



UMZIMVUBU
— LOCAL MUNICIPALITY —

POLICY ON THE ESTABLISHMENT AND OPERATION OF WARD COMMITTEES

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Definitions

In this Policy, unless the context otherwise indicates, the words / phrases below have been assigned the following meaning:-

Chairperson: a Ward Councillor of the Municipality appointed to chair the meeting in terms of Section 73(2) (a) of the Municipal Structures Act.

Community: residents of the Ward i.e. ward community.

Council: the Municipality's body of elected Ward Councillors and proportionally representative Councillors (comprising the Local Government) as established in terms of the Municipal Structures Act.

Municipality: means the Municipality of Umzimvubu in terms of Section 12 of the Municipal Structures Act.

Municipal Manager: the head of the administration and the accounting officer of the Municipality and appointed by the Council in terms of Section 82 of the Municipal Structures Act 117 Of 1998 as amended.

Ward Councillor: a Municipal Councillor elected in terms of Section 22(1) (b) of the Municipal Structure Act, to represent a demarcated Ward.

Ward Committee: a Committee of the Municipal Ward, established in terms of part4 of the Municipal Structures Act.

ULM: Umzimvubu Local Municipality.

CDW: Community Development Worker, appointed in terms of the Public Service Act No.130 of 1994 to serve as a link between the Community and municipality in an attempt to bring services closer to the communities.

MPAC: Municipal Public Accounts Committee.

VD: Voting District.

MDB: Municipal Demarcation Board.

IEC: Independent Electoral Commission.

1. Legislative provisions

1.1. Section 72 of the Municipal Structures Act provides for the establishment of ward committees in the types of metropolitan and local municipalities mentioned in sections 8(c),(d),(g) and 9(b),(d), and (f). If a metropolitan or local municipality of a type referred to in subsection (1) chooses to establish ward committees the provisions of Part 4 apply.

1.2. Section 16(1) of the Municipalities Systems Act requires that a municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance, for the purpose of -

- (a) Encouraging and creating conditions for the local community to participate in the affairs of the municipality, including -
 - (i) the preparation, implementation and review of its integrated development plan in terms of Chapter 5
 - (ii) The establishment, implementation and review of its performance management system in terms of Chapter 6.
 - (iii) monitoring and review of its performance, including the outcomes and impact of such performance.
 - (iv) the preparation of its budget; and
 - (v) strategic decisions relating to the provision of municipal services in terms of Chapter 8.
- (b) contribute to building the capacity of –
 - (i) the local community to enable it to participate in the affairs of the municipality; and
 - (ii) councillors and staff to foster community participation; and
- (c) use its resources, and annually allocate funds in its budget, as may be appropriate for the purpose of implementing paragraphs (a) and (b)

1.3 Subsection (1) must not be interpreted as permitting interference with municipal council's right to govern and to exercise the executive and legislative authority of the municipality.

2. Objectives of Policy:

2.1 The objective of this policy in compliance with the provisions of the Municipal Structures Act and the Municipal Systems Act is to:

- (a) Provide guidelines for the establishment, operation and functioning of ward committees.
- (b) Provide for the establishment of appropriate mechanisms, processes and procedures to create conditions for the local community to participate in the affairs of the municipality.
- (c) Provide for development and promotion of a culture of municipal governance that complements formal representative government with a system of participatory governance.

3. Establishment of ward committees:

- a) Umzimvubu Local Municipality shall in compliance with the provisions of section 73 of the Municipal Structures Act establish a ward committee for each ward consisting of-
 - (i) the councillor representing that ward in the council, who shall also be the chairperson of the committee; and
 - (ii) not more than 10 other persons
- b) Umzimvubu Municipal Council must make rules regulating the procedure to elect members of a ward committee taking into account the need –
 - (i) for women to be equitably represented in a ward committee; and
 - (ii) for a diversity of interests in the ward to be represented
- c) The circumstances under which those members must vacate office; and
 - (i) the frequency of meetings of ward committees
 - (ii) the reporting procedures of ward committees to council
- d) The re- imbursement of costs incurred by members of a ward committee in the course of execution of their duties.
- e) The electoral framework that provides a municipality with an option to choose from two different models, based on sectoral and geographic representation respectively.
- f) The option for a municipality to decide to combine both models or to adopt a model that is best suited to its own circumstances.
- g) Umzimvubu Local Municipality therefore opts to utilise the geographic representation model in establishing its ward committee.
- h) Each Voting District, as per the Municipal Demarcation Board and the Independent Electoral Commission will then have a representative(s) elected whom should be a registered voter enlisted on either of the VD's voters roll within the ward concerned.
- i) Umzimvubu Municipal Council must do anything reasonably necessary to make administrative arrangements to enable ward committees to perform their functions and exercise their powers effectively.

