

**AGENDA of the
Portfolio Committee : Community Services
19 September 2017
(Also the agenda for the Mayoral Committee Meeting : 27 September 2017)**

**2.
WARD COMMITTEES SYSTEM : PERFORMANCE REPORT : 2016/2017**

3/R

R Williams

(028) 313 8029

Corporate Head Office

28 August 2017

1. Executive Summary

To provide Council with the 2016/2017 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 31 August 2016.

Discussion

This report includes the performance of ward committees for the period from 01 July 2016 until 30 June 2017 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 2015, and November 2015, March 2016 and May 2016 respectively. The Municipality could achieve the 9 meetings per ward committee due to the early, successful ward committee elections during August 2017. During the election meetings the Draft IDP/Budget process plan could also be communicated with the public/ward committees as a statutory requirement. Council also embarked on a IDP and Budget road shows and made presentations (including consultation) during November 2016 and April 2017 ward committee meeting cycles.

(ii) Attendance by Ward Committee members

The overall average attendance of 9 (nine) members (excluding councillors) per meeting was achieved. The overall average

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attendance of 9 members was also achieved for the 2014/2015 and 2015/2016 financial years. The excellent average attendance has been 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:

- **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 2016/2017	% Previous year		
Noted	2995	89	81	100
Recommended	702	194	19	93
TOTAL	3697	99,7	100	98,6

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 62 out of 64 Ward Committee projects were completed Overstrand-wide by means of Council's R400,000.00 allocations per ward

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for the 2016/17 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 2016/17 were also completed and submitted to the Provincial Department of Local Government by February 2017. Ward Operational Plans are also monitored by the National Department of Cooperative Governance and Traditional Affairs (COGTA), since it is linked to the provision of the unconditional grant for the compensation of out of pocket expenditure to ward committee members.

(e) Capacity Building

Training of ward committee members in conjunction with province took place on 3 September 2016 at Gansbaai administrative office, banqueting hall in Hermanus and community hall in Zwelihle. The training at Zwelihle made provision for direct engagements in Xhosa.

(f) Public Awareness

- (i) The administration created tab/link for ward committee information on the Municipal website. For example: The Rules, proforma documents, etc. are available for public use.
- (ii) The Know Your Ward Committee project was also successfully executed in March 2017 and it included the following aspects:
 - Ward specific brochures with photos of Ward Councillors, Ward Committee members and other information were distributed in the respective wards.
 - Overstrand-wide brochures inclusive of photos of all ward committees and other information were distributed to all councillors and managerial staff of the Municipality.
 - Posters (A3 size) with photos of the respective ward committees were placed at various public places.
- (iii) General Information Brochure for Ward Committees and Councillors was updated and distributed in December 2016. 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.

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- Customer care and emergency helpdesk.
- Emergency control room.
- Contact details of all councillors.

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 2016 – 30 June 2017

Annexure B: Consultation register per Ward: 01 July 2016 – 30 June 2017

Annexure C: Report on Performance by respective Ward Committees:
01 July 2016 – 30 June 2017

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

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**3/R
R Williams (028) 313 8029 Corporate Head Office
28 August 2017**

**THIS MATTER SERVED BEFORE THE JOINT PORTFOLIO COMMITTEE ON
19 SEPTEMBER 2017, 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

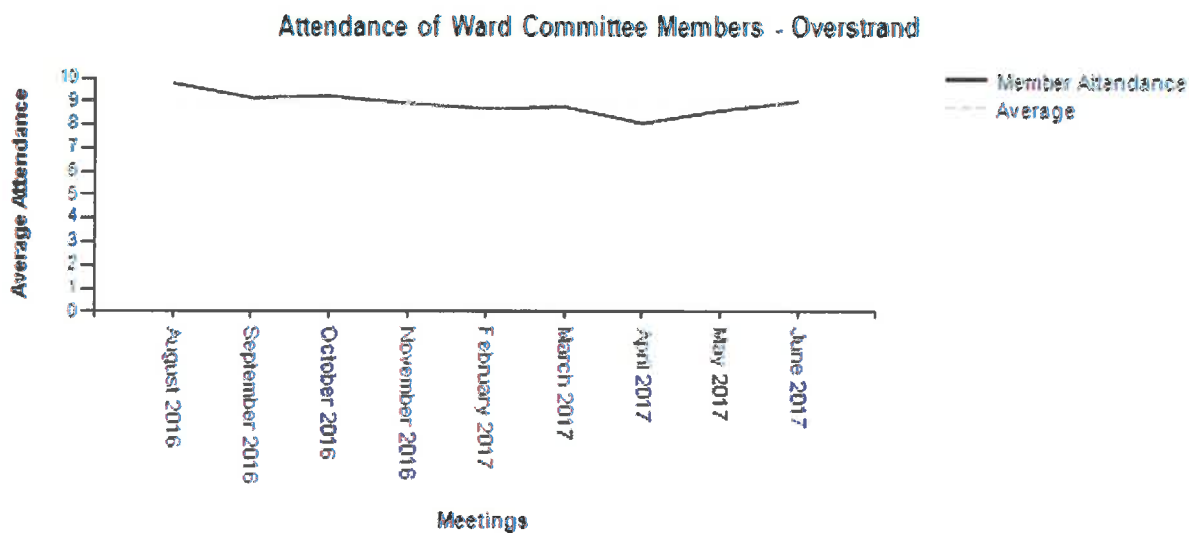
Annexure A
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ATTENDANCE OF WARD COMMITTEE MEMBERS

