DR BEYERS NAUDÉ LOCAL MUNICIPALITY EC101

INTEGRATED ACTION PROGRAMME : ACTIVITIES & TIMELINES

2017 - 2022 IDP DEVELOPMENT & 2017/18 BUDGET PROCESS

"IDP is an ethos; a spirit"

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Aug '16	Sep '16	Oct '16	Nov '16	Dec '16	Jan '17	Feb '17	Mar '17	Apr '17	May '17	Jun '17	Jul '17
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A	**PLANNING : ORGANIZATION & PREPARATION**																		
1	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Managers Meeting : Discussion and alignment of IDP Framework & Process Plans.	Sarah Baartman DM (meetings with LMs)	IDP Managers and IDP Co-odinators	Thursday 7th July 2016	1,500	✓												
2	**Management Meeting** **A. IDP Process preparations** **B. New Council Hand-over** **C. Final Quarterly Report** **D. Draft 2015/16 Annual Report**	Co-ordination and alignment of dates and activities for IDP & Budget process. Consensus on various acitivities, roles and responsibilities. Discussions on hand-over of documents to new Council, notice for launch of IDP & Budget Process. Confirm in-year and annual reporting procedures.	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager & PMS Officer (PMO)	Thursday 11th August 2016	-	✓ All processes												
3	**PUBLIC PARTICIPATION PROGRAMME COMMENCES** **A. Public informed about the Launch of the 2017 - 2022 IDP Development & 2017/18 Budget Process.** **B. Stakeholder database updated.**	A. Send notices to local newspaper on 08/08/2016. Ward Cllrs to sensitize their Wards & Committees that the process is about to start. CDWs also involved. B. In same notice call for all interested parties to register as Stakeholders in the process in order to promote public participation. C. Send out Invitations to Stakeholders.	Dr Beyers Naudé LM	IDP Manager, Ward Councillors, Ward Committees, CDWs, all listed Stakeholders	Newspaper 12th August 2016; Invitations out during 3rd week.	3,000	✓ A. Notice in the Advertiser & on Notice Boards B. In progress (in consultation with Willowmore & Jansenville)						All Councillors (especially Ward Councillors) and all Managers are encouraged to participate in the IDP planning meetings and any IDP training workshops or skills development programmes that are announced from time-to-time.						
4	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	Wednesday 24th August 2016	-	✓												
5	**Orientation Workshop for Councillors**	2-Day workshop to explain, i.a. the IDP, consolidated IDP information, Draft IDP & Budget Process Plan, Budget, SDBIP, etc. (costing for IDP related expenses only.)	Dr Beyers Naudé LM	Senior Officials and all new Councillors	Thursday 25th & Friday 26th August 2016	1,500	✓												
6	DRAFT 2015/16 ANNUAL REPORT	Complete 1st Draft 2015/16 Annual Report. (NB : Oversight Committee)	Dr Beyers Naudé LM	MM, Directors, HODs, & PMO	By last week of August 2016	-	✓ 31/08/2016												
7	**Special Council Meeting** A. Budget Schedule adopted. B. District IDP Framework Plan adopted. C. 2017/18 IDP & Budget Process Plan adopted. D. IDP and Budget Steering Committees established; Oversight Committee confirmed.	A. Submit Budget 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. D. Approve IDP & Budget Steering Committees & Terms of Reference. E. Plan for official launch of IDP process and arrangements for Ward-based Public Participation Meetings, etc.	Dr Beyers Naudé LM	Mayor & Councillors, MM, Directors, HODs, IDP Manager, relevant Officials and members of the Public	Wednesday 31st August 2016	1,000	✓ A, C & D District's final IDP Framework Plan still being awaited												
8	PROGRAMME FOR WARD-BASED IDP PUBLIC PARTICIPATION MEETINGS & WORKSHOPS	Consult with Ward Councillors and confirm dates for Ward-based Public Participation Meetings or Workshops to develop Ward Plans (including Ward Profile, Situation & Needs Analysis, Development Priorities). Publish notices, purchase stationery requirements, prepare meeting material, etc. Confirm all arrangements at IDP RF meeting on 08/09/2016. (Print IDP documents and burn CDs)	Dr Beyers Naudé LM	IDP Manager, Mayor & Ward Councillors, Ward Committees and CDWs	Last week of August 2016	5,000	✓ Councillors were briefed on 31 Aug. 2016 and received more info on 8 Sept.												

