
MALUTI-A-PHOFUNG IDP PROCESS PLAN 2009/2010 IDP CYCLE

PROCESS PLAN FOR THE MALUTI-A-PHOFUNG LOCAL MUNICIPALITY 2009/2010 IDP REVIEW CYCLE IN TERMS OF
SECTION 34 OF THE MUNICIPAL SYSTEMS ACT (ACT 32 OF 2000)

Prepared by the Process Plan Committee of the Maluti-a-Phofung Local Municipality
and

ITHUTENG MANAGEMENT CONSULTANCY

FACILITATORS & STRATEGIC PLANNERS

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Introduction

0 Integrated Development Planning Processes

Municipal Systems Act (Act 32 of 2000). Integrated Development Planning is a process through which Municipalities prepare a strategic development plan, for a five year period. The Integrated Development Plan (IDP) is a product of the Integrated Development Planning Process (IDP Process). The IDP is a principal strategic planning instrument which guides and informs all planning, budgeting, management and decision-making in a Municipality. As the IDP is a legislative requirement it has a legal status and it supercedes all other plans that guide development at Local Government level. The new Council that came into office on 29 April 2006, following the 2006 Local Government elections, has to prepare its own IDP which will guide them for their five year term. The IDP is therefore linked to the term of office of councilors. Integrated development planning is a very interactive and participatory process which requires involvement of a number of stakeholders.

The Municipal Systems Act (MSA), Section 25 provides that: *(1) Each municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive and strategic plan for the development of the municipality which—*

(a) links, integrates and co-ordinates 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) forms the policy framework and general basis on which annual budgets must be based; (d) complies with the provisions of this Chapter; and (e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation. Considering the Act, it is evident that the municipality should promptly consider procedures for drafting and adopting an IDP for the incumbent Council.. The IDP will primarily deal with the following:

- *Amendments in Response to Changing Circumstances:*

The MSA (section 34) makes provision for the amendment of the IDP to the extent that changes in circumstances require. This means that while changes in circumstances are taken into account as part of the annual review, Municipalities are not prevented from making amendments throughout the year if circumstances require it.

- *Improving the IDP Process:*

Especially after the first round of IDP, many process related issues and prepared plans and programmes, may not be resolved or may require refinement. It may be necessary to effect institutional, process or content related changes to ensure that the review process incorporates those changes or amendments that are necessary to ensure that the Integrated Development Planning Process is strategic, implementation orientated, participatory and integrated.

- *IDP Process:*

This process is required by section 34 of the MSA, and relates to assessing the Municipality's performance against organisation objectives as well as implementation delivery, and also taking cognisance of new information and changed circumstances. The IDP Process is in the light of this assessment, and any amendments required to be made to the IDP.

The IDP must inform the Municipality's financial and institutional planning and most importantly, the drafting of the annual budget. It must be completed in time to properly inform the latter. The IDP is a key form of the Municipality's rolling three year Medium Term Strategic Framework (MTSF) and Medium Term Expenditure Framework (MTEF) Frameworks required by national and provincial government. The purpose of the IDP Process is summarized as follows:

- Ensure its relevance as the Municipality's strategic plan.
- Inform other components of the Municipal business process including institutional and financial planning and budgeting.
- Inform the cyclical inter-governmental planning and budgeting cycle.

Subsequent to the process of the IDP, the MSA also confirms the necessity of implementing the IDP: "*A Municipality must give effect to its Integrated Development Plan and conduct its affairs in a manner which is consistent with its Integrated Development Plan.*" (Chapter 5 – 36). The MSA specifies that each Municipality must ensure the implementation of the IDP by aligning the resources and capacity of the municipality with the implementation of the plan (Chapter 5 – 25). For the IDP to remain relevant to the Municipality, it needs to assess implementation performance and the achievement of its targets and strategic objectives. In view of this assessment the IDP is to reflect the impact of successes as well as corrective measures to address problems. The IDP is also in the light of changing internal and external circumstances that impact on the priority issues, objectives, strategies, projects and programmes of IDP. As the Municipality's strategic plan, the IDP informs Municipal decision-making as well as all the business processes of the Municipality.

In terms of Section 28(1) of the Municipal Systems Act (Act 32 of 2000), the Municipal Council needs to adopt a process set out in writing to guide the planning, drafting, adoption of their Integrated Development Plan (IDP). This written document on the IDP Process is the Process Plan that fulfils the function of a business plan or an operational plan for the IDP process. It says in a simple and transparent manner what has to happen when, by whom, with whom and where and it includes a cost estimate.

