



Greater Letaba Municipality

2024-2025 IDP Process Plan

IDP Process Plan

1. Introduction

Section 28 of the Municipal Systems Act, Act 32 of 2000 requires that each Municipal Council adopts a process plan that would guide the planning, drafting, adoption and review of the IDP and Budget. The Process Plan should have clear and established mechanisms, procedures and processes to ensure proper consultation with the local communities. It should indicate clearly how the IDP process will work, who will be responsible for what, time frames and milestones will be set and a budget will be aligned to the programme.

2. Content of the IDP Process Plan

This plan outlines the following:

- Mopani District Municipality framework.
- Structures that manage/drive the IDP.
- IDP/Budget Activities scheduled July 2024-June 2025
- Time scheduled for planning process.
- Roles and responsibilities.
- Public/community participation/involvement.

3. Stages/Phases of the IDP Process

IDP Phases	Activities
PREPARATORY July 2024	- Identification and establishment of stakeholders and structures and sources of information.
ANALYSIS PHASE July-September 2024	- Compilation of levels development and backlogs that suggest areas of interventions.
STRATEGIES PHASE Sept.-Oct. 2024	- - Reviewing the vision, mission, strategies and objectives.

PROJECTS PHASE October 2024-Februry 2025	<ul style="list-style-type: none"> - Identification of possible projects and their fundings sources.
INTEGRATION PHASE January-February 2025	<ul style="list-style-type: none"> - Sector plans summary inclusion and programmes of action.
Approval phase March-May 2025	<ul style="list-style-type: none"> - Submission of Draft IDP to Council - Road-show on Public participation - Amendments of Draft/Budget according to comments/ inputs, - Submission to council for approval and Adoption.

Table no.1: Stages/Phases of the IDP Process

4. Structures that manage/drive the IDP Process

The following table shows structures responsible to develop, review, implement and monitor the IDP process and has been aligned with that of the Mopani District Municipality.

Structure	Composition	Roles and Responsibilities
Council	Members of Council (Chair: Speaker)	<ul style="list-style-type: none"> • Adopt the IDP Framework and Process plan.
Executive Committee	Mayor, Portfolio Heads, Municipal Manager, Directors, and IDP Manager (Chair: The Mayor)	Provide political oversight in the development of the IDP Assign responsibilities to Municipal Manager. Deliberate and adopt IDP Framework and Process Plan. Responsible for the overall management, co-ordination and monitoring of the planning process and drafting process, as delegated to the Municipal Manager and the IDP Technical Team. Submit draft IDP to Council.

Portfolio Committee	Chairperson and members of Portfolio Committee (Chair: Head of Portfolio Committee)	Manage the drafting of the IDP on behalf of the Executive Committee Provide political oversight.
Ward Committees	Ward councillors; Ward committee members; Local Area Planning Facilitators (LAPs); and Community Development Workers (CDWs). Chair: Ward Councillor)	Collect, discuss and prioritise ward needs. Submit ward needs to IDP Unit Link the planning process to their respective constituencies, wards and Ward Committees. Responsible for organizing public consultation and participation. Ensure the annual business plans and municipal budget are linked to and based on the IDP. Ensure the IDP is aligned with provincial and national departments' budgets.
IDP Steering Committee	Mayor, EXCO, Municipal Manager, All Sec 56 Managers, IDP Manager, PMS Manager & Budget Manager. (Chair: Mayor)	Provide political oversight in the development of the IDP/Budget. Supervises the implementation of IDP/Budget planning process. IDP/Budget consultation with various sectors. Oversee that amendments made to the draft IDP/Budget are to the satisfaction of the Municipal Council. Be responsible for the submission of the IDP/Budget to EXCO (for recommendation to Council) and MEC for CoGHSTA (for alignment). Undertakes responsibilities, in response to proposals made by the MEC.
Municipal Manager	The Municipal Manager	Oversees the whole process and takes responsibility therefore
IDP Manager	IDP Manager	Managing the IDP process on a daily basis
Secretariat	Provided by the office of the Municipal Manager	Records proceedings on a daily basic Issue invites for all IDP meetings

IDP, Budget & PMS Representative Forum	Community structures, Non-profit making organisations, Traditional Leaders, Ward Councillors, Associations, Interest Groups, Government departments, Church leaders, Ward Committee Members and Mopani Sector Departments and Parastatals (Chair: The Mayor)	Participate and ratify the completion of each phase of the IDP development and review process. Represent the communities at strategic decision-making level.
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Table no.2: IDP Structures, roles and responsibilities

5. IDP Process Overview for 2024-2025

The following are the activities that will be undertaken during Greater-Letaba Municipality IDP review.

