



## **FRAMEWORK/PROCESS PLAN FOR THE 2019/20 IDP REVIEW**

**The Executive Mayor**

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## CODES

REP FORUM – RF

STEERING COMMITTEE – SC

MAYORAL COMMITTEE – MYC

INTERGRATED DEVELOPMENT PLAN – IDP

STAKEHOLDER – SH

DISTRICT PLANNING FORUM - DPF

COORDINATOR'S CONSULTATION - CC

SARAH BAARTMAN DISTRICT MUNICIPALITY – SBDM

LOCAL MUNICIPALITY – LM

INTERGOVERNMENTAL RELATIONS – IGR

## **1. INTRODUCTION**

The Integrated Development Planning process is a process of consultation, participation and information sharing. Stakeholder involvement is the cornerstone of the review and refinement of the IDP. The vision for improved quality of life can be achieved through partnership with stakeholders.

Section 23 of the Municipal Systems Act of 2000 requires municipalities to undertake developmentally orientated planning to ensure that it:-

- Strives to achieve the objectives of local government set out in Section 152 of the Constitution
- Gives effect to its developmental duties as required by Section 153 of the constitution, and Together with other organs of state contribute to the progressive realization of the fundamental rights contained in sections 24, 25, 26, 27 and 29 of the Constitution.

### **1.1 PROCESS FOR PLANNING, DRAFTING, ADOPTING AND REVIEW OF INTEGRATED DEVELOPMENT PLANS**

The process is explained in sections 27 – 34 of the Municipal Systems Act of 2000. The district municipality is required to develop a framework plan after consultation with local municipalities in its area.

A framework plan 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 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
- (b) Specify the principles to be applied and co-ordinate the approach to be adopted in terms 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 the essential amendments to the framework

### **1.2 Adoption of process**

Section 28 states the following:

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

The municipality must give notice to the local community of particulars of the process it intends to follow.

### **1.3 Annual Budget**

The annual budget and the IDP are inextricably linked to one another, something that has been formalised through the promulgation of the Municipal Finance Management Act No 56 of 2003.

Chapter 4, Section 21(1) of the Municipal Finance Management Act (MFMA) indicates that:

*The Mayor of a municipality must:*

*(b) at least 9 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for:*

*(i) the preparation, tabling and approval of the annual budget;*

*(ii) the annual review of:*

*aa) the integrated development plan in terms of section 34 of the Municipal Structures Act; and*

*bb) the budget related policies.*

*(iii) the tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*

*(iv) the consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

### **1.4 Service Delivery and Budget Implementation Plan (SDBIP)**

The Service Delivery and Budget Implementation Plan (SDBIP) is an implementation plan of the approved Integrated Development Plan (IDP) and Medium Term Revenue and Expenditure Framework. Therefore, only projects that are budgeted for are implemented. The SDBIP serves to address the development objectives as derived from the approved IDP.

*Section 1 of the MFMA defines the SDBIP as:*

*(a) detailed plan approved by the mayor of a municipality in terms of section 53(1)(c)(ii) for implementing the municipality's delivery of services and the execution of its annual budget and which must include (as part of the top-layer) the following:*

*(i) revenue to be collected, by source; and*

*(ii) operational and capital expenditure, by vote.*

*(b) Service delivery targets and performance indicators for each quarter.*

### **1.5 SPATIAL DEVELOPMENT FRAMEWORK**

A Spatial Development Framework (SDF) is to a large extent influenced by the following legislation:

1. The Local Government: Municipal Systems Act (Act No. 32 of 2000);
2. The IDP and Performance Management Regulations (2001);
3. The Spatial Planning and Land Use Management Act (Act No. 16 of 2013);
4. The Eastern Cape Draft Land Use Planning Act
5. The Sarah Baartman District Municipality Municipal Land Use Planning By-law (2016).