According to the guidelines of the IDP Guide-pack 2001, produced by the Department of Provincial and Local Government (DPLG) supported by the German Technical Co-operation (GTZ), the following issues should be addressed in the Process Plan:

- Distribution of Roles and Responsibilities
- Organisational Arrangements
- Mechanisms and Procedures for Community and Stakeholder Participation
- Action Programme with Timeframe and Resource Requirements
- Mechanisms and Procedures for Alignment
- National and Provincial Binding Legislation and Planning Requirements
- Budget Implications

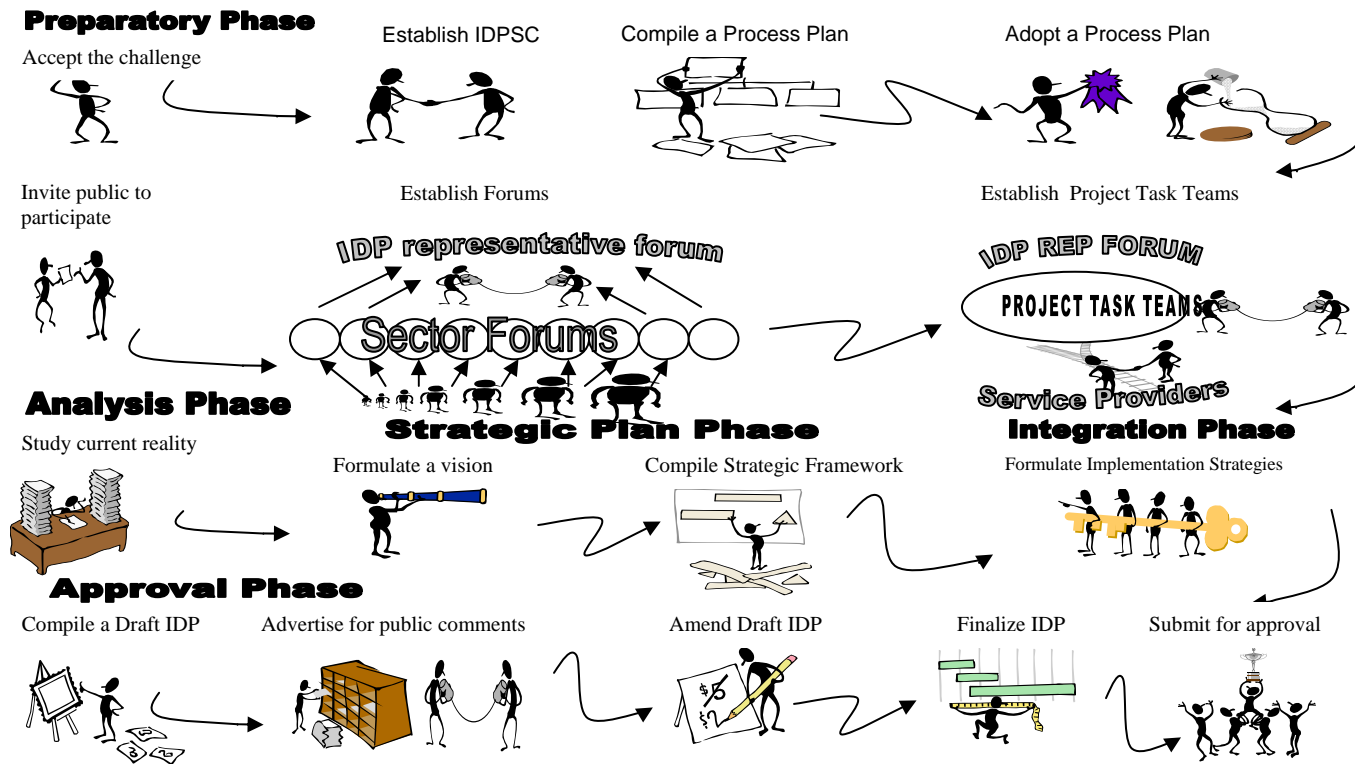
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Formulation process

The formulation process comprises various activities or action steps that are needed at a given time within the IDP process.

