

WATERBERG DISTRICT MUNICIPALITY

2013/14 IDP FRAMEWORK PLAN



on the Go for Growth

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1. INTRODUCTION

The Integrated Development Planning (IDP) Process is a process through which Municipalities prepare strategic development plans for a five-year period. An IDP is one of the key tools for Local Government to cope with its developmental role and seeks to arrive at decisions on issues such as Municipal budgets, land management, promotion of local economic development, and institutional transformation in a consultative, systematic and strategic manner.

According to the Municipal Systems Act (MSA) of 2000, all municipalities have to undertake a process to produce IDP's. As the IDP is a legislative requirement it has a legal status and it supersedes all other plans that guide development at local government level.

The budget is the annual plan in rands and cents that sets out the amounts each Department can spend on specific pre-determined items. The legislation governing the drawing up of the budget is the Municipal Finance Management Act (No. 56 of 2003). The relevant Sections of the Act setting out the different timeframes are as follows:

Section 21(1)(b) – The Mayor must at least 10 months before the start of the budget year 1 September table in the Council a time schedule outlining key deadlines for:-

- (i) The preparation, tabling and approval of the annual budget;
- (ii) The annual review of:-
 - The integrated development plan in terms of section 34 of the Systems Act and
 - The budget related policies
- (iii) The tabling and adoption of any amendments to the integrated development plan and the budget related policies.

Section 16(2) – The Mayor must table the annual budget at a Council meeting at least 90 days before the start of the budget year (1 April).

Section 24(1) – The Council must at least 30 days before the start of the budget year (1 June) consider approval of the annual budget.

Section 24(2)(a) – The annual budget must be approved before the start of the budget year (1 July).

The Municipal Finance Management Act provides for an adjustment budget which is a review of the current budget and would normally take place mid-way through the budget cycle i.e. **December or January**.

Whenever a Municipality amends its IDP, the Municipality must review the KPI's that will be affected by such amendments.

With the end of term of office of the previous Council and the election of a new Council in May 2011, the District Municipality has prepared a new 5 year IDP Cycle starting 2011/12 to 2015/16 with annual reviews up until the end of term of office for the present Council. This will in turn inform Council's Budget and PMS.

The IDP preparation process will address, amongst others, the following:

- the 5 steps of the IDP preparation process and focus on the development of Council's vision, strategies and objectives which will be linked to the new Council's electoral mandate.
- Comments received from the assessment of the IDPs for 2012/13 in regards to the IDP Credibility Framework.
- Comments of the MEC on the adopted Waterberg IDP (2012/13), which are still to be received and of the various role-players in the assessment of the current IDP ;
- Areas requiring additional attention in terms of legislative requirements;
- Consideration, review and inclusion of any relevant and new information;
- The preparation and review of relevant sector plans and their alignment with the IDP;
- Current status of the implementation process.

1.1 PREPARING FOR THE IDP INCORPORATING THE BUDGET AND PMS PROCESS

1.1.1 IDP/Budget/PMS Process Plan

In order to ensure certain minimum quality standards of the IDP process, and proper coordination between and within spheres of government, municipalities need to prepare a new 5 year IDP Cycle Process Plan. The preparation of a Process Plan, which is in essence the IDP Process set in writing, requires adoption by Council. This plan has to include the following:

- A programme specifying the time frames for the different planning steps;
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities, and other role players in the IDP process; and
- Cost estimates for the IDP process.

1.1.2 In preparing the Process plan for the 5 Year IDP Cycle starting 2011/12 and ends 2015/16, the time schedule of the Budget and PMS process has been integrated with IDP Process to ensure greater alignment, and efficient, effective and cost saving processes.

