DR BEYERS NAUDÉ LOCAL MUNICIPALITY EC101



INTEGRATED ACTION PROGRAMME: ACTIVITIES & TIMELINES

2017 - 2022 IDP 2nd REVIEW & 2019/20 BUDGET PROCESS

"IDP is an ethos; a spirit"

						risin	g together for developm	ent																			
Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Aug '18	Sep '18		Oct '18		Nov '18		ec '18	Jai	n '19	Fe	b '19	Mar'1		Apr '1	9	May '19		un '19	Jul '19
Α					PLANNI	NG : ORG	I SANIZATION		 	4 1	2 3	4 1	2 3 4	1 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	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 5th July 2018	2,150	✓																				
2	Management Meeting	To include discussions on preparation for IDP Review process and consultations with Ward Committees.	Dr Beyers Naudé LM	Top Management	Monday 9th July 2018	-	✓																				
3	MTREF Budget Time Schedule	Discussion and consensus on 2019/20 Budget Process, Time Schedule of Key Activities, mSCOA compliance, IDP Process alignment.	Dr Beyers Naudé LM	Mayor, CFO & BSC	July 2018	1	√																				
4	A. IDP Process preparations B. Final Quarterly Report C. Prepare 1st Draft 2017/18 Annual Report	Co-ordination and alignment of dates and activities for IDP & Budget process. Consensus on various activities, roles and responsibilities. Prepare notice for launch of IDP's 2nd 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 2018	ı	A: √ B: √ C: ×											PORTA									
5	CONSULTATION WITH WARD COMMITTEES	Consult with Ward Councillors and their Committees on status of their Ward Development Priorities and critical issues identified at Community-Based Planning workshops in 2016. Update and circulate report to Municipal & Sector Departments for final input.	Dr Beyers Naudé LM	IDP Manager, Ward Councillors, Ward Co-ordinator and Willowmore colleague	July 2018	3,000	Only Ward 5 outstanding								Well-fur effective participa	e Ward	g Ward I-Based	Plann	nittees a	re essent	ial for public						
6	Performance Agreements	Agreements for Section 57 & 56 Managers to be in place within one month after start of new financial year - in accorance with 2018/19 SDBIP approved by Mayor within 28 days after approval of 2018/19 Budget.	Dr Beyers Naudé LM	Mayor, MM, Directors and PMO	By 31 July 2018	,	To Council on 13/12/2018																				
7	Management Meetings	To include discussions on Ward Committee meetings and preparation of 2019/20 IDP & Budget Process Plan.	Dr Beyers Naudé LM	Top Management	Monday 6th & 13th August 2018	,	✓																				
8	PUBLIC PARTICIPATION PROGRAMME COMMENCES A. Public informed about the Launch of the 2nd Review of 2018 - 2022 IDP & 2019/20 Budget Process. B. Stakeholder database updated.	A. Send notices to local newspaper on 30/07/2018. Ward Clirs to sensitize their Wards, Ward Committees and Wardbased 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 update 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 2nd August 2018; Invitations for IDP RF out during 1st week.	6,000	√																				
9	LAUNCH OF 2019/20 IDP & BUDGET PROCESS IDP Representative Forum activated	First IDP Representative Forum meeting for the 2nd review cycle of the IDP and compilation of 2019/20 Budget. Sector Dept. feedback, as well as presentation of DM Framework Plan & LM Process Plan.	Dr Beyers Naudé LM, Sarah Baartman DM / COGTA	Mayor, Speaker & all Councillors, MM, Directors / HODs, IDP Manager and relevant Officials; all IDP Stakeholders	Launch Wednesday 22nd August 2018 at 10:00	3,000	✓																				

