

**Acceptable reasons for granting of leave of absence: Ward committee meetings.**

The WhatsApp request by the secretary of the ward committee regarding the above refers.

The "Rules and Order of Council" established in terms of Chapter 7, Section 160(6) of the Constitution, and promulgated as a by-law, prescribe rules and orders of which ward committees are included.

**Chapter 1, clause 14** of the By-law, specifically addresses Ward Committees and reads as follows:

- (1) The council may by resolution determine the rules of procedure for the election of ward committees, the procedures at meetings, the reporting rules, and the rendering of secretarial services to these committees.

It is therefore clear that the powers to determine rules and procedures of the ward committee is vested in the Council. The ward committee would therefore not have the legal powers to resolve on rules, including reasons for legitimate apologies by a member to a meeting of the ward committee.

**Clause 4 determines the Authority and application of the Rules.**

**These Rules apply to –**

- (a) All Councillors;
- (b) All parties represented in Council;
- (c) All employees of the Municipality in the course and scope of their employment;
- (d) Council and its Committees;
- (e) Any consultant or contractor to the Council,
- (f) The Public.

Although the Ward committee is strictly speaking not a committee of council but rather a structure, the interpretation is, that seeing that ward committees are bound by this "Rules and Order of Council" in terms of clause 14, ward committees is regarded as a committee of council in this regard.

All members also had to sign the Code of Conduct, which refers to compliance with the Rules and Order of Council

**Clause 6 deals with the Interpretation of the Rules;**

- (1) The Presiding Officer must give a ruling – (a) Whenever a question arising about the interpretation or application of a Rule,

**Clause 15. Presiding and other officers** (1) Speaker and elected Chairpersons are presiding officers for Council and its committees;

In this context, the presiding officer is the Speaker of Council and the ward councillor, the elected chairperson of the ward committee.

#### **18. Role of presiding officers**

(3) The key principles underlying the role of the presiding officers are:

- (a) Chair of Council or its committees;
- (b) **Implementation of the Code of Conduct;** and
- (c) Exercise of delegated functions including, **establishment and functioning of ward committees;**

**In terms of clause 51(10)**, A person loses membership of a committee or subcommittee (and ward committee) if –

- (a) that person is absent from three consecutive meetings of the committee or subcommittee without the **leave of the chairperson of the committee** or sub-committee; and ...
- (c) in the opinion of the Speaker of Council, that person **did not have good reasons to be absent from the meetings.**

Based on the above, the interpretation is that the power to accept or reject an apology is vested in the chairperson of the committee or Speaker in the case of Council meetings.

#### **53. Rules Committee**

(1) Unless prescribed by these Rules, Council must establish a Rules Committee which the Council Chief Whip will be its chairperson.

(3) The Rules Committee may –

(a) **develop, formulate and adopt policy** concerning the exclusive business of the Council in respect of *inter alia* **the proceedings, procedures, rules, orders and practices** concerning the business of the Council; and

(d) make recommendations to the Council and other relevant structures on any matter falling within the functions and powers of that Committee;

(g) recommend to the Council rules and orders concerning the business of the Council, including **amendments to these Rules;** and

(4) The Rules Committee may deal with a matter falling within its functions and powers –

- (a) on its own initiative; or
- (b) when referred to it for consideration and report by –
  - i. the Council; or
  - ii. Speaker of Council.



## Conclusion

Although there is no specific reference to ward committees as committees to which the specific clauses apply, the inclusion of ward committees, as a structure of council, in the document suggest that it applies.

Based on the Rules and Order of Council, read with the Code of Conduct that members have all signed, there is no provision that the ward committee can determine its own rules pertaining to acceptable reasons for granting or rejecting leave of absence.

The power to accept or reject an application for leave of absence is vested in the Committee chairperson and although not specifically mentioned, the ward committee chairperson by virtue of the inclusion of ward committees in the Standing rules and Order, does have the powers.

If the ward committee resolve that the need exist for the inclusion of acceptable reasons in the code of conduct, such a recommendation must be made through the office of the Speaker to the Rules committee to recommend to the Council rules and orders concerning the business of the Council, including **amendments to these Rules** applicable to **all ward committees** of council. Rules must be applied uniformly throughout the council structures.

