

# MOPANI DISTRICT MUNICIPALITY

## IDP FRAMEWORK/ PROCESS PLAN 2025/26

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GOVERNMENT BUILDINGS  
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## **1 Introduction**

The Municipal Systems Act No. 32 of 2000 on section 27 stipulates that 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 as a whole. Section 28 of the Municipal Systems Act No. 32 of 2000 further requires that each municipal Council adopt a process that would guide the planning, drafting, adoption and review of the IDP and Budget. The District and local municipalities within its area, have to carry out the planning process in accordance with the framework that is binding to both, and approved by a District Municipal Council. Each of the local municipalities, including the District must prepare a Process Plan to guide and manage the IDP Review process, in so far as planning, drafting and adoption, so as to ensure maximum community participation, transparency and accountability by all role players.

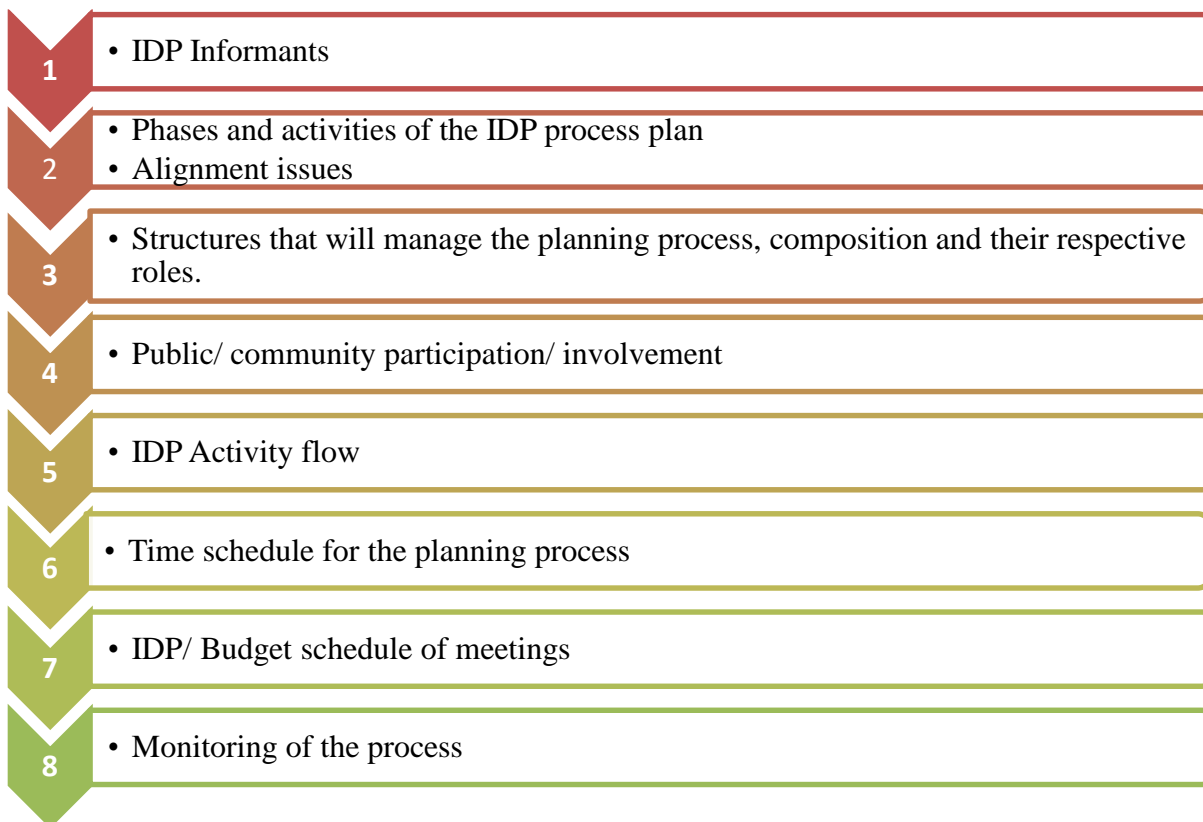
Clear and established mechanisms, procedures and processes for consulting with communities are imperative and should have been followed before such plan is adopted by Council. Section 21 of the Municipal Finance Management Act No. 56 of 2003 provides that at least 10 months before the start of the budget year, the Executive Mayor should table in the municipal council a time schedule outlining key deadlines for:

- (i) The preparation, tabling and approval of the annual budget; and
- (ii) The annual review of the integrated development plan in terms of section 34 of the Municipal Systems Act.

Having been agreed by both District and its Local municipalities, the Framework should become the benchmark from which every municipality sets its planning processes, to ensure harmony in the coordination of activities. In the event that disputes arise, the dispute breaking mechanisms should be in place for a solution. The Framework should provide structures that would deal with every activity and the line of command would also be clarified. The framework will also provide how the IDP would be implemented, monitored and evaluated.

## 2 Contents of Mopani District Municipality IDP Framework/ Process Plan

The Mopani District Municipality process plan outlines the following:



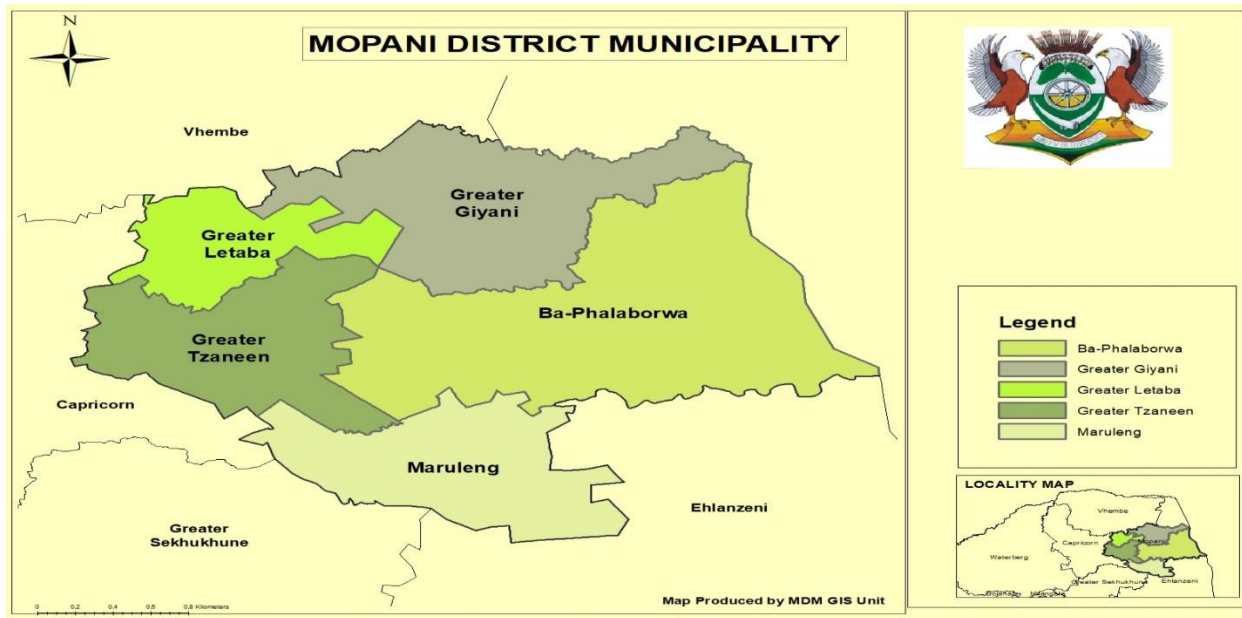
## 3 COMPONENTS OF THE DISTRICT MUNICIPALITY

Mopani District Municipality is made up of five local municipalities as defined/described in terms of the Municipal Demarcation Act 27 of 1998. The Local municipalities referred to here are:

- Greater Letaba,
- Greater Giyani,
- Greater Tzaneen,
- Ba-Phalaborwa,
- Maruleng.

