

EMADLANGENI LOCAL MUNICIPALITY

EMADLANGENI MUNICIPALITY 5TH CYCLE IDP/BUDGET: PROCESS PLAN

2020/21

PO BOX 11, UTRECHT 2980

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Vision

By 2036 Emadlangeni Municipality will be a self-sustaining exemplary local municipality with a diverse thriving economy where people enjoy a high quality of life within a sustainable and resilient environment.

Mission

The municipality pledges to its communities and stakeholders to the embodiment of good governance; deliver services in an efficient and effective manner; promote and facilitate sustainable socio-economic development; To create mutual trust and understanding between the municipality and the community. Promote tourism, agriculture and mining, and facilitate the development of urban hubs in support of these economic sectors and delivery of services. To apply good and transparent corporate governance in order to promote community development

1. INTRODUCTION

This Process Plan outlines the manner in which the IDP Process will be undertaken. It has been prepared in line with the District Framework Plan. The IDP that is being prepared is a 5th generation, the 2019/2020 review. The IDP development is a legislative requirement; in terms of Chapter 5 of the Municipal Systems Act the Municipal Council must develop and adopt the single, inclusive and strategic plan for the development of the municipality. This Plan will also be reviewed annually as legislated in terms of Section 34 of the Municipal Systems Act which states:

A municipal council-

- a) Must review its Integrated Development Plan–
 - i. annually in accordance with an assessment of its performance measurements in terms of Section 41; and
 - ii. to the extent that changing circumstances so demand; and
- b) May amend its IDP in accordance with a prescribed process.

The IDP has to be reviewed annually for the following reasons:

- i) To ensure its relevance as the Municipality's Strategic Plan.
- ii) To inform other components of the Municipal business process including institutional and financial planning and budgeting.
- iii) To inform the cyclical inter-governmental planning and budgeting cycle.

For the IDP to remain relevant the Municipality must assess its performance and the achievement of its targets and strategic objectives. Therefore the IDP must reflect the impact of the achievements and the challenges as well as corrective measures to address those challenges. The IDP process will address internal and external circumstances that impact on the priority issues, objectives, strategies, projects and programmes of integrated planning.

The IDP, as a municipality's **strategic plan**, informs Municipal decision-making as well as all the business processes of the Municipality. The IDP must inform the Municipality's financial and institutional planning and most importantly, the drafting of the annual budget.

The IDP process and the budget process are two distinct but integrally linked processes which must be coordinated to ensure that the IDP and budget related policies and the tabled budget are mutually consistent and credible. (Municipal Finance Management Act, 2003; Local Government: Municipal Planning and Performance Management Regulations, 2001).

1.1 *Legal context*

Municipal Systems Act (2000) Chapter 5, Section 25 (1) requires the municipal council to adopt a single, inclusive and strategic plan for the development of the municipality. As alluded above, it further states that the IDP must be reviewed annually.

In addition to the Municipal Systems Act; the Municipal Finance Management Act (MFMA) provides for timeframes for the IDP and the budget. In terms of the budget and IDP schedule (or the IDP Process Plan) the MFMA requires that these be adopted by Council by the end of August, the draft budget and IDP to be tabled before the

council in March and final budget and IDP to be adopted by council in May section (21) and (24) of the Municipal Finance Management Act No. 56 Of 2003.

The preparation and adoption of a Process Plan is also a legislated requirement and is provided for under Section 28 of the Municipal Systems Act. The Process plan outlines the process of development of the Integrated Development Plan (IDP).

A full IDP was prepared for the 2019/20 financial year and was adopted by Council on the 27th of June 2019.

Section 34 of the Municipal Systems Act, indicates that a municipal council

- (a) Must review in accordance its integrated development plan-
 - (i) Annually in accordance with an assessment of its performance measurements in terms of section 41; and
 - (ii) To the extent that changing circumstances so demanded; and
- (b) may amend its IDP in accordance with the prescribed process

1.2 What elements does the Development of this IDP comprise?

In the IDP cycle, changes to the IDP may be required from three main sources:

1. MEC comments, which needs to be addressed after the previous year's comments of the IDP and the SDF document
2. Amendments necessitated by changing circumstances ,and
3. Revisiting the vision, objectives and strategies in line with the new Council, if the Council is has not changed; the Strategic Planning Session must be conducted to review the merely the Chapter D of the IDP.
4. Updating planned and the status quo of the projects
5. Performance Management System review

