

1. CHAPTER ONE: INTRODUCTION AND BACKGROUND

1.1 Introduction

The **Matatiele Local Municipality** (EC441), herein after referred to as '**MLM**', prepared a comprehensive Integrated Development Plan, herein after referred to as the '**IDP**', in accordance with section 25 of the Local Government: Municipal Systems Act, in 2007, (IDP for 2007-2011), which was reviewed for implementation in the 2009/2010 financial year. Likewise the Council during the period November 2009 to April 2010 reviewed their IDP for the period **2010/2011**, within the context of the prescribed legal framework outlined below.

1.2 Legal context

The legislative process prescribes that each district municipality must adopt a framework for integrated planning in the area as a whole. In terms of Section 27(2) of the Municipal Systems Act, the Framework binds both the district municipality and the local municipalities established in its area of jurisdiction and the plan must at least cover the following issues;

- *Identify plans and planning requirements binding in terms of national and provincial legislation on the district municipality and the local municipalities or on any specific municipality;*
- *Identify matter to be included in the integrated development plans of the district municipality and the local municipalities that require alignment.*
- *Specify the principles to be applied and co-ordinate the approach to be adopted in respect of those matters; and*
- *Determine procedures:*
 - i) *For consultation between the district municipality and the local municipalities during the process of drafting their respective integrated development plans; and*
 - ii) *To effect essential amendments to the framework.*

The municipal council is also required to adopt a process to guide the planning, drafting and review of its IDP and that this process must be set out in writing. The process followed must be in accordance with a predetermined programme specifying timeframes for the different steps and make provision for community participation and stakeholder consultation.

This position is reinforced in Section 21(1)(b) of the Municipal Finance Management Act (MFMA) as it makes it incumbent on the mayor of a municipality to table a time schedule to council, at least 10 months before the start of the budget year, outlining key deadlines for the annual review of the IDP in terms of Section 34 of the MSA and for the tabling and adoption of any amendments to the IDP.

The mayor must also take all reasonable steps to ensure that the municipality revises the IDP in terms of section 34 of the MSA, which states that-

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 integrated development plan in accordance with a prescribed process.

1.3 Elements of IDP development

The IDP review process is mainly geared towards picking up on early-warning sign for corrective action whenever it is required. The Performance Indicators are flowing from the IDP and constitute the heart of the Performance Management System. The above lay the basis for the review of the Integrated Development Plan.

Save for the statutory imperative, it is also necessary for Matatiele Local Municipality to review its IDP in order to:

- *Ensure the IDP's relevance as the municipality's strategic plan.*
- *Inform other components of the municipal business processes, including institutional and financial planning and budgeting.*
- *Inform the cyclical inter-governmental planning and budget processes.*

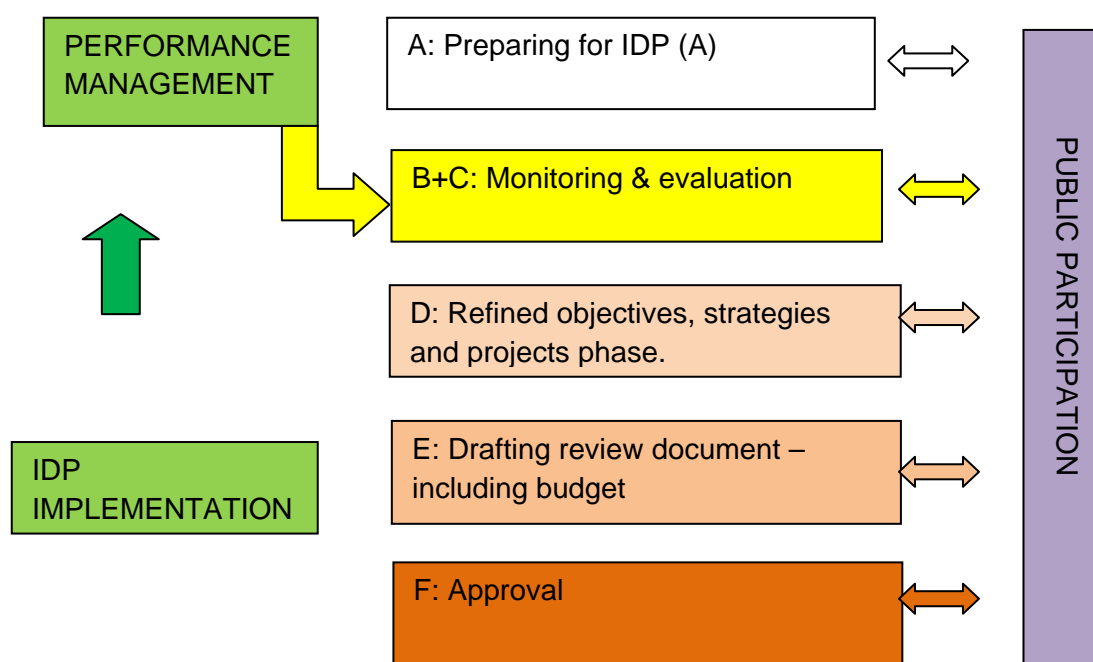
In the IDP review cycle (2010/2011) amendments to the IDP is likely to be influenced by the following:-

