long run on how to pay for its employees and deliver services to our communities.

MKLM to note that FRP is part of the National and Provincial spheres of Governments' support strategy to ensure that the municipality recovers financially, effectively and efficiently, to provide services to the community on a sustainable basis. To maintain financial viability, is critical to the achievement of service delivery and addressing the triple challenges faced by government especially local government where communities resides and raise their concerns as:

- ✓ Inequality,
- ✓ Poverty and
- ✓ Unemployment economic objectives.

This aspect would not be easy to implement as we know is however hindered and /or hampered by consumer's ability to pay for their services due to the prevalence of unemployment and poverty within the municipality's boundaries, (107 villages) which are rural in nature, 35 wards which are in itself scattered to deliver all needs identified. Then management need to continuously implement stringent cost containment measure, where procurement plans will always be developed to guide usage of resources as resolved by Council for implementation.

1.10 THE SERVICE DELIVERY OVERVIEW

The development and overview need to presents an account of Moses Kotane performance, challenges and if planned target against commitments made in the financial year. Non-implementation of planned targets under review and some of the challenges that impacted negatively on the realisation of desired results, always causes backlog and withdrawal of funds for committed resolved projects by Council.

The key focus areas for the financial year under review must improve efficiencies and effectiveness in the provision of services (basic services and community services); championing economic growth, reduction of unemployment, inequality and development; infrastructure development including bulk infrastructure to address and Fastrack development of business plans per MKLM Spatial Economic Zone (SEZ) - water, sanitation, housing, electricity), repairs and maintenance on the existing infrastructure; promoting good governance to ensure compliance to our Constitution and White Paper.

In the financial year under review, some of the service delivery achievements and challenges to be recorded, and recognition of monitoring and evaluation per implementation of the Municipal Regulations and cascading of Performance Management.

1.11 HORIZONTAL AND VERTICAL ALIGNMENT

The Bojanala Platinum District Municipality as prescribed in section 27 of the MSA, must develop a Framework Plan which provides the linkage and binding relationships between the district and local municipalities in its area of jurisdiction, in our case it is listed in the brief municipal description above bullet 1.7. This will be for proper consultation, co-ordination and alignment of the IDP processes of the district municipality and various local municipalities can be maintained.

The IDP process must align horizontally with neighbouring municipalities especially from a spatial and economic perspective. MKLM to note the fact that a number of sector plans such as the Spatial Development Plan (SDF) and the Disaster Management Plan (DMP) form an integral part of the municipal IDP. That is why it is important to note the following National and Provincial policy documents are also taken into account annually when the IDP is reviewed:

- ✓ National Development Plan (NDP), North West Strategic Development Plan, North West Spatial Development Framework, State of the Province address, District Disaster Management Plan, National and Provincial spheres of government have a fundamental role to play in order to ensure proper vertical alignment which might result in financial and technical support for projects & programmes emanating from the IDP process.

Some of the platforms created to ensure proper vertical alignment include:

- ✓ IDP Indaba – facilitates structured inter-governmental engagements between the municipality and provincial government departments. This platform also serves as a mechanism to facilitate and implementation of the District Development Model (DDM)
- ✓ Assessment and commenting on the draft IDP's to strengthen the credibility thereof, of which the same departments would have participated for the to assess us at local government. Assessment of the MTREF to improve the responsiveness of the budget to the priority needs of communities.
- ✓ District and Provincial IDP Manager's Forum – facilitates technical support and shares best practices amongst municipalities in respect of IDP processes, ensures inclusion and alignment of programmes.

SECTION 2: LEGAL PRESCRIPTS AND CONSTITUTIONAL MANDATE

2.1 POLICY AND LEGISLATIVE PRESCRIPTS FOR IDP, BUDGET AND PMS

The development and or review of the (IDP) and Budget processes are regulated by the Local Government Municipal Systems Act (LGMSA), No. 32 of 2000 and the Municipal Finance Management Act, No 56 of 2003. Council need to be alerted that IDP is a legislative requirement and has a legal status (cannot be amended without Community engagement after adoption) and it supersedes all other plans that guide development at Local Government level. The LGMSA Act, No. 32 of 2000 (as amended) and the MFMA, No. 56 of 2003 confer the responsibility on the Mayor to provide political guidance over the budget process and the priorities that must guide the preparation of the annual budgets. Section 53 of the same Act prescribes that the Mayor must also coordinate the annual revision of the integrated development plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget, and determine how the integrated development plan is to be considered or revised for the purpose of the budget.

2.2 INTEGRATED DEVELOPMENT PLAN (IDP) Prescripts

Local Government Municipal Systems Act 32 of 2000

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

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

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

Local Government Municipal Systems Act 32 of 2000

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

Integrated Development Plan must reflect: -

- (a) The Municipal Council's vision for the long-term development of the Municipality with special emphasis of the Municipality's most critical development and internal transformation needs,
- (b) An assessment of the existing level of development in the Municipality which must include an identification of communities which do not have access to basic municipal services.
- (c) The Council's development priorities and objective for its elected terms, including its Local Economic Development aims and its internal transformation needs.
- (d) The Council's development strategies which must be aligned with any national, provincial sectorial plans and planning requirements binding on the Municipality's in terms of legislation.
- (e) A spatial development framework which must include the provision of basic guidelines for a land use management system for the Municipality.
- (f) Council's operational strategies,
- (g) Applicable disaster management plans,
- (h) A financial plan, which must include budget projection for at least the next three years; and
- (i) An institutional plan with organogram; and
- (j) The key performance indicators and performance targets determined in terms of Section 41.

Section 27 – Framework for Integrated Development Planning

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

Section 28 - Adoption of a Process –

- (1) "Each municipal council within a prescribed period after the start of its elected term, **must** adopt a process set out in writing to guide the planning, drafting, adoption and review of its Integrated Development Plan."
- (2) The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4, consult the local community before adopting the process
- (3) A municipality must give notice to the local community of particulars of the process it intends to follow

Section 29 – Process to be followed-

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

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

(a) Must review in accordance with its Integrated Development Plan-

- (i) Annually in accordance with an assessment of its performance measurement in terms section 41, and
- (ii) To the extent that changing circumstances so demand, and

(b) May amend its IDP in accordance with a prescribed process

2.3 BUDGET TREASURY OFFICE (BTO)

2.3.1 Annual Budget Prescripts

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

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

At least 10 months before the start of the Budget year table in the Municipal Council a **time schedule** outlining key deadlines for: -

The preparation, tabling and approval of the annual budget;

The annual review policies;

- (aa) The Integrated Development Plan in terms of section 34 of the Municipal Systems Act, and
- (bb) The Budget related policies.

The tabling and adoption of any amendments to the Integrated Development Plan and the budget related policies and

The consultative process forming part of the referred to in subparagraph (i), (ii) and (iii) above

MBRR ACT 74

In terms of section 32(2) of the Local Government: Municipal Finance Management Act, 56 of 2003) (hereinafter referred to as "the MFMA") and regulation 74 of the Municipal Budget and Reporting Regulations, a municipality must:

- a) Recover Unauthorized, Irregular or Fruitless and Wasteful (UIFW) expenditure unless the expenditure is,
- b) after investigation by council committee, certified by the council as irrecoverable and written off by the council.

2.4 PERFORMANCE MANAGEMENT SYSTEMS (PMS) PRESCRIPTS

Local Government Municipal Systems Act 32 of 2000

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

2.4.1 Service Delivery & Budget Implementation Plan (SDBIP)

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

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

The Mayor of the Municipality must –

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

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

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

2.5 SPATIAL DEVELOPMENT FRAMEWORK

A Spatial Development Framework (SDF) is to a large extent influenced by the following legislation:

The Local Government:

- ✓ Municipal Systems Act (Act No. 32 of 2000);
- ✓ The IDP and Performance Management Regulations (2001);
- ✓ The Spatial Planning and Land Use Management Act (Act No. 16 of 2013);

In preparing SDF, Section 20(1) of SPLUMA requires the following:

- 1) The Municipal Council of a municipality must by notice in the Provincial Gazette adopt a municipal spatial development framework for the municipality.
- 2) The municipal spatial development framework must be prepared as part of a municipality's integrated development plan in accordance with the provisions of the Municipal Systems Act.
- 3) Before adopting the municipal spatial development framework and any proposed amendments to the municipal spatial development framework, the Municipal Council must:
 - a) Give notice of the proposed municipal spatial development framework in the Gazette and the media; b)
 - b) Invite the public to submit written representations in respect of the proposed municipal spatial development framework to the Municipal Council within 60 days after the publication of the notice referred to in paragraph (a); and
 - c) Consider all representations received in respect of the proposed municipal spatial development framework.

2.6 INTERNAL AUDIT – (IA) PRESCRIPTS

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

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

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

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

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

2.7 RISK MANAGEMENT PLEASE (RM) PRESCRIPTS

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

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

The management conducts a risk assessment process through facilitation by the Chief Risk Officer. The KPAs are assessed in order to identify risks that the can hinder success or increase opportunities. Each KPA has objectives, then the risk is assessed. The inherent risk is assessed by analyzing the impact of risk and likelihood of the risk occurring.

Then the risk magnitude is identified, analyze the current controls, subsequently assess the residual risks by analyzing its impact and likelihood, to obtain the magnitude of the remaining risks. Furthermore, management determines its risk response: Treat, Terminate, Tolerate, Transfer. The mitigation/treatment plans are filtered into the register. The Municipality has adopted a five tiers risk rating table, this matrix is used to rate both inherent and residual risk, to obtain the level of exposure and risk magnitude.

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

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

Risk Registers	Policies:
<ul style="list-style-type: none"> ✓ Strategic risk register ✓ Project Risk Register ✓ Fraud Risk Register ✓ ICT risk register ✓ Operational risk register 	<ul style="list-style-type: none"> ✓ Risk Management Policy ✓ Risk Management Strategy ✓ Risk Management Implementation Plan ✓ Anti- Fraud and Corruption Policy ✓ Risk Management Implementation Plan ✓ The Anti -Fraud and Corruption Policy ✓ The Fraud Prevention Plan
Committees	
Manager Risk Manager reports quarterly to the Audit Committee	
Risk Maturity	
The municipality has a Risk Management Strategy whereby the matrix to measure maturity are included. However, the municipality is utilizing the local government maturity from National Treasury.	

2.8 MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC) PRESCRIPTS

MPAC is established in terms of section 79A of the Structures Act (as amended) and shall remain until dissolved by resolution of Council. The purpose of the Municipal Public Accounts Committee is to strengthen the oversight arrangements in the municipality and to ensure the efficient and effective use of municipal resources to the benefit of its communities. The Municipal Public Accounts Committee is established in terms of section 79A of the Municipal Structures Act. The Committee performs an oversight function and will accordingly not take decisions on the part of any other Committee established by the Council.

MPAC activities should enhance increased council and public awareness of the financial and performance challenges of the City and its entities. 1.7 The Terms of Reference set out the working arrangements and list vital information about the MPAC, such as detailing inter alia of its role, powers and duties, chair and membership and administrative support etc. 1.8 The purpose of the Terms of Reference is to guide the MPAC to promote good governance, transparency and public accountability.

Local Government Municipal Structures Act 117 of 1998

In terms of section 79A (1) of the Local Government: Municipal Structures Amendment Act 3 of 2021 (hereinafter referred to as "the Structures Act"),

"a municipal council must establish a committee called the municipal public accounts committee"

2.8.1 Role of MPAC

- ✓ MPAC must evaluate, direct and supervise investigations into any matters within the scope of its roles and responsibilities through a resolution of council.
- ✓ The oversight role of MPAC is to review MKLM Integrated Annual Report with specific focus on:
 - The financial aspects as contained in the Report of the Auditor General South Africa (hereinafter referred to as the "AGSA") on the Annual Financial Statements and
 - Also, when instructed by council, to advise council on the recoverability of any unauthorised, irregular or fruitless and wasteful (UIFW) expenditure.
 - The MPAC, as per legislation will for the oversight role receive access to all relevant information, persons and process to fulfill their mandate.

2.9 PROJECT MANAGEMENT UNIT (PMU)

The PMU principal responsibility is to deliver the project end-item within budget and time limitations, in accordance with technical specifications, and, when specified, in fulfillment of project objectives. It is important to note that the PMU is a function or shared function within a municipality. All it requires are the planning, organising, coordinating, controlling and directing of the activities of a project. The municipalities will decide on a manner in which a PMU is established and resourced. In all instances, a project management function should be viewed as a ring-fenced function – possibly called a "unit" – that is absolutely accountable to the Accounting Officer.

The Municipal Infrastructure Grant (MIG) Programme is a new municipal infrastructure arrangement, which was established through the consolidation of the following

- The Consolidated Municipal Infrastructure Programme (managed by DPLG);
- The Water Services Capital Grant (managed by DWA),
- The Community Based Public Works Programme (managed by Public Works);
- The Building for Sports and Recreation Programme (Sport and Recreation SA);
- The Urban Transport Grant (Department of Transport).

The MIG is a grant to municipalities and must occur within the planning, budgeting, financial management and operational arrangements within the municipality. The Municipal Manager as accounting officer is responsible for the effective management of capital funds. All municipalities need to develop capacity to administer MIG funds and manage infrastructure projects because all municipalities have to address infrastructure backlogs of one type or another.

