

SENQU MUNICIPALITY MUNICIPAL NOTICE

LOCAL AUTHORITY NOTICE NO...

2017

BY-LAW ON WARD COMMITTEES

The Municipal Council of Senqu Local Municipality in the Schedule hereto publishes, in terms of section 13 of the Local Government Municipal Systems Act, 2000 (Act 32 of 2000) read with section 162 of the Constitution of the Republic of South Africa Act 1996 (Act 108 of 1996) the By-Law on Ward Committees.

SCHEDULE

TABLE OF CONTENTS

CHAPTER 1	2
PURPOSE, DEFINITIONS AND APPLICABILITY OF BY-LAW	2
1 Objectives.....	2
2 Definitions.....	2
3 Applicability of By-Law	3
CHAPTER 2	4
ESTABLISHMENT AND COMPOSITION OF WARD COMMITTEES.....	4
4 Establishment of ward committee system	4
5 Composition of ward committee	4
CHAPTER 3	4
NOMINATION AND ELECTION OF MEMBERS OF WARD COMMITTEE	4
6 Nomination and election process	4
7 Eligibility criteria for election to ward committee	5
8 Rejection of nomination	6
9 Powers and duties of electoral committee	6
10 Political affiliation in ward committee.....	7
11 Role of municipal official on ward committee	7
CHAPTER 4	7
POWERS AND DUTIES OF WARD COMMITTEE.....	7
12 Powers and duties of ward committee	7
CHAPTER 5	9
OFFICE OF MEMBER OF WARD COMMITTEE	9
13 Term of office.....	9
14 Vacation of office by ward committee member	9
15 Cessation of term of office by ward committee member	9
16 Filling of vacancies	10
17 Vacation of office by ward councillor	10

CHAPTER 6	10
FUNCTIONING AND DISSOLUTION OF WARD COMMITTEE	10
18 Ward coordinator	10
19 Ward committee chairperson	11
20 Administration, funding and reimbursement.....	11
21 Ward committee meetings.....	12
22 Work programme of ward committee	13
23 Declaration of interests by ward committee member	13
24 Code of conduct for ward committee members	13
25 Dispute resolution mechanism for ward committee	13
26 Dissolution of ward committee	13
CHAPTER 7	14
GENERAL MATTERS.....	14
27 Appeals.....	14
28 Repeal of by-laws	14
29 Short title and commencement.....	14
ANNEXURES.....	15
Annexure A.....	15

CHAPTER 1

PURPOSE, DEFINITIONS AND APPLICABILITY OF BY-LAW

1 Objectives

The objectives of this By-Law are to provide for the establishment and functioning of ward committees in the municipal area in accordance with the Municipal Structures Act, 1998 (Act 117 of 1998)

2 Definitions

In this By-Law, unless the context otherwise indicates:

“chairperson” means a ward councillor of the Municipality appointed to chair the ward committee meetings in terms of section 73(2)(a) of the Municipal Structures Act;

“Chief Whip” a municipal councillor who is appointed to this position by the Council in terms of section 12 of the Municipal Structures Act;

“community” means residents of a ward;

"Constitution" means the Constitution of the Republic of South Africa, 1996;

“Council” means the Senqu municipal council, a municipal council referred to in section 157(1) of the Constitution;

“electoral committee” means a committee established by the Speaker and the election officer to conduct the election of members of the ward committee;

“election officer” means a person appointed by the electoral committee to assist with the election of ward committee members;

“integrated development plan” means the integrated development plan adopted by the Council in terms of the Municipal Systems Act;

“interest group or sector” means an organised group of persons that takes an active interest in the affairs of a ward;

“member” means a person elected or co-opted into a ward committee;

"municipal area" means any land situated inside the area of jurisdiction of the Municipality of which the Municipality is the owner, but outside the boundaries of any residential area;

“Municipal Structures Act” means the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998);

"Municipal Systems Act" means the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000);