- *Comments from the MEC, if any;*
- *Incorporation of the most recent descriptive data;*
- *Review and refinement of the objectives and strategies.*
- *Review and refinement of the projects;*
- *Comments and input received from the ward level public participations process;*
- *Review of the Spatial Development Framework (SDF) to achieve alignment with the SDF of the District and surrounding municipalities, and to reflect the progress made by L.UMS.*
- *Preparation and finalization of the annual municipal budget in terms of the relevant legislation;*
- *Response to changing circumstances; and*
- *Improving the IDP process and content.*

The significant development, which in all probabilities will have a huge impact on the IDP, is the *Community Based Planning*. The Community Based Planning is a planning instrument, which is geared towards the enhancement of the community participation component of the IDP. Of particular concern has been the inability of the IDP to translate community participation into an organic process.

1.4 IDP Methodology

The diagram below outlines a continuous cycle of planning, implementation and review.



1.5 Schedule of Meetings

In addition to various meetings, the following meetings are required for the IDP Review Process:

DATE	STRUCTURE	TIME
24/11/09	Project Steering Committee Meeting	10h00
30/11/09 - 3/12/09	IDP Community Outreach Programme	10h00 & 18h00
8/12/09	Steering Committee Meeting	9h00
	Representative Forum	10h30
18/01/2010 - 22/01/2010	Project Steering Committee Meeting	10h00
2/02/2010	Project Steering Committee Meeting	10h00
23/02/2010	Steering Committee Meeting	9h00
	Representative Forum	10h00

1.6 Organisational Arrangements

The IDP Manager was initially the Municipal Manager, but during the process an IDP Manager was appointed. He was responsible for the overall administration of the IDP Process however; he can delegate some of the tasks to his Head of Departments. Amongst others, the following responsibilities were allocated to the IDP Manager for the IDP Review Process:

- *Ensure that the Process Plan is finalized and adopted by Council.*
- *Adjusting the IDP in accordance with the MEC's proposals.*
- *Identifying additional role players to sit on the IDP Representative Forum, Steering and Committee.*
- *Encouraging the continuous participation of roleplayers.*
- *Monitoring the participations of roleplayers.*
- *Ensuring that appropriate procedures are followed.*
- *Ensuring that documentation is properly prepared.*
- *Carrying out the day to day management of the IDP process.*
- *Responding to comments and enquiries.*
- *Ensuring alignment of the IDP with other IDP's within the District Municipality Area;*
- *Providing input into the preparation of the Sector Plans and ensuring their inclusion into the IDP documentation;*
- *Co-ordinating the inclusion of a Performance Management System (PMS) into the revised IDP; and*
- *Submitting the reviewed IDP to the relevant authorities.*

It is proposed that the structures which were established for the previous IDP processes be reconstituted to ensure continuity in managing the IDP Review Process and, to make provision for effective public participation.

The following structures guide the IDP process of Matatiele Local Municipality:

- (a) IDP Steering Committee**
- (b) Matatiele IDP Representative Forum**

(a) IDP Steering Committee

An IDP Steering Committee that would function, as a technical working team shall be composed of the following members.

