

UBUHLEBEZWE MUNICIPALITY



DRAFT IDP, BUDGET, PMS, SDF FRAMEWORK & PROCESS PLAN

TO INFORM THE 2019/2020 INTEGRATED DEVELOPMENT PLAN REVIEW

JULY 2018

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ACRONYMS

IDP	: Integrated Development Planning
IDP SC	: Integrated Development Planning Steering Committee
IDP RF	: Integrated Development Planning Representative Forum
MSA	: Municipal Systems Act
SDF	: Spatial Development Framework
MISA	: Municipal Infrastructural Support Agency
NGO	: Non Governmental Organisation
CBO	: Community Based Organisation
DME	: Department of Minerals & Energy
PSC	: Project Steering Committee
DAEA	: Department of Agriculture & Environmental Affairs
PDA	: Planning Development Act
CoGTA	: Cooperative Governance & Traditional Affairs
PMS	: Performance Management System
DPSS	: Development Planning Commission
GIS	: Geographic Information System
BSC	: Budget Steering Committee
MTREF	: Medium Term Revenue and Expenditure Framework
MFMA	: Municipal Finance Management Act
SDBIP	: Service Delivery and Implementation Plan
S57	: Senior Management employed in terms of this section of the act
SDBIP	: Service Delivery and Implementation Plan
SCM	: Supply Chain Management Act
S57	: Senior Management employed in terms of this section of the act
PGDS	: Provincial Growth Development Strategy
DGDP	: District Growth Development Plan
COP 17	: Conference of Parties 17
MTAS	: Municipal Turn Around Strategy

1. INTRODUCTION

Definition of a framework / process plan and the function

The Integrated Development Plan is a five year plan that is reviewed annually which is meant to guide and provide a strategic focus in a municipal setting. It came as a response to Local Government being more developmental.

The IDP process plan is a municipality's schedule of events detailing all events and activities involved leading to the drafting and completion of the 5 year plan. It is a statement that outlines in detail all the processes that the municipality will embark on in completing its IDP cycle.

This plan is meant to ensure proper management of the planning process and should outline the following:

- The Structure that will manage the process plan
- How public can participate and structure that will be created to ensure this participation
- Time schedule for the planning process
- Who is responsible for what
- How will the process be monitored

LEGISLATIVE REQUIREMENTS

In terms of the core components of integrated development plan, chapter 5, section 26 of the Municipal Systems Act (2000) requires that:

An integrated development plan must reflect

- a) The municipal council's vision for the long term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;
- b) An assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;
- c) The council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;
- d) The council's development strategies which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- e) A spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;
- f) The council's operational strategies;
- g) Applicable disaster management plans;
- h) A financial plan, which must include a budget projection for at least the next three years; and

i) The key performance indicators and performance targets determined in terms of section 41.

Sec 28 of the Municipal Systems Act 32 of 2000 requires each municipal council within a prescribed period after the start of its elected term to adopt a process set out in writing to guide the planning, drafting, adoption and review of its IDP.

Sec 34 of the Municipal Systems Act requires the municipality to require the municipality to review its IDP annually in accordance with an assessment performance measurement in terms of section 41 and to the extent that changing circumstances so demand and may amend its IDP in accordance with prescribed processes.

The Spatial Development Framework will be done in compliance with the Municipal Systems Act (2000), Spatial Planning and Land Use Act and Municipal Planning and Performance Management Regulations (2001) . The following is mandatory:

- (a) Development of a Long Term Spatial vision and objective of the IDP for the whole municipality;
- (b) Development of a conceptual scenario for envisaged spatial form;
- (c) Development of a Micro-spatial Plan for the core areas which identifies the extent for future expansion of existing and proposed land uses and zones;
- (d) Setting out of objectives which reflect the desired spatial form of the municipality;
- (e) Contain strategies, policies and plans which shall:
 - (i) Analyse the opportunities and constraints within the municipality concerning the heritage, economy, agriculture, environment, infrastructure, tourism and social development;
 - (ii) Delineate the agricultural land which has high potential;
 - (iii) Indicate desired patterns of land use within the municipality;
 - (iv) Identify existing and future land reform projects;
 - (v) Address the spatial reconstruction of the location and nature of development within the municipality including desired settlement patterns; and
 - (vi) Provide strategic guidance in respect of the location and nature of development within the municipality.
- (f) Set out a basic framework for the development of a land use management system in the municipality;
- (g) Set out a capital investment framework for the municipality's development programmes;
- (h) Analyse and clarify how sector plans will implement the SDF;
- (i) Take due cognisance of environmental issues;
- (j) Identify programmes, interventions and projects for the development of land within the municipality;
- (k) Be aligned with the SDFs of neighbouring municipalities; and
- (l) Provide a visual representation of the desired spatial form of the municipality, which shall:
 - (i) indicate where public and private land development and infrastructure investment should take place;

- (ii) indicate all cross boarder issues, challenges and alignment of programmes shared with neighbouring municipalities, provinces and countries;
- (iii) indicate desired or undesired utilisation of space in a particular area;
- (iv) delineate the urban edge / services boundary;
- (v) identify areas where strategic intervention is required;
- (vi) indicate areas where priority spending is required; and
- (vii) Identify existing and proposed nodal areas where infrastructure and/ or social services should be developed.

(1) The following development principles as contained in Chapter 1 of the Development Facilitation Act 1995 (Act No. of 67 1995) read with the White Paper on Spatial Planning and Land Use Management (2001), shall characterize the SDF:

- (a) Resilience;
- (b) Integration;
- (c) Sustainability;
- (d) Efficiency;
- (e) Spatial Equity; and
- (f) Good governance.

The review of the IDP will also be in line with the following to ensure vertical and horizontal alignment:

- State of the Nation Address
- State of the Province Address
- Provincial Growth Development Strategy
- National Development Plan
- District Growth Development Strategy
- MTAS
- Outcome 9
- Climate Change

Operation Sukuma Sakhe

The Municipality embraces Sukuma Sakhe as a platform to address issues at a ward level and war rooms functionality. The municipality will further strengthen institutional arrangement of OSS under Social Development Department. This programme serves as a vehicle between all sectors in the development planning and wellbeing of the communities. Issues ranging from poverty alleviation are addressed by spheres of Government.

KEY ISSUES TO BE ADDRESSED

The following is a summary of the key issues to be addressed during IDP process:

IDP Assessment

- Comments received from various role-players in the assessment of IDP review documentation particularly during IDP hearings and MEC panel comments.
- Areas identified through self – assessment.
- Issues raised by Auditor General and Internal Audit

Strategic Planning Capacity

The capacity for strategic planning will be strengthened during 2018/2019 financial year. The organogram for IDP/PMS unit within the Office of the Municipal Manager was revised with consideration for administrative personnel to assist with day to day administration. The position of a Risk & Compliance Officer has been filled to further enhance the strategic planning session capacity. The positions for Director: SD and the CFO have also been filled which will assist in terms of Public Participation and Expenditure Management.

