## DR BEYERS NAUDÉ LOCAL MUNICIPALITY EC101



## INTEGRATED ACTION PROGRAMME: ACTIVITIES & TIMELINES

## 2017 - 2022 IDP 4th REVIEW & 2021/22 BUDGET PROCESS

"IDP is an ethos; a spirit"

						risir	ng together for developme	ent																				
Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Aug '20	ep '20		ct '20		ov '20		ec '20		an '21		eb '21		Mar '21		Apr '21		ay '21	Jun		Jul '21
Α					PLANN	ING : ORG	SANIZATION	& PREPAR	0N	1   :	2 3 4	1	2 3	4 1	2 3 4	1 1 2	2 3	4 1	2 3	4 1	2 3 4	4 1 1	2 3 4	1	2 3 4	1 2	3 4	1
1	Management Meeting	Included discussions on preparation for IDP Review process and consultations with Ward Committees.	Dr Beyers Naudé LM	MM, Directors & snr Functionaries	Monday 6th July 2020	-	✓																					
2	2020/21 IDP ASSESSMENTS	Provincial Assessments done in-house at each Local, District and Metro Municipality. KPA Interviews were conducted with Directorates, as announced by COGTA.	Dr Beyers Naudé LM	Directorate Teams and IDP Manager	Interviews were held 20 - 23 July 2020.	500	Report submitted to COGTA on 29/07/2020																					
3	MTREF Budget Time Schedule	Discussion and consensus on 2021/22 Budget Process, Time Schedule of Key Activities, mSCOA compliance, IDP Process alignment.	Dr Beyers Naudé LM	Mayor, CFO & BSC	By 31 July 2020	-	<b>√</b> 07/08/2020										senio	r Offici	als are	encoul	Ward Co raged to s and any opment p	partici	pate in the	ne				
4	DISTRICT-LEVEL MEETING & CONSULTATIONS	Virtual IDP Managers Meeting : Discussion and alignment of IDP Framework & Process Plans.	Sarah Baartman DM (meetings with LMs)	IDP Managers and IDP Co-odinators	Friday 31 July 2020	500	×											are	annour	nced fr	om time-	-to-tim	е.					
5	A. IDP Process preparations B. Final Quarterly Report C. Prepare 1st Draft 2019/20 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 4th review & Budget Process. Submit 4th Quarter/Annual Performance Reports. Confirm in-year and annual reporting procedures.	Dr Beyers Naudé LM	MM, Directors, Managers, IDP Manager & PMS Officer (PMO)	By 31 July 2020	,	A. Completed. B. Completed. C. 1st Draft submitted.										7											
6	Performance Agreements	Agreements for Section 57 & 56 Managers to be in place within one month after start of new financial year - in accordance with 2020/21 SDBIP approved by Mayor within 28 days after approval of 2020/21 Budget.	Dr Beyers Naudé LM	Mayor, MM, Directors and PMO	By 31 July 2020 (Extended due to late approval of Budget on 13 July 2020)	-	<b>✓</b>																					
7	Management Meeting (inclusive of mSCOA SC)	To include A. Reporting on progress on implementation of mSCOA systems. B. Progress Report on IDP Review preparation, IDP & Budget Process Plan.	Dr Beyers Naudé LM	Top Management	Monday 3rd August 2020	-	Postponed as a result of COVID-19																					
8	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	-	×										effectiv	e Wa	ing War	d Con	TANT nmittees nning and	are e	ssential	for				
9	PUBLIC PARTICIPATION PROGRAMME COMMENCES A. Public informed about the Launch of the 4th review of 2017 - 2022 IDP & 2021/22 Budget Process. B. Stakeholder database updated. C. Invitations to all registered parties.	A. Send notice to local newspapers on 03/08/2020. 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 6th August 2020; Invitations for IDP RF out during 3rd week.	4,000	<b>*</b>										particip	pation.										

