

Phase 0	Preparatory Phase		
By end July	Draft IDP Review Process Plan <ul style="list-style-type: none"> Meeting with Finance and PMS for budget, PMS and SDBIP process timing alignment 	IDP Manager Deputy Director Finance	Draft IDP / Budget / PMS IDP review Process Plan
24 July 2024	Attend District IDP Framework meeting	IDP Manager	Attendance Register
End August 2024	Approval of IDP Process Plan	Council	Council Resolution
15 Aug – 20 Sept. 2024.	Training of all Ward Councillors on: <ul style="list-style-type: none"> How to develop ward- based plans in terms Phase 1 of the IDP: Analysis <ul style="list-style-type: none"> Prepare and send out Invitations to all Ward Cllrs and Ward Committee members Secure training venue Prepare relevant training material 	IDP Manager	<ul style="list-style-type: none"> Attendance registers Training material
By 25 Sept. 2024	Mayoral Imbizo feedback from May – June 2024 <ul style="list-style-type: none"> Mayor to provide feedback on issues raised at Imbizo's To explain that all challenges related to wards need to be submitted to the ward Councillor directly or via ward committee members That we cannot wait for the Imbizo next year to submit challenges – it's too late That next Imbizo process will be different – it will be about coming to get feedback on the Draft IDP and ward- based plans which have been formulated. Role of the ward councillor/ committee and the IDP public participation process. 	Mayor Communications officer Public Participation Manager IDP Manager	<ul style="list-style-type: none"> Attendance registers
1 – 30 August 2024	Preparation for Ward Based Planning Process <ul style="list-style-type: none"> Ward level data collection 	IDP Manager	<ul style="list-style-type: none"> New facts and figures per ward documented

	<p>Prepare 10 x ward profiles - a ward profile for each of the 10 wards (use SA Stats, GIS, Area coordinator and call centre information – make use of all internal local intelligence)</p> <p>Identify inter alia</p> <ul style="list-style-type: none"> ○ Demographics per ward ○ Service backlogs per ward ○ Current projects per ward ○ Projects in pipeline per ward ○ Challenges per ward 	<p>Cllrs</p> <p>Ward Committee members</p> <p>CDW's</p>	
Phase 1	Analysis		
August – Sept 2024	<p>Advertise for Public Participation via the Cllr and ward committee structure</p> <ul style="list-style-type: none"> ○ create formal community awareness of the upcoming ward-based planning process 	<p>IDP manager</p> <p>Cllrs</p> <p>Ward committee</p>	<ul style="list-style-type: none"> ● Copy of advert/ newspaper, radio, social media.
August – November 2024	<p>Municipal Level data collection</p> <ul style="list-style-type: none"> ● Review the municipal level facts and figures ● Review demographic and socio-economic data based on the latest statistics 	<p>IDP Manager</p> <p>All directorates</p>	<ul style="list-style-type: none"> ● Documented updated facts and figures.
August – October 2024	<p>Review ward level community needs analysis via the 10 x ward committee structures:</p> <ul style="list-style-type: none"> ○ Public participation via the elected ward committee structures 	<p>IDP Manager</p> <p>All directorates</p>	<ul style="list-style-type: none"> ● Att. Registers ● Minutes
August - Sept. 2024	<ul style="list-style-type: none"> ● 1st District IDP Representative Forum Meeting 	<p>IDP Representative Forum</p>	<ul style="list-style-type: none"> ● Attend. Register ● Minutes
By mid Sept. 2024	<ul style="list-style-type: none"> ● 1st Ndlambe IDP Representative Forum Meeting 	<p>IDP Manager</p> <p>Mayor</p>	<ul style="list-style-type: none"> ● Att. Registers ● Minutes

By end October 2024	<p><u>Phase 1: Ward level analysis</u> for all 10 wards has been completed</p> <ul style="list-style-type: none"> Result: 10 x Phase 1: Ward -based plans 	IDP Manager	<ul style="list-style-type: none"> Phase 1 of ward- based plans documented x 10
By end October 2024	<p><u>Phase 1: Municipal Level analysis</u> has been completed</p> <ul style="list-style-type: none"> Result Phase 1 of Ndlambe IDP reviewed 	IDP Manager	<ul style="list-style-type: none"> Supporting Documents
August - Sept 2024	<ul style="list-style-type: none"> Meeting between IDP and Finance for budget and IDP alignment 	IDP Manager and Directorate Finance	<ul style="list-style-type: none"> Attendance Register Minutes
By end September 2024	<ul style="list-style-type: none"> 1st Ndlambe IDP Steering Committee meeting 	IDP Steering Committee	<ul style="list-style-type: none"> IDP SC agenda IDP SC Minutes of meeting
As soon as IDP Process Plan has been approved	<p>Inform District and Cogta of the Ndlambe IDP Review Process Plan 2025/26</p> <ul style="list-style-type: none"> Email revised process plan Explain Public Participation and IDP Representation 	IDP Manager	<ul style="list-style-type: none"> Email or proof of virtual meeting
Phase 2	Objectives and Strategies		
November 2024	<ul style="list-style-type: none"> Identification of Key Development Priorities 	IDP Manager Municipal Manager	<ul style="list-style-type: none"> List of Dev Priorities
Sept – October 2024	<ul style="list-style-type: none"> Review the organizational SWOT analysis Adjust, if applicable - where necessary 	Municipal Manager Director Corporate Services	<ul style="list-style-type: none"> Reviewed SWOT document

