

**AGENDA of the
Portfolio Committee : Community Services
20 September 2016
(Also the agenda for the Mayoral Committee Meeting : 27 September 2016)**

**2.
WARD COMMITTEES SYSTEM: PERFORMANCE REPORT: 2015/2016**

3/R

R Williams

(028) 313 8029

Corporate Head Office

02 September 2016

1. Executive Summary

To provide Council with the 2015/2016 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.
The encouragement of structured community participation in the matters of the municipality.
Provision and maintenance of municipal services.

4. Delegated Authority

Executive Mayor

5. Legal Requirements

- The Constitution, 1996
- Local Government: Municipal Structures Act no. 117 of 1998
- Local Government: Municipal Systems Act no. 32 of 2000

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,
- ✓ proof that the ward committees constructively contribute towards public participation in Overstrand Municipality,

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- ✓ 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.

Discussion

This report includes the performance of ward committees for the period from 01 July 2015 until 30 June 2016 in respect of:

- ✓ Official meetings held,
- ✓ Consultation with Ward Committees (Decisions taken, notification, recommendations and works orders submitted),
- ✓ Ward Committee projects.

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) official meetings per ward were scheduled for the reporting period. The last mentioned included 4 (four) public meetings for report back purposes in September and November 2015 and March and May 2016 respectively. Only a number of 8 (eight) meetings per ward could be held due to Council's recess that commenced on 29 May 2016 for the purposes of the Local Government Elections.

(ii) Attendance by Ward Committee members

The overall average attendance of 9 (nine) members (excluding councillors) per meeting was achieved. The overall average attendance for the same period during 2014/2015 was also 9 members. The excellent average attendance was achieved by at least 10 out of the 13 ward committees. The summary for the reporting period is attached per **Annexure A**.

(b) Consultation - register

The consultation register for ward committees reflects the following categories:

- **Implement decisions:** Refer to tasks that the administration must implement.

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- **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 2015/2016	% Previous year		
Implement Decision	9	100	0,2	100
Noted	3348	92	90	100
Recommended	361	74	0,7	100
TOTAL	3718	90	100	100

NOTE: The Managers managed to successfully deal with all recommendations. It does not imply that all results are per initial recommendation.

Ward Projects

A number of 54 out of 57 Ward Committee projects were completed Overstrand-wide by means of Council's R400,000,00 allocations per ward for the 2015/2016 financial year. The projects ranged from play-park equipment, building of side-walks, tarring of roads, upgrading of infrastructure, etc. The projects in respect of flood-lights for Zwelihle and Hawston sports grounds had to be rolled-over to 2016/17 financial year due to a shortage of funding.

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Other Initiatives

The Ward Committees members attended the following:

- Overberg Regional Ward Committee Summit on 7 September 2015 in Caledon.
- Provincial Ward Committee Conference from 14 until 15 September 2015 in Stellenbosch.
- Overstrand Ward Committee Summit on 19 November 2015 in Hermanus.

A word of appreciation is also expressed towards the previous generation of Ward Committees for their contribution and hard work towards promoting public participation and good governance.

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 2015 – 30 June 2016
 Annexure B: Consultation register per Ward: 01 July 2015 – 30 June 2016
 Annexure C: Report on Performance by respective Ward Committees:
 01 July 2015 – 30 June 2016

RECOMMENDATION:

that the Report on Performance by Ward Committees in the Overstrand Municipality for the period 01 July 2015 until 30 June 2016 **be noted**.

RESPONSIBLE OFFICIALS:

**R WILLIAMS,
D KEARNEY
F MYBURGH
D LAKEY
B PLAATJIES
P FERREIRA**

TARGET DATE FOR IMPLEMENTATION:

ON-GOING

**AGENDA of the
Portfolio Committee : Community Services
26 September 2016
(Also the agenda for the Mayoral Committee Meeting : 26 September 2016)**

**2.
WARD COMMITTEES SYSTEM: PERFORMANCE REPORT: 2015/2016**

**3/R
R Williams (028) 313 8029 Corporate Head Office
02 September 2016**

**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON
26 SEPTEMBER 2016, WHICH COMMITTEE SUPPORTED THE
RECOMMENDATION**

RESPONSIBLE OFFICIALS:

**R WILLIAMS,
D KEARNEY
F MYBURGH
D LAKEY
B PLAATJIES
P FERREIRA**

TARGET DATE FOR IMPLEMENTATION: ON-GOING

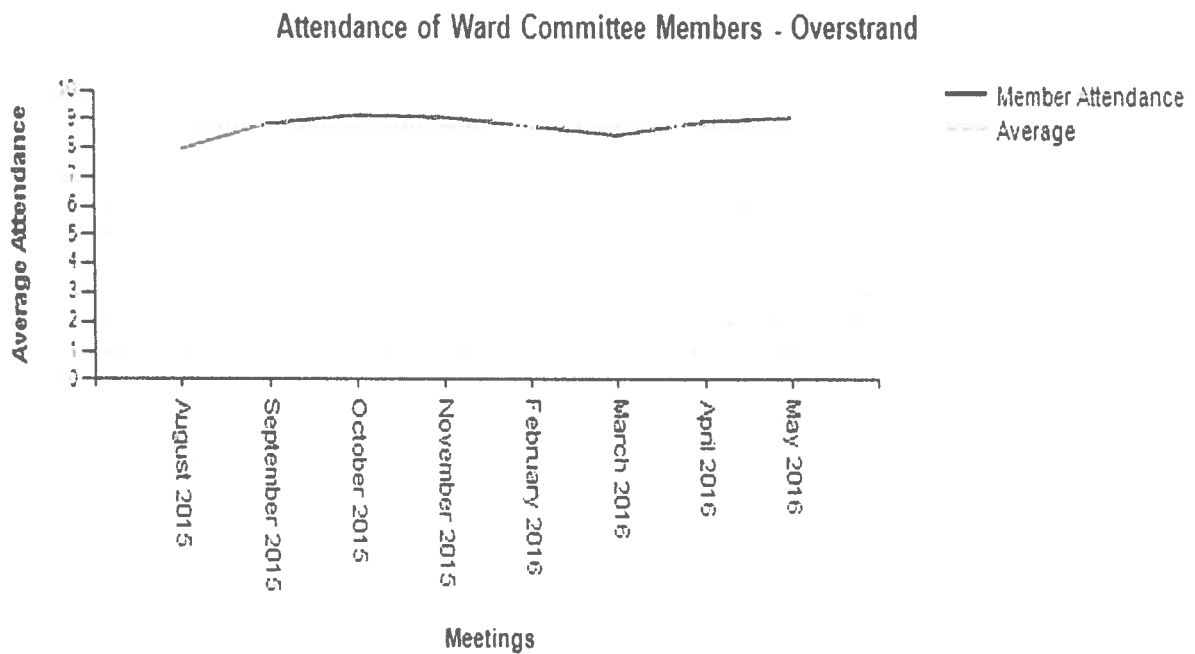
Annexure A
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ATTENDANCE OF WARD COMMITTEE MEMBERS

OVERSTRAND - for period from 7/1/2015 to 6/30/2016

Attendance	August 2015	September 2015	October 2015	November 2015	February 2016	March 2016	April 2016	May 2016	AVERAGE PER WARD
WARD 01	8	9	10	8	8	10	9	9	8.88
WARD 02	8	9	9	9	9	9	9	10	9.00
WARD 03	8	7	10	9	9	6	8	8	8.12
WARD 04	7	7	10	10	9	9	10	9	8.88
WARD 05	9	10	9	10	7	7	9	10	8.88
WARD 06	9	10	9	10	10	8	10	10	9.50
WARD 07	10	10	7	9	10	10	9	10	9.38
WARD 08	6	9	10	9	9	9	9	9	8.75
WARD 09	8	8	7	7	6	7	7	6	7.00
WARD 10	7	8	8	7	8	8	9	10	8.12
WARD 11	7	9	10	10	9	8	10	7	8.75
WARD 12	9	10	10	10	10	9	8	10	9.50
WARD 13	8	9	10	10	10	10	9	10	9.50
TOTAL	104	115	119	118	114	110	116	118	
AVERAGE PER MONTH	8.00	8.85	9.15	9.08	8.77	8.46	8.92	9.08	9

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



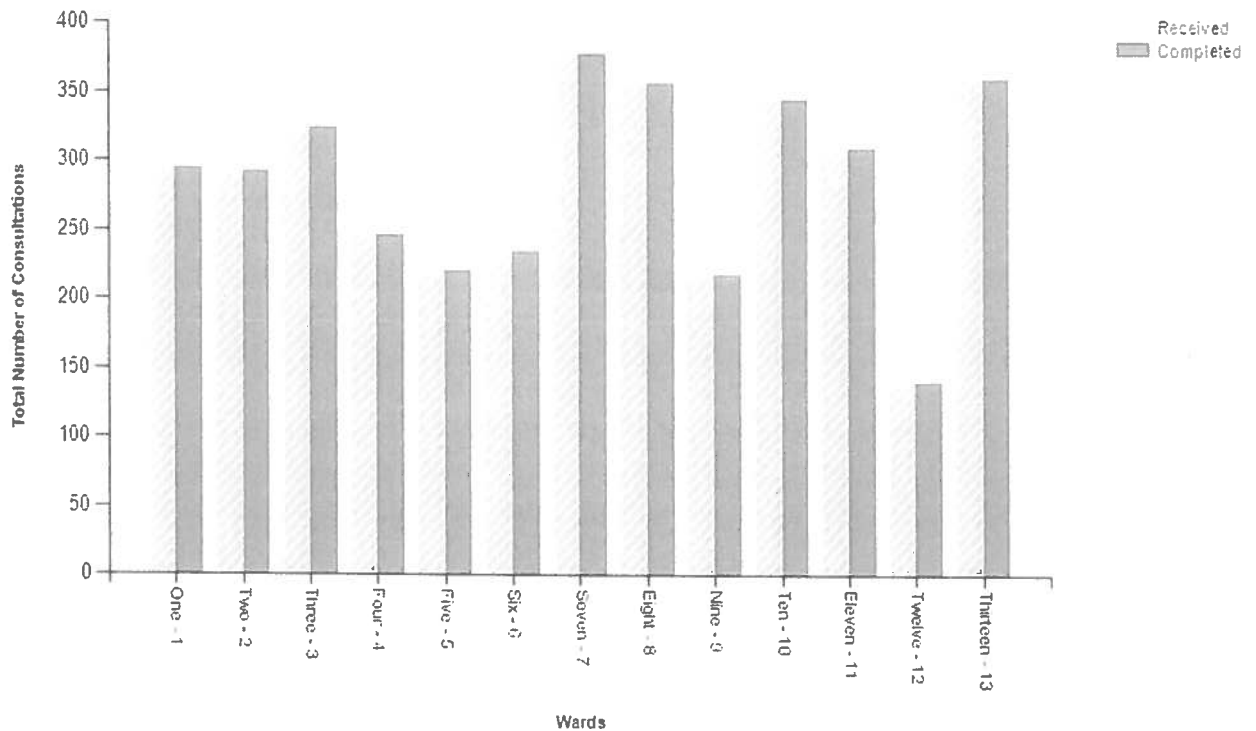
Annexure B
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WARD COMMITTEE CONSULTATION REGISTER

