SALGA NATIONAL CONFERENCE 2016

20TH ANNIVERSARY

28 Nov-01 Dec: Johannesburg, Sandton City



Code of conduct for Ward Committee

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1996 -2016

SOUTH AFRICAN LOCAL GOVERNMENT ASSOCIATION

SALGA

Inspiring service delivery



CODE OF CONDUCT FOR WARD COMMITTEE

Code of conduct for Ward Committee

Prologue

Ward committee members are elected to represent the various interest groups represented in the community in a ward and report on matters affecting the ward or emanating from the ward to the municipality, through its ward councillors and in accordance with the processes determined by the relevant municipality. This code list the responsibilities of members of ward committees and recommends standards of ethical conduct with which each member of a ward committee must comply. These standards are applicable to members of the ward committee when dealing with:

- Other ward committee members;
- the ward councillor of that specific ward and all other councillors of the municipality;
- the municipal administration;
- the community represented in the ward committee;
- the constituents of a specific municipality, including civil society, trade unions, NOG's, vulnerable communities and other role players in the ward;
- service providers of the municipality rendering services in the ward, where required;
- traditional leaders where applicable
- other stakeholders.

Aims and objectives of the code of conduct

The aims and object of the code of conduct is to:

- set out the functions of a member of the ward committee and to specify the standards of integrity and conduct to be observed by ward committee members in their role to assist the municipality to met its objectives and standards, in accordance with its current IDP;
- inform the public about the responsibilities of ward committee members in a specific ward;
- enhance the image, credibility and accountability of the council to the community in a specific ward where such a member serves;
- maintain the trust, respect and co-operation between members of the ward committees and all members of the community represented in the ward.

Accountability

Members of the Ward Committee are primarily accountable to the community that elect them. Members of ward committees are however, also required to act in accordance with the National Framework :Criteria for the Determining of Out of Pocket Expenses for Ward Committee Members, 2009 and any additional framework in this regard adopted by a specific municipality in which the ward committee operates.

Functions of ward committee members

The function a ward committee is to effectively support the elected ward councillor for that ward and to serve the community, by inter alia:

1. Organising and attending meetings of the ward;
2. Submission and tabling of reports and plans addressing the needs and priorities of the ward and to provide feedback on the functions rendered by the municipality that impacts on the ward, in order to formulate recommendations to be submitted to the municipality through the ward councillor;
3. Facilitating feedback on matters raised with the Council through the ward councillor;
4. Attend to do door-to-door campaigns and arrange interaction with substructures in the ward, such as street committees;
5. Keep record of and attend to all complaints, queries and requests received from the community in the ward and to attend to it, though the ward councillor;
6. Distribute publications as required;
7. Management and updating of ward profiles as well as the database of the indigent households;
8. Participation in plans and programmes of municipalities and other spheres of government impacting on the ward development;
9. Facilitating participation by the community in all affairs of the municipality;
10. Foster a good working relationship with CDWs operating in the ward.

General principles of good governance to be complied with by ward committee members:

Community interest

Members should strive to serve the best interest of the community from which they are elected , by recommending municipal programmes that are community centred, driven and implemented, recognising any diversity in the ward.

Integrity

Members should always act with integrity in the execution of their functions as members of the ward committee, without fear, favour or prejudice .

Members may not use their positions as ward committee members for private gain or to improperly benefit any third party.

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Objectivity

Members should make decisions on merit , based on the mandate received from their ward. They may not act in any manner that will compromise the credibility, impartiality or independence of the ward committee.

Accountability

Members are accountable to the ward community that they serve.

Regular report back

The ward councillor and members of the ward committee are responsible for feedback to the community and the constituency of their ward.

Transparency

Members promote transparency and should be open and honest about their actions and those of the ward councillor and should welcome community enquiries , thereby creating trust and respect between all role-players.

Consensus

Ward committees should work on the basis of consensus reached in the committee, failing which, a majority decision will prevail.

Leadership

Members should provide leadership to the ward and set a good example of responsible citizenship.

Batho Pele

Members must apply the Batho Pele principles when dealing with members of the public.

Public Participation

The ward committee members must in all their actions deepen and strengthen public participation and local democracy .

Meetings

Meetings of ward committees shall be held in accordance with the framework set by the municipality, and when requested by a majority of ward committee members.

Ward committee members shall attend all meetings, unless a written apology is submitted to the ward councillor no less than twenty four hours prior to such a meeting.

Sanctions for non-attendance of meetings

In the event of a ward Committee member failing to attend three (3) consecutive scheduled meetings without any prior apology, or fail to fulfil any of his/ her other functions as set out above, a report should be submitted to the council in this regard.

Disputes

Ward committee members must avoid conflict between themselves and between members and the ward councillor. In the event of a dispute between the members, the Ward Councillor must mediate between members.

In the event of a dispute between ward committee members and the ward councillor, the ward committee and ward councillor must prepare a submission signed by both parties to the Speaker requesting the Speaker to appoint another councillor from the municipality to mediate between the parties.

Pledge by ward committee members

All members of the ward committee must upon election sign the pledge set out below, in order to show their commitment towards the ward committee that have been elected to. This must be taken in a form of an oath by each member of a ward committee The pledge reads as follows:

I ..... solemnly declare:

I ..... from ward ..... pledge to advance and act in the best interest of Ward No.....community,.....municipality. I confirm that I am residing within the jurisdiction of .....Municipality, dedicated resident and registered voter of Ward No:..... community.

I further declare that I have read and understand the code of conduct for ward committee members as informed by the provision of the Local Government: Municipal Structures Act, 1998 , the National Framework: Criteria for the Determining of Out of Pocket Expenses for Ward Committee Members, 2009 and all relevant frameworks as well as the Standing Orders of ..... Municipality. I have carefully studied this code of conduct unimpeded and freely, and I cannot claim ignorance of it. I fully agree that I shall be bound by the Code of Conduct in the execution of my duties and functions as a loyal and disciplined member of a Ward Committee. I further acknowledge that my remuneration for out of pocket expenses (if applicable in my municipality) is subject to me fulfilling my obligations as set out above.

Signed..... at.....this .....day of .....

year.....

Witness 1:

Name.....

Sign:..... *Date:*.....

Witness 2:

Name.....

Sign:..... *Date:*.....

Municipal Council Elected Representatives

Name of Ward Councillor : .....

Sign:..... *Date:*.....

