

**A Citizens' Manual for Effective Involvement in Local Authority
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Executive Summary

This manual provides guidance for citizens on how to work together with councils through the Local Authority Transfer Fund (LATF) and the Local Authority Service Delivery Action Plan (LASDAP). LATF and LASDAP are important as they:

- Rehabilitate, renovate, and construct extensions of existing infrastructure, such as schools, social halls, roads, water schemes, dispensaries, council buildings, and street lighting;
- Improve access to services, such as electricity, water and garbage disposal; and
- Support activities, such as HIV/AIDS awareness and training; education on sanitation and hygiene; training of community organisations; school bursaries; and, feeding programmes.

LASDAP follows a community-led approach where ward residents and community-based organisations are encouraged to work together with their councillors to prioritise service needs. In order to strengthen this component, the manual guides ward residents on how to establish the LASDAP committee, which is the civil society body recognised by councils as the LASDAP representative in each ward.

The manual provides advice in three key aspects of the LASDAP committees. First, it addresses the basic requirements for the formation of the committee and its responsibilities towards other ward residents. Second, it provides tools for the LASDAP committee to identify service delivery gaps, which in turn will become LASDAP projects and activities. Finally, the manual provides information on how to develop project proposals and budgets, which will have to be submitted to the council at the end of the LASDAP cycle.

The manual concludes by reiterating that the success of LASDAP is dependent on councillors, who are responsible for designing services for the ward – working closely with citizens – who are the residents and users of services provided in each ward. LASDAP is fundamentally about improving the relationships between citizens and the local government. It is only by changing this relationship into an accountable and transparent one that it will be possible for LATF and LASDAP to improve the infrastructure and service delivery in each council.