In preparing a SDF, Section 20(1) of SPLUMA requires the following:

1. The Municipal Council of a municipality must by notice in the *Provincial Gazette* adopt a municipal spatial development framework for the municipality.
2. The municipal spatial development framework must be prepared as part of a municipality's integrated development plan in accordance with the provisions of the Municipal Systems Act.
3. Before adopting the municipal spatial development framework and any proposed amendments to the municipal spatial development framework, the

Municipal Council must:

- a) give notice of the proposed municipal spatial development framework in the *Gazette* and the media;
- b) invite the public to submit written representations in respect of the proposed municipal spatial development framework to the Municipal

Council within 60 days after the publication of the notice referred to in paragraph (a); and

- c) consider all representations received in respect of the proposed municipal spatial development framework.

## **2. HORIZONTAL AND VERTICAL ALIGNMENT:**

In terms of section 27 of the MSA the District Municipality must develop a Framework Plan which provides the linkage and binding relationships between the district and local municipalities in its area of jurisdiction. In doing so, proper consultation, co-ordination and alignment of the IDP processes of the district municipality and various local municipalities can be maintained. The IDP process must align horizontally with neighbouring municipalities especially from a spatial and economic perspective. Due to the fact that a number of sector plans such as the SDF and the Disaster Management Plan form an integral part of the municipal IDP it is important that the following national and provincial policy documents are also taken into account when SBDM draft its IDP:

National Development Plan (NDP)

Eastern Cape Strategic Development Plan

Eastern Cape Spatial Development Framework

### **3. ISSUES TO BE CONSIDERED FOR THE REVIEW OF THE IDP**

- Comments received from assessment of the 2018/19 IDPs
- Consideration and inclusion of any new information
- Areas requiring attention not addressed during the development of the five year IDP
- Review and development of sector plans
- Alignment of the district and local municipalities' priorities and plans and budgets
- Alignment of budgets and sector specific plans and programmes of provincial sector departments government with district and local municipality plans
- Incorporate the strategic plan into the IDP
- Incorporate Back to Basics, alignment with National Development Plan and Provincial Development Plan /SDGs
- Community Based Planning/Masiphathisane (war room)
- Mscoa alignment
- Annual Performance Report
- Inclusion of updates on SDF
- Inclusion of updates on Organogram

### **4. ORGANISATIONAL ARRANGEMENTS**

The SBDM IDP Review Process will be guided by the following structures:

IDP Steering Committee

IDP Representative Forum

District Planning Forum/Coordinators Consultation

#### **4.1 IDP STEERING COMMITTEE**

The IDP Steering Committee is the internal support structure which guides the IDP review process throughout the review of the IDP. It is comprised of management and mayoral committee councillors. The IDP Steering is chaired by the Executive Mayor. The main function of this committee is to consider inputs and comments from the various role-players and stakeholders make recommendations on the content of the IDP as well as provide terms of reference for various planning activities.

##### **4.1.1 TERMS OF REFERENCE FOR THE IDP STEERING COMMITTEE**

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

- Provides terms of reference for the various planning activities
- Commissions research studies
- Considers and comments on:

- Inputs from sub-committee/s, study teams and consultants
- Inputs from provincial sector departments and support providers
- Processes, summarises and document outputs
- Makes content recommendations
- Prepares, facilitates and documents meetings
- Verify facts and figures identified in the IDP Representative Forum

## **4.2 IDP REPRESENTATIVE FORUM**

The IDP Representative Forum will function throughout the review of the IDP. The structure is chaired by the Executive Mayor. The composition of the IDP representative Forum is as follows:

<b>Councillors</b>	<b>Stakeholder representatives of organised groups</b>
<b>Business Forums</b>	<b>National and Provincial Departments</b>
<b>Senior municipal officials</b>	<b>NGO's</b>
<b>Parastatals</b>	<b>Communities</b>

### **4.2.1 TERMS OF REFERENCE FOR THE IDP REPRESENTATIVE FORUM**

The summarised terms of reference for the IDP Representative Forum will be based on the composition of the constituency's interests in the IDP process, and it should be to:

- Serve as consultative forum
- Represent the interest of the municipality's constituency in the IDP process
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government
- Ensure communication between all the stakeholder representatives
- Monitor the performance of the planning and implementation process
- Ensure alignment of programmes

### **4.3 DISTRICT PLANNING FORUM/COORDINATOR'S CONSULTATION**

The District Planning Forum/ Coordinator's Consultation is a structure led by the Planning Unit personnel for the purpose of coordinating the municipality's planning processes in relation to Spatial and Integrated Development Planning.