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10	SPECIAL COUNCIL MEETING A. 2019/20 Budget Time Schedule adopted. B. 2019/20 District IDP Framework Plan adopted. C. 2019/20 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 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 Representative 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 Wardbased Public Participation Meetings, etc.	Dr Beyers Naudé LM	Mayor, Speaker & all Councillors, MM, Directors, HODs, IDP Manager, relevant Officials and members of the Public	Thursday 16th August 2018 (postponed to 24/08/2018)	1,500	A - C; D only IDP SC & RF ✓ 24/08/2018	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	Managers planning m or skills	are encourage eetings and a	y Ward Counced to participant JDP training programmes time.	illors) and all te in the IDP g workshops	1 2 3 4	1 2 3 4	1 2 3 4 1
11	IDP Steering Committee Meeting	Reportback on Ward Committee 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 2019/20 Budget & SDBIP.	Dr Beyers Naudé LM	Mayor & Ward Councillors, MM, Directors / HODs, IDP Manager and other relevant Officials	Wednesday 29th August 2018 at 10:00	1,500	✓											
12	1ST DRAFT 2017/18 ANNUAL REPORT	Complete 1st Draft 2017/18 Annual Report. (NB : Oversight Committee)	Dr Beyers Naudé LM	Top Management	31st August 2018	-	×											
13	Management Meeting	To include discussions on Public Participation Roadshow by MM and Senior Managers - to augment IDP Review process and Ward Committee consultations already conducted.	Dr Beyers Naudé LM	Top Management	Monday 3rd & 10th September 2018	-	03/09/2018											
14	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	-	Slow progress; most Sector Plans are still outstanding.											
15	IGR FORUM MEETING A Forum promoting Inter- Governmental Relations	Mayor's IGR meeting with key roleplayers from other spheres of Government 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.	TBC	-	×											
16	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Baartman DM Dr Beyers Naudé LM	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Thursday 13th September 2018	3,000	11/09/2018 (Conan)											
17	Budget Steering & mSCOA Committee meetings	Discuss and prepare for 2019/20 Budget process. Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO Budget SC & mSCOA Committee	TBC	-	*											
18	2018/19 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	Date still to be confirmed (Behind schedule)	8,000	√ 14/03/2019											

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В						PHAS	L E1: ANAL		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
19	Management Meeting	To include updates on Public Participation Roadshow by MM and Senior Managers.	Dr Beyers Naudé LM	Top Management	Monday 8th & 15th October 2018	-	✓ No Roadshow											
20	AUGUST TO OCTOBER: SITUATION ANALYSIS OF WARDS & INSTITUTION All systems activated and structures mobilized for the review of the IDP: Community Based Planning (CBP) Community Dev. Workers (CDWs) Ward Councillors Ward Councillors Ward Committees Ward-based Stakeholder Org. IDP Steering Committee IDP Representative Forum IGR & Budget structures All Municipal Departments, Area and Satellite Offices	A. WARD COMMUNITY MEETINGS Ward Councillors to meet with their Communities and provide feedback on status of Ward Development Priorities and critical issues - to be combined with Top Managment Roadshow - as part of the Municipality's wider Public Participation programme. 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	Ward Councillors and all other relevant Roleplayers & Stakeholders, incl. MM, Directors, HODs and other senior Officials.	To be completed by end of October 2018.	10,000	A: No Roadshow B - D: ✓							during Worksh	e IDP Manage nops and Publi	r and other Off	icials s. We	
21	DISTRICT-LEVEL MEETING & CONSULTATIONS	Consultation with IDP Managers and submission of Progress Reports.	Sarah Baartman DM (meetings with LMs)	IDP Managers and IDP Co-odinators	Friday 26th October 2018	2,150	(could not attend but provided telephonic report)											
С		T	1	T	1	PHASE	2 : STRAT	EGIES										
22	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 5 Key Performance Areas: KPA 1. Organizational Transformation & Institutional Development KPA 2: Service Delivery & Infrastructure Planning (incl. FBS, Housing, SDF & Envronment) KPA 3: Local Economic Development KPA 4: Financial Viability KPA 5: Good Governance & Public Participation	Dr Beyers Naudé LM	MM, CFO, Directors, HODs and other functionaries, IDP Manager & PMO	1st week of November 2018	-	CBP Report & Institutional Analysis completed & distributed. StratPlan Session postponed to 23/01/2019 and will be continued on 27/02/2019. NB: Budget Process not yet started.						HODs and f Objecti and d thes	remember to coremost when ves, developing your le activities with	onsider Ward formulating (o g Strategies a Projects. Plea nin specified ti	Priorities first r reviewing) and identifying se complete meframes.		