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10	SPECIAL COUNCIL MEETING A. 2021/22 Budget Time Schedule adopted. B. 2021/22 District IDP Framework Plan adopted. C. 2021/22 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 Representative Forum by way of their Terms of Reference. D. Composition of Budget Steering Committee and Oversight Committee & their Terms of Reference submittee to Council for approval.	Dr Beyers Naudé LM	Mayor, Speaker & all Councillors, MM, Directors, Managers, IDP Manager, relevant Officials and members of the Public	Tuesday 25th August 2020	1,500	<b>*</b>	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
11	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	17 Aug. to 17 Sept. 2020	4,000	<b>√</b>												
12	A. 2019/20 AFS B. 2019/20 Annual Performance Report C. 2019/20 1st Draft Annual Report	COMPLETE & SUBMIT 2019/20 Annual Financial Statements, Annual Performance Report and 1st Draft Annual Report. (MPAC Oversight Committee meeting to sit on 19/08/2020, 22/09/2020, 21/10/2020 & 19/11/2020.)	Dr Beyers Naudé LM	Top Management	By 31st August 2020	-	In progress. Extension for some processes until 31/10/2020 gazetted.						and assis	cillors : Mobiliz It the IDP Manarkshops and P now what is ha	ager and other ublic Consulta	r Officials tions. We			
13	LAUNCH OF 2021/22 IDP & BUDGET PROCESS IDP Representative Forum activated	First IDP Representative Forum meeting for the 4th review cycle of the IDP and compilation of 2021/22 Budget. Present IDP & Budget Process Plan, aligned with MTREF Budget Time Schedule and SBDM IDP Framework Action Plan. Sector Dept. feedback on issues referred.	Dr Beyers Naudé LM, Sarah Baartman DM / COGTA	Mayor, Speaker & all Councillors, MM, Directors / Managers, IDP Manager and relevant Officials; all IDP Stakeholders	Launch Wednesday 2nd September 2020 at 10:00, with a continuation on Wednesday 9 Sept. at 10:00	3,000	Meeting of 2 Sept was adjourned due to Eskom power supply interruptions.												
В			ı	l	SEUL AL TURUL	PHASE	1 : ANAL	YSIS											
14	Management Meeting (inclusive of mSCOA SC)	To include reportback on Ward Committee consultations for purpose of reviewing progress/non-progress with Ward Development Priorities. Directors and other functionaries to submit their input towards updated CBP Report.	Dr Beyers Naudé LM	Top Management	Monday 7th September 2020	-	<b>✓</b>												
15	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting. (To be preceded by IDP Managers' Consultative Meeting on 01/09/2020.)	Sarah Baartman DM Dr Beyers Naudé LM	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Thursday 10th September 2020	2,500	×												
16	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, WMP, 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	-	SDF & HR Policies in progress												
17	IDP Steering Committee Meeting	Reportback on Ward Committee Consultations and updated Ward Plans (inclusive of revised Ward Development Priorities) to assist Managers in Project identification, formulation of KPIs and setting of targets, in preparation of 2021/22 Budget & SDBIP.	Dr Beyers Naudé LM	Mayor & Ward Councillors, MM, Directors / Managers, IDP Manager and other relevant Officials	Wednesday 30th September at 10:00	1,500	<b>√</b>												

