

MOPANI DISTRICT MUNICIPALITY



MOPANI DISTRICT MUNICIPALITY INTERGOVERNMENTAL PROTOCOL FRAMEWORK

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PREAMBLE

WHEREAS local government is constituted in the District as the District Municipality and Local Municipalities;

AND WHEREAS the District Municipality shares municipal executive and legislative authority with the Local Municipalities in the District;

AND WHEREAS the District Municipality and the Local Municipalities must provide effective, transparent, accountable and coherent government in the District;

AND WHEREAS the District Municipality and Local Municipalities must ensure the well-being of all the people in the District, many of whom are subject to poverty, unemployment, underdevelopment and marginalization;

AND WHEREAS these challenges must be addressed through cooperative government and by the coordination of laws, policies and programmes of the District Municipality and the Local Municipalities;

AND WHEREAS the intergovernmental Relations Framework Act, 2005, envisages the establishment of a District Intergovernmental Forum for every district, giving effect to the goals and principles of intergovernmental relations and cooperative government as contained in Chapter 3 of the Constitution;

It is therefore resolved by the Councils of the District Municipality and the Local Municipalities, represented by their Mayors, as follows:-

CHAPTER 1

INTRODUCTORY PROVISIONS

Definitions

1. In this Protocol, unless the context otherwise indicates -

“Municipal Managers Forum” means the District Technical Coordinating Committee established in terms of chapter 4 of this Protocol Framework;

“District” means the area of jurisdiction of the Mopani District Municipality (MDM);

“Executive Mayor” means the mayor of Mopani District Municipality;

“District Municipality” means the Mopani District Municipality;

“Forum” means the Mopani District Municipality District Intergovernmental Forum established in terms of chapter 3 of this Protocol Framework;

“Local Municipality” means a local municipality falling in the area of the Mopani District Municipality;

“Premier’s Intergovernmental Forum” means the Forum established by the Premier of Limpopo Province in accordance with chapter 3 of the Premier’s Intergovernmental Forum Protocol Framework.

Application of Protocol

2. This protocol framework applies to –

- (a) the Mopani District Municipality, and
- (b) local Municipalities in the District,

and is administered by the Executive Mayor.

CHAPTER 2

HISTORICAL PRACTICES

3. Historical Context

To get into grips and appreciate the concept of decentralized system of government in South Africa it is mandatory that one is familiar with the legislation imperatives and in particular the agglutinating elements embodied in the constitution. In terms of the constitution the three spheres of government: national, provincial and local are:

- a. Distinctive: Each sphere has autonomy in as far as legislative and executive competencies are concern.
- b. Interdependent: The degree to which one sphere's autonomy depends upon another for meeting its function.
- c. Interrelated: Each sphere exercises its autonomy to the common good of other spheres.

Besides this one fundamental principle that underlies and cements the relations between the spheres is cooperative government. This entails that:

- i) Each sphere must respect the Constitutional Status, institutions, powers and functions of government in the other sphere;
- ii) Each sphere must exercise its powers and perform its functions in a manner that does not encroach on the geographical, functional integrity of government in another sphere; and
- iii) Each sphere must co-operate with one another in mutual trust and good faith by:
 - assisting and support one another.
 - Consult one another upon matters of common interest.
 - Adhere to agreed on procedures
 - Coordinating their actions and legislation with one another.

For the purpose of this exercise the latter bears some relevance.

4. Purpose

The main purpose for this exercise is to provide for the introduction and strengthening of a district wide planning, budgeting cycle, consultation and coordination framework. Effectively district wide planning and budgeting cycle framework will ensure the following:

- a. The key policy decisions taken by the district directly inform planning and budgeting of all municipalities.
- b. Improve planning by identifying medium term priorities
- c. links key elements of the district's annual calendar such as the Executive Mayor's State of the District Address, budget cycle and municipal expenditures.

In essence this process seeks to design an effective system for medium and long term planning and budgeting within the district to present appointed and elected officials with a shared set of language to address challenges and to build on existing best practices with the sole purpose to improve government capacity to implement policy objectives and priorities.

