

**PORTFOLIO COMMITTEE :**

**COMMUNITY SERVICES**

**Chairperson :**

**Cllr G Cohen**

**Committee Members :**

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

**PORTEFEULJEKOMITEE :**

**GEMEENSKAPSDIENSTE**

**Voorsitter :**

**Rdl G Cohen**

**Komiteelede :**

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

**AGENDA of the  
Portfolio Committee: Community Services  
20 October 2020  
(Also the agenda for the Mayoral Committee Meeting: 28 October 2020)**

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**APPLICATIONS FOR LEAVE OF ABSENCE**

**STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE  
CHAIRPERSON**

**COMMUNITY SERVICES PORTFOLIO COMMITTEE  
GEMEENSKAPSDIENSTE PORTEFEULJEKOMITEE**

**20 October 2020**

**I N D E X**

**ITEM**

**PAGE  
NUMBER**

**APPLICATIONS FOR LEAVE OF ABSENCE**

**STATEMENTS AND COMMUNICATIONS BROUGHT FORWARD BY THE  
CHAIRPERSON**

- |           |  |           |
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| <b>1.</b> | <b>WARD COMMITTEES SYSTEM: PERFORMANCE REPORT: 2019/2020</b>   | <b>1</b>  |
| <b>2.</b> | <b>BENEFICIARIES: UPGRADING OF INFORMAL SETTLEMENTS<br/>PROGRAMME (UISP): 83 ERVEN: MANDELA SQUARE, ZWELIHLE</b> | <b>22</b> |

**AGENDA of the  
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(Also the agenda for the Mayoral Committee Meeting: 28 October 2020)**

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**1.  
WARD COMMITTEES SYSTEM: PERFORMANCE REPORT: 2019/2020**

**3/R**

**R Williams                      Director : Community Services**

**18 September 2020**

**(028) 313 8029**

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**1. Executive Summary**

To provide Council with the 2019/2020 performance report in respect of the Ward Committees System 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 2016. A report pertaining the result of the mentioned elections served before the Executive Mayor at the official meeting held on 31 August 2016.

### **Discussion**

This report includes the performance of ward committees for the period from 01 July 2019 until 30 June 2020 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.

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

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

A number of 6 (six) meetings from August 2019 to March 2020 per ward were scheduled. The last mentioned included 3 (three) public meetings for report back purposes in August and November 2019 and March 2020 respectively. In March 2020 meeting could not take place in ward 12 (Zwelihle), due to Ward Councillor unavailability or alternative chairperson.

The envisaged meetings for April, May and June 2020 could not take place due to the international COVID-19 pandemic. The last mentioned pandemic resulted in the decision by the South African Government to declare a national Disaster on in terms of the Disaster Management Act, 2002. The President announced on 23 March 2020 to a national lockdown in the country from midnight, 26 March 2020. The lockdown approach whereby citizens must stay home (except for certain exemptions), is regarded as government's fundamental task to contain the spreading of the coronavirus. Since the mentioned announcement various regulations were issued in terms of the Disaster Management Act,

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2002 to regulate and manage compliance with regard to the implemented alert levels with regard to lockdown.

During alert levels 5, 4 and 3 (27 March 2020 until 16 August 2020) no ward committee meeting took place.

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

The overall average attendance of 8 (eight) members (excluding councillors) per meeting was achieved. Ward Committee of ward 7 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 2018/2019	% Previous year		
<b>Noted</b>	<b>2107</b>	<b>69</b>	<b>81</b>	<b>100</b>
<b>Recommended</b>	<b>506</b>	<b>69</b>	<b>19</b>	<b>99,8</b>
<b>TOTAL</b>	<b>2613</b>	<b>69</b>	<b>100</b>	<b>99,9</b>

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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. The 69% performance measured against the previous year is mainly due to the fact that nou ward committee meetings took place from April to June 2020.

**(c) Ward Operational Plans**

All thirteen Ward Operational Plans for 2019/20 were also completed and submitted to the provincial department of Department of Local Government during October 2019. 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.

**(d) Ward Committee Summit**

The summit was held on 27 November 2019 with the theme, "Caring of Citizens". The following are the recommendations per the respective topics discussed:

1. Gender based violence,  
Promote intervention/facilitation and support to resolve challenges. Support the implementation of integrated outreach programmes from all spheres of government.
2. GovChat App to promote interaction between citizens and government,  
Working toward the implementation of the app as a tool for citizens to promote service delivery and involving citizens in the affairs of the municipality.
3. Land Invasions: Standard Operating Procedure,  
Ensure the effective implementation of the newly developed Standard Operating Procedures.
4. Affordability of tariffs
  - Optimization of available Provincial Grants by the Municipality.
  - Ensure that penalties be giving effect to optimize revenue into fines.
  - Re-evaluate property values,
  - Review of fixed tariffs.
  - Exploring possibilities to attract business opportunities.

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- Continuous raising of awareness.

**(e) Way forward**

In order to promote Ward Committee meetings and communication with the public during the COVID-19 pandemic and local related state of disaster the administration will continue with the following initiatives, namely:

- (i) The administration intend to continue with the hosting of ward committee meetings, by following a hybrid approach between physical attendance and attendance via a virtual platform (ZOOM/Microsoft Teams) where required.
- (ii) The administration will promote the upgrading of ICT infrastructure to support ward committee meetings via virtual platform.
- (iii) To promote the usage of the Govchat app (free of charge) by the public via cellular phones to report basic service delivery challenges to the administration. Govchat convert the requests into email communication to the administration.

**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: July 2019 - March 2020.  
Annexure B: Consultation register per Ward: July 2019 - June 2020.  
Annexure C: Report on Performance by respective Ward Committees:  
July 2019 - June 2020.

**RECOMMENDATION:**

that the report on performance with regard to the Ward Committees System in the Overstrand Municipality for the period July 2019 until June 2020 **be noted**.