#### **4.3.1 TERMS OF REFERENCE FOR THE DISTRICT PLANNING FORUM/COORDINATOR'S CONSULTATION**

The summarised terms of reference for the District Planning Forum/Coordinator's Consultation are as follows:

- Serve as consultative forum
- Represent the interest of the DM and LMs in the IDP process
- Ensure effective planning between DM, LM and sector Departments
- Monitor the performance of the planning and implementation process
- Ensure alignment of programmes

#### **5. ROLES AND RESPONSIBILITIES**

- The following internal and external role players have been identified to ensure a successful and useful IDP Review Process within the municipality. Each of these role players contribute immensely to the success of the 2017-2022 IDP Review Process.

##### **Internal Role-players**

- Council and the Executive Committee;
- Mayor;
- SBDM Municipal officials;
- Municipal Manager;
- Manager Development Planning;
- Performance Management Officer
- IDP Steering Committee;

##### **External Role-players**

- Local Municipalities
- Government Departments;
- Planning professionals/facilitators;
- Parastatals;

#### **ROLES AND RESPONSIBILITIES**

- As with the preparation of the IDP/Budget, in the IDP/Budget review the main roles and responsibilities allocated to each of the internal and external role players are set out in table 5.1. and 5.2 below respectively. The tables provide an indication of the various roles and responsibilities of the different groupings relating to specifically the IDP Review, PMS and budgeting processes.

**Table 5.1: INTERNAL ROLES AND RESPONSIBILITIES**

Role Player	Roles and Responsibilities
Council	<p><b>IDP</b></p> <ul style="list-style-type: none"> <li>• Final decision making</li> <li>• Approval of the reviewed IDP documentation.</li> <li>• Ensuring horizontal alignment of the IDP’s of the municipalities in the district council area.</li> <li>• Ensuring vertical alignment between the district and local planning.</li> <li>• Facilitation of vertical alignment of IDP’s with other spheres of government and sector departments.</li> <li>• Provide events for joint strategy workshops with local municipalities, provincial and national role players and other subject matter specialists.</li> <li>• Linking the IDP process with their constituencies</li> <li>• Organising public participation.</li> </ul> <p><b>PMS</b></p> <ul style="list-style-type: none"> <li>• Final decision making</li> <li>• Consider and adopt final report.</li> <li>• Consider and approve the performance agreement of the MM</li> <li>• Popularising PMS within their constituencies</li> </ul> <p><b>BUDGET</b></p> <ul style="list-style-type: none"> <li>• Final decision making</li> <li>• Approve the budget before the start of the financial year.</li> <li>• Council to approve unforeseen and unavoidable expenses</li> <li>• Approve Service Delivery and Budget Implementation Plan</li> </ul>
Mayor	<p><b>IDP</b></p> <ul style="list-style-type: none"> <li>• Responsible for overseeing the process</li> <li>• Political responsibility and accountability regarding the process</li> </ul> <p><b>PMS</b></p> <ul style="list-style-type: none"> <li>• Establishing the performance agreement for the Municipal Manager in terms of the PMS.</li> <li>• Determine KPA’s for MM based on institutional KPI’s.</li> <li>• Determine the performance objectives and targets that the MM must meet in relation to the KPA’s.</li> <li>• Negotiate the performance objectives and targets that the MM must meet.</li> <li>• Submit draft performance agreement for the MM via EXCO to the Council for consideration and approval.</li> <li>• Conclude and sign performance agreement with the MM on behalf of Council.</li> </ul> <p><b>BUDGET</b></p> <ul style="list-style-type: none"> <li>• Table budget to Council at least 90 days before the start of the financial year.</li> <li>• Table budget timetable to Council.</li> <li>• Report authorization of unforeseeable and unavoidable expenses at Council meeting after having authorized such expenses.</li> <li>• Submit SDBIP to Council, 14 days after approval of budget</li> <li>• Ensure conclusion of management’s performance agreements.</li> </ul>