2. THE FRAMEWORK PLAN

2.1 WHAT IS THE FRAMEWORK PLAN?

- 2.1.1 The function of the Framework plan is to ensure that the process of the district IDP and local IDP's are mutually linked and can inform each other ensuring co-operative governance as contained in section 41 of the Constitution. The Framework must:
- Identify the plans and planning requirements binding in terms of national and provincial legislation and identify those which were omitted in the IDP process.
 - Identify the matters to be included in the district and local IDP's that require alignment
 - Specify the principles to be applied and co-ordinate the approach to be adopted
 - Determine procedures for consultation between the district municipality and the local municipalities
 - Determine the procedures to effect amendments to the Framework Plan
 - Incorporate comments from the MEC and those derived from self assessments
 - Provide guidelines for the Performance Management System and IDP implementation and communication plans.
- 2.1.2 The Framework Plan is a co-ordination tool for the district to ensure that interrelated parallel planning processes within the district are coordinated to obtain maximum benefit for the district as a whole.
- 2.1.3 Various processes within the IDP should be smoothly interlinked to ensure optimal effectiveness as well as ensure this agreement on joint time frameworks that need to be reached between the various local municipalities and the district municipality.
- 2.1.4 The District Municipality is in charge of the Framework Plan, which has to be agreed upon by all local municipalities and will be used by the local municipalities in finalising their Process Plans.

- 2.1.5 The District Municipality will, through inter-municipal IDP Management Committee (MC) monitor the compliance of the actual IDP process of all municipalities with the Framework Plan. This will ensure that the District Municipality will be in a position to undertake corrective action in time if a Local Municipality fail to adhere to the Framework Plan and the timeframes contained therein.
- 2.1.6 Each Local Municipality will, however, be responsible for monitoring its own process plan and ensure that the Framework Plan is being followed as agreed.

2.2 PARTICIPATING LOCAL MUNICIPALITIES

2.2.1 The Waterberg District Municipality (DC 36) consists of six Category B Municipalities under the direct primary jurisdiction of the Waterberg District Municipality.

2.2.1 The six Local Municipalities are:

- Bela-Bela Local Municipality (LIM366)
- Lephalale Local Municipality (LIM362)
- Modimolle Local Municipality (LIM365)
- Mogalakwena Local Municipality (LIM367)
- Mookgophong Local Municipality (LIM364)
- Thabazimbi Local Municipality (LIM361)

Each municipality has an IDP Manager to steer the local IDP process within that municipality.

3. FRAMEWORK PROGRAMME

A detailed programme is attached as **Annexure A** and illustrates the anticipated programme which includes the duration of each major activity to be undertaken during the IDP preparation process. This process is dynamic and could be adapted to accommodate the consultation process which is circumstantial of nature. The total programme spans over an expected ten (10) month period and has been categorised as:

Phase 0 – Preparation

Phase 1 – Analysis

Phase 2 – Strategies

Phase 3 – Projects

Phase 5 – Integration

Phase 6 – Approval

One need to consider that certain phases/activities overlap with others, thus enabling the Municipality to adhere to the required timeframe. It should be noted further, that the above programme excludes the 3-week year-end vacation period and Council recess in December and January .

4. MECHANISMS AND PROCEDURES FOR ALIGNMENT AND PARTICIPATION

The existing IDP Representative Forum will continue to be used as a mechanism for community and stakeholder participation. IDP representative forum meetings will be held four times per financial year at the District level, but however local municipalities ward conferences, consultation, imbizos, and representative forums will be used by both District and Local municipalities to deepen community and stakeholder participation.

a. Mechanisms and procedures for alignment

Alignment is at two levels, horizontal and vertical. Largely the two levels influence each other. Though one can be done independent from each other, if this is done, a clear picture of what is happening will not be achieved. The strategy that we are going to follow applies to both horizontal alignments between the District and Local Municipalities, and vertical, between the municipalities, the province and the national departments and parastatals. The alignment that is mentioned in here between municipalities on the one hand involves ensuring that their planning activities and processes are co-ordinated and addressed jointly. On the other hand, alignment between local government and other spheres of government as well as parastatals or service providers ensures that the IDP is in line with national and provincial policies and strategies so that it is considered for the allocation of departmental budgets and conditional grants. **The District IDP should reflect the integrated planning in its IDP in which both locals and sector departments' plans find and aligned expression in the document.**

b. Management of alignment

For both alignment types, horizontal and vertical, the main responsibility lies with the District Municipality. The role of the IDP Manager at the District level is of utmost importance. IDP unit and external facilitators could be used to support the alignment process. However, the provincial department of local government and office of the Premier play an important role as co-ordinator to ensure alignment above District level and between districts and departments within the Province.