A municipality qualifies to receive the MIG allocations due to the following:

- Where a local municipality is able to produce capital plan and operational budgets (as required by the Municipal Finance Management Act (MFMA)) and which reflect projects to be funded in each sector (roads, water, sanitation, and so on) or is eligible through other criteria;
- Where the municipality qualifies to receive a MIG allocation directly from the national transferring officer;

- Through a district municipality – if a municipality is not in a position to develop a capital plan and operational budget or is not eligible for direct transfers due to other criteria used for fund transfers.

Municipalities are required to set up or to share through the shared services model a Project Management Unit (PMU), which will have the following functions in relation to the municipalities they serve:

- Responsibility for project managing and administration of MIG funding, within the relevant municipal accounting system, for infrastructure projects of their own using MIG funds and for projects of other municipalities where they are delegated this authority;
- Coordination of the project identification process between municipalities served by the PMU, in terms of the relevant IDPs;
- Coordination of the project feasibility process, with involvement of other municipal departments where appropriate, in terms of the relevant IDPs;
- Establishment and approval of contracts with contractors and consultants for each project, including feasibility studies;
- Project management, including ensuring that projects meet planning objectives;
- Coordination of project-based capacity building initiatives:

The PMU is responsible for ensuring that project-related capacity building and development objectives are met; and

- Management of MIG Management Information System (MIG –MIS) for registration of projects, facilitate the capture of backlog information, monitoring and preparation of all necessary reports.
- Build capacity to operationalise and manage the MIG-MIS

SECTION 3: ORGANISATIONAL ARRANGEMENT

3.1 THE INTEGRATED DEVELOPMENT PLAN (IDP)

The objective of the IDP process is to facilitate deliberations resulting in decisions being made on the strategic development direction of the municipality and includes issues such as municipal budgets, land management, promotion of local economic development and institutional transformation in a consultative, systematic and strategic manner. The IDP, however, will not only inform municipal management; it is intended to guide the activities of any agency from other spheres of government, corporate service providers, NGOs and the private sector within the Municipal Area. The job titles used within this document are aligned to Corporate Support Services Unit Departments' Municipal New Regulations.

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

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

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

- a) Deciding on the distribution of roles and responsibilities
- b) Designing organisational structures and institutional arrangement for the IDP drafting process

- c) Drafting the Action Programme with phases, time schedules and resource requirements
- d) Deciding on appropriate participation mechanisms and procedures
- e) Deciding on contents and mechanisms for coordination and alignment
- f) Identifying binding legislation and planning requirements and
- g) Preparing the budget for planning processes

3.2 Core Components of Integrated Development Plan

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

1. The development/review of a Spatial Development Framework
2. Development/review of Sector Plans
3. Development/review of Objectives and Strategies
4. Development of New Projects
5. Financial Plan
6. Institutional Plan
7. Performance Management framework (PMS); and
8. Service Delivery and Budget Implementation Plan (**SDBIP**)

Moses Kotane Local Municipality will employ the below structures and platforms to ensure continued liaison and coordination throughout the IDP process:

- ✓ Technical IDP/Budget/PMS Steering Committee
- ✓ IDP/Budget/PMS Representative Forum
- ✓ Bojanala District IDP Managers Forum
- ✓ Municipal Managers Forum
- ✓ BPDM Task Team (One Plan/BPDM Implementation Plan)
- ✓ All IGR Forums (Local/District/Provincial and National)
- ✓ Provincial IDP Managers Forum
- ✓ Working Groups to implement the Growth and Development Strategy for each strategic priority but at Provincial level

3.3 TECHNICAL IDP & BUDGET STEERING COMMITTEE

The IDP/Budget/PMS Steering Committee, form part of the IDP development process, this will continue to function throughout the IDP development. Should circumstances warrant, the terms of reference or representation may be extended to suit changed circumstances or shortcomings identified during the IDP process. The committee will monitor progress of the development of the IDP Review document. Of critical importance is that it will be the structure that "puts it all together" and collaboratively work in partnership with all stakeholders. This is important because there are a number of sub-activities that form part of the IDP development, each of which will require a specific focus.

This is the internal process where IDP and Budget preparation process are discussed. The Mayor must establish an IDP/ Budget Steering Committee which is constituted as per **Section 4** of the Local Government: Budget and Reporting Regulations as follow:

1. The mayor of a municipality must establish a budget steering committee to provide technical assistance to the mayor in discharging the responsibilities set out in section 53 of the Act.

The committee will act as an advisory and support structure to the Mayor in providing a platform for her to provide political guidance and to monitor progress made in the IDP/Budget processes.

2. The IDP/Budget Steering Committee must consist of at-least the following persons:
 - ✓ Councillors responsible for financial matters
 - ✚ Chairperson of Finance portfolio;
 - ✚ Chairperson of Planning and development portfolio
 - ✚ Chairperson of Infrastructure and Technical Services
 - ✓ Accounting Officer / Municipal Manager
 - ✓ Chief Financial Officer;
 - ✓ All Senior Managers responsible for at-least the three targets votes in the municipality
 - ✓ Manager responsible for budgeting (Senior Accountant: Per Municipal Regulations New Names of Positions)
 - ✓ Manager responsible for Planning (Head IDP: Per Municipal Regulations New Names of Positions)
 - ✓ Officials as prescribed in Chapter 2, section 4 (2) of the Budget and Reporting Regulations: IPMS, Risk Management, Internal Audit, MPAC
 - ✓ Any technical experts on Infrastructure

3.3.1 Terms of Reference for the Technical IDP/ Budget Steering Committee are as follows:

- ✓ Provides terms of reference for the various planning activities
- ✓ Commissions research studies, Process, summarize and document outputs
- ✓ Makes content recommendations, Prepare, facilitate and document meetings
- ✓ Compile a status quo report in respect of spatial planning
- ✓ Consider and process all comments received from various stakeholders in respect of the draft IDP, budget and SDF subsequent to a public participation process

3.4 IDP REPRESENTATIVE FORUM

The IDP Representative Forum is constituted as part of the preparation phase of the IDP and will continue its functions throughout the IDP Review process. Should circumstances warrant, their terms of reference or representation may be extended to suit changed circumstances or shortcomings identified during the IDP process.

The composition of the IDP Representative Forum is as follows:

- Mayor, Portfolio committee members, Councillors, Ward Committees.
- Community Development Workers (CDW's),
- Accounting Officer/Municipal Manager and Senior Managers, Stakeholder representatives of organised sector groups, Parastatals, Business Fraternity,
- Traditional Leaders, NGO's, Sector specialists and other interested organized bodies.

Note: This Forum is chaired by the Mayor or Delegated Portfolio Head.

3.5 TRADITIONAL LEADERS – KHOI SAN

Section 81 of the Municipal Structures Act, 1998 stipulates the following:

Traditional Authorities that traditionally observe the system of customary law in the area of municipality may participate through their leaders identified in terms of subsection (2), in the proceedings of the council of that municipality, and those traditional leaders must be allowed to attend and participate in any meeting of the council.

The MEC for Local Government in the Province, in accordance with Schedule 6 and by notice in the Provincial Gazette, must identify the traditional leaders who in terms of subsection (1) may participate in the proceedings of the municipal council. In terms of the MKLM to date, no Traditional Leader partake in Council processes. In the light of this statement, planning becomes a challenge always when it involves project implementation in various wards where Traditional Leaders operates.

Traditional Leaders. In terms of the Traditional Leadership and Governance Framework Act No.41 of 2003, the Role of Traditional Authorities includes, amongst others and relevant to the Municipality:

- ✓ Supporting Municipalities in the identification of community needs
- ✓ Facilitating the involvement of the traditional community in the development or amendment of the integrated development plan of a municipality in whose area the community reside
- ✓ Recommending, after consultation with the relevant local and provincial Houses of Traditional Leaders, appropriate interventions to government that will contribute to development and service delivery within the area of jurisdiction of the Traditional Council
- ✓ Participate in development of policy and legislation at local level
- ✓ Participate in development of programmes of municipalities and of the Provincial and National spheres of government
- ✓ Promoting the ideals of co-operative governance, integrated development planning, sustainable development and service delivery

3.6 WARD COMMITTEES

Ward Committees will be established in each ward as per the prescribed legislation and guidelines from Department of Local Government. The ward committees will serve as the official advisory and consultation platform with the communities they reside. Throughout the IDP and budget process. Their role in respect of the IDP and budget will be to:

- ✓ Assist the ward councillor to identify service delivery needs and development challenges
- ✓ Prioritize the service delivery needs and development challenges in the ward
- ✓ Provide a mechanism for discussion and consultation between the stakeholders in the ward
- ✓ Encourage active participation amongst all the stakeholders in the IDP and budget processes
- ✓ Ensure co-operation and constructive interaction between the municipality and the community
- ✓ Provide timeous feedback to the community on issues pertaining the ward Assist with the drafting of ward development plans which are incorporated in the IDP
- ✓ Monitor the implementation of projects & programmes in the ward

3.7 MUNICIPAL MANAGERS FORUM (MMF)

This forum is chaired by the Bojanala Platinum District Accounting Officer, and all Accounting Officer's within the district, meet quarterly to ensure alignment of the district plans, and to ensure proper coordination and avoid duplication of planning and services, in one villages, and implementation of District Development Models (DDM). The District Municipality is the center that holds and will always provide leadership in ensuring that there is collaborative planning, no silo operations, no unnecessary competition and uncoordinated planning within the district and/or parachuted of projects within various municipalities.

3.8 PROVINCIAL IDP MANAGERS FORUM

The Forum is comprised of all IDP Managers and sector departments of the province. The team meet quarterly to share best practices and to ensure effective implementation of Integrated Development Planning in the province. Not forgetting alignment of all plans to also avoid duplication and parachuting of projects in 107 villages of MKLM without being adopted by Council.

Section 4: Stakeholders Roles and Responsibilities

This part refers to internal and external stakeholders, who need to contribute towards the success of the IDP and budget processes mentioned below:

4.1. Internal Stakeholders

Composition	Responsibility
Council: Composition: Members of Council (Ward and Proportional Representatives) – Chair: Speaker	
	<ul style="list-style-type: none"> ▪ Deliberate and adopt Framework and Process Plan and budget time table ▪ Deliberate, adopt and approve the IDP/Budget ▪ Approves the IDP, SDF and MTREF ▪ Monitors the implementation of the IDP and budget and consider any amendments of the plan when necessary ▪ Allocation and alignment of human (organizational structure) and financial (budget) resources for the implementation of IDP
Executive Committee: Portfolio Committee Chair: The Mayor	
	<ul style="list-style-type: none"> ▪ Provide political oversight in the development of the IDP ▪ Assign responsibilities to Accounting Officer, CFO, Head IDP and other relevant Senior Managers for the implementation ▪ The Accounting Officer requested for appointment of Head Integrated Planning ▪ Deliberate and adopt IDP Framework and Process Plan. ▪ Responsible for overall management, coordination and monitoring of planning process and drafting process, as delegated to Accounting Officer and resolved to be implemented by Head IDP and IDP Technical Team. And Submit draft IDP to Council. ▪ Consider the IDP Process Plan & Budget timetable and submit it to Council for approval ▪ Overall management co-ordination and monitoring of the IDP/Budget process ▪ Submit the draft and final IDP/Budget to Council for approval ▪ Provide political guidance in respect of the IDP and budget process
Municipal Public Accounts Committee -MPAC Portfolio Committee Chair	
	<ul style="list-style-type: none"> ▪ Perform any other functions assigned to it through a resolution of council within its area of responsibility. ▪ Scrutinise the Financial Expenditure of Municipal and tax payer's money (stakeholders and communities) ▪ Ensures communities/tax payers receives best value for money on all municipal spending ▪ Ensures AG's Report are tackled at Council level and reports are discussed by Council

Composition	Responsibility
<ul style="list-style-type: none"> ▪ Ensures a report of the Municipal Council and follows consideration and consultation on the Annual Report of Council ▪ Promote Good Governance, Transparency and Accountability on the Use of Municipal Resources; 	
Ward Councillors	
<ul style="list-style-type: none"> ▪ Liaison between the public and the municipality ▪ Assist to facilitate meaningful participation by the public and relevant stakeholders in the IDP and budget process ▪ Oversee the public meetings and other engagements in their respective wards ▪ Monitor the implementation of the programmes/projects culminating from the IDP and budget in the respective wards 	
Accounting Officer	
<ul style="list-style-type: none"> ▪ Fulfil the duties & responsibilities of the Accounting Officer as per the MFMA ▪ Managing and coordinating the entire IDP/Budget process as assigned by the Mayor ▪ Chairperson of the IDP/Budget Steering Committee ▪ Establish task teams for the alignment and implementation of programmes/projects identified in IDP 	
Head: IDP	
<ul style="list-style-type: none"> ▪ Responsible for the overall management, coordination and monitoring of planning process, as delegated to the Head: IDP and the IDP/Budget Technical Team. ▪ Coordinates the implementation of the IDP/Budget Planning Process. ▪ Prepares the programme for the planning process. ▪ Undertakes the overall management and coordination of the planning process, ensuring that all relevant actors are appropriately involved. ▪ Assign persons in charge of different roles ▪ Ensures alignment of Social Labour Plan and Integrated Development Plan ▪ Ensures an efficient and effectively managed and organised planning process. ▪ Responsible for the day-to-day management of the drafting process. ▪ Ensures that planning process is participatory, strategic and implementation orientated and aligned to and satisfies sector planning requirements. ▪ Responds to comments on the draft IDP/Budget from the public, horizontal alignment and other spheres of government to the satisfaction of the Municipal Council. ▪ Ensures that MEC for local government's proposals are responded to and Final IDP consolidated all the gaps identified 	
IDP Manager	
<ul style="list-style-type: none"> ▪ Manage and co-ordinate the day to day activities of the entire IDP process ▪ Facilitate effective engagements for public and stakeholder participation in all wards ▪ Represent the municipality at inter-governmental engagements with other spheres of government ▪ Submit the draft IDP to the MEC for comment ▪ Publish the draft IDP for comment to the public ▪ Incorporate all comments on the draft IDP for submission to the Head IDP ▪ Facilitate alignment between the IDP and budget ▪ Ensure alignment of the municipal IDP with the IDP Framework of the District Municipality 	
IDP/Budget & PMS Steering Committee	
<ul style="list-style-type: none"> ▪ Provide political oversight in the development of the IDP/Budget and PMS Processes ▪ Supervises the implementation of IDP/Budget and PMS planning process. ▪ IDP/Budget/ PMS consultation with various sectors ▪ Oversee that amendments made to the draft IDP/Budget/PMS are satisfaction of the Municipal Council. ▪ Be responsible for the submission of the IDP/Budget to Executive Committee (EXCO) (for recommendation to Council) and MEC for CoGTA (for alignment). ▪ Undertakes responsibilities, in response to proposals made by the MEC. ▪ Quality control oversight over the IDP and budget to ensure proper legislative compliance ▪ Ensure that the IDP maintains its strategic focus but at the same time be implementation orientated ▪ Ensure the active and timeous involvement of all internal stakeholders in the IDP and budget process ▪ Provide technical advice and support to the Mayor to perform her duties in terms of Section 53 of the MFMA 	

