

2024/25

# **INTEGRATED DEVELOPMENT PLAN (IDP) PROCESS PLAN**



The home of harmony, prosperity and growth

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## **SECTION ONE: INTRODUCTION AND BACKGROUND**

### **Introduction**

The Integrated Development Plan (IDP) process is a process through which the municipalities prepare strategic development plans for a five-year period. An IDP is one of the key instruments for local government to cope with its new developmental role and seeks to arrive at decisions on issues such as municipal budgets, land management, promotion of local economic development and institutional transformation in a consultative, systematic and strategic manner.

In order to ensure certain minimum quality standards of the IDP process and proper coordination between and within spheres of government, municipalities need to prepare IDP process plan and formulate budget to implement the IDP. The IDP and Budget Process Plan have to include the following:

- A programme specifying the timeframes 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 and budget formulation processes; and
- Cost estimates for the process.

The preparation of IDP process plan is in essence the formulation of the IDP and Budget processes, set out in writing and requires the adoption by Council.

### **Legal Planning Context**

The preparation of the IDP and Budget processes are regulated by the Municipal Systems Act, Act 32 of 2000 and the Municipal Finance Management Act, No 56 of 2003. This is to ensure certain minimum quality standards of the integrated development planning and budget process and proper coordination between and within the spheres of government. As the IDP is a legislative requirement it has a legal status and it supersedes all other plans that guide development at local level. The Municipal Systems Act, No 32 of 2000 (as amended) and the Municipal Finance Management Act, Act 56 of 2003 confer the responsibility on the Executive mayor to provide political guidance over the budget process and the priorities that must guide the preparation of the annual budgets.

In terms of section 53 of the Municipal Finance Management Act the Executive mayor must also coordinate the annual revision of the integrated development plan in terms of section 34 of the Municipal Systems Act and the preparation of the annual budget, and determine how the integrated development plan is to be taken into account or revised for the purpose of the budget. The Municipal Systems Act further requires the following regarding the IDP process:

Chapter 5 and Section 25 (1) of the Municipal Systems Act (2000) indicate that:

Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, all-inclusive and strategic plan for the development of the municipality which;

- a) Links integrates and coordinates plans and takes into account proposals for the development of the municipality;
- b) Aligns the resources and capacity of the municipality with the implementation of the plan;
- c) Complies with the provisions of this Chapter; and
- d) Is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

In terms of the core components of the integrated development plan, Chapter 5 and Section 26 of the Municipal Systems Act (2000) indicate that:

An integrated development plan must reflect-

- a) The municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- b) An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
- c) The council's development priorities and objectives for its elected term including its local economic development aims and its internal transformation needs;
- d) The council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- e) A spatial development framework which must include the provision of basic guidelines for land use management system for the municipality;

- f) The council's operational strategies;
- g) Applicable disaster management plans;
- h) A financial plan, which must include a budget projection for at least the next three years; and
- i) The key performance indicators and performance targets determined in terms of section 41.

Section 27 stipulates that:

- 1) Each district municipality, within a prescribed period after the start of its elected terms and after following a consultative process with the local municipalities within its area, must adopt a framework for integrated development planning in the area as a whole;
- 2) A framework referred to in subsection (1) binds both the district municipality and the local municipalities in the area of the district municipalities,
- 3) The framework must ensure proper consultation, co-ordination and alignment of the IDP Process of the district municipality and the various local municipalities.

### **Alignment between IDP, Budget and PMS**

In terms of the Municipal Systems Act, municipalities are required to prepare organisational performance management system that must be linked to the IDP. Tremendous progress has been made with the process of aligning the IDP, Budget and Performance Management System (PMS).

All efforts will be made over the 2023 - 24 cycle to fully link and integrated these three processes to an even greater extent through the Process Plan. It should however, be noted that the PMS on its own requires an in-depth process comparable to that of the IDP. Such PMS is tightly linked and guided by the IDP and Budget processes.

