

**REVISED Dr Beyers Naude REVISED Process Plan for the 2023/2024 IDP**

Date	What	Who	Evidence
8 Sept 2022	<b>Appointment of IDP Manager</b>	Municipal Manager	Letter of appointment
13 September – 30 October 2022	<b>IDP Manager to solicit the support of an IDP Specialist</b> <ul style="list-style-type: none"> <li>○ Draft service provider TOR</li> <li>○ Advertise TOR/scope of work</li> <li>○ Appoint service provider – IDP Specialist</li> </ul>	IDP Manager Strategic Manager	TOR Order No or contract of employment
<b>Phase 1</b>	<b>Analysis</b>		
7 November 2022	<b>1<sup>st</sup> Meeting with appointed IDP consultant – introduce consultant to municipality and key municipal officials and councillors:</b> <b>Purpose:</b> <ul style="list-style-type: none"> <li>○ <u>To determine status quo of current IDP process</u> – given that IDP process is 4 months behind schedule</li> <li>○ To solicit ideas/inputs and buy-in on crafting the best way forward</li> <li>○ 9:00 Meet Mayor:</li> <li>○ 11:00 Meet Finance</li> <li>○ 2:00: Meet Town Planning</li> <li>○ 3:00: Meet Infrastructure Director</li> </ul>	IDP Manager	Attendance Registers
8 – 9 November 2022	<b>Meeting between IDP Manager and IDP Consultant to discuss all inputs and ideas from meetings of the 7<sup>th</sup> November 2022</b> <ul style="list-style-type: none"> <li>○ Prepare draft revised IDP process plan</li> <li>○ Prepare agenda for IDP Steering Committee scheduled for 10 November 2022</li> <li>○ Prepare powerpoint presentation for the IDP Steering Committee meeting</li> </ul>	IDP Consultant / IDP Manager	Revised IDP Process Plan IDP SC Agenda Powerpoint
10 November 2022	<b>IDP Steering Committee Meeting</b> IDP Orientation, Roles and Responsibilities, Status of current IDP process, Findings, Revised IDP Process Plan and other Recommendations based on findings <ul style="list-style-type: none"> <li>• Recommendation based on findings</li> </ul>	IDP Manager	IDP SC agenda IDP SC Minutes of meeting Approved recommendation

Date	What	Who	Evidence
<b>11 November 2022</b>  Need approval immediately	<b>Prepare and submit item to Council for approval of the Revised IDP Process plan</b> <ul style="list-style-type: none"> <li>○ Also align Budget process with IDP Process Plan – only add IDP process related activities to the current Budget Process plan</li> <li>○ Approval of recommendation emanating from the IDP Steering Committee 10 Nov 2022</li> </ul>	IDP Manager	Item Resolution no
<b>11 November 2022</b>	<b>Inform District and Cogta of the Dr Beyers Naude Revised IDP Process Plan.</b> <ul style="list-style-type: none"> <li>- Email revised process plan</li> <li>- Explain Public Participation and IDP Representation</li> </ul>	IDP Manager	Email or proof of virtual meeting
<b>11 – 20 November 2022</b>  <b>Deadline 20 Nov. 2022 send info to Rene</b>	<b>Preparation for Ward Based Planning Process</b> Prepare 12 x ward profiles - a ward profile for each of the 12 wards (use SA Stats, GIS, Area coordinator and call centre information – make use of all internal local intelligence – ask officials <b>Identify inter alia</b> <ul style="list-style-type: none"> <li>○ Demographics per ward</li> <li>○ Service backlogs per ward</li> <li>○ Current projects per ward</li> <li>○ Projects in pipeline per ward</li> <li>○ Challenges per ward</li> </ul>	IDP Manager  Task Team Area Coordinators	12 x powerpoint presentations
<b>12 November 2022</b>	<b>Advertise for Public Participation</b> <ul style="list-style-type: none"> <li>○ create formal community awareness of the upcoming ward-based planning process 23 November to 22 December 2022</li> </ul>	IDP Manager and Clrs	Copy of advertisement
<b>13 November 2022</b>	<b>Identify challenges / needs of Local Interest Groups / Local Forums</b> <ul style="list-style-type: none"> <li>○ Prepare Interview Questions for meeting interviews with all of the identified Interest Groups</li> <li>○ Eg Farmers Association, Rate Payers association, Business Forum, Religious Forum etc...</li> <li>○ Identify all interest groups: former Graaff- Reinet, Jansenville, and Willowmore.</li> <li>○ Prepare relevant interview questions per interest group</li> <li>○ Agree on how the respective meeting/ interviews will be documented</li> </ul>	IDP manager IDP consultant IDP Facilitators IDP Task Team	List of interview questions
<b>14 November 2022</b>	<b>Prepare and send out requests to meet with all Interest Groups at their offices.</b> <ul style="list-style-type: none"> <li>○ Go to them instead of them coming to municipality</li> <li>○ Meetings to take place between <b><u>14 – 25 November 2022</u></b></li> <li>○ Minutes/ document the outcomes of all of the meetings</li> </ul>	IDP Manager and Task Team	Schedule of appointments Minutes of meeting outcomes