5. Conceptual Issues

The intergovernmental relations (IGR) Act defines intergovernmental relations as relationships that arise between different governments or between organs of state from different government in the conduct of their affairs. The need for effective intergovernmental relations is accentuated where the distribution of legislative and executive competency does not coincide.

It goes without saying that the concept of IGR should not be reduced simple into communication among the spheres of government. Rather IGR encompass administrative, institutional policy and legislative as well as financial processes and mechanisms, which are intrinsic to effective decentralization and the realization of cooperative governance. IGR may be two-dimensional vertical and horizontal or both and may be affected by many variables and typologies and may occur through many channels.

6. Statutory Provision: IGR: A Niche for District Municipalities

South Africa has two tiers of local government, district and local municipalities. Since the introduction of the concept of district or regional service council in 1984 traditionally the district played four distinct roles.

- Direct provision of services to rural communities (focused on roads and health);
- Redistribute function (RSC levies and redirecting these funds for infrastructure);
- Bulk or district level function (bulk water supply); and
- Technical support to local municipalities (shared IT etc).

These roles were influenced to a large degree by geographical location of the district. However since 2000 three new roles emerged for district municipalities, such as:

- to build municipal capacity;
- to take on local municipal functions; and
- to do district wide planning.

These have evolved over the years. This can be attributed to the executive decision on powers and functions. Contrary to the spirit and letter of the Structures Act the district municipalities do not have uniform functions. This variation is compounded by the adjustment, which can only be triggered by the MEC for local government.

7. Problem Statement

During its January 2002 Lekgotla sitting Cabinet resolved among other things to introduce integrated governance for seamless provision of services across the three spheres of government.

The basic tenet underpinning government's approach to integration is that the work of government impacts on the totality of lives of citizens in an integrated way. Regardless of how government operates, the impact of its work is understood as being that of the one entity which government is.

The starting point in respect of building integrated governance is that systems and structures created should serve the purpose of ensuring effective and cost – efficient services to improve society's quality of life. It is, for example, not much use to anyone if upon completion of the construction of a health clinic or school, the necessary water, electricity or road access remains incomplete. The basic intention is to ensure that the narrow bureaucratic momentum of individual municipalities and departments does not unnecessarily reduce the democratic government's overall capacity for speedy and effective delivery.

It is in the light of this context painted above that the introduction of a Planning and Budgeting Cycle Framework for the MDM is designed to integrate and synchronize strategic policy processes with the budget cycle. The Proposed Planning and Budgeting Cycle Framework will have Medium Term Strategic Framework (MTSF) and Medium Term Expenditure Framework (MTEF).

The Medium Term Strategic Framework (MTSF) is a limited but focused set of medium – term strategic priorities that are shared by all municipalities within the MDM and inform planning, budgeting and implementation. It links policy priorities, planning and budgeting for the district as a whole. The MTSF is the key output of a broader Planning Framework, which comprises a sequencing exercise (Planning Cycle) that will enhance strategic medium – term prioritization and ensure that the policy decisions taken by Mayors' Forum inform exercises throughout the district.

The overall purpose of the Planning Framework is to align district planning cycles and procedures and to ensure that policy and planning inform budgetary processes. The district sets its key policy priorities based on the mandate it receives from the electorate. These get translated into policies and programs, which are implemented by the various municipalities and spending agencies. Municipalities need to develop their programs based on the policy priorities of Mayors' Forum (MF). This must be synthesized to the Integrated Developmental Plans developed in March.

The short, medium and long – term priorities are drafted by local municipalities refined by clusters and Municipal Managers Forum (MMF) and Budget Lekgotla in April.

The medium term is defined as three years and the Planning Cycle commences every year in August when municipalities develop their cluster relevant priorities and submit them to the Municipal Managers Forum.

The Planning Cycle is an annual event. After the initial three-year (medium term) set of priorities are determined municipalities continue to plan for year three whilst continuing to evaluate the existing year of implementation within the context of the medium term.

