



# **2017/2018 CHDM IDP-BUDGET-PM PROCESS PLAN FOR 2018-2019 IDP**

## **REVIEW**

### **Introduction**

In order to ensure certain minimum quality standards and proper coordination between and within spheres of government in development of Integrated Development Plan (IDP), Section 28(1) and 29(1) (a) and (b) of Municipal Systems Act of 2000 prescribes that the council of the municipality must within the prescribed period after the start of its elected term “adopt a process set out in writing to guide the planning, drafting, adoption and review of its Integrated Development Planning. This plan must include the following:

- A programme specifying the time frames for the different planning steps
- Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, traditional authorities and other role players in the IDP drafting process.
- An indication of the organisation arrangements for the IDP process.
- Mechanisms for integration and alignment.

In compliance with the provisions of the Act as stipulated above the CHDM Council wishes to submit a Process Plan as part of the preparation for implementation of Integrated Development Plan. It is this Process Plan which will be a guiding document to the actual Integrated Development Planning Process for 2018/2019 financial year.

	Activities	Timeframe	Responsible Department
<b>A</b>	<b>Preparation phase / Pre-planning</b>		
1	IDP/Budget/PMS Steering committee	10 July 2017	MM
	Signing of Performance Agreements by HODs	18 July 2017	MM
	IDP REP Forum	20 July 2017	IPED
	IDP Stakeholders Notice (Resuscitation)	24 July 2017	IPED
	16/17 Annual Performance Assessment	25– 27 July 2017	MM
	Technical IGR Meeting	02 August 2017	MM
	IDP Manager's Forum	08 August 2017	IPED
	Management Meeting looking into the IDP Framework & IDP/Budget Process Plan	10 August 2017	MM
	IDP/PMS/Budget Steering Committee meeting to review Implementation progress and prepare for the 2018/2019 IDP Process	18 August 2017	IPED
	Council Approval of Framework Plan & Process Plans (IDP & Budget)	23 August 2017	MM

	Submission of APR to AG & Treasury	31 August 2017	MM
	Advertise Adopted IDP/Budget Process Plan	25 August 2017	IPED
	Presentation of PMS Process Flow to Management		MM
<b>B+C</b>	<b>Analysis Phase / Monitoring and evaluation</b>		
2	Assess implementation progress (HODs to present action plans for existing projects and planned completion dates for projects, aligning expenditure with progress), impact of new information/unexpected events, evaluation of achievement with regard to objectives, strategies and projects (per programme), overview of funding available per cluster (both from savings as well as new funding from operating budget and from external funds), possible implications on programmes of additional sector information.	July - October 2017	All Depts Championed by HOD's
	IDP/Budget/PMS Steering Committee	06 September 2017	MM
	MPAC	08 September 2017	MM
	IDP/Budget/PMS Rep Forum	14 September 2017	IPED
	Draft APR Road shows	19-21 September 2017	
	Standing Committees	10-12 October 2017	MM
	IDP/Budget/PMS Steering Committee	13 October 2017	MM
	Mayoral Committee	18 October 2017	MM

	Quarter 1 Performance reporting (July - Sept)	19 October 2017	HOD's/MM
	1 <sup>ST</sup> Quarter Institutional Performance Report to Mayor	19 October 2016	M.M
	Performance Audit Committee on 1 <sup>st</sup> Quarter Report	27 October 2017	MM
	Council Meeting (Draft Annual Report )	31 October 2017	M.M.
	IDP/PMS/Budget Steering Committee meeting to review Implementation progress and report on gaps identified during the analysis phase	10 November 2017	IPED
	Technical IGR Meeting	08 November 2017	MM
	District Mayors Forum	22 November 2017	MM
	IDP/PMS Managers Session	24 November 2017	IPED
	IDP/PMS/Budget Rep Forum meeting - discuss district priorities	29 November 2017	IPED
	Mayoral Committee Meeting	06 December 2017	M.M.
	Consultations of All LMs on Priorities	11-14 December 2017	IPED
	Council Meeting	15 December 2017	M.M.
<b>D</b>	<b>Strategies Phase / Refined objectives, strategies, programmes and projects phase</b>		
	Performance Audit (Draft Annual Report)		M.M.
	Budget Steering Chaired by Port Cllr to consider Adjustment Budget	12 January 2018	BTO

