

**PORTFOLIO COMMITTEE :**

**COMMUNITY SERVICES**

**Chairperson :**

**Cllr F Africa**

**Committee Members :**

**Cllrs J Orban, C May,  
V Pungupungu & S Kalolo**

**PORTEFEULJEKOMITEE :**

**GEMEENSKAPSDIENSTE**

**Voorsitter :**

**Rdl F Africa**

**Komiteelede :**

**Rdle J Orban, C May,  
V Pungupungu & S Kalolo**

**COMMUNITY SERVICES PORTFOLIO COMMITTEE**

**GEMEENSKAPSDIENSTE PORTEFEULJEKOMITEE**

**23 October 2018**

**I N D E X**

**ITEM**

**PAGE  
NUMBER**

**APPLICATIONS FOR LEAVE OF ABSENCE**

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CHAIRPERSON**

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Portfolio Committee: Community Services  
23 October 2018  
(Also the agenda for the Mayoral Committee Meeting: 31 October 2018)**

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**1.  
WARD COMMITTEES SYSTEM: PERFORMANCE REPORT: 2017/2018**

**3/R**

**R Williams**

**(028) 313 8029**

**Corporate Head Office**

**21 September 2018**

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**1. Executive Summary**

To provide Council with the 2017/2018 performance report in respect of performance by Ward Committees in the Overstrand Municipality.

**2. Service Delivery and Budget Implementation Plan - IGNITE**

Directorate: Community Services

**3. Compliance with Strategic Priorities**

Provision of democratic, accountable and ethical governance

Provision and maintenance of municipal services

The encouragement of structured community participation in the matters of the municipality

**4. Delegated Authority**

Executive Mayor

**5. Legal Requirements**

The Constitution of SA, 1996

Local Government: Municipal Finance Management Act No 56 of 2003

Local Government: Municipal Structures Act No 117 of 1998

Local Government: Municipal Systems Act No 32 of 2000

Overstrand Municipality: Ward Committee Rules

**6. Background/Discussion/Evaluation/Conclusion**

**Background**

Ward committees continue to play an active and important role to enhance participatory democracy in the Overstrand Municipality and it has become increasingly important in respect of the management of ward committees to:

- ✓ demonstrate and quantify the involvement of ward committees in the affairs/business of Council,

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- ✓ proof that the ward committees constructively contribute towards public participation in Overstrand Municipality,
- ✓ be able to effectively monitor and evaluate the performance of local ward committees in order to ensure the sustainable functioning of ward committees in the Overstrand Municipal area.
- ✓ the Ward Committee elections for the new generation of ward committees were successfully conducted from 15 until 18 August 2017. A report pertaining the result of the mentioned elections served before the Executive Mayor at the official meeting held on 30 August 2017.

### **Discussion**

This report includes the performance of ward committees for the period from 01 July 2017 until 30 June 2018 in respect of:

- ✓ official meetings held,
- ✓ consultation with Ward Committees (decisions taken, notification, recommendations and works orders submitted),
- ✓ ward committee projects,
- ✓ ward operational plans,
- ✓ capacity building,
- ✓ public awareness.

The particular performance report is also the final report for the previous generation of Ward Committees.

#### **(a) Official meetings held**

##### **(i) Number of meetings**

A number of 9 (nine) meetings per ward were scheduled for the reporting period. The last mentioned included 4 (four) public meetings for report back purposes in August and November 2017 and March and May 2018 respectively. In April 2018 meetings could not take place in wards 1 (Masakhane), 5, 6 and 13 (Zwelihle), due to civil unrest in the particular communities. Council also embarked on an IDP/Budget road show excluding wards 1, 5, 6 and 13 due to civil unrest.

##### **(ii) Attendance by Ward Committee members**

The overall average attendance of 9 (nine) members (excluding councillors) per meeting was achieved. The overall average attendance of 9 members was also achieved for the 2014/2015 and 2015/2016 financial years. The excellent average attendance as achieved by at least 5 out of the 13 ward committees. Ward

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Committees of wards 6 and 7 however achieved an average attendance of 10 members per meeting. The summary for the reporting period is attached per **Annexure A**.

**(b) Consultation – register**

The consultation register for ward committees reflects the following categories:

- **Notifications:** Refer to various information in respect of report backs to Ward Committees from Council's business, events, to take place.
- **Recommendations:** Refer to proposals being made to the Ward Councillor in respect of Council's Portfolio Committee and/to the municipal administration in respect of strategic service delivery.
- **Works Orders:** Requests from Ward Committees for authorisation to attend to maintenance of infrastructure. The intention is however to generate works orders via the administrative helpdesks on a daily basis.

The information per Table 1 reflects Overstrand-wide performance as captured per the decision-register.

Table 1: **Consultation-register**

Type of Decision	Number Received		% Total Received	% Completed
	Total 2017/2018	% Previous year		
<b>Noted</b>	<b>3330</b>	<b>111</b>	<b>81</b>	<b>100</b>
<b>Recommended</b>	<b>756</b>	<b>108</b>	<b>19</b>	<b>99</b>
<b>TOTAL</b>	<b>4086</b>	<b>111</b>	<b>100</b>	<b>99,9</b>

NOTE: No works orders for maintenance purposes were communicated via ward committee meetings. All ward committee members are issued with unique numbers to promote the communication of any maintenance matters on a daily bases via helpdesks and emergency control room.

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**(c) Ward Projects**

A number of 65 out of 66 ward specific projects were completed Overstrand-wide by means of Council's R400,000.00 allocations per ward for the 2017/18 financial year. The projects ranged from play-park equipment, building of side-walks, tarring of roads, speed calming measures, upgrading of infrastructure, etc. The administration experienced a challenge with the review of various projects. The last mentioned situation caused a delay/non-execution of projects.

**(d) Ward Operational Plans**

All thirteen Ward Operational Plans for 2017/18 were also completed and submitted to the provincial department of Department of Local Government by October 2017. Ward Operational Plans are also monitored by the National Department of Cooperative Governance and Traditional Affairs (COGTA), since it is linked to the unconditional grant provision for the compensation of out of pocket expenditure to Ward Committee members.

**(e) Capacity Building**

The Administration identified a challenge that specific ward committee members are not adequately servicing/engaging with their constituencies. The administration therefore made a temporary appointment (EPWP) in Zwelihle and Gansbaai to assist with the particular capacity building project which will also be rolled-out to other areas during 2018/2019.