Composition	Responsibility
IDP /Budget & PMS Technical Committee: Accounting Officer, All Directors, Principals, Managers, Budget and Head: IDP – Chair Accounting Officer / or Technical Director	
<ul style="list-style-type: none"> ▪ Contribute technical expertise in the consideration and finalisation of strategies and identification of projects. ▪ Provide departmental, operational and capital, budgetary information. ▪ Be responsible for project proposals. ▪ Be responsible for the preparation and integration of projects and sector programmes ▪ Be responsible for preparing amendments for the IDP/Budget review. ▪ Responsible for organising public consultation and participation. ▪ Provide technical and financial information in respect of analysing the priority issues of communities ▪ Provide technical and budgetary input in respect of the development and operational strategies of the municipality ▪ Preparation of project proposals and business plans for priority Projects ▪ Ensure integration of all projects and programmes culminating from the IDP process ▪ Submit project proposals and business plans to the relevant authorities for funding and/or technical support ▪ Facilitate the incorporation and updating of all relevant sector plans in the IDP 	
Public Participation: Office of the Speaker	
<ul style="list-style-type: none"> ▪ Collect, discuss and prioritise ward needs. ▪ Submit ward needs to IDP Unit Link the planning process to their respective constituencies, Wards and Ward Committees. ▪ Responsible for organizing public consultation and participation. ▪ Ensure the annual business plans and municipal budget are linked to and based on the IDP. ▪ Ensure the IDP is aligned with Provincial and National departments ▪ Coordination of the public participation programme. ▪ Mobilise the involvement and commitment of stakeholders. ▪ Ensure participation of previously disadvantaged groups, e.g. women, the disabled, youth etc. 	
Performance Management	
<ul style="list-style-type: none"> ▪ Assess the extent to which operating and program goals and objectives have been established to those of the organisation ▪ Assess the results of operations and programme are constant with established goals and objectives and ▪ Operations and program are being implemented or performed as intended ▪ The adequacy and effectiveness of the performance management system to set key performance indicators for each performance area ▪ Setting measurable performance targets for each performance area, and monitoring, measuring and reviewing performance 	
Internal Audit	
<ul style="list-style-type: none"> ▪ To ensure good governance, financial viability and optimal transformation for the institution ▪ Internal Audit allows for Risk Based Plan approach to its plan ▪ Function is an independent, objective provider of assurance that considers: <ul style="list-style-type: none"> - Risks that might impair the realisation of Strategic Goals that are identified timeously, assessed adequately and managed effectively by management team ▪ Pursue a risk-based approach to planning, assess the needs and expectations of its key stakeholders and ensure audit reporting meets management and audit committee requirements ▪ Must be staffed with independent competent team 	
Risk Management	
<ul style="list-style-type: none"> ▪ Identifies and quantifies, assess, evaluate effectiveness of risk management within the institution ▪ Assist management in establishing and improving risk management processes ▪ It is a management function in the office of Accounting Officer 	
Project Management Unit	
<ul style="list-style-type: none"> ▪ It should be noted that the PMU is not responsible for integrated development planning, but that it will liaise closely with municipal planning departments and the Planning, Implementation, Management and Support System (PIMMSS) centre on developing comprehensive infrastructure plans for 	

Composition	Responsibility
<p>municipalities. Municipalities will be encouraged to include capital works funded from other sources within the competence of the PMU.</p> <ul style="list-style-type: none"> It is important to note that project management capacity is essential for a municipality to be in a position to implement capital projects in an effective an efficient manner and taking into consideration the aspects of costs, time and quality. For this reason, project management is an integral function of any municipality that has a developmental role in terms of the Constitution of South Africa, 1996 (Act 108 of 1996). 	

4.2 External Stakeholders

Composition	Responsibility
National Government	
<ul style="list-style-type: none"> National Treasury issues guidelines on the manner in which municipal councils should prepare and process their annual budgets. Assist with funding and technical support in respect of projects & programmes emanating from the IDP process 	
North West Provincial Government	
<ul style="list-style-type: none"> MEC for CoGHSTA Assess/Evaluate the IDP, and Comment and Monitor IDP implementation Ensuring vertical alignment of the municipal IDP with all the relevant provincial sector departments Facilitate structured inter-governmental engagements between the municipality and provincial government (IDP Indaba and Provincial Government LGMTEC) Participate in the IDP processes through local offices Assessment and commenting on draft IDP's to strengthen the credibility thereof Assessment of the MTREF to improve the responsiveness of the budget to the priority needs of communities Provincial Treasury provide guidelines for the preparation and processing of the municipal budget Assist with funding and technical support 	
Bojanala Platinum District Municipality	
<ul style="list-style-type: none"> Development of BPDM Framework Incorporating its five local municipalities plans Coordination of five local municipality District IDP Rep Forum Coordination and engagement of other stakeholders Ensure vertical and horizontal alignment of the municipal IDP with the district as well as neighbouring municipalities Facilitate district wide IDP engagements to foster cross-border planning between municipalities in the District Facilitate Joint District Approach between municipalities in the district with National and Provincial spheres of government for the realisation and implementation of District Development Model 	

Composition	Responsibility
Traditional Leaders	
<p>The Local Government Municipal Structures Act, s 81 prescribes that Municipal Councils should allow participation of Traditional Leaders in Municipal Council. This therefore necessitates for the need for proper communication that will consider the protocols of the norms and values of the Traditional Leaders.</p> <ul style="list-style-type: none"> ▪ Promote good relations and cooperation between the Municipality and communities under Traditional Rule ▪ Advise Council on any Policy that impact on communities under Traditional Authority ▪ Participate and encourage communities to strongly participate in the Municipality's consultation processes of the IDP, Budget, LED, Performance Management, SPLUMA and any other matter on the agenda for community participation and communication. ▪ Support the Municipality in the implementation of developments in their villages ▪ Participate and encourage communities involvement in the initiatives to monitor, review, evaluate council's programmes, particularly regarding rural upliftment and developments 	
Ward Committees	
<ul style="list-style-type: none"> ▪ Serve as formal unbiased communication tool between community and the municipality through the 35 wards Councillors ▪ Ensures co-operation partnership that is constructive and harmonious between the Municipality and the communities ▪ Its key community consultative structure on the IDP, Budget, Local Economic Development, Performance Management and any policy affecting communities ▪ Receive queries and complaints from residents and communicate through respective Ward Councillor (submitted to IDP for compilation) ▪ Needs are submitted to IDP for compilation and recommendation to Council regarding affected wards any matter affecting wards ▪ Serve as an advisory body to the ward Councillor in respect of the IDP & budget ▪ Encourage active participation from all stakeholders in their respective wards ▪ Identify the critical development needs of the community and prioritize such needs in their respective wards ▪ Provide input in the draft IDP & budget ▪ Monitor the implementation of the programmes/projects culminating from the IDP and budget in the respective wards 	
IDP Representative Forum	
<ul style="list-style-type: none"> ▪ Participate and ratify the completion of each phase of the IDP development and review process. ▪ Represent the communities at strategic decision-making level. ▪ Comprising amongst others, Community Structures, Non-Profit making organisations, <ul style="list-style-type: none"> ○ Traditional Leaders, Ward Councillors, Committees Chairpersons & Secretaries ○ Associations, Interest Groups, Mining Houses, Head of Departments, Government Departments, ○ Church leaders, Community Development Workers ▪ Representatives from organised stakeholder groups: ▪ Implementation Agents, Parastatals, Organised Businesses, Tourism, SMME's, Agriculture and NGO ▪ Encourage active participation from all stakeholders in their respective wards ▪ Serve as an advisory body to the IDP & Budget Steering Committee Facilitate participation of sector representatives and specialists in the IDP process ▪ Prioritization of municipal-wide community needs and development challenges 	

Composition	Responsibility
Community Development Workers	
Community Development Workers (CDWs) are a key programme of the National Government, aimed at bridging the gap between Government and Communities. They play a role of integrated public servants who are capable of assisting communities with access to government information and services across all three spheres of government. They answer a range of questions and requests for information from citizens while out in the field across the full spectrum of government. Below are their Functions and responsibilities	
<ul style="list-style-type: none"> a) Liaise, coordinate, inform and assist communities with access to services provided by the spheres of government b) Forge and sustain partnership c) Identify community needs and facilitate development of projects and programmes d) Focus on poverty eradication, job creation, reintegration of the marginalised individuals, families, groups and communities and capacity building for self sufficiency e) Advocate the protection of rights for children, women and people with disabilities and those affected by violence and 	
Educate, provide life skills and economic empowerment for youth and women	
General Public	
Participate meaningfully in the IDP and budget processes of the municipality	

SECTION 5: PUBLIC PARTICIPATION AND STAKEHOLDER ENGAGEMENT

5.1 CONTEXT OF PUBLIC PARTICIPATION

Municipal Motto is “**Re Direla Setshaba**” as part of deepening integration of planning and budgeting cycle to take a phased approach in order to ensure systematic planning and budget processes. The Municipal Systems Act (2000), Chapter 4 encourages community participation in the affairs of the municipality. The intention of stakeholder engagement is to ensure that community involvement and stakeholder organizations in the process of developing the IDP's. Key to Public Participation is to consult on the affected and interested parties which is very important to ensure that the IDP addresses the real needs and issues that are experienced by the communities. Annually when we start with the review process, we place blanket notice on the local newspapers where invites are sent to interested parties to partake in the representative forums of all municipality

Integrated Development Planning is a people-driven process due to its status of Public Participation. Further it again places a high premium on inclusivity and active participation of all relevant stakeholders in the annual processes of the review. The public participation process will be structured in such a way to facilitate community-based planning in order to achieve the following objectives:

- Identification of the real needs of all communities
- Prioritization of such needs and development challenges
- Collective development of appropriate solutions to address such needs
- Empowerment of the local communities to take ownership for their own development

Strengthening Public Participation and stakeholder engagement in the municipal processes will only happen through improved and focused engagements with all role players. It also requires us to improve the functionality in relation to planning and budgeting and reporting processes, and responsible officials allowed to participate per their roles identified in the action plan.

Projects and programmes not included in the IDP upon final approval of the IDP shall either be recorded in a wish list for the next Council sitting if budget is allocated and confirmed and / or the IDP review process or be incorporated in accordance with a process approved by Council.

