



**GEORGE MUNICIPALITY:
WARD COMMITTEES POLICY AND
RULES FOR THE ESTABLISHMENT
AND OPERATION OF WARD
COMMITTEES**

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1. PREAMBLE

- 1.1. It is essential for good governance that citizens are actively involved in the processes regarding planning, budgeting, monitoring and evaluation of programmes/projects.
- 1.2. Ward Committees are regarded as the vehicle to promote good governance at local government level and must, in conjunction with the Ward Councillors and Council, oversee the execution of the constitutional objects for local government.
- 1.3. The George Municipality is governed as a Municipality with a Mayoral Executive system combined with a ward participatory system as per Section 9(d) of the Local Government: Municipal Structures Act, 1998.
- 1.4. The establishment and operation of a Ward Committee must be in accordance with Sections 72 to 78 of the Local Government: Municipal Structures Act, 1998.

2. DEFINITIONS

Acronyms	Description
Administration	The employees of the George Municipality.
Area Coordinator	The person as duly appointed to assist in local community matters
Budget	The annual budget of a Municipality in terms of the Local Government: Municipal Finance Management Act, 2003.
Code of Conduct	Code of Conduct applicable to Ward Committee members as set out per schedule 2.
Community Meeting	A community meeting is a gathering of people discussing issues in their community.
Constitution	The Constitution of the Republic of South Africa, 1996, which is the supreme law of the country.
Council	George Municipality as stipulated in Section 157 of the Constitution of the Republic of South Africa, 1996.
Councillor	Member of the George Municipal Council.
Election officer	A person is responsible for supervising and coordinating an election venue to ensure that the election (voting) of Ward Committees is conducted in terms of these Rules.
Geographical Block	Represents the interests of an identified geographical block (for example neighbourhood, extension, village) in a particular ward.
Integrated Development Plan	The principle strategic planning instrument guides and informs all planning and development, and all decisions regarding planning, management and development in a Municipality.
Municipality	When referred to as “an entity” means a Municipality as described in section 2 of the Local Government: Municipal Systems Act 32 of 2000; and when referred to as a geographic area means a municipal area determined in terms of the Local Government: Municipal Demarcation Act, 1998 (Act no. 27 of 1998)
Municipal Manager	Head of Administration and Accounting Officer of the Municipality and appointed by Council in terms of Section 54A of the Local Government: Municipal Systems Act, No 32 of 2000.

Acronyms	Description
Organisation	Representing a specific interest of the community resident in the ward, for example, youth, women, religious grouping, ratepayers' associations, etc, but not a political party.
Out Of Pocket Expense	Payment you made using personal finance whether or not it is reimbursed.
Performance Management System (PMS)	A two-way communication process between the Municipality and the community that measures specific targets, standards and priorities that were agreed upon during the IDP process.
Public Participation	Any process that directly engages the public in decision-making and gives full consideration to public input in making that decision. Public participation is a process, not a single event.
PR Councillor	A proportional representative municipal Councillor elected in terms of Section 22(a) of the Local Government Municipal Structures Act No. 117 of 1996 to represent a party on the Council of a Municipality.
Sector	Representing a broader scope of similar interests (umbrella body/structure) of the community for example, Sport & Recreation, Health & Welfare, etc.
Scheduled meeting	Meeting, including that of a Ward Committee, as determined by the Council's calendar of meetings.
Speaker	The Speaker of the Council elected in terms of Section 36 of Local Government: Municipal Structures Act 117 of 1998. Amended (read with Section 37 (k) of the Local Government: Municipal Structures Amendment Act (2021)).
Voters' roll	The national common voters' roll compiled in terms of the Electoral Act, 1998.]
Ward Councillors	A Councillor representing a specific ward within the jurisdiction of George Municipality.
Ward Committee Member	A person, appointed, elected/co-opted to the Ward Committee.
Ward Operational Plan	Annual plan of activities to be performed/executed by Ward Committee Member's representative in a Ward Committee.

3. OBJECTIVES

- 3.1. The objective of a Ward Committee is to enhance participatory democracy in local government.
- 3.2. Ward Committees must participate in the following:
 - 3.2.1. preparing, implementation and review of the Integrated Development Plan (IDP);
 - 3.2.2. establishment, implementation, and review of a Performance Management System;
 - 3.2.3. inputs into the budget; and
 - 3.2.4. strategic decisions of the Municipality relating to the provision of municipal services in terms of Chapter 8 of the Systems Act, 2000.
- 3.3. A Ward Committee is the official channel of communication between the community and Municipality regarding municipal matters in a particular Ward.