**(f) Public Awareness**

- (i) The administration maintained a tab/link for ward committee information on the Municipal website. For example: The Rules, proforma documents, etc. are available for public use.
- (ii) General Information Brochure for Ward Committees and Councillors was updated and distributed in January 2018. The brochure includes;
  - The Municipality's vision, mission and strategic objectives,
  - Functions and contact detail in respect of directorates in the offices of the Municipal manager and all directorates,
  - Customer care and emergency helpdesk,
  - Emergency control room, and
  - Contact details of all councillors.

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- (iii) Ward Committee members has unique control numbers to log service delivery complaints via the day time operational desks at the respective administrations and the after hour emergency control room. For the period 2017/2018 a total number of 18 requests/complaints were received whereby 18 were completed.

**(g) Inter-governmental Relations**

Overstrand Municipality was selected as a pilot municipality to participate in the Municipal Citizen Engagement Application project in conjunction with the Department Local Government. Overstrand Municipality participated in the developing of Phase 1 and Phase 2 of the application. A number of nine ward committee members and three CDWs were selected to participate as pilot citizens until 30 June 2018. The objective of the application is for ordinary citizens to use their mobile devices to log service delivery complaints, receive updates of news articles from the municipality and receive short messages in case of emergencies, e.g. burst pipes. The pilot project is currently placed on hold by the Provincial Government.

**7. Financial Implications**

As per budget allocation.

**8. Staff Implications**

None

**9. Comments from other Departments, Divisions and Administrations**

None

**10. Annexures**

Annexure A: Attendance per Ward: 01 July 2017 – 30 June 2018

Annexure B: Consultation register per Ward: 01 July 2017 – 30 June 2018

Annexure C: Report on Performance by respective Ward Committees:  
01 July 2017 – 30 June 2018

**RECOMMENDATION:**

that the Report on Performance by Ward Committees in the Overstrand Municipality for the period 01 July 2017 until 30 June 2018 **be noted**.

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**RESPONSIBLE OFFICIALS:**

**R WILLIAMS,  
F MYBURGH  
D LAKEY  
B PLAATJIES**

**TARGET DATE FOR IMPLEMENTATION:**

**ONGOING**

**AGENDA of the  
Portfolio Committee: Community Services  
23 October 2018  
(Also the agenda for the Mayoral Committee Meeting: 31 October 2018)**

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**1.  
WARD COMMITTEES SYSTEM: PERFORMANCE REPORT: 2017/2018**

**3/R  
R Williams (028) 313 8029 Corporate Head Office  
21 September 2018**

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**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON  
23 OCTOBER 2018, WHICH COMMITTEE SUPPORTED THE RECOMMENDATION**

**RESPONSIBLE OFFICIALS: R WILLIAMS,  
F MYBURGH  
D LAKEY  
B PLAATJIES**

**TARGET DATE FOR IMPLEMENTATION: ONGOING**

**Annexure A**  
**P1 of 1**

**ATTENDANCE OF WARD COMMITTEE MEMBERS**

OVERSTRAND - for period from 7/1/2017 to 6/30/2018

Attendance	August 2017	September 2017	October 2017	November 2017	February 2018	March 2018	April 2018	May 2018	June 2018	AVERAGE PER WARD
WARD 01	10	9	7	10	7	10	-	10	9	9
WARD 02	8	10	9	10	10	10	8	7	9	9
WARD 03	10	9	7	8	9	9	5	7	8	8
WARD 04	10	9	9	10	7	9	10	10	10	9
WARD 05	7	10	9	9	7	7	-	7	6	8
WARD 06	10	9	10	10	10	10	-	10	9	10
WARD 07	9	10	10	8	10	10	10	10	10	10
WARD 08	8	9	8	8	8	10	8	9	7	8
WARD 09	10	7	9	10	8	9	9	8	7	9
WARD 10	9	8	6	8	9	7	9	9	10	8
WARD 11	9	7	9	8	7	8	9	8	8	8
WARD 12	10	8	8	10	9	8	-	5	8	8
WARD 13	8	10	9	10	9	9	8	10	10	9
TOTAL	118	115	110	119	110	116	76	110	111	
AVERAGE PER MONTH	9.08	8.85	8.46	9.15	8.46	8.92	8.44	8.46	8.54	9

\*NOTE 1: Each Ward Committee consists of 10 Members excluding Ward Councillors

\*NOTE 2: In April 2018, four (4) ward committee meetings were cancelled due to civil unrest in affected wards.

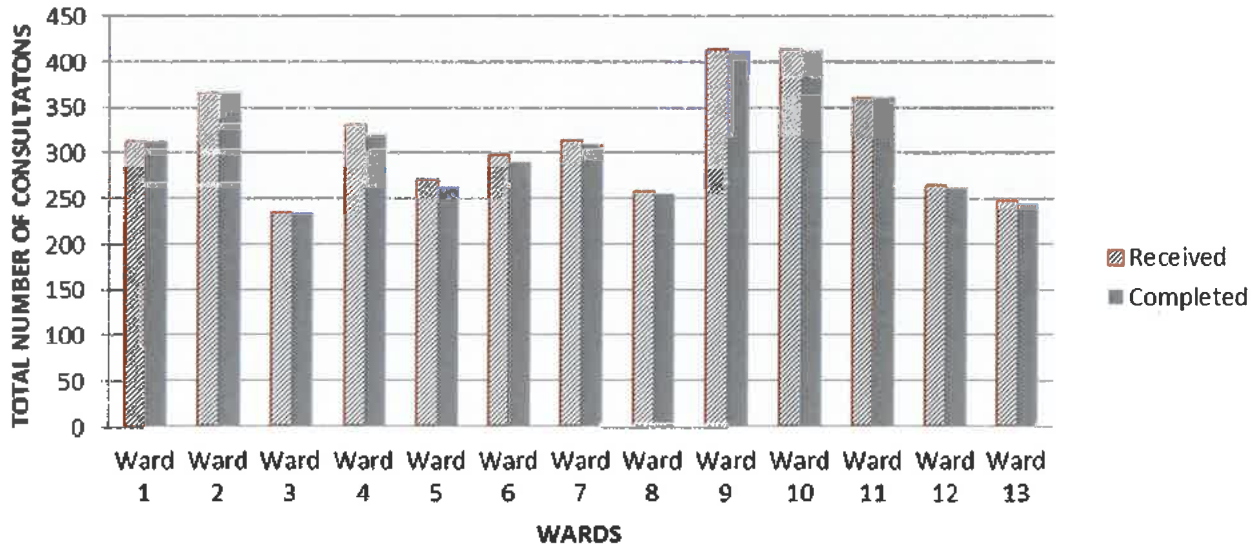
**Annexure B**  
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**WARD COMMITTEE CONSULTATION REGISTER**

