## DR BEYERS NAUDÉ LOCAL MUNICIPALITY EC101



## **INTEGRATED ACTION PROGRAMME: ACTIVITIES & TIMELINES**

## 2017 - 2022 IDP 3rd REVIEW & 2020/21 BUDGET PROCESS

"IDP is an ethos; a spirit"

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Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Aug '19	Sep '19	Oct '19	Nov '19	Dec '19	Jan '20	Feb '20	Mar '20	Apr '20	May '20	Jun '20	Jul '20
Α					PLANN	ING : ORG	ANIZATION	1 2 3 4 & PREPA	1 2 3 4 RATION	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
1	Management Meeting	To include discussions on preparation for IDP Review process and consultations with Ward Committees.	Dr Beyers Naudé LM	Top Management	Monday 1st July 2019	-	✓												П
2	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 19th July 2019	2,000	✓												
3	mSCOA & SDBIP Workshops for Councillors	A. Halfday mSCOA workshop. B. Halfday 2019/20 SDBIP workshop.	Dr Beyers Naudé LM	PM Officer, Mayor, Speaker and Councillors	25th & 26th July 2019	-	<b>√</b>					s	enior Officials IDP planning	are encourage g meetings and	rd Councillors) ed to participated d any IDP train	e in the ning			
4	mSCOA Workshop	2-day Workshop for senior Officials / Budget Drivers	Dr Beyers Naudé LM	MM, CFO, Directors, Managers & relevant Snr Officials	25 - 26 July 2019	-	<b>√</b>					wo	rkshops or skil anno	lls developmer ounced from tin	nt programmes ne-to-time.	that are			
5	MTREF Budget Time Schedule	Discussion and consensus on 2020/21 Budget Process, Time Schedule of Key Activities, mSCOA compliance, IDP Process alignment.	Dr Beyers Naudé LM	Mayor, CFO & BSC	July 2019	-	<b>√</b>												
6	A. IDP Process preparations B. Final Quarterly Report C. Prepare 1st Draft 2018/19 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 3rd 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)	July 2019	-	<b>√</b>												
7	Performance Agreements	Agreements for Section 57 & 56 Managers to be in place within one month after start of new financial year - in accorance with 2019/20 SDBIP approved by Mayor within 28 days after approval of 2019/20 Budget.	Dr Beyers Naudé LM	Mayor, MM, Directors and PMO	By 31 July 2019	-	(only MM & CFO)												
8	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 - August 2019	3,000	August - September					We	II-functioning V	IMPORTANT Ward Committe	ees are essent	tial for			
9	2019/20 IDP ASSESSMENTS	Provincial Assessments taking place at Mpekweni. Being done per District and specific dates allocated. Arrange with SBDM for printing of 20 copies.	Dr Beyers Naudé LM	Directors and IDP Manager	Thursday 1st August 2019	3,000	✓						ticipation.	ased Planning	g and proper	public			
10	Management Meeting (inclusive of mSCOA SC)	To include A. Establishment of mSCOA SC & Workstreams. B. Progress Report on IDP Review preparation, IDP & Budget Process Plan.	Dr Beyers Naudé LM	Top Management	Monday 5th August 2019	-	<b>√</b>												
11	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.	Thursday 8th August 2019	-	×												