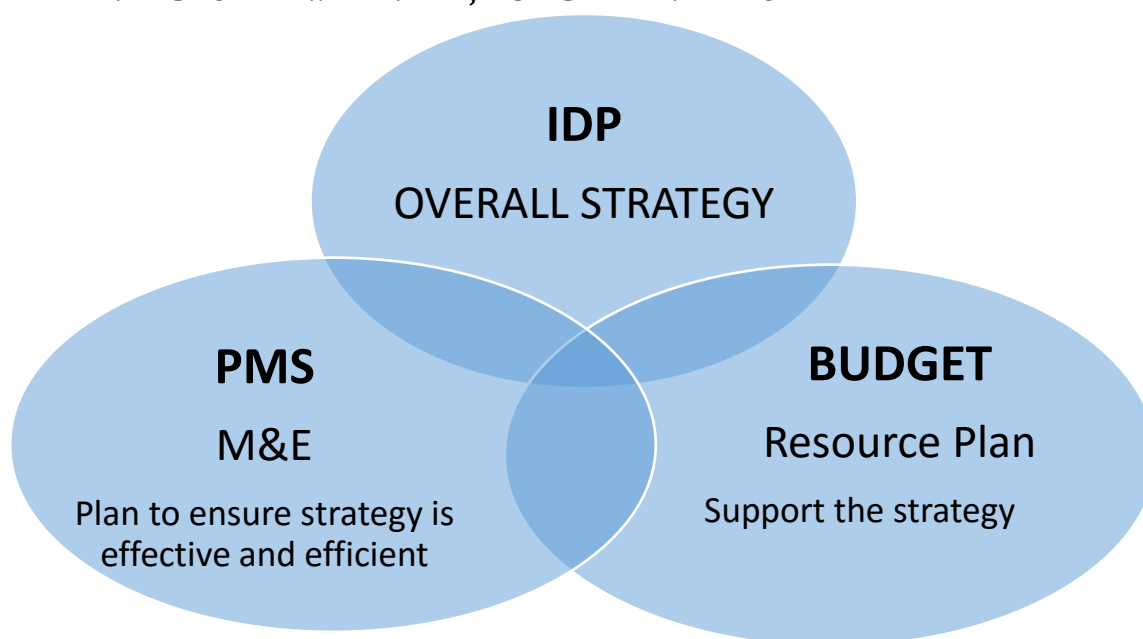
The PMS process will address the following issues:

- Alignment of the PMS, Budget and IDP processes;
- Implementation of individual performance management system at managerial level.

The IDP, performance management systems (PMS) and budget are all components of one overall development planning and management system. The IDP sets out what the

municipality aims to accomplish, how it will do this. The PMS enables the municipality to check to what extent it is achieving its aims. The budget provides the resources that the municipality will use to achieve its aims. As indicated earlier, every attempt is made in this process plan to align the IDP and PMS formulation and/or review, and the budget preparation process. The linkages of the three processes are summarised in the following diagram:

#### **THE LINKAGES BETWEEN IDP, BUDGET AND PMS**



#### **The purpose of the process plan**

NGWATHE Local Municipality needs to plan, direct and manage its capacity and resources to support the successful implementation of its integrated development planning process and the budget. The reality of limited capacity and resources in NGWATHE Local Municipality demands innovation and the need for greater intergovernmental cooperation between various spheres of government.

The NGWATHE Local Municipality process plan is a document that describes how the municipality will develop and implement the integrated development plan through budget in its area of jurisdiction.

Therefore, it will have a meaningful bearing on the foreseen IDP document once completed and/or most importantly, it must lead to the process of developing an all-inclusive integrated development planning methodology to plan and actualize future development in NGWATHE Local Municipality through our budgetary allocations. The

process plan is thus similar to business plan and deals with the allocation of municipality capacity and resources in support of and serve as a guideline in terms of which NGWATHE Local Municipality will carry out its mandate with regard to integrated development planning.

This plan is meant to ensure the proper management of the planning process through the following:

- Setting the scene to manage the planning process and legal requirements in planning for the implementation of the integrated planning system;
- A programme specifying time schedule that guide IDP and budget planning processes and various planning steps;
- Outlining appropriate mechanisms, processes and procedures on how the public, stakeholders, state organs can participate in the drafting of the IDP and formulation of the budget structures that will be used to ensure this participation
- Indicate necessary organisational arrangements to ensure the successful implementation of the integrated development planning process;
- Binding plans and planning requirements, i.e. policy and legislation;
- Mechanisms and procedures for vertical and horizontal alignment;
- A programme specifying how wills the process be monitored in order to manage the progress of the IDP and budget processes.



