

APPENDICES

APPENDIX A - COUNCILLORS; COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

SURNAME	INITIALS	FULL TIME / PART TIME	PARTY	COMMITTEES	% COUNCIL ATTENDANCE
Cele	SB	PR	ANC	Council	75%
Mavundla	IM	PR	ANC	Council	75%
				Exco	94%
				Portfolio Committee on Sound Governance and Human Resources	89%
				Portfolio Committee on Local Economic Development	63%
Chiliza	MA	PR	ANC	Council	75%
				Exco	100%
				Portfolio Committee on Water and Sanitation	100%
Gumede	NH	PR	ANC	Council	67%
				Executive Committee	94%
				Portfolio Committee on Finance	50%
Moosa Bux	E	PR	ANC	Council	75%
				Portfolio Committee on Finance	100%
Mahomed	S	PR	ANC	Council (July 2015 to Sept 2015)	0%
				Exco	0%
				Portfolio Committee on Special Programmes	0%

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Sonwabo	MG	PR	ANC	Council	58.5%
				Portfolio Committee on Sound Governance and Human Resources	11%
				Portfolio Committee on Water and Sanitation	64%
Dzingwa	TN	PR	ANC	Council	92%
				Portfolio Committee on Sound Governance and Human Resources	89%
				Portfolio Committee on Special Programmes	88%
Ntanza	VL	PR	ANC	Council	100%
				Portfolio Committee on Local Economic Development	88%
				Portfolio Committee on Special Programmes	88%
Manyoni	MA	PR	ANC	Council	75%
				Exco	100%
				Portfolio Committee on Special Programmes	80%
Shusha	NF	PR	ANC	Council	25%
				Exco	25%
				Portfolio Committee on Finance	38%

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Snashall	D	PR	DA	Council	83%
				Portfolio Committee on Sound Governance and Human Resources	78%
				Portfolio Committee on Special Programmes	88%
Nyawuza	SG	PR	IFP	Council	100%
				Exco	94%
				Portfolio Committee on Water and Sanitation	91%
				Portfolio Committee on Finance	75%
Mbutuma	JS	PR	NFP	Council	83%
				Exco	63%
				Portfolio Committee on Sound Governance and Human Resources	67%
Duma	YL	PR	NFP	Council	67%
				Portfolio Committee on Water and Sanitation	91%
Zuma	SM	PR	NFP	Council	92%
				Portfolio Committee on Finance	88%
Mthuli	TD	PR	ANC	Council (from January 2016)	100%
				Portfolio on Local Economic Development (from February 2016)	100%

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Van Vuuren	J	MR	ANC	Council	100%
				Portfolio Committee on Finance	100%
Njoko	DH	MR	ANC	Council	92%
				Portfolio Committee on Local Economic Development	63%
Nair	Y	MR	ANC	Council	92%
Madlala	NA	MR	ANC	Council	50%
				Portfolio Committee on Special Programmes	88%
Henderson	GD	MR	DA	Council	92%
				Portfolio Committee on Local Economic Development	63%
Mhlongo	ZA	MR	NFP	Council	92%
Machi	BE	MR	IFP	Council	83%
				Portfolio Committee on Local Economic Development	63%
Gumede	ST	MR	ANC	Council	75%
				Portfolio Committee on Finance	50%
Mweshe	NY	MR	ANC	Council	83%
				Portfolio Committee on Special Programmes	88%

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Zungu	MPL	MR	ANC	Council	75%
Mkhize	MJ	MR	ANC	Council	100%
Mpanza	NP	MR	ANC	Council	58%
				Portfolio Committee on Local Economic Development	63%
Shezi	FB	MR	NFP	Council	83%
				Portfolio Committee on Local Economic Development	50%
Cele	TM	MR	ANC	Council	67%
Khawula	SA	MR	ANC	Council	67%
				Portfolio Committee on Finance	88%
Mtheshane	MP	MR	IFP	Council	50%
				Portfolio Committee on Sound Governance and Human Resources	67%
Gavu	MB	MR	ANC	Council	83%
				Portfolio Committee on Sound Governance and Human Resources	67%
Myende	LN	MR	ANC	Council	67%
				Portfolio Committee on Water and Sanitation	82%
Ndlela	JM	MR	IFP	Council	83%
				Portfolio Committee on Special Programmes	75%

APPENDIX B - COMMITTEES AND COMMITTEE PURPOSES

COUNCIL

Purpose

Council is responsible for all the decisions of the Municipality but it delegates specific functions to Committees as provided for in Part 5: Section 79 of the Municipal Structures Act, 1998. The objective of the Council Committee is to perform the following functions:

- Formulating and developing legislation and policies pertaining to the functions of the administration;
- Provision of oversight in the implementation and monitoring of the approved legislations, by-laws, policies, municipal budget as well as the council strategic plans;
- Consider any report on legislation, policies (budget and integrated development planning included), and by-laws regarding the administration;
- Ensure that the inputs from the communities and sector forums are given due consideration and are taken into account where applicable; and
- Obtain expert advice where deemed necessary.

EXECUTIVE COMMITTEE

The Executive Committee exercises oversight responsibilities in respect of the day to day activities of Council.