4. Election of members of a ward committee

4.1. Qualification for ward committee members:

Every person who is qualified to vote for a particular municipal council has the right to –

- (a) vote in an election for a ward committee; and
- (b) to stand as a candidate for election in the ward in which she/he is registered as a voter, except if that person is –
 - (i) In the employ of the ULM or district municipality within which the local municipality is demarcated.
 - (ii) In arrears to the municipality for rates and service charges for a period longer than three months.

- (iii) Is an un-rehabilitated insolvent.
 - (iv) Placed under curatorship.
 - (v) Convicted after February 1997 of an offence and sentenced to imprisonment without the option of a fine for a period of not less than twelve months.
 - (vi) Declared as a person of unsound mind by a competent court of law.
- (c) Any person standing as a candidate in an election for a ward committee must be ordinarily resident within the Ward he/ she represent and should be motivated to work on the ward committee by his/her commitment to working for a better life for his/her community in his/ her Ward.

4.2 Coordination of schedule of meetings for election purposes

- (a) The office of the speaker and the ward councillor shall be responsible for the co-ordination of a schedule of meetings for election purposes.

The Speaker or a designated official in consultation with the Ward Councillor must ensure that:

- (b) The majority of all villagers or stakeholders within the ward are represented, but no quorum shall be required.
 - (i) an attendance register is maintained and signed by every individual attending the meeting
 - (ii) All persons taking part in the election are registered voters in that ward.
 - (iii) Women are equitably represented.
 - (iv) the date, time and venue of the meeting are determined and that the local community is notified accordingly
 - (v) The venue for a meeting is easily accessible to the community members, and if possible transport is provided for a category of people to be determined by the municipal council.
 - (vi) Alternatively a venue that is closest to the people shall be designated as a venue for the election taking into consideration all persons who have an illness or disability.
 - (vii) Suitable sitting arrangements are made, and that chairs are organised for the meeting, especially for elderly people.
 - (viii) Everyone is notified (i.e. the constituents) of the date, time, venue and purpose of the meeting.
 - (ix) Notices for elections are placed at all public buildings in the local library, clinic, schools etc
 - (x) Notice is published in the local paper and an announcement made through the local radio station. .
 - (xi) that if necessary an interpreter is organised
- (c) Voting may take place by a show of hands or by formal ballot.

4.3. Organising and co – ordination of elections

- (i) The administrative division of the municipality, must within its financial and administrative capacity provide support to the speaker's office for the purpose of organising and co-ordinating the elections –

Umzimvubu Municipal Council shall by resolution -

- i) Determine the date, time and venue for the election of a ward committee in its area of jurisdiction.
 - ii) assign the responsibility to convene meetings for the election of ward committees to the speaker's office and the ward councillor
 - iii) assign the responsibility for conducting the elections to the office of the speaker
- (i) ensure that the elections are independent and free of political interference;
 - (ii) Ensure that rules adopted by council to regulate the elections are adhered to at all times
 - iv) Subject to the level of its administrative capacity, decide on the type of elections it may wish to conduct.

It is however, encouraged that where communities / structures are highly politicised, that a formal ballot process be followed.

4.4. Term of Office

The term of office of the ward committee members shall be in line with that of the ward councillor unless extended by the Speaker in consultation with the ward councillor concerned for a period not exceeding six (6) months.

4.5. Vacation of office by a ward committee member

In the following events, the ward committee member shall vacate his / her position:

If a member:

- 4.5.1. Absents himself or herself from three (3) consecutive meetings without a written apology.
- 4.5.2. Absents him/herself in an ad hoc fashion from 6 (six) consecutive meetings with an apology.
- 4.5.3. 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 and the community.
- 4.5.4. Acts in a manner that undermines the authority of the ward councillor, the Council and/or the ward committee.
- 4.5.5. Commits a crime that results in a conviction without the option of a fine.
- 4.5.6. Consistently exhibits violent, abusive and intimidating behaviour towards other committee members and/or the community.

