



Ward Committees Conference 2018

Venue: Garden Court, South Beach, Durban
Date : 24- 26 October 2018



ACCREDITED CERTIFICATES OF COMPETENCY WILL BE ISSUED



Who should Attend?

- ❖ Officials working within a Ward Committee
- ❖ Council Speaker
- ❖ Officials at Speaker's office and City Secretariat
- ❖ Government Officials handling public participation
- ❖ Councillors
- ❖ Ward Committee Members
- ❖ Project Managers
- ❖ Traditional Leaders
- ❖ Legislature Officials



Key issues will include:

- ❖ Regulatory frameworks governing Ward Committees at local government
- ❖ Assisting in implementing municipal objectives and overall objectives of Local Government by displaying an understanding of core municipal functions as they relate to a Ward Committee context
- ❖ identify policy gaps between theory and practice in the implementation of Ward Committees
- ❖ Clarifying the roles and responsibilities of all role players in public participation i.e. The Speaker, City Secretariat, Ward Councillor and Ward Committees
- ❖ Facilitating relations between Local Government and citizens to effectively support the implementation of its objectives.
- ❖ Participation of Ward Committees in Municipal Affairs by involvement and giving advice on municipal projects
- ❖ Facilitating service delivery and effective community participation in a Ward Committee context.
- ❖ Assess the impact of establishing these committees and assess the operation of Ward Committees on Council's decision-making processes.
- ❖ Conducting or participating in formal and informal meetings to achieve Ward Committee objectives.

Why Attend the Conference?

- ❖ Public participation is a vital part of our democracy and allows for citizens to get involved in how their communities are governed. At local government level the Local Government: Municipal Structures Act, 1998, requires municipalities to develop mechanisms to consult communities and community organisations in performing their functions and exercising its powers. These structures are commonly known as Ward Committees, and provide a vital link between Ward Councillors, the community and the municipality. They allow for members of communities to influence municipal planning in a manner which best addresses their needs.
- ❖ The Ward Committee Conference is therefore intended to build capacity, knowledge and skills of attendees in order to:
 - ❑ Demonstrate an understanding of the legal framework and policies guiding Ward Committee systems and its functioning.
 - ❑ Outline the structure of Ward Committees and identifying the roles and responsibilities of members, officials and the Speaker of the Council
 - ❑ Administrate Ward Committee processes.
 - ❑ Inform key municipal processes on Ward committees and Public Participation.
 - ❑ Integrate basic communications, conflict management, facilitation and diversity management skills to enhance Ward Committee relations with key stakeholders.

About your Facilitator

- ❖ He holds the following qualifications:
 - ❑ Bachelor's Degree in Public Administration
 - ❑ Cert: Local Government Management and Development – NQF 5
 - ❑ Cert: Integrated Development Planning – NQF 5
 - ❑ Cert: Local Economic Development – NQF 4,5 & 6
 - ❑ Registered Assessor Certificate – LGSETA
 - ❑ Registered Moderator Certificate – LGSETA
 - ❑ Registered Assessor Certificate – Services Seta
 - ❑ Registered Moderator Certificate – Services Seta
 - ❑ Pastoral Diploma in Theology
 - ❑ Currently doing Postgraduate Diploma in Business Management (Management Collage of South Africa)
- ❖ **ETDP experience**
 - ❑ Eleven (11) years' experience working in the Local Government sector as a consultant and trainer in performance Management systems,
 - ❑ Human Resources Management & Development,
 - ❑ Workplace Skills Plan, IDPs, LED, MFMP, NVC, Disaster Management and other Local Government Development Programmes.



Day 1 : 24 October 2018

❖ 08:00 – 8: 45 TEA/COFFEE & REGISTRATION

❖ 09:00- 10:30 SESSION ONE

DEMONSTRATING AN UNDERSTANDING OF THE POLICY AND LEGAL FRAMEWORK RELEVANT TO WARD COMMITTEE SYSTEMS AND ITS FUNCTIONING

- ☐ The objectives of developmental local government are identified and explained in relation to Ward Committee functioning
- ☐ Legislation and policies relevant to ward committee system are identified and their impact on Ward Committee functioning is explained with examples
- ☐ The principle provisions relating to local community matters are identified, described and explained with examples
- ☐ Core municipal processes which ward committees have to inform and should participate in are identified with examples

❖ 10:30 -11:00 MORNING TEA AND NETWORKING OPPORTUNITY

16:30: END OF DAY ONE

❖ 11:00-12:30 SESSION ONE CONTINUED

OUTLINE THE STRUCTURE OF WARD COMMITTEES AND IDENTIFY THE ROLES AND RESPONSIBILITIES OF MEMBERS

- ☐ The structure, roles and functions of Ward Committees are explained with examples
- ☐ The overall structure and levels of authority of Ward Committee are described in the context of municipal processes
- ☐ Sensitivity to dual roles and potential areas of conflict therein are described with examples

❖ 12:30-13:30 LUNCH AND NETWORKING OPPORTUNITY

❖ 13:30: SESSION THREE

ADMINISTRATE WARD COMMITTEE PROCESSES

- ☐ Basic principles of project management are identified and described in the context of Ward Committee functioning
- ☐ A project plan for a typical Ward Committee project is planned and designed
- ☐ Projects are monitored and evaluated, and corrective action taken where necessary