- 3.4. A Ward Committee is an advisory body without any executive powers to assist the Ward Councillors[s] in their duties.
- 3.5. Ward Committees must perform their functions impartially without fear, favour, or prejudice.

4. LEGAL FRAMEWORK

- 4.1. The Constitution of the Republic of South Africa, Act 108 of 1996;
- 4.2. Municipal Structures Act, Local Government: Municipal Structures Act, No. 117 of 1998;
- 4.3. Municipal Systems Act, Local Government: Municipal Systems Act, No. 32 of 2000;
- 4.4. Municipal Finance Management Act (MFMA) - Local Government: Municipal Finance Management Act, No. 56 Of 2003;
- 4.5. Guidelines for the establishment and operation of Municipal Ward Committees, Notice 965 of 2005;
- 4.6. National Policy Framework for Public Participation, 2007; and
- 4.7. National Framework: Criteria for Determining out of pocket expenses for Ward Committee members, 2009

5. MEMBERSHIP

- 5.1 A Ward Committee consists of the Ward Councillor and not more than ten other persons elected to represent organisations/sectors or geographical blocks residing within the boundaries of the municipal ward.
- 5.2 The Ward Councillors, representing the Ward in the Council, must be the chairperson of the Ward Committee.
- 5.3 In the absence of the Ward Councillors, another Councillors must be nominated by the Speaker to act as chairperson of the Ward Committee.
- 5.4 The members represented in a Ward Committee can be elected based on the sectorial model (organisations/sector) geographical (block) model or a combination of both models to accommodate circumstances prevailing in a particular ward.
- 5.5 The election of Ward Committee members described above must consider the need:
 - 5.5.1 for women to be equitably represented in a Ward Committee, with a minimum

of three (3) women per Ward Committee; and

5.5.2 for the diversity of interests in the Ward to be represented.

5.6 No individual representation will be allowed in a Ward Committee.

5.7 A person to be elected to represent a sector/organisations/geographical interest on a Ward Committee must:

5.7.1 be a registered voter whose name appears on the voters' roll for the ward,

5.7.2 not be a member of a Municipal Council;

5.7.3 not be permanently or contractually employed by the Municipality;

5.7.4 not be a Community Development Worker or employed by another sphere (Provincial/National) of Government.

5.7.5 not have been indebted to the Municipality for a period longer than three (3) calendar months, with the exception that proof can be provided that the necessary arrangements have been made to settle the debt and continue to remain in good standing for the duration of the term of office.

5.7.6 Not have been convicted of an offence and sentenced for a period of more than twelve (12) months; and

5.8 Close family members (husband, wife, child, parent) may not serve on the same Ward Committee.

5.9 The procedure to elect Ward Committees are attached hereto as Schedule 1.

5.10 The Code of Conduct for Ward Committee members will be applicable to all members of the committee during their term of office.

6. FUNCTIONS OF WARD COMMITTEES

6.1. Ward Committees will be the official body with which the Ward Councillors will liaise regarding any matter affecting their respective wards and more specifically items on the agenda of the Municipality affecting the ward.

6.2. The Ward Councillors together with the Ward Committees must give feedback at Ward Committee meetings and at least on a quarterly basis to constituencies on Council matters, as required in the Code of Conduct for Councillors.

6.3. Ward Committees must annually compile their respective ward operational plans which include a range of activities to be executed during the following financial year.

6.4. Ward Committee members must attend official meetings scheduled in terms of the Council's meeting cycle, or upon special request by the Council or Speaker.

- 6.5. **Members of the Ward Committee must submit items for discussion to the Administration (the Area Coordinators) at least fourteen (14) days before the official Ward Committee meeting to allow for compilation of the agenda.**
- 6.6. Ward Committee members must report back to their respective constituencies (organisations/sector/geographical blocks) at least on a quarterly basis.
- 6.7. Area Coordinators must ensure that formal minutes of quarterly report back meeting of constituencies (be submitted to the municipal Administration via the Ward Councillor within 10 days after the aforementioned meeting. The handling of Ward Committee meetings minutes is attached hereto as Schedule 3.
- 6.8. Ward Committee members must report issues pertaining to maintenance of public assets and infrastructure to the respective municipal customer care help desks.
- 6.9. Ward Committee members must attend training/capacity-building sessions scheduled by the local Municipality or other spheres (provincial/ national) of government.
- 6.10. It is the responsibility of all Ward Committee members or nominated Ward Committee members to attend forums outside the Municipality upon formal request by the Speaker or the Administration.
- 6.11. Geographical blocks must conduct their business in accordance with standardized rules of order (regulating documents) to be provided by the municipal Administration, where necessary.
- 6.12. Ward Committees must sign a Code of Conduct (attached hereto as Schedule 2) to be administered by the respective Ward Councillors and the Speaker of the Council.

