

# MOPANI DISTRICT MUNICIPALITY

## DRAFT IDP/ BUDGET PROCESS PLAN 2023/24 FY

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GOVERNMENT BUILDINGS  
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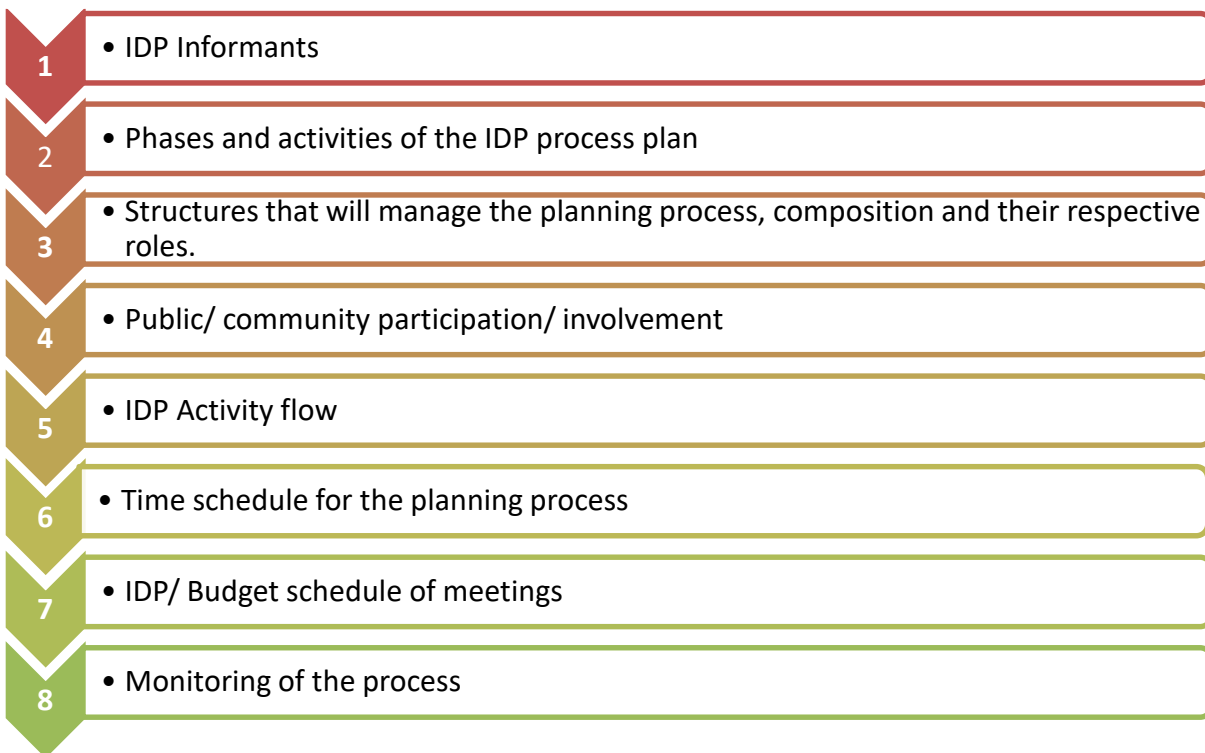
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## 1. Introduction

Section 28 of the Municipal Systems Act 32/2000 requires that each municipal Council should adopt a process that would guide the planning, drafting, adoption and review of the IDP and Budget. 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 MFMA 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.

## 2. Contents of Mopani District Municipality IDP process plan

The process plan outlines the following:



## 3. IDP Informants

### National and provincial development plans to be included in the 2023/2024 IDP

- National Development Plan Vision 2030
- Medium Term Strategic Framework 2019-2024
- National Economic Reconstruction and Recovery Plan

- Integrated Urban Development Framework
- National Spatial Development Plan
- Provincial Spatial Development Plan
- Limpopo Development Plan
- District Development Plan