Such inclusion will be reported in the next Council sitting and the IDP review. Every process where changes are made and which affect the communities, the relevant Department has to ensure that communities are informed of such changes and reasons why projects and programmes are not implemented in their wards as prescribed by legislation:

5.2 PUBLIC PARTICIPATION PRESCRIPTS

Local Government Municipal Systems Act 32 of 2000

Chapter 4: Community Participation: section 16

Development of culture of community participation

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

Local Government Municipal Systems Act 32 of 2000

Chapter 4: Community Participation: Section 17 of the Local Government Municipal Systems Act 2000, prescribes the: -

Mechanisms, processes and procedures for community participation

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

5.3 Municipal Council and Council Corporate Calendar

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

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

01 November 2021 Local Government Elections provided for 35 wards with 35 committees that were elected and functional. The functions and existence of are prescribed in the Municipal Structures Act, section 17(4), below are their Functions and responsibilities

5.3.1 Portfolio Committee Meetings

Quarters	1 st Quarter 2023			2 nd Quarter 2023			3 rd Quarter 2024			4 th Quarter 2024		
Months	July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
Planning and Development: IDP/PMS/Spatial Planning	13	14	13	12	14	07	17	13	13	12	10	12
Budget and Treasury Office: BTO	14	15	14	13	15	08	18	14	14	15	14	14
Infrastructure and Technical Services: ITS	05	08	05	03	03	04	11	02	04	05	03	04
Community Services and Public Safety	07	10	07	05	07	04	12	02	05	08	06	06
Local Economic Development: LED	11	11	08	06	09	05	15	06	07	09	07	07
Corporate Support Services	11	11	12	10	10	06	16	06	12	11	09	10
Municipal Public Accounts Committee	14	15	14	13	15	08	18	14	14	15	14	14

5.3.2 Executive Committee Meetings (EXCO)

1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
July 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
20	22	20	19	21	07	18	20	19	18	21	20

5.3.3 Ordinary Council Sittings

1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
07	31			30		31	28	29		31	31
Special Council	IDP/Budget/PMS IA/Risk/MPAC PMU Process Plan						Budget Adjustment	Draft IDP/Budget		Final IDP/Budget	SDBIP Adoption

5.3.4 Councillors Forum Meetings

1 st Quarter			2 nd Quarter			3 rd Quarter			4 th Quarter		
July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun
12		20		21		22		19		15	15

SECTION 6: MECHANISMS FOR PUBLIC PARTICIPATION

6.1 MEDIA

The process is undertaken annually in terms of the IDP and Budget, to reach out to all MKLM communities in 35 wards. Below are means of communications used with the assistance of Communication Unit and Information Technology Unit and the Speakers Office for publicizing:

- ✓ Municipal Website and Intranet
- ✓ Notices at all Municipal Offices
- ✓ Municipal newsletters and press releases
- ✓ Loud hailing prior to the public meetings
- ✓ Adverts in local news papers
- ✓ Radio announcements
- ✓ E-mails and bulk SMS's to all on consolidated municipal database
- ✓ Social media platforms (MKLM Facebook page)

6.2 PUBLIC ENGAGEMENTS

Cluster system for 35 vast wards is used to accommodate all communities of MKLM. The venues for public meetings are selected in a manner that enables easy access for members of the community to attend. The meetings are cluster base by nearer the wards where wards comprise distinctly of geographical and socio-economic different communities. MKLM is trying to manage time due to compliance processes but this financial year if Council resolves more than one meeting will be held in such wards, or two sessions will be held in a day with two groupings of Executive Committee members and Administration as senior management in order to maximize participation.

Time chosen for the meetings will also ensure maximum attendance, their safety due to rural status for of all communities to attend and the meetings will be conducted in the preferable language in a specific area with interpretation services available where needed. The advert for such meetings would be done as mentioned in Media bullet 6.1 above and also shared with Councillors. Details of the meetings will be communicated to stakeholders timeously in order to maximize participation at meetings. It is the responsibility of office of the Speaker to ensure loud-hailing is done and IDP Unit would distribute invites to stakeholders to notify them of the planned adopted schedule for consultations. Other relevant municipal officials needed will be invited by their Head of Departments.

6.3 MAYORAL ROADSHOWS

The Mayor of MKLM must from time to time interact with all communities in the different wards though Mayoral Imbizo's. This will be done in order to keep track of basic service delivery challenges and backlogs encountered by communities, as well as to give feedback regarding various municipal matters.

6.4 SECTOR ENGAGEMENTS

This is the critical sector required to be functional for sustainable collaborative project provision and implementation. A number of engagements will be held with various representatives from different sectors of society through IDP Representative Forum and other meetings engaged on by Community Services. The engagements will enable the municipality to obtain valuable technical inputs from sectors such as business, mining, agriculture, sports, faith based, environmental, youths, etc. which will inform all the strategic components and sector plans to avoid silo operation and disjointed planning within the IDP processes.

6.5 SCHEDULE 1ST ROUND OF PUBLIC PARTICIPATION FOR FINANCIAL YEAR 2024/2025

6.5.1 Summarised Version of 35 Wards of Cluster Dates, Venues, & Time Allocation

September 2023						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
			Portfolio: Planning & Development	Councillors Briefing Session	IDP Representative Forum	
17	18	19	20	21	22	23
		Cluster 1 Ledig 14,28,30 @10:00	Councillors Forum	Cluster 2 Ntswanalemetsing 5,6,7,8,29,34 @10:00		
24	25	26	27	28	29	30
	Cluster 3 Ramonkgwe 15,16,17 @10:00	Cluster 4 Masekoloane 1,2,3	Cluster 5 4,18,19,20,21 Uitkyk 2 @ 10:00	Cluster 6 Phadi 11,12 @ 10:00		
October 2023						
01	2	3	4	5	6	7
		Cluster 7 9,10,22,31,32 Lesetlheng @ 10:00	Cluster 8 Ratau 23,24,25,26,27 @10:00	Cluster 9 Ward13 Mabele A Podi @10:00 Cluster 10 Council Chamber 33.35 @17:00		

6.5.2 Detailed Version of Cluster Allocation

Cluster 1

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Department	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Ledig (W28) Sports Ground 10H00	Mayor, Speaker Offices, IDP Unit	14	Bakgatlheng, Section 1, Sunfield East, Pharama 2, Lethabile (Upper & Lower), Gugulethu, Matshelapata, Modiketsana	Cllr Mpho Raboroko 067 780 8017 079742 1793	Tuesday 19 Sep 2023
		28	Selosesha, Reagile/Casablanca, Lekwadi,; Kagiso 1, Kagiso 2, Hospital View	Cllr Peter Radikeledi 067 199 7391/078682 5391	
		30	Zulu Section, Khutsong/Zones 2,3, 4, & 6, Pharama/Sofa sonke, Khalanyoni/Codesa, Sun View, Matooster, Mahobieskraal	Cllr Shadrack Sebalo 078 299 2257	

Cluster 2

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Ntswanalemetsing	Mayor, Speaker	5	Disake, Kraalhoek, Matlametlo	Cllr Noah Ditsele 073 700 9956	Thursday 21 Sep

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

Cluster 3

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Ramonkgwe 10H00	Mayor & Speaker' Offices, IDP Unit	15	Lerome South; Lerome Thabeng; Rantsubane Section; TT Section	Cllr Tshidi Kgotlhang 079 475 3001/073 074 4567	Monday 25 Sep 2023
		16	Dikweipi 1 and 2 (R510); Welgeval Block 1 – 4; Agrico Block 6; Welgeval Block 5 (Raphurele)	Cllr Mogomotsi Mogale 072 538 4381	
		17	Lerome Mositwana; Lerome East; Leruleng; Phola Park; Ramonkgwe	Cllr Kopano Khunou 072 061 2831	

Cluster 4

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Maskoloane @ 10:00	Mayor, Speaker Offices, IDP Unit	1	Goedehoop, Molatedi, Obakeng, Welverdiend (Nonceba), Welgeval (Los Meitjerie), De – Brak, Dwarsberg (Dinokaneng), Mankaipaya, Rampampaspoort.	Cllr Tebogo Sephoti 072 767 6374 079 046 8234	Tuesday 26 Sep 2023
		2	Sesobe, Ramothhajwe, Montsana, Khayakhulu, David Katnagel, Pitsedisulejang, Letlhakeng, Ramokgolela	Cllr Sipho Kalipa 073 275 6490	
		3	Mmatau, Moubana, Maskoloane, Manamela, Siga, Voordonker	Cllr Stephina Mashishi 071 176 7327	

Cluster 5

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Department	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Tlokweng Community Hall 10H00	Mayor, Speaker Offices, IDP Unit	4	Uitkyk 1 & 2, Brakkuil, Koffiekraal.	Cllr Samuel Masokwane 078 147 3239 /071 701 7750	Wednesd 27 Sep 2023
		18	Pella, Kortloof/Letlhakane.	Cllr Mmamiki Radiokana 082 099 3476	
		19	Pella, Madikwe.	Cllr Sello Hlojane 072 395 4596	
		20	Tlokweng.	Cllr Motsisi Mogapi 082 616 6238	
		21	Tlokweng, Vrede, Seshibitswe.	Cllr Tshepo Khumalo 082 310 1545	

Cluster 6

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Phadi 10H00	Mayor & Speaker Offices, ID Unit	11	Phadi/Pylkop, Mmorogong, Bojating.	Cllr Efesia Matshereng 082 558 3517	Thursday 28 Sep 2023
		12	Ramokokastad (Selosessa, Niniva, Stateng, Villa Park, Lotwane, Thabeng).	Cllr Bontle Bosielo 073 243 9798	

Cluster 7

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Lesethheng 10H00	Mayor & Speaker Offices, IDP Unit	9	Moruleng Sections (Raserapane, Greenside, Lesunyana, Matlotleng, Vuka, Matangwana); Ramoga; Lesethheng	Cllr Herman Magoleng 081 854 0891	Tuesday 03 Oct 2023
		10	Sandfontein (Boikhutso, Sepeding, Sekgathheng); Leagajang, Arthursview	Cllr Itumeleng Sekoboane 063 822 9379	
		22	Manamakgotheng (Mositwana, Madibaneng, Selocha, Tlapane, Mabatlane, Maeraneng, Tswereng), Lesethheng, Legogolwe	Cllr Kabelo Letsatsi 076 128 4977	
		31	Segakwaneng & Phuting, Huma, Manamakgotheng (Poela, Rampipi, Taung, Matetswane, Mositwana, Vergenoeg, Matlotleng, Morokwaneng, Ramautsu, Serobege).	Cllr Mookamedi Thale 064 946 1005	
		32	Moruleng Sections (Malebye, Mabodisa, Ramolope, Marapallo); Moruleng Sections (Raserapane, Sedibelo, Phiribatho); Moruleng Sections (Makresteng, Molapong)	Cllr Obakeng Pilane 084 430 1006	

Cluster 8

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Department	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Ratau 10H00	Mayor & Speaker Offices, IDP Unit	23	Seolong, Mabeskraal, Makweleng, Ratau, Ntsweng.	Cllr Thobego Mogaki 076 471 0477	Wednesd 04 Oct 2023
		24	Makoshong, Mabeskraal, Ratau.	Cllr Seanokeng Sekao 084 396 5621	
		25	Mabaalstad/Kwa – Phiri, Leretlweng, Bapong.	Cllr Peter Kanaomang 066 195 1871	
		26	Makoshong 2, Makoshong 2 Extension, Tweelagte, Lengeneng, Phalane	Cllr Nkeko Letlape 072 718 2045	
		27	Mmorogong, Makgope, Maologane, Witrantjie, Mabelleng, Tlathlaganyane	Cllr Shimane Sibanda 064 750 1550	

Cluster 9

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Mabele A Podi 0H00	Mayor & Speaker Offices, IDP	13	Mogwase Unit 2, Mabele a Podi	Cllr Fortune Luvuno 082 840 5797	Thursday 05 Oct 2023

Cluster 10

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Council Chamber 17 H00	Mayor & Speaker Offices, IDP	33	Mogwase Unit 1 (portion), 3, 4, 5 South & North; Phelabontle Estate	Cllr Thato Mosako 066 0164845/081 645 9351	Thursday 05 Oct 2023
		35	Mogwase Unit 1, 8	Cllr Lucky Pitso 079 929 1166	

6.6 PROPOSED 2ND ROUND OF PUBLIC PARTICIPATION FOR FINANCIAL YEAR 2024/2025

6.6.1 Summarised Version of 35 Wards of Cluster Dates, Venues, & Time Allocation

March 2024						
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
24	25	26	27	28	29	30
					Good Friday	
APRIL 2024						
	1	2	3	4	5	6
	Family day					
7	8	9	10	11	12	13
		Councillors Briefing session				
14	15	16	17	18	19	20
		Cluster 1 Marapallo 5,6,7,8,29,34 @10:00	Cluster 2 David Katnagel 1,2,3	Cluster 3 Wirantjie 23,24,25,26,27 @10:00		
21	22	23	24	25	26	27
	Cluster 4 Welgeval Block 5 15,16,17 @10:00	Cluster 5 4,18,19,20,21 Pella @ 10:00	Cluster 6 9,10,22,31,32 Legogolwe @ 10:00	Cluster 7 Ramokokastad 11,12 @ 10:00		
28	29	30				
	Cluster 8 Mahobiskraal 14,28,30 @10:00	Cluster 9 Ward13 Mabele A Podi @10:00 Council Chamber 33.35 @17:00				

6.6.2 Detailed Version of Cluster Allocation

Cluster 1

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Marapallo 10H00	Mayor & Speaker Offices, IDP Unit	5	Disake, Kraalhoek, Matlametlo	Cllr Noah Ditsele 073 700 9956	Tuesday 16 April 2024
		6	Nkogole, Mantsho, Motlhabe, Molorwe, Mapaputle, Ramoshibitwana, Kameelboom, Mogoditsane, Marapallo (Dekameelkuil).	Cllr Justice Mabaso 066 543 1977	
		7	Sefikile.	Cllr Itumeleng Serole 073 422 5970	
		8	Ramasedi, Ngwedding, Magong, Ntswanalemetsing, Magalane, Legkraal, Mononono	Cllr Nelson Sefora 082 256 1042	
		29	Mokgalwana	Cllr Phillista Mabula 072 487 6732	
		34		Cllr Precious Muleya	

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
			Mmopyane, Mmantserre	067 382 2852	

Cluster 2

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
David Katnagel @ 10:00	Mayor & Speaker Offices, IDP Unit	1	Goedehoop, Molatedi, Obakeng, Welverdiend (Nonceba), Welgeval (Los Meitjerie), De – Brak, Dwarsberg (Dinokaneng), Mankaipaya, Rampampaspoort.	Cllr Tebogo Sephoti 072 767 6374 079 046 8234	Wed 17 April 2024
		2	Sesobe, Ramothajwe, Montsana, Khayakhulu, David Katnagel, Pitsedisulejang, Lethakeng, Ramokgolela	Cllr Siphon Kalipa 073 275 6490	
		3	Mmatau, Moubana, Maskoloane, Manamela, Siga, Voordonker	Cllr Stephina Mashishi 071 176 7327	