## The annual budget

The Annual Budget and the IDP are inextricably linked to one another, something that has been formalised through the promulgation of the Municipal Finance Management Act (2004). Chapter 4 and Section 21 (1) of the Municipal Finance Management Act (MFMA) indicate that:

*The Executive mayor of a municipality must-*

*(b) At least 10 months before the start of the budget year, table in the municipal council a time schedule outlining key deadlines for;*

*i. The preparation, tabling and approval of the annual budget;*

*ii. The annual review of*

*aa) The integrated development plan in terms of section 34 of the Municipal Systems Act; and*

*bb) The budget related policies.*

*iii. The tabling and adoption of any amendments to the integrated development plan and the budget-related policies; and*

*iv. The consultative processes forming part of the processes referred to in subparagraphs (i), (ii) and (iii).*

This document constitutes the Process Plan of the Review IDP 2024-25 and Budget formulation for this period for NGWATHE Local Municipality Local Municipality and essentially fulfils the function of a business plan and/or operational plan for the IDP process and presents, in a simple and transparent manner **what** should happen **when**, by **whom**, with **whom** and **where** during the process of formulating an IDP for the NGWATHE Local Municipality.

## **SECTION TWO: IDP DEVELOPMENT PROCESS**

### **Key elements to be addressed in this process**

During the IDP and Budget consultative sessions, the IDP/Budget Steering Committee under the leadership of the Executive mayor must address service delivery challenges across the municipality. This must be undertaken in conjunction with the task of fulfilling Constitutional mandate and effect strategic partnerships to coordinate development process.

The Municipality will pursue the following strategic goals during this term of local government that are informed by the 10 National Electoral Mandate, Medium-Term Strategic Framework and Five Year Local Government Strategic Agenda:

- To ensure **service excellence** within and around NGWATHE Local Municipality;
- To stimulate integrated and sustainable **economic development**;
- To improve and sustain **financial, human resource and management** excellence;
- To evolve **institutional excellence** through a thoroughgoing institutional reengineering, effective leadership and effective long range development planning.

The municipality will accelerate implementation to roll back existing service delivery backlog identified during previous IDP consultative processes, and in line with the financial situation/status of the municipality.

The following is a summary of the main activities to be undertaken during this IDP Process:

### **Refine and/or develop the strategic elements of the IDP in terms of council's new priorities**

- Review the vision, mission and objectives;
- Review strategy elements of the IDP;
- Determining programmes to achieve the strategic intent;
- Develop and enhance existing institutional plans;
- Review Spatial Development Framework;
- Tighten our Performance Management System;

- Develop Organisational scorecard;
- The preparation and review (if required) of relevant sector plans;

### **Assessment issues**

- Comments received from Councillors, Ward Committees and other various role-players in the presentation and assessment of the IDP ,
- Gaps in terms of shortcomings and weaknesses identified through self-assessment of previous IDP's
- Current status on the implementation process.

### **Details of activities to accomplish outputs**

- *Incorporation of role-players inputs in planning process*

In developing the IDP for the newly constituted Council, the Municipality need to assess the impact on the achievement of the IDP development priorities. This includes reviewing the projects and programme and also those that are coming from various role-players in different engagements, so that they are linked to MTREF. In this way the Municipality will focus on the implementation for the coming three years, while on the other hand is able to monitor and evaluate implementation progress on those programmes, projects and services.

- *Review of progress with lessons for the future*

The starting point in understanding the current developmental situation is the review of the relevance or fit of the strategies employed to achieve the past and current set goals.

Secondly we need to determine the extent of implementation with regard to projects, programmes and services against IDP plans for the previous years. Some of this can be from secondary data (e.g. previous annual reports). The review of the organisational performance for the past financial year(s) would provide an opportunity to review progress for the IDP and also assist in making information for the annual report readily available, as well as determining the implications for the future.

It is suggested that the two processes are integrated, and a format used which ensures that directorates provide lessons learned and implications for the future, as well as analysis of what they have done. This will build on refining and/or developing section 3.2 as part

presentation and discussion, so that we are able to come up with coherent recommendations across the Municipality.