Table no.3: Process Overview: Steps and events

Month	Activities	Time Frame	
		GLM	MDM
July 2024	Preparatory Phase: Identification of and establishment of stakeholders and or structures and source of information	• July 2024	29 July 2024
August/September 2024	Analysis Phase: • Management meets to discuss IDP Analysis Phase	• 14 August 2024	29 July-30 September 2024
	• IDP Steering Committee: Analysis Phase	• 26 August 2024	Engagement Session:12-13 September 2024
	• IDP Representative forum: Analysis phase	• 19 September 2024	
October 2024	• Strategies Phase • Management: Preparation for strategic planning session	• 10 October 2024	23 September 2024 to November 2024

October 2024	<ul style="list-style-type: none"> Strategic Planning Session: Strategies phase 	<ul style="list-style-type: none"> 29-31 October 2024 	Engagement Session 5 November 2024
	<ul style="list-style-type: none"> Management: consolidate strategic session discussion 	<ul style="list-style-type: none"> 04 November 2024 	
	<ul style="list-style-type: none"> IDP Steering Committee: Strategic phase 	<ul style="list-style-type: none"> 11 November 2024 	
	<ul style="list-style-type: none"> IDP Rep Forum: Strategic Phase 	<ul style="list-style-type: none"> 10 December 2024 	
January 2025	Projects Phase		January to March 2025 Engagement Session 6 February 2025
	<ul style="list-style-type: none"> IDP Steering Committee :Projects phase 	<ul style="list-style-type: none"> 10 January 2025 	
	<ul style="list-style-type: none"> Management Meeting: Project phase 	<ul style="list-style-type: none"> 15 January 2025 	
	<ul style="list-style-type: none"> IDP Rep Forum: Project Phase 	<ul style="list-style-type: none"> 7 February 2025 	
February 2025	Integration Phase		
	<ul style="list-style-type: none"> IDP Integration 	<ul style="list-style-type: none"> 21 February 2025 	February 2025
March 2025	(Draft IDP)		28 March 2025
	<ul style="list-style-type: none"> Management meeting: Draft IDP 	<ul style="list-style-type: none"> 07 March 2025 	
	<ul style="list-style-type: none"> IDP Steering Committee: Draft IDP Discussion 	<ul style="list-style-type: none"> 14 March 2025 	
	<ul style="list-style-type: none"> EXCO: consideration of the oversight report, draft IDP and Budget 	<ul style="list-style-type: none"> 20 March 2025 	
	<ul style="list-style-type: none"> Council: Approval of the oversight report, draft IDP and Budget 	<ul style="list-style-type: none"> 27 March 2025 	
April 2025	<ul style="list-style-type: none"> Submission of draft IDP to COGSTA for analysis, Publication of the draft IDP documents for inputs 	<ul style="list-style-type: none"> 04 April 2025 	
	<ul style="list-style-type: none"> Public participation on draft IDP/ budget/ PMS 	<ul style="list-style-type: none"> 22 April 2025 to 2 May 2025 	29 April- 13 May 2025
May 2025	Approval Phase (Final IDP)		
		<ul style="list-style-type: none"> 29 April 2025 	29 May 2025

	<ul style="list-style-type: none"> IDP Steering committee: consideration of the inputs from the public participation process 		
	<ul style="list-style-type: none"> Management : Effect changes to draft IDP and budget as per public comments and COGSTA 	<ul style="list-style-type: none"> 06 May 2025 	
	<ul style="list-style-type: none"> IDP Rep Forum : Consider final Draft IDP/Budget 	<ul style="list-style-type: none"> 20 May 2025 	
	<ul style="list-style-type: none"> EXCO: Final draft IDP/Budget 	<ul style="list-style-type: none"> 21 May 2025 	
	<ul style="list-style-type: none"> Council Sitting : Approval of the Final Draft IDP and Budget 	<ul style="list-style-type: none"> 30 May 2025 	
June 2025	<ul style="list-style-type: none"> Submit approved IDP/Budget CoGHSTA and District (within 10 working days after approval) 	<ul style="list-style-type: none"> 03 June 2025 	