**OVERSTRAND SUMMARY FOR THE PERIOD 7/1/2017 to 6/30/2018**

WARDS	TYPE OF CONSULTATION				TOTAL	
	Noted		Recommended		Received	Completed
	Received	Completed	Received	Completed		
Ward 1	272	272	41	41	313	313
Ward 2	316	316	50	50	366	366
Ward 3	195	195	41	40	236	235
Ward 4	246	246	82	82	328	328
Ward 5	228	228	41	41	269	269
Ward 6	255	255	44	44	299	299
Ward 7	217	217	98	96	315	313
Ward 8	193	193	65	63	258	256
Ward 9	328	328	85	85	413	413
Ward 10	347	347	67	67	414	414
Ward 11	319	319	42	42	361	361
Ward 12	235	235	30	29	265	264
Ward 13	179	179	70	70	249	249
<b>TOTAL</b>	<b>3330</b>	<b>3330</b>	<b>756</b>	<b>750</b>	<b>4086</b>	<b>4080</b>

**WARD COMMITTEE CONSULTATION REGISTER**



## **PERFORMANCE REPORT: WARD 1**

### **ATTENDANCE OF WARD COMMITTEE MEMBERS**

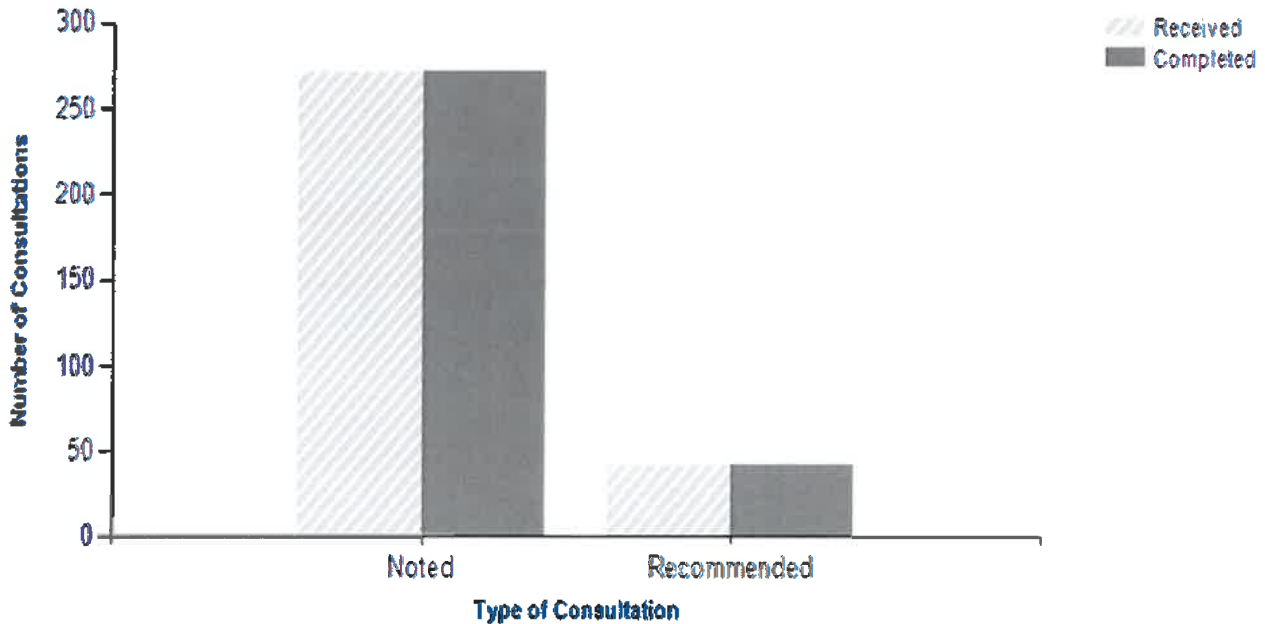
WARD 01 - for period from 7/1/2017 to 6/30/2018

Attendance	August 2017	September 2017	October 2017	November 2017	February 2018	March 2018	May 2018	June 2018	TOTAL	AVERAGE
Present	10	9	7	10	7	10	10	9	72	9.00

### **WARD 1: CONSULTATION REGISTER**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
270	270	40	40	310	310
2	2	1	1	3	3

### **WARD COMMITTEE CONSULTATIONS PER TYPE**



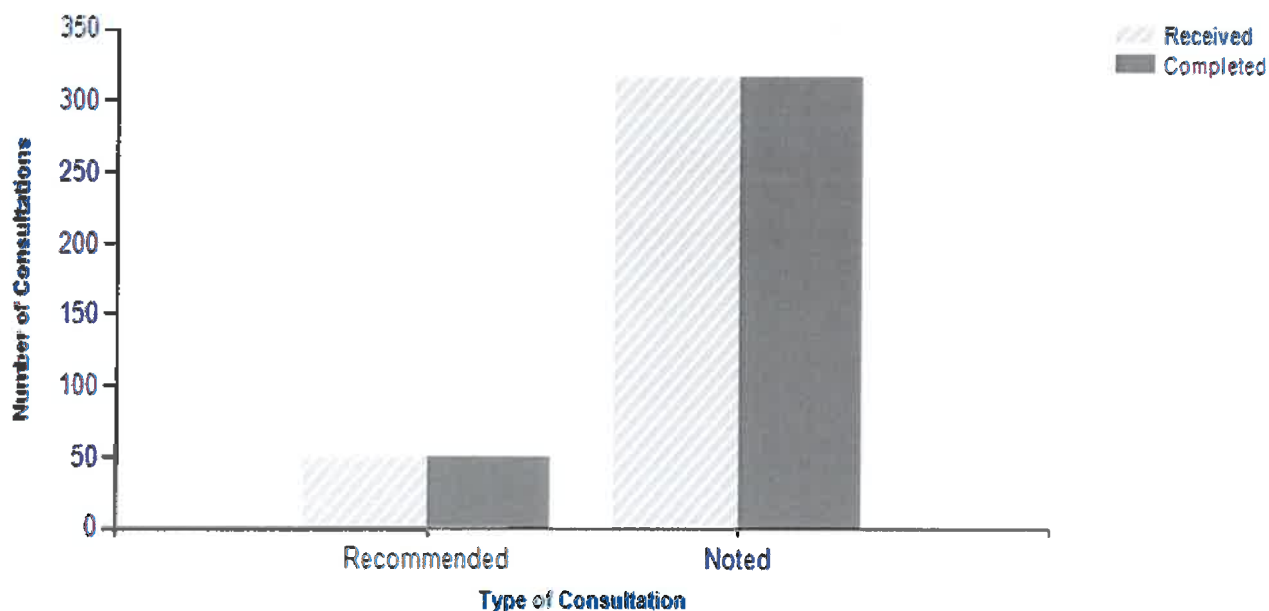
**PERFORMANCE REPORT: WARD 2****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 02 - for period from 7/1/2017 to 6/30/2018