Role Player	Roles and Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure that the management’s performance agreements are made public.</li> <li>• Submit to Council an annual report within 7 months after the end of the financial year.</li> </ul>
SBDM Officials	<p><b>IDP</b></p> <ul style="list-style-type: none"> <li>• Provide technical/sector expertise through the IDP Steering Committee (Senior officials)</li> <li>• Prepare selected Sector Plans.</li> <li>• Provide comments on the IDP Review document</li> </ul> <p><b>PMS</b></p> <ul style="list-style-type: none"> <li>• Setting KPI’s for administrative components and service providers.</li> <li>• Prepare progress reports- Top management: Monthly</li> <li>• Reporting on the performance measures.</li> <li>• Verification of interim PMS measurement results.</li> </ul>
Municipal Manager, CFO and Manager Development Planning, Performance Management Officer	<p><b>IDP</b></p> <ul style="list-style-type: none"> <li>• Decide on planning process.</li> <li>• Monitor process.</li> <li>• Overall Management and co-ordination.</li> </ul> <p><b>PMS</b></p> <ul style="list-style-type: none"> <li>• Submission of annual performance report to Council for approval.</li> <li>• Submission of audit to Council</li> <li>• Submit report to the Council about mechanisms, systems and processes for auditing the results of performance measurements as part of the internal auditing process.</li> <li>• Establishment of a performance audit committee.</li> <li>• Entering into performance agreements with departmental heads.</li> <li>• Performance monitoring</li> <li>• Submission of approved annual performance report, together with financial statements, to the Auditor General.</li> <li>• Receive external Auditors report.</li> <li>• Submission of audit report via EXCO to Council within 1 month of receipt.</li> <li>• Within 14 days of adopting the annual report: <ul style="list-style-type: none"> <li>- make copies available to the public and the media;</li> <li>- Submit a copy of the report to the MEC for local government in the province;</li> <li>- Submit a copy of the report to the Auditor General and any other institutions prescribed by regulation.</li> </ul> </li> </ul> <p><b>BUDGET</b></p> <ul style="list-style-type: none"> <li>• Give notice of bank account to National Treasury (NT) and Auditor General (AG).</li> <li>• Supply NT and AG with a list of bank accounts.</li> <li>• Table consolidated report of all withdrawals from bank account to Council within 30 days after the end of each quarter.</li> <li>• Submission of draft budget implementation plan to Mayor within 14 days after approval of the budget.</li> <li>• Perform mid-year performance assessment of the municipality and the</li> </ul>

Role Player	Roles and Responsibilities
	submission of the report to the Mayor. <ul style="list-style-type: none"> <li>• The submission of the annual financial statements to the AG within two months after the end of the Financial Year.</li> <li>• Submission of annual oversight reports to the Provincial Legislature within 7 days after adoption by Council.</li> </ul>
Manager Development Planning, Performance Management Officer	<b>IDP</b> <ul style="list-style-type: none"> <li>• Ensure that the Process Plan is finalised and adopted by Council;</li> <li>• Day-to-day management of the IDP process</li> <li>• Ensure continuous and improved participation of role players through IDPRF and other means;</li> <li>• Prepare documentation and submissions;</li> <li>• co-ordinate the preparation of the Sector Plans and their inclusion into the IDP documentation;</li> <li>• Co-ordinate the inclusion of the Performance Management System (PMS) into the revised IDP;</li> <li>• Submit the reviewed IDP to the relevant authorities.</li> </ul> <b>PMS</b> <ul style="list-style-type: none"> <li>• Day-to-day management of the process</li> <li>• Performance management review planning and preparation.</li> <li>• Prepare documentation and submissions;</li> <li>• Day-to-day management of the PMS process</li> </ul> <b>BUDGET</b> <ul style="list-style-type: none"> <li>• Interact with Budget Officer for alignment of processes</li> <li>• Ensuring IDP process conducted timeously for budgeting purposes</li> </ul>
CFO	<b>IDP</b> <ul style="list-style-type: none"> <li>• Interact with IDP Manager to ensure that processes are aligned</li> <li>• Ensuring that budget proposals are in line with the IDP</li> </ul> <b>BUDGET</b> <ul style="list-style-type: none"> <li>• Ensure that the Process Plan is finalised and adopted by Council;</li> <li>• Day-to-day management of the budgeting process</li> <li>• Make information available to staff members for budgeting purposes</li> <li>• Prepare documentation and submissions;</li> <li>• Ensure draft budget is in place for submission to Council.</li> </ul>