- *Municipal Head of Departments and/or Senior Officials.*

Terms of Reference for the IDP Steering Committee are as follows:

- *To finalize the Terms of Reference of the IDP Representative Forum for the IDP Review phase.*
- *To provide the Terms of Reference for various planning activities.*

- *To commission research studies or any other information collection activity.*
- *To assess proposal from project teams and make recommendations in regard to improvements/amendments.*
- *To process, summarize and document outputs.*
- *To make content recommendations to the IDP Representative Forum and Council via the Municipal Manager.*
- *To assess, and comments on, inputs from project teams, provincial sectors departments and support providers.*
- *Assist the Municipal Manager; and*
- *Provide Technical input throughout the IDP process.*

(b) IDP Representative Forum

The forum played a major role throughout the IDP and IDP Review processes, they made valuable recommendations and comments. In order to encourage the continued participation of Forum members in the IDP Review process (as well as to encourage additional organizations to become members of the forum). It is proposed that the existing forum be reconstituted and that notices informing community members of the IDP Review process be placed in the local press, on the radio and on the notice boards.

The main function of the IDP Representative Forum is to ensure the participation of various interested and affected organizations, groups and individuals.

The general Terms of Reference of the Forum, in accordance with the IDP Guidelines, are as follows;

- *Represent the interests of constituents in the IDP process;*
- *Provide an organizational mechanism for discussion, negotiation and decision making between the stakeholders, including municipal government.*
- *Ensure communication between all the stakeholder representatives, including municipal government; and*
- *Monitor the performance of the planning and implementation process.*

Representations made at this forum will include/d the public and private sector, sector specialist, services providers and stakeholders within the municipality. It is also noted that Councilors will also be part of the forum and that meetings of the forum will be chaired by His Worship the Mayor.

The role-players in the Matatiele IDP Review process are the following:

Internal Roleplayers:

- *Council;*
- *Councillors;*
- *Mayor;*
- *Municipal Officials*
- *Municipal Manager IDP Manager); and*
- *IDP Steering Committee*

External Roleplayers:

- *Planning Professionals/facilitators;*
- *Alfred Nzo District Municipality;*
- *IDP Representative Forum/Civil Society, Services Providers; and*
- *Government Departments.*

The main roles and responsibilities allocated to each of the roleplayers in the IDP Review process are set out in the following table:

INTERNAL ROLEPLAYERS	ROLES AND RESPONSIBILITIES
Council	Final decision making. Decide on the process plan. Approval of the reviewed IDP documentation.
Councillors	Linking the IDP process with their constituencies. Organising the public participation.
Mayor	Be responsible for the overall management, co-ordination, and monitoring of the process.
Municipal Manager (IDP Manager)	Decide on planning process. Monitor process. Overall Management and co-ordination. Day-to-day management of the process. Drafting of the IDP Review documentation.
IDP Steering Committee	Assist and support the Municipal Manager and IDP Representation Forum. Information “gap” identification. Oversee the alignments of the planning process internally.

EXTERNAL ROLEPLAYERS	ROLES AND RESPONSIBILITIES
Planning Professionals	Methodological guidance. Facilitation of planning workshops. Support and input into sector plans. Documentation of the outcomes of planning activities.
Alfred Nzo District Council	Co-ordination roles for local municipalities. Ensuring horizontal alignment of the IDP's of the municipalities in the district council area. Ensuring vertical alignment between the district and local planning. Facilitator of vertical alignment of IDP's with other spheres of government and sector departments. Provide event for joint strategy workshops with local municipalities, provincial and national roleplayers and other subject matter specialists.
IDP Representative Forum/Civil Society	Representing stakeholder's interest and contributing knowledge and ideas. Provide technical input during discussions. Provide date and information. Ensuring alignments.
Government Departments	Provide data and information. Provide budget guidelines. Facilitate alignment of budgets with the IDP. Provide

1.7 Mechanisms and procedures for public participation

1.7.1 Functions and Context for Public Participation:

1.7.1.1 The MSA, 2000: Section 17(4) states that participation must take place through the established structures (ward committees). It must also take place through mechanisms, processes and procedures that exist in terms of the MSA itself or that have been established by the Council. The MSA mentions the ward committees as a vehicle for participation. In addition to ward committees, the council may for instance, establish advisory committees consisting of persons who are not councillors. The mechanisms, processes and procedures mentioned in the MSA must include:

- *Procedures to receive and deal with petitions and complaints of the public;*
- *Procedures to notify the community about important decisions (such as the IDP, service delivery choices etc) and allowing public comment when it is appropriate;*

- *Public hearings;*
- *Consultative meetings with recognized community organizations when appropriate, traditional authorities; and*
- *Report back to the community.*

1.7.1.2 These system must as a minimum measure, be established in every municipality. The special needs of women, illiterate people, physically challenged people, and other disadvantaged groups must be taken into account.