7. OVERALL PROCEDURE FOR ELECTION

7.1 Obtain nominations to serve on Ward Committees

- 7.1.1 Ward Committees will be elected within hundred and twenty (120) calendar days calculated from the day on which the Independent Electoral Commission (IEC) declared the results of the Local Government elections consistent with section 22 of the Municipal Structures Amendment Act, 2021
- 7.1.2 The Municipal Manager will advertise in the local newspaper(s) a notice for the establishment of a Ward Committee in all respective wards of the Municipality or a Ward Committee Member by inviting nominations for organisations, sectors, and geographical blocks (including the names of representatives and second of the last-mentioned structures).

- 7.1.3 The organisations/sectors eligible for election must have been operational in the particular ward for at least six (6) months, except for newly established organisations that directly represent the interest of women, youth, disabled and the elderly. Should the latter newly established organisations wish to participate they must provide their constitution, their membership and at least one set of meeting minutes before they can be eligible for election.
- 7.1.4 Representatives nominated by sectors/organisations/geographical blocks on respective Ward Committee must represent a diversity of interest located in a particular ward and also comply with requirements listed under item 5 above.
- 7.1.5 Nominations referred to above must be submitted to the Municipal Manager or his/her delegate(s) on a pro forma form to be provided by the Administration) by not later than the closing date for nominations provided in the notice.
- 7.1.6 Lists of nominations received for respective Ward Committees must be compiled and finalised to inform the ballot papers for each ward by the delegate(s) of the Municipal Manager, in consultation with the newly elected Ward Councillors at least 7 (seven) calendar days prior to the first date of the elections of Ward Committees for the Municipality.
- 7.1.7 If an organisations/sector is to be represented on a Ward Committee, the representative of the particular organisations/sector is not eligible to also be elected as a geographical block representative for the particular Ward Committee.
- 7.1.8 Information of nominations received for organisations, sectors and geographical blocks for each Ward Committee may be verified and revised by registered organisations/sectors and geographical blocks where necessary prior to the announcement of Ward Committee election dates for the Municipality.

7.2 Announcement of the Election of Ward Committees

- 7.2.1 The election (voting) for Ward Committees will be conducted on scheduled dates and at election venues determined by the Municipal Manager.
- 7.2.2 The Municipal Manager must give notice inclusive of the timetable (dates, venues and timeframe) for the voting of the respective Ward Committees of the Municipality to the local community.
- 7.2.3 Notice referred to in 7.2.2 above must be given at least seven (7) calendar days prior to the first date of the elections of Ward Committees.
- 7.2.4 More than one election venue can be established in a ward due to the geographical nature of the ward, based on the discretion of the Municipal

Manager. In this case the number of Ward Committee members to be elected at the respective election venues, will be determined proportionally according to the number of eligible voters registered in the latest voters roll residing in the neighbourhoods which the respective election venues will be serving.

7.3 Appointment of Election Officials

7.3.1 The Municipal Manager will appoint Senior Managers and Managers to act as election officers at particular election venues, where election of Ward Committees will be conducted.

7.3.2 The appointed election officers will nominate team(s) of election assistants, respectively from the Municipal Administration for administrative support.

7.4 Election (voting) process at election venues

7.4.1 The elections will be conducted in accordance with the election (voting) process at election venues.

7.4.2 Only registered voters, whose names appear on the voters roll of the Ward, where election of a particular Ward Committee is conducted will be eligible to participate in the elections of the particular Ward Committee.

7.4.3 A registered person can only vote for one organisation/sector and/ one geographical block representative during the election process of a particular Ward Committee.

7.4.4 A minimum of not less than 2 (two) organisations/sectors must be elected as members of a particular Ward Committee whilst the balance must be elected from geographical blocks.

7.4.5 The ratio between organisations/sectors and geographical block representation, also taking into consideration 7.4.4 above, will be determined by the newly elected Ward Councillor, in consultation with the appointed election officer, taking into consideration the nominations received for the particular ward, upon finalising the list of nominations (refer to 7.1.8 above).

7.5 Reporting of results

7.5.1 The election results for the establishment of Ward Committees must be officially reported to the Council by the Municipal Administration within 60 days after the last election.