OVERSTRAND - for period from 7/1/2016 to 6/30/2017

Attendance	August 2016	September 2016	October 2016	November 2016	February 2017	March 2017	April 2017	May 2017	June 2017	AVERAGE PER WARD
WARD 01	10	9	10	10	6	10	7	8	9	8.00
WARD 02	10	10	10	10	9	9	9	9	10	10.00
WARD 03	10	9	8	10	9	8	6	8	8	9.00
WARD 04	10	10	10	10	10	9	9	10	9	10.00
WARD 05	10	8	9	9	6	8	7	10	7	9.00
WARD 06	10	8	9	8	9	10	10	9	10	10.00
WARD 07	10	10	10	10	10	10	10	10	10	10.00
WARD 08	10	9	10	10	10	10	9	8	7	10.00
WARD 09	10	10	10	9	10	7	8	9	8	9.00
WARD 10	10	10	10	5	8	8	6	3	10	7.00
WARD 11	10	10	9	9	8	9	8	8	9	8.00
WARD 12	9	8	7	7	9	7	9	10	10	9.00
WARD 13	8	8	8	9	9	9	7	10	10	9.00
TOTAL	127	119	120	116	113	114	105	112	117	1043
AVERAGE PER MONTH	9.77	9.15	9.23	8.92	8.69	8.77	8.08	8.62	9.00	9

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



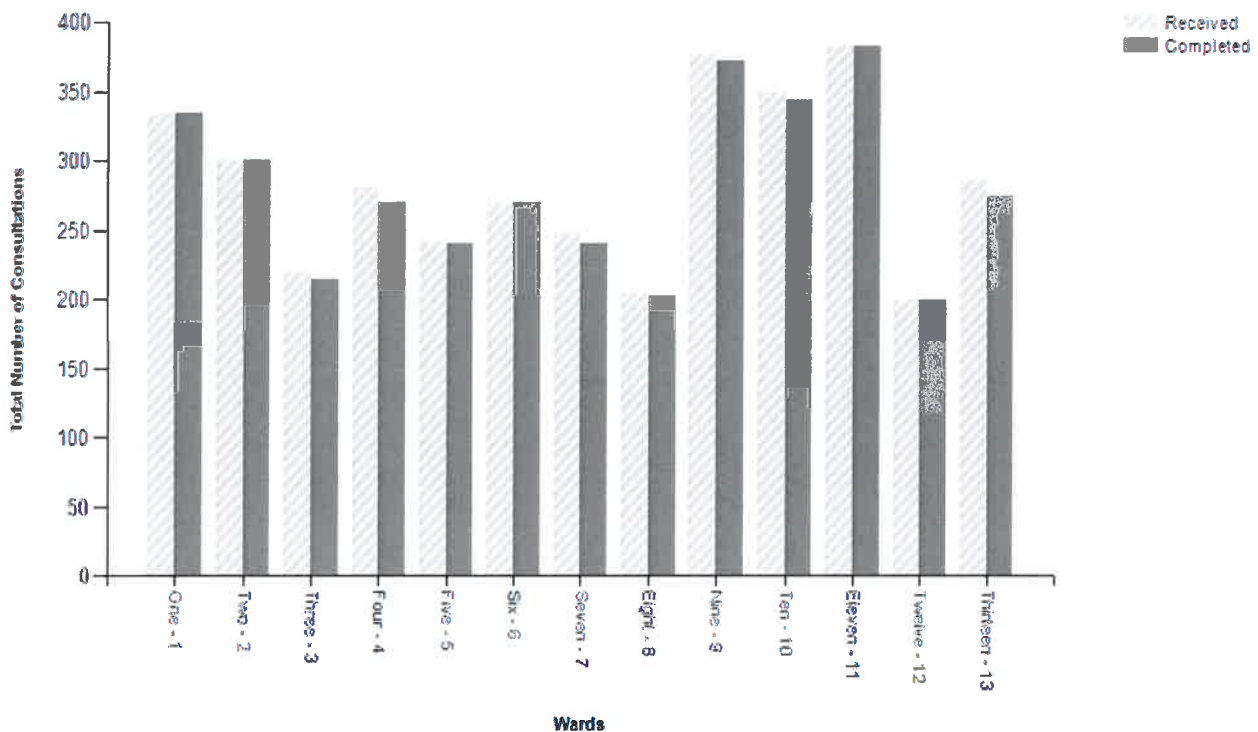
Annexure B
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WARD COMMITTEE CONSULTATION REGISTER

OVERSTRAND SUMMARY FOR THE PERIOD 7/1/2016 to 6/30/2017

WARDS	TYPE OF CONSULTATION				TOTAL	
	Noted		Recommended		Received	Completed
	Received	Completed	Received	Completed		
One - 1	267	267	67	67	334	334
Two - 2	215	215	86	86	301	301
Three - 3	168	168	51	47	219	215
Four - 4	243	243	39	27	282	270
Five - 5	231	231	11	10	242	241
Six - 6	259	259	11	11	270	270
Seven - 7	196	196	52	44	248	240
Eight - 8	176	176	29	27	205	203
Nine - 9	267	267	111	105	378	372
Ten - 10	291	291	59	53	350	344
Eleven - 11	299	299	84	84	383	383
Twelve - 12	194	194	5	5	199	199
Thirteen - 13	189	189	97	86	286	275
TOTAL	2995	2995	702	652	3697	3647