“Municipality” means the Senqu Municipality and includes the Council, any executive councillor, or committee established by the Municipality, or any employee thereof, or duly authorised agent thereof acting in connection with this By-Law by virtue of a power vested in the Municipality and delegated to such employee or agent;

“proportional representative councillor” means a proportionally representative municipal councillor appointed in terms of section 22(1)(a) of the Municipal Structures Act, by a political party to represent that party in the Council;

“speaker” means the chairperson of the Council and a municipal councillor elected to this position by the Council in terms of section 36 of the Municipal Structures Act;

“ward committee” means a committee of a municipal ward, established in terms of Section 73 of the Municipal Structures Act;

“ward coordinator” means a member appointed by the ward councillor to assist him or her in ensuring the smooth running of the ward committee and the community's affairs; and

“ward councillor” a municipal councillor elected in terms of section 22(1)(b) of the Municipal Structures Act, to represent a demarcated council ward.

3 Applicability of By-Law

In the event of any conflict with any other by-law which directly or indirectly, within the jurisdiction of the Municipality, regulates the establishment and functioning of ward committees, the provisions of this By-Law shall prevail to the extent of the inconsistency.

CHAPTER 2

ESTABLISHMENT AND COMPOSITION OF WARD COMMITTEES

4 Establishment of ward committee system

(1) Ward committees for all wards of the Municipality are hereby established in terms of the Municipal Structures Act.

(2) The ward committees established come into effect once committee members have been elected, as set out below.

5 Composition of ward committee

(1) Each ward committee must comprise of the ward councillor, as chairperson, and 10 elected community members.

(2) The 10 ward committee members must be residents of the ward to whose ward committee they have been elected.

(3) Notwithstanding the provisions of section 3(2), any person who is not a resident of that ward, may become a ward committee member: Provided that the person represents an interest group or sector stationed in the ward, or owns a business or property in the ward.

(4) No person may be a member of more than one ward committee at the same time.

(5) The composition of the ward committee must reflect the following factors:

(a) female representation; and

(b) population diversity and interests;

(6) An elected ward committee member must assume office upon election.

(7) A proportional representative councillor appointed to serve in the Municipality is an *ex officio* and non-voting member of the ward committee of the ward that he or she resides in, or any other ward committee assigned to them by the chief whip in consultation with the speaker.

(8) In the course of the term of office of the ward committee, any person deemed to be necessary for the success of the committee, or who could add value to the ward committee system as a whole, can be co-opted by the committee in consultation with the ward councillor to serve *ex officio* in an advisory capacity on that ward committee without the right to vote.

CHAPTER 3

NOMINATION AND ELECTION OF MEMBERS OF WARD COMMITTEE

6 Nomination and election process

(1) The Municipality must invite each community-based organisation and non-governmental organisation in every ward to nominate individuals as their representatives on the ward committee.

(2) The electoral committee must give public notice of the time, venue and mode whereby nominations for ward committee members must be accepted.

(3) This notice must be published in at least one newspaper of general circulation at least 30 calendar days before each ward committee election.

(4) Only persons 18 years and older, and who represent an interest group or sector stationed in the ward, or own a business or property in the ward will have the right to nominate candidates for the ward committee of that ward.

(5) Nomination forms must be available to the ward residents at the Municipality.

(6) After completion of each nomination form, it must be handed to the electoral committee, which will designate offices for this purpose and formally acknowledge receipt of each nomination.

(7) The electoral committee must keep a register of the nominations received as well as the completed nomination forms in a safe place until the day of the ward committee election, when they will be handed over to the presiding officer at the voting station.

(8) The electoral committee must, in consultation with the speaker and the ward councillor, give the community written notice of the date, time and venue of the election of ward committee members in each ward at least 30 calendar days before the election and the notice must be published in at least one newspaper of general circulation at least thirty calendar days before each ward committee election.

(9) If an election should be postponed for any reason, a written public notice of the time and venue of the postponed election must be published in at least one newspaper of general circulation at least 30 calendar days before the new date of the ward committee election.

