

# EMALAHLENI LOCAL MUNICIPALITY



## 2010/11 IDP PROCESS PLAN

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# EMALAHLENI LOCAL MUNICIPALITY

## PROCESS PLAN FOR THE COMPILATION OF THE REVIEWED 2010/11 IDP

### 1. Introduction

#### 1.1 Legal Mandate for the Review of the IDP

Chapter 5, Section 34 of the Municipal Systems Act 32 of 2000 (MSA) further states that a Municipal Council:

- a) *must review its integrated development plan-*
- (i) *annually in accordance with an assesment of its performance measurements in terms of section 41 of the MSA; and*
- (ii) *to the extent that changing circumstances so demand; and*
- b) *may amend its integrated development plan in accordance with a prescribed process.*

This municipality therefore hereby outlines the process that it is to follow in the next financial year to ensure it complies to the set prescripts of the said legislation and that it takes cognizance of the prescribed preparation process of the Integrated Development Plan and of the required core components as indicated below:

#### 1.2 Preparation of the IDP

IDPs are the core documents of all Municipalities, it is an equivalent of a Business Plan in Business as it spells out where the Municipality sees itself in the nearest future as well as

Chapter 5, section 25 (1) of the Municipal Systems Act 32 of 2000 sates that:

*Each municipal Council must, within a prescribed period after the start of its elected term, adopt a single, al inclusive and strategic plan for the development of the municipality which-*

- a) *Links, integrates and co-ordfinates plans and takes into account proposals for the development of the municipality;*
- b) *Aligns the resources and capacity of the municipality with the implemnetation of the plan;*
- c) *Forms the policy framework and general basis on which annual budgets must be based;*
- d) *Complies with the provisions of this Chapter; and is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.*

### 1.3 Core Components of the IDP

In terms of the the core components as outlined in the Chapter 5, Section 26 of the Municipal Systems Act 32 Of 2000, a credible IDP should reflect the following core components:

- a) *The Municipal Council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;*
- b) *An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;*
- c) *The council's development priorities and objectives for its elected term' including its local economic development aims and its internal transformation needs;*
- d) *The Council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;*
- e) *A spatial development framework which must include the provision of the basic guidelines for land use management system for the municipality;*
- f) *The council's operational strategies;*
- g) *Applicable disaster management plans;*
- h) *A financial plan, which must include a budget projection for at least the next three years; and*
- i) *The key performance indicators and performance targets determined in terms of section 41.*

EMalahleni Municipality developed its five year IDP in 2007/8 which has been subsequently reviewed annually to ensure that it aligns with the the key components as indicated above and that it is prepared as per prescribed guideline.

#### **Phases of the IDP Process**

To ensure that the final document is truly integrated and aligned to the various multi-sectoral plans it needs to go through various stages. These stages ultimately yield the core components of the IDP as set above. These stages can be summarized as follows:

**PREPARATORY PHASE:** Before starting the planning process, an IDP Process Plan must be drawn up. This plan is meant to ensure the proper management of the planning process. The Plan must be set out in writing in terms of the legislation and must comply with the provisions of the District Framework Plan in terms of the binding National and Provincial Planning Frameworks,

mechanisms and processes stipulated in the Framework Plan of the District. All municipalities must adopt their IDP Process Plans by July 2009.

Development strategies must then be developed focusing on finding the best way for the municipality to meet a development objective. Once the municipality has identified the best methods and strategies to achieving its development objectives identification of specific projects must commence. This phase should be completed by December 2009.

**ANALYSIS PHASE:** During this phase information is collected on the existing conditions within the municipality. When assessing the existing level of development in the municipality, the level of access to basic services and those communities that do not have access to these services must be identified. Focus must be on the types of problems faced by community in the area and the causes of these problems. The identified problems are assessed and prioritised in terms of what is urgent and what needs to be done first. Information on availability of resources is also collected during this phase. Priority issues highlighted during the 2009/10 IDP processes will also be revised and confirmed during this phase. Community meetings, stakeholder meetings, surveys, opinion polls and researched information should form the basis of this phase. This phase should be completed by September 2009.