- 4.5.7. Attends a meeting under the influence of alcohol and/or illegal drugs.
- 4.5.8. Is proven to have accepted a bribe from any party that has an interest in a development project for that particular ward.
- 4.5.9. Is proven to have used his/her membership of the ward committee to extract, attempt to extract favours of any kind.
- 4.5.10. Is elected as a councillor in the Municipality.
- 4.5.11. Is appointed as a staff member of the Municipality.
- 4.5.12. Without good cause, acts against the decision(s) of the ward committee.
- 4.5.13. Is involved in party political canvassing or similar activity during ward committee meetings.
- 4.5.14. Resigns
- 4.5.15. Dies
- 4.5.16. Is guilty of an infringement of this policy
- 4.5.17. If after being found guilty of an infringement of this policy, is ordered by the Speaker to vacate his/her office.
- 4.5.18. Is ordered to vacate the office by an order of the Court of South Africa.
- 4.5.19. The Speaker will appoint a disciplinary committee to deal with matters of discipline.

4.6. Filling of vacancies

- 4.6.1. Should a vacancy/vacancies occur as a result of one or more of the sub-sections of section 5.5, the vacancy/vacancies should be filled within a reasonable time frame, not exceeding 60 days.
- 4.6.2. Each vacancy should be filled according to sections 4 and 5 of this policy.
- 4.6.3. The Ward Councillor, should facilitate the filing of the vacancy by following the below process:
 - (i) Inform the Speaker of the vacancy in writing.
 - (ii) The Ward Councillor and Ward Committees should convene a community meeting in the affected VD and elect a Ward Committee Member to fill the vacancy
 - (iii) Submission of the elected candidate details should be made by the Ward Councillor to the Office of the Speaker.
 - (iv) The meeting attendance register and minutes should be submitted with the details of the newly elected Ward Committee Member to the Speaker office.

6. General conduct of ward committees

- a) Members of a ward committee shall be elected to develop and to promote a culture of municipal governance that complements formal representative government, with a system of participatory governance which allows for meaningful participation of the local community in the affairs of the municipality.
- b) They shall be elected to ensure that communities participate in the decision making process of the municipality through structured mechanisms of accountability to the local community, by ensuring that priority needs of the community are met, and

services are provided equitably, effectively and sustainably within the means of the municipality.

- c) They shall be accountable to the local community and to all political parties represented in the municipal council, and must report back at least monthly to constituencies on municipal matters and to council on matters that affect the local communities, including performance of the municipality in terms of the set performance indicators and targets.

- d) In order to ensure that ward committees fulfil their obligations to their communities, and that they support the achievement by the municipality of its objectives set out in section 19 of Municipal Structures Act, and to ensure that the communities exercise their rights set out in section 5 of the Municipal Systems Act, they shall at all times observe and adhere to the Code of Conduct (**See Annexure A**)

7. Functions and responsibilities of ward committees

A ward committee shall be responsible for the following functions, and must assist the municipal council in communicating to the community information which the municipality is required in terms of section 18 of the Municipal Systems Act communicate to its community concerning –

- 1) the available mechanisms, processes and procedures to encourage and facilitate community participation - section 17(1)
- 2) the matters with regard to which community participation is encouraged – section 16(1) & section – section 17(2)
- 3) the rights and duties of members of the local community - section 5(1); and
- 4) municipal governance, management and development – section 18(1)

A ward committee may in terms of the provisions of section 74 of the Municipal Structures Act:

- (a) Make recommendations on any matter affecting its ward -
 - i) to the ward councillor
 - ii) Through the ward councillor to the Executive Committee, ULM Council or the relevant structure, for example Municipal Public Accounts Committee (MPAC).
 - iii) Should serve as an unbiased communication channel to the Council through the Ward Councillor.
 - iv) Form part of the co-operative partnership between the community and the council.
 - v) Be used by the Council, through the Ward Councillor, as one of the consultative bodies representing the community on the revision and the implementation of the IDP.
 - vi) Be responsible for community liaison.

8. Ward committee meetings

8.1 Types of meetings

- a) **Ward committee meetings:** A ward committee shall meet at least monthly. More regular meetings may be held to allow members sufficient time to plan and to focus on urgent matters.
- b) **Constituency meetings:** ULM Council shall decide when and how often meetings between the ward councillor and the constituents, that is, the local residents must be held. These meetings will help the ward councillor and the ward committee understand the needs of the community. Constituency meetings must be set in advance as part of the annual meeting schedule indicating date, time and venue. These are opportunities to invite municipal officials or the political leadership to address the constituents on community matters, or to provide information about how the municipality operates.
- c) **Special meetings:** These meetings may be convened when a need arises, e.g. if there is an issue important issue that the community is concerned about, and wants to discuss with the councillor and municipality.

