



BREED VALLEY

MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

WARD COMMITTEE SYSTEM POLICY

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ANNEXURE A

Ward Committee Code of Conduct

Preamble

Mindful of the legislative responsibility of Ward Committees in enhancing public participation in local government decision making,

Recognizing the need for Ward Committees to have guidelines on how to enhance public participation,

Desiring that Ward Committees engender and maintain the spirit of public participation in the community,

A Policy with such guidelines to support Ward Committees in their all-important task is hereby issued.

1. Definitions

- 1.1. In these guidelines a word or a phrase to which has been assigned in the Local Government: Municipal Structures Act, 1998 (Act No 117 of 1998) and the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000), has that meaning, unless the context otherwise indicates.

2. Policy

- (a) The purpose of this policy is to provide uniform and simplified guidelines to Ward Committee members, Ward Councillors and the Breede Valley Municipality on the establishment and operation of Ward Committees.
- (b) The Executive Mayor will have the sole and binding authority to rule on any dispute resulting from the interpretation of the policy provisions and/ or any such matter not provided for by this policy.

A ward committee may submit proposals for the amendment and/ or revision of any provision of this policy the council for consideration.

3. Establishment process

- (1) Breede Valley Municipality has been established, in terms of Section 12 of the Municipal Structures Act, 1998 (Act No 117 of 1998), as a municipality with an mayoral executive system combined with a ward participatory system as described in Section 9 (d) of the Municipal Structures Act (Act 117 of 1998).
- (2) The Breede Valley Council subsequently resolved at the Special Council meeting on 21 September 2004, to establish Ward Committees in terms of Section 73 of the Municipal Structures Act, 1998 (Act No 117 of 1998)
- (3) This policy will be effective from the date when the Breede Valley Municipality publishes and adopts this policy

4. Objectives of Ward Committees

- (1) The object of a Ward Committee is to enhance participatory democracy in local government and as such is meant to be an institutionalized channel of communication and interaction between communities and Councils.

A Ward Committee:

- (a) Is an impartial, independent, advisory body; and
- (b) Must perform its functions without fear, favour or prejudice.

5. Functions and Powers of Ward Committees

- (1) A ward committee may make recommendations on any matter affecting its ward to the ward councillor; or through the ward councillor, to the council, (Section 74 (a) of the Structures Act)
- (2) A ward committee has such functions and powers as may be delegated to it by the Council in terms of section 59 of the Municipal Systems Act.

(3) The following functions and powers may be delegated to Ward Committees by Council: -

- (a) To serve as an official specialized participatory structure in the municipality;
- (b) To create formal unbiased communication channels as well as co-operative partnerships between the community and the council.

This may be achieved as follows:-

- (i) Advise and make recommendations to the Ward Councillor on matters and policy affecting the ward;
 - (ii) Assist the ward councillor in identifying conditions, problems and resident's needs;
 - (iii) Spread information in the ward concerning municipal issues such as the budget, integrated development planning, service delivery options and municipal properties;
 - (iv) Receive queries and complaints from residents concerning municipal service delivery;
 - (v) Ensure constructive and harmonious interaction between Council and community through the use and co-ordination of ward residents' meetings and other community development forums;
 - (vi) Participate in the Performance Management System of the Breede Valley Municipality; and
 - (vii) Interact with other forums and organizations on matters affecting the ward.
- (c) To serve as a mobilizing agent for community action.

This may be achieved as follows: -

- (i) Attending to all matters that affect and benefit the community;
- (ii) Acting in the best interest of the community
- (iii) Ensure the active participation of the community in:
 - (aa) Service payment campaigns;
 - (bb) The integrated development planning process;

- (cc) The identification of key performance indicators;
 - (dd) The municipality's budgetary process;
 - (ee) Decisions about the provision of municipal services;
 - (ff) Decisions about by-laws.
 - (iv) Delimitate and chair zonal meetings.
- (d) No executive powers will be delegated to Ward Committee members;
- (e) A Ward Committee may express dissatisfaction to the Council on the non-performance of a ward councillor.
- (4) A Ward Committee may, subject to available capacity and resources, conduct an annual satisfaction survey in order to assist the committee in the execution of its functions and powers. The satisfaction survey should be administered in the ward by ward committee members under the supervision of the Ward Councillor and with the administrative support of the Speakers office.
- (5) The Ward Committee shall actively participate in relevant municipal development planning structures.

