

INTEGRATED DEVELOPMENT PLAN 2012 - 2016



**O.R. TAMBO
DISTRICT MUNICIPALITY**

**DISTRICT IDP FRAMEWORK AND IDP, PMS, BUDGET
PROCESS PLAN FOR 2012/13**

TABLE OF CONTENTS

1.	INTRODUCTION	3
	1.1 Purpose of a District IDP Framework Plan	3
	1.2 The Underlying Approach to the Framework Plan	4
	1.3 The IDP and Budget Process Plan	4
2.	ORGANIZATIONAL ARRANGEMENTS.....	5
	2.1 ROLE PLAYERS FOR THE PLANNING PROCESS	6
3.	MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION	9
	3.1. Functions and Context	9
	3.2. Mechanisms for Participation.....	10
4.	OVERVIEW OF PROCESS PROGRAMME AND TIME FRAMES	10
5.	ROLES AND RESPONSIBILITIES FOR ALIGNMENT PURPOSES	11
	5.1. O. R. Tambo District Municipality	11
	5.2. Local Municipalities.....	12
	5.3. District IDP Coordinators Forum.....	13
	5.4. Roles of stakeholders.....	13
	5.5. Department Local Government and Traditional Affairs	13
	5.6. Sector Departments	14
6.	ISSUES, MECHANISMS AND PROCEDURES FOR ALIGNMENT	14
	6.1. Between District and Local Municipalities	14
	6.2. Strategy for Horizontal Alignment.....	15
	6.3. Strategy for Vertical Alignment.....	15
	6.4. Issues of Focus for 2011/2012 IDP	16
7.	BINDING PLANS, PLANNING REQUIREMENTS AND LEGISLATION	16
8.	PROCEDURES FOR MONITORING THE PLANNING PROCESS & AMENDMENTS.....	20
9.	CONCLUSION	21
	ANNEXURE A: IDP, PMS & BUDGET SCHEDULE OF ACTIVITIES.....	22
	ANNEXURE B: SCHEDULE OF 2012/13 DATES FOR IDP AND BUDGET MEETINGS.....	26

1. INTRODUCTION

The Local Government Municipal Systems Act No. 32 of 2000, prescribes that Municipal Council must undertake an Integrated Development Planning process to produce an IDP. As the IDP is a legislative requirement it has a legal status and therefore supercedes all other plans that guide development at local government level. The MSA, section 35 (1)(A) defines the IDP as; *“a principal strategic planning instrument which guides and informs all planning and development, and all decisions with regard to planning, management and development, in the municipality”*.

The process however begins with the formulation of the Framework Plan at the District Municipality level, which also provides an IDP framework for Local Municipalities within its area of jurisdiction, as stipulated in Section 27 of the MSA.

Section 27 of the Local Government Municipal Systems Act, 2000 states that:

- (1) “Each district municipality, within a prescribed period after the start of its elected term and after following a consultative process with the local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole.
- (2) A framework referred to in subsection (1) binds both the district municipality and the local municipalities in the area of the district municipality, 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 included 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 procedures-
 - (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.”

This framework therefore binds both the district and the local municipality and is done to ensure alignment and coordination between the two processes.

1.1 Purpose of a District IDP Framework Plan

The main objective of a Framework Plan is to ensure that the processes of both the District and Local Municipalities' IDP reviews are mutually linked and can inform each other. As it has to be used by all municipalities as a basis for drafting their process plans, the framework plan has to be agreed by all local municipalities. The District Framework Plan binds both the District and Local Municipalities.

The Framework Plan specifies the roles of different role players in the IDP process and determines procedures for co ordination, consultation and alignment between the district and the local municipalities. The Framework Plan guides

each municipality in preparing its Process Plan. While the Process Plan of a local municipality has to be based on appropriate consultation with local communities and to be communicated to them, the Framework Plan has to be based on a consultative process with the local municipalities within the O. R. Tambo District.

1.2 The Underlying Approach to the Framework Plan

The framework plan as stipulated in section 27 (2) of Municipal Systems Act of 2000 identifies the following:-

- Identify plans and planning requirements that bind the District and Local municipalities in terms of national and provincial legislation.
- Identify matters that require alignment between the District and Local Municipalities
- Specify the principles to be applied and co-ordinate the approach to be adopted in respect of the matters identified.
- Determine procedures for consultation between the municipalities during the process of drafting their respective IDP and to effect essential amendments to the framework.

This document is still a draft Framework Plan until it has been presented to, discussed and modified accordingly by the local municipalities within the jurisdiction of OR Tambo District Municipality, IDP Steering Committee and other relevant internal structures and also adopted by the District Municipal Council.

1.3 The IDP and Budget Process Plan

The Local Government Municipal Systems Act No. 32 of 2000, section 28 stipulates that the Municipal Council must adopt a process to guide the planning, drafting and adoption of its IDP within a prescribed period (10 months before the start of the new financial year as per MFMA 21 (1)). The Local Government Municipal Finance Management Act No. 56 of 2003 (MFMA), section 21 (1) (b) prescribes that the Executive Mayor must table in the Municipal Council a time schedule outlining the key deadlines for the preparation, tabling and approval of the annual budget, annual review of the Integrated Development Plan as well as the budget related policies and related consultative processes.

The main objective of an IDP process plan is to set out a procedure to guide planning, drafting and adoption of the IDP. It seeks to achieve the following: -

- i. To draw up a process that would encourage inclusiveness and transparency by ensuring the following:
 - i. Participation by all local municipalities, other stakeholders and communities is encouraged in every way possible
 - ii. Comments and inputs made during the IDP engagements, DGDS, IDP Road Shows and Joint Mayoral listening campaigns are fully considered in developing the IDP
- ii. To solicit and align development priorities of the O.R Tambo District Municipality with those of the local municipalities as well as provincial and national sector departments, by looking at the following:
 - i. Aligning the IDP, PMS and Budgeting process to the budgeting cycles of the National and Provincial Government department
 - ii. Developing a schedule for critical alignment deadlines to ensure that the district is able to timeously align its planning and budgeting processes to inform those of the national and provincial spheres, thereby increasing the scope for funding commitments.
- iii. To enhance service delivery and development through the following:
 - i. Preparation and review of relevant sector plans
 - ii. Implementation and review of PMS

- iii. Preparation and adoption of annual municipal budget
- iv. Alignment of IDP and Budgeting processes with national and provincial planning and budgeting processes

2. ORGANIZATIONAL ARRANGEMENTS

The Municipal Manager's office is responsible for the overall administration of the IDP Process; he may however delegate some of the tasks to his Head of Departments. Amongst others, the following responsibilities are allocated to the IDP Manager for the IDP Process:

- Ensure that the Process Plan is finalized and adopted by Council;
- Adjusting the IDP in accordance with the MEC's comments and proposals;
- Identifying additional role players to sit on the IDP Representative Forum, Steering and Committee;
- Encouraging the continuous participation of roleplayers;
- Monitoring the participations of roleplayers;
- Ensuring that appropriate procedures are followed;
- Ensuring that documentation is properly prepared;
- Carrying out the day to day management of the IDP process;
- Responding to comments and enquiries;
- Ensuring alignment of the local municipality IDP with the District Municipality IDP;
- Providing input into the preparation of the Sector Plans and ensuring their inclusion into the IDP documentation;
- Co-ordinating the inclusion of a Performance Management System (PMS) into the IDP; and
- Submitting the IDP to the relevant authorities.