OVERSTRAND SUMMARY FOR THE PERIOD 7/1/2015 to 6/30/2016

WARDS	TYPE OF CONSULTATION						TOTAL	
	Implement the Decision		Noted		Recommended		Received	Completed
	Received	Completed	Received	Completed	Received	Completed		
One - 1	0		273	273	21	21	294	294
Two - 2	1	1	261	261	30	30	292	292
Three - 3	2	2	303	303	19	19	324	324
Four - 4	0		235	235	11	11	246	246
Five - 5	0		206	206	14	14	220	220
Six - 6	0		220	220	14	14	234	234
Seven - 7	0		340	340	38	38	378	378
Eight - 8	1	1	308	308	48	48	357	357
Nine - 9	1	1	194	194	23	23	218	218
Ten - 10	4	4	262	262	79	79	345	345
Eleven - 11	0		294	294	16	16	310	310
Twelve - 12	0		134	134	6	6	140	140
Thirteen - 13	0		318	318	42	42	360	360
TOTAL	9	9	3348	3348	361	361	3718	3718

WARD COMMITTEE CONSULTATION REGISTER



PERFORMANCE REPORT: WARD 1

ATTENDANCE OF WARD COMMITTEE MEMBERS

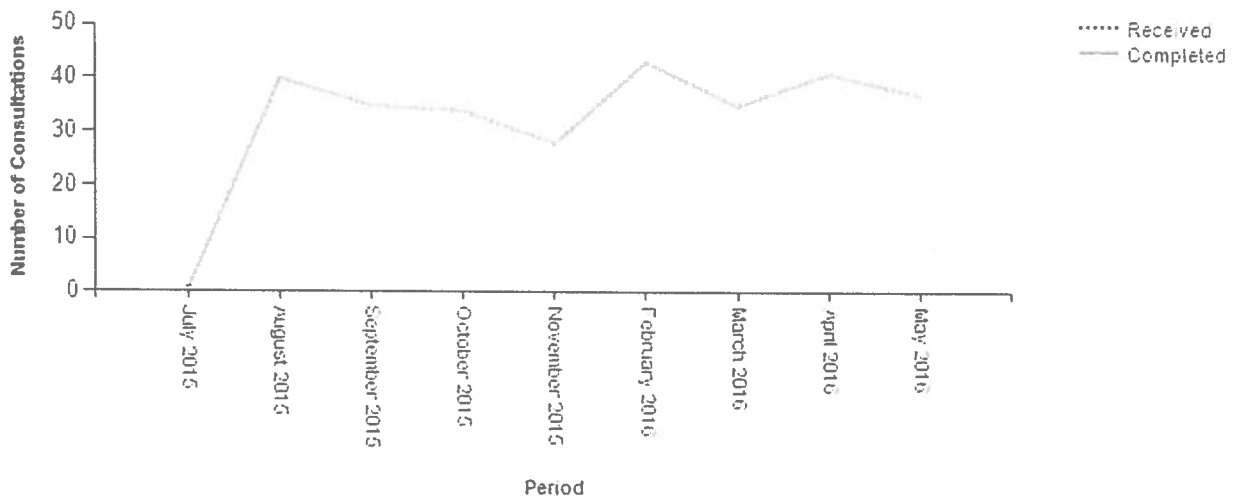
WARD 01 - for period from 7/1/2015 to 6/30/2016

Attendance	August 2015	September 2015	October 2015	November 2015	February 2016	March 2016	April 2016	May 2016	TOTAL	AVERAGE
Present	8	9	10	8	8	10	9	9	71	8.00

WARD 1: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
273	273	21	21	294	294

PORTFOLIO COMMITTEE CONSULTATIONS PER PERIOD



PERFORMANCE REPORT: WARD 2

ATTENDANCE OF WARD COMMITTEE MEMBERS

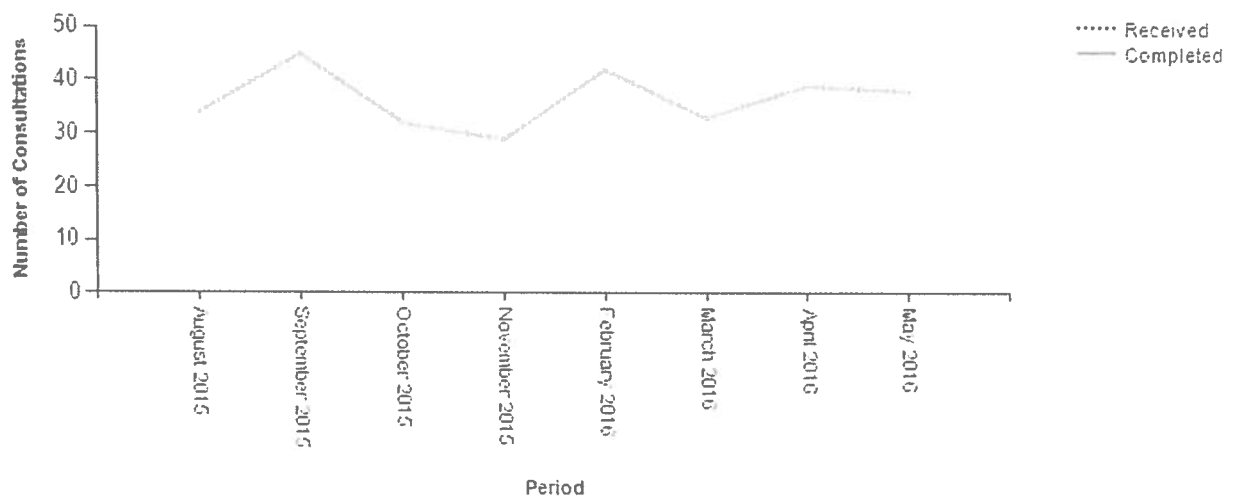
WARD 02 - for period from 7/1/2015 to 6/30/2016