7.6 Details of the procedure to elect Ward Committee members is attached hereto as Schedule I.

8. TERM OF OFFICE

- 8.1. The term of office of a Ward Committee shall coincide with the term of office of the Council and shall be terminated on the day preceding the date of the following municipal election.

9. CONDUCTING OF WARD COMMITTEE MEETINGS

- 9.1. A Ward Committee must meet at least quarterly (but no more than twice per quarter), except for period(s) when the Council is in recess, budget permitting.
- 9.2. A quorum of a committee must consist of at least 50% plus one (1) member (excluding the Chairperson).
- 9.3. All meetings of the committee must be open to the public.
- 9.4. A member of the public who is not a member of the committee may address a committee with the permission of the chairperson.
- 9.5. The Ward Committee adopts its protocol arrangements in terms of language preference, meeting dates, commencement times of meetings, etc. at the first official meeting after the election of Ward Committees.
- 9.6. The timeframes for meetings are quarterly public report-back meetings.
- 9.7. An employee and ward Councillor of the Municipality must be present at a meeting of a committee before it can be constituted.
- 9.8. If a member has a direct or indirect financial interest in any matter serving before the committee unless that interest is the same as any other person in the Ward, such person must recuse himself/herself from such discussion.
- 9.9. If the Ward Councillor must recuse himself/herself from discussion of an item at the committee, he/she must arrange with another Councillor to chair the meeting during such recusal.
- 9.10. Any Councillor of the Municipality may attend any meetings of a Ward Committee, as an observer. Such Councillor must abide by the Roles of Order for meetings as approved by Council. If the visiting Councillor/s do not adhere to such Rules, the Ward Councillor **MUST** report the matter to the Speaker.
- 9.11. No items from the agenda of the political structures of the Municipality marked as confidential by the Municipal Manager may be discussed at a Ward Committee meeting.
- 9.12. Any Ward Committee Member whose representative(s) (organisation/sector/geographical block) is absent without an acceptable reason from three (3) consecutive meetings of the committee during its term of office will be replaced and will be subjected to disciplinary action and will be replaced in terms of the

rules for the filling of vacancies.

- 9.13 Any Ward Committee Member whose representative(s) (organisation/sector/geographical block) is absent, without an apology tendered, from six (6) meetings of the committee during its term of office will be subjected to disciplinary action and will be replaced in terms of the rules for the filling of vacancies.

10. Delegations and Powers of Ward Committees

- 10.1.1 Only those powers and functions consistent with these Rules for the Establishment and Operation of Ward Committees; the policies of the Municipality; and any applicable legislation may be delegated to Ward Committees.
- 10.1.2 A Ward Committee or a member of a Ward Committee may not –
- 10.1.3 Be delegated with executive functions;
- 10.1.4 Perform executive and/or administrative functions on behalf of a Ward Councillor, the municipal council and/or municipal officials;
- 10.1.5 Represent, or be requested to represent a Councillor, and/or the municipal council at any gathering;
- 10.1.6 Issue any instructions to municipal officials or Councillor; or
- 10.1.7 Interfere with or obstruct a municipal official or municipal agent/ service provider performing his or her official duties or any activities sanctioned by the municipal council.
- 10.1.8 Failure to adhere to the aforesaid may result in disciplinary action.

11. ACTIVITIES OF WARD COMMITTEES

The activities of the Ward Committees shall include the following:

- 11.1.1 Ward Committees must compile their annual Ward Committee Operational Plans (WCOPs), signed off by the respective Ward Councillors and the Speaker (if required). Upon finalization and sign-off, the Ward Committee Operational Plans (WCOPs) should be submitted to the Department of Local Government by the Administration;
- 11.1.2 Organise and attend meetings of the Ward Committee, council, community- and sector consultation and feedback meetings;
- 11.1.3 Receive and record complaints from the community within the ward regarding service delivery, payment systems and provide feedback on council's responses;
- 11.1.4 Communicate regular service delivery request (if any) via the customer care

helpdesks and emergency control room;

11.1.5 Attend possible training and capacity building programmes and be present for the duration of such training and capacity building programmes