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS		g '20		ep '20		Oct '20		Nov '20		Dec '		Jan '2		Feb '		Mar '2		Apr'		May '2		Jun '21	Jul '21
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18	Management Meeting (inclusive of mSCOA SC)	To include reportback on updated CBP Report and whether IDP Review process is on track.	Dr Beyers Naudé LM	Top Management	Monday 5th October 2020	-	Postponed as a result of COVID-19																							
19	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 23 October 2020	2,500	×							ı																
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 Management 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, Managers and other senior Officials.	To be completed by 31st October 2020	5,000	<b>√</b>																							
21	Management Meeting (inclusive of mSCOA SC)	To include discussions on how project plans must respond to Ward Development Priorities and budgets aligned accordingly.	Dr Beyers Naudé LM	Top Management	Monday 2nd November 2020	-	Postponed as a result of COVID-																							
С						PHASE	2 : STRATE	EGIES	3																					
22	A. 1st Quarterly Report B. 2nd Draft Annual Report C. Oversight Report & AFS D. MPAC Oversight Meeting	Prepare & present 1st Quarter SDBIP. Prepare 2nd draft 2019/20 Annual Report. Schedule Oversight Committee meeting. In year reporting to be referred to Council. (MPAC Oversight Committee meeting to sit on 21/10/2020 & 19/11/2020.)	LM	Mayor, MM, CFO & PMO	Mid-October to mid-November 2020	-	A. Completed. B. In progress C. delayed due to late audit by AG. D. MPAC did sit.																							
23	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	-	×																							
24	BUDGET PLANNING PROCESS STARTS	All Managers and Budget Drivers to determine Operating & Capital Budget requirements for 2021/22 (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, Budget Drivers & Project Owners	To commence mid-November 2020	-	Budget : only partially done by mid. December. Still in progress March 2021. SDBIP can only commence once Budget is complete.																							
25		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 / Managers, IDP Manager and relevant Officials; all IDP Stakeholders	Wednesday 18th November 2020 at 10:00	3,000	<b>✓</b>												HODS forem develop des	s reme lost whoing (o signing activ	mber to en forr r revier your F rities w	o cons mulatin wing) S Projects ithin sp	ider War ng (or rev Strategie s. Pleas pecified t	d Prior iewing s and i e comp imefra	ities firs ) Object dentifyitielete the mes.	st and etives, ng and ese				

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		Consolidate Status Reports and Needs Analysis Reports. All Municipal Depts to																
26	DEPARTMENTAL CONSULTATIONS IDP Analysis, Priorities & Strategies	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		MM, CFO, Directors, Managers and other functionaries, IDP Manager & PMO	By 3rd week of November 2020	-	<b>√</b>											
27	2-Day IDP Review Strategic Planning Session	To be facilitated by District Municipality. A. Assessing implementation & results of Municipal Turnaround Strategy. B. Assessing Institutional Analysis. C. Identifying appropriate projects or programmes to address A & B.	Sarah Baartman DM Dr Beyers Naudé LM	All Officials serving on the IDP Steering Committee	24 - 26 November 2020	12,000	√ 1 & 2 Dec. 2020											
D						PHASE	3 : PROJE	CTS										
28	A. DEPARTMENTAL PROJECT PLANS B. MTREF ALLOCATIONS	A. All Managers 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 Managers to design KPIs that are based on SMART principles. This data to be transferred to SDBIP (for funded projects).  B. BTO to engage with PT & NT regarding MTREF allocations.	Dr Beyers Naudé LM	MM, Directors, Managers, PMO	Project Plans completed by 30th November 2020	-	Templates were provided to all Budget Drivers. Budget process in progress.						desired s consider consultati UNFUND	solution with a all cross-cutti ive approach.	a sustainable ng integration DO NOT ( TS! Apply ag	entions which result. Be v s through a r COMPILE A V gregation of s	ery strategic nulti-sectoral of VISH LIST O	~ & F
29	Budget Steering Committee Meeting	Consider outcomes of Strategic Planning Sessions and align plans accordingly.	Dr Beyers Naudé LM	Budget Steering Committee	Tuesday 1st December 2020	-	×											
30	IDP Steering Committee Meeting	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 / Managers, IDP Manager and other relevant Officials	Wednesday 2nd December 2020 at 10:00	1,500	<b>√</b> 03/12/2020											
31	Management Meeting (inclusive of mSCOA SC)	To include reportback by Budget Drivers on project plans and extent to which they respond to Ward Development Priorities and budgets aligned accordingly.	Dr Beyers Naudé LM	Top Management	Monday 7th December 2020	-	Postponed as a result of COVID-19											

