

# RULES FOR THE OPERATION OF WARD COMMITTEES IN THE METROPOLITAN AREA FOR THE CITY OF CAPE TOWN

APPROVED BY COUNCIL: 26 October 2016

C 19A/10/16

## DEFINITIONS

In these rules, unless the context otherwise indicates the following words and phrases shall bear the meanings assigned to them below:

Budget:	means the annual budget approved by Council.
Chairperson:	means the ward councillor or the person elected as Chairperson for the meeting in his/her absence.
City Manager:	means the head of the administration and accounting officer appointed by Council in terms of section 82 of the Structures Act.
Community:	means the residents of a ward or those organisations who have an interest in the ward.
Council: Municipality.	means the City of Cape Town Metropolitan
Committee:	means the ward committee.
IDP:	Member: means the Integrated Development Plan approved by Council.
Member:	means the member of a ward committee other than the PR councillor
Performance Management System:	means the system approved and adopted by Council, in terms of which it is able to measure its performance.
PR Councillor:	means the person elected by a political party from the list of candidates representing that party who serves on the ward committee in an ex officio capacity.
Speaker:	means the Speaker of the City of Cape Town.
Structures Act:	means the local Government Municipal Structures Act, 117 of 1998.
Subcouncil:	means a Subcouncil of the City of Cape Town established in terms of section 61 of the Local Government: Municipal Structures Act and the City of Cape Town: Cape Town Subcouncil By-law 2003.
Ward Councillor:	means the person elected to represent the ward.

## **1. FIRST MEETING**

- 1.1 The first meeting of the ward committee shall take place at a venue, on a date and at a time determined by the City Manager, who shall give notice in the press of the venue, date and time.
- 1.2 The City Manager shall determine items that must be included on the agenda for the first meeting.

## **2. ROLE AND FUNCTIONS OF WARD COMMITTEES/COMMITTEE MEMBERS**

- 2.1 A ward committee/ward committee member may, by way of a report or submission of a motion, make recommendations on any matter affecting the ward to;
- the ward councillor, or
  - through the ward councillor only to the relevant Sub-council, Councillor the Executive Mayor.
- 2.2 A ward committee /ward committee member has the following functions:
- 2.2.1 To act as an advisory committee to the ward councillor,
- 2.2.2 To act as a resource through which the structures of Council may consult and canvass community opinions on any matter they deem necessary,
- 2.2.3 To give input on any matter affecting the ward,
- 2.2.4 To assist the Subcouncil in understanding and identifying the needs of the community,
- 2.2.5 To assist the Council in the formulation of the budget proposals relevant to the ward,
- 2.2.6 To monitor and report on service delivery in the ward,
- 2.2.7 To act as a structured channel of communication between the Subcouncil and the community,
- 2.2.8 To assist the Council in the performance of its public participation mandate in the following areas:
- IDP
  - Municipal by-laws
  - Budget
  - Policy formulation
  - Performance Management System
- 2.2.9 To disseminate information concerning municipal affairs to the community,
- 2.2.10 To assist the Subcouncil to develop capacity within the community,
- 2.2.11 To encourage and enable the community to become actively involved in governance issues of the Council as they pertain to the ward ,
- 2.2.12 To encourage and enable the development of partnership and a sense of co-governance between the Council and community.

### **3. FREQUENCY OF MEETINGS**

- 3.1 A ward committee must conduct a minimum of 6 quorate meetings annually. No meetings shall be scheduled to take place during council recess.
- 3.2 Meetings are convened by the ward councillor save where at least 50 % of the members submit a written request to the ward councillor that a meeting be convened.
- 3.3 In the case where meetings do not quorate, the chairperson shall proceed with the meeting for members present and register the meeting as an informal meeting. The recommendations adopted at the informal meeting shall be referred to the rescheduled ward committee meeting for adoption.

### **4. CODE OF CONDUCT**

Members are subject to the Code of Conduct for Ward Committee Members (C19A/10/16).

### **5. ACCOUNTABILITY**

- 5.1 Members are accountable to:
  - Council, all it's structures and
  - The respective sectors s/he represents.
- 5.2 In discharging his or her burden of accountability, a member shall meet with the sectors to report on recommendations of the ward committee
- 5.3 S/he must submit a written report to the Ward Committee on a quarterly basis detailing feedback to his/her constituents in accordance with 5.2 above.

### **6. REMUNERATION**

- 6.1 No remuneration is payable to members.
- 6.2 Members are entitled to the payment of an amount as determined by Council from time to time in order to defray out of pocket expenses.. Payment will be by way of electronic funds transfer (EFT) into a banking account in the name of such ward committee member only.

### **7. QUORUM OF MEETINGS AND DECISIONS**

- 7.1 The ward councillor is the chairperson of the meeting and presides over the meeting.
- 7.2 Should the chairperson be absent from the meeting the members will elect a chairperson from amongst its members to act as chairperson for that meeting.
- 7.3 A simple majority 51% of voting members shall constitute a quorum. A quorum must be assessed on the full number of elected representatives of the ward committee.
- 7.4 The ward committee should strive to [reach decisions] resolve matters on the agenda by consensus.
- 7.5 In the event that consensus is not reached, the matter will be resolved through a vote.

- 7.6 The chairperson will have a casting vote in the event of an equality of votes.
- 7.7 The PR Councillor who is an ex officio to the Ward Committee may participate in the deliberations of the ward committee without the right to vote.
- 7.8 The Rules of Order which apply to the conduct of meetings for Subcouncils shall apply to the meetings of ward committees with the necessary changes.

## **8. ADMINISTRATIVE ARRANGEMENTS**

Council shall, through the Subcouncils, make available such resources as may be required in order to provide suitable administrative support for the proper functioning of the ward committees.