This allows all municipalities to remain focused on a set of medium term priorities that are informed by the Mayors' Forum and based on the election mandate of government.

While significant improvements have been made to date in multi –year budgeting at the level of national and provincial governments as a sequel to Cabinet Resolution nevertheless the MDM district council is under no illusion to believe that the same is true for local government. Improved engagement between the district, local municipalities, national and provincial governments, the business sector and civil society if joined up government was to be put into practice is central for the success of integrated governance in general and the medium term strategic framework specifically.

8. Point of Departure

Aspects promoting integrated governance are the planning framework of government the existence and functionality of the Municipal Manager and Mayors' Fora, Budget Lekgotla, Sector Teams and Clusters.

Every municipality is expected to develop its own planning cycle within the overall planning framework of the district. The framework links the electorate and budgetary cycles and ensures that policy decisions taken by the district Budget Lekgotla inform planning throughout the district. The planning framework includes a sequence of activities that will culminate each year with a Medium Term Strategic Framework (MTSF).

This will ensure that the two wheels of the carriage – strategic priorities and budgeting (finance) – are up to equal speed and are properly sequenced for the district as a whole.

The bedrock for the success of the integrated governance is depended on having appropriate intergovernmental mechanisms and structures to manage implementation issues. The provisions for the IGR have over the years and until recently been left to be developed by practice and conversion. Sections 22 and 27 of the IGR Act make provisions for the establishment of the district IGR and for other IGR related structures. In the case of the Mopani District Municipality (MDM) these include clusters. In order to give effect to the objectives of integrated governance, the programmes of the district and local municipalities are grouped into MF, MMF, Clusters and Sector Teams. These clusters are:

- i) Social Sector
- ii) Economic Sector
- iii) Governance and Administration Cluster

These committees which essentially resemble to some degree that of national structures will reduce the fragmentation of governance and will ensure that each hand knows what the other is doing. Oversight of the clusters is provided by the Municipal Managers' Forum.

It should be emphasized that the cluster approach complements the existing structures such as the IDP forum and all other similar structures. As alluded to above cluster approach will among others promote strategic synergies.

These clusters are in turn supported by the Sector Teams (ST). The ST ensures that the deployment of resources keeps step with the agendas being set by the District Mayors' Forum. The deliberations of the District clusters are thus kept well informed and able to take coordinated administrative action while the deliberations of MM Forum are kept accountable to Mayor Forum through the District Executive Mayor.

CHAPTER 3

3.1 DISTRICT INTERGOVERNMENTAL FORUM

Establishment of the Mopani District Municipality Mayors Forum (Intergovernmental Forum) and Structures

- 9.**(1) A forum to be known as the MDM Intergovernmental Forum is hereby established.
- (2) The Forum is a consultative forum for the District Municipality and the Local Municipalities.

Composition of Forum

- 10.** (1) The Forum consists of –
- (a) the Executive Mayor of the MDM;
 - (b) Mayoral Committee Members;
 - (c) Traditional Leaders sitting at District Council; and
 - (d) the Mayors of local municipalities in the District.
- (2) The District Mayor is the chairperson of the Forum.

Object of Forum

- 11.** The object of the Forum is to –
- (a) promote and facilitate intergovernmental relations and cooperative government between the District Municipality and the Local Municipalities;
 - (b) seek unity of purpose and coordination of effort around the District's development priorities; and
 - (c) ensure effective and efficient service delivery unhampered by jurisdictional boundaries.

Functions of Forum

- 12.** (1) The functions of the Forum is to discuss and consult each other on matters of mutual interest, including –
- (a) draft national and provincial policy and legislation relating to matters affecting local government interests in the District;
 - (b) implementation of national and provincial policy and legislation with respect to matters affecting local government in the District;
 - (c) matters arising in the Premier's intergovernmental Forum;
 - (d) mutual support in terms of section 88 of the Municipal Structures Act, 1998 (Act 117 of 1998);
 - (e) service delivery in the District; and
 - (f) coherent planning and development in the District.

