Department of Provincial & Local-level Government Affairs (DPLGA)

PROCESS & CRITERIA FOR APPOINTING WARD RECORDERS
This Presentation is to make you aware of the:

- Process for Appointing Ward Recorders;
- Criteria to use when appointing Ward Recorders;
- Appointment Committee Members;
- Importance of Upholding Transparency and Accountability;
- Ward Recorders Monthly Allowance;
WARD RECORDER

- Ward Recorder will be responsible for;
  
- Collecting and entering data into the Ward Record Book;
  
- Transferring data into the computerized database;
  
- Providing updates as and when required for planning and budgeting;
  
- Reporting to relevant authorities on issues and challenges encountered;
  
- Ensuring security and safe keeping of Ward Record Book in consultation with the Ward Member;
  
- Conduct awareness on the importance and legality of establishing Ward Record Book and data collection in consultation with Ward Member.
OBJECTIVE

Ward Record Book will capture key socio-economic data. The Objective is to ensure reliability and security by;

- Appointing reputable persons as Ward Recorders;
- Following duly established processes and procedures;
- Ensuring active community participation;
- Upholding transparency and accountability
CRITERIA

- Minimum of Grade 10 education
- Permanent resident of the Ward
- Sober habits
- Well respected by the community
- Should not leave his / her Ward for more than one month
- Strong Christian values
1. COMMUNITY CONSULTATION

- Ward Member gathers his /her people to discuss and appoint Ward Recorder for the Ward

- Community nominates at least three (3) persons from amongst their members

2. APPOINTMENT / ELECTION

- Ward Recorder is appointed / elected by the people. Method will be decided by the people;

- Appointment Committee Members shall include; DPLGA, DA (or Delegate), LLG Manager, Ward Member
3. ENDORSEMENT OF APPOINTMENT

- Ward Member notifies the LLG Assembly of Appointment;
- Respective LLG Assemblies passes resolutions endorsing the appointments;
- LLGs in consultation with respective Provincial Administrations, DDAs and key national agencies plan and budget for monthly allowance;

4. REPORTING

- LLG sends records of appointments to DPLGA as per Section 52 of the LLG Administration Act, 1997;
- These are key records for monitoring performance, determining remuneration, ensure compliance and upholding good governance, transparency and accountability
REASONS FOR REPLACEMENT

- Left the Ward for more than one month
- Committed a criminal offence
- Misbehaving in the community leading to lack of community support
- Consuming alcohol and illegal drugs
- Formal employment
- Voluntary resignation
KEY POINTS TO REMEMBER

- The CORE OBJECTIVE is to ensure the security and reliability of the data collected;

- Community consultation is critical to ensure cooperation from the people;

- People must be made aware of the importance of this key government policy;

- WARD MEMBER SHOULD NOT HANDPICK OR INFLUENCE THE APPOINTMENT OF WARD RECORDERS;

- WARD MEMBER SHOULD NOT INFLUENCE DATA COLLECTION AND ENTRY;
Thank you for Listening