6. Capacity Building and Training

- (1) Ward Committees should do annual capacity building and training needs assessment for members of the Committee.
- (2) An annual capacity building and training programme should be developed for each member of the Ward Committee.
- (3) An annual budget for the Capacity building and training programme should be prepared according to the need's assessment.
- (4) The following requirements may be included in the capacity building and training programmes of Council:
 - (a) Generic training needs, including:

- (i) Basic literacy
 - (ii) Communication
 - (iii) Interpersonal skills;
 - (iv) Community upliftment
 - (v) Conflict management & negotiation skills
 - (vi) Democracy and community participation
 - (vii) Identification, monitoring and prioritization of needs. The above will include basic training in survey methodology
 - (viii) Leadership
- (b) Training on municipal policy and processes, including:
- (i) Principles of good governance;
 - (ii) The establishment of ward committees, its terms of reference, nature & functions;
 - (iii) Municipal structures, legislation and processes (including MIG and IDP)
 - (iv) Intergovernmental community development
 - (v) Municipal Service Partnerships
 - (vi) Payment for services (credit control)
- (c) Specialized training needs, including:
- (i) Meeting procedures and secretarial services (minute taking, report writing, letter writing, etc);
 - (ii) Administration (clerical/administrative skills, bookkeeping, basic accounting, etc.);
 - (iii) Budgeting
 - (iv) Monitoring and evaluation;
 - (v) Policy development;
 - (vi) Project management;
 - (vii) Stress management; and
 - (viii) Performance management.

7. Composition of Ward Committees

- (1) A Ward Committee consists of the councillor representing that ward in the council who must also be the chairperson of the Ward Committee and at least five but not more than ten other persons;

The procedures for electing members must take into account the need for women to be equitably presented in a Ward Committee and for a “diversity of interests” in the ward to be represented; Special effort should be made to include previously disadvantaged persons and groups, the differently-abled and the youth in the processes of the Ward Committee

- (2) A Ward Committee may appoint office bearers from amongst themselves.
- (3) A Ward Councillor may delegate the chairing of a meeting in his/her absence to the any member of the ward committee.
- (4) A Ward Committee may establish one or more sub-committees necessary for the performance of its duties and to involve organizations more broadly, subject thereto that the operation of such sub-committee(s) may not have any financial implications to the Council;
- (5) A Ward Committee must appoint the members of such a sub-committee, appoint a chairperson from its members and determine the function of such a committee;

8. Role of the Ward Councillor

- (1) The Ward Councillor should make sure that the interests of the people in the ward are represented equally.
- (2) The Ward Councillor should be in touch with the issues in the area, understand the key problems and monitor development and service delivery. In committees, caucus and council meetings, the ward councillor should act as a spokesperson for the people in the ward.

- (3) The Ward Councillor is the direct link between the council and the voters. He/she must make sure that voters are consulted and kept informed about council decisions, development and budget plans that affect them.
- (4) The community can also bring their problems to the Ward Councillor and he/she should deal with these in an appropriate way.

9. Election criteria

- (1) Any citizen is qualified to stand for a ward committee election, unless:-
 - (a) he or she is not registered as a voter on the relevant Ward segment of Breede Valley Municipality's voter's roll; or
 - (b) he or she is a member of the council; or
 - (c) he or she is an employee of the council.
- (2) Should any citizen be in arrears in respect of any municipal account, such citizen will be qualified to stand for election, on condition that such citizen has made satisfactory arrangements with the Council for the payment of such arrears and honors that arrangement.

10. Election Procedure

- 1.1 The rules regulating the procedure to elect members to the Ward Committee must consider the need for women to be equitably represented and for a diversity of interests to be represented.
- 1.2 Three different election models will apply for the municipal area, which are based on Geographic and Sectoral representation, and Combined representation which is based on a combination of both Geographic and Sectoral representation.
- 1.3 Geographic representation will generally apply to wards in rural and farming communities but not limited to;

- 1.4 Sectoral Representation will generally apply to wards in urbanized areas but not limited to; and
- 1.5 Combined representation will generally apply to wards where limited Sectoral representation is present
- 1.6 The Ward Councillor in consultation with the Speaker will determine the Election model best suited to his/her respective ward
- 1.7 **Geographic Election Model** (wards in rural and farming communities) but not limited to;

(a) Identification of interest groups:

- (i) The council or ward committee identifies the villages, clusters of farms or any other homogeneous geographical areas that will represent, as far as possible, an equitable spread of the residents in the ward.
- (ii) Each village, cluster of farms or other identified geographical area is requested to nominate a representative.
- (iii) If five or less villages are identified, a male and female representative should be nominated by each village.

