

# **NAMAKWA DISTRICT MUNICIPALITY**



## **DRAFT ANNUAL REPORT**

2022/23

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## **ACRONYMS**

|         |   |                                                                                  |
|---------|---|----------------------------------------------------------------------------------|
| AEL     | - | Atmospheric Emissions Licence                                                    |
| AFS     | - | Annual Financial Statements                                                      |
| AG      | - | Auditor-General                                                                  |
| APPA    | - | Atmospheric Pollution Prevention Act                                             |
| CBO     | - | Community-based Organisation                                                     |
| CDW     | - | Community Development Worker                                                     |
| COGHSTA | - | Department of Cooperative Governance,<br>Human Settlements & Traditional Affairs |
| DBSA    | - | Development Bank of South Africa                                                 |
| DEA     | - | Department of Environmental Affairs                                              |
| DENC    | - | Department of Environment and Nature Conservation                                |
| DIGF    | - | District Inter-governmental Forum                                                |
| DMA     | - | District Management Area                                                         |
| DoRA    | - | Division of Revenue Act                                                          |
| DWA     | - | Department Water Affairs                                                         |
| EAP     | - | Employee Assistance Programme                                                    |
| EIA     | - | Environmental Impact Assessment                                                  |
| EPWP    | - | Expanded Public Works Project                                                    |
| ESS     | - | Employee Self Service                                                            |
| FPA     | - | Fire Prevention Association                                                      |
| FY      | - | Financial Year                                                                   |
| GAMAP   | - | General Accepted Municipal Accounting Practice                                   |
| GIS     | - | Geographic Information System                                                    |
| GRAP    | - | Generally Recognised Accounting Practice                                         |
| HH      | - | Households                                                                       |
| ICT     | - | Information Communication Technology                                             |
| IDP     | - | Integrated Development plan                                                      |
| IGR     | - | Inter-Governmental Relations                                                     |
| IMFO    | - | Institute of Municipal Finance Officers                                          |
| ITP     | - | Integrated Transport Plan                                                        |
| KPA     | - | Key Performance Area                                                             |
| KPI     | - | Key Performance Indicator                                                        |
| LED     | - | Local Economic Development                                                       |
| LGSETA  | - | Local Government Sector Education & Training Authority                           |
| MFMA    | - | Municipal Finance Management Act                                                 |
| MIG     | - | Municipal Infrastructure Grant                                                   |
| MOU     | - | Memorandum of Understanding                                                      |

|       |   |                                               |
|-------|---|-----------------------------------------------|
| MPAC  | - | Municipal Public Accounts Committee           |
| NCPA  | - | Northern Cape Provincial Association          |
| NDM   | - | Namakwa District Municipality                 |
| NEAR  | - | National Emergency Alarm Radio System         |
| NGO   | - | Non-government Organisation                   |
| O&M   | - | Operation and Maintenance                     |
| PIGF  | - | Premier's Inter-governmental Forum            |
| PMS   | - | Performance Management System                 |
| PMU   | - | Project Management Unit                       |
| RRAMS | - | Rural Roads Asset Management                  |
| SALGA | - | South African Local Government Association    |
| SETA  | - | Sector Education and Training Authority       |
| SDBIP | - | Service Delivery & Budget Implementation Plan |
| SDF   | - | Spatial Development Framework                 |
| SLA   | - | Service Level Agreement                       |
| SMME  | - | Small, Medium & Micro Enterprises             |
| SOP   | - | Standing Operations Procedure                 |
| WSP   | - | Workplace Skills Plan                         |
| WWTW  | - | Waste Water Treatment Works                   |

## VISION

*Namakwa District Municipality: Nurturing Possibilities, Inspiring Progress!*

In the heart of the arid landscapes, we are the beacon of transformation, where the sun-kissed horizons echo with resilience and innovation. Our vision is a tapestry woven from the threads of community unity, sustainable growth, and boundless potential.

We envision a Namakwa that rises as a dynamic hub, nurturing the aspirations of its people, and igniting the spark of progress. With every project, every policy, we weave a legacy of excellence that stands as a testament to our commitment to the future.

Our journey is one of discovery, where the ancient wisdom of the land harmonizes with modern strategies for prosperity. We celebrate our heritage while embracing new horizons, always striving to be a guiding star for others to follow.

## MISSION STATEMENT

Our mission echoes through the canyons and across the deserts: to sculpt a future that resonates with hope and prosperity. Guided by legislative purpose, we forge alliances that transcend boundaries, fostering unity to cultivate sustainable development within our cherished domain. Like the life-giving rivers that carve their paths, we nourish partnerships that empower us to uplift B-Municipalities, casting the spotlight on progress.

Transparency illuminates our path, a beacon of honesty that guides our decisions. Accountability is the cornerstone of our foundation, ensuring that our actions stand as a testament to integrity. As we etch our story onto the annals of time, we strive to be more than just a municipality; we are a centre of excellence, a canvas painted with innovation, and a symphony of collective aspirations.

Together, as we traverse the annual report's pages, we invite you to witness the seeds of transformation sown, the victories celebrated, and the dreams realized. Join us in this mosaic of progress, where Namakwa blooms with promise, and the Namakwa District Municipality's mission becomes a living tapestry woven into the fabric of our vibrant landscape.

## COAT OF ARMS



The new European shield shape was used.

The gold part in the shield refers to the predominantly arid area served by the District Municipality. The two complaisant Springboks in the foot of the shield not only relates to the administrative seat, but also to the large herds of this animal that were found in the district and also formed an important source of subsistence for the San and Nama.

The waving striped beams shoes the importance of water in the area as well as the mountains in the Hantam area. The 'Bitterbosgousblom' in the shield head in endemic to the region but also serves as alternative for the sun, represented as an element in the shield.

The diamonds represent the natural earthly resources and rich minerals in the region. The arms bearers are 'Dwergvalkies' of the Hantam region, and also appeared on the previous Hantam District Council coat of arms.

The crown resting on the shield is in the form of stones. This reflects a government that builds and work together. The ribbon in which the motto appears is golden with wine red background and both depicts the natural resources in the region.

The shield motto "**!Igăi!Osib**" is Nama for the word *Prosperity*.

# CHAPTER 01: MAYOR'S FOREWORD AND EXECUTIVE SUMMARY

## 1.1 Foreword of the Executive Mayor

As we gather to reflect on the achievements and challenges of the past year, I am honored to present this Annual Report, which encapsulates our collective journey towards a brighter future for the Namakwa District Municipality. It is with great pride and a sense of responsibility that I stand before you to share our progress, our commitments, and our aspirations.

Over the past year, our Municipality has witnessed remarkable strides in addressing critical issues that affect the lives of our residents. It is with profound satisfaction that I acknowledge the dedicated efforts put forth by all stakeholders, working hand in hand with the municipality, to make a tangible difference in our community.

I am particularly heartened by our Municipality's involvement in special programs aimed at fostering growth and development. Through collaboration with local businesses and educational institutions, we have actively promoted skill development and employment opportunities for our youth, working towards the reduction of unemployment. We have embraced our role as advocates for economic empowerment, promoting entrepreneurship and sustainable livelihoods.

Our commitment to social issues has remained unwavering, as we continue to actively participate in South African commemorative days that raise awareness about the struggles, triumphs, and unity of our nation. Our engagement with the AIDS Council stands as a testament to our dedication to combat HIV/AIDS and promote health and well-being within our communities.

Addressing gender-based violence (GBV) remains a top priority, and we have worked tirelessly to create safe spaces for victims, raise awareness, and advocate for policy changes that protect the vulnerable. Our efforts are rooted in the belief that every individual deserves a life free from fear and violence.

The fight against poverty remains central to our vision. Through innovative initiatives and partnerships, we are striving to uplift families and provide pathways out of poverty. By addressing the root causes of poverty, we aim to build a more inclusive and equitable society.

In our pursuit of a better future, we have tackled the scourge of substance abuse head-on. Collaborative efforts between our Municipality, law enforcement, and social support networks have paved the way for effective intervention, rehabilitation, and prevention programs. Our goal is to break the cycle of addiction and offer individuals a chance at renewal.

This Annual Report serves as a testament to the collective spirit that drives our Municipality forward. It reflects the unwavering dedication of our municipal team, community partners, and every individual who has contributed to our progress. It also highlights the challenges that remind us of the work that lies ahead. It is my hope that, through continued collaboration and determined efforts, we can overcome these challenges and create a more prosperous and harmonious Namakwa District for all.

I extend my deepest gratitude to each and every person who has played a part in making this year a meaningful chapter in our Municipality's story. Let us march into the future with renewed resolve, working together to build a stronger, more resilient, and more compassionate Namakwa District.

Yours in Service,

Executive Mayor  
Cllr. Mervin Cloete

## 1.2 Foreword of the Municipal Manager

As I am reflecting on the 2022/2023 financial year, I am pleased to report that the Namakwa District Municipality has performed very well in relation to service delivery and supporting provided to B-Municipalities.

I am extremely proud of the Clean Audit status retained for the 2nd consecutive year.

To receive a clean audit opinion does not imply financial wealth but is indicative of good management, control and compliance in relation to audit requirements. On behalf of council, myself and the Senior Management team and all members of staff. I hereby wish to register my appreciation for your dedication and contribution towards retaining our Clean Audit status.

I also want to thank my predecessor, Mr Chris Fortuin, for his role, leadership and commitment towards the institution and Namakwa.

We must ensure that clean audits equate to improve service for all. We remain committed to accountable and ethical governance with Zero tolerance for corruption and maladministration.

