



IDP PROCESS PLAN 2011/2012

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NKOMAZI MUNICIPALITY IDP PROCESS PLAN 2011/2012

1. INTRODUCTION

Integrated Development Planning is one of the key tools for local government to tackle its new developmental roles .In contrast to the role strategic planning has played in the past, integrated development planning is now seen as a core function of municipal management, as part of an integrated system of planning and delivery .The IDP Process is meant to arrive at decisions on matters such as municipal budgets, land management and promotion of local economic development and institutional transformation in a consultative ,systematic and strategic manner . Integrated development plans will however not only inform the municipal management ,it will also in time guide the activities of all agencies from other spheres of government ,corporate service providers ,NGO's and the private sector within the municipal areas.

According to the Municipal Systems Act (Act 32 of 2000), all municipalities must undertake developmentally oriented planning. Reviewing an integrated development plan requires at least six months planning process, which involves a wide range of role players within and outside the municipality .There is some preparatory work that needs to be done prior to the planning process, as per the legislation requirement. The preparation involves the production of an IDP process Plan.

Section 28 of the Municipal Systems Act, 2000 requires that

1. Each municipal council, within a prescribed period after the start of its elected term, must adopt a process set out in writing to guide the planning, drafting, adoption and review of its integrated development plan.
2. The municipality must through appropriate mechanisms, processes and procedures established in terms of Chapter 4 , consult the local community before adopting the process plan.
3. A municipality must give notice to the local community of particulars of the process it intends to follow.

According to Section 30 of the mentioned Act, the executive committee or mayor of a municipality or if the municipality does not have an executive committee ,a committee of councillors appointed by the municipal council must ,in accordance with Section 29

1. Manage the drafting of the municipality's integrated development plan
2. Assign responsibilities in this regard to the municipal manager ,and
3. Submit a draft plan to the municipal council for adoption by the council

The Process Plan is thus a proper management tool compiled for each municipality which fulfils the function of a business plan or operational plan in order to manage and coordinate the municipality's IDP Process on a day to day basis.

It should be noted that a framework Plan have been compiled by the Ehlanzeni District Municipality, in consultation with the local municipalities within the district. The Framework is the main guiding document for aligning the planning process

between municipalities and the district. The Framework is developed in a joint workshop and it is binding both the district and the local municipalities in the Ehlanzeni District. The function of the Framework is to ensure that the process of district Integrated Development Plans and Local Integrated Development Plans are mutually linked and can inform one another.

It determines procedures for coordination, consultation and alignment between the district and the local municipalities and therefore binds them and also guides each municipality in the district in preparing its process plan .All aspects of the Ehlanzeni Framework Plan have been taken into consideration in this process plan.

2. ORGANIZATIONAL STRUCTURES OR INSTITUTIONAL ARRANGEMENTS FOR THE IDP

The Nkomazi Municipality has established certain organizational structures in order to:

- Institutionalise the participation process
- Effectively manage and coordinate the drafting of outputs and
- Give affected parties access to contribute to the decision-making process

The structures or institutional arrangements established to reach the above objectives are:

- **The IDP Manager:** an official within the Nkomazi Municipality that will manage and coordinate the IDP process.
- **IDP Steering Committee:** constituted by all heads of departments and the Mayoral committee members

- **The IDP Representative Forum:** constituted by different stakeholders e.g. ward committees, CBO's, NGO's, sector departments, community groups, traditional leaders etc.
- **Ward Committee** : ensuring broad consultation at ward level chaired by the ward councillor concerned
- **Project task team** : headed by the relevant Manager for a particular project with representation from relevant stakeholders

2.1 The IDP Manager

The IDP Manager is the responsible person for championing the Integrated Development Plan process and designing the process plan, and also, manages the IDP review process.

The following are the proposed terms of reference of the IDP manager

- Prepares the process plan in accordance to the approved District Framework Plan and draft the Nkomazi IDP document
- Undertake the overall management and co-ordination of the IDP review process on behalf of the Nkomazi Municipality
- Ensure that all relevant actors are appropriately involved
- Ensure that time frames are adhered to
- Nominate persons in charge of different roles
- Be responsible for the day to day management of the IDP review process
- Manage consultants ,where applicable
- Ensure that the review process is participatory ,strategic and implementation oriented and is aligned and satisfy sector planning requirements
- Responds to comments on the draft reviewed IDP from the public ,horizontal alignment and other spheres of government to the satisfaction of the municipality
- Ensures proper documentation of the results of the review of the IDP document
- Adjusts the IDP in accordance with the MEC for Local Government proposal ,if required
- Appoints temporal staff from time to time to perform certain functions of the review process in line with the existing budget

2.2. The IDP steering committee

The IDP steering committee is a dedicated team of Heads of departments and senior officials who support the IDP manager to ensure a smooth review process. The Executive mayor or Municipal Manager (or the IDP manager) in his absence has a responsibility to chair the meeting. The IDP co-ordinator and other councillors shall sit in the IDP steering committee as and when invited by the IDP Manager. The IDP steering committee may establish sub-committees for specific activities and outputs (such as the establishment of tasks teams to assist in designing projects), which could include additional persons outside the steering committee.

The IDP co-ordinator shall be responsible to prepare, facilitate and document meetings and invitations of stakeholders.

The proposed terms of reference for the IDP steering committee should be to:

- Provide terms of reference for the various planning activities
- Commission of research studies
- Consider and comment on inputs of sub-committees, study teams, consultants and provincial sector departments
- It will also process, summarize and document outputs.
- Prepare , facilitate and document meetings
- Make recommendations to council

2.3 IDP representative forum

This structure institutionalizes and guarantees representative participation in the IDP process. The selection of members of the IDP representative forum needs to base on criteria, which ensures geographical and social representation. The representative forum will be composed:

- Members of the Nkomazi Municipal council
- Ward councillors
- Municipal Manager
- IDP Manager
- IDP Coordinator
- A designated official of the Municipality to represent gender ,disability and other unorganised group in their absence (person to be nominated)

- Provincial Sector Departments
- Representatives of Traditional Authorities
- All Heads of Departments and designation senior officials
- Local stakeholders representatives of organised groups including
 1. TSB
 2. Parastatals e.g. ESKOM , TELKOM ,TRAC etc
 3. Business Groups such as Chamber of Commerce ,NAFCOC ,NEDCAD etc
 4. Multi Agency Mechanism
 5. Youth ,women ,organised labour (COSATU and its affiliates)
 6. Ehlanzeni District Municipality
 7. Provincial Departments
 8. Constituent Office
 9. Church bodies
 10. Ward Committees
 11. Organised Groups e.g. disabled
 12. NKOLEDU
 13. Nkomazi Rate Payers Association
 14. Township and rural youth development association {(Magogeni youth club)[Sipho Nyalungwe – 072 662 8483/ 072 489 1053 – Mhlongo Mbongeni]}

The terms of reference of the IDP representative forum should be to:

- Represent the interest of their communities in the IDP process
- To form a structured link between the municipality, government and representatives of the public
- Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders including the municipality.
- Ensure communication between all stakeholder representatives including the municipal council.
- Monitor the performance of the reviewing and implementation process

2.4 Project Task Team

These will be small operational teams composed of a number of relevant municipal ,sector departments and technical people, actions involve the management of IDP implementation and where appropriate community

stakeholders directly affected by the project. The IDP steering committee appoints these project task teams and also clarifies their terms of reference within the planning process.

