

**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**

**COMMUNITY SERVICES PORTFOLIO COMMITTEE**

**GEMEENSKAPSDIENSTE PORTEFEULJEKOMITEE**

**22 October 2019**

**I N D E X**

**ITEM**

**PAGE  
NUMBER**

**APPLICATIONS FOR LEAVE OF ABSENCE**

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

- |           |                                                                                                                                                                               |           |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>1.</b> | <b>WARD COMMITTEES SYSTEM: PERFORMANCE REPORT: 2018/2019</b>                                                                                                                  | <b>1</b>  |
| <b>2.</b> | <b>TRANSFER: OVERSTRAND MUNICIPALITY TO WHYNITE SHIVONNE<br/>SLABBERT AND NATHAN FORTUNE GILLION ERF 1284, HAWSTON</b>                                                        | <b>21</b> |
| <b>3.</b> | <b>HOUSING: PROGRESS REPORT ON TRANSFER OF PROPERTIES TO<br/>VARIOUS BENEFICIARIES OF LOW COST HOUSING IN THE<br/>OVERSTRAND AREA FOR THE PERIOD JUNE 2019 TO AUGUST 2019</b> | <b>26</b> |

**AGENDA of the  
Portfolio Committee: Community Services  
22 October 2019  
(Also the agenda for the Mayoral Committee Meeting: 30 October 2019)**

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**1.  
WARD COMMITTEES SYSTEM: PERFORMANCE REPORT: 2018/2019**

**3/R**

**R Williams**

**(028) 313 8029**

**Corporate Head Office**

**20 September 2019**

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**1. Executive Summary**

To provide Council with the 2018/2019 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 2017. 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 2018 until 30 June 2019 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 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 2018 and March and May 2019 respectively. In September 2019 meetings could not take place in wards 5, 6 and 13 (Zwelihle), due to civil unrest in the particular communities.

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

The overall average attendance of 8 (eight) members (excluding councillors) per meeting was achieved. The overall average attendance of 9 members was achieved for the 2017/2018 financial year. Ward Committees of wards 2, 7 and 13 however achieved an average attendance of 10 members per meeting. Ward Committee of Ward 7 also achieved average attendance of 10 members for 2017/2018. The summary for the reporting period is attached per **Annexure A**.

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**(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>3035</b>	<b>110</b>	<b>80</b>	<b>100</b>
<b>Recommended</b>	<b>736</b>	<b>97</b>	<b>20</b>	<b>99</b>
<b>TOTAL</b>	<b>3771</b>	<b>92</b>	<b>100</b>	<b>99,7</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.

**(c) Ward Projects**

A number of 52 out of 60 ward specific projects were completed Overstrand-wide by means of Council's R500,000.00 allocations per ward for the 2018/19 financial year. Eight projects are to be attended to during 2019/2020 financial year. The projects ranged from play-park equipment, building of side-walks, tarring of roads, speed calming

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measures, upgrading of infrastructure, etc. The administration experienced a challenge with the review of various projects. The last mentioned situation caused a delay with execution of projects.

**(d) Ward Operational Plans**

All thirteen Ward Operational Plans for 2018/19 were also completed and submitted to the provincial department of Department of Local Government during October 2018. 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**

Promoted social cohesion through the Overstrand Ward Committee Summit in November 2018 in an effort to ensure:

- ✓ Equity with regard to culture, gender and vulnerable groups,
- ✓ Building relations across various racial groups.

The following aspects/ challenges that the Municipality experienced were discussed, namely:

- Review of the Legislative Framework and rules for Ward Committees,
- Housing delivery and participation,
- Different mandates of South African Police Services and Municipal Law Enforcement, and
- Social Cohesion

The contributions at the Summit were a huge success, with recommendations to be considered for IDP 2019/2020.

**(f) Public Awareness**

(i) The administration maintained a tab/link for ward committee information on the Municipal website. For example: The Rules, pro-forma 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 have 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.

**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 2018 – 30 June 2019.  
Annexure B: Consultation register per Ward: 01 July 2018 – 30 June 2019.  
Annexure C: Report on Performance by respective Ward Committees:  
01 July 2018 – 30 June 2019.

**RECOMMENDATION:**

that the Report on Performance with regard to the Ward Committees System in the Overstrand Municipality for the period 01 July 2018 until 30 June 2019 **be noted**.

**RESPONSIBLE OFFICIALS:**

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

**TARGET DATE FOR IMPLEMENTATION:**

**ON-GOING**

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**1.  
WARD COMMITTEES SYSTEM: PERFORMANCE REPORT: 2018/2019**

**3/R  
R Williams (028) 313 8029 Corporate Head Office  
20 September 2019**

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**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON  
22 OCTOBER 2019, WHICH COMMITTEE SUPPORTED THE RECOMMENDATION**

**RESPONSIBLE OFFICIALS:**

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

**TARGET DATE FOR IMPLEMENTATION:**

**ON-GOING**

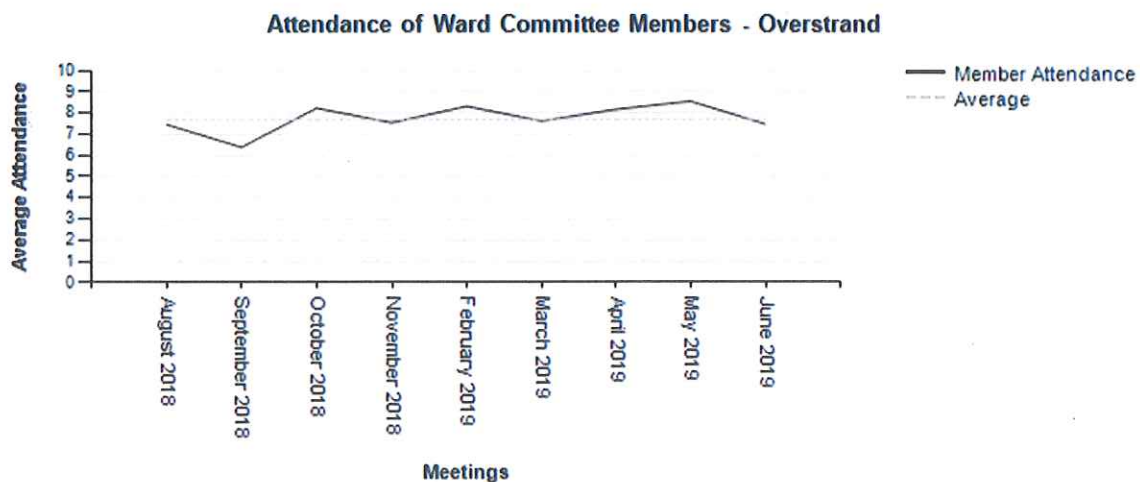
**Annexure A**  
**P1 of 1**

**ATTENDANCE OF WARD COMMITTEE MEMBERS**

OVERSTRAND - for period from 7/1/2018 to 6/30/2019

Attendance	August 2018	September 2018	October 2018	November 2018	February 2019	March 2019	April 2019	May 2019	June 2019	AVERAGE PER WARD
WARD 01	8	9	10	6	10	7	10	9	8	9.00
WARD 02	7	9	10	10	10	9	8	10	10	10.00
WARD 03	6	7	9	9	8	6	8	8	6	8.00
WARD 04	9	6	8	8	7	10	8	6	8	8.00
WARD 05	3	0	4	3	4	5	5	4	5	5.00
WARD 06	9	0	8	7	7	8	8	10	7	8.00
WARD 07	9	10	10	9	10	10	10	10	8	10.00
WARD 08	7	10	7	6	9	7	10	8	5	8.00
WARD 09	7	8	9	9	9	9	9	10	9	9.00
WARD 10	9	7	8	7	8	6	8	9	8	7.00
WARD 11	7	8	9	10	8	7	7	9	9	8.00
WARD 12	6	0	5	4	10	7	6	7	6	7.00
WARD 13	10	9	10	10	8	8	9	10	8	10.00
<b>TOTAL</b>	<b>97</b>	<b>83</b>	<b>107</b>	<b>98</b>	<b>108</b>	<b>99</b>	<b>106</b>	<b>110</b>	<b>97</b>	
<b>AVERAGE PER MONTH</b>	<b>7.46</b>	<b>6.38</b>	<b>8.23</b>	<b>7.54</b>	<b>8.31</b>	<b>7.62</b>	<b>8.15</b>	<b>8.54</b>	<b>7.46</b>	<b>7.74</b>

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



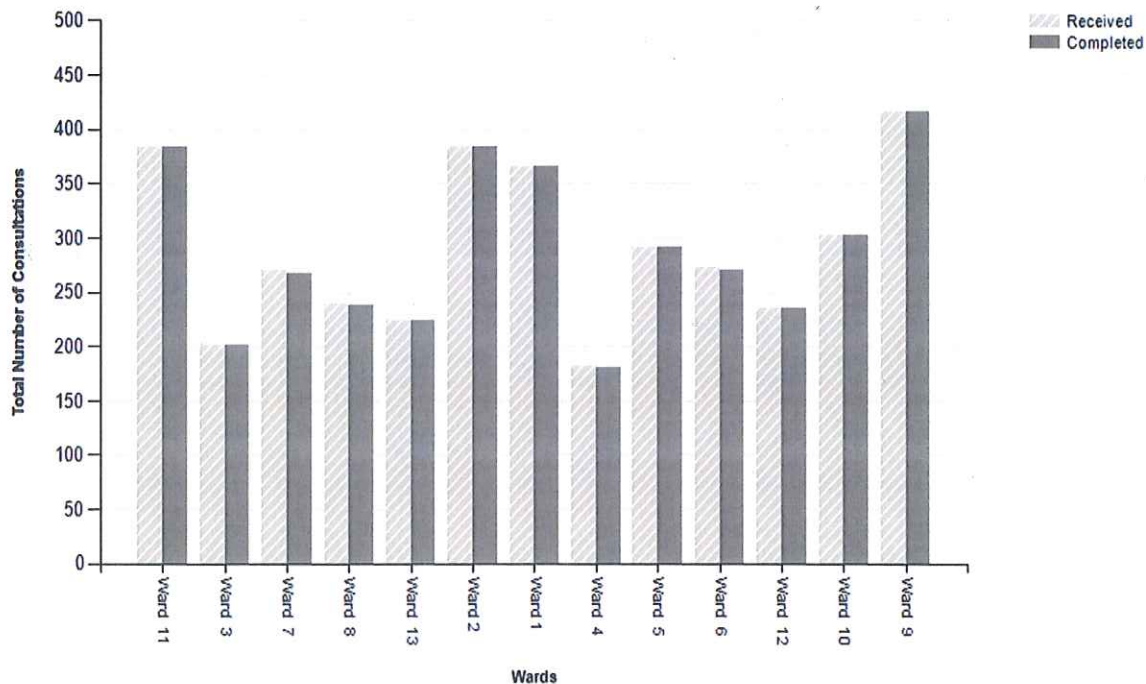
**Annexure B**  
**P1 of 1**

**WARD COMMITTEE CONSULTATION REGISTER**

**OVERSTRAND SUMMARY FOR THE PERIOD 7/1/2018 to 6/30/2019**

WARDS	TYPE OF CONSULTATION				TOTAL	
	Noted		Recommended		Received	Completed
	Received	Completed	Received	Completed		
Ward 1	319	319	47	47	366	366
Ward 2	333	333	51	51	384	384
Ward 3	155	155	46	46	201	201
Ward 4	141	141	41	40	182	181
Ward 5	259	259	33	33	292	292
Ward 6	227	227	46	43	273	270
Ward 7	200	200	71	68	271	268
Ward 8	173	173	67	65	240	238
Ward 9	283	283	134	133	417	416
Ward 10	240	240	62	62	302	302
Ward 11	342	342	42	42	384	384
Ward 12	211	211	24	24	235	235
Ward 13	152	152	72	72	224	224
<b>TOTAL</b>	<b>3035</b>	<b>3035</b>	<b>736</b>	<b>726</b>	<b>3771</b>	<b>3761</b>

**WARD COMMITTEE CONSULTATION REGISTER**



Annexure C

P1 of 13

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

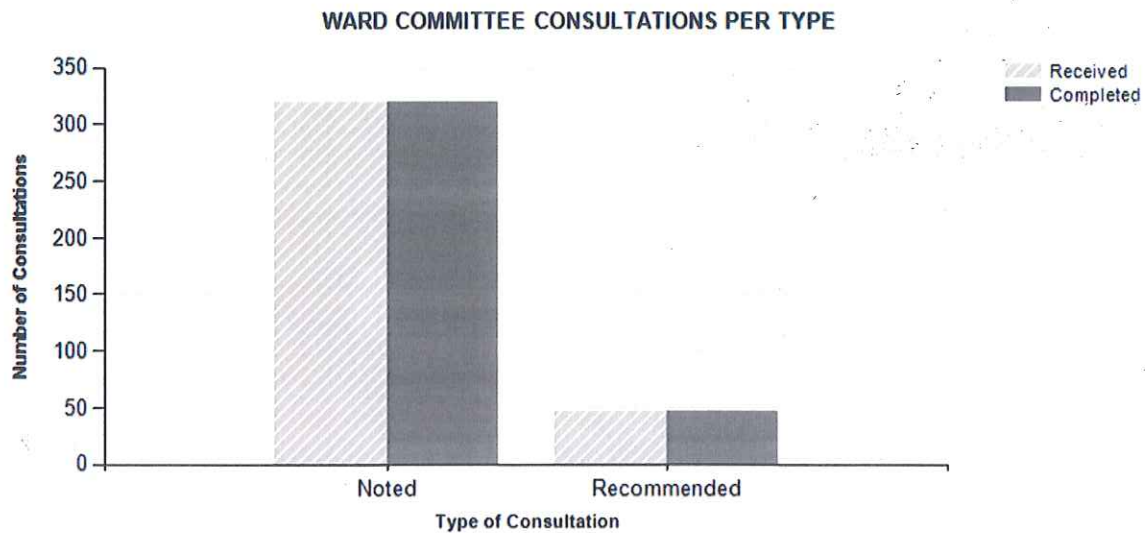
WARD 01 - for period from 6/1/2018 to 6/30/2019

Attendance	June 2018	August 2018	September 2018	October 2018	November 2018	February 2019	March 2019	April 2019	May 2019	June 2019	TOTAL	AVERAGE
Present	9	8	9	10	6	10	7	10	9	8	86	9.00

**WARD 1: CONSULTATION REGISTER**

OVERSTRAND SUMMARY FOR THE PERIOD 6/30/2018 to 7/1/2019

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
319	319	47	47	366	366



**PERFORMANCE REPORT: WARD 2**

**ATTENDANCE OF WARD COMMITTEE MEMBERS**

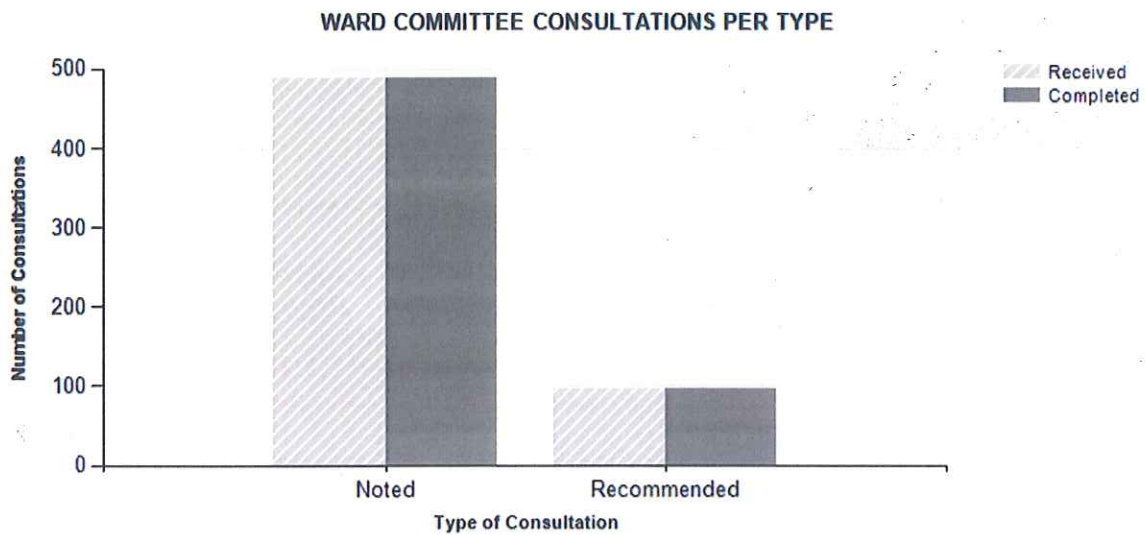
WARD 02 - for period from 6/1/2018 to 6/30/2019

Attendance	June 2018	August 2018	September 2018	October 2018	November 2018	February 2019	March 2019	April 2019	May 2019	June 2019	TOTAL	AVERAGE
Present	9	7	9	10	10	10	9	8	10	10	92	9.00

**WARD 2: CONSULTATION REGISTER**

OVERSTRAND SUMMARY FOR THE PERIOD 6/30/2018 to 7/1/2019

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
333	333	51	51	384	384



**PERFORMANCE REPORT: WARD 3**

**ATTENDANCE OF WARD COMMITTEE MEMBERS**

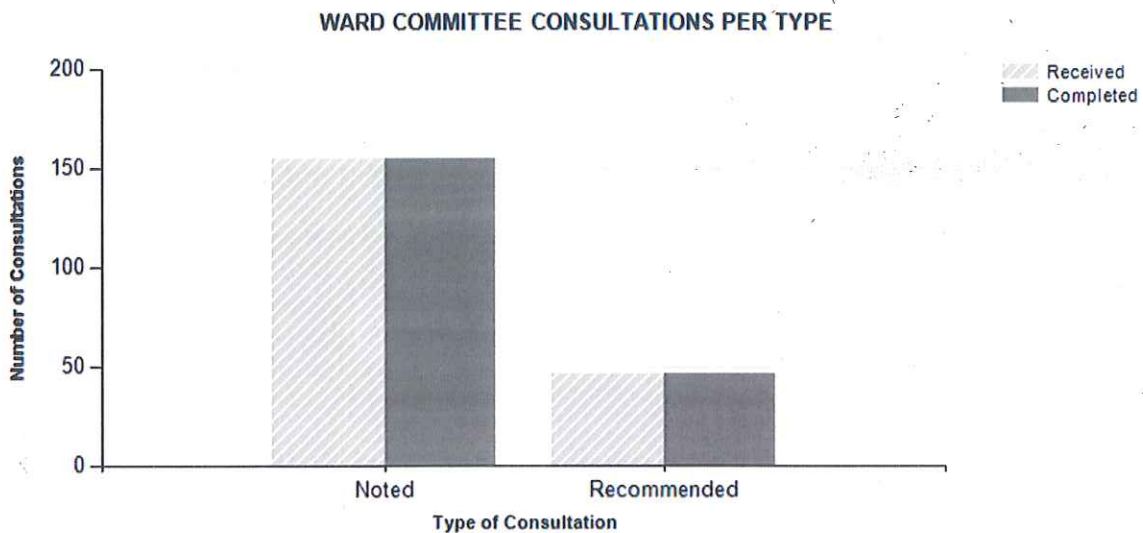
WARD 03 - for period from 6/1/2018 to 6/30/2019

Attendance	June 2018	August 2018	September 2018	October 2018	November 2018	February 2019	March 2019	April 2019	May 2019	June 2019	TOTAL	Average
Present	8	6	7	9	9	8	6	8	8	6	75	8.00

**WARD 3: CONSULTATION REGISTER**

OVERSTRAND SUMMARY FOR THE PERIOD 6/30/2018 to 7/1/2019

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
155	155	46	46	201	201



**PERFORMANCE REPORT: WARD 4**

**ATTENDANCE OF WARD COMMITTEE MEMBERS**

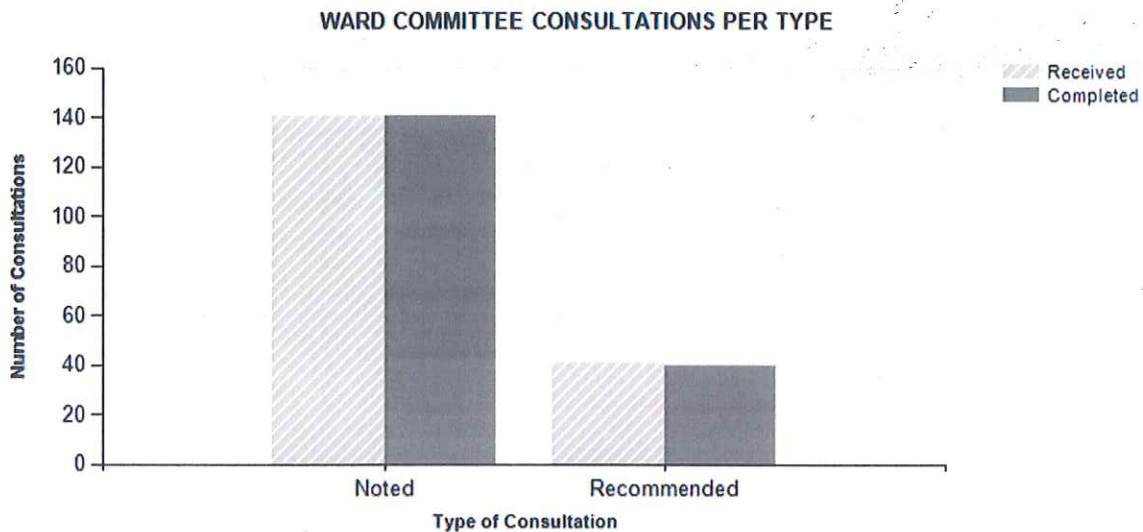
WARD 04 - for period from 6/1/2018 to 6/30/2019

Attendance	June 2018	August 2018	September 2018	October 2018	November 2018	February 2019	March 2019	April 2019	May 2019	June 2019	TOTAL	AVERAGE
Present	10	9	6	8	8	7	10	8	6	8	80	8.00

**WARD 4: CONSULTATION REGISTER**

OVERSTRAND SUMMARY FOR THE PERIOD 6/30/2018 to 7/1/2019

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
141	141	41	40	182	181



**PERFORMANCE REPORT: WARD 5**

**ATTENDANCE OF WARD COMMITTEE MEMBERS**

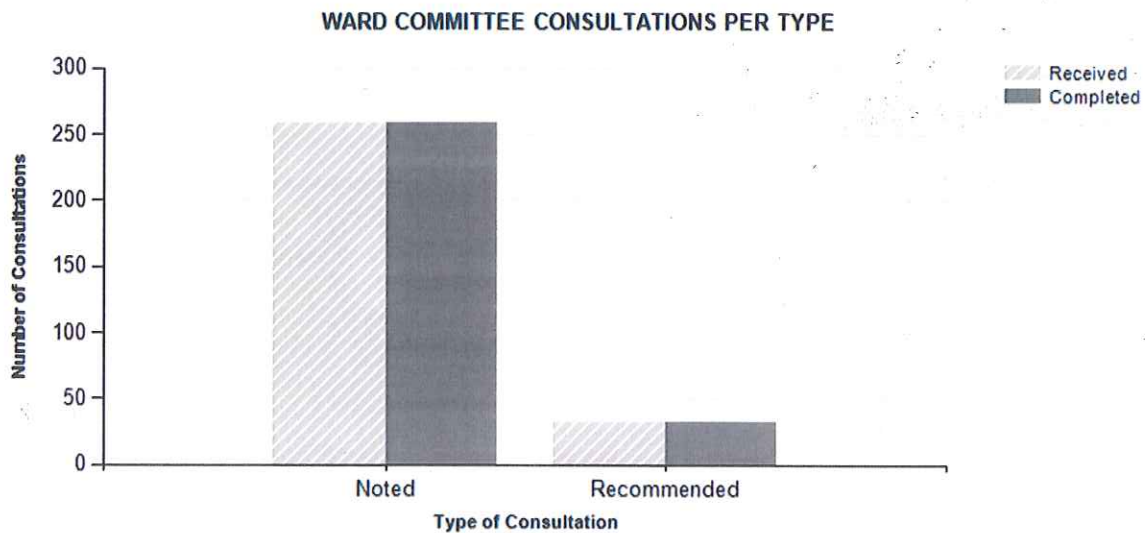
WARD 05 - for period from 6/1/2018 to 6/30/2019

Attendance	June 2018	August 2018	October 2018	November 2018	February 2019	March 2019	April 2019	May 2019	June 2019	TOTAL	AVERAGE
Present	6	3	4	3	4	5	5	4	5	39	4.00

**WARD 5: CONSULTATION REGISTER**

OVERSTRAND SUMMARY FOR THE PERIOD 6/30/2018 to 7/1/2019

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
259	259	33	33	292	292



## PERFORMANCE REPORT: WARD 6

### ATTENDANCE OF WARD COMMITTEE MEMBERS

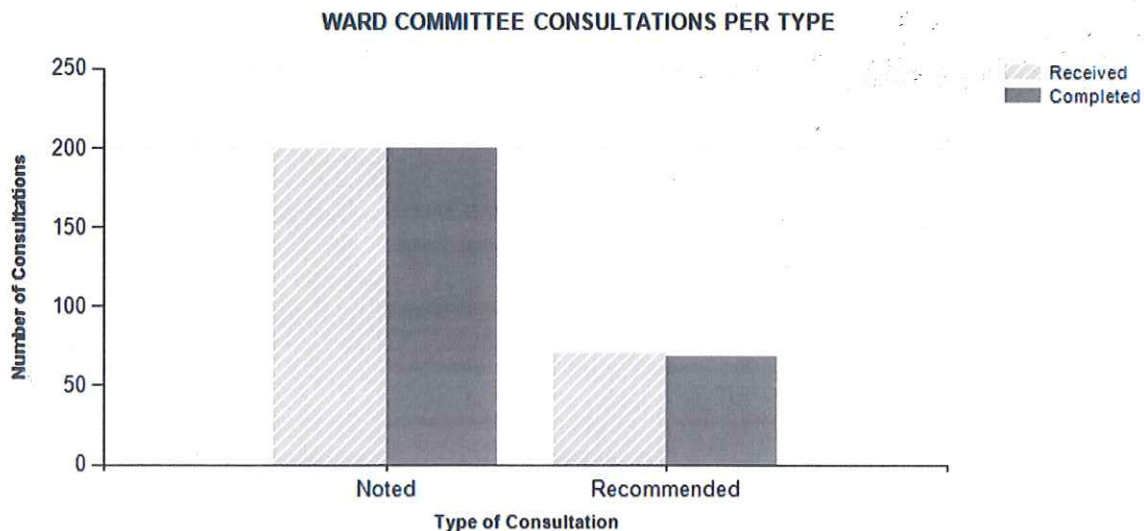
WARD 06 - for period from 6/1/2018 to 6/30/2019

Attendance	June 2018	August 2018	October 2018	November 2018	February 2019	March 2019	April 2019	May 2019	June 2019	TOTAL	AVERAGE
Present	9	9	8	7	7	8	8	10	7	73	8.00

### WARD 6: CONSULTATION REGISTER

OVERSTRAND SUMMARY FOR THE PERIOD 6/30/2018 to 7/1/2019

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
227	227	46	43	273	270



**PERFORMANCE REPORT: WARD 7**

**ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 07 - for period from 6/1/2018 to 6/30/2019

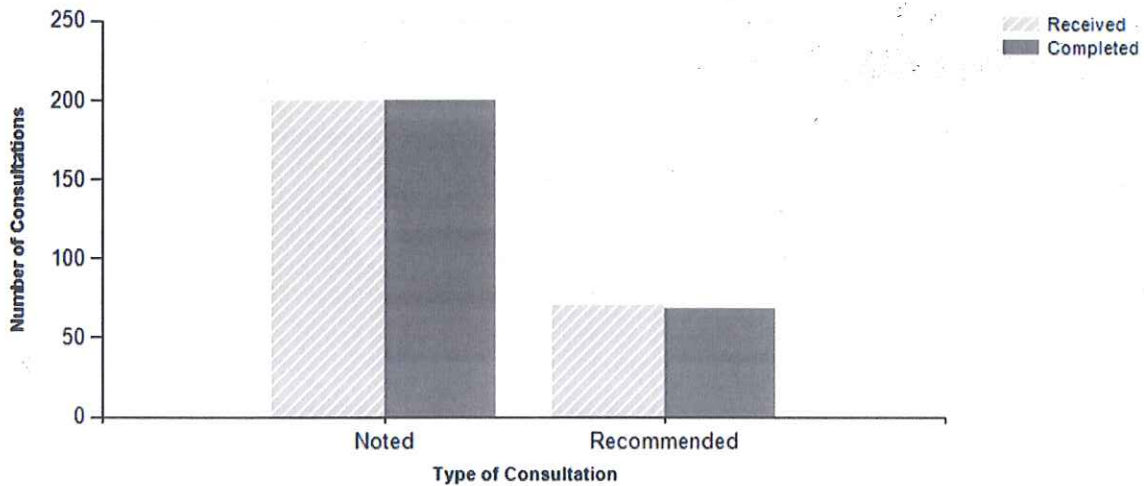
Attendance	June 2018	August 2018	September 2018	October 2018	November 2018	February 2019	March 2019	April 2019	May 2019	June 2019	TOTAL	AVERAGE
Present	10	9	10	10	9	10	10	10	10	8	96	10.00

**WARD 7: CONSULTATION REGISTER**

OVERSTRAND SUMMARY FOR THE PERIOD 6/30/2018 to 7/1/2019

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
200	200	71	68	271	268

**WARD COMMITTEE CONSULTATIONS PER TYPE**



## PERFORMANCE REPORT: WARD 8

### ATTENDANCE OF WARD COMMITTEE MEMBERS

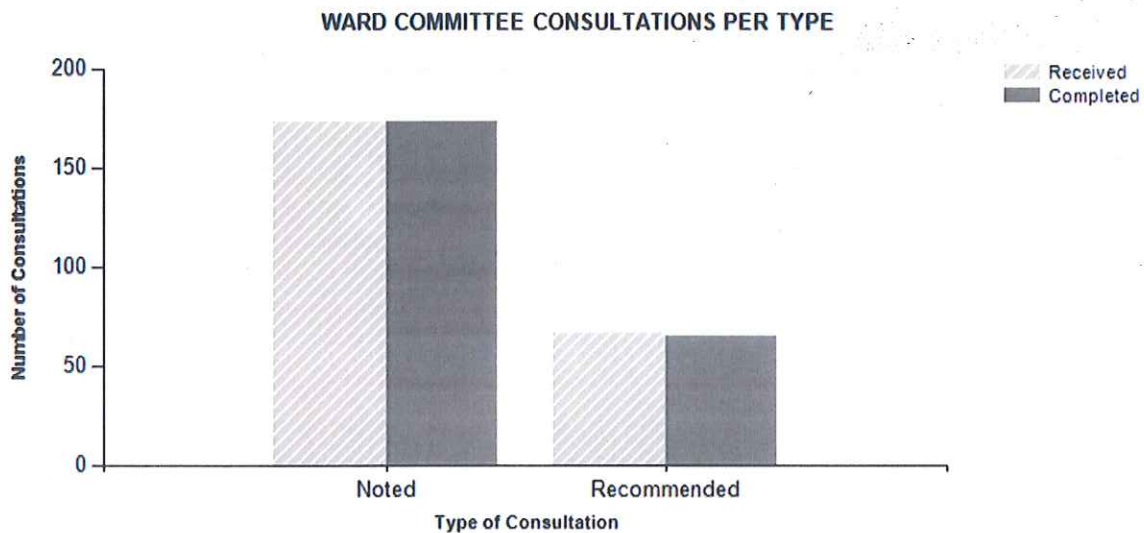
WARD 08 - for period from 6/1/2018 to 6/30/2019

Attendance	June 2018	August 2018	September 2018	October 2018	November 2018	February 2019	March 2019	April 2019	May 2019	June 2019	TOTAL	AVERAGE
Present	7	7	10	7	6	9	7	10	8	5	76	8.00

### WARD 8: CONSULTATION REGISTER

OVERSTRAND SUMMARY FOR THE PERIOD 6/30/2018 to 7/1/2019

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
173	173	67	65	240	238



## PERFORMANCE REPORT: WARD 9

### ATTENDANCE OF WARD COMMITTEE MEMBERS

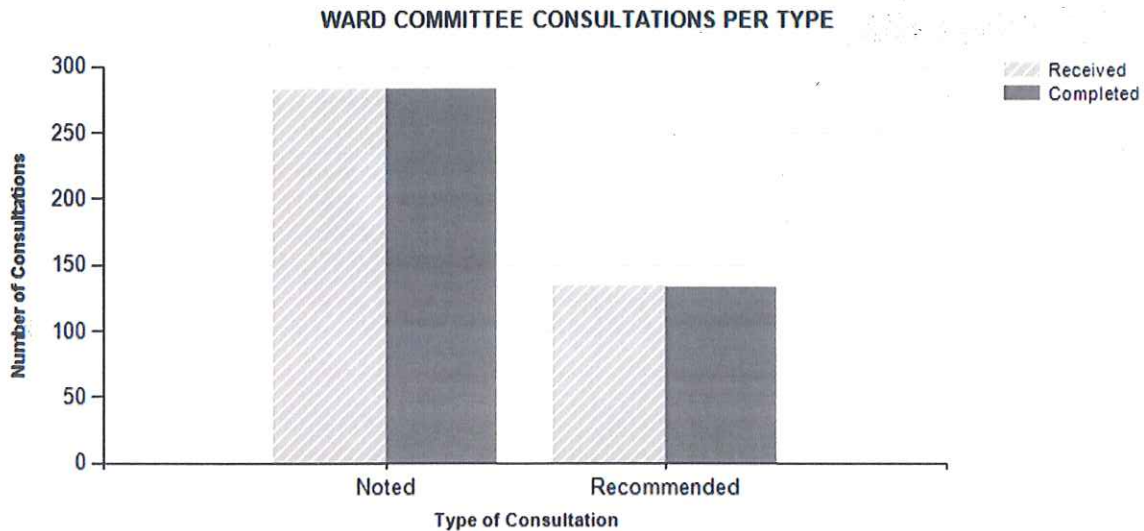
WARD 09 - for period from 6/1/2018 to 6/30/2019

Attendance	June 2018	August 2018	September 2018	October 2018	November 2018	February 2019	March 2019	April 2019	May 2019	June 2019	TOTAL	AVERAGE
Present	7	7	8	9	9	9	9	9	10	9	86	9.00

### WARD 9: CONSULTATION REGISTER

OVERSTRAND SUMMARY FOR THE PERIOD 6/30/2018 to 7/1/2019

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
283	283	134	133	417	416



**PERFORMANCE REPORT: WARD 10**

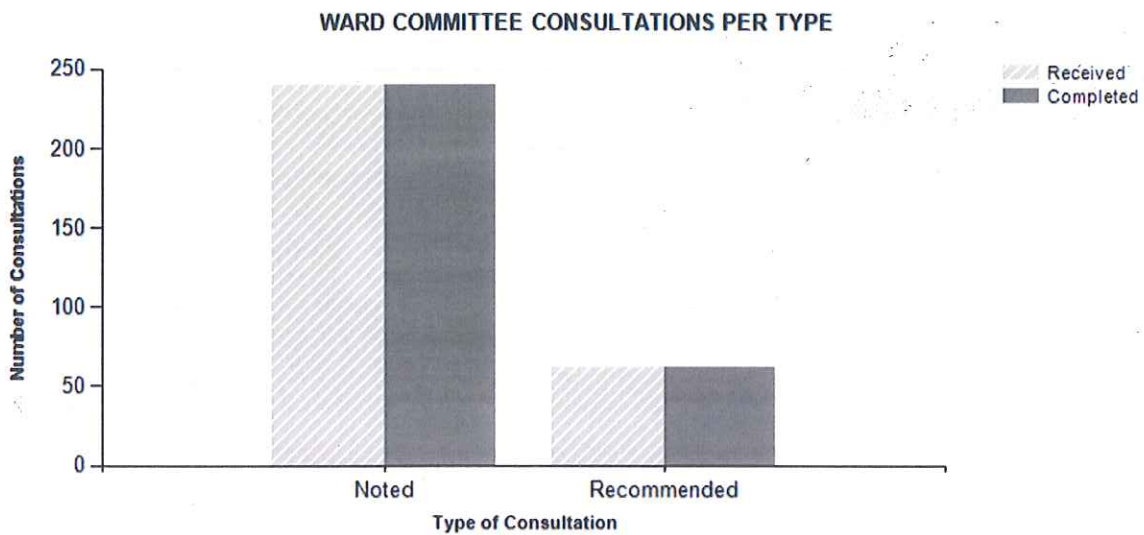
WARD 10 - for period from 6/1/2018 to 6/30/2019

Attendance	June 2018	August 2018	September 2018	October 2018	November 2018	February 2019	March 2019	April 2019	May 2019	June 2019	TOTAL	AVERAGE
Present	10	9	7	8	7	8	6	8	9	8	80	7.00

**WARD 10: CONSULTATION REGISTER**

OVERSTRAND SUMMARY FOR THE PERIOD 6/30/2018 to 7/1/2019

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
240	240	62	62	302	302



## PERFORMANCE REPORT: WARD 11

### ATTENDANCE OF WARD COMMITTEE MEMBERS

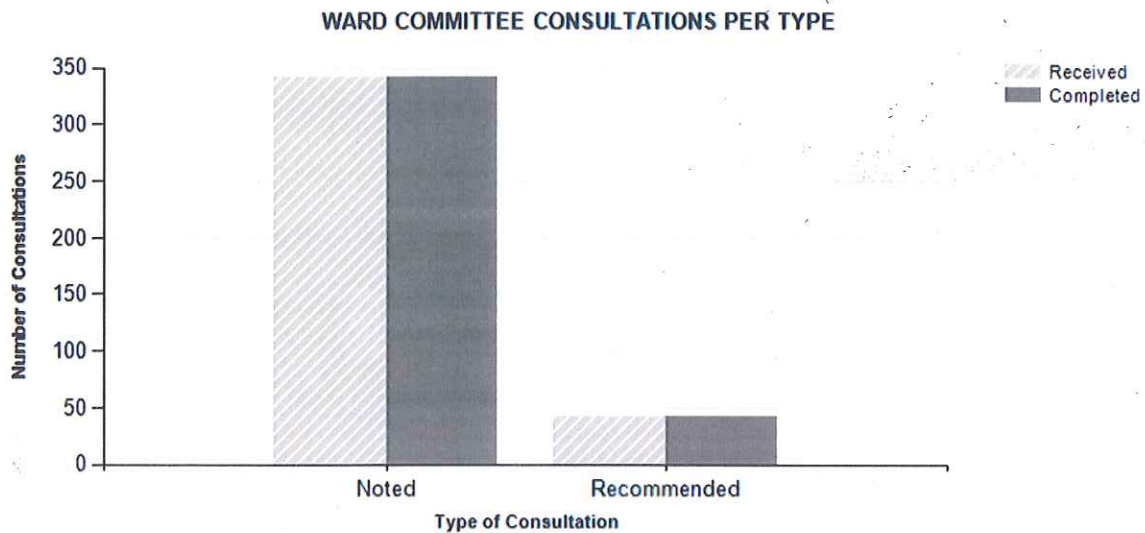
WARD 11 - for period from 6/1/2018 to 6/30/2019

Attendance	June 2018	August 2018	September 2018	October 2018	November 2018	February 2019	March 2019	April 2019	May 2019	June 2019	TOTAL	AVERAGE
Present	8	7	8	9	10	8	7	7	9	9	82	7.00

### WARD 11: CONSULTATION REGISTER

OVERSTRAND SUMMARY FOR THE PERIOD 6/30/2018 to 7/1/2019

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
342	342	42	42	384	384



**PERFORMANCE REPORT: WARD 12**

**ATTENDANCE OF WARD COMMITTEE MEMBERS**

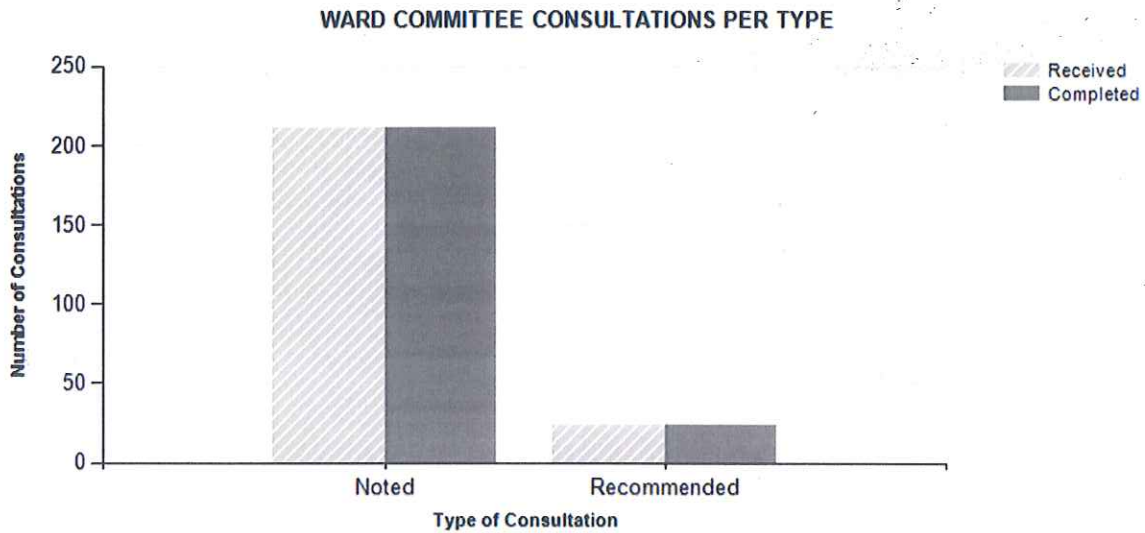
WARD 12 - for period from 6/1/2018 to 6/30/2019

Attendance	June 2018	August 2018	October 2018	November 2018	February 2019	March 2019	April 2019	May 2019	June 2019	TOTAL	AVERAGE
Present	8	6	5	4	10	7	6	7	6	59	7.00

**WARD 12: CONSULTATION REGISTER**

**OVERSTRAND SUMMARY FOR THE PERIOD 6/30/2018 to 7/1/2019**

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
211	211	24	24	235	235



## PERFORMANCE REPORT: WARD 13

### ATTENDANCE OF WARD COMMITTEE MEMBERS

WARD 13 - for period from 6/1/2018 to 6/30/2019

Attendance	June 2018	August 2018	September 2018	October 2018	November 2018	February 2019	March 2019	April 2019	May 2019	June 2019	TOTAL	AVERAGE
Present	10	10	9	10	10	8	8	9	11	8	93	9.00

### WARD 13: CONSULTATION REGISTER

OVERSTRAND SUMMARY FOR THE PERIOD 6/30/2018 to 7/1/2019

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
152	152	72	72	224	224