**TABLE 5.2: EXTERNAL ROLES AND RESPONSIBILITIES**

Role Player	Roles and Responsibilities
Planning Professionals	<ul style="list-style-type: none"> <li>• Specialist &amp; targeted input.</li> <li>• Facilitation of planning workshops.</li> <li>• Sector Plans.</li> <li>• Documentation.</li> </ul>

Government Departments	<ul style="list-style-type: none"> <li>• Provide data and information.</li> <li>• Budget guidelines.</li> <li>• Alignment of budgets with the IDP.</li> <li>• Provide professional and technical support (sector specialisation)</li> </ul>
NGOs and Business fraternity	<ul style="list-style-type: none"> <li>• Provide inputs</li> </ul>

## 6. MECHANISMS FOR PARTICIPATION

Chapter 4 of the Municipal Systems act requires municipalities to involve communities and stakeholders in the IDP Review process. .

Four major objectives said to be the motive behind the public participation process namely:

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

SBDM will confirm the following mechanisms for participation:

### 6.1 IDP REPRESENTATIVE FORUM (IDP REP FORUM)

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

### 6.2 MEDIA

Local newspapers, the Municipal website and Sarah Baartman News will be used to inform the community of the progress of the 2019/2020 IDP/budget Review. Four newspaper adverts will be posted, the first one at the beginning of the process inviting the public to participate, the second advert will be posted once draft budget and IDP are in place inviting the public to comment, the third advert will be posted once the IDP is ready for Council approval to comply with legislative requirement to advertise for 21 days for the public and the fourth one will be after the adoption of the 2019/2020 IDP and budget.

### 6.3 IDP STEERING COMMITTEE

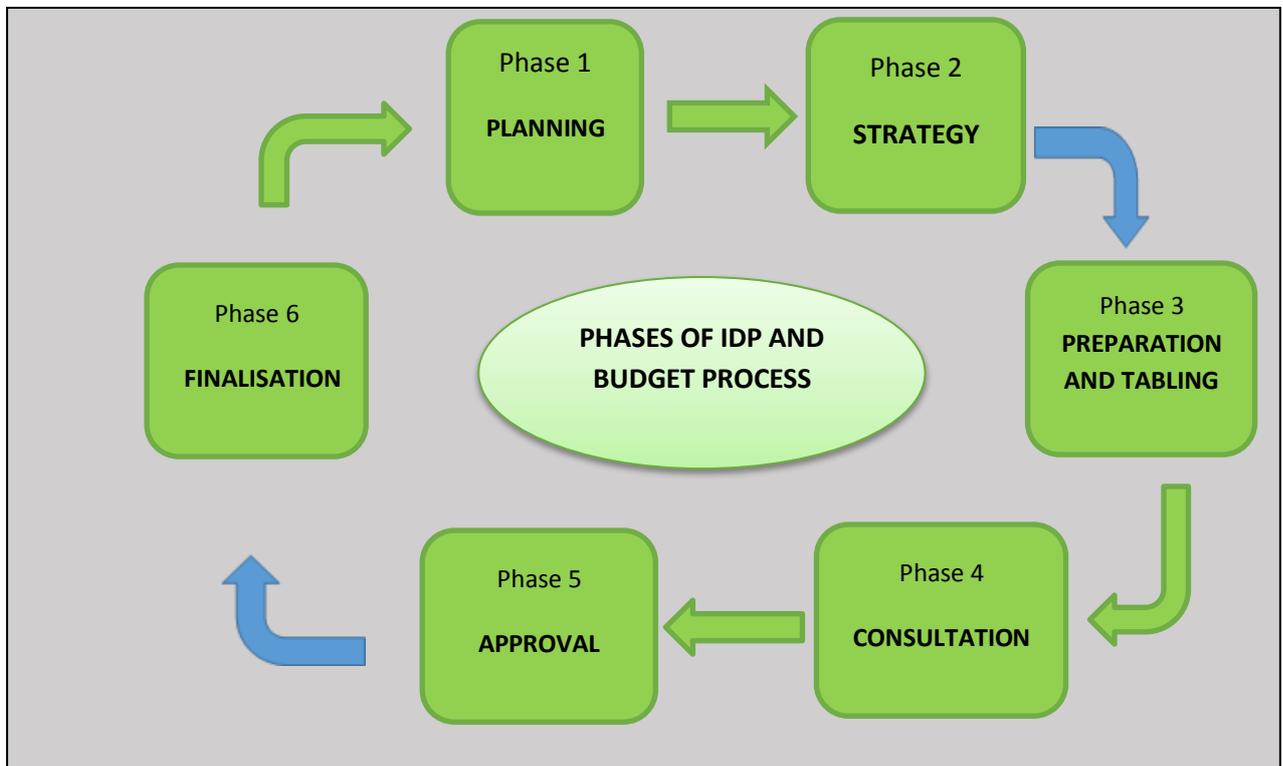
This will consist of Section 56 (MSA, 2000) management and other layers of management participating in an IDP process.

