



Institute of Municipal Engineering of Southern Africa

Tel: +27 (0) 31 266 3263
Fax: +27 (0) 31 266 5094
Email: admin@imesa.org.za

P.O. Box 2190
Westville
3630

IMESA House
2 Derby Place
Westville

Capacity Building Guidelines in Urban and Regional Planning

1. Background:

IMESA (Institute of Municipal Engineering of Southern Africa) and the North West University (Potchefstroom Campus) compiled Capacity Building Guidelines for Municipal Engineers and Engineering Staff within Municipalities in South Africa. From these guidelines, content for a 1-day course has been extracted for presentation in three towns with Prof. C.B. Schoeman facilitating on behalf of IMESA.

The aim of this course is: *to empower municipal engineers and engineering staff to have a basic understanding of the theory, concepts, definitions, practices and procedures underpinning the Profession of Planning. The point of departure is not to train engineering staff to become Urban and Regional Planners but to enable such members of staff to engage with planning specialists and related applications such as spatial plans, land development applications etc.*

2. Scheduled dates:

The dates for the one-day Capacity Building Courses in Urban and Regional Planning are as follows:

- IMESA Capacity Building Course 1: **Durban – Friday, 24 April 2020**
- IMESA Capacity Building Course 2: **Port Elizabeth – Friday, 22 May 2020**
- IMESA Capacity Building Course 3: **Cape Town – Friday, 19 June 2020**
- IMESA Capacity Building Course 4: **Polokwane – t.b.c. (July 2020)**

3. Targeted attendees:

This course is for all employees within Municipal Engineering Departments. Other staff from municipalities may also register for this course subject to capacity. A maximum of **40 attendees per course** will be registered and preference will be given to staff from Engineering Departments.

4. Registration and contact details:

There is **no charge for attendance of this course** by staff from Local Municipalities, however **registration is essential**. Attendance without a registration number will not be allowed.

The registration form can be downloaded from the IMESA website: www.imesa.org.za/courses/ or requested from IMESA Head Office on admin@imesa.org.za or 031-266 3263.

Each attendee will be responsible for arrangements with his/her employer to attend the course and for all travelling and accommodation costs. A light lunch will be provided, no other catering is offered.



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Capacity Building Guidelines in Urban and Regional Planning, continued

5. Course Programme:

The following training programme focuses will form part of the capacity Building Course:

- Module 1: Need for Capacity Building and Orientation.
- Module 2: Policy and Legislative Framework Guiding Planning.
- Module 3: Spatial Development and Layout Design.
- Module 4: Human Settlement Planning and Development.
- Module 5: Building, Construction Management and Development Control.
- Module 6: Transportation, Sectoral Plans and Engineering Services.
- Module 7: Environmental Management, Planning and Development.
- Module 8: Integration of Professions involved in Spatial Planning and Development.

Training programme scheduling:

08:45-08:55: Welcome and introduction of attendees.

09:00-09:30: Module 1.

10:35-10:55: Module 2.

11:00-12:15: Module 3.

12:20-13:00 Module 4

13:05-13:45: Lunch break.

13:50-14:30: Module 5

14:35- 15:00: Module 6

15:05-15:35: Module 7

15:40-16:20: Module 8

16:25-17:00: Discussions and questions form attendees.

6. Training material to be provided:

Registered persons will be able to download the Course PowerPoint material and Source Document online from IMESA's website with their course registration number for access the day before the course. Each attendee needs to have available their own private laptop with the uploaded training material for use during the Capacity Building Course.

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