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS		Aug '2		Sep	'20	0	ct '20	١	Nov '20		Dec '2		Jan	'21	Fe	b '21	Ma	ar '21	A	pr '21	N	ay '21		un '21	Jul '21
32	DRAFT PROJECT REGISTER	Complete 1st Draft IDP Project Register and submit to Sarah Baartman DM.	Dr Beyers Naudé LM	IDP Manager	By 18th December 2020	500	✓	1	2 3	4	1 2	3 4	1 2	2 3 4	4 1	2 3	4 1	2 3	4	1 2	3 4	1 2	3 4	1 2	2 3 4	1 :	2 3 4	1 1	2 3 4	1 2	2 3	4 1
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. 2020 to mid Jan. 2021	-	<b>✓</b>																									
34	Management Meeting (inclusive of mSCOA SC)	To include discussions on progress with IDP Review and preparation of Draft IDP & Budget.	Dr Beyers Naudé LM	Top Management	Monday 11th January 2021	-	<b>✓</b>																									Ī
35	A. 2nd Quarterly Report B. 2019/20 Annual Report C. MPAC Oversight Meeting D. 2020/21 Adjustment Budget E. Mid-year Performance Review	Complete 2019/20 Annual Report and 2020/21 Adjustment Budget; commence with 2020/21 Mid-Year Performance Review.  MPAC Oversight Committee meeting. In-year reporting to be referred to Council.	Dr Beyers Naudé LM	Mayor, MM, CFO & PMO	Completed by 17th January 2021	-	A & E completed. B & C delayed due to late audit by AG. D completed in Nov. 2020.	it																			ve all th					
36	2020/21 STATUS QUO ASSESSMENT 2nd Quarter / Mid-year Report	2020/21 SDBIP: Update status of Projects, as at end of December 2020. Determine whether we are on track in terms of our 2017 - 2022 IDP's Strategy Implementation and will we meet our Objectives for 2020/21?	Dr Beyers Naudé LM	MM, Directors, Managers, IDP Manager, PM Officer	Reports to be submitted by 17th January 2021	-	<b>&gt;</b>																									
37	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, Managers, IDP Manager & PM Officer	Prepared by 17th January & aligned by end of January 2021	ı	Draft Capex completed in and aligned with IDP Project Register in March 2021.																									
38	2021/22 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 & Managers and other Budget Drivers	By end of January 2021	-	Partial submissions during Feb; completed in March 2021.																									$\prod$
39	ADOPTION OF ANNUAL & MID- YEAR REPORTS AND ADJUSTMENT BUDGET & ADJUSTED SDBIP A. 2019/20 Annual Report B. Oversight Report C. 2020/21 Mid-year Report D. 2020/21 Adjustment Budget E. 2020/21 Adjusted SDBIP	Table 2019/20 Annual Report & Oversight Report and submit 2020/21 Adjustment Budget and Mid-Year Performance Report at a Special Council Meeting. (To be advertised.)  Submission of statutory Reports, etc.	Dr Beyers Naudé LM	Mayor, MM, CFO, full Council, Directors, Managers, other relevant Officials and members of the public	MPAC Meeting (TBC). EXCO Meeting Thursday 21st January 2021. Special Council Meeting Thursday 28th January 2021.		A & B delayed due to late audit by AG. C. Completed. D. 3rd Adj. Budget adopted on 23/02/2021. E. 29/03/2021.	t																								
40	Management Meeting (inclusive of mSCOA SC)	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 1st February 2021 (TBC)	-	<b>√</b> 08/02/2021																									
41	A. FINANCIAL ALIGNMENT Budget Steering Committee Meeting B. PT PERFORMANCE ASSESSMENT	A. Consider 2020/21 Adjustment Budget as well as Draft 2021/22 Capex and MTREF. Identify and confirm funding streams.     B. Mid-year Budget & Performance engagements with Provincial Treasury.	Dr Beyers Naudé LM	A. Budget Steering Committee. B. MM, CFO & BTO Officials, Directors, IDP Manager & PMO.	A. Tuesday 9th Feb. 2021 B. Thursday 18th Feb. 2021	-	A. 18/02/2021 - Adj. Budget only B. Completed on 15/02/2021.																									
42	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	-	10/03/2021																									

