



**CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD**

CODE OF CONDUCT FOR MEMBERS OF WARD COMMITTEES

**APPROVED BY COUNCIL : 27 JANUARY 2022
C23/01/22**

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CODE OF CONDUCT

Guiding Principles

1. A member of the ward committee:
 - 1.1 Must perform the functions of the ward committee in good faith and without fear, favour or prejudice;
 - 1.2 May not use the position or privileges of a member for private gain, or to improperly benefit another person;
 - 1.3 May not act in a way that compromises the credibility, impartiality, independence or integrity of the ward committee;
 - 1.4 Must adopt the principle of accountability to the community and by all political parties represented in council;
 - 1.5 Must be accessible for the community and ensure that all role players can relate to the process and the issues at hand and are able to make their input into the processes of the ward committee;
 - 1.6 Must adopt the principle of transparency to promote openness, sincerity and honesty among all the role-players in a participative process and promote trust and respect for the integrity of each role-player and a commitment by all to the overriding objectives of the process in the interest of the common good;
 - 1.7 Must recognise diversity and understand the differences associated with race, gender, religion, ethnicity, language, age, economic status and sexual orientation, among others;
 - 1.8 Must respect all views and opinions in the process of community participation. Special effort should be made to include previously disadvantaged persons and groups, including women and youth in the activities of the ward committee;
 - 1.9 Must provide an apology with a valid reason to the chairperson of the ward committee if a meeting cannot be attended.
2. Ward committee members must sign a Code of Conduct, which should be administered by the ward councillor.

Code of Conduct for Members of Ward Committees

3. Interest of the community

- 3.1 Committee members must at all times advance and act in the interests of the ward community;
- 3.2 Committee members must not use their position to promote personal or business interest. Where a potential conflict of interest arises, such member shall recuse him/herself
- 3.3 Conduct of ward committee members should not be influenced by or dictated to by improper motives;
- 3.4 In the execution of their functions, committee members must not favour any individuals, groups or organizations.

4. Ward Committee meetings

- 4.1 Committee members must attend a minimum of 6 ward committee meetings within a calendar year.
- 4.2 Committee members may not be absent from ward committee meetings without a written apology and prior approval of the chairperson.
- 4.3 In the case of a ward committee member absenting him/herself for two (2) consecutive meetings without valid reason, the Subcouncil Manager will undertake, in consultation with the ward committee chairperson, remedial action to address the issue with the ward committee member and the relevant organisation that nominated the member.
- 4.4 In the case where 4.3 has been exhausted, [the ward committee member has absented him/ herself for two (2) consecutive meetings] the ward member's membership must be terminated and payment stopped.
- 4.5 Committee members may not engage in disruptive behaviour during meetings.

5. Political matters

- 5.1 Committee members should avoid political conflict among themselves and must also avoid political conflict between themselves, the ward councillor and PR councillor
- 5.2 In their interaction with the community, committee members may not discriminate on the grounds of political affiliation, culture, race gender, sexual orientation, disability, religion or on any other grounds that would constitute unfair discrimination;
- 5.3 In the execution of their duties committee members may not advance the interest of any political party.
- 5.4 Committee members may not use ward committee meetings as a political platform or committee or to canvass for political support for re-election as a ward committee member or as a ward Councillor in the next local government election

Declaration

Number of Ward : _____

I declare that I have read the Code of Conduct for Members of Ward Committees and that I understand it and agree to be bound by the Code of Conduct in the execution of my duties and functions as a Ward Committee member.

Signature

Date