(10) The election must be conducted in accordance with the Council's-approved policy in this regard.

(11) Only persons 18 years and older who are residents or owners of businesses or property in each ward have the right to vote.

(12) The election procedure must ensure that at least three of the ten community members elected onto the ward committee are women.

(13) Should no women be elected, the first seven elected male members will qualify to serve on the ward committee and the remaining three positions must be reserved for women, to be appointed later by the electoral committee after consultation with the ward councillor.

(14) The electoral committee must keep the records of nominations and the ballot papers in a safe place for one year after the election.

(15) Elected members may not stand for election for more than two consecutive terms.

7 Eligibility criteria for election to ward committee

To be eligible for election as a ward committee member a person must –

- (a) be registered as a voter on the voters roll of the ward for which he or she is nominated;
- (b) not be a member of the Council;
- (c) not be an employee of the Municipality or the Joe Gqabi District Municipality;
- (d) not be in arrears to the Municipality for rates and service charges for a period longer than three months;
- (e) not be unrehabilitated or insolvent;
- (f) not be placed under curatorship;

- (g) not have been convicted of an offence after 27 April 1994 and sentenced to imprisonment without the option of a fine for a period of not less than 12 months;
- (h) not be declared by the court to be of unsound mind; and
- (i) be active in the sector or ward they represent and be committed to working for a better life for the members of their constituency.

8 Rejection of nomination

(1) The Municipality may reject any nomination that does not comply with the provisions of this By-Law or any procedural requirement determined by the Municipality.

(2) The Municipality must notify a nominee whose nomination is rejected by it within three working days after the submission of nominations.

(3) A nominee whose nomination is rejected shall not be allowed to stand or be elected as a member of ward committee

9 Powers and duties of electoral committee

(1) The speaker and the electoral officer form the election body and appoint the electoral committee.

(2) The electoral committee must conduct and oversee the election of members of a ward committee.

(3) The electoral committee must appoint a presiding officer, one or more election officers and counting officers for each of the municipal wards to manage and administer the ward committee elections in their respective wards.

(4) A person may not be appointed as an officer in a ward committee election if that person -

- (a) is a ward committee member contesting the election;
- (b) holds political or executive office in a political party.

(5) An officer exercises the powers and performs the duties conferred on or assigned to that officer subject to the directions, control and disciplinary authority of the electoral committee.

(6) The electoral committee must determine in writing the terms and conditions of appointment of an officer, including remuneration payable to that officer.

(7) The area agent, presiding, election and counting officers -

- (a) must manage, co-ordinate and supervise the voting process at the voting station concerned;
- (b) must take all reasonable steps to ensure orderly conduct at the voting station;
- (c) may order a member of security services to assist in ensuring orderly conduct of the voting station.
- (d) may order any person within the boundary of the voting station whose conduct is not conducive to a free and fair election at that voting station, to leave the premises;
- (e) must count and announce the votes received for each nominee from the ward community members present at the voting station;

- (f) must secure the number of votes received by each nominee in writing on the relevant nomination form.
- (g) must declare the voting process open and closed;
- (h) must submit the election results and the report to the electoral committee for submission to the office of the speaker.

(8) If a person refuses to comply with an order of a presiding, election or counting officers presiding in a ward committee election or counting officers in charge may order member of security services to forcefully remove the person or declare the voting process closed and submit report to the election committee.

10 Political affiliation in ward committee

(1) No ward committee member may be elected to represent a political party, or for the unofficial benefit of any political party.

(2) Canvassing for election of a ward committee member must not be motivated by political party concerns.

11 Role of municipal official on ward committee

(1) No municipal official may stand for election on a ward committee.

(2) If a municipal official is desirous to stand for election as a ward committee member, he or she must first resign his or her position as a municipal official.