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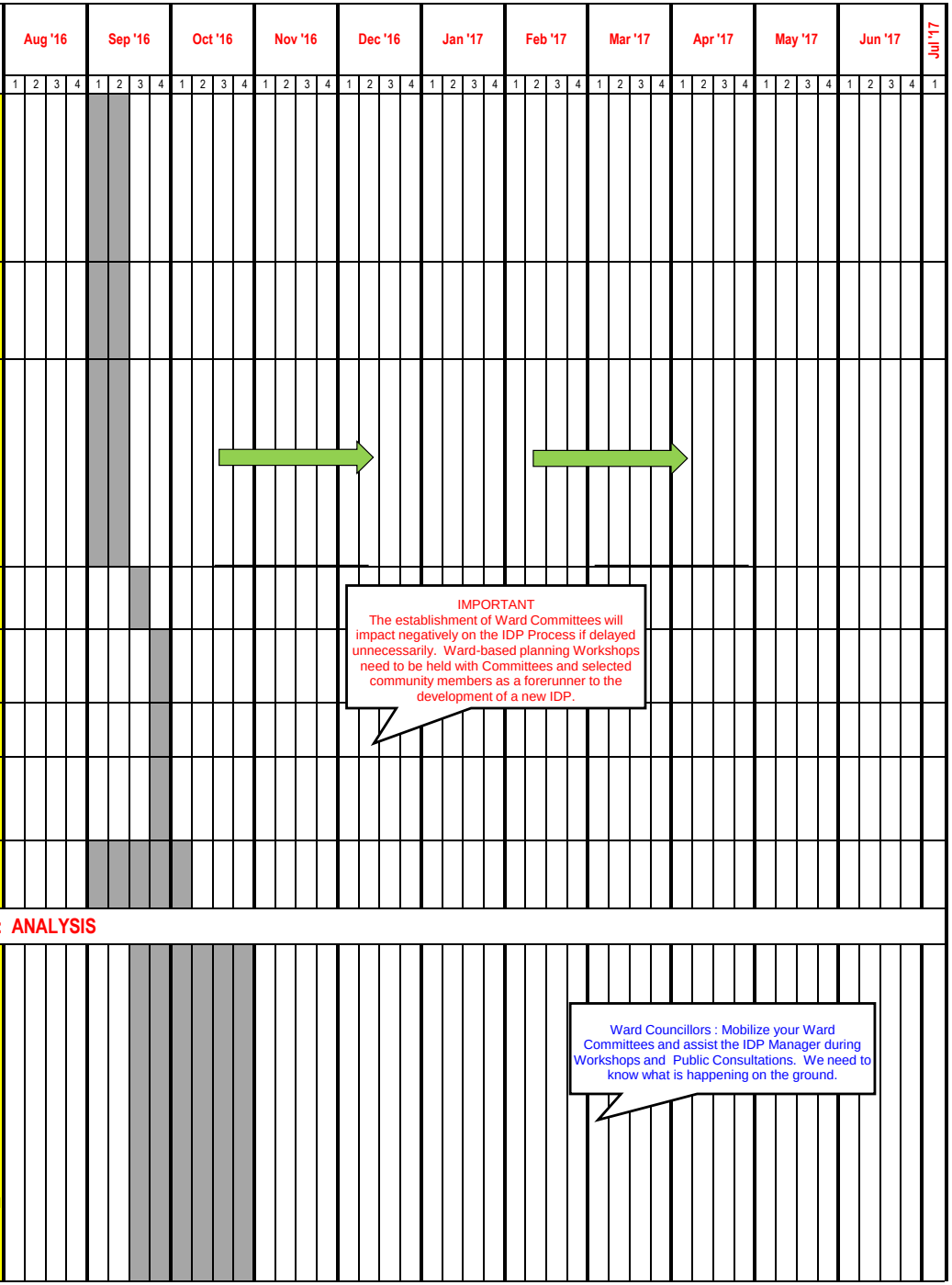
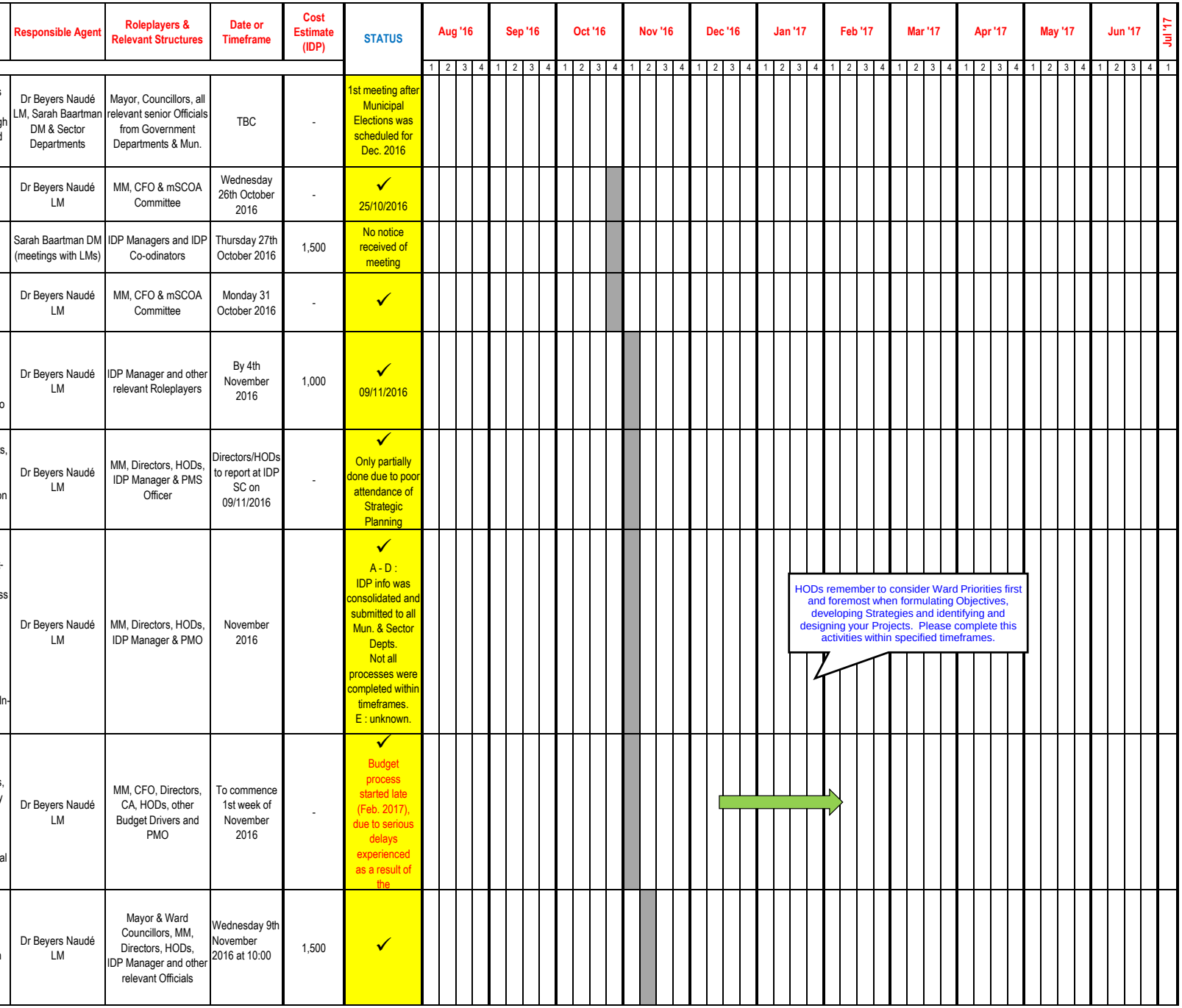
9	A. Launch of 2017/18 IDP & Budget Process. B. IDP Representative Forum activated. C. Funding application submitted.	First IDP Representative Forum meeting combined with the official launch of the new 5-year IDP development & Budget Process. Informatiion session, as well as presentation of DM Framework Plan & LM Process Plan. Funding application with Council res. submitted to SBDM & COGTA.	Dr Beyers Naudé LM, Sarah Baartman DM / COGTA	Mayor & Councillors, MM, Directors, HODs, IDP Manager and relevant Officials; all IDP Stakeholders	Launch Thursday 8th September 2016 at 10:00	5,000	✓ A, B & C Adoption details of final SBDM IDP Framework Plan still being awaited
10	**2016/17 IDP ASSESSMENTS**	Provincial Assessments taking place at Mpekweni 1st or 2nd week of September 2016. Being done per District and specific dates allocated. Print 10 copies of IDP.	Dr Beyers Naudé LM	MM, Directors and IDP Manager	Date to be confirmed	18,000	✓ 01/12/2016
11	SECTOR PLANS OPERATIONAL STRATEGIES MUNICIPAL BY-LAWS AND POLICIES	Implement processes required for the development of new 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	-	? Some new Policies are being workshopped early in Nov. Funding for development of Sector Plans is a problem
12	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Baartman DM Dr Beyers Naudé LM	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Thursday 15th September 2016	3,000	Postponed to 28/09/2016
13	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	Wednesday 21st September 2016	-	Presentation on 28/09/2016
14	**Management Meeting**	Updates on implementation of IDP Review and readiness for roll-out of CBP.	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager	Tuesday 27th September 2016	-	✓ 26/09/2016
15	**Budget Steering Committee Meeting**	Discussion and consensus on 2017/18 Budget Process, Time Schedule of Key Activities, mSCOA compliance, IDP alignment.	Dr Beyers Naudé LM	Mayor & BSC	Friday 30th September 2016	-	✗ Committee still to be established
16	**WARD COMMITTEES established**	Ward Committees to be established in all 14 Wards.	Dr Beyers Naudé LM	MM, Ward Councillors & Ward Co-ordinator	Month of September into 1st week of October	-	✗ To commence in
B							**PHASE 1 : ANALYSIS**
17	**SEPTEMBER = IDP MONTH** **ALL SYSTEMS ACTIVATED AND STRUCTURES MOBILIZED FOR THE REVIEW OF THE IDP** Community Based Planning (CBP) Community Dev. Workers (CDWs) Ward Councillors Ward Committees IDP Steering Committee IDP Representative Forum Budget Steering Committee Inter-governmental Forum All Municipal Departments Municipal Satellite Offices	**A. COMMUNITY-BASED PLANNING MEETINGS / WORKSHOPS in each Ward, to interrogate and assess the Situation; conduct SWOT analysis, develop Ward Profiles and identify Ward Development Priorities.** **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.** **D. MEETINGS with other Stakeholders for the purpose of forward planning.**	Dr Beyers Naudé LM	Mayor, Ward Councillors & IDP Manager. All other relevant Roleplayers & Stakeholders, incl. MM, Directors, HODs and other senior Officials.	Preparations in September; process to commence after the establishment of Ward Committees - early in October 2016 (Ward-based engagements 10 - 31 October 2016. Arrangements will be made with Ward Cllrs.)	40,000	✓ Process was delayed due to non-establishment of Ward Committees. Workshops held in all 14 Wards Oct - Nov 2016. War Room structures utilised in the absence of Ward Committees. Management Meeting on 17/10/2016



Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS
18	IGR FORUM MEETING A Forum promoting Inter-Governmental Relations	Mayor's IGR meeting with key roleplayers from other spheres of Governement with the aim to improve service delivery through effective communication, consultation and engagement.	Dr Beyers Naudé LM, Sarah Baartman DM & Sector Departments	Mayor, Councillors, all relevant senior Officials from Government Departments & Mun.	TBC	-	1st meeting after Municipal Elections was scheduled for Dec. 2016
19	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	Wednesday 26th October 2016	-	✓ 25/10/2016
20	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	Thursday 27th October 2016	1,500	No notice received of meeting
21	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	Monday 31 October 2016	-	✓
22	PRELIMINARY REPORT & WARD PLANS Community-based Planning consultations and meetings.	Collation of issues identified in the 14 Wards, processing and analysis of data. Ward Plans and Profiles developed, Development Priorities templates populated. Preliminary report submitted to Directors & HODs.	Dr Beyers Naudé LM	IDP Manager and other relevant Roleplayers	By 4th November 2016	1,000	✓ 09/11/2016
23	2016/17 STATUS QUO REPORTS	2016/17 SDBIP : Update status of Projects, as at end of October 2016. Determine whether we are on track in terms of our 2012 - 2017 IDP's Strategy Implementation have we met our Objectives for 2016/17?	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager & PMS Officer	Directors/HODs to report at IDP SC on 09/11/2016	-	✓ Only partially done due to poor attendance of Strategic Planning
24	**Management Meeting and Departmental Consultations** **A. IDP Analysis, Priorities & Strategies** **B. 2015/16 Annual Report** **C. 1st Quarterly Report** **D. Oversight Report & AFS** **E. Oversight Meeting**	Consolidate Status Reports and Needs Analysis Reports. Confirm that all Departments are in the process of formulating Objectives and considering how to address Ward Priorities; are they ready to commence with Phase 2 : Strategies? Determine what can be done by the Municipality and what falls within the competency of Sector Departments. Prepare 1st Draft Project Register. Schedule Oversight Committee meeting. In-year reporting to be referred to Council.	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager & PMO	November 2016		✓ A - D : IDP info was consolidated and submitted to all Mun. & Sector Depts. Not all processes were completed within timeframes. E : unknown.
25	BUDGET PLANNING PROCESS STARTS	All Managers and Budget Drivers to determine Operating & Capital Budget requirements for 2017/18 (staff estimates, general expenses, maintenance). Identify roll-over Projects; review costings and duration of project (implementation & completion). Start preparing 1st Draft SDBIP with available project data (financial & non-financial KPIs)	Dr Beyers Naudé LM	MM, CFO, Directors, CA, HODs, other Budget Drivers and PMO	To commence 1st week of November 2016	-	✓ Budget process started late (Feb. 2017), due to serious delays experienced as a result of the
26	**IDP Steering Committee Meeting**	Reportback on Ward Consultations and development of Ward Plans (inclusive of Ward Development Priorities) to assist HODs in Project identification, formulation of KPIs and setting of targets, in preparation of Budget & SDBIP.	Dr Beyers Naudé LM	Mayor & Ward Councillors, MM, Directors, HODs, IDP Manager and other relevant Officials	Wednesday 9th November 2016 at 10:00	1,500	✓