c. Functions and context for public participation

Four major functions can be aligned with the public participation process namely:

- Needs orientation;
- Appropriateness of solutions;
- Community ownership;
- Empowerment;
- Performance Monitoring

In the preparation of the IDP/Budget/PMS, the public participation process has to be institutionalised in order to ensure all residents have an equal right to participate.

d. Mechanisms for participation

i. IDP/Budget/PMS Representatives Forum(RF)

This forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the RF and ensure their continued participation throughout the process. The representative forum will meet as indicated in the attached programme.

- The first RF meeting will involve a presentation of the Process Plan as well as a Gap analysis identifying areas to be addressed in the IDP/Budget Process.
- The other three RF will be held to provide feedback on the IDP/Budget/PMS Process as well as to acquire input from RF members on the Sector Plans and draft Budget.
- Ad-hoc RF meetings will be called as and when needed to inform the PMS Implementation process ie. Setting of targets etc.
- Inputs will be invited via the various Ward Committee meetings and Traditional Authority meetings in conjunction with the respective Local Municipality.

ii. Imbizos / Roadshows

The Mayor and Municipal Officials at the District and Local Municipal level will meet with residents in the municipality to present and discuss the draft IDPs and Budgets of the District and Local Municipalities. These meetings are widely publicised via the media and will be continued during the preparation process.

iii. Various Fora

This is an ongoing consultative process and involves the assimilation of issues raised at the various Fora established at the District and Local level which range from Water Forums, Summits to Community Based meetings.

iv. Media

Local newspapers will be used to inform the community of the progress with the IDP/Budget/PMS process. A notice will be submitted to the local newspaper on the initiation and completion of the IDP/Budget/PMS process inviting stakeholder participation and inviting comments on the Draft Plan.

v. Information Booklets

At the completion of each of the Sector Plans, as well as the IDP/Budget/PMS, an information booklet will be prepared in the two dominant languages, namely Northern Sotho and English and consist of a summary of the IDP/Budget/PMS. The members of the Representative Forum, Officials and Councillors will be given copies of these information booklets and will assist in the distribution of the booklets. This should include some training on the content of the booklets to make them more meaningful to the general public.

MEETING SCHEDULES FOR THE DISTRICT'S IDP PUBLIC PARTICIPATION STRUCTURES

TABLE 1: IDP MANAGEMENT COMMITTEE MEETINGS (IDP MANAGERS DISTRICT-WIDE)

DATE	TIME	VENUE
27 JULY 2012	10H00	TO ROTATE DISTICT-WIDE (WITHIN 6 LOCAL MUNICIPALITIES)
19 OCTOBER 2012	10H00	
11 JANUARY 2013	10H00	
1 MARCH 2013	10H00	
26 APRIL 2013	10H00	

TABLE 2: IDP STEERING COMMITTEE MEETINGS

DATE	TIME	VENUE
8 AUGUST 2012	10H00	SOCIAL SERVICES BOARDROOM (WDM)
20 NOVEMBER 2012	10H00	SOCIAL SERVICES BOARDROOM (WDM)
11 MARCH 2013	10H00	SOCIAL SERVICES BOARDROOM (WDM)
15 MAY 2013	10H00	SOCIAL SERVICES BOARDROOM (WDM)

TABLE 3: PROVINCIAL IDP CONSULTATIVE SESSIONS

DATE	TIME	VENUE
24-25 August 2012	9H00	TO BE CONFIRMED BY THE OFFICE OF THE OFFICE OF THE PREMIER (OTP)
27-28 September 2012	9H00	
06-07 December 2012	9H00	
14-15 March 2013	9H00	

