

“ The City of Heritage ”



**ULUNDI LOCAL MUNICIPALITY POLICY ON
MUNICIPAL WARD COMMITTEE ELECTIONS
AND OPERATIONS**

2025-2026

“ The City of Heritage ”



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PREAMBLE

WHEREAS section 152 of the Constitution places the participation of communities at the centre of service delivery and other matters of local government;

WHEREAS the Structures Act and Systems Act provide the legislative framework for the establishment of ward committees;

WHEREAS section 73(3) of the Structures Act provides that a metro or local council must make rules regulating the procedure to elect members of a ward committee, taking into account the need for—

- (a) women, youth and people living with disabilities to be equitably represented in a Ward Committee; and
- (b) a diversity of interest groups in the ward to be represented;

WHEREAS section 73(1) of the Structures Act states that if a metro or local council establishes ward committees, it must establish a ward committee for each ward in the municipality;

WHEREAS the Municipality supports endeavours to promote local participatory democracy, social and economic development and in the municipal function to provide sustainable services to communities by providing a policy for the establishment and operation of Ward Committees within the municipality;

WHEREAS the Policy is designed to support ward committees to perform their tasks in an efficient and effective manner and to promote local and participatory democracy and accountability in local government.

1. DEFINITIONS AND ABBREVIATIONS

(1) In this Policy a word or a phrase to which a meaning has been assigned in the Local Government: Municipal Structures Act, (Act No. 117 of 1998) and the Local Government Municipal Systems Act (Act No. 32 of 2000) has that meaning, unless the context otherwise indicates—

“accountability” means to accept responsibility for an action, which may include the need to disclose and give reasons for a decision;

“CDW” means Community Development Worker;

“Constitution” means the Constitution of the Republic of South Africa, 1996;

“Department” means the Department of Cooperative Governance and Traditional Affairs;

“municipality” means a Category A or Category B municipality envisaged in section 155(1)(a) and (b) of the Constitution;

“Systems Act” means the Local Government: Municipal Systems Act, Act 32 of 2000;

“Structures Act” means the Local Government: Municipal Structures Act, Act 117 of 1998.

2. PURPOSE OF THE FRAMEWORK

The purpose of this Framework is to provide a uniform set of rules regulating establishment and operations of ward committees in ULUNDI LOCAL MUNICIPALITY in terms of Section 73(3) of the Municipal Structures Act, Act 117 of 1998.

3. LEGISLATION AND POLICY FRAMEWORK

(1) In terms of the role of local government the Constitution provides as follows—

(a) section 152(1)(a) provides that local government must provide democratic and accountable government for local communities;

(b) section 152(1)(e) obliges municipalities to encourage the involvement of communities and community organizations in local government; and

(c) section 195(e) states that in terms of the basic values and principles governing public administration, people’s needs must be responded to.

(2) The DEPARTMENT has a mandate to support, monitor and strengthen the capacity of municipalities to manage their own affairs to exercise their powers and to perform their functions including to develop a culture of municipal governance that complements formal representative government with a system of participatory governance and must for this purpose—

(a) advise the municipalities to encourage and create the conditions for local community to participate in the local affairs of the municipality including the following—

- (i) the preparation, implementation and review of its Integrated Development Plan in terms of Chapter 5 of the Systems Act;
- (ii) the establishment, implementation of its Performance Management System in terms of Chapter 6 of the Systems Act;
- (iii) the monitoring and review of its performance including the outcomes and impact of such performance;
- (iv) decision-making in the provision of municipal services; and
- (v) preparation, implementation and review of municipal property rates in accordance with Chapter 4 of the Systems Act;

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- (b) contribute to capacity building of the local community, councillors and staff so as to enable them to participate effectively and efficiently in the affairs of the municipality; and
 - (c) use the resources and annually allocate funds for the purpose of implementing paragraph (i) and (ii) and in accordance with Chapter 4 item 16(1) of the Systems Act.

(3) Section 73(1) of the Local Government: Municipal Structures Amendment Act “A metropolitan or local council must establish a ward committee for each ward in the municipality within 120 days after the election of the municipal council, *in accordance with section 22.*

Section 73(1A) (a) If a metropolitan or municipal council is unable to establish a ward committee or ward committees in accordance with subsection (1), the Speaker must, prior to the expiry of the 120 days after the elections, in writing and on good cause should request the MEC response for local government in the province concerned for an extension

(b) The MEC must respond to the request referred to in subsection (1)(a) within 14 days of receipt detailing the reasons for granting or refusing the extension

(4) The legal provisions for the elections and operations of ward committees are contained in sections 72 to 78 of the Structures Act. Whilst the Act provides for the establishment of the committees and provide guidance on the composition, status and roles of the committees, the municipal council remains responsible for the formulation of policies regarding matters such as the establishment of the ward committees, including the election of members, membership, terms of reference, roles and responsibilities, re-imburement and administrative support.

