

IDP PROCESS PLAN

| Activity | Time frame | | | | Notes | Council Resolution Needed? |
|---|------------------------------|-------------------|-------------------|---|-------|----------------------------|
| | Occurrence and/or conclusion | Start | Finish | Responsibility | | |
| Integrated Development Plan | | | | | | |
| Phase 0 - Process Plan | Aug-13 | 2013/07/02 | 2013/08/31 | | | |
| Consult with Local Municipalities regarding their IDP Process Plan | Jul-13 | 2013/07/02 | 2012/07/31 | MM, IDP/PMS Manager | | |
| IGR Meeting | Jul-13 | 2013/07/23 | 2013/07/23 | Executive Mayor, MM and IDP/ PMS Manager | | |
| Compile & adopt Framework/Process Plan | Aug-13 | 2013/08/31 | 2013/08/31 | Council, Executive Mayor, MM and IDP/ PMS Manager | | |
| Extended Stakeholders Meeting | Aug-13 | 2013/10/16 | 2013/08/16 | Executive Mayor, MM and IDP/ PMS Manager, Local Municipalities, External Stakeholders | | |
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| Phase 1 - Analysis | | 2013/08/01 | 2013/12/21 | | | |
| Gather information through the IDP Rep Forums of the Local Municipalities | Quarterly | 2013/08/01 | 2013/09/28 | IDP/PMS Unit, Senior Managers | | |
| IDP/PMS Regional Steering Committee | Sep-13 | 2013/09/22 | 2013/09/22 | MM and IDP/ PMS Manager, Local Municipalities and COGHSTA | | |
| IGR Meeting | Oct-13 | 2013/10/22 | 2012/09/04 | Executive Mayor, MM and IDP/ PMS Manager, | | |
| Identify new and appropriate projects | Oct-13 | 2013/10/01 | 2013/10/31 | Senior Management | | |
| Internal IDP Review workshop or meeting with individual managers | Nov-13 | 2013/10/01 | 2013/11/30 | IDP/PMS Unit | | |
| IDP Lekgotla | Nov-13 | 2013/11/29 | 2013/11/29 | Executive Mayor, MM and IDP/ PMS Manager | | |

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|---|--------|-------------------|-------------------|---|--|----------------|
| Compilation of existing information gathered from IDP Rep Forums, SDF and other source. | Dec-13 | 2013/11/30 | 2013/12/21 | MM, IDP/PMS Unit, Senior Management | IDP Unit needs to confirm integrity of data. | |
| IDP/PMS Regional Steering Committee | Dec-13 | 2013/12/04 | 2013/12/04 | IDP/PMS Unit, IDP Units of LM's | | |
| Phase 2 - Objectives & Strategies | | 2013/08/10 | 2013/02/26 | | | |
| Submission of project lists from Local Municipalities not later 31st Jan 2012 | Jan-14 | 2014/01/04 | 2014/01/31 | MM, IDP/PMS Unit, IDP Units of LM's | | |
| Review Vision, Mission & Values. (IDP Workshop) Develop & Prioritize Detailed Objectives | Feb-14 | 2014/02/07 | 2014/02/07 | Council and Management | To address the issues as identified in the analysis phase. | |
| Develop Detailed Strategies to Achieve the Objectives | Feb-14 | 2014/02/08 | 2014/02/12 | Council and Management | | |
| IDP/PMS Regional Steering Committee | Feb-14 | 2014/02/26 | 2014/02/26 | IDP/PMS Unit, IDP Units of LM's | | |
| IGRF Meeting | Feb-14 | 2014/02/26 | 2014/02/26 | Executive Mayor, MM and IDP/ PMS Manager, Local Municipalities, External Stakeholders | | |
| Phase 3 - Projects | | 2014/02/12 | 2014/02/15 | | | |
| Design Detailed Project Proposals. | Feb-14 | 2014/02/12 | 2014/02/15 | Senior Management | | Yes, Final IDP |
| Give technical guidance to Prioritize Projects. | Feb-14 | 2014/02/12 | 2014/02/15 | Senior Management | | Yes, Final IDP |
| Capture Projects. | Feb-14 | 2014/02/12 | 2014/02/15 | Senior Management and Project Task Teams | | Yes, Final IDP |
| | | | | | | |