WARD COMMITTEE CONSULTATION REGISTER



PERFORMANCE REPORT: WARD 1

ATTENDANCE OF WARD COMMITTEE MEMBERS

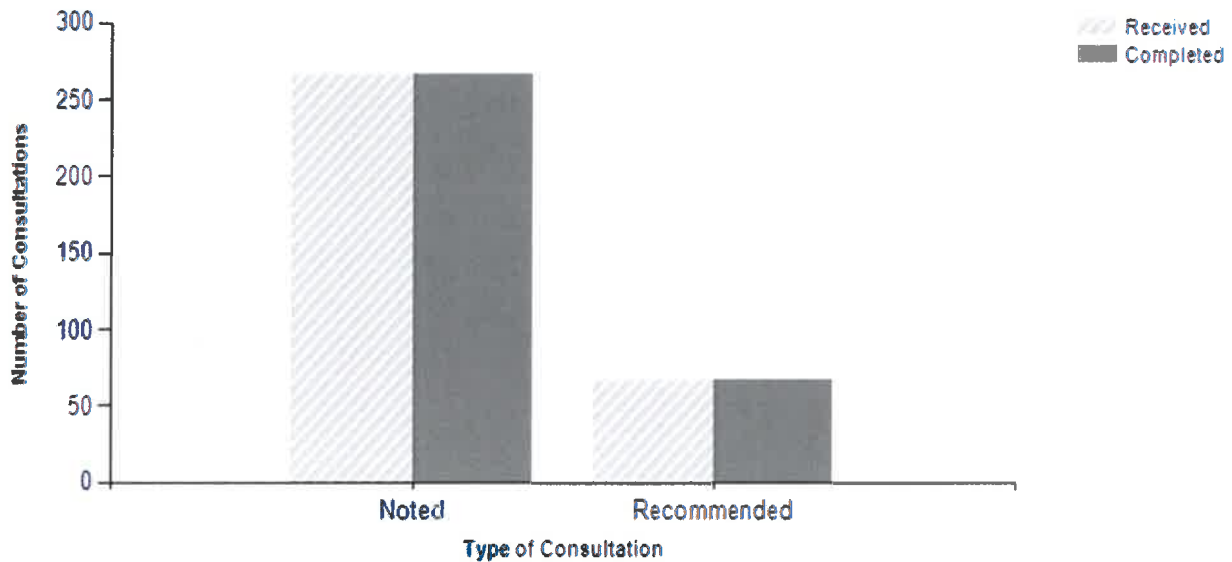
WARD 01 - for period from 7/1/2016 to 6/30/2017

Attendance	August 2016	September 2016	October 2016	November 2016	February 2017	March 2017	April 2017	May 2017	June 2017	TOTAL	AVERAGE
Present	10	9	10	10	6	10	7	8	9	79	8.00

WARD 1: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
267	267	67	67	334	334

WARD COMMITTEE CONSULTATIONS PER TYPE



PERFORMANCE REPORT: WARD 2

ATTENDANCE OF WARD COMMITTEE MEMBERS

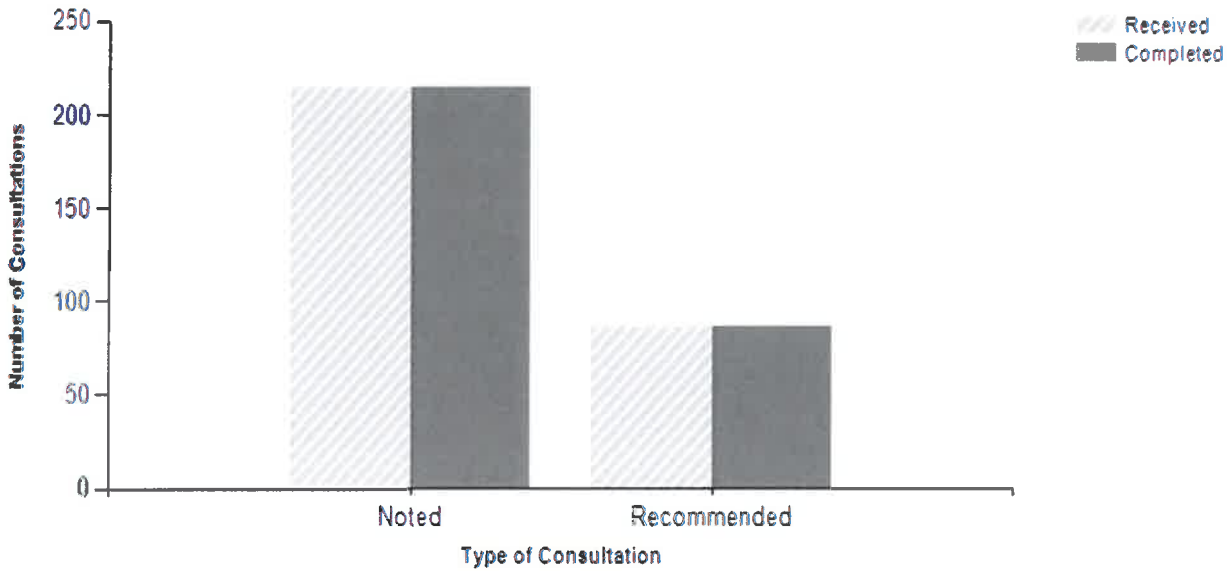
WARD 02 - for period from 7/1/2016 to 6/30/2017

Attendance	August 2016	September 2016	October 2016	November 2016	February 2017	March 2017	April 2017	May 2017	June 2017	TOTAL	AVERAGE
Present	10	10	10	10	9	9	9	9	10	86	10.00

WARD 2: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
215	215	86	86	301	301