4. PURPOSE AND DESCRIPTION OF WARD COMMITTEES

(1) The objective of a ward committee is to enhance participatory democracy in local government.

(2) A ward committee—

- (a) is an advisory body;
- (b) is a representative structure of the ward;
- (c) is independent;
- (d) must be impartial and perform its functions without fear, favour or prejudice;
- (e) is not politically oriented; and
- (f) is an integrative umbrella body responsible for coordination of ward developmental initiatives.

5. COMPOSITION OF WARD COMMITTEES

(1) A ward committee must consist of the following—

- (a) the Ward Councillor representing that ward in the municipal council, who must also be the chairperson of the committee; and

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- (b) not more than ten persons representing the diversity of interest groups within the ward.
- (2) If CDWs are attached to and participate in the ward committees, they must—
- (a) provide support to the committee; and
 - (b) present reports of activities happening within the ward.

6. DISQUALIFICATION AND TERMINATION OF MEMBERSHIP OF WARD COMMITTEE

- (1) A person may not be appointed or continue to serve as a member of a ward committee if he or she—
- (a) is no longer registered as a voter in the ward or no longer resides in the ward;
 - (b) ceases to be a member of the organisation that he or she represents;
 - (c) is not a citizen or permanent resident of the Republic of South Africa;
 - (d) is a municipal official;
 - (e) is a municipal councillor;
 - (f) is a member of a provincial legislature;
 - (g) is a member of Parliament;
 - (h) is in arrears to the municipality for rates and service charges for a period longer than three months;
 - (i) is an un-rehabilitated insolvent;
 - (j) has been placed under curatorship; or
 - (k) has been declared by a court of law to be mentally incompetent or has been detained under the Mental Health Care Act, 2002 (Act No. 17 of 2002); and
 - (l) has at any time been convicted of an offence involving dishonesty.
- (2) A ward committee member's membership is terminated—
- (a) upon his or her death;
 - (b) if he or she resigns as a member of the ward committee; and
 - (c) upon the election of a new ward committee for a new election term.
- (3) A ward committee member's membership may be terminated—
- (a) if he or she failed to attend three consecutive meetings of the ward committee without a reasonable apology or leave of absence submitted to the chair prior to a meeting; or
 - (b) is found guilty of a serious misconduct, incapacity or incompetence that warrants termination of membership.

7. WARD COMMITTEE NOMINATION PROCESS

- (1) Only one election model must be applied by each municipality based on sectoral representation.
- (2) A municipality must develop an Interest Groups Register. See Annexure A for an example of an Interest Group Register. The interest groups may include the following—
- (a) youth;

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- (b) women;
 - (c) disability;
 - (d) faith based;
 - (e) public transport;
 - (f) health and social development;
 - (g) neglected or remote community;
 - (h) professional;
 - (i) safety and security;
 - (j) traditional institutions;
 - (k) physically challenged sat;
 - (l) business sector;
 - (m) environment and tourism;
 - (n) education;
 - (o) senior citizens;
 - (p) ratepayers;
 - (q) civic associations;
 - (r) informal traders' association; and
 - (s) farm workers.

(2) The municipality must apply the following criteria when recognising interests groups—

- (a) an interest group must be a democratically constituted interest group representing the interests of a sector;
- (b) an interest group must have a terms of reference to guide their operations;
- (c) an interest group must have a hierarchy of leadership and structure;
- (d) an interest group must have traceable contact details; and
- (f) an interest group must be apolitical.

(3) The municipal council must—

- (a) identify the sectors of interest of each ward;
- (b) identify interest groups for each sector of the ward—
 - (i) that are active in the ward; and
 - (ii) have a representative in the ward that meets the criteria for election as a ward committee member.

(4) Ward committee candidates should be elected upon recognition of their contribution to the community and be motivated to create a better life for members of their constituency.

(5) An interest group may nominate a maximum of three candidates to contest the elections. See Annexure B for an example of a nomination form.

(6) If an interest group nominates only one candidate, that candidate must be declared as an uncontested elected member of the ward committee.