8.2 Frequency of meetings

The ULM Council shall make rules regulating the frequency of ward committee meetings. At the beginning of the year, the ward committees must determine a programme for ward committee meetings to coincide with municipal council meetings. A decision about regular meeting intervals must be taken. The ward committee meetings must be held at least monthly. All ward committees shall be required to adhere to the same meeting intervals.

8.2.1 Quorum and decisions

- (a) A majority of the members of a ward committee shall constitute a forum for a meeting.
- (b) A ward committee must attempt to reach decisions based on consensus.
- (c) where consensus is not reached, the matter before the committee is decided if there is agreement among at least the majority of members present at the meeting
- (d) If on any matter there is an equality of votes, the member presiding must exercise a casting vote in addition to that member's vote as a member.

8.3 Convening of meetings and procedure

- i. meetings of a ward committee shall be convened and chaired by the ward councillor
- ii. Members of a ward committee must submit items to be discussed to the chairperson in advance.

- iii. The chairperson shall be responsible for the preparation of the agenda for ward committee meetings.
- iv. the chairperson shall -
 - Ensure the proceedings of a ward committee meeting are recorded and that minutes are kept as a permanent record.
 - At the end of each agenda item summarise the main points to ensure understanding by each member and that correct recording of decisions/resolutions taken.
 - Ensure order and discipline in the meeting. This means also ensuring that no members have conversations amongst themselves whilst a meeting is in progress.
 - Ensure that time limits are observed and that agenda items are strictly adhered to.

8.4 First meeting of a ward committee:

A ward committee may –

- (i) Elect a secretary, assistant secretary and a treasurer from among its members for the proper execution of its duties.
- (ii) Have the committee members introduce themselves and share what they want to achieve as members of the ward committee.
- (iii) Ask the secretary to develop a contact list of ward committee members and provide a copy to each person.
- (iv) As a group, discuss and agree on rules for meeting behaviour and conduct, including the need for confidentiality. Sometimes controversial issues will be discussed at ward committee meetings, all members need to work out and agree on how to communicate these issues to the constituents. It is not always useful to tell everything to everyone.
- (v) Discuss the annual meeting schedule and reach an agreement on the purpose of the meetings and decide when such meetings are to be held.
- (vi) Set up a meeting to develop an annual plan. This could either be a special meeting of the committee, or the next regular meeting of the committee.
- (vii) allocate portfolios, e.g. housing, health and social welfare, local economic development, etc. 'Portfolio' refers to the responsibility allocated to one person, for reporting, understanding, communicating and working in a particular area of interest

8.5 Duties of a ward committee secretary

The duties of a ward committee secretary shall be –

- (i) To help prepare agendas. The secretary should ask ward committee members for items to include on the agendas of all meetings.
- (ii) To discuss the agenda with the chairperson to agree on the contents before sending it out to other members. The ward councillor as chairperson of the committee shall have the final say over what is on the agenda.
- (iii) Following the approval of the agenda, give it to the ward committee members prior to the meeting.
- (iv) To take minutes at all meetings convened by the chairperson and the ward committee. 'Minutes' refers to a written record of what has taken place at the meeting. It usually includes some discussion about each item, the decisions the committee has made, and the actions to carry out these decisions.

- (v) To ensure that the minutes are distributed to members, as well as filed.
- (vi) Ensure safe custody of minutes (minutes are a legal record of the meeting, so is very important they are held in a safe, secure place. People often go back to the minutes of meetings to check the decisions made.)

9. Work program

A ward committee must -

- (i) Submit a programme with specific outputs of work for one year to the office of the speaker in July of each year.
- (ii) perform the functions to achieve the objectives as set out in the work programme:
 - (a) In accordance with own initiative.
 - (b) On request by the ward councillor.
 - (c) On request by the speaker.
 - (d) In accordance with priorities and objectives and within the timeframes determined by the speaker.

