DR BEYERS NAUDÉ LOCAL MUNICIPALITY EC101

2017 - 2022 IDP 1st REVIEW & 2018/19 BUDGET PROCESS

Dr. Beyers Naudé
MUNICIPALITY - MUNISIPALITEIT - uMASIPALA
Rising together for Development

INTEGRATED ACTION PROGRAMME : ACTIVITIES & TIMELINES

"IDP is an ethos; a spirit"

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Aug '17	Sep '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	Jul '18
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A	**PLANNING : ORGANIZATION & PREPARATION**																		
1	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Managers Meeting : Discussion and alignment of IDP Framework & Process Plans.	Sarah Baartman DM (meetings with LMs)	IDP Managers and IDP Co-odinators	Thursday 6th July 2017	1,500	✓ Rescheduled to 08/08/2017												
2	**MTREF Budget Time Schedule**	Discussion and consensus on 2018/19 Budget Process, Time Schedule of Key Activities, mSCOA compliance, IDP Process alignment.	Dr Beyers Naudé LM	Mayor, CFO & BSC	July 2017	-	✓												
3	**A. IDP Process preparations** **B. Final Quarterly Report** **C. Draft 2016/17 Annual Report**	Co-ordination and alignment of dates and activities for IDP & Budget process. Consensus on various acitivities, roles and responsibilities. Prepare notice for launch of IDP's 1st review & Budget Process. Submit 4th Quarter/Annual Performance Reports. Confirm in-year and annual reporting procedures.	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager & PMS Officer (PMO)	July 2017	-	A. ✓ B. ✓ C. ✓												
4	**2017/18 IDP ASSESSMENTS**	Provincial Assessments taking place at Mpekweni. Being done per District and specific dates allocated. Prepare and print 15 copies of IDP.	Dr Beyers Naudé LM	Directors and IDP Manager	Thursday 3rd August 2017	18,000	✓												
5	**Management Meeting**	To include discussions on implementation of IDP Review process and readiness for roll-out of CBP.	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager	Monday 7th August 2017	-	✓												
6	**WARD COMMITTEES established**	Ward Committees to be established in all 14 Wards. Process to be finalized.	Dr Beyers Naudé LM	MM, Ward Councillors & Ward Co-ordinator	All in place by early August 2017	-	✓ Delayed programme												
7	PROGRAMME FOR WARD-BASED IDP PUBLIC PARTICIPATION MEETINGS	Consult with Ward Councillors and confirm dates for Ward-based Public Participation Meetings for the review of IDP and Ward Development Priorities. Publish notices, purchase stationery requirements, prepare meeting material, etc. Confirm all arrangements at Special Council and IDP RF meetings. Ward Committees and CDWs to assist with distribution of information.	Dr Beyers Naudé LM	IDP Manager, Ward Co-ordinator & Ward Councillors.	First half of August 2017	5,000	✓												
8	**SPECIAL COUNCIL MEETING** **A. 2018/19 Budget Time Schedule adopted.** **B. 2018/19 District IDP Framework Plan adopted.** **C. 2018/19 IDP & Budget Process Plan adopted.** **D. IDP and Budget Structures and Oversight Committee confirmed.**	A. Submit Budget Time Schedule to Council for adoption. B. Submit District Framework Plan to Council for adoption. C. Submit integrated IDP & Budget Process Plan to Council for adoption, also confirming composition of IDP Steering Committee and IDP Repre-sentative Forum by way of their Terms of Reference. D. Composition of Budget Steering Committee and Oversight Committee & their Terms of Reference submitted to Council for approval. E. Plan for official launch of IDP Review process and arrangements for Ward-based Public Participation Meetings, etc.	Dr Beyers Naudé LM	Mayor, Speaker & Councillors, MM, Directors, HODs, IDP Manager, relevant Officials and members of the Public	Thursday, 10th August 2017	1,500	A. ✓ B. Draft received & noted. C. ✓ D. ✓ IDP structures. Other structures have experienced delays												

IMPORTANT
The establishment of Ward Committees will impact negatively on the IDP Process if delayed unnecessarily. Consultations need to take place between Ward Councillors and their Committees as a forerunner to the public participation meetings for the review of the IDP and the Ward Development Priorities.

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9	**CONSULTATIONS WITH WARD COMMITTEES**	Ward Councillors and their Committees to be informed about the IDP Review process and be provided with the template with which to assess and review their Ward Development Priorities.	Dr Beyers Naudé LM	IDP Manager, with the assistance of Willowmore colleagues	To commence immediately once Ward Committees are in place.	4,000	✓ All except Ward 5 & 7 whose Committees were not established												
10	**PUBLIC PARTICIPATION PROGRAMME COMMENCES A. Public informed about the Launch of the 1st Review of 2017 - 2022 IDP & 2018/19 Budget Process. B. Stakeholder database updated.**	A. Send notices to local newspaper on 07/08/2017. Ward Cllrs to sensitize their Wards, Ward Committees and Ward-based Stakeholder groups that the process is about to start. CDWs also involved in spreading the word. B. In same notice call for all interested parties to register as Stakeholders in the process in order to promote public participation (also to renew details). C. Send out Invitations to registered IDP Rep Forum Stakeholders.	Dr Beyers Naudé LM	IDP Manager, Ward Councillors, Ward Committees, CDWs, all listed Stakeholders	Newspaper 10th August 2017; Invitations for IDP RF out during 3rd week.	5,000	✓						All Councillors (especially Ward Councillors) and all Managers are encouraged to participate in the IDP planning meetings and any IDP training workshops or skills development programmes that are announced from time-to-time.					
11	IGR FORUM MEETING A Forum promoting Inter-Governmental Relations	Mayor's IGR meeting with key roleplayers from other spheres of Governement with the aim to improve service delivery through effective communication, consultation and engagement.	Dr Beyers Naudé LM, Sarah Baartman DM & Sector Departments	Mayor, Councillors, all relevant senior Officials from Government Departments & Mun.	Thursday 17th August 2017.	-	✓ Rescheduled to 27/09/2017, with another one for 06/12/2017												
12	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	Wednesday 23rd August 2017	-	✗												
13	DRAFT 2016/17 ANNUAL REPORT	Complete 1st Draft 2016/17 Annual Report. (NB : Oversight Committee)	Dr Beyers Naudé LM	MM, Directors, HODs & PMO	By last week of August 2017	-	✓ Only a few submissions												
14	**LAUNCH OF 2018/19 IDP & BUDGET PROCESS** IDP Representative Forum activated.	First IDP Representative Forum meeting for the 1st review cycle of the IDP and compilation of 2018/19 Budget. Informatiion session, as well as presentation of DM Framework Plan & LM Process Plan.	Dr Beyers Naudé LM, Sarah Baartman DM / COGTA	Mayor, all Councillors, MM, Directors, HODs, IDP Manager and relevant Officials; all IDP Stakeholders	Launch Wednesday 6th September 2017 at 10:00	3,000	✓												
15	SECTOR PLANS OPERATIONAL STRATEGIES MUNICIPAL BY-LAWS AND POLICIES	Implement processes required for the development or review of Plans, Policies and Strategies (e.g. Financial, Institutional, ITP, Infrastructure Master Plans, DMP, SDF, LED, IWMP, WSDP, HSP, By-laws, HR & Financial Policies). Secure funding (through Operating Budget or external sources). Endeavour to do in-house where possible, or follow SCM and appoint Service Providers.	Dr Beyers Naudé LM	MM and relevant Officials	To run concurrently with IDP process	-	Behind schedule. Most plans need to be redrafted. Financial Policies are receiving attention. HR / Institutional Policies and all By-laws require urgent attention												
16	**Management Meeting**	To include discussions on progress with review of Ward Development Priorities.	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager	Monday 11th September 2017	-	✓												
17	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Baartman DM Dr Beyers Naudé LM	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Thursday 14th September 2017	3,000	✓ Rescheduled to 04/10/2017. No confirmation.												
18	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	Wednesday 27th September 2017	-	✗												