Figure 1: Actions undertaken during the formulation Process

The following diagram is a graphic illustration of the action or steps to be undertaken:



Source: Maluti-a-Phofung (MaP) Local Municipality (2002)

Process Plan Committee

0 Process Plan Committee

The Council should appoint a Section 80 Committee which will be known as the Process Plan Committee to continue with the preparation of the Process Plan. This structure will also comprise the envisaged IDP Steering Committee. The Process Plan Committee comprises of the following members:

Councillors

Dr B E Mzangwa
Ms M Motloun
Mr FS Radebe
Ms J Khoetha
Mr IM Majake
Mr T Tshabalala
RHN Molefe-Zwane
Mr T.P Mkhonza
Mr M Chabangu
Mr RT Mohlekoa
Mr P Motloun
Mr J Khumalo
Ms M Mositi

Executive Mayor
Speaker
Chief Whip
MMC Community Services
MMC Finance Services
MMC Municipal Infrastructure
MMC Corporate Services
MMC Public Safety & Transport
MMC Housing
MMC Spatial Development & Planning
MMC LED & Tourism
MMC Sports, Arts & Culture
MMC Special Programmes

Officials:

Mr N Mokhesi
Mr S Mhlambi
Mr D Mosia
Mr J Ramulondi
Mr S Mhlambi(Acting)
Me P Selepe
Me D Leotlola
B Ungerer
Incumbent when post is filled
Mr VJ Matshila
Mr M W Matjele
Mr C Fouche(Acting)

Municipal Manager
Chief Operating Officer
Internal Auditor
CFO
Director: Sport, Arts & Culture
Director: Community Services
Director: LED&Tourism
Director: Infrastructure
Manager PMU
Director: Corporate Services
Director: Public Safety
Director: Housing, Spatial Development & Planning

External Support:

Ithuteng Management Consultancy

Distribution of roles and Responsibilities

The Process Plan Committee clarifies the roles which external role players will play in the IDP Process (in line with Section 84 of the Municipal Structures Act). The roles and responsibilities of the Municipal structures are discussed under Chapter 5. External role players will have the following roles and responsibilities:

0 Civil Society

Apart from the Ward Committee representatives (see Chapter 5) it is also imperative to engage other legitimate civil society structures to form part of the IDP Process that will represent different civil society groups. It can be announced that not all individuals and groups will participate in the Ward Committee system and it is therefore essential to provide mechanisms for other civil structures and interest groups to participate during the IDP Process. To ensure legitimacy of the process it is therefore essential to engage with existing non-governmental organisations (NGOs), community based organisations (CBOs) and faith based organisations (FBOs) in each of the concerned towns in the area of jurisdiction. The basis of understanding is that all existing organisations will be invited to participate during the process. The civil society is responsible to represent interests and contribute knowledge in the planning process by:

- participating in the IDP Representative Forum to:
 - inform interest groups on relevant planning activities and their outcomes,
 - analyse issues, determine priorities, negotiate and reach consensus,
 - participate in the designing of project proposals and assess them,
 - discuss and comment on the draft IDP,
 - ensure that annual business plans and budgets are based on and linked to the IDP and to
 - Monitor performance in implementation of the IDP of the Local Municipality.
- Conducting meetings to prepare for and follow-up on relevant planning activities.

0 District Municipality

The District Municipality will be responsible to:

- ensure horizontal alignment with the IDP process of the Municipality,
- ensure vertical alignment between district and local planning,
- facilitate vertical alignment with other spheres of government and sector departments and to
- Prepare joint strategy workshops with the Local Municipality.

0 Provincial Government and Corporate Service Providers

Although it is not compulsory to engage government departments throughout the process, it is advisable that government departments that are active in the area of jurisdiction should be consulted throughout the process.

- It is essential in order to comply with the principle of integrated planning and also considering that the budget for potential projects rest with provincial and national government departments.

- It is also imperative that national and provincial priorities and policies are applied at local level and the respective departments will be able to provide the linkage between national and local priorities.
- On completion of the process it will also be essential to circulate the IDP document to all applicable government departments for comments before final approval by the Council. The latter process would, however, be the responsibility of the Provincial Government.

Primary service providers such as Eskom, Transnet, Telkom and Maluti Water will furthermore be involved in determining capital development programmes for the Council.