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C							**PHASE 2 : STRATEGIES**												
27	IDP Strategic Session	Give guidance on the development of Objectives and Strategies to respond to Ward issues and discuss the way forward in terms of Project Plans.	Dr Beyers Naudé LM, Sarah Baartman DM & Sector Departments	MM, Directors, HODs, IDP Manager, PMS Officer and other relevant Officials	Wednesday 9th November 2016 at 14:00	1,500	✓ (Poor attendance by key Officials)												
28	**Management & Budget Steering Committee Meetings** **IDP Rep. Forum Meetings** **Inter-governmental Forum & Sector Department Meetings**	Participatory process : involve all Stakeholders in finalizing Camdeboo's Vision & Mission Statements through the consolidation of Ward ideals. Are they realistic and do-able? Strategies must be 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? Establish Funding Streams and Resource Framework. Submit report to Sarah Baartman DM. **The IDP's Strategies should be structured in accordance with the following 6 Key Performance Areas :** KPA 1 : Organizational Transformation & Institutional Development KPA 2 : Service Delivery & Infrastructure Planning (incl. FBS & Housing) KPA 3 : Local Economic Development KPA 4 : Financial Viability KPA 5 : Good Governance & Public Participation KPA 6 : Spatial Development Rationale	Sarah Baartman DM Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager, other relevant Officials & IDP Rep. Forum	IDP Rep. Forum : Wednesday 16th November 2016 at 10:00	3,000	✓ (except for BSC)						Identify and design appropriate interventions which will achieve the desired solution with a sustainable result. Be very strategic ~ consider all cross-cutting integrations through a multi-sectoral & consultative approach. DO NOT COMPILE A WISH LIST OF UNFUNDED PROJECTS! Apply aggregation of similar Projects (e.g. consolidate tarring of streets).							
29	**BUDGET WORKSHOP**	Preparation of Draft 2017/18 Capital Budget : discussion & debate on estimated plans and resources. Review of Policies.	Dr Beyers Naudé LM	MM, CFO, Directors, HODs, relevant Officals and full Council.	Thursday 1st December 2016	-	✓ (Policies only)												
D							**PHASE 3 : PROJECTS**												
30	IGR FORUM MEETING A Forum promoting Inter-Governmental Relations	Mayor's IGR meeting with key roleplayers from other spheres of Governement with the aim to improve service delivery through effective communication, consultation and engagement.	Dr Beyers Naudé LM, Sarah Baartman DM & Sector Departments	Mayor, Councillors, all relevant senior Officials from Government Departments & Mun.	Tuesday 6th December 2016	-	✓												
31	**IDP Steering Committee Meeting**	Full Progress Report to be given by IDP Manager and HODs. Confirmation that all Ward Priorities have been considered and extent to which they can be accommodated in 2017/18 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 7th December 2016 at 10:00	1,500	✓ Continuation of Strategic Planning Session												
32	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 2016	-	✓ Process was seriously delayed due to poor submissions for IDP Project Register, Objectives & Strategies. No Project Plans.												