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B	**PHASE 1 : ANALYSIS**																		
19	**Budget Steering Committee Meeting**	Discuss and prepare for 2018/19 Budget process.	Dr Beyers Naudé LM	Mayor & BSC	TBC	-	✗												
20	**SEPTEMBER = IDP MONTH ALL SYSTEMS ACTIVATED AND STRUCTURES MOBILIZED FOR THE REVIEW OF THE IDP Community Based Planning (CBP) Community Dev. Workers (CDWs) Ward Councillors Ward Committees War Room Committees Ward-based Stakeholder Org. IDP Steering Committee IDP Representative Forum IGR & Budget structures All Municipal Departments and Satellite Offices**	**A. WARD COMMUNITY MEETINGS : Public Participation in each Ward, to interrogate progress in addressing Ward Development Priorities; the review of those Priorities in line with changing situation - as part of Ward-based Plans to be updated. B. CONDUCT Institutional & GAP Analysis and update statistical data on levels of Service Delivery, etc. C. REPORTS to be prepared by Senior Management and other relevant Officials for purpose of feeding into IDP Analysis review. D. MEETINGS with other Stakeholders for the purpose of forward planning.**	Dr Beyers Naudé LM	Mayor, Ward Councillors & IDP Manager (assisted by colleagues). All other relevant Roleplayers & Stakeholders, incl. MM, Directors, HODs and other senior Officials.	Process to commence last week of August 2017 (Ward-based engagements 28 August - 28 September. Arrangements will be made with Ward Cllrs)	20,000	✓ Except for Wards 5 & 12. (Management meeting on 16/10/2017 - Chapter 3 of IDP was discussed)												
21	**IDP Steering Committee Meeting**	Reportback on Ward Consultations and updated Ward Plans (inclusive of revised Ward Development Priorities) to assist HODs in Project identification, formulation of KPIs and setting of targets, in preparation of 2018/19 Budget & SDBIP.	Dr Beyers Naudé LM	Mayor & Ward Councillors, MM, Directors, HODs, IDP Manager (assisted by IDP colleagues) and other relevant Officials	Wednesday 18th October 2017 at 10:00	1,500	✓												
22	DISTRICT-LEVEL MEETING & CONSULTATIONS	Consultation with IDP Managers and submission of Progress Reports.	Sarah Baartman DM (meetings with LMs)	IDP Managers and IDP Co-ordinators	Thursday 26th October 2017	1,500	✓												
C	**PHASE 2 : STRATEGIES**																		
23	DEPARTMENTAL CONSULTATIONS IDP Analysis, Priorities & Strategies	Consolidate Status Reports and Needs Analysis Reports. All Municipal Depts to assess Objectives; are they realistic and achieveable? Do our Strategies require revision; are they focused, specific, measurable, timebound and attainable; based on local potential and resources? Are they aligned with NDP, NSDP, PDP, PSDP, District plans, etc. and are they accommodating cross-cutting dimensions? Do they respond to Ward Development Priorities? Determine what must be done by the Municipality and what falls within the competency of Sector Departments. Establish Funding Streams and Resource Framework. Start working on 1st Draft Project Register. **The IDP's Development Priorities and Objectives should be aligned with the following 6 Key Performance Areas :** KPA 1 : Organizational Transformation & Institutional Development KPA 2 : Service Delivery & Infrastructure Planning (incl. FBS & Housing) KPA 3 : Local Economic Development KPA 4 : Financial Viability KPA 5 : Good Governance & Public Participation KPA 6 : Spatial Development Rationale	Dr Beyers Naudé LM	MM, CFO, Directors, HODs and other functionaries, IDP Manager & PMO	1st week of November 2017	-	✓ Comprehensive CBP Report was provided to all in November. 1st Draft Project Register was completed end of December, but due to poor submissions, is still work in progress.												

Ward Councillors : Mobilize your Ward Committees and assist the IDP Manager during Workshops and Public Consultations. We need to know what is happening on the ground.

HODs remember to consider Ward Priorities first and foremost when formulating (or reviewing) Objectives, developing Strategies and identifying and designing your Projects. Please complete this activities within specified timeframes.

