



**MASILONYANA**

LOCAL MUNICIPALITY  
PLAASLIKE MUNISIPALITEIT  
LEKGOTLA LA MOTSE

**COMMUNICATION STRUCTURES  
BETWEEN POLITICO AND  
ADMINISTRATION**

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## Definitions

- **“Councillor”** means a member of council
- **“District municipality”** means a category C municipality envisaged in section 155(1)© of the constitution.
- **“Local Municipality”** means a category B municipality envisaged in section 155(1)(b) of the Constitution
- **“Section 80 committee”** If a municipal council has an executive committee or executive mayor, it may appoint in terms of section 79 committee of councillors to assist the executive committee or executive mayor.
- **“Section 79 committee”** A municipal council may establish one or more committees necessary for the effective and efficient performance of any of its functions or the exercise of any of its powers.
- **Section 57 employees-** A person to be appointed as the municipal manager of a municipality, and a person to be appointed as a manager directly accountable to the municipal manager, may be appointed to that position only, in terms of written employment contract with the municipality complying with the provision of this section.(Employment contracts for municipal managers and managers directly accountable to municipal managers)
- **Section 56 employees-** A municipal council, after consultation with the municipal manager, appointed a manager directly accountable to the municipal manager.
- **“Whippery”** A committee in the municipality that consist of the Chief Whip of the Majority party, Mayor and the Speaker. This committee is convened and chaired by the Chief Whip.
- **“Study group”** This committee consist of section 80 or 79 members of the ruling party and non-Councillors that have expertise of that portfolio and are deployed by the chief whip. The study groups primary role is to build capacity in the section 80 committees. They play no direct role in section 80 committees and are optional for section 80 chairpersons
- **“Chief Whip”** A Councillor chosen by the majority party, who will link with other party whips to address political challenges. This councillor together with other party whip will be a political dispute resolution committee chaired by the chief whip. This Chief whip will also provide the rulling party

with accurate and precise information on the performance of Majority party Councillors and Officials performance.

- **“Political Party whip”** They are Councillors of the different opposition parties representing the needs of their parties. They will represent the needs of their parties in the political dispute resolution committee chaired by the Chief whip known as Political Party Whips Forum
- **“Whips”** These are Councillors, who represents the Chief Whip in the section 80 / 79 committees and chairs the study groups of their section 80 / 79 committees. They account directly to the Chief whip.
- **“Extended Whippery”** This is a meeting where the leadership of the Municipality sits. The leadership consists of the Chief Whip, Mayor, Speaker, Municipal Manager and the Strategic Manager
- **“Non-Councillors”** These are study group members that are not Councillors. They are people with expertise.
- **“District Chief Whip Forum”** This is a meeting of Local municipality chief whips meeting in their specific district under the chairpersonship of the District Chief Whip
- **“Inter-District Chief Whip Forum”** This is when all District municipality Chief Whips meet in the province, and the chairpersonship of the meeting

2. a government area, means a municipality area determined in terms of the Local Government : Municipality Demarcation Act, 1998 (Act No. 27 of 1998)

- **“Political office bearer”** means the speaker, mayor, mayor and deputy mayor or a member of the executive committee as referred to in the Municipality Structures Act.
- **“Political structures”** in relation to a municipality , means the council of the municipality or any committee or other collective structure of a municipality elected, designated or appointed in terms of a specific provision of the Municipality Structures Act

## 0. Introduction

For Effective, Efficient and smooth running of Masilonyana Local Municipality it is important for the Politico and Administration to operate in harmony in order to fast track the process of service delivery and making the plan to make local government work. Therefore it is important to create platforms where challenges of the Politico and Administration can be discussed in order to fast-track service delivery. This discussion document is mainly developed to ensure that the above objective is achieved.

For the above to materialize it is important to create structures where clear engagements can take place.

***The structure of engagement will consist of the following platforms:-***

- Extended Whippery Meeting
- Whippery meeting
- Chief Whips meeting
- Whipps meeting
- Study group meeting of Section 80 committees
- Caucus meeting of the different political parties for Council
- Caucus of different political parties before EXCO meetings

**1. Extended Whippery Meeting**

**1.1 Composition of extended whippery**

This meeting consist of :-

- The Chief Whip
- The Mayor
- The Speaker
- The Municipal Manager
- The Strategic Manager

**1.2 Frequency of meetings**

It is suggested that in the first coming 3 months the meeting of the Extended Whippery should sit every Monday. The extended Whippery meeting should sit at 10:00am every Monday and this will create a dynamic communication platform between the Political Office bearers of the municipality and the top management of the institution. When a dynamic communication relationship is established between Management and the municipality's political leadership then the meeting of the Extended Whippery can be held once a fortnight.