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23	Management Meeting	To include discussions on how project plans must respond to Ward Development Priorities and budgets aligned accordingly.	Dr Beyers Naudé LM	Top Management	Monday 5th & 12th November 2018	-	√	1 2	3 4	1 2	2 3 4	1	2 3	4 1	2 3	4 1	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
24	BUDGET PLANNING PROCESS STARTS Budget Steering Committee Meeting	All Managers and Budget Drivers to determine Operating & Capital Budget requirements for 2019/20 (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 & nonfinancial KPIs)	Dr Beyers Naudé LM	MM, CFO, Directors, CA, HODs, other Budget Drivers and PMO	To commence 1st week of November 2018		NB : Budget Process is behind schedule.															>										
25	A. 2017/18 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 2018	-	Some behind schedule.																									
26	IGR FORUM MEETING A Forum promoting Inter- Governmental Relations	Mayor's IGR meeting with key roleplayers from other spheres of Government 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.	TBC	-	×																									
27	IDP Steering Committee Meeting	Reportback on Ward-based Public Participation Roadshow (feedback session). CFO to provide guidance on Budget preparation process; project plans to be prioritized in accordance with available funding streams. IDP Project Register to be revised.	Dr Beyers Naudé LM	Mayor & Ward Councillors, MM, Directors / HODs, IDP Manager and other relevant Officials	Wednesday 14th November 2018 at 10:00	1,500	√																									
28	Strategic Planning Session	Focus on IDP Development Priorities and their Strategies - are they working or not. Do they need to change?	Dr Beyers Naudé LM	Top Management and other relevant Officials	Wednesday 21st November 2018 at 09:00 (Full day workshop)	1,500	Cancelled; rescheduled for 23/01/2019																									
29	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Baartman DM Dr Beyers Naudé LM	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Thursday 22nd November 2018	3,000	✓																									
30	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	Mayor, Speaker & all Councillors, MM, Directors / HODs, IDP Manager and relevant Officials; all IDP Stakeholders	Wednesday 28th November 2018 at 10:00	3,000	~																									
D						PHASE	3 : PROJE	CTS																								
31	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 2018	-	Forward Planning requires more focussed attention.																									