The eMadlangeni Municipality 2019/2020 reviewed IDP is expected to comprise of the following:

- The reviewed comprehensive SDF
- Development of sector plans
- New projects
- Reviewed operational plan

The IDP and the SDF processes will be done concurrently to ensure the alignment between the documents. All date stipulated in this process plan will be for both documents

1.3 How is the IDP Process Undertaken (Process)?

The steps below represent a continuous cycle of planning, implementation and review. Implementation commences immediately after the Municipal Council adopted the reviewed IDP for 2019/20.

1. Preparing for IDP
2. Monitoring and evaluation
3. Defined objectives ,strategies and projects
4. Drafting of the Review
5. Adoption
6. Public participation (through Community Based Planning)
7. IDP implementation
8. Performance Management Systems

Throughout these steps community participation plays a big role in ensuring that the public's needs are reflected in the IDP

2 ORGANISATIONAL ARRANGEMENTS

The following structures will guide the IDP Review Process of eMadlangeni Municipality:

- ✓ IDP Representative Forums
- ✓ IDP Steering Committees
- ✓ Technical Intergovernmental Relations Forum and
- ✓ Task teams
- ✓ Public Participation

2.1 IDP Representative Forum

The IDP Representative Forum, formed as part of the IDP process in the previous years will continue to function throughout the IDP Review. To ensure wide representation community members are encouraged to participate in the process or send their representatives. To ensure meaningful contribution terms of reference may be reviewed and extended during the IDP process. It assists in the alignment of programmes and projects of different sector departments to avoid the duplication of programmes to be undertaken by sector departments and the municipality within the jurisdiction of the municipal area. The IDP Representative Forum composition is as follows:

Chaired by:

- The Executive Mayor or a member of the EXCO

Secretariat:

- IDP Steering Committee

Composition:

- Chairperson of the Development Planning sub-committee
- Traditional Leaders
- Ward Committee members
- Heads of Departments / Senior officials
- Stakeholder representatives of organized groups
- Advocates for unorganized groups
- Resource persons
- Government Sector Departments
- Religious leaders

2.2 IDP Steering Committee

The IDP Steering Committee, formed as part of the IDP process during the previous year will continue to function throughout the IDP review. The IDP Steering Committee comprise of:

- Municipal Manager
- IDP Manager
- Departmental Section Heads

This committee will monitor progress of critical importance is that it will be the structure that “puts it all together”. This is important because there are a number of sub-activities that form part of the IDP Review, each of which will require a specific focus.

2.3 IDP Task Teams

IDP task teams, formed as a combination of the IDP Steering Committee and Councillors will play a major role in the IDP process. It should, however, be noted that the way in which these structures relate to other structures of Council needs to be carefully considered to minimize unnecessary bureaucracy and delays.

TASK TEAM	PRIORITY ISSUES
Institution and Finance	<ul style="list-style-type: none"> • Institution • Finance • Communication • SPU/ IGR • ICT
Local Economic Development and Environment	<ul style="list-style-type: none"> • Agriculture • Manufacturing • Tourism • Heritage • SMME Development • Environment
Social Needs	<ul style="list-style-type: none"> • Municipal/ environmental health • HIV/ AIDS • Disaster Management and Fire Fighting • Safe and Healthy environment • Community Safety <ul style="list-style-type: none"> • Youth Development
Infrastructure	<ul style="list-style-type: none"> • Water and Sanitation • Roads • Telecommunication and electricity • Solid Waste • Land and Housing • Public Transport • Community Facilities • Building Control

2.4 Technical Intergovernmental Relations Forum

For the Municipality to succeed other spheres of government must also play a role. In order to maximize co-ordination and synergy between the spheres of government an invitation is extended to all government spheres to part-take in the IDP process. Chapter 3 of the Constitution Act 108 of 1996 provides for the principles that underlie the relations between the spheres of government. This structure is responsible for:

- Coherent planning and development in the municipal area;
- Co-ordination and alignment of the strategic and performance plans and priorities; objectives and strategies of the municipality; and
- Any matter of strategic importance which affects service delivery within the municipal area.