### 6.4 COUNCIL APPROVAL

The Council will consider, for comments, a draft 2019/2020 IDP/Budget Review document by March 2019. This will ensure inclusion into the national and provincial budgeting processes as well as inform the municipal budgeting process. The final IDP/Budget review will be adopted by May 2019. Sector Plans will be approved by Council on their completion.

## 7. PHASES OF THE IDP AND BUDGET PROCESS

The phases of the IDP and Budget process is indicated in the diagram below. The process speaks to planning, preparation, implementation and monitoring of the IDP, Budget and PMS.



The table below summarizes the important activities and deliverables to be considered during the different phases of the IDP Process:

PHASE	ACTIVITIES	DIRECTORATE/STRUCTURE
<b>Preparation</b>	<ul style="list-style-type: none"> <li>Approval of IDP Process Plan</li> </ul>	<ul style="list-style-type: none"> <li>Council</li> </ul>
<b>Analysis</b>	<ul style="list-style-type: none"> <li>Conduct community needs analysis through a comprehensive process of public participation</li> </ul>	<ul style="list-style-type: none"> <li>Executive Mayor</li> <li>Manager: Development Planning</li> </ul>
	<ul style="list-style-type: none"> <li>Conduct a socio-economic analysis</li> </ul>	<ul style="list-style-type: none"> <li>All directorates</li> </ul>
	<ul style="list-style-type: none"> <li>Conduct an organizational SWOT analysis</li> </ul>	<ul style="list-style-type: none"> <li>Municipal Manager</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>Develop strategic objectives through a strategic planning session of Council</li> </ul>	<ul style="list-style-type: none"> <li>Council</li> </ul>

	<ul style="list-style-type: none"> <li>• Set specific service delivery and development targets</li> </ul>	<ul style="list-style-type: none"> <li>• All directorates</li> </ul>
	<ul style="list-style-type: none"> <li>• Review all sector plans</li> </ul>	<ul style="list-style-type: none"> <li>• All directorates</li> </ul>
<b>Projects</b>	<ul style="list-style-type: none"> <li>• Develop business plans to give effect to the strategic objectives of Council</li> </ul>	<ul style="list-style-type: none"> <li>• Municipal Manager</li> </ul>
<b>Integration</b>	<ul style="list-style-type: none"> <li>• Horizontal and vertical alignment of council strategic objectives with other spheres of government</li> </ul>	<ul style="list-style-type: none"> <li>• Council</li> <li>• All directorates</li> </ul>
	<ul style="list-style-type: none"> <li>• Actively participate in relevant inter-governmental engagements</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Mayor</li> </ul>
<b>Approval</b>	<ul style="list-style-type: none"> <li>• Apply all legislative requirements to ensure the credibility of the IDP process</li> </ul>	<ul style="list-style-type: none"> <li>• Council</li> </ul>