(7) If there are no recognised interest groups representing an approved sector active in a ward, the municipal council may resolve that members from the ward may nominate a maximum of three candidates from the approved sector to contest the elections. If this option is considered, the municipality must provide a municipal council resolution as well as a motivation to the Department, indicating reasons for nomination of candidates from outside recognised interest groups as well their status of involvement in the sector they are nominated to represent, prior to elections taking place.

WARD COMMITTEE ELECTION MODEL

The election procedure should be based on each of the following models:

- (a) **A sectoral model:** informed by municipal stakeholder database of the sectors existing within each ward;
- (b) A geographical model: based on the voter district and geographical spread of the ward; and
- (c) **A hybrid Model** – a combination of sectoral and geographical models. The Ulundi Municipality will be adopting the hybrid model, due to challenges it shall experience in fulfilling in its entirety the criteria required to fulfil unconditionally the sectoral or geographical models.

8. WARD COMMITTEE ELECTION PROCEDURE

(1) A ward election committee must be established to make rules regulating the procedure and criteria to elect members of ward committees.

(2) The ward election committee must be comprised of the municipal senior management and any relevant representative from the municipality.

(3) The election must take place as follows—

- (a) the Ward Councillor must call a meeting in the ward for the election of a Ward committee;
- (b) only residents who are registered voters may vote at the meeting. A voters' roll must be used to confirm if all voters are registered; and
- (c) a person who receives a majority vote must be elected to represent a sector. Where two people are competing for one sector/sit and each gets 50% of the votes the meeting must agree on how the deciding vote is to be achieved.

(4) In wards where communities or structures are known to be highly politicised, a formal ballot process must be followed. In the medium to long term, all municipalities must aim to follow formal ballot processes for ward committee elections.

(5) The election process must be coordinated by the administrative division of the municipality with the consent of the municipal council. Where feasible, the input of Independent Electoral Commission is highly recommended.

(6) The following election procedures are proposed—

(a) the Public Participation Practitioner of the municipality in consultation with the Ward Councillor and the Office of the Speaker and Municipal Manager must coordinate the schedule of meetings for election purposes;

(b) the Ward Councillor must submit within 30 days from the first council meeting to the office of the speaker the proposed date for a meeting to elect a ward committee in the ward.

(c) the office of the Municipal Manager must advise the Department of the date and the election plan as soon as it is set.

(7) The Ward Councillor and the Administrative Assistant (where applicable) must ensure that—

(a) meetings are attended by a fair representation of all sectors identified by the municipality and prioritised for that particular ward although no quorum for the elections is required;

(b) an attendance register is completed;

(c) all people attending the meeting should be registered voters of that ward; and

(d) women are equitably represented.

(8) A municipality should apply the criteria for the disqualification and termination of membership of a ward committee contemplated in clause 6 to screen candidates.

(9) See Annexure C for the implementation programme for the election of a ward committee.

9. OBJECTIONS TO THE ELECTION PROCESS OF RESULTS

(1) person who is aggrieved by the election process may—

(a) submit his or her objection in writing to the South African Human Rights Commission, if he or she suspects that the municipality discriminated against persons, including discrimination based on race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language or birth, in establishing a ward committee;

(b) submit his or her objection in writing to the Public Protector, if he or she suspects that the municipality acted improperly or with prejudice, in establishing a ward committee; or

(c) apply to the high court to review and set aside the municipality's decision, if he or she suspects that the municipality acted unlawful, unreasonable or procedurally unfair, in establishing a ward committee.

(2) All objections received by the Department will be referred back to the Municipality for submission to the institutions mention under paragraph 11(1) above.

10. VACANCIES AND BI-ELECTIONS

(1) If a vacancy occurs among members of a ward committee, it must be filled in accordance with a procedure determined by the municipal council based on the following options—

Option A

(a) The Ward Councillor must fill a vacancy by declaring as elected the person who received the second highest number of votes in terms of the previous election; or

Option B

(a) Where, nobody may be declared elected in the above manner, the election process must be repeated in line with the municipal adopted policy on ward committee establishment and operations.

(2) A Ward Councillor must report at a community meeting of the decision to fill in the vacant position within the ward committee.

(3) In the case of option B, a notice of by-elections must be communicated to the ward committee within ten days after a community meeting has taken place.

(4) A new member that has been elected in accordance with Option A must be sworn within 5 days after a ward community meeting has taken place

(5) A new member that has been elected in accordance with Option B must be sworn within 5 days after of election results.