Attendance	August 2015	September 2015	October 2015	November 2015	February 2016	March 2016	April 2016	May 2016	TOTAL	AVERAGE
Present	8	9	9	9	9	9	9	10	72	9.00

WARD 2: CONSULTATION REGISTER

TYPE OF CONSULTATION						TOTAL	
Implement the Decision		Noted		Recommended		Received	Completed
Received	Completed	Received	Completed	Received	Completed		
1	1	261	261	30	30	292	292

PORTFOLIO COMMITTEE CONSULTATIONS PER PERIOD



PERFORMANCE REPORT: WARD 3

ATTENDANCE OF WARD COMMITTEE MEMBERS

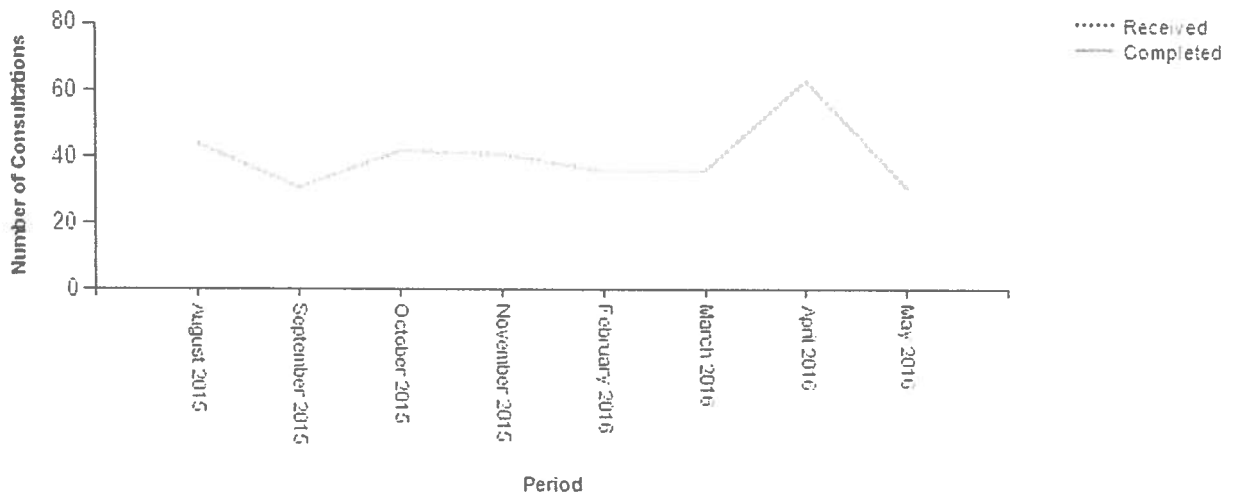
WARD 03 - for period from 7/1/2015 to 6/30/2016

Attendance	August 2015	September 2015	October 2015	November 2015	February 2016	March 2016	April 2016	May 2016	TOTAL	AVERAGE
Present	8	7	10	9	9	6	8	8	65	8.00

WARD 3: CONSULTATION REGISTER

TYPE OF CONSULTATION						TOTAL	
Implement the Decision		Noted		Recommended		Received	Completed
Received	Completed	Received	Completed	Received	Completed		
2	2	303	303	19	19	324	324

PORTFOLIO COMMITTEE CONSULTATIONS PER PERIOD



PERFORMANCE REPORT: WARD 4

ATTENDANCE OF WARD COMMITTEE MEMBERS

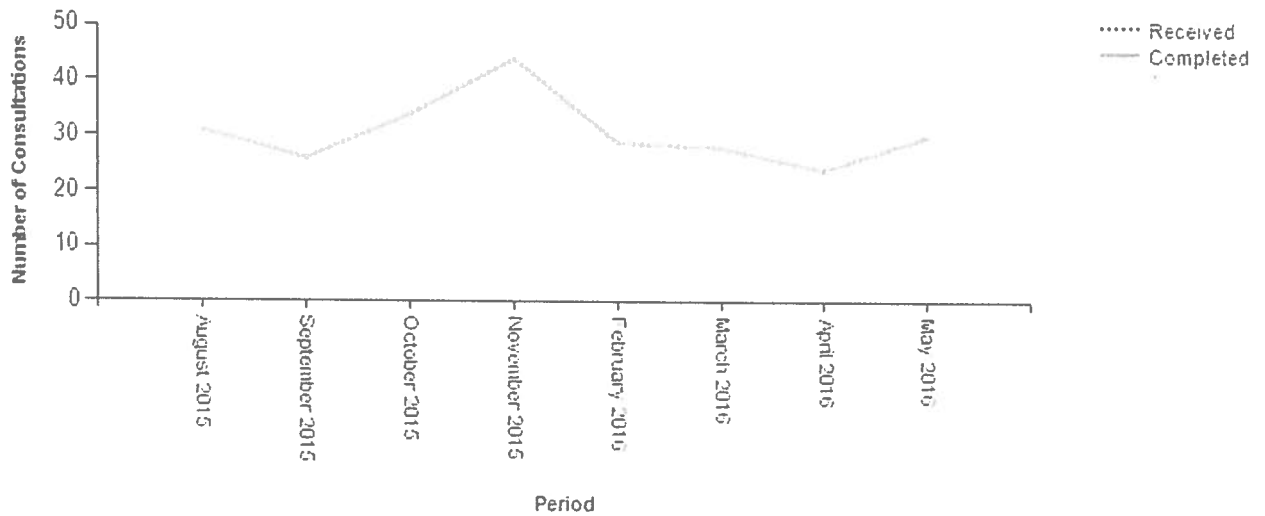
WARD 04 - for period from 7/1/2015 to 6/30/2016