1.7.1.3 Four major functions can be aligned with the public participation process namely:

- *Needs orientation;*
- *Appropriateness of solutions;*
- *Community ownership; and*
- *Empowerment.*

1.7.1.4 As with the preparation of the IDP, the public participation process in the IDP Review phase is institutionalized in order to ensure all residents have an equal right to participate. The public participation process during the IDP Review phase is closely linked to the activities of developing the municipal IDP, which should emphasize the reviewing of municipal issues, reviewing of important objectives, the appropriateness of municipal strategies and should form part of project development task teams.

1.8 Mechanisms for Participation:

The following participation mechanisms are proposed:

- **IDP Representative Forum:**
The Forum will represent all stakeholders and will be as possible. Additional organizations will be encouraged to participate in the Forum throughout the review process.
- **Media:**
Amongst others the local press will be used to inform the community of the progress with respect to the IDP Review Phase.
- **Circulate Notice:**
Notices on the IDP Review Process (in English and Isixhosa) need to be placed at strategic Notice boards: public buildings (e.g. Schools, Clinics, Tribal/Magistrates Courts etc) and places of religion Notices can also be attached on the municipal customers monthly accounts.

➤ Information Sheets:

A summary sheet will be prepared in English, Afrikaans, Sesotho and IsiXhosa at the completion of the IDP Review Phase. These sheets will be distributed via the IDP Representative Forum.

1.9 Binding Plans and Legislation:

The Matatiele Local Municipality's IDP & Budget formulation and implementation processes will be bound by the following set of legislations (the inventory in the table below is not exclusive of other applicable legislation that may be omitted for lack of information or other reasons).

NATIONAL LEGISLATION	SUMMARY/SCOPE OF LEGISLATION
Constitution of the Republic of South Africa , 1996	To introduce the constitution and to provide for matters incidental thereto
Local Government : Municipal Systems Act ,2000	<ul style="list-style-type: none"> • To give effect to “developmental local government “ • To set principles, mechanisms and processes to promote social and economic upliftment of communities and to ensure access to affordable services for all • To set a framework for planning , performance management , resource mobilization and organizational change and community participation
Local Government : Municipal Structures Act ,1998 as amended	<ul style="list-style-type: none"> • To provide for the establishment of municipalities in accordance with the requirements relating to the categories and types of municipalities, the division of functions and powers between municipalities and appropriate electoral systems. • To regulate internal systems, structures and office-bearers.
Local Government : Municipal Demarcation Act, 1998	<ul style="list-style-type: none"> • To provide for demarcation of boundaries of municipalities for the establishment of new municipalities.
Local Government: Cross-Boundary Municipalities Act 2000	<ul style="list-style-type: none"> • To authorize the establishment of cross-boundary municipalities. • To provide for the re-demarcation of

	the boundaries of such municipalities under certain circumstances and to provide for matters connected therewith
Consumer affairs (unfair Business Practices) Act , 1996	<ul style="list-style-type: none"> • To provide for the investigations, prohibition and control of unfair business practices in the interest of consumers.
Municipal Electoral Act,2000	<ul style="list-style-type: none"> • To regulate municipal elections • To amend certain laws and to provide for matters connected therewith.
Organized Local Government Act , 1997	<ul style="list-style-type: none"> • To provide for the recognition of national and provincial organizations representing the different categories of municipalities and the designation of representatives to participate in the national council of provinces.
Promotion of :Local Government Affairs Act, 1983	<ul style="list-style-type: none"> • To provide for the co-ordination of function of general interest to local authorities and of those functions of authorities which should in the national interest be co-ordinated.
Local Government Transitional Act, 1983	<ul style="list-style-type: none"> • To provide for matters relating to municipalities in the interim phase, power and functions of municipalities and action of officials and councillors.
Occupational Health & Safety Act, 1993	<ul style="list-style-type: none"> • To provide for occupational health and safety in the work place and the protection of persons outside the workplace against hazards to health and safety arising from activities of persons of the workplace.
Promotion of Access to Information Act, 2000	<ul style="list-style-type: none"> • To control and regulate to right of all persons to access to information.
Promotion of Fair Administrative Justice Act, 2000	<ul style="list-style-type: none"> • To give effect to section 9 read with item 23 (1) of schedule 6 to the Constitution of the Republic of South Africa, 1996, to prevent and prohibit unfair discrimination and harassment. • To promote equality and eliminate unfair discrimination and to prevent and prohibit hate speech and to provide for matters connected therewith.
FINANCE	
Appropriation of Revenue Act,	<ul style="list-style-type: none"> • To provide for the fair division of

