WATERBERG DISTRICT MUNICIPALITY

Waterberg
District Municipality
on the Go for Growth

2011/2012 DRAFT COMBINED IDP FRAMEWORK/ PROCESS PLAN

TABLE OF CONTENTS

1. INTRODUCTION 3
2. ISSUES TO BE CONSIDERED FOR THE 2010/2011 4
3. PURPOSE, OBJECTIVE AND APPROACH ADOPTED FOR THE 2010/2011 IDP REVIEW 5
4. OBJECTIVE OF IDP REVIEW PROCESS 5
5. OVERVIEW OF THE APPROACH TO 10/11 IDP 6
6. PREPARING FOR THE 2010/2011 IDP REVIEW 6
7. IDP STEERING COMMITTEE 7
7.1 TERMS OF REFERENCE FOR THE IDP STEERING COMMITTEE 7
8. THE HEAD IDP AND RESPONSIBILITIES 7
9. IDP TECHNICAL COMMITTEE 8
10 IGR TECHNICAL CLUSTERS 9
10.1 Economic Cluster 9
10.2 Governance and Administration Cluster 10
11 IDP REPRESENTATIVE FORUM 11
11.2 COMPOSITION OF IDP REPRESENTATIVE FORUM 11
11.3 TERMS OF REFERENCE FOR THE IDP REPRESENTATIVE FORUM 11
11.3.1 Offence and Sanctions 12
12 DISTRICT PLANNING FORUM 12
12.2 Composition of the District Planning Forum 13
The District Planning Forum is constituted by the following: 13
IDP,LEF and Town Planning Units at District and local level 13
Development Planners form Provincial Sector Departments 13
The Department of Water Affairs and Forestry 13
Department of Minerals 13
Eskom 13
Spoortnet 13
Road Agency Limpopo 13
Limpopo Development Corporative (LIMDEV) 13
Limpopo Tourism and Parks Board (LTPB) 13
Limpopo Business Support Agency (LIBSA) 13
LIMAC 13
Trade Investment Limpopo (TIL) 13
Limpopo Northern Water Board 13
South African Local Government Association (SALGA) 13
DISTRICT DEVELOPMENT PLANNING FORUM TERMS OF REFERENCE 13
The District Planning Forum shall consider the following issues: 13
13 ROLE PLAYERS 14
13.2 ROLES AND RESPONSIBLITIES 15
14 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION 23
14.2 MECHANISMS FOR PARTICIPATION 24
14.2.1 IDP REPRESENTATIVE FORUM (IDP REP FORUM) 24
14.2.2 MEDIA 24
14.2.3 INFORMATION SHEETS 24

15 PROCEDURES/PROCESS FOR PARTICIPATION 24
15.2 REPRESENTATIVE FORUM 24
15.3 COUNCIL APPROVAL 25
15.4 NEWSPAPER 25
15.5 INFORMATION SHEETS ..... **Error! Bookmark not defined.**
16 INTRODUCTION AND ALIGNMENT 26
16.2 ALIGNMENT OF MUNICIPAL AND NATIONAL AND PROVINCIAL BUDGET 26
16.3 CRITICAL DATES FOR THE 2010/2011 IDP REVIEW MUNICIPAL PROCESSES 27
16.4 IMPORTANT ACTIVITIES AND ACTION PROGRAMME FOR THE 2010/2011 IDP REVIEW PROCESS 28
17 FOCUS AREAS FOR THE 2010/2011 IDP REVIEW 28
KEY MFMA AND MSA DEADLINES AND PERFORMANCE INDICATORS.. **Error! Bookmark not defined.**
18 2010/2011 IDP REVIEW ACTION PROGRAMME 31

SECTION ONE: INTRODUCTION AND BACKGROUND

1. INTRODUCTION

The process of developing and reviewing an integrated Development Plan(IDP) is well explained from sections 27 to 30 of the Municipal Systems Act. The district municipality must develop the Integrated Development Planning Framework and Process Plan in collaboration with its local municipalities.

Section 27 of the Municipal System Act of 2000, section 27 (1) provides that the IDP framework binds both the district municipality and the local municipalities within its area and must at least-

(a) Identify the plans and planning requirements binding in terms of National and Provincial legislation on the District Municipality and the Local Municipalities or on any specific Municipality
(b) Identify the matters to be concluded in the integrated Development Plans of the District Municipality and the Local Municipalities that require alignment
(c) Specify the principles to be applied and co-ordinate the approach to be adopted in respect of those matters ;and
(d) Determine procedure
    (i) For consultation between the District Municipality and the local Municipalities during the process of drafting their respective integrated development plans; and
    (ii) To effect essential amendments to the Framework

In terms of Section 34 of the MSA:

A municipal council-

(a) Must review in accordance its integrated development plan
    (i) Annually in accordance with an assessment of its performance measurements in terms if section 41; and
    (ii) To the extend that changing circumstances so demand; and

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

Adoption of a process:

(1) Each municipal council within a prescribed period after the start of its elected term must adopt a process set out in writing to guide the planning, drafting and adoption and review of its integrated development plan.

To meet the requirement of the prescription of the Legislation, Waterberg District Municipality develop and align the IDP Framework, Process Plan with the Budgeting and PMS processes. The processes are aligned to the planning and budgeting processes of the National and Provincial Sphere of government.

This process plan sets out critical alignments and deadline dates which will ensure that Waterberg District Municipality gain full advantage of national and provincial planning and budgeting processes, resulting in increased commitments from these departments.

2. ISSUES TO BE CONSIDERED FOR THE 2011/2012

Taking the above into consideration the 2010/2011 Review Process will address, amongst others, the following:

- **Comments received** from the various role players in the assessment of the 2010/2011 IDP review documentation;
- Areas requiring additional attention in terms of **legislative requirements** not addressed during the previous years of the IDP Review Process;
- Align the IDP to the **MTSF** (Medium term strategic framework)
- Consideration, review and inclusion of any **relevant and new information**;
- Shortcomings and weakness identified through **self-assessment**;
- The preparation and review of relevant and new **sector plans** and its alignment with IDP;
- Implementation and review of the **Performance Management System** (PMS)

- Alignment of the various important municipal processes such as the **Strategic Plan, IDP Review, Performance Management and Budget Process**; and
- **Alignment of National and Provincial planning and budgeting processes.**

The Framework Plan is a co-ordination tool for the district which helps to ensure interrelated parallel planning processes at a district and local level. The Framework Plan provides a joint time schedule fro the District and Local Level IDP's and identifies crucial joint milestones. The District Municipalities responsible for the preparation of the Framework Plan and has accordingly prepared this document in liaison with the five local municipalities.

The content of the Framework Plan is informed by Section 27 of the Municipal System Act and has been adhered to in the preparation of this document.

3. PURPOSE, OBJECTIVE AND APPROACH ADOPTED FOR THE 2010/2011 IDP REVIEW

3.1 PURPOSE OF DOCUMENT

The purpose of this document is to reflect the approach of the Waterberg District Municipalities to the 10/11 IDP.