The IDP manager shall from time to time identify other stakeholders to participate in the representative forum.

3. DISTRIBUTION OF ROLES AND RESPONSIBILITIES IN THE IDP PROCESS

Specific roles and responsibilities required within the IDP process from various structures and governing bodies have been designed in a consultation process as part of the compilation of the district framework plan. These roles and responsibilities are applicable to all the structures for the compilation of the district IDP as well as the IDP 'S of the various local municipalities in the Ehlanzeni District with the exception of the IDP managers forum, mayoral forum and other stakeholders or existing structures.

3.1 EHLANZENI DISTRICT MUNICIPALITY

The Ehlanzeni District Municipality has an important role in the co-ordination of the IDP review process. The District municipality's responsibilities have been defined in the framework plan as follows:

- Horizontal alignment of the IDP's of municipalities in the Ehlanzeni District jurisdictional area
- Vertical alignment between district and local planning
- Facilitation of vertical alignment of IDP's with other spheres of government and sector department and the preparation of joint strategy workshop with local municipalities ,provincial and national role players and other major specialists
- Compilation of a district process plan based on the framework
- Managing ,compilation and approval of the district IDP and monitoring and evaluation the district IDP process plan within the compilation process as described in Chapter 5
- Ensuring the local municipalities draft process plans and compilation process adhere to the alignment issues as agreed in the framework

Within the Ehlanzeni District Municipality the IDP steering committee should clarify the roles that the municipality has in the IDP process in the roles which external roleplayers are expected to play (within the formalized district IDP representative forum)

3.2 NKOMAZI MUNICIPALITY

According to the Ehlanzeni Framework Plan each local municipality (including Nkomazi Municipality) as the ultimate political decision making body on local level must

- Prepare its designated process plan based on the framework and submit the draft process plan to the Ehlanzeni district municipality for assessment in terms of alignment procedures and time frames as described in the framework
- Amend the draft process plan according to recommendations of the district steering committee and decide on and adopt the process plan
- monitor ,evaluate and report on its IDP process in terms of the monitoring plan as described in Chapter 6 of the Framework
- Undertake the overall management ,coordination ,monitoring and drafting of the IDP
- Approve the municipal IDP within the agreed time frame
- Submit necessary documentation on each phase of the IDP to the district municipality according to the agreed time frame
- Nominate a person to be in charge of different roles ,activities and responsibilities of the process and drafting of the IDP

Within its role of managing and coordinating the IDP process on the local level, municipalities must ensure that

- All relevant actors are appropriately involved
- Appropriate mechanisms and procedures for public consultation and participation are applied
- The planning events are undertaken in accordance with time scheduled
- The planning process is related to the priorities of the municipality
- The sector planning requirements are adhered to

Nkomazi municipality recognizes its mandate to compile, adopt and approve its IDP and also adjust it in accordance with the MEC for Local Government and Housing's proposal, if required. The municipality can further review and upgrade areas where there are gaps or areas which need improvement. The municipality will ensure that the annual business plans, budgets and land use management decisions are linked to and based on the local IDP. Nkomazi municipality will further ensure that the Ehlanzeni District Municipality is well informed of the situation within the municipality with regard to the IDP process. The IDP manager's forum will be used to ensure that communication channels are open between local municipalities and the municipality.

3.3 IDP MANAGER'S FORUM

The IDP manager's forum, as described in the framework plan, will be a small committee that is constituted of various IDP managers of each municipality within the Ehlanzeni District. Should the IDP manager not be able to attend the meeting, he/she must delegate a duly authorised official to act on his/her behalf. The IDP manager's forum has the following responsibilities:

- To liaise with IDP steering Committees on matters regarding the planning and review process within municipalities
- Convene on a monthly basis at a time and place as agreed upon at their first meeting
- Ensure horizontal alignment between Nkomazi Municipality ,the other local municipality within the district and Ehlanzeni District Municipality
- Ensure vertical alignment (through the department of local government as official point of entry) between municipalities in the Ehlanzeni District Municipality ,provincial departments and the National departments where relevant
- It is proposed in the Framework Plan that the District IDP manager chair the IDP managers' forum
- Secretariat to be decided at their first meeting

3.4 DISTRICT IDP MAYORAL FORUM

IDP mayoral forum, as described in the Framework Plan will constitute the various Executive Mayors or Mayors of each municipality in the Ehlanzeni District. The main responsibility of the mayoral committee is to ensure political support to the IDP process and strategically planning on the highest political level within district local government .The Mayor of Nkomazi Municipality has been nominated to attend these meetings on behalf of Nkomazi municipality.

4 ROLES OF STAKEHOLDERS

The main purpose of stakeholders is to consult with and respond to various interests of the community and contribute knowledge and ideas in the planning process. Communities, local stakeholders and traditional leaders can contribute knowledge and ideas by participating in the IDP representative forum to

- Inform interest groups ,communities and organizations on relevant planning activities and their outcomes
- Analyze issues ,determine priorities ,negotiate and reach consensus

- Participate in the designing of projects proposals and assess them
- Discuss and comment on the draft IDP
- Ensure that annual business plans and budgets are based on and linked to the IDP and monitor performance in implementation of the IDP

4.1 THE DEPARTMENT OF CO-OPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

According to the Framework plan, the department of Co-operative Governance and Traditional Affairs is responsible for:

- Ensuring horizontal alignment of the IDP's of the various municipalities (including district municipalities and cross border municipalities) within the province
- Ensure vertical alignment between provincial sector departments /provincial strategic plans and the IDP process at local /district level by
 1. Guiding the provincial sector departments' participation in the municipal planning process
 2. Guiding them in assessing draft IDP's and aligning their sectoral programmes and budget with the IDP
 3. Ensuring alignment between provincial departments and designated Parastatals within provincial departments.