Development of Spatial Development Framework (SDF)

The Ubuhlebezwe Municipality appointed a service provider for the review of a comprehensive SDF. In the 2016/2017 financial year, a budget allocation was set aside for purposed of reviewing the Framework and the project completed at the end of June 2017.

The main objective of the project was to create a credible long term SDF which meets the required standards set by legislation, while also providing Land Use Framework which fundamentally informs the subsequent scheme. The project milestones were as follows:

Milestones

The project milestones were as follows:

Phase 1	Project Initiation
Phase 2	Credible Status Quo Report
Phase 3	Synthesis of issues and Vision Development
Phase 4	The draft SDF Document
Phase 5	Achieving Support for Draft SDF
Phase 6	SDF Finalisation and Approval
Phase 7	SDF Implementation, Monitoring and Evaluation Process Plan
Phase 8	Close – out

Stakeholder mobilisation

- Strengthening of stakeholder participation and relationships. One-on-one meetings with sector departments, NGOs, CBOs and Private Sector will be strengthened during the IDP review of 2018/2019.

New policies and legislation

KwaZulu-Natal Planning and Development Act, 2008 (Act no.6 of 2008)

The PDA directs and regulates planning and development in the province and ensures that all planning and development decision occur at municipal level.

The PDA replaces previous provincial legislation including the Town Planning Ordinance of 1949, and all its amendments.

The PDA applies in the whole province of KwaZulu-Natal even on Ingonyama Trust Land.

2. ORGANISATIONAL / INSTITUTIONAL ARRANGEMENT

In order for the smooth running of the review of the currently adopted integrated development plan, it is important that all the role players, whether internal or external, be aware of the role they are mandated to play. The following are the proposed role players and the roles they are to play.

2.1 Internal IDP Structures and Their Roles & Responsibilities

2.1.1 IDP/PMS Steering Committee

This is the technical and administrative body responsible to Council for the overall management of the process and the drafting of the IDP, and which will be chaired by the Municipal Manager.

The IDP SC acts as a support to the IDP Representative Forum, making technical decisions and inputs, to the Municipal Manager and the IDP Manager.

2.1.1.2 Composition

The composition of the IDP Steering Committee is as follows:

- Municipal Manager
- Director, Corporate
- Director Social Development
- Chief Financial Officer
- Director, Infrastructure, Planning & Development
- IDP/PMS Manager
- Representative of the Harry Gwala District Municipality

- Representative from Departments of Corporative Governance & Traditional Affairs, IDP coordination Unit.

2.1.2 IDP Representative Forum

The purpose of the IDP Representative forum is to provide organisational Platform to external municipal stakeholders for debating issues and contributing to find workable solutions to existing and competing community needs. It is chaired by the Mayor.

2.1.2.1 Composition

It is proposed that this structure be composed of the representative of the following known grouping:

- Government departments and parastals
- Community development organisation
- Non –governmental organisation
- Community Based Organisations
- Youth council
- Farmers organisation
- Municipal administrative
- Community Tourism Organisation(CTO)
- Private Sector
- Ward committees
- Senior Management
- Traditional authorities

2.1.3 Municipal Council

Council is the approving body throughout the IDP process in the finalisation of the IDP content and in the approval of the IDP for submission to the aforesaid MEC by end of June 2019.

2.1.4 Ward Committees

Ward committees are a vehicle for empowering local communities in a system of Participatory democracy and elicit specific inputs which will be used to strengthen the IDP implementation. The Ubuhlebezwe Municipality prioritises capacity building and functionality of our ward committees.

2.1.5 Strategic Planning Session

The strategic planning sessions are proposed to take place as follows:

- September 2018 (Policies)
- January 2019 (Adjustments Budget & Draft Budget)
- April 2019 (Final Budget)

2.1.6 Spatial Development Framework - Project Steering Committee (SDF – PSC)

The PSC will be responsible for/to:

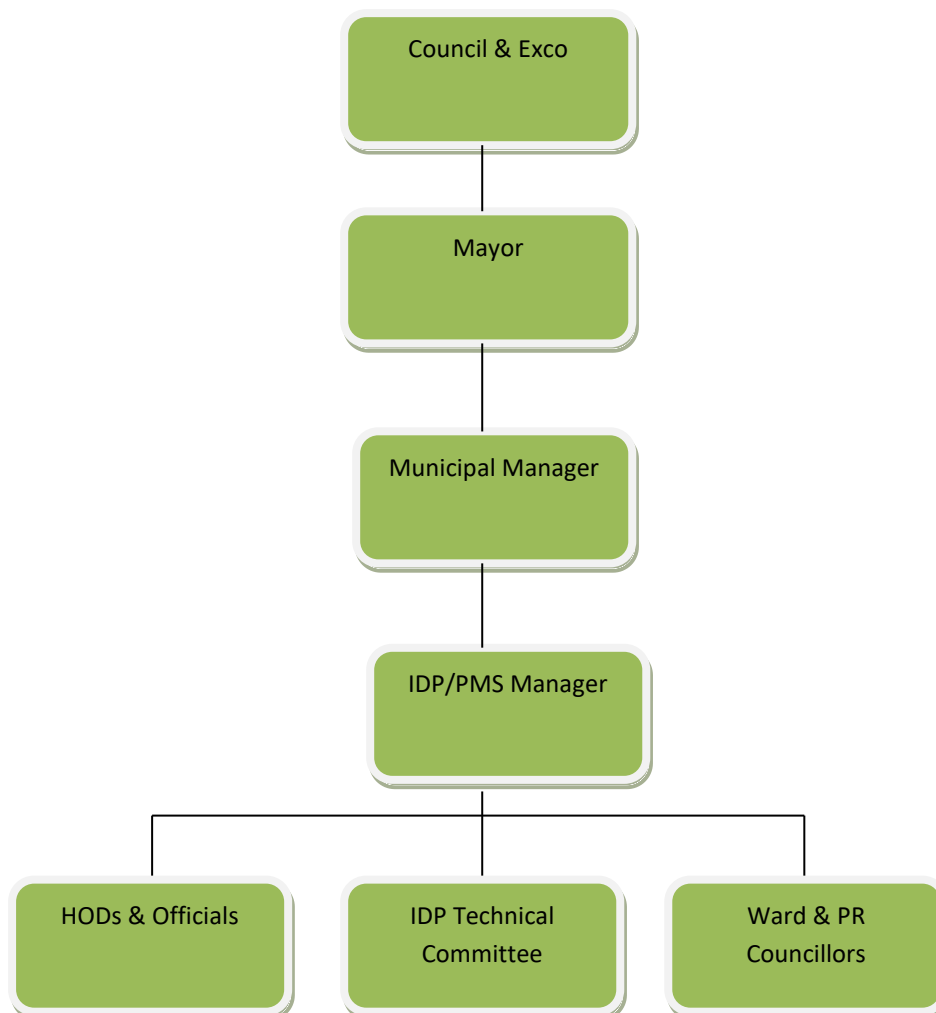
- Provide input into the overall formulation of the SDF documentation;
- Take responsibility for the project's feasibility and achievement of outcomes;
- Ensure the project's scope aligns with the requirements of the stakeholder groups, and to represent stakeholder interests in project deliberations;
- Provide those directly involved in the project with guidance on project issues, especially issues which would compromise the success of the project;
- Ensure that tasks are completed successfully to stakeholder expectations;
- Assist in the evaluation of project risks and project risk management approaches; and
- Keep the project scope under control as emergent issues may demand changes to be considered.