**STRATEGIES PHASE:** Municipalities must begin to contemplate on the best possible strategies to tackle the identified challenges. Critical in this process in order to ensure a focused analysis, the municipal vision must be confirmed and development objectives containing clear statements of what the municipality would like to achieve in the medium term to deal with the problems outlined in the first phase be confirmed. Internal transformation needs, Council's development priorities must be taken into account when formulating council objectives. This process should involve strategy workshops, targeted stakeholder engagements, public hearings, sector Provincial and National Departments engagements, social partners, interest-based groups and organized civil society.

Once the municipality has worked out where it wants to go and what it needs to do to get there, it needs to work out how to get there.

**INTEGRATION PHASE:** Once all projects have been identified, the municipality must confirm that the identified projects will achieve the desired impact in terms of addressing the identified challenges and are aligned with the objectives and strategies and comply with legislation. The identified programmes/projects will set the pace and direct the trajectory emanating from the overall picture of the development plans of all the stakeholders, including sector departments and social partners. During this period, Provincial Sector Departments will have finalized their draft strategic plans.

**ADOPTION PHASE:** After the completion of the IDP compilation process, the IDP document must be presented to the council for consideration and adoption. All local municipalities must adopt their final IDP for 2010/11 by the 19<sup>th</sup> of March 2010 to enable the District to adopt its 2010/11 IDP by the 31<sup>st</sup> of March 2010. In terms of S36 of the MSA, a municipality must give effect to its IDP and must conduct its affairs in a manner which is consistent with its integrated development plan. The budget of the municipality must be informed by the adopted IDP. The public must be informed of the adoption of the reviewed Integrated Development Plan by notice in a newspaper circulating in the District or by placing the notice in official notice boards in terms of Section 25 (4) of the Act. It is critical to note that in terms of S25 (4)(b) of the Act municipalities must after adoption of the IDP publicise a summary of the Plan.

### **Adoption Process**

Subsequent to the adoption of the District Framework Plan, a local municipality must prepare and adopt a Process Plan to guide the planning, drafting, adoption and review of its integrated development plan. The Process Plan, as anticipated in Section 28 of the Systems Act, must be 'set out in writing'. The Process Plan should seek to provide a mechanism that ensures certain minimum quality standards of the IDP process and a proper coordination between and within the spheres of government. The adopted Process Plan binds the local municipality. The Process Plan of a local municipality must be informed by the District Framework Plan.

Municipalities are required to consult the local community before adopting the process and after adoption of the process sub-Section 3 stipulates that a municipality must give notice to the local community of particulars of the process it intends to follow. Thus, as per the former issue the draft municipal Process Plans must be presented to the municipal consultation fora, and special meetings may also be held with the identified stakeholders and communities. In terms of the latter matter, communities must be informed of the adoption of the Process Plans, through the available municipal communication channels.

## **1.6 Implementation , Management & Monitoring**

Chapter 6 of the MSA requires municipalities to develop and implement performance management systems. A municipality's performance management system entails a framework that describes and represents how the municipality's cycle and processes of performance

planning, monitoring, measurement, review, reporting and improvement will be conducted, organised and managed, including determining the roles of the different role-players. A performance management system must be adopted before or at the same time as the commencement by the municipality of the process of setting key performance indicators and targets in accordance with its integrated development plan. The system further provides the municipality with a mechanism of early warning for under-performance and promotes accountability and good corporate governance.