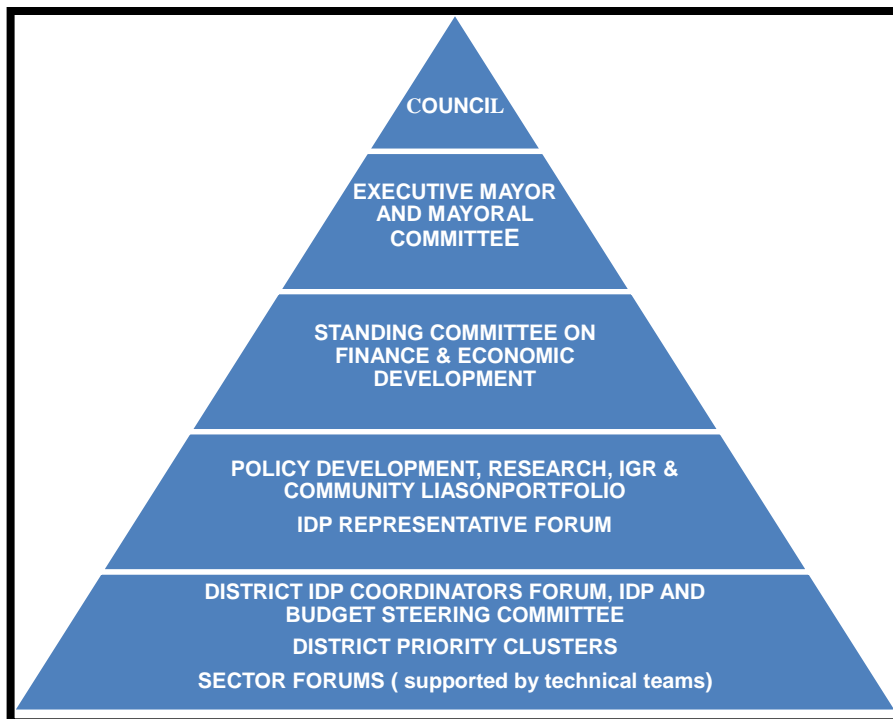
The following structures will guide the IDP process;

- (a) IDP Steering Committee that will function as a technical working team shall be composed of at least Municipal Heads of Departments and/or Senior Officials

- (b) IDP Representative Forum who's main function is to ensure the participation of various interested and affected organizations, groups and individuals. It is recommended that an advert be posted on a local newspaper to invite various stakeholders to register so as to form part of the database. This database of stakeholders will assist the municipality in encouraging continued participation of the forum members throughout the IDP process.

The Institutional Arrangement below illustrates that the elected council is the ultimate decision-making forum in the IDP Process, while the Executive Mayor and Mayoral Committee is responsible for the overall management and coordination of the process. The structures below then inform, negotiate and comment on proposals and decisions throughout the planning process.

IDP STRUCTURE



2.1 ROLE PLAYERS FOR THE PLANNING PROCESS

The following Role Players will be involved in the IDP process:

- Council
- Executive Mayor
- Planning, Infrastructure and services portfolio
- IDP Representative Forum (residents, communities and other Stakeholders)
- Municipal Managers/ IDP manager
- Task Teams/ Sector Forums
- District Priority Clusters
- IDP and Budget Steering Committee
- District IDP Coordinators Forum
- Provincial Government Departments in terms of their sector programmes
- Planning professionals

The roles and responsibilities of the above role-players are explained hereunder:

ROLE PLAYER	TERMS OF REFERENCE/ ROLES AND RESPONSIBILITIES
COUNCIL	The Council, as the political decision making body, will consider, adopt and approve the Process Plan and the completed IDP. It will monitor the implementation and approve any amendments of the IDP should there be any major changes, which contradict and affect the Municipality's service delivery programme.
EXECUTIVE MAYOR	The Executive Mayor is legally responsible for the overall management, coordination and monitoring of the process and drafting of the IDP. The Executive Mayor is also responsible for the political co-ordination and management of the resulting implementation programme of the municipality.
MUNICIPAL MANAGER	<p>The Municipal Manager is responsible for managing the overall IDP process. The terms of reference include:</p> <ul style="list-style-type: none"> • Preparing the Process Plan • Undertaking the overall management and co-ordination of the planning process, which ensures: <ul style="list-style-type: none"> - participation and involvement of all different role-players - 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 well catered for - proper documentation of the results of the IDP document - the involvement of all relevant role players especially officials • Nomination of persons in charge of different roles • Co-ordination of local municipalities • Responding to comments on the draft IDP from the public, horizontal alignment and other spheres of government to the satisfaction of the Council • Adjusting the IDP in accordance with the MEC for Local Government's proposals • Chairing the steering committee
IDP STEERING COMMITTEE/ PRIORITY CLUSTERS	<ul style="list-style-type: none"> • Provide technical and advisory support in the IDP process • Monitor and evaluate effective management of IDP • Ensure strategic management of the Municipality's implementation programme • Performance management of the implementation programme and its links to the priority issues and budget • Monitoring of programme expenditure against budget • Co- ordination of overall inter-sector contributions to programmes
IDP COORDINATORS FORUM	<ul style="list-style-type: none"> • Convene on a monthly basis at a time and place as agreed upon at their first meeting; • submit monthly progress reports according to a format as stipulated by the forum; • ensure horizontal alignment between the District Municipality and between Local municipalities within the district; • ensure vertical alignment (through Department Local Government as official point of entry) between municipalities in the O R Tambo District and Provincial Government as well as National Government where relevant;

ROLE PLAYER	TERMS OF REFERENCE/ ROLES AND RESPONSIBILITIES
IDP REPRESENTATIVE FORUM	<p>The IDP Representative Forum is the organizational mechanism for discussion, negotiation and decision-making between stakeholders within the municipal area. Essentially its functions include the following:</p> <ul style="list-style-type: none"> • To take community input into planning processes for integration into plans including municipal budget • To monitor and evaluate progress in the implementation of the IDP • To make suggestions on ways of improving delivery and IDP • Represents the interests of the constituents in the IDP process • Provides an organizational mechanism for discussion, negotiation and decision-making between the stakeholders including the municipal manager • Ensure communication between all stakeholder representatives including the municipality and government departments • Monitor the performance of the planning and implementation process. <p>The following constituents could be involved; Mayors and councillors, Municipal Managers and Municipal Heads of Departments, Senior Officials from government departments.</p> <p>Stakeholder representatives of organized groups (2 representatives preferable Chairpersons and Deputy Chairperson), Advocates of unorganised groups (2 representatives with decision making powers, Community Representatives (2 decision making representatives) and traditional leaders.</p> <p>This Forum is required to meet at least once a quarter.</p>
IDP COORDINATORS FORUM	<ul style="list-style-type: none"> • To ensure horizontal alignment between the District Municipality and between Local municipalities within the district; • To ensure vertical alignment (through Department Local Government as official point of entry) between municipalities in the O R Tambo District and Provincial Government as well as National Government where relevant;
PROVINCIAL GOVERNMENT	<ul style="list-style-type: none"> • To ensure that sector plans are aligned with; and are part of the District IDP
IDP SECTOR FORUMS TECHNICAL SUPPORT	<p>Chaired by the MEMBERS OF MAYORAL COMMITTEE (MMC) OR Portfolio chairpersons</p> <p>NB: All sector forums are required to meet at least once each quarter as a minimum</p> <ul style="list-style-type: none"> • To input on the planning strategies, programme and project identification • To monitor and assess functional and sector delivery in accordance with the council's agreed programme • To monitor implementation and unblock implementation bottlenecks • To ensure integration and alignment of plans and processes • Monitor compliance and alignment with council policies and guiding legislation <p>CORPORATE AFFAIRS AND SUPPORT FORUM : Technical Champion: Mr T T Nogaga</p> <ul style="list-style-type: none"> • Assessment of an sectoral performance • Alignment of budget with IDP • Develop strategies, Monitor and evaluate on the following:- <ul style="list-style-type: none"> ○ Revision of institutional plan ○ Skills Developmental Programme ○ Revision of Gender equity plan ○ Financial Reform Programme ○ Information and Communication Technology ○ Records management ○ Security systems ○ Communication, IGR and Municipal support issues related to the sector. <p>HOUSING, INFRASTRUCTURE AND SERVICES SECTOR FORUM: Technical Champions: Mr E Mzayiya and Mr LL Gqawa</p> <ul style="list-style-type: none"> • Assessment of sectoral performance.3 • Develop strategies, monitor and evaluate the following:- <ul style="list-style-type: none"> ○ Water Services Development Plan (WSDP) ○ Integrated Transport plan