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12	PUBLIC PARTICIPATION PROGRAMME COMMENCES A. Public informed about the Launch of the 3rd review of 2017 - 2022 IDP & 2020/21 Budget Process. B. Stakeholder database updated. C. Invitations to all registered parties.	A. Send notice to local newspapers on 29/07/2019. Ward Cllrs 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 8th August 2019; Invitations for IDP RF our during 2nd - 3rd week.	6,000	<b>~</b>	1 2 3 4	4 1	1 2	3 4	1 :	2 3	4 1	2 3	4 1	1 2	3 4	1 2	3 4	1	2 3 4	4 1	2 3	4 1	2 3	4 1	2 3	4 1	2 3	4 1
13	SPECIAL COUNCIL MEETING A. 2020/21 Budget Time Schedule adopted. B. 2020/21 District IDP Framework Plan adopted. C. 2020/21 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 submitted to Council for approval.	Dr Beyers Naudé LM	Mayor, Speaker & all Councillors, MM, Directors, Managers, IDP Manager, relevant Officials and members of the Public	Thursday 22nd August 2019	1,500	✓ (D = MPAC)											du du	ind as: iring V	sist the Forksho	IDP N	abilize y Manage nd Publi s happe	r and o	other O	fficials ns. We						
14	LAUNCH OF 2020/21 IDP & BUDGET PROCESS IDP Representative Forum activated	First IDP Representative Forum meeting for the 3rd review cycle of the IDP and compilation of 2020/21 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 / Managers, IDP Manager and relevant Officials; all IDP Stakeholders	Launch Wednesday 28th August 2019 at 10:00	3,000	<b>✓</b>																								
15	1ST DRAFT 2018/19 ANNUAL REPORT	Complete 1st Draft 2018/19 Annual Report. (NB : Oversight Committee)	Dr Beyers Naudé LM	Top Management	31st August 2018	-	✓																								
В						PHASE	1 : ANAL	YSIS				_		_		_		_			_		_		_		_		_		
16	Management Meeting (inclusive of mSCOA SC)	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 2nd September 2019	-	<b>√</b>																								
17	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	-	(SDF process advertised Feb 2020, but put on hold due to Covid-19 lockdown.)																								
18	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 2020/21 Budget & SDBIP.	Dr Beyers Naudé LM	Mayor & Ward Councillors, MM, Directors / Managers, IDP Manager and other relevant Officials	Wednesday 18th 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	A	\ug '19		Sep '1	19	Oct	'19	No	v '19	D	ec '19	Jan '2	0	Feb '20	N	Mar '20	Apr	'20	May '20	Jun '2	ηſ
								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	2 3	4 1	2 3 4	1 2	3 4	1 2 3 4	1 2 3	4 1
19	2-Day Strategic Planning Session with EXCO	Strategic Planning Session dealing with: A. Draft Municipal Turnaround Strategy B. Financial Recovery Plan C. Viability of Organizational Structure	Sarah Baartman DM Dr Beyers Naudé LM	Mayor & EXCO Cllrs, MM and Management Team	September 2019 (postponed a few times)	-	24 & 25 Feb. 2020																					
20	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Baartman DM Dr Beyers Naudé LM	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Monday 30th September 2019	3,000	✓																					
21	Management Meeting (inclusive of mSCOA SC)	To include updates on Public Participation Roadshow by MM and Senior Managers.	Dr Beyers Naudé LM	Top Management	Monday 7th October 2019	-	✓																					
22	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 Committees War Room Committees War Room Committees 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 2019	5,000	<b>√</b>																					
С						PHASE	2 : STRATI	EGII	ES	•																		
23	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 25th October 2019 (postponed)	2,000	<b>✓</b> 22/11/2019																					
24	IDP REVIEW STRATEGIC PLANNING SESSION	To be facilitated by SBDM. Focus on Project Planning - in response to Ward Development & Institutional Development Priorities. Relevance to IDP, Budget (mSCOA) & SDBIP.	Dr Beyers Naudé LM assisted by SBDM	All Officials serving on the IDP Steering Committee	Wednesday 30th October 2019 (Full day)	3,000	✓												HOD forer develo	es reme	mber to den formu	consider lating (d	r Ward Prior reviewir tegies and Please cor ified timefi	orities fi	irst and ectives, ying and			
25	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 4th November 2019	-	✓													signing activ	vities with	in speci	ified timef	rames.	nese	_		
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.	Tuesday 5th November 2019	-	×																					
27	IDP REPRESENTATIVE FORUM MEETING Sector Department consultations and alignment	Participatory process: Present CBP Reports and reviewed Ward Develop-ment Priorities to Sector Departments for purpose of guiding and informing their Budget Plans. Ensure that Sector Depts and other Institutions respond to issues identified by the Communities during Ward- Based Public Participation sessions.	Sarah Baartman DM & Dr Beyers Naudé LM	Mayor, Speaker & all Councillors, MM, Directors / Managers, IDP Manager and relevant Officials; all IDP Stakeholders	Wednesday 6th November 2019 at 10:00	3,000	<b>√</b>																					