2000	revenue to be collected nationally between national, provincial and local government spheres.
Business Act 1991	<ul style="list-style-type: none"> • To repeal certain laws regarding the licensing of businesses. • To provide for the licensing of certain businesses, shop hours and related matters.
Debt Collection Act 1998	<ul style="list-style-type: none"> • To provide for controlled debit collecting.
Income Tax Act, 1962	<ul style="list-style-type: none"> • To provide for the payment of taxes on incomes of persons and taxes on donations.
Insolvency Act, 1936	<ul style="list-style-type: none"> • To consolidate and amend the law relating to insolvent persons and the estates.
Local Authorities Capital Development Fund Ordinance, 1978 READ with Local Government Affairs Second Amendment Act 1993	<ul style="list-style-type: none"> • To provide for the establishment and management of a Capital Development Fund and for matters incidental thereto.
Municipal Accountant's Act 1988	<ul style="list-style-type: none"> • To provide for the establishment of a board for Municipal Accountants and for the registration of Municipal Accountants and the control of their profession.
Local Government: Municipal Finance Management Act , 2003	<ul style="list-style-type: none"> • To regulate financial Management in the local sphere of government to require that all revenue expenditure, assets and liabilities of municipalities and municipal entities are managed efficiently and effectively. • To determine responsibilities of persons entrusted with local sphere financial management and to determine certain conditions and to provide for matters connected therewith.
Public Finance Management Act, 1999	<ul style="list-style-type: none"> • To regulate financial management in the national and provincial government and, inter alia, provincial public entities.
Local Government: Municipal Property Rates Act 2004	<ul style="list-style-type: none"> • To regulate the power of a Municipality to impose rates on property. • To make provision for fair and equitable valuation methods on properties.
Pension Benefits for Councillors	<ul style="list-style-type: none"> • To provide pension benefits for

of Local Authorities Act, 1987	Councillors.
Reporting by Public Entities Act 1992	<ul style="list-style-type: none"> To provide for the reporting to Parliament by public entity.
Prescribed Rates of Interest Act, 1975	<ul style="list-style-type: none"> To prescribe and regulate to levying of interest from debits.
Value-Added Tax Act 1991	<ul style="list-style-type: none"> To provide for the taxation in respect of the supply of goods and services.
ADMINISTRATION/CORPORATE AND LEGAL SERVICES	
Electoral Act, 1998	<ul style="list-style-type: none"> To manage and regulate elections on national, provincial, and local government level.
Expropriation Act 1975	<ul style="list-style-type: none"> To provide for the expropriation of land and other property for public and certain other purposes and matters connected thereto.
Rental Housing Act, 1999	<ul style="list-style-type: none"> To define the regulation of the Government in respect of rental housing
Residential Landlord and Tenant Act , 1997	<ul style="list-style-type: none"> To provide for the regulation of landlord –tenant relations in order to promote stability in the residential rental sector in the province.
TOWN PLANNING AND SPATIAL DEVELOPMENT	
Development Facilitation Act, 1995	<ul style="list-style-type: none"> To provide for IDP, reflecting current planning and to institutionalise development tribunals for evaluations applications.
Land Use Management Bill, 2002	<ul style="list-style-type: none"> To establish a uniform land use management system.
Physical Planning Act 1991	<ul style="list-style-type: none"> To provide guidelines for the drafting of urban development plans
Planning Professions Act 1998	<ul style="list-style-type: none"> To provide for the training and registration of professional planners.
ENVIRONMENT	
Environmental Conservation Act 1989	<ul style="list-style-type: none"> To provide for environmental impact assessments and exemptions, noise control area etc. To provide for the effective protection and controlled utilisation of the environment and for matters incidental therewith.
National Environmental Management Act 1989	<ul style="list-style-type: none"> To provide for co-operative environmental governance by establishing principals to decision

