

## ANNEXURE A: PROGRAMME OUTLINE

<b>PROGRAMME TITLE</b>	<b>WARD COMMITTEES FUNCTIONING</b>
<b>PROGRAMME DURATION</b>	<b>05 days</b>
<b>Overview</b>	<b>The purpose of the programme is to enable Ward Committee Members to apply the relevant competences required for proactive participation and efficient functioning as a member of a Portfolio Committee within a Municipality.</b>
<b>Module</b>	<b>1. ROLES AND RESPONSIBILITIES OF WARD COMMITTEE MEMBERS</b>
<b>Unit Standard Alignment</b>	<b>Display an understanding of core municipal processes and Ward Committee participation in these processes L3 (ID 242890)</b>
<b>1.1 Demonstrate knowledge of Integrated Development Planning and opportunities for Ward Committee and community participation.</b>	<ul style="list-style-type: none"> <li>The Integrated Development Planning process is outlined and explained with examples</li> <li>Opportunities for ward committee involvement in Integrated Development Planning are identified and explained with examples</li> <li>The role and functions of Integrated Development Programmes (IDP) forums are explained with regard to the relevance to ward committee participation</li> <li>An Integrated Development Plan (Lepelle-Nkumpi's) is obtained and its essential elements identified and understood in relation to Ward Committee functioning</li> </ul>
<b>1.2 Demonstrate knowledge of the municipal budgeting process and Ward Committee participation</b>	<ul style="list-style-type: none"> <li>The municipal budgeting process is outlined and explained in the context of Ward Committee budgeting processes.</li> <li>The purpose of municipal budgeting hearings are described and explained in relation to Ward Committee processes.</li> <li>Ward Committee participation in budget hearings is planned for and acted on in line with municipal procedures</li> <li><b>The Roles of Ward Committee Members in the Finance Portfolio Committee are explained with examples</b></li> </ul>
<b>1.3 Demonstrate knowledge of Local Economic Development &amp; Planning and opportunities for Ward Committee participation.</b>	<ul style="list-style-type: none"> <li>Local economic development is explained</li> <li>Led strategies for municipalities</li> <li><b>The roles of ward committee members in led &amp; planning portfolio committee are explained with examples</b></li> </ul>
<b>Module</b>	<b>2. COMMUNITY PARTICIPATION</b>
<b>Unit Standard Alignment</b>	<b>Facilitate community participation in democratic processes and structures, L3 (ID 123436)</b>
	<ul style="list-style-type: none"> <li>Establish the extent of participation in democratic processes and structures</li> <li>Promote awareness of democratic processes and structures.</li> <li>Facilitate community participation in democratic processes and structures</li> <li>Evaluate the process of awareness raising and facilitation</li> </ul>
<b>Module</b>	<b>3. MEETING PROCEDURES</b>
<b>Unit Standard Alignment</b>	<b>Plan and prepare meeting communications, L3 (ID 13934).</b>
	<ul style="list-style-type: none"> <li>Demonstrate an understanding of the agenda of meetings</li> <li>Explain the purpose and objective of minutes of meetings</li> <li>Take minutes of meetings</li> </ul>