In order to implement the identified performance objectives and targets through the budget, S53 of the MFMA requires that the Mayor approves the municipality's service delivery and budget implementation plan (SDBIP) within 28 days after the approval of the budget. The implementation of the SDBIP must be linked to the performance agreement that must be concluded in terms of the Municipal Manager and managers reporting to him, in terms of S57 of the MSA. In order to continually review municipal performance,

In terms of the Local Government: Municipal Planning and Performance Management Regulations of 2001 a municipality must, after consultation with the local community, develop and implement mechanisms, systems and processes for the monitoring, measurement and review of performance in respect of the key performance indicators and performance targets set by it. The mechanisms, systems and processes for monitoring and must:

- provide for reporting to the municipal council at least twice a year;
- be designed in a manner that enables the municipality to detect early indications of under-performance; and
- provide for corrective measures where under-performance has been identified.

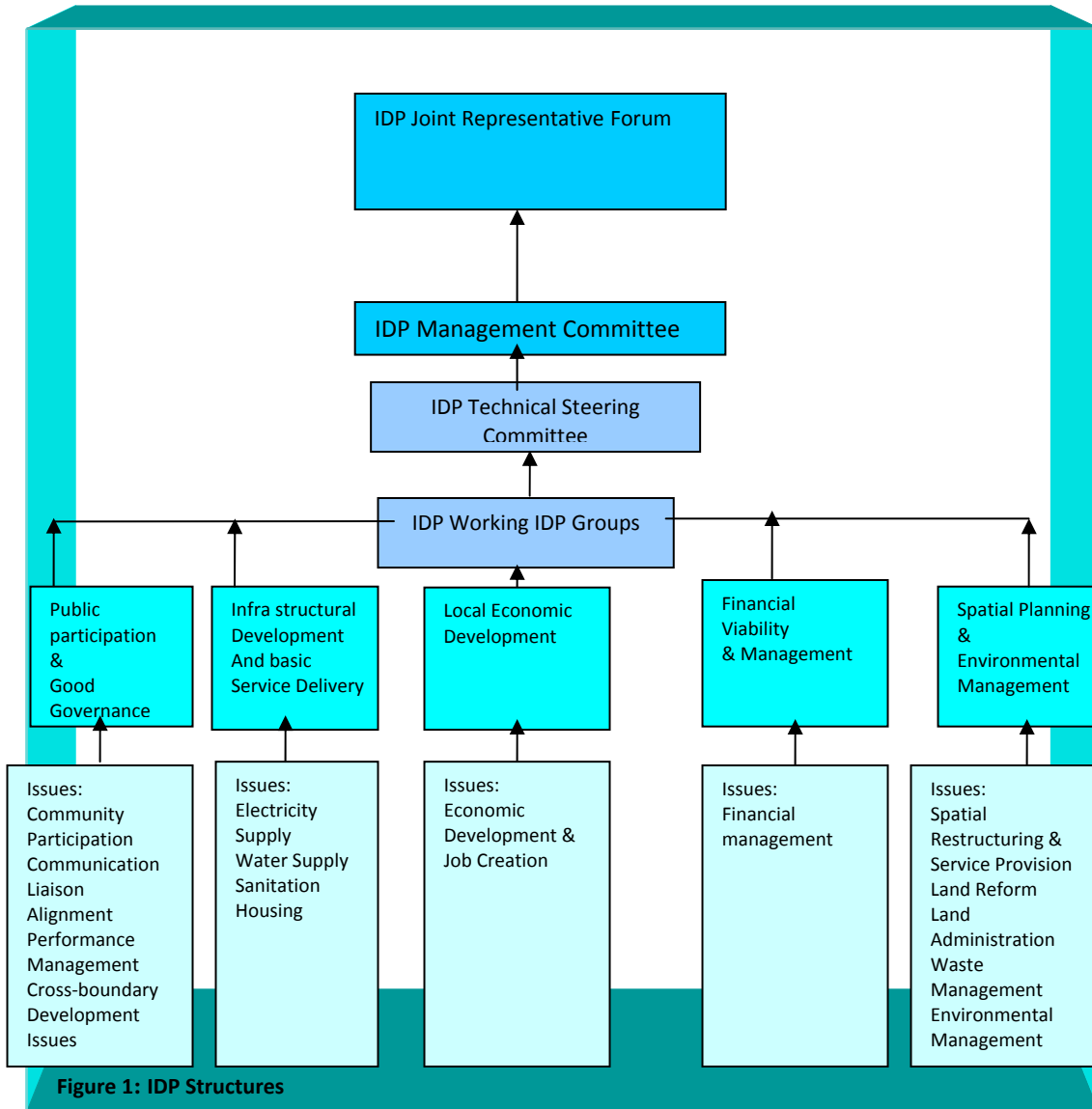
A municipality must develop and implement mechanisms, systems and processes for auditing the results of performance measurements as part of its internal auditing processes. In order to fully execute the function of auditing performance, S14 (2)(a) of the Regulations require that a municipality must annually appoint and budget for a performance audit committee.