4. OBJECTIVE OF IDP REVIEW PROCESS

Waterberg District Municipality wants to continue to develop the IDP as an strategic and effective management tool for the municipalities, this includes:

- Creating a greater level of focus and thereby improving on the strategic nature of the document;
- Aligning this strategic document will realities of the resources, both financial and human, available;
- Alignment of the IDP with the activities of the sector departments and other service providers (and vice versa i.e. influencing their planning); and
- Alignment of the IDP with the various sector plans.

5. OVERVIEW OF THE APPROACH TO 10/11 IDP

The six key activities for this process include:

- The Strategic Review of the contents of the 2010/2011 IDP;
- The finalization of sector plans;
- Alignment with sector departments and service providers;
- A filtering process whereby the reviewed IDP and Sector Plans are integrated with the resource framework;
- The development of a detailed implementation framework; and
- Finally the preparation of the IDP.

6. PREPARING FOR THE 2010/2011 IDP REVIEW

In order to ensure certain minimum quality standards of the IDP review process, and a proper coordination between and within spheres of government, the preparation of the Process Plan has been regulated in the MSA. The preparation of a Process Plan, which is in essence of the IDP Review 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 mechanism processes and procedures for consultation and participation** of local communities, organs of state, traditional authorities and other role players in the IDP drafting process;
- An indication of the **organisational arrangements** for the IDP process;
- **Binding plans and planning requirements,** i.e. policy and legislation; and
- **Mechanism and procedures for the vertical and horizontal alignment.**

SECTION TWO: ORGANISATIONAL ARRANGEMENTS

7. IDP STEERING COMMITTEE

As part of the 2010/2011 IDP Review Process, an established IDP Steering Committee will act as support to the IDP Representative Forum, the Municipal Manager and the IDP Head.

The composition of the IDP Steering Committee is taking the manageability of a working committee into consideration and is chaired by the Municipal Manager or his delegate. The chairpersons of the portfolio committees may form part of the Steering Committee.

7.1 TERMS OF REFERENCE FOR THE IDP STEERING COMMITTEE

The summarized terms of reference for the IDP Steering Committee are as follows:

- Provides terms of reference for the various planning activities
- Commissions research studies
- Considers and comments on:
  - Inputs from technical committee
  - Inputs from provincial sector departments and support providers
- Processes, summarized and document outputs
- Makes content recommendations

8. THE HEAD IDP AND RESPONSIBILITIES

Amongst other, the following responsibilities have been allocated to the IDP Manager for the IDP Review Process:

- To ensure that the Process Plan is finalised and adopted by Council;
- To adjust the IDP according to the proposals of the MEC;
- To identify additional role players to sit on the IDP Representative Forum;
- To ensure the continuos participation of role players;
- To monitor the participation of role players;
- To ensure appropriate procedures are followed;

- ❖ To ensure documentation is prepared properly;
- ❖ To carry out the day-to-day management of the IDP process;
- ❖ To respond to comments and enquiries;
- ❖ To ensure alignment of the IDP with other IDP's within the District Municipality
- ❖ To co-ordinate the preparation of the Sector Plans and their inclusion into the IDP documentation;
- ❖ To co-ordinate the inclusion of Performance Management System (PMS) into the revised IDP;
- ❖ To submit the reviewed IDP to the relevant authorities.

9. IDP TECHNICAL COMMITTEE

The proposed IDP Technical Committee will be comprised of senior official's within the municipality that will be responsible for considering all work / documentation that needs to be presented/ approved by the IDP Representative Forum and the IDP Steering Committee.
The IDP Technical Committee will therefore ensure the validity and technical correctness of the information of the IDP policies, objectives, strategies and projects into the daily functioning and planning of the municipality.

TERMS OF REFERENCE OF TECHNICAL COMMITTEE

- Determine progress, achievements and shortcomings of 2007/2008 Review document;
- Provide relevant technical, sector and financial information for analysis in order to determine priority issues;
- Contribute technical expertise in the consideration and finalisation of strategies and identification of projects;
- Provide departmental operational and capital budgetary information;
- Be responsible for the preparation of project proposals, the integration of projects and sector programmes;
- Be responsible for preparing amendments to the draft IDP review for submission to the municipal council for approval, alignment with local municipalities and MEC for local government (MEC assessment)

10 IGR TECHNICAL CLUSTERS

The technical clusters shall perform their functions as per mandate regulated the WDM Intergovernmental Protocol Framework. Special focus on the functioning of the technical cluster will be given to the IDP processes from the Analyses to approval of the document. This will be achieved through aligning the cluster processes with the IDP process plan.

Cluster meetings: composed of experts, officials, and professionals from all sphere of government will be the following: Economic, Social, and Governance and Administration Clusters.

10.1 Economic Cluster

The focus of the cluster will be to ensure that the district economic pillars are marketed and well developed in order to grow the economy of the district and create job opportunities. The Economic Pillars of the district are as follows:

- Agriculture
- Tourism
- Mining

- Department of Local Government and Housing (DLGH)
- Small Enterprise Development Agency (SEDA)
- South African Heritage Resources Agency (SAHRA)
- DEDET (Enterprise Development, Tourism)
- Department of Agriculture (DA)
- LMs IDP Managers
- Development Planning Managers
- LED Managers
- Department of Road and Transport
- Limdev
- LIBSA
- Trade and Investment Limpopo (TIL)
- Limpopo Tourism and Parks Board
- Department of Labour
- Department of Public Works
- SANPARKS
- Department of Sports, Arts and Culture
- SARS (SMME Section)
- Mines
- Community Development Worker (CDW's)
- LMs Technical Services and Engineers
- Roads Agency Limpopo (RAL)
- South African National Road Limited (SANRAL)
- Department of Water Affairs (DWAF)

- ESKOM
- Department of Roads and Transport
- Department of Public works
- Department of Minerals and Energy (DME)

3.4.2 Social Cluster

- South African Social Security Agency (SASSA)
- Correctional Services
- Education Department
- Departments of Labour,
- Office of the Premier,
- Government Communication and Information System (GCIS)
- LMs Communication Manager,
- Community Development Worker (CDWs),
- LMs Corporate Services Managers,
- LMs Legal Services Managers
- Department of Sports, Arts and Culture
- SA Post Office
- South African Heritage Resources Agency (SAHRA)
- Environmental Health Practitioners (EHP)
- South African Police Services (SAPS)
- Hospitals CEO's
- Department of Environment and Tourism (DEAT)
- Department of Safety, Security and Liaison
- Health and Social Department
- DEDET (Regulatory Services, Waste and Pollution Management, Community Environment Development, Environmental Impact Management and Biodiversity Management)

10.2. Governance and Administration Cluster

The Governance and Administration Cluster shall be constituted by government departments and will reflect partnership of private sector, provincial and local government and organised labour representatives in the Waterberg jurisdiction for proper coordination of projects. The Cluster shall be bound by the provisions of Intergovernmental Relations Framework Act, No 13 of 2005 with the main objective is to promote cooperative governance.