(b) Election should take place as follows:

- (i) The Ward Councillor in conjunction with Speaker calls a meeting in the ward for the election of a Ward Committee.
- (ii) Only residents who are registered voters (in that respective ward) may vote at the meeting.
- (iii) Each village, cluster of farms or other identified geographical area nominates a representative which must indicate his or her acceptance of the nomination.

- (iv) Only residents within an identified village, cluster of farms or other geographical area may vote for such nominee(s) from such respective area within which they reside,
- (v) The meeting votes by majority (50% plus one) for a representative of a village, cluster of farms or other identified geographical area.
- (vi) The Chairperson must announce the election results at the meeting and the election officer must record such results in the minutes of the meeting.

1.8 The election process is to be coordinated by an election officer as appointed by the Municipal Manager and as assisted by the administrative support of the Council.

1.9 The election procedures will be as follows:

- (a) The Ward Councillors and office of the Speaker must co-ordinate a schedule of meetings for election purposes.
- (b) An information meeting on ward committees and related processes and procedures should be conducted by the Ward Councillor in each ward prior to the election of a Ward Committee.
- (c) The Ward Councillor and election officer must ensure that:
 - (i) Meetings are fully representative of almost all villages/stakeholders within the ward, although no quorum for the elections is required.
 - (ii) An attendance register is completed.
 - (iii) All people taking part should be registered voters of that ward.
 - (iv) Women are equitably represented.
 - (v) Voting can take place by a majority show of hands or a formal ballot process if circumstances so dictate

1.10 **Sectoral Election Model** (Wards in urbanized areas)

- (a) Identification of interest groups

- i. Council invites the key performance areas of each ward, e.g. local economic development, job creation, basic services, etc. (the list of key areas of the IDP may be used as a guideline);
- ii. Council invites interest groups to state their interest in and concern with any of the key performance areas;
- iii. Council identifies the groups that have demonstrated interest in any of the key performance areas and represent residents of that area;
- iv. Council identifies the clusters of interest groups (no more than ten) that qualify for election

(b) Election should take place as follows (option 1 – within the ward)-

- i. The Ward Councillor in conjunction with the Speaker, calls a meeting in the ward for the election of a Ward Committee;
- ii. Only residents who are registered voters (in that respective ward) may vote at the meeting;
- iii. In each cluster, identified groups nominate a representative;
- iv. The meeting votes by a majority (50 % plus one) for representative of that cluster (if no-one gets the majority vote, the top three candidates go through to the next round)

1.11 The Election process is to be coordinated by an election official appointed by the Municipal Manager and as assisted by the administrative support of the Council.

1.12 The election procedure will be as follow:

- (a) The Ward Councillors and office of the Speaker must co-ordinate a schedule of meetings for election purposes.
- (b) An information meeting on ward committees and related processes and procedures should be conducted by the Ward Councillor in each ward prior to the election of a Ward Committee.

- (c) The Ward Councillor and election officer must ensure that:
- (i) Meetings are fully representative of almost all villages/stakeholders within the ward, although no quorum for the elections is required.
 - (ii) An attendance register is completed.
 - (iii) All people taking part should be registered voters of that ward.
 - (iv) Women are equitably represented.
 - (v) Voting can take place by a majority show of hands or a formal ballot process if circumstances so dictate.

1.13 ***Combined Election Model*** (a combination of both Geographic and Sectoral Models in wards with limited sectoral presence)

A combination of the same criteria applicable in 10.1 and 10.2 above should be applied in respect of the Combined Election Model.

11. Establishment of Ward Committee

Ward Committees would become officially operational once the election process and outcome of the election of such Ward Committee, as reported on by the assigned election officer to Council to conduct the election, has been ratified by the Speaker in consultation with the Executive Mayor, as being a fair and free election done in accordance with prescribed procedure, and that such ratification, together with the list of elected Ward Committee members, has been publicized in the local newspaper subject to verification by the Provincial Department.

12. Naming of Ward Committee

- (1) Each ward may adopt a name for their ward.
- (2) The Ward Committee must call on proposals for such ward name at a Ward Meeting.
- (3) The Ward Meeting, stating the objective of the meeting, i.e. to obtain inputs into naming the ward, must be advertised in the local newspaper, as well as through any other applicable means within the ward.