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**RESPONSIBLE OFFICIALS:**

**R WILLIAMS  
F MYBURGH  
D LAKEY  
A WYNGAARD  
B PLAATJIES**

**TARGET DATE FOR IMPLEMENTATION:**

**ON-GOING**

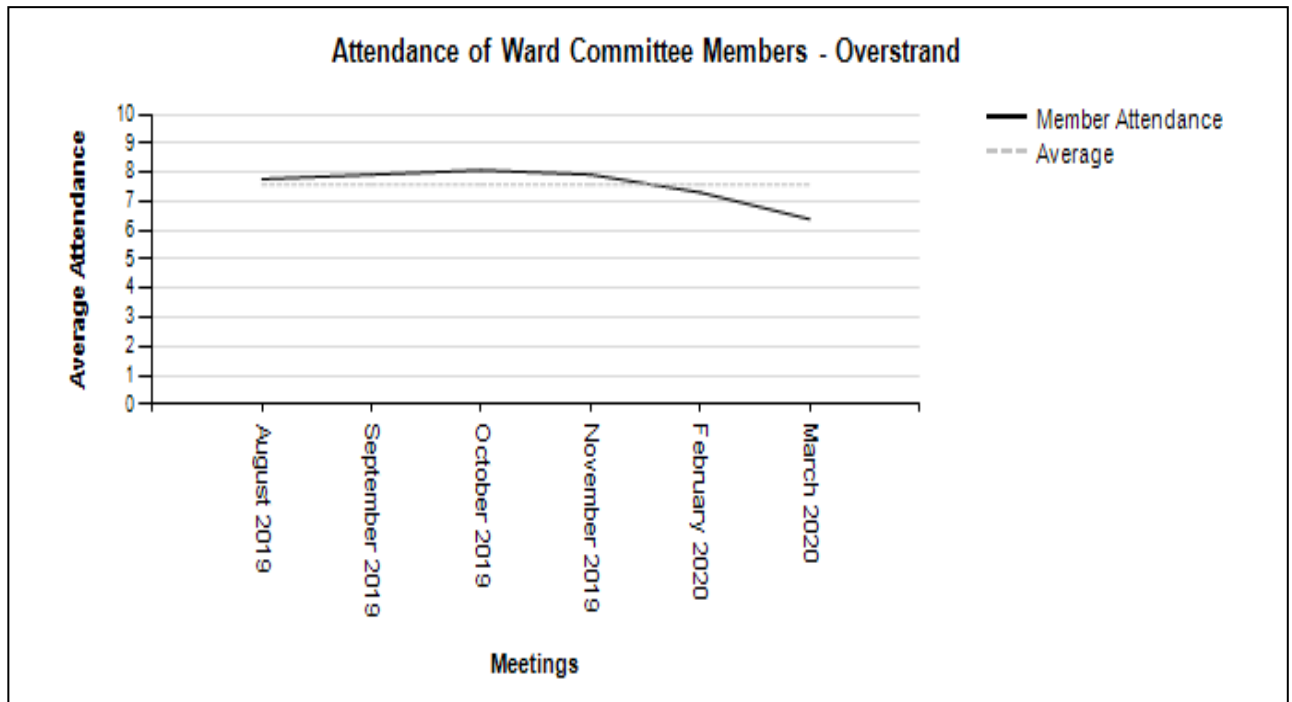
**Annexure A**  
**P1 of 1**

**ATTENDANCE OF WARD COMMITTEE MEMBERS**

OVERSTRAND - for period from 01/07/2019 to 31/03/2020

Attendance	August 2019	September 2019	October 2019	November 2019	February 2020	March 2020	AVERAGE PER WARD
WARD 01	10	9	9	10	7	8	9.00
WARD 02	10	10	9	8	7	6	9.00
WARD 03	7	7	5	6	4	4	6.00
WARD 04	6	7	9	7	8	8	8.00
WARD 05	4	4	6	6	6	6	6.00
WARD 06	8	7	7	7	8	7	8.00
WARD 07	9	10	10	10	10	10	10.00
WARD 08	7	7	8	8	8	9	8.00
WARD 09	9	9	8	8	7	8	9.00
WARD 10	9	9	8	9	8	6	9.00
WARD 11	7	7	7	8	7	4	7.00
WARD 12	6	7	9	8	6	0	8.00
WARD 13	9	10	10	8	9	7	9.00
<b>TOTAL</b>	<b>101</b>	<b>103</b>	<b>105</b>	<b>103</b>	<b>95</b>	<b>83</b>	<b>8.15</b>
<b>AVERAGE PER MONTH</b>	<b>7.77</b>	<b>7.92</b>	<b>8.08</b>	<b>7.92</b>	<b>7.31</b>	<b>6.38</b>	<b>7.56</b>

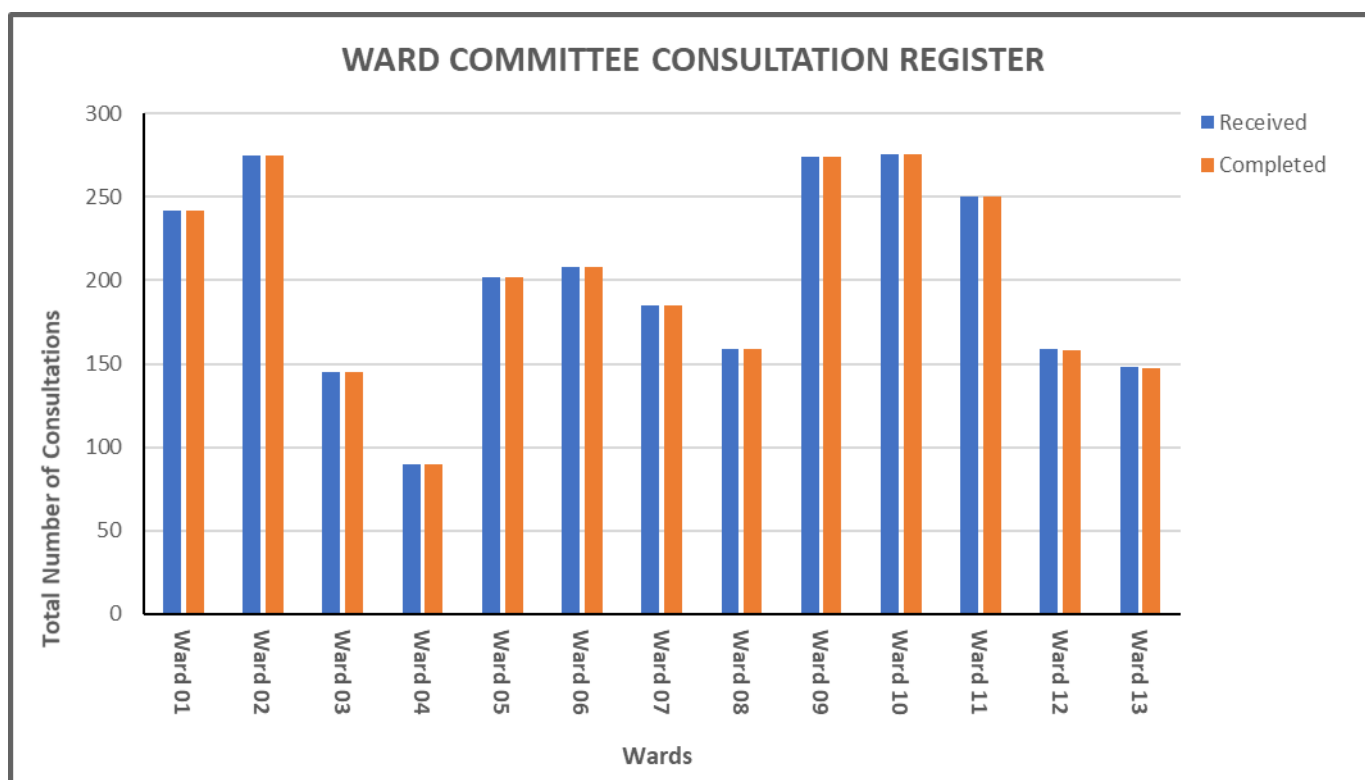
\*NOTE: Each Ward Committee consists of 10 Members excluding Ward Councillors