- Labour Department,
- Office of the Premier,
- GCIS,
- LMs Communication Managers,
- Provincial Treasury
- Department of Local Government and Housing (Strategic Management ,MICB,Monitoring and Evaluation ,
- DM/LMs C.F.O,
- LMs Corporate Services Managers,

- LMs Legal Services Managers

11 IDP REPRESENTATIVE FORUM

11.2 COMPOSITION OF IDP REPRESENTATIVE FORUM

The IDP Representative Forum (IDP Rep Forum) was constituted as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP Review process. The proposed composition of the IDP Rep Forum is as follows:

- Councilors
- Traditional leaders
- Senior municipal officials
- Stakeholders representatives of organized groups
- Advocate of unorganized groups
- Resource persons
- Other community representatives
- National and Provincial Departments regional representatives
- NGO's
- Parastatal Organisations

11.3. TERMS OF REFERENCE FOR THE IDP REPRESENTATIVE FORUM

Members of the IDP Representative Forum will be encouraged and urged to hold consultative and feedbacks meetings with the structures and constituencies they represent in order to get their inputs and communicate feedback reports from IDP Representatives Forum for Further mandate,

All members of IDP Representative Forum will abide to democratic practices of meeting procedures enshrined on this TOR;

i. Members will be afforded speaking opportunity by raising of hand, being noted and recognized by the chairperson, and afforded chance to speak.

ii. Members will speak out in turn and on the guidance from the chairperson,

iii. Disruptive behaviours, howling, and heckling at speakers are not acceptable

❖ In terms of decision making the IDP Representative Forum decisions will be based on simple majority rule principle if need arises,

i. In case where dispute arises on decision of the IDP Representative Forum, the dispute will be referred to the IDP Steering Committee for technical scrutiny, and solution. Further referral will be made to the Executive Mayor and the Mayoral committee for assistance on the concerned dispute,

ii. The Executive Mayor will report to the IDP Representative Forum on the outcomes on dispute resolution and in case where the affected parties or party need appeal the matter will be referred to the Council.

iii. The Council will be the highest appeal and dispute resolution structure.

11.3.1 Offence and Sanctions

- Violation of the Terms of Reference Principles and depending on the nature of the offence done can or / may lead to;
- Reporting to the leadership and membership of the structure/organization that member is representing of such offence,
- Recommending to the structure/organization that member is representing for replacement of such ill-discipline member by another discipline member who will abide by the TOR,
- In case where sanctions are to be imposed as a result of violation of these principles;
- IDP Representative will pronounce and record the sanction actions that will be intended to be imposed to the affected member,
- The eventuality wherein (3.3.5.2 & 3.3.5.3) sanction is imposed on a member, the membership will be regarded as withdrawn provisionally pending remedial and redress actions by the affected member, upon which if there is redress within 14 days the membership will resume.

11.3.2 Amendment

These principles will only be amended by the majority decision of IDP Representative Forum.

12 DISTRICT PLANNING FORUM

The District Planning Forum will provide a platform to ensure that sector plans and IDP's served as concentrated expression of the development programmes all three spheres of government and that resources are optimally utilised to achieve the ideals of a seamless government.

12.2 Composition of the District Planning Forum

The District Planning Forum is constituted by the following:

IDP,LEF and Town Planning Units at District and local level

Development Planners form Provincial Sector Departments

The Department of Water Affairs and Forestry

Department of Minerals

Eskom

Spoortnet

Road Agency Limpopo

Limpopo Development Corporative (LIMDEV)

Limpopo Tourism and Parks Board (LTPB)

Limpopo Business Support Agency (LIBSA)

LIMAC

Trade Investment Limpopo (TIL)

Limpopo Northern Water Board
South African Local Government Association (SALGA)

DISTRICT DEVELOPMENT PLANNING FORUM TERMS OF REFERENCE

The District Planning Forum shall consider the following issues:

- Appropriate scope of development planning ,including the relationship between spatial and non-spatial planning
- The appropriate levels of government at which development planning should be carried out ,the kind of planning to be done at which such level and the coordination between different departments, levels of government and other bodies responsible for development planning
- The appropriate that should be placed upon development ,including land development for the benefit of low income and historically disadvantaged communities
- The appropriate methods of setting and monitoring compliance with the general development planning principles and performance criteria and objectives for land development by district and local municipality
- The integration of environmental management with the development planning activities at different levels of regional sector departments and municipalities.
- Policies and procedures relating to effective alignment of planning, programming and budgeting processes, within and between the various levels of government in order to promote effective development planning.

- Integrating and clustering of projects and alignment of provincial, district and local priorities and projects.
- Establishment of mechanisms aimed at aligning spatial choices around district spending across all sector departments and municipalities by mapping development potential and formulating principles for targeting development and spending.
- Facilitation of the establishment of a framework for an in-depth consultative district planning processes and local municipalities' IDP's and follow-up meetings for feed-back purposes.
- Alignment of the development planning and budgeting cycle of the sector departments and municipalities

SECTION THREE: ROLES AND RESPONSIBILITIES

13 ROLE PLAYERS

The following internal and external role players have been identified to ensure successful and useful IDP Review Process within the municipality. Each of these role players contribute immensely to the success of the 2010/2011 IDP Review Process.

Internal Role Players

- ❖ Council and the Mayoral Committee;
- ❖ Nominated Councillors;
- ❖ Executive Mayor;
- ❖ Municipal officials;
- ❖ Municipal Manager;
- ❖ IDP Manager;
- ❖ IDP Steering Committee;
- ❖ Portfolio Committee;
- ❖ Representative Forum/Civil Society; and
- ❖ The District Municipality

External Role Players

- ❖ Relevant Government Departments;
- ❖ Planning professionals/facilitators;
- ❖ WDM Municipal officials; and
- ❖ Representative Forum/Civil Society

- ❖ DWM technical clusters
- ❖ WDM Planning Forum

13.2 ROLES AND RESPONSIBLITIES

As with the preparation of the IDP, in the IDP Review the main roles and responsibilities allocated to each of the internal and external role players are set out in table 13.1 and 13.2. The tables provide an indication of the various roles and responsibilities of the different groupings relating to specifically the IDP Review, PMS and budgeting processes.

TABLE 13.1 INTERNAL ROLES AND RESPONSIBILITIES

Role Players	Roles and Responsibilities
Council	**IDP** ❖ Final decision making ❖ Approval of the reviewed IDP documentation **PMS** ❖ Final decision making ❖ Consider and adopt final report. ❖ Mayor: Submit draft performance agreement for the MM via MAYCO to the Council for consideration and approval. ❖ MM: Submission of audit report via MAYCO to Council within 1 month of receipt. ❖ PMS Coordinator: Submit report via MAYCO to the council about mechanism systems and processes for auditing the results of performance measurements as part if the internal auditing process. ❖ PMS Coordinator: Obtain Council approval for the mechanism, systems and procedures. **BUDGET** ❖ Council must approve the budget before the start of the financial year.