- (4) Such name may not induce any conflict with any other name of any other established name of/ or geographical area within or in close proximity to the Breede Valley Municipal Area.
- (5) The proposed names must be submitted to the Speaker, ratifying the process followed and suitability of the name/s in terms of the provision (4) above, and when by the Speaker, the Ward Committee may implement such ward name.
- (6) A ward name will become official once it has been publicised in the local newspaper.

13. Ward co-operation and Agreements

- (1) In circumstances which would favor and allow for collaboration that will be to the benefit to the communities concerned, two or more Ward Committees may enter into co-operative agreements to:
 - (a) fulfil their functions and powers collectively in terms of the provisions of the policy or
 - (b) to collaborate on any one or more of such aspects covered by the policy,
- (2) Such agreement must be submitted to the Speaker for ratification and will, together with such additional provisions as may be required, be advertised in the local newspaper after which such agreement will become operational.
- (3) The agreement will be in force for the period of the office of the relevant Ward Committee members.

14. Ward Committee Meetings

- (1) **Chairperson**

- (a) Ward Committee meetings are convened and chaired by the ward Councillor, in his / her absence, his duly nominated representative.
- (b) Members of the Ward Committee must submit items to be discussed to the Chairperson 14 days in advance.
- (c) The chairperson must prepare an agenda for ward committee meetings and must be distributed before the meeting to all members along with the minutes of the previous meeting.

(2) **Frequency of meetings**

- (a) A Ward Committee must meet at least once every month
- (b) Ward committees must determine a year programme for ward committee meetings at the beginning of the year and should be arranged so as to coincide with meetings of the Council.
- (c) The Speaker may call for additional ward committee meetings as may be required by planning processes or may be warranted by any other pressing matter of Council. This will be without additional compensation.

(3) **Quorum and Decisions**

- i. A majority of Ward Committee members must be present before a decision may be taken on any matter (50% + 1 member).
- ii. A ward committee shall endeavor to take decisions based on consensus.
- iii. A ward committee meeting must only continue if a quorum is present (50% + 1 member). If there is no quorum the meeting must be rescheduled.

(4) **Ward Committee meetings are held in order:-**

- (i) To register the concerns and inputs of the community with regards to service delivery, general development of the community, disaster

management and any other municipal concern the community may have

- (ii) To report back to the public on issues that affects them.

- (b) if the Ward Committee decides to hold a Ward Meeting, it must consult the Speaker and the Municipal Manager and thereafter publish a notice in a newspaper circulating in the ward concerned, stating the time, date, and place of the meeting for each meeting and inviting the public to attend the meeting

- (c) the schedule date, time and place of the Ward Meeting should be so arranged that it will be convenient for the residents and thereby encourage the greatest number of residents to attend.

- (d) The venue:
 - i. Must be a well know place
 - ii. Must be easily accessible and where possible also disabled friendly.
 - iii. Must be large enough to accommodate all people present

- (e) When a Ward Meeting is proposed, it must be publicized by all appropriate means, e.g. by radio, communication, notices in key areas such as clinics, schools, bus stops, libraries, etc, clearly stating the detail and purpose of the meeting in the area concerned.

- (f) At a Ward Meeting the Chairperson must: -
 - i. Explain the meeting procedures, such adoption of agenda, time allowed for questions etc.,
 - ii. Explain the issues the community must consider, including any option op to committee
 - iii. Allow members of the public attending the meeting to air their view on these issues.
 - iv. Answer relevant questions
 - v. Keep minutes of the meeting and inform the public that Ward Committee meeting and Ward Meeting minutes are public

documents and that the community has access to these documents and may make copies at their own cost

- vi. Give feedback on previous issues, including reasons if there is a lack of progress

(g) Ward Meetings are not political platforms and Ward Committee members and the public should refrain from making party political statements, campaigning and canvassing

(h) For the purposes of participation in Ward Meetings, a Ward Committee may keep a register of interest groups and organization that are active in the ward

(5) **Procedures**

A ward committee with a supporting vote of the majority of its members may determine its own meeting procedures subject to any directions of the councillor.