- It is necessary to inform the planning processes for the above institutions and to ensure their 5 year plans are integrated with the 5 year capital programmes of the Municipality.
- Their participation should be done on an “as need” basis to ensure their participation in specific and relevant aspects of the IDP.
- As in the case with government departments, the final draft documents will be circulated to all relevant service providers, before final approval by the Council.

The roles and responsibilities of the Provincial Government and service providers are as follows:

- Ensuring vertical / sector alignment between provincial sector departments / provincial strategic plans and the IDP Process at local level by:
 - guiding the provincial sector departments’ participation in and their required contribution to the Municipal planning process and
 - Guiding them in assessing the draft IDP and alignment of sectoral programmes with the IDP.
- Efficient financial management of provincial IDP grants.
- Monitoring the progress of the IDP Process.
- Facilitation and resolution of disputes related to the IDP Process of the Municipality.
- Assist the Municipality in the IDP where required.
- Co-ordinate and manage the MEC’s assessment of the IDPs.
- Contribute relevant information on the provincial sector departments’ plans, programmes, budgets, objectives, strategies and projects in a concise and accessible manner.
- Contribute sector expertise and technical knowledge to the formulation of the Municipal strategies and projects.
- Engage in a process of alignment with the District Municipality.
- Participate in the provincial management system of co-ordination.

0 External Support

External support was engaged as part of the Process Plan Committee to assist the Municipal Council with the preparation of the Process Plan. External support will also be engaged for:

- providing methodological / technical guidance to the IDP Process,
- facilitation of planning workshops,
- documentation of outcomes of planning activities,
- special studies or other product related contributions,
- support to organised and unorganised groups and communities to more effectively engage in and contribute to the planning process and
- Ensure the IDP is aligned with provincial and national department’s budget.
- **Organisational Structure and Institutional arrangements**

The Process Plan Committee must establish a set of organisational arrangements to institutionalise the participation process effectively, manage the drafting of outputs and give affected parties access to contribute to the decision-making process. The organisational arrangements are based on the following principles:

- Public participation has to be institutionalised to ensure all residents have an equal right to participate.
- Structured participation must specify who is to participate, on behalf of whom, on which issues, through which organisational mechanisms and to what effect.

The Process Plan Committee should agree on the following: terms of reference, criteria for selection, persons and organisations to be represented and code of conduct where applicable for the respective structures:

0 Municipal Council

This is the ultimate political decision-making body of the Municipality. The Municipal Council should adopt and approve the Process Plan.

The Council should:

Monitor the overall management and co-ordination of the planning process which includes ensuring that:

- all relevant actors are appropriately involved,
- appropriate mechanisms and procedures for public consultation and participation are applied,
- the planning events are undertaken in accordance with the time schedule
- the planning process is related to the real burning issues in the Municipality,
- it is a strategic and implementation-oriented process ;
- the sector planning requirements are satisfied and
- adopt and approve the IDP,

ensure that the annual business plans, budget and land use management decisions are linked to and based on the IDP.

0 Ward Councilors

Ward Committees are instituted in accordance with the Municipal Structures Act as democratic representative bodies. Ward Committees need to be instituted according to the prescribed legal framework to represent the views, needs and aspirations of the demarcated ward, as determined by the Municipal Demarcation Board. Each ward is represented by ward councilors and the Ward Committee system will be a critical element of the IDP participation process. Ward councilors are the major link between the Municipal Government and the residents. As such, their role will therefore be to:

- link the planning process to their constituencies and / or wards,
- be responsible for organising public consultation and participation

0 Mayoral Committee

As the senior governing body of the Municipality, the Executive Committee:

- submitted the Process Plan of the IDP to the Municipal Council for adoption,
- is responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP together with the Municipal Manager,
- has to approve nominated persons to be in charge of the different roles, activities and responsibilities of the process and drafting and
- has to submit the draft IDP to the Municipal Council for adoption.

0 IDP Manager

The IDP Manager will manage and co-ordinate the IDP Process. His responsibilities include to:

- ensure the preparation of the Process Plan,
- undertake the overall management and co-ordination of the planning process,
- ensure that all relevant actors are appropriately involved,
- nominate persons in charge of different roles,
- be responsible for the day-to-day management of the drafting process,
- ensure that the planning process is participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements,
- ensure proper documentation of the results of the planning of the IDP document and
- adjust the current IDP in accordance with the MEC for Local Government's proposals.