11. TERM OF OFFICE

(1) Members of a ward committee are elected for a term that corresponds with the term referred to in section 24 of the Structures Act.

(2) For practical reasons, municipalities are required to elect ward committees within 90 days after local government election.

(3) Section 24 provides that the term of municipal council is no more than five years as determined by the Minister by the notice in the Government Gazette, calculated from the day following the day or dates set for the previous general municipal elections.

12. ROLES AND RESPONSIBILITIES

(1) The ward committee must—

(a) organize and attend meetings of the ward;

(b) submit and table reports and plans addressing the needs and priorities of the ward and provide feedback on the functions rendered by the municipality that impacts on the ward, in order to formulate recommendations to be submitted to the municipality through the Ward Councillor;

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- (c) facilitate feedback on matters raised with the Council through the Ward Councilor;
 - (d) Attend do door-to-door campaigns and arrange interaction with substructures in the ward, such as street committees;
 - (e) keep a record of and attend to all complaints through the Ward Councillor, queries and requests received from the community in the ward;
 - (f) distribute publications as required;
 - (g) manage and update ward profiles as well as the database of the indigent households;
 - (h) participate in plans and programmes of municipalities and other spheres of government impacting on the ward development;
 - (i) facilitate participation by the community in all affairs of the municipality; and
 - (j) foster a good working relationship with CDWs operating in the ward.

13. WARD COMMITTEE WORK PROGRAMME

(1) The ward committee—

- (a) must submit a programme (Ward Operational Plan) with specific outputs of work for one year to the office of the Speaker or other designated political functionary in July of each year;
- (b) must perform the functions as set out to achieve the work indicated in the work programme:
 - (i) on own initiative;
 - (ii) on request by the Ward Councillor;
 - (iii) on request by the speaker or other designated political functionary; and
 - (iv) in accordance with priorities and reasonable time frames determined by the speaker or other designated political functionary.

(2) A member of the committee must—

- (a) on a monthly basis compile a report on activities undertaken within the specified month. This may be used as one of the determining factors for reimbursement the member for out of pocket expenses incurred.
- (b) submit the monthly reports to the Ward Councillor who must, on a quarterly basis, consolidate these reports into a Ward report and submit to the municipality indicating the work done by the ward committee within the three months' period, in line with the planned outputs of the ward operational plan.

14. CONDUCT OF WARD COMMITTEE MEMBERS

(1) A member of the ward committee—

- (a) must perform the functions of the committee in good faith and without fear, favour or prejudice;

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- (b) may not use the position or privileges of a member for private gain, or to improperly benefit another person;
 - (c) may not act in any other way that compromises the credibility, impartiality, independence or integrity of the committee;
 - (d) must adopt the principle of accountability to the community and all political party represented in municipal council;
 - (e) must be accessible for the community and ensure that all role players can relate to the process and the issues at hand and are able to make their input into the processes of the committee;
 - (f) must adopt the principle of transparency to promote openness, sincerity and honesty among all the role-players in a participative process and promote trust and respect for the integrity of each role-player and a commitment by all to the overriding objectives of the process in the interest of the common good;
 - (g) must recognise diversity and understand the differences associated with race, gender, religion, ethnicity, language, age, economic status and sexual orientation, among others;
 - (h) must embrace all views and opinions in the process of community participation. Special effort should be made to include previously disadvantaged persons and groups, including women and youth in the activities of the ward committee;
 - (i) must provide an apology with a valid reason to the chairperson of the committee if a meeting cannot be attended.

(2) Ward committee members must sign a Code of Conduct, which should be administered by the Ward Councillor. See Annexure D for a draft Code of Conduct.