Any alleged misconduct by any officials shall be reported for investigation and or disciplinary actions should the evidence suggest it. In the year under review the following people left the institution:

- a) Mr CJ Fortuin - Municipal Manager
- b) Mr Jannie Loubser - Senior Manager: Economic Development & Planning
- c) Mr J Cloete - Manager: Housing

This Annual Report will reflect on the performances and challenges of Namakwa District Municipality. I would like to extend my sincerest gratitude to the Council, the Executive Mayor, Mayoral Committee, the Audit Committee and staff to deliver on our vision: "Reshaping Namakwa for future generation".

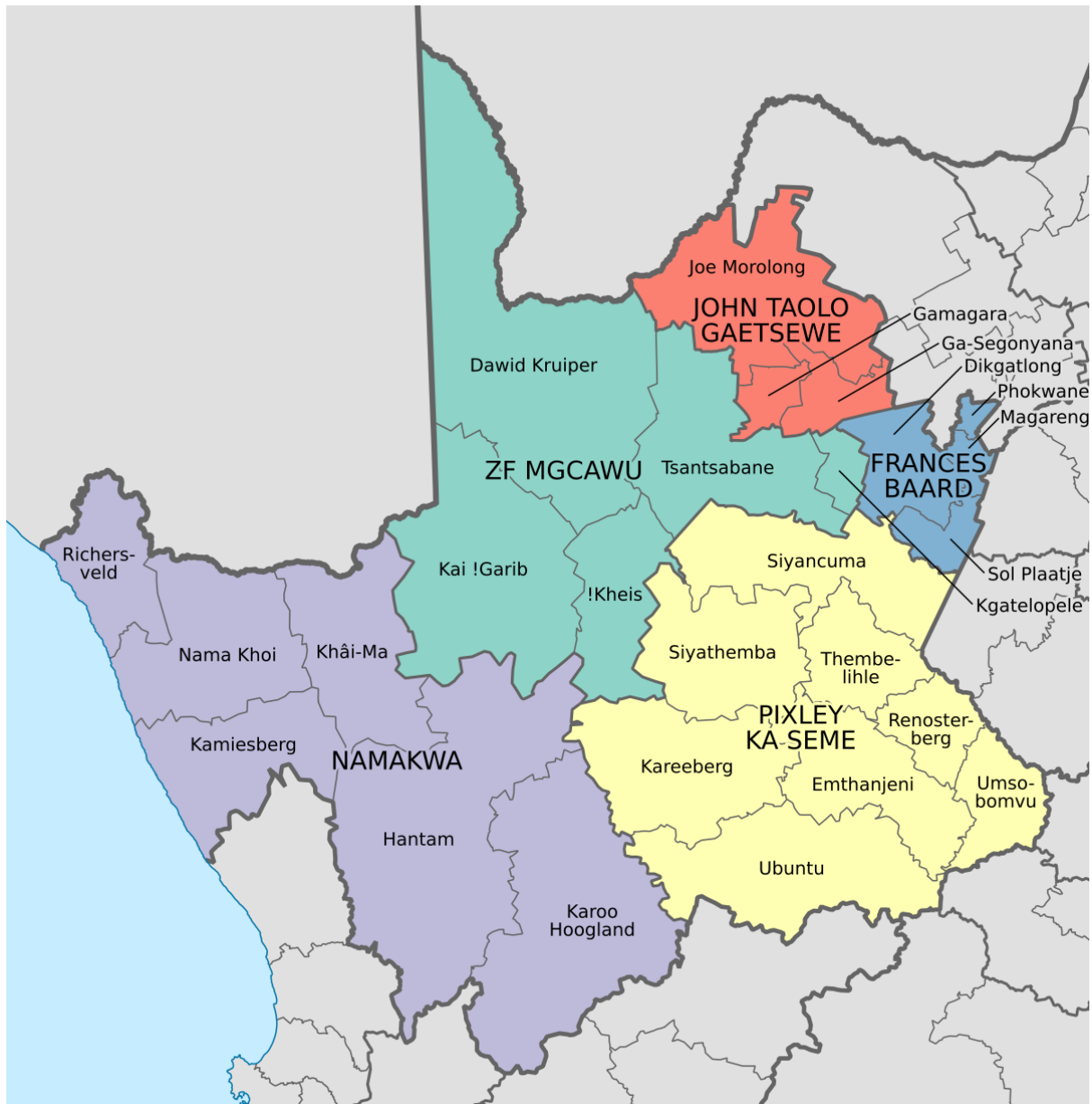
We can only achieve this if we extend this to all communities, specifically the most vulnerable.

In conclusion our appreciation for the partnership with government departments, mining houses, corporates and NGO's for making a difference. The mega developments earmarked for our region should be embraced for a better life, employment creation and to address inequality.

Let us work together.

Municipality Manager

A map showing the district with the different Municipalities is below;



## **1.3 SERVICE DELIVERY OVERVIEW**

### **Transforming Service Delivery in Namakwa District Municipality: A Path Forward**

In the heart of Namakwa District Municipality lies a commitment to providing essential services that uplift and empower its communities. Our journey towards impactful service delivery has been a testament to dedication, innovation, and the unyielding pursuit of progress.

#### **Breaking Barriers, Bridging Gaps:**

In our pursuit of delivering Free Basic Services to all, we navigate diverse landscapes and unique challenges. The very essence of our municipality, spanning vast distances and scarce resources, influences the dynamic service levels we offer. Water and electricity, the lifeblood of our communities, are provided across our B-municipalities, though differences persist due to varying circumstances.

#### **Embracing Progress, Eliminating Backlogs:**

Our commitment to service delivery has borne fruit over the years, transforming backlogs into minimal occurrences in various areas. While households now enjoy essential services, we acknowledge that effective and economical provision remains a challenge. Resources, both financial and technical, are critical components we grapple with in our pursuit of enhancing lives.

#### **Forging Ahead with Innovation:**

To surmount these challenges, Namakwa District Municipality is pioneering a renewed approach. Through the re-establishment of our Project Management Unit (PMU), we forge a pathway for effective infrastructure development. We understand that our own budgets often fall short, making partnerships and innovation pivotal to achieving our goals.

#### **Accelerating Housing and Roads:**

As housing and road infrastructure stand as cornerstones of progress, we intensify our efforts. Housing projects are underway, with a dedicated Housing Manager steering their continuous implementation. Roads, vital economic arteries of our region, necessitate maintenance even amidst challenges posed by distance and resources.

In Namakwa District Municipality, service delivery transcends the mere provision of services; it's a testament to resilience, adaptability, and the spirit of community. As we pen this chapter

in our annual report, we rededicate ourselves to shaping a future where our communities thrive. Together, with the embrace of innovation, unity, and determination, we chart a course towards enhanced service delivery that reflects the aspirations of every individual we serve.

#### **1.4 FINANCIAL HEALTH OVERVIEW**

In the previous year's report, it was emphasized that both the Namakwa District Municipality and local municipalities relied significantly on external grants to support their capital projects. The challenges posed by limited financial resources have been a persistent obstacle, hindering the effective fulfillment of developmental responsibilities.

This financial dependency has underscored the complexities faced by most municipalities in meeting their developmental objectives. The insufficiency of funds continues to impede progress, affecting the delivery of essential services and inhibiting sustainable growth within the communities we serve.

Regrettably, the long-term financial outlook for both the Namakwa District Municipality and its local counterparts remains in a state of decline. The present fiscal trajectory is not sustainable, and unless proactive measures are undertaken, our ability to sustain service delivery and advance community development may be compromised.

Our commitment to the wellbeing and prosperity of our constituents remains unwavering. However, in light of the financial challenges faced, it is imperative that we explore innovative solutions, seek partnerships, and engage in prudent financial management practices. The fiscal health of our municipality is a critical factor in our ability to realize our goals and maintain the delivery of essential services that our communities rely upon.

In the forthcoming years, we are dedicated to addressing these financial challenges head-on. We will prioritize transparent financial management, efficient resource allocation, and the pursuit of alternative funding sources to augment external grants. By doing so, we aim to safeguard the sustainability of our operations, strengthen our financial foundations, and ultimately enhance the quality of life for all residents within the Namakwa District Municipality.

It is with determination that we acknowledge the road ahead and commit to navigating it with fiscal responsibility and resilience, for the betterment of our district and its vibrant communities.

#### **1.5 ORGANISATIONAL DEVELOPMENT OVERVIEW**

Councillor G Pieters from the ANC has been appointed as Speaker at the Namakwa District Municipality. Councillor C Klaase from the DA resigned and was replaced by Councillor F Farao.