CHAPTER 4

POWERS AND DUTIES OF WARD COMMITTEE

12 Powers and duties of ward committee

(1) A ward committee must support the elected ward councillor for that ward and serve the community by, amongst others –

- (a) organising and attending meetings of the ward;
- (b) submitting and tabling a 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;
- (c) facilitating feedback on matters raised with the Council through the ward councillor;
- (d) attending to door-to-door campaigns and arranging the interaction with substructures in the ward, such as street committees.
- (e) keeping record of each complaint, query and request received from the community in the ward and attending to it though the ward councillor.
- (f) distributing any publication as required;
- (g) managing and updating the ward profile as well as the database of each indigent household situated in the ward;

- (h) participating in a plan and programme of the Municipality and any other sphere of government impacting on the ward development;
- (i) facilitating participation by the community in all affairs of the Municipality; and
- (j) fostering a good working relationship with any community development workers operating in the ward.

(2) A ward committee may canvass community opinion on any matter and make recommendations to the Municipality regarding -

- (a) the preparation, implementation and review of the integrated development plan;
- (b) the establishment, implementation and review of the Municipality's management system;
- (c) the monitoring and reviewing the Municipality's performance, including the outcomes and impact of such performance;
- (d) the drafting of the Municipality's budget;
- (e) strategic decisions relating to the provision of municipal services;
- (f) matters affecting their ward; and
- (g) any matter delegated to in writing to the ward committee by the Council in terms of section 59 of the Municipal Systems Act.

(3) Recommendations of a ward committee must be submitted to the Municipality by the ward councillor.

(4) A ward committee may –

- (a) subject to available capacity and resources, conduct an annual satisfaction survey in order to assist the ward committee in the execution of its functions and powers;
- (b) prepare a capacity building and training needs assessment for members of that ward committee taking into account generic training needs, training needs on municipal by-laws, policy, and processes and specialised training needs;
- (c) if it considers it necessary, invite any municipal official within his or her scope of work and any person with specialised knowledge to advise it on matters affecting its ward;
- (d) co-opt a non-voting member with specialist skills to the ward committee;
- (e) co-opt a member to the ward committee in the event of vacancies; and
- (f) act as a consultative agent for any community-based organisation and any non-governmental organisation without incurring any liability for the Municipality;
- (g) form a sub-committee to advise the ward committee on special issues, handle sectoral matters or form working groups to research any matter that needs special attention in the ward.

(5) The above powers and duties of a ward committee may not be interpreted as to permit interference with the Council's right to govern and to exercise its executive and legislative authority.

(6) If a ward committee prepares a capacity building and training needs assessment, any allocation for capacity building and training in the budget prepared by the Municipality must take cognisance of the needs assessment referred to in subsection (4)(b).

CHAPTER 5

OFFICE OF MEMBER OF WARD COMMITTEE

13 Term of office

The term of office of the ward committee members is five years and must coincide with the term of the Council determined in accordance with section 24 of the Municipal Structures Act.

14 Vacation of office by ward committee member

- (1) A ward committee member shall vacate his or her office if he or she -
- (a) is absent from three consecutive meetings without an apology;
 - (b) is absent from six meetings with an apology;
 - (c) is proven to be actively involved in campaigns for the removal of the ward councillor without having raised grievances against the ward councillor in the ward committee meeting;
 - (d) acts in a manner that undermines the authority of the ward councillor, the Council or the ward committee;
 - (e) contravenes the code of conduct for ward committee members contemplated in Annexure A;
 - (f) commits a crime that results in a conviction without the option of a fine;
 - (g) consistently exhibits violent, abusive and intimidatory behaviour towards other committee members or the community;
 - (h) attends a meeting under the influence of alcohol or drugs;
 - (i) is proven to have accepted a bribe from any party that has an interest in a development project for that particular ward;
 - (j) is proven to have used his or her membership of the ward committee to extract, or attempt to extract, favours of any kind;
 - (k) is elected as a councillor in the Municipality;
 - (l) is appointed as a staff member of the Municipality;
 - (m) without good cause, acts against a decision of the ward committee;
 - (n) is involved in party political canvassing or similar activity during a ward committee meeting.