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32	Management Meeting	To include discussions on how project plans must respond to Ward Development Priorities and budgets aligned accordingly.	Dr Beyers Naudé LM	Top Management	Monday 3rd & 10th December 2018	-	14/12/2018	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 esign a	2 3 4	1 2 interver	3 4	1 2 3	ieve the	3 4 1
33	BUDGET WORKSHOP	Preparation of Draft 2019/20 Capital Budget : discussion & debate on estimated cost of projects or programmes and available resources. Review of Policies.	Dr Beyers Naudé LM	MM, CFO, Directors, HODs, relevant Officals and full Council.	TBC	-	BSC & Budget Process not yet activated.												cons cons UNF	sider all ci sultative a	ross-cu pproac PROJE	utting inter	grations NOT Co ply aggr	through OMPILE	Be very str a multi-se A WISH L of similar	ctoral &	
34	DRAFT PROJECT REGISTER	Complete 1st Draft IDP Project Register and submit to Sarah Baartman DM.	Dr Beyers Naudé LM	IDP Manager	By 15th December 2018	1,500	Requires more input													7	\prod						
35	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. 2018 to mid Jan. 2019	-	✓																				
36	Management Meeting	To include discussions on progress with IDP Review and preparation of Draft IDP & Budget.	Dr Beyers Naudé LM	Top Management	Monday 14th & 21st January 2019	•	√ √																				
37	A. 2nd Quarterly Report B. 2017/18 Annual Report C. Oversight Meeting D. 2018/19 Adjustment Budget E. Mid-year Performance Review	Complete 2017/18 Annual Report and 2018/19 Adjustment Budget; commence with 2018/19 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 18th January 2019	•	In progress. Some were referred to EXCO and Council 22 & 24 Jan. 2019.																				
38	2018/19 STATUS QUO ASSESSMENT 2nd Quarter Reports	2018/19 SDBIP: Update status of Projects, as at end of December 2018. Determine whether we are on track in terms of our 2017 - 2022 IDP's Strategy Implementation and will we meet our Objectives for 2018/19?	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager & PMS Officer	Reports to be submitted by 18th January 2019	-	Strategies reviewed on 23/01/2019. Follow-up on 27/02/2019.																				
39	Budget Steering & mSCOA Committee meetings	Report on status of Budget; reinforce upcoming process on Budget approval & oversight. Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO Budget SC & mSCOA Committee	TBC	-	*																				
40	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 18th January & aligned by end of January 2019	-	Some processes are lagging behind; Budget Process not yet started.																		all the apped and adop		
41	2019/20 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 2019	-	Process not yet started.																			\prod	
42	ADOPTION OF ANNUAL & MID- YEAR REPORTS AND ADJUSTMENT BUDGET A. 2017/18 Annual Report B. Oversight Report C. 2018/19 Mid-year Report D. 2018/19 Adjustment Budget	Table 2017/18 Annual Report & Oversight Report and submit 2018/19 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 Wednesday 30th January 2019	-	Draft 2017/18 Annual Report has been advertised for inspection & comments.																				
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	Top Management	Monday 4th & 11th February 2019 (Changed to 11 & 18 Feb.)	-	√ √																				

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44	FINANCIAL ALIGNMENT Between IDP & Budget Budget Steering Committee Meeting	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	BSC Thursday 7th February 2019 (12/02/2019)	-	dealt with 2018/19 Adjustment	1	2 3	4 -	2	3 4	1	2 3	4 1	2 3	3 4	1 2	3 4	1	2 3	4 1	2 3	3 4	1 2	3 4	1 2	3 4	1 2	3 4	1 2	3 4	1
45	IGR FORUM MEETING A Forum promoting Inter- Governmental Relations	Mayor's IGR meeting with key roleplayers from other spheres of Government 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.	TBC	-	×																										
46	IDP Steering Committee Meeting	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 2019/20 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 and other relevant Officials	Wednesday 13th February at 10:00	1,500	(NB : 2019/20 Budget Process not yet started)																										
47	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 21st February 2019 (Postponed, date TBC)	3,000	Rescheduled for 24/04/2019.	ır																									
48	IDP Representative Forum Meeting	Sector Alignment. Representations by Sector Departments & SOEs.	Dr Beyers Naudé LM	Mayor, Speaker & all Councillors, MM, Directors / HODs, IDP Manager and relevant Officials; all IDP Stakeholders	Wednesday 27th February at 10:00	3,000	✓																										
Е		1	l .			PHASE 4	4 : INTEGR	RATI	ON							1 1					-11					-		1 1					7
49	FULL INTEGRATION of all Developmental Priorities, Objectives, Strategies, Plans, Policies and Programmes. All data collated, consolidated within a logical and cohesive framework. • Consultations • Ward and Public Meetings • Management Meetings • Management Meetings • IDP Rep. Forum Meetings • IDP Rep. Forum Meetings • IDP Rep. Forum Meetings WARD PLANS COMPLETED. ALL SECTOR & STRATEGIC PLANS ARE IN PLACE AND IST DRAFT OF REVIEWED IDP	Ensure that the following form core components of the IDP: SECTOR PLANS / PROGRAMMES Housing Sector Plan Water Services Development Plan Integrated Transport 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	Special Council Meeting: 2018/19 Adjustment Budget & amended SDBIP - Tuesday 26th February 2019. Management Meetings IDP SC & IDP RF Budget SC	-	Sector Plans are not yet in place and some policies are still outstanding. Comprehensi ve CBP Report was presented to IDP SC & RF. All IDP Meetings were held as scheduled and Draft 2019/20 IDP was printed							have	been	that implering is up	mente	d and															
50	Budget Steering & mSCOA Committee meetings	Report on status of Budget, reinforce upcoming process on Budget approval & oversight. Progress of mSCOA implementation. Attend to all Audit queries.	Dr Beyers Naudé LM	MM, CFO Budget SC & mSCOA Committee	TBC	,	Budget SC met on 13/03/2019. No mSCOA meetings to date.	t																									

