

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				
o Table process plan to the Council for adoption	o Adopted process plan	02 November 2007	Municipal Manager	Council
 Formalize the necessary institutional arrangements Roles and responsibility Mechanism for public participation Timeframes – alignment and coordination Advertise the process plan Conduct one IDP Representative Forum meeting 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) 	 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 	20 January 2008 30 January 2008	IDP Manager IDP Manager	IDP Rep Forum
Analysis				
 GAP Analysis of existing IDP's Situational analysis Physical and climatic environment Progress on previous commitments Institutional analysis in line with PGDS, WSDP, DGDS, DSDF, etc. Institutional 	 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 	31 January 2008	IDP Manager/ Service Provider(s) IDP Manager/ Service	
 Mandate, power and functions	provincial, national and district	31 January 2008	Provider(s)	

o Institutional SWOT analysis	projects/programmes		IDP Manager/ Service	
 Institution transformation 	projects, programmes		Provider(s)	
Spatial development profile				
Demographic profile		before indebt need		
Health profile		analysis		
Education and training profile				
Social development profile		before indebt need		
Safety and security profile		analysis		
Economic profile				
Housing profile				
Land profile				
Environmental profile				
Infrastructure profile				
 Indebt need analysis 		15 February 2008r		
o Analysis of MEC's comments on				
IDP				
 Analysis of IDP engagement 				
outcomes		15 February 2008		
o Analysis of MEC's comments on				
IDP				
o Development objectives		15 5 1 2000		
• Formulate Vision and		15 February 2008		
Mission statement of the				
Council				
Review of development				
objectives				
o Development strategies				
 Review of development strategies and priorities 				
<i>Project Identification</i> Identification of projects				
Identification of projectsLink projects to:	 Projects are identified 	20 February 2008		
Development objective	J. J	,		
of the Council				
• PMS				
• Budget				
LG 5 year strategic				
LO 3 year strategic				

agenda NSDP, PGDS, DGDS, DSDF				
Consultation with IDP Steering Committee	 Submit inputs by HOD's on: Annual Financial Budget MIG Projects EPWP All relevant information 	25 February 2008	IDP Manger All HOD	
Consultation with IDP Representative Forum	Public participation Presentation to the Forum		IDP Manger/ Service Provider(s)	IDP Rep Forum
Financial draft budget	Budget concept (draft)	29 February 2008	CFO	
 Circulate draft IDP to: Shared Services Centre IDP Steering Committee IDP Rep Forum Sector Departments Conduct 3rd IDP Rep Forum 	 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	o Reviewed IDP adopted by Council	mid March 2008	Municipal Manager	Council
Community notification of revised IDP	o Comments form all stakeholders	10 days after adoption by Council	IDP Manager	
Submit reviewed IDP to Provincial IDP coordinator	 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	Legal Compliance	11 May 2008	Municipal Manager	Submit reviewed and adopted IDP to MEC for Local Government