	❖ Council to consider draft budget. ❖ Council to approve unforeseen and unavoidable expenses.
Councillors	**IDP** ❖ Linking the IDP process with their constituencies ❖ Organising the public participation **PMS** ❖ See the "District Council" below.

Mayor	**IDP** ❖ Decide on the process plan ❖ Be responsible for the overall management, coordination and monitoring of the process and drafting of the IDP Review documentation, or delegate this function **PMS** ❖ Establishing the performance agreement for the Municipal Manager in terms of the PMS. ❖ Determine KPA's for MM based on institutional KPI's ❖ Determine the performance objectives and targets that the MM must meet in relation to the KPA's. ❖ Negotiate the performance objectives and targets that the MM must meet. ❖ Submit draft performance agreement for the MM via MAYCO to the Council for consideration and approval. ❖ Conclude and sign performance agreement with the MM. **BUDGET** ❖ Table budget to Council at least 90 days before the start of the financial year. ❖ Table budget timetable to Council.

	❖ Report authorization of unforeseen and unavoidable expenses at Council meeting after having authorized such expenses. ❖ Approval of budget implementation plan. ❖ Ensure conclusion of management's performance agreements. ❖ Ensure that the management's performance are made public. ❖ Submit to Council an annual report within 7 months after the end of the financial year.

Municipal Officials	**IDP** ❖ Provide technical/sector expertise through the IDP Technical Committee (Senior Officials) ❖ Prepare selected Sector Plans ❖ Provide comments on the IDP Review document as member of staff. **PMS** ❖ Setting KPI's for administrative components and service providers. ❖ Prepare progress reports – Top management: Monthly ❖ Reporting on the performance measures. ❖ Verification of interim PMS measurement results.
Municipal Manager	**IDP** ❖ Decide on planning process. ❖ Monitor process ❖ Overall Management and co-ordination. **PMS** ❖ Establishment of a performance audit committee. ❖ Establishing performance agreements for departmental heads. ❖ Determine KPA's for each departmental head ❖ Determine proposed performance objectives and targets that each departmental head must meet in respect of each KPA. ❖ Negotiate performance objectives and targets that the departmental heads must meet. ❖ Submit draft performance agreement for each departmental to MAYCO for approval. ❖ Conclude and sign performance agreements with each departmental head ❖ Performance monitoring of the PMS ❖ Develop standard progress and variance reporting format ❖ Develop forms and/or electronic database for tracking progress and

	variance on monthly basis.

	❖ Determine the frequency of progress and variance reporting, including dates for submitting reports. ❖ Verification of interim PMS measurement results. ❖ Submission of annual performance report to Council via MAYCO for consideration and approval. ❖ Submission of approved annual performance report, together with financial statements, to the Auditor general. ❖ Receive external Auditors report. ❖ Submission of audit report via MAYCO to Council within 1 month of receipt. ❖ Within 14 days of adopting the annual report: • Make copies available to the public and the media; • Submit a copy of the report to the MEC for local government in the province; • Submit a copy of the report to the Auditor General and any other institutions prescribed by regulation. **BUDGET** ❖ Give notice of bank account to National Treasury (NT) and Auditor General (AG) ❖ Supply NT and AG with list if bank accounts. ❖ Table consolidated report of all withdrawals from bank account to Council within 30 days after the end of each quarter. ❖ Submission of draft budget implementation plan to Mayor within 14 days after approval of the budget. ❖ Perform mid-year performance assessment of the municipalities and the submission of the report to the Mayor. ❖ The submission of the annual financial statements to the AG within two months after the end of the Financial year. ❖ Submission of annual oversight reports to the Provincial Legislature within 7 days after adoption by Council.

Head IDP	**IDP** ❖ To ensure that the Process Plan is finalised and adopted by Council; ❖ To adjust the IDP according to the proposals of the MEC; ❖ To identify additional role players to sit on the IDP Representative Forum; ❖ To ensure the continuos participation of role players; ❖ To monitor the participation of role players; ❖ To ensure appropriate procedures are followed; ❖ To ensure documentation is prepared properly; ❖ To carry out the day-to-day management of the IDP process; ❖ To respond to comments and enquiries; ❖ To ensure alignment of the IDP with other IDP's within the District Municipality ❖ To co-ordinate the preparation of the Sector Plans and their inclusion into the IDP documentation; ❖ To co-ordinate the inclusion of Performance Management System (PMS) into the revised IDP; ❖ To submit the reviewed IDP to the relevant authorities.

PMS Co-ordinator	**PMS** ❖ Day-to-day management of the process ❖ Performance planning and preparation ❖ Submit report via MAYCO to the Council about mechanism, systems and processes for auditing the results of performance measurements as part of the internal auditing process. ❖ Obtain Council approval for the mechanism, systems and procedures. ❖ Compile schedule/programme for internal auditing. ❖ Submission of quarterly reports on audits to the Municipal Manager and the Performance Audit Committee
HRD Officer	❖ Crafting operational strategic objectives from strategic

	objectives. ❖ Identify skills that can enhance implementation of the IDP. ❖ Link the Workplace Skills plan and the Integrated Development Plan. ❖ Implementation of the Workplace Skills Plan.
IDP Steering Committee	❖ Assist and support the Municipal Manager/IDP Manager and Representative Forum ❖ Information "GAP" identification. ❖ Oversee the alignment of the planning process internally with those of the local municipalitiesareas. ❖ Representing interest and contributing knowledge and ideas. ❖ Also inclusive of the terms of reference of the IDP Representative Forum.
The District Council	**IDP** ❖ Coordination roles for local municipalities ❖ Ensuring horizontal alignment of the IDP's of the municipalities in the district council area. ❖ Ensuring vertical alignment between the district and local planning. ❖ Facilitation of vertical alignment of IDP's with other spheres of government and sector departments. ❖ Provide events for joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists.

TABLE13.2: EXTERNAL ROLES AND RESPONSIBILITIES

Role Players	Roles and Responsibilities
Planning Professionals	❖ Methodological guidance ❖ Facilitation of planning workshops ❖ Sector plans

	❖ Performance Management ❖ Documentation
Municipal Officials	❖ Provide technical/sector expertise ❖ Prepare draft progress proposals
WDM Technical Clusters	❖ Technical clusters shall perform their functions as per mandate regulated the WDM Intergovernmental Protocol Framework. ❖ Special focus on the functioning of the technical cluster will be given to the IDP processes from the Analyses to approval of the document.
WDM Planning Forum	❖ The District Planning Forum will provide a platform to ensure that sector plans and IDP's served as concentrated expression of the development programmes all three spheres of
Representative Forum/Civil Society	❖ Representing interest and contributing knowledge and ideas
Government Department	❖ Ensure the participation of Senior personnel on IDP processes ❖ Horizontal alignment of programmes and strategic plans with the clusters ❖ Provide technical support and information to the planning process ❖ Incorporate district and local municipal projects into departmental planning with clusters ❖ Provide professional and technical support.
Department of Cooperative Governance and Traditional Affairs (National and Provincial)	❖ Monitor and evaluate the development and implementation of the IDP ❖ Provide training and capacity building support to the District and local municipalities ❖ Coordinate support programmes so that overlapping does not occur ❖ Provide technical support guidance and monitor compliance with provincial policy and legal framework ❖ Provide support to the IDP planning and implementation process

SECTION FOUR: MECHANISMS AND PROCEDURES FOR PARTICIPATION AND ALIGNMENT (ALSO SEE ANNEXURE A & B

14 FUNCTIONS AND CONTEXT OF PUBLIC PARTICIPATION

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

- Needs orientation;
- Appropriateness of solutions;
- Community ownership; and
- Empowerment.