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51	DRAFT CAPITAL & OPERATING BUDGET A. Workshop B. BSC Meeting	A. Workshop proposed 2019/20 Capital and Operating Budgets with Management. B. Budget Steering Committee to discuss 2019/20 Operating Budget.	Dr Beyers Naudé LM	MM, CFO, Directors, HODs, relevant Officals and Councillors	A. Thursday 7th March 2019; B. Tuesday 12th March 2019	-	Budget SC met on 13/03/2019.	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	3 4 1	1 2 3	4 1	2 3 4	1
52	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Baartman DM Dr Beyers Naudé LM	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Thursday 14th March 2019 (24/04/2019)	3,000	(could not attend)																						
F						PHAS	E 5 : APPRO	OVAL										-											
53	DRAFT 2019/20 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 11th March for publication on 14th March.)	Dr Beyers Naudé LM	MM, CFO & IDP Manager, with the assistance of relevant Officials	To EXCO by 15th March 2019 (IDP to EXCO on 13/03/2019)	3,000	Budget compilation commenced 1st week of March.																						
54	DRAFT 2019/20 IDP, BUDGET & SDBIP ADOPTED Special or Ordinary Council Meeting	Table completed draft IDP, Budget & 1st draft SDBIP before Council for adoption, to be advertised for public comment. After 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 26th March 2019	5,000	Draft 2019/20 IDP & Budget tabled at Ordinary Council Meeting on 27/03/2019.																						
55	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 2019	-	✓																						
56	Management Meeting	Mayoral Outreach commences on 8 April in southern section of BNLM and relevant Officials are accompanying him.	Dr Beyers Naudé LM	Top Management	Monday 1st & 8th April 2019	-	✓																						
57	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 2019	-	✓																						
58	A. Draft 2019/20 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 8th April 2019. 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 11th April 2019. Inspection & Comments period ends Thursday 9th May 2019.	5,000	✓																						
59	DISTRICT STAKEHOLDER CONSULTATIONS	2019/20 IDP & Budget Roadshow at Local Municipalities (Sarah Baartman Mayoral Outreach).	Sarah Baartman DM	Sarah Baartman Planning Unit, BNLM Council & IDP Stakeholders	TBC	-	√ 15/05/2019																						
60	IGR FORUM MEETING A Forum promoting Inter- Governmental Relations	Mayor's IGR meeting with key roleplayers from other spheres of Government 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.	TBC	-	×																						
61	Management Meeting	Discussions in preparation for the finalization of IDP & Budget.	Dr Beyers Naudé LM	Top Management	Monday 6th & 13th May 2019	-	✓																						