## **2. ORGANIZATIONAL ARRANGEMENTS**

### **2.1 IDP Structures**

The IDP preparation process requires an intensive consultation and participation of communities, all roleplayers and key stakeholders in order to achieve shared understanding of the municipal development trajectory and alignment. Although municipalities are expected to establish participation structures, it will however be critical to consider utilising existing arrangements, and adapt them if necessary, and avoid duplication of mechanisms. The following consultative structures are recommended:

- IDP Representative Forum
- The IDP Management Committee
- IDP Steering Technical Committee



- IDP Working Groups

The manner in which these IDP committees will be structured and the workflow is depicted in the figure above.

The composition and proposed terms of reference for these structures is briefly outlined in table 1 below. The terms of reference outlined below may only be used as guidelines and the scope may vary depending on the municipal circumstances.

Structure	Description	Composition	Terms Of Reference
<b>The IDP Joint Representative Forum</b>	This structure institutionalises and guarantees representative participation in the IDP Processes	<b>Chaired by the Executive Mayor.</b> Comprises of: <ul style="list-style-type: none"> <li>▪ Executive Mayor</li> <li>▪ All Councilors</li> <li>▪ Municipal Manager</li> <li>▪ Senior Municipal officials</li> <li>▪ Sector Departmental Senior Officials</li> <li>▪ Traditional leadership</li> <li>▪ Business</li> <li>▪ Labour</li> <li>▪ Parastatals</li> <li>▪ Members of registered NGOs &amp; CBOs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government</li> <li>▪ Represent constituency interest in the IDP process</li> <li>▪ Participate in the process of setting and monitoring “key performance indicators”</li> <li>▪ Promote coordination and alignment of activities vertically and horizontally</li> <li>▪ Information assimilation/dissemination forum</li> </ul>
<b>The IDP Management Committee</b>	The IDP Management Committee is constituted by the members of the Mayoral Committee including the Speaker and the Chief Whip and is chaired by the Executive Mayor of Emalahleni Municipality.	<b>Chaired by the Mayor</b> <b>Comprises of:</b> <ul style="list-style-type: none"> <li>▪ Mayor</li> <li>▪ MMCs</li> <li>▪ Chairperson of the IDP Steering Committee</li> </ul>	<ul style="list-style-type: none"> <li>▪ The purpose is to acquaint the political wing of the municipality with information from the Technical committee ready to be processed to the IDP Forum and or Council.</li> </ul>
<b>The Technical IDP Steering Committee</b>	This structure includes technical experts from the different departments within the Municipality as well as Sector Departments	<b>Chaired by the Municipal Manager</b> Comprises of: <ul style="list-style-type: none"> <li>▪ Chairpersons of IDP Working Groups</li> <li>▪ Sector Department HODs</li> <li>▪ IDP Manager</li> <li>▪ District IDP Manager</li> <li>▪ District Economic Advisor</li> <li>▪ Sector Department Planners</li> <li>▪ Office of the Premier</li> </ul>	<ul style="list-style-type: none"> <li>▪ Define Terms of Reference and membership of the IDP Representative Forum and IDP Consultative Technical Committee</li> <li>▪ Commission research studies and define terms of reference</li> <li>▪ Considers and comment on terms of reference for all sector plans</li> <li>▪ Considers and comment on draft sector plans</li> <li>▪ Considers and comments on inputs from Sector Departments and support providers</li> <li>▪ Makes methodology and content recommendations on the</li> </ul>