- (2) The Municipality must appoint a disciplinary committee to deal with matters of discipline.

15 Cessation of term of office by ward committee member

A ward committee member shall cease to be a member of the ward committee if that member –

- (a) resigns;
- (b) dies;
- (c) is found guilty of an infringement of this By-Law and is ordered by the Municipality to vacate his or her office;
- (d) no longer resides in the ward;

- (e) is ordered to vacate the office by an order of the High Court of South Africa.

16 Filling of vacancies

(1) When a vacancy occurs as a result of the departure of a sectoral representative, the affected sector must be requested to nominate their sectoral replacement and the person so nominated serves on the ward committee for the remainder of the term of office that the member who vacated office would have served.

(2) When a vacancy occurs as a result of the departure of a non-organised sector representative, the ward councillor must nominate two people from the affected group, which nomination will be put before the ward committee for a decision and the ward committee must, after deliberations, appoint one person as member of the ward committee.

(3) The ward committee must fill vacancies only if they do not exceed the majority of elected members.

(4) In the event of 50% plus one of the elected members ceasing to be ward committee members, the ward councillor must notify the speaker to arrange for the election of a new ward committee.

(5) It is the responsibility of the ward committee, together with the ward councillor, to fill vacancies on the ward committee.

17 Vacation of office by ward councillor

(1) When the ward councillor is no longer in office, the ward committee will continue to function for the rest of its term as determined by the Council.

(2) A temporary chairperson must be appointed by the political party of the original councillor.

(3) If the councillor was an independent candidate, the chief whip must appoint an interim chairperson from the proportional representative councillors assigned to the ward.

CHAPTER 6

FUNCTIONING AND DISSOLUTION OF WARD COMMITTEE

18 Ward coordinator

(1) The ward coordinator may be appointed -

- (a) by an organ of state in the national or provincial sphere of government in terms of a programme to promote the functionality of ward committees; or
- (b) if a ward coordinator is not appointed as contemplated in paragraph (a), by the ward councillor from among the elected ward committee members.

(2) In addition to any duties which a ward coordinator appointed in terms of subsection (1)(a) may be obligated to perform by virtue of his or her appointment, he or she is responsible for the administration of the committee and shall ensure that the committee is functioning in the proper manner.

(3) The ward coordinator shall oversee the minute taking of the committee and the record keeping of the minutes.

19 Ward committee chairperson

The ward councillor is the chairperson of the ward committee.

20 Administration, funding and reimbursement

(1) The Municipality must within its financial capability provide administrative support to enable each ward committee to perform its functions and exercise its powers effectively and administrative support may include:

- (a) informing the community of the roles and responsibilities of its ward committee;
- (b) providing an administrative resource to attend every scheduled ward committee meeting and to assist the ward councillor, ward coordinator and other members of the ward committee in fulfilling their administrative functions;
- (c) identifying or arranging a central meeting place in the ward where the community has access to information and where the ward committee can conduct meetings;
- (d) providing the necessary logistical resources, including furniture, equipment and stationery for a ward committee to fulfil its functions;
- (e) assisting with the translation of information and documentation for the community;
- (f) assisting a ward committee in performing its functions, including the provision of additional capacity and an advertising campaign required for purposes of arranging a larger public meeting, if necessary;
- (g) developing and providing a capacity building and training programme for a ward committee on an ongoing basis during the term of office of its members; and
- (h) facilitating ward committee elections.

(2) The Municipality must use its resources and allocate funds in its budget to further the objectives of each ward committee.

(3) No remuneration is to be paid to a ward committee member for service on the ward committee but the Municipality must reimburse a ward committee member for out-of-pocket expenses incurred by that member in accordance with the provisions of this section.

(4) Membership and duties of a ward committee member must be regarded as voluntary service for the benefit of the community.

(5) The ward coordinator appointed by the ward councillor should, as part of the voluntary service to the community, be able and willing to assist in the administration of the ward without receiving payment from the Municipality.