Like with the preparation of the IDP, the public participation process in the IDP Review phase has to be institutionalised in order, to ensure all residents have an equal right to participate. The public participation process during the IDP Review phase is closely linked to the activities of developing the municipal IDP, such as contributing to the reviewing of municipal issues, reviewing of important objectives, ensuring the appropriateness of municipal strategies and forming part of project development task teams and reviewing of taxes and tariffs.

The completed performance management system (PMS) for the municipalities will contribute to the public participation process, through regular information and consultation workshops and the preparation and audit of performance reports.

14.2 MECHANISMS FOR PARTICIPATION

Municipalities will confirm the following mechanism for participation:

14.2.1 IDP REPRESENTATIVE FORUM (IDP REP FORUM)

This forum will represent all stakeholders and will be inclusive as possible. Efforts will be made to bring additional organisations into the Rep Forum and ensure their continued participation throughout the process.

14.2.2 MEDIA

Local newspaper will be used to inform the community of the progress of the 2010/2011 IDP Review.

14.2.3 INFORMATION SHEETS

This will be prepared in English and Sepedi and be distributed via the Representative Forum.

15 PROCEDURES/PROCESS FOR PARTICIPATION

15.2 REPRESENTATIVE FORUM

In order to ensure maximum participation in the Rep forum from members of the public, representatives and relevant government officials, it is recommended that Rep Forum meetings are scheduled as and when required during the key stages of the IDP Review Process:

- The first Rep Forum meeting will involve a presentation of the Process Plan focusing on identifying areas to be addressed in the IDP Review Phase.

- ❖ Following Rep Forum workshops will be held to provide feedback on the IDP Review Process, acquire input from Rep Forum members and to ensure
- ❖ Participation in all activities such as PMS, LUMS and Budget development of the 2010/2011 IDP Review Process.

15.3 COUNCIL APPROVAL

The Council will consider, for comments, a draft 2010/2011 IDP Review document by Nov 2009. This will ensure inclusion into the national and provincial budgeting processes as well as inform the municipal budgeting process. The final IDP Review document will be adopted in June 2010 together with the municipal budget. Sector Plans will be approved by Council on their completion.

15.4 . NEWSPAPERS/PUBLIC NOTICES

A progress report will be submitted to the local newspaper on the completion if the IDP Review, as well as on the completion of any of the Sector Plans.

16 INTRODUCTION AND ALIGNMENT

The National and Provincial spheres of government are currently planning according to the new mandate of government. This is done after the elections of May 2009.
Currently at National and Provincial level there are new mandates encapsulated in the MTFS and Five year Plans aligned to the new mandates and priorities. The Provincial plans must be aligned to the currently reviewed PGDS.

The above have an impact on IDP's at local level. There must be alignment to the new mandates and priorities of government.

16.2 ALIGNMENT OF MUNICIPAL AND NATIONAL AND PROVINCIAL BUDGET

The 2010/2011 IDP Review Action Programme is based on the alignment of the internal municipal process (Strategic Plan, IDP Review, PMS and Budget) with external processes (planning and budgeting) of national and provincial government. This alignment has a substantial impact on the 2010/2011 IDP Review Process, specifically in terms of the priorities .key milestones and deadline dates.

It is important to take note of these budgeting cycles to ensure relevant and useful input into the budgeting processes of national and provincial government strategic times. In doing this, municipalities will ensure that their priorities are captured and address and that IDP implementation is facilitated.

16.3 CRITICAL DATES FOR THE 2010/2011 IDP REVIEW MUNICIPAL PROCESSES

Diagram 5.1.1 (see overleaf) provides a concise summary of the critical deadline / milestone dates for the IDP Review, PMS and Budgeted processes of municipalities. Some of the critical dates include:

September:	National and Provincial Departments prepare adjustment estimates
November:	National and Provincial Departments finalise MTEF's
Nov/Dec:	Council considers IDP Review final draft (complete strategic document to guide budgeting process)
April:	Municipal budget finalised
May:	IDP Review advertised for public comment
May:	Finalise IDP Implementation Plan
June:	Budget and IDP Review final documents approved by Council
June:	Finalise IDP Performance Agreements
July:	IDP Implementation Management initiated

16.4 IMPORTANT ACTIVITIES AND ACTION PROGRAMME FOR THE 2010/2011 IDP REVIEW PROCESS

17 FOCUS AREAS FOR THE 2010/2011 IDP REVIEW

A) Alignment of IDP's to the new mandates and priorities(MTSF)

B) Alignment of municipal, provincial and national spheres of government budgeting and planning process (including targets from State of the Nation address, State of the Province address and national and provincial policy frameworks)

C) Proper alignment of Waterberg District Municipality IDP with local municipalities IDP Review.

D) Input into the national and provincial MTEF (budgeting) process to ensure funding commitments and IDP Implementation;

E) Performance Management System (PMS) review and implementation (quarterly review workshops, performance reports, performance measuring, performance contracts, etc.)

F) Review of the local municipality SDF's to align to the District SDF

G) Development of Municipal Health Plan

H) Development of Institutional Plans

I) Development of a revenue enhancement strategy

J) Economic Development Planning, IDP Co-ordination

18 2010/2011 IDP REVIEW ACTION PROGRAMME

Tables 5.3.1, 5.3.2, 5.3.3, 5.3.4 below provide the action plan for the 2010/2011 IDP review. The action plan is broken up into 4 quarters of the municipal financial year activities reflecting being either IDP, PMS or Budget related. The timeframes are linked to the MFMA and MSA provisions.