- (2) The Forum must confer the necessary authority on the MMF/Committee to undertake technical tasks on behalf of the Mayors Forum.

Referral of matters

13. The Forum may refer a matter arising in the Forum to –
 - (a) the Premier's intergovernmental Forum; or
 - (b) any formal provincial intergovernmental forum that the Premier may establish for a specific functional area.

Meetings of Forum

14. (1) The District Mayor must convene and preside at the meetings of the Forum.
 - (2) The Forum must meet at least six times per calendar year at such times and places as the District Mayor may determine.
 - (3) Every member of the Forum must be notified of each meeting in writing, at least 7 days prior to such meeting, and such notification must contain an agenda for the proposed meeting.
 - (4) If the District Mayor is absent from any meeting of the Forum, the members present at that meeting may elect one of their member to preside at that meeting.
 - (5) The District Mayor may call a special meeting of the Forum if he or she deems necessary, or at the written request of two-thirds of the members of the Forum.
 - (6) A notice calling a special meeting must be in writing and it must set out the date, time and place of the meeting and the business to be transacted thereat.
 - (7) A *quorum* for a meeting of the Forum is a majority of its members.
 - (8) Any decision of the Forum must be taken by resolution of the majority of the members present at the meeting and, in the event of an equality of votes on any matters, the District Mayor or the member presiding at the meeting in question has a casting vote in addition to his or her deliberate vote as a member of the Forum.
 - (9) The proceedings of all meetings of the Forum must be duly recorded and minuted.
 - (10) The minutes of the previous meeting must be read at the commencement of each meeting: Provided that the minutes may be regarded as read if copies thereof were furnished to the members of the Forum prior to the meeting: Provided, further, that the District Mayor or his representatives may only sign the minutes once objections or corrections have been dealt with.
 - (11) The Chairperson must decide on questions of order or procedure: Provided that if any member objects to any such decision, the question must be put to the vote and the decision of the majority of the members is final and binding on the Forum.
 - (12) The Forum determines the procedure at its meetings.

Support to Forum

15. The District Municipality is responsible to providing administrative and other support services to the Forum.

Broad consultative meeting

- 16.(1) The Forum must meet at least once a year with –
- (a) service providers, as invited by the Forum; and
 - (b) other role players concerned with development in the District, as invited by the Forum.
- (2) The object of the meeting is to coordinate effective service delivery and planning in the District.

Resolutions and their implementation

- 17.(1) The Forum may take resolutions and make recommendations on any matter falling within the scope of its object and functions.
- (2) Members of the Forum must have an appropriate mandate from their respective executive authorities to deal with the matters on the agenda.
 - (3) On the taking of a resolution or making a recommendation, members must seek the ratification of that resolution or recommendation by their respective executive authorities within a reasonable time.
 - (4) The executive authorities or members must notify the Forum of their ratification of the resolution or recommendation.
 - (5) Where an executive authority does not ratify a resolution, it must inform the Forum with reasons for its decision.
 - (6) Where an executive authority ratifies a resolution or recommendation, that executive authority must take all necessary measures within its jurisdiction to implement the resolution or to adhere to the recommendation.
 - (7) Where an executive authority deviates from or repeals a resolution that it has previously ratified, it must notify the Forum within a reasonable time.
 - (8)(a) Where a member of the Forum is of the opinion that another member is acting in manner that is inconsistent with the letter and spirit of the Protocol Framework, or is not complying with a resolution of the Forum that it has ratified, such a member must notify the Forum.
 - (b) The Forum, at the first available meeting, must seek to resolve the issue.
 - (c) Where the issue cannot be resolved at that meeting, the Forum must establish a process through which the issue may be resolved, including-
 - (i) the appointment of a fact finding commission where there is a dispute over factual issues;

- (ii) the appointment of a special task team; or
- (iii) the adoption of any other process that may be appropriate in the circumstances

Settlement of disputes

- 18.(1)** A member of the Forum may, bring an intergovernmental dispute between the member and another member or members of the Forum to the Forum for settlement, where the Forum is a suitable institution to effect a settlement of the dispute.
- (2) On the referral of an intergovernmental dispute to the Forum, the Forum must follow the procedure set out in section 17(8).
- (3) Where the Premier's intergovernmental Forum has adopted a Protocol for the settlement of intergovernmental disputes in the Province, the Forum must follow the procedures set out in that Protocol.