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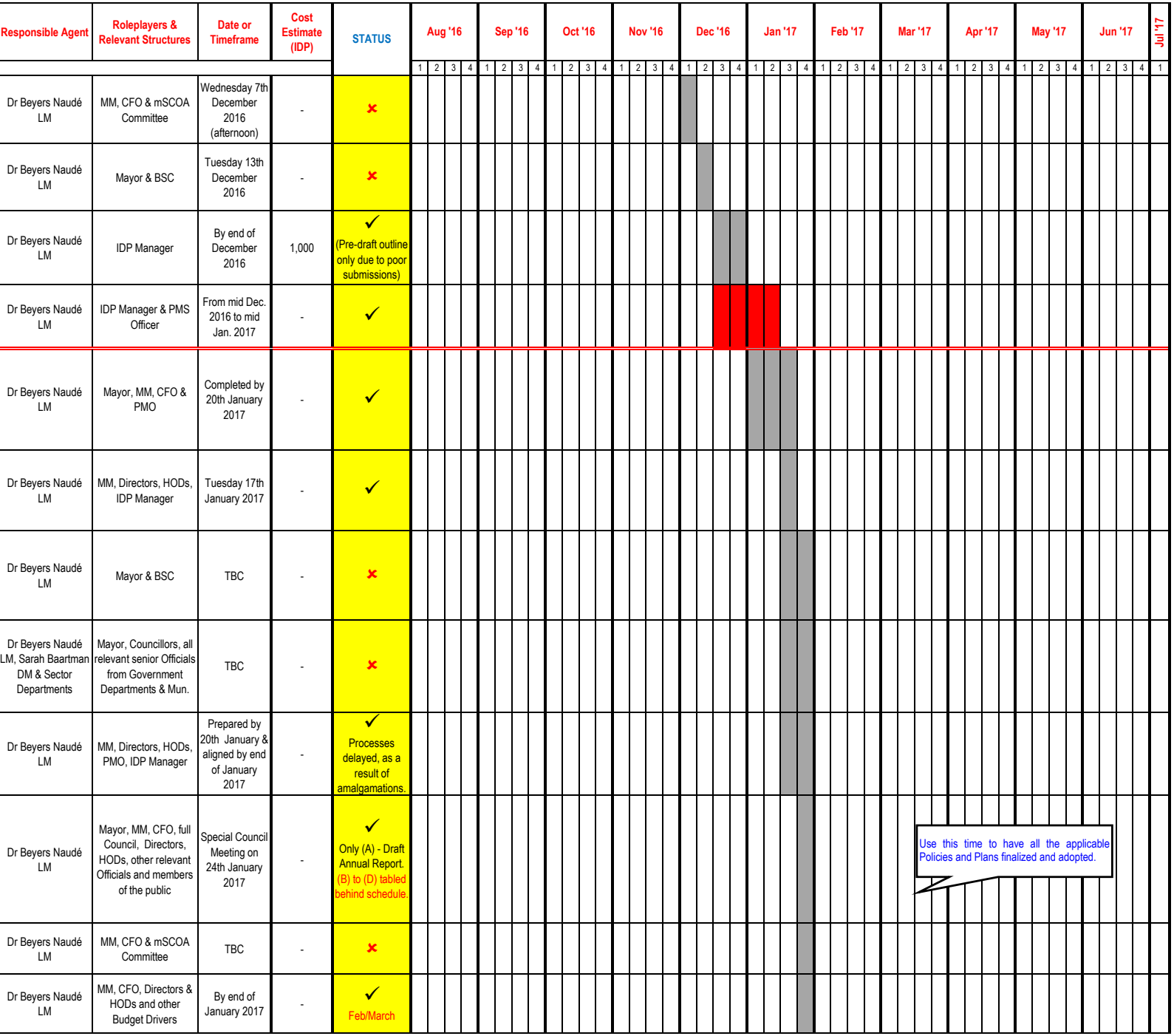
33	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	Wednesday 7th December 2016 (afternoon)	-	✗
34	**Budget Steering Committee Meeting**	Consideration of Ward Development Priorities; identification of available resources and funding streams.	Dr Beyers Naudé LM	Mayor & BSC	Tuesday 13th December 2016	-	✗
35	DRAFT PROJECT REGISTER	Complete 1st Draft IDP Project Register and submit to Sarah Baartman DM.	Dr Beyers Naudé LM	IDP Manager	By end of December 2016	1,000	✓ (Pre-draft outline only due to poor submissions)
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. 2016 to mid Jan. 2017	-	✓
37	**A. 2nd Quarterly Report. B. 2015/16 Annual Report C. Oversight Meeting D. 2016/17 Adjustment Budget E. Mid-year Performance Review**	Complete 2015/16 Annual Report and 2016/17 Adjustment Budget; commence with 2016/17 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 20th January 2017	-	✓
38	**Management Meeting**	Evaluate progress to date; identify areas that are lagging behind, which may require special focus. Budget & SDBIP processes should have commenced by now.	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager	Tuesday 17th January 2017	-	✓
39	**Budget Steering Committee Meeting**	Report on status of Budget; reinforce upcoming process on Budget approval & oversight. (This can be included as an item on the Agenda of the Special Council Meeting on 28/01/2017.)	Dr Beyers Naudé LM	Mayor & BSC	TBC	-	✗
40	IGR FORUM MEETING A Forum promoting Inter-Governmental Relations	Mayor's IGR meeting with key roleplayers from other spheres of Governement with the aim to improve service delivery through effective communication, consultation and engagement.	Dr Beyers Naudé LM, Sarah Baartman DM & Sector Departments	Mayor, Councillors, all relevant senior Officials from Government Departments & Mun.	TBC	-	✗
41	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 20th January & aligned by end of January 2017	-	✓ Processes delayed, as a result of amalgamations.
42	**ADOPTION OF ANNUAL & MID-YEAR REPORTS AND ADJUSTMENT BUDGET A. 2015/16 Annual Report B. Oversight Report C. 2016/17 Mid-year Report D. 2016/17 Adjustment Budget**	Table 2015/16 Annual Report & Oversight Report and submit 2016/17 Adjustment Budget and Mid-Year Performance Report at a Special Council Meeting. (To be advertised.)	Dr Beyers Naudé LM	Mayor, MM, CFO, full Council, Directors, HODs, other relevant Officials and members of the public	Special Council Meeting on 24th January 2017	-	✓ Only (A) - Draft Annual Report. (B) to (D) tabled behind schedule.
43	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	TBC	-	✗
44	**2017/18 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 2017	-	✓ Feb/March