TABLE 5.3.1: FIRST QUARTER ACTION PLAN (JULY, AUGUST, SEPTEMBER 2010)

ACTIVITY		Res	Key Deadlines	JULY				AUG				SEPT			
				1	2	3	4	1	2	3	4	1	2	3	4
IDP	Drafting a process plan for the compilation of the 2010/2011 IDP Budget Consult and agree with management team	CFO/ IDP Manager	4th week of June												
	Consult with Executive Mayor	Municipal Manager	1 week of July												
	Place advertisement in the media and strategic public places to ask the public to comment on the process plan	IDP/CFO	2nd week of July												
	Executive (Mayor) confirms committee members responsible for IDP/Budget		2nd week of July												
	Consult with Clusters	IDP/CFO & management team	2nd week of July												
	Council Adopts IDP Framework and Process Plan	Council	3rd week of July												
	Executive Mayor confirms IDP Rep Forum and launches the Representative Forum	Executive Mayor	4th week of July												
	Socio Economic baseline study –Municipal Wide analyses	IDP & management team	2nd week of August												
	Consult with technical Clusters	IDP/management	4th week of												

ACTIVITY		Res	Key Deadlines	JULY				AUG				SEPT			
				1	2	3	4	1	2	3	4	1	2	3	4
		team	August												
	Consult with District Planning Forum	IDP & management team	2 week of September												
PMS	Submission of fourth quarter report to management team to the Performance Audit Committee***(PAC)***	MM/ DM:SSP	3rd week of July												
	Consolidate the Performance Chapter of Annual Report	MM/PMS Coordinator													
	Executive Mayor approves SDBIP	MM/PMS Coordinator	28 June -10												
	Prepare performance agreements of managers	MM/PMS Coordinator	3rd week of July												
	Publicize the 2010/11 municipal performance (KPI's targets, managers performance)	MM/PMS Coordinator	4t h week of July												
	Prepare for processes of developing the Annual Report	MM/PMS Coordinator	2 week of September												
	Review Performance Management Framework	MM/PMS Coordinator	4th week of September												
	Consolidate first quarter (2010/11) report		2nd week of October												

BGT	Review of previous year budget process by completing the budget evaluation checklist	4th week of June															
	Accounting officer prepare annual financial statement																
	Annual Financial Statement (AFS)submitted to the Executive (Mayor)	2nd week of August															
	Council adopts AFS																
	Submission of the 2009/10 AFS to National &Provincial Treasury and DLGH	30 August 2010															
	Submission of the audited financial statement financial statement to Audit General	1st week of September															
	Review the last year financial and operation performance to inform planning for the next 3 years	1st week of September															
	Evaluate revenue projections for the next 3 year budget cycle .Set realistic parameters for affordable operations	3rd week of September															

Critical Notes: IDP Implementation Management – July 2009 Onwards

National and Provincial Departments prepare Adjustment Estimates – September 2007

TABLE 5.3.2: SECOND QUARTER ACTION PLAN (OCTOBER, NOVEMBER, DECEMBER 2009)

ACTIVITY		Res	Key Deadlines	OCT				NOV				DEC			
				1	2	3	4	1	2	3	4	1	2	3	4
IDP	Briefing of the Analyses and determine strategic objectives and priorities for service delivery (local municipalities and strategic planning session)	IDP & management team	2nd week of October												
	Consider and discuss comments received From MEC assessment reports	IDP & management team	2nd week of October												
	Prepare Draft IDP elements to be included in the Provincial Five-year Plan & and consult with sector departments	IDP & management team	3rd week of October												
	Functions submit Hi-level business plans for programmes and projects	MM / IDP Manager	1st week of November												
	Consult the technical Clusters to align local ,provincial and national strategies and present draft projects	IDP & management team	2nd week of November												
	Consult with the District Planning Forum to present draft strategic objectives for consideration and amendment		3rd week of November												
	Consult with the IDP Rep. Forum on the draft objectives, strategies	IDP & management team	3rd week of November												
	Strategic Planning Session	IDP & management team(including local mun)	3rd week of November												

PMS																
	Compile assessment of municipality's performance against performance objectives for revenue and votes: Quarterly assessment of IDP Implementation for 2009/2010	MM/ PMS Co-ordinator	2nd week of October													
	1st quarterly PMS Audit Report to MM and Audit Committee	PMS Co-ordinator	3rd week of October													
	Draft Annual Report		1 week of November													
	Oversight Committee Draft	PMS Coordinator	4 week of November													
	Council approve Annual Performance report (2009/11)	MM/ PMS Co-ordinator	4 week of November													
	Community input into 2008/2009 Annual Report	MM/ PMS Co-ordinator	18-Dec-09													
BGT	Evaluate revenue projections for the next 3 year budget cycle .Set realistic parameters for affordable operations	CFO	1 week of October													
	Personnel requirements from Managers	CFO	1st week of october													
	Compilation of personnel budget	CFO	1 Week of October													
	Finalization and management discussion on personnel budget	CFO	3rd week of November													
	Presentation of draft personnel budget	CFO	2nd week of December													
	Determination of operating/income/expenditure	CFO	3rd week of January													
	Preparation and discussion of consolidated operating budget	CFO	3rd week of February													
	Assessment of expenditure of OPEX and CAPEX and identify possible over/under expenditure	CFO	3rd week of January													

	Determine revenue projection and proposed rates and service charges and make allocation to functions for the next financial year after taking into account strategic objectives		3rd week of February													
	Finalise proposed tariff policies		4th week of February													
	Develop action plan based on the Auditor's findings		2nd week of January													
	Strategic planning Session - Performance report - financial statement -Reasons for under/ over performance -measures to be taken to address under performance															

Critical Notes: Nation and Provincial Departments finalise MTEF's

TABLE 5.3.3: THIRD QUARTELY ACTION PLAN (JANUARY, FEBRUARY, MARCH 2011)

	ACTIVITY	Res	Key Deadlines	JAN				FEB				MAR			
				1	2	3	4	1	2	3	4	1	2	3	4
IDP	Consolidate inputs from the strategic planning session for amendment of strategies, programmes and projects	MM / IDP Manager	2 week of January												
	Consult with the local municipalities on the MTEF budget allocation	IDP& management team	4th week of January												
	Present the Draft IDP/Budget to the District Development Planning Forum		2nd week of February												

	ACTIVITY	Res	Key Deadlines	JAN				FEB				MAR			
				1	2	3	4	1	2	3	4	1	2	3	4
	Mid year Performance Report	MM	3rd week of January												
	Mid- year budget and performance report taken to Rep Forum	MM / IDP Manager	4th week of February												
	Adoption of all revised /Updated sector plans	MM / IDP Manager / CFO	4th week of January												
	Community participation (izimbizo's)	MM / IDP Manager / CFO	3rd week of February												
	Consult with Clusters	MM / IDP Manager / CFO	3rd week of February												
	Consolidate Draft IDP/Budget		2nd week of March												
	Submit Draft IDP/Budget to Executive Mayor	MM / IDP Manager / CFO	Third week of March												
	Council adopts Draft IDP/Budget 2010	MM / IDP Manager / CFO	31-Mar-2011												
PMS	2nd quarterly review of PMS action Steps	MM / PMS Co-ordinator	Second week of January												
	2nd quarterly PMS Audit Report to MM and Audit Committee	PMS Co-ordinator	Second week of January												
	Exe. Mayor Tables Annual report for 208/2009	Exe. Mayor / MM	4th week of January												
	Submit Annual Report to AG, Provincial Treasury and DLG & H	MM	1st week of February												
	Develop SDBIP	MM/PMS Coordinator	2nd week of February												
	Submit the draft SDBIP to Council	MM/PMS Coordinator	31-Mar-11												