2.1.7 Composition of SDF Project Steering Committee

The SDF project steering committee comprise of representatives of stakeholders and service organisation as follows:

- CoGTA – Spatial Planning
- District – GIS & Spatial Planning
- Service Provider
- DAEA
- DME
- Ezemvelo KZN Wild life
- Ingonyama Trust Board
- Department of Water Affairs
- Department of Human Settlement
- Department of Transport

2.1.8 Internal Organisational Structure



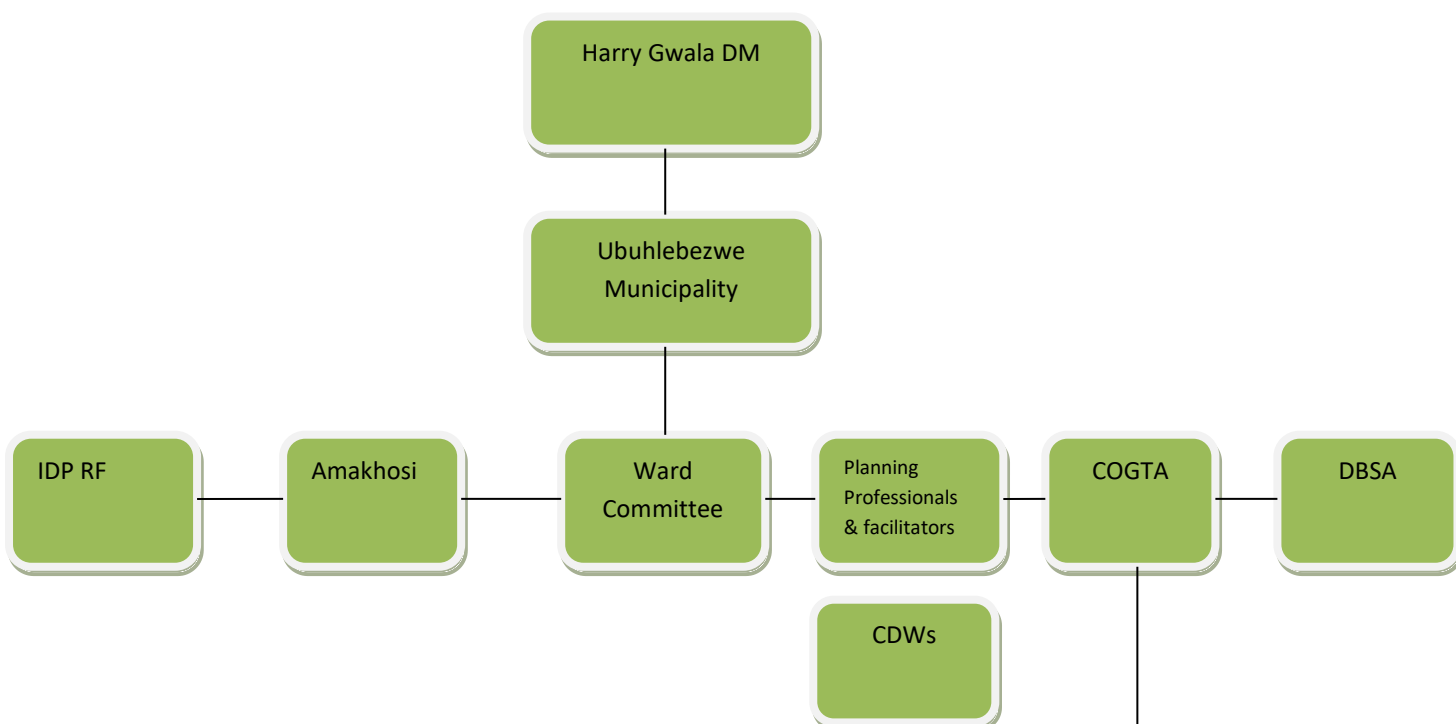
2.2 INTERNAL ROLES AND RESPONSIBILITIES

ROLE PLAYERS	RESPONSIBILITIES
UBuhlebezwe Local Council	<ul style="list-style-type: none"> ▪ The Council will be responsible for adopting the Process Plan, managing and co-coordinating the IDP Review Process by: ▪ Ensuring alignment of the local municipality's IDP with that of the District Municipality ▪ Ensuring that business plans and budget decisions are based on the IDP ▪ Ensuring that Key Performance Indicators and Targets as outlined in the IDP are realistic and achievable ▪ Ensuring that the IDP is tied to the budget ▪ Ensuring that there is a linkage between the IDP, the Performance

	<ul style="list-style-type: none"> Management Systems (PMS) and the Budget Process ▪ Monitoring the implementation of the IDP ▪ Ensuring that the review process complies with the prescribed legislation ▪ Approving and adopting the revised IDP
Council's Executive Committee	<ul style="list-style-type: none"> ▪ Decision making body throughout the review process ▪ Monitoring of the IDP Review Process ▪ Overall management and co-ordination of the review process ▪ Submission of IDP to Council for adoption
The Mayor	<ul style="list-style-type: none"> ▪ Overall management, coordination and monitoring of the review process ▪ Drafting of the IDP Review or delegate this function ▪ Preparing the budget ▪ Managing the budget process ▪ Liaising with different role players ▪ Ensuring transparency in the process ▪ Ensuring that budget process is informed by and tied to the IDP ▪ Ensuring that the budget process complies with the prescribed legislation
Ward Councillors/ Ward Committees	<ul style="list-style-type: none"> ▪ Linking of the IDP Review Process to their constituencies ▪ Facilitating public consultation and participation ▪ Ensuring transparency in the review process
IDP/PMS Manager	<ul style="list-style-type: none"> ▪ The IDP Manager, of which the role is played by the Office of the Municipal Manager, has the following responsibilities allocated to the office: ▪ Prepare the Process Plan ▪ Undertake the overall management and co-ordination of the planning process ▪ Ensure that all relevant role-players are identified and involved ▪ Nominate persons in charge of different roles ▪ Be responsible for the day-to-day management of the drafting process ▪ Ensure that the planning process is participatory, strategic and implementation orientated ▪ and is aligned with and satisfies sector planning requirements ▪ Respond to comments on the draft IDP from the public, horizontal alignment and other ▪ spheres of government to the satisfaction of the municipal council ▪ Ensure proper documentation of the results of the planning of the IDP document: ▪ That conditions for participation are provided ▪ That all outcomes are being documented ▪ Ensuring the alignment of the IDP with other IDP's within the District Municipality area ▪ and the District's IDP ▪ Providing input into the preparation of the Sector Plans and ensuring their inclusion ▪ into the IDP Documentation

	<ul style="list-style-type: none"> ▪ Adjust the IDP in accordance with the MEC for Cooperative Governance’s proposals ▪ Ensuring the Process Plan is finalized and adopted by Council ▪ Submitting the reviewed IDP to the relevant authorities
Technical Committee	<p>The IDP Technical Committee will act as a support to the IDP Representative Forum and the IDP Manager. The members will comprise the Municipal Management Committee, The Mayor, Harry Gwala District Municipality and Department of Cooperative Governance and Traditional Affairs.</p> <ul style="list-style-type: none"> ▪ To provide the terms of reference for various planning activities. ▪ To commission research studies or any other information collection activity. ▪ To assess proposals 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. ▪ To prepare, facilitate and document meetings. ▪ To provide technical input. ▪ To assess, and comment on, inputs from project teams and Representatives Forum.