			<p>municipal planning processes</p> <ul style="list-style-type: none"> <li>▪ Serves as the communication mechanism between the local Municipalities and the sector departments and municipalities</li> <li>▪ To ensure the validity and technical correctness of the information presented</li> <li>▪ To coordinate and align matters of mutual concern between the Sector Departments, and the Local Municipalities</li> <li>▪ To serve as the mechanism through which consultation and coordination with provincial departments and other external parties e.g. parastatals will take place</li> <li>▪ To facilitate the integration of the policies, objectives, strategies and projects</li> <li>▪ Discussions/commenting on inputs from consultants or other specialists</li> <li>▪ Comment on technical aspects of sector plans</li> </ul> <ul style="list-style-type: none"> <li>▪ Information assimilation and dissemination on regional development planning issues</li> </ul>
<b>The IDP Working Groups</b>	<p>These are working committees to be established in terms of the municipal <b>Key Performance Areas</b> to harness the strategic and implementation-oriented nature of the IDP.</p>	<p><b>Chaired by the relevant Executive Director from the Department responsible for the Key Focus area under consideration</b></p> <p>Comprises of:</p> <ul style="list-style-type: none"> <li>▪ Departmental Officials</li> <li>▪ Sector Departments</li> <li>▪ Business</li> <li>▪ Labour</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provision of terms of reference for the various planning activities</li> <li>▪ Facilitate discussions and resolution of issues pertinent to specific municipal Key Performance Areas and objectives</li> <li>▪ Consider and make content recommendations items submitted</li> <li>▪ Facilitate discussion of pertinent issues affecting government and stakeholders</li> <li>▪ Makes methodology and content recommendations on the municipal planning processes <ul style="list-style-type: none"> <li>▪ Commissioning of research studies where applicable</li> <li>▪ Consideration and commenting on inputs from sub-committees, study teams and consultants; and</li> <li>▪ Consideration and commenting Inputs from</li> </ul> </li> </ul>

			Provincial sector departments and support providers <ul style="list-style-type: none"> <li>▪ Processes, summaries and document outputs.</li> </ul>
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Table 1

### 3. ROLES & RESPONSIBILITIES

It is critical that the distribution of roles and responsibilities within the municipality are clearly outlined. The summary of the roles and responsibilities of the discussed external and internal role players is as follows.

#### Municipal Council

- Consider and adopt the Process Plan in the case of local municipalities;
- Consider, adopt and approve the IDP;
- Council must approve the budget before the start of the financial year;
- Council to approve adjustment budget;
- To ensure that the adopted IDP and Budget address key priority needs of communities as identified in the IDP processes
- To deal with the annual Report within nine months after the end of the financial year

#### Executive Mayor

- Consider and make recommendations on the Framework and Process Plan;
- Be responsible for the overall management, co-ordination and monitoring of the process and drafting of the IDP, or delegate this function to the Municipal Manager;
- Consult and identify community priority needs through IDP processes
- Approve Service Delivery and Budget Implementation Plan
- Table budget to Council at least 90 days before the start of the financial year.
- Table budget timetable to Council 10 months before the start of the new financial year.
- Submit to Council an annual report within 7 months after the end of the financial year.

#### Councillors

- Major link between the municipal government and the residents.
- Link the planning process to their constituencies and/or wards;
- Responsible for facilitating the organisation of public consultation and participation;
- Ensure the municipal IDP and municipal budget are linked to and based on priorities needs of their constituencies.