TABLE 4 :STRATEGIC PLANNING SESSIONS

DATE	TIME	VENUE
26-28 FEBRUARY 2013	8H00-16H00	TO BE CONFIRMED BY THE DISTRICT MUNICIPALITY

TABLE 5: DISTRICT IDP CONSULTATIVE SESSIONS

DATE	TIME	VENUE
Analysis Phase (APPs vs IDP) 17-18 September 2012	9H00	TO BE CONFIRMED BY THE OFFICE OF THE PREMIER (OTP).
Strategy Phase 19-20 November 2012	9H00	
Project Phase 6 February 2013	9H00	

TABLE 6: IDP REPRESENTATIVES FORUM

DATE	TIME	VENUE
21 AUGUST 2012	10H00	TO ROTATE DISTRICT-WIDE (WITHIN 6 LOCAL MUNICIPALITIES)
23 NOVEMBER 2012	10H00	
20 MARCH 2013	10H00	
21 MAY 2013	10H00	

TABLE 7: DISTRICT PLANNING FORUM

DATE	TIME	VENUE
14 TH SEPTEMBER 2012	10H00	TO ROTATE DISTRICT-WIDE (WITHIN 6 LOCAL MUNICIPALITIES)
28 NOVEMBER 2012	10H00	
3 APRIL 2013	10H00	
24 MAY 2013	10H00	

DISTRICT – WIDE IMPORTANT MEETINGS AND DATES

MUNICIPALITIES	1ST REP. FORUM	2ND REP. FORUM	3RD REP. FORUM	4TH REP. FORUM	DISTRICT-WIDE ROADSHOWS	STRATEGIC PLANNING SESSIONS
THABAZIMBI	28 AUGUST 2012	14 NOVEMBER 2012	12 MARCH 2013	14 MAY 2013	8 APRIL-10 MAY 2013	19-21 FEBRUARY 2013
MOGALAKWENA	23 AUGUST 2012	8 NOVEMBER 2012	8 MARCH 2013	6 MAY 2013	04-13 APRIL 2013	14-18 FEBRUARY 2013
MODIMOLLE	22 AUGUST 2012	21 NOVEMBER 2012	14 MARCH 2013	10 MAY 2013	15-28 APRIL 2013	21-22 FEBRUARY 2013
LEPHALALE	24 AUGUST 2012	16 NOVEMBER 2012	15 MARCH 2013	20 MAY 2013	6-27 APRIL 2013	13-15 FEBRUARY 2013
BELA BELA	29 AUGUST 2012	15 NOVEMBER 2012	5 MARCH 2013	8 MAY 2013	1-9 APRIL 2013	5-6 FEBRUARY 2013
MOOKGOPHONG	22 AUGUST 2012	13 NOVEMBER 2012	13 MARCH 2013	3 MAY 2013	28 MARCH-2 APRIL 2013	7-8 FEBRUARY 2013
WATERBERG DISTRICT	21 AUGUST 2012	23 NOVEMBER 2012	20 MARCH 2013	21 MAY 2013	DISTRICT-WIDE	26-28 FEBRUARY 2013

5. BINDING LEGISLATION, POLICIES AND PLANNING REQUIREMENTS AT NATIONAL AND PROVINCIAL LEVEL

National Legislation

- The Constitution of the Republic of South Africa, (Act 108 of 1996)

Local Government

- Local Government: Transition Act Second Amendment Act, (Act 97 of 1996)
- Local Government: Municipal Demarcation Act, (Act 27 of 1998)
- Local Government: Municipal Structures Act, (Act 117 of 1998) and its amendments.
- Local Government: Municipal Systems Act, (Act 32 of 2000)
- Local Government: Municipal Finance Management Act, (Act 56 of 2003)
- Local Government: Property Rates Act, (Act 6 of 2004)
- Intergovernmental Relations Framework Act, (Act 13 of 2005)
- Promotion of Access to Information Act (Act 2 of 2000)
- White paper on local government, 1998
- Towards a policy on integrated development planning, 1998
- White paper on municipal service partnership, 2000
- Policy framework on municipal international relations, 1999