Attendance	August 2015	September 2015	October 2015	November 2015	February 2016	March 2016	April 2016	May 2016	TOTAL	AVERAGE
Present	7	7	10	10	9	9	10	9	71	8.00

WARD 4: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
235	235	11	11	246	246

PORTFOLIO COMMITTEE CONSULTATIONS PER PERIOD



PERFORMANCE REPORT: WARD 5

ATTENDANCE OF WARD COMMITTEE MEMBERS

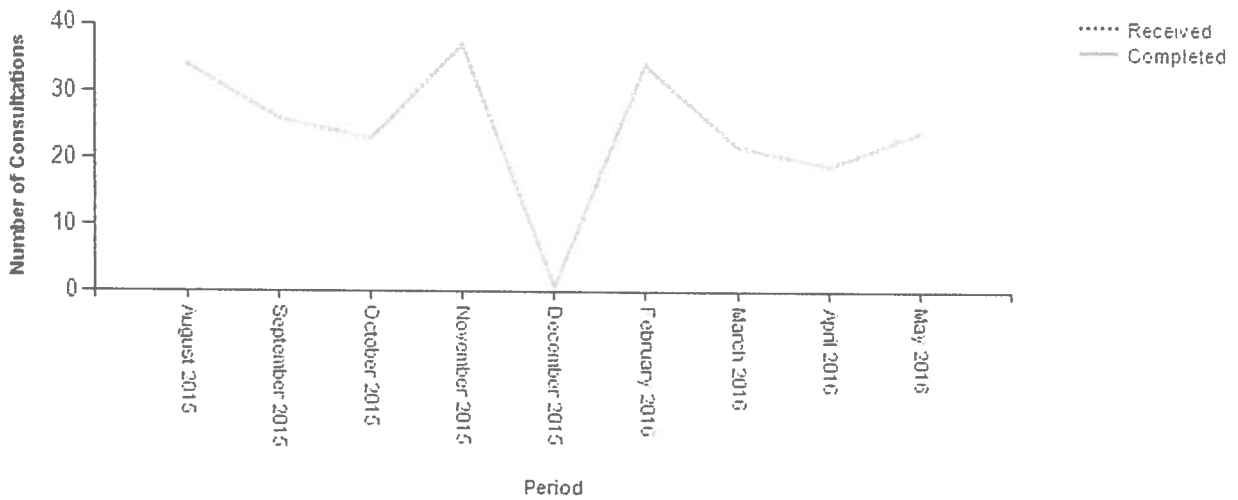
WARD 05 - for period from 7/1/2015 to 6/30/2016

Attendance	August 2015	September 2015	October 2015	November 2015	February 2016	March 2016	April 2016	May 2016	TOTAL	AVERAGE
Present	9	10	9	10	7	7	9	10	71	8.00

WARD 5: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
206	206	14	14	220	220

PORTFOLIO COMMITTEE CONSULTATIONS PER PERIOD



PERFORMANCE REPORT: WARD 6

ATTENDANCE OF WARD COMMITTEE MEMBERS

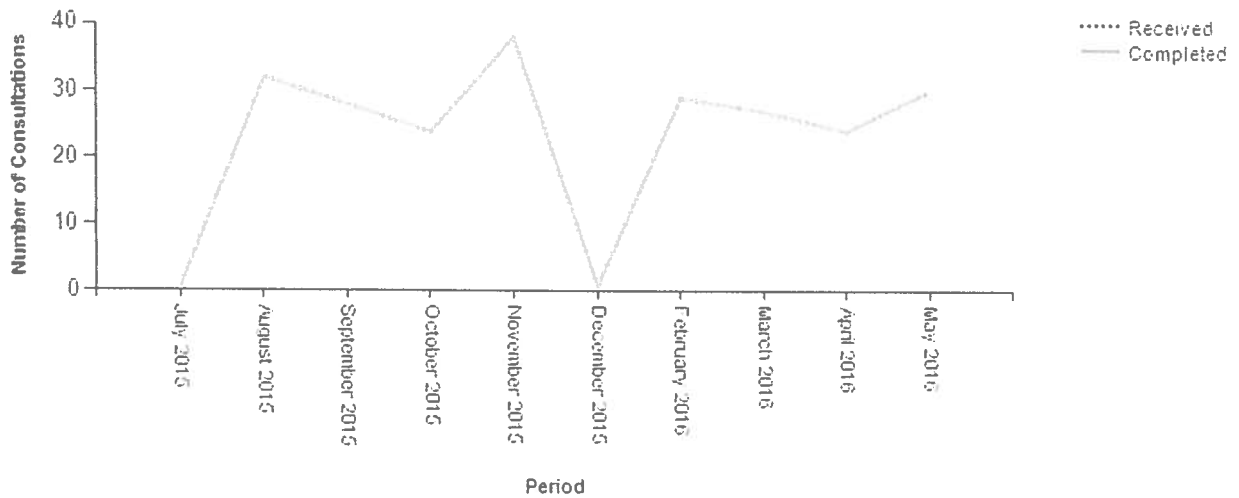
WARD 06 - for period from 7/1/2015 to 6/30/2016

