



CITY OF
UMHLATHUZE
VISION INTO ACTION

POLICY DOCUMENT

POLICY C1.09

WARD COMMITTEES: ESTABLISHMENT AND FUNCTIONING

Dms 891547/smr

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1. Terms of reference (Aims and objectives)

- 1.1 Encourage public participation in all local government matters and specifically the integrated development plan, budgets, performance management systems and municipal services.
- 1.2 Communicate decisions of Council and its committees to the ward committees.
- 1.3 Communicate the aspirations and needs of communities to Council.
- 1.4 Make recommendations to the Council or the Executive Committee on any matter affecting the ward.

The role of ward committee members is the facilitation of local community participation in decisions which affect the local community and the municipality as a whole, the articulation of local community interest and the representation of this interest within the government system. Ward committees are representing different sectors in the ward depending on the ward diversity, thus they can play a critical role in the following but not limited to:

- The preparation, implementation and review of Integrated Development Planning (IDP's)
- The establishment, implementation and review of a municipality's performance management system.
- Monitoring and review of a municipality's performance
- Preparation of a municipality's budget
- Decision making about the provision of municipal services.
- Communication and dissemination of information
- Serve as a specialised participatory structure in the municipality
- Create an unbiased communication channels as well as cooperative
- Receive complaints and queries from residents concerning municipal service delivery, communicate it to council and provide feedback to the community on councils response.
- Ensure constructive and harmonious interaction between the municipality and the community through the use of co – ordination of ward residents meetings and other community development forums and organisations on matters affecting the ward
- Conduct research into the circumstances prevailing in the ward in regard to service delivery, availability of amenities, level of poverty, and HIV/AIDS, counselling services, crime statistics etc.
- Conduct outreach programmes so that it can interact with community groups and ensure that the concerns and plight of these groups are addressed by the council Interact with other forums to ensure that the committee keeps abreast of what is happening in its ward in respect of issues that may have been initiated through other departments and that are being driven by particular stakeholder / groups
- Guide and advise residents on how to resolve their problems.
- Information on municipal services and programmes should be provided by the designated municipal officials and on government programmes should be

- provided by the Community Development Workers Co-ordinate ward programmes of council, where the municipality is required to inform involve and consult the community
- Attend to all meetings , campaigns, Izimbizo, operation mbo in the ward as well as the one organised by the municipality and any other government sphere and
- Attend Operation – Sukuma Sakhe (OSS) meetings in a war room to take and drive the issues raised by the community.
- Attend to another matter that affects the ward.
- Submit monthly report to Ward Councillor , who is the chairman of ward.
- Encourage public participation in all government matters.
- Coomunicate all Council decisions to communities.
- Make recommendation to the Council on any matter affecting the ward or community.

2. Membership

- 2.1 Ward committees will consist of a maximum of 10 members who must be registered voters in the ward.
- 2.2 The Chairperson shall be the ward Councilor for that ward and he/she may elect to be assisted by a non-ward Councilor to act in his stead when the Chairperson is absent.
- 2.3 The Ward Committee Members shall be elected at a ward meeting held specifically for that purpose and of which notice shall be given in the following manner:
- 2.3.1 A notice shall be published in the press informing the community of the relevant ward of the date, time and venue of the meeting.
- 2.3.2 The notice shall be displayed at the venue where the Ward meeting is to take place as well as on official municipal notice boards.
- 2.3.3 The notice shall specify the purpose for which the meeting is to be held.
- 2.3.4 Loud Hailing should be conducted informing the community about the meeting.
- 2.4 Committee members will be elected in the following manner:
- 2.4.1 The Chairperson will call for nominations.
- 2.4.2 The nominee must accept such nomination.
- 2.4.3 The nomination must then be seconded.
- 2.4.4 No member may nominate himself or herself to stand for elections.

- 2.4.5 Each registered voter shall be entitled to cast one vote for a member to be elected to the Ward Committee by a show of hands. The first ten candidates receiving the majority number of votes shall be declared elected. However in rural areas the election of ward committee will solely depend on the number of people to be elected to represent the community.

Elections.

- 2.4.5 Each registered voter shall be entitled to cast one vote for a member to be elected to the Ward Committee by a show of hands. The first ten candidates receiving the majority number of votes shall be declared elected.

- 2.4.5 The composition of the committee must be such that women are equitably represented and that the diversity of interests within the ward are also represented.

- 2.7 *Paying attention on the geographical are of a ward, ward committees should be widely dispersed to cover the whole ward thus it no family member of a councilor should be elected to serve in a ward committee*

- 2.8 *No Government official will be allowed to serve in a ward committee structure.*

- 2.9 *Signing of code of conduct forms by the ward committee members elected.*

3. Term of office of ward committee members

- 3.1 Ward committee members will serve for the term of office of 5 years, after the election of Councilors.
- 3.2 If a member is absent (without prior leave or written apology to the Chairman, extra-ordinary circumstances excepted) for three or more consecutive meetings, he/she shall be deemed to have resigned as a member of the committee.

4. Filling of vacancies

- 4.1 If the member is elected on the bi – election meeting, that member will serve for the remaining period of Council
- 4.2 In order to save on resources , Councillors will be allowed to add items for Discussions in their public meetings.