4.2 THE DEPARTMENT OF CO-OPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

Efficient financial management of provincial IDP grants

- Monitoring the progress of the IDP processes through the Ehlanzeni District Municipality and more specifically through the IDP manager's forum
- Facilitation of resolution of disputes related to IDP
- IDP drafting process where applicable
- Organize IDP related training where applicable
- Coordinate and manage the MEC's assessment of IDP

4.3 OFFICE OF THE PREMIER

Within the framework, the role of the office of the premier (Chief Directorate Macro Policy and Strategic Management) has been designed as follows:

- To coordinate medium Term Framework and strategic Plans of Provincial Departments ,ensures that these plans have taken municipalities IDP `s into consideration and must distribute information to municipalities pertaining to it
- To render support ,ensure and monitor department of local government alignment responsibilities
- To intervene where there is a non-performance of provincial departments within the IDP process
- To investigate any issues of non-performance of provincial government as may be submitted to the office of the premier by any municipality that deems necessary.

4.4 SECTOR DEPARTMENTS

The Framework Plan describes the role and responsibilities of Sector departments as to

- Contribute knowledge and ideas about planning issues in the province and sectors
- Contribute relevant information on the provincial sector department plan ,programmes ,budgets ,objectives, strategies and projects in a concise and accessible manner
- Ensure that their objectives ,strategies and projects takes the various IDP's into consideration and adjust their budget as informed by the various IDP's
- Contribute sector expertise and technical knowledge to the formulation of municipal strategies and projects
- Engage in a process of alignment with district municipality, and participate in the provincial management system and co-ordination.

5 MECHANISMS AND PROCEDURES FOR PUBLIC PARTICIPATION

Participation in the development of the Nkomazi Municipality IDP serves to fulfil four major functions:

- Needs oriented – ensuring that people’s needs and problems are taken into consideration
- Appropriateness of solutions –using the knowledge and experience of local residents and communities in order to arrive at appropriate and sustainable problem solutions and measures
- Community ownership – mobilizing local residents and communities initiatives and resources ,and encouraging co-operation and partnership between municipal government and residents for implementation and maintenance
- Empowerment – making integrated development planning a public event and a forum for negotiating conflicting interests ,finding compromises and common ground and thereby creating the basis for increased transparency and accountability of local government towards local residents

Nkomazi Municipality has designed certain principles for public participation strategy which was approved by the council as part of the approval of the Nkomazi process plan. The IDP steering committee will finalise the strategy based on the approved district framework and Nkomazi process plan, taking into consideration the needs to comply with any relevant legislation.

The following will serve as principles of the public participation strategy

- Roles of different role-players during the participation process
- The roles and responsibilities as set out in this process plan will be constituted as part of the public participation process
- Means of encouraging representation of unorganised groups
 1. A municipal official designated for this task will in consultation with the IDP steering committee identify unorganised groups (such as gender and disability) and decide on a strategy to involve these groups in future meetings.
 2. Nkomazi Municipality IDP representative forum, steering committee, ward committees and task teams will rotate within wards e.g. Kamhlushwa community Hall, Malalane Council Chamber, Mzinti Community Hall, Schoemansdal community hall and Tonga recreational Hall. The IDP manager may alter the venue of the meeting giving seven days notice to the stakeholders.

5.1 TRANSPORT

Representatives of stakeholders and community groups participating in the IDP representative forum will be mainly organised groups within the necessary capacity to arrange own transport to meetings.

Where community representatives and stakeholders groups arrange meetings with its community or constituents, this will be within short range of the community. The Nkomazi Municipality will thus not arrange official transport to meetings.

5.2 LANGUAGE OF COMMUNICATION

English and Swazi will be used as far as possible to communicate at representative forum and where necessary interpretation will be provided. These meetings will be scheduled in office hours. A ward committee meeting may be held at a time and place as determined by the designated ward committee. The dominating language of the community may be used as a main language, but translations may be required.

5.3 FREQUENCY OF REPRESENTATIVE FORUM MEETINGS

The IDP steering committee has the responsibility to set and organise representative forum meetings, as it may deem necessary. The IDP steering committee may combine certain events in an effort to minimise the frequency of these events. At least one meeting will be held in each of the 5 phases of the IDP process. The IDP representative forum may also be active after the formulation of the IDP in order to ensure continuous monitoring and evaluation of the IDP and thus ensuring implementation.

5.4 INFORMATION DISSEMINATION

Representatives of various community groups, stakeholders and role players within the representative forum are seen as the most important source of information dissemination to the groups they represent. The steering committee may formulate specific strategies in order to distribute information to the specific group, as it may deem necessary. The Nkomazi Communications Section will ensure that the programme for Public consultation is broadly popularized for the general public to participate.

5.5 TIMEFRAMES FOR CONSULTATION

In general, two weeks will be allowed for representative to consult their constituents and provide feedback after the representative forum meetings. Invitations to attend the first representative forum meeting will be distributed at least a week (7 days) before such meeting to all stakeholders who submitted their interest to participate and subsequent meetings shall be given seven days for invitations and distribution of minutes and agenda.

6. CREATING CONDITIONS FOR PUBLIC PARTICIPATION AND INFORMING COMMUNITIES AND STAKEHOLDERS

Special attention will be given in informing stakeholders and community groups of the first meeting of the representative forum as well as the last meeting in the formulation process, as anticipated in phase 5.

Nkomazi will use the following means of creating conditions for public consultation:

- Notices will be posted in the local press to inform stakeholders to identify themselves (preliminary list of stakeholders mention in page 4-5)

- Nkomazi Municipality will send written invitations to these stakeholders and community groups informing them of the representative forum meeting
- Nkomazi Municipality will distribute written invitations to all ward committee chairpersons to inform them of the representative forum
- The IDP Manager will invite traditional authorities to all representative forum meetings.

7. RESOURCES

- Officials and councillors of the Nkomazi Municipality are the most important role players within the new IDP methodology
- The final IDP document adopted by the council of the Nkomazi Municipality will be used as a point of departure in the revision of the IDP for Nkomazi Municipality
- Ward committees will be used as possible for consultation with communities on grass root level
- Minutes of the meeting will be recorded for record purposes
- The IDP coordinator will be responsible for taking minutes in both the steering committee and the representative forum
- Facilitation of the meetings shall be done by the Mayor /assigned councillor or the IDP manager
- The PIMS Centre will be utilised to support the municipality in the compilation process
- Studies conducted in the municipality will be used as an important sources of information
- Government departments will be used for vertical and horizontal alignment of the Integrated Development Plan.

8. PARTICIPATION MECHANISMS FOR DIFFERENT PLANNING PHASES

Public participation is not equally relevant and appropriate in each stage of planning and not all participation procedures are equally suitable (or each planning step)

Participation needs to be structured and the following mechanisms will be used in the various phases:

PHASE 1

ANALYSIS

- Community priorities as identified in the recently adopted IDP document will be verified through ward committee meetings
- Stakeholders will be requested at the first representative forum meeting to submit revised priorities

- All lists will be reconciled at a second representative forum meeting
- A list of municipal priorities will be compiled by the steering committee for discussions at a representative the forum meeting

PHASE 2

STRATEGIES

- Strategic guidelines will be designed on district level .The Nkomazi IDP steering committee will participate in the workshop to ensure that local needs are incorporated in the district strategies
- Local strategies alternatives will be designed through an IDP representative forum. These alternatives will be submitted to the district steering committee for discussions
- Public debates on alternatives will be created where required. Debates will be stimulated through hearing, public meetings etc.