## 1.6 STATUARY ANNUAL REPORT PROCESS

| No. | Activity                                                                                                                                                                                                                                                                                                     | Timeframe      |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| 1   | Consideration of next financial year's Budget and IDP process plan. Except for the legislative content, the process plan should confirm in-year reporting formats to ensure that reporting and monitoring feeds seamlessly into the Annual Report process at the end of the Budget/IDP implementation period | July 2022      |
| 2   | Implementation and monitoring of approved Budget and IDP commences (In-year financial reporting).                                                                                                                                                                                                            |                |
| 3   | Finalise the 4th quarter Report for previous financial year                                                                                                                                                                                                                                                  |                |
| 4   | Submit draft year 0 Annual Report to Internal Audit and Auditor-General                                                                                                                                                                                                                                      |                |
| 5   | Audit/Performance committee considers draft Annual Report of municipality and entities (where relevant)                                                                                                                                                                                                      | August 2022    |
| 6   | Mayor tables the unaudited Annual Report                                                                                                                                                                                                                                                                     |                |
| 7   | Municipality submits draft Annual Report including consolidated annual financial statements and performance report to Auditor General                                                                                                                                                                        |                |
| 8   | Annual Performance Report as submitted to Auditor General to be provided as input to the IDP Analysis Phase                                                                                                                                                                                                  |                |
| 9   | Auditor General audits Annual Report including consolidated Annual Financial Statements and Performance data                                                                                                                                                                                                 | September 2022 |
| 10  | Municipalities receive and start to address the Auditor General's comments                                                                                                                                                                                                                                   | November 2022  |
| 11  | Mayor tables Annual Report and audited Financial Statements to Council complete with the Auditor- General's Report                                                                                                                                                                                           |                |
| 12  | Audited Annual Report is made public and representation is invited                                                                                                                                                                                                                                           | January 2023   |
| 13  | Oversight Committee assesses Annual Report                                                                                                                                                                                                                                                                   |                |
| 14  | Council adopts Oversight report                                                                                                                                                                                                                                                                              |                |
| 15  | Oversight report is made public                                                                                                                                                                                                                                                                              |                |
| 16  | Oversight report is submitted to relevant provincial councils                                                                                                                                                                                                                                                | March 2023     |
| 17  | Commencement of draft Budget/ IDP finalisation for next financial year. Annual Report and Oversight Reports to be used as input                                                                                                                                                                              |                |

The content of an annual report provide information about how well the municipality is doing financially, upcoming changes projected for the next year, and the management staff of the municipality. Concerned parties, such as stakeholders, can use this information to make important decisions.

It is therefore imperative that these guidelines as set out above are adhered to, to ensure that the report complies and give a true reflection of how well the municipality is doing.

# CHAPTER 02: GOVERNANCE

A municipality has the right to govern, on its own initiative, the local government affairs of its community, subject to national and provincial legislation (Section 151(3), Constitution, 1996). An effective governance framework system, policies and structure is crucial to the proper functioning of the Namakwa District Municipality. The quality of governance and transformation is one of the major determining factors in turning the district into a developmental government focused on improving the quality of life in its area of jurisdiction.

The governance system of the NDM is an Executive Mayoral system which comprises of Section 80 committees.

The NDM has a mandate to:

- Provide democratic and accountable governance for local municipalities;
- Ensure the provision of services to communities in a sustainable manner;
- Encourage the involvement of communities and community organisation in the matters of local government;

The district does not account for the provision of bulk electricity and water to Category B municipalities as this fall in the jurisdiction of these municipalities as concluded in the Structures Act.

## COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE

### 2.1 POLITICAL GOVERNANCE

Councillor M. Cloete is the Executive Mayor of the Namakwa District Municipality in line with Section 54 of the Municipal Structures Act, Act 117 of 1998. The Executive Mayor must identify the needs of the municipality, review and evaluate those needs in order of priority, recommend to the municipal council strategies, programmes and services to address priority needs through the integrated development plan, and the estimates of revenue and expenditure (Section 56(2) of the Municipal Structures Act).

Council has a Mayoral Committee in place with Councillor M. Cloete as the chairperson of the committee in terms of Section 60 of the Municipal Structures Act. The political structure consists of 19 councillors of which 11 Councillors represent the African National Congress (ANC), 1 Councillor from Patriotic Alliance (PA), 3 from Namaqua Civic Movement (NCM) and 4 the Democratic Alliance (DA). The ANC has 3 directly elected Councillors and 7 local municipal representative Councillors. The PA has 1 directly elected Councillor. The NCM has 1 directly elected Councillor and 2 local municipal representative Councillors. The DA has 2 directly elected Councillors and 2 local municipal representative Councillors. See Appendix A for a full list of Councillors and Appendix B for the committees.

The Municipality has the following portfolio committees:

- Budget & Treasury Committee chaired by the Executive Mayor
- Corporate Committee chaired by Councillor E Oliphant
- Municipal Health Services Committee chaired by Councillor P Van Heerden
- Economic Development & Planning Committee chaired by Councillor J Wilschut

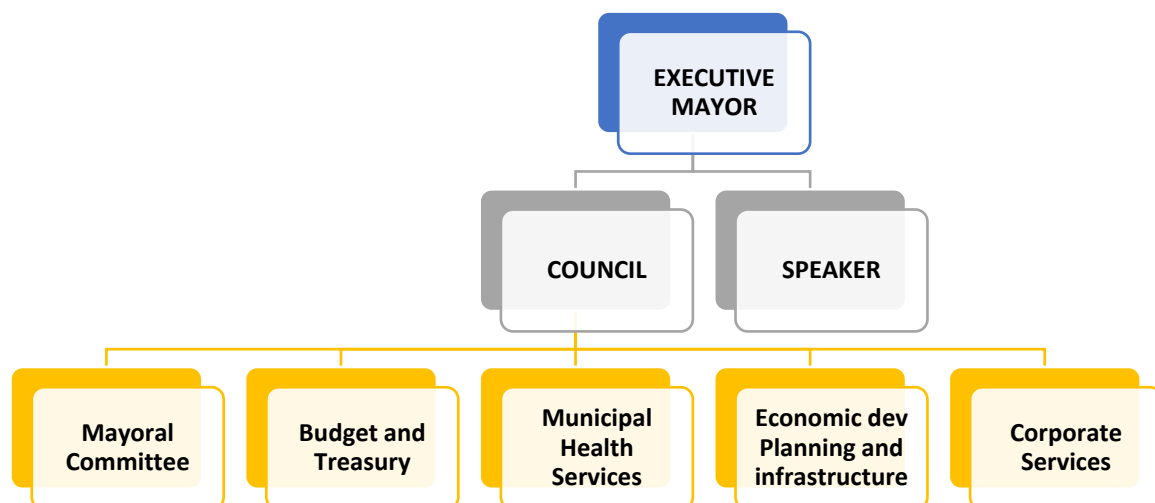
The portfolio committees have no powers and may only make recommendations to the mayoral committee.

A Municipal Public Accounts Committee (MPAC) was established as an oversight committee in terms of Section 79 of the Municipal Structures Act, Act 117 of 1998. Councillor Riaan Cloete is the chairperson of the MPAC. He is not part of any other committee of the Council. The MPAC report will be published separately in accordance with the Municipal Finance Management Act (MFMA), Act 56 of 2003 guidelines.

Mr. F van den Heever is the Chairperson of the Audit/Performance Committee who advises Council and municipal staff on issues as indicated in the act.

The Municipal Council functions in terms of its Rules of Order and the Code of Conduct for Councillors (Schedule 1 of Municipal Systems Act, Act 32 of 2000) is applicable to all councillors.

### 2.1.1 GOVERNANCE MODEL



### **2.1.2 POLITICAL DECISION-TAKING**

Council is the highest decision-making body within its legislative and executive powers as provided for in section 12 of the Municipal Structures Act. Section 80 Committees, MPAC and the Oversight Committee table their reports to Council for its decisions.

The Executive Mayor also exercise his duties in terms of section 55 of the Municipal Structures Act. He convenes his Mayoral Committee on a monthly basis to consider reports from other committees and formulate recommendations to Council.

The Mayoral Committee functions in a manner similar to that of a cabinet with its main function to ensure integration of the work of the council across political portfolios and departments.

The Speaker is a councillor elected as chairperson of the Municipal Council as per legislation and presides the meetings of council.

The Speaker also oversees the effective functioning of the council committee system. The committees of Council meet on a quarterly basis and formulate recommendations based on their portfolios.

Council resolution are taken by majority and if necessary, by voting. Recommendations from committees are tabled before resolutions are taken. Below is a list of actions taken during council meetings for the 2019/2020 financial year:

| Item submitted to council                      | Action Taken                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Date           | Resolution                                                                                                                                                                                                                   |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NOTICE /<br>ANNOUNCEMENT BY<br>EXECUTIVE MAYOR | <ul style="list-style-type: none"> <li>✓ Possible Legal Action by a Tenderer (Tender for Printers)</li> <li>✓ The Executive Mayor requests Mr. R. Datadin to inform the Council about the possible legal action.</li> <li>✓ The Speaker asks Mr. R. Datadin to inform the Council in detail, but also cautiously as it involves a legal action.</li> <li>✓ Mr. R. Datadin then informs the Council about the matter.</li> <li>✓ The Municipal Manager mentions that the Delegation of Authority policy grants the Municipal Manager the right to handle</li> </ul> | 02 August 2022 | It is stated that the Council grants the Municipal Manager and the Administration the necessary permission to seek the required legal advice and also grants permission for the Municipal Manager to represent NDM in court. |

any matter in a Lower Court.