	Mid- Year Performance Assessments HOD's	15-17 January 2018	MM
	Mayoral Committee Meeting	23 January 2018	MM
	Departmental Strat Sessions	25-30 January 2018	IPED/MM
	Council Meeting (Final 2016/17 Annual Report & Mid -Year Report)	31 January 2018	MM
	Departmental Strat Session	01-02 February 2018	IPED/MM
	Budget Steering Committee =Adjustment Budget	06 February 2018	BTO
	Technical IGR	07 February 2018	MM
	MPAC	09 February 2018	M.M
	DIMAFO	13 February 2018	MM
	Mayoral Committee	14 February 2018	M.M
	Council Meeting Adopting Adjusted Budget	21 February 2018	MM
	Institutional Strategic planning session. Adopt proposed overall direction of the 2018-2019 IDP - agree on main themes and key strategic objectives and key financial issues. Refine objectives, strategies, programmes and draft projects as necessary for MTEF period	22-23 February 2018	IPED/MM
	IDP/Budget/PMS Steering committee	02 March 2018	MM
	MPAC	09 March 2018	MM

	Identify operating impacts (including staff issues) of proposed projects and ensure that these are included in the operating budget submissions	01-30-March-2018	IPED /BTO / Corporate Services
	Budget Steering Committee (Chaired by Portfolio Cllr)	13 March 2018	MM
	Mayoral Committee Meeting	14 March 2018	MM
	IDP Rep Forum	15 March 2018	IPED
7	CHDM Council approval of the 2018-2019 Draft IDP & Budget & Submission of Recommendations from Performance Evaluation Panel	28 March 2018	M.M.
8	Draft IDP and Draft Budget published. Advertise for public comment (21days)	02 April 2018	IPED
	Quarter 3 Performance reporting by HOD's (Jan - March))	10 April 2018	HOD's & MM
	Standing Committee	17-19 April 2018	MM
	MPAC /Audit Committee	20 April 2018	MM
	MPAC	26 April 2018	MM
	3 <sup>rd</sup> Quarter Institutional Report to Mayor	14 April 2018	MM
	Departmental SDBIP Engagements	20-28 April 2018	MM

<b>E</b>	<b>Reviewed IDP document (Integration/programme implementation and operational plan)</b>		
	Incorporate relevant comments to the Draft final reviewed IDP	April - May 2018	IPED
	IDP/Budget road shows - public hearings	02-4 May 2018	MM/IPED/BTO
	IDP/Budget Steering Committee meeting (implementation and operational plan)	04 May 2018	IPED
1	IDP/PMS Managers Session	03 May 2018	IPED
	Mayoral Committee	09 May 2018	MM
	Municipal Wide SDBIP Engagement	15 May 2018	MM
	Budget Steering Meeting Chaired by Portfolio Cllr	08 May 2018	BTO
	Mayoral Committee	09 May 2018	MM
	IDP Steering committee	10 May 2018	MM
	Technical IGR	16 May 2018	MM
	MPAC	17 May 2018	MM
	IDP Rep Forum	24 May 2018	
<b>F</b>	<b>Approval phase</b>		
4	CHDM Council Open Day & Approval of Final 2018-2019 IDP & Budget	30 May 2018	M M
	DIMAFO	29 May 2018	MM

	MPAC	08 June 2018	MM
	Mayoral	13 June 2018	MM
	Submit draft SDBIP within 14 days after approval of the budget	15 June 2018	MM
	Stakeholders Engagement on IDP & Budget	June 2018	MM
	Signing of MM and Section 57 Managers Performance Agreements	19 June 2018	MM
	SDBIP Approved and Performance Agreements signed	19 June 2018	MM
	Council Meeting	27 June 2018	MM
	Approval of SDBIP within 28 days after budget	28 June 2018	Mayor
	Signing of Accountability Agreements by Middle Management	29 June 2018	MM
4	Quarter 4 Performance reporting (April - June)	10 July 2018	HOD"s & MM
<b>G</b>	<b>Performance Management System</b>		
2	Drafting of Service Delivery and Budget Implementation Plan (SDBIP) 2017-2018	03-04 July 2018	MM
6	Publicize SDBIP and Performance Agreements no later than 14 days after approval	27 July 2018	MM



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