PHASE 3

PROJECTS

- Technical sub-committees (project task teams) which may include community groups and stakeholders will be created to verify projects identified in the final IDP and to ensure that all projects are included.
- Further dialogue between the task teams and affected communities may be created where required

PHASE 4

INTEGRATION

- Integration of all projects proposal, strategies and sector plans and programmes will be ensured at IDP representative forum meetings; the local steering committee will also be responsible for integration on district level through district representative forum meeting.

PHASE 5

APPROVAL

The IDP document will be presented at the IDP representative forum, where after two weeks will be allowed for representatives who attended the meeting to consult their constituents and submit comments /recommendations.

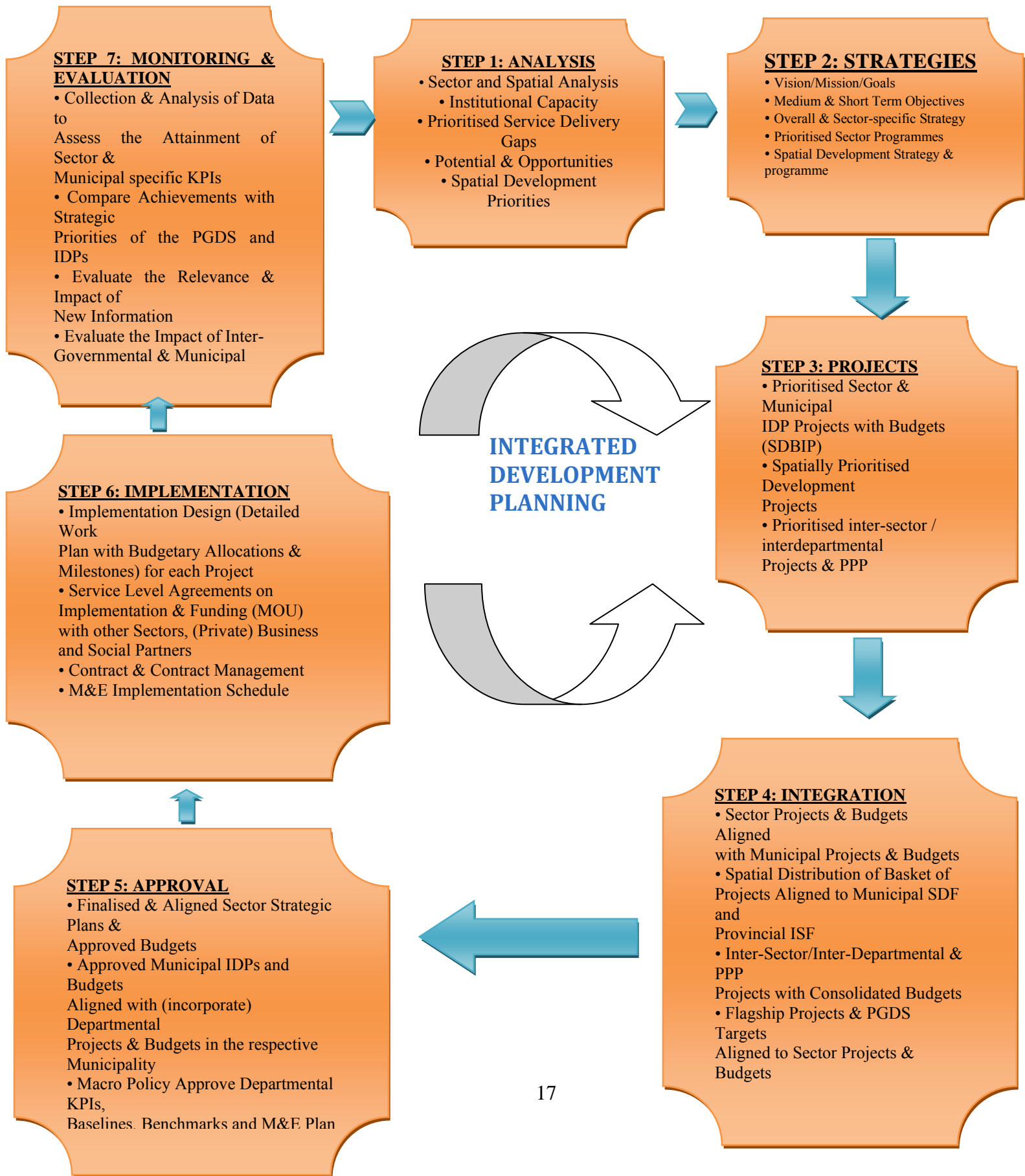
9. ACTION PROGRAMME AND TIME FRAMES

IDP PROGRAMME

The Framework Programme is a summary of the District and Municipal Action Programmes, which focuses on the district wide activities that need to be undertaken together in a co-ordinated way. The Programme will thus be used as a tool for the alignment between municipalities in the district.