### **1.3 Who convenes and chairs the meeting of the Extended Whippery**

Office of the Chief Whip convenes and chairs these meetings. The office of the Speaker and Mayor will provide administrative support.

## **2. Whippery meeting**

### **2.1 Composition of whippery**

This meeting consist of :-

- The Chief Whipp
- The Mayor
- The Speaker

### **2.1 Frequency of meetings**

It is suggested that in the first 3 months the meeting of the Whippery should sit every Monday. It should sit after the extended Whippery meeting and this will create a dynamic communication platform among Political Office bearers of the municipality to discuss issues that where raised in the extended Whipperry meeting, general political challenges and give political direction. When a dynamic communication relationship is developed at this level then the meeting of the Whippery can be held once a fortnight.

### **.3 Who convenes and chairs meetings of the whippery**

The Chief Whip convenes and chairs these meetings. The office of the Speaker, Mayor will provide administrative support.

## **2. Criteria to elect Chief Whip**

- (a) The party whip of the majority party is the chief whip
- (b) He/She must be a matured seasoned Councillor.

## **2.1 Committee of the Chief Whip**

### *1.1 Composition of Chief Whip's committee*

- (a) The committee will consist of Councillors.
- (b) These Councillors must be members of section 80 or 79 committee and represent the chief whip in their sections 80 / 79 committee and study groups
- (c) The Whips should not consist of Section 80 or 79 chairpersons.
- (d) The number of Whips will be equal to the number of section 80 or 79 committee chairpersons.
- (e) The Chief Whip will in consultation with the whippers appoint the whips of the different study groups.
- (f) Each section 80 or 79 committee will have a study group.
- (g) Each study group will be chaired by the Whip of that section 80 or 79 committee.
- (h) The Whips will report to the Chief Whip on monthly bases on the performance of section 80 or 79 committee and their study groups.

## **2.2 Functions of the Chief Whip**

- (a) The Chief Whip is the Link between the ruling party and the municipality.
- (b) He / She monitor performance of all the employees of the organization in the municipality.
- (c) He / She also monitor the implementation of the policies of the ruling party.
- (d) The Chief Whip is the unifier among the following offices: office of the Mayor, Speaker and the Municipal manager with out ignoring the legislative power of the above mentioned offices but ensuring that cultures and practices of the ruling party are implemented.
- (e) The Chief Whip must submit a quarterly report to the Regional Executive Committee of the ruling party on performance of employees.



- (f) These quarterly reports must provide detailed information on performance of deployees and must indicate capacity needs.
- (g) The quarterly report should be based on Scientific analysis which formats will be provided
- (h) Chief Whip must meet his Whips at least once a month.
- (i) The Chief Whip will in consultation with the whippery will make recommendation to the Council who on who the members of the Section 80 and 79 committees, including the members of the study groups should be.
- (j) The Chief Whip in consultation with the with the whippery will appoint members of his / her study group and allocate them to Section 80 and 79 committees that already exist in the municipality.
- (k) Monitor deployment of PR Councillors and report to the ruling party.
- (l) Chief whip chairs the whippery ( This is a committee where the Mayor, Speaker and the Chief whip sits every Monday) and the extended Whippery

### **3 Functions of the Whips**

- (a) Each Whip is a chairperson of a section 80 or 79 study group.
- (b) Each Whip in consultation with the relevant section 80 or 79 chairperson will recommend to the Chief Whip who the members of his or her study group should be. This includes both Councillors and non Councillor Members of the study group.
- (c) Section 80 or 79 chairperson in consultation with the Whip will develop an annual program for the section 80 committees and their study groups. This program also includes political discussions (Morabolo) and policies that are relevant to that section 80 or 79 committee.
- (d) Each Whip must be a member of the section 80 or 79 committee which he/she chairs its study group.
- (e) The study group will sit once a month, this will be just before the section 80 or 79 committee meeting.
- (f) The Whips will provide the chief with a monthly report on the:-

- f(1) performance of the committee
- f(2) attendance of meetings by Councillors and non-Councillors
- f(3) performance of section 80 or 79 chairperson, Councillors and non-Councillors in meetings of the study group.
- F(4) Report on oversight and monitoring
- (g) Chief Whip's report should also include a report on the co-operation of section 57 employees (All officials that are appointed by the council .i.e. the municipal manager and managers that report to him/her. That is officials that have contracts with the council).
- (h) The Chief Whip in consultation with the Municipal Manager and the Strategic Manager will draw up a political performance report of section all section 57 managers.