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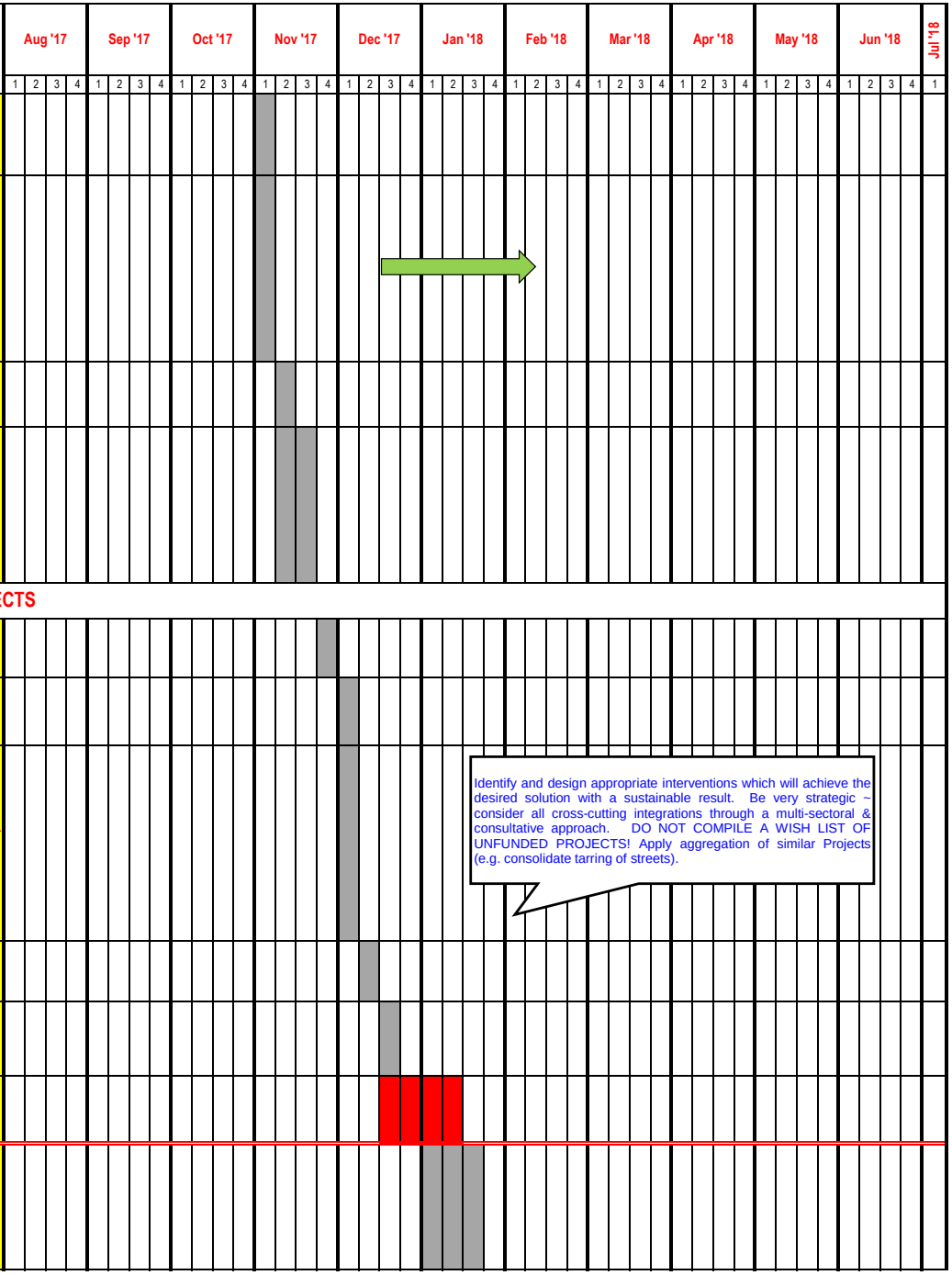
24	**A. 2016/17 Annual Report** **B. 1st Quarterly Report** **C. Oversight Report & AFS** **D. Oversight Meeting**	Finalize Annual Report. Schedule Oversight Committee meeting. In-year reporting to be referred to Council.	Dr Beyers Naudé LM	Mayor, MM, CFO & PMO	1st week of November 2017	-	✓
25	BUDGET PLANNING PROCESS STARTS Budget Steering Committee Meeting	All Managers and Budget Drivers to determine Operating & Capital Budget requirements for 2018/19 (staff estimates, general expenses, maintenance). Identify roll-over Projects; review costings and duration of project (implementation & completion). Start preparing 1st Draft SDBIP with available project data (financial & non-financial KPIs)	Dr Beyers Naudé LM	MM, CFO, Directors, CA, HODs, other Budget Drivers and PMO	To commence 1st week of November 2017	-	✓ In progress. BSC established on 09/11/2017.
26	**Management Meeting**	To include discussions on how project plans must respond to Ward Development Priorities and budgets aligned accordingly.	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager	Monday 13th November 2017	-	✓ 27/11/2017
27	**IDP REPRESENTATIVE FORUM MEETING** Sector Department consultations and alignment	Participatory process : Present CBP Reports and reviewed Ward Develop-ment Priorities to Sector Departments for purpose of guiding and informing their Budget Plans. Ensure that Sector Depts and other Institutions respond to issues identified by the Communities during Ward-Based Public Participation sessions.	Sarah Baartman DM & Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager, PMO, other relevant Officials & IDP Rep. Forum	Wednesday 15th November 2017 at 10:00	3,000	✓
D	**PHASE 3 : PROJECTS**						
28	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	Tuesday 28th November 2017	-	✗
29	**BUDGET WORKSHOP**	Preparation of Draft 2018/19 Capital Budget : discussion & debate on estimated plans and resources. Review of Policies.	Dr Beyers Naudé LM	MM, CFO, Directors, HODs, relevant Officals and full Council	Monday 4th December 2017	-	✗
30	DEPARTMENTAL PROJECT PLANS	All HODs to complete a Project Planning Template for each Project. The Project Name must reflect its core function; its nature or intention and show linkages between Priorities, Objectives and Strategies and with Funding Streams. Directors and HODs to design KPIs that are based on SMART principles. This data to be transferred to SDBIP (for funded projects).	Dr Beyers Naudé LM	MM, Directors, HODs, PMO	Project Plans completed by 1st week of December 2017	-	Behind schedule. Budget process (submissions per mSCOA template commenced in Feb. 2018).
31	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	Tuesday 12th December 2017	-	✗
32	DRAFT PROJECT REGISTER	Complete 1st Draft IDP Project Register and submit to Sarah Baartman DM.	Dr Beyers Naudé LM	IDP Manager	By 15th December 2017	1,000	2nd Draft in place but more submissions being awaited
33	COUNCIL IN RECESS, OFFICIALS ON LEAVE	Tie up loose ends and liaise with relevant parties to ensure all data has been received and is ready for processing.	Dr Beyers Naudé LM	IDP Manager & PMS Officer	From mid Dec. 2017 to mid Jan. 2018	-	✓
34	**A. 2nd Quarterly Report.** **B. 2016/17 Annual Report** **C. Oversight Meeting** **D. 2017/18 Adjustment Budget** **E. Mid-year Performance Review**	Complete 2016/17 Annual Report and 2017/18 Adjustment Budget; commence with 2017/18 Mid-Year Performance Review. Oversight Committee meeting. In-year reporting to be referred to Council.	Dr Beyers Naudé LM	Mayor, MM, CFO & PMO	Completed by 12th January 2018	-	✓