FIGURE 1: INTEGRATED DEVELOPMENT PLANNING

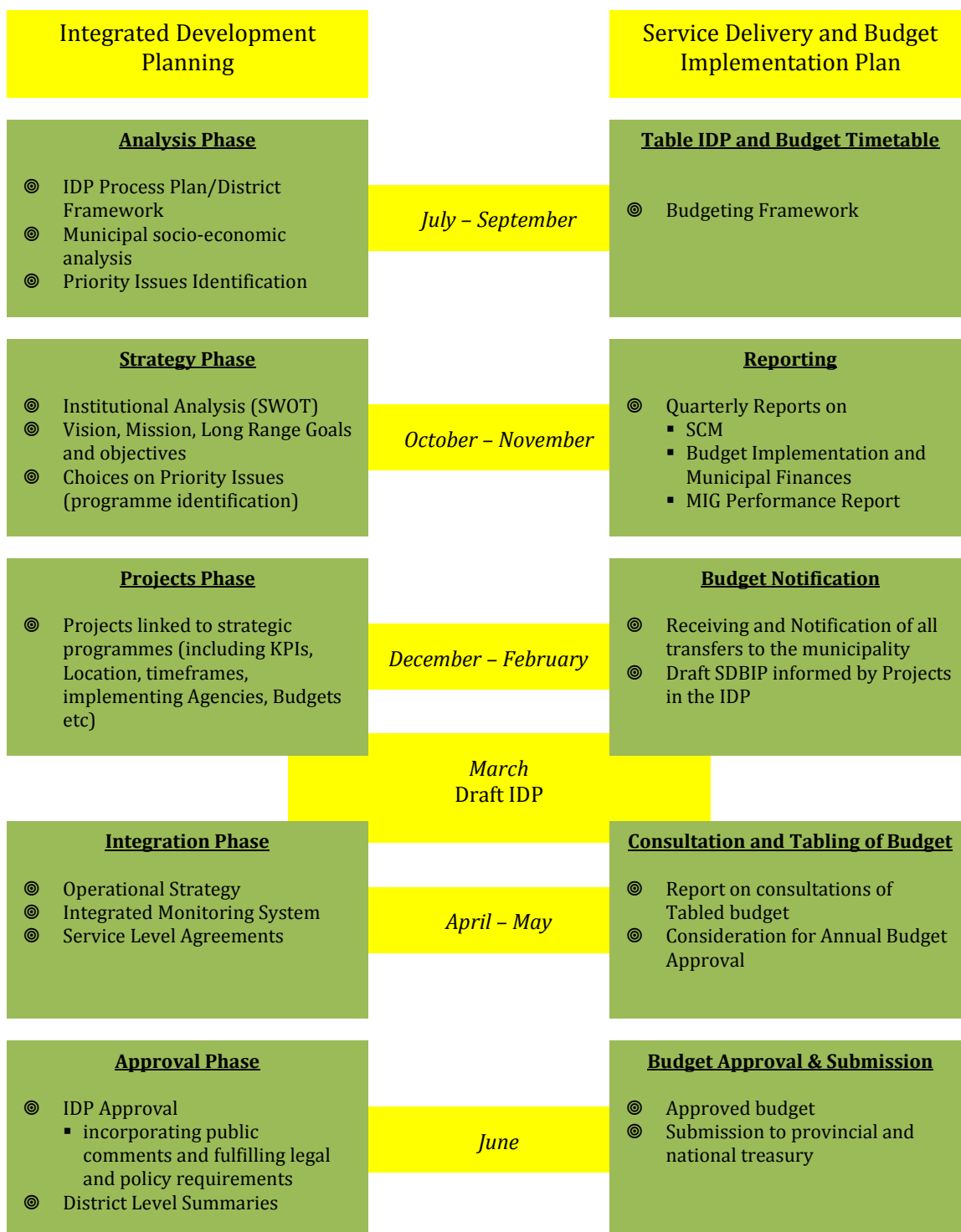
FIGURE 1: INTEGRATED DEVELOPMENT PLANNING



9.1 Phases

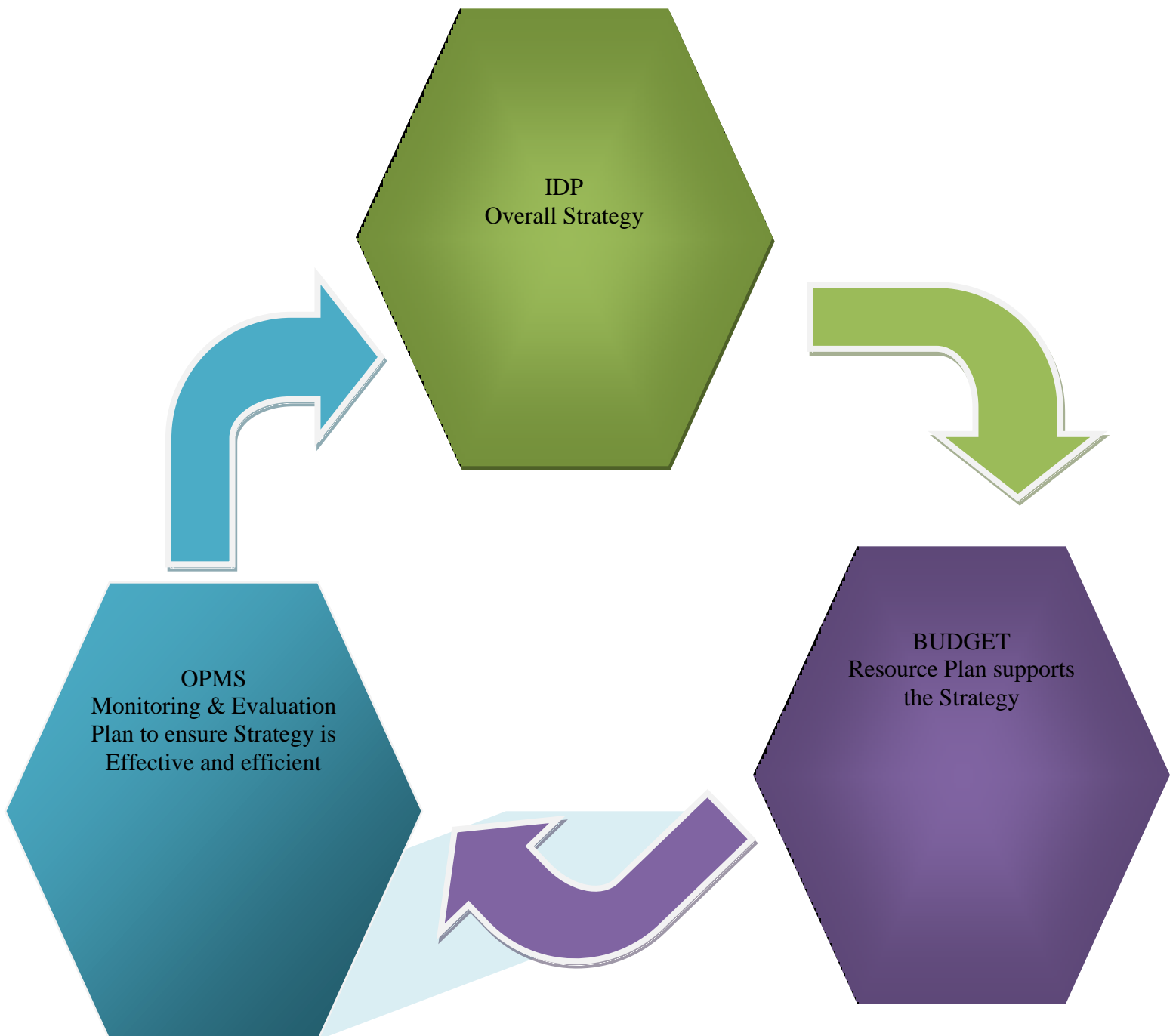
Herewith is the proposed action programme with time frames of different phases as established in the District Framework Plan. Nkomazi municipality have agreed to adhere to the following timeframes for the IDP process in the district.