ROLE PLAYER	TERMS OF REFERENCE/ ROLES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> ○ Infrastructure development plan ○ Spatial Development Framework and Land use Management Systems ○ Environmental Management Plan, Integrated Waste Management Plan and Coastal Management Plan <p>Communication, IGR and Municipal support issues related to the sector</p>
	<p>COMMUNITY AND SOCIAL SERVICES SECTOR FORUM: Technical Champions: Ms LPT Hlangu-Ketwa and Ms NP Ndabeni</p> <ul style="list-style-type: none"> ● Assessment of institutional performance ● Develop strategies, monitor and evaluate the following:- <ul style="list-style-type: none"> ○ Social Development Programmes (including HIV/AIDS, Sports, Arts, Culture & Heritage) ○ Special programmes including gender, youth, disability etc. ○ Poverty eradication and indigent support ○ Disaster Management, Fire and Emergency services ○ Municipal and Environmental Health <p>Communication, IGR and Municipal support issues related to the sector</p>
	<p>PLANNING, ECONOMIC DEVELOPMENT AND RESEARCH SECTOR FORUM: Technical Champions: Ms NT Somana, Ms PAX Dunywa & Ms BN Mbatani</p> <ul style="list-style-type: none"> ● Assessment of institutional performance ● Develop strategies, monitor and evaluate the following:- <ul style="list-style-type: none"> ○ LED programme (Including Tourism, Agriculture, Commercial Development, Mariculture, Aquaculture and Forestry) ○ Spatial Development Framework and Land use Management Systems ○ Environmental Management Plan, Integrated Waste Management Plan and Coastal Management Plan ○ Integrated Transport Plan ○ Socio-economic Research and Development Plan <p>Communication, IGR and Municipal support issues related to the sector</p>

3. MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

3.1. Functions and Context

The MSA, 2000: Section 17(4) states that participation must take place through the established structures. It must also take place through mechanisms, processes and procedures that exist in terms of the MSA itself or that have been established by the Council. The MSA mentions the ward committees as a vehicle for participation. In addition to ward committees, the council may for instance, establish advisory committees consisting of persons who are not councillors. The mechanisms, processes and procedures mentioned in the MSA must include:

- Procedures to receive and deal with petitions and complaints of the public;
- Procedures to notify the community about important decisions (such as the IDP, service delivery choices etc) and allowing public comment when it is appropriate;
- Public hearings;
- Consultative meetings with recognized community organizations when appropriate, traditional authorities; and
- Report back to the community

These systems must as a minimum measure, be established in every municipality. The special needs of women, illiterate people, physically challenged people, and other disadvantaged groups must be taken into account. Four

major functions can be aligned with the public participation process namely; Needs orientation, Appropriateness of solutions, Community ownership and Empowerment.

3.2. Mechanisms for Participation

The following participation mechanisms are proposed:

IDP REPRESENTATIVE FORUM

The IDP Representative Forum is the main organizational mechanism in place for discussion, negotiation and decision-making between stakeholders with the municipal area. It is constituted of Councilors, Mayors and Municipal managers of all constituent municipalities, representative of organised role playing groups, NGO, Senior officials from Government departments and municipal heads of departments. Additional organizations should be encouraged to participate in the Forum throughout the process.

MEDIA

Amongst others the local press will be used to inform the community of the progress with respect to the IDP.

CIRCULATE NOTICE

Notices on the IDP Process (in English and isiXhosa) need to be placed at strategic Notice boards: public buildings (e.g. Schools, Clinics, Tribal/Magistrates Courts etc) and places of religion Notices can also be attached on the municipal customers monthly accounts.

INFORMATION SHEETS:

A summary sheet can also be prepared in English, Afrikaans, Sesotho and isiXhosa at the completion of the IDP process. These sheets will be distributed via the IDP Representative Forum.

ROADSHOWS:

A number of road shows need to be conducted in an effort to ensure that the public is actively involved throughout the process. Announcements of the roadshow programme would have to be made in local and community radio stations and also make use of local newspaper publications.

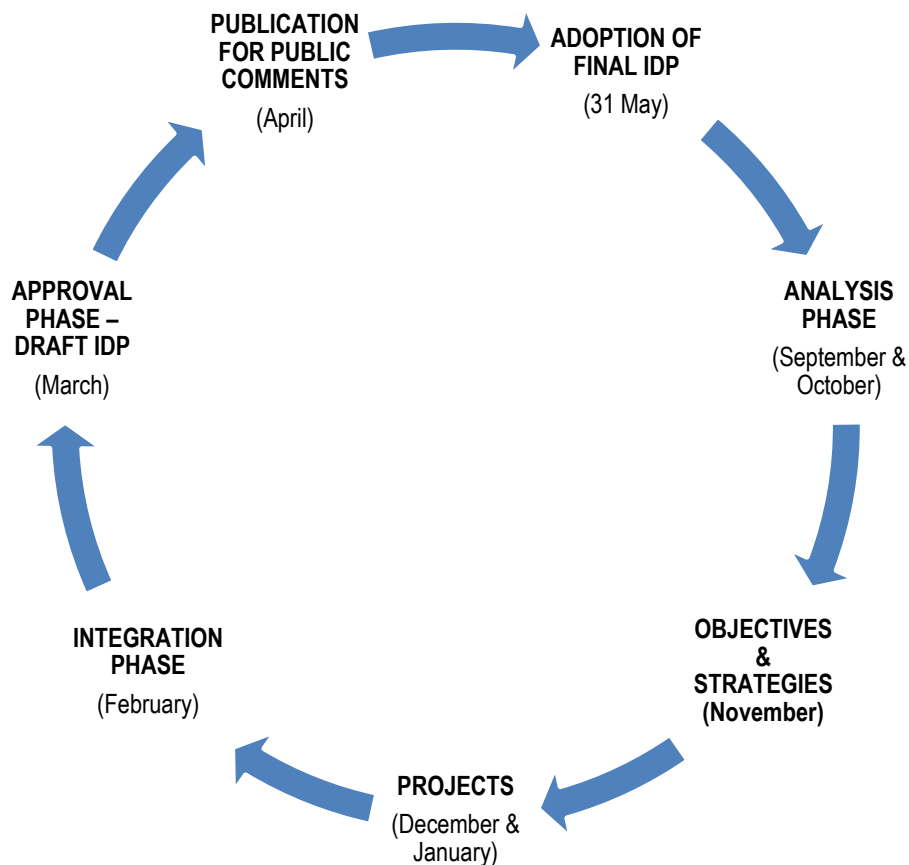
4. OVERVIEW OF PROCESS PROGRAMME AND TIME FRAMES

Each municipality should follow the prescribed IDP process:-

PHASES	DESCRIPTION
Phase 0: Preparatory	Drafting of District Framework and Municipal IDP Process Plans
Phase 1: Analysis	Collect information on existing conditions within the municipality – assess existing level of development in the municipality and the level of access to basic by communities.
Phase 2: Strategies	Municipalities must begin contemplating on the best strategies to tackle identified challenges.
Phase 3: Projects	During this phase municipality works on the designs and content/ specifications of projects identified during prior phases. Clear targets and indicators must be set to measure performance.
Phase 4: Integration	Once all projects have been identified, the municipality must confirm that the identified projects will achieve the desired impact in terms of addressing the identified challenges and are aligned with the objectives and strategies and comply with legislation.
Phase 5: Adoption phase	After the compilation of the IDP, the IDP document must be presented to the council for consideration and adoption. All local municipalities must adopt their IDPs by end of February 2011 to enable the District to adopt its IDP for 2011/12 in March 2011.