## WARD COMMITTEE CONSULTATION REGISTER

OVERSTRAND SUMMARY FOR THE PERIOD 01/07/2019 to 30/06/2020

WARDS	TYPE OF CONSULTATION				TOTAL	
	Noted		Recommended		Received	Completed
	Received	Completed	Received	Completed		
Ward 01	208	208	34	34	242	242
Ward 02	233	233	42	42	275	275
Ward 03	116	116	29	29	145	145
Ward 04	76	76	14	14	90	90
Ward 05	180	180	22	22	202	202
Ward 06	171	171	37	37	208	208
Ward 07	152	152	33	33	185	185
Ward 08	108	108	51	51	159	159
Ward 09	207	207	67	67	274	274
Ward 10	183	183	93	93	276	276
Ward 11	217	217	33	33	250	250
Ward 12	146	146	13	12	159	158
Ward 13	110	110	38	37	148	147
<b>TOTAL</b>	<b>2107</b>	<b>2107</b>	<b>506</b>	<b>504</b>	<b>2613</b>	<b>2611</b>



**Annexure C**

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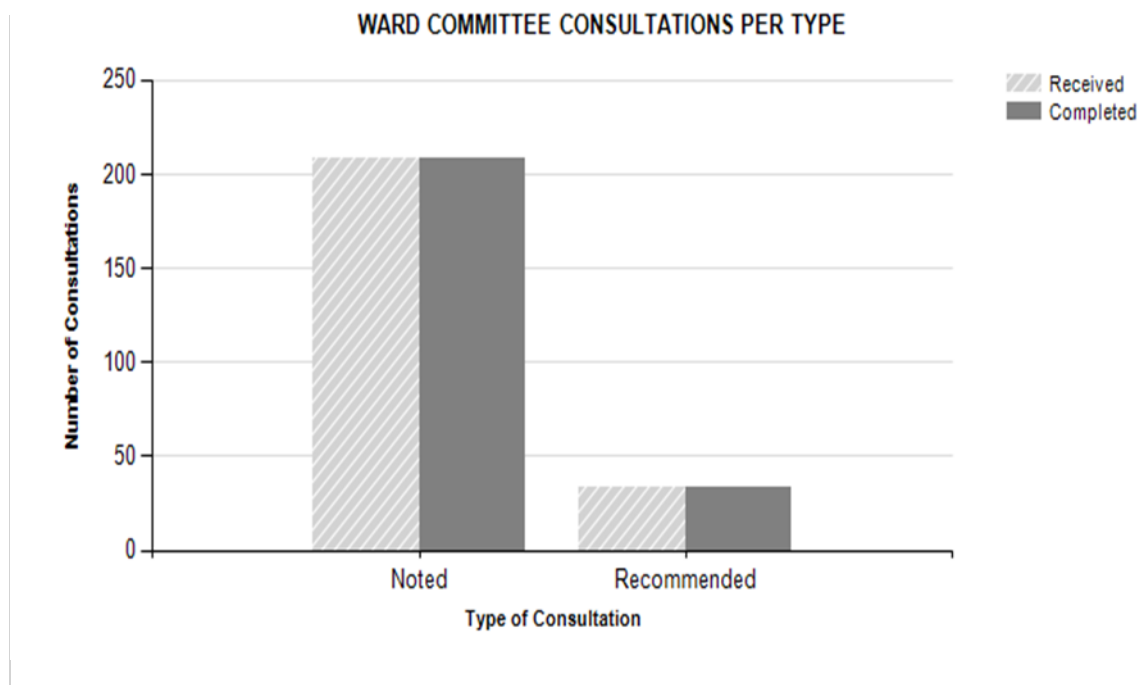
**PERFORMANCE REPORT: WARD 1****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 01 - for period from 01/07/2019 to 31/03/2020

Attendance	August 2019	September 2019	October 2019	November 2019	February 2020	March 2020	TOTAL	AVERAGE
Present	10	9	9	10	7	8	53	9.00

**WARD: 01 COMMITTEE CONSULTATIONS FOR PERIOD 01/07/2019 to 30/06/2020**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
208	208	34	34	242	242



