

# **RICHTERSVELD MUNICIPALITY**



## **23. WARD COMMITTEE POLICY**

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HUMAN RESOURCE POLICY  
WARD COMMITTEE POLICY**

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<b>Approved Date: 30/06/2022</b>	<b>Council Resolution Nr: RVM007/06/2022</b>
<b>Effective Date: 01 July 2022</b>	<b>Review Date: 30 June 2023</b>

## **WARD COMMITTEE POLICY**

The effectiveness of community development structure like ward committees and the Community Development workers depend on the municipality establishing appropriate mechanisms, procedures and processes to formalize as well as create enabling conditions for communities to meaningfully participate in the intergrated development planning processes. The purpose of Richtersveld Ward Committee policy is to regulate the functioning of Ward committee Members.

### **DEFINITION OF WARD COMMITTEES**

Ward committees are an exciting way of achieving objective and aims of developmental local government as outlined in the *Constitutional of the Republic of South Africa, 1996*. The objectives of a ward committee is to enhance participatory democracy in local government. A Forum for deliberative democracy through:

- Faster access to information
- Instant clarification about programmes
- Awareness Building
- Foster feeling of self management
- Transparency in administration
- Proper harnessing local resources
- Involvement / Quick decision making
- Sense ownership
- Better planning ascertaining local needs and requirement
- Social audit
- Accountability
- Closer monitoring and evaluation of service delivery

## RELEVANT LEGISLATION

- The Constitution of the Republic of South Africa, 1996-Chapter 7 Section 152
- The Local Government: Municipal Structures Act, 1998-Sections 73 and 74
- The Local Government: Municipal System Act, 2000-Chapter 4
- The National Guidelines for the Establishment and Operation of Municipal Ward committees, 2005
- Public Participation policy of the RICHTERSVELD MUNICIPALITY.

## ESTABLISHMENT OF WARD COMMITTEES

The Richtersveld Ward Committees will be made up of elected members of a particular ward within Richtersveld Local Municipality. The Ward Councillor shall convene a constituency's meeting. The Richtersveld Speaker will conduct elections to ensure that they are independent. Ward committee can have up to 19 members through call for nominations and voting. Ward committee should be representative of all interest group e.g women, youth, disabled. A legitimate meeting must have a signed Attendance register (Annexure D), Nomination Form (Annexure A).

**NB. In the case of death or resignation of a ward committee member, the Richtersveld Speaker will convene a meeting of that particular ward for a replacement by the following the procedures and processes of electing a ward committee**

## ROLE OF WARD COMMITTEES

The Richtersveld Municipality ward committee's role is as follows:

- Increase the participation of local residents in Municipal decision making.
- Represent the Local ward and are not politically aligned.
- Should be involved in the Integrated Development Planning process, Municipal performance management, annual Budget, Council project and other key activities and programmes.
- Can identify and initiate project to improve the lives of the people in the ward.
- Can support the ward Councilor in dispute resolutions.
- Monitoring of the performance of the Municipality and raise issues of concern in the ward.
- Assist with community awareness campaigns e.g Waste, water and sewerage, payments of fees and charges, etc

## ROLE OF RICHTERSVELD WARD COMMITTEE MEMBERS

The Ward Councillor

- Is the Chairperson of the Ward Committee,
- Is responsible for convening the constituency meeting to elect ward committee members
- Is responsible for calling ward committee meetings
- Is responsible for ensuring that a schedule of meetings is approve including ward

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- Work with ward committee to ensure that there is an annual plan of activities
- Ensure that the ward committee does what the municipality expects about reporting procedures.
- Handling queries and complaints in the ward
- Resolving disputes and making referrals of unresolved dispute to the municipality.
- Fully involved in all community activities
- Communication the activities and meeting schedules to the PR Councillor.

### **Proportional representative councillor (PR)**

The PR is allocated to the Ward and provides support to the ward councillor in issues that relate to the ward of ward committee. PR can handle queries and complains in consultation with the ward councillor

- Should attend ward and committee meetings, constituency meetings and special meetings.
  - Help resolving disputes
  - Help with the implementing of projects
  - Support the ward councillor
- Other Members
- Advice that ward councillor in identifying the needs and concerns of the Ward, and communicating these to the council
  - Be an active participant in the ward committee and accept responsibilities such as managing a portfolio or an area of interest.
  - Help ward councillor to tell community about their right and entitlements.
  - Help the ward councillor with grievance and complains from the community.
  - Hold official roles within the committee e.g secretary
  - Show leanership in starting projects which will improve lives of the people in the ward
  - Involved in community events like funerals, cultural activities etc

### **INDUCTION OF WARD COMMITTEE**

Once all members of the ward committee are elected, the Richtersveld Municipality will organize a ward committee induction training to be attended by councillors and ward committee members.

### **REPORTING**

The Richtersveld ward committee will use the attached reporting pro forma form (Annexure C) of the policy. A Ward profile must be developed reflecting demographics, history of the ward, community concerns, projects & programmes within the ward. Annual actions plan must clearly lay out ward priorities and achievement which is realistic and achievable. Monthly action plans must be developed, which outline participation in municipal consultants e.g IDP, local economic ward projects, Community forums, task allocation & deadlines.

**MONTHLY REPORT MUST BE SUBMITTED TO THE OFFICE OF THE SPEAKER.**

**ADMINISTRATIVE SUPPORT**

Richtersveld Municipality will provide administration support to all ward committees within its area. The Speakers office will provide ward committees with the copies of relevant legislation, copy demographic data for the ward, Performance Management System PMS; Annual Budget etc

Each Ward committee member shall be paid a monthly stipend as per council resolution as a reimbursement of expenses incurred while attending community and municipal meetings. The Richtersveld Ward Committee Policy will be reviewed annually.

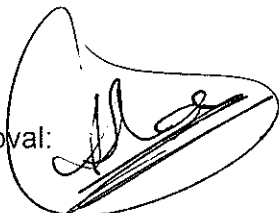
**APPLICATION**

All Richtersveld Local Municipality ward committee operators will be under the auspices of this policy and other relevant legislation.

**GLOSSARY**

Intergrated Development Plan-----	IDP
Performance Management System-----	PMS
Auditor General-----	AG
Municipal System Act, 2000-----	MSA
Community Development Worker-----	CDA
Local Economic Development-----	LED

**AUTHORITY**

MM Approval: 

Date: 30/06/2022