Attendance	August 2015	September 2015	October 2015	November 2015	February 2016	March 2016	April 2016	May 2016	TOTAL	AVERAGE
Present	9	10	9	10	10	8	10	10	76	9.00

WARD 6: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
220	220	14	14	234	234

PORTFOLIO COMMITTEE CONSULTATIONS PER PERIOD



PERFORMANCE REPORT: WARD 7

ATTENDANCE OF WARD COMMITTEE MEMBERS

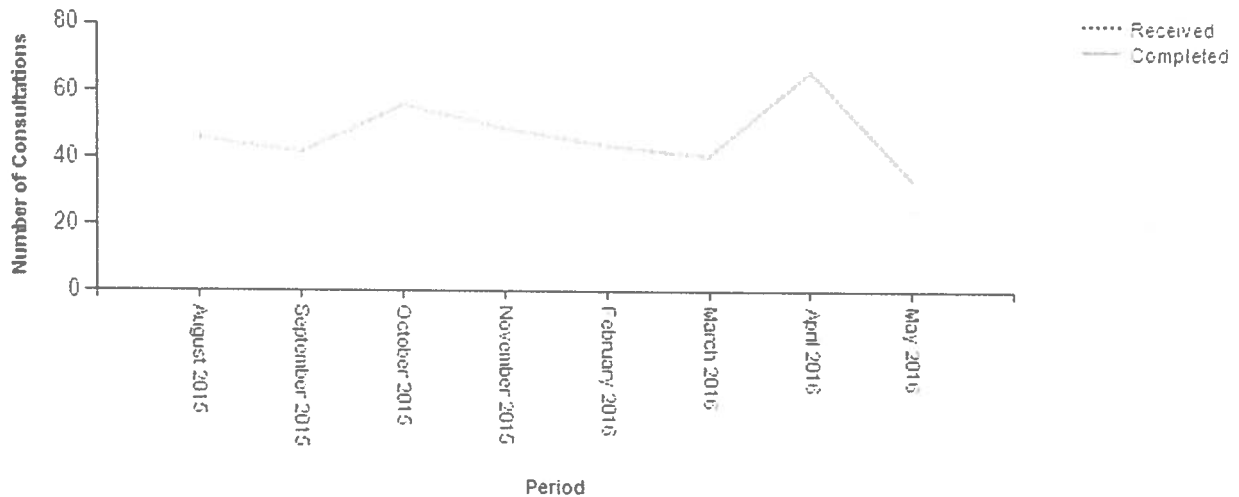
WARD 07 - for period from 7/1/2015 to 6/30/2016

Attendance	August 2015	September 2015	October 2015	November 2015	February 2016	March 2016	April 2016	May 2016	TOTAL	AVERAGE
Present	10	10	7	9	10	10	9	10	75	9.00

WARD 7: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
340	340	38	38	378	378

PORTFOLIO COMMITTEE CONSULTATIONS PER PERIOD



PERFORMANCE REPORT: WARD 8

ATTENDANCE OF WARD COMMITTEE MEMBERS

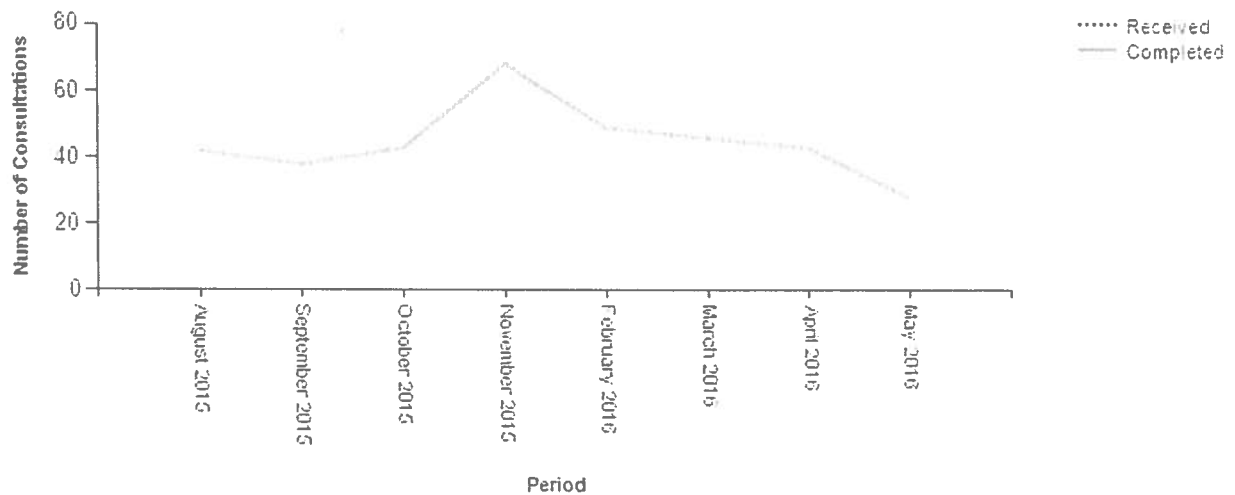
WARD 08 - for period from 7/1/2015 to 6/30/2016

Attendance	August 2015	September 2015	October 2015	November 2015	February 2016	March 2016	April 2016	May 2016	TOTAL	AVERAGE
Present	6	9	10	9	9	9	9	9	70	8.00

WARD 8: CONSULTATION REGISTER

TYPE OF CONSULTATION						TOTAL	
Implement the Decision		Noted		Recommended		Received	Completed
Received	Completed	Received	Completed	Received	Completed		
1	1	308	308	48	48	357	357