(6) For the purpose of this section, out-of-pocket expenses includes-

- (a) travelling costs for full attendance of any ward committee meeting and other meeting, training session and workshop authorised by the Municipality;
- (b) telephone or cellular phone costs relating to the performance of his or her functions as a member of the ward committee; and
- (c) other forms of re-imbursements due to a member performing ward committee functions determined by the Council.

(7) Out-of-pocket expenses must be calculated by the Municipality in accordance with the conditions determined by the Municipality and the criteria for payment of out-of-pocket expenses prescribed by the National Minister responsible for local government in the Government Gazette by Notice No. 973 of 2009.

(8) Out-of-pocket expenses must be budgeted for by the Municipality and the financial viability of the Municipality is a key consideration in determining the amount that should be budgeted for the out-of-pocket expenses.

(9) Payment of out-of-pocket expenses must be done in accordance with the approved policy of the Municipality.

21 Ward committee meetings

(1) The chairperson must convene a meeting of the ward committee at least once in a period of three months, and a list of the meeting dates must be supplied to the Municipality for inclusion in the official municipal calendar not later than 31 January of the year following the election of ward committees.

(2) The chairperson must decide on the place, dates and times of ward committee meetings in consultation with members of the ward committee.

(3) Notice of the time and place of every meeting of the ward committee must be given to every member at least seven days before the meeting.

(4) The validity of a meeting is not affected if the notice of the meeting is mistakenly not given to a member.

(5) Every member attending a meeting must sign his or her name in the attendance register kept for this purpose by the ward coordinator.

(6) A quorum of the ward committee is 50% plus one members of the ward committee.

(7) If a quorum is not formed within 10 minutes after the time appointed for a meeting, the meeting will not be held unless it is decided by the chairperson that a further ten minutes should be allowed to enable a quorum to be formed.

(8) If a quorum is still not formed after the extended time contemplated in subsection (7), the chairperson may rule to adjourn the meeting until another time.

(9) Notice of an adjourned meeting must be given in accordance with subsection (3).

(10) A ward committee must strive to reach a decision on any matter before it through consensus.

(11) If a matter remains unresolved after thorough discussion, the matter will be decided by a vote.

(12) If the votes are equal, the chairperson will have the deciding vote.

(13) If the ward councillor is unable to attend a ward committee meeting, he or she must appoint a ward committee member to chair the meeting.

(14) If the ward councillor is unable to appoint a substitute chairperson, the ward committee must do so at the start of the meeting.

(15) A ward committee meeting is open to any interested party in an observer capacity.

(16) A proportional representative councillor, deployed to a ward committee may participate in the activities of the ward committee but such a councillor does not have the right to vote.

(17) The ward committee shall endeavour to convene a meeting with the community in every village located within the ward.

22 Work programme of ward committee

(1) The ward committee must submit a programme with specific outputs of work for each calendar year to the Municipality.

(2) The ward committee must perform the functions as set out in this By-Law to achieve the outputs indicated on the programme.

23 Declaration of interests by ward committee member

(1) A member must declare his or her interests to the ward committee in those matters that are before the ward committee.

(2) The ward councillor is responsible for the maintenance of the register of declared interests of members of the ward committee.

24 Code of conduct for ward committee members

The code of conduct contained in Annexure A applies to every member of a ward committee.

25 Dispute resolution mechanism for ward committee

(1) If a dispute arises between members of a ward committee, other than a dispute that involves the ward councillor, every effort must be made to deal with the dispute internally.

(2) When a dispute arises, the ward councillor should appoint a person or persons to try and resolve the dispute through mediation.

(3) If the attempt at mediation fails, the ward councillor must arbitrate the dispute.

(4) If one of the parties is still aggrieved after the arbitration by the ward councillor, the matter must be referred to the speaker for a final decision.

(5) If the dispute involves the ward councillor, the ward committee must, within 14 days after the dispute arose, refer the dispute to the speaker.