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43	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 • Budget & IDP Steering Committee Meetings • IDP Rep. Forum Meetings • Inter-governmental Forum & Sector Department Meetings  WARD PLANS COMPLETED. ALL SECTOR & STRATEGIC PLANS ARE IN PLACE AND IST DRAFT OF REVIEWED IDP IS AVAILABLE.	Ensure that the following form core components of the IDP: SECTOR PLANS / PROGRAMMES Housing Sector Plan Water Services Development Plan Integrated Transport Plan Integrated Transport Plan Integrated Transport Plan Integrated Transport Plan Disaster Management Plan Disaster Management Plan MANAGEMENT PLANS / PROGRAMMES 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, Managers, IDP Manager & IDP relevant Officials, Committees & Forum	February into March 2021:  Management Meetings  IDP SC & IDP RF Meetings  Budget SC & mSCOA Meetings  IGR Meeting  Departmental Consultations	-	Management 08/02/2021, IDP SC 03/03/2021, IDP RF 10/03/2021, IGR 10/03/2021, Management 23/03/2021, Budget SC 24/03/2021.			have be	ure that all a en implemente thing is up-to-co	ed and						
44	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 25th February 2021	2,500	<b>√</b> 24/02/2021											
45	Management Meeting (inclusive of mSCOA SC)	To include report on state of readiness of 2021/22 IDP for tabling.	Dr Beyers Naudé LM	Top Management	Monday 1st March 2021 (TBC)	-	√ 08/03/2021											
46	IDP Steering Committee Meeting	Full Progress Report to be given by Directors and Managers. Additional input by PMO. Confirmation that all Ward Priorities have been considered and extent to which they can be accommodated in 2021/22 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 / Managers, IDP Manager and other relevant Officials	Wednesday 3rd March 2021 at 10:00	1,500	<b>✓</b>											
47	DRAFT CAPITAL & OPERATING BUDGET Workshop	Workshop with Management	Dr Beyers Naudé LM	MM, CFO, Directors, Managers and other relevant Officials	Friday 5th March 2021	-	Combined with Management Meeting on 08/02/2021.											
48	IDP Representative Forum Meeting	Sector Alignment. Representations by Sector Departments & SOEs.	Dr Beyers Naudé LM	Mayor, Speaker & all Councillors, MM, Directors / Managers, IDP Manager and relevant Officials; all IDP Stakeholders	Wednesday 10th March 2021 at 10:00	3,000	<b>✓</b>											
49	DISTRICT-LEVEL MEETING & CONSTULATIONS Alignment	Consultation with IDP Managers on progress and effecting final alignment between District & Local IDPs & Project Registers.	Sarah Baartman DM, Dr Beyers Naudé LM	IDP Managerd and IDP Co-ordinators	Friday 12th March 2021	2,500	*											
50	Budget Steering Committee Meeting	Consider Draft 2021/22 Opex.	Dr Beyers Naudé LM	Budget Steering Committee	Tuesday 16th or Wed. 17th March 2021 (TBC)	-	√   24/03/2021											