Cluster 3

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Department	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Witrantjie 10H00	Mayor & Speaker Offices, IDP Unit	23	Seolong, Mabeskraal, Makweleng, Ratau, Ntsweng.	Cllr Thobego Mogaki 076 471 0477	Thur 18 April 2024
		24	Makoshong, Mabeskraal, Ratau.	Cllr Seanokeng Sekao 084 396 5621	
		25	Mabaalstad/Kwa – Phiri, Leretlweng, Bapong.	Cllr Peter Kanaomang 066 195 1871	
		26	Makoshong 2, Makoshong 2 Extension, Tweelagte, Lengeneng, Phalane	Cllr Nkeko Letlape 072 718 2045	
		27	Mmorogong, Makgope, Maologane, Witrantjie, Mabelleng, Thatthaganyane	Cllr Shimane Sibanda 064 750 1550	

Cluster 4

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Welgeval Block 5 10H00	Mayor & Speaker Offices, IDP Unit	15	Lerome South; Lerome Thabeng; Rantsubane Section; IT Section	Cllr Tshidi Kgothang 079 475 3001/073 074 4567	Monday 22 April 2024
		16	Dikweipi 1 and 2 (R510); Welgeval Block 1 – 4; Agrico Block 6; Welgeval Block 5 (Raphurele)	Cllr Mogomotsi Mogale 072 538 4381	
		17	Lerome Mositwana; Lerome East; Leruleng; Phola Park; Ramonkgwe	Cllr Kopano Khunou 072 061 2831	

Cluster 5

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Department	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Pella Community Hall 10H00	Mayor & Speaker Offices, IDP Unit	4	Uitkyk 1 & 2, Brakkuil, Koffiekraal.	Cllr Samuel Masokwane 078 147 3239 /071 701 7750	Tuesday 23 April 2024
		18	Pella, Kortloof/Lethakane.	Cllr Mmamiki Radiokana 082 099 3476	
		19	Pella, Madikwe.	Cllr Sello Hlojane 072 395 4596	
		20		Cllr Motsisi Mogapi	

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Department	Ward	Participants or Villages	Councillors & Contacts	Time Frame
			Tlokweg.	082 616 6238	
		21	Tlokweg, Vrede, Seshibitswe.	Cllr Tshepo Khumalo 082 310 1545	

Cluster 6

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Legogolwe 10H00	Mayor & Speaker Offices, IDP Unit	9	Moruleng Sections (Raserapane, Greenside, Lesunyana, Matlotleng, Vuka, Matangwana); Ramoga; Lesetlheng	Cllr Herman Magoleng 081 854 0891	Wednesday 24 April 2024
		10	Sandfontein (Boikhutso, Sepeding, Sekgatlheng); Leagajang, Arthursview	Cllr Itumeleng Sekoboane 063 822 9379	
		22	Manamakgotheng (Mositwana, Madibaneng, Selocha, Tlapane, Mabatlane, Maeraneng, Tswereng), Lesetlheng ,Legogolwe	Cllr Kabelo Letsatsi 076 128 4977	
		31	Segakwaneng & Phuting, Huma, Manamakgotheng (Poela, Rampipi, Taung, Matetswane, Mositwana, Vergenoeg, Matlotleng, Morokwaneng, Ramautsu, Serobege).	Cllr Mookamedi Thale 064 946 1005	
		32	Moruleng Sections (Malebye, Mabodisa, Ramolope, Marapallo); Moruleng Sections (Raserapane, Sedibelo, Phiribatho); Moruleng Sections (Makresteng, Molapong)	Cllr Obakeng Pilane 084 430 1006	

Cluster 7

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Ramokokastad 10H00	Mayor, Speaker Offices, IDP Unit	11	Phadi/Pykop, Mmorogong, Bojating.	Cllr Efesia Matshereng 082 558 3517	Thursday 25 April 2024
		12	Ramokokastad (Selossha, Niniva, Stateng, Villa Park, Lotwane, Thabeng).	Cllr Bontle Bosielo 073 243 9798	

Cluster 8

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Department	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Mahobieskraal 10H00	Mayor & Speaker Offices, IDP Unit	14	Bakgatlheng, Section 1, Sunfield East, Pharama 2, Letlhabile (Upper & Lower), Gugulethu, Matshelapata, Modiketsana	Cllr Mpho Raboroko 067 780 8017 079742 1793	Monday 29 April 2024
		28	Selossha, Reagile/Casablanca, Lekwadi,; Kagiso 1, Kagiso 2, Hospital View	Cllr Peter Radikeledi 067 199 7391 078682 5391	
		30	Zulu Section, Khutsong/Zones 2,3, 4, & 6, Pharama/Sofa sonke, Khalanyoni/Codesa, Sun View, Matooster, Mahobieskraal	Cllr Shadrack Sebalo 078 299 2257	

Cluster 9

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Mabele A Podi 10H00	Mayor & Speaker Offices, IDP Unit	13	Mogwase Unit 2, Mabele a Podi	Cllr Fortune Luvuno 082 840 5797	Tuesday 30 April 2024

Cluster 10

Local Government Municipal Systems Act, Chapter 4 Sec 16 Development of Culture of Community Participation					
Venue & Time	Responsible Dept	Ward	Participants or Villages	Councillors & Contacts	Time Frame
Council Chamber 17 H00	Mayor & Speaker Offices, IDP Unit	33	Mogwase Unit 1 (portion), 3, 4, 5 South & North; Phelabontle Estate	Cllr Thato Mosako 066 0164845/ 081 645 9351	Tuesday 30 April 2024
		35	Mogwase Unit 1, 8	Cllr Lucky Pitso 079 929 1166	

Section 7: IDP/Budget/PMS/MPAC/ Internal Audit and Risk Management and Project Management Unit Action Plans

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

The phases highlight planning processes per above action plan and will also speaks to Planning, Preparation, Implementation and Monitoring and Reporting on Quarterly basis to Council.

Action	Deliverables	Responsible Person	Acts
1st Quarter: July – September 2023			
July 2023			
Preparation Phase in developing the IDP/PMS Budget Process Plan 2024/2025	<ul style="list-style-type: none"> <input type="checkbox"/> Alignment of Framework developed by Bojanala Platinum District Municipality with MKLM per prescribed legislation <input type="checkbox"/> Identification and updating stakeholder list for IDP Representative Forum <input type="checkbox"/> Self-assessment to identify gaps in the IDP process. <input type="checkbox"/> Develop Draft 2023/2024 IDP/PMS/Budget Process Plan 	Head IDP	MSA No. 32 of 2000 s27, 28
August 2023			
Tabling of the 2024/2025 IDP/PMS/ Budget Process Plan	<ul style="list-style-type: none"> <input type="checkbox"/> 1st IDP Steering Committee <input type="checkbox"/> 1st Councillor Engagement Session <input type="checkbox"/> Tabling of Draft IDP Process Plan to Portfolio Committee and EXCO for comments and recommendation <input type="checkbox"/> IDP Community Engagements Workshop with all Councillors, Ward Committees, Community Development Workers, Community Liaison Officers <input type="checkbox"/> Planning for 1st Round of Community Consultations on Needs Collections and update. Mechanisms, processes and procedure for public participation <input type="checkbox"/> Mayor tables in Council a time schedule outlining key deadlines for preparing, tabling and approving the budget and BPDM Framework 	Head IDP	LGMSA Section 28, 29 and 34 and MFMA S21(b)
September 2023			

Action	Deliverables	Responsible Person	Acts
Approved IDP/PMS/Budget 2024/2025 Publicized for Implementation	<input type="checkbox"/> 1 st IDP Representative Forum <input type="checkbox"/> MEC confirmation letter of receiving the Process Plan/ Action Plan for 2024/2025 <input type="checkbox"/> Advertised 1 st Round of Public Participation Schedule with Office of the Speaker <input type="checkbox"/> Completed and Successful 1 st Round of Public Participation <input type="checkbox"/> Advertised the IDP/PMS & Budget Process Plan for information to our stakeholders on: <ul style="list-style-type: none"> <input type="checkbox"/> Municipal Website, and <input type="checkbox"/> Local Newspapers, <input type="checkbox"/> Notice Boards and <input type="checkbox"/> Tribal Offices, <input type="checkbox"/> Libraries and <input type="checkbox"/> Satellite offices 	Accounting Officer, Head IDP All Directors	Internal Planning Processes
2nd Quarter: October - December			
October 2023			
Departmental ; Strategic Planning Session	<input type="checkbox"/> Develop the strategic plan and to formulate plans for the inclusion in the draft IDP 2024/2025 Budget review proposal <input type="checkbox"/> Discussions and Engagements on the 2024/2025 IDP/Budget Strategic Focus area for new Council term of office <input type="checkbox"/> Review of 2023/2024 Community Needs <input type="checkbox"/> Analysis to determine the following: <ul style="list-style-type: none"> <input type="checkbox"/> What needs to be improved for community/ public participation <input type="checkbox"/> What are possible plans and alternatives for the next Public Participation <input type="checkbox"/> Presenting Community inputs, Service Delivery achievements by Departments <input type="checkbox"/> Adoption of Prioritised Model IDP & Budget MTREF for outer years	Accounting Officer Head IDP CFO All Directors	Internal Planning Processes
November 2023 Some activities might flow to December			
Strategic Agenda setting by the Mayor	<input type="checkbox"/> Institutional Strategic Planning Session (The Mayor Strategic Planning session, where EXCO, Speaker, Single Whip, Union Representatives and Management focusses on: <ul style="list-style-type: none"> <input type="checkbox"/> Management MTREF Priorities <input type="checkbox"/> Review and updating of the IDP Vision, Mission, Values and Objectives <input type="checkbox"/> Strategic Objectives and Developmental Priorities <input type="checkbox"/> Update policies, priorities and objectives to determine revenue projections and policies. <input type="checkbox"/> Integration of information from adopted Sector Plans into the IDP Review document <input type="checkbox"/> Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. <input type="checkbox"/> Identification of priority IDP projects 	AO CFO Directors Head IDP Management	MFMA 52 (C)
December 2023			

Action	Deliverables	Responsible Person	Acts
Departmental Engagements on status quo analysis	<ul style="list-style-type: none"> <input type="checkbox"/> Engage with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc.) <input type="checkbox"/> Assessment of existing level of development - Situational analysis <input type="checkbox"/> Assessment on the implementation of Strategic Plan Resolutions held in Sun City 21- 23 March 23 <input type="checkbox"/> Assessment on implementation of Long-Term Strategy and challenges <input type="checkbox"/> Prepare analysis information on existing services, current backlogs and identification development priorities <input type="checkbox"/> Evaluate achievement of National Development Plan (NDP) 2030, Millennium Development Goals (MDG's) Sustainable Development Plan (SDG's), Municipal Strategies *Get inputs from Sector Plan information and Mining Houses <p>Project alignment between the DM and LM's</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2nd IDP Steering Committee: Mechanisms, processes and procedure for public participation <input type="checkbox"/> Plans for 2nd IDP Representative Forum to discuss: Progress Report for 2023/2024 Projects, Implementation <input type="checkbox"/> Consolidation of the session outcomes to inform all planning for IDP amendment 	Community Needs/ Priorities and Challenges Updated Needs Analysis	Municipal Systems Act No. 32 of 2000 (s17(1) and 28 (3))
3rd Quarter January – March 2024			
January 2024			
Consolidate Needs Analysis Aligned IDP Projects	<ul style="list-style-type: none"> <input type="checkbox"/> To review Sectoral Plans for gaps identified (ISDF, WSDP, and IWMP etc.) <input type="checkbox"/> Project Identification: review programmes and projects to provide for priorities and output desired/ projections for the next three years <input type="checkbox"/> Consolidate and Prepare first draft 2024/2025 IDP based on Strategic Issues workshop Continuation of the Draft IDP consolidation <input type="checkbox"/> Present 2024/2025 Draft IDP to Portfolio Committee, EXCO for noting and progress <input type="checkbox"/> Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. <input type="checkbox"/> Identification of priority IDP projects. IDP Steering Committee Meeting. <input type="checkbox"/> Consolidation and alignment with national, provincial and district strategies 		LGMSA Act No. 32 of 2000 (s16, 17(1) and s26, 28 (3))
February 2024			
Consultations with all Departments	<ul style="list-style-type: none"> <input type="checkbox"/> IDP/PMS Budget Steering Committee Meeting - KPAs to present planning and implementation progress <input type="checkbox"/> Refine strategies, programmes and draft projects as necessary for MTREF period, with key performance indicators and targets (as per strategic plan outcome) <input type="checkbox"/> IDP aligned Budget hearings to be held between Head of Departments (HOD's) and Accounting Officer to balance the budget and identified projects <input type="checkbox"/> Session to link projects and operating budgets to IDP strategies and programmes at departmental level 		Local Government Municipal Systems Act (LGMSA) Section 21 and 41
March 2024			
Final Draft IDP Adopted by Council	<ul style="list-style-type: none"> <input type="checkbox"/> Final Draft IDP for the 2024/2025 Adopted by Council <input type="checkbox"/> Finalization of Municipal Strategies, Objectives, KPA's, and KPI's and targets. Adoption of Draft IDP and Budget 2024/2025 <input type="checkbox"/> 3rd IDP Steering Committee Meeting (Strategic Planning Session). <p>Tracking and Implementation of Strategic Plan Resolutions and/or Long-Term Strategy</p> <ul style="list-style-type: none"> <input type="checkbox"/> 3rd IDP Represent final projects and programmes from Stakeholders (Mining Houses, Sector Departments, NGO's, and all programmes that will guide IDP 2024/2025 on Strategic Matter 		MSA No 32 of 2000 (s23) MSA No 32 of 2000 (s29)