0 Heads of Departments and other Key Officials

As the persons in charge for implementing the IDP of the Municipality, the officials will be fully involved in the planning process to:

- provide relevant technical, sector and financial information for analysis to determine priority issues,
- contribute technical expertise in the consideration and finalisation of strategies and identification of projects,
- provide departmental operational and capital budgetary information,
- be responsible for the preparation of project proposals, the integration of projects and sector programmes.

0 IDP Steering Committee

The composition of the IDP Steering Committee is explained in Chapter 6 as part of the Public Participation Plan. The terms of reference for the IDP Steering Committee includes to:

- co-ordinate and integrate the IDP Process,
- ensure that key deliverables are completed within the time frames,
- provide guidance and support to the process,
- co-ordinate departmental responsibilities within the local government,
- oversee the implementation of key aspects of the IDP formulation and revision process including the participation, communication and empowerment strategy as outlined in the Process Plan,
- refer IDP disputes for mediation and arbitration to the Council,
- provide terms of reference for the various planning activities,
- commission research studies,
- consider and comment on:
 - inputs from sub-committee/s and study teams
 - inputs from provincial sector departments and support providers
- process, summarise and document outputs,
- make content recommendations,
- prepare, facilitate and document meetings,

- consult and establish sub-committees for specific activities and outputs which should include additional persons outside the Steering Committee.

0 IDP Representative Forum

The IDP Representative Forum is the structure, which institutionalises and guarantees representative participation in the IDP Process. The composition of the IDP Representative Forum is explained in Chapter 6 as part of the Public Participation Plan. The terms of reference for the IDP Representative Forum includes to:

- represent the interests of their constituents in the IDP Process,
- provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders including the Municipal Council,
- ensure communication between all the stakeholder representatives including the Municipal Council and
- monitor the performance of the planning and implementation process.

The preparation, facilitation and documentation of meetings and workshops of the IDP Representative Forum will be done by external support. The code of conduct for the IDP Representative Forum will regulate the following issues:

- meeting schedule (frequency and attendance),
- agenda, facilitation and documentation of meetings,
- understanding by members of their role as representatives of their constituencies,
- feed back to constituents,
- required majority for approval.

Since the IDP Process involves participation of a number of stakeholders, it is crucial for the Municipality to adopt an appropriate approach and also put in place appropriate structures to ensure effective participation. One of the main features about the Integrated Development Planning Process is the involvement of the community and stakeholders. Participation of affected and interested parties ensures that the IDP addresses the real issues that are experienced by the communities of the Municipality.

0 Principles of Public Participation

- The elected Council is the ultimate decision-making forum on IDPs.
- The role of participatory democracy is to inform and negotiate with stakeholders and to give the opportunity to provide input on the decisions taken by the Council.
- In order to ensure public participation, the legislation requires the Municipality to create appropriate conditions that will enable participation as a minimum requirement.
- Community and stakeholder groups will be encouraged to get involved.

Structured Participation:

- A structured public participation process will be followed.
- The Municipality is too big in terms of population size and area to allow for direct participation of the majority of the residents in a complex planning process. Participation in the integrated development planning, therefore needs clear rules and procedures specifying:
 - who is to participate,
 - who will not directly participate, but must be consulted on certain issues (e.g. adjoining Municipalities) and
 - on which issues should direct participation or consultation take place.
- Existing public participation structures will be used.
- Nominated participants should at any time provide proof of their mandate.

Diversity:

- The way public participation is structured provides sufficient room for diversity within the Municipal area in terms of different cultures, gender, and language and education levels.
- Participation costs will be kept at an acceptable level.
- Participants will therefore be made aware that it is in their own interest to be involved in the planning process and it is not a task they have to be paid for.
- Access to the participation process will remain open ended, but newly registered participants will not be able to back track progress.
- Participants are responsible to give report back to the structures that they represent.

0 Conditions for Public Participation

- The residents and stakeholders will be informed on the Municipality's intention to embark on the IDP Process.
- Appropriate forms of media will be utilised in order to reach as many people as possible.
- All relevant community and stakeholder organisations will be invited to register as members of the IDP Representative Forum.
- An appropriate language and accessible venue will be used to allow all stakeholders to freely participate.
- The IDP Representative Forum meetings will be scheduled to accommodate the majority of the members.
- The community and stakeholder representatives will be given adequate time to conduct meetings or workshops with the groups, they represent.
- Copies of the IDP documents will be accessible for all communities and stakeholders and adequate time provided for comment.
- The Council meeting regarding the approval of the IDP will be open to the public.