3 EXTERNAL ROLE PLAYERS



3.1 External Roles And Responsibilities

ROLE PLAYERS	RESPONSIBILITIES
IDP Representative Forum	<ul style="list-style-type: none"> ▪ Represent the interest 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 stakeholders representatives, including municipal government ▪ Monitor performance of the planning and implementation process
Harry Gwala District Municipality	<ul style="list-style-type: none"> ▪ 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. ▪ Facilitation of vertical alignment of IDP's with other spheres of government and sector departments. ▪ Provide events for joint strategy workshops with local municipalities, provincial and notional role-players and other subject matter specialists.
Government Departments/ Sector Departments	<ul style="list-style-type: none"> • .Provide data and information • Assist in the preparation guidelines for sector plans • Provide funding for the preparation of sector plans ▪ Facilitate alignment
Department of Cooperative Governance and Traditional affairs	<ul style="list-style-type: none"> • Providing data and information • Providing guidelines for the review process • Providing guidelines for the preparation of Sector Plans • Providing methodological guidance • Providing technical support • Providing funding for IDP Review and PMS • Monitoring the review process • Coordinating IDP and PMS related training • To provide guidelines for IDP
Ward Committees and Community Development	<ul style="list-style-type: none"> • To be consulted on an individual or collective basis • To establish the community needs and reach consensus on IDP

Workers	Projects initiatives and priorities.
Amakhosi	<ul style="list-style-type: none"> To be consulted on an individual basis or through the chairperson of the Harry Gwala House of Traditional Leaders. To establish the community needs and reach consensus on IDP Projects initiatives and priorities.
DBSA	<ul style="list-style-type: none"> Provide skills development programmes.

4 MECHANISMS FOR PUBLIC PARTICIPATION

Section 16 (1) of the Municipal Systems Act outlines that a municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, and must for this purpose-

(a) Encourage, and create conditions for, the local community to participate in the affairs of the municipality, including in—

(1) The preparation, implementation and review of its integrated development plan in terms of Chapter 5.

4.1 FUNCTIONS AND CONTEXT FOR PUBLIC PARTICIPATION

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

- Appropriateness of solutions
- Needs orientation
- Community ownership, and
- Empowerment

As with the preparation of the IDP, the public participation process in the IDP Review Process has to be institutionalized in order to ensure that all residents have equal right to participate.

4.2 METHODS AND TOOLS FOR PARTICIPATION

The following participation mechanisms are proposed:

- IDP Representative Forum

The Forum will represent all stakeholders and will be as inclusive as possible. Additional organizations will be encouraged to participate in the Forum throughout the process.

- Media

Amongst other means, the local newspapers circulating within the area will be used to inform the community on the progress with respect to the IDP Review process.

- Notices

Notices on the IDP Review will be placed on the Municipal Notice Boards and public buildings (e.g. schools, clinics, tribal/magistrate's court, etc).

- Clustered IDP meetings

IDP Roadshow meetings will be clustered and held as follows to ascertain the needs of the communities:

DATE	WARD NO.	TIME	VENUE
1st ROUND OF IDP ROADSHOWS			
16 October 2018	5,7,8 & 9	10H00	Bhobhobho Hall
17 October 2018	6,10,12,13 & 14	10h00	Thathani Hall
18 October 2018	1,2,3,4 & 11	10H00	Chibini Hall
18 October 2018	Ratepayers meeting	17H30	Peace Initiative Hall
2nd ROUND OF IDP ROADSHOWS			
11 April 2019	IDP Rep Forum	10h00	Council Chambers
16 April 2019	5,7,8 & 9	10H00	Jolivet Hall
17 April 2019	6,10,12,13 & 14	10h00	Ntapha Hall
18 April 2019	1,2,3,4 & 11	10H00	Webbstown Hall
18 April 2019	Ratepayers meeting	17H30	Soweto Hall

5. ALIGNMENT OF THE IDP, BUDGET & MUNICIPAL PERFORMANCE MANAGEMENT PROCESSES

5.1

	IDP	OPMS	BUDGET
1ST QUARTER IDP			
JULY 2018 – SEPTEMBER 2018			
July	<ul style="list-style-type: none"> ▫ Submission of IDP 2018/19 to CoGTA ▫ IDP implementation (2018/19) ▫ Preparation of the Process Plan and the Framework Plan ▫ Integration of IDP and Budget Processes <p>RESPONSIBILITY: Municipal Manager, IDP/PMS Manager, CFO</p>	<ul style="list-style-type: none"> ▫ Adoption of organisational scorecard ▫ Signing of performance agreements & performance plans ▫ Submission of performance agreements, performance plans to CoGTA <p>RESPONSIBILITY: Municipal Manager, Council, Mayor, IDP/PMS Manager</p>	<ul style="list-style-type: none"> ▫ Integration of Budget and IDP Processes ▫ Preparation of annual financial statement <p>RESPONSIBILITY: CFO, IDP/PMS Manager, Municipal Manager</p>
Aug	<ul style="list-style-type: none"> ▫ IDP Process Plan for 2019/2020 finalised and adopted by the Council ▫ Advertising of IDP Process Plan for Public noting ▫ First IDP RF meeting convenes <p>RESPONSIBILITY: Municipal Manager, IDP/PMS Manager</p>	<ul style="list-style-type: none"> ▫ 4th quarterly review due (2017/2018) ▫ Submission of annual performance report to internal audit, audit committee and council ▫ Council adopts annual performance report 2017/2018 ▫ Submission of Annual Performance 	<ul style="list-style-type: none"> ▫ Submission of annual financial statements to the AG for auditing (MFMA S126) ▫ Mayor to table Budget Timetable <p>RESPONSIBILITY: Mayor, Municipal Manager, CFO</p>

