



*FINAL 2025/2026 IDP*

# PROCESS PLAN



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## **1. Purpose**

The Integrated Development Planning (IDP) process is a fundamental tool for local governance, guiding municipalities in strategic decision-making, resource allocation, and service delivery optimization. It ensures alignment with national and provincial development priorities while addressing community needs through participatory planning.

Molemole Municipality recognizes the critical role of the IDP in fostering socio-economic development, infrastructure growth, and governance transparency. The 2025/26 IDP Process Plan aims to enhance efficiency, inclusivity, and accountability, ensuring that municipal planning reflects the aspirations and realities of the Molemole community.

This plan outlines the phases, methodologies, timeframes, and key activities necessary for the formulation and review of the IDP, ensuring compliance with legislative frameworks and integration with district, provincial, and national development strategies.

## **2. Legal requirements**

The Integrated Development Planning (IDP) process is regulated by the following national legislation to ensure accountability, transparency, and alignment with broader government priorities.:

### **The Municipal Systems Act (Act 32 of 2000)**

Section 28: Requires municipalities to adopt a written process plan guiding the planning, drafting, adoption, and review of the IDP.

Section 29: Specifies that the IDP process must adhere to a pre-determined timeframe and consultative mechanisms involving the local community and government stakeholders.

Section 34: Mandates an annual review of the IDP, allowing for amendments based on performance assessments and new developments.

### **The Municipal Finance Management Act (MFMA, Act 56 of 2003)**

Ensures that the IDP aligns with budgetary planning, promoting financial sustainability. Requires submission of the Draft IDP & Budget to the MEC for Local Government and Provincial Treasury.

## **3. Phases of the IDP process**

The Integrated Development Plan (IDP) process unfolds through five key phases, each designed to ensure strategic alignment, effective stakeholder participation, and seamless implementation

### **Phase 1: Analysis (July – September 2025)**

The Analysis Phase serves as the foundation for the IDP, focusing on the identification of development priorities, socio-economic conditions, and spatial challenges.

### **Phase 2: Strategy Development (October – December 2024)**

This phase translates analysis findings into strategic direction, ensuring that the municipality's long-term vision

remains inclusive and responsive. Key focus areas include:

- Vision & Mission Refinement by Strengthening Molemole's development goals in line with national frameworks.
- Priority Setting and using a data-driven approach to determine key focus areas such as infrastructure upgrades, economic growth, and governance improvements.

### **Phase 3: Project phase (January – April 2025)**

This phase focuses on detailed implementation planning, ensuring that projects are realistic, financially sustainable, and aligned with municipal priorities. Activities include:

- Budget Forecasting: Strengthening financial sustainability and securing funding streams.
- Stakeholder Engagement with internal and external role players to refine key projects before final submission.

### **Phase 4 & 5: Integration & Approval (May – June 2025)**

This stage includes finalizing IDP and ensures compliance with all regulatory submission requirements. Public input are incorporated into the final IDP document. Municipal council adopt the IDP through council resolutions and ultimately forwarding document to oversight Authorities such as the MEC for Local Government, Provincial Treasury, and relevant bodies.

#### 4. TIME-FRAMES FOR 2024/2025 IDP AND BUDGET REVIEW

To ensure effective planning, coordination, and timely execution, Molemole Municipality will follow a structured schedule for the 2025/26 IDP and Budget Review process.