	making on matters affecting the environment and to provide for matters connected therewith.
ENGINEERING/TECHNICAL SERVICES	
National Water Act 1998	<ul style="list-style-type: none"> To provide for fundamental reform of the laws relating to water resources.
Water Services Act 1997	<ul style="list-style-type: none"> To provide for the rights of access to basic water supply and sanitation, national standards and norms for tariffs and services development plans.
Regulations on Advertisement on or Visible from National Roads 1998	<ul style="list-style-type: none"> To control all advertising on national and regional roads.
SAFETY AND SECURITY	
South African Police Services Act, 1995	<ul style="list-style-type: none"> To provide, inter alia, for a municipal police.
Criminal Procedure Act 1997	<ul style="list-style-type: none"> To consolidate and regulate procedure and evidence in criminal proceedings.
Road Traffic Management Corporation Act 1999	<ul style="list-style-type: none"> To provide in the public interest for co-operative and co-ordinated strategic planning, regulations, facilitation and law enforcement in respect of road traffic matters and to provide for matters connected therewith.
Prevention of Illegal Eviction from and Unlawful Occupation of Land Act 1998	<ul style="list-style-type: none"> To provide for the eviction of unlawful occupants of land the protection of the rights of such occupants under certain conditions.
National Road Traffic Act 1996	<ul style="list-style-type: none"> To regulate traffic on public roads, the registration and licensing of motor vehicles and drivers, including fitness requirements and incidental matters.
National Land Transport Interim Arrangement Act 1998	<ul style="list-style-type: none"> To make arrangements relevant to transport planning and public road transport services.
Disaster Management Act,2002	<ul style="list-style-type: none"> To provide for an integrated, co-ordinated and common approach to disaster management by all spheres of government and related matters.
Fire Bridge Service Act ,1987	<ul style="list-style-type: none"> To provide for rendering fire brigade services and certain conditions to the rendering of the service.
HEALTH AND WELFARE	
Hazards Substance Act ,1973	<ul style="list-style-type: none"> To control matters relating to gas, petrol and liquids.

Health Act,1977	<ul style="list-style-type: none"> • To provide for the promotion of health of the inhabitants of the Republic of South Africa for the rendering of health service • To define the duties, powers and responsibilities of certain authorities which render such services and for the co-ordination of the services.
National Policy for Health Act ,1990	<ul style="list-style-type: none"> • To provide for control measures to promote the health of the inhabitants of the Republic of South Africa and for matters connected thereto.
HUMAN RESOURCES	
Employment Equity Act ,1998	<ul style="list-style-type: none"> • To promote the constitutional right of equality and the exercise of true democracy, • To eliminate unfair discrimination in employment • To redress the effect of unfair discrimination in the work place to achieve a workforce representative of the population.
Basic Conditions of Employment Act 1997	<ul style="list-style-type: none"> • To give effect to the right of fair labour practices. • To provide for the regulation of basic conditions of employment.
Labour Relations Act 1995	<ul style="list-style-type: none"> • To give the organizational rights to trade unions, the right to strike and lock outs. • To promote and facilitate collective bargaining and employee participation in decision making. • To provide simple procedures for labour disputes.
Skills Development Act 1998	<ul style="list-style-type: none"> • To provide for the implementation of strategies to develop and improve the skills of South African workforce. • To provide for learners. • To regulate the employment services and the financing of skills development.
Compensation of Occupational Injuries and Diseases Act 1993.	<ul style="list-style-type: none"> • To regulate the categories of persons entitled to compensation for occupational injuries and diseases, and to determine the degree of disabled employees.
Skills Development Levies Act	<ul style="list-style-type: none"> • To provide for the imposition of a skills

1999	development levy and for matters connect therewith.
South African Qualification Authority Act 1995	<ul style="list-style-type: none"> To provide for the establishment of a National Qualifications Framework and the registration of National Standards Bodies and Standards Generating Bodies and the financing thereof.
Unemployment Insurance Act 1966	<ul style="list-style-type: none"> To provide for the payment of benefits to certain persons and the dependants of certain diseased persons and to provide for the combating of unemployment.
ELECTRICITY	
Electricity Act 1987	<ul style="list-style-type: none"> To provide for and regulate the supply of electricity and matters connected thereto.