2.5 Schedule of Meetings

The table below provides the detailed framework plan for the 2019/20 IDP of eMadlangeni Local Municipality. The action plan is broken up into the 4 quarters of the municipal financial year with activities reflecting either IDP, PMS or Budget.

ACTIVITY	RESPONSIBILITY	KEY DEADLINES
Review Performance agreements of section 54 and 56 managers.	HODs, Director Corporate services, IDP Manager & Municipal manager	25 July 2019
Submission of draft Process Plan 2020/21 to COGTA for comment	HODs, IDP Manager & Municipal manager	31 July 2019
Submit the Annual Performance Report, annual financial statements	IDP Manager/CFO	30 August 2019

Council Adopt IDP, Budget and Process Plan for 2020/21	IDP Manager/CFO	30 September 2019
ACTIVITY	RESPONSIBILITY	KEY DEADLINES
Advertise the Process Plan to Public	IDP Manager	31 October 2019
1 st quarter performance report	HODs/IDP Manager	10 October 2019
IDP/Budget Steering Committee	IDP Manager/CFO	31 October 2019
Chief Financial Officer of municipality determine revenue projections and proposed rate and service charges and drafts initial allocations to functions and departments for the next financial year after taking into account strategic objectives	CFO	15 November 2019
IDP Representative Forum	HODs/ Managers/ IDP & LED Officer	22 November 2019
ACTIVITY	RESPONSIBILITY	KEY DEADLINES
2 nd Quarter PMS report	IDP Manager	10 January 2020
Midyear report S72 Submitted to Council & Provincial Treasurer	IDP Manager/CFO	24 January 2020
Table Draft Annual Report to council	IDP Manager	24 January 2020

<ul style="list-style-type: none"> ▪ Review of mid-year budget ▪ Chief Financial Officer combines various departmental estimates and calculates total income and expenditure of the municipality. <p>Chief Financial Officer reviews proposed national and provincial allocations to municipality for incorporation into the draft budget for tabling. (Proposed national and provincial allocations for three years must be available by 20 January</p>	CFO/MM	31 January 2020
Advertise the Draft Annual Report to public	IDP Manager	Immediately after tabling to council
IDP/Budget steering committee	IDP Manager/CFO	06 February 2020
Alignment of draft budget and Capital Investment Framework with SDF	CFO	12 February 2020
Budget structure is submitted to MANCO.	CFO	14 February 2020
Accounting officer finalises and submits to Mayor proposed budgets and plans for next three-year budgets taking into account the recent mid-year review and any corrective measures proposed as part of the oversight report for the previous years audited financial statements and annual report	CFO	20 February 2020

Chief Financial Officer notifies relevant municipalities of projected allocations for next three budget years 120 days prior to start of budget year MFMA s 37(2)	CFO	26 February 2020
Approval of Adjusted Budget and SDBIP	CFO	28 February 2020
IDP Representative Forum	IDP Manager/ Mayor	21 February 2020
Provincial Stakeholders Meeting	IDP Manager/ IDP Officer	February 2020
Advertise the Draft IDP/Budget	IDP Manager/CFO	21 days after adoption in terms of MSA
Adopt Oversight Report	MPAC/Council	31 March 2020
Advertise Oversight Report	IDP Manager	Within 07 days after adoption by council
Draft budget, SDF and revised IDP together with all related documents to be posted onto the municipal website so that the budget is accessible to the public.	BTO/MM	30 March 2020
ACTIVITY	RESPONSIBILITY	KEY DEADLINES
Hard copies of draft budget and all other related documents are made available to the public and the local	CFO	02 April 2020

communities are invited to make written submissions to the Council on the budget and to make representation at the budget hearing.		
Hard copies of draft budget to be submitted to the following: <ul style="list-style-type: none"> • National Treasury; • Provincial Treasury; and • Amajuba District Municipality 	CFO	03 April 2020
S 54/56 Managers Quarterly Performance Assessments Third quarterly report	MM	17 April 2020
3 rd Quarterly PMS report	IDP Manager	10 April 2020
Due date for budget written comments Consultation with national and provincial treasuries and finalise sector plans for water, sanitation, electricity etc.	MM/CFO	10 April 2020
Public participation of IDP and Budget in terms of Section 17 and 18 chapter 4 of MSA (2000) and Section 22 of MFMA (2003)	Council/MM/ Community Services/Public Participation/ IDP	10-17 April 2020
Meeting to discuss key issues, IDP status, Evaluating changed	IDP manager/CFO/HODs	08 May 2020