The local municipalities are further demarcated in terms of wards, totaling to 129 wards in the whole district area, with 16 urban areas (towns and townships) and 354 villages (rural settlements).

***Map 1: Local Municipalities and District Management Area (Kruger National Park) within Mopani District***



#### 4 Phases/ Stages of IDP

The table below shows the phases/ stages of the IDP process and activities entailed for the Review process of the IDP.

STAGES/ PHASES OF THE IDP PROCESS	
IDP PHASES	ACTIVITIES
<b>PREPARATORY</b> <b>July - August 2024</b>	<ul style="list-style-type: none"> <li>- Development of the IDP Framework and Process Plan.</li> <li>- Identification and establishment of stakeholders and or structures and sources of information.</li> </ul>
<b>ANALYSIS PHASE</b> <b>Sept - November 2024</b>	<ul style="list-style-type: none"> <li>- Compilation of levels of development and backlogs that suggest areas of interventions.</li> </ul>
<b>STRATEGIES PHASE</b> <b>Dec– January 2025</b>	<ul style="list-style-type: none"> <li>- Reviewing the Vision, Mission, Strategies and Objectives.</li> </ul>
<b>PROJECTS PHASE</b> <b>January - February 2025</b>	<ul style="list-style-type: none"> <li>- Identification of possible projects and their funding sources.</li> </ul>
<b>INTEGRATION PHASE</b> <b>February - March 2025</b>	<ul style="list-style-type: none"> <li>- Sector Plans Summary inclusion and programmes of action.</li> </ul>
<b>APPROVAL PHASE</b> <b>March - May 2025</b>	<ul style="list-style-type: none"> <li>- Submission of Draft IDP to Council.</li> <li>- Publication and Road-show on Public participation.</li> </ul>

	<ul style="list-style-type: none"> <li>- Amendments of draft IDP/Budget according to comments/ inputs.</li> <li>- Submission to Council for final approval and adoption.</li> </ul>
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## **5 NATIONAL AND PROVINCIAL BINDING PLANS AND PLANNING REQUIREMENTS**

### **Binding legislation**

- The Constitution of the Republic of South Africa Act 108 of 1996
- Municipal Structures Act 117 of 1998
- Municipal Systems Act 32 of 2000
- Municipal Finance Management Act (Act 56 of 2003)
- Local Government: Municipal Demarcation Act (Act 27 of 1998)
- Spatial Planning and Land Use Management Act (Act 16 of 2013)
- White Paper on Local Government (1998)
- Inter-Governmental Relations Framework Act (Act 13 of 2005)
- National Environmental Management Act (Act 107 of 1998)
- National Environmental Management Act: Air Quality Act (Act 39 of 2004)
- National Land Transport Act, 2009 (Act 05 of 2009)
- National Environmental Management Act: Waste Management Act (Act 59 of 2008)
- Water Services Act (Act 108 of 1997)
- Disaster Management Act (Act 57 of 2002)
- Fire Brigade Services Act, (Act 99 of 1987)
- Basic Conditions of Employment Act, 1997

### **National and provincial development plans to be considered in the 2025/2026 IDP**

- National Development Plan Vision 2030
- Medium Term Strategic Framework 2024-2029
- National Economic Reconstruction and Recovery Plan
- Integrated Urban Development Framework
- National Spatial Development Plan
- Provincial Spatial Development Plan
- Limpopo Development Plan

- District Development Model
- Sustainable Development goals: Agenda 2030

### Mopani District Municipality Sector Plans

No.	SECTOR PLAN	DATE DEVELOPED/ LAST REVIEWED (Date approved by Council)			
		Developed	Council approval date	Last Reviewed	Status
1.	Water Safety Plan	2021	-	2024	Valid
2.	Water Services Development Plan	2003	17 January 2023	January 2023	Valid
3.	Water Conservation and demand Man. Plan	2022	17 January 2023	January 2023	Valid
4.	Green Drop Improvement Plan	2022	-	2024	Valid
5.	Water and Sanitation Bylaws	2021	23 July 2021	July 2021	Valid
6.	Wastewater Risk Abatement Plan	2020	-	2021	Valid
7.	Water and Sanitation Master Plan	2022	17 January 2023	17 January 2023	Valid
8.	UIFW Reduction strategy	2021	07 Dec 2021	Dec 2021	Valid
9.	Funding Plan	2023	20 August 2023	August 2023	Valid
10.	Spatial Development Framework	2019	31 May 2020	May 2020	Outdated
11.	Local Economic Development Strategy	2021	20 October 2021	October 2021	Valid
12.	GIS Strategy	2020	31 May 2022	May 2022	Valid
13.	Disaster Management Plan	2009	29 July 2021	July 2021	Valid
14.	Integrated Waste Management Plan	2022	31 July 2023	July 2023	Valid

15.	Air quality Management Plan	2016	31 July 2023	July 2023	Valid
16.	Air Quality By-law	2021	25 July 2023	July 2023	Valid
17.	Municipal Health Services By-law	2022	28 July 2022	July 2022	Valid
18.	Fire By-law	2006	25 July 2023	July 2023	Valid
19.	Waste Management By-law	2021	28 July 2022	July 2022	Valid
20.	District Health Plan	2005	N/A	N/A	Being reviewed
21.	Fire Plan	2022	25 July 2023	July 2023	Valid
22.	District Integrated Transport Plan	2004	N/A	N/A	Under review
23.	Workplace Skills Plan	2021	31 April 2022	April 2022	Valid
24.	HRM&D Strategy	Draft documents	Not adopted	N/A	COGSTA to assist with the development of the HRM&D document.
25.	Risk Management Plan	2023	31 June 2023	2023	Valid
26.	Fraud Risk Management Plan	2023	31 June 2023	2023	Valid

## 6 LOCALIZED DEVELOPMENT PLANNING GUIDELINES

While national and provincial legislative provisions should guide the planning and development, municipalities will also look into the circumstances that are pertinent and particular to their areas. These would be referred to as Localized planning guidelines. Mopani District Municipality's development planning will therefore be guided locally by information with respect to:

- (i) **Down-stream:** Poverty stricken communities, drought, poor Socio- economic infrastructure, high skills shortage, disintegrated human settlement and Environmental degradation.
- (ii) **Up-stream:** High tourism, agriculture and mining potentials, Neighborliness with Mozambique.