WARD COMMITTEE CONSULTATIONS PER TYPE



PERFORMANCE REPORT: WARD 3

ATTENDANCE OF WARD COMMITTEE MEMBERS

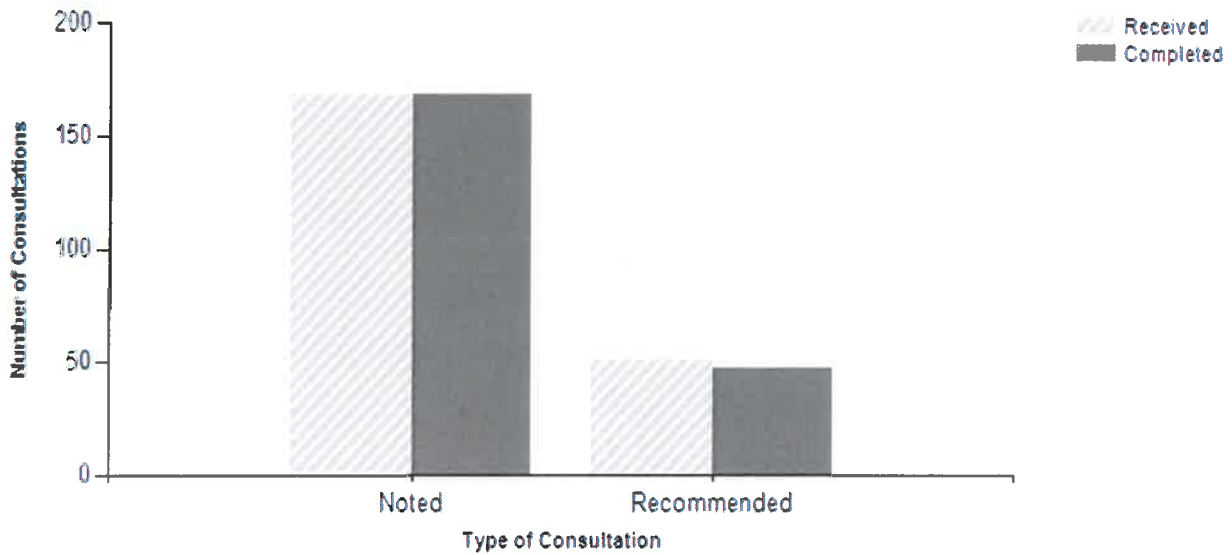
WARD 03 - for period from 7/1/2016 to 6/30/2017

Attendance	August 2016	September 2016	October 2016	November 2016	February 2017	March 2017	April 2017	May 2017	June 2017	TOTAL	AVERAGE
Present	10	9	8	10	9	8	6	8	8	76	8.00

WARD 3: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
168	168	51	47	219	215

WARD COMMITTEE CONSULTATIONS PER TYPE



PERFORMANCE REPORT: WARD 4

ATTENDANCE OF WARD COMMITTEE MEMBERS

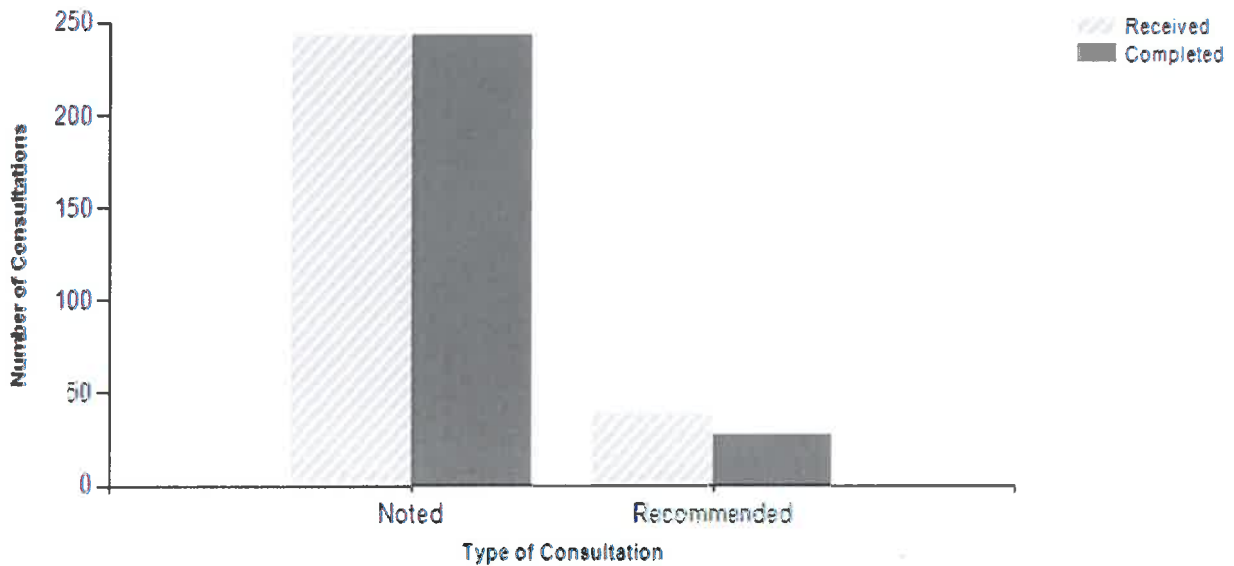
WARD 04 - for period from 7/1/2016 to 6/30/2017

Attendance	August 2016	September 2016	October 2016	November 2016	February 2017	March 2017	April 2017	May 2017	June 2017	TOTAL	AVERAGE
Present	10	10	10	10	10	9	9	10	9	87	10.00

WARD 4: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
243	243	39	27	282	270