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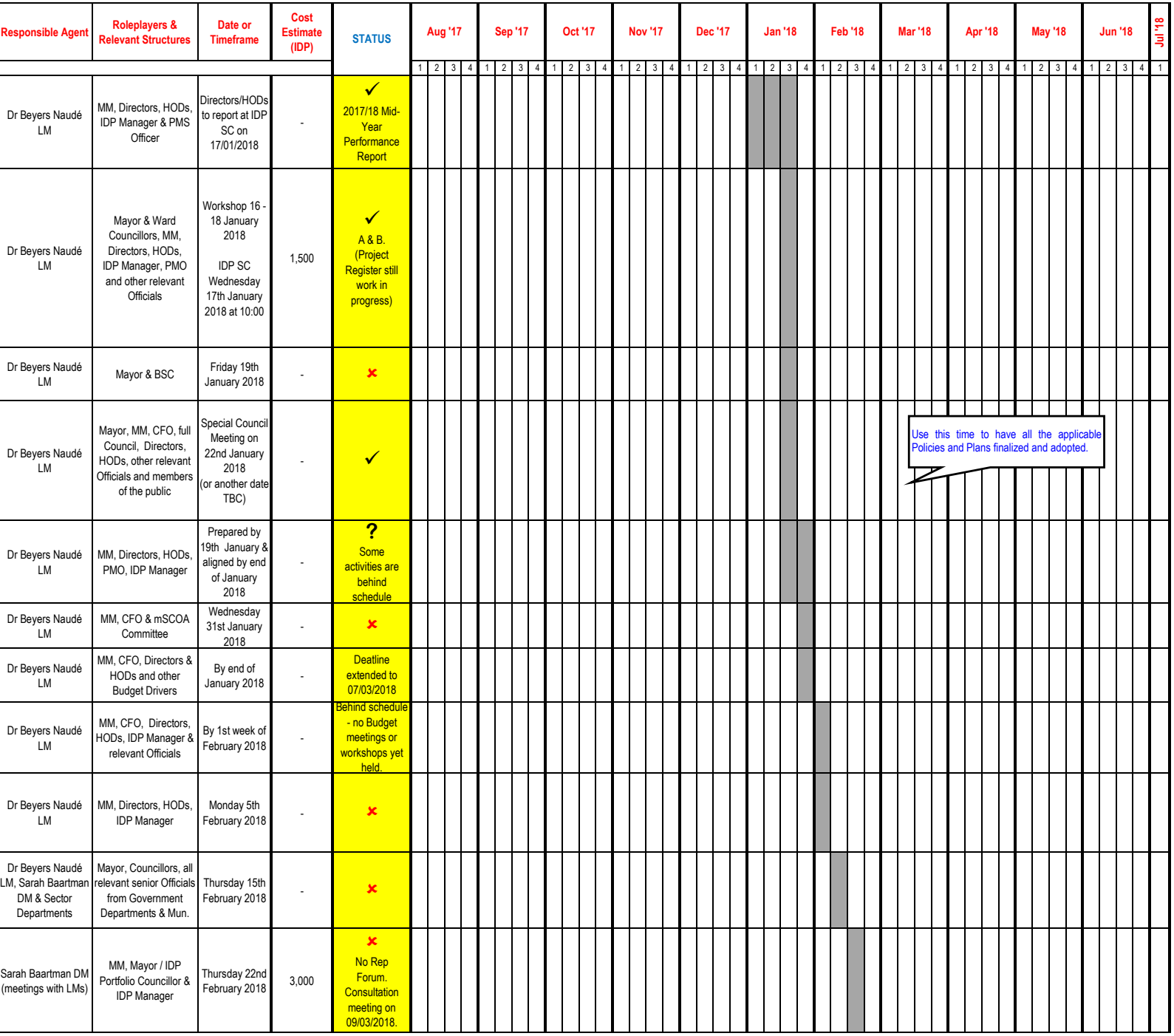
35	2017/18 STATUS QUO ASSESSMENT 2nd Quarter Reports	2017/18 SDBIP : Update status of Projects, as at end of December 2017. Determine whether we are on track in terms of our 2017 - 2022 IDP's Strategy Implementation and will we meet our Objectives for 2017/18?	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager & PMS Officer	Directors/HODs to report at IDP SC on 17/01/2018	-	✓ 2017/18 Mid-Year Performance Report
36	**A. 3-Day Strategic Planning Workshop** **B. IDP Steering Committee Meeting**	A. Strat Plan session focussing on KPA 1 : Organizational Transformation and Insti-tutional Development. B. Full Progress Report to be given by Directors and HODs. Additional input by PMO. Confirmation that all Ward Priorities have been considered and extent to which they can be accommodated in 2018/19 Budget and outer years. Funding streams identified & secured, etc. Discuss Draft Project Register and status of Sector Plans.	Dr Beyers Naudé LM	Mayor & Ward Councillors, MM, Directors, HODs, IDP Manager, PMO and other relevant Officials	Workshop 16 - 18 January 2018 IDP SC Wednesday 17th January 2018 at 10:00	1,500	✓ A & B. (Project Register still work in progress)
37	**Budget Steering Committee Meeting**	Report on status of Budget; reinforce upcoming process on Budget approval & oversight.	Dr Beyers Naudé LM	Mayor & BSC	Friday 19th January 2018	-	✗
38	**ADOPTION OF ANNUAL & MID-YEAR REPORTS AND ADJUSTMENT BUDGET** **A. 2016/17 Annual Report** **B. Oversight Report** **C. 2017/18 Mid-year Report** **D. 2017/18 Adjustment Budget**	Table 2016/17 Annual Report & Oversight Report and submit 2017/18 Adjustment Budget and Mid-Year Performance Report at a Special Council Meeting. (To be advertised.)	Dr Beyers Naudé LM	Mayor, MM, CFO, full Council, Directors, HODs, other relevant Officials and members of the public	Special Council Meeting on 22nd January 2018 (or another date TBC)	-	✓
39	1ST DRAFT DEPARTMENTAL PLANS, SDBIP, CAPITAL & OPERATING BUDGETS	1st Draft of Departmental Plans, Score-cards and SDBIP to be prepared, linking IDP, Budget & PMS for tracking progress & implementation of Projects and evaluating overall performance.	Dr Beyers Naudé LM	MM, Directors, HODs, PMO, IDP Manager	Prepared by 19th January & aligned by end of January 2018	-	? Some activities are behind schedule
40	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	Wednesday 31st January 2018	-	✗
41	**2018/19 BUDGET ESTIMATES Operating & Capital Budget**	Complete and submit to CFO in order to prepare detailed Budgets with 3 - 5 year Financial Plan.	Dr Beyers Naudé LM	MM, CFO, Directors & HODs and other Budget Drivers	By end of January 2018	-	Deatline extended to 07/03/2018
42	FINANCIAL ALIGNMENT Between IDP & Budget	All funding streams identified and confirmed; process of separating Funded from Unfunded to be completed in IDP Project Register.	Dr Beyers Naudé LM	MM, CFO, Directors, HODs, IDP Manager & relevant Officials	By 1st week of February 2018	-	Behind schedule - no Budget meetings or workshops yet held.
43	**Management Meeting**	Identify areas that are still lagging behind and require focussed attention. Discuss final stages of preparing Draft IDP & Budget to ensure readiness for tabling in March.	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager	Monday 5th February 2018	-	✗
44	IGR FORUM MEETING A Forum promoting Inter-Governmental Relations	Mayor's IGR meeting with key roleplayers from other spheres of Governement with the aim to improve service delivery through effective communication, consultation and engagement.	Dr Beyers Naudé LM, Sarah Baartman DM & Sector Departments	Mayor, Councillors, all relevant senior Officials from Government Departments & Mun.	Thursday 15th February 2018	-	✗
45	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting for Sector Alignment. Consultation with IDP Managers and submission of Progress Reports.	Sarah Baartman DM (meetings with LMs)	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Thursday 22nd February 2018	3,000	✗ No Rep Forum. Consultation meeting on 09/03/2018.