3.2 DISTRICT MUNICIPAL MANAGERS FORUM/TECHNICAL COORDINATING COMMITTEE

Establishment of the District Municipal Managers Forum/Technical Coordinating Committee

- 19.(1)** A technical support structure for the Forum to be known as the District Municipal Managers Forum(MMF)/Technical Coordinating Committee is hereby established.

Composition of Committee

- 20.(1)** The Committee consists of –
- (a) the Municipal Manager of the MDM;
 - (b) members of the management from all municipalities; and
 - (c) the Municipal Managers of Local Municipalities in the District
- (2) The Forum may from time to time include on the MMF/Committee any other person who may be useful for the support of the Forum.

Functions of Committee

- 21.** The Committee is responsible for –
- (a) providing technical support to the Forum; and
 - (b) implementing the decisions of the Forum.

3.3 ESTABLISHMENT OF THE DISTRICT SPEAKERS' FORUM (DSF)

22. Mandate

- Provide political guidance in the determination of policy objectives.
- Make decision regarding community participation and consultations.
- Consult with social partners on Government Flagship Programmes such as CDWs, Ward Committees and Multi-purpose Community Centres.
- Monitor the implementation of CDWs, Ward Committees and public participation policy framework.
- Support the DMF.

23. Composition

The DSF consists of all speakers in the district and the District Speaker presides on all the meetings.

24. Consultation

The DSF will consult with social partners within and outside the district.

25. Meeting Frequency

The DSF convenes its routine meetings at least once a quarter. Special meetings can be staged when they are deemed essential.

26. Reporting

The DSF will report to the DMF on the functionality of the district wide public participation policy framework, Ward Committees and CDW's and to the social partners, to be decided by the DMF and approved by the DMF.

3.4 ESTABLISHMENT OF ECONOMIC CLUSTER (EC)

27. Mandate

- shall discuss and make recommendations on matters of water and sanitation; roads and transport; electricity; waste management
- Shall coordinate the development of Water Services Development Plan in accordance with the Water Services Act
- Shall coordinate the development of the Integrated Energy Plan in accordance with Energy White Paper
- Shall coordinate the development of an Integrated Waste Management Plan in accordance with White Paper on Integrated Waste Management Plans

- Shall coordinate the development of an Integrated Transport Plan in accordance with the National Land Transport Bill, White Paper on Transport and Moving South Strategy and Action Plan
- Shall coordinate the compilation of an Integrated Infrastructure Plan
- Shall discuss and make recommendations on matters of agriculture, mining, tourism, SMMEs, land use management, spatial development, land reform, housing issues.
- Shall coordinate the development of the Integrated Spatial Development Framework in accordance with the planning and performance management regulations
- Shall coordinate the development of a Land Use Management scheme in accordance with the White Paper on Spatial Planning and Land Use Management Bill
- Shall deal with issues of land use and land management in tribal areas in accordance with the Communal Land Rights Bill and Land Reform Processes
- Shall coordinate the development of the Integrated Environmental Management Plan
- Shall coordinate the development and implementation of the Local Economic Development Plans
- Shall deal with the development of Housing Strategy and Targets

28. Composition

Technical Services and Planning and Economic Development Managers /Directors in the local municipalities and relevant provincial and national line function departments with the District Planning and Economic Development Director as the Chairperson.

29. Consultation

Consultation by provincial/national department business or any other stakeholder on any other stakeholder on any matter that falls within the prescribed mandate of the team that be done at the level of the management team in consultation and arrangement with the teams chairperson.