- (iii) State of the Nation Address (SONA)
- (iv) State of the Province Address (SOPA)
- (v) State of Municipal Address (SOMA)
- (vi) State of the District Address (SODA)
- (vii) Prioritization model
- (viii) Available Resources

The above should guide areas of emphasis to project initiation and resource allocation.

## 7 ALIGNMENT ISSUES

Alignment is an instrument used to synthesize and integrate the top-down and bottom-up planning process between different spheres of government. Alignment should be between Local and District municipalities as well as National and Provincial government. All parties involved in the alignment need to be informed regarding their roles.

There are two types of alignment procedures that have to take place in the IDP process, i.e. **vertical and horizontal alignment**. These procedures complement each other and the Mopani District municipality will ensure that both procedures are applied. **The horizontal alignment, which is between Local municipalities and the District (Category B & C municipalities)**, ensures that planning processes and issues are co-coordinated and addressed jointly. The District has the responsibility to ensure that horizontal alignment between the local municipalities does take place. On the other hand, the **vertical alignment is between local government (local and district municipalities) and other spheres of government (provincial and national sector Departments)** and also other stakeholders (state-owned enterprises) e.g. Eskom and Telkom. These have to ensure that the IDP is in line with national and provincial policies, legislation and areas of focus, so that the support role of both national and provincial government to municipalities could fit well, e.g. budget and other resource allocations from government departments.

As provided for in Section 35 of Municipal Systems Act 32/ 2000, the following milestones of alignment should be attained:

- (i) Budgeting process of the municipality should align with IDP process in the way that allocations would be informed by the priorities and objectives emanating from the IDP. It is imperative to ensure that all projects in the IDP should (where necessary) be budget-linked.
- (ii) National and Provincial Departments' programmes/projects at municipal levels should align with the



municipal development priorities and objectives.

(iii) Local government programmes at the District level should align with programmes at the local municipalities.

(iv) All development initiatives by anyone (government, private sector or international agencies) should only be approved on the basis that they have expression in the priorities and objectives of Mopani District family of Municipal IDPs.

(v) Local municipalities IDPs should inform the District IDP within the District framework.

(vi) The District should coordinate and harmonize the relations on projects that are located across any two or more local municipalities. That will include inter-district project ripple impact. Where need arises  
Department

### **Strategy for Horizontal Alignment**

The main responsibility of horizontal alignment lies with Mopani District, but the responsibility of aligning local issues at the municipal level lies with the municipality concerned. The IDP Technical Steering Committee is responsible for the alignment between the local and district municipalities, and Provincial and National Departments. Further alignment will take place within the District IDP Representative Forum meetings, with representatives from local IDP Representative Forums. The District IDP should also align with adjacent municipalities, viz. Vhembe (Colins Chabane, Thulamela and Makhado) , Capricorn (Molemole and Polokwane), Ehlanzeni (Bushbuckridge and Thaba-Chweu) and Sekhukhune (Fetakgomo) for developmental issues of common interest.

### **Strategy for Vertical Alignment**

The core component of vertical alignment will be through the Sectoral Cluster meetings in Economic, Social, Safety and Security, Infrastructure and Governance & Administration, that are convened at District and Provincial levels. Alignment with Provincial Departments may also be achieved through Provincial planning forum visiting the District. The District will review Stakeholders/Community membership participating in IDP on annual basis. Office of the Premier and CoGHSTA will supervise this level of alignment.

### **Sector Alignment**

During the past IDP cycles, it has been noted that some municipalities in the district were struggling to

develop the required sector plans. The district has an obligation to support such municipalities. Where these municipalities lack the capacity it is recommended that they partner with relevant sector Departments for assistance in the development of these plans.

## **8 APPROACH TO INTER AND INTRA MUNICIPAL ISSUES**

In realization that Mopani is part of Limpopo province, part of South Africa, and abutting with Mozambique, Mpumalanga province and other municipalities, care shall be taken when dealing with issues that may have ripple effect to those entities. Meetings with them should be facilitated at any level where issues arise. For interaction with countries outside South Africa, Department of Foreign Affairs, Department of Cooperative Governance, Human Settlements and Traditional Affairs and Office of the Premier will be consulted.

Again, taking cognizance of the Local sphere of government's distinctive role, interrelated to National and Provincial spheres, all projects/ programmes of national, provincial, district-wide or local, taking place in a space that is managed directly by a Local municipality, courtesy shall be exercised in engaging the municipality concerned, to the level of the Ward committee/ Councilors.

## **9 IDP PROCESS ISSUES**

- (a) The District IDP framework shall inform the Process plan of the District and those of the Local municipalities.
- (b) The IDP process should align with the legislative time-frames as scheduled in MSA & MFMA.
- (c) Community involvement should be enshrined in the process from Preparatory phase to Approval and Implementation phases of the IDP. (MSA and MFMA).
- (d) Local municipalities IDP process should be informed by the Ward level development issues.
- (e) In all phases of the IDP Review process, Local municipalities should inform the District within the District frame-work.
- (f) Local municipalities shall submit the approved IDP documents and sector plans to the District Municipalities.
- (g) Capital projects in the Local municipal IDPs should also have expression in the District municipal IDP. Local Municipalities should ensure their responsibilities on projects within their localities and the District may only be engaged depending on the magnitude of a project.
- (h) Project proposals that are initiated after the approval of the IDP shall go into the next annual Review

process or shall cause the amendment of the current IDP, in accordance with the process indicated in regulation 3 of the Municipal Planning and Performance Management Regulations, 2001.

## 10 IDP STRUCTURES/DRIVERS OF THE IDP PROCESS

The following structures will be responsible for the development, implementation and monitoring of the IDP of MDM. The Municipal Manager and the IDP Manager shall facilitate all IDP processes. The Municipal Manager shall also provide administrative accountability to political oversight in the drafting of the IDP.