**Annexure C**

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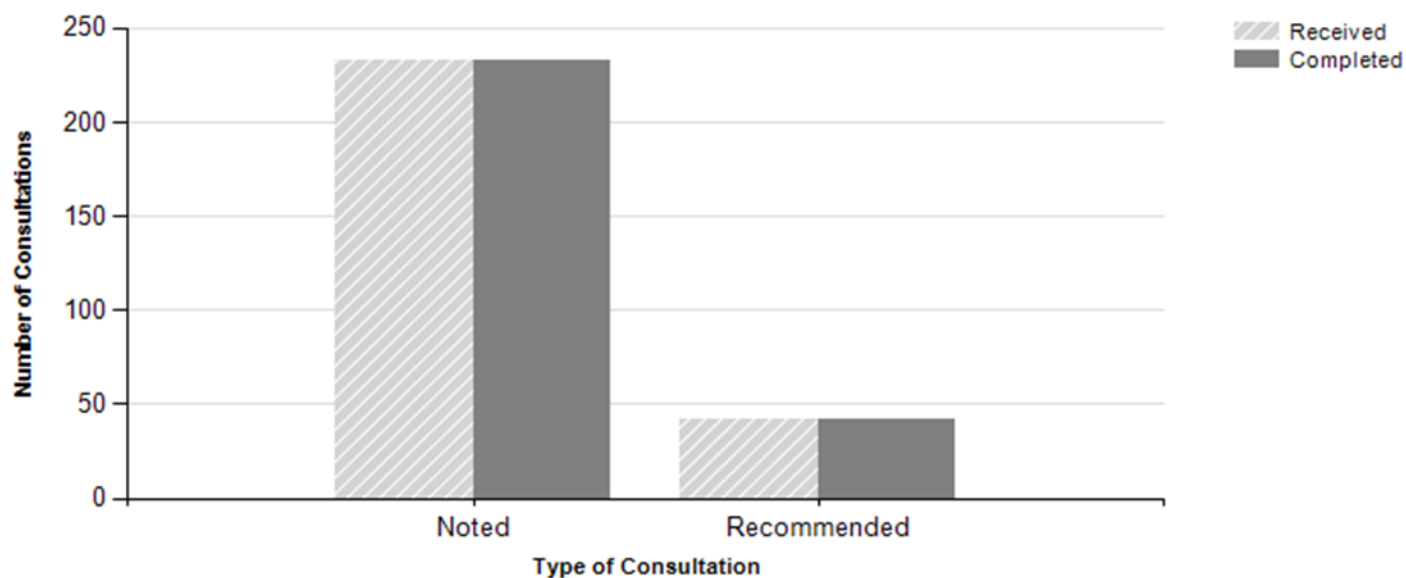
**PERFORMANCE REPORT: WARD 2****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 02 - for period from 01/07/2019 to 31/03/2020

Attendance	August 2019	September 2019	October 2019	November 2019	February 2020	March 2020	TOTAL	AVERAGE
Present	10	10	9	8	7	6	50	8.00

**WARD: 02 COMMITTEE CONSULTATIONS FOR PERIOD 01/07/2019 to 30/06/2020**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
233	233	42	42	275	275

**WARD COMMITTEE CONSULTATIONS PER TYPE**

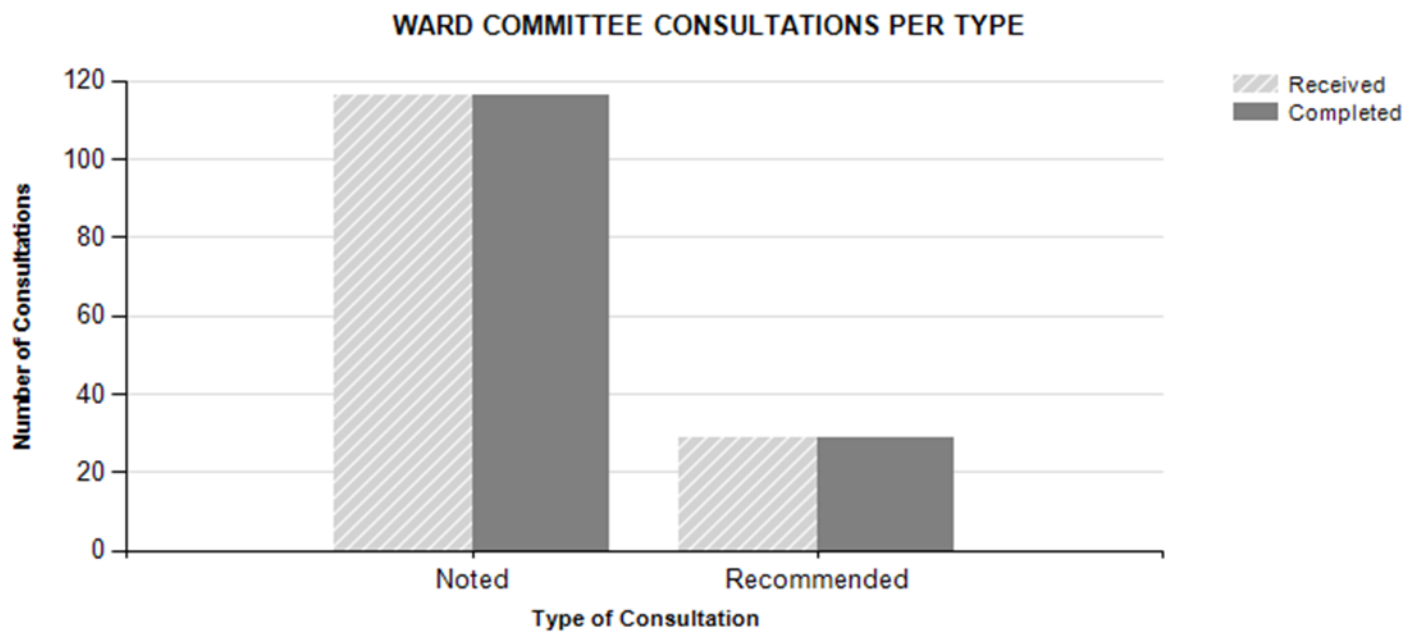
**Annexure C****P3 of 13****PERFORMANCE REPORT: WARD 3****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 03 - for period from 01/07/2019 to 31/03/2020

Attendance	August 2019	September 2019	October 2019	November 2019	February 2020	March 2020	TOTAL	AVERAGE
Present	7	7	5	6	4	4	33	6.00

**WARD: 03 COMMITTEE CONSULTATIONS FOR PERIOD 01/07/2019 to 30/06/2020**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
116	116	29	29	145	145



