Emthanjeni Local Municipality

Process plan for 2009/10 IDP Review

EMTHANJENI LOCAL MUNICIPALITY IDP REVIEW PROCESS PLAN FOR 2009/10 FINANICIAL YEAR

Activity	Strategic Input/Output	Deadline	Responsibility	To Whom
Preparation 1st round of Community Consultation before adopting the process: Ward 1-7 Community and Budget input meeting Table process plan to the Council for adoption Formalize the necessary institutional arrangements Roles and responsibility Mechanism for public participation Timeframes – alignment and coordination	Community meetings: to consult with the local communities Adopted process plan Organizational arrangements Responsibility to be undertaken by municipal officials and/or service provider, etc. Effective public participation Timeframes and targets	November 08November 08	Manager Development IDP/LED Coordinator Municipal Manager Manager Development IDP/LED Coordinator	Ward Councillors Council
 Advertise the process plan Conduct 1st IDP Representative Forum meeting To say where we are and the process intention To determine key strategic projects Explain Budget Process/Budget compilation programme 	 Public notification: Give notice to the local community of particulars of the process it intends to follow Introduce the process to the forum 	October 08November 08	Manager Development IDP/LED Coordinator	IDP Rep Forum
Analysis O GAP Analysis of existing IDP's Situational analysis Physical and climatic environment	 Identify level of services Identify social economic, physical/environmental issues as well as institutional issues 	29 November 08	Manager Development IDP/LED Coordinator/ Service Provider(s)	

 Progress on previous 	 Identification of problems, needs 			
commitments	and priorities of community			
 Institutional analysis in 	 Developed Council's development 			
line with PGDS, WSDP,	objectives			
DGDS, DSDF, etc.	 Developed strategies 			
Institutional				
 Mandate, power and functions 	 Compile strategic development 	30 December 08	Manager Development	
 Institutional SWOT analysis 	plan		IDP/LED Coordinator	
 Institution transformation 	 Alignment of projects to 			
Spatial development profile	provincial, national and district			
Demographic profile	projects/programmes	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 		29 November 08	Manager Development	
 Analysis of MEC's comments on 			IDP/LED Coordinator	
IDP				
 Analysis of IDP engagement 				
outcomes		29 November 08		
 Analysis of MEC's comments on 				
IDP				
 Development objectives 				
 Formulate Vision and 		29 November 08		
Mission statement of the				
Council				
 Review of development 				
objectives				
 Development strategies 				
Review of development				
strategies and priorities				
Project Identification				

 Identification of projects in the IDP Link projects to: Development objective of the Council PMS Budget LG 5 year strategic agenda NSDP, PGDS, DGDS, DSDF 	 Projects are identified EPWP projects identified 	29 November 08	Manager Development IDP/LED Coordinator Department of Public Works	
 2nd round of community consultation Outreach campaign to inform the community about the IDP priorities Direct communication to be priorities 		July-August 08 Municipal Budget Week Elderly, Women's Month activities, Africa Day etc.	Manager Development IDP/LED Coordinator Ward councillors	Communities of De Aar, Britstown and Hanover
Outreach activities:		September 08 Events Heritage Month, Arbor Week, Tourism Month	Manger Development IDP/LED Coordinator Tourism Officer	
Consult with Ward Committees Ward 1-7 IDP 2 nd Quarter	Stakeholder forumsCommunity meetings	Oct-Dec 08 Vuna Awards 16 Days of activism	Manger Development IDP/LED Coordinator	Ward Committees
IDP Review for 08/09 Consultation with IDP Steering Committee	Submit inputs by HOD's on: Annual Financial Budget MIG Projects EPWP All relevant information	20 November 08 08 January 09 22 January 09 05 February 09	Manager Development IDP/LED Coordinator All HOD	IDP Steering Committee
Ward Input Meetings • All 7 wards	Community input on budget and IDP	14/01/09-26/01/09	Manager Development IDP/LED Coordinator, Steering committee	
Targeted Sectoral Meetings	o Inputs from different sectors	26/11/08-08/12/08 &	Manager Development	

	(Agriculture, religious, youth, women, people with disabilities, tec)	16/01/09-23/01/09	IDP/LED Coordinator Steering committee	
Consultation with IDP Representative Forum 2 nd IDP Rep Forum Meeting	 Active Public Participation Presentation to the IDP Rep Forum Input meetings Sectoral meetings 	30 January 09	Manager development	IDP Rep Forum
Performance Management Meeting	0	15 October 2008	Mayor Municipal Manager	
Financial draft budget	o Budget concept (draft)	October – December 08	CFO	
Community IDP Budget input meeting	0	09 October 2008	Mayor, WC, Municipal Manager & CFO	
Intensive IDP Consultations and outreach events IDP 3 rd Quarter	 Door-to-door Direct consultations as part of the IDP finalization process 	Jan-March 09 Back on projects including back to school, Mid year budget Review, Human Rights Activities, National Imbizo focus week	Ward Councillors Manager Development IDP/LED Coordinator Ward Committees CDW`S	
 Circulate draft IDP for inputs to: Shared Services Centre IDP Steering Committee IDP Rep Forum Sector Departments Conduct 3rd IDP Rep Forum 	 Comments Consultation process to assess budget process and implementation Public participation Present Draft IDP Confirmation of information and projects 	05 February 09	Manager Development IDP/LED Coordinator	SSC IDP Steering Committee IDP Rep Forum Sector Department
Submit draft IDP Adherence of IDP Review timeframe	Working documents	16 February 09	Manager Development IDP/LED Coordinator Manager/ Service Provider(s)	Municipal Manager
IDP Sectoral Meeting with Pixley Ka Seme, Regional governments				
Submit of Revised IDP to the Council for adoption	 Reviewed IDP adopted by Council Draft to Infr/Dev Comm-16/01/09 1st draft to Exco – 30/01/09 	End of February to mid March 09	Development Manager Municipal Manager	Council

Community notification of Revised IDP Concept/extracts from the plan are available for public inspection at specified places	 Comments from all stakeholders Publicize a summary of the Revised IDP 	Timeframes: within 14days after adoption by Council	Development Manager IDP/LED Coordinator	
 IDP priorities to be publicly declared 	o Community meetings	End of March 09	Manager Development IDP/LED Coordinator	
Submit reviewed IDP to Provincial IDP coordinator	 Legal compliance Assessment Comments from national and provincial IDP assessment panel 	Timeframes: within 10 days of adoption/ amendment of the plan 31 March 2009	Development Manager	Provincial IDP Coordinator
Community IDP and Budget Report back meetings Report back meetings: ward1-7	Business communityNGO'sAgricultural	06.04.2009	Mayor, WC, Exco, Councilors, MM & HOD's.	
Submit reviewed and adopted IDP to MEC for Local Government	o Legal Compliance	12 May 2009	Municipal Manager	Submit reviewed and adopted IDP to MEC for Local Government