Overview of this IDP process time frame is illustrated in the cycle below. This cycle should be used as a guide through which the process can be better managed by municipalities. The form and content of the five year IDP document is however subject to the discretion of each municipality. A recommended IDP Table of Contents will be made available on request. This will be used as an example and does not discourage other ideas from the municipalities.

MUNICIPAL IDP CYCLE / PHASES



5. ROLES AND RESPONSIBILITIES FOR ALIGNMENT PURPOSES

5.1. O. R. Tambo District Municipality

The District Municipality is responsible for the following:

- Horizontal alignment of the IDPs of local municipalities in the O R Tambo District Municipality's area of jurisdiction;
- vertical alignment of planning on district and local level;
- facilitation of vertical alignment of IDPs with other spheres of government and sector departments;

- the preparation of joint strategy workshops with local municipalities, provincial and national role-players and other subject matter specialists;
- compilation of a District Process Plan, based on the Framework;
- managing, compilation and approval of the District IDP and monitoring and evaluating the District IDP Process Plan within the compilation process as described in Chapter 6;
- ensuring that the Process Plans of the local municipalities and development process adhere to the alignment issues as agreed in the Framework.

5.2. Local Municipalities

As the ultimate political decision-making body of each local municipality, each local municipality in the area of jurisdiction of O. R. Tambo District Municipality must:

- Prepare its designated Process Plan based on the Framework Plan and submit the draft Process Plan to the O. R. Tambo District Municipality for assessment in terms of alignment procedures and time frames as described in the Framework;
- amend the Draft Process Plan according to recommendations of the District Steering Committee and decide on and adopt the Process Plans;
- monitor, evaluate and report on its IDP Process in terms of the Monitoring Plan as described in Chapter 6 of the Municipal Systems Act, 2000; undertake the overall management, co-ordination and monitoring of the process and drafting of the local IDP and approve the municipal IDP within the agreed time frame;
- submit necessary documentation on each Phase of the IDP to the District Municipality according to the agreed time frames;
- approve nominated persons to be in charge of different roles, activities and responsibilities of the process and drafting of the IDP.

Within its role of managing and coordinating the IDP Process on local level, each municipality must ensure that:

- All relevant actors are appropriately involved;
- appropriate mechanisms and procedures for public consultation and participation are applied;
- the planning events are undertaken in accordance with the time schedule;
- the planning process is related to the real issues/priorities in the municipalities; and
- that sector planning requirements are adhered to.

Municipalities should adopt and approve their IDPs; and adjust the IDPs in accordance with the MEC for Local Government's proposal, if required. They should ensure that the annual business plans, budgets and land use management decisions are linked to and based on the IDP. The local municipalities should ensure that the District Municipality is well informed of the situation within local municipalities with regard to the IDP process. The District IDP Coordinators Forum should ensure that communication channels are open between local municipalities and the district municipality.

5.3. District IDP Coordinators Forum

The IDP Coordinators Forum will constitute of the IDP Managers, i.e. officials responsible for coordinating and managing the IDP Process. Should the IDP Manager not be able to attend the meeting, he/she must send a delegate duly authorized to act on his behalf.

The IDP Coordinators' Forum must:

- Convene on a monthly basis at a time and place as agreed upon at their first meeting;
- submit monthly progress reports according to a format as stipulated by the forum;
- ensure horizontal alignment between the District Municipality and between Local municipalities within the district;
- ensure vertical alignment (through Department Local Government as official point of entry) between municipalities in the O R Tambo District and Provincial Government as well as National Government where relevant;
- the District IDP Manager chairs all the meetings;
- Secretariat: To be decided at each first meeting

5.4. Roles of stakeholders

Regional stakeholders and representatives of traditional leaders will be actively involved in the District IDP Forum and involved in Local Municipality IDP Forums in all issues of that municipality.

The main purpose of these groups is to consult with and respond to various interests of the community and contribute knowledge and ideas in the planning process. Communities, local stakeholders and traditional leaders will contribute knowledge and ideas by participating in the designated Local Municipality IDP Representative Forum to:

- inform interest groups, communities and organizations on relevant planning activities and outcomes;
- analyze issues, determine priorities, negotiate and reach consensus;
- participate in the designing of project proposals and assess them;
- discuss and comment on the draft IDP;
- ensure that annual business plans and budgets are based on and linked to the IDP; and
- monitor performance and implementation of the IDP.

It is proposed that a public participation strategy be formulated as part of each Local Municipality's Process Plan.

5.5. Department Local Government and Traditional Affairs

The Department of Cooperative Governance and Traditional Affairs is responsible for:

- Ensuring horizontal alignment of the IDPs of all municipalities ensuring vertical/sector alignment between provincial sector departments/ provincial strategic plans and the IDP process at District and Local Municipality level by:
 - Guiding the provincial sector departments' participation and their required contribution to the municipal planning process; and

- Guiding them in assessing draft IDPs and aligning their sectoral plans/programmes and budget with the IDPs.
- Ensuring alignment between Provincial Departments and designated parastatals within provincial departments.
- Ensure efficient financial management of provincial IDP grants (if applicable);
- Monitoring the development of IDPs through the O R Tambo District Municipality and more specifically through the IDP Managers Forum;
- Facilitate the resolution of disputes related to IDP;
- Offer technical support in the drafting of IDP, sector plans and training where required;

5.6. Sector Departments

The role of Sector Departments in the IDP processes is to:

- Contribute knowledge and ideas about planning issues in the province and sectors;
- contribute relevant information on the provincial sector departments' plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner;
- ensure that their objectives, strategies, programmes and projects take the various IDPs into consideration and adjust their budgets as informed by the various IDPs;
- contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects;
- engage in a process of alignment with district municipalities; and participate in the provincial management system and co-ordination.
- Co-ordinate and manage the assessment of IDPs by MEC

6. ISSUES, MECHANISMS AND PROCEDURES FOR ALIGNMENT

6.1. *Between District and Local Municipalities*

Alignment is the instrument to synthesize and integrate the top-down and bottom-up planning process between different spheres of government. Alignment should be arrived at between Local and District municipalities and all parties involved in the alignment need to be informed. There are two types of alignment procedures that have to take place in the planning process i.e. vertical and horizontal alignment. Both procedures complement each other and the O.R. Tambo District Municipality will ensure that both procedures are applied. The horizontal alignment, which is between municipalities, district and sector departments ensure that planning processes and issues are co-coordinated and addressed jointly. The District has the responsibility to ensure that alignment between the local municipalities takes place. On the other hand the vertical alignment between local government (municipalities/district) and other spheres of government (provincial/ national sector Departments and also other stakeholders e.g. Eskom, Telkom) 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.

6.2. Strategy for Horizontal Alignment

- i. The main responsibility of horizontal alignment lies with the O. R. Tambo District, but the responsibility of aligning local issues on municipal level lies with the designated municipalities.
- ii. The IDP Coordinators Forum is responsible for alignment between the local municipalities. A standardized IDP document layout to be used across the District will be prepared and presented at the IDP Coordinators Forum. This will be done to ensure common information flow across the District.
- iii. Further alignment will take place within the District IDP Representative Forum meetings, which is a representative of the Local IDP Representative Forums. It will also be ensured that relevant representatives also attend municipal IDP Representative Forum meetings.
- iv. Municipalities, both District and Local, must align on a bilateral basis with adjacent municipalities (regardless of the district area), regional stakeholders, etc. for issues that affect them both. The responsibility for such bilateral alignment will depend on the magnitude of the specific issue (only affecting one municipality or various municipalities).