WARD COMMITTEE CONSULTATIONS PER TYPE



PERFORMANCE REPORT: WARD 5

ATTENDANCE OF WARD COMMITTEE MEMBERS

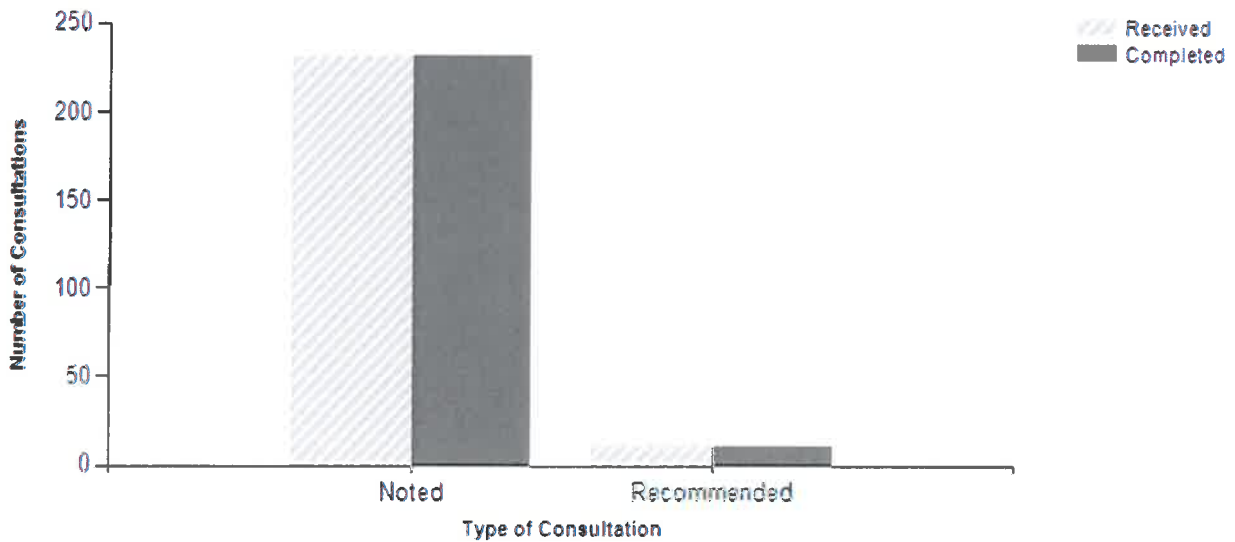
WARD 05 - for period from 7/1/2016 to 6/30/2017

Attendance	August 2016	September 2016	October 2016	November 2016	February 2017	March 2017	April 2017	May 2017	June 2017	TOTAL	AVERAGE
Present	10	8	9	9	6	8	7	10	7	74	8.00

WARD 5: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
231	231	11	10	242	241

WARD COMMITTEE CONSULTATIONS PER TYPE



PERFORMANCE REPORT: WARD 6

ATTENDANCE OF WARD COMMITTEE MEMBERS

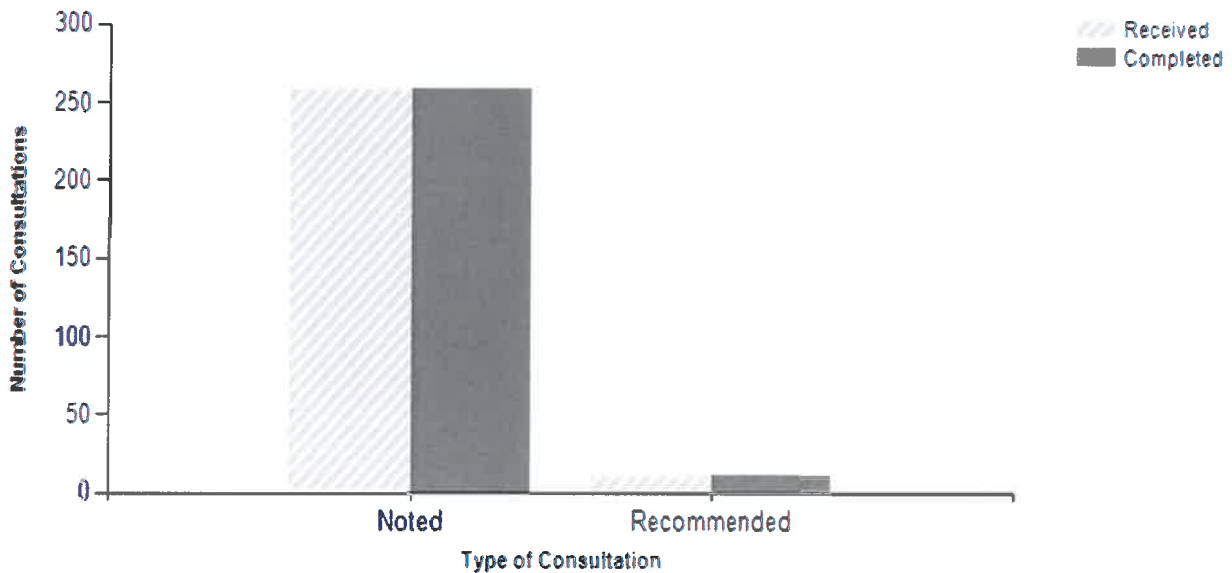
WARD 06 - for period from 7/1/2016 to 6/30/2017

Attendance	August 2016	September 2016	October 2016	November 2016	February 2017	March 2017	April 2017	May 2017	June 2017	TOTAL	AVERAGE
Present	10	8	9	8	9	10	10	9	10	83	9.00

WARD 6: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
259	259	11	11	270	270