PORTFOLIO COMMITTEE CONSULTATIONS PER PERIOD



PERFORMANCE REPORT: WARD 9

ATTENDANCE OF WARD COMMITTEE MEMBERS

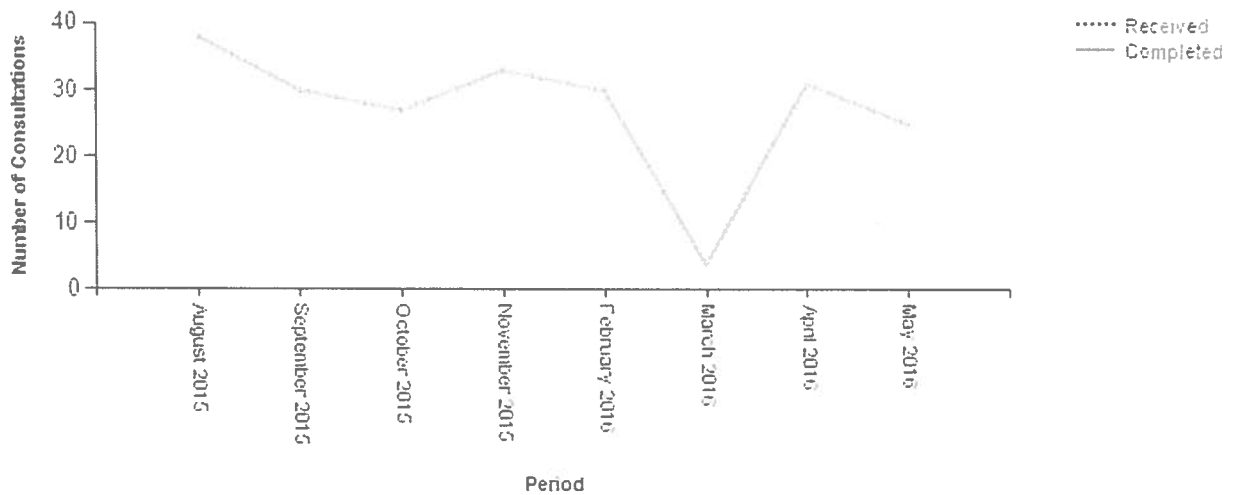
WARD 09 - for period from 7/1/2015 to 6/30/2016

Attendance	August 2015	September 2015	October 2015	November 2015	February 2016	March 2016	April 2016	May 2016	TOTAL	AVERAGE
Present	8	8	7	7	6	7	7	6	56	7.00

WARD 9: CONSULTATION REGISTER

TYPE OF CONSULTATION						TOTAL	
Implement the Decision		Noted		Recommended		Received	Completed
Received	Completed	Received	Completed	Received	Completed		
1	1	194	194	23	23	218	218

PORTFOLIO COMMITTEE CONSULTATIONS PER PERIOD



Annexure C

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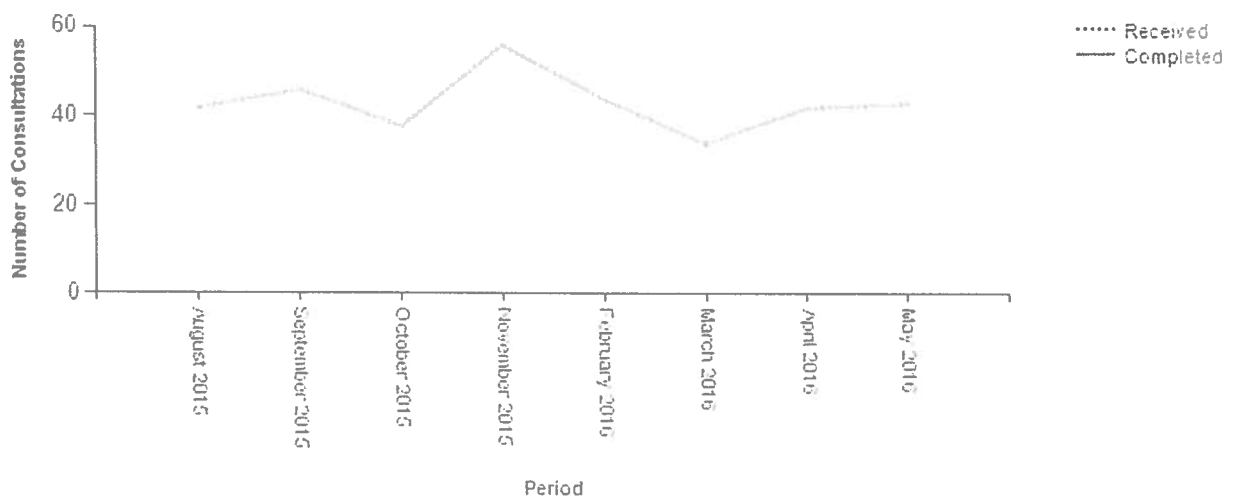
PERFORMANCE REPORT: WARD 10**ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 10 - for period from 7/1/2015 to 6/30/2016

Attendance	August 2015	September 2015	October 2015	November 2015	February 2016	March 2016	April 2016	May 2016	TOTAL	AVERAGE
Present	7	8	8	7	8	8	9	10	65	8.00

WARD 10: CONSULTATION REGISTER

TYPE OF CONSULTATION						TOTAL	
Implement the Decision		Noted		Recommended		Received	Completed
Received	Completed	Received	Completed	Received	Completed		
4	4	262	262	79	79	345	345