Action	Deliverables	Responsible Person	Acts
4th Quarter: April – June 2024			
April 2024			
Final Draft IDP Publicised for community stakeholder engagements for comments and inputs	<input type="checkbox"/> Draft IDP to be submitted to MEC for assessment by CoGTA <input type="checkbox"/> Draft IDP advertised for 21 days for community comments, inputs <input type="checkbox"/> Sector Forums with National and Provincial Sector Department for integration into the IDP Review report <input type="checkbox"/> Public participation process to be held through cluster public hearings on the IDP and Budget <input type="checkbox"/> Public participation process to be held through cluster public hearings on the IDP and Budget and PMS Progress Report <input type="checkbox"/> Attend draft IDP assessment and feedback Session- arranged Provincially.	AO Head IDP ICT Communication	MSA 32 (a)(b)(c)(d) MSA 26 (d)
May 2024			
Consolidation of comments and inputs received Adoption of Final IDP for Financial Year 2024/2025	<input type="checkbox"/> To incorporate relevant comments to the Final reviewed IDP 2024/2025 <input type="checkbox"/> 4 th IDP/PMS/Budget Steering Committee Meeting <input type="checkbox"/> Amend IDP in accordance with the Provincial IDP Forums' comments. <input type="checkbox"/> Review and consolidate written comments / inputs in respect of the IDP/Budget <input type="checkbox"/> Council policy workshop for all Councillors <input type="checkbox"/> 3 rd IDP/PMS/Budget Representative Forum for 2024/2025 <input type="checkbox"/> Final IDP/Budget Adoption by Council	Accounting Officer (AO) Chief Finance Officer (CFO) Directors Head IDP	MFMA Sec 21, 22(a) .23, 24, MSA No 32 of 2000 (s16.17 and 28) 24; Ch 4
Advertisement of Final IDP	<input type="checkbox"/> MKLM must within 14 days of the adoption of the IDP in terms of subsection (1) or (3) – (a) Give notice to the public – of the adoption of the IDP, <input type="checkbox"/> To ensure that copies of or extracts from the plan are available for public inspection at the specified places and (b) Publicize a summary of the plan. <input type="checkbox"/> Notification of approved 2024/2025 IDP and 2025/2026 and 2026/2027 Budget on the newspapers, Municipal's website and displaying the areas where the documents can be accessed. <input type="checkbox"/> The Accounting Officer to submit Approved Amended IDP/Budget Document, Advert & Council Resolution to the MEC for Local Government, National and Provincial Treasury within 10 working days after the Municipal Council Approval	AO Head IDP Communication ICT	MSA s25(4)(a)(b) and (s21A & s21)

Proposed Time lines	
IDP Steering Committee Meetings	<ul style="list-style-type: none"> • 10 August 2023 • 1 December 2023 • 8 February 2024 • 7 May 2024
Strategic Planning Session	<ul style="list-style-type: none"> • 5 – 7 March 2024
IDP Representative Forum Meetings	<ul style="list-style-type: none"> • 15 September 2023 • 9 December 2023 • 14 May 2023
IDP Public Participation – 1 st Session	<ul style="list-style-type: none"> • 13 Sep – 05 Oct 2023
IDP Public Participation – 2 nd Session	<ul style="list-style-type: none"> • 6 April – 30 April 2024

7.2 Action Plan – Budget and Treasury Office: BTO

Action	Deliverables	Responsible Person	Legal Prescripts
1st Quarter: July – September 2023			
July 2023			
	<ul style="list-style-type: none"> <input type="checkbox"/> Mayor begins planning for next three-year budget in accordance with co-ordination role of budget process <input type="checkbox"/> Planning includes review of the previous year's budget process and completion of the Budget Evaluation Checklist <input type="checkbox"/> Budget Steering Committee to discuss rollovers, savings declarations and new applications 	CFO and Senior Accountant Head IDP and IDP Manager	MFMA s 53
August 2023			
Submission of AFS	<ul style="list-style-type: none"> <input type="checkbox"/> Adoption of the IDP/PMS Budget Process Plan <input type="checkbox"/> Adoption of AFS 	CFO and Senior Accountant	MFMA Act No.56 of 2003: (s.21 (1)(b) and 53(1)(b)
September 2023			
	<input type="checkbox"/> Assess implementation progress, overview of funding available per department (both from savings as well as internal budget and external funds).	CFO and Senior Accountant	MFMA No 56 of 2003 (s 54 (1)
2nd Quarter: October – December 2023			
October 2023			
	<input type="checkbox"/> All Departments to prepare/ amend 2023/2024 projections for the financial year 2024/2025, 2025/2026	CFO and Senior Accountant	MFMA No 56 of 2003 (s 54 (1)
December 2023			
	All Departments to prepare/ amend 2024/2025 projections for the financial year 2025/2026, 2026/2027	CFO and Senior Accountant	MFMA No 56 of 2003 (s 54 (1)
3rd Quarter: January – March 2024			
January 2024			
	<input type="checkbox"/> All Departments to prepare/ amend 2024/2025 projections for the financial year 2025/2026, 2026/2027	Chief Financial Officer	MFMA No 56 of 2003 (s 72 (1)
	<input type="checkbox"/> Previous Year Financial Statement- ensure the AO addresses any issues raised by the Auditor General in the Audit Report/prepare action/audit plans to address and incorporate into the annual report	Chief Finance Officer	
February 2024			
Adjusted Budget	<ul style="list-style-type: none"> <input type="checkbox"/> Compilation of Adjustment Budget and IDP Amendments <input type="checkbox"/> Mid – Year Budget and Performance benchmark by Assessments with National treasury, Provincial treasury and other stake holders 	Chief Financial Officer	MFMA No 56 of 2003 (s 28 (1)
March 2024			
Draft Budget	<input type="checkbox"/> Mayor tables draft budget, resolutions, plans and changes to IDP at least 90 days before the start of the financial year.	Chief Financial Officer	MFMA No 56 of 2003 (s 16 (2)
4th Quarter: April – June 2024			
April 2024			
	<input type="checkbox"/> Accounting officer assists the Mayor in revising budget documentation in accordance with consultative processes and considering the results from the third quarterly review of the current year	CFO and Senior Accountant	MFMA s21
May 2024			
Adoption of Budget	<input type="checkbox"/> Draft SDBIP's for 2024/2025 developed and for incorporation into draft IDP 2024/2025 financial year (FY).	Chief Financial Officer	MFMA s 23, 24; MSA Ch 4 as amended
June 2024			

Action	Deliverables	Responsible Person	Legal Prescripts
	<input type="checkbox"/> Notification of approved 2024/2025 IDP and 2023/2024 and 2025/2026 Budget on the newspapers, Municipal's website and displaying the areas where the documents can be accessed.	CFO and Senior Accountant Head IDP and IDP Manager	MSA s25(4)(a)(b) and (s21A &

7.3 Action Plan – Institutional Performance Management Systems – IPMS – 157/05/2023

Action	Deliverables	Responsible Person	Legal Prescripts
1st Quarter: July – September 2023			
July 2023			
Performance Agreements	<input type="checkbox"/> Signing of Performance Agreements for Accounting Officer and Senior manager or Acting Senior managers by July 2023	Accounting Officer & Head of Departments and IPMS Manager	MFMA Sec ©(iii)/MSA Sec 57(1)(b), 57 (2)(b) MFMA Sec 52
4th Quarter Reporting Template	<input type="checkbox"/> Develop and submit 4th quarter reports by all June 2023.		
4th Quarter Performance Report	<input type="checkbox"/> Consolidate and 4th quarterly performance report to and submit them to council.		
August 2023			
Annual Report	<input type="checkbox"/> Annual Performance Report <input type="checkbox"/> Start the process of the Drafting Annual Report <input type="checkbox"/> Submit the Draft Annual Report to Council.	Accounting Officer (AO) & Head of Departments and IPMS unit	MFMA Circular No. 11 & 63 MSA Sec 46 MFMA Sec 121 & 127
Annual Performance Report	<input type="checkbox"/> Submit the final Annual Performance Report to the Auditor General by 31 st of August 2023.		
September 2023			
Performance reporting template	<input type="checkbox"/> Develop and submit 1st quarter reports to all department for reporting by September 2023.	CFO and Senior Accountant Head IDP and IDP Manager	MFMA Sec 52 (d)
1st Quarter Performance Report	<input type="checkbox"/> Consolidate and submit 1st quarter performance report to council		
2nd Quarter: October – December 2023			
October 2023			
Performance reporting template	<input type="checkbox"/> Develop and submit 1st quarter report to all department for reporting by September 2023.	Accounting Officer (AO) & Head of Departments and IPMS unit	Municipal PMS Policy framework MFMA Sec 52 (d)
1st Quarter Performance Report	<input type="checkbox"/> Consolidate and submit 1st quarter performance report to council		
3rd Quarter: January – March 2024			
January 2024			
2nd quarter Performance Report	<input type="checkbox"/> Consolidate and submit 2 nd quarter performance report to council	Accounting Officer (AO) & Head of Departments and IPMS unit	PMS Policy framework MFMA Sec 52 (d) MFMA Sec 72 MFMA Sect 127 & MSA Sect 12a
Mid-Year Performance Report	Consolidate and submit Mid-Year Performance report signed by the Mayor to council by end January 2023		
Annual Report	Submit Annual Report to council, Make public annual report and invite community inputs into report		
March 2024			
performance reporting template	<input type="checkbox"/> Develop and submit 3rd quarter reporting templates to all department for reporting.	Accounting Officer (AO) & Head of Departments and IPMS unit	Municipal PMS Policy framework MFMA Sec 52 (d)
3 rd quarter Performance Report	<input type="checkbox"/> Consolidate and submit 3 rd quarter performance report to council		
4th Quarter: April – June 2024			
April 2024			
3 rd quarter performance report	<input type="checkbox"/> Develop and submit 3rd quarter reporting templates to all department for reporting.	Accounting Officer (AO) & Head of Departments. Senior IPMS	Municipal IPMS Policy framework MFMA Sec 52 (d)
May 2024			
Performance Management System Policy Framework	<input type="checkbox"/> Performance management System Policy Framework for 2023/24 adopted by council by May 2023	Accounting Officer & Head of Departments and Senior IPMS	Regulation 8 of Municipal Planning and performance regulations
June 2024			

Action	Deliverables	Responsible Person	Legal Prescripts
Service Delivery and Budget Implementation Plan	<input type="checkbox"/> Accounting Officer to submit to the Mayor the draft SDBIP and draft Performance Agreement by no later than 14 days after approval of the budget by June 2023	Accounting Officer & Head of Departments and IPMS unit	MFMA Sec 53 (ii) MFMA Circular 13
	<input type="checkbox"/> SDBIP Signed by Mayor 28 days after the approval of the budget in June 2023	Accounting Officer & Head of Dept & IPMS	MFMA Sec 53© (ii)

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

Action	Deliverables	Responsible Person	Legal Prescripts
1st Quarter: July – September 2023			
July 2023			
Approval of the following strategic Documents:	<input type="checkbox"/> Audit Committee Charter <input type="checkbox"/> Audit Committee Schedule of meetings <input type="checkbox"/> Internal Audit Charter <input type="checkbox"/> Internal Audit Methodology <input type="checkbox"/> Internal Audit Quality Assurance Improvement plan <input type="checkbox"/> Internal Audit Combined Assurance Plan <input type="checkbox"/> Three-year RBAP and the annual risk-based audit plan	Accounting Officer and Manager Internal Audit	MFMA sec 165 and 166 AC Charter IA Charter
August 2023			
Audit Committee Meeting	<input type="checkbox"/> Audit Committee meeting for review of the Draft AFS and APR	Accounting Officer and Manager Internal Audit	MFMA Sec 166
2nd Quarter: October – December 2023			
October 2023			
Audit Committee meeting for Quarter one (1) reports:	<input type="checkbox"/> Financial reports <input type="checkbox"/> Internal Audit Reports <input type="checkbox"/> Performance management system reports <input type="checkbox"/> Risk Management reports <input type="checkbox"/> IDP Reports <input type="checkbox"/> ICT Reports <input type="checkbox"/> Legal reports <input type="checkbox"/> Corporate Support Services reports	Office of the Accounting Officer: Internal Audit Audit Committee	MFMA sec 165 and 166 AC Charter IA Charter
3rd Quarter: January – March 2024			
January 2024			
Audit Committee meeting for Quarter two (2) reports:	<input type="checkbox"/> Financial reports <input type="checkbox"/> Internal Audit Reports <input type="checkbox"/> Performance management system reports <input type="checkbox"/> Risk Management reports <input type="checkbox"/> IDP Reports <input type="checkbox"/> ICT Reports <input type="checkbox"/> Legal reports <input type="checkbox"/> Corporate Support Services reports	Audit Committee and Internal Audit	MFMA Sec 166 and 165 AC Charter
	<input type="checkbox"/> Reports of the Audit Committee to Council		
4th Quarter: April – June 2024			
April 2024			
Audit Committee meeting for Quarter two (2) reports:	<input type="checkbox"/> Financial reports <input type="checkbox"/> Internal Audit Reports <input type="checkbox"/> Performance management system reports <input type="checkbox"/> Risk Management reports <input type="checkbox"/> IDP Reports <input type="checkbox"/> ICT Reports <input type="checkbox"/> Legal reports	Office of the Accounting Officer: Internal Audit Audit Committee	MFMA sec 165 and 166 AC Charter IA Charter