WARD COMMITTEE CONSULTATIONS PER TYPE



PERFORMANCE REPORT: WARD 7

ATTENDANCE OF WARD COMMITTEE MEMBERS

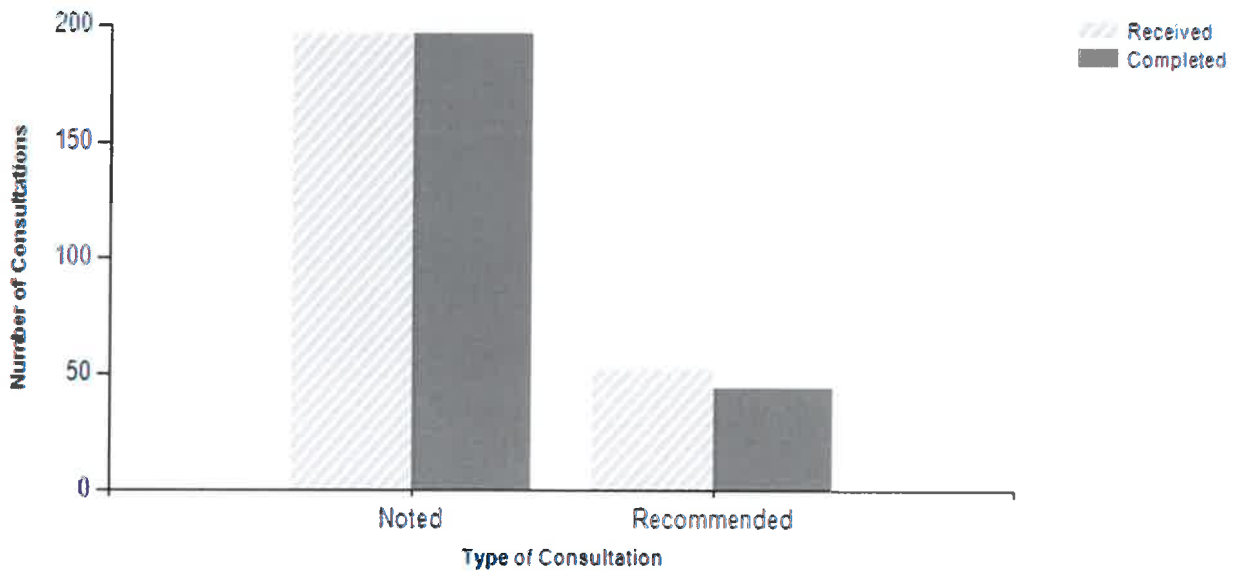
WARD 07 - for period from 7/1/2016 to 6/30/2017

Attendance	August 2016	September 2016	October 2016	November 2016	February 2017	March 2017	April 2017	May 2017	June 2017	TOTAL	AVERAGE
Present	10	10	10	10	10	10	10	10	10	90	10.00

WARD 7: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
196	196	52	44	248	240

WARD COMMITTEE CONSULTATIONS PER TYPE



PERFORMANCE REPORT: WARD 8

ATTENDANCE OF WARD COMMITTEE MEMBERS

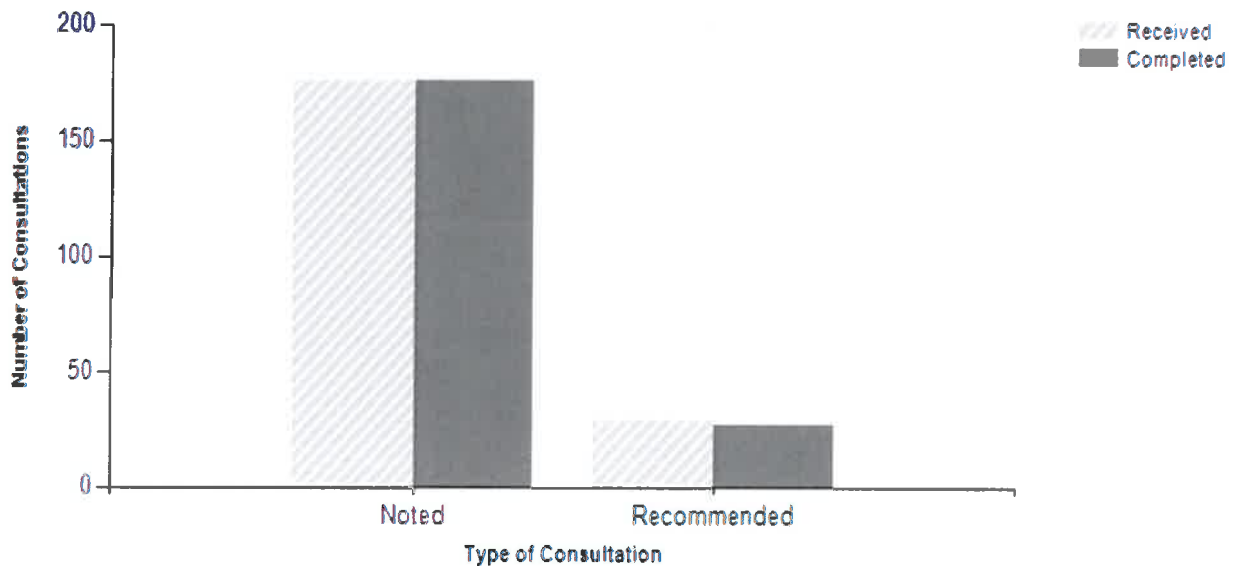
WARD 08 - for period from 7/1/2016 to 6/30/2017

Attendance	August 2016	September 2016	October 2016	November 2016	February 2017	March 2017	April 2017	May 2017	June 2017	TOTAL	AVERAGE
Present	10	9	10	10	10	10	9	8	7	83	9.00

WARD 8: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
176	176	29	27	205	203