	ACTIVITY	Res	Key Deadlines	JAN				FEB				MAR			
				1	2	3	4	1	2	3	4	1	2	3	4
	Submit Annual Report to AG, Provincial Treasury and DLG & H	MM	1st week of February												
BGT	Submission of all oustanding operating budget figures		3rd week of February												
	Adjusted Budget Submitted to the EM		2nd week of February												
	Council adopts adjusted budget		4th week of February												
	Consult with the local municipalities on the MTEF budget allocation		3rd week of February												
	Present the Draft IDP/Budget to the District Development Planning Forum		4th week of February												
	Mid- year budget and performance report taken to Rep Forum and community(including daft IDP) Monitoring and Evaluation Forum meeting		2nd week of February												
	Tabling of Draft IDP/Budget considered by (Executive) Mayor		31 March 11												

TABLE 5.3.4: FOURTH QUARTER ACTION PLAN (APRIL, MAY, JUNE 2010)

ACTIVITY		Res	Key Deadlines	APRIL				MAY				JUNE			
				1	2	3	4	1	2	3	4	1	2	3	4
IDP	Undertake community participation on the draft IDP/Budget	Executive Mayor /MM / IDP / CFO & management team	4th week of April												
	Public comments invited for the IDP/Budget	IDP/CFO	1st week of April												
	Consult with the Clusters on projects to be implemented for alignment	IDP &Management team	2nd week of April												
	Confirmation of the adjusted project list as per community participation process to the IDP Rep Forum	IDP & management team	3rd week of April												
	Submit the IDP/Budget to (Executive) Mayor	MM	2nd week of May												
	IDP adopted by Council	Council	31-May-2010												
PMS	3rd quarterly review of PMS action Steps (Quarterly meeting of Audit Committee)	MM/ PMS Co-ordinator	2nd week of April												
	3rd quarterly PMS Audit Report to MM and Audit Committee	PMS Co-ordinator	3rd week of April												
	Community input into Organizational KPI's and Targets	PMS Co-ordinator/ MM / IDP Manager	4th week of April												
	Top layer SDBIP and MM PA submitted to EM		4th week of May												

	ACTIVITY	Res	Key Deadlines	APRIL				MAY				JUNE			
				1	2	3	4	1	2	3	4	1	2	3	4
	Technical SDBIP and Managers PA's submitted to MM for approval		4th week of May												
	Approved SDBIP publicized for information and monitoring purpose	MM	28 June 11												
Budget	Undertake community participation on the draft IDP/Budget														
	Approval of Annual Budget (2010/2011)														

Critical Notes: **Municipal Budget Finalised – April 2010**

Finalise IDP Implementation Plan – May 2010

Finalise Performance Agreements – June 2010

5.4 IMPLEMENTATION AGENDA

This process will commence with the continued compilation of a summary of projects and tasks emanating from the IDPs of the District Municipality, and the six participating Local Municipalities. The IDP implementation, monitoring and revision programme for the 2010/11 financial year is depicted in figure 1 below.

From this a District Implementation Agenda will be compiled and confirmed and tasks assigned to various individuals/ Local Municipalities for follow up. The District Implementation Agenda will also serve as agenda for the District IDP Technical Committee meetings. The District Implementation Agenda will, amongst others, deal with matters of the following categories:

- Shortcomings of the IDP Process
- Liaison and Consultation on issues such as:
    - Powers, Duties, Functions;
    - Funding; and
    - Technical Needs

- Implementation of Sectoral Strategic Plans
- Implementation of Capital Projects, comprising:
    - Internally Funded
    - Externally Funded

- General Developmental Matters
- Feedback into IDP Process

During this process the supplementary information required for the IDPs will be identified and actions will be taken to collect the necessary information. This will also comprise meetings/negotiations with provincial departments in order to monitor the progress of provincially or nationally funded projects and meetings on funding, powers, duties and functions etc. as contemplated in the IDPs. Sectoral strategic plans as listed in the IDPs will also be monitored. It is envisaged that the implementation monitoring will be a continuos process commencing during July 2009 and continuing right through to June 2010. This process will also provide as arena for inputs to the performance management process of the various municipalities.

Phase 2 of the process comprises the revision/confirmation of priority issues as listed in the 2010/2011 IDP. Based on the activities undertaken during July up to September 2009 and the findings/outcomes of other actions, the IDP Technical Committee will be in a position to revise/elaborate and confirm the issues from the previous IDPs. The process requires extensive community participation and needs to be completed by the end of September 2010.

Phase 3 will commence during October 2010 and will comprise the revision/confirmation of strategies associated with each of the priority issues as identified in the prior phase. As previously, stakeholders such as National, provincial sector departments and parastatals will be involved in the strategies phase of the IDP. It is anticipated that this phase should be completed by the end of October 2009.

Phase 4 will commence in November 2009, and the projects emanating from the Municipalities and Sector Departments as informed by priority issues and the strategies contained in the Draft IDP 2011/2012 financial year will be revised/conformed with the necessary additional project information emanating from variety of sources considered.

Phase 5 will entail the revision/confirmation of emanating projects in conjunction with integration of the components of the IDP. This process should be finalised by November 2009.

Phase 6 will focus on the finalisation of Municipal draft IDP documents for 2010/11 financial year. This will be followed by the 21 day period of advertisement of the IDPs for Public Comments as prescribed by the MSA. The finalisation of the Draft IDPs should be completed by the end of January 2011.

Phase 7 will entail the adoption of the final District IDP for 2011/2012 financial year on 31th March 2011. This will be subsequent to the Local Municipalities having adopted their respective IDPs by Mid - March 2011.

Public participation will be fundamental aspects of the IDP process and local municipalities will conduct their conduct their public participation programme both in terms of monitoring the implementation of the IDPs as well as the revision processes.

FIGURE 1: IDP IMPLEMENATTION, MONITORING AND REVISON PROGRAMME (2010/11)

	August	September	October	November	December	January	February	March
Phase 1: Implementation Monitoring								
• Assess 2010/11 IDP Process/Content								
• List Projects/Actions Emanating								
• Compile Agenda for Implementation								
• Implementation/Operational								
Phase 2: Amend/Confirm Priorities								
Phase 3: Amend/Confirm Strategies								
Phase 4: Amend/Confirm Integration								
Phase 5: Compile Draft Reviewed IDPs								
- Local Municipality								
- District Municipality								
Phase 6: Approve Final Reviewed IDP								
- Local Municipality								
- District Municipality								
Public Participation								
Budgeting Process								

5.5 PROCEDURES AND PRINCIPLES FOR MONITORING OF THE PLANNING PROCESS AND AMENDMENT OF THE FRAMEWORK

5.5.1 MONITORING OF THE IDP REVIEW PROCESS

The compliance of the IDP processes of all municipalities with the Framework Plan has to be carefully monitored by the District in order to undertake corrective actions in time if some municipalities fail to adhere to the timeframes. Monitoring of the IDP Review Process of the six IDP's will be undertaken at the Waterberg Co-ordination Committee meetings. IDP Managers from six municipalities will provide progress reports to the meeting which will indicate:

- How their IDPs are progressing
- Any deviations from their approved Process Plans; and
- Any deviations from the Framework Plan

5.5.2 AMENDMENTS TO THE FRAMEWORK PLAN

Depending on the progress of the six IDP's mentioned is Section 5.5.1 above, amendments may be required to the framework Plan. Any amendments will be tabled at the Waterberg Co-ordination Committee meetings.