11.1.6 Participating in the Integrated Development Planning (IDP) process review and representative Forum through:

11.1.6.1 Information gathering;

11.1.6.2 Identifying priorities/re-priorities/add projects;

11.1.6.3 Attending review exercises;

11.1.6.4 Serving on representative forum to liaise with residents;

11.1.6.5 Overseeing development projects emerging from IDP/Ward based Integrated Development Plan; and

11.1.6.6 Attending public IDP/Ward-Based Integrated Development Plan Meetings.

11.1.7 Participating in budget processes through:

11.7.7.1 Attending public hearings/ road shows per ward;

11.7.7.2 Discuss ward-based budget with Ward Councilor and official assigned to the ward; and

11.7.7.3 Attend and make inputs into municipal budget meetings and processes.

11.1.6 Visit relevant sector organisations and communities for the feedback, intervention, networking, community mobilisation, conflict resolutions and other reasons;

11.1.7 Ensure that quarterly report-back meetings are held with their respective organisations, sectors, and geographical blocks. Minutes of meetings will serve as proof of meetings held;

11.1.8 Participate in the stakeholder cluster forums and coordinate ward programmes.

11.1.9 Attend and/or participate in other forums formally communicated by the municipal Administration and other spheres of government and to be present for the duration of such meetings

12. TERMINATION OF MEMBERSHIP

12.1. A member vacates office during a committee's terms of office if that member:

12.1.1 Resigns in writing;

12.1.2 No longer qualifies;

12.1.3 Is removed from office;

- 12.1.4 Dies;
- 12.1.5 Is indebted to the Municipality for more than 3 (three) calendar months and where no agreement was entered into and honoured for payment of mentioned debt;
- 12.1.6. Is no longer capable to perform the duties attached to the office by majority decision of all members of the committee;
- 12.1.7. Is convicted of a criminal offence and sentenced to imprisonment without the option of a fine;
- 12.1.8 Represents an organisation/sector/geographical block which fails to adopt a constitution or to provide minutes of at least three meetings per annum. Minutes must be submitted to the Administration via the Ward Councillor;
- 12.1.9 Is absent from Ward Committee meetings as described per/in terms of 9.12 and 9.13 above; and/or
- 12.1.10 Disciplined and expelled in terms of the Code of Conduct for Ward Committee members. Once a member has been expelled from a Ward Committee, he/she may not be re-elected during the same term of office for Ward Committees.

13. FILLING OF VACANCIES

- 13.1 Vacancies will be filled from the replacement list available from the initial or previous election of Ward Committee members, by the Ward Councillor in consultation with the Ward Committee.
- 13.2 In the absence of such a replacement list, vacancies shall be filled by considering the following:
 - 13.2.1 the agreed ratio;
 - 13.2.2 promote/maintain women equity of at least three (3) women per Ward Committee; and
 - 13.2.3 promote/maintain diversity of interests in the Ward.

14. REIMBURSEMENT OF OUT-OF-POCKET EXPENSES

- 14.1 Ward Committee members or their secunduus will be reimbursed for out-of-pocket expenses in accordance with the schedule developed and from time-to-time amended for the last-mentioned purpose, as per Council policy.

- 14.2 Elected Ward Committee members (excluding Councillors) will be reimbursed for out-of-pocket expenses as per the following guidelines, namely:
- 14.2.1 That the reimbursement amount will be paid to the Ward Committee members in person and not to the organisation/sector/geographical block that he/she represents;
 - 14.2.2 That secundu for representatives of organisations/sectors will be reimbursed for attendance in the absence of the first/second nominated representatives ata particular, official Ward Committee meeting;
 - 14.2.3 That reimbursement only be paid on verification of attendance registers of meetings attended and that reimbursement will only be electronically transferred to the bank account of the relevant Ward Committee Member(s); and
 - 14.2.4 That Ward Committee members may elect not to be reimbursed by informing the Administration in writing to such effect.

15. RESPONSIBILITIES OF THE MUNICIPAL ADMINISTRATION

- 15.1 The Administration will provide administrative support to Ward Councillors and Ward Committees to arrange official Ward Committee meetings by:
- 15.1.1 Compiling agendas of respective Ward Committees;
 - 15.1.2 Attending to logistical arrangements for example venues, equipment, etc;
 - 15.1.3 Communicating notices of public meetings to residents in respective Wards on a quarterly basis;
 - 15.1.4 Recording minutes of Ward Committee meeting, including meetings with the public and circulating with agendas to Ward Councillors, Ward Committees and other affected parties;
 - 15.1.5 Attending all official Ward Committee meetings regarding responsible staff; and
 - 15.1.6 Attending Ward Committee meetings on request to resolve outstanding matters.
- 15.2 Provide technical support to Ward Councillors and Ward Committee members in their official capacity, relating to municipal services.
- 15.3 Assist with the interpretation of information/translations in official languages applicable to the Municipality, where necessary and requested.
- 15.4 Facilitate and assist with involvement of Ward Committees in obtaining its responsibilities for example IDP, budget processes, Performance

Management, etc.