Finance

- Division of Revenue Act (Act 1 of 2007)
- Public Finance Management Act (Act 2 of 1999)

Land and Agriculture

- Development Facilitation Act, (Act 67 of 1995)
- Land use management Bill, 2001
- White paper on South African land reform, 1997
- Green paper on Development and Planning, 1997
- White paper on Agriculture, 1995
- Communal Land Rights Act, (Act 11 of 2004)

Transport

- National Land Transport Bill, 1999
- National Land Transport Transitional Act, 1999
- Moving South Africa, September 1998
- Moving South Africa, the Action Agenda, 1999
- White paper on National Transport Policy, 1996

Housing

- Housing Act, (Act 107 of 1997)

Water Affairs and Forestry

- Water Services Act, (Act 108 of 1997)
- National Water Act, (Act 36 of 1998)
- National Water Amendment Act, (Act 45 of 1999)
- White Paper in Water Supply and Sanitation, 1994
- White Paper on a National Water Policy for South Africa, 1997

Provincial Policies

- Limpopo Employment Growth and Development Plan
- Limpopo Spatial Rationale

National Policies

- Reconstruction and development programme (RDP), 1994
- Growth, Employment and Redistribution (GEAR); 1996
- Urban Development Framework, 1997
- Rural Development Framework, 1996
- Accelerated and Shared Growth Initiatives for South Africa (ASGISA)

Natural environment

- Environmental Conservation Act, (Act 73 of 1989)
- National Environmental Management Act, (Act 107 of 1998)
- National Environmental Management: Air Quality Act, (Act 39 of 2004)
- National Environmental Management: Protected Areas Act, (Act 57 of 2003)
- National Environmental Management Biodiversity Act, (Act 10 of 2004)

- White paper on integrated Pollution and Waste Management, 2000
- White paper on the Conservation and Sustainable use of South Africa's Biological Diversity, 1997
- White Paper on an Environmental Policy for South Africa, 1998
- National Forest Act (1998)

Tourism

- White Paper on the Development and Promotion of Tourism, 1996 Tourism in Gear, 1997

6. PRINCIPLES FOR MONITORING OF THE PROCESS PLAN AND AMENDMENT OF THE FRAMEWORK

It is expected of the District and all the local municipalities to adhere to the timeframes as set out in the programme above. Any municipality that is not able to meet the deadline should timeously report to the IDP Manager at the District. At the same length, if the District is not going to be able to meet a deadline, the IDP Manager should inform the municipalities on time. This is the principle that should also be adhered and respected by all municipalities including the district.

In terms of monitoring, municipalities would be expected to submit and make a presentation to the District Management Committee (MC) which is comprised of all the IDP managers within the District. That is, the IDP managers of Modimolle, Bela-Bela, Mookgophong, Mogalakwena, Thabazimbi, and Lephalale municipalities. The DMC will hold its meeting as per the above schedule.

If it is clear that more than half of the municipalities are not going to be able to meet the set deadlines as per the above schedule, the MC will decide on whether to change or amend the Framework to suite the circumstances. Furthermore, a municipality may request that the Framework be amended. The DMC will deliberate on such request and make a decision. However, the due date for final approval by Municipal Councils will not be compromised.

7. ROLES & RESPONSIBILITIES

The District Municipality will confirm information of the role players in the IDP/Budget/PMS Process by removing/adding to the list of stakeholders from the database established in the previous IDP/Budget/PMS Processes. A significant change will relate to details of Councillors and some of the officials. The organizational structures that were utilized during the IDP preparation and previous review processes will be revived for the purpose of this IDP/Budget/PMS Process. The main roles and responsibilities allocated to each of the role players is set out in the following table:

Executive Mayor	<ul style="list-style-type: none"> • Manage the drafting of the IDP; • Assign responsibilities in this regard to the Municipal Manager; • Submit the draft Framework Plan and Process Plan to the Council for adoption; • Submit the draft IDP to the Council for adoption and approval;
Municipal Manager	<ul style="list-style-type: none"> • Preparation of Framework Plan; • Preparation of the Process Plan; • Day-to-day management and coordination of the IDP process in terms of time, resources and people, and ensuring: <ul style="list-style-type: none"> • The involvement of all relevant role-players, especially officials; • That the timeframes are being adhered to; • That the planning process is horizontally and vertically aligned and • complies with national and provincial requirements; • That conditions for participation are provided; and • That the outcomes are documented. • Chairing the IDP Steering Committee;