- *Core elements of the IDP preparation*

The core elements of the IDP preparation correspond to the core functions of the municipalities as outlined in the Municipal Systems Act and other legislations, including the critical elements that came up during the IDP development and review in the past years.

The core components of the integrated development plan follows:

- the municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- an assessment of the existing level of development in the municipality, which must include the identification of communities which do not have access to basic municipal services;
- the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- the council's operational strategies;
- applicable disaster management plans;
- a financial plan, which must include a budget projection for at least the next three years; and
- The key performance indicators and performance targets determined in terms of section 41 of Municipal Systems Act.

**Inclusion of new information where necessary**

- Addressing areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review

- Process (i.e. MFMA);
- Alignment of the IDP with newly completed NGWATHE Local Municipality Statutory Plans;
- Development of the Strategic elements of the IDP;
- The ongoing alignment of the NGWATHE Local Municipality Performance Management System (PMS), in terms of Chapter 6 of the MSA, with the IDP;
- The update of the Financial Plan, the list of projects (both internal and external), and the capital investment framework;
- Incorporate final Ward Projects in term of Medium Term Revenue and Expenditure Framework (MTREF).

### **SECTION THREE: HORIZONTAL AND VERTICAL ALIGNMENT**

#### **3.1. Framework plan**

In terms of Chapter 5 and Section 26 of the Municipal Systems Act (2000), districts are required to prepare and adopt a Framework Plan which indicates how the district and Local Municipalities will align their IDPs. The Framework Plan provides the linkage and binding relationships to be established between the district and local municipalities in the district and in doing so, proper consultation, coordination and alignment of the review process of the district municipality and various local municipalities can be maintained.

Alignment with service providers is essential to ensure that the district and local municipality's priorities can be reflected in the service providers' project prioritisation process and in turn the service providers' projects can be reflected in the IDP document. Regular meetings with service providers would be required in the course of IDP review process

Cross-border alignment with neighbouring municipalities is also necessary to ensure the spatial coordination of development effort.

This can be achieved by using the existing Provincial Coordinating IDP INDABA as well as strategic discussions between neighbouring local municipalities.

## Alignment with stakeholders

It is anticipated that an IDP and Budget Conference and IDP Programme Workshops which will be led by MAYCO and Directors will create such a platform as well as a series of individual meetings with key organs of the state.

## Stakeholders in the IDP process

- *Municipality*

The IDP guides the development plans of the local municipality.

- *Councillors*

The IDP gives councillors an opportunity to make decisions based on the needs and aspirations of their constituencies.

- *Communities and other stakeholders*

The IDP is based on community needs and priorities. Communities have the chance to participate in identifying their most important needs. The IDP process encourages all stakeholders who reside and conduct business within a municipal area to participate in the preparation and implementation of the development plan.

- *National and provincial sector departments*

Many government services that affect communities at local level are delivered by provincial and national government departments -for example: police stations, clinics and schools. Municipalities must take into account the programmes and policies of these departments. The departments should participate in the IDP process so that they can be guided how to use their resources to address local needs.

## **SECTION FOUR: PUBLIC PARTICIPATION IN THE IDP PROCESS**

### **Public Consultation**

Public consultation forms an integral part of the IDP preparation and formulation process under the direct leadership of the political heads of the institution. The municipality's direct links with communities are councillors whom represent the direct interests of communities. Community or public consultation must thus be driven and directed by council, technically supported by the bureaucracy based on the nature of support required. The Executive mayor and Speaker will chair public consultation sessions with the public as public representatives, supported by ward councillors in the respective areas where consultations will be undertaken.

The logistical and technical support provided by the administration must be aligned with the IDP planning process and directed towards achieving IDP outcome.

### **Area-based planning**

A fundamental and statutory component of the IDP process is community engagement and the public participation. Participation in the integrated development planning process is only one of the several arenas of participatory interaction between local government and citizens. The municipality's approach in participatory interaction is based on its innovative ward based planning process which escalates to Area -Based Planning (ABP) process where all 18 wards will be involved in the confirmation of their development priorities in the context of the area/town. ABP as a form of participation in the development of NGWATHE Local Municipality IDP is seen within the context that it must be people-focused and empowering, led and owned by Ward Councillors and ward committee members, based on vision and strengths of the ward and area, and should be holistic and promote mutual accountability between elected public representatives, community and municipal administration.