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Aug '1			ep '19		Oct '19		Nov '19		Dec '		Jan			b '20		ar '20		pr '20		ny '20		n '20	Jul '20
28	A. 2018/19 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 2019	-	<b>✓</b>	1 2 3	3 4	1 2	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	2 3 4	1 2	2 3 4	1 2	3 4	1 2	3 4	1
29	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, Managers and other functionaries, IDP Manager & PMO	By 2nd week of November 2019	-	<b>√</b>											desire consid consu UNFU	d solu er all tative NDED	cross- approa PRO	th a soutting ach.	sustaina integra	able reations OT Co aggr	esult. I through	Be ve n a m	rill achier ry strate tulti-section ISH LISI millar Pr	gic ~				
30	BUDGET PLANNING PROCESS STARTS	All Managers and Budget Drivers to determine Operating & Capital Budget requirements for 2020/21 (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, Budget Drivers & Project Owners	To commence 18 November 2019	-	×																								
D						PHASE	3 : PROJE	CTS																							
31	DEPARTMENTAL PROJECT PLANS	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).	Dr Beyers Naudé LM	MM, Directors, Managers, PMO	Project Plans completed by 29th November 2019	-	×																								
32	Management Meeting (inclusive of mSCOA SC)	To include reportback by Budget Drivers on project plans and extent to which theyrespond to Ward Development Priorities and budgets aligned accordingly.	Dr Beyers Naudé LM	Top Management	Monday 2nd December 2019	-	<b>√</b> 17/12/2019																								

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Aug '19		ep '19	Oc	ct '19	Nov '		Dec '1		Jan '20		eb '20	Mar '20		Apr '20	May '20	Jı	lun '20	Jul '20
33	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 / Managers, IDP Manager and other relevant Officials	Wednesday 4th December 2019 at 10:00	1,500	<b>√</b>	1 2 3 4	1 2	2 3 4	1 2	2 3 4	1 2	3 4	1 2 3	3 4	2 3	4 1	2 3 4	1 2 3	4 1	2 3 4	1 2 3	4 1 :	2 3 4	1
34	Budget Steering Committee Meeting	Consider outcomes of Strategic Planning Sessions and align plans accordingly.	Dr Beyers Naudé LM	Budget Steering Committee	Thursday 5th December 2019	-	×																			
35	DRAFT PROJECT REGISTER	Complete 1st Draft IDP Project Register and submit to Sarah Baartman DM.	Dr Beyers Naudé LM	IDP Manager	By 15th December 2019	1,500	23/01/2020																			
36	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. 2019 to mid Jan. 2020	-	✓																			
37	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 13th January 2020 (TBC)	-	<b>√</b> 15/01/2020																			
38	A. 2nd Quarterly Report B. 2018/19 Annual Report C. Oversight Meeting D. 2019/20 Adjustment Budget E. Mid-year Performance Review	Complete 2018/19 Annual Report and 2019/20 Adjustment Budget; commence with 2019/20 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 17th January 2020	-	<b>✓</b>																			
39	2019/20 STATUS QUO ASSESSMENT 2nd Quarter / Mid-year Report	2019/20 SDBIP: Update status of Projects, as at end of December 2019. Determine whether we are on track in terms of our 2017 - 2022 IDP's Strategy Implementation and will we meet our Objectives for 2019/20?	Dr Beyers Naudé LM	MM, Directors, Managers, IDP Manager, PM Officer	Reports to be submitted by 17th January 2020	-	<b>✓</b>															ave all the alized and ad				
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, Managers, IDP Manager & PM Officer	Prepared by 17th January & aligned by end of January 2020	-	Only partially. Budget process started 1st																			
41	2020/21 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 2020	-	1st week of March 2020.																			
42	ADOPTION OF ANNUAL & MID- YEAR REPORTS AND ADJUSTMENT BUDGET & ADJUSTED SDBIP A. 2018/19 Annual Report B. Oversight Report C. 2019/20 Mid-year Report D. 2019/20 Adjustment Budget E. 2019/20 Adjusted SDBIP	Table 2018/19 Annual Report & Oversight Report and submit 2019/20 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, Managers, other relevant Officials and members of the public	Special Council Meeting Thursday 30th January 2020		<b>✓</b>																			
43	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 3rd February 2020	-	<b>✓</b>																			