<p>IDP Steering Committee (To include the Cllr for BTO & Infrastructure and also COGHSTA & OTP)</p>	<p>The IDP Steering Committee comprises of a technical working team of dedicated officials who support the Municipal Manager /Strategic Manager to ensure a smooth planning process. COGHSTA & OTP will assist in terms of alignment of KPAs. (The councilors are invited as part of the Steering Committee in order for them to get the sense of what is happening in the planning processes). The Municipal Manager is responsible for the process but often delegates functions to the officials that form part of the Steering Committee.</p> <p>Chairperson: Municipal Manager</p> <p>Secretariat: The secretariat for this function is provided by the IDP</p> <p>Members: Heads of Departments (HODs)</p> <p>The IDP Steering Committee is responsible for the following:</p> <ul style="list-style-type: none"> • Commission research studies; • Consider and comment on: • Inputs from subcommittee(s), cluster teams; • Inputs from provincial sector departments and support providers. • Process, summarise and draft outputs; • Make recommendations to the Representative Forum; • Prepare, facilitate and minute meetings • Prepare and submit reports to the IDP Representative Forum
<p>IDP Representative Forum</p>	<p>The IDP Representative Forum comprises of WDM and its local municipalities, representatives from sector departments, parastatal bodies, NGOs, business people, traditional leaders, and other interested organized bodies.</p> <p>Chairperson: The Executive Mayor or a nominee</p> <p>Secretariat: The secretariat for this function is provided by the IDP Unit</p> <p>Membership: Invitations are submitted to the same members as the previous year, including the representatives of the</p>

	consultative fora.
District IDP Management Committee(MC)	<ul style="list-style-type: none"> • Monitor, evaluate progress & provide feedback. • Provide technical guidance to IDP process at district level. • Ensure and maintain Alignment. • Standardise the planning process. • Recommends corrective measures.
Social, Institutional & Transformation and Infrastructure & LED clusters	<ul style="list-style-type: none"> • Ensure both vertical and horizontal alignment • Integrated planning and implementation co-ordination
Government Departments	<ul style="list-style-type: none"> • Provide data and information. • Budget guidelines. • Alignment of budgets with the IDP

8. COST ESTIMATES

Activity	Estimated Cost
Costs of Workshops and Meetings (Rep Forum or Steering Committee, W/shops Co-ordinating meetings and Task team meetings)	R125 000
Costs for printing and stationery	R200 000
Advertisements	R 27 000
District – wide IDP Internal assessment	R 50 000
Total	R402 000

9. CONCLUSION

The way forward is for all Municipalities to prepare Process Plans in conjunction with the District Framework Plan and set out the following:

- **HOW** the planning process will unfold per Municipality;
- **WHAT** actions are required;
- **WHO** will be responsible for implementing these actions;
- **WHEN** will the action have to be implemented; and
- **WHAT** will the actions COST?

The achievement of an aligned IDP process depends on the co-operation of all Municipalities in order to achieve their developmental objectives in a spirit of co-operative governance.

10. ANNEXURE A : ACTION PROGRAMME

	Activity	Responsibility	JULY				AUG				SEPT			
			1	2	3	4	1	2	3	4	1	2	3	4
Integrated Development Planning	PHASE 1 & 2: Implementation, Monitoring, Review and Confirmation of Development Priority Issues													
	Assess 2012/13 IDP Process/Content	MM												
	Council Approval & Advertisement of the IDP & Budget Process	MM												
	1 st IDP Ref Forum – Framework/Process plan	MM												
	Analysis, Drafting, Proposals and Confirmation of New Development Issues	MM												
Annual Budget	Monthly Financial Reports for June including expenditure on staff benefits and results of cash flow	CFO												
	Accounting Officer to prepare annual financial statements	CFO												
	Monthly Financial Report for July	CFO												
	Monthly Financial Report for August	CFO												
Performance Management Systems	Finalize the Fourth Quarter Performance Report	MM												
	Performance Audit Committee validates the reports prior to assessments by the Assessment Panel	MM												
	Prepare Performance Agreements for Section 56 Managers by 30 Sept	MM												
	Review of the PMS by the Audit Committee	AC												
	Annual review of PMS	MM												
	AG audit of performance measures	AG/MM												