## 8. Action Programme

<i>Deliverable /Activity</i>	<i>Responsibility</i>	<i>July</i>				<i>August</i>				<i>September</i>			
		1	2	3	4	1	2	3	4	1	2	3	4
Development of IDP Framework /Process Plan/Budget schedule	Planning Unit / Development Planner												
1 <sup>st</sup> IDP Steering Committee meeting <b>(2 JULY 2018)</b>	IDP/Budget/PMS Steering Committee												
Consultation with local municipalities on the Framework Plan (IDP Coordinators) <b>(5 JULY 2018)</b>	Planning Unit / Development Planner												
Tabling of IDP Framework Plan/Budget schedule to Mayoral Committee	Mayoral Committee												
Council adopts IDP Framework Plan/Budget Schedule <b>(22 AUGUST 2018)</b>	Council												
Advertise IDP Framework/Process Plan/Budget Schedule placed in the local newspaper and local municipal offices and on the SBDM website	Planning Unit / Development Planner												
Consultation with stakeholders on the IDP Review process <b>REP FORUM (13 SEPTEMBER 2018)</b>	Planning Unit / Development Planner												
CBP roll – out in local municipalities	Planning Unit/ IDP Managers												

<i>Deliverable/Activity</i>	<i>Responsibility</i>	<i>October</i>				<i>November</i>				<i>December</i>			
		1	2	3	4	1	2	3	4	1	2	3	4
Community Based Planning roll-out in seven local municipalities	Planning Unit/IDP Managers												
Situational analysis – municipal wide analysis	Planning Unit /IDP Task team/LMs												
IDP/Budget Steering Committee meeting to confirm priorities <b>(18 OCTOBER 2018)</b>	IDP/Budget/PMS Steering Committee												
Stakeholder consultation with Local Municipalities <b>(26 October 2018)</b>	Planning Unit / Development Planner												

Review of objectives and strategies	Planning Unit / Development Planner												
IDP/Budget Steering Committee meeting (15 November 2018)	IDP/Budget/PMS Steering Committee												
Compile Draft projects													

Deliverable /Activity	Responsibility	January				February				March			
		1	2	3	4	1	2	3	4	1	2	3	4
Finalisation of draft projects /alignment with budget	Planning Unit/Finance /IDP Task Team												
IDP/Budget Steering Committee meeting to consider first draft (24 January 2019)	IDP/Budget/PMS Steering Committee												
Consultation with stakeholders. Sector alignment. Rep Forum (21 February 2019)	Planning Unit/Finance/IDP Task Team												
IDP/Budget Steering Committee Meeting (06 March 2019)	IDP/Budget/PMS Steering Committee												
Mayoral Committee considers Draft IDP & Budget	Mayoral Committee												
Consultation with Local Municipalities on Project Proposals (14 March 2019)	Planning Unit / Development Planner												
Tabling of Draft IDP to Council (27 March 2018)	Council												

<b>Deliverable /Activity</b>	<b>Responsibility</b>	<b>April</b>				<b>May</b>				<b>June</b>			
		1	2	3	4	1	2	3	4	1	2	3	4
Stakeholder consultation on Draft IDP/Budget <b>(03-23 April 2019)</b>	Planning Unit												
Refinement of Draft IDP/Budget	Planning Unit / Development Planner												
IDP/Budget Steering Committee meeting to consider first draft <b>(02 May 2019)</b>	IDP/Budget/PMS Steering Committee												
Stakeholder consultation. IDP Rep Forum <b>(14 May 2018)</b>	IDP/Budget/PMS Steering Committee												
Council approves IDP and Budget <b>(22 May 2019)</b>	Council												
Publication of approved IDP/Budget on the website and local newspaper <b>(24 May 2019)</b>	Planning Unit												

**KEY DATES FOR THE IDP REVIEW**

<b><u>Steering Committee</u></b>	<b><u>Representative Forum</u></b>	<b><u>Coordinator's Consultation</u></b>
<b>2 July 2018</b>		
		<b>5 July 2018</b>
<b>11 September 2018</b>		
	<b>13 September 2018</b>	
<b>18 October 2018</b>		
		<b>26 October 2018</b>
<b>15 November 2018</b>		
<b>24 January 2019</b>		
	<b>21 February 2019</b>	
<b>06 March 2019</b>		
		<b>14 March 2019</b>
<b>02 May 2019</b>		
	<b>14 May 2019</b>	