15. WARD COMMITTEE MEETINGS

(1) Meeting Procedures

- (a) Unless a Ward Councillor, or municipality, wishes to appoint a secretary, the ward committee may appoint a secretary and assistant secretary from its membership to fulfil relevant duties of the ward committee.
 - (b) Ward committee meetings are convened and chaired by the Ward Councillor.
 - (c) The Ward Councillor may delegate in writing the chairing of a meeting in his or /her absence to a member of the ward committee.
 - (d) When the Ward Councillor is not present and there is no delegation by the chairperson, members must elect amongst themselves the chairperson of the day.
 - (e) A ward committee may establish one or more sub-committees if necessary for the performance of its functions or to involve organisations more broadly.
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- (f) Each ward committee member must chair a sub-committee meeting linked to the portfolio she or he represents at a ward committee level.
 - (g) Members of the sub-committee must be appointed by a ward committee with support from a member representing a sector or interest group of that particular portfolio at a ward level.
 - (h) The ward committee and sub-committees may meet together as a ward forum for major discussions.
 - (i) All stakeholders in the ward are encouraged to participate in sub-committees that are relevant to their fields of interest and to their day-to-day functioning as a sector.
 - (j) Additional to standing items, members of the ward committee must submit items to be discussed, well in advance to the chairperson.
 - (k) The chairperson must prepare an agenda for ward committee meetings. See Annexure E of the Framework for an example of the agenda for the first meeting of a ward committee.

(2) Frequency of meetings

- (a) A municipality must make rules regulating the frequency of meetings of ward committees.
- (b) Ward committees must at the beginning of the year determine a programme for ward committee meetings so as to align with meetings of the municipal council.
- (c) A ward committee must meet at least quarterly.
- (d) All ward committees in a municipality should as far as reasonably possible adhere to the same meeting intervals for better coordination and allocation of resources by the municipality.
- (e) A schedule of ward committee meetings must be submitted to the Department and copies made available to all ward committee members.

(3) Quorum and decisions

- (a) A majority of ward committee members must be present before a vote may be taken on any matter (50% + one member) excluding the chairperson.
- (b) A ward committee must endeavour to take decisions based on consensus.
- (c) If consensus on any matter cannot be achieved, such matter may be determined by supporting vote of at least the majority of the members of the committee (50% + one of the committee members present). If there is an equality of votes, the chairperson may have the casting vote.

(4) Public or Ward meetings

- (a) Public meetings are mainly held in order—
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- (i) to register the concerns and inputs of the community with regard to service delivery, general development of the community, disaster management and any other municipal concern the community may have; and
 - (ii) to report back to the public on issues that are affecting the community.
- (b) Ward or public meetings must be chaired by the Ward Councillor.
- (c) The Ward Councillor may request ward committee member to respond to issues raised in a community meeting.
- (d) If the committee decides to hold a public meeting it may publish a notice using appropriate means of communication including the relevant social media platforms, stating the time, date and place of the meeting.
- (e) The scheduled date, time and place of the public meeting should be convenient so as to encourage the greatest number of people to attend. The venue must be—
- (i) in a well-known place;
 - (ii) easily accessible and where possible, also disabled-friendly;
 - (iii) large enough to accommodate all people present; and
 - (iv) observe COVID-19 health and safety protocols.
- (f) The Office of the Speaker must ensure that a schedule of all planned community meetings in all wards is compiled on an annual basis and distributed to the community via the relevant means of communication.
- (g) The municipal council may determine the frequency of community meetings in each ward based on the need and the expectations of the community.
- (h) Preferably, at least one community meeting must be convened in each ward in a period of three months.
- (l) Where the jurisdiction of a traditional authority extends to the ward where a public meeting is to be held, the relevant traditional authority should be informed of the public meeting.
- (j) At a public meeting a representative of the ward committee must—
- (i) explain the meeting procedures, such as adoption of agenda and time allowed for questions;
 - (ii) explain the issues the committee has to consider, including any options open to the committee;
 - (iii) allow members of the public attending the meeting to present their views on these issues;
 - (iv) answer relevant questions
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- (v) keep minutes of the meeting and inform the public that ward committee meeting and public meeting minutes are public documents, and that the community has access to these documents and may make copies at their own cost; and
 - (vi) give feedback on previous issues, including reasons if there is a lack of progress.
- (k) Public meetings are not political platforms therefore ward committee members and the public should refrain from making party political statements, campaigning and canvassing.

16. ACCOUNTABILITY

- (1) The chairperson of the ward committee through the Public Participation Practitioner must—
- (a) ensure that full and proper records are kept of the minutes of ward committee meetings;
 - (b) ensure that the committee's available resources are properly safeguarded and used in the most effective and efficient way;
 - (c) ensure that all statutory measures applicable to the committee are complied with;
 - (d) ensure that all recommendations made by the ward committee are formalised and submitted to the office of the speaker or other designated political functionary for presentation to the municipal council at intervals determined by the speaker or other designated political functionary;
 - (e) report a view adopted by the ward committee to the municipal council but may indicate his or her disagreement with the view in the report;
 - (f) ensure the production of a progress report on major achievements and areas of failure, with reasons, on quarterly basis;
 - (g) submit the progress report to the speaker or other designated political functionary for a review of the performance of the committee;
 - (h) implement any corrective measures to ensure effective and efficient performance of the committee as suggested by the speaker or other designated political functionary; and
 - (i) prepare the municipal public participation annual report.

