**CHAPTER 9**

**STRATEGIC PLANNING: INTEGRATED DEVELOPMENT PLANNING**

**9.3 WARD BASED PLAN GUIDELINE TEMPLATE**

**9.3.1 PURPOSE OF THE WARD BASED PLANS GUIDELINE TEMPLATE**

The purpose of the Ward Based Plans Guideline Template is to inform the contents of the Ward Based Plans drafted by Municipalities in conjunction with communities.

**9.3.2 LEGISLATIVE MANDATE**

In terms of Chapter 4 of the Municipal Systems Act, 2000 (Act No.32 of 2000), Local Municipalities have to formulate Ward Based Plans for all of their wards. The primary aim of the Ward-Based Plan is give the communities living in a ward an opportunity to highlight their basic needs and priorities to be captured in the Ward Based Plan. The Ward Based Plans are formulated under the guidance of the Ward Councillor with the support of the Planning Section and/or the Public Participation Unit of Municipalities.

**9.3.3 APPLICATION**

By adopting the Ward Based Plans Guideline Template the Municipality will have clarity on what the contents of the Ward Based Plans should be, and how these Plans relates to the drafting and or annual review of the Integrated Development Plan. Council could also monitor the formulation of Ward Based Plan by municipal staff, as well as the support rendered by COGTA’s Community Development Workers and SALGA during the formulation of the Ward Based Plans. The Ward Based Plan Guidelines will assist Council to ensure that credible Plan are prepared for their adoption by Ward Committees meeting under the chairmanship of the Ward Councillors.

**WARD BASED PLANS GUIDELINE TEMPLATE**

**MUNICIPALITY: WARD NO:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO** | **ASSESSMENT CRITERIA** | **YES/**  **PARTIAL/**  **NO** | **COMMENTS** | **HOW TO IMPROVE WBP** |
| **1.** | **Situational Analysis/Ward Profile** |  |  |  |
| 1.1 | **Demographic Analysis** |  |  |  |
| 1.1.1 | Total population |  |  |  |
| 1.1.2 | Number and composition of households |  |  |  |
| 1.1.3 | Gender split |  |  |  |
| 1.1.4 | Age break down |  |  |  |
| **1.2** | **Socio–Economic Analysis** |  |  |  |
| 1.2.1 | Educational levels (including location of ECD centers) |  |  |  |
| 1.2.2 | Employment status |  |  |  |
| 1.2.3 | Sector of employment |  |  |  |
| 1.2.4 | Level of occupation |  |  |  |
| 1.2.5 | Household income |  |  |  |
| **1.3** | **Infrastructure Analysis** |  |  |  |
| 1.3.1 | Access to water and potable water |  |  |  |
| 1.3.2 | Sanitation levels |  |  |  |
| 1.3.3 | Energy usage |  |  |  |
| 1.3.4 | Telecommunication |  |  |  |
| 1.3.5 | Refuse removal |  |  |  |
| 1.3.6 | Mode of transport |  |  |  |
| 1.3.7 | Tenure status |  |  |  |
| **2.** | **Spatial Orientation** |  |  |  |
| 2.1 | Rural land/Ingonyama Trust land/urban area |  |  |  |
| 2.2 | Ward extend in ha |  |  |  |
| 2.3 | Sub-areas in the ward |  |  |  |
| **3.** | **Community Needs Analysis** |  |  |  |
| 3.1 | Roads   * Existing road network (access) * Road upgrade |  |  |  |
| 3.2 | Electrification |  |  |  |
| 3.3 | Water provision/maintenance of boreholes |  |  |  |
| 3.4 | Sanitation |  |  |  |
| 3.6 | Clinics |  |  |  |
| 3.7 | Creation of job opportunities |  |  |  |
| 3.8 | Other needs - please specify |  |  |  |
| **4.** | **Community Needs Prioritisation** |  |  |  |
| 4.1. | Ward need prioritisation |  |  |  |
| 4.2. | OSS priorities in ward |  |  |  |
| **5.** | **Development Strategies** |  |  |  |
| 5.1 | Ward vision |  |  |  |
| 5.2 | **Strategies in line with PGDS Goals and KPAs of IDP based on community needs** |  |  |  |
| 5.2.1 | Cross Cutting issues   * Indicate land uses in ward * Ward-based Disaster Management:   + Is the Ward-based Disaster Management Plan (WBDMP) in place (as a sector plan?)   + Based on the WBDMP extract the following information and include it in the WBP and map(s):     - Identify potential types of hazards     - Identify areas in ward that are prone to specific hazards (reflect on map)     - Locate evacuation centres (indicate on map)     - Identify potential health/emergency facilities (locate on map)     - Provide contact details of first responders and volunteers in the ward * Environmental management (are there also wetland areas in the ward?) |  |  |  |
| 5.2.2 | Municipal Transformation and Institutional Development   * Skills profile in the ward of unemployed community members |  |  |  |
| 5.2.3 | Local Economic Development   * Number of cooperatives in the ward * Economic profile of the ward (are there any factories/small businesses /informal traders?) * Radical Economic Transformation   + Enterprise development initiatives /plans   + Contract development initiatives/plans   + Database of local service providers located within the ward.   + Are there functional safety forums in the ward? |  |  |  |
| 5.2.4 | Good Governance and Public Participation   * Specify frequency of community meetings in the ward |  |  |  |
| **6.** | **Maps** |  |  |  |
| 6.1 | Location of the ward |  |  |  |
| 6.2 | Boundaries of sub-wards/areas |  |  |  |
| 6.3 | Road network and nodes |  |  |  |
| 6.4 | Key futures (including community infrastructure, economic activities, etc.) |  |  |  |
| 6.5 | Environmental sensitive areas |  |  |  |
| 6.6 | Location of priority projects |  |  |  |

**IMPLEMENTATION PLAN**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Strategy** | **Program** | **Projects** | **Location** | **Time frames** | **Support needed from municipality** | **Support needed from stakeholders (i.e. Sector Departments, SOEs, etc.)** |
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