PORTFOLIO COMMITTEE CONSULTATIONS PER PERIOD

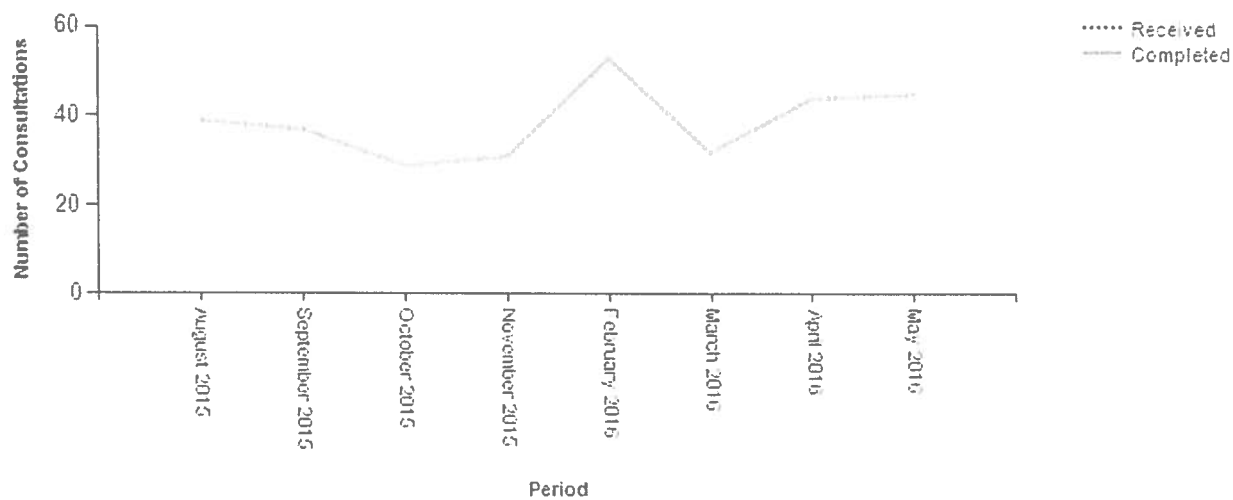
PERFORMANCE REPORT: WARD 11**ATTENDANCE OF WARD COMMITTEE MEMBERS**

WARD 11 - for period from 7/1/2015 to 6/30/2016

Attendance	August 2015	September 2015	October 2015	November 2015	February 2016	March 2016	April 2016	May 2016	TOTAL	AVERAGE
Present	7	9	10	10	9	8	10	7	70	8.00

WARD 11: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
294	294	16	16	310	310

PORTFOLIO COMMITTEE CONSULTATIONS PER PERIOD

PERFORMANCE REPORT: WARD 12

ATTENDANCE OF WARD COMMITTEE MEMBERS

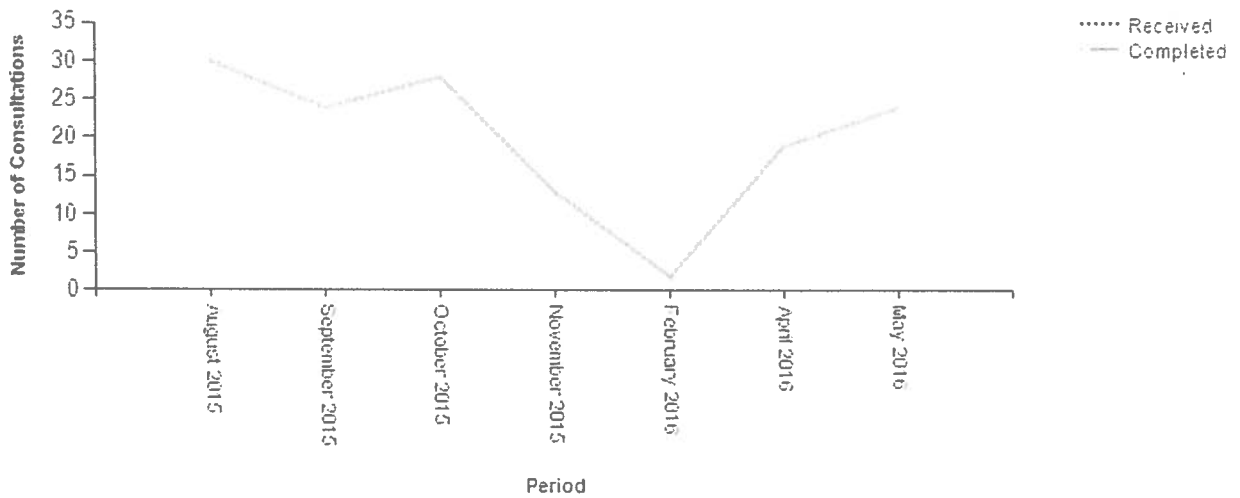
WARD 12 - for period from 7/1/2015 to 6/30/2016

Attendance	August 2015	September 2015	October 2015	November 2015	February 2016	March 2016	April 2016	May 2016	TOTAL	AVERAGE
Present	9	10	10	10	10	9	8	10	76	9.00

WARD 12: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
134	134	6	6	140	140

PORTFOLIO COMMITTEE CONSULTATIONS PER PERIOD



PERFORMANCE REPORT: WARD 13

ATTENDANCE OF WARD COMMITTEE MEMBERS

WARD 13 - for period from 7/1/2015 to 6/30/2016

Attendance	August 2015	September 2015	October 2015	November 2015	February 2016	March 2016	April 2016	May 2016	TOTAL	AVERAGE
Present	8	9	10	10	10	10	9	10	76	9.00

WARD 13: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
318	318	42	42	360	360

PORTFOLIO COMMITTEE CONSULTATIONS PER PERIOD