circumstances, MEC comment & discuss matters of Budget		
IDP Representative Forum	MM/HOD/IDP Manager/ Mayor	15 May 2020
Adoption of IDP and Budget by Council	Council	29 May 2020
Adoption of SDBIP	Mayor/Council	28 days after the adoption of the Budget
Submit final IDP and Budget to COGTA within 10 days of adoption	CFO/IDP Manager	10 days after council adoption

3. MECHANISMS FOR PUBLIC PARTICIPATION

The Municipal Systems Act stipulates that the IDPs should work as a developmental tool within the district, local municipalities and all other stakeholders. Therefore all municipalities have a constitutional mandate to encourage the involvement of community participation organizations in the matters of local government. Communication at municipal level will happen through a highly structured and strategic process.

Needs assessment at local level participation will feed into the process through local municipality participation. Other role-players in community participation include Steering Committee/Corp Manco, IDP Representative Forum etc. Individual and community input will also be requested through the local media, municipal website [print/electronic].

It should be borne in mind that the IDP approach is based on the principle of inclusive and representative consultation and/or participation of all residents, communities, all stakeholders within the municipality and representatives from all spheres of government and sector departments.

10.1 Other Communication Structures

- ***Mayoral outreach programme / Izimbizo***

Through road shows / outreach programmes to get community needs and provide feedback accordingly. Izimbizo meeting are held in November and April of each year

to gather community needs and report back on issues raised by the communities. The Izimbizo programme is managed by Public Participation.

- **Ward Committees**

Ward committees assist in collection and provision of accurate and reliable information per ward for planning and research purposes. They hold public participation meetings at least once a quarter with respective clusters and submit reports highlighting the needs of the community and the progress made to meet cluster needs and project status quo in line with SDBIP for year under review.

- **CDW's / NGO's**

Provide vital information and support during planning, surveys, evaluation and monitoring through the Representative Forum.

- **Media**

IDP notices (e.g. development and implementation of the IDP, IDP forum meeting invitations and the 21 days public comments) will be posted on the local newspapers. Media houses will be invited to the IDP representative forums.

i. Methodology

a) Ward Committee Meetings

Consultation will be cascaded to ward committee level, championed by the Ward Councilor. Four Ward Committee workshops will be arranged to identify and agree on each ward needs, existing level of services, permissible land uses, sharing of resources with neighboring wards, etc. Community Development Workers will be invited to these workshops. Concept maps will be developed to illustrate these issues.

b) Ward sub structures

Quarterly meetings will be held at this level to establish, enhance and strengthen sub structures. This

Structure will deal with specific ward issues in terms of progress made, backlog, challenges and future plans. This will enhance the izimbizo process and ensure that communities are aware of their developmental issues.

Objectives

- Ward Committee members are close to neighborhood issues and can better assist in clearly identify community needs and advocate passionately for local concerns.
- Acknowledgement of ward committee members as a legal structure put in place by government to assist in development issues.
- Enhance and promote good working relations between ward councilors and ward committee meetings.

c) Cluster approach

The rationale behind this approach is to ensure management take full control of the IDP given the recognition of the IDP as the master strategic plan of the municipality. The cluster committee will be led by the Heads of Departments looking at strategic position of each department, cross cutting matters, how departments can support and assist each other to fast track and ensure implementation plans.

The IDP clusters are divided into three categories as follows:

- Good governance, Corporate Services and Finance;
- Infrastructure, Planning and economic Development and
- Community Services and Safety.

The clusters will be convened by the municipal Heads of Departments and meets quarterly. Quarterly reports once consolidated will be forwarded to the Strategic Planning Unit for compilation and be presented to Council.

One of the main features of the Integrated Development Planning process is the involvement of community and stakeholder organizations in the process. Participation of affected and interested parties is obligatory in the IDP review process and is set down in Sections 16 – 18 of the Municipal Systems Act. This is to ensure that the IDP addresses the real issues that are experienced by the citizens of a municipality.