Action	Deliverables	Responsible Person	Legal Prescripts
	<input type="checkbox"/> Corporate Support Services reports		
	<input type="checkbox"/> Quarter four (4) reports to be considered in July first week of the new financial year and the reviewed IA Strategic documents		

7.5 Action Plan: Municipal Public Accounts Committee: (MPAC) Council Resolution: 01/07/2022

Action	Deliverables	Responsible Person	Legal Prescripts
1st Quarter: July – September 2023			
July 2023			
MPAC meeting	<input type="checkbox"/> Submission of Performance Management quarterly reports <input type="checkbox"/> Submission financial reports <input type="checkbox"/> Development of Annual Work Plan 2023/2024 <input type="checkbox"/> Final Work Plan presented to Council. <input type="checkbox"/> Review of Terms of Reference.	Senior Officer MPAC	Internal Processes
August 2023			
	<input type="checkbox"/> Engagement with the Office the Auditor General (Bi-Annual) <input type="checkbox"/> Identification of projects to be visited	Senior Officer MPAC	
September 2023			
MPAC quarterly meeting	<input type="checkbox"/> Submission of Performance Management quarterly report - PMS <input type="checkbox"/> Submission Financial reports & Report on projects visited <input type="checkbox"/> District MPAC Forum Meeting	Senior IPMS	Internal Processes
2nd Quarter: October – December 2023			
October 2023			
	<input type="checkbox"/> Continuation of Project Visit <input type="checkbox"/> MPAC Strategic Planning Session <input type="checkbox"/> Engagement with External Stakeholders	Senior Officer MPAC	MFMA Section 127 (5)(ii) MSA Act No. 32 of 2000, section 21A
November 2023			
	<input type="checkbox"/> Collection of public comments during mayoral Imbizo on 1st Quarter performance <input type="checkbox"/> MPAC vs IDP Awareness Campaign	Senior Officer MPAC	MFMA Section 127 (5)(ii) MSA Act No. 32 of 2000, section 21A
December 2023			
	<input type="checkbox"/> MPAC quarterly meeting <input type="checkbox"/> Submission of PMS & Financial repots <input type="checkbox"/> Report on projects visited	Senior Officer MPAC	MFMA Section 127 (5)(ii) MSA Act No. 32 of 2000, section 21A
3rd Quarter: January – March 2024			
January 2024			
	<input type="checkbox"/> Develop a process plan for the 2021/2022 public hearings. <input type="checkbox"/> The Process Plan is considered for implementation.	Council	MFMA Section 127 (5)(ii) MSA Act No. 32 of 2000, section 21A
February 2024			
	<input type="checkbox"/> Considering the 2021/2022 Annual Report <input type="checkbox"/> Engagement with Auditor General to give a brief overview on the Audit Outcome for 2021/2022 financial year. <input type="checkbox"/> Public Participation on the Annual Report 2021/2022 for the community representative to submit comments and inputs	Senior Officer MPAC	MFMA Section 127 (5)(ii) MSA Act No. 32 of 2000, section 21A
March 2024			
	<input type="checkbox"/> Continuation of Public hearing on the Annual Report <input type="checkbox"/> Submit Draft Oversight Report to Council	Senior Officer MPAC	MFMA Section 127 (5)(ii) MFMA Sec129
4th Quarter: April – June 2024			
April 2024			
	<input type="checkbox"/> Submit Oversight Report to the to the Provincial Legislature, COGTA, Provincial Treasury and Auditor General <input type="checkbox"/> Make Public the Oversight Report within seven days of its adoption e.g. Municipal website, local libraries and Tribal Offices	Senior Officer MPAC	MFMA section 129 MSA Act No. 32 of 2000 section 21A
May 2024			
	<input type="checkbox"/> Identification of projects to be visited <input type="checkbox"/> Visit to SCOPA or by SCOPA	Senior Officer MPAC	

Action	Deliverables	Responsible Person	Legal Prescripts
June 2024			
MPAC meeting	<input type="checkbox"/> Annual review of the MPAC Terms of Reference. <input type="checkbox"/> Development of Annual Work Plan 2022/2023 <input type="checkbox"/> Final MPAC Work Plan & Action Plan presented to Council. <input type="checkbox"/> Engagement with Traditional Leaders <input type="checkbox"/> District MPAC Forum Meeting	Senior Officer MPAC	Municipal Systems Act 32 of 2000 section 53 & 59

7.6 Action Plan – Risk Management

Action	Deliverables	Responsible Person	Legal Prescripts
1st Quarter: July – September 2023			
July 2023			
Collate information	<input type="checkbox"/> Gather information from departments <input type="checkbox"/> Conduct research and benchmark with latest developments in Risk Management	Manager: Risk Management	MFMA No56 of 2003 section62(1)C(ii)
August 2023			
	<input type="checkbox"/> Risk assessment <input type="checkbox"/> Risk assessment session with department	Manager: Risk Management	MFMA No56 of 2003 section62(1)C(ii)
September 2023			
	Risk assessment session with departments Analyse information Risk response and compilation of risk registers	Manager: Risk Management	MFMA No56 of 2003 section62(1)C(ii)
2nd Quarter: October – December 2023			
October 2023			
	<input type="checkbox"/> Review policy and strategy <input type="checkbox"/> Review guidelines on roles and responsibilities for risk management	Manager: Risk Management	MFMA No56 of 2003 section62(1)C(ii)
November 2023			
	<input type="checkbox"/> Risk awareness <input type="checkbox"/> Develop and formalise detailed training/programme <input type="checkbox"/> Develop risk orientation programme for new employees	Manager: Risk Management	MFMA No56 of 2003 section62(1)C(ii)
December 2023			
	<input type="checkbox"/> Risk reporting and emerging risks <input type="checkbox"/> Analyse information and develop risk assessment reports.	Manager: Risk Management	MFMA No56 of 2003 section62(1)C(ii)
3rd Quarter: January – March 2024			
January 2024			
	<input type="checkbox"/> Risk awareness and collating information <input type="checkbox"/> Refresher training to employees <input type="checkbox"/> Conduct research and benchmark with latest developments in Risk Management	Manager: Risk Management	MFMA No56 of 2003 section62(1)C(ii)
February 2024			
	<input type="checkbox"/> Risk review and capturing emerging risks <input type="checkbox"/> Engagements with different departments <input type="checkbox"/> Review risk rating magnitude	Manager: Risk Management	MFMA No56 of 2003 section62(1)C(ii)
March 2024			
	Risk reporting Analyse information and draft reports. (Audit Committee)	Manager: Risk Management	MFMA No56 of 2003 section62(1)C(ii)
4th Quarter: April – June 2024			
April 2024			
	<input type="checkbox"/> Review Risk registers and implementation plans <input type="checkbox"/> Presentation of risk registers from different departments <input type="checkbox"/> Review risk rating of residual risks	Manager: Risk Management	MFMA No56 of 2003 section62(1)C(ii)
May 2024			
	<input type="checkbox"/> Registers, policies, implementation referred for approval <input type="checkbox"/> Documents referred to the Audit Committee for approval to Council	Manager: Risk Management	MFMA No56 of 2003 section62(1)C(ii)
June 2024			

Action	Deliverables	Responsible Person	Legal Prescripts
	<input type="checkbox"/> Approved documents <input type="checkbox"/> Implementation of plans by departments	Manager: Risk Management	MFMA No56 of 2003 section62(1)C(ii)

7.7 Action Plan – Project Management Unit

Please Note: Council Resolution 155/05/2023 held on the 31 May 2023 resolved “That due to challenges faced by project allocation to various villages, IDP Unit to start engaging with Infrastructure Department to include their Annual Action Plan in the Process Plan adopted by Council annually by August 2023”. Further this was informed by National Treasury withdrawal of 18m for Municipal Infrastructure Grant (MIG) and 6m for WSIG. To understand at which month exactly are we supposed to engage on Project identification per wards that never benefitted in the Previous Financial Years.

Action	Deliverables	Responsible Person	Legal Prescripts
1st Quarter: July – September 2023			
July 2023			
	<input type="checkbox"/> Submission of compliance certificate to Department of Cooperative Governance <input type="checkbox"/> Submission of technical reports to sector departments responsible for water, sanitation, roads & transport, solid waste, sport & recreation for all project to be implemented in the following financial year <input type="checkbox"/> Monthly expenditure reporting before the 6 th	Manager: Project Management Unit	Sec 23(4) of DORA MIG Framework
August 2023			
	<input type="checkbox"/> Submission of annual report to Department of Cooperative Governance	Manager: Project Management Unit	Sec 23(4) of DORA MIG Framework
September 2023			
	<input type="checkbox"/> Responsible sector departments must evaluate technical reports and provide final recommendation to the municipality.	Manager: Project Management Unit	Sec 23(4) of DORA MIG Framework
2nd Quarter: October – December 2023			
October 2023			
	<input type="checkbox"/> Submission of all project registration forms for projects to the provincial department responsible.	Manager: Project Management Unit	Sec 23(4) of DORA MIG Framework
November 2023			
	<input type="checkbox"/> Appraisal committees must provide final registration of projects and inform municipalities.	Manager: Project Management Unit	Sec 23(4) of DORA MIG Framework
December 2023			
	<input type="checkbox"/> Reach 45% expenditure of the grant allocation.	Manager: Project Management Unit	Sec 23(4) of DORA MIG Framework
3rd Quarter: January – March 2024			
January 2024			
	<input type="checkbox"/> Submission of detailed draft Implementation Plan to Department of Cooperative Governance for projects to be implemented in the following financial year.	Manager: Project Management Unit	Sec 23(4) of DORA MIG Framework
February 2024			
	<input type="checkbox"/> Budget Adjustment <input type="checkbox"/> Progress Report on implementation of Projects	Manager: Project Management Unit	Sec 23(4) of DORA MIG Framework
March 2024			
	<input type="checkbox"/> Finalisation and confirmation of MIG funded Projects <input type="checkbox"/> Draft IDP adopted by Council with the inclusion of funded Projects	Manager: Project Management Unit	Sec 23(4) of DORA MIG Framework
4th Quarter: April – June 2024			

Action	Deliverables	Responsible Person	Legal Prescripts
April 2024			
	<input type="checkbox"/> Submission of final Implementation Plan to Department of Corporative Governance for projects to be implemented in the following financial year. <input type="checkbox"/> Signed implementation Plan, cash flow projections, payment schedule, signed business plans.	Manager: Project Management Unit	Sec 23(4) of DORA MIG Framework
May 2024			
	<input type="checkbox"/> Final IDP adopted by Council with the inclusion of project implementation plan	Manager: Project Management Unit	
June 2024			

7.8 Action Plan – Community Services Unit

Action	Deliverables	Responsible Person	Legal Prescripts
1st Quarter: July – September 2023			
July 2023 / August/September			
Adoption of Policies, By Laws	<input type="checkbox"/> Draft Air Quality Management Bylaw <input type="checkbox"/> Public Participation (Draft Air Quality Bylaw <input type="checkbox"/> Review of Solid waste Management Bylaw <input type="checkbox"/> Road and Safety & Thuntsha Lerole Campaigns <input type="checkbox"/> Policy development on Provision of Cemeteries <input type="checkbox"/> Provision of Municipal Facilities maintenance <input type="checkbox"/> Land fill sites policies <input type="checkbox"/> Advert on Traffic & Licensing Centre, Vehicle Pound, Magong Zonal Office. <input type="checkbox"/> Waste Collection Services <input type="checkbox"/> Mogwase & Madikwe Landfill Audit <input type="checkbox"/> Submission of Air Quality Activities Report to Provincial Air Quality Officer	HOD: Community Services	Compliance in terms of National Environmental Management; Air Quality Act; Act 39 of 2004
2nd Quarter: October – December 2023			
October 2023/ November / December			
	<input type="checkbox"/> Develop Stray Animal Bylaw <input type="checkbox"/> Repairs of Traffic & Licensing Centre (Tweelagte), Vehicle Pound and Magong Zonal Office <input type="checkbox"/> Collaborative compliance Initiatives BPDM and DEDECT) <input type="checkbox"/> Waste Collection Services <input type="checkbox"/> Road and Safety Awareness Campaigns <input type="checkbox"/> Thuntsha Lerole Campaigns <input type="checkbox"/> Submission of Business Plans for Sports Facilities (Mabeskraal, Pella, Tlokweng and Mogwase Stadium. <input type="checkbox"/> Submission of Business Plan for Upgrading of Cemeteries <input type="checkbox"/> Road and Safety Awareness Campaigns <input type="checkbox"/> Thuntsha Lerole Campaigns(HOD: Community Services	
3rd Quarter: January – March 2024			
January, February, March 2024			
	<input type="checkbox"/> Waste Collection Services <input type="checkbox"/> Submission of 2 nd Quarter Report <input type="checkbox"/> Road and Safety Awareness Campaigns <input type="checkbox"/> Thuntsha Lerole Campaigns	HOD: Community Services	
4th Quarter: April – June 2024			
April, May June 2024			
	<input type="checkbox"/> Waste Collection Services <input type="checkbox"/> Road and Safety Awareness Campaigns <input type="checkbox"/> Thuntsha Lerole Campaigns and Waste Collections Services <input type="checkbox"/> Submission of Waste Volumes Report <input type="checkbox"/> Road and Safety Awareness Campaigns <input type="checkbox"/> Thuntsha Lerole Campaigns(Every Fridays)	HOD: Community Services	

Action Plan – Spatial Planning

The phases deals highlight planning processes per above action plan and will also speaks to Planning, Preparation, Implementation and Monitoring and Reporting on Quarterly basis to Council.