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44	FINANCIAL ALIGNMENT Budget Steering Committee Meeting	Consider 2019/20 Adjustment Budget as well as Draft 2020/21 Capex and MTREF. Identify and confirm funding streams.	Dr Beyers Naudé LM	Budget Steering Committee	Thursday 6th February 2020	-	19/02/2020 - dealt only with Adj. Budget																				
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	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 • INter-governmental Forum & Sector Department Meetings  WARD PLANS COMPLETED. ALL SECTOR & STRATEGIC PLANS ARE IN PLACE AND 1ST DRAFT OF REVIEWED IDF 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 Integr. Waste Managemenet Plan Disaster Management Plan MANAGEMENT PLANS/PROGRAMMES 3-5 Yr Financial Plan (incl. 1 Yr SDBIP) 3-5 Yr Capital Investment Framework 3-5 Yr Action Plan Performance Management Syst. (PMS) Institutional Plan (Strategic) Comprehensive Infrastr. Plan (CIP) CROSS-CUTTING DIMENSIONS Spatial Dev. Framework (SDF) Environmental Management Local Economic Dev. (LED) Social Development (SPUs, HIV/AIDS, Gender Equity, Poverty Alleviation, Skills Development)	Sarah Baartman DM Dr Beyers Naudé LM	MM, Directors, Managers, IDP Manager & other relevant Officials, Committees & Forum	February into March 2020 : Management Meetings IDP SC & IDP RF Meetings Budget SC & mSCOA Meetings IGR Meeting Departmental Consultations		IDP SC & RF meetings held as scheduled. Consultations took place. Budget SC on 18/03/2020. Management meetings held as scheduled.  X No IGR Forum meeting.				have	e beei	e that an implem	nented	and												
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 27th February 2020	3,000	<b>✓</b>																				
48	Management Meeting (inclusive of mSCOA SC)	To include report on state of readiness of 2020/21 IDP for tabling.	Dr Beyers Naudé LM	Top Management	Monday 2nd March 2020 (TBC)	-	09/03/2020 - Updated MTAS Action Plans presented.																				
49	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 2020/21 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 4th March 2020 at 10:00	1,500	<b>✓</b>																				
50	DRAFT CAPITAL & OPERATING BUDGET Workshop	Workshop with Management	Dr Beyers Naudé LM	MM, CFO, Directors, Managers and other relevant Officials	Thursday 5th March 2020	-	×																				$\prod$
52	Budget Steering Committee Meeting	Consider Draft 2020/21 Opex.	Dr Beyers Naudé LM	Budget Steering Committee	Tuesday 10th March 2020	-	18/03/2020 - Draft Opex & Capex presented.																				

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53	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 11th March 2020 at 10:00	3,000	<b>✓</b>	1 2 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 2 3 4	1 2 3	4 1 2 3	4 1
F						PHAS	E 5 : APPR	OVAL															
53	DRAFT 2020/21 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 by 16th March 2020	3,000	<b>√</b> 18/03/2020																
54	DRAFT 2020/21 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, Managers, PMO, other relevant Officials, full Council, with interested members of the public & other Stakeholders	Thursday 26th March 2020 (TBC)	5,000	Delayed due to COVID-19 Lockdown. Virtual Meeting held on 27/05/2020.																
55	Management Meeting (inclusive of mSCOA SC)	Confirm commencement of Mayoral Outreach starting on 06/04/2020 and that all logistics have been taken care of.	Dr Beyers Naudé LM	Top Management	Monday 6th April 2020	-	<b>√</b> 07/04/2020																
56	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 2020	-	✓ May 2020																
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 2020	-	√ June 2020					E ALMOS NISHING											
58	A. Draft 2020/21 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 Advertiser by 23/03/2020. 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 26th March 2020. Inspection & Comments period ends Thursday 30th April 2020.	5,000	28/05/2020. Processes delayed due to COVID-19 lockdown. 21- Day period ran from 2 until 22 June 2020.																
59	LAST ROUND OF PUBLIC ENGAGEMENTS Official Notices Ward & Public Meetings	Copies of Draft 2020/21 IDP & Budget distributed to strategic points in all 14 Wards for inspection and comments for 21 days, from 6th April until 30th April 2019. 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 30th April 2020.	10,000	Outreach was converted into Open Days in all 8 towns 8 - 11 June 2020. Processes delayed due to COVID-19 lockdown.																
60	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 17th April 2020 (TBC)	-	Communicating by email and WhatsApp																
61	DISTRICT STAKEHOLDER CONSULTATIONS	2020/21 IDP & Budget Roadshow at Local Municipalities (Sarah Baartman Mayoral Outreach).	Sarah Baartman DM	Sarah Baartman Planning Unit, BNLM Council & IDP Stakeholders	TBC	-	Virtual Meeting 3 June 2020																

