



UbuntuLocal Municipality

Process plan for 2008/09 IDP Review

Prepared by: Shared Services Department

UBUNTU LOCAL MUNICIPALITY IDP REVIEW PROCESS PLAN FOR 2008/09 FINANICIAL YEAR

Activity	Strategic Input/Output	Deadline	Responsibility	To Whom
Preparation <ul style="list-style-type: none"> ○ Table process plan to the Council for adoption ○ Formalize the necessary institutional arrangements <ul style="list-style-type: none"> • Roles and responsibility • Mechanism for public participation • Timeframes – alignment and coordination ○ Advertise the process plan ○ Conduct one IDP Representative Forum meeting <ul style="list-style-type: none"> • To say where we are and the process intention • To determine key strategic projects ○ Draft Terms of Reference for IDP review ○ Appointment of Service Provider(s) 	<ul style="list-style-type: none"> ○ Adopted process plan ○ Organizational arrangements ○ Responsibility to be undertaken by municipal officials and/or service provider, etc. ○ Effective public participation ○ Timeframes and targets ○ Public notification ○ Introduce the process to the forum 	02 November 2007 20 January 2008 30 January 2008	Municipal Manager IDP Manager IDP Manager	Council IDP Rep Forum
Analysis <ul style="list-style-type: none"> ○ GAP Analysis of existing IDP's <ul style="list-style-type: none"> • Situational analysis • Physical and climatic environment • Progress on previous commitments • Institutional analysis in line with PGDS, WSDP, DGDS, DSDF, etc. Institutional <ul style="list-style-type: none"> ○ Mandate, power and functions 	<ul style="list-style-type: none"> ○ Identify level of services ○ Identify social economic, physical/environmental issues as well as institutional issues ○ Identification of needs and priorities of community ○ Developed Council's development objectives ○ Developed strategies ○ Alignment of projects to provincial, national and district 	31 January 2008 31 January 2008	IDP Manager/ Service Provider(s) IDP Manager/ Service Provider(s)	

<ul style="list-style-type: none"> agenda • NSDP, PGDS, DGDS, DSDF 				
Consultation with IDP Steering Committee	<ul style="list-style-type: none"> ○ Submit inputs by HOD's on: <ul style="list-style-type: none"> • Annual Financial Budget • MIG Projects • EPWP • All relevant information 	25 February 2008	IDP Manger All HOD	
Consultation with IDP Representative Forum	<ul style="list-style-type: none"> ○ Public participation ○ Presentation to the Forum 		IDP Manger/ Service Provider(s)	IDP Rep Forum
Financial draft budget	<ul style="list-style-type: none"> ○ Budget concept (draft) 	29 February 2008	CFO	
<ul style="list-style-type: none"> ○ Circulate draft IDP to: <ul style="list-style-type: none"> • Shared Services Centre • IDP Steering Committee • IDP Rep Forum • Sector Departments ○ Conduct 3rd IDP Rep Forum 	<ul style="list-style-type: none"> ○ Comments ○ Consultation process ○ Public participation ○ Present Draft IDP ○ Confirmation of information and projects 	29 February 2008	IDP Manager/ Service Provider(s)	SSC Department IDP Steering Committee IDP Rep Forum Sector Department
Submit draft IDP	Working documents	29 February 2008	IDP Manager/ Service Provider(s)	Municipal Manager
Submit IDP to the Council for adoption	<ul style="list-style-type: none"> ○ Reviewed IDP adopted by Council 	mid March 2008	Municipal Manager	Council
Community notification of revised IDP	<ul style="list-style-type: none"> ○ Comments form all stakeholders 	10 days after adoption by Council	IDP Manager	
Submit reviewed IDP to Provincial IDP coordinator	<ul style="list-style-type: none"> ○ Legal compliance ○ Assessment ○ Comments from national and provincial IDP assessment panel 	31 March 2008	IDP Manager	Provincial IDP Coordinator
Submit reviewed and adopted IDP to MEC for Local Government	<ul style="list-style-type: none"> ○ Legal Compliance 	11 May 2008	Municipal Manager	Submit reviewed and adopted IDP to MEC for Local Government