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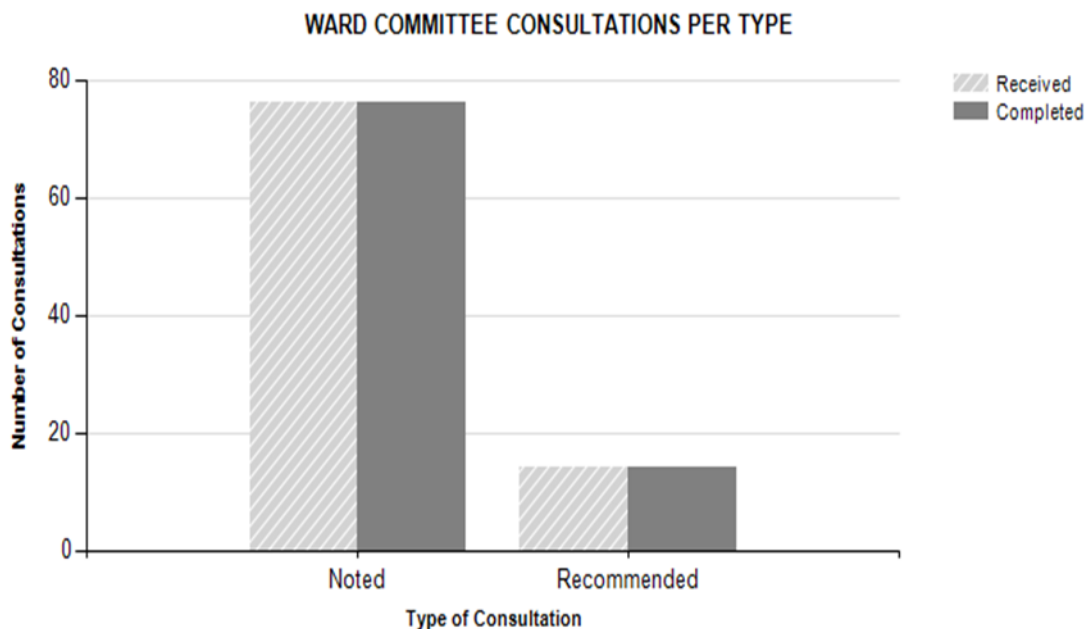
**PERFORMANCE REPORT: WARD 4****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 04 - for period from 01/07/2019 to 31/03/2020

Attendance	August 2019	September 2019	October 2019	November 2019	February 2020	March 2020	TOTAL	AVERAGE
Present	6	7	9	7	8	8	45	8.00

**WARD:04 COMMITTEE CONSULTATIONS FOR PERIOD 01/07/2019 to 30/06/2020**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
76	76	14	14	90	90



**Annexure C**

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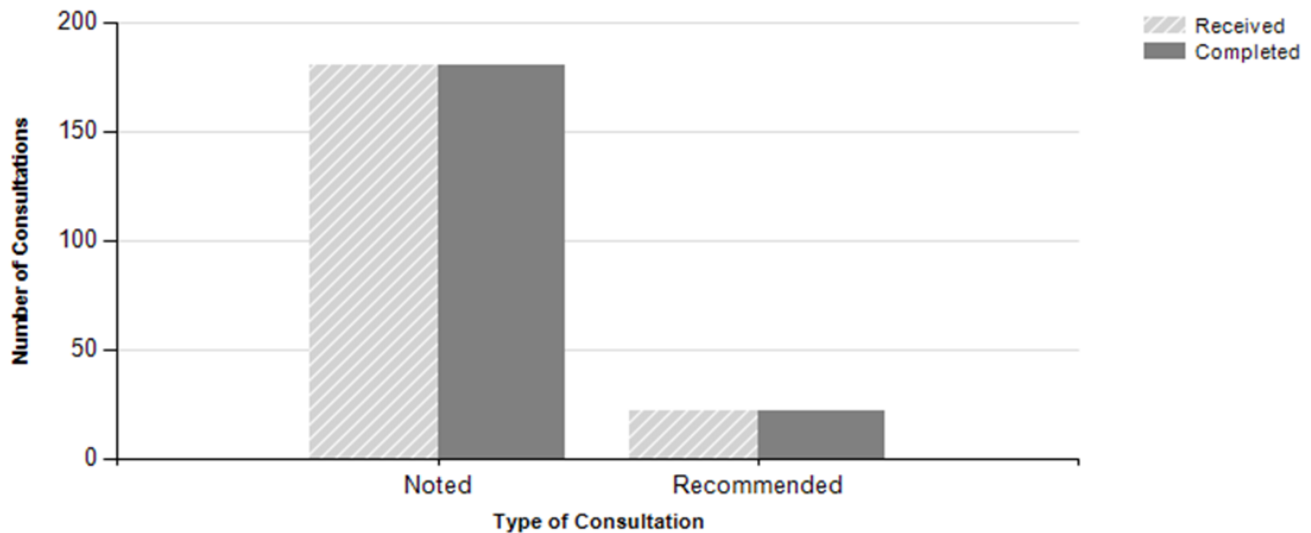
**PERFORMANCE REPORT: WARD 5****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 05 - for period from 01/07/2019 to 31/03/2020

Attendance	August 2019	September 2019	October 2019	November 2019	February 2020	March 2020	TOTAL	AVERAGE
Present	4	4	6	6	6	6	32	5.00

**WARD: 05 COMMITTEE CONSULTATIONS FOR PERIOD 01/07/2019 to 30/06/2020**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
180	180	22	22	202	202