- Through ABP, communities and stakeholders highlight and/or confirm their development priorities that should be included in the IDP in the form of projects, services and programmes linked to wards and on a broader basis the area/town of which the ward forms an integral part.

## **SECTION FIVE: ORGANISATIONAL ARRANGEMENTS**

### **IDP institutional and management arrangements**

The IDP and Budget formulation process will be guided and undertaken within the following organizational management mechanisms:

- Municipal Council is the final decision-making/approval of IDP and will continuously monitor progress of the development and implementation of its IDP;
- Councillors will be responsible for linking integrated development planning process to their constituencies/wards;
- IDP/Budget Steering Committee of politicians to drive the process, and make key strategic decisions needed at various points on the way;
- SMT (Senior Management Team) chaired by the Municipal Manager to drive the administrative part of the process;
- IDP Task Team across directorates, line management level to drive the IDP;
- IDP Representative Forum/Budget Conference to consult with stakeholders.

IDP/Budget Steering Committee and SMT meet alternately on a two weekly basis. MAYCO will also devote IDP/Budget as a standing item on the agenda for other MAYCO meetings during the IDP preparation and drafting process. SMT/Directors Meetings will devote standing item to IDP/Budget preparation during preparation and drafting process. IDP/Budget Steering Committee members will also play a leading role in the revisions to programmes, working closely with their directorates.

The IDP Stakeholder Forum is also required in terms of legislation to bring in external stakeholders at key decision points in the process, who have a statutory right to be involved in the decision-making process around the IDP.

Wards will be making their proposals and inputs through the Area-based planning process, but will also form part of the Stakeholder Forum. Programme Task Teams will be established by respective directorates involving external stakeholders in the review of development programmes.



## **IDP/Budget Steering Committee**

The IDP/Budget Steering Committee (SC) is a strategic, political and technical working team making political and technical decisions and inputs that must ensure a smooth compilation and implementation of the IDP. The IDP SC and the Stakeholder Forum will be constituted for the preparation of the IDP process. As part of the IDP and budget formulation process, the Steering Committee which supports the Municipal Manager, the Manager: IDP and the Budget Office should remain as follows:

Institutional composition:

- The IDP/Budget Steering Committee will be chaired by the Executive mayor and in her absence, a delegated MAYCO councillor.
- Members of the IDP/Budget Steering Committee will consist of MAYCO, Speaker, SMT Budget Manager and IDP Manager,
- MAYCO and Directors, Budget Manager and IDP Manager responsible for the preparation of the IDP, PMS and Budget and any other members as the Executive mayor may deem fit.
- Secretariat will be provided by the Corporate Services.

## **Terms of Reference for the IDP/Budget Steering Committee**

- Facilitate terms of reference for the various planning activities associated with the IDP and Budget;
- Commission studies necessary as may be required for the successful compilation of the IDP;
- Processes and documents:
  - Inputs from sub-committee/s, study teams;
  - Inputs from provincial sector departments and support providers;
  - Processes, summarise and document outputs;
  - Makes content and technical recommendations;
  - Prepare, facilitate and documents meetings;
- Facilitate control mechanisms regarding the effective and efficient implementation, monitoring and amendment of the IDP and Budget;
- Ensure coordination and integration of sectoral plans and projects; and
- Ensure that the municipal budget is in line with the IDP.

## **Municipal Manager**

As a head administration, the Municipal Manager is responsible and accountable for the implementation of the municipality's IDP, and the monitoring of progress with implementation of the plan. He is also the responsible person for championing the integrated development planning process.