6.3. Strategy for Vertical Alignment

- i. The core component of vertical alignment will be through the Provincial Planning Forum that is established at Provincial Level and the District IDP Steering committee as well as IDP Representative Forum;
- ii. Alignment with Provincial Departments may also be achieved through bilateral between the three sphere of Government;
- iii. The District IDP Steering Committee, consisting of the O.R. Tambo DM's Heads of Departments will request submission of applications to constitute the District IDP Representative Forum through the local press. Stakeholders/ community groups will be requested to indicate their goals, objectives, activities, number of members and constitution;
- iv. In cases where regional stakeholders/ community groups have a direct interest in a specific municipality with regard to municipal wide issues, there should be direct interaction between these parties within the designated local IDP Representative Forum;
- v. The procedure for alignment between adjacent local municipalities, district municipalities, Municipalities, will be as follows:
 - a. The O. R. Tambo DM needs to ensure alignment between itself, adjacent district municipalities. This can be achieved by working closely with the Provincial IDP Co-ordinator.
 - b. The District Municipality should submit a draft document of a specific phase to these adjacent authorities. Adjacent authorities must indicate within 14 days if there is further alignment required regarding specific issues. The District Municipality will inform adjacent authorities within a specific phase if a specific issue has an influence on that authority. The core responsibility of bilateral alignment between a specific local municipality and a directly adjacent municipality or authorities still lies with that municipality and the municipality must inform that adjacent municipality where they are affected.

6.4. Issues of Focus for 2012/2013 IDP

The IDP processes for the 2012/2013 must consider the following:

1. DGDS commitments as they affect planning and implementation in a particular municipality
2. The District Programme of Action adopted during the District Lekgotla
3. MTAS alignment with IDP
4. Feedback from IDP Roadshows
5. Issues highlighted in the IDP engagements still to be held
6. Feedback of IDP assessments conducted by the provincial department for Local Government and Traditional Affairs (MEC's comments)
7. IDP Credibility Framework
8. MTSF Priorities as announced in July 2009, as well as the 12 outcomes through which government will be monitored
9. Other national policies such as the Millenium Development Goals, National Spatial Development Perspective etc
10. State of the Province address and provincial priorities

7. BINDING PLANS, PLANNING REQUIREMENTS AND LEGISLATION

The purpose of this section is to ensure that all relevant binding national and provincial legislation as well as policies, programmes, strategies and available funds are considered in the IDP processes. This is done to ensure that IDP is in line with sector requirements and can attract sector budgets.

PLANNING FRAMEWORK	IMPLICATIONS FOR IDP/ ALIGNMET ISSUES
National Spatial Development Perspective	Potential index for O.R Tambo indicates that the following spatial development categories are applicable <ul style="list-style-type: none"> • Agriculture (Spread throughout the District) • Tourism (mainly concentrated in the Wild Coast Areas) • Innovation and experimentation (untapped potential) • Public service and administration
Provincial Growth and Development Plan	<ul style="list-style-type: none"> • The Systematic eradication of poverty • Transformation of Agrarian Economy • Developing and diversifying our manufacturing and tourism sector • Building human resource capabilities • Infrastructure including eradication of backlogs and the development of enabling infrastructure for economic growth and development • Public Sector and institutional transformation
Medium Term Strategy Framework	<ul style="list-style-type: none"> • Consider MTSF priorities when developing strategies and priority programmes • 10 Priorities which government work must be centred around • 12 outcomes through which government performance will be monitored
Municipal Turn Around Strategy	<ul style="list-style-type: none"> • District and Local Municipalities to integrate the targets and municipal action plans identified in the MTAS to IDP targets and hence SDBIP
District Programme of Action	<ul style="list-style-type: none"> • District and Local Municipalities to integrate the targets set in the DPOA and align their implementation targets to those agreed upon
IDP Credibility Framework	<ul style="list-style-type: none"> • Consider inputs and recommendations made during the IDP engagement sessions
MECs comments	<ul style="list-style-type: none"> • Consider recommendations made by the MEC – through the IDP analysis process • All municipalities to attend to the issues highlighted in the IDP analysis reports
5 Year LG Strategic Agenda 2006- 2011	<ul style="list-style-type: none"> • Programme Identification, analysis, planning and prioritization according to the 5

	KPAs
District growth and development Summit agreements	<ul style="list-style-type: none"> Consider the commitments and targets agreed upon by stakeholders in the DGDS agreements, Incorporate these in prioritization and development of implementation plans

Each municipality's IDP & Budget formulation and implementation processes will be bound by the following set of legislations (the inventory in the table below is not exclusive of other applicable legislation).

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Constitution of the Republic of South Africa , 1996	To introduce the constitution and to provide for matters incidental thereto
Local Government :Municipal Systems Act ,2000	<ul style="list-style-type: none"> To give effect to "developmental local government " To set principles, mechanisms and processes to promote social and economic upliftment of communities and to ensure access to affordable services for all To set a framework for planning , performance management , resource mobilization and organizational change and community participation
Local Government :Municipal Structures Act ,1998 as amended	<ul style="list-style-type: none"> To provide for the establishment of municipalities in accordance with the requirements relating to the categories and types of municipalities , the division of functions and powers between municipalities and appropriate electoral systems. To regulate internal systems, structures and office-bearers .
Local Government : Municipal Demarcation Act, 1998	<ul style="list-style-type: none"> To provide for demarcation of boundaries of municipalities for the establishment of new municipalities.
Local Government :Cross-Boundary Municipalities Act 2000	<ul style="list-style-type: none"> To authorize the establishment of cross-boundary municipalities . To provide for the re-demarcation of the boundaries of such municipalities under certain circumstances and to provide for matters connected therewith
Consumer affairs (unfair Business Practices) Act , 1996	<ul style="list-style-type: none"> To provide for the investigations ,prohibition and control of unfair business practices in the interest of consumers .
Municipal Electoral Act,2000	<ul style="list-style-type: none"> To regulate municipal elections To amend certain laws and to provide for matters connected therewith.
Organized Local Government Act , 1997	<ul style="list-style-type: none"> To provide for the recognition of national and provincial organizations representing the different categories of municipalities and the designation of representatives to participate in the national council of provinces.
Promotion of :Local Government Affairs Act, 1983	<ul style="list-style-type: none"> To provide for the co-ordination of function of general interest to local authorities and of those functions of authorities which should in the national interest be co-ordinated.
Local Government Transitional Act, 1983	<ul style="list-style-type: none"> To provide for matters relating to municipalities in the interim phase, power and functions of municipalities and action of officials and councillors.
Occupational Health & Safety Act, 1993	<ul style="list-style-type: none"> To provide for occupational health and safety in the work place and the protection of persons outside the workplace against hazards to health and safety arising from activities of persons of the workplace.
Promotion of Access to Information Act, 2000	<ul style="list-style-type: none"> To control and regulate to right of all persons to access to information.
Promotion of Fair Administrative Justice Act, 2000	<ul style="list-style-type: none"> To give effect to section 9 read with item 23 (1) of schedule 6 to the Constitution of the Republic of South Africa, 1996, to prevent and prohibit unfair discrimination and harassment. To promote equality and eliminate unfair discrimination and to prevent and