Any permanent vacancy on the committee shall be filled as soon as possible at the soonest public quarterly meeting.

Independent Electoral Commission official will be invited and conduct elections on the day

The Independent Electoral Commission Official or Municipal Official will call for nominations.

The nominee must accept such nomination.

The nomination must then be seconded.

Each registered voter shall be entitled to cast one vote for a member to be elected to the Ward Committee by a show of hands. The first ten candidates receiving the majority number of votes shall be declared elected.

The composition of the committee must be such that women/ youth are equitably represented and that the diversity of interests within the ward are also represented.

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5. Meetings

5.1 The ward Councilor will be the Chairman and if the Chairman has opted not to exercise his discretion as in 2.2 above, the Chairman and committee members shall elect a Vice-Chairman.

5.2 The Vice-Chairman shall act in the absence of the Chairman. If they are both absent the remaining members of the committee shall elect an Acting Chairman for that meeting.

5.3 A quorum shall be not less than 50% of the members.

5.1 A quorum shall be not less than 50% plus 1 of the members.

5.4 Meetings shall be held at least once a month.

5.2 Meetings shall be 2 ward committee meetings, 1 public meeting and 1 Operation Sukuma Sakhe meeting..

- 5.5 The ward committee shall hold a public meeting every quarter, one of which shall be the annual general meeting. The annual general meeting shall be held within 90 days from the date of a general municipal election and subsequent annual general meetings during the same month of each consecutive year until the next general election.
- 5.6 Notice of ordinary meetings shall be given at least 7 days prior to the meeting, and notices for special meetings shall be given at least 2 days prior to the meeting.
- 5.7 The Chairman or Vice-Chairman (if he is acting in the Chairman's stead) shall have a deliberative vote and shall have a casting vote.
- 5.8 Decisions by ward committees must be by consensus and voting should only be allowed if all efforts to reach consensus fail.

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6. Administrative Arrangements

6.1 The Department of City Development will render administrative support: Minutes and agendas will be typed.

6.1 The Department of Corporate Services (Public Participation and Councilors Support Unit) will render administrative support: Minutes and agendas will be typed.

6.2 The Committee will make its own arrangements to have the minutes and agendas handwritten and submitted to the Department of City Development as set out in paragraph 6.1 for the necessary typing.

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6.3 It is incumbent upon the Chairman of the ward committee to ensure that all minutes of ward committees are submitted to the Department of City Development.

6.3 It is incumbent upon the Chairman of the ward committee to ensure that all minutes of ward committees are submitted to the Department of Corporate Services (Public Participation and Councilors Support Unit).

6.4 It is the responsibility of the Ward Councillor to ensure that all necessary documentation as required by the Department of City Development is submitted timeously with the appointment and resignation of ward committee members.

6.4 It is the responsibility of the Ward Councillor to ensure that all necessary documentation as required by the Corporate Services (Public Participation and Councilors Support Unit) is submitted timeously with the appointment and resignation of ward committee members.

It is the responsibility of the chairman to sign all the minutes before submission to the Department of Corporate Service (Public Participation and Councillors Support Unit)

7. Dissolution of Ward Committee

Council may dissolve a ward committee if the ward committee is not fulfilling its objectives.

8. Remuneration of Ward Committee Members

- 8.1 That ward committee members be remunerated at an amount as approved by Council Resolution and in accordance with legislation which is approved from time to time.

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- 8.2 The remuneration of ward committee members be linked to the functionality of the ward committee which may be indicated by the number of meetings that he committee holds, attendance at meetings of the ward committee, how informed and knowledgeable the ward committee and community members are about developmental issues and also how issues that are raised in the community are followed up and resolved.

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- 8.3 Attendance of ward committee members be strictly regulated with an attendance register in order to effect remuneration to its ward committee members and such attendance registers be submitted on a monthly basis to the Department of City Development by the councilor of the relevant ward committee.

Attendance of ward committee members be strictly regulated with an attendance register / monthly reports from ward committee member reporting on his / her sector or portfolio in a ward in order to effect remuneration to its ward committee members and such attendance registers be submitted on a monthly basis to the Department of Corporate Services (Public Participation unit) by the councilor or the relevant ward committee member.

- 8.4 As remuneration is based on a monthly tariff and restricted to a minimum of 1 meeting per month no additional payment will be made for the meetings held over and above those prescribed in the policy. However the converse is true for the non-attendance of the prescribed number of meetings.

As remuneration is based on a monthly tariff and restricted to a minimum of 2 ward committee meetings, 1 public meeting and 1 Operation Sukuma

Sakhe (OSS) meeting per month no additional payment will be made for the meetings held over and above those prescribed in the policy. However the converse is true for the non-attendance of the prescribed number of meetings.

RECOMMENDED THAT:

1. the Department of Corporate Services (Public Participation and Councillor Support Unit) amends the policy in respect of ward committees with regard to the remuneration of Ward Committees.
2. Out of pocket expenses to be adjusted from R750 to R1 000,00 per ward committee member per month to cover travelling, telephone and refreshments/meals; as from 1 July 2013
3. Out of pocket expenses be paid on a monthly basis to ward members based on the attendance of 4 meetings or more in a ward.
4. The Department of Financial Services issues a record of all ward committees paid in a form of a database.