### **Municipal Manager**

- Manage and co-ordinate the IDP processes.
- Responsible for the preparation of project proposals, the integration of projects and sector programmes;
- Responsible for preparing amendments of municipal sector plans and strategies
- Responsible for providing technical information during strategic working workshops and engagements.
- Prepare the Process Plan;
- Undertake the overall management and co-ordination of the
- planning process;
- Ensure that all relevant actors are appropriately involved,
- Delegate persons in charge of different roles;
- Be responsible for the day- to-day management of the drafting process, implementation and monitoring;
- Ensure that the planning process is participatory, strategic and implementation orientated and is aligned with and satisfies sector planning requirements;
- Respond to comments on the draft IDP and budget from the public,
- Ensure preparation of IDP and Budget for Council to approve, after following the prescribed processes
- Horizontal alignment and other spheres of government to the satisfaction of the municipal council;
- Amend the IDP in accordance with the MEC for Local Government’s proposals after following the prescribed processes.
- May delegate some of these functions to an IDP Manager, while he/she is still responsible and accountable.

### **Executive Directors & Senior Officials**

- To be fully involved in the planning processes
- To provide relevant technical, sector and financial information for analysis for determining priority issues;
- To contribute technical expertise in the consideration and finalisation of strategies and identification of projects;
- To provide departmental operational and capital budgetary information;
- To be responsible for the preparation of project proposals, the integration of projects and sector programmes;
- To be responsible for preparing amendments of municipal sector plans and strategies
- To be responsible for providing technical information during strategic working workshops and engagements.

Binding requirements:

Relevant legislation	Binding requirements
S25 of MSA	<ul style="list-style-type: none"> <li>▪ Adoption of IDP</li> </ul>
S 26 of Municipal Systems Act	<ul style="list-style-type: none"> <li>▪ Council's long term vision</li> <li>▪ Critical development and internal transformation needs</li> <li>▪ Existing level of development</li> <li>▪ Access to basic municipal services</li> <li>▪ Development priorities, objectives and strategies</li> <li>▪ Spatial Development Framework</li> <li>▪ Disaster Management Plan</li> <li>▪ Financial Plan</li> <li>▪ Performance Management System</li> </ul>
S41 of MSA	<ul style="list-style-type: none"> <li>▪ PMS</li> </ul>
S57 of MSA	<ul style="list-style-type: none"> <li>▪ Performance agreements</li> </ul>
S12 of Water Services Act	<ul style="list-style-type: none"> <li>▪ Water Services Development Plan</li> </ul>
S11(4)(a)(ii) NEMA: Waste Act 2008	<ul style="list-style-type: none"> <li>▪ Integrated Waste Management Plan</li> </ul>
S53 of Disaster Management Act	<ul style="list-style-type: none"> <li>▪ Disaster Management Plan</li> </ul>
S36 of NLTA	<ul style="list-style-type: none"> <li>▪ Integrated Transport Plans</li> </ul>
S11 of NEMA	<ul style="list-style-type: none"> <li>▪ Environmental Management Plan</li> </ul>
S9 of Housing Act of 1997	<ul style="list-style-type: none"> <li>▪ Housing Plan/Strategy</li> </ul>
S16 of MFMA	<ul style="list-style-type: none"> <li>▪ Annual budget</li> </ul>
S53 of MFMA	<ul style="list-style-type: none"> <li>▪ SDBIP</li> </ul>
S111 of MFMA	<ul style="list-style-type: none"> <li>▪ Supply Chain Management Policy</li> </ul>
S121 of MFMA	<ul style="list-style-type: none"> <li>▪ Annual Report</li> </ul>

#### 4. Focus of the 2009/10 Process Plan

The Integrated Development Process unfolds through key milestones which include the preparation of the strategic development plans for the five year period. An IDP is one of key tools for Local Government to cope with its new Developmental role and seeks to arrive at decisions on issues such as municipal budgets, land management, promotion of local economic development, and institutional transformation in a consultative, systematic and strategic manner.