(6) If a dispute is referred to the speaker by the ward committee in terms of subsection (5), the speaker must arbitrate the dispute.

(7) If the dispute involves a failure to comply with the provisions of this By-Law or a breach of the code of conduct contemplated in Annexure A, the speaker must appoint a disciplinary committee and an appeal committee to deal with the non-compliance or breach.

26 Dissolution of ward committee

(1) If the speaker is of the opinion that a ward committee must be dissolved by the Municipality due to, amongst others –

- (a) the failure a that ward committee to fulfil its objectives as set out in legislation;
- (b) non-adherence by the ward committee to this By-Law; or
- (c) resignation of more than 50% of the members of a ward committee,

he or she may, after the investigation contemplated in subsection (3), recommend to the Council to dissolve that ward committee.

(2) The Council may dissolve a ward committee based on the recommendation of the speaker.

(3) The procedure for the dissolution of a ward committee is as follows:

- (a) The speaker must investigate the circumstances surrounding actions of the ward committee and report his or her findings and recommendations to the Council;
- (b) after the Council has resolved to dissolve the ward committee, it must give notice of the dissolution of the ward committee to the ward councillor and the ward committee, at which time the ward committee will cease to exist;
- (c) the Council must give notice of the reconstitution of the ward committee in terms of section 6 of this By-Law.

(4) With the exception of the ward councillor, members of the ward committee that has been dissolved will not be eligible for re-election to the ward committee for a period of one year after its dissolution.

CHAPTER 7

GENERAL MATTERS

27 Appeals

Any person may appeal against any decision taken under this By-Law by giving written notice of the appeal in accordance with the provisions of section 62 of the Municipal Systems Act.

28 Repeal of by-laws

The By-Laws Relating to Ward Committees published in the *Provincial Gazette* by Notice Number 209 of 2005 is hereby repealed.

29 Short title and commencement

This By-Law shall be known as the Senqu Municipality: By-Law relating to Ward Committees and shall come into operation on the date of publication thereof in the *Provincial Gazette*.

ANNEXURES

Annexure A

CODE OF CONDUCT FOR WARD COMMITTEE MEMBERS

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

Community interest

A member must strive to serve the best interest of the community from which he or she is elected , by recommending municipal programmes that are community centred, driven and implemented, recognising any diversity in the ward.

Integrity

A member must always act with integrity in the execution of his or her functions as a member of the ward committee, without fear, favour or prejudice and in accordance with the provisions of the By-Law on Ward Committees, 2017.

A member may not use his or her position as ward committee member for private gain or to improperly benefit any third party.

Objectivity

A member must make decisions on merit, based on the mandate received from his or her ward.

A member may not act in any manner that will compromise the credibility, impartiality or independence of the ward committee.

Accountability

Each member of a ward committee is accountable to the ward community that they serve

Regular report back

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

Transparency

A member must promote transparency and must be open and honest about his or her actions and those of the ward councillor and should welcome community enquiries, thereby creating trust and respect between all role-players.

Leadership

Each member of a ward committee must provide leadership to the ward and set a good example of responsible citizenship.

Batho Pele

Each member of a ward committee must apply the Batho Pele principles when dealing with members of the public.

Public Participation

Every member of the ward committee must in all his or her actions deepen and strengthen public participation and local democracy.

Meetings

Meetings of the ward committee shall be held in accordance with the framework set by the By-Law on Ward Committees, 2017 and when requested by a majority of ward committee members.

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 they 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, of the Senqu Municipality..

I confirm that I am residing within the jurisdiction of the Senqu 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 provisions of this By-Law, the Municipal Structures Act as well as the Standing Orders of Senqu 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 is subject to me fulfilling my obligations as set out above.

*Signed.....at.....thisday of
.....year.....*

Witness 1:

Name.....

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

Witness 2:

Name.....

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

Municipal Council Elected Representatives

Name of Ward Councillor:

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