	prohibit hate speech and to provide for matters connected therewith.
FINANCE	
Appropriation of Revenue Act, 2000	<ul style="list-style-type: none"> To provide for the fair division of revenue to be collected nationally between national, provincial and local government spheres.
Business Act 1991	<ul style="list-style-type: none"> To repeal certain laws regarding the licensing of businesses. To provide for the licensing of certain businesses, shop hours and related matters.
Debt Collection Act 1998	<ul style="list-style-type: none"> To provide for controlled debit collecting.
Income Tax Act, 1962	<ul style="list-style-type: none"> To provide for the payment of taxes on incomes of persons and taxes on donations.
Insolvency Act, 1936	<ul style="list-style-type: none"> To consolidate and amend the law relating to insolvent persons and the estates.
Local Authorities Capital Development Fund Ordinance, 1978 READ with Local Government Affairs Second Amendment Act 1993	<ul style="list-style-type: none"> To provide for the establishment and management of a Capital Development Fund and for matters incidental thereto.
Municipal Accountant's Act 1988	<ul style="list-style-type: none"> To provide for the establishment of a board for Municipal Accountants and for the registration of Municipal Accountants and the control of their profession.
Local Government: Municipal Finance Management Act , 2003	<ul style="list-style-type: none"> To regulate financial Management in the local sphere of government to require that all revenue expenditure, assets and liabilities of municipalities and municipal entities are managed efficiently and effectively. To determine responsibilities of persons entrusted with local sphere financial management and to determine certain conditions and to provide for matters connected therewith.
Public Finance Management Act, 1999	<ul style="list-style-type: none"> To regulate financial management in the national and provincial government and, inter alia, provincial public entities.
Local Government: Municipal Property Rates Act 2004	<ul style="list-style-type: none"> To regulate the power of a Municipality to impose rates on property. To make provision for fair and equitable valuation methods on properties.
Pension Benefits for Councillors of Local Authorities Act, 1987	<ul style="list-style-type: none"> To provide pension benefits for Councillors.
Reporting by Public Entities Act 1992	<ul style="list-style-type: none"> To provide for the reporting to Parliament by public entity.
Prescribed Rates of Interest Act, 1975	<ul style="list-style-type: none"> To prescribe and regulate to levying of interest from debits.
Value-Added Tax Act 1991	<ul style="list-style-type: none"> To provide for the taxation in respect of the supply of goods and services.
ADMINISTRATION/CORPORATE AND LEGAL SERVICES	
Electoral Act, 1998	<ul style="list-style-type: none"> To manage and regulate elections on national, provincial, and local government level.
Expropriation Act 1975	<ul style="list-style-type: none"> To provide for the expropriation of land and other property for public and certain other purposes and matters connected thereto.
Rental Housing Act, 1999	<ul style="list-style-type: none"> To define the regulation of the Government in respect of rental housing
Residential Landlord and Tenant Act , 1997	<ul style="list-style-type: none"> To provide for the regulation of landlord –tenant relations in order to promote stability in the residential rental sector in the province.
TOWN PLANNING AND SPATIAL DEVELOPMENT	
Development Facilitation Act ,1995	<ul style="list-style-type: none"> To provide for IDP, reflecting current planning and to institutionalise development tribunals for evaluations applications.
Land Use Management Bill, 2002	<ul style="list-style-type: none"> To establish a uniform land use management system.
Physical Planning Act 1991	<ul style="list-style-type: none"> To provide guidelines for the drafting of urban development plans
Planning Professions Act 1998	<ul style="list-style-type: none"> To provide for the training and registration of professional planners.
ENVIRONMENT	

Environmental Conservation Act 1989	<ul style="list-style-type: none"> To provide for environmental impact assessments and exemptions, noise control area etc. To provide for the effective protection and controlled utilisation of the environment and for matters incidental therewith.
National Environmental Management Act 1989	<ul style="list-style-type: none"> To provide for co-operative environmental governance by establishing principals to decision making on matters affecting the environment and to provide for matters connected therewith.
ENGINEERING/TECHNICAL SERVICES	
National Water Act 1998	<ul style="list-style-type: none"> To provide for fundamental reform of the laws relating to water resources.
Water Services Act 1997	<ul style="list-style-type: none"> To provide for the rights of access to basic water supply and sanitation, national standards and norms for tariffs and services development plans.
Regulations on Advertisement on or Visible from National Roads 1998	<ul style="list-style-type: none"> To control all advertising on national and regional roads.
SAFETY AND SECURITY	
South African Police Services Act, 1995	<ul style="list-style-type: none"> To provide, inter alia, for a municipal police.
Criminal Procedure Act 1997	<ul style="list-style-type: none"> To consolidate and regulate procedure and evidence in criminal proceedings.
Road Traffic Management Corporation Act 1999	<ul style="list-style-type: none"> To provide in the public interest for co-operative and co-ordinated strategic planning, regulations, facilitation and law enforcement in respect of road traffic matters and to provide for matters connected therewith.
Prevention of Illegal Eviction from and Unlawful Occupation of Land Act 1998	<ul style="list-style-type: none"> To provide for the eviction of unlawful occupants of land the protection of the rights of such occupants under certain conditions.
National Road Traffic Act 1996	<ul style="list-style-type: none"> To regulate traffic on public roads, the registration and licensing of motor vehicles and drivers, including fitness requirements and incidental matters.
National Land Transport Interim Arrangement Act 1998	<ul style="list-style-type: none"> To make arrangements relevant to transport planning and public road transport services.
Disaster Management Act,2002	<ul style="list-style-type: none"> To provide for an integrated, co-ordinated and common approach to disaster management by all spheres of government and related matters.
Fire Brigade Service Act ,1987	<ul style="list-style-type: none"> To provide for rendering fire brigade services and certain conditions to the rendering of the service.
HEALTH AND WELFARE	
Hazards Substance Act ,1973	<ul style="list-style-type: none"> To control matters relating to gas, petrol and liquids.
Health Act,1977	<ul style="list-style-type: none"> To provide for the promotion of health of the inhabitants of the Republic of South Africa for the rendering of health service To define the duties, powers and responsibilities of certain authorities which render such services and for the co-ordination of the services.
National Policy for Health Act ,1990	<ul style="list-style-type: none"> To provide for control measures to promote the health of the inhabitants of the Republic of South Africa and for matters connected thereto.
HUMAN RESOURCES	
Employment Equity Act ,1998	<ul style="list-style-type: none"> To promote the constitutional right of equality and the exercise of true democracy, To eliminate unfair discrimination in employment To redress the effect of unfair discrimination in the work place to achieve a workforce representative of the population.
Basic Conditions of Employment Act 1997	<ul style="list-style-type: none"> To give effect to the right of fair labour practices. To provide for the regulation of basic conditions of employment.
Labour Relations Act 1995	<ul style="list-style-type: none"> To give the organizational rights to trade unions, the right to strike and lock outs. To promote and facilitate collective bargaining and employee participation in

	<p>decision making.</p> <ul style="list-style-type: none"> To provide simple procedures for labour disputes.
Skills Development Act 1998	<ul style="list-style-type: none"> To provide for the implementation of strategies to develop and improve the skills of South African workforce. To provide for learners. To regulate the employment services and the financing of skills development.
Compensation of Occupational Injuries and Diseases Act 1993.	<ul style="list-style-type: none"> To regulate the categories of persons entitled to compensation for occupational injuries and diseases, and to determine the degree of disabled employees.
Skills Development Levies Act 1999	<ul style="list-style-type: none"> To provide for the imposition of a skills development levy and for matters connect therewith.
South African Qualification Authority Act 1995	<ul style="list-style-type: none"> To provide for the establishment of a National Qualifications Framework and the registration of National Standards Bodies and Standards Generating Bodies and the financing thereof.
Unemployment Insurance Act 1966	<ul style="list-style-type: none"> To provide for the payment of benefits to certain persons and the dependants of certain diseased persons and to provide for the combating of unemployment.
ELECTRICITY	
Electricity Act 1987	<ul style="list-style-type: none"> To provide for and regulate the supply of electricity and matters connected thereto.