WARD COMMITTEE CONSULTATIONS PER TYPE



PERFORMANCE REPORT: WARD 9

ATTENDANCE OF WARD COMMITTEE MEMBERS

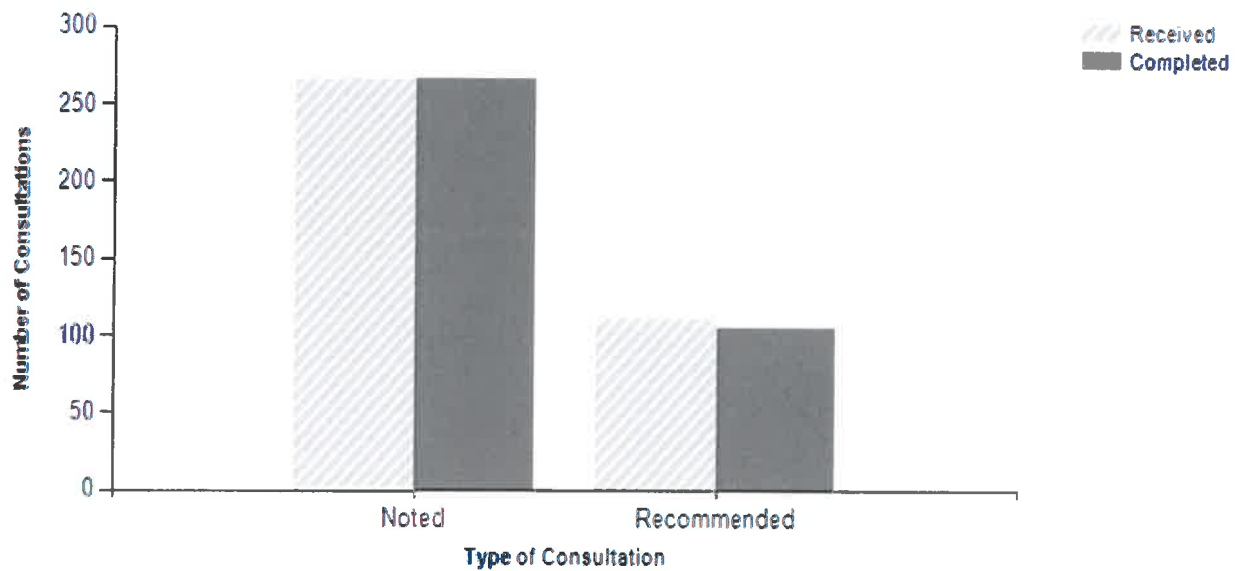
WARD 09 - for period from 7/1/2016 to 6/30/2017

Attendance	August 2016	September 2016	October 2016	November 2016	February 2017	March 2017	April 2017	May 2017	June 2017	TOTAL	AVERAGE
Present	10	10	10	9	10	7	8	9	8	81	9.00

WARD 9: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended		Received	Completed
Received	Completed	Received	Completed		
267	267	111	105	378	372

WARD COMMITTEE CONSULTATIONS PER TYPE



PERFORMANCE REPORT: WARD 10

ATTENDANCE OF WARD COMMITTEE MEMBERS

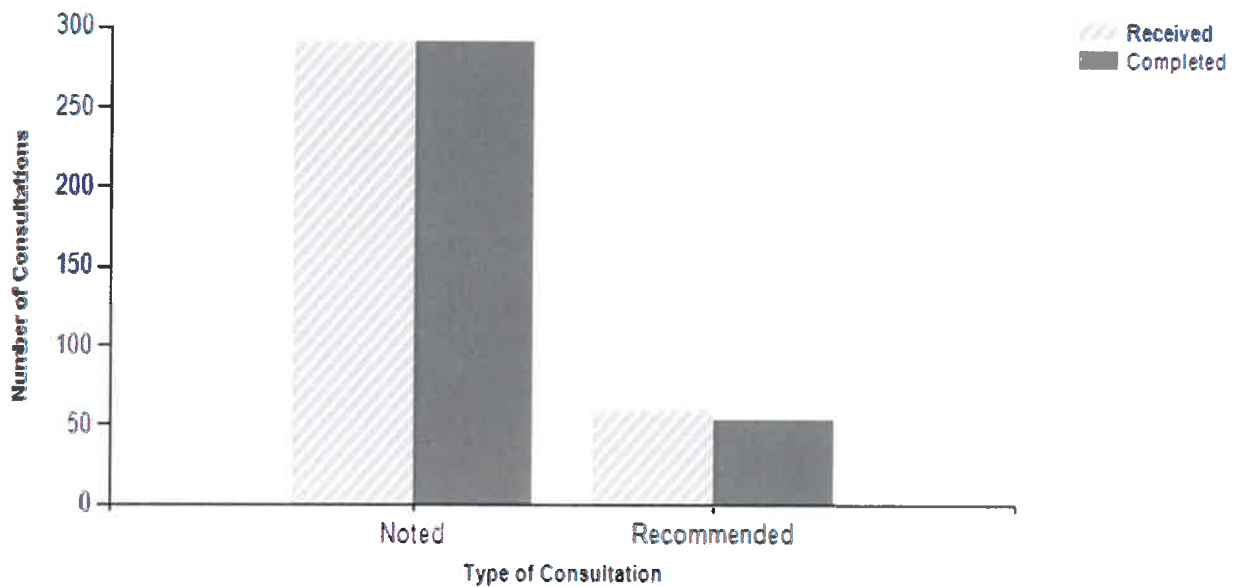
WARD 10 - for period from 7/1/2016 to 6/30/2017

Attendance	August 2016	September 2016	October 2016	November 2016	February 2017	March 2017	April 2017	May 2017	June 2017	TOTAL	AVERAGE
Present	10	10	10	5	8	8	6	3	10	70	7.00

WARD 10: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
291	291	59	53	350	344