Attendance	August 2017	September 2017	October 2017	November 2017	February 2018	March 2018	April 2018	May 2018	June 2018	TOTAL	AVERAGE
Present	8	10	9	10	10	10	8	7	9	81	9.00

**WARD 2: CONSULTATION REGISTER**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
314	314	50	50	364	364
2	2	0		2	2

**WARD COMMITTEE CONSULTATIONS PER TYPE**

## **PERFORMANCE REPORT: WARD 3**

### **ATTENDANCE OF WARD COMMITTEE MEMBERS**

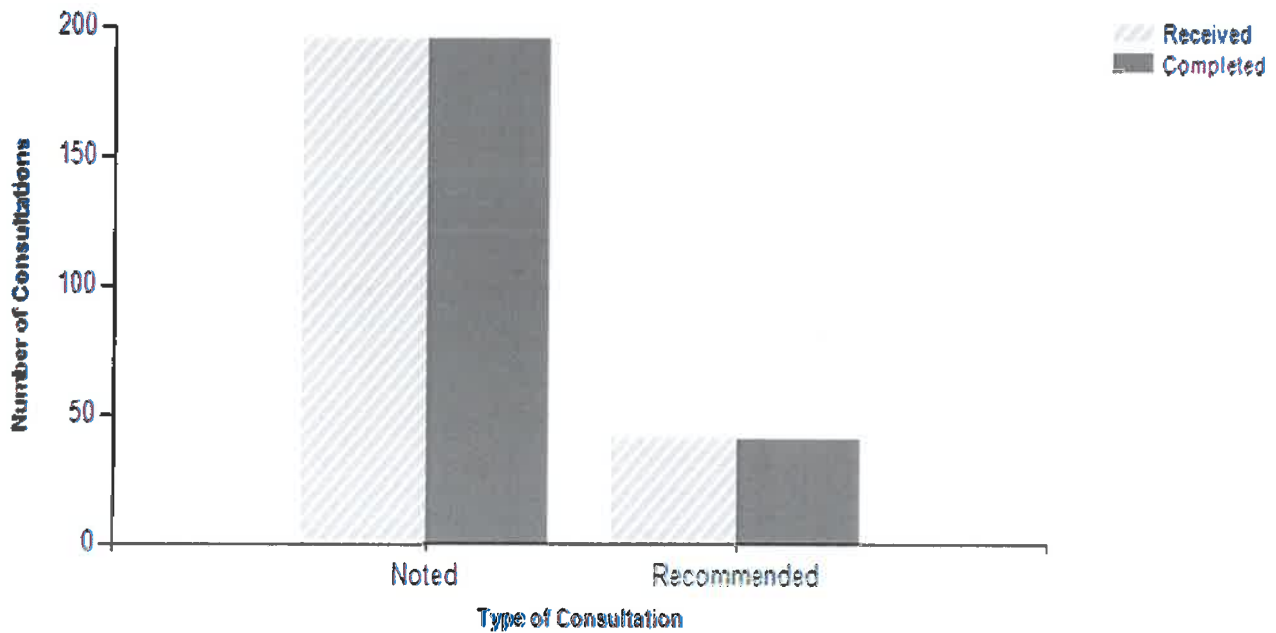
WARD 03 - for period from 7/1/2017 to 6/30/2018

Attendance	August 2017	September 2017	October 2017	November 2017	February 2018	March 2018	April 2018	May 2018	June 2018	TOTAL	AVERAGE
Present	10	9	7	8	9	9	5	7	8	72	8.00

### **WARD 3: CONSULTATION REGISTER**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
195	195	41	40	236	236

### **WARD COMMITTEE CONSULTATIONS PER TYPE**



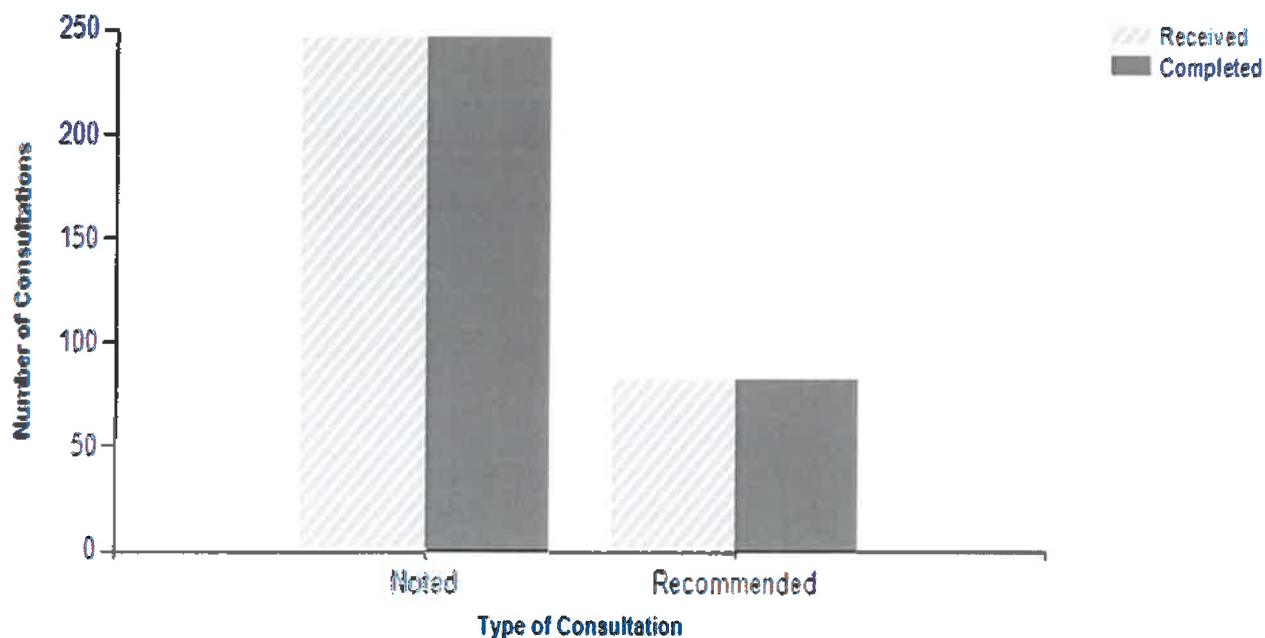
**PERFORMANCE REPORT: WARD 4****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 04 - for period from 7/1/2017 to 6/30/2018