**MDM Sector plans to be included in the 2023/2024 IDP**

<b>SECTOR PLANS</b>	<b>STATUS</b>
SDF	Approved
Disaster Management Plan	Approved
Dist. Int Trans Plan	Being reviewed
LED strategy	Approved
Communication Strategy	Approved
Public Participation Strategy	Approved
PMS Framework	Being reviewed
Workplace Skills Plan	Approved
Employment Equity Plan	Approved
Road Master Plan (Infra Invest Plan)	Being reviewed
Record Management Plan	Approved
HRM&D Strategy	Approved
Waste Management Plan	Approved
Fraud Risk Management Plan	Approved
Tourism Development Strategy	Approved
Environmental Man Plan	Approved
Air Quality Management Plan	Approved
Risk Management Strategy	Approved
Sport Arts & Culture plan	Reviewed
Energy Master Plan	Reviewed
HIV/AIDS Plan	Reviewed
Whistle Blowing Strategy	Approved
Anti-corruption Strat.	Approved
ICT strategy	Approved

#### 4. Phases/ stages of the IDP processes

The table below shows the phases/ stages of the IDP process and activities entailed for the Review process of 2022/23 IDP.

STAGES/ PHASES OF THE IDP PROCESS	
IDP PHASES	ACTIVITIES
PREPARATORY July - August 2022	<ul style="list-style-type: none"> <li>- Identification and establishment of stakeholders and or structures and sources of information.</li> <li>- Development of the IDP Framework and Process Plan.</li> </ul>
ANALYSIS PHASE August - September 2022	<ul style="list-style-type: none"> <li>- Compilation of levels of development and backlogs that suggest areas of interventions.</li> </ul>
STRATEGIES PHASE October - November 2022	<ul style="list-style-type: none"> <li>- Reviewing the Vision, Mission, Strategies and Objectives.</li> </ul>
PROJECTS PHASE November - January 2023	<ul style="list-style-type: none"> <li>- Identification of possible projects and their funding sources.</li> </ul>
INTEGRATION PHASE January - February 2023	<ul style="list-style-type: none"> <li>- Sector Plans Summary inclusion and programmes of action.</li> </ul>
APPROVAL PHASE March - May 2023	<ul style="list-style-type: none"> <li>- Submission of Draft IDP to Council.</li> <li>- Publication and Road-show on Public participation.</li> <li>- Amendments of draft IDP/Budget according to comments/ inputs.</li> <li>- Submission to Council for approval and adoption.</li> </ul>

Table 1 Stages/ phases of the IDP process

#### 5. 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.

(TABLE 2) STRUCTURE	COMPOSITION	ROLE
Council	Members of Council (Chair: Speaker)	Approve/ adopt IDP. Section 25(1) Municipal Systems Act 32/2000.

IDP Representative Forum	Government Departments, Local Municipalities (LMs), Traditional Leaders, CBOs, SOEs, NPOs, CDWs, Associations, Interest groups and Resource persons. District Managers (senior & middle) 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.
Mayor's IDP Meeting	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 Steering 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, Managers. <b>Chair: CFO</b>	Budgetary processes in alignment with IDP. Budget Adjustment activities.
IDP 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>
District Engagement Sessions/ Development Planning Forum	Sector depts., LMs, MDM & SOEs as per need. <b>(Chair: OtP &amp; CoGHSTA)</b>	Vertical alignment of plans and implementation. Reporting of progress. Integration of Sector departments plans with municipal plans, Sharing common planning platform.
Cluster Committees	Members of portfolio committees and support Directorates. <b>Chair:MMC</b>	Support the IDP Process with input.
IGR-Technical Committees:	❖ <b>Economic &amp; Spatial Technical committee</b> (LMs, MDM, Sector depts. & SOEs) <b>(Chair: Director Planning &amp; Development</b> <b>Core-chair: LEDET</b>	<ul style="list-style-type: none"> <li>- Implement the IDP</li> <li>- Develop Sector plans</li> <li>- Initiate projects</li> </ul>

