

REPORTS OF THE OFFICE OF SPEAKER

Relationship with other offices
What works best (achievements)
Challenges

PART A

Section One

This section relates to the Oversight functions

COUNCIL

1. Number of Council meeting planned for the entire financial year. _____
2. Number of Council meetings held in the past six months _____
3. Provide dates of those meetings.

First month	Second month	Third month	Fourth month	Fifth month	Sixth month

4. Total number of Councillors present.
5. Total number of approved leave of absence/apologies. _____
6. Total number of absentees. _____
7. Has any action been taken in line with Council policy against Councillors who were absent without leave?
8. Was the agenda for Council meetings issued on time? Please state date of issue and circulation.

First month	Second month	Third month	Fourth month	Fifth month	Sixth month

9. Did the agenda incorporate or contain reports from the Councillors/wards? Yes / No
10. How does Council address challenges, inputs and recommendations from Councillors and wards?

11. State the role of Office of Speaker in the preparations for the Council meetings including the agenda.

12. Were notices of Council meetings issued in the media to make public aware and to invite them to the meeting.

13. Where the Community Development Workers (CDWs) invited to the Council meeting?

14. What instruments have been put in place to monitor compliance with Council resolutions?

15. How many Council Committee meetings have been held in the past six month?

Committee	First month	Second month	Third month	Fourth month	Fifth month	Sixth month
Section 79						
Section 80						
Finance Audit						
Performance Audit						
Other						

Section two

This section relates to Support to Councillors

1. What programmes have been implemented or undertaken as part of capacity building and development of members?

Programmes	Partners and/or roleplayers

2. State nature of logistical support given to Councillors/ward committees to hold ward and constituency meetings.

3. Was the Office of Speaker represented in any of those meetings? Yes / No
4. How many workshops and capacity building sessions were held with Councillors in the past six months? _____
5. State responsible institutions and areas of focus in relation to topics covered during those workshops and capacity building sessions.

Name of the institution	Subject matter of workshop/training

6. Has the Municipality have a future development plan including its role-out strategy for Councillors?

Section three

This section relates to Public Participation

1. Does the Municipality have public participation policies in place? Yes / No
2. If yes, please state the unit within the Municipality which is responsible for their implementation and/or enforcement. _____
3. If no, please state measures that have been put in place to remedy or improve the situation, including methods used to comply with the legislation.

4. Is there a public participation programme (including public hearings, campaigns, consultative meetings on budget preparation) in place for the current financial year? Yes / No
5. Has the Municipality established Ward Committees in all its wards?
6. State number of Community Development Workers in the Municipality_____
7. Is there a working relationship between Ward Committees and Community Development Workers? Yes / No
8. What is the nature of that working relationship?

9. How is the Municipality providing supervision over the activities of Community Development Workers?

10. What is the frequency of Ward Committee meetings? Please tick the applicable one.

Weekly	Fortnightly	Monthly	Bi-monthly	Quarterly

11. Is public given notice/information on meetings of Ward Committees? Yes / No.

12. Please state nature of how notices/information is issued?

13. What role does the Office of Speaker play in the preparations and arrangement of Ward Committee meetings?

14. Are Councillors giving reports to the Municipality on the ward activities? Yes / No.

15. Has the Municipality established and formalized working relationship between Ward Committees and other civic structures?

16. Does the Municipality provide support to other civic structures to further enhance public participation? Yes / No

17. Do Councillors/ward committees have offices to operate from? Yes / No

Section four

This section relates to Operations of the Office

PERSONNEL

1. How many staff members are allocated to the Office of Speaker? _____
2. Please specify their level/rank in the staff structure of the Municipality.

Official	Rank	Official	Rank

3. Matters that were discussed.

BUDGET

1. Is there a separate budget allocation for the Office of Speaker? Yes / No.
2. How much has been budgeted for the current financial year? _____
3. What are the key programmes that have been financed in the past six months?

Programme	Amount

4. Is there budget allocation to finance activities of the Ward Committees? Yes / No.
5. How much has been allocated? _____

Section five

1. Date of circulation to ward committees of documents received from the Municipality (Council and its committees), including agenda, minutes and resolutions.

Title of documents	Date circulated to members

2. List draft discussion documents/policies from the Municipality that were discussed by the ward committee for purposes of making contribution as comments and inputs.