- 15.5 Implement or assist with projects directly affecting Ward Committees.
- 15.6 Facilitate and monitor the completion of all recommendations forwarded by Ward Committees.
- 15.7 Develop and provide capacity building and training programmes for Ward Committees when necessary, during their term of office.
- 15.8 Assist with arrangement and/or provide municipal transport to Ward Committee members to attend to official business where necessary.
- 15.9 Facilitate and ensure the payment of out-of-pocket expenditures to Ward Committee members where applicable.
- 15.10 Record and monitor the performance of respective Ward Committees as per the Municipality's administrative and performance management systems.
- 15.11 Additional information regarding support to Councillors for public meetings is attached hereto as Schedule 4.

16. DISSOLUTION OF WARD COMMITTEES

- 16.1 The Council may dissolve a Ward Committee if the committee fails to fulfil its object, based on the following indications:
 - 16.1.1 A Ward Committee fails to convene three (3) consecutive official meetings in terms of the Council's meeting cycle; and/or
 - 16.1.2 In the event of fraud, corruption, or any serious malpractice in which the particular Ward Committee is found to be involved.
- 16.2 There should be due notice before a Council proceeds to dissolve a Ward Committee.

17. RESOLUTION OF DISPUTES

Any differences or disputes arising between a Ward Councillor and a Ward Committee member or members must be referred to the Speaker of the Municipality for resolution in writing. However, should any of the aggrieved parties not be satisfied with the resolution, they may refer the matter to the Municipal Council for final resolution. The Municipal Council is the final arbiter on all matters of conflict resolution insofar as Ward Committees are concerned and the decisions of the Council are binding.

18. WARD COMMITTEE STIPENDS

The stipends to members of ward committees are determined by a decision of Council.

Schedule 1

George Municipality

Procedure to Elect a Ward Committee

(In terms of Clause 4(1) of the Rules for the Establishment and Operation of Ward Committees for George Municipality)

1. INTRODUCTION

Due to the diversity of the wards demarcated in the George Municipal area, it is not possible to determine a uniform procedure for the election of Ward Committees. For that reason, the procedure is designed to ensure that the election of a Ward Committee for each ward will facilitate compliance with the object of Ward Committees set out in the Rules for the Establishment and Operation of Ward Committees for George Municipality.

The general procedure for the election of Ward Committee members may require the following steps:

- (a) The holding of community meetings and the identification of active organisations and sectors;
- (b) Receiving nominations;
- (c) Compilation of a list of nominations per ward;
- (d) Publication of names of provisionally selected Ward Committee members for public comment or objections;
- (e) Consideration of public input;
- (f) Submission of names of Ward Committee members per ward, and any comment or objections received, to Council; and
- (g) Council approval of the Ward Committee members

2. COMMUNITY MEETINGS

- (a) Community meetings will be held within the boundaries of each ward, as far as possible;
- (b) Meetings will be chaired and facilitated by the Administration with the assistance of the Provincial Department of Local Government, District Municipality etc.
- (c) Community meetings will be held at a time that is convenient to the

community.

- (d) All Councillors may attend community meetings as observers.
- (e) At the community meeting the community must indicate the sectors that should be representing the interests of the ward on the Ward Committee, in accordance with the Rules for the Establishment and Operation of Ward Committees for George Municipality.
- (f) Sectors/interest groups must be in existence for a period of 6 months. In the absence thereof, proven records of existence by relevant/credible organisations; and
- (g) In the absence of sectors geographical/block areas will be identified through a consultative process.
- (h) Only persons residing in the particular ward may participate in the process of identifying organisations and sectors at the community meeting.

3. NOMINATION OF REPRESENTATIVES

Within 3 days after the final community meeting to elect Ward Committees referred to in paragraph 2, the Municipality must notify the organisations and sectors in writing that they have been identified as representing the sector in a particular ward. Within 10 days of being notified, the organisations or sector identified at the meeting must provide the names and particulars of at least two nominated representatives, in order of preference, to the Administration (or a delegated official), provided that:

- (a) The nominees qualify to serve as Ward Committee members in terms of Clause 5 of the Rules for the Establishment and Operation of Ward Committees for George Municipality;
- (b) That at least one of the nominated representatives is a female and vulnerable group should be considered in the process of nominations (women, youth and persons with disabilities); and
- (c) The nominees indicate their acceptance of the nomination in writing.