- ✓ He mentions that if the tenderer applies for an interdict, the Municipal Manager must obtain Council's permission to seek legal advice and to defend the case. He mentions that if it does not conclude in court, Council will be informed, and the Council decision will be revoked. This is solely for preparation in case an interdict is obtained, in which case the decision has already been made, and there is no need for another Special Council Meeting.
- ✓ The Speaker then opens the floor for questions and input:
- ✓ Council Member Richard Cloete mentions that he is not clear about seeking the interdict. He states that he understands the grounds

|                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                    | <p>for the legal action but not how the interdict fits in.</p> <p>✓</p> <p>✓ The Municipal Manager mentions that the individual is of the opinion that although they have been told that there are no grounds for their appeal, they continue to proceed to the Court to halt the awarding process of the Tender with the interdict.</p> |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Advertisement for the Municipal Manager Position and the Interview Panel for the Municipal Manager Position</b> | Mr. G. Cloete provides further clarification to the Council.                                                                                                                                                                                                                                                                             | 02 August 2022 | <p>A decision is made:</p> <p>a) that the position be advertised within 14 days;</p> <p>b) that the Executive Mayor, Council Member JH Wilschut, COGHSTA, Provincial Treasury, and SALGA form part of the interview panel.</p>                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Announcements by the Executive Mayor Investigation into Parade led by Council Member Richard Cloete</b>         | The Executive Mayor requests that the matter be investigated and determines whether Council Members are acting within the code of conduct of the Council.                                                                                                                                                                                | 29 August 2022 | <p>a) That a letter of consent be given to Mr. G Farmer (Chief Executive Officer of ItCognify) to assist Namakwa District Municipality with the establishment of a Skills Center on a pro bono basis, as sponsored by "Construction CETA";</p> <p>b) That the contract of the Municipal Manager, Mr. CJ Fortuin, be extended on a month-to-month basis until the appointment of the new Municipal Manager is finalized;</p> <p>c) That interns/learnerships be utilized for assisting Ward Councillors;</p> <p>d) That the involvement/actions/participation during the Parade led by Council Member Richard Cloete be investigated.</p> |

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|                                                                                                            |                                                                                                                                                                                                                                                                                                              |                | <p>e) That the committee conducting the investigation regarding Council Member RH Cloete's involvement in a parade should proceed, with the Speaker (Chairperson) – Council Member GY Pieters, Council Whip – Council Member JH Wilschut - ANC, Council Member AM Beukes – DA, Council Member CR Warne – PA, and Council Member TF Bantom - NCM included.</p> <p>Proposer: Council Member RJ Cloete<br/> Seconded: Council Member JC Losper</p> |
| <b>Quarter 4 Audit Committee Reports</b><br><b>"Annual Report" from the Audit Committee</b>                | Reviewing of Annual Report by council                                                                                                                                                                                                                                                                        | 29 August 2022 | Decision that the report of the 2021/22 fourth quarter and the Annual Report be approved and accepted by the Council.                                                                                                                                                                                                                                                                                                                           |
| <b>Minutes of Special Council Meeting held on 31 May 2022</b><br><b>3/2/2/3</b><br><b>Corrections None</b> | Reviewing of special council meeting minutes                                                                                                                                                                                                                                                                 | 29 August 2022 | A decision is made that the minutes of the Special Council Meeting held on 31 May 2022 be approved and accepted by the Council.                                                                                                                                                                                                                                                                                                                 |
| <b>Action and Progress Report of the Special Council Meeting held on 31 May 2022</b>                       | <p>SPLUMA: Chairperson - Mr. JT Loubser</p> <p>The Municipal Manager provides clarification regarding the term of Mr. J. T. Loubser as the SPLUMA Chairperson and mentions that the person's term should not exceed 10 years.</p> <p>The BMK recommended that this period also be fixed for three years.</p> | 29 August 2022 | <p>Decision</p> <p>a) that the term of the SPLUMA Chairperson, Mr. JT Loubser, be fixed for 3 years;</p> <p>b) that the Action and Progress Report of the Special Council Meeting held on 31 May 2022 be approved and accepted by the Council.</p>                                                                                                                                                                                              |
| <b>Minutes of Council Meeting held on 28 June 2022</b><br><br><b>Corrections:</b>                          | <p>Reviewing of minutes</p> <p>Corrections made:</p>                                                                                                                                                                                                                                                         | 29 August 2022 | A decision is made that the minutes of the Council Meeting held on 28 June 2022 be approved and accepted by the Council.                                                                                                                                                                                                                                                                                                                        |

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| <p>BI.10 Council Member CR Warne should be added to the roll-call list.</p> <p>Council Member TF Bantom did attend the meeting and this should be indicated.</p> <p>BI.12 "party" should be changed to "partye".</p> <p>Vergadering should be changed to vergader.</p> <p>The second "is" should be removed from the sentence.</p> <p>The word "te" should be added to the sentence.</p> <p>Belange should be changed to belang.</p> | <p>"Messages must change to message and the word 'in' must change to 'and'.</p> <p>The word 'must' should be removed from the sentence."</p> <p>The second "request" should be removed from the sentence.</p> <p>Munisipaliteit should be changed to Munisipaliteite.</p> <p>Minning should be changed to Mining.</p> <p>B. 13 Artisanal Minning should be changed to Artisanal Mining.</p> <p>Bl. 20 sleg should be changed to slegs.</p> <p>Bl. 24 COGHSTA should be changed to COGTA.</p> <p>Bl. 25 onmiddelik should be changed to onmiddellike.</p> |                       |                                                                                                                                                                                                      |
| <p>Action and Progress Report of the Council Meeting held on 28 June 2022.</p>                                                                                                                                                                                                                                                                                                                                                       | <p>Reviewing of Action and Progress Report</p> <p>Discussion of Artisanal Mining</p> <p>Nomination of Committee</p>                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>29 August 2022</p> | <p>RESOLUTION</p> <p>a) that the "Artisanal Mining" ad hoc committee be constituted as follows:</p> <p>Speaker:</p> <p>Councilor GY Pieters</p> <p>Councilor JC Losper</p> <p>Councilor CR Warne</p> |

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|                                                                                                         |                                                                                                                                         |                | Councillor BC Brandt;<br>b) that the Action and Progress Report of the Council Meeting held on 28 June 2022 be approved and accepted.                                                                                                                                                      |
| Minutes of Special Council Meeting held on 2 August 2022<br>3/2/2/3<br><br>Corrections:<br>None         |                                                                                                                                         | 29 August 2022 | RESOLUTION<br><br>that the Minutes of the Special Council Meeting held on 2 August 2022 are approved and accepted by the Council.                                                                                                                                                          |
| Action and Progress Report of the Special Council Meeting held on 2 August 2022.                        | Reviewing of Action and Progress Report                                                                                                 | 29 August 2022 | RESOLUTION<br><br>That the Action and Progress Report of the Special Council Meeting held on 2 August 2022 is approved and accepted by the Council.                                                                                                                                        |
| Minutes of MPAC:<br>23 June 2022 and 10 August 2022<br>"UIF&W" report (Handout)<br>"Workplan" (Handout) |                                                                                                                                         | 29 August 2022 | RESOLUTION<br><br>a) that the Minutes of MPAC held on 23 June 2022 and 10 August 2022 are approved and accepted;<br>b) that the irregular expenditure of R650 for 2021/22 be written off by the Council and the "UIF&W" report be approved;<br>c) that the "Workplan" of MPAC be approved. |
| Appointment of External Audit Committee Member (Municipal Manager)                                      | The Municipal Manager provides an explanation regarding the appointment of Ms. E. van Wyk as an External Audit Committee Member of NDM. | 29 August 2022 | RESOLUTION<br><br>That the appointment of the External Audit committee member, Ms. E. van Wyk, is approved and accepted by the Council.                                                                                                                                                    |
| "IDP & Budget" Process Plan for 2023/24                                                                 |                                                                                                                                         | 29 August 2022 | RESOLUTION                                                                                                                                                                                                                                                                                 |

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|                                                                                                                                          |  |                | that the "IDP & Budget" Process Plan for 2023/24 is approved and accepted by the Council.                                                                                                                                                                                                                                                                                                                                          |
| <b>"Draft 2021/22 Annual Performance Report"</b>                                                                                         |  | 29 August 2022 | RESOLUTION<br><br>that the "Draft 2021/22 Annual Performance Report" is approved and accepted by the Council.                                                                                                                                                                                                                                                                                                                      |
| <b>SDBIP Quarter 4 of Committees</b>                                                                                                     |  | 29 August 2022 | RESOLUTION<br><br>that Quarter 4 of committees' SDBIP is approved and accepted by the Council.                                                                                                                                                                                                                                                                                                                                     |
| <b>2021/22 Top Layer SDBIP</b>                                                                                                           |  | 29 August 2022 | RESOLUTION<br><br>that the 2021/22 "Top Layer SDBIP" is approved and accepted by the Council.                                                                                                                                                                                                                                                                                                                                      |
| <b>Provision Channel Deviations: May to June 2022</b>                                                                                    |  | 29 August 2022 | RESOLUTION<br><br>that the Provision Channel deviations not previously reported - 2021/22 are approved and accepted by the Council.                                                                                                                                                                                                                                                                                                |
| <b>Risk Strategy 2022/23</b>                                                                                                             |  | 29 August 2022 | RESOLUTION<br><br>that the Risk Strategy 2022/23 is approved and accepted by the Council.                                                                                                                                                                                                                                                                                                                                          |
| <b>Feedback on Advertised Positions</b><br>a) Senior Manager: Economic Development, Planning, and Infrastructure<br>b) Municipal Manager |  | 29 August 2022 | RESOLUTION<br><br>a) that the position of Senior Manager, Economic Development, Planning, and Infrastructure be re-advertised, and that electronic applications be accepted during this round;<br>b) that permission be obtained from the LUR (Local Urban Renewal) for the contract extension of Mr. J. Cloete until the filling of the Senior Manager: Economic Development, Planning, and Infrastructure position is finalized. |
| <b>Changes on Organogram</b>                                                                                                             |  | 29 August 2023 | RESOLUTION                                                                                                                                                                                                                                                                                                                                                                                                                         |