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46	**Management Meetings and Departmental Consultations**	Reflect on process thus far, inputs received and progress made. Determine whether we are still on track and which areas require special attention. Track progress on Process Plan, FRP and AAP. Make necessary amendments to Action Planning. Make sure that all audit queries have been attended to.	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager and other relevant Officials & Councillors	By end of February 2018	1,000	✓												
47	**DRAFT CAPITAL & OPERATING BUDGET** Workshop	Workshop proposed 2018/19 Capital and Operating Budgets with Council : discussions of draft Budget.	Dr Beyers Naudé LM	MM, CFO, Directors, HODs, relevant Officals and full Council	Wednesday 28th February 2018	-	✓ 16/03/2018												
E	**PHASE 4 : INTEGRATION**																		
48	**FULL INTEGRATION** of all Developmental Priorities, Objectives, Strategies, Plans, Policies and Programmes. All data collated, consolidated within a logical and cohesive framework. WARD PLANS COMPLETED. ALL SECTOR & STRATEGIC PLANS ARE IN PLACE AND 1ST DRAFT OF REVIEWED IDP IS AVAILABLE. • Consultations • Ward and Public Meetings • Management Meetings • Budget & IDP Steering Committee Meetings • IDP Rep. Forum Meetings • Inter-governmental Forum & Sector Department Meetings	Ensure that the following form core components of the IDP : SECTOR PLANS / PROGRAMMES Housing Sector Plan Water Services Development Plan Integr. Transport Plan Integr. Waste Managemenet Plan Disaster Management Plan MANAGEMENT PLANS / PROGRAMMES 3-5 Yr Financial Plan (incl. 1 Yr SDBIP) 3-5 Yr Capital Investment Framework 3-5 Yr Action Plan Performance Management Syst. (PMS) Institutional Plan (Strategic) Comprehensive Infrastr. Plan (CIP) CROSS-CUTTING DIMENSIONS Spatial Dev. Framework (SDF) Environmental Management Local Economic Dev. (LED) Social Development (SPUs, HIV/AIDS, Gender Equity, Poverty Alleviation, Skills Development)	Sarah Baartman DM Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager & other relevant Officials, Committees & Forum	Management Meeting : Monday 12th March 2018 IDP Steering Committee : Wednesday, 14th March 2018 at 10:00 IDP Repr. Forum Meeting : Tuesday, 20th March 2018 at 10:00 Budget SC TBC	6,000	✓ Management 12/03/2018 IDP SC 14/03/2018 Budget SC 19/03/2018 IDP RF 20/03/2018			Make sure that all activities have been implemented and that everything is up-to-date.									
49	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	Monday 19th March 2018	-	✗												
50	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Baartman DM Dr Beyers Naudé LM	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Thursday 22nd March 2018	3,000	✓												
51	**DRAFT 2018/19 IDP & BUDGET Prepared for Tabling**	Prepare draft IDP & Budget for tabling to Council, taking into consideration all inputs, promulgations, amendments and alignments. Advertise Ordinary Council Meeting. (Notice to reach Advertiser by 12th March for publication on 15th March.)	Dr Beyers Naudé LM	MM, CFO & IDP Manager, with the assistance of relevant Officials	By 3rd week in March 2018	1,500	✓												
F	**PHASE 5 : APPROVAL**																		
52	**DRAFT 2018/19 IDP, BUDGET & SDBIP ADOPTED Ordinary Council Meeting**	Table completed draft IDP, Budget & 1st draft SDBIP before Council for adoption, to be advertised for public comment. Ater adoption prepare copies of Draft IDP for distribution and upload to website.	Dr Beyers Naudé LM	MM, CFO, Directors, IDP Manager, HODs, PMO, other relevant Officials, full Council, with interested members of the public & other Stakeholders	**Tuesday 27th March 2018**	3,000	✓												
53	**DISTRICT ALIGNMENT** Draft IDP & Budget	Forward draft IDP & Budget to Sarah Baartman DM for alignment & adjustments.	Sarah Baartman DM Dr Beyers Naudé LM	CFO, IDP Manager & other relevant parties	1st Week of April 2018	-	✓												