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Aug '19	S	ep '19		Oct '19		ov '19	D	Dec '19	Ja	n '20		o '20	Mar '20		Apr '20		lay '20	Jun '2	Jul '20
								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	2 3 4	1 2 3	4 1
62	Management Meeting (inclusive of mSCOA SC)	Discussions in preparation for the finalization of IDP & Budget.	Dr Beyers Naudé LM	Top Management	Monday 5th May 2020.	-	✓																				
63	IDP : FINAL STEPS IDP Steering Committee Meeting	A. Attend to comments received; make final amendments to IDP and prepare report for IDP Steering Committee. B. Refer to IDP Steering Committee: final dicussions, recommendations to Rep. Forum & Council.	Dr Beyers Naudé LM	Mayor & Ward Councillors, MM, Directors / Managers, IDP Manager and other relevant Officials	Wednesday 6th May 2020 at 10:00	1,500	Cancelled due to COVID-19 lockdown and condensed programme																				
64	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 / Managers, IDP Manager and relevant Officials; all IDP Stakeholders	Wednesday 13th May 2020 at 10:00	3,000	Cancelled due to COVID-19 lockdown and condensed programme																				
65	IDP & BUDGET Referred to EXCO	Final 2020/21 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 by 18th May 2020	3,000	BSC 24 June EXCO 26 June																				
66	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Baartman DM, Dr Beyers Naudé LM	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Tuesday 19th May 2020	3,000	×																				
67	2020/21 IDP & BUDGET APPROVED Special or Ordinary 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, Managers, IDP Managers, PM Officer and other relevant Officials, full Council, with interested members of the public & other Stakeholders	Thursday 28th May 2020 (TBC)	1,500	Virtual Special Council Meeting on 29/06/2020 - processes delayed as a result of COVID- 19 lockdown.									V T	VELL D	ONE!									
68	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 1st June 2020	-	With continuation on 8																				
69	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 2020 (10 days from date of approval)	5,000	In progress. Rescheduled for 1st week of July processes delayed as a result of COVID- 19 lockdown.																				
70	IMPLEMENTATION OF 2020/21 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 2020. B. Budget to be implemented on 1st July 2020.	-	In progress																				

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Α	ug '19	;	Sep '19		Oct '19		Nov '1	19	Dec	: '19	Jan	'20	Feb	20 '20	Mar '20	Apr '20	Ma	ay '20	Jun '20	Jul '20
71	A. IMPLEMENTATION OF NEW 5-YEAR IDP  B. IDP & BUDGET PROCESS	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 4th & final review of IDP.	Dr Royers Naudó	Mayor, MM, IDP Manager, PMO, all Directorates and their Departments	A. During 1st week of June 2020. 4th Edition of IDP to be implemented on 1st July 2020. B. By 31st July 2020.	-	In progress	1	2 3 4	1	2 3 4	4 1	2 3 4	4 1	2 3	3 4	1 2	3 4	1 2 HANK Y		1 2	3 4	1 2 3 4	1 2 3	4 1 2	2 3 4	1 2 3	4 1
72	Performance Report	Prepare final Quarterly / Annual Performance Report. Prepare 1st Draft 2019/20 Annual Report. Oversight Committee to meet. Submit reports to Council.	Dr Beyers Naudé LM	Mayor, MM, CFO & PMO	July 2020	-	In progress																					
73	2020/21 IDP ASSESSMENTS	Provincial Assessments of 2020/21 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 2020	8,000	Still to be confirmed.																					
74	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	<b>✓</b>																					
	TOTAL CO	OST ESTIMATE FOR THE 3rd REVIEW	OF THE 2017 - 202	2 IDP PROCESS		109,500	NB:	Cost e	stimates	are fo	r IDP pro	cesse	es and acti	ivities	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.
	IGR Meetings scheduled for the year were not held.
**	Budget Process was not executed in accordance with MTREF Budget Time Schedule. Process only started in first week of March 2020. BSC meeting scheduled for 05/12/2019 not held. Meeting held on 19/02/2020 did not deal with preparation of 2020/21 MTREF Budget.
**	IDP Review process is being hampered due to late or non-submission of information. This results in some activities only being completed beyond specified deadline. Delayed implementation of Budget process and SC not being held is resulting in misalignment between Budget and the IDP.





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