



uMLALAZI LOCAL MUNICIPALITY

TERMS OF REFERENCE FOR IDP STAKEHOLDERS REPRESENTATIVE FORUM



**uMlalazi
Local Municipality**



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UMLALAZI MUNICIPALITY INTEGRATED DEVELOPMENT PLAN REPRESENTATIVE FORUM TERMS OF REFERENCE.

1. BACKGROUND AND PURPOSE

- 1.1 The uMlalazi Local Municipality Integrated Development Plan (IDP) Representative Forum is hereby established in terms of Section 15 of the Local Government: Municipal Planning and Performance Regulations (No. 796, 24 August 2001)
- 1.2 In accordance with Regulation 796 a municipality must, in the absence of an appropriate municipal wide structure for community participation, establish a forum that will enhance community participation in (i) the drafting and implementation of the municipality's integrated development plan; and (ii) the monitoring, measurement and review of the municipality's performance in relation to the key performance indicators and performance targets set by the municipality.
- 1.3 The Representative forum is thus a consultative body made of various role-players having stake in the developmental imperatives of the District. The forum functions on a basis of broad consensus among its constituent membership.
- 1.4 By broadening the scope of the IDP Representative Forum to include the budget, performance management and service agreement requirements for public participation, the municipality asserts that budgeting should be linked to development planning, which clearly impacts the definition of performance areas, indicators and targets, as well as service delivery.
- 1.5 The Terms of Reference is designed with due consideration of the parameters provided through Regulation 796 and other legislation applicable to the notion of public participation, as well as the unique context of the uMlalazi Local Municipality and the input from various stakeholders and role players in the IDP, Budget and Performance Management processes of the municipality.
- 1.6 The forum will represent all stakeholders and will be as inclusive as possible. Efforts will be made to bring additional organisations into the IDP Representative Forum and ensure their continued support and participation throughout the process.

- 1.7 The uMlalazi Local Municipality Representative forum is established in order to encourage the participation of communities and other stakeholders. The purpose of this forum is to ensure proper communication between all stakeholders and the Municipality.

2. ROLES AND RESPONSIBILITIES

2.1 The IDP Representative Forum is assigned the following roles and responsibilities:

- 2.1.1 Represent the interest of the municipality's constituency in the IDP process.
- 2.1.2 Ensure communication between all stakeholders representatives inclusive of Municipal Government.
- 2.1.3 Recommend reports for approval/adoption.
- 2.1.4 Provide an opportunity for stakeholders to represent the interests of their constituencies.
- 2.1.5 Provide a structure for discussion, negotiations and joint decision making
- 2.1.6 Monitor the planning and implementation process as well as the IDP review process.
- 2.1.7 Form a structural link between the Municipality and the public by informing interest groups, communities and organizations on relevant planning activities and their outcomes.
- 2.1.8 Analyse integrated issues affecting the various sectors, determine priorities, strategies, projects and programmes and identify budget requirements.
- 2.1.9 Discuss and comment on the draft Integrated development plan and budget.
- 2.1.10 Monitor the performance of the planning and implementation process through the quarterly and Mid-year Performance Reports and Annual Reports of the Municipality.

3. COMPOSITION OF THE IDP REPRESENTATIVE FORUM.

The IDP Representative Forum shall consist of the following stakeholders:

STAKEHOLDER	MEMBERS	MINIMUM NUMBER OF REPRESENTATIVES
uMlalazi Municipality	Municipal Manager Municipal Council Management Committee Municipal Officials Municipal Youth Council	
District Municipality	Municipal Manager Deputy MM- Technical services Deputy MM- Planning and Economic Development Manager : Planning and Economic Development	
Neighbouring Municipalities	uMfolozi Municipality uMhlathuze Municipality uMthonjaneni Municipality Nkandla Municipality	
Government Departments	<ul style="list-style-type: none"> - Department of Cooperative Governance and Traditional Affairs. - Department of Agriculture - Department of Rural development and Land Reform - Department of Trade and Industry - KZN Treasury - Department of Human Settlements - Department of Health - Department of Economic development, Tourism and Environmental Affairs - Department of Home Affairs - Department of Social Development/ SASSA 	

STAKEHOLDER	MEMBERS	MINIMUM NUMBER OF REPRESENTATIVES
	<ul style="list-style-type: none"> - ESKOM - Stats SA - NYDA - SEDA - NDA/NEF 	
Community Stakeholders	<ul style="list-style-type: none"> - Tourism Association - uMlalazi Business Forum - Zululand Chamber of Commerce - Vuma Youth Academy - Eshowe Child Care - Medicines Sans Frontiers(MSF) - Ratepayers Association - Farmers Association - Public Transport Association - Religious Organisations - Traditional Councils - War room Chairpersons - Community Development Workers - Traditional Healers Association - uMlalazi Business Forum - NGOs and NPOs 	
Wards	<ul style="list-style-type: none"> - Ward Committees 	

4. ARRANGEMENT OF SECTORS IN THE STRUCTURE OF THE IDP REPRESENTATIVE FORUM.

4.1 The IDP representative forum will be structured in accordance with the following key Performance Areas:

SECTOR	KEY PERFORMANCE AREA	CHAMPION
Sector 1	Good Governance and Public Participation	Municipal Manager
Sector 2	Municipal Financial Viability and Management	Chief Financial Officer
Sector 3	Municipal Transformation and institutional development	Director: Corporate Services
Sector 4	Basic service delivery	Director: Engineering Services
Sector 5	Local Economic and Social Development	Director: Community Services
Sector 5	Cross cutting issues	Director: Planning and Economic Development

In order to facilitate and lead the discussions and collate information, The Municipal Manager will assign responsibility to champion the sectors to the respective Heads of Departments in accordance with the competencies and functions delineated in the Administrative Structure of the Municipality.

