

WATERBERG DISTRICT MUNICIPALITY

2020/2021 IDP/BUDGET/PMS FRAMEWORK / PROCESS PLAN



on the Go for Growth



2017 - 2021

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1. 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

LEGISLATION AND PLANNING REQUIREMENTS

The IDP requires that municipal planning processes be in line with the National and Provincial Legislation, Policies, Programmes and Strategies which in turn will be able to inform annual budget allocations. National Acts and Policies further require local government to produce certain integrated sector plans which complements the IDP, thereby avoiding unnecessary duplications. This will necessitate a well-co-ordinated and integrated information sharing and dissemination between specific sector departments and municipalities. The following is a list of binding Legislation and requirements considered during the IDP planning processes and should also apply during review processes.

SECTOR DEPARTMENTS	LEGAL REQUIREMENT	LEGALLY BINDING LEGISLATION/POLICY/DIRECTIVE	VALUE ADDING CONTRIBUTION
COGHSTA COGTA National and Provincial Treasury	IDP PMS Financial Management /Financial Plan (Budgeting)	Municipal Systems Act, Municipal Structures Act, MFMA IGR Framework Act	Co – ordination of Development

SECTOR DEPARTMENTS	LEGAL REQUIREMENT	LEGALLY BINDING LEGISLATION/POLICY/DIRECTIVE	VALUE ADDING CONTRIBUTION
COGTA /Presidency Department of Environment and Tourism Department of Economic Development	NDP/LDP/IDP Alignment Integrated Waste Management Integrated Environmental Management Plan Disaster Management Plan Local Economic Development	Cabinet Lekgotla Decision NEMA White Paper on pollution and waste management White Paper on Conservation and Sustainable use of South Africa's biodiversity Business Registration Act Local Economic Development Policy White Paper on Local Government Disaster Management Act/ Municipal Systems Act	Alignment and co-ordination of development Attainment of Local Agenda 21 Promotion of economic growth and job creation Attainment of millennium development goals
DWAS	WSDP	Water Services Act	Management of scarce water resources. Regulation of water services.
DOH/DLGH	Housing strategy and targets/ Housing Chapter of the IDP	National Housing Policy Housing Act	Housing Urbanization Information System (HUIS) Provision of secured and sustainable human settlement

SECTOR DEPARTMENTS	LEGAL REQUIREMENT	LEGALLY BINDING LEGISLATION/POLICY/DIRECTIVE	VALUE ADDING CONTRIBUTION
DOT	Integrated Transport Plan	National Transport Act	Co – ordination and standardization of transportation
DLA	Land Reform Development and Planning /Directive Principles	South African Land Policy Restitution of Land Act Development Facilitation Act White Paper on Spatial Planning and Land Use Management and Land Use Bill	Redress to the previously disadvantaged and Promote sustainable human settlements
Human Resource Development	ABET Act	White paper on Education	Language in Education Policy Human Resource Development Strategy
	Skill Development Act	White paper on Science and Technology	Interim Policy for early Childhood development National Standard for School funding
	Promotion of Equality and Prevention of unfair discrimination Act	White paper on an integrated National Disability Strategy	SA's National Policy Framework for Women's Empowerment and Gender Equity

SECTOR DEPARTMENTS	LEGAL REQUIREMENT	LEGALLY BINDING LEGISLATION/POLICY/DIRECTIVE	VALUE ADDING CONTRIBUTION
Social Development	National Sports and Recreation Act	White paper on Population Development	National Youth Policy on HIV/AIDS for learners and Educators
		White paper on Transformation of the Health System White paper on Sports and Recreation	Poverty Eradication Strategy
Safety And Security		White paper on Defence	National crime prevention strategy Provincial Crime prevention strategy

APPLICABLE PLANNING LEGISLATIONS, POLICIES AND FRAMEWORKS

The Constitution Act 108 Of 1996

The Public Service Act 103 of 1996

FMPPI : Framework for Managing Programme Performance Information

FSPAPP : Framework for Strategic Plans and Annual Performance Plans

NDP : National Development Plan

GPNPC	:	Green Paper on National Planning Commission
GOA	:	Guide to Outcome Approach
IDP	:	Integrated Development Plan
IGR	:	Inter – Governmental Relations Framework
LDP	:	Limpopo Development Plan
MTEF	:	Medium - Term Expenditure Framework
MSA	:	Municipal Systems Act
MFMA	:	Municipal Finance Management Act
PFMA	:	The Public Finance Management Act 1 of 1999
MTSF	:	Medium – Term Strategic Framework
NPF	:	National Planning Framework
PGDS	:	Provincial Growth and Development Programme
RDP	:	Reconstruction and Development Programme
LGDP	:	Local Government Development Program
SPLUMA	:	Spatial Planning and Land Use Management Act
SDF	:	Spatial Development Framework

2. 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.