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45	**FINANCIAL ALIGNMENT** Between IDP & Budget	All funding streams identified and confirmed; process of separating Funded from Unfunded to be completed in IDP Project Register.	Dr Beyers Naudé LM	MM, CFO, Directors, HODs, IDP Manager & relevant Officials	By 1st week of February 2017	-	✓ Late March												
46	**Management Meeting**	Identify areas that are still lagging behind and require focussed attention. Discuss final stages of preparing Draft IDP & Budget to ensure readiness for tabling in March.	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager	Tuesday 7th February 2017	-	✓												
47	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	Thursday 23rd February 2017	3,000	? No notice received												
48	IGR FORUM MEETING A Forum promoting Inter-Governmental Relations	Mayor's IGR meeting with key roleplayers from other spheres of Governement with the aim to improve service delivery through effective communication, consultation and engagement.	Dr Beyers Naudé LM, Sarah Baartman DM & Sector Departments	Mayor, Councillors, all relevant senior Officials from Government Departments & Mun.	TBC	-	✗												
49	**Management Meetings and Departmental Consultations**	Reflect on process thus far, inputs received and progress made. Determine whether we are still on track and which areas require special attention. Track progress on MTAS. Make necessary amendments to Action Planning. Make sure that all audit queries have been attended to.	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager and other relevant Officials & Councillors	By end of February 2017	1,000	✓												
50	**DRAFT CAPITAL & OPERATING BUDGET** Workshop	Workshop proposed 2017/18 Capital and Operating Budgets with Council : discussions of draft Budget.	Dr Beyers Naudé LM	MM, CFO, Directors, HODs, relevant Officals and full Council	Tuesday 28th February 2017	-	✓ 23/03/2017												
E							**PHASE 4 : INTEGRATION**												
51	**FULL INTEGRATION** of all Developmental Priorities, Objectives, Strategies, Plans, Policies and Programmes. All data collated, consolidated within a logical and cohesive framework. WARD PLANS COMPLETED. ALL SECTOR & STRATEGIC PLANS ARE IN PLACE AND 1ST DRAFT OF REVIEWED IDP IS AVAILABLE. • Consultations • Ward and Public Meetings • Management Meetings • Budget & IDP Steering Committee Meetings • IDP Rep. Forum Meetings • Inter-governmental Forum & Sector Department Meetings	Ensure that the following form core components of the IDP : **SECTOR PLANS / PROGRAMMES** Housing Sector Plan Water Services Development Plan Integr. Transport Plan Integr. Waste Managemenet Plan Disaster Management Plan **MANAGEMENT PLANS / PROGRAMMES** 3-5 Yr Financial Plan (incl. 1 Yr SDBIP) 3-5 Yr Capital Investment Framework 3-5 Yr Action Plan Performance Management Syst. (PMS) Institutional Plan (Strategic) Comprehensive Infrastr. Plan (CIP) **CROSS-CUTTING DIMENSIONS** Spatial Dev. Framework (SDF) Environmental Management Local Economic Dev. (LED) Social Development (SPUs, HIV/AIDS, Gender Equity, Poverty Alleviation, Skills Development)	Sarah Baartman DM Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager & other relevant Officials, Committees & Forum	IDP Steering Committee Wednesday, 15th March 2017 at 10:00 Management Meeting (MM) Monday, 6th March 2017 IDP Repr. Forum Meeting Wednesday, 22nd March 2017 at 10:00 BSC ? District IDP Assessments April 2017.	6,000	✓ Management Meeting; IDP SC; IDP RF; Budget workshops with Officials and Councillors.													Make sure that all activities have been implemented and that everything is up-to-date.		
52	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Baartman DM Dr Beyers Naudé LM	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Thursday 16th March 2017	3,000	✓												