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|                                                            |                                                                                                                |                | <p>a) that the Senior Manager: Economic Development, Planning, and Infrastructure position be changed to a permanent position on the organogram and advertised as such;</p> <p>b) that the staff within the Control Room be transferred to the Fire Services and the organogram with these modifications be approved and accepted.</p> |
| <b>Draft Annual Report 2021/22</b>                         | The Speaker requests that Council members be capacitated in the electronic sending and receiving of documents. | 29 August 2022 | <p>RESOLUTION</p> <p>that the 2021/2022 Draft Annual Report is approved and accepted by the Council.</p>                                                                                                                                                                                                                               |
| <b>Budget and Treasury Committee recommendations</b>       | . The Executive Mayor presents the committee recommendations to the Council for consideration.                 | 29 August 2022 | <p>RESOLUTION</p> <p>that the Budget and Treasury Committee recommendations are approved and accepted by the Council.</p>                                                                                                                                                                                                              |
| <b>Write-off of Debts for Quarters 1 and 2 of 2022/23</b>  |                                                                                                                | 29 August 2022 | <p>RESOLUTION</p> <p>that Debts for Quarters 1 and 2 of 2022/23 are written off by the Council.</p>                                                                                                                                                                                                                                    |
| <b>“Supply Chain Management Implementation Report”</b>     |                                                                                                                | 29 August 2022 | <p>RESOLUTION</p> <p>that the "Supply Chain Management Implementation Report" is approved and accepted by the Council.</p>                                                                                                                                                                                                             |
| <b>Corporate Services Committee recommendations</b>        |                                                                                                                | 29 August 2022 | <p>RESOLUTION</p> <p>that the Corporate Services Committee recommendations are approved and accepted by the Council.</p>                                                                                                                                                                                                               |
| <b>Municipal Health Services Committee recommendations</b> |                                                                                                                | 29 August 2022 | <p>RESOLUTION</p>                                                                                                                                                                                                                                                                                                                      |

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|                                                                                       |  |                  | that the Municipal Health Services Committee recommendations are approved and accepted by the Council.                                                                                                                                                                                                     |
| Recommendations of the Economic and Infrastructure Development and Planning Committee |  | 29 August 2022   | RESOLUTION<br><br>that the recommendations of the Economic and Infrastructure Development and Planning Committee are approved and accepted by the Council.                                                                                                                                                 |
| “Local Economic Development Strategy 2022/23”                                         |  | 29 August 2022   | RESOLUTION<br><br>that the Draft "Local Economic Development Strategy 2022/23" is approved and accepted by the Council.                                                                                                                                                                                    |
| Announcements by the Executive Mayor 3/2/R                                            |  | 24 November 2022 | RESOLUTION<br><br>That the R300 Data Card Allowance for Directly Elected Council Members is approved and accepted once the "Concurrence letter" from the LUR (Local Urban Renewal) is obtained.                                                                                                            |
| Christmas Leave 2022                                                                  |  | 24 November 2022 | RESOLUTION<br><br>a) That approval is granted for the offices to close on 15 December 2022 and reopen on 3 January 2023;<br>b) that the request for the Council to grant special leave from 19 to 23 December 2022 and for the staff to then take their own leave from 27 to 30 December 2022 is approved. |
| Notice of Revocation of Council Resolution                                            |  | 24 November 2022 | RESOLUTION                                                                                                                                                                                                                                                                                                 |

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| regarding Erf 232, Hondeklipbaai                                                            |                                                                                                                             |                  | that the revocation of the Council Resolution regarding Erf 232, Hondeklipbaai is approved and accepted.                                                                                                                      |
| Feedback: Continued Membership of Medical Fund - Retired Member: FJ Rootman (Legal Opinion) |                                                                                                                             | 24 November 2022 | RESOLUTION<br><br>that the status quo be maintained, and the Council adheres to its previous decision taken on 22 May 2003.                                                                                                   |
| Possible Appointment of the Municipal Manager                                               |                                                                                                                             | 24 November 2022 |                                                                                                                                                                                                                               |
| Acting Senior Manager: Economic Development, Planning, and Tourism                          | (The appointment process will not be completed by the end of the month)<br>The Municipal Manager provides more information. | 25 November 2022 | RESOLUTION<br><br>that there will not be an Acting person appointed in the position of the Senior Manager of the Economic Development, Planning, and Infrastructure department/the position will not be filled at the moment. |
| "One Plan"                                                                                  |                                                                                                                             | 25 November 2022 | RESOLUTION<br><br>a) that the Council approves the draft "One Plan";<br>b) that the Administration is tasked with ensuring that the inputs are obtained and considered for the finalization of the "One Plan".                |
| DBSA's "Adopt a District" program                                                           |                                                                                                                             | 25 November 2022 | RESOLUTION<br><br>that NDM participates in DBSA's "Adopt a District" program.                                                                                                                                                 |
| Green Village Court Case (Kamiesberg Municipality vs Eureka Limited)                        | The Municipal Manager provides further clarification.                                                                       | 25 November 2022 | RESOLUTION<br><br>a) that Council takes note of the Application for Leave to Appeal as well as the Application for Condonation;                                                                                               |

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|                        |  |                  | <p>b) that Council, after careful consideration, decides to support Kamiesberg Municipality in the matter regarding the opposition of the Applicants' aforementioned applications;</p> <p>c) that Council hereby instructs the Council's Attorneys, Messrs. Wessels &amp; Smith Incorporated, Upington, to file the necessary Notices of Opposition and to oppose and defend the Applicants' Application for Leave to Appeal as well as the Application for Condonation dated 15 November 2022;</p> <p>d) that Council further directs that the Council's Legal Representatives explore the possibility of a Contempt of Court application; and</p> <p>e) that Mr. J.T. Loubser, in his capacity as the Chairperson of the Namakwa District Municipal Planning Tribunal (SPLUMA), be authorized to assist the Council's Legal Representatives, to facilitate the resolution of Council decisions regarding illegal development in Kamiesberg.</p> |
| Potential Partnerships |  | 24 November 2022 | <p>RECOMMEND/RESOLUTION</p> <p>a) that a "Memorandum of Understanding" be entered into with the University of the Free State for Human Resource Development in line with Personnel Regulations involving "Knowledge Management Studies" and "Inclusive Local Economic Development."</p> <p>b) that a "Memorandum of Understanding" be entered into with the University of the Western Cape to support NDM in the development of Hydrogen energy, including the following areas:</p> <ul style="list-style-type: none"> <li>- Awareness Training for community members;</li> <li>- Formal training for Government Officials (local Government);</li> </ul>                                                                                                                                                                                                                                                                                         |

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|                                                                 |                                                                                                    |                  | <p>- Strategy development (to localize development) and Technical Support when negotiating with investors.</p> <p>c) that a program regarding the mobilization of possible resources for the DDM at UNISA Enterprise be explored. Also, that a review of the IDPs of municipalities will be considered when looking at funding for this. A meeting with them has not occurred yet, but it will take place on Friday, 25 November 2022.</p> <p>d) that a semi-annual contract (6 months) without any financial implications be entered into with eSusFarm in collaboration with the Department of Agriculture. The contract will be re-evaluated upon its expiration. He mentions that it's a trial period.</p> <p>e) for Lepharo, that a "Memorandum of Understanding" for the development of strategies related to the readiness of Mining, Agriculture, Manufacturing, Construction, "Green Hydrogen," Renewable Energy, 4IR for remote areas, IP Commercialization, and International trade/export be entered into with the Economic Development Unit.</p> |
| <b>Budget and Treasury Committee recommendations (Finances)</b> | The Executive Mayor, Councilor MJ Cloete, presents the committee's recommendations to the Council. | 24 November 2022 | <p>RESOLUTION</p> <p>That the Budget and Treasury Committee's recommendations are approved and accepted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Corporate Services Committee recommendations</b>             | Councilor E Oliphant presents the committee recommendations to the Council.                        | 24 November 2022 | <p>RESOLUTION</p> <p>That the Corporate Services Committee's recommendations are approved and accepted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| <b>Municipal Health Services Committee recommendations</b>                                                                                                                                                                 | Councilor PA van Heerden presents the committee recommendations to the Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 24 November 2022 | <p>RESOLUTION</p> <p>That the Municipal Health Services Committee's recommendations are approved and accepted.</p>                                                                                                                                                                                          |
| <b>Economic and Infrastructure Development and Planning Committee recommendations</b>                                                                                                                                      | Councilor JH Wilshut presents the committee recommendations to the Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 24 November 2022 | <p>RESOLUTION</p> <p>That the Economic and Infrastructure Development and Planning Committee's recommendations are approved and accepted;<br/>that the points referred to in the IGR Forum be addressed there.</p>                                                                                          |
| <p><b>Communications by Executive Mayor" in English</b></p> <p><b>"Twinning Agreement" – Karrasburg</b></p> <p>That the invitation from them be approved and Council members be delegated to attend these proceedings.</p> | <p>Mrs. V Cloete (Internal Auditor) - Chairperson of the Audit and Risk Committee in the Northern Cape</p> <p>The Executive Mayor requests that a letter be addressed to her, congratulating her on this appointment as Chairperson of this committee.</p> <p>Council Whip (NDM) Election</p> <p>The Speaker mentions that after discussions with SALGA and COGHSTA, it has been found that the Council Whip cannot be a member of the Mayoral Committee, and another Council member, other than Councilor JH Wilschut, must be appointed as the Council Whip.</p> <p>Artisanal Mining Councilor CR Warne mentions that the current situation cannot continue and makes a strong plea for the Artisanal Mining</p> | 31 March 2023    | <p>Resolution:</p> <p>a) That the invitation to the "Twinning Agreement" for the "Annual Lüderitz Crayfish Festival 2023" from 27 April - 1 May be accepted and;<br/>b) That a delegation from the Council be sent there.</p> <p>Send a letter of congratulations to Mrs. V. Cloete - Internal Auditor.</p> |