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 previous financial year in regards to the IDP Credibility Framework as undertaken by
- CoGHSTA in August of that current financial year.

- 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.

3. PREPARING FOR THE IDP INCORPORATING THE BUDGET AND PMS PROCESS

i. 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.
- ii. In preparing the Process plan for the 5 Year IDP Cycle starting 2016/17 and ends 2020/21, 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.

4. THE FRAMEWORK PLAN

WHAT IS THE FRAMEWORK PLAN?

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.

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.

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. 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.

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.

Each Local Municipality will, however, be responsible for monitoring its own process plan and ensure that the Framework Plan is being followed as agreed.

5. PARTICIPATING LOCAL MUNICIPALITIES

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

The five Local Municipalities are:

- Bela-Bela Local Municipality (LIM366)
- Lephalale Local Municipality (LIM362)
- Modimolle-Mookgophong Local Municipality (LIM368)
- Mogalakwena Local Municipality (LIM367)
- Thabazimbi Local Municipality (LIM361)

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

6. FRAMEWORK PROGRAMME

A detailed programme 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 4 – Integration
Phase 5 – 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.

7. MECHANISMS AND PROCEDURES FOR ALIGNMENT AND PARTICIPATION

OVERVIEW

Municipal Systems Act 32 of 2000(4, 5), requires the IDP review process to involve an intensive and structured public and stakeholder's participation process. The aspect of public participation has been entrenched in the constitution and chapter 4 of the Municipal Systems Act as a legislative requirement. Participation by interested parties ensures that IDP addresses real issues that are experienced by communities within the local municipality.

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, imbizo's, and Representative Forum 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 an 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.

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 Representatives Forum (RF) and ensure their continued participation throughout the process. The Representatives 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 two RF workshops 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

This is an initiative that was undertaken during the consultation process of the draft Waterberg IDP and Budget (2020/21), whereby the Mayor and Municipal Officials at the District and Local Municipal level met with residents in the municipality to present and discuss the draft IDPs and Budgets of the District and Local Municipality. These meetings are widely publicised via the media and will be continued during the preparation process, held jointly (the District joining the Local Municipalities) in every public session for support and integration purpose.

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. Waterberg District Municipality has included Braille in order to accommodate the people living with disability (blind) to have access to the IDP document.

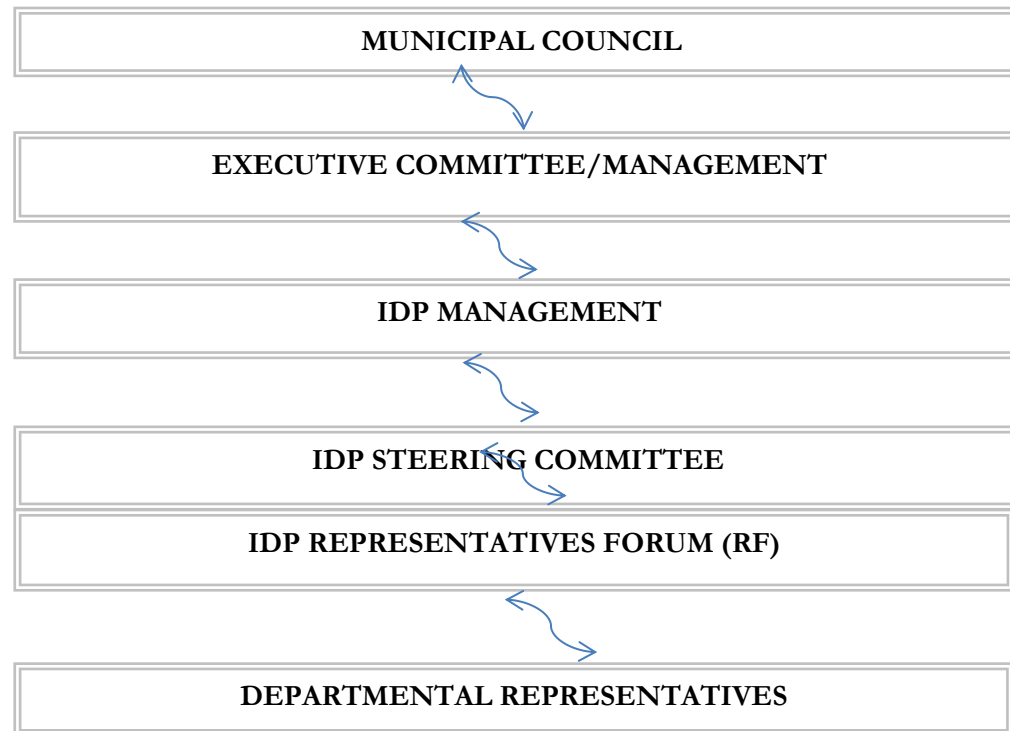
D. PRINCIPLES FOR MONITORING OF THE PROCESS PLAN AND AMENDMENT OF THE FRAMEWORK

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 (DMC) which is comprised of all the IDP Managers within the District. That is, the IDP managers of Bela-Bela, Modimolle-Mookgophong, Mogalakwena, Thabazimbi, and Lephalale Local 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 DMC 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.