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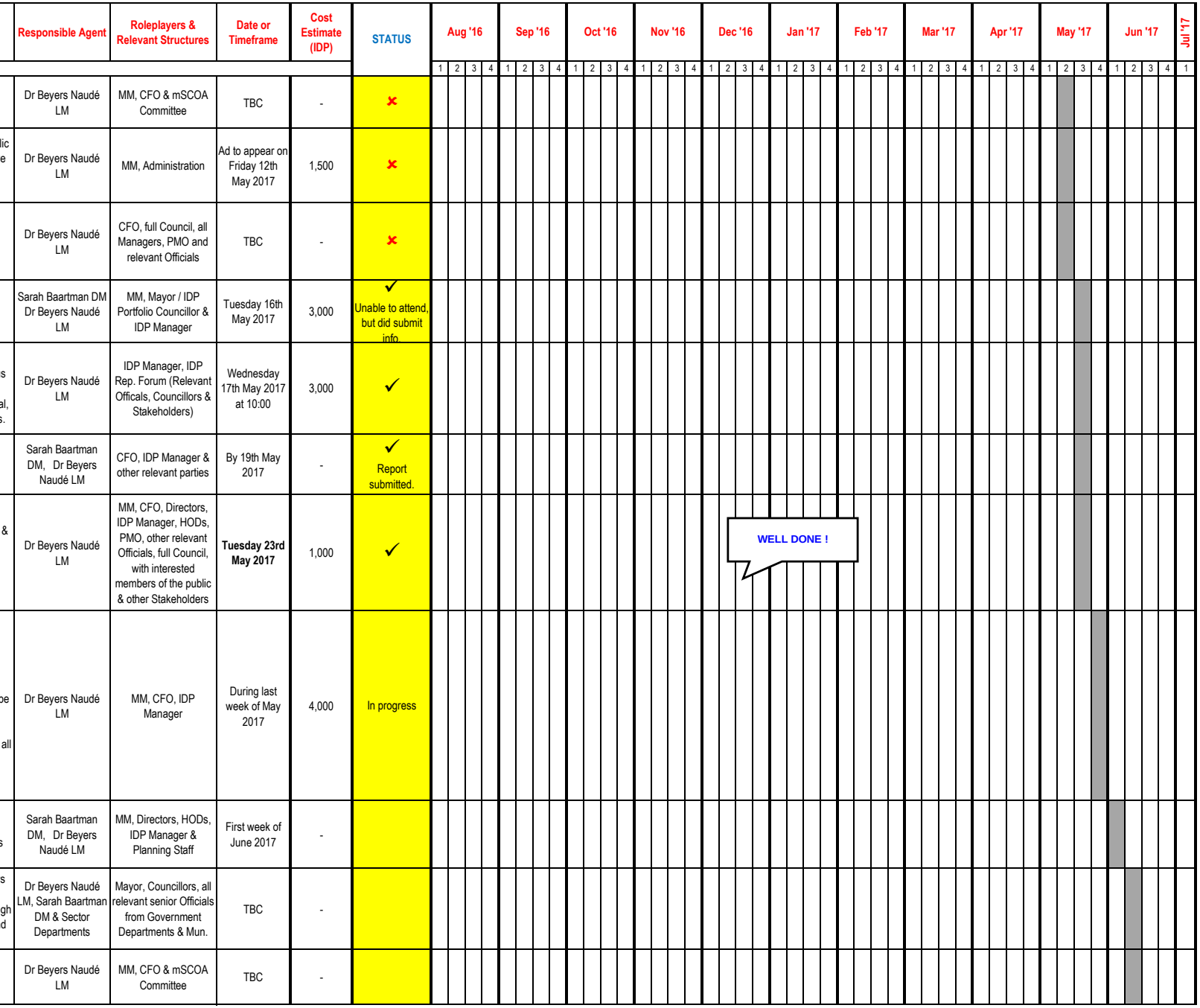
F							**PHASE 5 : APPROVAL**												
53	**Draft 2017/18 IDP & BUDGET PREPARED FOR TABLING**	Finalize draft IDP & Budget, taking into consideration all comments, inputs, promulgations, amendments and align-ments. Advertise Council Meeting. (Notice to reach Advertiser by 7th March 2017 for publication on Friday 10th March 2017.)	Dr Beyers Naudé LM	MM, CFO & IDP Manager, with the assistance of relevant Officials	By 3rd week in March 2017	1,500	✓												
54	**DRAFT 2017/18 IDP, BUDGET & SDBIP ADOPTED Ordinary Council Meeting**	Table completed draft IDP, Budget & 1st draft SDBIP before Council for Adoption, to be advertised for public comment. After adoption prepare copies of Draft IDP for distribution.	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 March 2017**	3,000	✓ Draft IDP & Budget adopted												
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 2017	-	✓												
56	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	TBC	-	✗												
57	A. Draft 2017/18 IDP & Budget advertised for Public comment. B. Schedule of Public Meetings and Media releases for Mayoral Outreach.	Placing of notices for comments (21 days allowed) 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 28th March 2017. Print IDPs for public inspection.)	Dr Beyers Naudé LM	CFO & IDP Manager, with the assistance Ward Councillors and relevant Officials	Ad to appear on Friday 31 March 2017. Cut-off date on Friday 28th April 2017.	5,000	✓												
58	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	April 2017	-	✗												
59	DISTRICT STAKEHOLDER CONSULTATIONS	2017/18 IDP & Budget Roadshow at Local Municipalities (Sarah Baartman Mayoral Outreach).	Sarah Baartman DM	Sarah Baartman Planning Unit, Camdeboo Council & IDP Stakeholders	April 2017	-	✓ 17/03/2017 & 19/05/2017												
60	**LAST ROUND OF PUBLIC ENGAGEMENTS** Official Notices Ward & Public Meetings	Copies of Draft 2017/18 IDP & Budget distributed to strategic points in all 14 Wards for inspection and comments for 21 days, from 6th until 28th April 2017. Posted on website. Mayor & Councillors to engage their constituencies in final consultations (Mayoral Outreach). PMO to accompany and give presentation on KPIs & Targets.	Dr Beyers Naudé LM	CFO & IDP Manager. Mayor, Ward Councillors, Directors, HODs, PMO and other relevant Officials	**MAYORAL OUTREACH 3rd to 26th April 2017**	10,000	✓												
61	IGR FORUM MEETING A Forum promoting Inter-Governmental Relations	Mayor's IGR meeting with key roleplayers from other spheres of Governement with the aim to improve service delivery through effective communication, consultation and engagement.	Dr Beyers Naudé LM, Sarah Baartman DM & Sector Departments	Mayor, Councillors, all relevant senior Officials from Government Departments & Mun.	TBC	-	✗												
62	**Budget Steering Committee Meeting**	Consider views of Community and Stake-holders and, if needed, revise Budget and table amendments for Council consideration.	Dr Beyers Naudé LM	Mayor & BSC	Friday 28th April 2017	-	✗												
63	**Management Meeting**	Discussions in preparation for the finalization of IDP & Budget.	Dr Beyers Naudé LM	MM, Directors, HODs, IDP Manager	TBC	-	✓ 22/05/2017												
64	**IDP : FINAL STEPS** IDP Steering Committee Meeting	A. Attend to comments received; make final amendments to IDP and prepare report for IDP Steering Committee. B. Refer to IDP Steering Committee : final dicussions, recommendations to Rep. Forum & Council.	Dr Beyers Naudé LM	IDP Manager, IDP Steering Committee (Relevant Officals & Councillors)	Wednesday 10th May 2017 at 10:00	2,000	✓												