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51	DRAFT 2021/22 IDP & BUDGET Prepared for Tabling	Prepare draft IDP & Budget for tabling to Council, taking into consideration all inputs, promulgations, amendments and alignments. Corporate Services to advertise Council Meeting.	Dr Beyers Naudé LM	MM, CFO & IDP Manager, with the assistance of relevant Officials	EXCO 17th March 2021	1,000	<b>✓</b> 24/03/2021																							
52	A. DRAFT 2021/22 IDP, BUDGET & SDBIP ADOPTED (Special Council Meeting)  B. FINAL 2019/20 ANNUAL REPORT & OVERSIGHT REPORT APPROVED	A 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. Submit to District for comments & alignment.  B Submit final 2019/20 Annual Report & Cuercicht Report for approval	Dr Beyers Naudé LM	MM, CFO, Directors, IDP Manager, Managers, PMO, other relevant Officials, full Council, with interested members of the public & other Stakeholders	Thursday 25th March 2021	5,000	<b>√</b> 29/03/2021																							
53	A. 3rd Quarterly Report B. MPAC Oversight Meeting	Prepare Report. MPAC Oversight Committee to meet. Submit report to Council.	Dr Beyers Naudé LM	Mayor, MM, CFO & PMO	By 2nd week of April 2021	-							٧	VE'RE FIN	ALMO ISHINO	ST AT	THE !													
54	DISTRICT-LEVEL MEETING Consultations & Alignment	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 8th April 2021	2,500						T	7	$\prod$	$\prod$															
55	Management Meeting (inclusive of mSCOA SC)	Confirm commencement of Mayoral Outreach starting on 06/04/2021 and that all logistics have been taken care of.	Dr Beyers Naudé LM	Top Management	Monday 12th April 2021 (TBC)	-																								
56	A. Draft 2021/22 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 newspapers, on notice boards, insert on monthly billing accounts, post on notice boards and on social media; announce at Ward meetings. (Notice to reach the newspaper by 29/03/2021. 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 1st April 2021. Inspection & Comments period ends Thursday 29th April 2021.	5,000																								
57	LAST ROUND OF PUBLIC ENGAGEMENTS Official Notices Ward & Public Meetings	Copies of Draft 2021/22 IDP & Budget distributed to strategic points in all 14 Wards for inspection and comments for 21 days, from 6th April until 30th April 2020. Posted on website. Mayor & Councillors to engage their constituencies in final consultations (Mayoral Outreach, schedule of meetings also to be advertised on 26th 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, Managers, PMO and other relevant Officials	MAYORAL OUTREACH 6th April until 29th April 2021.	10,000																								
58	A. DISTRICT STAKEHOLDER CONSULTATIONS B. PROVINCIAL TREASURY ENGAGEMENTS	A. 2021/22 IDP & Budget Roadshow at Local Municipalities (SBDM Mayoral Outreach). B. Draft Budget Benchmarking session.	Sarah Baartman DM	A. BNLM Clirs, Officals & invited Stakeholders. B. MM, CFO, BTO Officials, Directors, IDP Manager & PMO.	A. April 2021 (TBC) B. Wed. 21st April 2021	-																								
59	Management Meeting (inclusive of mSCOA SC)	Discussions in preparation for the finalization of IDP & Budget.	Dr Beyers Naudé LM	Top Management	Monday 3rd May 2021 (TBC)	-																								
60	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 / Managers, IDP Manager and other relevant Officials	Wednesday 5th May 2021 at 10:00	1,500																								