(6) **Work programme**

The ward committee:-

- (a) must submit a programme with specific outputs of work for one year to the office of the Municipal Manager and Speaker in July of each year.
- (b) must perform the functions as set out to achieve and indicated in the work programme:-
 - (i) on own initiative
 - (ii) on request by the Councillor
 - (iii) on request by the Municipal Manager
 - (iv) in accordance with priorities and reasonable time frames determined by the Municipal Manager

15. Administrative Provisions and Support

- (1) The Speaker of the Council will be responsible to uphold the Ward Committee system.
- (2) The Office of the Speaker will be assisted by the Administration with administrative and secretarial services to administer the Ward Committee system.
- (3) Administrative support for Ward Committees will be provided as follows:
 - (a) To develop and provide capacity building and training programmes for ward committees on an ongoing basis during their term of office.
 - (b) To facilitate ward committee elections, for which purpose the Municipal Manager must appoint an election officer to conduct such elections.
- (4) Council may also resolve, subject to available capacity and resources, to provide the following administrative support for ward committees:
 - (a) The promotion of ward committees in the community by informing the communities of the roles and responsibilities of ward committees.
 - (b) The issuing of formal identification cards to ward committee members so that they are recognized as legitimate ward committee members amongst the communities.
 - (c) The permanent availability of administrative staff capacity to assist with all scheduled/non-scheduled ward committee meetings and to assist the ward councillor and members in fulfilling their clerical and administrative functions such as bookings, arrangements and minutes of meetings.
 - (d) To identify/build/arrange central meeting places in the ward where communities have access to information and where ward committees can meet.
 - (e) To provide any logistical resources other than necessary stationary for ward committees to fulfil their functions.

- (f) To assist the ward committees in fulfilling their tasks.
- (g) To provide municipal transport to ward councillors and ward members in particular circumstances at the request of the ward councillor.

16. Term of Office

- (1) Members of a Ward Committee are elected for the term of office of Council.

17. Vacancies

- (1) The ward committee fill vacancies by coopting new members in a ward committee meeting.
- (2) All newly elected ward committee members must be presented to the ward by means of a public meeting.

18. Termination of membership

- (1) The following may serve as sufficient motivation to terminate the membership of Ward Committee members:-
 - (a) Resignation
 - (b) Election to position of councillor
 - (c) Failure to attend three consecutive meetings of the ward committee without apology
 - (d) Proven involvement in corruption
 - (e) Failure to adhere to meeting procedures of misconduct during Ward Committee meetings
 - (f) Does not submit priorities with the mandate of the community
 - (g) Becomes involved in activities that undermine the council or Ward Councillor's authority

- (h) Dismissed in accordance with the resolution of the ward committee or by the Speaker in consultation with the ward Councillor
- (i) Ceases to be a member of the organization he/she represents
- (j) Is declared insolvent or mentally incompetent by a competent court

19. Remuneration and financial support

- (1) A monthly stipend be paid to ward committee members for attending official ward committee meetings, public report back meetings, IDP/Budget meetings, portfolio meetings and participating in all other public participation activities.

(1.1) The amount of the stipend to be determined by Council annually.

- (2) The Municipality must annually budget for:-

- (a) Out of pocket expenses of members of ward committees in respect of their participation in ward committees, and will include:
 - (i) a standard basic allowance for administrative expenses and refreshments per ward committee meeting,
 - (ii) an allowance to cover actual cost of venues and other equipment as required per ward per meeting.
 - (iii) an allowance to cover actual travelling cost per ward per meeting for its members.
- (b) Capacity building and training programmes for committee members.
- (c) Administrative support.

20. Accountability

- (1) As the accounting officer for the Ward Committee, the Ward Councillor must:-

- (a) Keep full and proper records of:-
 - (i) Ward and Ward Committee meetings which must be submitted to the administration for record purposes within three weeks of each meeting
 - (ii) All incomes and expenditure of the committee
 - (iii) All assets, liabilities and financial transactions of the committee

- (b) Ensure that the committees' available resources are properly safeguarded and used in the most effective and efficient way.
- (c) Ensure that all statutory measures applicable to the committee are complied with.
- (d) Ensure the preparation of financial statements in accordance with general accepted accounting practice within a month after the end of each financial year.
- (e) Ensure that all decisions taken by the ward committee is formalized and submitted to the Office of the Mayor for presentation at the Council at intervals determined by the Speaker.
- (f) Must report a view adopted by the ward committee to the Council but can have his or her disagreement with the view in the report.
- (g) Ensure the completion of and submission to the Municipal Manager of an annual report on major achievements and areas of failure with reasons, before 31 August of each year
- (h) Submit the annual report to the Municipal Manager for a review of the performance of the committee.
- (i) Implement any corrective measures to ensure effective and efficient performance of the committee as suggested by the Municipal Manager.