	IDP	OPMS	BUDGET
		report 2017/2018 to CoGTA RESPONSIBILITY: Municipal Manager, IDP/PMS Manager, CFO	
2ND QUARTER OCTOBER 2018– DECEMBER 2018			
Oct	<ul style="list-style-type: none"> ▫ IDP public consultative meetings commence ▫ Evaluation of changed circumstances ▫ Second IDP alignment meeting convenes ▫ Continuation of development of objectives & strategies ▫ Development of sector plans initiation RESPONSIBILITY: Municipal Manager, IDP/PMS Manager	<ul style="list-style-type: none"> ▫ 1st quarterly review ▫ Submission of 1st quarterly report to internal audit ,Audit committee and council RESPONSIBILITY: Municipal Manager IDP/PMS Manager	IDP/Budget consultative meetings RESPONSIBILITY: Municipal Manager , CFO IDP/PMS Manager
Nov	<ul style="list-style-type: none"> ▫ 2nd IDP RF meeting convenes ▫ Strategic Planning Session ▫ Continuation with development of objectives and strategies ▫ Commencement of IDP project phase RESPONSIBILITY: Mayor, Municipal Manager, IDP/PMS Manager		<ul style="list-style-type: none"> ▫ Initial budget review, taking into account the development of IDP, objectives , strategies and projects ▫ National & Provincial departments prepare final draft budget RESPONSIBILITY: Municipal Manager & CFO

	IDP	OPMS	BUDGET
Dec	<ul style="list-style-type: none"> ▫ Continuation with development of objectives & strategies ▫ Completion of projects proposals to inform municipal, provincial & national budget process ▫ Strategic planning session <p>RESPONSIBILITY: Municipal Manager, IDP/PMS Manager</p>		<ul style="list-style-type: none"> ▫ Budget bilateral meetings ▫ Preparation of adjustment budget. <p>RESPONSIBILITY: Mayor, Municipal Manager & CFO</p>
3RD QUARTER – JANUARY 2019– MARCH 2019			
Jan	<ul style="list-style-type: none"> ▫ Continuation of project planning ▫ Continuation of sector planning <p>RESPONSIBILITY: Mayor, Municipal Manager & IDP/PMS Manager</p>	<ul style="list-style-type: none"> ▫ 2nd quarterly review. ▫ Submission of Bi-annual performance report to Internal audit, council CoGTA <p>RESPONSIBILITY: Performance Evaluation Committee, Municipal Manager & IDP/PMS Manager</p>	<ul style="list-style-type: none"> ▫ Approval of 2018/2019 MTREF adjustment budget with resolution from municipal council <p>RESPONSIBILITY: Mayor, Municipal Manager & CFO</p>
Feb	<ul style="list-style-type: none"> ▫ Integration of processes ▫ 3rd IDP RF meeting convenes <p>RESPONSIBILITY: Municipal Manager, IDP/ PMS Manager</p>		<ul style="list-style-type: none"> ▫ Submission of the 2018/2019 adjustment budget with the resolution from municipal council to National treasury & Provincial treasury <p>RESPONSIBILITY: Municipal Manager</p>

	IDP	OPMS	BUDGET & CFO
Mar	<ul style="list-style-type: none"> ▫ Submission of draft IDP to CoGTA ▫ Finalisation of draft IDP document ▫ Submission of the draft IDP document for assessment by sector departments ▫ Advertisement of draft IDP ▫ Assessment of IDP by sector department <p>RESPONSIBILITY: IDP/PMS Manager, Municipal Planners, Sector departments & CoGTA</p>		<p>Submission of draft budget to Council and to Provincial Treasury</p> <p>RESPONSIBILITY: Municipal Manager & CFO</p>
4TH QUARTER - APRIL 2019 – JUNE 2019			
Apr	<p>Opportunity for comments by Provincial, National Departments & parastatals</p> <p>RESPONSIBILITY: Sector departments & National Department & Provincial departments</p>	<ul style="list-style-type: none"> ▫ 3rd quarterly reviews ▫ Preparation & submission of 3rd quarterly report to audit committee , council & CoGTA <p>RESPONSIBILITY: Municipal Manager, IDP/PMS Manager</p>	<ul style="list-style-type: none"> ▫ Publication of 2018/2019 draft MTREF & SDBIP by the municipality ▫ Printing & distribution of 2018/2019 MTERF budget <p>RESPONSIBILITY: CFO Municipal Manager</p>
May	<ul style="list-style-type: none"> ▫ IDP adoption IDP Review 2019/2020 ▫ IDP submission to CoGTA <p>RESPONSIBILITY: Mayor, Council</p>	<ul style="list-style-type: none"> ▫ Adoption of organisational scorecard 2019/2020 by council <p>RESPONSIBILITY: Municipal</p>	<ul style="list-style-type: none"> ▫ Adoption of budget 2019/2020 <p>RESPONSIBILITY: Council</p>

	IDP	OPMS	BUDGET
	Municipal Manager, IDP/PMS Manager	Manager, IDP/PMS STEERING COMMITTEE, IDP/PMS Manager	
Jun		<ul style="list-style-type: none"> ▫ Development of performance agreements ▫ Development of performance plans RESPONSIBILITY: Council & Municipal Manager	Submission of 2018/19 MTREF budget to National treasury, Provincial and CoGTA RESPONSIBILITY: Municipal Manager & CFO

5.2 MATTERS TO BE ADDRESSED DURING THE REVIEWING OF THE SDF;

- Formal Comments from the MEC for Co-operative Governance and Traditional Affairs need to be considered as part of the IDP and SDF preparation process;
- Consider new Council priorities;
- Since the completion of the 2017/18 IDP Review, new information has emerged and priorities in terms of planning have changed;
- To take into consideration any Sector plans within the Municipal Local context as well as the District wide plans.
- New policies/legislations (e.g. Implementation of the Planning and Development Act, No 06 of 2008 and its review, SPLUMA of 2013 etc.);
- Ensuring alignment with the Sector Departments particularly with regards to programmes, projects and sector plans;
- Appropriate mechanisms, processes and procedures of consultation and participation for local communities, sector departments, stakeholders and also feedback mechanism to ensure responsiveness to communities to be conducted as part of the review of the IDP.

5.3 DEVELOPMENT PRINCIPLES TO BE ADDRESSED FOR THE REVIEW;

The development principles to be considered during the review of the SDF are as follows;

The Development Principles as contained in the SPLUMA Chapter 2 Section 7 are laid out as follows;

- (a) The principle of spatial justice.
- (b) The principle of spatial sustainability which is on spatial planning and land use management system.
- (c) The principle of efficiency
- (d) The principle of spatial resilience, whereby flexibility in spatial plans , policies and land use management systems are accommodated to ensure sustainable livelihoods in communities most likely to suffer the impacts of economic and environmental shocks; and
- (e) The principle of good administration.

5.4 HOW TORS/COGTA SPATIAL PLANNING GUIDELINES ARE BEING FOLLOWED;

The Spatial Guidelines of 2009 as set out will be followed during the review in that the following elements will be covered during the review.

- Spatial - Public Capital Investment And Settlement Growth
- Geotechnical Analysis
- Alternative Technology
- Income Circulation - Promoting Local Income Circulation
- Urban Edge – Defining the Limits To Settlement Expansion
- Cultural Heritage Interpretation
- Knowledge Transfer and
- Agro Hydro

5.5 STRUCTURE OF THE SDF;

The structure of the SDF will be in terms of the Spatial Planning Guidelines of 2009 and among that it will more closely at the currently development trends taking within the Municipality. It will also incorporate the information on the new demarcation as well as cross-border alignment issues.