INSTITUTIONAL ARRANGEMENTS/ORGANISATIONAL IDP STRUCTURE



E. 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:• 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;
IDP Steering Committee	<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. The Municipal Manager is responsible for the process but often delegates functions to the officials that form part of the Steering Committee. Sector departments will also form part of steering committee to ensure alignment of plans.(during strategies and project phase).</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
IDP Representative Forum	<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 consultative fora.</p>
District /PMS 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, Climate change Committee	<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. MEETINGS SCHEDULES FOR THE DISTRICT IDP PUBLIC PARTICIPATION STRUCTURES.

IDP and PMS Management Committee Meetings

DATE	TIME	VENUE
02 August 2019	10H00	To be confirmed (District-wide)
01 October 2019	10H00	To be confirmed (District-wide)
05 February 2020	10H00	To be confirmed (District-wide)
28-30 April 2020	10H00	To be confirmed (District-wide)

IDP STEERING

NB!! IDP steering committee meetings will be held before representatives' forum (sector departments to be part of the 2nd and 3rd Steering Committee meetings)

Each Municipality will decide on the dates of the meeting.

Section 30 of the Municipal Systems Act 32 of 2000 gives direction on the composition of the IDP Steering Committee.

IDP REPRESENTATIVE FORUM

MUNICIPALITY	FIRST REP FORUM	SECOND REP FORUM	THIRD REP FORUM	FOURTH IDP REP FORUM
Bela Bela	22 August 2019	10 October 2019	13 March 2020	06 May 2020
Thabazimbi	27 August 2019	29 October 2019	19 March 2020	14 May 2020
Lephalale	21 August 2019	23 October 2019	16 March 2020	11 May 2020
Mogalakwena	22 August 2019	23 October 2019	12 March 2020	14 May 2020
Modimolle-Mookgophong	23 August 2019	24 October 2019	18 February 2020	12 May 2020
Waterberg	20 August 2019	31 November 2019	20 March 2020	20 May 2020

PROVINCIAL DISTRICT IDP CONSULTATIVE SESSIONS – DISTRICT-WIDE

DATE	TIME	VENUE
05-06 September 2019 (Analysis Phase)	10H00	To be confirmed by Office of the Premier. (District-wide)
18-19 November 2019 (Strategies Phase)	10H00	
19 Feb 2020(Project Phase)	10H00	

DISTRICT DEVELOPMENT PLANNING FORUM

DATE	TIME	VENUE
30 August 2019	10h00	To be confirmed
22 November 2019		
05 March 2020		

PROVINCIAL DEVELOPMENT PLANNING FORUM

DATE	TIME	VENUE
26 September 2019	10H00	To be confirmed by Office of the Premier.
05 December 2019	10H00	To be confirmed by Office of the Premier.
12 March 2020	10H00	To be confirmed by Office of the Premier.

STRATEGIC PLANNING SESSION

MUNICIPALITY	DATE
Lephalale	15-17 January 2020
Mogalakwena	13-15 November 2019
Thabazimbi	22-24 January 2020
Bela Bela	25-27 November 2019
Modimolle-Mookgophong	28-29 November 2019
Waterberg	12-14 February 2020

MUNICIPAL MANAGER'S FORUM (TECHNICAL IGR FORUM)

MUNICIPAL MANAGER'S FORUM
11 September 2019
06 November 2019
20 February 2020
16 April 2020

INTERGOVERNMENTAL RELATION FORUM

DATES
12 September 2019
07 November 2019
21 February 2020
17 April 2020

PUBLIC PARTICIPATION

MUNICIPALITY	DATES	
Bela-Bela	02-30 September 2019	01-30 April 2020
Modimolle-Mookgphong	02-30 September 2019	01-30 April 2020
Lephalale	04-27 September 2019	10-30 April 2020
Mogalakwena	02-30 September 2019	01-30 April 2020
Thabazimbi	02-30 September 2019	01-30 April 2020
WDM	JOINTLY WITH THE LOCALS	

RISK MANAGEMENT COMMITTEE MEETINGS

DATES
18 October 2019
17 January 2020
13 April 2020

WATERBERG DISTRICT MUNICIPALITY – COUNCIL SCHEDULE 2020/21 FINANCIAL YEAR

DATES	TIME
29 August 2019	14H00
05 December 2019	14H00
28 January 2020	14H00
26 March 2020	14H00
28 May 2020	14H00

BUDGET	
Midyear Budget & Performance Assessment	Budget & Benchmarking Assessment
Feb – March 2020	April – May 2020

F. COST ESTIMATES

ACTIVITY	BUDGETED COST
Costs of Workshops and Meetings (Rep Forum or Steering Committee, W/shops Co-ordinating meetings and Task team meetings)	
Costs for printing and stationery	
Advertisements	
District – wide IDP Internal assessment	
Strategic Planning Session	
Total	R757 440

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.