17. DISPUTE RESOLUTION

- (1) Ward committee members must avoid conflict between themselves and between them and the Ward Councillor.
- (2) In the event of a dispute between the majority of ward committee members and the Ward Councillor, such matter may be dealt with in line with the directives of Section 14(3) of this Framework.
- (3) If the majority of ward committee members remain aggrieved, the matter should be taken to the Council through a channel decided upon by Council or through the office of the Speaker.

18. BUDGET

- (1) No remuneration is to be paid to ward committee members.
- (2) Municipalities must annually budget from their equitable share grant for—
 - (e) funding required by ward committees to perform their functions, exercise their powers and undertake development in their wards;
 - (b) capacity building and training programmes for committee members;
 - (c) out-of-pocket expenses of ward committees members; and
 - (d) funds to meet costs associated with the funding of the best performing ward merit system as per the provincial funding model.

19. CAPACITY BUILDING AND SKILLS DEVELOPMENT

- (1) Ward committees should, with the assistance of the municipality, prepare an annual capacity building and training needs assessment for members of the committee.
- (2) An annual capacity building and training programme including but not limited to the programmes listed by Annexure F should be developed based on the training needs of the municipal's ward committees.
- (3) The municipality should conduct skills audit for the ward committee members and identify members that are eligible to attend the trainings.
- (4) An annual budget, taking into account any funds budgeted by the municipality, for the capacity building and training programme should be prepared according to the needs assessment.
- (5) The following requirements may be included in the training and capacity building programmes of municipalities—
 - (a) generic training needs, including—
 - (i) basic literacy;
 - (ii) communication;
 - (iii) interpersonal skills;
 - (iv) community upliftment;
 - (v) conflict management and negotiation skills;
 - (vi) democracy and community participation;
 - (vii) Community Based Planning (CBP); and
 - (viii) leadership.
 - (b) training needs on municipal processes, including—
 - (i) principles of good governance;
 - (ii) Ward Committees Funding Model;
 - (iii) Intergovernmental Relations (IGR);

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- (iv) municipal service partnerships;
 - (v) payment for services (indigent, credit and debt control);
 - (vi) Municipal LED;
 - (vii) municipal elections;
 - (viii) municipal spatial planning, integrated development planning and budget processes;
 - (ix) municipal complaints management system;
 - (x) Back to Basics programme; and
 - (xi) Batho Pele principles.
- (c) specialised and accredited skills development programme including—
- (i) induction programme;
 - (ii) ward committee structures;
 - (iii) the Constitution;
 - (iv) roles and responsibilities;
 - (v) community based planning;
 - (vi) public participation in local governance;
 - (vii) core municipal processes;
 - (viii) project management;
 - (ix) communication, facilitation and conflict management;
 - (x) community diversity; and
 - (xi) meeting procedures and reporting.

20. ADMINISTRATIVE MATTERS

(1) Municipalities must make administrative arrangements to enable ward committees to perform their functions and exercise their powers effectively.

(2) Section 16(1)(c) of the Systems requires that municipalities use their resources and allocate funds in their annual budgets for community participation.

(3) Administrative support may include the following—

(a) the promotion of ward committees in the community by informing the communities of the roles and responsibilities of ward committees. A practical example is the provision of formal identification cards to ward committee members in order for them to be recognised as legitimate ward committee members amongst the community;

(b) the permanent availability of an administrative staff capacity to attend ward committee meetings and to assist the Ward Councillor and members in fulfilling their clerical and administrative functions. The exact nature and extent of such capacity may differ from municipality to municipality.

In larger municipalities this could take the form of a staff member to co-ordinate the work of ward committees as well as support the constituency work of a number of ward councillors. In smaller municipalities this could mean a portion of the work time of one administrator to deal with bookings, arrangements and minutes of meetings;

(c) ensure that ward committees have access to a central place where they can meet and where they can get access to information;

(d) to provide the necessary logistical resources, including furniture, computers and stationery for the ward committees to fulfil their functions;

(e) to assist with the translation of information and documentation for the community;

(f) to assist the ward committees in fulfilling their tasks, including the provision of additional capacity and advertising campaigns required for purposes of arranging larger public meetings, if necessary;

(g) to develop and provide capacity building and training programmes for ward committees on an ongoing basis;

(h) to facilitate ward committee elections;

(i) to devise a strategy for ward Committee merit system in a form of Vuna Awards;

(j) to prepare ward Committee Functionality Assessments, in line with the contents of Annexure G;

(k) to prepare and update municipal stakeholder register;

(l) to identify all key activities requiring community participation and ensure that all activities are incorporated and published in the year planner of the municipality

(m) to maintain a database of ward committee members per ward.