1.10 Action Programme

No.	Phase	Activities/Tasks	Dates
0	Pre-Planning	Review and Finalise Process Plan	16/11/09
		IDP Steering Committee Meeting	24/11/09
		Council to consider and adopt Process Plan	26/11/09
		Advertise & Submit Process Plan to ANDM and DHLGTA	27/11/09
		Community Outreach Programme – visit wards and get priority issues	30/11/09 – 3/12/09
1	Situational Analysis	IDP Steering Committee Meeting – Finalise Outreach Programme and Presentation of Process Plan	8/12/09
		Representative Forum – Present Situational Analysis and findings from Outreach Programme	8/12/09
2	Strategy Formulation	Strategic Planning Session : Objectives, Strategies, Projects & Budgets (Exco, Managers and Government Departments)	19/01/2010- 21/01/2010
		PSC Meeting	2/02/2010

3	Integration and Alignment	Alignment and Integration of projects & budgets	8/02/2010
		IDP Steering Committee Meeting – presentation of draft report and consider input & comments	23/02/2010
		Representative Forum - presentation of draft report and consider input & comments	
4	Approval	Advertise draft report for comments	5/03/2010
		Submit draft to Standing Committees and Exco	
		Deal with comments and finalise report	26/03/2010
		Present Final Report to Council for Approval Submitted adopted IDP to ANDM and DHLGTA	31/03/2010

1.11 Public Participation

The Matatiele IDP Review Process began in November 2009, with the Process Plan being drafted and submitted to the Council for approval, and subsequently adopted.

A Community Outreach was planned as a means of **MLM** going out to each ward and meeting with the Ward Committees, Community Members and stakeholders to explain what **MLM** achieved in the last financial year (2009/2010) and the progress made with the Integrated Development Plan. The community outreach programme was carried out as follows:

MONDAY: 30 NOVEMBER 2009

TEAMS	WARD	TIME	VENUE
TEAM A	1	18H00	Maluti Development Centre
TEAM B	2	10AM	Madimong Community Hall
TEAM C	3	10AM	Thabang J.S.S
TEAM D	4	10AM	Tsoelopele Pre School
TEAM E	5	10AM	Chibini Tribal Hall
TEAM F	6	10AM	St Paul Community Hall

WEDNESDAY: 2ND DECEMBER 2009

TEAMS	WARD	TIME	VENUE
TEAM A	13	10AM	Mparane Community Hall
TEAM B	15	10AM	Sigoga Community Hall
TEAM C	17	10AM	Laphumilanga Community Hall
	20	18H00	Masakala Community Hall
TEAM D	16	10AM	Moeaneng J.S.S
TEAM E	14	10AM	Thabachicha Community Hall
TEAM F	18	10AM	Mnyamane Community Hall

THURSDAY 3RD DECEMBER 2009

TEAMS	WARD	TIME	VENUE
TEAM A	23	10AM	<i>Fobane Pre School</i>
TEAM B	21	10AM	Upper Mvenyane Community Hall
		18H00	Cedarville Town Hall
TEAM D	22	10AM	<i>Mkhemane Pre School</i>
TEAM F	24	10AM	Linotsing (Church)

FRIDAY 4th DECEMBER 2009

TEAMS	WARD	TIME	VENUE
TEAM A	11	10AM	Mapfontein Community Hall
TEAM B	7	10AM	<i>United Methodist Pamlaville</i>
TEAM C	10	10AM	Caba Community Hall
TEAM D	8	10AM	Madlangala Pre School
TEAM E	12	10AM	<i>Queens Mercy Pre School</i>
	19	18H00	<i>Matatiele Town Hall</i>
TEAM F	9	10AM	<i>Mpotshongweni Pre School</i>

The outcomes of the Community Outreach Programme are attached as Appendix 1A.

The first Project Steering Committee Meeting was held at the Library Boardroom at the Municipal Offices in Matatiele. The minutes and attendance register are attached in Appendix 1B.

A Representative Forum Meeting was held on the 27 January 2010 to provide the members with an outline of the Integrated Development Plan Process and an overview of the Situation Analysis completed. The minutes and attendance register of the Representative Forum Meeting is attached in Appendix 1C.