The Municipality will place a notice on the local newspaper inviting interested parties to participate in the representative forum. As part of consulting and informing the community, on approval of the draft IDP/Budget the municipality will advertise in the local newspapers as well as on local notice boards.

The Representative Forum will meet throughout the IDP process. The frequency of meetings is highlighted in the table above.

The municipality will further ensures that it strengthens communication with the public through translation of the IDP to IsiZulu to ensure that the community at large understands the services they will receive and what is the aim of the Municipality in a long term goal of 5years.

In April 2019 the municipality will embark on wide scale public consultation (the schedule is attached below).These public engagements allow the honourable Mayor to table before the community the budget and the planned projects as reflected in the IDP and SDBIP. This public engagement opens a platform where the community get to voice their concerns regarding service delivery. Importantly, as chapter 4 mentions this engagement is aimed more at the illiterate members of the community, who would not be able to read the IDP document on display.

4. BINDING PLANS AND LEGISLATION

The broader legal context for reviewing the IDPs is attached as on number 6.

5. ACTION PLAN AND BUDGET

5.1 Action Plan

Each phase will be initiated by a steering committee meeting; this will enable the HODs to give a clear direction with regards to activities required in the phase. The Representatives Forum meetings are to facilitate community participation.

Details of the steps within each phase are included in Annexure B.

Representative Forum meetings are scheduled to facilitate community participation and relevant input to the IDP review.

5.2 Budget

Activity	Budget
IDP RF & Steering Committee	R20 000.00
Advertising and Printing	R15 000.00
Strategic Planning Session	R100 000.00
Total	R135 000.00

6. ANNEXURE A: BINDING PLANS AND LEGISLATION

National legislation can be distinguished between those that deal specifically with municipalities arising from the Local Government White Paper on the one hand and sector planning legislation on the other.

The Municipal Structures and Systems Acts are specific to municipalities. The Systems Act has a specific chapter dedicated to IDPs and is the driving piece of legislation for the development of IDPs. Arising from the Systems Act, the soon to be finalised IDP Regulations need to be complied with.

National sector legislation contains various kinds of requirements for municipalities to undertake planning. Sector requirements vary in nature in the following way:

- Legal requirements for the formulation of a discrete sector plans (e.g. a water services development plan).
- A requirement that planning be undertaken as a component of, or part of, the IDP (like a housing strategy and targets).
- Links between the IDP and Budget process as outlined in the Municipal Finance Management Act, 2003.

Legal compliance requirement (such as principles required in the Development Facilitation Act – DFA – and the National Environmental Management Act – NEMA).

- More a recommendation than a requirement, which is deemed to add value to the municipal planning process and product (in this case, Local Agenda 21). These are highlighted in the table below:

Category of requirement	Sector requirement	National department	Legislation/policy
Legal requirement for a district/local plan	Integrated Transport Plan	Department of Transport	National Transport Bill
	Waste Management Plan	Department of Environmental Affairs & Tourism	White Paper on Waste Management
	Spatial planning requirements	Department of Corporate Governance and Traditional Affairs	SPLUMA 2013
Requirement for sector planning to be incorporated into IDP	Housing strategy and targets	Housing	Housing Act 4, (Chapter Section 9)
	Environmental management issues	Department of Environmental Affairs & Tourism	
	LED	Department of Corporate Governance and Traditional Affairs	Municipal Systems Act
	Integrated Infrastructure Planning	Department of Provincial and Local Government	
	Spatial framework	Department of Corporate Governance and Traditional Affairs.	Municipal Systems Act, Land Use Management Bill
	Integrated Energy Master Plan	Department of Minerals & Energy	White Paper on Energy Policy, December 1998
Requirement that IDP complies with	National Environmental Management	Department of Environmental Affairs & Tourism	National Environment Management Act (107 of 1998)

Category requirement	of	Sector requirement	National department	Legislation/policy
		Act (NEMA) Principles		
		Development Facilitation Act (DFA) Principles	Department of Corporate Governance and Traditional Affairs	Development Facilitation Act of 1995
		Environmental Implementation Plans (EIPs)	Department of Environmental Affairs & Tourism	National Environment Management Act (107 of 1998)
Value adding contribution		Local Agenda 21		

7. ROLES AND RESPONSIBILITIES

As with the preparation of the IDP, in the review, the main roles and responsibilities allocated to each of the role players are set out in the following.