#### **4 Chief Whips report**

The Chief Whips report must provide the ruling party with a clear overview on the:-

- 4.1 Performance of the Mayor.
- 4.2 Performance of the Speaker
- 4.3 Performance of the Whips
- 4.4 Performance of Municipal Manager
- 4.5 Performance of Strategic Manager and Section 57 managers
- 4.6 Status on service delivery in the municipality
- 4.7 Performance of Councillors
- 4.8 Performance on non-Councillors deployed in the study groups.
- 4.9 Frequency of all council and committee meetings and how employees attendant meetings.
- 4.10 Integrated planning of all spheres of government on funded public holiday programmes

### **5.1 Reporting on the performance of the Mayor**

- (a) The Mayor, the Speaker and the Chief Whip forms a committee known as the whippery. The Chief Whip must report on how frequently this committee meets.
- (b) Establish if the program of the mayor is in line with the policies of the ruling party and duly advice the mayor.
- (c) Ensure that the deployment and instructions of the majority party are implemented by the Mayor.
- (d) Bring greater cohesion between the office of the Speaker and that of the Mayor.
- (e) Ensure that political public holiday programs exist and are funded.

### **5.2 Reporting on the Performance of the Speaker**

## **5 Whips report**

Report of the Whips to the Chief Whip must contain the following:-

- (a) How frequently do the study groups meet?
- (b) How effective are the meetings of the study group?
- (c) Performance of the section 80 and 79 committees?
- (d) How frequently do the section 80 and 79 committees sit?
- (e) Attendance of study groups and section 80 and 79 committee by Councillors and non-Councillors.
- (f) Participation of members in study groups and in the section 80 and 79 committees.
- (g) The oversight role played by the committee.
- (h) This report must be compiled on monthly bases.
- (i) Each report of the Whip must be co-signed by the section 80 or 79 chairperson.
- (j) There must be a section on the Whips report where the section 80 or 79 chairperson can comment on the objectivity of the whips report.

## **7. Political reports from the municipality to the Ruling Party**

- (a) The Chief Whip will submit a detailed a quarterly report to the Ruling Party.

### **7.1 Timeframe for the Submissions of reports**

- The chief Whip will develop timeframes for the meetings for the times that the study groups should sit and will automatically be followed by the section 80 committee meetings.
- Whips must submit monthly reports to the Chief Whip of their section 80 committees not later than 7 days after the study groups meeting.
- The chief Whip must submit a quarterly report to the Regional Executive Committee of the Ruling Party.

## **8. Intergovernmental framework Relations Forum for Chief Whips**

### ***(a) Political Party Whips forum***

- This forum takes place in a municipality i.e. Local municipality or District municipality.
- It is convened on needs based.
- Any political Party Whip can request a Political Party Whip Forum.
- This request must be in writing, addressed to the Majority party Chief Whip.
- This Forum must be convened not later than 48 hrs after the request is made
- This forum is chaired by the Chief Whip of the Majority Party.
- Function of this forum is to address issues that concerns political parties, so as to minimize conflict and misunderstanding in council. To ensure greater communication and understanding among the different political parties in the council.

### ***(b) Chief Whips Forum***

- This forum takes place in a specific municipality
- It is chaired by the chief Whip.
- It is attended by Study group whips
- It sits once a month

### ***(c) The District Chief Whips forum***

- This forum takes place in a specific district.
- It is attended by the chief whips of the local municipalities and the district chief whip.
- It is chaired by the District Chief Whip.
- Whips may be invited.

- Function of this forum is to act as a peer review forum where Chief whips share experience, Integrate Programs of political activities including funding of political public holiday programs. They also prepare regional positions for meeting of Inter-district and Provincial Chief Whips Forum.

***(d) Inter-district Chief Whips forum***

- This forum is attended only by District Chief whips.
- District Chief Whips may decide if Whips of the Locals may attend.
- It is chaired on rotational bases by one of the District Chief Whips
- This forum takes place in the Province.
- Function of this forum is to act as a peer review forum where Chief Whips of the district share experiences, integrate programs of political activities including funding of political public holidays programs.

***(e) Provincial Chief Whips Forum***

- This forum is attended by all Chief Whips in the province.
- It is chaired by the Chief Whip of the legislature
- The function of this forum is to act as a peer review forum where Chief Whips in the province share experiences, integrate programs of political activities including funding of political public holidays.