In terms of the overall structure of the SDF it will be laid out as follows;

- INTRODUCTION – will introduce the regulatory element as well as the current land use systems planned by the municipality and what is already in place as control measure for land use development.
- Contextual Analysis will be looking into the demographics within the municipal jurisdiction.
- This will be followed by an in-depth look into the national, regional and local planning policies.
- Lastly, the SDF review will address the developmental vision of the municipality, consider the developmental concepts and lastly look at other approaches to reviewing the SDF.

5.6 PROCESS FOLLOWED WHEN INTEGRATING SDF IN THE IDP;

Consolidation of Data and Review, Development of the SDF

- To collect all relevant information that will inform the assessment of the IDP and its implementation,
- To identify the implications for the IDP;
- Integration of the final Spatial Development Framework into the 2019/20 IDP Review.

5.7 SPATIAL DEVELOPMENT FRAMEWORK AND OTHER SECTOR PLANS

In terms of the 2001 Performance Regulations, a spatial development framework reflected in a municipality's Integrated Development Plan must:

- set out objectives that reflect the desired spatial form of the municipality;
- set out a capital investment framework for the municipality's development programs;
- contain a strategic assessment of the environmental impact of the spatial development framework;
- identify programs and projects for the development of land within the municipality;
- be aligned with the spatial development frameworks reflected in the integrated development plans of neighbouring municipalities; and
- provide a visual representation of the desired spatial form of the municipality, which representation
 - must indicate where public and private land development and infrastructure investment should take place;
 - must indicate desired or undesired utilisation of space in a particular area;
 - may delineate the urban edge;
 - must identify areas where strategic intervention is required; and
 - Must indicate areas where priority spending is required.

- **CALENDER A**

IDP REPRESENTATIVE FORUM MEETINGS		
DATE	DAY	TIME
2nd Quarter –28 November 2018	Wednesday	10H00
3rd Quarter – 11 April 2019	Wednesday	10H00

- **CALENDER B**

IDP STEERING COMMITTEE MEETING		
DATE	DAY	TIME
1 ST Quarter- 24 October 2018	Wednesday	10H00
3 rd Quarter- 20 March 2019	Wednesday	10H00
4 th Quarter – 22 May 2019	Wednesday	10H00

- **CALENDER C**

AUDIT COMMITTEE MEETING		
DATE	DAY	TIME
1 st Quarter –17 August 2018	Friday	10H00
2 nd Quarter- 19 October 2018	Friday	10H00
3 rd Quarter- 22 February 2019	Friday	10H00
4 th Quarter – 07 June 2019	Friday	10H00

- **CALENDER D**

PMS EVALUATION COMMITTEE MEETING

<u>DATE</u>	<u>DAY</u>	<u>TIME</u>
4th Quarter (2017/18) – August 2018	Thursday	08H30
1st Quarter (2018/19) - October 2018	Thursday	08H30
2nd Quarter (2018/19) - January 2019	Thursday	08H30
3rd Quarter (2018/19) – April 2019	Thursday	08H30

- **CALENDER E**

WARD COMMITTEE MEETINGS

<u>DATE</u>	<u>DAT</u>	<u>TIME</u>
04 July 2018	Tuesday	10H00
01 August 2018	Tuesday	10H00
05 September 2018 (centralized)	Tuesday	10H00
03 October 2018	Tuesday	10H00
07 November 2018	Tuesday	10H00
05 December 2018 (centralized)	Tuesday	10H00
January 2019	Thursday	10H00
February 2019	Thursday	10H00
March 2019 (centralized)	Friday	10H00
April 2019	Tuesday	10H00
May 2019	Wednesday	10H00
June 2019 (centralized)	Thursday	10H00

6 ALIGNMENT MECHANISMS

6.1 Alignment with National and Provincial Government

The municipality will endeavor to align the IDP development with relevant national legislation, policies, programmes and financial plans.

6.2 Alignment between Provincial and Local Government

IDP Representative Forum

Alignment between the province and the municipality will occur at Ubuhlebezwe Municipal IDP Representative Forum. The process will have to be able to integrate the plans, programmes and budget of the Provincial Sector Departments into the Municipal IDP. The Development planning service will also play a crucial role to ensure issues of alignment in development planning. This is the forum that comprises of the local municipalities, the district municipality, all relevant departments from the province, NGO's and private sector.

The Planning Indaba

The Ubuhlebezwe Municipality also participate in the Planning Indaba which is held annually and all municipalities come together to share issues of alignment.

IDP Alignment Session

The final engagement comprising of CoGTA IDP co-ordination business unit, CoGTA business units, Sector Departments and SOEs to address vertical and horizontal alignment on development issues to ensure development that is sustainable. The Draft IDPs are assessed in line with the IDP Assessment Framework.

IDP Best Practice

This is an engagement where all municipalities in KZN share best practices in development planning. Ubuhlebezwe attends this session and consider best practices shared as crucial.

District Planners Forum

The Ubuhlebezwe Municipality participate in all of the above-mentioned engagements and considers them as of high importance to improve and deliver the credible IDP.

6.2.1 Main dates for Provincial Management Plan

ACTIVITY	DATE	RESPONSIBILITY
Adoption, submission and assessment of Reviewed 2015/16 IDPs and submission of and commenting on of draft 2016/17 Framework and Process Plans		
➤ Municipalities adopt IDPs	June 2018	- Municipal Councils
➤ Municipalities submit adopted IDPs to COGTA	July 2018	- IDP Co-ordination Business Unit - Municipal Planners
➤ Briefing session with Sector Departments and SOEs, handing out of CDs with draft IDPs and assembling of MEC Panel	July 2018	- IDP Co-ordination Business Unit - Sector Departments - SOE's

ACTIVITY	DATE	RESPONSIBILITY
➤ MEC Internal Panel assesses IDPs	<i>July - September 2018</i>	- MEC Internal Panel (at central venue) - IDP Co-ordination Business Unit - IDP Co-ordination Business Unit
➤ Municipalities submit Draft 2019/20 Reviewed IDP Framework and Process Plans for comments to COGTA	July 2018	- IDP Co-ordination Business Unit - Spatial Planning Business Unit - Municipal planners
➤ COGTA finalise comments on Draft Framework and Process Plans	August 2018	- IDP Co-ordination Business Unit - Spatial Planning Business Unit - Municipal Planners
➤ Sustainable Living Exhibition	August 2018 (TBC)	- MEC - IDP Co-ordination Business Unit - Municipal representatives - Sector Departments
➤ IDP Indaba (OoP on PGDP, MEC Panel Feedback, Adoption of IDP ManPlan, review of assessment process and template)	September 2018	- IDP Co-ordination Business Unit - Municipal representatives - Sector Departments - SOEs
Municipal IDP Feed-back and Alignment sessions under the auspices of COGTA		
IDP Feedback sessions: ➤ Harry Gwala	➤ November 2018	- IDP Co-ordination Business Unit Municipal planners - Sector Depts & SOEs