21. DISSOLUTION PROCEDURES

(1) A council may dissolve a ward committee if it fails to fulfil its objectives.

(2) The following indicators are early warning signs of a non-functional ward committee—

(a) when the committee fails to meet for three consecutive times;

(b) when members decide to dissolve it; and

(c) When there is evidence of maladministration, fraud, corruption or any serious malpractice has occurred or is occurring in a committee.

(3) A notice to dissolve the ward committee should be served by a representative of a municipality to each member of the affected ward committee prior to dissolution.

(4) Ward committee members must be provided with an opportunity to respond to the notice within 30 days of a municipal council resolution.

(5) A Ward Councillor must report the decision to dissolve a ward committee at a community

meeting and provide the reasons that led to the dissolution of the ward committee.

22. MUNICIPAL POLICY DESIGN AND IMPLEMENTATION

(1) Each municipality must develop a policy to govern the election and operations of ward committees based on the Framework. Municipal councils must adopt the policy before it is implemented.

(2) A municipality must continuously monitor the implementation of the policy. The monitoring process must be clearly stipulated in municipal policy.

23. FRAMEWORK MONITORING AND EVALUATION

(1) The Municipal Manager is the custodian of the Policy. The Policy must be reviewed and updated by 30 September 2023.

(2) The stakeholders to be consulted whenever this Framework is reviewed are—

- (a) the Directorate: Policy and Research;
- (b) the Directorate: Legal Services;
- (c) the Directorate: Municipal Governance;
- (d) the South African Local Government Association; and
- (e) the Stakeholder Engagement unit at DCOG.

24. FRAMEWORK EFFECTIVE DATE

This framework comes into effect on the date of its adoption by Council.

Education									
Senior citizens									
Ratepayers									
Civic associations									
Informal traders' association									
Farm workers									

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ANNEXURE B

NOMINATION FORM

Notice for Ward Committee Nominations

SECTOR REPRESENTATION:

.....

Nomination Date

Municipality

Ward

I..... (Identity No.....) being a member of an organization operating within the above-mentioned municipality and being a registered voter on the municipal voter’s roll, hereby nominate

(Identity No.....) to contest in the above-mentioned ward as a ward committee member.

Signature: _____

Place: _____

Date: _____

SECONDDERS:

1. _____

2. _____

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ACCEPTANCE:

I..... (Identity No.) do hereby accept the nomination to contest in the election of a ward committee member to represent my sector.

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ANNEXURE D

DRAFT CODE OF CONDUCT FOR WARD COMMITTEE MEMBERS

I. INTRODUCTION

Ward committee members are elected to represent the various interest groups represented in the community in a ward and report on matters affecting the ward or emanating from the ward to the municipality, through its ward councillors and in accordance with the processes determined by the relevant municipality. This code lists the responsibilities of members of ward committees and recommends standards of ethical conduct with which each member of a ward committee must comply.

These standards are applicable to members of the ward committee when dealing with—

- (a) other ward committee members;
- (b) the Ward Councillor and all other councillors of the municipality;
- (c) the municipal administration;
- (d) the community represented in the ward committee;
- (e) the constituents of a specific municipality, including civil society, trade unions, Non-Government Organisations, vulnerable communities and other role players in the ward;
- (f) service providers of the municipality rendering services in the ward, where required;
- (g) traditional leaders where applicable; and
- (h) other interest groups.

2. AIMS AND OBJECTIVES OF THE CODE OF CONDUCT

The aims and object of the code of conduct is to—

- (a) set out the functions of a member of the ward committee and to specify the standards of integrity and conduct to be observed by ward committee members in their role to assist the municipality to meet objectives and its standards, in accordance with its current Integrated Development Plan;
- (b) inform the public about the responsibilities of ward committee members in a specific ward;

- (c) enhance the image, credibility and accountability of the municipal council to the community in a specific ward where such a member serves; and
- (d) maintain the trust, respect and co-operation between members of the ward committees and all members of the community represented in the ward.