Date	What	Who	Evidence
14 November 2022	<p><b>Prepare and send out Invitations to all Ward Clrs and Ward Committee members</b></p> <ul style="list-style-type: none"> <li>○ Secure Venue and Time</li> </ul> <p>Dates of training</p> <ul style="list-style-type: none"> <li>○ 23 November 2022: Graaff -Reinet area</li> <li>○ 24 November 2022: Willowmore area</li> <li>○ 25 November 2022: Jansenville.</li> <li>○ <b>NB: inform all ward Clrs and ward committees of dates of the follow up workshops per ward</b></li> </ul>	IDP Manager	Copies of invitations
17 - 21 November 2022	<p><b>Prepare for Ward Committee 1- day IDP overview training</b></p> <ul style="list-style-type: none"> <li>○ Design and print training material</li> </ul>	IDP consultant IDP Manager	Training material
23 November 2022	<p><b>IDP Representative Forum Meeting</b></p> <ul style="list-style-type: none"> <li>○ Request all sector department to email their sector department inputs</li> <li>○ All relevant sector related information and or projects budgeted or in the pipeline for Dr Beyers Naude 2022/2023 IDP Review Process.</li> </ul>	IDP Manager	Sector info emailed + Collation of all interest group information solicited via interviews
23-25 November 2022	<p><b>1 Day Ward Committee IDP Training</b></p> <ul style="list-style-type: none"> <li>○ 3 x workshops (Graaff- Reinet, Willowmore and Jansenville)</li> <li>○ Document outcomes of all workshops</li> <li>○ <b>NB: inform all ward Clrs and ward committees of dates of the follow up workshops per ward</b></li> </ul>	IDP Manager IDP Consultant IDP Task Team	Attendance registers Workshop outcomes Photo's
1-3 December 2022	<p><b>Training of the IDP Facilitators</b></p> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>○ Training of the identified IDP facilitators</li> <li>○ Preparation for the 12 x ward level workshops – to ensure standardisation/ uniformity</li> </ul>	IDP Manager IDP Consultant IDP Task Team IDP Facilitators	Training Material
7 Dec – 22 Dec 2022	<p><b>Situational Analysis</b></p> <ul style="list-style-type: none"> <li>➤ 12 x Ward Based workshops</li> <li>➤ 1 workshop per ward (Clr + entire ward committee)</li> </ul> <p><b>Purpose of workshop</b></p> <ul style="list-style-type: none"> <li>○ To identify and prioritise challenges in each ward</li> <li>○ To verify existing projects and projects in the pipeline.</li> </ul> <p><b>NB: Document all workshop outcomes immediately after each workshop and send to IDP Manager</b></p>	IDP Manager IDP Consultant IDP Task Team IDP Facilitators	Attendance registers Document all Workshop outcomes Photo's
22 December 2022	<p><b>Prepare and send out invitation for</b></p> <ul style="list-style-type: none"> <li>○ IDP Steering Committee Meeting: 10 Jan 2023</li> <li>○ IDP Representative Meeting: 24 January 2023</li> </ul>	IDP Manager	Copies of invitations

Date	What	Who	Evidence
28 Dec 2022– 8 January 2023	<p><b>Prepare for respective IDP Steering Committee and IDP Rep Forum Workshop</b></p> <ul style="list-style-type: none"> <li>○ Collate outcomes of the 12 x ward based workshops</li> <li>○ Collate outcomes of all of the Interest Group meetings that were conducted</li> </ul> <p>Make meaning of all information to be able to facilitate IDP SC workshop to be able to</p> <ul style="list-style-type: none"> <li>○ Draft Formulate Vision</li> <li>○ Draft Identify Development Priorities</li> </ul> <p>Design workshop based on the above</p>	IDP manager IDP consultant IDP Facilitators IDP Task Team	Documenting of the outcomes  Draft Vision Draft Development Priorities
8 January 2023	<p><b>Inform District Municipality</b></p> <ul style="list-style-type: none"> <li>- update the district municipality</li> </ul>	IDP Manager	Proof of virtual meeting
9 January 2023	<p><b>Inform Cogta</b></p> <ul style="list-style-type: none"> <li>- Updating Cogta on IDP progress to date</li> </ul>	IDP Manager	Proof of virtual meeting
<b>Critical</b>	<b>Documenting of Phase 1</b>		
<b>Phase 2</b>	<b>Objectives and Strategies</b>		
10 January 2023	<p><b>IDP Steering Committee Meeting</b></p> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>○ Formulate Vision</li> <li>○ Identify Development Priorities</li> <li>○ Formulate Draft Objectives and Strategies</li> </ul> <p>Recommend: That task team formulate all <b>outstanding</b> objectives and strategies</p>	IDP Manager IDP SC IDP Consultant	Drafted Vision List of Development priorities Objectives and Strategies
11 – 13 January 2023	<p><b>IDP SC Task Team/s: To formulate Objectives, Strategies and also consider relevant projects</b></p> <ul style="list-style-type: none"> <li>○ That task team formulate all <b>outstanding</b> Draft Objectives and strategies</li> <li>○ Consider available resources: budget and manpower</li> <li>○ List of proposed projects</li> </ul>	IDP Manager IDP Consultant IDP Facilitators IDP Task Team	List of objectives and Strategies
13 January 2023	<b>Email all Objectives and Strategies and identified projects to IDP Manager</b>	IDP SC Task Team IDP Manager	List of objectives and Strategies
13 – 22 January 2023	<b>Prepare workshop design and presentation for IDP Representative Forum Meeting scheduled for 24 January 2023</b>	IDP Manager IDP Consultant	Workshop power point presentation
24 January 2023	<p><b>IDP Representative Forum Meeting</b></p> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>○ Sharing of Vision, Objectives, Strategies and proposed Projects for new IDP</li> <li>○ Discuss the importance of the SDF</li> <li>○ Introduction of the project template</li> </ul>	IDP Manager IDP Consultant IDP Facilitators IDP Task Team	Attendance register Power point used Minutes of meeting