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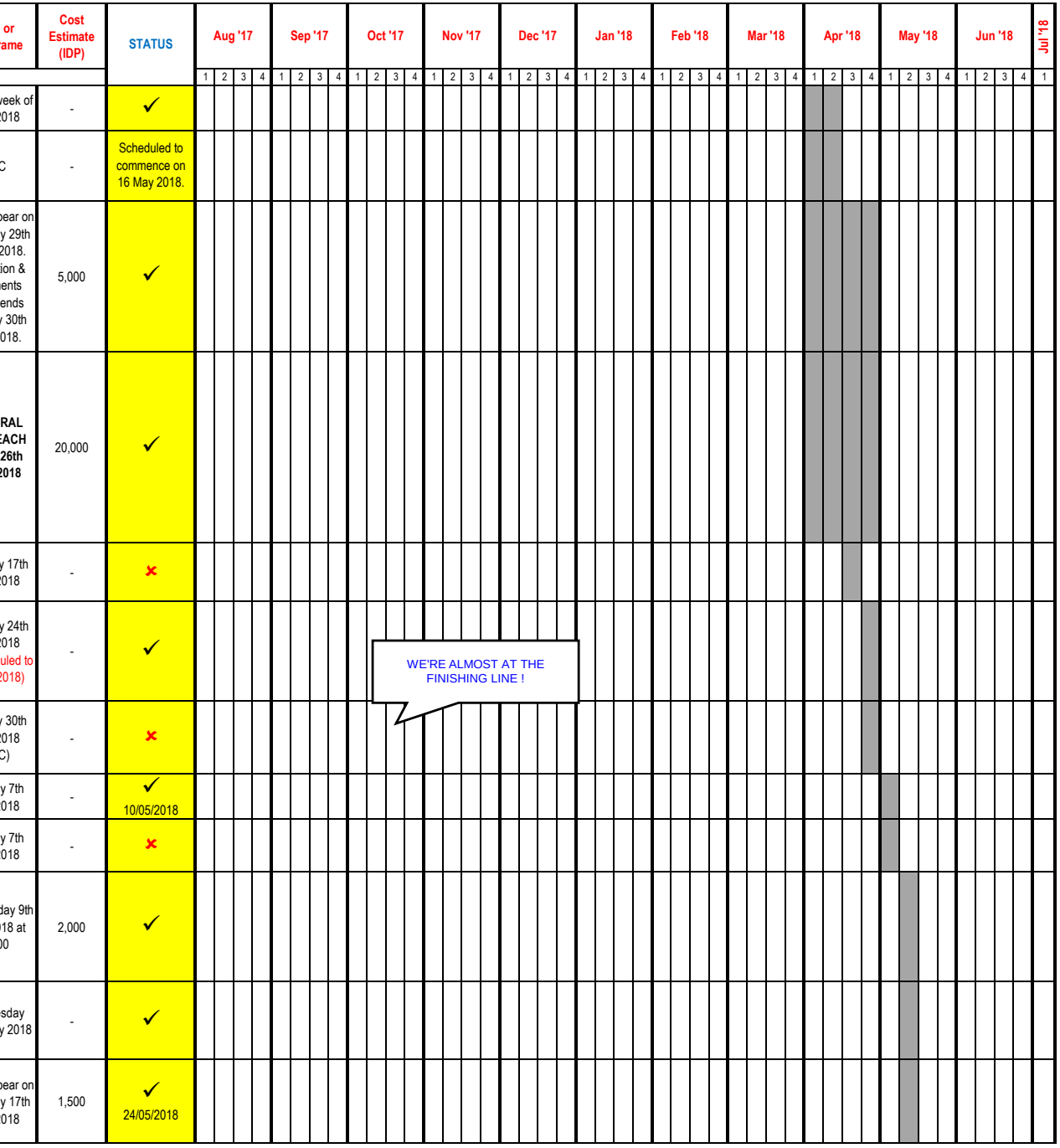
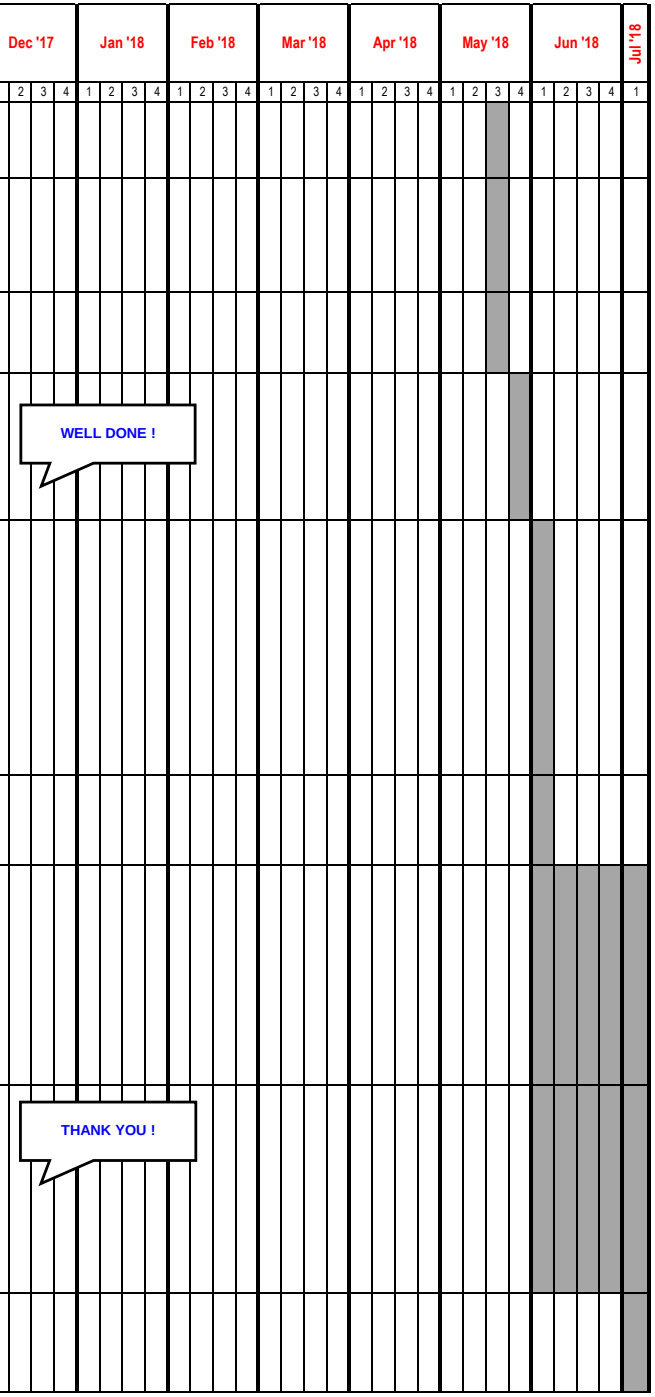
54	A. 3rd Quarterly Report B. Oversight Meeting	Prepare Report. Oversight Committee to meet. Submit report to Council.	Dr Beyers Naudé LM	Mayor, MM, CFO & PMO	By 2nd week of April 2018	-	✓
55	DISTRICT STAKEHOLDER CONSULTATIONS	2018/19 IDP & Budget Roadshow at Local Municipalities (Sarah Baartman Mayoral Outreach).	Sarah Baartman DM	Sarah Baartman Planning Unit, BNLM Council & IDP Stakeholders	TBC	-	Scheduled to commence on 16 May 2018.
56	A. Draft 2018/19 IDP & Budget advertised for Public comment. B. Schedule of Public Meetings and Media releases for Mayoral Outreach.	Placing of notices for public inpsection & comments (21-day compliance period) in local newspaper, on notice boards, insert on monthly billing accounts, post on notice boards and on social media; announce at Ward meetings. (Notice to reach the Advertiser by 26th March 2018. Print IDPs for public inspection.)	Dr Beyers Naudé LM	CFO & IDP Manager, with the assistance Ward Councillors and relevant Officials	Ad to appear on Thursday 29th March 2018. Inspection & Comments period ends Monday 30th April 2018.	5,000	✓
57	**LAST ROUND OF PUBLIC ENGAGEMENTS** Official Notices Ward & Public Meetings	Copies of Draft 2018/19 IDP & Budget distributed to strategic points in all 14 Wards for inspection and comments for 21 days, from 6th until 30th April 2018. Posted on website. Mayor & Councillors to engage their constituencies in final consultations (Mayoral Outreach, schedule of meetings also to be advertised on 29th March). PMO to accompany and give presentation on KPIs & Targets.	Dr Beyers Naudé LM	CFO & IDP Manager, assisted by WM Colleagues. Mayor, Ward Councillors, Directors, HODs, PMO and other relevant Officials	**MAYORAL OUTREACH 4th to 26th April 2018**	20,000	✓
58	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	Tuesday 17th April 2018	-	✗
59	IGR FORUM MEETING A Forum promoting Inter-Governmental Relations	Mayor's IGR meeting with key roleplayers from other spheres of Governement with the aim to improve service delivery through effective communication, consultation and engagement.	Dr Beyers Naudé LM, Sarah Baartman DM & Sector Departments	Mayor, Councillors, all relevant senior Officials from Government Departments & Mun.	Tuesday 24th April 2018 (rescheduled to 24/05/2018)	-	✓
60	**Budget Steering Committee Meeting**	Consider views of Community and Stakeholders and, if needed, revise Budget and table amendments for Council consideration.	Dr Beyers Naudé LM	Mayor & BSC	Monday 30th April 2018 (TBC)	-	✗
61	**Management Meeting**	Discussions in preparation for the finalization of IDP & Budget.	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager	Monday 7th May 2018	-	✓ 10/05/2018
62	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	Monday 7th May 2018	-	✗
63	**IDP : FINAL STEPS** IDP Steering Committee Meeting	A. Attend to comments received; make final amendments to IDP and prepare report for IDP Steering Committee. B. Refer to IDP Steering Committee : final dicussions, recommendations to Rep. Forum & Council.	Dr Beyers Naudé LM	IDP Manager, IDP Steering Committee (Relevant Officals & Councillors)	Wednesday 9th May 2018 at 10:00	2,000	✓
64	**PREPARATION OF FINAL CAPITAL & OPERATING BUDGET :** Workshop / BSC Meeting	Finalize the Budget : consider inputs & comments received during consultation process. Make necessary adjustments; reconcile with IDP. Finalize SDBIP.	Dr Beyers Naudé LM	EXCO	Wednesday 23rd May 2018	-	✓
65	**IDP & BUDGET** Official Notice in Newspaper	Place notice in Advertiser, informing public about Special Council Meeting to approve 2018/19 IDP & Budget. (Notice to reach Advertiser by 14th May 2018.)	Dr Beyers Naudé LM	MM, Administration	Ad to appear on Thursday 17th May 2018	1,500	✓ 24/05/2018



Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS
66	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Baartman DM Dr Beyers Naudé LM	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Tuesday 15th May 2018	3,000	Unable to attend due to austerity measures.
67	**IDP : FINAL STEPS** IDP Representative Forum Meeting	Discuss final amendments with Stakeholders in order to reach consensus about the preparation and submission of the final document to Council for Approval, with clearly formulated recommendations.	Dr Beyers Naudé LM	IDP Manager, IDP Rep. Forum (Relevant Officals, Councillors & Stakeholders)	Wednesday 16th May 2018 at 10:00	3,000	✓
68	**DISTRICT ALIGNMENT Final Draft IDP**	Forward amended draft IDP to Sarah Baartman DM for final alignment & adjustments.	Sarah Baartman DM, Dr Beyers Naudé LM	CFO, IDP Manager & other relevant parties	By 19th May 2018	-	✓
69	**2018/19 IDP & BUDGET APPROVED Special Council Meeting**	Prepare and submit final IDP, SDBIP, Budget & Budget-related Policies, Rates & Tariffs to Council for Approval and Implementation. Ensure that resolutions are recorded and minuted, for future implementation and monitoring.	Dr Beyers Naudé LM	MM, CFO, Directors, IDP Manager, HODs, PMO, other relevant Officials, full Council, with interested members of the public & other Stakeholders	**Tuesday 29th May 2018**	2,000	✓
70	**DISTRIBUTION OF APPROVED IDP & BUDGET**	A. Forward hard & soft copies of IDP to MEC COGTA, SBDM and ensure that other Provincial & National Government Departments (e.g. Treasury) are also supplied with copies. B. Additional copies of IDP & Budget to be made available to internal and external Auditors. C. Ensure copies are distributed to MM, all Directors & HODs; Municipal Satellite Offices and all Libraries for the public to view and uploaded to website.	Dr Beyers Naudé LM	MM, CFO, IDP Manager	During first week of June 2018 (10 days from date of approval)	5,000	In progress
71	DISTRICT & PROVINCIAL UPDATE OF IDP PROCESS	A. Interaction with SBDM regarding processes followed and adoption dates. B. Confirmation of completion of process and adoption dates with COGTA.	Sarah Baartman DM, Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager & Planning Staff	First week of June 2018	-	
72	**IMPLEMENTATION OF 2018/19 BUDGET**	A. Post on website and upload to internal systems, make necessary adjustments to tariffs; print Budget Document; submit final Budget to National & Provincial Treasury. B. SDBIP and annual Performance Management Contracts (linking KPAs & KPIs to IDP & Budget) to be completed and Mayor to table these for Council's approval. To be submitted to MEC and published within 14 days after approval.	Dr Beyers Naudé LM	Mayor, MM, CFO, Administration, ICT	A. During June 2018. B. Budget to be implemented on 1st July 2018.	-	
73	**A. IMPLEMENTATION OF NEW 5-YEAR IDP** **B. IDP & BUDGET PROCESS PLAN 2019/20**	A. Post on website and upload to internal systems. Implement programmes as soon as official approval has been received from relevant authorities. Monitor, assess, review by way of regular Status & Progress Reports, linked to PMS. Keep Sarah Baartman DM informed. B. Commence with planning for 2nd review of IDP.	Dr Beyers Naudé LM	Mayor, MM, IDP Manager, PMO, all Directorates and their Departments	A. During 1st week of June 2018. 2nd Edition of IDP to be implemented on 1st July 2018. B. By 31st July 2018.	-	
74	**2018/19 IDP ASSESSMENTS**	Provincial Assessments of 2018/19 IDPs - dates and venue to be confirmed. Being done per District and specific dates allocated. Print 10 - 15 copies of IDP.	Dr Beyers Naudé LM	MM, Directors and IDP Manager	July or August 2018	19,000	



Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Aug '17	Sep '17	Oct '17	Nov '17	Dec '17	Jan '18	Feb '18	Mar '18	Apr '18	May '18	Jun '18	Jul '18
								1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1
75	A. 4th Quarterly Report B. Oversight Meeting C. 1st Draft 2017/18 Annual Report	Prepare final Quarterly / Annual Performance Report. Prepare 1st Draft 2017/18 Annual Report. Oversight Committee to meet. Submit reports to Council.	Dr Beyers Naudé LM	Mayor, MM, CFO & PMO	July 2018	-													
76	**INCIDENTALS**	Upgrading / refurbishment of IDP Office and purchase of equipment necessary for the IDP Process, including Community-based Planning.	Dr Beyers Naudé LM	IDP Manager	As required for annual review IDP and Ward Plans	15,000													
TOTAL COST ESTIMATE FOR THE 1ST REVIEW OF THE 2017 - 2022 IDP PROCESS						**162,500**													

NB : Cost estimates are for IDP processes and activities only.

IMPORTANT NOTES : IMPLEMENTATION & PROGRESS OF PROCESS PLAN

Line Item	Comments by IDP Manager
6	The delay in getting all Ward Committees in place and functioning properly impacted seriously on Public Participation programmes, such as review of Ward Development Priorities, and other activities that they should be involved in and assisting the Ward Councillor with.
8, 19	Phase 1 IDP Assessments were held 21 - 22 November 2017 as part of new phased approach by COGTA. Report has been submitted for further attention, along with Assessment Report and MEC's Comments to 2017/18 IDP. No response received from applicable Officials.
✶	mSCOA Steering Committee meetings were not held. Budget Steering Committee met only once - on 19/03/2018. This is creating a disjuncture between the IDP & Budget process.
✶	Poor or non-submission of information for IDP review is hampering the process and quality of the Plan.
✶	Some other activities listed in the IDP & Budget Process Plan are behind schedule and require attention.

GOOD PLANNING, GOOD CO-OPERATION, GOOD COMMUNICATION AND SYNERGY BETWEEN THE PROCESSES WILL MAKE THIS THING WORK!

KINDLY NOTE THAT SOME IMPORTANT ACTIVITES HAVE FALLEN BEHIND SCHEDULE AND REQUIRE YOUR URGENT ATTENTION.