ACTIVITY	DATE	RESPONSIBILITY
Submission Draft 2019/20 Reviewed IDPs to COGTA		
➤ Meeting of COGTA, Sector Departments and Municipalities on IDP drafting and assessment process for 2019/20	February 2019	- IDP Co-ordination Business Unit - Municipal representatives - Sector Departments - SOEs
Convening of Decentralised IDP Assessment Discussion Sessions and IDP Feedback session		
➤ Harry Gwala	April 2019	- IDP Co-ordination Business Unit - COGTA Business Units - Municipal representatives - Sector Departments - SOEs
➤ IDP Assessment Feedback Session	May 2019	- IDP Co-ordination Business Unit - COGTA Business Units - Municipal representatives - Sector Departments - SOEs
Adoption, submission and assessment of Reviewed 2016/17 IDPs and submission of and on commenting of draft 2018/19 Framework and Process Plans		

ACTIVITY	DATE	RESPONSIBILITY
➤ Municipalities adopt IDPs	June 2019	- Municipal Councils
➤ Municipalities submit adopted IDPs to COGTA	July 2019	- IDP Co-ordination Business Unit - Municipal planners

6.3 Alignment between District and Local Municipality

The Municipal Manager / IDP Manager with the support of IDP steering committee will ensure that all the role- players are performing their duties. The Development Planning Shared Service (DPSS) will play a crucial role to ensure that there is alignment in planning performance in terms of expected roles and responsibilities will be monitored at the steering committee meetings and corrective measures be taken should there be unsatisfactory performance. The IDP RF will also serve as platform where issues of planning between the district and local municipalities are aligned. The alignment is also indicated at a district level for all the local municipalities. The Ubuhlebezwe Municipality participates in the IDP RF for the district to ensure alignment.

7. COST ESTIMATES AND TIMEFRAMES:

7.1 INTEGRATED DEVELOPMENT PLAN-IDP

	DESCRIPTION	TIME FRAMES	BUDGET	RESPONSIBILITY
1.	Analysis phase: □ Refining of demographic data Community participation: Refreshments General Admin : Faxing, Telecoms, agenda & minutes development distribution	Sep – Dec 2018	R 80 000.00	In- house
2.	Strategies phase : □ Review OPMS & SDBIP Stakeholder engagements: □ Advertising □ One –on-one meetings	Sep – Dec 2018	R 40 000.00	In- house
3.	Projects	Nov 2018– Jan	R 10 000.00	In- house

	DESCRIPTION	TIME FRAMES	BUDGET	RESPONSIBILITY
	<ul style="list-style-type: none"> ▫ Business plan development for priority projects and reminders of sector plan ▫ IDP RF Meeting 	2019		
4.	<p>Integration & approval Printing, mapping, copies & advertising Community participation: <ul style="list-style-type: none"> ▫ Advertising, ▫ Printing </p>	March & Jun 2019	R 20 000.00	In-house
TOTAL			R 150 000.00	

7.2 SPATIAL DEVELOPMENT FRAMEWORK-SDF

	DESCRIPTION	TIME FRAMES	BUDGET	RESPONSIBILITY
Developed and approved spatial development framework by 30-Jun-17				
1.	Approval of the Spatial Development Framework	30-Jun-19	R 1 000 000	Municipal Council
TOTAL				

Annexure A.

APPLICABLE LEGISLATION & POLICIES FOR KWAZULU NATAL MUNICIPALITIES IN INTERGRATED DEVELOPMENT PLANNING

1. LEGISLATION

LEGISLATION	RESPONSIBLE DEPARTMENT	SUBJECT MATTER	RESPONSIBILITY	APPROVAL
Development Facilitation Act, 1995 (Act No. 67 of 1995)	Department of Land Affairs	Land Development Objectives, Spatial development, Spatial integration, Sustainable Land Development, Bulk infrastructure planning, Settlement density, Land use control, Development strategies, Administrative structures Housing delivery	Municipalities	Municipalities & MEC Local Government
Kwa Zulu Natal Land Affairs Act(Act No.11 of 1992)	Department of Traditional & Local Government Affairs	To provide for disposal of Govt. land, rights to land tenure, registration of title, development, use and subdivision of land and removal of restrictive conditions	Municipalities	Dept of Traditional & Local Govt. Affairs
Less Formal Township Establishment Act(Act113 of 1991)	Department of Land Affairs	Shortened procedures for designation, provision and development of land and establishment of townships.	Municipalities	Dept of Traditional & Local Govt. Affairs
Removal of Restrictive Conditions Act (Act no. 84 of 1967)	Department of Land Affairs	To alter, suspend or remove certain restrictive conditions in respect of land in the province	Municipalities	Dept of Traditional & Local Govt. Affairs
Upgrade of Land Tenure Rights Act(Act No.112 of 1991)	Department of Land Affairs	Upgrading of certain rights, granted in respect of land and establishment of townships, less formal residential settlements, regulating use of land by tribal communities for	Municipalities	Dept of Traditional & Local Govt. Affairs and Housing (jointly administered)

		residential settlements		
Town Planning Ordinance(27 of 1949)	Dept of Traditional& Local Govt. Affairs	Establishment of private townships, sub-division and layout plans for building purposes or urban settlement and development of town panning schemes	Municipalities	Dept of Traditional& Local Govt. Affairs
Municipal Systems Act (Act 32of 2000)	Department of Provincial and Local Government	Integrated Development Plans Strategic planning, Multi-sectoral planning, coordination and alignment	Municipalities	Municipalities. MEC Local Government may require amendment to IDP
Water Services Act (Act No. 108 of 1997)	Department of Water Affairs and Forestry	Water Services Plans Provision and delivery of water services	Water Services Authorities/municipalities	Water Services Authorities
National Housing Act, (Act No.107 of 1997)	Department of Housing	Housing Delivery Plans Provision and delivery of housing	National and Provincial Government, Municipalities	National and Provincial Government, Municipalities
National Environmental Management Act (Act No. 107 of 1998)	Department of Environmental Affairs and Tourism	Environmental Management Plans Environmental Principles Environmental Implementation and management plans	Certain National Departments and Provinces	Relevant department in the province
Environmental Conservation Act	Department of Environmental Affairs and Tourism	Provides for the effective protection of the environment and controlled utilization of the environment and for matters incidental thereto	Minister, Administrator, Local Authority	Minister, Administrator, Local Authority