	<ul style="list-style-type: none"> <li>❖ <b>Social Technical Committee:</b> (LMs, MDM, Sector depts. &amp; SOEs) <b>(Chair: Director Community Services Core-Chair: Dept of Health.)</b></li>   <li>❖ <b>Justice, Crime Prevention and Safety Technical committee:</b> (LMs, MDM, Sector depts. &amp; SOEs) <b>Chair: Director Community Services Core-chair: DSSL.</b></li>   <li>❖ <b>Transformation and Organisational Development Technical committee:</b> (LMs, MDM, Sector depts.,SOEs, SALGA) <b>(Chair: Corporate Services Director Core-chair: LMs Corp. Directors/ CoGHSTA)</b></li>   <li>❖ <b>Good Governance Technical comm.</b> (LMs, MDM, CoGHSTA, OtP, SALGA) <b>Chairperson: MOEM Core-chair: CoGHSTA</b></li>   <li>❖ <b>Infrastructure Committee</b> (LMs, MDM, Sector depts. &amp; SOEs) <b>(Chair: Director Infrastructure Management Core-chair: DPWRI &amp; DWS)</b></li>   <li>❖ <b>Finance Technical committee</b> (LMs, MDM, CoGHSTA, P/Treasury, SALGA) <b>Chairperson: MDM CFO Core-chair: Provincial Treasury</b></li> </ul>	<p>- Progress reporting on implementation</p>
Provincial Government	MEC for Local Government (CoGHSTA).	Assess/Evaluate the IDP, comment and monitor its implementation.

## 6. 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.

<b>INTERGOVERNMENTAL STRUCTURES/ SUPPORT STRUCTURES TO IDP</b>		
<b>STRUCTURE</b>	<b>COMPOSITION</b>	<b>FUNCTIONS</b>
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> <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'	All Speakers of the Mopani	Monitor the functionality of the District-wide



Forum	district family of municipalities	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>
RISK Management	Senior managers. Chairperson from external.	<ul style="list-style-type: none"> <li>• IDP advisory</li> </ul>

## 7. Public participation

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.

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)

## 8. IDP activity flow

- The IDP Manager shall be the Secretariat of the IDP Steering Committee.
- The IDP Steering Committee shall do the drafting of the Draft IDP Framework and Process Plan through consultation with Local Municipalities and Sector Departments.
- The IDP Steering 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 Steering 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.

## 9. Alignment activity programme

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>TABLE 4: 2022/23 ALIGNMENT ACTIVITIES (Three Spheres of Government)</b>				
<b>Time frame</b>	<b>Activity</b>	<b>Local Municipalities</b>	<b>District Municipality</b>	<b>Sector Departments</b>
31 Aug. 2022	Preparatory phase	*	*	*
30 Sept. 2022	Status Quo Analysis phase	*	*	*
31 Nov. 2022	Strategies phase	*	*	*
14 Feb. 2023	Project phase	*	*	*
28 Feb. 2023	Integration phase	*	*	*

24 March 2023	Draft IDP/ Budget compiled	*	*	*
30 March 2023	Council approves Draft IDP/ Budget	*	*	
10 April – 4 May 2023	Publication for comments on Draft IDP/ Budget	*	*	*
11 April – 18 April 2023	Public participation Roadshows	*	*	*
02- 15 May 2023	Consider Draft IDP/ Budget public comments & amendments	*	*	
29 May 2023	Final Adoption of IDP/ Budget by Municipal Councils	*	*	
29 May -12 June 2023	Compilation of draft SDBIP for 2022/23 financial year. Review of IDP Framework & Process plan	*	*	
15 June 2023	All IDPs and Budgets submitted to National Treasury, MEC, etc.	*	*	
19 June 2023	Public Notice on the adoption of IDPs.	*	*	
29 May - 29 June 2023	Compilation of SDBIPs & Summary of IDPs.	*	*	