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS		g '18		ep '18		Oct '18	Nov '18	Dec '18		Jan '19		Feb '19		Mar'19		pr '19	May '19		Jun '19	ηſ
62	LAST ROUND OF PUBLIC ENGAGEMENTS Official Notices Ward & Public Meetings	Copies of Draft 2019/20 IDP & Budget distributed to strategic points in all 14 Wards for inspection and comments for 21 days, from12th April until 8th May 2019. 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 8th April until 7th May 2019	10,000	Mayoral Outreach & 21- day Inspection period ended on 09/05/2019.	1 2	3 4	1 :	2 3 4	<u> </u>	2 3		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
63	Budget Steering & mSCOA Committee meetings	Consider views of Community and Stakeholders and, if needed, revise Budget and table amendments for Council consideration. Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO Budget SC & mSCOA Committee	TBC	-	×							ALMOST SHING I]											
64	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Baartman DM, Dr Beyers Naudé LM	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Tuesday 14th May 2019	3,000	Rescheduled for 24/04/2019.	r																			\prod
65	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	Mayor & Ward Councillors, MM, Directors / HODs, IDP Manager and other relevant Officials	Wednesday 15th May 2019 at 10:00	1,500	✓																				
66	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	Top Management, BSC & EXCO	Thursday 16th May 2019	-	Cancelled.																				
67	IDP & BUDGET Official Notice in Newspaper	Notice in Advertiser, informing public about Special Council Meeting to approve 2019/20 IDP & Budget. (Notice to reach Advertiser by 13th May 2019.)	Dr Beyers Naudé LM	MM, Administration	Ad to appear on Thursday 16th May 2019	3,000	Only on social media & fb page.																				
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 18th May 2019	-	✓																				
69	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. Also to be referred to EXCO before going to Council on 28/05/2019)	Dr Beyers Naudé LM	Mayor, Speaker & all Councillors, MM, Directors / HODs, IDP Manager and relevant Officials; all IDP Stakeholders	Wednesday 22nd May 2019 at 10:00 (Submit to EXCO same week)	3,000	√ (To EXCO on 23/05/2019)																				
70	2019/20 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 28th May 2019	1,500	√									WEL	L DONE	!!									
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 2019	-	In progress.																				

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Au	ug '18		Sep '			ct '18		Nov '1			: '18		n '19		Feb '1			r '19		or '19		May '19		Jun '19	Jul '19
72	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.	LM	MM, CFO, IDP Manager	During first week of June 2019 (10 days from date of approval)	5,000		1 2	2 3	4 1	2	3 4	1 2	2 3	4 1	2 3	3 4	1 2	3 4	1 2	3	4 1	2 3	3 4	1 2	3 4	1 2	2 3 4	4 1	2 3	4 1	2 3	4 1
73	IMPLEMENTATION OF 2019/20 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 2019. B. Budget to be implemented on 1st July 2019.	-																											
74	A. IMPLEMENTATION OF NEW 5-YEAR IDP B. IDP & BUDGET PROCESS PLAN 2020/21	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 Royers Naudó	Mayor, MM, IDP Manager, PMO, all Directorates and their Departments	A. During 1st week of June 2019. 3rd Edition of IDP to be implemented on 1st July 2019. B. By 31st July 2019.	,													7	IANK	YOU!	- " -											
75	2019/20 IDP ASSESSMENTS	Provincial Assessments of 2019/20 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 2019	8,000																											
76	A. 4th Quarterly Report B. Oversight Meeting C. 1st Draft 2018/19 Annual Report	Prepare final Quarterly / Annual Performance Report. Prepare 1st Draft 2018/19 Annual Report. Oversight Committee to meet. Submit reports to Council.	Dr Beyers Naudé LM	Mayor, MM, CFO & PMO	July 2019	-																											
77	INCIDENTALS	Miscellaneous requirements for IDP Office : Purchase of stationery and 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 CO	OST ESTIMATE FOR THE 2ND REVIEW	OF THE 2017 - 202	22 IDP PROCESS		124,300	NB:	: Cost es	stimates	s are f	for IDI	proce	sses a	and act	tivities	only.																	

IMPORTANT NOTES: IMPLEMENTATION & PROGRESS OF PROCESS PLAN

Line Item	Comments by IDP Manager
*	It is essential that everyone co-operate to ensure that deadlines for each phase of the IDP Review are met and key outcomes are achieved. It is not an open-ended process.
**	IGR Meetings have not been held.
	As at 25/02/2019 the 2019/20 Budget Process had not yet started.
***	NB: There are processes and activities that have fallen behind schedule. Please refer the status of the individual entries and ensure that the necessary measures are taken to bring those activities up to speed.





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