## **Managers: IDP and Organisational Performance**

Amongst others, the following responsibilities have been allocated to the Manager: IDP and Manager Organisational Performance respectively for the IDP Process:

- Ensure that the Process Plan is finalised and adopted by Council;
- Adjust the IDP according to the proposals of the MEC;
- Identify additional role-players to sit on the IDP Stakeholder Forum;
- Ensure the continuous participation of role players;
- Monitor the participation of role players;
- Ensure appropriate procedures are followed;
- Ensure documentation is prepared properly;
- Carry out the day-to-day management of the IDP process;
- Respond to comments and enquiries;
- Ensure alignment of the IDP with other IDPs within the District Municipality;
- Co-ordinate the inclusion of Sector Plans into the IDP documentation;
- Co-ordinate the inclusion of the Performance Management System (PMS) into the IDP;
- Submit the reviewed IDP to the relevant authorities.

## **IDP and Budget Forum**

### **Composition of IDP and Budget Forum**

The IDP and Budget Forum will facilitate and co-ordinate participation as part of the preparation phase of the IDP and will continue its functions throughout the annual IDP Review processes. The proposed composition of the IDP and Budget Forum is potentially municipal stakeholders.

## **Terms of Reference for the IDP Representative Forum**

- Represent the interest of the municipality's constituency in the IDP process;
- Form a structures link between the municipality and representatives of the public;
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders including municipal government;
- Ensure communication between all the stakeholder representatives including the municipal;
- Monitor the performance of the planning and implementation process;
- Integrate and prioritise issues, strategies, projects and programmes and identify budget requirements; and
- Monitor the performance of planning and implementation process.

## **Area-based Planning Forum**

### **Composition of Area - Based Planning Forum**

The Area Planning Forums is where representative participation at ward level in the IDP process takes place. These forums will be the formal communication platform for communication between communities and Council, representation on the Forums must be as inclusive as possible; including Councillors/Ward Committee members, officials, representatives of organised stakeholder groups, advocates for unorganised groups, etc.

## **Terms of Reference for the Area-Based Planning Forum**

The role of Area Planning Forums is to:

- Identify critical issues facing the area;
- Provide mechanism for discussions, negotiations and decision-making between the stakeholders including municipal government;
- Form a structured link between the IDP Representative Forum and the community of each area; and
- Monitor the performance of the planning and the implementation process concerning its area.

## **IDP Task Team**

### **Composition of IDP Task Team**

There will be an IDP Task Team to drive the preparation and development of the IDP. This should ideally be a small technical team constituted by relevant municipal and line function officials. The IDP Task Team should be chaired by the Municipal Manager and/or a Director and the secretary should be the Manager: IDP. It will work full-time for the period of the preparation of the IDP, and should meet formally with the Municipal Manager and/or the Director on a weekly basis. Additional project teams may be needed to develop specific projects.

### **Terms of Reference for the IDP Task Team**

The IDP Task Team will be involved in the management, discussion of the contents of IDP by:

- Providing inputs related to the various planning steps;
- Summarising/digesting/processing inputs from participation process;
- Providing technical and sector related expertise and information; and
- Preparing draft projects proposals.

### **Roles and Responsibilities of Different Spheres of Government in the IDP Process**

The responsibility to prepare and adopt the IDP resonates with NGWATHE Local Municipality. However, the IDP is seen as a key measure to identify and respond timeously and effectively to local developmental challenges and priorities, in a manner that leverages involvement and responses of all stakeholders including across sectoral basis and contributions by the district, provincial and national governments. It is therefore a requisite for all stakeholders to be fully aware of their own responsibilities and of other role-players' responsibilities so that the planning process is smooth and well-organised.

In order to ensure that there is a clear understanding of all required roles and responsibilities between the three spheres, the following are highlighted:

SPHERE OF GOVERNMENT	ROLES & RESPONSIBILITIES
LOCAL	
Local Municipality and Entity	Prepare the IDP
	Adopt the IDP
District Municipality	Prepare the District IDP
	Adopt the District IDP
	Facilitate District Guidelines on Growth and Development
Provincial	
FSCOGTA	
	Coordinate training
	Provide financial support
	Provide general IDP Guidance
	Monitor municipal process
	Facilitate alignment of IDPs with sector department policies and programmes
Sector Departments	Provide relevant information on sector department's policies, programmes and budgets
	Contribute sector expertise and technical knowledge to the formulation of municipal policies and strategies
	Be guided by municipal IDPs in the allocation of resources at the local level
National	
Department of Cooperative Governance and Traditional Affairs	Issue legislation and policy in support of IDP's
	Issue Integrated Development Planning Guidelines
	Establish a Planning and Implementation Management Support System
	Provide a national training framework
	Provide financial assistance
Sector Departments	Provide relevant information on sector department's policies, programmes and budgets
	Contribute sector expertise and technical knowledge to the formulation of municipal policies and strategies
	Be guided by municipal IDP's in the allocation of resources at the local level