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

**10. IDP/ budget schedule of meetings**

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
<b>IDP</b>			
<b>July - August 2022</b>	<b>Preparatory Phase</b> <ul style="list-style-type: none"> <li>• IDP, Budget &amp; PMS Operational Meeting (IDP Framework &amp; Process Plan)</li> <li>• IDP Managers forum</li> <li>• IDP, Budget &amp; PMS steering Meeting (IDP Framework &amp; Process Plan)</li> <li>• IDP, Budget &amp; PMS technical Committee Meeting (Framework &amp; Process Plan)</li> <li>• IDP Rep forum meeting</li> </ul>	<b>Office of the MM</b> <ul style="list-style-type: none"> <li>• Deputy Manager IDP</li> <li>• Manager Strategic Planning</li> <li>• Municipal Manager</li> <li>• Manager Strategic Planning</li> <li>• Manager Strategic Planning</li> </ul>	<b>Meeting dates</b> <ul style="list-style-type: none"> <li>• 05 August 2022</li> <li>• 08 August 2022</li> <li>• 10 August 2022</li> <li>• 12 August 2022</li> <li>• 19 August 2022</li> </ul>
<b>PMS</b>			
<b>July – August 2022</b>	<ul style="list-style-type: none"> <li>• Compilation of 2021/22 4<sup>th</sup> quarterly report</li> <li>• Conclude 2022/23 annual performance agreements</li> <li>• Submit final approved SDBIP</li> <li>• Make public the 2021/22 SDBIP</li> </ul>	Planning and Development <ul style="list-style-type: none"> <li>• Senior Manager Planning and Development</li> <li>• Manager Strategic Planning</li> </ul>	<ul style="list-style-type: none"> <li>• 02/07/2021 - 31/07/2021</li> <li>• 03/07/2021 – 31/07/2021</li> <li>• 30/07/2021</li> <li>• 02/08/2022 – 31/08/2022</li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<ul style="list-style-type: none"> <li>• Make public 2021/22 annual performance agreements and ensure that copies are submitted to Council and MEC: CoGHSTA</li> <li>• Place 2021/22 annual performance agreements on the municipal website.</li> <li>• Individual performance assessments 2020/21 Annual</li> </ul>		<ul style="list-style-type: none"> <li>• 31/08/2022</li> <li>• 31/08/2022</li> <li>• 31/08/2022 – 14/09/2022</li> </ul>
<b>Budget and mSCOA</b>			
<b>July - August</b>	<ul style="list-style-type: none"> <li>• Establish Departmental Budget Committees (include councilors &amp; officials).</li> <li>• 2021/22 internal analysis of financial and non-financial performance. Determine financial position and assess financial capacity against future strategies.</li> <li>• mSCOA Operational Meeting</li> <li>• mSCOA Steering Meeting</li> </ul>	Budget and Treasury <ul style="list-style-type: none"> <li>• CFO</li> <li>• Deputy Manager Budget</li> </ul>	<ul style="list-style-type: none"> <li>• 01/08/2022 – 06/09/2022</li> <li>• 30/08/2022</li> <li>• 26/08/2022</li> <li>• 29/08/2022</li> </ul>
<b>IDP</b>			