WARD COMMITTEE CONSULTATIONS PER TYPE



PERFORMANCE REPORT: WARD 11

ATTENDANCE OF WARD COMMITTEE MEMBERS

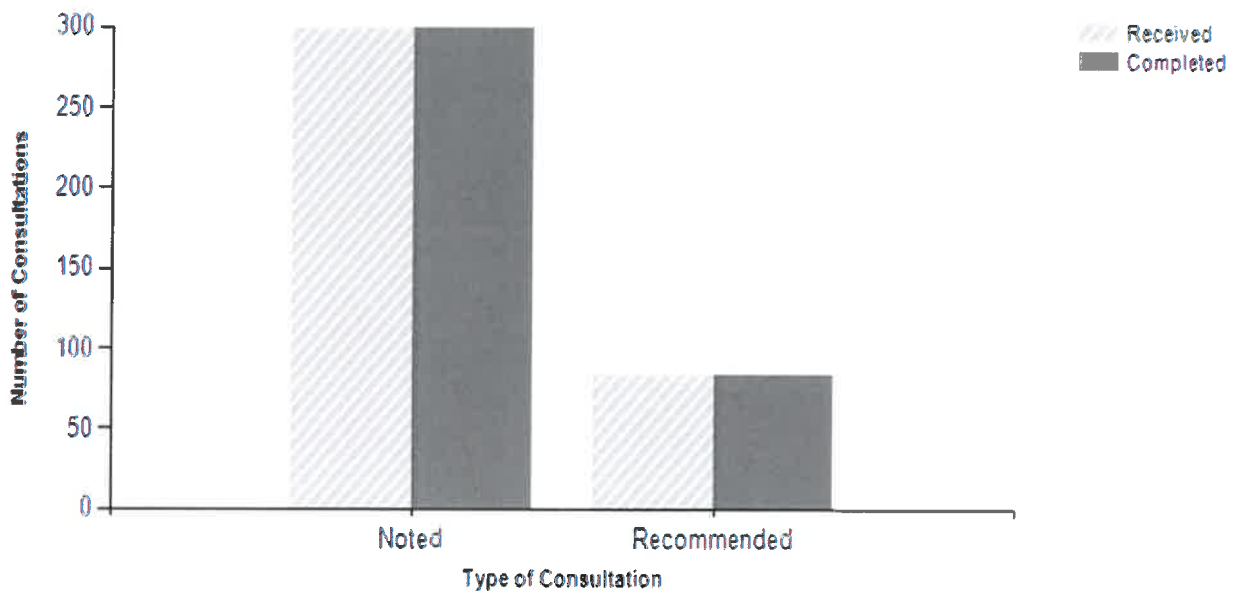
WARD 11 - for period from 7/1/2016 to 6/30/2017

Attendance	August 2016	September 2016	October 2016	November 2016	February 2017	March 2017	April 2017	May 2017	June 2017	TOTAL	AVERAGE
Present	10	10	9	9	8	9	8	8	9	80	8.00

WARD 11: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
299	299	84	84	383	383

WARD COMMITTEE CONSULTATIONS PER TYPE



PERFORMANCE REPORT: WARD 12

ATTENDANCE OF WARD COMMITTEE MEMBERS

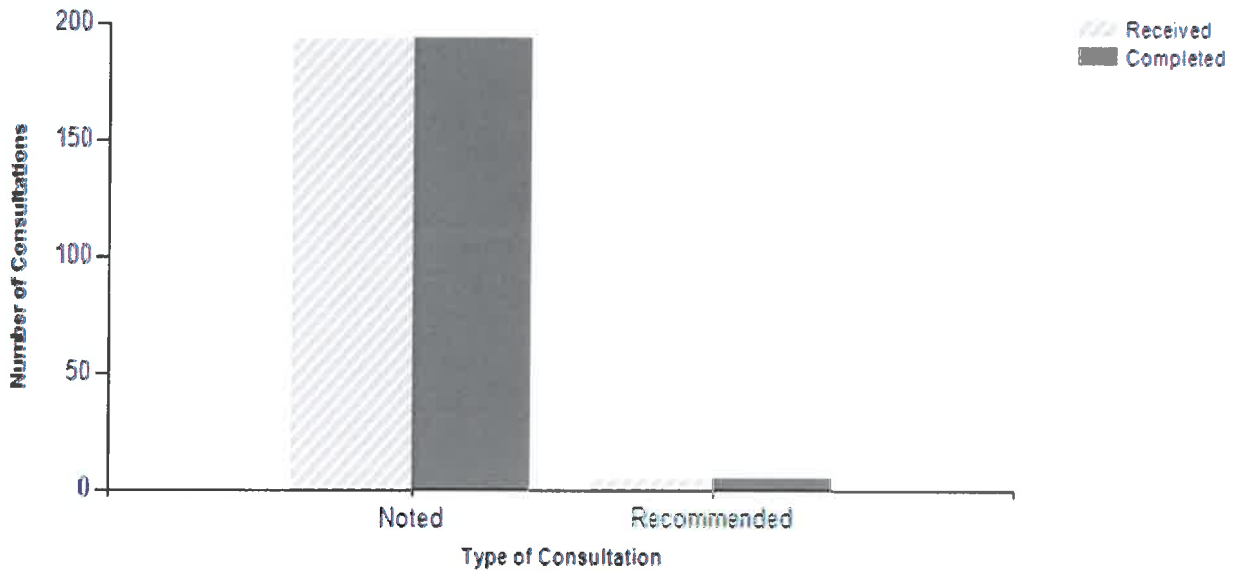
WARD 12 - for period from 7/1/2016 to 6/30/2017

Attendance	August 2016	September 2016	October 2016	November 2016	February 2017	March 2017	April 2017	May 2017	June 2017	TOTAL	AVERAGE
Present	9	8	7	7	9	7	9	10	10	76	8.00

WARD 12: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
194	194	5	5	199	199

WARD COMMITTEE CONSULTATIONS PER TYPE



PERFORMANCE REPORT: WARD 13

ATTENDANCE OF WARD COMMITTEE MEMBERS

WARD 13 - for period from 7/1/2016 to 6/30/2017

Attendance	August 2016	September 2016	October 2016	November 2016	February 2017	March 2017	April 2017	May 2017	June 2017	TOTAL	AVERAGE
Present	8	8	8	9	9	9	7	10	10	78	9.00

WARD 13: CONSULTATION REGISTER

TYPE OF CONSULTATION				TOTAL	
Noted		Recommended			
Received	Completed	Received	Completed	Received	Completed
189	189	97	86	286	275

WARD COMMITTEE CONSULTATIONS PER TYPE