4. CONFIRMATION OF NOMINATIONS WHERE POSITIONS ARE NOT CONTESTED

The official designated in terms of Clause 7 of the Rules for the Establishment and Operation of Ward Committees for George Municipality must compile and confirm a list of accepted Ward Committee members accepted for each ward and publish such list in the local press for public comment and/or objections, upon Council approval has been received.

5. ELECTION PROCEDURE WHERE POSITIONS ARE CONTESTED

Where more than one nomination is received from a sector in a ward:

- (a) The official designated in terms of Clause 7 of the Rules for the Establishment and Operation of Ward Committees for George Municipality convenes a meeting in the ward for the election of Ward Committee members.
- (b) The meeting votes by majority vote (50% plus one) for a representative from a particular sector.
- (c) In the event that no candidate receives a majority vote, the meeting votes again, but only the two candidates who received the most voters in the first round of votes are eligible for election in the second round of votes.
- (d) If no candidate receives a majority vote in the second round of votes, a report will be submitted to Council and Council will vote by majority vote.

Where a candidate is elected in terms of this paragraph, the procedure set out in paragraph 4 must be followed.

6. PROCEDURE WHERE NO NOMINATIONS ARE RECEIVED

If no nomination for a Ward Committee member is received from an identified organisations or geographical area in a ward, the official designated for George Municipality shall table the matter to the Council for consideration.

7. OBJECTIONS

All objections and comments received in connection with the names of Ward Committee members must be considered by the Municipal Council and the decision of Council regarding the composition of the Ward Committee will be final.

An objection against the confirmation of a person as a Ward Committee member shall not affect the confirmation of the other members of the same Ward Committee by Council, or the proceedings of such Ward Committee, provided that the remaining members are four or more in number.

Schedule 2

George Municipality

Code of Conduct for Ward Committee members

Preamble

All Ward Committee members must abide by this Code of Conduct, which requires them to serve the interests of the sector or geographical area they represent and to serve the community at large.

Ward Committee members serve on the Ward Committee as a resource to the Ward Councillor, who is elected to champion the developmental needs of their community in the George Municipal Council. The prime function of Ward Committee members is to represent the interest of a sector or geographical group in the Ward Committee. Members of Ward Committees represent their sectors or geographical areas to which they are expected to provide regular report back and obtaining inputs and mandates from their sectors/geographical areas to advise the Ward Councillor.

1. General conduct of Ward Committee members

- (a) A Ward Committee member must:
 - (i) Perform his or her functions within the Ward Committee in good faith, honestly and in a transparent manner;
 - (ii) At all times act in the best interest of the community in collaboration with the Councillor, and always maintain the interest of the sector or geographical area he or she is representing; and
 - (iii) At all times act within the framework espoused in the White Paper on Transforming the Public Service, also called “Batho Pele” – People First.

To this end, Ward Committee members must always strive to:

- (iv) Involve their sector or geographical area in consultative processes pertaining to municipal governance;
 - (v) Ensure that their sector or geographical area has access to information pertaining to municipal governance, including the minutes of Ward Committee meetings; and
 - (vi) Act in a transparent manner and share information on the operation of the Ward Committee.
- (b) A Ward Committee member must always conduct him or herself in such a manner that does not bring the Ward Committee and/or the municipal council into disrepute.

- (c) A Ward Committee member who has a direct or indirect financial interest in any matter serving before a Ward Committee must recuse him or herself from such discussion, unless that interest is the same as that of any other person in the ward.

2. Meetings of the Ward Committee

A Ward Committee member:

- (a) Must strive to attend all meetings of the Ward Committee;
- (b) May not miss Ward Committee meetings, except if prior notice of such absence has been given to the Ward Councillor;
- (c) Inform the Ward Councillor if he or she is unable to attend a meeting state the reason for the inability to attend;
- (d) Liaise with his or her sector or geographical area prior to each Ward Committee meeting, so that issues tabled at these meetings are informed by input from the broader sector; and
- (e) Provide feedback to his/her sector or geographical area on matters raised at Ward Committee meetings as well as on other municipal matters.

3. Breaches of the Code of Conduct

The following actions may constitute a breach of the Code of Conduct:

- (a) Failure to attend the prescribed number of meetings without a valid reason;
- (b) Failure to represent his or her sector or geographical area adequately.
- (c) Does not account for his or her sector or geographical area, as may be required by the rules and Constitution of the relevant constituency;
- (d) If a Ward Committee member brings the Ward Committee into disrepute;
- (e) A Ward Committee member interferes with a municipal official performing his or her official duties or any activities sanctioned by the Municipal Council; and
- (f) If a Ward Committee member is in arrears of Municipal Services for longer than 3 months without an acceptable arrangement.