STRUCTURE	COMPOSITION	ROLE
Council	Members of Council <b>(Chair: Speaker)</b>	Approve/ adopt IDP.
IDP Representative forum	Government Departments, Local Municipalities (LMs), Traditional Leaders, CBOs, SOEs, NPOs, CDWs, Associations, Interest groups and Resource persons. District Managers and Councillors. <b>(Chair: Executive Mayor)</b>	Debate and confirm priorities of the municipality in terms of Analysis, Strategies, Projects and Integration phases. Represent communities at strategic decision-making level.
IDP, Budget and PMS Steering Committee	Executive Mayor, Members of Mayoral committee, Municipal Manager and Senior Managers/Directors. <b>(Chair: Executive Mayor)</b>	Provide input to IDP & Budget and support the IDP Rep forum. Present at IDP Rep forums.
IDP, Budget and PMS Technical Committee	Municipal Manager, Senior Managers/ Directors and IDP Manager as core members. Middle Managers are also to attend. <b>(Chair: Municipal Manager)</b>	<ul style="list-style-type: none"> <li>- Responsible for drafting the IDP</li> <li>- Alignment of processes &amp; plans</li> <li>- Horizontal alignment of DM and LMs plans.</li> <li>- Plan and prepare for IDP meetings.</li> <li>- Alignment of planning processes (IDP &amp; Budget)</li> <li>- Consultation with various sectors on IDP.</li> <li>- Secretarial services to the IDP Rep forum.</li> </ul>
Budget Steering committee	MMC-Finance, Directors, CFO, Senior Managers. <b>Chair: CFO</b>	Budgetary processes in alignment with IDP. Budget Adjustment activities.
IDP Mangers Technical committee	(IDP Managers, PMS (LMs & MDM), CoGHSTA and OtP). <b>(Chair: IDP Manager)</b>	<ul style="list-style-type: none"> <li>- Preparation of the District IDP Framework, Process plan and Code of Conduct for IDP Representative forum.</li> <li>- Compile/ coordinate reports for District Engagement sessions.</li> </ul>
Mopani District Development	National and provincial Sector depts., LMs, MDM &	Vertical alignment of plans and implementation. Reporting of progress.

Planning forum	SOEs/parastatals, Agencies, NGO and private institutions as per need. <b>(Chair: Municipal Manager)</b>	Integration of Sector departments plans with municipal plans, Sharing common planning platform. Communicate DDM/One Plan information.
Cluster committees	Members of portfolio committees and support Directorates. <b>Chair:MMC</b>	Support the IDP Process with input.
IGR-Technical Committees:	<p>❖ <b>Economic &amp; Spatial Technical committee</b> (LMs, MDM, Sector depts. &amp; SOEs) <b>(Chair: Director Planning &amp; Development</b> <b>Core-chair: LEDET</b></p> <p>❖ <b>Social Technical Committee:</b> (LMs, MDM, Sector depts. &amp; SOEs) <b>(Chair: Director Community Services</b> <b>Core-Chair: Dept of Health.)</b></p> <p>❖ <b>Justice, Crime Prevention and Safety Technical committee:</b> (LMs, MDM, Sector depts. &amp; SOEs) <b>Chair: Director Community Services</b> <b>Core-chair: DSSL.</b></p> <p>❖ <b>Transformation and Organisational Development Technical committee:</b> (LMs, MDM, Sector depts.,SOEs, SALGA) <b>(Chair: Corporate Services</b> <b>Director Core-chair: LMs Corp. Directors/ CoGHSTA)</b></p> <p>❖ <b>Good Governance Technical comm.</b> (LMs, MDM, CoGHSTA, OtP, SALGA) <b>Chairperson: MOEM</b> <b>Core-chair: CoGHSTA</b></p> <p>❖ <b>Infrastructure Committee</b> (LMs, MDM, Sector depts. &amp; SOEs) <b>(Chair: Director Infrastructure Management</b> <b>Core-chair: DPWRI</b></p>	<ul style="list-style-type: none"> <li>- Implement the IDP</li> <li>- Develop Sector plans</li> <li>- Initiate projects</li> <li>- Progress reporting on implementation</li> </ul>

	<b>&amp; DWS)</b>  <b>❖ Finance Technical committee</b> (LMs, MDM, CoGHSTA, P/Treasury, SALGA) <b>Chairperson: MDM CFO</b> <b>Core-chair: Provincial Treasury</b>	
Provincial Government	MEC for Local Government (CoGHSTA).	Assess/Evaluate the IDP, comment and monitor its implementation.

## 11 INTERGOVERNMENTAL STRUCTURES THAT SUPPORT THE IDP PROCESS

In order to give effect to municipal planning in co-operative government, Mopani District Municipality has in terms of Intergovernmental Relations Act, sections 22 and 27, developed Intergovernmental Protocol Framework which provides for the establishment of structures that deal with alignment of development programmes and service delivery issues across spheres of government as well as organs of the state. The structures also deal with broad policy matters that provide bottle-necks breaking mechanisms in IDP processes and implementation. The Table below shows the structures, their composition and functions.

INTERGOVERNMENTAL STRUCTURES/ SUPPORT STRUCTURES TO IDP		
STRUCTURE	COMPOSITION	FUNCTIONS
Premier Intergovernmental Forum	Premier, Mayors, Heads of Departments, Municipal Managers (DMs and LMs).	<ul style="list-style-type: none"> <li>• Service Delivery issues.</li> <li>• Inputs into draft national policies and legislation.</li> <li>• Implementation of national policies and legislation.</li> <li>• Coordination of Districts Cross-cutting issues.</li> </ul>
HOD Lekgotla	HODs of Provincial & National Departments, Municipal Managers	<ul style="list-style-type: none"> <li>• Implementation of provincial and national policies.</li> <li>• Support structure to Premier IGF.</li> </ul>
District Intergovernmental Forum	<ul style="list-style-type: none"> <li>• Exec. Mayor</li> <li>• Mayoral committee</li> <li>• Traditional leaders in Council</li> <li>• Mayors of Local Municipalities</li> </ul>	<ul style="list-style-type: none"> <li>• Inputs in the national and provincial policies and legislation.</li> <li>• Implement national and provincial policies and legislation.</li> <li>• Implement matters arising from Premier IGF.</li> <li>• Monitor Service delivery.</li> </ul>

		<ul style="list-style-type: none"> <li>• Coherent planning &amp; Development.</li> </ul>
District Managers Forum	Municipal managers and Members of Management from District and Local municipalities and sector Departments.	<ul style="list-style-type: none"> <li>• Provide technical support and implement decisions of the District Intergovernmental Forum.</li> <li>• Address IDP alignment issues.</li> <li>• Entrench coordination between LMs, MDM and sector Departments.</li> </ul>
District Speakers' Forum	All Speakers of the Mopani district family of municipalities	Monitor the functionality of the District-wide public participation policy framework, Ward Committees, Community Development Workers & facilitators and the Social partners.
District Ward Committee Forum	Five representatives from each of the five Local municipalities	<ul style="list-style-type: none"> <li>• Implementation and monitoring of projects.</li> <li>• Community mobilization in issues of governance.</li> </ul>
Audit Committee	Appointed members of AC	<ul style="list-style-type: none"> <li>• IDP advisory</li> </ul>
Municipal Public Account Committee	Members & Administrator	<ul style="list-style-type: none"> <li>• Institutional performance monitoring on IDP/ Budget</li> </ul>
		<ul style="list-style-type: none"> <li>•</li> </ul>
RISK Management	Senior managers. Chairperson from external.	<ul style="list-style-type: none"> <li>• IDP advisory</li> </ul>

All structures dealing with IDP & Budget at the District level shall bear representation of local municipalities to ensure alignment at every stage of the IDP Process. All main IDP meetings of local municipalities shall have district representation. Programmes for meetings will be coordinated in harmony with one another to avoid or minimize clashes.