0 Framework and Structures for Public Participation

The above figure explains the general principles to be followed regarding public participation in the study area. In broad, the general public will be represented in the **Representative Forum**. The latter will most probably be a large grouping of people also including the **Ward Committees**. A smaller vehicle, the **IDP Steering Committee** will be constituted to deal with the process.

The Process Plan duly explains the activities of the Steering Committee, Representative Forum and Ward Committees. In principle all proposals made by the Steering Committee will be discussed with the Representative Forum. The latter will convey information to the broad public, ensuring comprehensive participation of the community within the IDP Process. On the other hand, proposals by the public will be conveyed to the Steering Committee via the Representative Forum.

0 Public Participation Plan and IDP Process Methodology:

In considering an appropriate structure that will ensure effective participation, the following issues need to be considered:

- That the principle of exclusivity needs to be applied and no stakeholder group should be excluded.
- That in determining the plan and programme for the Municipality it should be informed by local communities and a detailed research and study.
- That the principle of representation should be applied to ensure effective planning.
- Those feedback mechanisms are applied in order to ensure feedback to the broader community.

It is essential to apply mechanisms that will consider the above issues and allow for the representative views of the communities but at the same time are able to progress with the formulation of the IDP. Due to the large geographical area of the Municipality it is essential to provide mechanisms whereby all communities will be able to provide input to the IDP.

IDP Representative Forum:

Since all Community Based Organisations (CBOs) have been invited to the Registration Session, constituting the **IDP Representative Forum** will come to pass during the Registration Session. The forum will finally be constituted comprising all delegates present representing amongst other business, agriculture, industry, and faith based organisations, trade unions / labour, sport / culture and disabled. The above elected community representatives will also include women and youth representation. Specific identified and delegated councilors and officials will naturally form part of the structure as duly explained in annexure 1. The forum will be requested to nominate members to be co-opted in the **IDP Steering Committee**. The number of the members to be nominated will be determined by the

community present.

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Critical steps:

1. Urban and regional analysis to provide accurate information on priority issues.
2. Confirm community needs.
3. Confirm of priority issues if required.
4. Develop sector and specialized plans and programmes. The following plans need to be developed
 - Spatial Development Framework
 - Environmental Programme
 - Disaster Management Programme
 - LED Programme
 - Poverty Reduction & Gender Equity Programme
 - HIV/AIDS Programme
 - Institutional Programme
 - Monitoring and Performance Management System
 - 5 Year Financial Plan
 - 5 Year Capital Investment Programme
 - 5 Year Action Programme
 - Water Service Development Plan
5. Prepare a project list for implementation for the next financial year, aligned with the annual budget
6. The implementation support will be linked to the current Performance Management System.
7. Continuous alignment with the revision process of the District Municipality.

Approval:

An advertisement will be published to give notice of the IDP to provide opportunity for comment by the broad public. The IDP will also be circulated to the Governmental Organisations and service providers for comment. Once all comments received have been evaluated and amendments made accordingly, the IDP will be adopted by the Council. The approved and revised IDP will then be submitted to the MEC for Local Government and Housing together with the approved Process Plan.

Steering Committee Sessions:

In an attempt to achieve the above-explained methodology, the IDP Steering Committee sessions will be held of which the aims could be summarized as follows:

Session 1:

- Agreement on Process Plan and significant target dates
- Confirmation of Priorities and revision if required
- Agreement on a project implementation

Session 2:

- Agreement on priorities for Sector and Specialized Plans and revision if required
- Agreement on detailed strategies for the plans

Session 3:

- Identification of additional projects as a result of the plans if required
- Compilation of comprehensive project list
- Agreement on 5 Year Project list and budget alignment of Project List

Conflict Resolution:

If an agreement cannot be reached within the IDP Steering Committee regarding certain planning and review issues, conflict will have to be resolved by means of a decision within the formal Council. The Council decision regarding the outcome will be conveyed to the Steering Committee for implementation. In severe conflict situations, irrespective of the structure (Council, Steering Committee or Representative Forum) special mediation measures will have to be implemented, utilising an external person or body as a mediator. The proper legitimisation of the public participation process by professional facilitators, as explained in the above Public Participation Plan, is envisaged to reduce conflict.