***8.1 Frequency of these meetings***

- The Political Party Whips forum sits per request
- The Whips meeting (Study group) sits once a month
- Chief Whips Forum meeting sits once per quarter
- The District Chief Whips forum sit once per quarter
- Inter-district Chief Whips forum sits once per quarter
- Provincial chief whips forum sits once per semester

### (9) Report of the Whip to the Chief Whip

Month \_\_\_\_\_

Name of Committee \_\_\_\_\_

Questions	Responses		Reasons
Did your sect 80 committee sit this month?	Yes	No	
Does your study group have a program?	Yes	No	
Is your section 80/79 chairperson following it?	Yes	No	

## (10) Quarterly report of Speaker to the Council whip

Date of submission \_\_\_\_\_ Name the quarter \_\_\_\_\_

Questions	Responses		
	1	2	3
Expected number of council meetings for this quarter?	1	2	3
How many Council meeting did sit for this quarter?	1	2	3
Rate Councillors attendance of Council	Poor	Average	Good
Rate participation of Councillors in Council	Poor	Average	Good
Expected number of quarterly ward committee meetings?	1	2	3
How many ward committee meetings did sit?	1	2	3
Expected number of quarterly community meeting?	1	2	3
How many community meetings did sit per ward?	1	2	3
Do PR Councillors attend deployment?	Yes	No	Maybe
If no can you provide Chief Whip with their names?	List attached / Not attached		
Are there any training needs among Councillors?	Yes	No	
Can you compile a skill needs audit and provide the Council whip/Chief Whip with it?	Yes	No	
Does ward Councillors have the necessary support during community meeting?	Yes	No	
Do official attend ward Councillor community meetings?	Yes	No	
Do ward Councillors submit their quarterly reports?			
If no can you provide the Council whip with the reporting pattern of ward Councillors for this quarter?	Report attached/ Not attached		
Does your office give ward Councillors the necessary support?	Yes	No	
If no what can be done to build capacity in your office?	Report attached/ Not attached		
How do you rate the working relationship between you and the Mayor	Poor	Average	Good
How do you rate the working relationship between the Municipal Manager and yourself?	Poor	Average	Good
Does your office have programs?	Yes	No	
Did you provide the Chief whip with the program of your office?	Yes	No	
Is the program of your office on schedule?	Yes	No	
If not can you provide the Chief/Council Whip with a summarized explanation and how you intend catching up?	Report attached/ Not attached		

### Additional comments from Speaker

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**(11) Quarterly report of Mayor to the Council whip**

Date of submission \_\_\_\_\_ Name the quarter \_\_\_\_\_

Questions	Responses		
	1	2	3
Expected number of EXCO meetings for this quarter?	1	2	3
How many EXCO meeting did sit for this quarter?	1	2	3
Rate Councillors attendance of EXCO?	Poor	Average	Good
Rate participation of Councillors in EXCO?	Poor	Average	Good
Expected number of quarterly section 80 committee meetings?	1	2	3
How many section 80 committee meetings did sit?	1	2	3
Expected number of quarterly public hearing?	1	2	3
How many public hearings did sit of section 80 committee?	1	2	3
Do Councillors attend section 80 committee meetings?	Yes	No	Maybe
If no can you provide the Chief Whip with their names?	List attached / Not attached		
Are there any training needs among section 80 Councillors?	Yes	No	
Can you compile a skill needs audit and provide the Council whip with it?	Yes	No	
Does the official of the municipality support section 80 chairpersons during meetings?	Yes	No	
Do official attend section 80 committee meetings?	Yes	No	
Do section 80 committee chairpersons submit quarterly reports?			
If no can you provide the Chief / Council whip with the reporting pattern of section 80 chairperson for this quarter?	Report attached/ Not attached		
Does your office give section 80 chairpersons the necessary support?	Yes	No	
If no what can be done to build capacity in your office	Report attached/ Not attached		
How do you rate the working relationship between you and the Speaker?	Poor	Average	Good
How do you rate the working relationship between the Municipal Manager and yourself	Poor	Average	Good
Does your office have programs?	Yes	No	
Did you provide the Chief whip with the program of your office?	Yes	No	
Is the program of your office on schedule?	Yes	No	
If not can you provide the Chief/Council with a summarized explanation of why it is not on track and how you intend catching up?	Report attached/ Not attached		

**Additional comments from Mayor**

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## **Source documents**

- The Constitutions of the Republic of South Africa, 1996
- Municipal Structures Act, 1998
- Municipal Systems Act, 2000
- Intergovernmental Relations frame-work Act, 2005
- White paper on local government, 1998
- Labour relations Act
- Skills Development Act
- Through the eye of a needle
- Strategy and tactics