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|                                                                                               | committee to address this matter effectively.                           |               | Resolution:<br><br>that Councilor BC Brandt be appointed as the Council Whip. The Speaker requests the Municipal Manager to draft "Terms of Reference" for the Artisanal Mining Committee. |
| UIF&W Report                                                                                  |                                                                         | 31 March 2023 | Resolution:<br><br>that the recommendations from the MPAC in the UIF&W report are approved and accepted by the Council.                                                                    |
| "Audit Committee Report" 1st Quarter 2022/23 and "Audit Committee Report" 2nd Quarter 2022/23 |                                                                         | 31 March 2023 | of the "Audit Committee Report 1st Quarter" 2022/23 and "Audit Committee Report 2nd Quarter" 2022/23.                                                                                      |
| Draft IDP 2023/2024                                                                           |                                                                         | 31 March 2023 | Resolution:<br>That the 2023/2024 Draft IDP is approved and accepted by the Council.                                                                                                       |
| Draft 2023/2024 Budget                                                                        | The Executive Mayor hands over to Mr. R. Datadin to present the budget. | 31 March 2023 | Resolution:<br>That the 2023/2024 Draft Budget is approved and accepted by the Council.                                                                                                    |
| Annual Report 2021/2022                                                                       |                                                                         | 31 March 2023 | Resolution:<br>That the 2021/2022 Annual Report is approved and accepted by the Council.                                                                                                   |
| "Oversight Report on the 2021/2022 Annual Report"                                             | The MPAC Chairperson presents the report to the Council.                | 31 March 2023 | Resolution:<br>That the 2021/2022 Annual Report is approved and accepted by the Council.                                                                                                   |
| Budget and Treasury Committee                                                                 |                                                                         | 31 March 2023 | Resolution:                                                                                                                                                                                |

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| <b>recommendations<br/>(Finance)</b>                                                                         |                                                                                                                                                   |               | That the Budget and Treasury Committee recommendations are approved and accepted by the Council.                                                                                                                                                                                                                  |
| <b>Corporate Services<br/>Committee<br/>recommendations</b>                                                  | The Executive Mayor requests that consideration be given to how the Training Committee can be incorporated into the Corporate Services committee. | 31 March 2023 | Resolution:<br><br>That the Corporate Services Committee recommendations are approved and accepted by the Council.                                                                                                                                                                                                |
| <b>Municipal Health<br/>Services: Committee<br/>recommendations</b>                                          |                                                                                                                                                   | 31 March 2023 | Resolution:<br>That the Municipal Health Services: Committee recommendations are approved and accepted by the Council.                                                                                                                                                                                            |
| <b>EMS Call Centre</b>                                                                                       |                                                                                                                                                   | 31 March 2023 | Discuss the possibility of Namakwa having its own "Call Centre" at the next Political IGR (Inter-Governmental Relations) meeting.                                                                                                                                                                                 |
| <b>Recommendations of the<br/>Economic and<br/>Infrastructure<br/>Development and<br/>Planning Committee</b> |                                                                                                                                                   | 31 March 2023 | Resolution:<br>That the Economic and Infrastructure Development and Planning Committee recommendations are approved and accepted by the Council.                                                                                                                                                                  |
| <b>Policies</b>                                                                                              |                                                                                                                                                   | 31 March 2023 | Resolution:<br>That the Policies as workshopped on 30 March 2023 are approved and accepted by the Council, excluding Travel and Accommodation and "Tools of Trade".<br>a) that the Council takes note of the Environmental Management Strategic Plans as presented during the Policies Workshop on 30 March 2023. |
| <b>"Adopt a District"</b>                                                                                    |                                                                                                                                                   | 31 March 2023 | Resolution:<br><br>a) That NDM participates in the "Adopt a District" Program by DBSA and signs the Memorandum of Understanding (MOU); and                                                                                                                                                                        |

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|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             | b) That the Municipal Manager and Mr. G Cloete are delegated to serve on the Project Steering Committee. |
| <b>Announcement<br/>Executive Mayor</b> | by<br><p>Disaster Area Declaration</p> <p>He requests the Municipal Manager to engage with the Department of Agriculture to attempt to declare the area as a disaster area.</p> <p>Department of Agriculture Projects</p> <p>He mentions that the previous projects of the Department of Agriculture have all come to a standstill. These projects were initiated to produce food. He states that when engaging with the farmers of the region, it might become possible to revive the projects.</p> <p>The Executive Mayor requests that contact be made with the Department of Agriculture at the Provincial level, and a request is made for NDM to take over these projects.</p> <p>"Special Economic Zone"</p> <p>He mentions that the SEZ has been approved.</p> | 26 May 2023 |                                                                                                          |

He notes that the economic opportunities within the region will increase and emphasizes that unless NDM ensures that the Region is prepared for this development, the communities won't benefit significantly from it.

He requests that the Municipal Manager, Mr. SC Adams, contact the former Municipal Manager, Mr. C. Fortuin, regarding this development.

The Executive Mayor requests Brigadier Andrews, the Speaker, Councillor GY Pieters, and Councillor JH Wilschut to pay attention to the Illegal mining activities. He requests that Nama Khoi Municipality also be involved in this matter."

The Executive Mayor requests that clarity be obtained regarding the organizational chart at the General Council Meeting.

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| <b>"Revised IDP 2023/2024"</b>                     |  | 26 May 2023 | <p>"NOTICE TAKEN</p> <p>That the Revised 2023/2024 IDP will be addressed/handled at the Workshop for Councillors.</p> <p>RESOLUTION</p> <p>That the Council considers the Revised 2023/2024 IDP for approval before the end of June 2023."</p>                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Organogram 2023/2024</b>                        |  | 26 May 2023 | <p>Resolution:</p> <p>That the Council considers the 2023/2024 Organogram for approval before the end of June 2023."</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Budget 2023/2024</b>                            |  | 26 May 2023 | <p>Resolution</p> <p>That the Council considers the 2023/2024 Budget for approval before the end of June 2023."</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Kamiesberg Municipality:<br/>Water Services</b> |  | 26 May 2023 | <p>Resolution:</p> <p>a) that Namakwa District Municipality (Speaker, Municipal Manager, Executive Mayor) engages with Kamiesberg Municipality and holds a meeting prior to the signing of the 'Memorandum of Understanding' (tri-party agreement) between NDM, Kamiesberg Municipality, and the Department of Water Affairs;</p> <p>b) that a 'Memorandum of Understanding'/Tri-party agreement between Namakwa District Municipality, Kamiesberg Municipality, and the Department of Water Affairs be concluded, wherein Namakwa District Municipality is appointed as the implementing agent for the Project (Hondeklip Bay Borehole Project)."</p> |

|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Announcements by Executive Mayor 3/2/R                                                                  | <p>"Appointment of the 'Office of the State Attorney' for the Recovery of DAFF Debt to NDM</p> <p>The Executive Mayor informs the Council that various administrative and political intervention processes that were followed to recover R8.7 million from the 'Department of Agriculture, Forestry and Fisheries' (DAFF), which was spent during the 'Upgrading of Port Nolloth Jetty and Fishing Factory' project, were unsuccessful.</p> <p>The mentioned funds were expended since 2013, and multiple attempts to recover the expenses incurred by NDM were futile.</p> <p>He mentions that the next step is to engage the services of the 'State Attorney' to take legal action against DAFF.</p> | 9 June 2026 | <p>RESOLUTION</p> <p>Authorization is granted to the Municipal Manager, Mr. SC Adams, to approach the Office of the Director-General (DG) in the Northern Cape Province to seek assistance through the services of the 'State Attorney' in order to recover the outstanding debt as mentioned from the former Department of Agriculture, Forestry, and Fisheries (DAFF)."</p> |
| "Revised IDP 2023/2024"                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 9 June 2026 | <p>Resolution:</p> <p>That the 2023/2024 Revised IDP be approved and accepted.</p>                                                                                                                                                                                                                                                                                            |
| Organogram 2023/2024                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 9 June 2023 | <p>Resolution:</p> <p>That the 2023/2024 Organogram be approved and accepted by the Council.</p>                                                                                                                                                                                                                                                                              |
| Budget 2023/2024                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 9 June 2023 | <p>Resolution:</p> <p>That the 2023/2024 Budget be approved and accepted by the Council.</p>                                                                                                                                                                                                                                                                                  |
| <p>"Audit Committee Report" 1st Quarter 2022/23</p> <p>"Audit Committee Report" 2nd Quarter 2022/23</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 9 June 2023 | <p>Resolution:</p> <p>That the '1st Quarter 2022/23 Audit Committee Report' be approved and accepted;</p> <p>that the '2nd Quarter 2022/23 Audit Committee Report' and '3rd Quarter 2022/23 Audit Committee Report' be noted."</p>                                                                                                                                            |