Municipal Structures Act (Act No.117 of1998)	Department of Provincial & Local Government	Municipal establishment and determination of powers and functions of Municipalities	Municipalities	N/A
Public Finance Management Act (Act No.1 of 1999) & Treasury Regulations	National Treasury	Economic, efficient & effective management of public finances transferred from National or Province to Municipalities through sound accounting and internal control systems	Municipalities	National &Provincial Treasury
Municipal Finance Management Bill (2000)	National Treasury	Economic, efficient & effective management of municipal finances through sound accounting and internal control systems	Municipalities	National &Provincial Treasury
Property Rating Bill (2000)	Department of Traditional and Local Government Affairs	Creation & maintenance of sustainable municipal rates base	Municipalities	N/A
Promotion of Administrative Justice Act (Act No.3 of 2000)	Department of Justice	Fair administrative procedures	Municipalities	N/A
Promotion of Access to Information Act ((Act No.2 of 2000)	Department of Justice	Freedom of access to public information	Municipalities	N/A
Interim protection of Informal Land Rights Act (Act No.31 of1996)	Department of Land Affairs	Provides for temporary protection of certain rights which are not otherwise adequately protected by law	Minister of Land affairs	Department of Land Affairs

Ingonyama Trust Act (Act No. 3 of 1994)	Department of Land Affairs	Provides for the transfer of all land under the jurisdiction of the former KZN Government to the Ingonyama Trust. His majesty the King has been appointed as the sole trustee of the Trust and Trust is to be administered for the benefit, material welfare and social well-being of the Tribes and communities which have been identified in the KwaZulu Amakhosi and Iziphakanyiswa Act (Act 9 of 1990)	Former Kwa Zulu areas	Ingonyama Trust Board
Ingonyama Trust Amendment Act (Act No.9 of 1997)	Department of Land Affairs	<ul style="list-style-type: none"> - Establishes the Ingonyama Trust Board. - Transfers all land in former R293 townships to municipalities. - Transfer land used for state domestic purposes to the National or Provincial Government 	Former KwaZulu areas	Ingonyama Trust Board
Extensions of Security of Tenure Act (Act 62 of 1997)	Department of Land Affairs	Provides for measures with State assistance to facilitate long-term security of land tenure, to regulate the conditions of residence on certain land, to regulate the conditions on and circumstance under which the right of persons to reside on the land may be terminated: and to regulate the conditions and circumstances under which persons , whose right of residence has been terminated, may be evicted from land; and to provide for matters connected therewith	Municipalities	Department of Land affairs
Labour Tenants Act, (Act No.3 of 1996)	Department of Land Affairs	Provides for the security of tenure of labour tenants and those persons occupying or using land as a result of their association with the labour tenants. The date for lodgment of claims in terms of this act has passed. Some 2600 claims have been received by the Provincial Land Reform Office	Municipalities	Department of Land Affairs

Restitution Act, (Act 22 of 1994)	Department of Land Affairs	Provides for the restitution of rights in land in respect of which persons or communities were disposed under or for the purpose of furthering the objects of any racially based discriminatory law. (administrative responsibilities with the Provincial Restitution Commission)	Municipalities	Land Restitution Commission
Provision of Land and Assistance Act (Act 126 of 1993)	Department of Land Affairs	Provides for the designation of certain land; to regulate the subdivision of such land and the settlement of persons thereon; to provide for the rendering of financial assistance for the acquisition of land and to secure tenure rights; and to provide for matters connected therewith.	Municipalities	Department of land affairs
Kwa Zulu Amakhosi and Iziphakanyiswa Act (Act No.9 of 1990)	Department of Traditional and Local Government Affairs	Provides for the Establishment of Tribal Authorities, Community Authorities and Regional authorities and provides further for powers, functions and duties of such authorities in relation to the acquisition, control, settlement and development of all land within the jurisdiction of these Authorities.	Tribal Authorities, Community Authorities and Regional Authorities	Department of Traditional and Local Government Affairs

2. POLICIES

POLICY	RESPONSIBLE DEPARTMENT	SUBJECT MATTER
Reconstruction & Development Programme (RDP)	Presidents Office	Development, planning and service delivery. Local Economic Development
Growth, Employment & Redistribution Strategy (GEAR)	Presidents Office	A (macro-economic) strategy for rebuilding and restructuring the economy. Contents include fiscal policy; monetary and exchange rate policy; trade. Industrial and small enterprises policies; social and sectoral policies; public investment and asset restructuring; employment; wages and training; and policy coordination.
Integrated Sustainable Rural Development Strategy (ISRDS)	Presidents Office	The ISRDS is designed to realize a vision that will attain socially cohesive rural communities with viable institutions, sustainable economics and access to social amenities, able to attract and retain skilled and knowledgeable people, who are equipped to contribute to growth and development.
Urban Development Framework	Department of Housing	Seeks to accommodate growth and job creation orientation of GEAR with the more redistributive and “people development” association of the RDP. It does so through the accommodation of the need to stimulate local economic development and enhanced global competitiveness of South African cities.
Rural Development Framework	Department of Land Affairs	The RDF asserts a powerful poverty focus. It describes how government working with rural people aims to achieve a rapid and sustained reduction in rural poverty.
Local Agenda	Department of Agriculture & Environmental Affairs (DAEA) and Department of Traditional and Local Government Affairs	Blueprint for sustainable development. Delivering basic environmental, social and economic services. Local level planning. Sustainable development of local urban settlement and communities.
White Paper on Sustainable Coastal Development	Department of Environmental Affairs and Tourism	Sets out a policy that aims to achieve sustainable coastal development in South Africa through integrated coastal management. Sustainable coastal development is enhancing the capacity of current and

		future generations to realize their human potential, within the context of maintaining diverse, healthy and productive coastal ecosystems.
KwaZulu –Natal Environmental Plan (Draft First Edition)	Department of Agriculture and Environmental Affairs	Provides an assessment of the present state of environmental management in the province
KwaZulu-Natal Provincial & Development Strategy	Premier's Office	A 2020 vision to create a dynamic, peaceful, secure, healthy, prosperous, educated, democratic, attractive and competitive province.
KwaZulu-Natal Integrated Rural Development white paper	Department of Traditional& Local Government Affairs	Its purpose is to identify policy instruments and specific strategies through which economic and social development of KZN's rural areas might be realized.
Land Redistribution for Agricultural Development (LRAD)	Department of Land affairs	Deals with the redistribution and transfer of agricultural land to specific individuals or groups. Deals with commonage projects to improve access to municipal land for grazing purposes
Beneficial Occupation Policy for State Land	Department of Land affairs	Deals with the entitlements of rights holders of Interim Protection of Informal Rights Act of Security of Tenure Act, in respect of state land disposal projects
National Policy Framework for women's Empowerment and Gender Equality	Premier's Office	Outlines South Africa's vision for gender equality and how it intends to realize this deal. It details the overarching principles which will be integrated by all sectors into their own sectoral policies, practices and programs
UN Convention on the rights and welfare of the Child (ratified in 1995 by the Government of South Africa)	Premier's Office	Recognizes that the child, for the full and harmonious development of his or her personality, should grow up in family environment and in an atmosphere of happiness, love and understanding; the child should be prepared to live an individual life in the society and be brought up in a spirit of peace, dignity, tolerance, freedom, equality and solidarity
UN Declaration on the Rights of Disabled Persons	Premier's Office	Emphasizes the necessity of preventing physical and mental disabilities and of assisting disabled persons to develop their abilities in most varied fields of activities and of promoting their integration as far as possible in normal life.