30. Meeting Frequency

The meeting shall be held monthly provided that it is held one week before the Municipal Managers Forum.

31. Reporting

All technical services and Planning and Economic Development Managers/Directors shall be expected to report to their respective municipal managers as a normal routine. The collective report shall be prepared by the District Planning and Economic Development Manager for noting/discussion at the Municipal Managers Forum.

3.5 ESTABLISHMENT OF GOVERNANCE AND ADMINISTRATION CLUSTER (G & A)

32. Mandate

- Shall deal with the development of institutional and human resource policies with accordance with the Municipal Systems Act
- Shall deal with the development of by-laws
- Shall deal with issues of training and capacity building for councilors, officials and ward committees
- Shall deal with issues of co-ordinated administration between the District Municipality and Local Municipalities
- Shall deal with matters of financial management
- Shall deal with matters of good governance
- Shall deal with matters of performance management system.

33. Composition

The composition shall be all Corporate Services Managers, Chief Financial Officers, Managers for Strategic Management and relevant at provincial and national line function departments and meetings shall be chaired by the Director Corporate Services for the district.

34. Consultation

Consultation by provincial/national department, business or any other stakeholder on any matter that falls within the prescribed mandate of the mandate of the team that be done at the level of the management team in team in consultation and arrangement with the teams chairperson.

35. Meeting Frequency

Shall meet monthly provided it is one week before the Municipal Managers Forum.

36. Reporting

All Corporate Services Managers shall be expected to report to their respective municipal managers as a normal routine.

The collective report shall be prepared by the District Corporate Services Director for noting/discussion at the Municipal Managers Forum.

3.6 ESTABLISHMENT OF SOCIAL CLUSTER

37. Mandate

- Shall discuss and make recommendations with all issues of health, youth, disabled, women development, and disaster management.
- Shall deal with the development an Integrated HIV/AIDS Programme
- Shall deal with the development of an Integrated District Health Strategy
- Shall deal with the development of a Disaster Management Plan
- Shall deal with issues of youth, women and disabled development
- Shall deal with issues of Skills Development Strategy

38. Composition

The composition shall be all Community Services Managers or people dealing with these functions in the local municipalities and provincial and national departments.

39. Meeting Frequency

Shall meet monthly provided it is one week before the Municipal Managers Forum.

40. Consultation

Consultation by provincial/national department, business or any other stakeholder or any matter that falls within the prescribed mandate of the team that be done at the level of the management team in consultation and arrangement with the teams chairperson.

41. Reporting

All Community Services Managers shall be expected to report to their respective municipal managers as a normal routine. The collective report shall be prepared by the District Community Services Director for noting/discussion at the Municipal Managers Forum.

CHAPTER 4

ISSUES IN THE ORGANISATION OF IGR

Sequencing of the district wide priorities takes the following shape as it unfolds.

41.1 Departmental and Local Priorities

The sequence begins in August each year, when departments and local municipalities normally review progress and plan for the next year and the medium term.

Local municipalities and departments submit their plans and priorities to the corresponding clusters and the MMF. The MMF will submit copies of the reports and priorities to the District Mayors' Forum.

The priorities should:

- Make transparent link to the five priority areas of government.
- Be informed by and interrogate the strategic priorities issued by Cabinet for the preceding year (January and July Makgotla).
- Be located at the strategic level and explicitly indicate where coordination with other agencies will occur.
- Identify partnerships with other spheres of government
- Be appropriately located within the short, medium and long-term priorities.

In addition, the reports should state whether the existing baseline budget is appropriate and as well as a brief outline of any additional skills requirements.

41.2 Cluster Level Priorities Processing Of Priorities

In October Clusters review a comprehensive list of priorities they receive from municipalities and departments and integrate the short, medium and long – term priorities. The revised and consolidated set of Cluster priorities is submitted to MMF. Upon receipt of the submission from Clusters the MMF synthesize and amends the reports and produces a draft Medium Term Strategic Framework (MTSF) that is submitted to the District Mayors' Forum.

