



WARD COMMITTEES

CITIZENS **DIRECT VOICE**
INTO LOCAL GOVERNMENT



WE BELONG WE CARE WE SERVE

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INTRODUCTION

Overstrand Municipality is known for the smooth functioning of its ward committee system, but this system can only be maintained and even be improved if the community are involved in the election and functioning of ward committee members. The Ward Committee elections will take place after the Local Government Elections on 1 November 2021 in each of the 14 wards.

Ward committees are regarded as the vehicle to promote good governance at local government level by being involved in planning, budgeting, monitoring and evaluation of programmes and projects. A Ward Committee consists of the Ward Councillor and not more than 10 (ten) other persons elected to represent organisations/sectors or geographical blocks, resident within the boundaries of the particular municipal ward. All meetings of the ward committees must be open to the public.

Ward Committees together with the Overstrand Municipal Advisory Forum (OMAF) will act as the official liaison mechanism on all strategic municipal matters affecting the community.

In light of this it is important to elect the right people who are well equipped to accomplish their tasks.

This brochure provides you with the most important guidelines, extracted from the Ward Committee Rules for Overstrand Municipality.



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VALUES

- To enhance participatory democracy, the ward committee system invites the residents to participate in:
 - the preparation and implementation of the Integrated Development Plan(IDP),
 - the establishment of a performance management system,
 - the preparation of the annual budget, and
 - strategic decisions regarding the provision of municipal services.
- Ward Committee Members must report back to their respective constituencies (organisations/sector/geographical blocks) at least on a quarterly basis.

ELECTION

1. Registered voters, whose names appear on the voters roll for the particular ward are invited to participate in the ward committee elections representative of:
 - 1.1 organisations, (Representing a specific interest of the community resident in the particular ward, for example youth, women, religious grouping, ratepayers' associations, but not political party, etc).
 - 1.2 sectors, (Representing a broader scope of similar interests (umbrella body/ structure) of the community for example, Sport & Recreation, Health & Welfare, etc.),
 - 1.3 geographical block (Represents the interests of an identified geographical block (e.g.,neighbourhood, extension, village) in a particular ward).
2. The Municipal Manager will advertise in the local newspaper(s) a notice for the establishment of a ward committee in all respective wards of the Municipality or a Ward Committee Member by inviting nominations for organisations, sectors, and geographical blocks.
3. The organisations/sectors eligible for election must have been operational in the particular ward for at least (6) months, except for newly established organisations that directly represent the interest of women, youth, disabled and the elderly.
4. No Councillor, municipal employee, or person employed by another sphere (Provincial/National) of Government may be elected.
5. The election (voting) for Ward Committees will be conducted from 10:00 until 19:00 on dates and at election venues determined by the Municipal Manager.
6. A minimum of not less than 2 (two) organisations/sectors to be elected as members of a particular ward committee whilst the balance should be elected from a geographical block.
7. The elections will be conducted by way of a walk-through process, more or less similar to the process followed by the Independent Electoral Commission (IEC) on election day(s).
8. Only election personnel, the Ward Councillor and other observers will be allowed to remain inside the election venue for the duration of the election (voting) process.
9. All applicable COVID-19 protocols, issued in terms of Section 27(2) of the Disaster Management Act, 2002, will be observed at all election venues.

ACTION

1. A ward committee must meet at least monthly, except when Council is in recess.
2. All meetings must be open to the public and any citizen may address the committee.
3. Meetings may not be longer than 2 hours, except publicly announced quarterly report-back meetings which may not last longer than 3 hours.
4. All quarterly report back meetings must be conducted after municipal office hours.
5. Ward Committee members or their secundus will be reimbursed for out-of-pocket expenses in accordance with the tariff schedule developed and from time-to-time amended for the last mentioned purpose.
6. The municipal administration will provide various forms of administrative and technical support to enhance the ward committee system.
7. A ward committee's term of office coincides with that of Council.

CODE OF CONDUCT FOR WARD COMMITTEE MEMBERS

The code is a set of guidelines to promote improvement of good behaviour of individual Ward Committee members and to foster good relations with the community, administration, and Council.

By signing the code, ward committee members pledge to perform their duties/obligations with integrity, honesty and in a transparent manner.

ENQUIRIES:

AREA	WARDS	OFFICE LOCATION	CONTACT DETAILS	
Kleinmond Administration	9 & 10	33 5th Avenue,	Snr Manager: Kleinmond Admin	028-271 8400
Hermanus Administration	3,7,8 & 13	1 Magnolia Street,	Snr Manager: Hermanus Admin	028-313 8112
Hermanus Administration	4,5,6 & 12	1 Magnolia Street,	Manager: Hermanus Admin.	028-313 8921
Gansbaai Administration	1,2,11 & 14	Main Road	Snr Manager: Gansbaai/ Stanford Admin.	028-384 8300



We belong



We care



We serve