Monitoring:

The Provincial Government (Spatial Planning Directorate) will monitor compliance with the Process Plan.

Alignment is the instrument to synthesise and integrate the top-down and bottom-up planning process between different spheres of government. The alignment procedures and mechanisms will be arrived at between the Local Municipality and the District Municipality and all parties involved in the alignment will be informed.

0 Principles for Alignment

- Alignment requirements should be minimised to keep the co-ordination requirements on a manageable level.
- Different alignment mechanisms will be suitable for the different alignment needs and at different stages.
- This implies with regard to alignment mechanisms to keep the number of alignment events (such as workshops/meetings) to a minimum due to the financial and time resources required and to use bilateral communication as far as possible.
- Events with numerous participants from different sectors and spheres will require a competent facilitator. Alignment with Provincial Departments can also be achieved through provincial visits to the District.
- The Municipality may have to align on a bilateral basis with neighbour Municipalities for issues that affect both.

0 Role-players Involved in Alignment Process

The following role-players, as identified in the Public Participation Plan, will be involved in the alignment process:

- District Municipality's IDP Manager
- District Municipality's IDP Steering Committee.
- Local Municipality's IDP Manager
- Local Municipality's Steering Committee's elected members.
- Provincial Government Organisations
- Service providers: Eskom, Telkom, Maluti Water and SpoorNet

0 Alignment with Government Organisations

- It will be evident to receive contributions from the different identified NGOs through the process. Consultation will thus occur on a continuous base with relevant Departments which in some instances may also serve on the IDP Steering Committee. Governmental Organisations will be invited on national and provincial level that will attend these sessions or send regional office representatives.

Government Departments to be consulted

- Department of Finance, Expenditure and Economic Affairs
- Provincial Department of Water Affairs and Forestry
- Department of Sports, Arts and Culture
- Provincial Department of Environmental Affairs and Tourism
- Department of Local Government and Housing
- Provincial Department of Agriculture
- Department of Public Works, Roads and Transport
- Provincial Department of Education
- Department of Safety and Security
- Provincial Department of Labour
- Department of Health
- Provincial Department of Land Affairs
- Department of Welfare

Time Frames

STEP	ACTIONS FOR THE IDP PROCESS	TARGET DATE
<u>Phase 1: Initial Preparations for IDP Process</u>		
	Alignment Session with District Municipality	
1	Constituting Steering Committee	31 Jul 2008
2	1 st Process Plan Planning Session	15 Aug 2008
3	2nd Process Plan Planning Session: Steering Committee approval of Process Plan	15 Sep 2008
4	Submission of Process Plan to Thabo Mofutsanyana District Municipality	30 Sep 2008
5	General Notice	15 Oct 2008
<i>District Framework Adopted</i>		
<u>Phase 2: Situation Analysis Phase</u>		
6	Analysis of urban and regional Priority Issues	
7	Confirm community needs based on a proper Community and Stakeholder Level Analysis	
8	Analyse and agree on <i>Priority Issues</i>	
<u>Phase 3 Strategic Planning Phase</u>		
10	1st Formal Steering Committee Session	Nov 2008
11	1st Report Session: IDP Representative Forum	Nov 2008
12	Analyse and agree on Objectives and Strategies	Nov 2008
13	2nd Formal Steering Committee Session	Nov 2008
<u>Phase 4 : Integration Phase</u>		
14	Alignment Session with District Municipality	
15	Formulation of <i>Project Proposals</i>	Jan 2009
16	Preliminary <i>Budget Allocations</i> per project	
17	Screen, adjust, consolidate and agree on Project Proposals	
18	Completion of detailed year 1 projects	

19	3rd Formal Steering Committee Session	Jan 2009
<u>Phase 5: Approval</u>		
20	Alignment Session with District Municipality	Jan 2009
21	<i>1st Draft IDP</i>	Feb 2009
22	Advertisement for comment on 1 st Draft IDP.	Feb 2009
	<ul style="list-style-type: none"> ▪ Opportunity for comment by Government Departments ▪ Opportunity for comment by public ▪ Incorporating / responding on comments 	Mar 2009
23	2nd Report Session: IDP Representative Forum and Public Participation	March 2009
24	Final adoption of IDP by Municipal Council based on final assessment by Government Departments	31 March 2009
25	Submission of approved IDP to Provincial Government	May 2009

The process runs with the Budget Process, see attached the council approved schedule.