**WARD COMMITTEE CONSULTATIONS PER TYPE**

**Annexure C**

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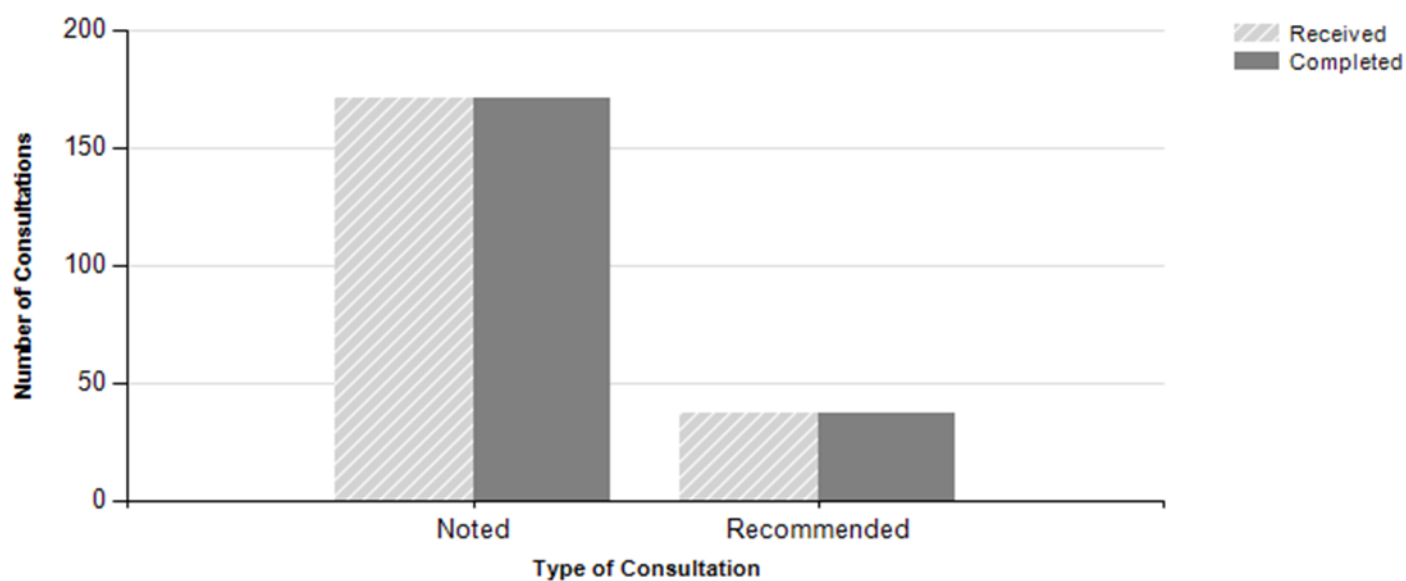
**PERFORMANCE REPORT: WARD 6****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 06 - for period from 01/07/2019 to 31/03/2020

Attendance	August 2019	September 2019	October 2019	November 2019	February 2020	March 2020	TOTAL	AVERAGE
Present	8	7	7	7	8	7	44	7.00

**WARD: 06 COMMITTEE CONSULTATIONS FOR PERIOD 01/07/2019 to 30/06/2020**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
171	171	37	37	208	208

**WARD COMMITTEE CONSULTATIONS PER TYPE**

**Annexure C**

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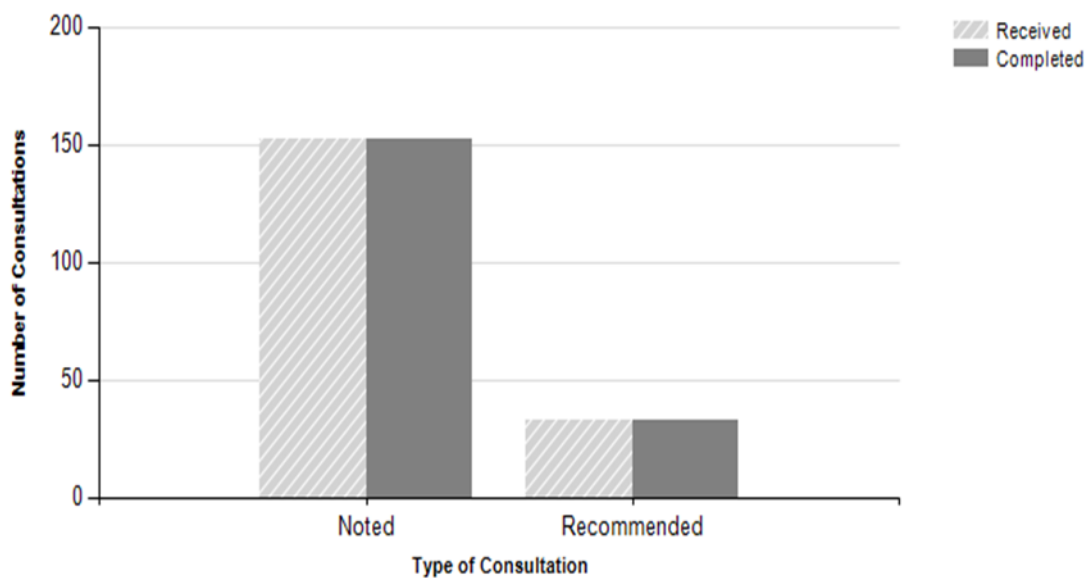
**PERFORMANCE REPORT: WARD 7****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 07 - for period from 01/07/2019 to 31/03/2020

Attendance	August 2019	September 2019	October 2019	November 2019	February 2020	March 2020	TOTAL	AVERAGE
Present	9	10	10	10	10	10	59	10.00

**WARD: 07 COMMITTEE CONSULTATIONS FOR PERIOD 01/07/2019 to 30/06/2020**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
152	152	33	33	185	185

**WARD COMMITTEE CONSULTATIONS PER TYPE**

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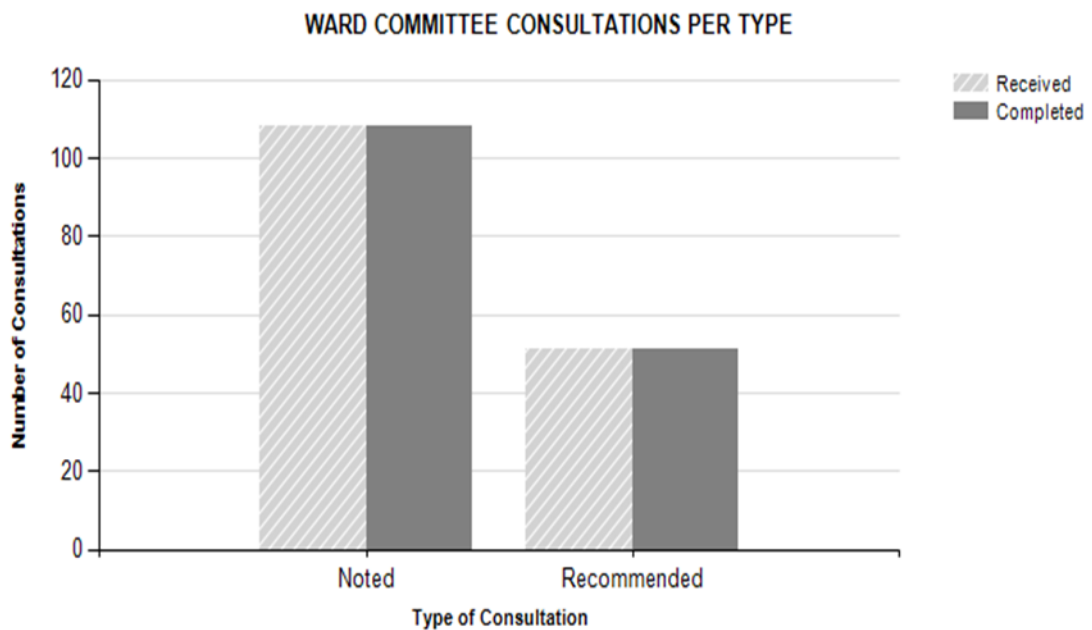
**PERFORMANCE REPORT: WARD 8****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 08 - for period from 01/07/2019 to 31/03/2020

Attendance	August 2019	September 2019	October 2019	November 2019	February 2020	March 2020	TOTAL	AVERAGE
Present	7	7	8	8	8	9	47	8.00

**WARD: 08 COMMITTEE CONSULTATIONS FOR PERIOD 01/07/2019 to 30/06/2020**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
108	108	51	51	159	159



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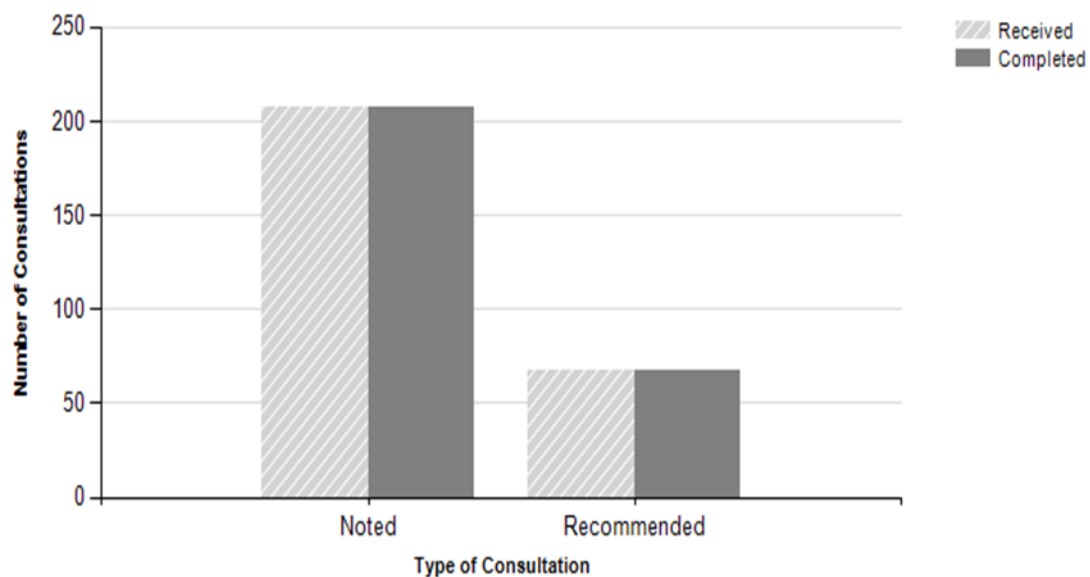
**PERFORMANCE REPORT: WARD 9****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 09 - for period from 01/07/2019 to 31/03/2020

Attendance	August 2019	September 2019	October 2019	November 2019	February 2020	March 2020	TOTAL	AVERAGE
Present	9	9	8	8	7	8	49	8.00

**WARD:09 COMMITTEE CONSULTATIONS FOR PERIOD 01/07/2019 to 30/06/2020**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
207	207	67	67	274	274

**WARD COMMITTEE CONSULTATIONS PER TYPE**

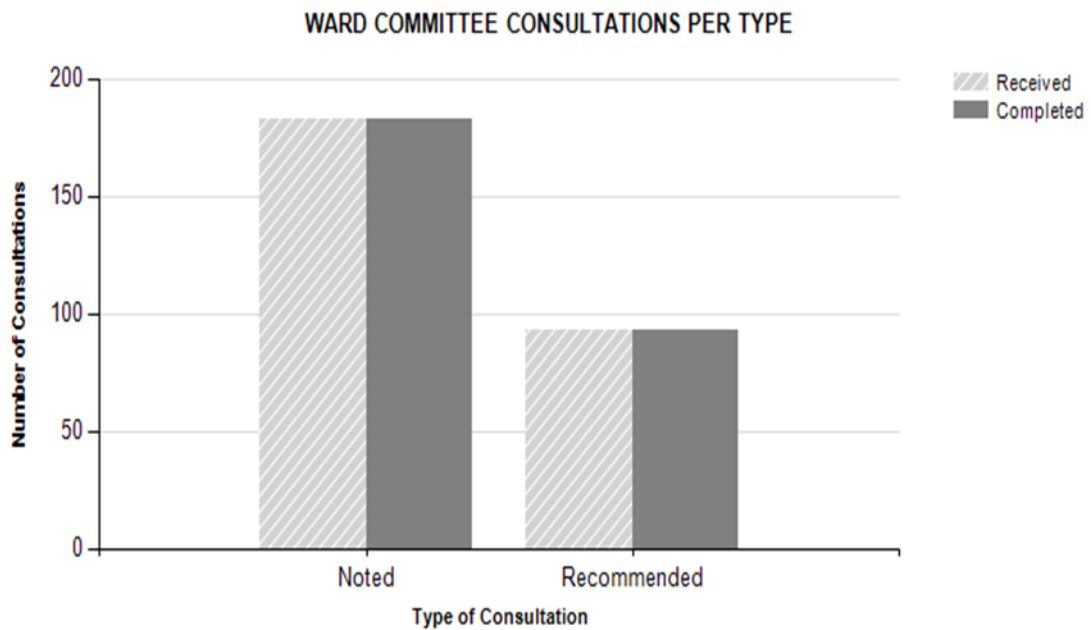
**Annexure C****P10 of 13****PERFORMANCE REPORT: WARD 10****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 10 - for period from 01/07/2019 to 31/03/2020

Attendance	August 2019	September 2019	October 2019	November 2019	February 2020	March 2020	TOTAL	AVERAGE
Present	9	9	8	9	8	6	49	8.00

**WARD:10 COMMITTEE CONSULTATIONS FOR PERIOD 01/07/2019 to 30/06/2020**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
183	183	93	93	276	276



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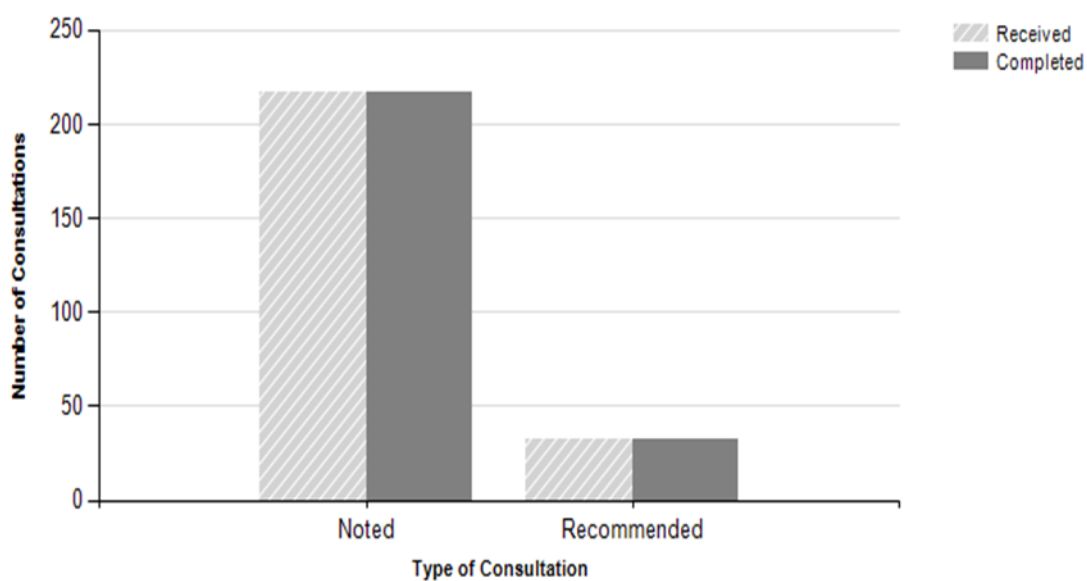
**PERFORMANCE REPORT: WARD 11****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 11 - for period from 01/07/2019 to 31/03/2020

Attendance	August 2019	September 2019	October 2019	November 2019	February 2020	March 2020	TOTAL	AVERAGE
Present	7	7	7	8	7	4	40	7.00

**WARD:11 COMMITTEE CONSULTATIONS FOR PERIOD 01/07/2019 to 30/06/2020**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
217	217	33	33	250	250

**WARD COMMITTEE CONSULTATIONS PER TYPE**

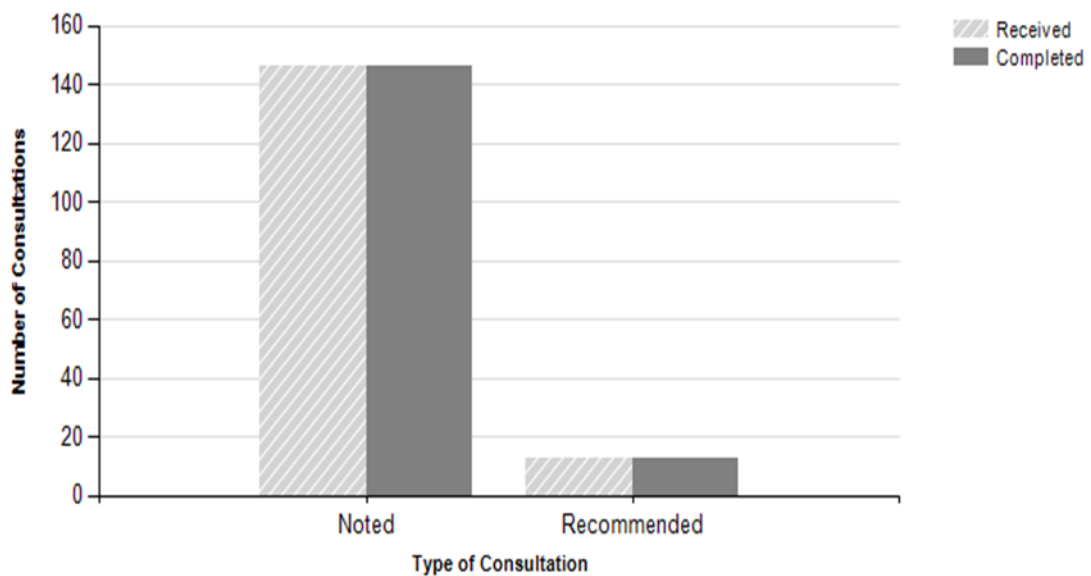
**Annexure C****P12 of 13****PERFORMANCE REPORT: WARD 12****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 12 - for period from 01/07/2019 to 31/03/2020

Attendance	August 2019	September 2019	October 2019	November 2019	February 2020	TOTAL	AVERAGE
Present	6	7	9	8	6	36	7.00

**WARD:12 COMMITTEE CONSULTATIONS FOR PERIOD 01/07/2019 to 30/06/2020**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
146	146	13	13	159	159

**WARD COMMITTEE CONSULTATIONS PER TYPE**

**Annexure C****P13 of 13****PERFORMANCE REPORT: WARD 13****ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 13 - for period from 01/07/2019 to 31/03/2020

Attendance	August 2019	September 2019	October 2019	November 2019	February 2020	March 2020	TOTAL	AVERAGE
Present	9	10	10	8	9	7	53	9.00

**WARD:13 COMMITTEE CONSULTATIONS FOR PERIOD 01/07/2019 to 30/06/2020**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
110	110	38	37	148	147