| Phase 4 - Integration (integrate programmes & projects with Eskom, Provincial and National Sector Departments, Mines, etc. | | 2013/09/03 | 2014/06/28 | | | Yes, Final IDP |
|--|--------|------------|------------|---|--|----------------|
| Financial Management Plan (Budget) (develop/review) | Feb-14 | 2014/11/01 | 2014/02/28 | Senior Management, Budget Steering Committee (Coordinated by CFO) | | Yes, Final IDP |
| 5 Year Financial Plan (develop/review) | Feb-14 | 2014/11/01 | 2014/02/28 | Senior Management, Budget Steering Committee (Coordinated by CFO) | | Yes, Final IDP |
| 5 Year Capital Investment Programme (develop/review) | Feb-14 | 2014/11/01 | 2014/02/28 | Senior Management, Budget Steering Committee (Coordinated by CFO) | | Yes, Final IDP |
| PMS Framework and system (develop/review) | Dec-13 | 2013/10/01 | 2013/12/14 | Executive Mayor, MM, IDP/PMS Unit, Corporate Services | | Yes, Final IDP |
| Workplace Skills Plan (develop/review) | Jun-14 | 2014/01/04 | 2014/06/28 | Corporate Services | | Yes, Final IDP |
| Employment & Gender Equity Plan (develop/review) | Oct-13 | 2013/09/03 | 2013/10/31 | Corporate Services | | Yes, Final IDP |
| Organizational Structure (develop/review) | Feb-14 | 2014/01/16 | 2014/02/28 | Corporate Services | | Yes, Final IDP |
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| Phase 5 - Approval | | 2014/03/28 | 2014/06/10 | | |
|--|--------|-------------------|-------------------|---|-------------------------|
| Executive Mayor submits Draft IDP and Budget 13/14 by no later than 31 March 2013. | Mar-14 | 2014/03/28 | 2014/03/28 | Executive Mayor, Speaker, MM | Yes, Draft IDP & Budget |
| MM place notice that the Council has adopted its Draft IDP and Budget in Local Newspapers. | Mar-14 | 2014/04/01 | 2013/04/05 | MM, IDP/PMS Unit | |
| Submit Draft IDP to COGHSTA | Mar-14 | 2014/04/01 | 2014/04/10 | IDP/PMS Unit | |
| Submit draft Budget and supporting documentation to Provincial Treasury | Mar-14 | 2014/04/01 | 2014/04/10 | CFO | |
| Consider inputs and comments receive from the IDP/Budget Road Shows. | Apr-14 | 2014/04/30 | 2014/04/30 | Senior Management | |
| Executive mayor tables the final IDP and budget for adoption. | May-14 | 2014/05/31 | 2014/05/31 | Executive Mayor, Speaker, MM | Yes, Final IDP & Budget |
| IDP sent to MEC within 10 days after the adoption by the council. | Jun-14 | 2014/06/10 | 2014/06/10 | IDP/PMS Unit | |
| MM place notice that the Council has adopted its review IDP IN Local Newspaper. | Jun-14 | 2014/06/03 | 2014/06/07 | IDP/PMS Unit | |
| Regional IDP Steering Committee | Jun-14 | 2014/6/10 | 2014/6/10 | IDP/PMS Unit, IDP Units of LM's | |
| IGR Meeting | Apr-14 | 2014/4/24 | 2014/4/24 | Executive Mayor, MM, Sector | |
| Phase 6 - Implementation, monitoring and review | | 2014/08/10 | 2014/08/10 | | |
| First Quarter Review | Oct-14 | 2014/10/01 | 2014/10/31 | Senior Management, IDP/PMS Unit, Internal Audit Department, Audit Committee, MPAC | Yes |
| Mid-year Review | Jan-14 | 2014/08/10 | 2014/08/10 | Senior Management, IDP/PMS Unit, Internal Audit Department, Audit Committee, MPAC | Yes |

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|-----------------------------|--------|------------|------------|--|--|-----|
| Budget Adjustment | Feb-14 | 2014/01/03 | 2014/02/28 | Senior Management, Executive Mayor, Budget Steering Committee (Coordinated by CFO) | | Yes |
| Third Quarter Review | Apr-14 | 2014/04/01 | 2014/04/30 | Senior Management, IDP/PMS Unit, Internal Audit Department, Audit Committee, MPAC | | Yes |
| Annual Performance Report | Aug-14 | 2014/07/01 | 2014/08/31 | Senior Management, IDP/PMS Unit, Internal Audit Department, Audit Committee, MPAC | | Yes |
| Annual Financial Statements | Aug-14 | 2014/07/01 | 2014/08/31 | CFO, Internal Audit Department, Auditor General | | Yes |
| Annual Audit | Nov-14 | 2014/08/15 | 2014/11/30 | Auditor General | | |
| Annual Report | May-14 | 2014/08/31 | 2014/05/31 | Senior Management, IDP/PMS Unit, Internal Audit Department, Audit Committee, MPAC | | Yes |