

## Checklist for functional ward committees

	YES	NO
<b>Establishment:</b> Ward committees have been established in all wards.		
<b>Representation:</b> Ward committees are representative in terms of the diversity of each ward (geographical and sector).		
<b>Induction training:</b> The municipality provides useful induction training for new ward committee members.		
<b>Roles and responsibilities:</b> Ward committees are active structures that support community-based planning and consider the needs and interests of the community. Ward plans are developed in consultation with the community and key stakeholders.		
<b>Stipend:</b> Ward committee members are paid their stipend in full and on time each month.		
<b>Resourcing and support:</b> Ward committee members are provided with the necessary resources and support to undertake their work in communities, including means of identification (for visibility in communities).		
<b>Ward meetings:</b> Monthly ward meetings with the ward councillor and ward committee members are held.		
<b>Public ward meetings:</b> Public meetings are held in wards on a regular basis (at least once a quarter), as well as street and block meetings where appropriate.		
<b>Role of chairperson:</b> There is a good working relationship between the ward councillor and ward committee members.		
<b>Reporting:</b> Monthly ward committee reports are properly processed through the speaker's office and placed on committee and council agendas for discussion and actioning.		
<b>Training and capacity-building:</b> The municipality provides ongoing training and capacity-building for ward committee members during their term of office (refresher training).		