Role player	Roles and responsibilities
Municipal Council	<p>As the ultimate political decision making body of the municipality, the council has to: consider, approve and adopt the Process Plan and the IDP Review.</p> <ul style="list-style-type: none"> • IDP approval • Budget Approval • Policies
Mayor	<ul style="list-style-type: none"> • Decides on Process Plan for IDP and reviews • Provides political direction and leadership of the IDP Process • Ensures that the IDP Process Plan and IDP document are submitted to Council for adoption • May assign some responsibilities to the Municipal Manager
MANCO	<ul style="list-style-type: none"> • Consist of Heads of Departments to: provide technical/sector expertise • Provide Departmental operational and capital budgetary information

	<ul style="list-style-type: none"> • Ensure project proposals are compliant with legislation such Gender Equity, Employment Equity, BBEE and addressing HIV/AIDS
Municipal Manager	<ul style="list-style-type: none"> • Responsible for the management and coordination of the preparation of the IDP and review processes • Chairs the Management Meeting • Responsible for day to day management of the planning process • Ensures that legislative timeframes are adhered to • Ensures that resources are allocated accordingly and are well managed • Facilitate coordination of different role players and ensure horizontal and vertical alignment • Ensures that performance management & evaluations are done on a quarterly basis • Management of consultants
IDP Manager	<ul style="list-style-type: none"> • Day to day management of the process • Responding to comments from the public
IDP Steering Committee	<ul style="list-style-type: none"> • Assist and support the Municipal Manager/IDP Manager and the Representative Forum. • Monitor progress
IDP Representative Forum/Task Teams	<ul style="list-style-type: none"> • Chaired by Deputy Mayor • Informs affected and interested groups, communities and organisation/institutions on relevant planning activities and their outcomes • Determines priorities, analyse issues, negotiate and reach consensus • Participates in project design and monitor and assess projects • Makes recommendations on planning matters to council • Lobbies sector departments participation in municipal planning • Chairperson has a right to discipline members who do not participate meaningfully and inform their principals of their unsatisfactory participation.

External Sector departments	<ul style="list-style-type: none"> • Provide data and information especially with regard to projects, budget guidelines. Alignment of budgets with the IDP.
IDP alignment Committee	<ul style="list-style-type: none"> • This committee is made of the District's IDP Manager, Disaster Manager, LED Manager, IDT Coordinator, DEAT Representative; IDP Managers from all Local Municipalities within the Amajuba District, key sector departments including DLGTA and DEAT. Located within the District, it will ensure the co-ordination and deal with strategic issues of the IDP planning process
NGOs & CBOs	<ul style="list-style-type: none"> • Contribute on matters that are affecting the community at a ground level and assist with practical interventions that will stimulate the living conditions of the public
Traditional Leaders	<ul style="list-style-type: none"> • Amakhosi / Izinduna should work with ward councillors to identify priority developmental issues • Facilitate community consultation in collaboration with ward councillors

CONCLUSION

For the success of the IDP processes implementation within the municipality, it is essential that all role players fulfil their mandate by ensuring that they give support and direction to the Strategic Planning Unit. Heads of Departments are expected to further participate fully in the IDP processes and submit requested information on time. Institutional arrangements for the IDP process must also be in place. It should be understood that the IDP formulation and Review process' success of the IDP depends on Council intervention, co-operation of all involved stakeholders, key role-players, internal support through Corporate Management Body, IDP Clusters as well as Amajuba District. This is aimed at achieving developmental objectives in a spirit of co-operative governance.

To further enhance fruitful results in the IDP implementation:

- Councillors will be on regular basis work shopped on processes pertaining the IDP
- Ensure there is a positive representation of sector departments in IDP Forums
- Deadlines as per the legislation requirement are met in terms of adoption and submission of the compiled documents to Cogta.
- Relevant binding planning and policies requirements at national and provincial sphere will be adhered to by the municipality.

EMadlangeni Local Municipality will strive to better the livelihoods of its communities by ensuring on constant basis that it fulfils its mandate of service delivery by working collectively with key relevant role players and further ensures its vision and mission is achieved