	Activity	Responsibility	OCT				NOV				DEC			
			1	2	3	4	1	2	3	4	1	2	3	4
Integrated Development Planning	PHASE 3 & 4 : Review, Propose and Confirm Objectives, Strategies and Projects													
	Review Purpose and Confirm Objectives & Strategies	MM												
	Prepare Draft IDP elements to include into the Draft Provincial 3 year MTEF's.	MM												
	Provide project / priority inputs into the Provincial MTEF process (workshops / meetings/bi-laterals, etc)	MM												
	2ND IDP RF to Review IDP documentation: Municipal identified aspects (i.e. Objectives, Strategies and Projects)	MM												
Annual Budget	Monthly financial report for Sept including expenditure on staff benefits and results of cashflow for 1st quarter	CFO												
	Report of the Executive Mayor on implementation of Budget and Financial state of the Municipality	CFO												
	Monthly Financial Report for October	CFO												
	AG to complete audit within 3 months of revising financial statements	CFO												
Performance Management Systems	Quarterly meeting of the Performance Audit Committee	MM												
	First Quarter Performance Reports finalized and ready for Assessments	MM												
	1st Quarter PMS Audit Report to MM and Performance Audit Committee	MM												
	Prepare annual performance report	MM												
	Compile half yearly assessments of Municipality's performance against performance of objectives	MM												

	Activity	Responsibility	JAN				FEB				MAR			
			1	2	3	4	1	2	3	4	1	2	3	4
Integrated Development Planning	PHASE 4 & 5													
	Input IDP Review Projects (alignment of IDP Review) to the Municipal Budgeting process – ensure alignment.	MM												
	Adoption of the 2013/14 First Draft IDP:	MM												
	-District Municipality	MM												
	-Local Municipality	MM												
	3rd IDP Representative Forum to Consider Draft IDP, and consolidated inputs from Provincial and National Departments	MM												
	Public Participation	MM												
Annual Budget	Monthly financial report for Dec including expenditure on staff benefits and results of cashflow for 2nd quarter	MM												
	Executive Mayor finalize and table the Draft Budget inclusive of the adjustment Budget and submit to Council for approval	CFO												
	Executive Mayor table Annual Report, audited Financial Statements, Audit Report and comments thereon to Council.	CFO												
	Publicize the Annual Report in terms of section 127(5) of the MFMA.	CFO												
	Monthly Financial Report for Jan 2013	CFO												
	Monthly Financial Report for February 2013	CFO												
	Alignment with the Draft IDP	CFO												
Performance Management Systems	2nd Quarter Performance Reports finalized and ready for Assessments	MM												
	2nd Quarter PMS Audit Report to MM and Performance Audit Committee	MM												
	Undertake Midyear Performance assessments against targets, indicators and Budget implementation plan	MM												
	Submit Annual Report to AG, Provincial Treasury and Department of Co-operative Governance and Traditional Affairs (CG&TA)	MM												
	Council considers and adopts oversight report on 2011 / 2012 Annual Report (Minutes to AG, Provincial Treasury and CG&TA)	MM												