## 12 PUBLIC PARTICIPATION

IDP Process should allow for community involvement throughout the phases as well as in the implementation. The IDP Representative Forum is the core structure that will provide effective participation and representation of communities in the IDP Process. At the lowest level the structure that provides avenue for community participation in the form of information sharing in the IDP/ Budget Process is the District Ward Committee Forum.

Areas of focus are in the identification of strategic development priorities as well as prioritizing resource allocation to programmes and projects. Every phase of the planning process should allow for public debates, recommendations and/or decisions that will guide District Municipal Council in its independent

decision-making platform.

### **Mechanisms of Public participation**

- IDP Rep Forum
- Public participation road shows
- Electronic and print media (Local Newspaper, Municipal website)

## **13 IDP ACTIVITY FLOW**

- The IDP Manager shall be the Secretariat of the IDP Technical Committee.
- The IDP Technical Committee shall do the drafting of the Draft IDP Framework and Process Plan through consultation with Local Municipalities and Sector Departments.
- The IDP Technical Committee shall be the secretariat and shall submit the Draft Framework and Draft Process Plan to IDP Representative Forum.
- The Executive Mayor shall present the Draft Framework & Draft Process Plan to the IDP Representative Forum through the Municipal Manager.
- The Draft Framework & Draft Process Plan shall be presented to the Mayor's IDP Committee by the Municipal Manager.
- Mayoral Committee shall submit the Draft IDP Framework and Draft Process plan to Council through the Executive Mayor.
- Municipal Manager shall co-ordinate the Technical Committee in the drafting of the IDP/ Budget in all phases.
- Executive Mayor shall provide leadership oversight in the planning process in all phases, ensuring involvement of communities and all stakeholders and adherence to time schedules in all key activities.

## 14 ALIGNMENT ACTIVITY PROGRAMME

### Alignment of activities Local municipalities

MUNICIPALITY	IDP PHASE	COMMENCEMENT DATE	ENDING DATE	IDP REP FORUM DATE	STRATEGIC PLANNING SESSION DATE	PUBLIC PARTICIPATION DATES
<b>Mopani District Municipality</b>	Preparatory	July 2024	August 2024	20 August 2024	29 – 31 January 2025	07 – 22 April 2025
	Analysis	September 2024	November 2024	24 October 2024		
	Strategy	December 2024	January 2025	N/A		
	Project	January 2025	March 2025	18 March 2025		
	Integration	February 2025	March 2025	N/A		
	Approval	March 2025	May 2025	19 May 2025		
<b>Maruleng Local Municipality</b>	Preparatory	July 2024	August 2024	26 July 2024	11-13 December 2024	1 May - 20 May 2025
	Analysis	September 2024	November 2024	19 September 2024		
	Strategy	December 2024	February 2025	N/A		
	Project	March 2025	April 2025	19 March 2025		
	Integration	March 2025	April 2025	N/A		
	Approval	March 2025	June 2025	23 May 2025		
<b>Ba-Phalaborwa Local municipality</b>	Preparatory	July 2024	July 2024	23 July 2024	02– 06 December 2024	04 –11 April 2025
	Analysis	August 2024	October 2024	26 September 2024		
	Strategy	December 2024	February 2025	13 February 2025		



	Project	February 2025	March 2025	13 March 2025		
	Integration	February 2025	March 2025	N/A		
	Approval	March 2025	May 2025	17 March 2025		
<b>Greater Letaba Municipality</b>	Preparatory	July 2024	July 2024	23 July 2024	29 – 31 October 2024	22 April – 02 May 2025
	Analysis	August 2024	September 2024	19 September 2024		
	Strategy	October 2024	December 2024	19 November 2024		
	Project	January 2025	February 2025	07 February 2025		
	Integration	February 2025	April 2025	N/A		
	Approval	May 2025	June 2025	20 May 2025		
<b>Greater Tzaneen Municipality</b>	Preparatory	July 2024	August 2024	23 August 2024	09-11 December 2024	April 2025
	Analysis	September 2024	October 2024	04 October 2024		
	Strategy	November 2024	February 2025	07 February 2025		
	Project	February 2025	March 2025	N/A		
	Integration	February 2025	March 2025	20 March 2025		
	Approval	March 2025	June 2025	16 May 2025		
<b>Greater Giyani Municipality</b>	Preparatory	July 2024	July 2024	N/A	04 December - 06 December 2024	14 April – 15 May 2025
	Analysis	August 2024	August 2024	16 September 2024		
	Strategy	November 2024	December 2024	N/A		
	Project	13 January 2025	18 March 2025	18 March 2025		
	Integration	18 March 2025	30 April 2025	N/A		
	Approval	14 May 2025	30 July 2025	22 May 2025		

### Alignment activities (three spheres of government)

In order to realize the mutual relationship between the District and its Local Municipalities, a process Schedule need to be put in place, supported by Activity plan and agreed upon by all parties and further approved by the Municipal Council so that it will remain binding to all role players. The Activity Plan shall take into account the Provincial planning cycle in order to open for support by sector Departments.

<b>ALIGNMENT ACTIVITIES (THREE SPHERES OF GOVERNMENT)</b>	<b>Time frame</b>		
	<b>District Municipality</b>	<b>Local Municipalities</b>	<b>Sector Departments</b>
Preparatory phase	31 Aug. 2024	31 July 2024	July 2024
Status Quo Analysis phase	30 Nov. 2024	31 Nov 2024	Sept. 2024
Strategies phase	31 Jan. 2025	31 Dec. 2024	Nov–Dec 2024*
Project phase	28 Feb. 2025	28 Feb. 2025	Feb.-March 2025
Integration and adoption phase	31 March 2025	31 March 2025	*
Council approves Draft IDP/ Budget	31 March 2025	31 March 2025	*
Publication for comments on Draft IDP/ Budget	10 April – 4 May 2025	10 April – 4 May 2025	*
Public participation Roadshows	April - May 2025	April – May 2025	*
Final Adoption of IDP/ Budget by Municipal Councils	31 May 2025	31 May 2024	*
Compilation of draft SDBIP for 2025/26 financial year.	June 2025	June 2025	*
All IDPs and Budgets submitted to National Treasury, MEC, etc.	14 June 2025	14 June 2025	*
Public Notice on the adoption of IDPs.	20 June 2025	20 June 2025	*

\* indicates the Local, District municipalities and or Sector departments involvement in an activity.