ACTION PROGRAMME

WDM – **RED** DISTRICT & LOCALS – **YELLOW** PROVINCE – **GREEN**

Activity			Resp onsib ility	JULY				AUG				SEPT			
QUARTER 1: Implementation, Monitoring, Review and Confirmation of Development Priority Issues				1	2	3	4	1	2	3	4	1	2	3	4
Integrated Development Planning	Assess 2020/21 IDP Process/Content		MM												
	Council Approval & Advertisement of the IDP & Budget Process		MM												
	Constitution of the IDP Structures: 1 st IDP Ref Forum - Process Plan		MM												
	Analysis, Drafting, Proposals and Confirmation of New Development Issues		MM												
	Public participation – Local Municipalities jointly with District Municipality														
	Completion of Draft Analysis – Locals and District														
	Provincial – District – wide analysis phase														
	District Planning Forum														
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 and Performance Assessment schedule for Section 56 Managers by 31 July	MM												
	Review of the PMS by the Audit Committee	AC												
	AG audit process unfolding	AG/MM												
Activity		Responsibility	OCT				NOV				DEC			
QUARTER 2 : Review, Propose and Confirm Objectives, Strategies and Projects			1	2	3	4	1	2	3	4	1	2	3	4
Integrated Development Planning	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) + climate change.	MM												
	Provincial District wide Strategies Phase	MM												
	District planning Forum	MM & PED												
	Strategic planning session	MM												
Annual Budget	Monthly financial report for Sept including expenditure on staff benefits and results of cash flow for 1st quarter	CFO												

	Report of the Executive Mayor on implementation of Budget and Financial state of the Municipality	CFO												
	Monthly Financial Report for September	CFO												
	AG to complete audit within 3 months of revising financial statements in November	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												
	Performance assessment	MM												
	Draft annual report	MM												
	Analysis of Draft SDBIP	MM												
	Prepare 1st Quarter Assessment	MM												

QUARTER 3 : Review, Propose and Confirm Objectives, Strategies and Projects		Responsibility	JAN				FEB				MAR			
Integrated Development Planning	Input IDP Review Projects (alignment of IDP Review) to the Municipal Budgeting process – ensure alignment.	MM												
	Adoption of the 2020/21 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 – Locals & District	MM												
	Provincial District Wide Session – Project phase	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 2020	CFO												
	Monthly Financial Report for February 2020	CFO												

Performance Management Systems	QUARTER 3: Review, Propose and Confirm Objectives, Strategies and Projects Alignment with the Draft IDP	Responsibility	Jan				Feb				Mar			
	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 Draft Annual Report to AG, Provincial Treasury and Department of Co-operative Governance and Traditional Affairs (COGTA)	MM												
	Council considers and adopts oversight report on 2018/19 Annual Report (Minutes to AG, Provincial Treasury and COGTA)	MM												
	Adjustment of SDBIP													
	Tabling of Adjustments of 19/20 SDBIP													
	Compile half yearly assessments of Municipality's performance against performance of objectives	MM												
Annual Budget	QUARTER : Review, Propose and Confirm Objectives, Strategies and Projects	Responsibility	Jan				Feb				Mar			
	Ensure IDP, Budget and PMS alignment	MM												
	Submit Draft IDP to Coghsta	MM												

Integrated Development Planning	Activity	Responsibility	APRIL				MAY				JUNE			
	QUARTER 4: Review, Propose and Confirm Objectives, Strategies and Projects		1	2	3	4	1	2	3	4	1	2	3	4
	Ensure IDP, Budget and PMS alignment	MM												
	Submit Draft IDP to CoGHSTA	MM												
	4th IDP RF	MM												

	Annual review of PMS and submission of Annual Performance Report	MM												
	21 Days advertisement for public comments													
	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 CoGHSTA	MM												
	Notify the Public of the approval of the Final IDP Budget by Council within 14 days upon approval	MM												
	Budget Roadshows (in conjunction with Locals)													
	District Planning Forum													
	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 2020	CFO												
	Executive Mayor table 2020/21 Budget for approval before 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												
	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) + Policy & Framework	MM													
	Approval of 2020/21 SDBIP	MM													