	Activity	Responsibility	APRIL				MAY				JUNE			
			1	2	3	4	1	2	3	4	1	2	3	4
Integrated Development Planning	PHASE 4 & 5													
	Ensure IDP, Budget and PMS alignment	MM												
	Submit Draft IDP to DLGH for credibility assessments	MM												
	Consider inputs from the 2012/13 IDP credibility assessments process	MM												
	21 Days advertisement for public comments													
	4 th IDP Representative Forum for Integration and approval phase													
	Executive Mayor table Final IDP before Council for approval	MM												
	Submit a copy of the Final IDP 10 days upon approval by Council to the MEC of DLGH	MM												
	Notify the Public of the approval of the Final IDP Budget by Council within 14 days upon approval	MM												
Annual Budget	Mayor to get inputs from community on budget (between 30 and 90 days after approval)	CFO												
	Monthly financial report for March including expenditure on staff benefits and results of cashflow for 3rd quarter	CFO												
	Report of Executive Mayor on implementation of budget and financial state of affairs of Council	CFO												
	Monthly Financial Report for April 2012	CFO												
	Executive Mayor table 2013/14 Budget for approval before Council	CFO												
	Send copies of Final Budget to NT and PT upon approval by Council	CFO												
	MM to present SDBIP to the Executive Mayor 7 days upon approval of the Budget by Council	CFO												
	Monthly Financial Report for May	MM												
Performance Management Systems	3rd Quarter Performance Reports finalized and ready for Assessments	MM												
	3rd Quarter PMS Audit Report to MM and Performance Audit Committee	MM												
	Annual Review of Organisational KPI's (Review of Organisational KPI's affected by the IDP Review Process)	MM												

11. ANNEXURE B : PROGRAMME/TIME SCHEDULE OF KEY DEADLINES – BUDGET PERIOD 2012/13 – 2013/14

Date		Activity
Month	Mayor and Council	Administration
August 2013	<ul style="list-style-type: none"> Tabling of time schedule for the budget process to Council - <i>Mayor</i> 	
September 2013	<ul style="list-style-type: none"> Establishment of Committees and Consultation Forums for the budget process - <i>Mayor</i> Review of provincial and national government sector and strategic plans -<i>Council</i> 	<ul style="list-style-type: none"> Performance Management System (PMS) task team develops and implements operational planning process to produce key performance indicators (KPIs) Determination of Revenue and proposed tariffs –<i>Budget Office</i> Engagement with Provincial And National sector Departments for alignment of programmes with Municipal plans
October 2013		<ul style="list-style-type: none"> Engagement with service providers to estimate price increases of bulk resources
November 2013		<ul style="list-style-type: none"> Integration of IDP and Budget – <i>Municipal Manager/IDP Manager</i>
December 2013		<ul style="list-style-type: none"> Revue of annual report Develop budget implementation plans Begin to compile first draft of 2013/14 balanced budget
January 2014	<ul style="list-style-type: none"> Approval of adjustments budget 	<ul style="list-style-type: none"> Review proposed national and provincial allocations Mid-year budget review and adjustment of 2013/14 budget
	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
February 2014	<ul style="list-style-type: none"> Informal internal and external discussions on the first draft balanced 2013/2014 budget, with emphasis on included IDP related projects, the outcomes of the projects and its influence on tariffs. 	<ul style="list-style-type: none"> Submission of proposed budget & plans to Mayor – <i>Municipal Manager</i>
March 2014	<ul style="list-style-type: none"> Tabling of draft budget – Mayor 	<ul style="list-style-type: none"> Submit draft budget to National & Provincial Treasuries Produce SDBIP from IDP, Budget and PMS
April 2014	<ul style="list-style-type: none"> Consult with relevant sectors to finalise allocations from 	<ul style="list-style-type: none"> Publish tabled budget and invite local communities to

	Government for 2013/14 three year cycle	comment
Date	Activity	
Month	Mayor and Council	Administration
May 2014	<ul style="list-style-type: none"> Public hearings 	<ul style="list-style-type: none"> Submit final budget, final IDP, and final implementation plans to Council for approval
June 2014	<ul style="list-style-type: none"> Approval of budget – <i>Council</i> 	<ul style="list-style-type: none"> Finalise, budget, IDP and implementation plans and link implementation plans to Performance Management system.
July 2014		<ul style="list-style-type: none"> SDBIP to be submitted to Mayor within 28 days of approval of budget.