Attendance	August 2017	September 2017	October 2017	November 2017	February 2018	March 2018	April 2018	May 2018	June 2018	TOTAL	AVERAGE
Present	10	9	9	10	7	9	10	10	10	84	9.00

**WARD 4: CONSULTATION REGISTER**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
246	246	81	81	327	327
0		1	1	1	1

**WARD COMMITTEE CONSULTATIONS PER TYPE**

## PERFORMANCE REPORT: WARD 5

### ATTENDANCE OF WARD COMMITTEE MEMBERS

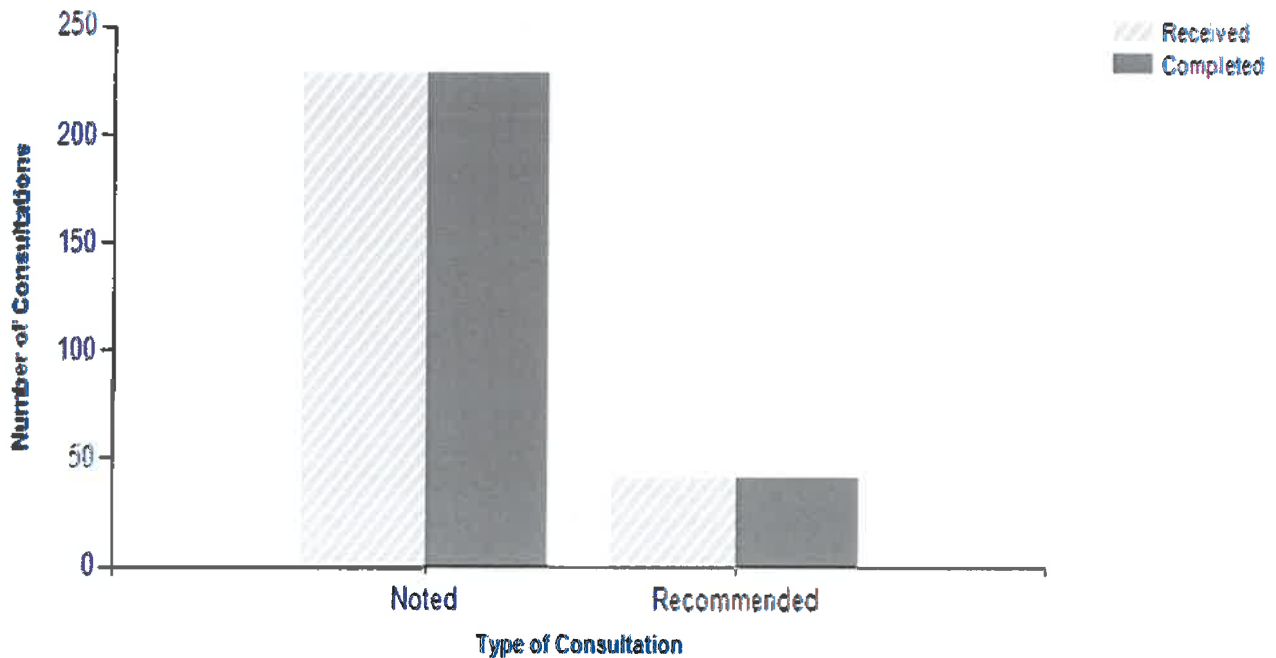
WARD 05 - for period from 7/1/2017 to 6/30/2018

Attendance	August 2017	September 2017	October 2017	November 2017	February 2018	March 2018	May 2018	June 2018	TOTAL	AVERAGE
Present	7	10	9	9	7	7	7	6	62	8.00

### WARD 5: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
225	225	41	41	266	266
3	3	0		3	3

### WARD COMMITTEE CONSULTATIONS PER TYPE



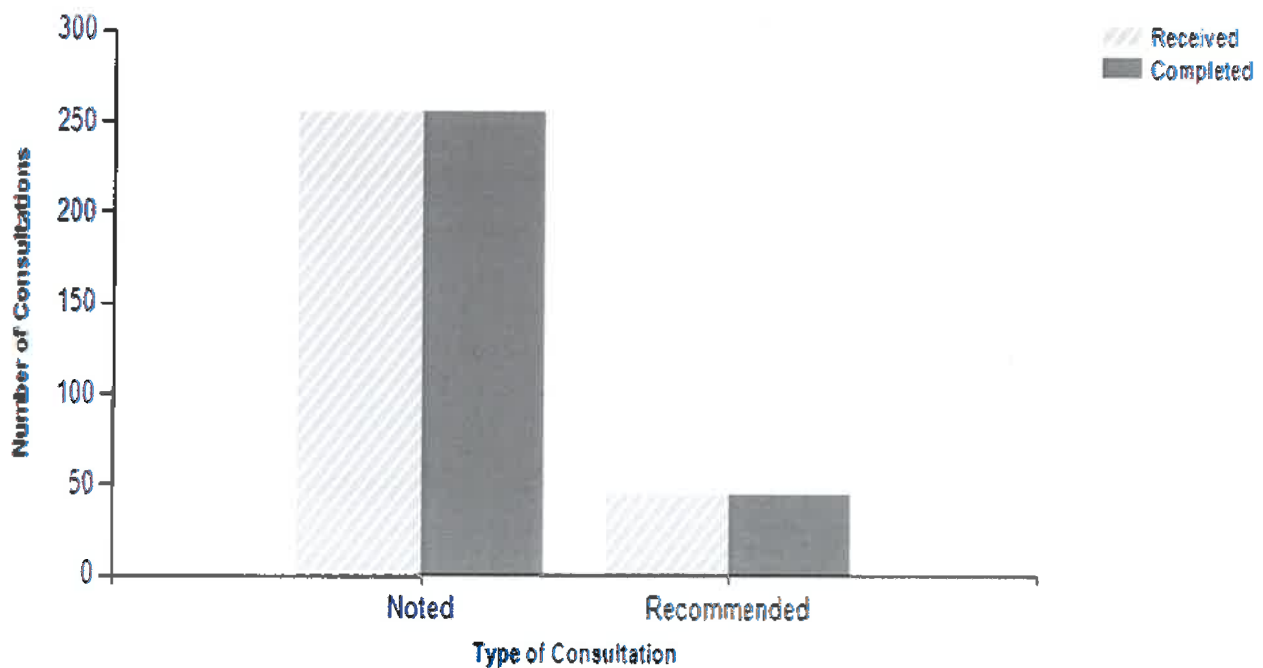
**PERFORMANCE REPORT: WARD 6****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 06 - for period from 7/1/2017 to 6/30/2018