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
September 2022	<b>Analysis Phase</b> <ul style="list-style-type: none"> <li>IDP Budget &amp; PMS Operational Meeting (IDP Analysis)</li> <li>IDP Budget &amp; PMS Steering committee meeting (IDP Analysis)</li> <li>IDP Budget &amp; PMS Technical committee meeting (IDP Analysis)</li> <li>Mayor's IDP 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>Deputy Manager IDP</li> <li>Manager Strategic Planning</li> <li>Municipal Manager</li> <li>Manager Strategic Planning</li> </ul>	<b>Meeting dates</b> <ul style="list-style-type: none"> <li>05/ September/ 2022</li> <li>07/ September/ 2022</li> <li>14/ September/ 2022</li> <li>16/ September/ 2022</li> <li>20/ September/ 2022</li> </ul>
<b>PMS</b>			
September 2022	<ul style="list-style-type: none"> <li>Monthly performance reports</li> <li>Individual performance assessment report 2021/22 Annual</li> <li>Submission of Final 2019/20 departmental annual reports</li> </ul>	<b>Office of MM</b> <ul style="list-style-type: none"> <li>All Senior Managers</li> <li>Municipal Manager</li> <li>All Senior Managers</li> </ul>	<ul style="list-style-type: none"> <li>30/09/2022</li> <li>20/09/2022</li> <li>30/09/2022</li> </ul>
<b>Budget and mSCOA</b>			
September 2022	<ul style="list-style-type: none"> <li>Circulate budget schedules to all departments</li> <li>mSCOA Steering Meeting</li> </ul>	<b>Budget and Treasury</b> <ul style="list-style-type: none"> <li>CFO</li> <li>Deputy Manager Budget</li> </ul>	<ul style="list-style-type: none"> <li>27/09/2022 – 11/10/2022</li> <li>14/09/2021</li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<ul style="list-style-type: none"> <li>mSCOA Technical Meeting</li> </ul>		<ul style="list-style-type: none"> <li>24/09/2021</li> </ul>
<b>IDP</b>			
<b>October 2022</b>	<b>Strategies phase</b> <ul style="list-style-type: none"> <li>DDM Meeting</li> </ul>	<b>Office of the MM</b> <ul style="list-style-type: none"> <li>Manager Strategic Planning</li> </ul>	<b>Meeting dates</b> <ul style="list-style-type: none"> <li>12/10/2022</li> </ul>
<b>PMS</b>			
<b>October 2022</b>	<ul style="list-style-type: none"> <li>Continuation of preparations for 2021/22 annual report utilizing financial and non-financial information first reviewed as part of budget and IDP analysis</li> <li>Compilation of 2020/21 first quarter institutional performance report.</li> </ul>	<ul style="list-style-type: none"> <li>All Senior Managers</li> <li>Municipal Manager</li> </ul>	<ul style="list-style-type: none"> <li>08/10/2022 – 29/10/2022</li> <li>08/10/2022 – 29/10/2022</li> </ul>
<b>Budget and mSCOA</b>			
<b>October 2022</b>	<ul style="list-style-type: none"> <li>Commence preparation for the 2023/24 departmental operational plans and service delivery and budget implementation plan aligned to strategic priorities in IDP and inputs from other stakeholders including government and bulk service providers (and NERSA)</li> <li>mSCOA Operational Meeting</li> <li>mSCOA Steering Meeting</li> </ul>	Budget and Treasury <ul style="list-style-type: none"> <li>CFO</li> <li>Deputy Manager Budget</li> </ul>	<ul style="list-style-type: none"> <li>13-14/10/2022</li> <li>12/10/2022</li> <li>19/09/2022</li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<ul style="list-style-type: none"> <li>Budget Steering Committee</li> </ul>		<ul style="list-style-type: none"> <li>03/10/2022</li> </ul>
<b>PMS</b>			
<b>November 2022</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> </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> </ul>	<ul style="list-style-type: none"> <li>07/11/2022</li> <li>08/11/2022 – 25/11/2022</li> </ul>
<b>IDP</b>			
<b>November 2022</b>	<ul style="list-style-type: none"> <li>IDP, Budget and PMS Operational meeting (strategies intent and programs)</li> <li>IDP, Budget and PMS Steering committee meeting (strategies intent and programs)</li> <li>IDP, Budget and PMS Technical committee meeting (strategies intent and programs)</li> <li>Strategic Planning Sessions (strategies)</li> <li>Mayor's IDP meeting</li> <li>IDP Rep 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>01/11/2022</li> <li>07/11/2022</li> <li>09/11/2022</li> <li>14-16/11/2022</li> <li>25/11/2022</li> <li>28 /11/2022</li> </ul>
<b>IDP</b>			



Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
December 2022	<b>Projects phase</b> <ul style="list-style-type: none"> <li>DDM meeting</li> </ul>	<ul style="list-style-type: none"> <li>Office of Municipal Manager</li> </ul>	<ul style="list-style-type: none"> <li>02/12/2022</li> </ul>
<b>PMS</b>			
December 2022	<ul style="list-style-type: none"> <li>Finalize the draft annual report incorporating financial and non-financial information on performance, audit reports and annual financial statements</li> </ul>	<ul style="list-style-type: none"> <li>All Senior Managers</li> </ul>	<ul style="list-style-type: none"> <li>17/12/2022</li> </ul>
<b>Budget and mSCOA</b>			
December 2022	<ul style="list-style-type: none"> <li>Finalise the 2022/23 inputs from bulk resource providers (and NERSA) and agree on proposed price increase. (Align after submission of proposed tariffs)</li> </ul>	<ul style="list-style-type: none"> <li>CFO</li> <li>Deputy Manager Budget</li> </ul>	<ul style="list-style-type: none"> <li>06/12/2022 – 10/12/2022</li> </ul>
<b>PMS</b>			
January 2023	<ul style="list-style-type: none"> <li>Compilation of 2022/23 Mid-year report</li> <li>Mayor tables 2021/22 annual report to council</li> <li>Make public the 2021/22 annual report and invite comments from local community, submit report</li> </ul>	<ul style="list-style-type: none"> <li>Office of Municipal Manager</li> </ul>	<ul style="list-style-type: none"> <li>03/01/2023 – 25/01/2023</li> <li>31/01/2023</li> <li>31/01/2023</li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<p>to Auditor-General, Provincial Treasury &amp; CoGHSTA</p> <ul style="list-style-type: none"> <li>Consider monthly &amp; mid-year reports for the period ended 31 December 2021.</li> </ul>		<ul style="list-style-type: none"> <li>31/01/2023</li> </ul>
<b>IDP</b>			
<b>January 2023</b>	<p><b>Strategies, Projects, Integration Phase</b></p> <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 Steering meeting (Strategies, Projects prioritisation and Sector plans)</li> <li>IDP, Budget &amp; PMS Technical meeting (Strategies, Projects prioritisation and Sector plans)</li> </ul>	<p><b>Office of the Municipal Manager</b></p> <ul style="list-style-type: none"> <li>Manager Strategic Planning</li> <li>Municipal Manager</li> <li>Manager Strategic Planning</li> </ul>	<ul style="list-style-type: none"> <li>16/01/2023</li> <li>18/01/2023</li> <li>26/01/2023</li> </ul>
<b>Budget and Mscoa</b>			
<b>January 2022</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>Incorporate priorities from the President's State of the Nation</li> </ul>	<p>Budget and Treasury</p> <ul style="list-style-type: none"> <li>CFO</li> </ul> <p>Deputy Manager Budget</p>	<ul style="list-style-type: none"> <li>24/01/2022</li> <li>27/01/2022</li> <li>21/01/2022– 23/01/2022</li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<p>Address, National Treasury and SALGA for further budget consideration.</p> <ul style="list-style-type: none"> <li>Review all aspects of the 2022/23 budget including any unforeseen and unavoidable expenditure in light of need for an adjustment budget.</li> <li>mSCOA Steering Meeting</li> <li>mSCOA Operational Meeting</li> </ul> <p>Budget Steering committee</p>		<ul style="list-style-type: none"> <li>10/01/2022– 24/01/2022</li> <li>11/01/2022</li> <li>28/01/2022</li> <li>09/01/2022</li> </ul>
<b>PMS</b>			
<b>February 2023</b>	<ul style="list-style-type: none"> <li>Submission of Second quarter Coghsta</li> <li>Individual Performance Assessments 2022/23 Mid-year</li> <li>Place 2021/22 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>07/02/2023</li> <li>01/02/2023 - 19/02/2023</li> <li>07/02/2023</li> <li>01/02/2023 – 25/02/2023</li> </ul>
<b>IDP</b>			
<b>March 2023</b>	<p><b>Approval Phase (Draft IDP)</b></p> <ul style="list-style-type: none"> <li>DDM Meeting</li> </ul>	<p><b>Office of the Municipal Manager</b></p> <ul style="list-style-type: none"> <li>Manager Strategic Planning</li> </ul>	<ul style="list-style-type: none"> <li>06/03/2023</li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<ul style="list-style-type: none"> <li>• District Managers forum meeting</li> <li>• IDP, Budget &amp; PMS Steering meeting (Draft 2023/24 IDP, Budget &amp; PMS)</li> <li>• IGR Committee meeting</li> <li>• Mayor table Draft IDP, Budget &amp; PMS for adoption by Council.</li> <li>• IDP Representative Forum</li> </ul>		<ul style="list-style-type: none"> <li>• 08/03/2023</li> <li>• 13/03/2023</li> <li>• 15/03/2023</li> <li>• 17/03/2023</li> <li>• 22/03/2023</li> </ul>
<b>Budget and mSCOA</b>			
<b>February 2023</b>	<ul style="list-style-type: none"> <li>• Incorporate directives from the National budget and Provincial and National allocations to municipalities into budget.</li> <li>• Finalise the draft 2022/23 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> <li>• MSCOA Operational meeting</li> <li>• MSCOA Technical meeting</li> </ul>	Budget and Treasury <ul style="list-style-type: none"> <li>• CFO</li> </ul> Deputy Manager Budget	<ul style="list-style-type: none"> <li>• 07/02/2022 – 27/02/2022</li> <li>• 04/02/2022</li> <li>• 28/02/2022</li> <li>• 09/02/2022</li> <li>• 10/02/2022</li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	Budget Steering Committee		<ul style="list-style-type: none"> <li>27/02/2022</li> </ul>
<b>PMS</b>			
<b>March 2023</b>	<ul style="list-style-type: none"> <li>Compile Individual performance assessment report (2022/23 Mid - Year Quarter)</li> <li>Council adopts the 2021/22 annual report with the comments of the oversight committee.</li> <li>Submit draft 2023/23 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> <li>Manager Office of the Executive Mayor</li> <li>Manager: Office of the Municipal Manager</li> </ul>	<ul style="list-style-type: none"> <li>01/03/ 2023 - 30/03/2023</li> <li>31/03/2023</li> <li>31/03/2023</li> <li>31/03/2023</li> </ul>
<b>Budget and mSCOA</b>			
<b>March 2023</b>	<ul style="list-style-type: none"> <li>Consolidation of Draft 2023/24 annual budget.</li> <li>Incorporate changes in prices for bulk resources and finalise tariff proposals for all charges.</li> <li>Distribute all budget documentation prior to meeting at which budget is to be tabled.</li> </ul>	Budget and Treasury <ul style="list-style-type: none"> <li>CFO</li> </ul> Deputy Manager Budget	<ul style="list-style-type: none"> <li>14/03/2023</li> <li>11/03/2023</li> <li>18/03/2023 – 25/03/2023</li> <li>31/03/2023</li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<ul style="list-style-type: none"> <li>Table in Council the 2022/23 annual budget &amp; all supporting documents.</li> <li>Submit the 2022/23 approved adjustments budget to the Provincial &amp; National Treasury &amp; any other affected organ of state (10 days after approval.)</li> <li>Draft five-year Financial Plan</li> <li>mSCOA Steering Meeting</li> <li>mSCOA Operational Meeting</li> </ul> <p style="text-align: center;">Budget Steering Committee</p>		<ul style="list-style-type: none"> <li>14/03/2023</li> <li>15/03/2023</li> <li>18/03/2023</li> <li>09/03/2022</li> <li>27/03/2023</li> </ul>
<b>IDP</b>			
<b>April 2022</b>	<b>Approval Phase (Draft IDP cont)</b> <ul style="list-style-type: none"> <li>Mayor's IDP meeting</li> <li>IDP Roadshow</li> <li>IDP Operational meeting</li> <li>IDP Steering committee meeting</li> </ul>	Office of Municipal Manager <ul style="list-style-type: none"> <li>Manager Strategic Planning</li> <li>Senior Officer Public Participation</li> </ul>	Meeting dates <ul style="list-style-type: none"> <li>04 April 2023</li> <li>07-14 April 2023</li> <li>26 April 2023</li> <li>27 April 2023</li> </ul>
<b>PMS</b>			
<b>April 2023</b>	<ul style="list-style-type: none"> <li>Submit the 2021/22 Annual Report &amp; Oversight Report to Provincial Treasury, CoGHSTA, AG and Legislature.</li> </ul>	<ul style="list-style-type: none"> <li>Municipal Manager</li> </ul>	<ul style="list-style-type: none"> <li>08/04/2023</li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<ul style="list-style-type: none"> <li>• Make public the 2021/22 oversight report</li> <li>• Submission of third quarter Coghsta</li> </ul>		<ul style="list-style-type: none"> <li>• 12/04/2023</li> <li>• 07/04/2023</li> </ul>
<b>Budget and mSCOA</b>			
<b>April 2023</b>	<ul style="list-style-type: none"> <li>• Make public the 2023/24 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> <li>• mSCOA Operational Meeting mSCOA Operational Meeting</li> </ul>	Budget and Treasury <ul style="list-style-type: none"> <li>• CFO</li> </ul> Deputy Manager Budget	<ul style="list-style-type: none"> <li>• 08/04/2023 – 22/04/2023</li> <li>• 13/04/2023 – 22/04/2023</li> <li>• 20/04/2023</li> <li>• 18/04/2023</li> </ul>
<b>IDP</b>			
<b>May 2022</b>	<b>Approval Phase (Final IDP)</b>	Office of Municipal Manager	
	<ul style="list-style-type: none"> <li>• IDP, Budget and PMS operational committee</li> </ul>	<ul style="list-style-type: none"> <li>• Manager Strategic Planning</li> </ul>	<ul style="list-style-type: none"> <li>• 04/05/2023</li> </ul>