The Review Phase which is to unfold this year will address, amongst others, the following:

- Comments received from the various role-players in the IDP process including those from the MEC;
- Areas identified through self-assessment;
- Updating the Status Quo component;
- Review of the Vision, Mission and Objectives;
- Review of the Strategic Elements of the IDP;
- Addressing Areas requiring additional attention in terms of legislative requirements not addressed during the previous years of the IDP Review Process;
- Alignment of the IDP with completed Sector Plans; and
- The Update of the Financial Framework, the list of projects (both internally and externally funded).

## IDP/Budget Process Plan

IDP Process Plan			PMS Process Plan			Budget Process Plan		
Legal Ref.	ACTIVITY	TARGET DATE	Legal Ref.	ACTIVITY	TARGET DATE	Legal Ref.	ACTIVITY	TARGET DATE
MSA Sect 29	District IDP Outreach Meetings Finalization of the Process to be followed in the compilation of the reviewed IDP	23 Aug. 30 Aug. '09	MSA Sect 42 & 49	Finalization of Organizational Performance Score-card & SDBIP Finalization of Sect 57 Performance Contracts Publicizing the availability of SDBIP	30 July '09	Sect. 21 2(b) MFMA	Finalization of the Budget Process Plan Submission of Budget Time Schedule.	30 Aug. '09
MSA Sect 26	Institutional Preparedness Sector Analysis Spatial Analysis Analysis of Service Delivery Gaps & Backlogs Outlining Development Priorities	30 Sept. '09	MSA Sect 49	Quarterly Review of Performance	30 Sept. '09	Sect. 126b MFMA	Mayoral Budget Report Back Outreach Programme	31 Aug. '09
MSA Sect 17	Mayoral Outreach Programme	30 Nov. '09						
MSA Sect 26	Outline Vision Mission & Goals Formulate/ confirm Objectives Formulate/Confirm Strategies Prioritize Sector Programmes	30 Dec. '09	MSA Sect. 49	Mid Year Quarterly Reports	30 Dec. '09	MFMA Sect.	Comments on the Report by Auditor-general on submitted Financial Statements	30 Nov. '09
MSA Sect 26	Outline Prioritized Development Projects Design Projects/programmes Set Project targets & Indicators	30 Dec. '09	MSA Sect. 46,49 & MFMA Sect 72	Mid year Quarterly Assessments Internal Audit Reports on Performance Review of the Municipal SDBIP in line with the Budget review. Adoption of the Annual Performance Report for 2008/9 financial Year Publicize the availability of the 2008/9 Annual Performance Report	30 Jan. '10	Sect. 28,72 & 88 MFMA	Mid year Budget Review Adoption of the 2008/9 Annual Report Finalization of the Oversight report on the Annual Performance Report together with the Adoption Minutes	30 Jan.
MSA Sect 26 & Sect 28	Integrate inter-sectoral projects Tabling of Draft IDP Advertise for Public Comment IDP Indaba	4 Feb. 5 Feb.	MSA Sect. 42	Set Key Performance Indicators for 2010/11 Financial Year. Review of Quartely Performance	30 March '10	Sect. 16 (2) MFMA	Tabling of Draft 2010/11 Budget	March '10
MSA Sect 28	Adoption of Municipal IDP  Submission to MEC for Local Govt. Placement on Organizational Website	18 March '10	MSA Sect. 45 & 46	Finalization of the Performance Scorecard for 2010/11. Final Quartely Reports for the year Internal Audit Reports on Performance Placement on Organizational Website	30 Jun. '10	MFMA Sect 23	Mayoral Budget Outreach Programme: On tabled Budgets(Consultation)	30 April '10
						MFMA Sect. 23	Budget Indaba	30 May
						MFMA Sect. 24	Approval of Annual Municipal Budget	June '10
						MFMA	Submission to National Treasury	30 June

						Sect. 69 74 & 75	Adoption of Municipal SDBIP Placement of Budget, SDBIP on Municipal Website	2010
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**IDP MEETINGS**

The following is a schedule of the IDP Meetings scheduled in terms of the 2009/2010 IDP Review process:

**IDP Stakeholder Representative Forum meetings schedule**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
23 September 2009	10h00	Council Chamber
5 November 2009	10h00	Council Chamber
27 January 2010	10h00	Council Chamber
20 May 2010	10h00	Council Chamber

**IDP Technical meetings**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
22 July 2009	09h00	MM's Boardroom
17 September 2009	09h00	MM's Boardroom
19 November 2009	09h00	MM's Boardroom
21 January 2010	09h00	MM's Boardroom
24 March 2010	09h00	MM's Boardroom

**IDP Management Committee**

<b>DATE</b>	<b>TIME</b>	<b>VENUE</b>
26 August 2009	10h00	Mayor's B/Room
07 October 2009	10h00	Mayor's B/Room
26 January 2010	10h00	Mayor's B/Room
23 March 2010	10h00	Mayor's B/Room

**Mayoral Outreach Meetings:**

**Budget Feedback Meetings**

WARDS	DATE	VENUE	TIME	Responsible Officials
1,2,3,4,23 & 29	01 September 2009	Empumelelweni	17H00	P.B. Mahlangu M.W. Mahloko
17,18,20,21,22 & 24	01 September 2009	Portuguse Hall	17H00	W. Voigt JFB Kleynhans
12	01 September 2009	Klarinet Hall	17H00	M.E. Shongwe N.A. Rapolae
10,11,12,13 & 16	01 September 2009	Roman Catholic Hall	17H00	L.L. Makwakhwa S. Matlejoane
28,30,31 & 32	05 September 2009	Combo Courts - Phola	09H00	M. Mlangeni E.G. Parker
19,25,26,27 & 32	05 September 2009	Rietspruit Hall	09H00	N.R. Mtswene M.A. Makgale
11,14,15,16 & 17	05 September 2009	Lynnville Hall	09H00	M.B. Mavimbela M. Vilane
5,6,7,8 & 9	05 September 2009	LuBambo Ground	09H00	L.P. Mofokeng E. Nkabinde

**IDP Izimbizo**

WARDS	DATE	VENUE	TIME	Responsible Official
1,2,3,4,23 & 29	24 November 2009	Hlalanikahle Clinic	17H00	M.N. Mashele W. Mpofu
17,18,20,21,22 & 24	24 November 2009	Thubelihle Hall	17H00	N. Jobeta E. Sibiya

12	24 November 2009	Motherwells Soccer Ground	17H00	S.M. Lentshoane M.M. Mbongwa
10,11,12,13 & 16	24 November 2009	Love Life Centre	17H00	L. Kama L.A. Tshwete
28,30,31 & 32	28 November 2009	Mehlwana School	09H00	P.E. Khanye CJ Mnisi
19,25,26,27 & 32	28 November 2009	Civic Theatre	09H00	K. de Clarke E.E. Hurn
11,14,15,16 & 17	28 November 2009	Schoongezicht Community Hall	09H00	P.B. Seloane T.N. Tshivanammbi
5,6,7,8 & 9	28 November 2009	Sy Mthimunye Stadium	09H00	R. Sibande J.J. Buthelezi

- The IDP Indaba shall be held to consult with major stakeholders before finalization of the Draft IDP. It also serves as a workshop of building a clearer vision for service delivery and intended development where major stakeholders interact with priority proposals for the year under review.
- The IDP working groups will be set as and when necessary as they will meet more regularly to attend to any matters that may arise during one of the other committee meetings.
- The Budget Indaba is also held once the IDP Draft is being commented upon by the public to solicit specific stakeholders' input at a more strategic level.

**CONCLUSION:**

The Process Plan for the implementation of the Integrated Development Plan for Emalahleni Local Municipal Council is an inclusive plan that recognizes the importance of setting up structures for guiding the IDP review as well as ensuring maximum community participation mechanisms. The Plan also complies with the legal framework and is aligned to the NDM framework. National and Provincial alignment is also accommodated to ensure intergovernmental corporation in optimizing resource and achieving the same goals.