The Statutory Functions of EXCO, in respect of the municipal functions, are:

- The review of performance of the municipality in order to monitor and improve performance;
- Ensure economy, efficiency and effectiveness of the municipality;
- To ensure the efficiency of credit control and revenue and debt collection services;
- The implementation of municipality by-laws;
- The Management of the municipality's administration in accordance with the policy directions of the Municipal Council (output monitoring);
- The provision of services to communities in the municipality in a sustainable manner;
- The involvement of communities and community organizations in the affairs of the municipality;
- The alignment of the IDP and the budget received from the relevant Councillors; and
- To effect consultation on the decisions of the Council;
- To make recommendations to the Council regarding:
 - The adoption of the estimates of revenue and expenditure, as well as capital budgets and the imposition of rates and other taxes, levies and duties;
 - The passing of by-laws;
 - The raising of loans;
 - Approval or amendment of the IDP;
 - Appointment and approval of the conditions of service of a MM and heads of departments/GMs;
- Dealing with any other matters referred to it by the council
- Attending to and dealing with all matters delegated to it by council in terms of the Systems Act and delegations framework;
- Monitoring progress against the key performance indicators;
- Receiving and considers reports from committees in accordance with the directives as stipulated by the EXCO;
- Varying or revoking any decisions taken by the Section 80 committees, subject to vested rights;
- Developing strategies, programmes and services to address priority needs of the municipality through the IDP and estimates of revenue and expenditure, taking into account any applicable national and provincial plans and submits a report to Council;

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- Subject to applicable legislations and delegated authority, recommends or determines the best methods, including partnerships and other approaches to deliver services, programmes and projects to the maximum benefit of the community;
- Identifying and developing criteria in terms of which progress in the implementation of services, programmes and objectives to address the priority needs of the municipality can be evaluated, which includes KPI's which are specific to the municipality and common to local government in general;
- Managing the development of the performance management system by assigning responsibilities in this regard to the MM and submits the proposed performance management system to council for consideration;
- Monitoring progress against the said key performance indicators;
- Receiving and considering reports from committees in accordance with the directives as stipulated by the EXCO;
- Electing a chairperson to preside at meetings if both the mayor and deputy mayor are absent from a meeting in the event of there being a quorum present at such a meeting, if the Mayor failed to designate a member of EXCO in writing to act as Mayor;
- Considering appeals from a person whose rights are affected by a decision of the MM in terms of delegated powers, provided that the decision reached by this committee may not retract any rights that may have accrued as a result of the original decision.
- Reporting, in writing, to the municipal council on all decisions taken by EXCO at the ordinary council meeting;

The General Functions of the Executive Committee are as follows:

- Recommends to Council after consultation with the relevant Portfolio Committee, policies where council had reserved the power to make policies itself;
- Makes recommendations to council in respect of Council's legislative powers;
- Determines strategic approaches, guidelines and growth parameters for the draft budget including tariff structures;

PORTFOLIO COMMITTEE ON WATER AND SANITATION

The Portfolio Committees are appointed to assist the Executive Committee, as provided for in Sections 79 and 80 of the Municipal Structures Act. The Committees report to the Executive Committee and Council.

The Portfolio Committee on Water And Sanitation was established with the primary objective of ensuring the provision of water and sanitation services to the community of the District Municipality in a sustainable manner, and is responsible for the following functions, and making recommendations to the Executive Committee thereon:

1. Advise the Executive Committee on all legislation or prospective legislation relating to: -

- Water and sanitation reticulation;
- Water and sanitation treatment works;
- Water and Sanitation Capital projects;
- Water and sanitation operations;
- Water and sanitation operational projects;
- Non-revenue water;
- Water restrictions;
- Water Services planning;
- Emergency water and drought relief;
- Ground water;
- Industrial effluent and recycling of waste water;

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2. Oversee the following municipal services:

- Water and Sanitation reticulation;
- Water and sanitation purification;
- Water and Sanitation designs;
- Water and sanitation operations;
- Water and sanitation capital projects;

3. Oversee municipal infrastructure development and services to meet the needs of the Municipality in the discharge of its responsibilities.

4. Oversee the commissioning of the best methods to deliver the aforementioned municipal services and facilities to the maximum benefit of the community of the Municipality.

5. Develop policy proposals on all the areas of responsibility with the intention of achieving municipal and/or general government objectives.

PORTFOLIO COMMITTEE ON FINANCE

The Portfolio Committee on Finance is established with the primary objective of exercising oversight over the financial management of the municipality and is responsible for the following functions, and making recommendations to the Executive Committee thereon:

1. Familiarise, interrogate and recommend to the Committee of the budget and reports on economic issues, statistical information, agreements, financial reports, and reports on economic and policy statements.
2. Sharpen public awareness of the budget and Government financial and economic policies, and encourage informed debate on the budget.
3. Advise the Executive Committee on the District Municipality's domestic borrowing policies.
4. Study Government's policies as regards budgets and advise accordingly.
5. Seek advice from all three spheres of Government, on financial and other budget related matters.
6. Drive the entire budget process as alluded to by legislation, thus ensuring that budgets are based on priorities and realistic income and expenditure.
7. Advise on processes that need to be put in place for formulating and monitoring the budget, throughout its cycle, that will enhance the District Municipality's role in appropriating and overseeing the budget, and make the budget process more responsive to stakeholders.
8. Advise on budget programmes that need to be given special treatment during budget implementation.
9. Ensure that the budget of the District Municipality is used as a primary tool for implementing National and Provincial Policies.
10. Review the relevant legislation and future legislation (bills) with financial and budget implications and advise the Executive Committee accordingly.
11. Deal with any other budget related matter referred to the Committee by the Executive Committee.
12. Develop policy proposals on all the areas of responsibility with the intention of achieving municipal and/or general government objectives.