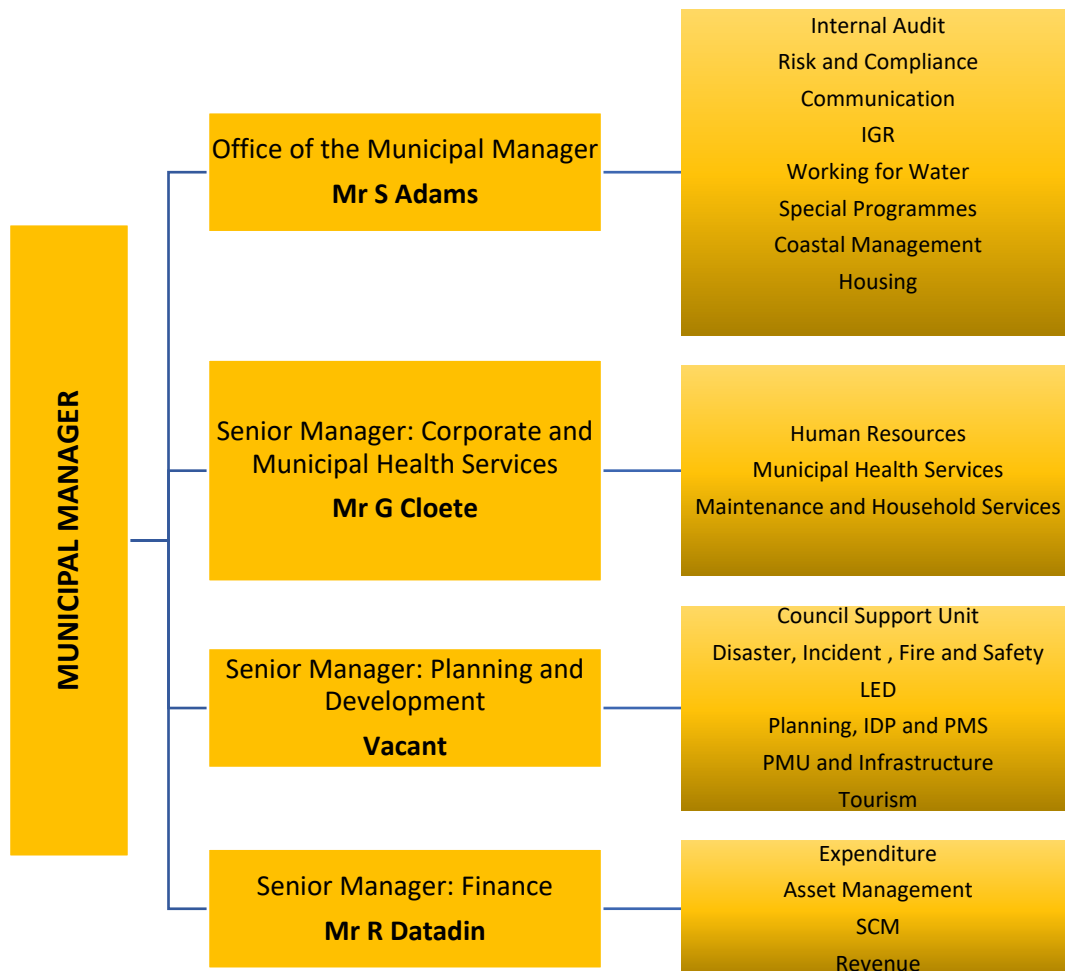
|                                                                 |                                                                      |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------|----------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>“Audit Committee Report” 3rd Quarter 2022/23</b>             |                                                                      |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Spatial Development Framework” approval</b>                  |                                                                      | 9 June 2023 | <p>Resolution:</p> <p>a) that the Karas, Northern Cape 'Twinning Agreement' be included in the Namakwa SDF;</p> <p>b) that the Namakwa SDF be approved;</p> <p>c) that 'Department of Rural Development' be thanked for their contribution in funding the Namakwa SDF;</p> <p>d) that an 'Economic Summit' be held involving all stakeholders to explore the Economic opportunities in the Region."</p>                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>SPLUMA Tribunal Chairperson and Members</b>                  | The Municipal Manager provides a brief explanation about the matter. | 9 June 2023 | <p>Resolution:</p> <p>a) that the current Namakwa District Municipal Planning Tribunal (SPLUMA) members' tenure be extended until July 2023, in compliance with all legal requirements associated therewith. If it is necessary to recruit additional members, this will be done in accordance with the above and presented to the Council;</p> <p>b) that participating Municipalities be requested to reconfirm the officials (job description) who will serve on the Tribunal on their behalf.</p> <p>c) that if the Chairperson is not available for a specific Tribunal, a chairperson will be designated by the members for that particular Tribunal.</p> <p>d) that a letter be addressed to the family of the late Mr. D. Magerman, acknowledging the role he played within this Tribunal."</p> |
| <b>Policies (Travel and Accommodation and 'Tools of Trade')</b> |                                                                      | 9 June 2023 | <p>Resolution:</p> <p>That the policies remain unchanged and only the Standard Operating Procedures (SOPs) be modified as necessary.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

|                                                                                                      |                                            |             |                                                                                                                                          |
|------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Budget and Treasury:<br>Committee<br>Recommendations                                                 |                                            | 9 June 2023 | Resolution:<br>That the Budget and Treasury Committee recommendations be approved and accepted.                                          |
| Balance Sheet Depreciation -<br>3/2023                                                               |                                            | 9 June 2023 | Resolution:<br>a) that Balance Sheet 3/2023 be written off.<br>b) that any equipment written off possibly be donated to Ward Councillors |
| Supply Chain<br>Management<br>Deviations<br>July 2022 to April<br>2023                               | Mr. R. Datadin presents it to the Council. | 9 June 2023 | Notice:<br>of the Supply Chain Management deviations for July 2022 to April 2023 (months)."                                              |
| Corporate Services:<br>Committee<br>Recommendations                                                  |                                            | 9 June 2023 | Resolution:<br>That the Corporate Services Committee recommendations be approved and accepted                                            |
| Municipal Health<br>Services: Committee<br>Recommendations"                                          |                                            | 9 June 2023 | Resolution:<br>The report is referred back to the committee.                                                                             |
| Environmental<br>Management Strategic<br>Plans"                                                      |                                            | 9 June 2023 | Resolution:<br>That the Environmental Management Strategic Plans be approved with the modification                                       |
| Economic<br>Development,<br>Infrastructure,<br>Planning and<br>Tourism: Committee<br>Recommendations |                                            | 9 June 2023 | Resolution:<br>That the Economic Development, Infrastructure, Planning, and Tourism Committee recommendations be approved and accepted.  |

## 2.2 ADMINISTRATIVE GOVERNANCE

Mr. S.C. Adams was appointed as the head of administration on 1 February 2023 and is the accountable person responsible for the formation and development of an economical, effective, efficient and accountable administration in terms of Section 55 of the Municipal Systems Act, Act 32 of 2000. The Chief Financial Officer, Senior Manager Corporate & Municipal Health Services, and Senior Manager Municipal Support are assisting him to fulfil his duties. Council was not able to appoint someone for the vacant position of Senior Manager Economic Development & Planning and decided to not fill the position anymore.

The new Municipal Manager reviewed the organogram and submitted it to Council for approval. A few changes to the structure were approved on 9 June 2023. Below is the top layer.



## **TOP ADMINISTRATIVE STRUCTURE**

### **MUNICIPAL MANAGER**

Mr. S.C. Adams

Section 54A

Fixed Term Contract

#### **Function:**

- (1) Provide financial services to ensure financial viability, compliance and reporting.
- (2) Provide development, community and strategic support services.
- (3) Provide integrated municipal planning, capacity building of local municipalities in the district and corporate services to ensure adequate support of organizational processes.
- (4) Maximize the delivery of municipal facilities, infrastructure and other services to local municipalities in the district.
- (5) Promote a safe and healthy environment.
- (6) Provide an independent assessment of the adequacy and effectiveness of financial control.
- (7) Provide independent assurance on the effectiveness of internal controls, information and communication and monitoring systems and the implementation of fraud prevention strategies to mitigate risks.
- (8) Provide comprehensive communication, customer care and public/intergovernmental relations services.

### **Chief Financial Officer**

Mr. R Datadin

Section 56

Permanent

#### **Function:**

- (1) Compile the operating and capital budgets and control expenditure.
- (2) Responsible for statutory reporting processes.
- (3) Manage and control the implementation of budget policies, systems and procedures and financial statement processes to ensure legislative compliance and sound financial management practices.
- (4) Administer budgeting processes, compilation and reporting, compliance and overall budget control, monitoring, reconciliations and control accounting procedures.
- (5) Implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance.
- (6) Ensure the recording, authorisation and proper execution of expenditure systems, procedures and transactions.
- (7) Manage supply chain management processes and procedures and ensure legal compliance.
- (8) Manage the Municipality's assets, insurance portfolio, cash flow and investments.

- (9) Develop relevant financial policies in accordance with statutory reporting, legislative and accounting requirements.

**SENIOR MANAGER: MUNICIPAL SUPPORT**

Mr. H.W. Niehaus

Section 56

Permanent

**Function:**

- (1) Institutional support.
- (2) Asset Management.
- (3) Accounting and audit support.
- (4) Budget and Income Management
- (5) Strategic Financial Management
- (6) SDBIP & Performance Management
- (7) Risk and Compliance Management

**SENIOR MANAGER: ECONOMIC DEVELOPMENT & PLANNING**

Vacant

Section 56

Permanent

**Function:**

- (1) Provide administrative support to the joint Municipal Planning Tribunal established in terms of the Spatial Planning & Land Use Management Act, 2013 and Regulations.
- (2) Plan and develop a coherent and integrated framework for local economic development.
- (3) Develop local tourism strategies (marketing and development) and promote local tourism for the area of the District Municipality.
- (4) Provide institutional capacity to promote and implement LED programs and SMME development.
- (5) Manage the coordination and implementation of infrastructure and grant-funded projects (MIG, EPWP, equitable share, etc.).
- (6) Manage the planning, design, implementation and maintenance of municipal services and facilities/resources.
- (7) Develop and coordinate the IDP process and maintain and monitor the institutional performance management system (PMS) and SDBIP of the Municipality.