FIGURE 2 MUNICIPAL INTEGRATED DEVELOPMENT PLANNING AND BUDGETING SCHEDULE

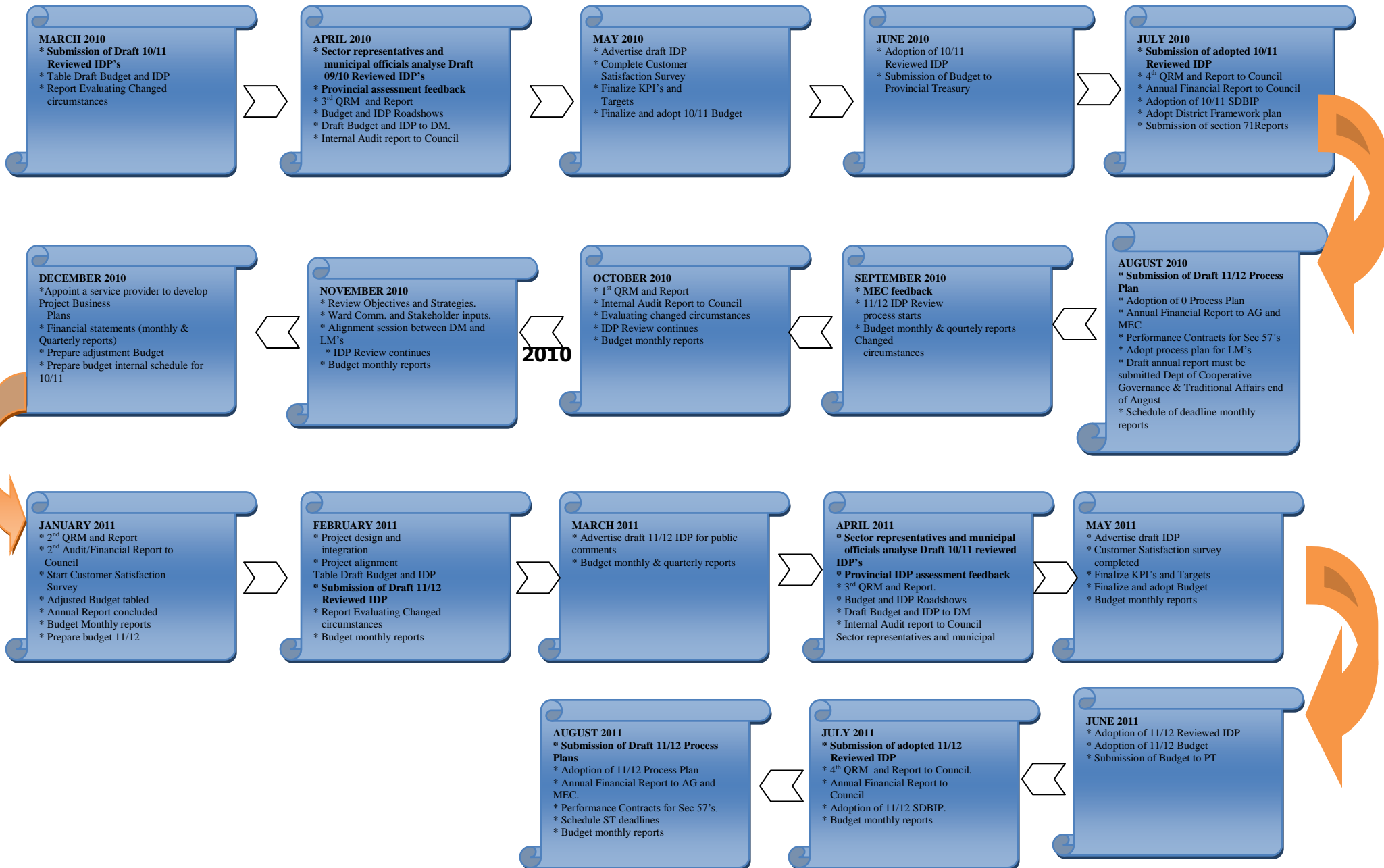


9.2 Alignment

These three strategies must be aligned so that service delivery can be maximised



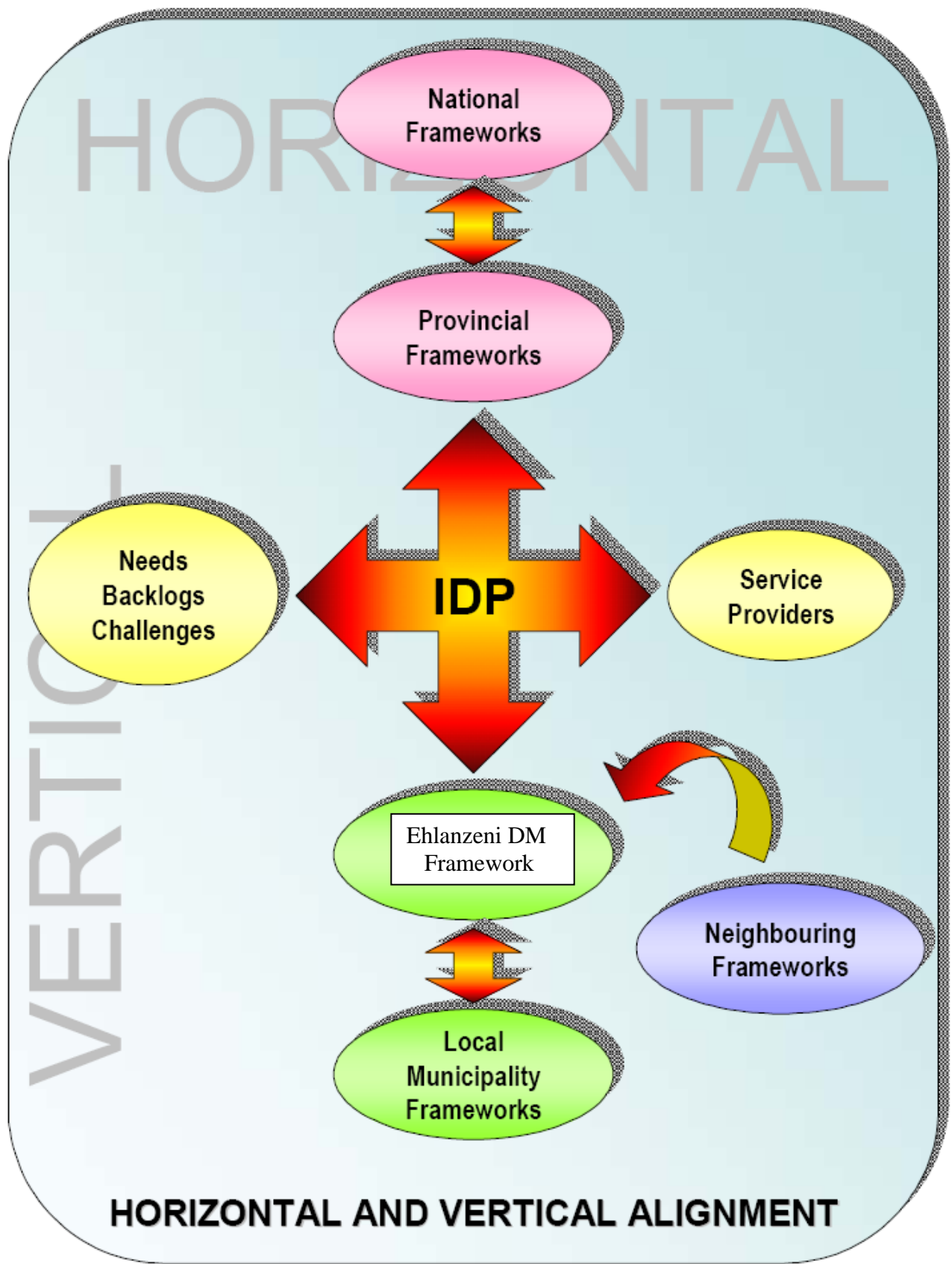
NKOMAZI MUNICIPALITY IDP PROCESS PLAN



10. LIST OF GAPS IDENTIFIED IN THE FINAL IDP

- The gaps identified shall be discussed in the steering committee and later in the representative forum
- The identified gaps shall be discussed by stakeholders and also integrate strategies to solve the gaps

11.MECHANISM AND PROCEDURES FOR ALIGNMENT ACCORDING TO DISTRICT FRAMEWORK PLANS.



**12. PROGRAMME FOR COMMUNITY BASED PLANNING DURING THE
2011/2012 IDP REVIEW**

DATE	ACTIVITY	PARTICIPANTS	WARDS	VENUE	TIME
14/09/2010	CBP Training	CDW's, Ward Committees & Sector Departments	1,2,3,4,5,6,8,9,11,12,13,14,18	Mangweni Hall	08H30
15/09/2010	CBP Training	CDW's, Ward Committees & Sector Departments	7,10,15,16,17,19,20,21,22,23,24,25,26,27,28,29,30	KaMhlushwa C. Hall	08H30
16/09/2010	Key stakeholders consultation	Traditional leaders	1-30	Elangeni Lodge-Tonga	10H00
20/09/2010	Meeting with Rate Payers Association	RatePayers Representatives	1-30	Kobwa Hall	16H00
21/09/2010	Key stakeholders consultation	NGO's, CBO's & all organized formations	1-30	Tonga Hospital Hall	14H00
22/09/2010	Sector Departments consultation	Provincial and National Departments	-	Mangweni EDC	09H00
27/09/ 2010	Community Based Planning	Ward committees, CDW, Community & Officials	4,8,20	Naas Com.Hall Steenbok Com.Hall KaMhlushwa Com.Hall	14H00
28/09/ 2010	Community Based Planning	Ward committees, CDW, Community & Officials	9,21,24	Mangweni Com.Hall Boschfontein Driekoppies Com.Hall	14H00
30/09/ 2010	Community Based Planning	Ward committees, CDW, Community & Officials	1,3,5	Day Clinic Block C Block C Tribal Office Mangweni Com.Hall	14H00
01/10/ 2010	Community Based Planning	Ward committees, CDW, Community & Officials	6,7,30	Komatipoort Mun.Hall Marloth Park Mun.Hall Malalane Com.Hall	16H00
04/10/ 2010	Community Based Planning	Ward committees, CDW, Community & Officials	2,13,16	Zibokwane Primary Samora Com. Hall Madadeni Primary	14H00

05/10/2010	Community Based Planning	Ward committees, CDW, Community & Officials	11,17,19	Hoyi Com.Hall Mzinti Primary Mtimandze High	09H00
06/10/2010	Community Based Planning	Ward committees, CDW, Community & Officials	10,12,15	Phiva Mbangwane Thusong Mawewe Tribal Office	14H00
19/10/2010	Community Based Planning	Ward committees, CDW, Community & Officials	27,28,29	MatsamoTribal Office,Buffelspruit Com. Hall	14H00
20/10/2010	Community Based Planning	Ward committees, CDW, Community & Officials	22,23,24	Magogeni Langeloo Library Shulzenda Hall	14H00