In October the MMF meet with the District Mayors' Forum (DMF) to review Cluster level priorities. An additional review process is conducted in December prior to the submission of Cluster reports to the January Budget Lekgotla.

41.3 Stakeholder Consultation

Presentation and discussion of the District workshop outputs to the: Social Partners (Local NEDLAC) is broad in nature and is representative of provincial/national government departments, private sector, NGOs and community based organizations.

41.4 Budget Lekgotla

With the information contained in the draft MTSF, Mayors will be equipped to make decisions regarding policy priorities or expenditure shifts, the skills portfolio of municipalities and other levers that need to be utilized in achieving the overall strategic priorities of the district.

At the end of the January Budget Lekgotla the final MTSF is released and this is communicated to the district through the Executive Mayor Budget Address and the District Communication Services. In this way the MTSF does not only cascade down to the departments and local municipalities but is communicated to the communities.

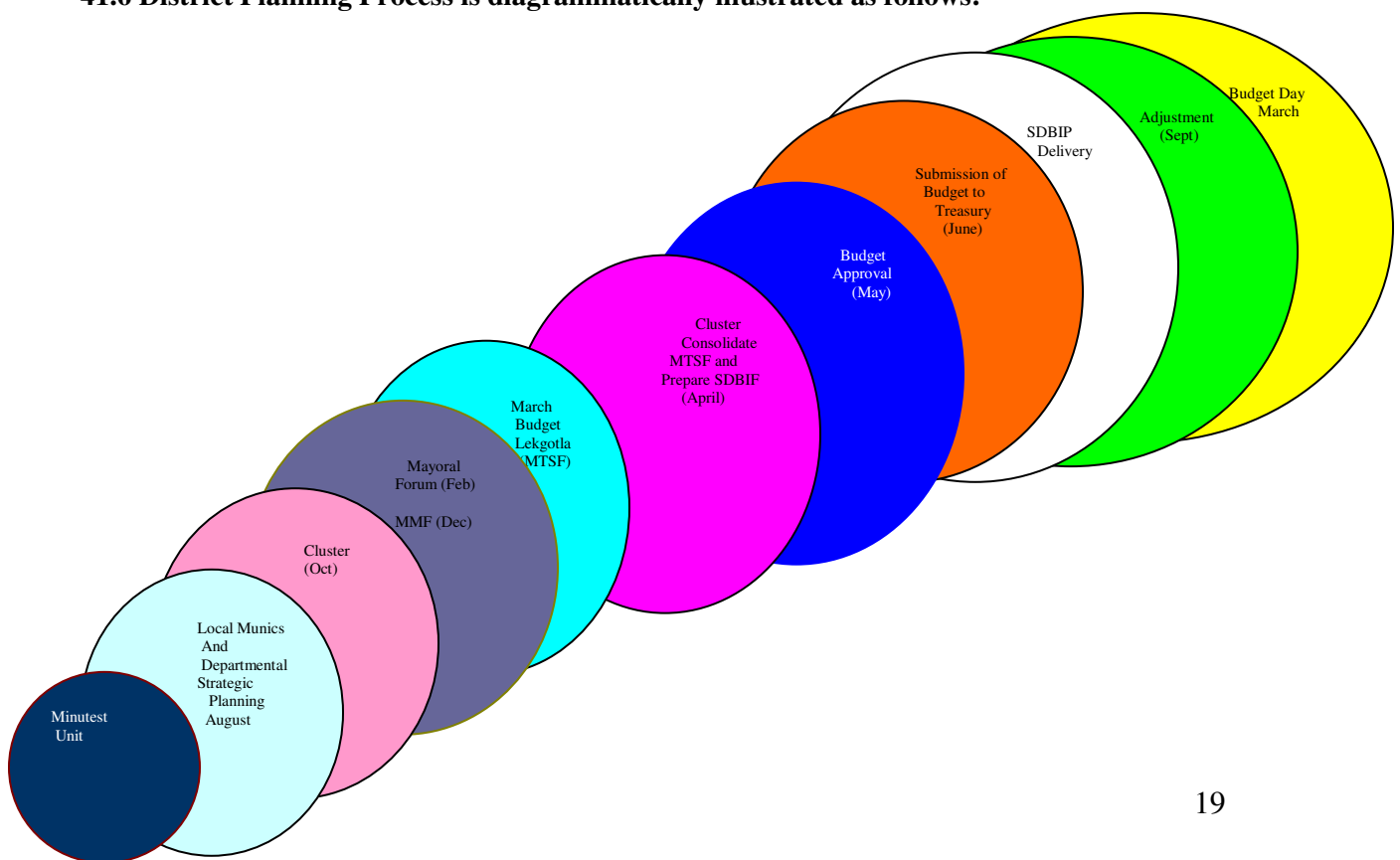
The MTSF sets out the way in which the district has translated its mandate into short, medium and long-term priorities, and sets out a mix of programmes that will be deployed to achieve its objectives.