## **SECTION SIX: ROLES, RESPONSIBILITIES AND KEY ACTIVITIES**

### **Role Players**

The Municipality will confirm the identification of the following role players in the IDP and Budget processes:

#### **Internal Role-players**

- Council and the MAYCO ;
- Nominated Councillors;
- Executive mayor;
- Municipal Manager;
- Manager: IDP;
- IDP/Budget Steering Committee; and
- Stakeholder Forum/Civil Society.

#### **External Role –players**

1. Relevant Government Departments;
2. Municipal officials;
3. Representative Forum / Civil Society.

## KEY ACTIVITIES

Following are a summary of the key activities to take place in terms of the Review of the IDP, Budget and PMS for the 2024/25

IDP Process:

STEP	PHASE	TARGET DATE	ACTIONS FOR THE IDP PROCESS	RESPONSIBILITY
1	Preparation Phase	July - August 2023	<b>Approval of IDP Process Plan by Council</b> <ul style="list-style-type: none"> <li>Submission of Process Plan to Fezile Dabi District Municipality &amp; COGTA</li> <li>Allocates responsibility to drive the process</li> <li>Development of Sector Plans</li> </ul>	IDP/PMS MANAGER & CFO
2	Analysis Phase	August – November 2023	<ul style="list-style-type: none"> <li>Stakeholder engagement</li> <li>Ward base engagement</li> <li>Town based engagement</li> <li>Legally compliant Situational analysis (status quo analysis),</li> <li>IDP Community needs analysis.</li> <li>Written Submission</li> </ul>	MANAGEMENT SPEAKER'S OFFICE, WARD COUNCILLORS
3	Strategic Phase	November 2023 January 2024	<b>Political Strategic Session</b> <ul style="list-style-type: none"> <li>Preceded by Organizational Work Session (Senior Management/ Unit Managers/Unions)</li> <li>Development of Objectives, Strategies, projects &amp; Programmes.</li> <li>Supports a participatory planning exercise to develop a <b>vision and objectives, for inclusion within the IDP</b></li> <li>Strategic Focus Areas and alignment of Sector Plans with these.</li> </ul>	MM SECTION 56 MANAGERS (DIRECTORS)
4	Project Phase	January – February 2024	<ul style="list-style-type: none"> <li>Formulation of project proposals,</li> <li>Screen, adjust, consolidate and agree on projects.</li> <li>Identifies capacity, resources and performance management systems to integrate this into the Municipal operational systems.</li> </ul>	STEERING COMMITTEE, SEC 56

				MANAGERS (DIRECTORS)
5	Integration Phase	March 2024	<ul style="list-style-type: none"> <li>Alignment session with the District. Ensures that climate response work is <b>visible throughout the IDP</b> and related development plans.</li> </ul>	IDP/PMS MANAGER
6	Approval	March - May 2024	<ul style="list-style-type: none"> <li>Approval of Draft IDP to Council,</li> <li>Submission of the draft IDP to FDDM &amp; COGTA,</li> <li>Advertisement for comments on Draft IDP,</li> <li>Final Adoption of the IDP &amp; Budget by the municipal Council.</li> </ul>	MAYOR, MM, SEC 56 MANAGERS IDP/PMS MANAGER
7	Submission	June 2024	<ul style="list-style-type: none"> <li>Final IDP, SDF &amp; Budget submitted to COGTA and Treasury.</li> <li>Publishing the IDP, SDF and Budget on the website and Newspapers</li> <li>Print the IDP and distribute to all Municipal Regions</li> </ul>	IDP/PMS MANAGER & CFO
8	Implementation	July - June 2025	<ul style="list-style-type: none"> <li>Implementation of the IDP 2024/25</li> <li>Conduct M &amp; E</li> </ul>	ALL