There is currently no clear policy or rule in the Standing Rules or Code of Conduct to guide the ward committee chairperson in a decision to approve or reject an application for leave of absence from a ward meeting.

It is therefore suggested that any proposal to adopt specific legitimate reasons for leave of absence from a ward meeting be included in a policy of council or the Standing Rules and Order of Council or the Code of Conduct, be done through the prescribed process as indicated in the Rules and Order, through the Speaker, Rules committee and Council for approval and uniform application.

Any rules determined by the ward committee will not be enforceable seeing that members will not be bound by it through the signed Code of Conduct and approved sanctions.

There are many general accepted reasons for an apology at a meeting, which must not be confused with reasons for absence from work as legislated. In this regard, employees may be granted sick leave for 2 days without a medical certificate. There would therefore be no basis for requiring a medical certificate to be excused from a meeting due to sickness or being unwell.

Some reasons generally accepted as an apology for not being able to attend a meeting are the following:

- **Illness**
- **Mental health**
- **Family emergency**
- **Personal issue**
- **Work commitment**
- **Distance/Transport**
- **Injury**
- **Childcare**
- **Other commitments**
- **Leave**

It is clear from the above example that it would be very difficult to determine a uniform set of reasons that constitutes a legitimate apology for a meeting and therefore the reason why its vested in the Chairperson of the meeting is for the chairperson to determine the importance of the meeting and matters to be discussed compared to the reason provided by a member.

#### **Recommendation**

1. That it be noted that the power to accept or reject an application for leave of absence from a ward meeting is vested in the chairperson of the ward committee.
2. That the need for the adoption of specific reasons for leave of absence and the process be discussed in the next meeting for a recommendation to the Speaker, rules committee and Council to uniformly apply to all ward committees.

**SIGNATURE: *Original Signed***  
**CWA NIEUWOUDT**  
**DATE: 22 January 2025**



## Business Plan: Community Cleanup and Maintenance Initiative

### Executive Summary

This initiative seeks to employ unskilled labour to address visible issues in the community, including littered streets, overgrown sidewalks, unkempt trees, and illegal dumping in parks. By creating a structured, sustainable approach, we aim to improve community aesthetics, promote environmental responsibility, and provide employment opportunities to unskilled workers. We aim to a cleaner, safer and more beautiful environment for our residents and visitors. We can only achieve this through regular cleanup events and education.

### Objectives

1. **Clean Streets and Parks:** Remove litter and debris from streets, parks, and public spaces. Organize community cleanup events.
2. **Maintain Green Areas:** Trim overgrown grass, prune trees, and manage vegetation along sidewalks and roadsides.
3. **Promote Safety:** To promote safety requires a multi faceted approach such as improving street lights to deter crime and improve visibility, assess public areas and identify potential safety hazards. Remove hazardous tree branches and clear gravel from roadsides.
4. **Raise Awareness:** Educate the community about the importance of proper waste disposal, environmental care and conservation.
5. **Create Jobs:** Provide employment and skills training to unskilled labourers.

### Target Workforce

- **Unskilled Labour:** Residents in need of employment opportunities.
- **Volunteers (optional):** Engaged community members willing to support the initiative. Acknowledge and reward individuals who contribute.
- **Schools :** To keep areas around the school clean

### Implementation Strategy

#### 1. Workforce Recruitment and Training

- Partner with local community organizations or municipal offices to identify unemployed individuals.
- Provide basic training on:

NB. //  
Still working on plan!



- Waste collection and sorting (recyclables vs. non-recyclables).
- Use of basic tools like rakes, brooms, and shears.
- Safety protocols for handling sharp objects or pruning high branches.

## **2. Procurement of Tools and Materials**

- Tools: Brooms, rakes, garbage bags, pruning shears, wheelbarrows, gloves, and reflective vests.
- Funding: Secure support from local businesses, government grants, or crowd funding.

## **3. Task Allocation**

- **Street Cleaning Teams:** Focus on litter removal and sweeping streets.
- **Vegetation Management Teams:** Trim grass, prune trees, and maintain road verges.
- **Dumping Patrol Teams:** Collect dumped rubbish and report recurring offenders to authorities.

## **4. Schedule and Coverage**

- Develop a rotational schedule covering all problem areas.
- Assign zones to teams and rotate them weekly for even coverage.