4. Procedure for breach of the Code of Conduct

- (a) The Speaker, as the custodian of Ward Committees, must investigate and make a finding on any alleged breach of the Code of Conduct by a Ward Committee member;

- (b) The investigation conducted by the Speaker must include giving the Ward Committee member an opportunity to state his / her case;
- (c) Any disciplinary steps which include the investigation by the Speaker for the breach of the Code of Conduct must be conducted and concluded within thirty (30) days after the Speaker became aware of such a potential breach. The findings and recommendations of the Speaker in terms of Clause 4.1 must be reported to the Municipal Council;
- (d) The Municipal Council must consider the findings and recommendations of the Speaker and thereafter make a decision regarding an appropriate sanction;
- (e) The Municipal Council has the delegated authority to terminate a Ward Committee member's membership for a reason set out in the Rules for the Establishment and Operation of Ward Committees for George Municipality and after the procedure set out above has been followed;
- (f) A decision taken by the Municipal Council in terms of this section must be communicated to the Sector/Block that the concerned Ward Committee member had represented;
- (g) The date of termination of a Ward Committee member's membership for a breach of the Code of Conduct for Ward Committee member shall be the date of the Municipal Council's decision;
- (h) Council is the final arbiter on matters pertaining to the termination of a Ward Committee member's membership, and its decision is binding; and
- (i) All Ward Committee members must complete the attached declaration and submit to the Administration 14 days after receiving such declaration. Failure to submit the declaration will result in the withholding of any reimbursement payments of the member concerned.

Declaration

I.....(Name and Surname),
(ID no) declare that I have read the Code of Conduct for Ward Committee members, that I understand it, and that I agree to be bound to it in the execution of my duties and the performance of my functions as a Ward Committee member.

I understand that any contraventions of the Code of Conduct for Ward Committees may result in the termination of my membership

Signature.....
 Date:
 Ward number/Sector/Block:
 Address:
 Contact Details:

Schedule 3

George Municipality

Handling of Ward Committee Meetings Minutes

(In terms of Clause 9 of the Rules for the Establishment and Operation of Ward Committees for George Municipality)

- 1. The Standard Operational Procedures with regard to Ward Committee minutes should be as follows:**
 - (a) The Customer Care Unit is responsible for all logistical support with regard to arranging Ward Committee meetings;
 - (b) The Customer Care Unit shall develop action minutes of the particular Ward Committee meeting within 5 working days after it has been held.
 - (c) The minutes must be forwarded to Ward Councillors for approval and shall be copied to the Office of the Speaker for record purposes within 10 days after the meeting.
 - (d) A feedback meeting on the action minutes of Ward Committees must be arranged (if required) by the Office of the Speaker between the Administration and the relevant Ward Councillor, within 5 working days after the correctness of the Ward Committee minutes has been confirmed by the Ward Councillor
 - (e) If required before the next Ward Committee meeting, another follow-up meeting shall be arranged by the Office of the Speaker with the Administration to provide the Ward Councillor with update/feedback.
 - (f) The Customer Care Unit will upon finalization of the minutes circulate the minutes to all responsible line managers to attend to the respective Ward Committee issues and copy the IDP, PM and Ward Committee Unit -Ward Administration in correspondence.

Schedule 4

Support to Councillors for Public Meetings

The objects of Public Participation includes that it should be ensured that Ward and Proportional Councillors remain in dynamic contact with those in their wards and community, with the help of Ward Committee members.

To give effect to these objectives and ensure proper contact is maintained between the Councillors and the community, the following prescripts should be followed:

- (a) Notice must be in writing to the Municipal Manager and explicitly state the requested assistance;
- (b) The Municipal Manager will determine whether the support can be rendered to which extent and all support be subject to the availability of capacity within the Public Participation Department;
- (c) The IDP Public Participation Department **renders only** the following **Administrative and Logistical support: Booking of a venue and Notifications;**
- (d) **The IDP PP Department does not provide minute-taking services at the formal meeting;**
- (e) Internal departments must make their own arrangements for scribes for the department's specific meetings and engagements with communities;
- (f) When another Ward Councillor is holding a meeting in a ward of which they are not the Ward Councillor, the relevant Ward Councillor must be informed of the meeting in writing. The Councillors concerned is required to undertake own logistics, notices and minutes.