10. Administrative support for ward committees

- (i) The ULM Council must in line with the provisions of Section 73 of the Municipal Structures Act make administrative arrangements to enable ward committees to perform their functions and to exercise their powers effectively.
- (ii) The ULM Council must in compliance with the provisions of section 16 of the Municipal Systems Act use its resources and allocate funds in its budgets for community participation.
- (iii) Administrative support given by the ULM Council may include inter alia the following:
 - Promotion of ward committees in the community by informing the community of the roles and responsibilities of the ward committees. A practical example of this support may be in the form of identification cards provided by the council to the members of the ward committees.
 - Permanent allocation of administrative staff to attend ward committee meetings and to assist the ward councillor and members of the committee in fulfilling their clerical and administrative functions.
 - Depending on the extent and nature of the municipality, such support may take the form of coordinating the work of the ward committees as well as to supporting the constituency work of a ward councillor.
 - Identification and arrangement of meeting places in the ward where communities have access, and where ward committees can conduct meetings.
 - Provision of logistical resources, including furniture, computers, stationery and other equipment necessary for ward committees to fulfil their duties.
 - Assisting with translation and documentation of information for the community.
 - Provision of additional capacity and advertising campaigns for the arrangement of larger public meetings, when necessary.

- Provision of municipal transport for the ward councillor and ward members when necessary, and on request by the ward councillor.
- Development and provision of capacity building and training programmes for ward committees during their term of office.
- Facilitation of ward committee elections.

11. Annual action plans for ward committees

A ward committee must develop an annual plan to –

- (a) Clearly set out its priorities, and what is expected to be achieved.
- (b) Assess whether it has achieved what it planned to do.
- (c) report to the municipality monthly on its achievements against its plan of action;
and
- (d) ensure that its priorities and targets are realistic

11.1 Development of annual action plan by ward committee

An annual plan must provide for -

- (a) Dates when the municipality will be holding consultations that the committee may wish to participate in, such as the Integrated Development Plan (IDP) and the annual budget.
- (b) Most important issues for the community, what the ward committee can do to assist and when this should be done.
- (c) Projects that the ward committee may wish to undertake.
- (d) Local economic development projects, training home-based care givers and how the committee could undertake these projects in collaboration with other community organisations.
- (e) Community forums, for example health, or community organisations the ward committee may wish to be represented on.
- (f) Community organisations and/ or municipal departments the committee may wish to invite to do a presentation to the ward committee or to a constituency meeting.
- (g) allocate the ward committee members the responsibility to perform the various tasks
- (h) Report back to the community on matters that affect them.
- (i) give feedback and to share information on the general state of affairs of the municipality
- (j) Allocate deadlines for completion of the tasks.
- (k) Decide on the most urgent or important tasks that the committee wants to do first.

12. Functioning of a ward committee and establishment of sub - committees

- (a) A ward councillor may in his/her absence delegate the chairing of a meeting in writing to the proportional representation councillor.
- (b) A ward committee may establish one or more sub-committees necessary for the performance of its functions and to involve community organisations more broadly.
- (c) A ward committee must appoint the members of such sub-committees, appoint a chairperson from among its members and determine the functions of the sub-committees.
- (d) A ward committee and the sub-committees may meet together as a forum for major discussions.
- (e) all stakeholders in the ward must be encouraged to participate in sub-committees that are relevant to their fields of interest and to their day-to-day functioning as a sector

13. Developing a ward profile

A ward committee must develop a ward profile to –

- a) Gain a better insight and understanding of issues that affect the community and as well as their needs.
- b) To develop their annual plan.
- c) Participate more effectively in discussions about council policies and programmes or projects because they know more about their community than anybody else.

14. Developing structured processes and procedures for reporting

A municipality must develop a structured way of reporting for its ward committees for effective monitoring of their work and to ensure constant feedback on matters that affect the community and which may need the attention of the council. The structure of reporting should provide for –

- 1) a proforma for reporting (annexure E)
- 2) deadlines for submission of reports
- 3) intervals at which reports are to be submitted
- 4) The line of reporting (speaker's office).
- 5) feedback processes and procedures between council and ward committees

16. Fostering working relationships between ward committees and community development workers (CDWs).

16.1 Object and role of a Community Development Worker

- (a) A Community Development Worker (CDW) is defined as a multi-skilled public servant who is deployed at community level to bridge the gap between the provision of services by government and access to those services by the communities, and
- (b) Is required to address, amongst other things, the lack of information, knowledge and poor communication that communities experience in relation to government services.
- (c) The role and task of a CDW is to link community with all spheres of government and departments. A CDW works as community facilitator and organiser focusing on the following key functions –
 - (i) assisting the community in identifying and articulating its needs
 - (ii) facilitating the development of community structures
 - (iii) facilitating public participation in government development projects (e.g IDP, LED, infrastructure and service delivery projects etc)
 - (iv) identification of service blockages in the community
 - (v) Finding solutions to identified needs and blockages by interacting with national, provincial and local government structures.
 - (vi) supporting implementation of community activities and projects by community structures such as community workers and Community Based Organisations
 - (vii) Providing technical support (compiling reports and documents for example) to ward committees to monitor community projects and to account to the community and the municipality.