21/10/2010	Community Based Planning	Ward committees, CDW, Community & Officials	14,18,29	Masibekela Com.Hall Agriwane Buffelspruit Hall	14H00
26/10/2010	Consolidation of WardPlans	Ward Committees & Sector Departments	1,2,3,4,5,6,8,9,11,12,13,14,15,16,17,18	Mangweni Community Hall	09H00
28/10/2010	Consolidation of WardPlans	Ward Committees & Sector Departments	7,10,19,20,21,22,23,24,25,26,27,28,29,30	KaMhlushwa Community Hall	09H00
02/11/2010	IDP Rep. Forum	All Stakeholders and Sector Departments	1-30	KaMhlushwa Community Hall	08H30
04/11/2010	IDP Rep. Forum	Traditional Leaders	-	Elangeni Lodge	10H00
15/03/2011	IDP Rep. Forum	All Stakeholders and Sector Departments	1-30	Mzinti Community Hall	08H30
17/03/2011	IDP Rep. Forum	Traditional Leaders	-	Far East Country Lodge	10H00
10/05/2011	IDP Rep. Forum	All Stakeholders and Sector Departments	1-30	KaMhlushwa Community Hall	08H30
12/05/2011	IDP Rep. Forum	Traditional Leaders	-	Gritana Lodge	10H00

The time frames of the individual phases were used as point of departure in determining dates for specific non-negotiable alignment activities that needs to be executed as part of the IDP compilation process.

13. STRATEGIES FOR ALIGNMENT

The following strategies for horizontal and vertical alignment have been designed by all municipalities in the district at the Framework Workshop and have been incorporated in the approved Framework Plan:

13.1 Strategies for Horizontal Alignment.

- The main responsibility of horizontal alignment lies with the Ehlanzeni District, but the responsibility of aligning local issues on municipal level lies with the designated municipalities.
- The IDP Manager's forum should be responsible for alignment between the local and district municipalities and provincial and National Departments.
- Further alignment will take place within the District representative Forum meetings, which are representatives from the Local Representative Forums.
- Municipalities, both District and Local, must align on a bilateral basis with adjacent municipalities (regardless of the district area), regional stakeholders, etc. For issues that affect them both. The responsibility for such bilateral alignment will depend on the magnitude of the effect the specific issue has (only affecting on municipality or various municipalities) e.g. Nkomazi Municipality with Umjindi municipality on the Louisville i.e. Water, Electricity, etc.

13.2 Strategies for Vertical Alignment

- The core component of vertical alignment will be through the Sectoral Provincial IDP Task Team that is established on Provincial Level and the District IDP Representative Forum.