Title of documents	Were the comments/inputs made or not

3. If comments/inputs were not made, please specify the reasons.
4. List draft discussion documents/policies from other spheres of government that were discussed for purposes of making comments and inputs.

Title of documents	Responsible department	Were the comments/inputs made or not

5. If comments/inputs were not made, please specify the reasons.

PART B

Section six

This section relates to matters/activities for the attention of the relevant office bearers for action and to the and referral to Council for consideration

1. List of matters discussed. Complete annexure “A” for details.

2. Recommendations for attention of the Executive Mayor. Complete annexure “B” for details.
3. Recommendations for attention of the Speaker. Complete annexure “C” for details.
4. Recommendations for attention of the City Manager. Complete annexure “D” for details.

PART C

Section seven

This section relates to the implementation of current projects in the ward

1. Please state the projects currently underway in your ward.

2. Name the contractor/developer responsible. _____
3. Is there a Project Steering Committee in place? _____
4. Does the Project Steering Committee hold meetings? _____
5. What issues are being discussed in the Project Steering Committee meetings?
6. What is the role of the councillor in the Project Steering Committee?
7. How was the Project Steering Committee formed? _____
8. Do members of the Project Steering Committee fully understand their roles?
9. How many community members were given training as part of the project? ____
10. What is the level of involvement and supervision on the project from the Municipality?
11. What is the overall project cost? _____
12. Was the Councillor informed on time about the project and its commencement date? If so, by whom? _____
13. Was the ward committee informed on time about the project and its commencement date? If so, by whom? _____
14. Was the community informed about the project? If so, how and by whom?
15. What is the role of the ward committee in the project?
16. What is the expected impact of the project of lives of the people in the ward?

Section eight

This section relates to completed projects in the ward

1. List projects that have been completed in the last three to six months (if not previously reported on).

Name of project	Contractor	Date of completion

2. Was the project successful or not? _____
3. Was the project implemented and completed to the satisfaction of the community?
4. If yes, what were the highlights?
5. If not, what were the problems?
6. How were the problems handled?
7. Who handled those problems?
8. Was the project completed on time? _____
9. Name outstanding problems in the project that require attention?
10. Who must attend to those problems?
11. Have you reported those problems? _____
12. If so, to whom and what was the response?
13. How many people were employed on the project? _____
14. Was the project implemented in line with the IDP and approved budget?
15. If not, what kind of the deviation was made?
16. Were you informed or consulted about the reason for possible deviation?
17. State the name of the project manager or consultant?
18. How do you rate the performance of the project manager or consultant during the implementation of the projects?
19. How do you rate the performance of the contractor in the implementation of the projects?
20. Give the name of the implementing sub-directorate and the contact person?
21. What is the impact of the project on the lives of the people in the ward?

Section nine

This section relates to the implementation of approved future or future projects in the ward

1. List projects that will be implemented in the next three to six months.

Name of project	Expected date of implementation

2. Name the implementing sub-directorate and contact person?
3. Is the project part of the IDP?
4. Were you or the community involved in the identification of the project?

5. What are the expected benefits or impact of the project on the lives of the community?

Section ten

This section relates to projects in the ward by other service provider and departments of other spheres of government

1. List the projects currently implemented by other service providers/spheres of government.

Name of the project	Implementing department

2. Were you informed about the project before the implementation? _____
3. Were you or members of the community involved in the identification of the project?
4. What are the expected benefits or impact of the project on the lives of the community?

PART D

Section eleven

This section relates to matters and activities of the Councillor

1. Did you attend the last Council meeting? If not, give the reasons. _____
2. List Council Committee meetings that you attended.

Name of Committee	Date of meeting

3. Outline your interaction with members of your constituency.
4. Outline your interaction with officials of the Municipality.
5. Outline your interaction with officials of other government departments.
6. Outline programmes that have been initiated and implemented by you at ward level.
7. How have they been implemented?
8. If programmes in 6 above have not been implemented yet, what support and resources do you need?
9. Who are your role players/partners in the implementation of the programmes?

PART E

Section eleven

Recommendations of to the Office of Speaker and Council

State the recommendations from your ward and ward committee to the Municipality for resolution.

- This can be with regard to the development of new or review of existing policies, or
- Service delivery or the operations/functioning of the Directorate or sub-directorate of the Municipality, e.g. Housing, Local Economic Development, Mechanical Services, Office of the City Manager e.t.c