21. Dispute Resolution

- (1) The following mechanisms will apply when disputes arise within ward committees:-
 - (a) Every effort should be made to deal with disputes amicably.
 - (b) When a dispute arises, the Ward Councillor should appoint a person or persons (maximum 2) to try and resolve the dispute through mediation.
 - (c) If the majority of committee members are still aggrieved, the matter should be taken to the Council through the Office of the Speaker. This should be avoided as far as possible.

22. Dissolution of the Ward Committee

- (1) Council may dissolve a Ward Committee if it fails to fulfil its objective (duties).
 - (a) When it fails to meet three consecutive times.
 - (b) When members decide to dissolve
 - (c) When maladministration, fraud, corruption or any serious malpractice has occurred or is occurring in a committee
- (2) The following may serve as indication that a committee may exceed its functions and fails to fulfil its object.
 - (a) When it fails to meet three consecutive times.
 - (b) When members decide to dissolve
 - (c) When maladministration, fraud, corruption or any serious malpractice has occurred or is occurring in a committee
- (3) There should be due notice before a council proceeds to dissolve a Ward Committee.

23. Additional provisions to policy

- (1) To enhance the effectiveness and efficiency of participatory governance in general and this policy in particular, or to give effect to any provisions thereof, Council may, by way of a resolution, issue:

- (a) Any such additional provisions,
- (b) Guidelines on any aspect concerning the Ward Committee system

ANNEXURE A

Ward Committee Code of Conduct

1. Interest of the community

- (a) Committee members must at all times advance and act in the interests of the ward community.
- (b) Committee members must not use their position to promote personal or private interest.
- (c) Conduct of the Ward Committee member should not be influenced or dictated by improper motives.
- (d) Committee members must advance the interests of the ward.
- (e) In the execution of their functions, committee members must not favour any individuals, groups or organizations.

2. Ward committee meetings

- (a) Committee members must strive to attend all ward committee meetings.
- (b) Committee members who are unable to attend a ward committee meeting must tender his or her apology stating reasons why he or she is unable to attend.
- (c) Committee members may not be absent from ward committees 3 times in succession without a legitimate excuse.
- (d) Failure to attend 3 ward committee meetings in succession without a legitimate excuse will result in a member losing his membership.
- (e) Committee members must refrain from engaging in disruptive behavior during meetings.

3. Political matters

- (a) Committee members should avoid political conflicts among themselves and the Ward Councillor.
- (b) In their interaction with the community committee members must not discriminate on the grounds of political affiliation, culture, race gender, sexual orientation, disability, religion, etc.
- (c) In the execution of their duties committee members must not advance the interest of any political party.
- (d) Committee members may not use ward committee meetings as a political platform or forum or to canvass for political support for re-election as a ward committee member or as a ward Councillor in the next local government elections.

4. Elections

Committee members must avoid conflicts among themselves and between themselves and the ward councilor.

Conflicts should be dealt with as provided for in the guidelines.

1. Conduct of Members

- (1) A member of a Ward Committee:
 - a. Must perform the functions of the Committee in good faith and without fear, favour or prejudice.
 - b. May not use the position of privileges of a member for private gain, or to improperly benefit another person.
 - c. May not act in any other way that compromises the credibility, impartiality, independence or integrity of the Committee.
 - d. Must adopt the principle of accountability to the community and other political parties.

- e. Must be accessible for the community and ensure that all role players can relate to the process and the issues at hand and are able to make their input into the processes of the Committee.

- f. Must adopt the principle of transparency to promote openness, sincerity and honesty among all the role players in a participation process and promote the existence of trust and respect for the integrity of each role player and a commitment by all to the overriding objectives of the process in the interest of the common good.
- g. Must recognize diversity and understand the differences associated with race, gender, religion, ethnicity, language, age economic status and sexual orientation, among others.
- h. Must embrace all views and opinions in the process of community participation.
- i. Must provide an apology with a valid reason to the Chairperson if a meeting cannot be attended.
- j. Members have the duty to observe mechanisms, processes and procedures of the municipality.
- k. Must sign a Code of Conduct, attached as ANNEXURE A, which should be monitored by the Ward Councillor.

Declaration

Name of municipality _____

Number of Ward _____

I _____ declare that I have read the Code of Conduct for Members of Ward Committees and that I understand it and agree to be bound by the Code of Conduct in the execution of my functions as a Ward Committee member.

Signature _____

Date _____