Attendance	August 2017	September 2017	October 2017	November 2017	February 2018	March 2018	May 2018	June 2018	TOTAL	AVERAGE
Present	10	9	10	10	10	10	10	9	78	10.00

**WARD 6: CONSULTATION REGISTER**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
254	254	44	44	298	298
1	1	0		1	1

**WARD COMMITTEE CONSULTATIONS PER TYPE**

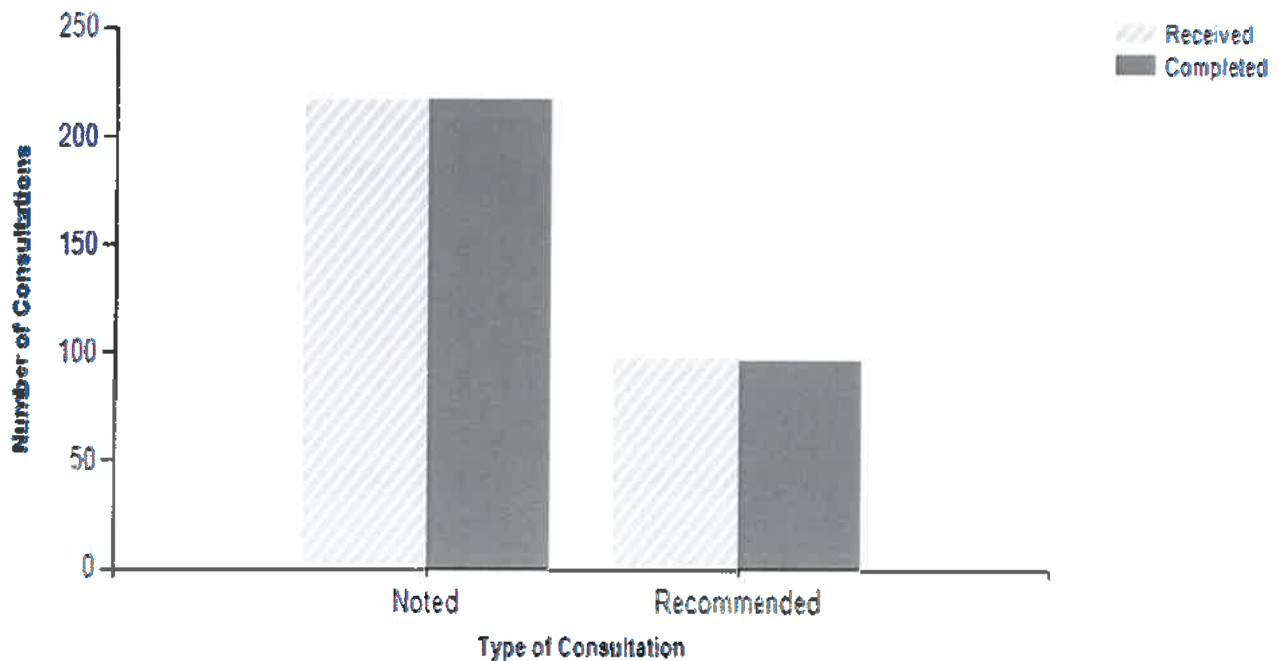
**PERFORMANCE REPORT: WARD 7****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 07 - for period from 7/1/2017 to 6/30/2018

Attendance	August 2017	September 2017	October 2017	November 2017	February 2018	March 2018	April 2018	May 2018	June 2018	TOTAL	AVERAGE
Present	9	10	10	8	10	10	10	10	10	87	10.00

**WARD 7: CONSULTATION REGISTER**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
216	216	98	98	314	312
1	1	0		1	1

**WARD COMMITTEE CONSULTATIONS PER TYPE**

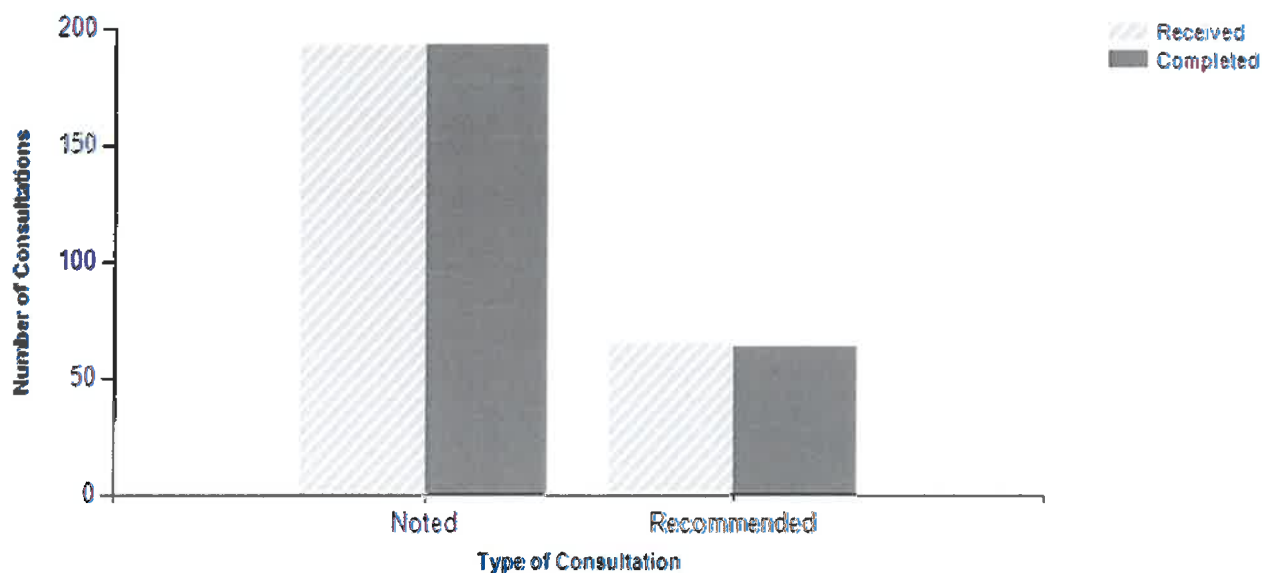
**PERFORMANCE REPORT: WARD 8****ATTENDANCE OF WARD COMMITTEE MEMBERS****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 08 - for period from 7/1/2017 to 6/30/2018

Attendance	August 2017	September 2017	October 2017	November 2017	February 2018	March 2018	April 2018	May 2018	June 2018	TOTAL	AVERAGE
Present	8	9	8	8	8	10	8	9	7	75	9.00

**WARD 8: CONSULTATION REGISTER**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
106	106	35	33	141	139
87	87	30	30	117	117