5.6 COST ESTIMATE FOR THE PLANNING PROCESS

The Cost estimations during Review Process will depend on the level and extent of gaps and the quality of information accessed to fill those gaps. Like during the planning process, it also depends on the expertise needed to amend strategies and review projects and programme.

The following will be incurred:

- Costs of Workshops and Meetings R 125 000
  (Rep Forum or Steering Committee, W/shops Co-ordinating meetings and Task team meetings)
- Costs for printing and stationery R 250 000
- Advertisements R 25 000

TOTAL COSTS **R 400 000**

With the IDP review mainly done in house, the planning process will to a large extent be recommended within the WDM funding. However, additional funds may be obtained from other sources and such funds will be utilised to complete certain aspects of the review process such as the sector plans that might need specialist assistance.

5.7 CONCLUSION

The IDP Review action programme indicates that the review process needs to be completed by December 2010. For all practical reasons therefore, the review needs to be completed by December 2010 to ensure proper alignment and integration with the municipal budget which is to start in January 2011. The deadline of December 2009 would also allow for an opportunity to influence adjustment in the budgets of the sector departments.

ANNEXURE "A": ACTIVITIES AND MECHANISMS FOR PARTICIPATION PER IDP PLANNING PHASE

PLANNING PHASES	ACTIVITIES	MECHANISM	DATE
PREPARATION PHASE	➢ Inputs into the process plans & framework for IDP Review	Meetings	4th week of June 2010
ANALYSIS	➢ To participate in identification of gaps. ➢ To ensure that identified gaps are in line with developmental issues.	Meetings	4th week of September 2010
STRATEGIES	➢ Ensure that developmental objectives are realistic. ➢ Ensure that reviewed strategies are in line with Localised Strategic Guidelines. ➢ To ensure that reviewed strategies are in line with developmental priorities. ➢ Participate in discussions to formulate and adopt alternatives.	Meetings/Workshops	4th week of October 2010
PROJECTS	➢ Discussion on reviewed project proposals.	Meetings/Workshops	1st week of December 2010
INTEGRATION	➢ Integrating all reviewed	Meetings	2nd week of

	activities & programmes.		March 2011
APPROVAL	➢ Comments	Meetings/Media/Personal presentation	31 May 2011

ANNEXURE "B": MECHANISM AND PROCEDURES FOR ALIGNMENT PER IDP PLANNING PHASE

PHASES	ACTIVITY WITHIN THE IDP	ALIGNMENT BETWEEN DISTRICT AND LOCAL MUNICIPALITIES	MECHANISM	DATES
Analysis Phase	Local Municipalities and District level Stakeholder level analysis	Local Municipalities and the District Municipality.	Meetings	10 July 2009
	Reconciling existing information	Local Municipalities and the District Municipality.	Meetings	11 September 2009
	Consolidation of analysis results	Local Municipalities and the District Municipality.	Meetings	02 October 2009
	Aggregating Priority Issues	Local Municipalities and the District Municipality.	Meetings	5 November 2009
Strategic Phase	Determining working objectives. (phrased by the Steering Committee)	Local Municipalities and the District Municipalities and Sector Departments.	Meetings	5 November 2009

	Localised Strategic Guidelines	Local Municipalities, the District Municipality, Sector Departments and NGO's.	Meetings	3rd week of November 2010
	Creating strategic alternatives	Local Municipalities, the District Municipality, and Sector Departments.	Meetings	3rd week of November 2010
	Deciding on alternatives	Local Municipalities, the District Municipality, and Sector Departments.	Meetings	1st week of December 2010
Project Phase	Amendments of projects in terms of their budgets, indicators, outputs/ targets/ locations and sources of finance.	Local Municipalities, the District Municipality, Sector Departments and NGO's.	Meetings	1st week of January 2011
Integration Phase	Screening of draft project proposals	Local Municipalities, the District Municipality, and Sector Departments.	Meetings	3rd week of January 2011
	Integrating all reviewed Activities & Programmes.	Local Municipalities, the District Municipality, and Sector Departments.	Meetings	3rd week of January 2011

ANNEXURE "D": 2010-11 IDP's SCHEDULE OF MEETING

TECHNICAL COMMITTEE MEETINGS

The technical committee will meet once on monthly basis.

STRATEGIC PLANNING SESSIONS

DATE:	TIME:
16-17 November 2010	08H00

IDP CLUSTER MEETINGS

- G & A Cluster
- Social cluster
- Economic cluster

CLUSTER	DATE:	TIME:
FIRST QUARTER		
SOCIAL CLUSTER	2nd week of Sept 2010	10H00
ECONOMIC CLUSTER	2nd week of Sept 2010	10H00
G & A CLUSTER	2nd week of Sept 2010	10H00
SECOND QUARTER		
SOCIAL CLUSTER	3rd week of Nov 2010	10H00
ECONOMIC CLUSTER	3rd week of Nov 2010	10H00
G & A CLUSTER	3rd week of Nov 2010	10H00
THIRD QUARTER		
SOCIAL CLUSTER	3rd week of February 2010	10H00
ECONOMIC CLUSTER	3rd week of February Feb 2010	10H00
G & A CLUSTER	3rd week of February Feb 2010	10H00
FOURTH QUARTER		
SOCIAL CLUSTER	06 April 2009	10H00
ECONOMIC CLUSTER	08 April2009	10H00
G & A CLUSTER	09 April 2010	10H00

DISTRICT PLANNING FORUMS

DATE:	TIME
4th week of September 2010	10h00
4th week of November 2010	10h00
1st week February 2011	10h00

DISTRICT PUBLIC CONSULTATIONS & IZIMBIZO's

DATE:	STAKEHOLDER	VENUE:	TIME:
2nd week of February 2011	Traditional Leaders	WDM	10H00
3rd week of February 2011	Civil Society	WDM	10H00

IDP REPRESENTATIVE FORUM MEETING and District-wide Internal Asessment

DATE:	VENUE:	TIME:
1st week of September 2010	Lephalale	10H00
4th week of November 2010	WDM	10H00
2nd week of February 2011	WDM	10H00
3rd week of March 2011	Mogalakwena	08h00
2nd week of April 2011	WDM	10H00

IDP/BUDGET ROADSHOWS

DATE:	TIME:
April/May 2011	10H00