WE'RE ALMOST AT THE FINISHING LINE !

Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS
65	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	TBC	-	✗
66	**IDP & BUDGET** Official Notice in Newspaper	Place notice in Advertiser, informing public about Special Council Meeting to approve 2017/18 IDP & Budget. (Notice to reach Advertiser by 9th May 2017.)	Dr Beyers Naudé LM	MM, Administration	Ad to appear on Friday 12th May 2017	1,500	✗
67	**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	CFO, full Council, all Managers, PMO and relevant Officials	TBC	-	✗
68	DISTRICT-LEVEL MEETING & CONSULTATIONS	IDP Representative Forum Meeting.	Sarah Baartman DM Dr Beyers Naudé LM	MM, Mayor / IDP Portfolio Councillor & IDP Manager	Tuesday 16th May 2017	3,000	✓ Unable to attend, but did submit info.
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.	Dr Beyers Naudé LM	IDP Manager, IDP Rep. Forum (Relevant Officals, Councillors & Stakeholders)	Wednesday 17th May 2017 at 10:00	3,000	✓
70	**DISTRICT ALIGNMENT** **Final Draft IDP**	Forward amended draft IDP to Sarah Baartman DM for final alignment & adjustments.	Sarah Baartman DM, Dr Beyers Naudé LM	CFO, IDP Manager & other relevant parties	By 19th May 2017	-	✓ Report submitted.
71	**2017/18 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 23rd May 2017**	1,000	✓
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.	Dr Beyers Naudé LM	MM, CFO, IDP Manager	During last week of May 2017	4,000	In progress
73	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 2017	-	
74	IGR FORUM MEETING A Forum promoting Inter-Governmental Relations	Mayor's IGR meeting with key roleplayers from other spheres of Governement with the aim to improve service delivery through effective communication, consultation and engagement.	Dr Beyers Naudé LM, Sarah Baartman DM & Sector Departments	Mayor, Councillors, all relevant senior Officials from Government Departments & Mun.	TBC	-	
75	**mSCOA Steering Committee Meeting**	Progress of mSCOA implementation.	Dr Beyers Naudé LM	MM, CFO & mSCOA Committee	TBC	-	



Line Item	Details / Outcomes / Key Milestones	Main Activities / Actions	Responsible Agent	Roleplayers & Relevant Structures	Date or Timeframe	Cost Estimate (IDP)	STATUS	Aug '16	Sep '16	Oct '16	Nov '16	Dec '16	Jan '17	Feb '17	Mar '17	Apr '17	May '17	Jun '17	Jul '17
								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
76	**IMPLEMENTATION OF 2017/18 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 2017. B. Budget to be implemented on 1st July 2017.	-													
77	**A. IMPLEMENTATION OF NEW 5-YEAR IDP** **B. IDP & BUDGET PROCESS PLAN 2018/19**	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 1st review of IDP.	Dr Beyers Naudé LM	Mayor, MM, IDP Manager, PMO, all Directorates and their Departments	A. During 1st week of June 2017. 1st Edition of IDP to be implemented on 1st July 2017. B. By 29th July 2017.	-							THANK YOU !						
78	**2017 - 2022 IDP ASSESSMENTS**	Provincial Assessments of new 5-year 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 2017	20,000													
79	A. 4th Quarterly Report B. Oversight Meeting C. 1st Draft 2016/17 Annual Report	Prepare final Quarterly Report. Prepare 1st Draft 2016/17 Annual Report. Oversight Committee to meet. Submit reports to Council.	Dr Beyers Naudé LM	Mayor, MM, CFO & PMO	July 2017	-													
80	**INCIDENTALS**	Upgrading / refurbishment of IDP Office and purchase of equipment necessary for the IDP Process, including Community-based Planning.	Dr Beyers Naudé LM	IDP Manager	As required for annual review IDP and Ward Plans	15,000													
TOTAL COST ESTIMATE FOR THE 2017 - 2022 IDP DEVELOPMENT PROCESS						**171,000**													

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

IMPORTANT NOTES : IMPLEMENTATION & PROGRESS OF PROCESS PLAN

Line Item	Comments by IDP Manager
NB	Several critical processes fell behind schedule as a result of the merger between Camdeboo, Ikwezi and Baviaans Municipalities, the suspension of the Municipal Manager, etc.
NB	Several critical activities were not actioned or fully implemented.
NB	The 2016/17 IDP Assessments only took place in December 2016, resulting in the reports with findings only being issued to LMs during the course of May - too late to be taken into consideration during the development of their 2017 - 2022 IDPs. The MEC's Comments are still being awaited.

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