**WARD COMMITTEE CONSULTATIONS PER TYPE**

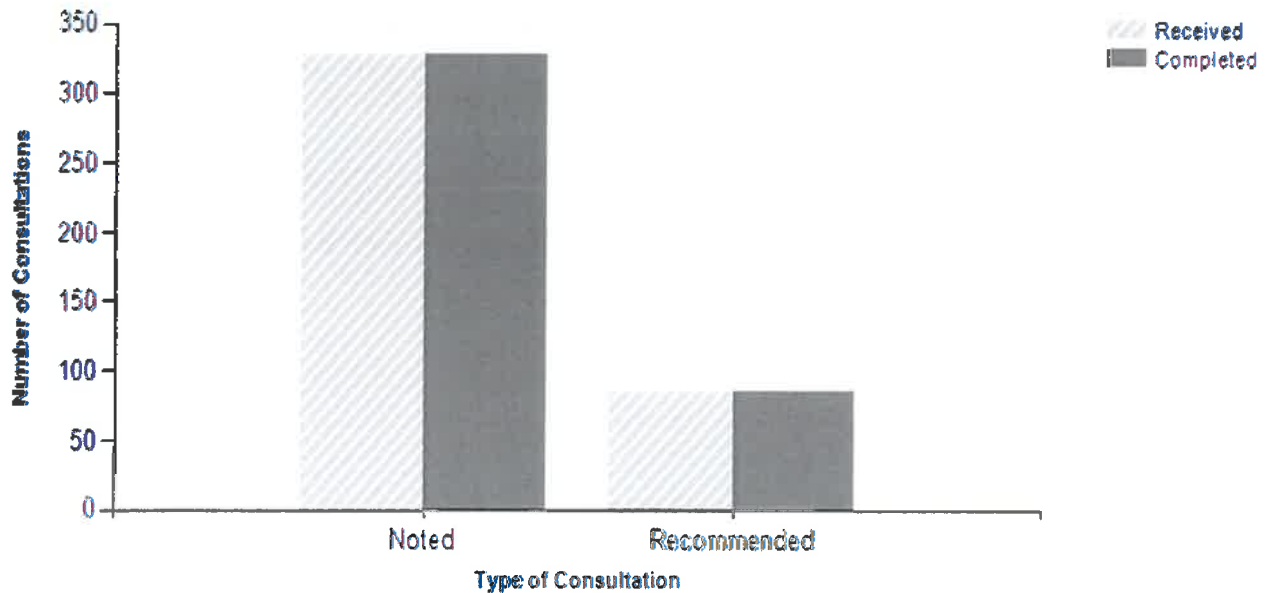
**PERFORMANCE REPORT: WARD 9****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 09 - for period from 7/1/2017 to 6/30/2018

Attendance	August 2017	September 2017	October 2017	November 2017	February 2018	March 2018	April 2018	May 2018	June 2018	TOTAL	AVERAGE
Present	10	7	9	11	8	9	9	8	7	78	9.00

**WARD 9: CONSULTATION REGISTER**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
165	165	31	31	196	196
163	163	54	54	217	217

**WARD COMMITTEE CONSULTATIONS PER TYPE**

Annexure C

P10 of 13

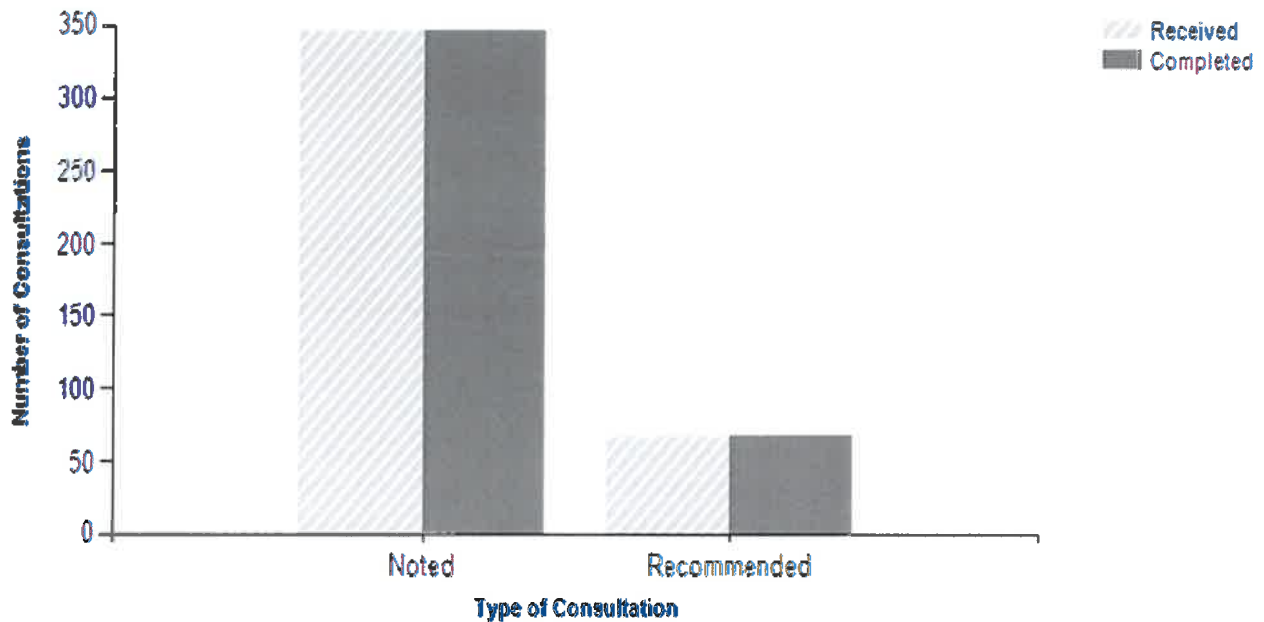
**PERFORMANCE REPORT: WARD 10**

WARD 10 - for period from 7/1/2017 to 6/30/2018

Attendance	August 2017	September 2017	October 2017	November 2017	February 2018	March 2018	April 2018	May 2018	June 2018	TOTAL	AVERAGE
Present	9	8	6	8	9	7	9	9	10	75	8.00

**WARD 10: CONSULTATION REGISTER**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
203	203	43	43	246	246
144	144	24	24	168	168

**WARD COMMITTEE CONSULTATIONS PER TYPE**

## **PERFORMANCE REPORT: WARD 11**

### **ATTENDANCE OF WARD COMMITTEE MEMBERS**

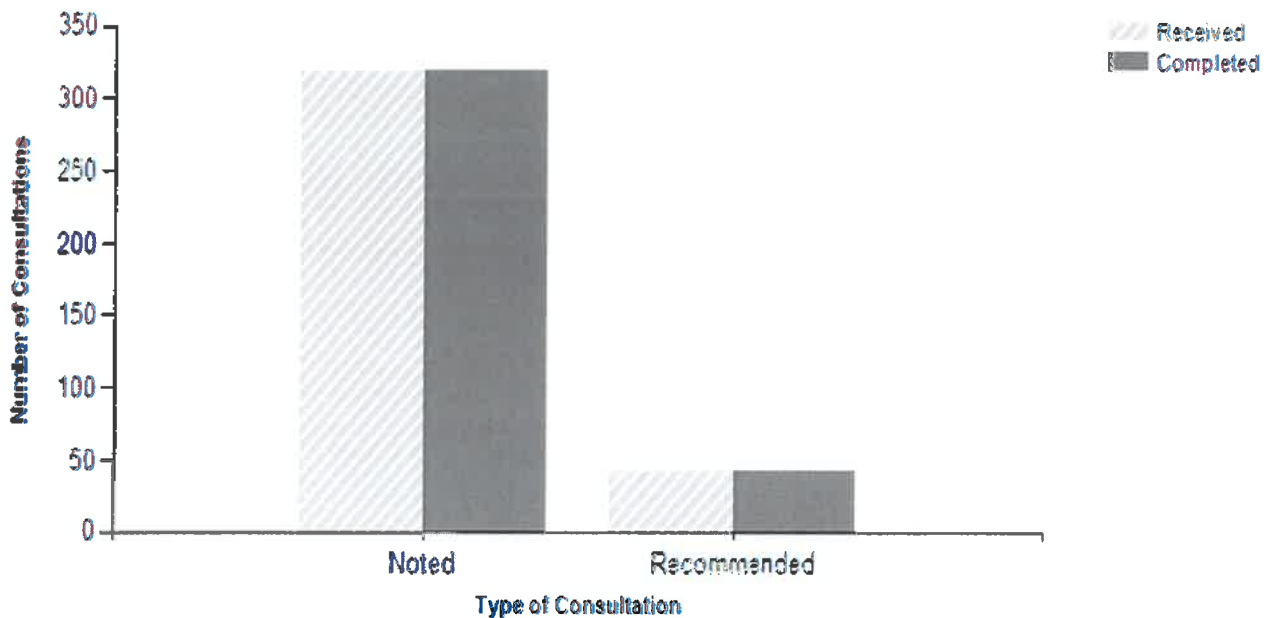
WARD 11 - for period from 7/1/2017 to 6/30/2018

Attendance	August 2017	September 2017	October 2017	November 2017	February 2018	March 2018	April 2018	May 2018	June 2018	TOTAL	AVERAGE
Present	9	7	9	8	7	8	9	8	8	73	8.00

### **WARD 11: CONSULTATION REGISTER**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
139	139	24	24	163	163
180	180	18	18	198	198

### **WARD COMMITTEE CONSULTATIONS PER TYPE**



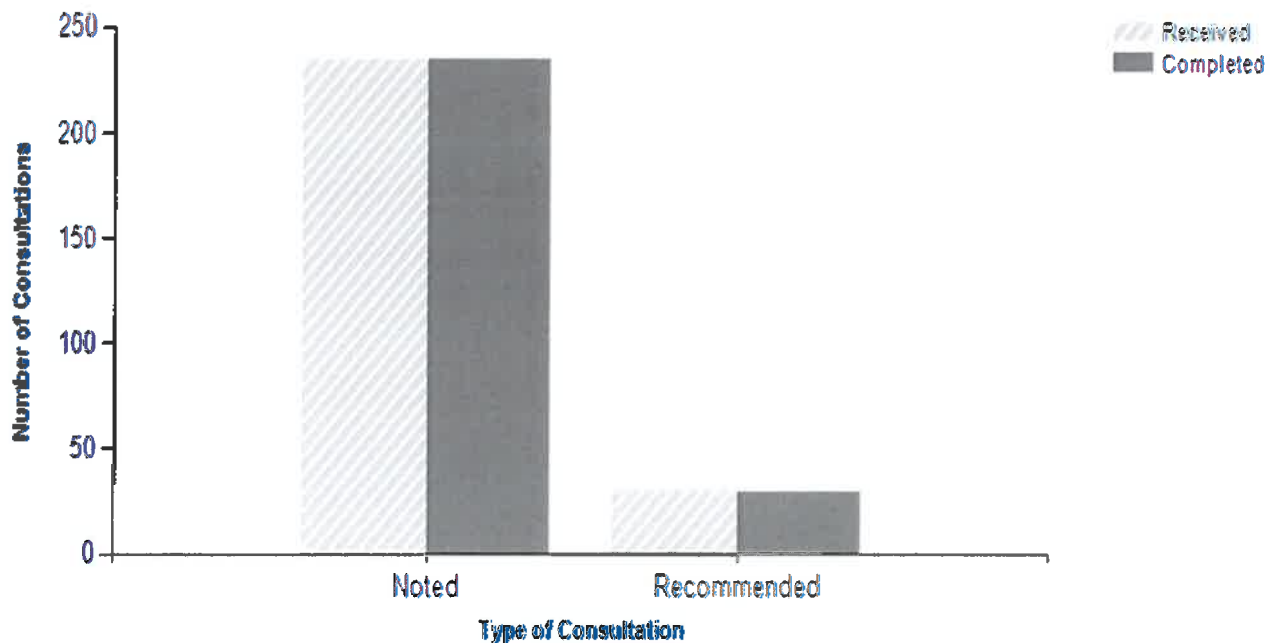
**PERFORMANCE REPORT: WARD 12****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 12 - for period from 7/1/2017 to 6/30/2018

Attendance	August 2017	September 2017	October 2017	November 2017	February 2018	March 2018	May 2018	June 2018	TOTAL	AVERAGE
Present	10	8	8	10	9	8	5	8	66	8.00

**WARD 12: CONSULTATION REGISTER**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
119	119	7	7	126	126
116	116	23	22	139	138

**WARD COMMITTEE CONSULTATIONS PER TYPE**

## **PERFORMANCE REPORT: WARD 13**

### **ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 13 - for period from 7/1/2017 to 6/30/2018

Attendance	August 2017	September 2017	October 2017	November 2017	February 2018	March 2018	April 2018	May 2018	June 2018	TOTAL	AVERAGE
Present	8	10	9	10	9	9	8	10	10	83	9.00

### **WARD 13: CONSULTATION REGISTER**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
71	71	26	26	97	97
108	108	44	44	152	152

### **WARD COMMITTEE CONSULTATIONS PER TYPE**