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Aug '	'20	Se	ep '20	(	Oct '20	I	Nov '20		Dec '2	0	Jan '2		Feb '21		Mar '21	Aŗ	or '21	May '		Jun '21	Jul '21
61	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 27/05/2021.)	Dr Beyers Naudé LM	Mayor, Speaker & all Councillors, MM, Directors / Managers, IDP Manager and relevant Officials; all IDP Stakeholders	Wednesday 12th May 2021 at 10:00	3,000		1 2 :	3 4	1 2	2 3 4	1 1	2 3 4	4 1	2 3	4 1	2 3	4 1	2 3	4	2 3	4 1	2 3 4	1 2	3 4	1 2 :	3 4	1 2 3	4 1
62	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	-																							
63	IDP & BUDGET Referred to EXCO	Final 2021/22 IDP & Budget to EXCO for consideration. Corporate Services to place notice advertising Council Meeting for approval of IDP & Budget.	Dr Beyers Naudé LM	MM, Administration	EXCO 19th May 2021	1,000																					П		
64	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Baartman DM, Dr Beyers Naudé LM	MM, Mayor / IDP Portfolio Councillor & IDP Manager	18th or 19th May 2021 (TBC)	2,500																							
65	2021/22 IDP & BUDGET APPROVED Special Council Meeting	Prepare and submit final IDP, Budget & Budget-related Policies, Rates & Tariffs to Council for Approval and Implementation. Ensure that resolutions are recorded and minuted, for future implementation and monitoring.  Draft 2021/22 SDBIP and Performance Agreements to be submitted to Mayor by 10 June 2021.	Dr Beyers Naudé LM	MM, CFO, Directors, Managers, IDP Managers, PM Officer and other relevant Officials, full Council, with interested members of the public & other Stakeholders	Thursday 27th May 2021	1,000												WEL	L DON	E!									
66	Management Meeting (inclusive of mSCOA SC)	Report on progress with finalization of IDP and arrangements for distribution thereof.	Dr Beyers Naudé LM	Top Management	Monday 7th June 2021 (TBC)	-																							
67	A. DISTRICT & PROVINCIAL UPDATE OF IDP PROCESS B. DISTRIBUTION OF APPROVED IDP & BUDGET	A. Provide SBDM & COGTA with final approval details (date & resolution no.).  B. 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.  C. Additional copies of IDP & Budget to be made available to internal and external Auditors.  D. Ensure copies are distributed to MM, all Directorates; Municipal Satellite Offices and all Libraries for the public to view. Upload to website.	Dr Beyers Naudé LM	MM, CFO, IDP Manager	During first week of June 2021 (10 days from date of approval)	5,000																							
68	IMPLEMENTATION OF 2021/22 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. Final SDBIP and Annual Performance Management Contracts (linking KPAs & KPIs to IDP & Budget) to be approved by Mayor within 28 days after approval of Budget. To be submitted to MEC and published within 14 days after Mayor's	Dr Beyers Naudé LM	Mayor, MM, CFO, Administration, ICT	A. During June 2021. B. Budget to be implemented on 1st July 2021.																								

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Αι	g '20		Sep '20	Oct '20	:0	Nov '20	Dec '20	Jan '2	1	Feb '21	Mar '21	Apr '21	May '21	Jun '21	Jul '21
69	A. IMPLEMENTATION OF NEW 5-YEAR IDP B. IDP & BUDGET PROCESS PLAN 2022/23	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 drafting of new 2022 - 2027 IDP for newly elected Council. and new Ward-based Plans.	Dr Beyers Naudé LM	Mayor, MM, IDP Manager, PMO, all Directorates and their Departments	A. During 1st week of June 2021. 5th Edition of IDP to be implemented on 1st July 2021. B. By 31st July 2021.			1 2	3 4	1	2 3 4	1 2 3	3 4	1 2 3	4 1 2 3	THANK YO		2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3	4 1
70	Performance Report B. MPAC Oversight Meeting C. 1st Draft 2020/21 Annual	Prepare final Quarterly / Annual Performance Report. Prepare 1st Draft 2020/21 Annual Report. MPAC Oversight Committee to meet. Submit reports to Council.	Dr Beyers Naudé LM	Mayor, MM, CFO & PMO	July 2021	-																	
71		Provincial Assessments of 2021/22 IDPs - dates and venue to be confirmed. Being done per District and specific dates allocated. Print enough copies of IDP.	Dr Beyers Naudé LM	MM, Directors and IDP Manager	July or August 2021	8,000																	
72	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 4th REVIEW	OF THE 2017 - 202	2 IDP PROCESS		R 112,000	NB :	Cost es	timates a	are fo	r IDP prod	esses and a	activiti	ies 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.
***	The red flashing light will flag activities that are falling behind schedule or those that have not been actioned.
***	Only one IGR Meeting held thus far. Dates of meetings for rest of FY still to be provided. To date the Budget Steering Committee has met only once for purpose of 2021/22 MTREF Budget deliberations.
***	Management Meetings and a few other activities (e.g. completion of 2019/20 Annual Report) have fallen behind, due to postponements as a result of spike in COVID-19 cases within the Municipality and impact of lockdown restrictions.





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