- Alignment with Provincial Departments may also be achieved through provincial visits to the District.
- The District IDP Steering Committee, consisting of the Ehlanzeni Municipality's Heads of Departments together with the Members of the Mayoral Committee , will request submission of application to constitute the District IDP Representative Forum through the local press, Stakeholders/ community groups will be requested to indicate their goals ,objectives, activities , number of members and constitution
- In case where regional stakeholders / community groups have a direct interest in a specific municipality with regard to municipal wide issues, there should be a direct interest in a specific municipalities within the designated local IDP representative Forum,
- The procedure for alignment between Adjacent local municipalities , district municipalities and DMA will be as follows:
 - The Ehlanzeni District Municipality needs to ensure alignment between itself, adjacent district municipality like Gert Sibande District and Nkangala District . This can be achieved by working closely with the Provincial IDP Coordinators.
 - The District Municipality should submit a draft document of a specific phase to these adjacent authorities. Adjacent authorities must indicate within 14 days if there is further alignment required.
- The horizontal alignment, which is between (municipalities and district) and other spheres of government (provincial/national sector departments and also other stakeholders e.g. Eskom, Telkom) ensures that the IDP is in line with national and provincial policies and strategies so that it is considered for the allocation of department budgets and conditional grants.
- The District Municipality can also inform adjacent authorities within a specific phase if a specific local municipality and a directly adjacent municipality where they are affected.

- Due to the different nature of each phase alignment may be of more or less importance and the suitable alignment mechanism will differ. A framework alignment requirement for both types of alignment per phase is indicated only in the nonnegotiable stages of critical alignment.

14. LEGALLY BINDING PLANS AND PLANNING REQUIREMENTS

All relevant documents that need to be considered in the course of the planning process must be known available. This implies especially to legal documents and to guidelines, plans and strategies from the provincial, national and corporate service providers.

A number of national Acts and Policies require local government to produce sector plans, or to fulfil certain planning requirements when preparing an IDP. These plans and planning requirements are indicated in the table below. These sectoral plans and other statutory requirements should complement each other and the IDP .Effective synchronisation in their preparation should be sought, ensuring greater developmental impact and cutting out duplication this could be done by:

- Ensuring that members of the various sectoral plan preparation teams serve on each other’s teams
- Working from the same base data set
- Sharing draft plans /strategy throughout the planning horizon
- Using the Spatial development framework to co-ordinate and integrate plan proposals

CATEGORY REQUIREMENT	SECTORAL REQUIREMENT
For a municipal level plan	Water Service Development Plan ,required in terms of the Water Service Act 1997 Integrated Development Plan required in terms of the White Paper of Integrated Pollution and Water Management ,March 2000 and NEMA, 1998 Land use Management Plan required in terms of provincial Planning Legislation
For Sector planning to be incorporated	Housing strategies and targets required in terms

as a component of the IDP	of the Housing Act ,1997 Local management issues Integrated Infrastructure Planning Integrated energy planning required in terms of the White Paper on Energy Policy of RSA ,December 1998 Spatial Framework (Section 4 of the Draft IDP Regulations) Land Affairs Programmes such as Tenure Upgrading and Land Reform
For compliance with normative framework	National Environmental Management Act ,1998 principles Development Facilitation Act 1995 principles Environmental Management Plans
For value adding contribution	Local AGENDA WSSD NEPAD VISION 2020

It is important to note that while the various plans produced in the interlinked processes will lead to sectoral plans that will exist in their own right, the IDP must at least

- Summarise the major features of these different plans /strategies
- Deal with linkages between them
- Specify and integrated all the spending implications for five year period.
- Municipalities also need to be aware of all National and Provincial binding strategies, policies and other documents that may influence its IDP. A preliminary list of National and Provincial documents is indicated here under.

15. NATIONAL STRATEGIES AND OTHER DOCUMENTS THAT COULD INFLUENCE LOCAL STRATEGIES

- National Growth and Development Strategy (NGDS)

- Urban and Rural Development Strategies
- Integrated Sustainable Rural Development Strategy, November 2000
- National Housing Code ,March 2000
- Department of Land Affairs Consolidated EI and PM, June 2000
- Department of Land Affairs Strategies Plan 2001-2002
- Industrial Strategy for the RSA, May 2001
- HIV/AIDS Strategic Plan of action for Welfare and Development (including children)
- National Youth Plan

Provincial strategies, policies and other documents that could influence local strategies

- Mpumalanga Provincial Growth and Development Strategy 2004-2014
- Mpumalanga Provincial Urban and Rural Development Strategy ,Dec 2000
- Mpumalanga Provincial Departments Strategic Objectives 2001/2002
- Mpumalanga Provincial Departments 5 year plan
- Mpumalanga Regional Sanitation Business Plan ,2001
- Mpumalanga Environmental Implementation Plan ,March 2001
- Mpumalanga Infrastructure Investment Programme Report
- Industrial Development Policy
- Environmental Research Information System
- Integrated Spatial Framework ,1999

National legislation and policies related to Integrated Development Planning is attached as an annexure to the framework plan.

FIGURE 4: 2011/2012 PROPOSED DATES FOR IDP MEETINGS

MONTHS	CLUSTER FORUM	IDP MANAGERS FORUM			IDP REPRESENTATIVE FORUM DISTRICT
		DATE	TIME	LOCATION	
JULY		22 JULY 2010	09:00	EDM	
AUGUST		10 AUGUST 2010	09:00	EDM	
SEPTEMBER	SEPTEMBER 2010	09 SEPTEMBER 2010	09:00	NLM	SEPTEMBER 2010
OCTOBER		07 OCTOBER 2010	09:00	MBO LM	
NOVEMBER		11 NOVEMBER 2010	09:00	BBR LM	
DECEMBER	DECEMBER 2010	02 DECEMBER 2010	09:00	TCM	DECEMBER 2010
JANUARY		13 JANUARY 2011	09:00	UMJI LM	
FEBRUARY		10 FEBRUARY 2011	09:00	MBO LM	
MARCH	MARCH 2011	10 MARCH 2011	09:00	NKLM	MARCH 2011
APRIL		07 APRIL 2011	09:00	UMJI LM	
MAY		05 MAY 2011	09:00	BBR LM	
JUNE	JUNE 2011	02 JUNE 2011	09:00	TCM LM	JUNE 2011

17. COST ESTIMATES FOR THE WHOLE PLANNING PROCESS

It should be noted however that the following institutions have budgeted in the 2010/2011 budget for the IDP as follows:

Institution	Amount
Nkomazi municipality	R 200 000-00
Ehlanzeni District Municipality	-
Department of Co-operative Governance & Traditional Affairs	-

18. CONCLUSION

This process plan shall guide the IDP process for Nkomazi municipality for the 2011/2012 review process. Any amendments to this document shall be done by council after the necessary consultation has been done. Relevant stakeholders shall be informed accordingly.