Day 2: 25 October 2018

❖ 09:00-10:30 SESSION ONE

OUTLINE KEY MUNICIPAL PROCESS

- ☐ The principles of integrated development planning are described and utilised in the context of Ward Committees
- ☐ The principles of municipal budgeting are outlined and utilised in the context of Ward Committee processes
- ☐ The principles of local economic development are described and integrated into key municipal Ward Committee processes
- ☐ The principles of meeting procedures are applied to Ward committee functioning to support municipal processes

❖ 10:30-11:00 MORNING TEA AND NETWORKING OPPORTUNITY

❖ 11:00-12:30 SESSION ONE CONTINUED

PRINCIPLES OF PERFORMANCE MANAGEMENT ARE APPLIED TO MANAGE WARD COMMITTEE MEMBERS AND MAINTAIN LEVELS OF MOTIVATION FOR THE EFFECTIVE FULLFILLMENT OF MUNICIPAL PROCESSES

- ☐ Municipal service development delivery objectives are described and possibilities for Ward Committees to participate are describe
- ☐ Integrate basic communications, conflict management, facilitation and diversity management skills to enhance management ward committee relations with key stakeholders
- ☐ The principles of communication with communities and councils are identified and described in the context of Ward Committee functioning

❖ 12:30-16:30 LUNCH AND NETWORKING OPPORTUNITY

❖ 13:30-16:30 SESSION THREE

KEY ROLE PLAYERS IN WARD COMMITTEE PROCESSES ARE IDENTIFIED AND SUSTAINABLE MEANS OF COMMUNICATION EXPLAINED WITH EXAMPLES

- ☐ Basic facilitation techniques are applied to manage key relations and events that impact ward committee functioning
- ☐ Potential conflict issues are identified in the context of Ward Committee processes and methods for effectively resolving conflict
- ☐ Diversity management skills are applied with ward committee context to deal with any sensitivities or potential or existing community/stakeholder issues

16:30 END OF DAY TWO

Day 3 : 26 October 2018

09:00-10:30 SESSION ONE

COMPLETION OF PORTFOLIO OF EVIDENCE (POE)

Showing competency and understanding by:

- ☐ Demonstrating an understanding of the policy and legal framework guiding Ward Committee systems and its functioning.
- ☐ Outlining the structure of Ward Committees and identifying the roles and responsibilities of members.
- ☐ Adminstrating Ward Committee processes.
- ☐ Informing key municipal processes.
- ☐ Integrating basic communications, conflict management, facilitation and diversity management skills to enhance Ward Committee relations with key stakeholders.

❖ 10:30-11:00 MORNING TEA & NETWORKING OPPORTUNITY

❖ 11:00-12:30 SESSION ONE CONTINUED

REVIEW: ESSENTIAL EMBEDDED KNOWLEDGE

- ☐ Municipal guidelines, policies and procedures
- ☐ Local economic development policies and procedures
- ☐ Community development and basic integrated development planning skills
- ☐ Basic project management skills
- ☐ Team development and leadership skills
- ☐ Facilitation skills
- ☐ Basic communication and interpersonal skills
- ☐ Communication and interpersonal skills
- ☐ Conflict management techniques

❖ 12:30 -13:30 LUNCH & NETWORKING OPPORTUNITY

END OF DAY 3

Registration form

TO SECURE YOUR PLACE AT THIS COURSE – PLEASE COMPLETE THE FOLLOWING

Company Name						VAT							
Postal Address													
Telephone						Fax							
Email Address													
Where did you hear about this event? Email <input type="checkbox"/> Social media <input type="checkbox"/> Other _____													
	Title	Delegate Name				Designation		Email				Cell number	
1													
<input type="checkbox"/> Yes please update me with relevant information													
2													
<input type="checkbox"/> Yes please update me with relevant information													
3													
<input type="checkbox"/> Yes please update me with relevant information													
4													
<input type="checkbox"/> Yes please update me with relevant information													
5													
<input type="checkbox"/> Yes please update me with relevant information													
6		Free											
<input type="checkbox"/> Yes please update me with relevant information													

3 Ways To Register & Complete The Form



www.tenacitytraining.co.za



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Tel: 031 762 1032 / 061 411 7302
Tel: 031 762 1031 / 081 864 2540
Cell: 074 057 8129

TERMS & CONDITIONS

- If a registered delegate fails to attend the training, there will be no credit notes but they are allowed to send substitutions
- Delegates substitutions are welcome, please notify us 5 days before the event.

PRICING

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STANDARD PACKAGE: R5999 Excl. VAT
6th Delegate Is Free

Account Type: Business Cheque
Acc No: 62781491015
Branch: 220629

APPLICATION FOR REGISTRATION AND ACCEPTANCE OF TERMS AND CONDITIONS

I acknowledge that I have read, understood and accept the programme and Terms and Conditions (including Payment Terms) and hereby apply for registration on behalf of myself (if a single delegate) or on behalf of the undermentioned organisation which I am duly authorised to represent.

Name: _____

Name of Organisation*: _____

Job Title (Specific): _____

Email: _____

Date: _____

Signature: _____

(where organisation sends delegate/s and is responsible for payment of conference/course fee*)