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PORTFOLIO COMMITTEE ON SOUND GOVERNANCE AND HUMAN RESOURCES

The Portfolio Committee on Sound Governance and Human Resources is responsible for the following functions and making recommendations to the Executive Committee thereon:

1. Formulating and developing legislation and policies pertaining to the functions of the applicable portfolio;
 2. Provision of oversight in the implementation and monitoring of the approved legislations, by-laws, policies, departmental budgets as well as the council strategic plans;
 3. Report on any deviations or difficulties being experienced by the portfolio committee in implementing the above;
 4. Introduce departmental reports on the functions of such municipal departments.
 5. Consider any report on legislation, policies (budget and Integrated Development Planning included), and by laws regarding the functions of the portfolio for recommendation;
 6. Ensure that the inputs from the communities and sector forums are given due consideration and are taken into account where applicable; and
 7. Obtain expert advice where deemed necessary.
- The general responsibilities of the Portfolio Committee, in respect of the functional area Corporate Services, are:
 1. To develop and recommend the policies and bylaws
 2. To consider and make recommendations in respect of the draft budget and IDP, Corporate Services and Office of the Municipal Manager
 3. To ensure public participation in the development of policy, legislation, IDP and budget
 4. To monitor the implementation of Council policies in respect of the Human Resources & Sound Governance portfolio;

• Functional Role of the Human Resources & Sound Governance Portfolio Committee

The objective of the Human Resources & Sound Governance Portfolio Committee is to assist the Executive Committee on the functions listed below:

1. Administration and Operational Support

- Corporate strategies, systems and services
- Records Management and Registry Services
- Secretariat Support and Printing Services
- Occupational Health and Safety
- Employment Equity Planning
- Customer Relations
- Performance management: Individual and OPMS
- Information Communications Technology
- Facilities Management
- Enterprise Security

2. Legal Services

- Statutory Compliance Legislation, and
- Legal Research

3. Human Resources and Personnel Services

- Training and Development
- Labour Relations
- Personnel Management
- Wellness: EAP

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4. To ensure the provision of efficient, economical and effective administration of the Municipality, co-ordinate secretarial services, oversee the delivery of the human resource services, and to render management and transformation services;
5. To oversee the delivery of support services to the council and community;
6. Exercise delegated authority after considering a report from the designated officials for the Human Resources & Sound Governance Portfolio;
7. Introduce departmental reports on the functions of the relevant sections to Exco;

PORTFOLIO COMMITTEE ON SPECIAL PROGRAMMES

The Portfolio Committee on Special Programmes is appointed to assist the Executive Committee, as provided for in Sections 79 and 80 of the Municipal Structures Act. The Committee reports to the Executive Committee and therefore this is a Section 80 Committee established in terms of Section 79.

The Committee is established with the primary objective of exercising oversight over the issues related to youth, senior citizens, special programmes related to, amongst other things, disability, gender, moral regeneration, rights of the child, farm worker and other related projects.

The Committee is a Section 80 Committee, responsible for the following functions, and making recommendations to the Executive Committee thereon:

(i) Oversight over the following functional areas: -

(ii) Undertake the following special programmes in respect of Policy, Strategy and Programmes.

- Youth
- Senior Citizens
- People with Disability
- Gender
- Moral regeneration
- Rights of the Child
- Farm workers

(iii) Lobby and advocacy for special programmes interests by other Portfolio Committees within Council.

(iv) Coordinate response for vulnerable groups.

(v) Facilitate and monitor an evaluation framework for all the functional areas.

PORTFOLIO COMMITTEE ON LOCAL ECONOMIC DEVELOPMENT

The Portfolio Committee on Economic Development is established with the primary objective of exercising oversight over the economic, infrastructural and social development of the Municipality, ensuring that it is integrated, sustainable and equitable and is responsible for the following functions, making recommendations to the Executive Committee thereon:

1. Oversee the implementation of all applicable legislation relating to social and economic development, national development programmes, provincial development programmes, trading regulations, investment opportunities, transport, land affairs, electrification, housing and public works.
2. Oversee all aspects, programmes and activities of local economic development.
3. Oversee all fiscal and other incentives designed to promote social and economic development.
4. Oversee environmental management and ensuring environmental planning, education, sustainable development management.
5. Oversee the provision of efficient environmental health services through continuous monitoring and enforcement.
6. Develop policy proposals on all the areas of responsibility with the intention of achieving municipal and/or general government objectives.