##### IDP PROCESS PLAN SCHEDULE

| PHASE                | ACTIVITY   | RESPONSIBILITY                               | TARGET DATE                       |
|----------------------|--|--|-----------------------------------|
| <b>JULY</b>          |  |  |                                   |
| <b>PRE PLANNING</b>  | Tabling of draft process plan for inputs to council  | Municipal Manager                            | 30 June 2025                      |
|                      | Publication of the draft process plan  | Municipal Manager<br>SM:LEDP<br>SIDP Manager | 1 July 2025                       |
|                      | 1 <sup>st</sup> Departmental engagement session on IDP Analysis Phase                                  | SM:LEDP<br>SIDP Manager                      | 14-17 July 2025                   |
|                      | Tabling of final process plan with inputs to council   | Municipal Manager                            | 30 July 2025                      |
|                      | <b>AUGUST-SEPTEMBER</b>  |  |                                   |
|                      | 1 <sup>st</sup> IDP Steering Committee working session on review of 2024/2025 IDP implementation       | Municipal Manager<br>SM:LEDP<br>SIDP Manager | 7-8 August 2025                   |
| <b>ANLYSIS PHASE</b> | Finalization of analysis per department  | SM:LEDP<br>SIDP Manager                      | 12 September 2025                 |
|                      | 1 <sup>st</sup> Management Strategic working session (Analysis Phase)                                  | Municipal Manager<br>SM:LEDP<br>SIDP Manager | 23-24 September 2025              |
|                      | 1 <sup>st</sup> Organizational Strategic working session on (Analysis Phase)                           |  | 24-26 September 2025              |
|                      | 1 <sup>st</sup> IDP Representative Forum on Analysis Phase   | Mayor  | 2 October 2025                    |
| <b>FEBRUARY</b>      |  |  |                                   |
|                      | 2 <sup>nd</sup> Departmental engagement session (strategies and projects phase)                        | SM:LEDP<br>SIDP Manager                      | 10-12 February 2025               |
|                      | 2 <sup>nd</sup> Integrated Development Plan Steering Committee Meeting (strategies and projects phase) | Municipal Manager<br>SM:LEDP<br>SIDP Manager | 17 February 2025<br>10 April 2025 |
| PHASE                | ACTIVITY   | RESPONSIBILITY                               | TARGET DATE                       |
|                      | 3 <sup>rd</sup> Management Strategic working session (strategies and projects phase)                   | Municipal Manager<br>SM:LEDP<br>SIDP Manager | 18-19 February 2026               |
|                      | 2 <sup>nd</sup> Organisational Strategic working session on (strategies and projects phase)            | Municipal Manager                            | 20-21 February 2026               |

|  |   |  |                  |
|--|---|--|------------------|
|  | 2 <sup>nd</sup> IDP Representative Forum meeting on strategies and projects phase                                     | Mayor  | 25 February 2026 |
|  | Finalize review of IDP strategies and projects Phase  | SM:LEDP<br>SIDP Manager                      | 28 February 2026 |
|  | <b>MARCH</b>  |  |                  |
|  | Tabling of 2025/2026 Draft IDP/ Budget to Council   | Municipal Manager                            | 28 March 2026    |
|  | Publication of 2025/2026 Draft IDP to public for comments and inputs  | Municipal Manager                            | 31 March 2026    |
|  | Submission of Draft 2025/2026 IDP to MEC COGHSTA, CDM, National and Provincial Treasury                               | Municipal Manager                            | 31 March 2026    |
|  | <b>APRIL</b>  |  |                  |
| <b>PROJECTS PHASE</b>                      | Consultative Meeting on Draft 2025/2026 IDP/Budget Mogwadi rate payers  | Mayor  | 1 April 2026     |
|  | Consultative Meeting on Draft 2025/2026 IDP/Budget Morebeng rate payers   | Mayor  | 2 April 2026     |
|  | Consultative Meeting on Draft 2025/2026 IDP/Budget traditional leader   | Mayor  | 3 April 2026     |
|  | Consultative Meeting on Draft 2025/2026 IDP/Budget Cluster 1  | Mayor  | 07 April 2025    |
|  | Consultative Meeting on Draft 2025/2026 IDP/Budget Cluster 2  | Mayor  | 08 April 2025    |
|  | Consultative Meeting on Draft 2025/2026 IDP/Budget Cluster 3  | Mayor  | 09 April 2025    |
|  | Consultative Meeting on Draft 2025/2026 IDP/Budget Cluster 4  | Mayor  | 10 April 2025    |
|  | Consultative Meeting on Draft 2025/2026 IDP/Budget Children forum   | Mayor  | 11 April 2026    |
| <b>MAY</b>                                 |   |  |                  |
| <b>PROJECTS PHASE AN INTEGRATION PHASE</b> | 3 <sup>rd</sup> IDP Representative Forum (Finalization of draft 2025/2026 IDP/Budget)                                 | Mayor  | 1 May 2025       |
|  | Departmental engagement session (Finalization of draft 2025/2026 IDP/Budget)  | SM:LEDP<br>SIDP Manager                      | 5-7 May 2025     |
|  | 3 <sup>rd</sup> Integrated Development Plan Steering Committee Meeting : (Finalization of draft 2025/2026 IDP/Budget) | All Senior Managers<br>SIDP Manager          | 12 May 2025      |
|  | 4 <sup>th</sup> Management Strategic working session (Finalization of draft 2025/2026 IDP/Budget)                     | Municipal Manager<br>SM:LEDP<br>SIDP Manager | 13-14 May 2025   |
|  | 3 <sup>rd</sup> Organisational Strategic working session (Finalization of draft 2025/2026 IDP/Budget)                 | Municipal Manager                            | 15 May 2025      |
|  |   |  |                  |