## **15 DISTRICT DEVELOPMENT PLANNING FORUM**

Government is still experiencing some appalling levels of planning paralysis and this impacts negatively on the Integrated Development Planning processes. As a result, Mopani District Municipality on the 3<sup>rd</sup> July 2023 launched The Mopani District Development Planning Forum to bridge a perceived planning social distance between municipalities; sector departments and other sectors. The main objectives of the forum are to close the perceived social distance between sector departments, open a single window of coordination in the local government space, internalize understanding on the District Development Model and One Plan, and reduce the level of planning paralysis within government sectors.

### **Role of the Mopani District Development Planning Forum**

- Coordination and consolidation of plans from all participating sectors.
- Ensure a responsive, caring and accountable local government by responding to principles of back to basics.
- Work together with every stakeholder to ensure availability of a hub for each DDM work-stream.
- Ensure implementation, monitoring and evaluation in line with principles of performance management.
- Ensure compliance and alignment with provincial planning protocols.
- Communicate DDM/One Plan information to all affected institutions for capacity building purposes.
- Ensure that there are sessions aimed at bridging the information gap among forum participants.
- Ensure improved participation

### **District Development Planning Forum Meetings**

District Development Planning Forum meetings shall be held quarterly in line with the IDP/DDM/One Plan processes. Mopani District Municipality shall coordinate and preside over the forum meetings. All sectors shall be allowed to submit items which need the attention of the forum. Sectors are expected to delegate relevant officials as per the roles of the forum. Mopani District Municipality shall provide secretariat services to all meetings.

**Alignment of DDPF and PDPF.**

<b>IDP Phases</b>	<b>PDPF meeting dates</b>	<b>DDPF meeting dates</b>
Preparatory phase	05-06 June 2024	18 July 2024
Analysis Phase	August 2024	01 October 2024
Strategy Phase	November 2024	06 December 2025
Projects phase, Integration phase and Approval Phase	05-06 March 2025	07 March 2025

## 16 IDP, BUDGET AND PMS SCHEDULE OF MEETINGS

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
IDP			
July - August 2024	Preparatory Phase	Office of the MM	Meeting dates
	<ul style="list-style-type: none"><li>District Development Planning Forum</li></ul>	<ul style="list-style-type: none"><li>Manager Strategic Planning</li></ul>	<ul style="list-style-type: none"><li>18 July 2024</li></ul>
	<ul style="list-style-type: none"><li>IDP, Budget &amp; PMS Operational Meeting (IDP Framework &amp; Process Plan)</li></ul>	<ul style="list-style-type: none"><li>Deputy Manager IDP</li></ul>	<ul style="list-style-type: none"><li>08 August 2024</li></ul>
	<ul style="list-style-type: none"><li>IDP Managers Forum (Framework &amp; Process Plan)</li></ul>	<ul style="list-style-type: none"><li>Manager Strategic Planning</li></ul>	<ul style="list-style-type: none"><li>12 August 2024</li></ul>
	<ul style="list-style-type: none"><li>IDP, Budget &amp; PMS Technical Meeting (IDP Framework &amp; Process Plan)</li></ul>	<ul style="list-style-type: none"><li>Municipal Manager</li></ul>	<ul style="list-style-type: none"><li>13 August 2024</li></ul>
	<ul style="list-style-type: none"><li>IDP, Budget &amp; PMS Steering Meeting (IDP Framework &amp; Process Plan)</li></ul>	<ul style="list-style-type: none"><li>Manager Strategic Planning</li></ul>	<ul style="list-style-type: none"><li>16 August 2024</li></ul>
	<ul style="list-style-type: none"><li>IDP Rep forum meeting</li></ul>	<ul style="list-style-type: none"><li>Manager Strategic Planning</li></ul>	<ul style="list-style-type: none"><li>20 August 2024</li></ul>
	<ul style="list-style-type: none"><li>Council sitting (Adoption of IDP Process Plan)</li></ul>	<ul style="list-style-type: none"><li>Council</li></ul>	<ul style="list-style-type: none"><li>29 August 2024</li></ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
BUDGET AND MSCOA			
July-August	<ul style="list-style-type: none"><li>2024/25 internal analysis of financial and non-financial performance. Determine financial position and assess financial capacity against future strategies.</li><li>mSCOA Steering Meeting</li></ul>	Budget and Treasury	<ul style="list-style-type: none"><li>26/07/2024 – 05/09/2024</li><li>30/08/2024</li></ul>
PMS			
July – August 2024	<ul style="list-style-type: none"><li>Compilation of 2023/24 4<sup>th</sup> quarterly report</li><li>Conclude 2024/25 annual performance agreements</li><li>Submit final approved SDBIP</li><li>Make public the 2024/25 SDBIP</li><li>Make public 2024/25 annual performance agreements and ensure that copies are submitted to Council and MEC: CoGHSTA</li><li>Place 2024/25 annual performance agreements on the municipal website.</li></ul>	<ul style="list-style-type: none"><li>Manager Strategic Planning</li></ul>	<ul style="list-style-type: none"><li>02/07/2024 - 31/07/2024</li><li>03/07/2024 – 31/07/2024</li><li>31/07/2024</li><li>02/08/2024 – 31/08/2024</li><li>31/08/2024</li><li>31/08/2024</li></ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<ul style="list-style-type: none"> <li>Individual performance assessments 2023/24 Annual</li> </ul>		<ul style="list-style-type: none"> <li>31/08/2024 – 31/09/2024</li> </ul>
<b>IDP</b>			
<b>September-October 2024</b>	<b>Analysis Phase</b> <ul style="list-style-type: none"> <li>District Development Planning Forum (Analysis)</li> <li>IDP Budget &amp; PMS Operational Meeting (IDP Analysis)</li> <li>IDP Managers Forum meeting (IDP Analysis)</li> <li>IDP Budget &amp; PMS Technical committee meeting (IDP Analysis)</li> <li>IDP Budget &amp; PMS Steering committee meeting (IDP Analysis)</li> <li>IDP Rep Forum meeting (IDP Analysis)</li> </ul>	<b>Office of the MM</b> <ul style="list-style-type: none"> <li>Municipal Manager</li> <li>Deputy Manager IDP</li> <li>Deputy Manager IDP</li> <li>Municipal Manager</li> <li>Executive Mayor</li> <li>Executive Mayor</li> </ul>	<b>Meeting dates</b> <ul style="list-style-type: none"> <li>01/ October / 2024 *</li> <li>08/ October/ 2024 *</li> <li>09/ October/ 2024 *</li> <li>11/ October/ 2024 *</li> <li>17/ October/ 2024</li> <li>24/ October/ 2024</li> </ul>
<b>BUDGET AND MSCOA</b>			
<b>September –October</b>	<ul style="list-style-type: none"> <li>Consolidate draft core departments business plans &amp; budgets</li> <li>Review resources frames and</li> <li>financial strategies</li> <li>mSCOA Steering Meeting</li> </ul>	Budget and Treasury <ul style="list-style-type: none"> <li>CFO</li> <li>Manager Budget</li> <li>Manager Revenue</li> </ul>	<ul style="list-style-type: none"> <li>09/09/2024 – 16/09/2024</li> <li>23/09/2024– 01/11/2024</li> <li>10/09/2024</li> <li></li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
PMS			
September - October 2024	<ul style="list-style-type: none"><li>Monthly performance reports</li><li>Individual performance assessment report 2023/24 Annual</li><li>Submission of Final 2023/24 departmental annual reports</li><li>Continuation of preparations for 2023/24 annual report utilizing financial and non-financial information first reviewed as part of budget and IDP analysis</li><li>Compilation of 2024/25 first quarter institutional performance report.</li></ul>	<ul style="list-style-type: none"><li>All senior managers</li><li>Municipal Manager</li><li>All senior managers</li><li>All senior managers</li><li>Municipal Manager</li></ul>	<ul style="list-style-type: none"><li>30/09/2024</li><li>20/09/2024</li><li>31/10/2024</li><li>29/10/202</li></ul>
IDP			
Nov – Dec 2024	<ul style="list-style-type: none"><li>IDP, Budget and PMS Operational meeting (strategies intent and programs)</li><li>District Development Planning Forum</li></ul>	<b>Planning and Development</b> <ul style="list-style-type: none"><li>Manager Strategic Planning</li></ul>	<ul style="list-style-type: none"><li>02 December 2024</li><li>06 December 2024</li></ul>



Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<ul style="list-style-type: none"> <li>IDP, Budget and PMS Technical committee meeting (strategies intent and programs)</li> </ul>		<ul style="list-style-type: none"> <li>10 December 2024</li> </ul>
<b>BUDGET AND MSCOA</b>			
<b>Nov – Dec 2024</b>	<ul style="list-style-type: none"> <li>Draft five-year Financial Plan</li> <li>mSCOA Steering Meeting</li> </ul>	Budget and Treasury <ul style="list-style-type: none"> <li>CFO</li> </ul>	<ul style="list-style-type: none"> <li>14/11/2024</li> <li>09/12/2024 – 13/12/2024</li> </ul>
<b>PMS</b>			
<b>Nov –Dec 2024</b>	<ul style="list-style-type: none"> <li>Submission of 1<sup>st</sup> Quarter Performance report to CoGHSTA</li> <li>Mayoral Imbizo on first quarter performance</li> <li>Finalize the draft annual report incorporating financial and non-financial information on performance, audit reports and annual financial statements</li> <li>Final submission of the performance information to PMS unit</li> </ul>	Office of Municipal Manager <ul style="list-style-type: none"> <li>Manager in the office of the Municipal Manager</li> <li>Manager in the office of the Executive Mayor</li> <li>All Senior Managers</li> <li>All Senior Managers</li> </ul>	<ul style="list-style-type: none"> <li>07/11/2024</li> <li>08/11/2024 – 25/11/2024</li> <li>17/12/2024</li> <li>18/12/2024</li> </ul>
<b>IDP</b>			
<b>January – Feb 2025</b>	<b>Strategies, Projects, Integration Phase</b>	<b>Office of the Municipal Manager</b> <ul style="list-style-type: none"> <li>Manager Strategic Planning</li> </ul>	<ul style="list-style-type: none"> <li>13/01/2025</li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<ul style="list-style-type: none"> <li>IDP, Budget &amp; PMS Operational meeting (Strategies, Projects prioritisation and Sector plans)</li> <li>IDP, Budget &amp; PMS Technical meeting (Strategies, Projects prioritisation and Sector plans)</li> <li>IDP, Budget &amp; PMS Steering meeting (Strategies, Projects prioritisation and Sector plans)</li> <li>Strategic Planning Sessions</li> </ul>	<ul style="list-style-type: none"> <li>Municipal Manager</li> <li>Executive Mayor</li> <li>Municipal Manager</li> </ul>	<ul style="list-style-type: none"> <li>17/01/2025</li> <li>22/01/2025</li> <li>29-31 February 2025</li> </ul>
<b>BUDGET AND MSCOA</b>			
<b>January – Feb 2025</b>	<ul style="list-style-type: none"> <li>Mid-year Budget engagement session (Provincial Treasury)</li> <li>Mid-Year Performance Assessment and recommend and adjustment budget, if necessary.</li> <li>mSCOA Steering Meeting</li> <li>Finalise the adjustment 2024/25 detailed operating &amp; capital budgets in the prescribed formats incorporating National and Provincial budget allocations, integrate and align to IDP documentation and draft SDBIP, finalise budget policies including tariff policy.</li> <li>Tabling and approval of an adjustments budget (if necessary)</li> </ul>	Budget and Treasury <ul style="list-style-type: none"> <li>CFO               <ul style="list-style-type: none"> <li>Manager Budget</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>24/01/2025</li> <li>27/01/2025</li> <li>23-31/01/2025</li> <li>10/01/2025 – 24/01/2025</li> <li>14/01/2025</li> <li>16/01/2025</li> <li>07/02/2025 – 27/02/2025</li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<ul style="list-style-type: none"> <li>MSCOA Steering meeting</li> </ul>		28/02/2025
<b>PMS</b>			
<b>February 2025</b>	<ul style="list-style-type: none"> <li>Submission of Second quarter COGHSTA</li> <li>Individual Performance Assessments 2024/25 Mid-year</li> <li>Place 2023/24 annual report on the municipal website</li> <li>2<sup>nd</sup> Quarter Mayoral Imbizo</li> </ul>	<ul style="list-style-type: none"> <li>Municipal Manager</li> <li>Municipal Manager</li> <li>Municipal Manager</li> <li>Manager: Office of the Executive Mayor</li> </ul>	<ul style="list-style-type: none"> <li>07/02/2025</li> <li>01/02/2025 - 19/02/2025</li> <li>07/02/2025</li> <li>01/02/2025 – 25/02/2025</li> </ul>
<b>IDP</b>			
<b>March 2024</b>	<b>Approval Phase (Draft IDP)</b> <ul style="list-style-type: none"> <li>IDP, Budget &amp; PMS Operation operational committee meeting (Projects, Draft IDP 2025/26)</li> <li>IDP Managers Forum Meeting</li> <li>IDP, Budget &amp; PMS Technical meeting (Draft IDP 2025/26 IDP)</li> </ul>	<b>Office of the Municipal Manager</b> Manager Strategic Planning	<ul style="list-style-type: none"> <li>03/03/2025</li> <li>07/03/2025</li> <li>10/03/2025</li> <li>14/03/2025</li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<ul style="list-style-type: none"> <li>IDP Steering Committee meeting (Draft IDP 2025/26 IDP)</li> <li>IDP Representative Forum</li> <li>Mayor table Draft 2025/26 IDP, Budget &amp; PMS for adoption by Council.</li> </ul>		<ul style="list-style-type: none"> <li>18/03/2025</li> <li>27/03/2025</li> </ul>
<b>BUDGET AND MSCOA</b>			
	<ul style="list-style-type: none"> <li>Consolidation of Draft 2025/26 annual budget.</li> <li>Incorporate changes in prices for bulk resources and finalize tariff proposals for all charges.</li> <li>Distribute all budget documentation prior to meeting at which budget is to be tabled.</li> <li>Table in Council the 2025/26 tabled budget &amp; all supporting documents. <ul style="list-style-type: none"> <li>Submit the 2025/26 approved adjustments budget to the Provincial &amp; National Treasury &amp; any other affected organ of state (Immediately after council approves)</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>04/03/2025 – 08/03/2025</li> <li>13/03/2025</li> <li>20/03/2025 – 25/03/2025</li> <li>27/03/2025</li> <li>27/03/2025</li> </ul>
<b>PMS</b>			
<b>March 2025</b>	<ul style="list-style-type: none"> <li>Compile Individual performance assessment report (2024/25 Mid -Year Quarter)</li> </ul>	<ul style="list-style-type: none"> <li>Manager: Office of the Municipal Manager</li> <li>Manager Office of the Executive Mayor</li> </ul>	<ul style="list-style-type: none"> <li>01/03/ 2025 - 30/03/2025</li> <li>31/03/2025</li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<ul style="list-style-type: none"> <li>Council adopts the 2023/24 annual report with the comments of the oversight committee.</li> <li>Submit draft 2025/26 SDBIP to the Mayor</li> <li>Review implementation of budget and service delivery plan (SDBIP), identify problems and amend or recommend appropriate amendments.</li> </ul>	<ul style="list-style-type: none"> <li>Manager: Office of the Municipal Manager</li> </ul>	<ul style="list-style-type: none"> <li>31/03/2025</li> <li>31/03/2025</li> </ul>
<b>IDP</b>			
<b>April 2025</b>	<b>Approval Phase (Draft IDP cont.)</b> <ul style="list-style-type: none"> <li>Mayor's IDP meeting (Roadshow briefing)</li> <li>IDP Roadshow</li> </ul>	Office of Municipal Manager <ul style="list-style-type: none"> <li>Manager Strategic Planning</li> </ul>	Meeting dates <ul style="list-style-type: none"> <li>03 April 2025</li> <li>08 - 22 April 2025</li> </ul>
<b>BUDGET AND MSCOA</b>			
	<ul style="list-style-type: none"> <li>Make public the 2025/26 tabled annual budget &amp; accompanying budget documentation, invite the community to submit representations and submit to Provincial &amp; National Treasury and other affected organs of state.</li> <li>Consultation on tabled budget, publicise and conduct public hearings and meetings within wards.</li> </ul>	<ul style="list-style-type: none"> <li>03/04/2025 – 24/04/2025</li> <li>04/04/2025 – 11/04/2025</li> <li>11/04/2025</li> </ul>	