Sept – November 2024	<ul style="list-style-type: none"> Review the strategic objectives Ensure that all projects in Phase 3 are accurately aligned to these strategic objectives <ul style="list-style-type: none"> Working Session per directorate 	IDP Manager All directorates	<ul style="list-style-type: none"> Reviewed objectives
September – Nov 2024	<ul style="list-style-type: none"> Review service delivery and development targets 	PMS All directorates	<ul style="list-style-type: none"> Reviewed SDBIP
October – November 2024	<ul style="list-style-type: none"> Review all relevant sector plans 	IDP Manager Directorate Infra. Directorate CPS	<ul style="list-style-type: none"> Reviewed Sector Plans
October – November 2024	<p>2nd IDP Steering Committee Meeting <i>Provide Feedback to the IDP Steering Committee meeting</i></p>	IDP Steering Committee Meeting	<ul style="list-style-type: none"> Attend. Register Minutes
Phase 3	Projects		
October – Nov. 2024	<p>Identification of the Projects and or Review of existing projects</p> <ul style="list-style-type: none"> Budget allocations for projects Completion of <u>project templates</u> Ensure that all internal Ndlambe funded projects are listed on Munsoft for IDP data strings. 	IDP Manager Project Management Unit All directorates	<ul style="list-style-type: none"> Revised project list Project templates where applicable
October – Nov 2024	<p>2nd IDP Representative Forum Meeting</p>	IDP Representative Forum Meeting	<ul style="list-style-type: none"> Minutes Attend. Register
October – Nov 2024	<p><u>Phase 3: Ward level Project identification</u> for 10 wards has been completed</p> <ul style="list-style-type: none"> Result: 10 x Phase 3: Ward -based plans 	IDP Manager	<ul style="list-style-type: none"> Phase 3 ward level sections
October – Nov 2024	<ul style="list-style-type: none"> Critical IDP / Budget and PMS Alignment meeting 	IDP Manager Directorate Finance PMS Officer	<ul style="list-style-type: none"> Minutes Attend. Register

By 1 st week December 2024	<ul style="list-style-type: none"> Update Sarah Baartman District Municipality Update Cogta 	IDP Manager	<ul style="list-style-type: none"> Emails Letters
Phase 4	Integration		
Nov – Dec 2024	Feasibility, sequencing, harmonising of all projects <ul style="list-style-type: none"> Working session with relevant IDP SC task team members Looking for cross cutting dimensions of all projects Identification of All relevant sector programmes / integrated programmes Identification of all Sector Plans required 5- year capital investment programme Institutional Plan Double check IDP and Budget Alignment 	IDP Manager All Directorates	<ul style="list-style-type: none"> Working sessions, per directorate
Nov 2024 – Jan 2025	3rd IDP Steering Committee Meeting <ul style="list-style-type: none"> <i>Provide Feedback to the IDP Steering Committee meeting – progress to date</i> 	IDP Steering Committee Meeting	<ul style="list-style-type: none"> Minutes Attend. Register
Nov – Dec 2024	3rd IDP Representative Forum Meeting <ul style="list-style-type: none"> Provide feedback to the IDP Rep Forum on 1st Draft IDP 2025/26 	IDP Representative Forum Meeting	<ul style="list-style-type: none"> Virtual meeting
December 24 – January 2025	Documenting of the Draft IDP 25/26	IDP Manager	<ul style="list-style-type: none"> Draft IDP 25/26
Phase 5	Approval		
By end Feb 2025	1st Draft IDP 2025/26	IDP Manager	<ul style="list-style-type: none"> Item
End Feb – end March 2025	4th IDP Steering Committee Meeting <ul style="list-style-type: none"> <i>Provide Feedback to the IDP Steering Committee meeting – progress to date</i> 	IDP Steering Committee Meeting	<ul style="list-style-type: none"> Minutes Attend. Register
By end March	4th IDP Representative Forum Meeting	IDP Representative Forum Meeting	<ul style="list-style-type: none"> Virtual meeting

	<ul style="list-style-type: none"> • Provide feedback to the IDP Rep Forum on 1st Draft IDP 2025/26 		
By end March 2025	<ul style="list-style-type: none"> • Submit Draft IDP 25/26 to Council for approval 	IDP Manager	<ul style="list-style-type: none"> • Item Resolution • Draft IDP 25/26
By end March 2025	<ul style="list-style-type: none"> • Submit copy of Draft IDP 25/26 to office of the MEC 	IDP Manager	<ul style="list-style-type: none"> • Letter • Email
By end March, latest 1 st week April 2025	<ul style="list-style-type: none"> • Advertise the Draft IDP 25/26 for public comment – 21 days 	IDP Manager	<ul style="list-style-type: none"> • Advert
By end April 2025	<ul style="list-style-type: none"> • Review all IDP comments received – adjust accordingly • Final IDP 2025/26 	IDP Manager	Amended Final IDP 2025/26
By latest end May 2025	Council Adoption of the Final IDP 2025/26	IDP Manager	Item Resolution No