8. PROCEDURES FOR MONITORING THE PLANNING PROCESS & AMENDMENTS

Each municipality must be aware that:-

- It is responsible for monitoring its own process plan ensure that the framework plan is followed as agreed.
- Detailed mechanisms that will be used to monitor each municipality's Process Plan need to be stipulated in the designated Process Plan.
- Monitoring mechanisms may include quarterly progress reports to be submitted to the designated council structures.
- The IDP Coordinators Forum must ensure that all municipalities follow their process plans.

In the event of any deviations from the Framework Plan that needs to be considered, the following procedure is proposed:

- Each local municipality must inform the District Municipality, within a reasonable time, on deviations of the Action Plan that affect district wide activities.
- The District IDP Coordinators Forum (IDP Managers acts on behalf of its designated council and steering committee and should consult them on issues of deviations where required) that meets on a monthly basis is responsible to jointly assess progress and make recommendations on amendments to the District IDP Steering Committee.
- The District IDP Coordinators Forum must inform the District Steering Committee of its recommendations and the Steering Committee has the mandate to decide when and how amendment takes place and can therefore postpone an activity or continue with the agreed programme. The District IDP Steering Committee must inform municipalities within 7 days of its decision.

9. CONCLUSION

The Framework Plan is compiled through extensive public participation by all municipalities within the O.R. Tambo District as well as line departments. Representatives from all municipalities agreed upon issues mentioned in this Framework Plan and each municipality will develop its process plan according to the Framework Plan and submit its Process Plan for consideration by the relevant council.

ANNEXURE A: IDP, PMS & BUDGET SCHEDULE OF ACTIVITIES

PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
JULY 2011 (PREPARATION PHASE)			
IDP	<ul style="list-style-type: none"> Development of IDP Framework and Process Plan 	25 July –12 August 2011	COO's Office: IDP
BUDGET	<ul style="list-style-type: none"> Development of a budget time schedule Senior officials of DM and Ntinga begin planning for the next three-year budget 	25 July –12 August 2011 By end July 2011	BTO All HODs and Ntinga
PMS	<ul style="list-style-type: none"> Compilation of 2010/11 4th Quarter Report Draft Annual Performance Agreements 	29 July – 19 August 2011 By end January 2011	COO's Office: CPM All senior managers
AUGUST 2011 (PREPARATION PHASE)			
IDP	<ul style="list-style-type: none"> Development of IDP Framework & Process Plan. Establish and Launch IDP Representative Forum (outline terms of reference and explain process) Executive Mayor tables IDP and Budget Process Plan in Council 	25 July –12 August 2011 29 August 2011 26 August 2011	COO's Office: IDP Executive Mayor Executive Mayor
BUDGET	<ul style="list-style-type: none"> Preparation of Annual Financial Statements Executive Mayor tables budget time schedule 	August 2011	BTO
PMS	<ul style="list-style-type: none"> Finalise 2010/11 4TH quarter report and post on the website. Finalise 2011/12 performance agreements. (Workshop on CCR component) Draft Annual Report 2010/11 	15 August 2011 18 – 19 August 2011 31 August 2011	COO's Office: CPM
SEPTEMBER 2011(ANALYSIS PHASE)			
IDP	<ul style="list-style-type: none"> Advertise IDP & Budget Framework and Process Plan Service delivery coordination izimbizo and IGR Roadshows Data Collection (ward based planning – LMs) Data Analysis and Interpretation Evaluate outstanding sector plan requirements and additional analysis where necessary. 	5 September 2011 6 - 15 September 2011 September – October 2011 September – October 2011 September – October 2011	COO's Office: IDP OEM LMs COO's Office: IDP All departments
BUDGET	<ul style="list-style-type: none"> Consultation of the Local municipalities Circulate budget schedules to all departments. Establish departmental budget committees. 	September 2011 12 – 16 September 2011 12 – 16 September 2011	Standing Committee BTO All HODs
PMS	<ul style="list-style-type: none"> Final Performance reviews for s57 managers for 2010/11 First Quarter Report to Council 	19 – 30 September 2011 End September 2011	MM with s57 Managers and OEM
OCTOBER 2011(ANALYSIS – STRATEGIES PHASE)			
IDP	<ul style="list-style-type: none"> Inputs by various departments and structures. Data Analysis continues. IDP Steering Committee sits to discuss issues identified during Analysis Phase Dissemination of MEC to all departments 	2 nd Week of October 13 October 2011 10 -14 October 2011 Before 15 October 211	All departments COO's Office: IDP MM and HODs COO's Office: IDP

PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
	<ul style="list-style-type: none"> IDP Rep Forum (Analysis with LMs , sector departments and parastatals) Strategic planning session (Analysis, Priorities, Objectives & Projects) 	3 October 2011 16 – 19 October 2011	Executive Mayor COOs Office to arrange
BUDGET	<ul style="list-style-type: none"> Tariff review by departments Determination of budget limits for Ntinga for 2012/13 – 2014/15 Finalisation of service delivery agreement between DM and Ntinga Signing of service delivery agreement by the DM & Ntinga 	3 – 14 October 2011 October 2011 17 October 2011 By end October	All departments Standing Committee & MAYCO Accounting Officers Accounting Officer
PMS	<ul style="list-style-type: none"> Draft Annual Report to Council structures 	October 2011	
NOVEMBER 2011 (OBJECTIVES & STRATEGIES PHASE)			
IDP	<ul style="list-style-type: none"> Finalisation of Strategic Planning Report and dissemination to LMs and other relevant stakeholders. Drafting of IDP document 	1 – 15 November 2011 November 2011	All HODs & political leadership
BUDGET	<ul style="list-style-type: none"> Departmental budget inputs for 2012/5 Commence community and stakeholder consultation on the proposed tariffs 	7 - 18 November 2011 By 30 November 2011	All departments BTO & Infrastructure Cluster
PMS	<ul style="list-style-type: none"> Draft Annual Report submitted to AG 	November 2011	COO's Office: CPM
DECEMBER 2011 (STRATEGIES – PROJECT PHASE)			
IDP	<ul style="list-style-type: none"> Report on objectives, strategies and draft projects for each LM. IDP Steering Committee (strategies) 	1 – 15 December 2011 20 December 2011	All departments MM
BUDGET	<ul style="list-style-type: none"> Departmental budget inputs for 2012/5. 	By 15 December 2011	All departments
PMS	<ul style="list-style-type: none"> Oversight training for all councillors in preparation for the 2010/11 Annual Report. Finalise the draft 2010/11 annual report incorporating financial and non financial on performance, audit reports and annual financial statements. Present Draft Annual report to Management. Compilation of midterm report 	December 2011 By December 2011 19 December 2011 31 December 2011	Speaker's Office COO's Office: CPM COO's Office: CPM All departments
JANUARY 2012 (PROJECT – INTEGRATION PHASE)			
IDP	<ul style="list-style-type: none"> Submission of capital budget with cashflows IDP Rep Forum to align projects and programmes of LMs, sector departments and parastatals. 	3 – 13 January 2012 26 January 2012	All departments/portfolios MM & HODs Executive Mayor
BUDGET	<ul style="list-style-type: none"> Preparation of mid year performance assessment . Assess the performance of the DM as a whole & submit section 72 report on the assessment to the Mayor, Provincial Treasury and National Treasury and recommend whether an adjustment budget is necessary. Submit section 72 report to council in terms of section 54 (1) (f). Submit section 52(d) report to council. 	By 18 January 2011 25 January 2012 31 January 2012 31 January 2012	BTO and HODs Accounting Officer Executive Mayor Executive Mayor

PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
	<ul style="list-style-type: none"> Ntinga to submit their 2012/3 budget to the DM (section 87) with projected cashflows Final departmental/cluster's budget submission with the projected cashflows and all supporting documents 	31 Jan 2012 31 January 2012	Accounting Officer All HODs and SDs
PMS	<ul style="list-style-type: none"> Executive Mayor tables Annual Report (2010/11) to Council. Mid Term assessment report for 2011/12 to Council 	31 January 2012 31 January 2012	Executive Mayor All departments
FEBRUARY 2012 (INTEGRATION PHASE)			
IDP	<ul style="list-style-type: none"> Submission of Sector Plans IDP Steering Committee – draft IDP Session with LMs and Sector departments – draft IDP. 	15 February 2012 21 February 2012 29 February 2012	All departments COO's Office: IDP
BUDGET	<ul style="list-style-type: none"> Consolidation of the 2012/3-2014/15 detailed operational and capital budgets and budget schedules incorporating national and provincial allocations. Finalise budget policies and tariff policy. .Consider the proposed's Ntinga's budget and assess whether it is in line with priorities and objectives and consider making recommendations if necessary (section 87) Ntinga submit a revised budget in line with the DM's recommendations (section 87) The Executive Mayor presents the adjustment budget to council for approval 	1 - 29 February 2012 29 February 2012 By 10 February 2012 By 22 February 2012 29 February 2012	BTO BTO Standing Committee & MAYCO Accounting Officer Council
PMS	<ul style="list-style-type: none"> Publicise the 2010/11 Annual report and invite comments from communities. Submit report to AG, Provincial Treasury and DLGTA. Mid year performance reviews (top management) Departmental submissions on the draft SDBIP for 2012/13 Oversight roadshows on the 2010/11 Annual Report 	6 Feb – 17 Feb 2012 6 – 10 February 2012 6 – 17 February 2012 20 – 24 February 2012 24 Feb – 15 March 2012	COOs Office COO's Office MM All departments Speaker's Office
MARCH 2012 (APPROVAL PHASE)			
IDP	<ul style="list-style-type: none"> Draft IDP& Budget go to all Council Structures. IDP Rep Forum – presentation of Draft IDP & Budget. Draft IDP& Budget tabled by Council 	1 – 9 March 2012 15 March 2012 29 March 2012	COO's Office: IDP Executive Mayor Council
BUDGET	<ul style="list-style-type: none"> Incorporate changes in prices for bulk resources and finalise tariff proposals for all charges. Standing Committee considers the draft budget for 2012/13 – 2014/15 Mayoral Committee considers the draft budget for 2012/13 – 2014/15 The Executive Mayor table in Council the annual budget for 2012/13 – 2014/15 and all supporting documents. 	1 – 9 March 2012 15 March 2012 22 March 2012 29 March 2012	BTO Standing Committee Executive Mayor

PROCESS	ACTIVITY	TIME FRAME	RESPONSIBILITY
PMS	• Approval of 2010/11 Oversight report on the Annual Report	29 March 2012	Council
	• Adopt the 2010/11 Annual report with the comments of the Oversight Committee.	29 March 2012	Council
	• Compilation of Third Term Report and Submission to Council	By 29 March 2012	All departments
APRIL 2012 (APPROVAL PHASE)			
IDP	• Publicise/ advertise the IDP& Budget Roadshow schedule.	2 April 2012	OEM/ Communications
	• IDP & Budget Roadshows	10 – 20 April 2012	OEM & Speaker's Office
	• Draft IDP advertised for comments	10 – 30 April 2012	COO's Office: IDP
BUDGET	• Publicise the 2012/15 tabled budget for communities to submit representations.	April 2012	BTO
	• Submit to Provincial and National Treasury and other affected organs of state.	April 2012	BTO
	• Consultations on the tabled budget	April 2012	Mayoral's Office/ Speaker's Office
PMS	• Submit Annual report to AG, Provincial Treasury, Legislature and DLGTA.	5 April 2012	COO's Office: CPM
	• Compilation of Third Quarter Performance Reports	10 – 20 April 2012	All departments
	• Drafting of new scorecards by s57 managers	23 – 30 April 2012	All departments
MAY 2012 (APPROVAL PHASE – FINAL IDP & BUDGET)			
IDP	• Incorporation of community inputs into the IDP.	7 – 11 May 2012	COO's Office: IDP
	• Executive Mayor tables 2012/13 IDP and Budget to Council for final adoption.	29 May 2012	Council
BUDGET	• Respond to submissions received and if necessary revise the budget for further consideration by relevant committees	7 – 11 May 2012	BTO
	• The Executive Mayor table in Council the annual budget for 2012/13 – 2014/15 and all supporting documents for approval	By 31 May 2012	Council
PMS	• Drafting of Performance Agreements	7 – 25 May 2012	All HODs
JUNE 2012 (POST APPROVAL PHASE)			
IDP	• Summary of the IDP.	15 June 2012	IDP Unit
	• Public notice on adoption of IDP & Budget.	4 – 8 June 2012	
BUDGET	• Submit approved Budget to National and Provincial Treasuries as well as COGTA.	4 – 8 June 2012	Accounting Officer
PMS	• Draft SDBIP & Performance Agreements to the Mayor 14 days after adoption of IDP & Budget	4 – 12 June 2012	All HODs
	• Executive Mayor approves Institutional SDBIP within 28 days of Budget approval	27 June 2012	Executive Mayor
	• Submit IDP to MEC for Local Government		
	• Letter to MEC in terms of Systems Act and regulations on Final SDBIP	29 June	COO's office:CPM

ANNEXURE B: SCHEDULE OF 2012/13 DATES FOR IDP AND BUDGET MEETINGS

IDP REPRESENTATIVE FORUM

NAME OF MUNICIPALITY	MEETING 1	MEETING 2	MEETING 3	MEETING 4	MEETING 5
	(Launch of Rep Forum for the new cycle)	(Reflection on the last term and mapping way forward)	(Presentation of Situational Analysis)	(Project Proposals/Prioritisation)	(Draft IDP and Budget)
			MEETING 2 FOR LMs	MEETING 3 FOR LMs	MEETING 4 FOR LMs
O.R. TAMBO DM	29 August 2011	3 October 2011	26 January 2012	10 February 2012	20 March 2012
PSJ	14 September 2011		22 November 2011	18 January 2012	LM to decide
NYANDENI	21 September 2011		23 November 2011	24 January 2012	LM to decide
INGQUZA HILL	27 September 2011		30 November 2011	9 February 2012	LM to decide
MHLONTLO	20 September 2011		2 December 2011	15 February 2012	LM to decide
KSD	15 September 2011		6 December 2011	16 February 2012	LM to decide

SECTOR FORUMS	TRADITIONAL LEADERS	DISTRICT MAYORS FORUM	MUNICIPAL MANAGERS' FORUM
22 -29 September 2011	13 October 2011	23 September 2011	August 2011
01 – 09 December 2011	8 December 2011	24 November 2011	17 November 2011
19 – 26 January 2012	9 March 2012	24 February 2012	16 February 2012
9 March 2012 (Joint)	June 2012	10 May 2012	3 May 2012

IDP & BUDGET STEERING COMMITTEE	IDP COORDINATORS FORUM
11 August 2011	28 July 2011 – ORT
13 October 2011	25 August 2011 – Port St Johns
17 January 2012	22 September 2011, Ingquza Hill
21 February 2012	20 October 2011, KSD
May 2012	16 November 2011, Mhlontlo
	19 January 2012 – Nyandeni