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<ul style="list-style-type: none"> <li>mSCOA Steering Committee Meeting</li> </ul>	<ul style="list-style-type: none"> <li>12/04/2025</li> </ul>	
<b>PMS</b>			
<b>April 2025</b>	<ul style="list-style-type: none"> <li>Submit the 2022/23 Annual Report &amp; Oversight Report to Provincial Treasury, CoGHSTA, AG and Legislature.</li> <li>Make public the 2022/23 oversight report</li> <li>Submission of third quarter Coghsta</li> </ul>	Municipal Manager	<ul style="list-style-type: none"> <li>08/04/2025</li> <li>12/04/2025</li> <li>07/04/2025</li> </ul>
<b>IDP</b>			
<b>May 2025</b>	<b>Approval Phase (Final IDP)</b> <ul style="list-style-type: none"> <li>IDP, Budget and PMS operational committee (Final IDP 2025/26)</li> <li>IDP Managers Forum Meeting</li> <li>IDP, Budget and PMS Technical committee (Final IDP 2025/26)</li> <li>IDP, Budget &amp; PMS Steering meeting (Final IDP 2025/26)</li> <li>IDP Rep Forum (Considering the final IDP, Budget and PMS)</li> <li>Tabling of Final 2025/26 IDP, Budget &amp; PMS for final approval/adoption</li> </ul>	Office of Municipal Manager <ul style="list-style-type: none"> <li>Manager Strategic Planning</li> </ul>	<ul style="list-style-type: none"> <li>02/05/2025</li> <li>07/05/2025</li> <li>09/05/2025</li> <li>14/05/2025</li> <li>19/05/2025</li> <li>29/05/2025</li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
BUDGET AND MSCOA			
May – June 2025	<ul style="list-style-type: none"><li>• Draft benchmark exercise 2025/26</li><li>• Submit approved IDP/Budget to national and provincial treasury, COGHSTA.</li></ul>	<b>Budget and Treasury</b> <ul style="list-style-type: none"><li>• CFO</li><li>• Budget Manager</li></ul>	<ul style="list-style-type: none"><li>• 12-16/05/2025</li><li>• 14/06/2025</li></ul>
PMS			
May - June 2025	<ul style="list-style-type: none"><li>• 3<sup>rd</sup> Quarter Mayoral Imbizo</li><li>• Approve 2025/26 SDBIP by the Executive Mayor final date under legislation 28 July 2025</li></ul>	<ul style="list-style-type: none"><li>• Manager: Office of the Executive Mayor</li><li>• Office of Municipal Manager/ Office of the Executive Mayor</li></ul>	<ul style="list-style-type: none"><li>• 02/05/2025 – 20/05/2025</li><li>• 28 /6/2025</li></ul>

## **17 MONITORING AND EVALUATION OF THE IDP PROCESS PLAN**

Mopani District Municipality will be responsible for monitoring its own IDP/ Budget Process Plan and ensure that the Framework is being followed as approved. The District IDP office must check and report compliance to District Managers' and District Intergovernmental Forums for support interventions, for all local municipalities within Mopani District Municipality.

Monitoring mechanisms will include monthly progress reports on IDP/ Budget implementation as per the SDBIP, submitted to the Executive Mayor and quarterly IDP implementation reports to Municipal Council.

## **18 COST ESTIMATES**

An amount of R 1000 000 has been set aside for IDP Review.

## **19 CONCLUSION**

The IDP Framework/ Process Plan adopted by Council shall be binding to all in the District and shall further provide transparency and accountability to the communities and stakeholders of Mopani District Municipality. The Framework/ Process plan is drafted with due cognizance of the requirements stipulated in section 27 of the Municipal Systems Act 32/ 2000 and is intended to promote cooperation among all role players in the three spheres of government, during the review of the IDP of Mopani District Municipality, taking cognizance of the District Development Model approach.

Due to the vast diversity of stakeholders and role players, the principled code of conduct should be adhered to facilitate coordination, interactions and proceedings of meetings in the IDP process. Over and above the structures and systems in place for mutual cooperation between the different parties to attain corporate approach to development planning, it is incumbent upon individual role players to abide by the principles of Batho-Pele and have a value system that is passionate to economic, environmental and social well-being of citizens of Mopani District Municipality.