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	<ul style="list-style-type: none"> <li>IDP, Budget and PMS Steering committee</li> <li>IDP, Budget &amp; PMS Technical meeting (Analysis &amp; integration of public comments)</li> <li>District Managers Forum</li> <li>Tabling of Final 2023/24 IDP, Budget &amp; PMS for final approval/adoption</li> <li>IDP Rep Forum (Considering the final IDP, Budget and PMS)</li> <li>IGR Committee meeting (Considering the final IDP, Budget and PMS)</li> </ul>		<ul style="list-style-type: none"> <li>10/05/2023</li> <li>12/05/2023</li> <li>16/05/2023</li> <li>17/05/2023</li> <li>19/05/2023</li> <li>22/05/2023</li> </ul>
<b>PMS</b>			
<b>May 2022</b>	<ul style="list-style-type: none"> <li>2<sup>nd</sup> Quarter Mayoral Imbizo</li> </ul>	<ul style="list-style-type: none"> <li>Manager: Office of the Executive Mayor</li> </ul>	<ul style="list-style-type: none"> <li>02/05/2023 – 20/05/2023</li> </ul>
<b>Budget and mSCOA</b>			
<b>May 2023</b>	<ul style="list-style-type: none"> <li>Draft Benchmark exercise 2021/22</li> <li>Consider the views of the community and other stakeholders on the 2022/23 budget.</li> <li>Respond to submissions received &amp; if necessary revise the budget and</li> </ul>	Budget and Treasury <ul style="list-style-type: none"> <li>CFO</li> </ul> Deputy Manager Budget	<ul style="list-style-type: none"> <li>15-19/05/2023</li> <li>11/05/2023– 19/05/2023</li> <li>15/05/2023 – 19/05/2023</li> </ul>



Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
	table amendments for council consideration. <ul style="list-style-type: none"> <li>mSCOA Steering Meeting</li> <li>mSCOA Operational Meeting</li> </ul>		<ul style="list-style-type: none"> <li>12/05/2023</li> <li>11/05/2023</li> </ul>
<b>IDP</b>			
<b>June 2023</b>	<b>Approval phase</b> <ul style="list-style-type: none"> <li>IDP Steering committee</li> <li>DDM Meeting</li> <li>IDP Technical committee</li> <li>Mayor's meeting</li> <li>IDP Rep forum meeting</li> </ul>	<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>09/06/2023</li> <li>14/06/ 2023</li> <li>16/06/2023</li> <li>23 /06/2023</li> <li>26/06/2023</li> </ul>
<b>Budget and mSCOA</b>			
<b>June 2023</b>	<ul style="list-style-type: none"> <li>Submit approved IDP/Budget to National &amp; Provincial Treasury, CoGHSTA and District ( 10 working days after approval)</li> <li>mSCOA Operational Meeting</li> <li>mSCOA Steering Meeting</li> </ul>	<b>Budget and Treasury</b> <ul style="list-style-type: none"> <li>CFO</li> <li>Deputy Manager Budget</li> </ul>	<ul style="list-style-type: none"> <li>14/06/2023</li> <li>13/06/2023</li> <li>14/06/2023</li> </ul>
<b>PMS</b>			

Month	Activity	Responsible Department	Time-frame
			Mopani District Municipality
June 2023	<ul style="list-style-type: none"> <li>Approve 2023/24 SDBIP by the Executive Mayor</li> </ul> <p>final date under legislation 28 July 2023</p>	Office of Municipal Manager/ Office of the Executive Mayor	<ul style="list-style-type: none"> <li>28 /6/2023</li> </ul>

### 11. 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.

### 12. Conclusion

The 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.

Signed .....

Date .....

**Executive Mayor**

**CLLR PJ SHAYI**