| PHASE    | ACTIVITY  | RESPONSIBILITY    | TARGET DATE |
|----------|---|-------------------|-------------|
| APPROVAL | Tabling of final 2025/26 IDP/Budget   | Mayor             | 30 May 2025 |
|          | Submission of approved 2022/2023 IDP/Budget to MEC(COGHSTA), District Municipality) Provincial Treasury and National Treasury | Municipal Manager | 9 June 2025 |
|          | Public Notice on the adopted Final IDP /Budget  | Municipal Manager | 9 June 2025 |

**Table1 IDP process plan**

## **5. Monitoring and Evaluation**

The Monitoring and Evaluation (M&E) stage is a crucial phase in the IDP process. It ensures that the implementation of the IDP is on track, that the goals and objectives are being met, and that adjustments are made as necessary. This stage involves systematic collection, analysis, and reporting of information to assess progress and guide decision-making.

he SDBIP, IDP, and Budget are interconnected tools that ensure strategic, financial, and operational alignment within a municipality. The IDP sets the long-term vision and priorities, the Budget allocates the necessary financial resources, and the SDBIP provides the detailed plan and performance measures to ensure effective implementation and service delivery. Together, they form a comprehensive framework for municipal planning, resource allocation, and performance management, fostering accountability, transparency, and community engagement.

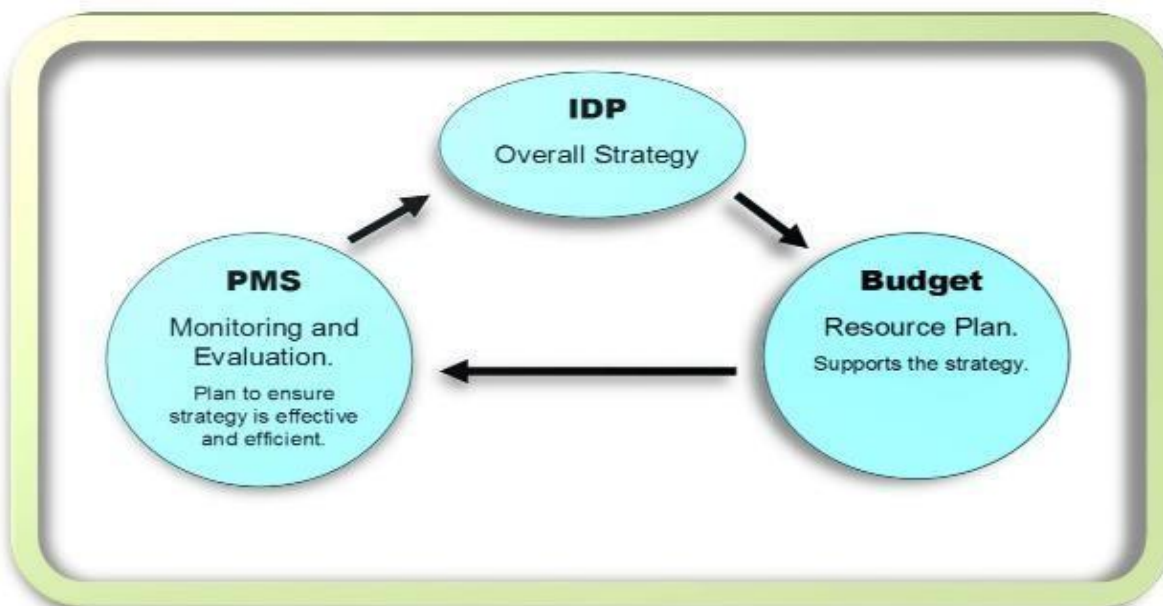


Figure 1: IDP, Budget and PMS