3. INTEREST OF THE COMMUNITY

- (1) Committee members must at all-time advance and act in the interests of the ward community.
- (2) Committee members must not use their position to promote personal **or** private interest.
- (3) Conduct of ward committee members should not be influenced by or dictated to by improper motives;
- (4) In the execution of their functions, committee members must not favour any individuals, groups or organizations.

4. WARD COMMITTEE MEETINGS

- (1) Committee members must strive to attend all ward committee meetings.
- (2) Committee members must submit a legitimate reason if they are unable to attend ward committee meetings.
- (3) Committee members who are unable to attend a ward committee meeting must tender his or her apology stating reasons why he or she is unable to attend.
- (4) Committee members may not be absent from ward committee meetings three times in succession without a legitimate excuse.
- (5) Failure to attend three ward committee meetings in succession without a legitimate excuse will result in a member losing his membership.
- (6) Committee members must refrain from engaging in disruptive behaviour during meetings.

5. POLITICAL MATTERS

- (1) Committee members should avoid political conflicts among themselves and must also avoid political conflicts between themselves and the Ward Councillor.
- (2) .In their interaction with the community, committee members must not discriminate on the grounds of political affiliation, culture, race gender, sexual orientation, disability, religion or on any other grounds that would constitute unfair discrimination.
- (3) In the execution of their duties committee members must not advance the interest of any political party.

(4) Committee members may not use ward committee meetings as a political platform or forum or to canvass for political support for re-election as a ward committee member or as a Ward Councillor in the next local government elections.

6. CONFLICT

(1) Committee members must avoid conflicts among themselves and between themselves and the Ward Councillor.

(2) Conflicts should be dealt with as provided for in the Framework.

7. DECLARATION

Name of municipality.....

Ward Number.....

Ideclare that I have read the Code of Conduct for Members of Ward Committees and that I understand it and agree to be bound by the Code of Conduct in the execution of my duties and functions as a Ward Committee member.

Signature.....

Date.....

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ANNEXURE E

DRAFT AGENDA FOR FIRST MEETING OF WARD COMMITTEE

NAME OF THE MUNICIPALITY

AGENDA FOR WARD COMMITTEE MEETING

DATE :
VENUE :
TIME :

1. OPENING & WELCOMING REMARKS - Chairperson
2. APOLOGIES
3. CONFIRMATION OF AGENDA
4. INTRODUCTION OF A COMMUNITY DEVELOPMENT WORKER (CDW)
5. CONFIRMATION OF REPRESENTED SECTORS IN LINE WITH THE STAKEHOLDER REGISTER
7. DELIBERATIONS ON SUB-COMMITTEES
8. DISCUSSION OF DRAFT ANNUAL SCHEDULE OF MEETINGS
9. DISTRIBUTION OF RELEVANT DOCUMENTATION
8. GENERAL
9. DATE OF THE NEXT MEETING
10. CLOSURE

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ANNEXURE F

SKILLS DEVELOPMENT PROGRAMME MODULES

MODULE – SAQA ID 57823	UNIT STANDARD	NO. OF CREDITS	DAYS	NQF
Induction Programme on Ward Committee Structures, Constitution, Roles and responsibilities.	US 242896	10	4	2
	US 242892	6		
Community based planning	US 14534	10	3	2
Public Participation in Local Governance	US 113955	4	4	3
	US 123436	7		3
	US 242893	6		2
Core Municipal processes	US 248895	10	5	2
	US 242890	8		3
Project Management	US 123462	4	3	3
	US 123464	10		
Communication, facilitation and conflict management	US 242891	10	3	2
Community Diversity	US 242894	6	1	3
Meeting Procedures Reporting	US 13934	4	1	3

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ANNEXURE G

FUNCTIONALITY ASSESSMENT

Definitions :

- Functional: something that is able to fulfil its purpose or functions
- Functionality: measure to which the committees are able to fulfil their purpose

INDICATOR	TARGET
Number of ward committee meetings held	1 per month
Number of meetings chaired by the Ward Councillor	All meetings
Percentage attendance	50% plus 1
Number of community meetings held	1 per month
Number of sectoral reports submitted	10 per month
Number of ward reports submitted to the municipality	1 per quarter

Evidence required on quarterly basis:

1. Minutes and attendance registers of ward committee meetings held
2. Minutes and attendance registers of community meetings held
3. Sectoral reports submitted by ward committee members
4. Ward report submitted by Ward Councillor