## **5. Waste Management**

- Establish collection points for recyclables to sell to recycling plants for additional revenue.
- Partner with the municipality for regular waste removal from designated points.

## **6. Community Engagement**

- Organize community clean-up days to raise awareness and involve residents.
- Implement an anti-dumping campaign with signs, social media outreach, and education.

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## **Revenue and Funding**

### **Revenue Sources**

1. **Recycling:** Generate income from sorted recyclables (glass, paper, plastic, metals). Utilize social media to help with awareness.



2. **Sponsorships:** Engage local businesses to sponsor cleanup zones in exchange for branding.
3. **Municipal Support:** Apply for funding or contracts for public maintenance.

#### **Cost Estimates**

- Tools and equipment: R15,000 – R25,000 (initial setup).
- Consumables: R500 – R1,000 (garbage bags, gloves, fuel for transportation).

#### **Funding Options**

- Government grants, Foundations
- Donations from local businesses or NGOs.
- Community fundraisers.

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#### **Monitoring and Evaluation**

- **Weekly Reports:** Record progress with photos and reports for transparency.
- **Feedback Loop:** Solicit feedback from residents and workers to identify areas for improvement.
- **Impact Metrics:**
  - Amount of rubbish collected.
  - Areas maintained (in square meters).
  - Jobs created.

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#### **Challenges and Mitigation**

1. **Challenge:** Resistance to proper waste disposal.
    - **Solution:** Awareness campaigns and visible penalties for offenders.
  2. **Challenge:** Lack of funding.
    - **Solution:** Seek corporate sponsors and recycling partnerships.
  3. **Challenge:** Motivation and retention of workers.
    - **Solution:** Introduce incentives like bonuses for high performance.
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## **Conclusion**

This initiative transforms a pressing community issue into an opportunity for social upliftment and environmental stewardship. By employing unskilled workers, we can create cleaner, safer, and more appealing public spaces while fostering a sense of pride and responsibility among residents. With a strong plan in place, we are confident that we can make a positive impact in our community.



## Community Cleanup Project – Ward 14, Merafong

Presented by: Abraham Brits

Date: 04 Feb. 25

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Still working  
on plan. ✓

### 1. Introduction

Our community in Ward 14 faces a significant issue with unkempt, littered empty stands. These neglected plots attract pests such as rats, mice, flies, and other rodents, creating health and safety risks. To address this problem, we propose a **community-funded cleanup initiative** to restore cleanliness and improve our living environment.

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### 2. Project Proposal

- **Objective:** Hire a contractor to clean **four empty plots per month**.
  - **Cost:** R800 per month.
  - **Members:** 132 community members.
  - **Contribution per person:** *Only R10-00 per month* – an affordable amount for each member.
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### 3. Benefits of the Project

- ✓ Reduces pest infestations and improves hygiene.
  - ✓ Enhances the overall cleanliness of our ward.
  - ✓ Increases property values and community pride.
  - ✓ Strengthens community unity through collective action.
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### 4. Financial Administration – Collection & Management of Funds

To ensure transparency and ease of contribution, we propose the following collection methods:

#### Collection Methods:

##### 1. Bank Account:

- A dedicated community bank account can be opened for all contributions.
- Each member deposits their R10-00 monthly.
- A WhatsApp group or monthly statements will provide updates on fund usage.



## 2. **Cash Collection:**

- Each street nominates a representative to collect funds.
- The representative submits the total to a trusted treasurer.
- Receipts are issued for accountability.

## 3. **Mobile Payment (E-wallet or Capitec SendMoney, etc.):**

- Members can send contributions via mobile banking.
- Transactions are recorded, and updates are shared.

# 5. Next Steps – How to Get Started

- ◆ **Step 1:** Agree on the preferred collection method.
  - ◆ **Step 2:** Identify and appoint the contractor.
  - ◆ **Step 3:** Assign a finance team to oversee contributions.
  - ◆ **Step 4:** Begin cleanups and track progress.
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# 6. Call to Action

- ◆ Let's take responsibility for our ward's cleanliness!
- ◆ Your small contribution makes a **big impact**.
- ◆ We need full commitment—**together, we can achieve this!**

Thank you for your support and dedication to improving Ward 14!

**Contact Details:** (once we have established a responsible person or persons)

I will create a poll on the What-app group where you can cast your vote. Thank you