5. PROCEDURES FOR ASSIGNING GOVERNMENT OFFICIALS TO SERVE ON THE UMLALAZI MUNICIPALITY IDP REPRESENTATIVE FORUM.

The Municipal Manager will request the Head of Department (HoD) of the Provincial Department of Local Government to coordinate the assigning of appropriate officials from Provincial and National Government Departments to serve on the forum.

5.1 The Municipal Manager will request the Municipal Managers of Municipalities listed in Section 3 to delegate appropriate officials to serve on the forum.

5.2 The Municipal Manager of the municipalities listed in Section 3 will submit the names and contact details of the duly authorised officials who will serve on the forum.

6. PROCEDURE FOR NOMINATION OF WARD COMMITTEE REPRESENTATIVES.

- 6.1 The Speaker of the uMlalazi Municipality will notify Ward Councillors of the nomination period and guidelines for delegating Ward Committee members to serve on the IDP Representative Forum.
- 6.2 The Ward Councillors, in consultation with their Ward Committees, will submit the details of their nominated Ward Committee members to the Speaker within the timeframes specified by the Speaker and with due consideration of guidelines provided by the Speaker.

7. ROLES AND RESPONSIBILITIES WITHIN THE GOVERNMENT

ROLE PLAYER	RESPONSIBILITY
uMlalazi Municipal Council	Council uMlalazi Municipal Council is responsible for the following: Adoption of the IDP Process Plan Adoption and approval of the reviewed IDP, Amendment of the IDP in accordance with the comments by sector departments and MEC, Approval of the various review phases, Ensuring that the IDP is linked to the PMS and Municipal Budget
The Municipal Manager / Manager IDP/DP	The MM / Manager IDP are assigned the following responsibilities: - Management and Co-ordination of the IDP process - Ensure that there's vertical and horizontal alignment, - Ensuring all stakeholders are informed of the process and their involvement, - Create a conducive environment for public participation, - The compilation of the Draft IDP as well as the Final IDP document
Municipal Officials	The municipal officials are responsible for the implementation of the IDP and in the process gather information on any changes in the circumstances. They have to provide budgetary information and any information

ROLE PLAYER	RESPONSIBILITY
	on the performance evaluation. They provide technical expertise during the planning process. Municipal Officials also interact with the Ward Councillors and Ward Committees and provide guidance and advice that is crucial during the IDP process.
King Cetshwayo District Municipality IDP Steering Committee	The KCDM forms a district-wide IDP Steering Committee for the purpose of alignment with all the local municipalities within the district:
Ward Committees	The Ward Committees have a crucial role of identifying the needs and service delivery gaps in the community and report to the Ward Councillor.
Sector Departments: <input type="checkbox"/> Department of Transport <input type="checkbox"/> Department of Public Works <input type="checkbox"/> Department of Agriculture and Rural Development <input type="checkbox"/> Departments of Education <input type="checkbox"/> Department of Human Settlements <input type="checkbox"/> Department of Health <input type="checkbox"/> Department of COGTA <input type="checkbox"/> SAPS/IEC/SASSA <input type="checkbox"/> Dept Social Dev <input type="checkbox"/> ESKOM <input type="checkbox"/> DWA	The Sector Departments have the following responsibilities: - Assist in the IDP formulation and review process, - Provide budget information and sector plans, Provide data and information, - Ensure programme and project alignment between the municipality and province - Ensure budgetary alignment between provincial programmes and projects and the municipality's IDP.
Ward Councillors	Ward Councillors are an important link between the municipality and the constituents. They are the first to know of any community needs or service delivery gaps. The Councillors will be responsible for forwarding this information to the municipal officials. They are also responsible for organizing community meetings and ensuring maximum participation of residents in the IDP review process
Traditional Councils	The Traditional Councils will work as a link between the community and Ward Councillors and matters of service delivery

ROLE PLAYER	RESPONSIBILITY
	and needs of the people. Assist in giving information with regard to land rights and possible available areas for future development

8. ROLES AND RESPONSIBILITIES OF COMMUNITY STAKEHOLDERS

- 8.1 Advocate for the inclusion of the interests of the organisations/sectors in the plans, strategies and budgets of all spheres of government, most particularly the IDP and Budget of the uMlalazi Local Municipality.
- 8.2 Contribute knowledge and ideas to analyse the socio-economic environment and present possible solutions to the key challenges encountered by the municipality through the municipality's implementation of the IDP Process Plan.

9. MEETING PROCEDURES

- 9.1 The Municipal Manager will be the Chairperson of the meeting and in the absence of the Municipal Manager, a duly authorised senior manager will act as chairperson.
- 9.2 Secretariat Services will be provided by the IDP Unit of the uMlalazi Local Municipality.
- 9.3 The Secretariat will notify members of the forum at least 14 days before any meeting of the forum to allow them sufficient time to consult their respective constituencies on the matters that will be discussed at such a meeting.
- 9.4 The Secretariat will submit the minutes of the meetings of the IDP Representative Forum to the Planning and Economic Development Portfolio Committee within 21 days after the meeting was held.
- 9.5 The Secretariat will distribute the minutes of meetings to members of the IDP Representative Forum within 5 (five) working days after the minutes were submitted to the Executive Management Committee.

- 9.6 The IDP Representative Forum will have no decision making powers and may make recommendations to Council.
- 9.7 The IDP Representative forum meetings will be held as per the adopted IDP Process Plan

10. TERM OF OFFICE

- 10.1 The term of office of the IDP Representative Forum shall be determined by Council resolution for a period not exceeding the term of office of the current council.
- 10.2 The IDP Representative Forum in the municipality will disestablish on the expiration of the term of office of the current municipal council