Action	Deliverables	Responsible Person	Acts
1st Quarter: July – September 2023			
July 2023			
Preparation Phase in developing the IDP/PMS Budget Process Plan 2024/2025	<ul style="list-style-type: none"> <input type="checkbox"/> Alignment of Framework developed by Bojanala Platinum District Municipality with MKLM per prescribed legislation <input type="checkbox"/> Identification and updating stakeholder list for IDP Representative Forum <input type="checkbox"/> Self-assessment to identify gaps in the IDP process. <input type="checkbox"/> Develop Draft 2023/2024 IDP/PMS/Budget Process Plan 	Head IDP	MSA No. 32 of 2000 s27, 28
August 2023			
Tabling of the 2024/2025 IDP/PMS/ Budget Process Plan	<ul style="list-style-type: none"> <input type="checkbox"/> 1st IDP Steering Committee <input type="checkbox"/> 1st Councillor Engagement Session <input type="checkbox"/> 1st IDP Representative Forum <input type="checkbox"/> Tabling of Draft IDP Process Plan to Portfolio Committee and EXCO for comments and recommendation <input type="checkbox"/> IDP Community Engagements Workshop with all Councillors, Ward Committees, Community Development Workers, Community Liaison Officers <input type="checkbox"/> Planning for 1st Round of Community Consultations on Needs Collections and update. Mechanisms, processes and procedure for public participation <input type="checkbox"/> Mayor tables in Council a time schedule outlining key deadlines for preparing, tabling and approving the budget and BPDM Framework 	Head IDP	LGMSA Section 28, 29 and 34 and MFMA S21 (b)
September 2023			
Approved IDP/PMS/Budget 2024/2025 Publicised for Implementation	<ul style="list-style-type: none"> <input type="checkbox"/> MEC confirmation letter of receiving the Process Plan/ Action Plan for 2024/2025 <input type="checkbox"/> Advertised 1st Round of Public Participation Schedule with Office of the Speaker <input type="checkbox"/> Completed and Successful 1st Round of Public Participation <input type="checkbox"/> Advertised the IDP/PMS & Budget Process Plan for information to our stakeholders on: <ul style="list-style-type: none"> <input type="checkbox"/> Municipal Website, and <input type="checkbox"/> Local Newspapers, <input type="checkbox"/> Notice Boards and <input type="checkbox"/> Tribal Offices, <input type="checkbox"/> Libraries and <input type="checkbox"/> Satellite offices 	Accounting Officer, Head IDP All Directors	Internal Planning Processes
2nd Quarter: October - December			
October 2023			
Departmental ; Strategic Planning Session	<ul style="list-style-type: none"> <input type="checkbox"/> Develop the strategic plan and to formulate plans for the inclusion in the draft IDP 2024/2025 Budget review proposal <input type="checkbox"/> Discussions and Engagements on the 2024/2025 IDP/Budget Strategic Focus area for new Council term of office <input type="checkbox"/> Review of 2023/2024 Community Needs <input type="checkbox"/> Analysis to determine the following: <ul style="list-style-type: none"> <input type="checkbox"/> What needs to be improved for community/ public participation <input type="checkbox"/> What are possible plans and alternatives for the next Public Participation <input type="checkbox"/> Presenting Community inputs, Service Delivery achievements by Departments <input type="checkbox"/> Adoption of Prioritised Model IDP & Budget MTREF for outer years 	Accounting Officer Head IDP CFO All Directors	Internal Planning Processes

Action	Deliverables	Responsible Person	Acts
November 2023 Some activities might flow to December			
Strategic Agenda setting by the Mayor	<ul style="list-style-type: none"> <input type="checkbox"/> Institutional Strategic Planning Session (The Mayor Strategic Planning session, where EXCO, Speaker, Single Whip, Union Representatives and Management focusses on: <ul style="list-style-type: none"> <input type="checkbox"/> Management MTREF Priorities <input type="checkbox"/> Review and updating of the IDP Vision, Mission, Values and Objectives <input type="checkbox"/> Strategic Objectives and Developmental Priorities <input type="checkbox"/> Update policies, priorities and objectives to determine revenue projections and policies. <input type="checkbox"/> Integration of information from adopted Sector Plans into the IDP Review document <input type="checkbox"/> Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. <input type="checkbox"/> Identification of priority IDP projects 	AO CFO Directors Head IDP Management	MFMA 52 (C)
December 2023			
Departmental Engagements on status quo analysis	<ul style="list-style-type: none"> <input type="checkbox"/> Engage with Provincial and National sector departments on sector specific programmes for alignment with municipalities plans (schools, libraries, clinics, water, electricity, roads, etc.) <input type="checkbox"/> Review and update of the strategic elements of the IDP in light of the strategic & performance reports by Council <input type="checkbox"/> Assessment of existing level of development - Situational analysis <input type="checkbox"/> Assessment on the implementation of Strategic Plan Resolutions held in Sun City 21- 23 March 23 <input type="checkbox"/> Assessment on implementation of Long-Term Strategy and challenges <input type="checkbox"/> Prepare analysis information on existing services, current backlogs and identification development priorities <input type="checkbox"/> Collect data from reliable sources (stats SA), analyze impact of new information and unexpected events <input type="checkbox"/> Evaluate achievement of National Development Plan (NDP) 2030, Millennium Development Goals (MDG's) Sustainable Development Plan (SDG's), Municipal Strategies *Get inputs from Sector Plan information and Mining Houses <p>Project alignment between the DM and LM's</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2nd IDP Steering Committee: Mechanisms, processes and procedure for public participation <input type="checkbox"/> Plans for 1st IDP Representative Forum to discuss: Progress Report for 2022/2023 Projects, Implementation <input type="checkbox"/> Consolidation of the session outcomes to inform all planning for IDP amendment 	Community Needs/ Priorities and Challenges Updated Needs Analysis	Municipal Systems Act No. 32 of 2000 (s17(1) and 28 (3))

Action	Deliverables	Responsible Person	Acts
3rd Quarter January – March 2024			
January 2024			
Consolidate Needs Analysis Aligned IDP Projects	<ul style="list-style-type: none"> <input type="checkbox"/> To review Sectoral Plans for gaps identified (ISDF, WSDP, and IWMP etc.) <input type="checkbox"/> Project Identification: review programmes and projects to provide for priorities and output desired/ projections for the next three years <input type="checkbox"/> Consolidate and Prepare first draft 2024/2025 IDP based on Strategic Issues workshop Continuation of the Draft IDP consolidation <input type="checkbox"/> Present 2024/2025 Draft IDP to Portfolio Committee, EXCO for noting and progress <input type="checkbox"/> Review of Municipal Strategies, Objectives, KPA's, KPI's and targets. <input type="checkbox"/> Identification of priority IDP projects. IDP Steering Committee Meeting. <input type="checkbox"/> Consolidation and alignment with national, provincial and district strategies 		LGMSA Act No. 32 of 2000 (s16, 17(1) and s26, 28 (3))
February 2024			
Consultations with all Departments	<ul style="list-style-type: none"> <input type="checkbox"/> IDP/PMS Budget Steering Committee Meeting - KPAs to present planning and implementation progress <input type="checkbox"/> Refine strategies, programmes and draft projects as necessary for MTREF period, with key performance indicators and targets (as per strategic plan outcome) <input type="checkbox"/> IDP aligned Budget hearings to be held between Head of Departments (HOD's) and Accounting Officer to balance the budget and identified projects <input type="checkbox"/> Session to link projects and operating budgets to IDP strategies and programmes at departmental level 		Local Government Municipal Systems Act (LGMSA) Section 21 and 41
March 2024			
Final Draft IDP Adopted by Council	<ul style="list-style-type: none"> <input type="checkbox"/> Final Draft IDP for the 2024/2025 Adopted by Council <input type="checkbox"/> Finalization of Municipal Strategies, Objectives, KPA's, and KPI's and targets. Adoption of Draft IDP and Budget 2024/2025 <input type="checkbox"/> 3rd IDP Steering Committee Meeting (Strategic Planning Session). <p>Tracking and Implementation of Strategic Plan Resolutions and/or Long-Term Strategy</p> <ul style="list-style-type: none"> <input type="checkbox"/> 3rd IDP Represent final projects and programmes from Stakeholders (Mining Houses, Sector Departments, NGO's, and all programmes that will guide IDP 2024/2025 on Strategic Matter <input type="checkbox"/> 		MSA No 32 of 2000 (s23) MSA No 32 of 2000 (s29)
4th Quarter: April – June 2024			
April 2024			
Final Draft IDP Publicised for community stakeholder engagements for comments and inputs	<ul style="list-style-type: none"> <input type="checkbox"/> Draft IDP to be submitted to MEC for assessment by CoGTA <input type="checkbox"/> Draft IDP advertised for 21 days for community comments, inputs <input type="checkbox"/> Sector Forums with National and Provincial Sector Department for integration into the IDP Review report <input type="checkbox"/> Public participation process to be held through cluster public hearings on the IDP and Budget <input type="checkbox"/> Public participation process to be held through cluster public hearings on the IDP and Budget and PMS Progress Report <input type="checkbox"/> Attend draft IDP assessment and feedback Session- arranged Provincially. 	AO Head IDP ICT Communication	MSA 32 (a)(b)(c)(d) MSA 26 (a)

Action	Deliverables	Responsible Person	Acts
May 2024			
Consolidation of comments and inputs received	<input type="checkbox"/> To incorporate relevant comments to the Final reviewed IDP 2024/2025 <input type="checkbox"/> 4 th IDP/PMS/Budget Steering Committee Meeting <input type="checkbox"/> Amend IDP in accordance with the Provincial IDP Forums' comments. <input type="checkbox"/> Review and consolidate written comments / inputs in respect of the IDP/Budget	Accounting Officer (AO) Chief Finance Officer (CFO)	MFMA Sec 21, 22(a), 23, 24, MSA No 32 of 2000 (s16, 17 and 28) 24; Ch 4
Adoption of Final IDP for Financial Year 2024/2025	<input type="checkbox"/> Council policy workshop for all Councillors <input type="checkbox"/> 4 th IDP/PMS/Budget Representative Forum for 2024/2025 <input type="checkbox"/> Final IDP/Budget Adoption by Council	Directors Head IDP	
Advertisement of Final IDP	<input type="checkbox"/> MKLM must within 14 days of the adoption of the IDP in terms of subsection (1) or (3) – (a) Give notice to the public – of the adoption of the IDP, <input type="checkbox"/> To ensure that copies of or extracts from the plan are available for public inspection at the specified places and (b) Publicize a summary of the plan. <input type="checkbox"/> Notification of approved 2024/2025 IDP and 2025/2026 and 2026/2027 Budget on the newspapers, Municipal's website and displaying the areas where the documents can be accessed. <input type="checkbox"/> The Accounting Officer to submit Approved Amended IDP/Budget Document, Advert & Council Resolution to the MEC for Local Government, National and Provincial Treasury within 10 working days after the Municipal Council Approval	AO Head IDP Communication ICT	MSA s25(4)(a)(b) and (s21A & s21)

7.9 Monitoring, Evaluation and Reporting

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

7.10 Budgetary Requirements - The IDP Review Cost Estimates

Activities	Budget
Research Demographic Profile vs Stats SA – Current Realities	500 000
Economic Analysis	500 000
IDP	
Training and Capabilities of Councillors and Officials	500 000
Development of SDBIP and system in place	500 000
Printing IDP Documents	400 000
Proof Reading and Editing of the IDP	300 000
Research for planning – Development of Long-term Plan aligned to the NDP	600 000
Public Participation / Community Consultations	4 000 000
IDP Steering Committee Meetings	20 000
IDP Representative Forums Meetings	100 000
IDP Councillors Briefing Sessions	20 000
IDP Designs	50 000
Research on ward profiles conducted	900 000
Public Participation Strategy	500 000
IDP Promotional material and development of banners	500 000

7.11 Conclusion

To this end, this was seen as an inclusive approach for MKLM to co-planning, and co-implementing our programmes towards sustainable programmes. Council adopted the Strategic Plan report awaiting the finalization of Long-Term Strategy developed through partnership. Various Department need to collaborate, develop business plans. All our planning, implementation, monitoring and evaluation will be done by us as implementors.

This is a geographical and team based, focused approach to provide a series basic services (underpinned by characteristics of developmental local government and good governance). MKLM advocates for co planning, co-budgeting and co-implementation IGR/ Forums platforms for coordination to promote vertical and horizontal interface with an envisaged outcome of improved service delivery. Aligned to our Strategic Planning.

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