41.5 Consolidation of MTSF for Budget Purposes

The MMF supported by the envisaged Central Coordinating Secretariat will ensure that all municipalities and departments receive the MTSF as soon as it becomes available. Mayors and MM will be responsible for ensuring that local municipalities fully understand the Framework and the direction it provides for departments.

Spending agencies then undertake detailed planning and budgeting exercises to ensure that their programmes and projects are geared to achieving the objectives set out in the Framework. Service Delivery and Budget Implementation Plan (SDBIP) must demonstrate an explicit link with the Medium Term Strategic Framework. This phase will end in July, when the MTEF process commences. Budget Lekgotla finalizes the MTSF at the March Lekgotla and this informs the SDBIP of municipalities. The Medium Term Expenditure Framework details the district 3-year rolling expenditure and revenue plans. This process is complex and is characterized by a lot of overlapping.

41.6 District Planning Process is diagrammatically illustrated as follows:



41.7 Short Version of the sequence followed in the preparation of MTSF + MTEF

The process that is pursued in determining the MTSF and MTEF involves six steps:

- Determination of Local priorities by local municipalities.
- Setting up of cluster priorities.
- Determination of draft MTSF
- Consolidation of MTSF by MF
- Consulting of social Partners on MTSF
- Drawing of linkages between MTSF and MTEF by Budget Lekgotla

This process is repeated every year with slight variations.

CHAPTER 5

GENERAL PROVISIONS

42. Central Coordinating Secretarial Service

The MDM view this exercise as central to meeting pro-poor service delivery. Therefore to ensure that these structures are functional and effective a coordination unit is established.

42.1 The Brief of the Central Coordinating Secretariat Unit

The proposed Central Coordinating Support Unit will carry out the following set of tasks:

- Render Secretariat Services to the entire IGR Structures.
- Draft agenda and finalize minutes.
- Issue notices for the meetings of all IGR Structures.
- Track down progress on decisions made by the IGR Structures.
- Undertake research on IGR Structure on specific areas (when dictated to do so)
- Invite agenda points from IGR Structures.
- Promote and coordinate interaction of between the MMF and DMF.
- Complete report on performance of each IGR Structures.
- Document IGR Structures priorities (MTSF and MTEF)
- Manage documentation of all IGR Structures.
- Contribute into the development of all IGR Structures.
- Bring in innovation into the IGR system

Funding

43. The Forum must determine how its functioning is to be funded.

Amendment of protocol

44. The Protocol may be amended by a vote of two thirds majority of the members of the Forum.

Commencement of protocol Framework

- 45.** This Protocol Framework comes into operation on a date it is signed by the Executive Mayor of the MDM and the Mayors of the Local Municipalities in the District.

Signed at on thisday of2007

By:

Signatures:

For the Mopani District Municipality

Mayor:

For Ba-Phalaborwa Local Municipality

Mayor:

For the Greater Giyani Local Municipality

Mayor:

For the Greater Letaba Local Municipality

Mayor:

For the Greater Tzaneen Local Municipality

Mayor:

For Maruleng Local Municipality

Mayor: