

**AGENDA of the
Portfolio Committee: Community Services
19 October 2021
(Also the agenda for the Mayoral Committee Meeting: 28 October 2021)**

**3.
WARD COMMITTEES SYSTEM: PERFORMANCE REPORT: 2020/2021**

3/R

R Williams

Director: Community Services

30 September 2021

(028) 313 8029

1. Executive Summary

To provide Council with the 2020/2021 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,

**AGENDA of the
Portfolio Committee: Community Services
19 October 2021
(Also the agenda for the Mayoral Committee Meeting: 28 October 2021)**

- ✓ 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 2020 until 30 June 2021 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 from August 2020 to June 2021 per ward were scheduled. The last mentioned included 4 (four) public meetings for report back purposes in September and November 2020, March and June 2021, respectively.

(ii) Attendance by Ward Committee members

The overall average attendance of 8 (eight) members (excluding councillors) per meeting was achieved. 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.

**AGENDA of the
Portfolio Committee: Community Services
19 October 2021
(Also the agenda for the Mayoral Committee Meeting: 28 October 2021)**

- **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 2020/2021	% Previous year		
Noted	2394	113	78	100
Recommended	675	133	22	99,3
TOTAL	3069	112	100	99,8

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 basis via helpdesks and emergency control room.

(c) Ward Operational Plans

All thirteen Ward Operational Plans for 2020/2021 were also completed and submitted to the provincial department of Department of Local Government during October 2020. 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) COVID-19 Pandemic: Lockdown Period

- Conducted a survey with Ward Committee members to determine their access to laptops, cellular phones, if they have comorbidities or not (no detail), etc.

**AGENDA of the
Portfolio Committee: Community Services
19 October 2021
(Also the agenda for the Mayoral Committee Meeting: 28 October 2021)**

- Instituted a combination of virtual and physical sitting, official Ward Committee meetings.
- Assisted Ward Committee members with the downloading of the MS Teams app to promote attendance via virtual platform.
- Any other interested person could also attend meetings via virtual platform by applying for particular link to the meeting.
- All related COVID-19 protocols were applied at meeting venues.
- Attendees of meetings at venues with Wi-Fi installations (banqueting hall, Gansbaai- and Stanford boardrooms) were provided with temporary Wi-Fi pins. Last-mentioned pins were active for 4 hours per meeting.
- Initiated in conjunction with ICT Department the installation of Wi-Fi in various community halls. Installations in Zwelihle, Mount Pleasant and Masakhane commenced in June 2021.

(e) Way forward

- (i) To conclude the Review of Ward Committee Rules: Overstrand Municipality for the purposes of electing the next generation of Ward Committees after the conclusion of the Local Government Elections.
- (ii) 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 (Microsoft Teams) where required.
- (iii) Procure ICT equipment (sound bar, camera, conference phones and microphones) to be utilised by Area management and Housing Administration to promote public meetings via virtual platforms.
- (iv) Continue to promote installation of Wi-Fi in community halls.
- (v) Procure ICT equipment to be installed at Stanford boardroom and Kleinmond Civic Centre.
- (vi) Engage with Govchat, appointed by Department of Co-operative Governance and Traditional Affairs to resolve current technical challenge with their app. The Govchat app (free of charge) can be utilised by the public to report basic service delivery challenges via cellular phone to the administration.

7. Financial Implications

As per budget allocation.

8. Staff Implications

None

**AGENDA of the
Portfolio Committee: Community Services
19 October 2021
(Also the agenda for the Mayoral Committee Meeting: 28 October 2021)**

9. Comments from other Departments, Divisions and Administrations

None

10. Annexures

Annexure A: Attendance per Ward: July 2020 - June 2021.

Annexure B: Consultation register per Ward: July 2020 - June 2021.

RECOMMENDATION:

that the report on performance with regard to the Ward Committees System in the Overstrand Municipality for the period July 2020 until June 2021 **be noted**.

RESPONSIBLE OFFICIALS:

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

TARGET DATE FOR IMPLEMENTATION:

ON-GOING

Annexure A

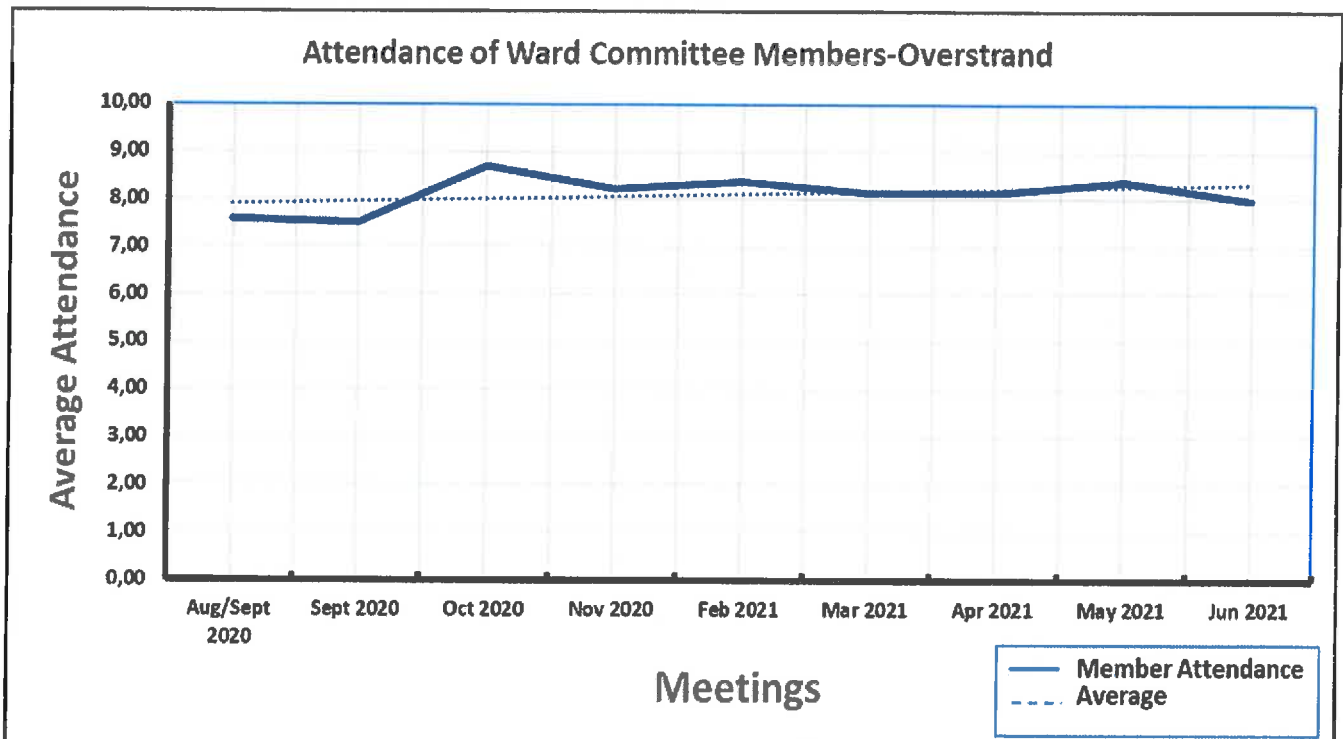
P1 of 1

ATTENDANCE OF WARD COMMITTEE MEMBERS

OVERSTRAND - for period from 01/07/2020 to 30/06/2021

Attendance	Aug/Sept 2020	Sept 2020	Oct 2020	Nov 2020	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	AVERAGE PER WARD
Ward 01	9	7	8	8	8	8	9	9	9	8
Ward 02	6	7	9	9	9	9	10	10	9	9
Ward 03	7	7	7	8	8	6	6	7	6	7
Ward 04	5	8	8	5	8	8	7	7	6	7
Ward 05	8	7	8	7	9	8	8	8	8	8
Ward 06	6	6	9	9	7	9	6	6	6	7
Ward 07	10	10	10	9	10	9	10	9	10	10
Ward 08	7	7	10	9	9	8	8	9	6	8
Ward 09	8	8	9	9	7	8	9	10	10	9
Ward 10	9	10	10	8	8	7	8	8	9	9
Ward 11	9	6	8	7	9	8	8	8	7	8
Ward 12	7	6	9	9	8	9	8	8	9	8
Ward 13	8	9	8	10	9	9	9	10	9	9
TOTAL	99	98	113	107	109	106	106	109	104	8
AVERAGE PER MONTH	7,62	7,54	8,69	8,23	8,38	8,15	8,15	8,38	8,00	8

- *NOTE:(1) Each Ward Committee consists of 10 Members excluding Ward Councillors
(2) First round of meetings only took place 31 August - 03 September 2020 due to COVID-19 pandemic.



WARD COMMITTEE CONSULTATION REGISTER

OVERSTRAND SUMMARY FOR THE PERIOD 01/07/2020 to 30/06/2021

WARDS	TYPE OF CONSULTATION				TOTAL	
	Noted		Recommended		Received	Completed
	Received	Completed	Received	Completed		
Ward 01	166	166	17	17	183	183
Ward 02	174	174	19	19	193	193
Ward 03	129	129	54	54	183	183
Ward 04	105	105	10	10	115	115
Ward 05	253	253	24	24	277	277
Ward 06	312	312	31	31	343	343
Ward 07	138	138	61	60	199	198
Ward 08	137	137	61	58	198	195
Ward 09	238	238	161	161	399	399
Ward 10	211	211	129	129	340	340
Ward 11	178	178	20	20	198	198
Ward 12	197	197	24	24	221	221
Ward 13	156	156	64	63	220	219
TOTAL	2394	2394	675	670	3069	3064