	○ Discussion and Recommendations		
Date	What	Who	Evidence
25 January 2023	<b>Meeting with District Municipality</b> - update the district municipality	IDP Manager	Proof of virtual meeting
25 January 2023	<b>Meeting with Cogta</b> - Updating Cogta on IDP progress to date	IDP Manager	Proof of virtual meeting
<b>Critical</b>	<b>Documenting of Phase 2</b>		
<b>Phase 3</b>	<b>Projects</b>		
26 January 2023	<b>IDP Steering Committee Meeting/ workshop</b> <b>Purpose</b> ○ Feedback of IDP Rep Forum meeting 24 Jan ○ Identification of projects / Budget allocations for projects ○ Completion of <u>project templates</u>	IDP Manager IDP Consultant IDP Facilitators IDP Task Team	Attendance register Powerpoint used Minutes of meeting
27 January – 10 February 2023	<b>IDP SC Task Team completes all outstanding IDP project templates</b> ○ The proposed template must be used	IDP Manager IDP SC Task Team Finance IDP facilitators	All project templates
10 February 2023	<b>Provide Finance with list of all capital projects identified</b>	IDP Manager	List of capital projects
13 – 16 February 2023	<b>IDP Representative Forum</b> - Share completed project templates - Only with the ward councillors and ward committee members	IDP Manager IDP Rep forum IDP facilitators	Attendance Register
17 February 2023	<b>Meeting with District Municipality</b> - update the district municipality	IDP Manager	Proof of virtual meeting
17 February 2023	<b>Meeting with Cogta</b> - Updating Cogta on IDP progress to date	IDP Manager	Proof of virtual meeting
<b>Critical</b>	<b>Documenting of Phase 3</b>		
<b>Phase 4</b>	<b>Integration</b>		
17 February – 17 March 2023	<b>Feasibility, sequencing, harmonising of all projects</b> ○ Working session with relevant IDP SC task team members ○ Looking for cross cutting dimensions of all project s ○ Identification of All relevant sector programmes / integrated programmes ○ Identification of all Sector Plans required	IDP Manager IDP SC Task Team Finance IDP facilitators	Attendance register

	<ul style="list-style-type: none"> <li>○ 5- year capital investment programme</li> <li>○ Institutional Plan</li> </ul>		
<b>Date</b>	<b>What</b>	<b>Who</b>	<b>Evidence</b>
<b>By 22 March 2023</b>	<b>IDP Representative Forum meeting</b> <ul style="list-style-type: none"> <li>○ only relevant or selected sector departments based on the projects identified, will be invited</li> <li>○ Purpose: negotiating and securing of additional and or future funding</li> </ul>	I IDP Manager IDP SC Task Team Finance IDP facilitators	Attendance register
<b>27 March 2023</b>	<b>IDP Steering Committee meeting</b> <ul style="list-style-type: none"> <li>○ Feedback on the Integration Phase</li> </ul>	IDP Manager	Attendance Register
<b>Critical</b>	<b>Documenting of Phase 4</b>		
<b>Phase 5</b>	<b>Approval</b>		
<b>3 April</b>	<b>Table Draft IDP for adoption by Council</b>	IDP Manager	Item Resolution No
<b>4 April – 25 April 2023</b>	<b>Advertise Draft IDP for 21 public comment</b>	IDP Manager	Newspaper, Media advertisement
<b>26 April</b>	<b>Review all IDP comment received / Adjust / Amend IDP</b>	IDP Manager	Amended IDP
<b>28 April 2023</b>	<b>Adopt the Final IDP</b>	IDP Manager	Item Resolution No