16.2 Co – ordination of CDW and ward committee functions

- (i) Ward committees must endeavour to become familiar with CDWs deployed in their area and meet them to compare terms of reference, including whether the CDWs are able to offer any operational/ secretarial support to the particular ward committee.
- (ii) The CDW model suggests that CDWs may be able to resolve co-ordination problems between the various spheres of government that arise at local level.
- (iii) CDWs may sit as ex – officio members on ward committees of the Wards they service
- (iv) The municipal council must always be fully briefed on the efforts of a ward committee to resolve such problems through CDWs
- (v) CDWs and ward committees can build good relations by –
 - (a) providing administrative support to the ward committees that are unable to do so themselves
 - (b) Providing assistance in creating awareness of ward committee activities amongst the local community, and acting as referral agents.

- (vi) It is essential for ward committees to meet with their local CDWs and work on mutually beneficial terms of reference and operating systems. The municipality should support and facilitate co – operation between CDWs and ward committees

19.4.1 Role of ward committees in the performance management of a municipality

The ULM Council must –

- a) through appropriate mechanisms, processes and procedures established in terms of the applicable legislation involve the local community through the ward committees and other community based structures in the development, implementation and review of the municipality's performance management system and in particular with regard to -
 - i. the setting of appropriate key performance indicators and performance targets for the municipality
 - ii. the development a monitoring and evaluation instrument that allows targets to be set in a consensual way so that indicators and targets for each priority and objective are clear to everyone from the beginning, including municipal practitioners and local citizens
 - iii. the identification of priority needs and ensuring that these needs are included in the budget proposals and plans of the municipality
 - iv. making of constructive suggestions for improvement and, if necessary, organizing the community to help get the job done; and
 - v. developing, implementing, monitoring an evaluation system within the ward and prepare input for the annual performance management review
 - vi. Reporting on a regular basis on municipal projects, performance reviews, and services to keep residents informed of progress and/or problems.
 - vii. Making known, internally and to the general public, the key performance indicators and performance targets in a manner determined by council for purposes of its performance management system.
- b) Ensuring that targets and indicators derive from the integrated development plan of the municipality, and reflect typical municipal functions and obligations contained in legislation and the priorities and objectives relating to the integrated development plan.

21. Capacity building and training:

21.1 Training needs assessment and preparation of competency plans

The ULM must in accordance with the prescribed municipal policy annually -

- (a) Prepare of a capacity building and training needs assessment for members of its ward committees.
- (b) prepare a competency plan for each member of a ward committee
- (c) provide funds in its a budget for capacity building

22. COMMENCEMENT

This Policy will come into effect on the date of adoption by Council.

23. INTERPRETATION OF THIS POLICY

- 23.1 All words contained in this policy shall have the ordinary meaning attached thereto, unless the definition or context indicates otherwise.
- 23.2 The dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 23.3 The Office of the Municipal Manager shall give a final interpretation of this policy in case of written dispute.

24. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

- 24.1 This policy may be partly or wholly waived or suspended by the Municipal Council on temporary or permanent basis.
- 24.2 Notwithstanding clause No. 24.1 the Municipal Manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver or suspension to Council.

25. COMPLIANCE AND ENFORCEMENT

- 25.1 Violation of or non-compliance with this policy will give a just cause for disciplinary steps to be taken.
- 25.2 It will be the responsibility of Council to enforce compliance with this policy.

26. AMENDMENT AND/OR ABOLITION OF THIS POLICY

This policy may be amended or repealed by the Council as it may deem necessary.

Confirmed By:



MR GPT/NOTA
MUNICIPAL MANAGER

COUNCILLOR FN NGONYOLO
SPEAKER

DATE

APPROVAL OF THE POLICY

The Municipal Council has approved this policy and amendments thereof.

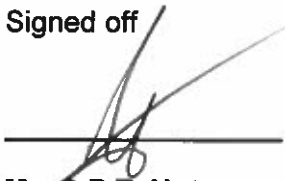
AUTHENTICATION

The amendments of the policy and or the new policy was adopted by the Council on the

23/01/2020

As per Council Resolution number 215/19/20

Signed off



Mr. G.P.T. Nota

Municipal Manager



Cllr. N.F Ngonyolo

Speaker of the Council