## **SENIOR MANAGER: CORPORATE & MUNICIPAL HEALTH SERVICES**

Mr. G.E. Cloete

Section 56

Permanent

### **Function:**

- (1) Render administrative support services.
- (2) Render human resources management and support services to the Municipality that will sustain the optimum utilization of the Municipality's human capital.
- (3) Provide council/committee and auxiliary services (information communication technology, reception and cleaning and registry and archive services).
- (4) Facilitate the establishment of service level agreements for shared services and programs to enhance capacity building of local municipalities in the district to perform their functions and exercise their powers where such capacity is lacking.
- (5) Render property administrative maintenance functions and manage the Municipality's fleet.
- (6) Render disaster management services in accordance with relevant legislation and plans.
- (7) Identifies, defines and implements the immediate and short-term strategic objectives and plans associated with environmental and biodiversity management.
- (8) Develop and coordinate the IDP process and maintain and monitor the institutional performance management system (PMS) and SDBIP of the Municipality.
- (9) Support high-level strategic and operational interfaces and activities (development and maintenance of by-laws and policies, etc.).
- (10) Render municipal health services in terms of the National Health Act, 2003 and appropriate Regulations, Norms and Standards.

## **COMPONENT B: INTERGOVERNMENTAL RELATIONS**

### **2.3 INTRODUCTION TO CO-OPERATIVE GOVERNANCE AND INTER GOVERNMENTAL RELATIONS**

#### **Intergovernmental Relations Forums (IGR)**

The IRF promotes and facilitates intergovernmental relations. It provides mechanisms and procedures to, among other, facilitate the settlements of intergovernmental disputes and matters connected therewith. This forum is functional in terms of the IGR Framework Act and comprises of the District Municipality, six local municipalities and government departments. The forum meets on a quarterly basis to ensure improved alignment between different spheres of government. The structure plays a vital role to create a more meaningful platform of engagement in a more coordinated manner.

The IDP is a plan for the area that gives an overall framework for development. It aims to coordinate the work of local and other spheres of government in a coherent plan to improve the quality of life for all the people living in the Namakwa area.

The revised IDP 2022/2023 were adopted by council on 28 June 2022 and submitted to COGHSTA on 8 July 2022.

The IDP Representative Forum is the body which is used by the NDM to communicate development and budget related issues. Local municipalities, sector departments, NGO's, CBO's and the private sector form part of the forum to ensure effective community participation and improve implementation. The IDP is published on the NDM website.

### **Namakwa District Municipality News**

This is the quarterly Newsletter (Acta Non Verba) which is a compilation of government services and development news in the district and municipality.

### **The District Communication Forum (DCF)**

This Forum meets monthly and is aimed at streamlining service delivery efforts to communities throughout the different government spheres and departments.

### **Council Meets the People**

This programme is conducted annually and is intended to ensure involvement of and accountability to the community. Council meetings by the District Council are rotated between local municipalities to enable and ensure that municipalities and communities articulate their problems and needs.

### **Communication**

The Namakwa District website ([www.namakwa-dm.gov.za](http://www.namakwa-dm.gov.za)) and Facebook page: (Namakwa District Municipality) provides online and current news and information regarding the institution and district.

Our local community radio station, *Radio NFM* and local newspapers, *Die Plattelander* and *Die Namakwalander* is an effective mode of relaying important and emergency messages to the Community.

### **District Infrastructure Forum (DIF)**

The main purpose of the district infrastructure coordinating forum is to implement and coordinate all infrastructure programs across all the local municipalities within the district, streamline municipal engagements and align support efforts from all government institutions, in order to minimize duplication and maximize the benefits. The forum also aims to ensure effective co-ordination, integration and alignment of service delivery initiatives, to ensure an appropriate consultative process with all relevant stakeholders to avoid duplication and overlap of support initiatives given to municipalities.

The forum has the following broad objectives:

- ✓ Convene municipalities and the relevant national and provincial departments meetings;
- ✓ To discuss municipal plans on infrastructure development and basic services delivery;
- ✓ Coordinate planning, support and intervention activities of relevant national and provincial departments in improving service delivery within the district;
- ✓ Develop district infrastructure support plan;
- ✓ Monitor implementation of municipal plans and related support;
- ✓ Review performance of municipalities against the sector plans;
- ✓ Improve IGR system on infrastructure and basic services delivery at district level
- ✓ Unlock bottlenecks to service delivery within the district
- ✓ Coordinate Free Basic services programs within the district
  - ✓ Escalate issues to the District IGR Forum and provincial infrastructure planning forum.

A Terms of Reference (ToR) was signed by all municipal managers (local as well as district) in support of such a forum.

### **Namakwa District Aids Council**

The role of the DAC is to: Bring together the most important stakeholders in the district that are involved in the fight against Aids; Make sure that we have a plan/strategy (MDIP's) for tackling HIV in the district; Monitor the implementation of the plan; Assist to establish the Civil Society Structures in the District (11) as well as all six Local Aids Councils (LAC); And lastly, to help mobilise resources and build capacity to address the programmes to be implemented

The DAC meets on a quarterly basis (minimum). In the financial year under discussion (2018/19) we met five times due to additional programmes that needed directives from the DAC.

### **DISASTER MANAGEMENT ADVISORY FORUM**

There are three forums for disaster management at National, Provincial and Municipal level. All sector departments are included in this forum on the different spheres of government. It's a top down and top up approach where different issues regarding disaster management are discussed.

At Provincial level all the local district disaster managers are sitting on the forum with the different sector departments. Issues discussed here are communicated to the local forum at district and municipal level. This meeting is quarterly scheduled.

At the provincial level the district disaster managers give feedback on disaster related issues in their districts and if it can't be resolved there, it will be taken to national.

The sector departments that sit on the different levels include Department of Education, Agriculture, Social Development, ESKOM, SAPS, Traffic, SANDF, Health, SASSA, Transnet, DAFF etc

## COMPONENT C: PUBIC ACCOUNTABILITY AND PARTICIPATION

### ANTI CORRUPTION AND FRAUD

The NDM is committed to fighting fraudulent behaviour at all levels within the organisation. The organisation is driven by its core ethical values which drive its business, the development of its systems, policies and procedures, interactions with the public and other stakeholders, and even decision-making by individual managers representing the organisation. All departments and external stakeholders are guided by the Fraud Prevention Plan as the point of reference for their conduct in relation to NDM.

The Fraud Prevention Plan promotes ethical conduct within NDM and is also intended to assist in preventing, detecting, investigating and sanctioning fraud and corruption. No fraud and corruption incidents were reported for the financial year.

### IDP ALIGNMENT

| IDP alignment criteria                                                          | Yes/No |
|---------------------------------------------------------------------------------|--------|
| Does the municipality have impact, outcome and input indicators?                | Yes    |
| Does the IDP have priorities, objectives, KPI's and development strategies?     | Yes    |
| Does the IDP have multi-year targets?                                           | Yes    |
| Are the above aligned and can they calculate into a score?                      | Yes    |
| Does the budget align directly to the KPI's in the strategic plan?              | Yes    |
| Do the KPI's apply to the Section 57 Managers?                                  | Yes    |
| Do the KPI 's align with the provincial KPI's on the 12 outcomes?               | Yes    |
| Were the indicators communicated to the public?                                 | Yes    |
| Were the four quarter's aligned reports submitted within stipulated timeframes? | Yes    |
| Sections 26 Municipal Systems Act 2 000                                         | Yes    |

### SUPPLY CHAIN MANAGEMENT

The Namakwa District Municipality's current SCM Policy was approved by council on 20 October 2018. We have established a fully functional Central Buying Unit through which all procurement takes place in order to improve service delivery. NDM also has a fully functional bid committee system whereby all procurement above R30 000 takes place. This enables us to assist some of our local municipalities, who do not have these committees in place, with their formal procurement processes. Section 112 of the MFMA sets out standards which all municipalities must attain. At NDM we take great care to comply with Section 112 although there are some challenges from time to time. Some of the main challenges we experience are:

- ✓ Number of quotations we receive because of the vast distances and the fact that the Namakwa area is sometimes limited as to the different type of services.

- ✓ High transport costs as the suppliers are sometimes situated far from Springbok, especially when it is speciality services which cannot be procured in our region which forces us to go beyond the borders of the District.

## BY LAWS

The NDM developed Fire Services and Environmental Health Services By-Laws which were approved by Council. The publication of by-laws must now be published in the Government Gazette in line with Section 11(3)(m) of the Municipal Systems Act, Act 32 of 2000.

## WEBSITE

The Communication Officer and IT Support Officer are updating the website of the NDM on a regular basis to comply with Section 75 of the Municipal Financial Management Act, Act 56 of 2003. All the required information is available on the website. The Compliance Officer is responsible for checking whether the information is uploaded and available to the public. The page is showing the number of visitors to the site as people are visiting the website.

| Municipal Website: Content and Currency of Material                                                                                                                           |        |                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------------------------------|
| Documents published on the Municipality's Website                                                                                                                             | Yes/No | Publishing date                           |
| Current annual and adjustment budgets and all budget-related documents                                                                                                        | Yes    | July 2019- May 2020                       |
| All current budget-related policies                                                                                                                                           | Yes    | As and when reviewed                      |
| The previous Annual Report (2018/2019)                                                                                                                                        | Yes    | March 2020                                |
| The Annual report (2018/2019) published/to be published                                                                                                                       | Yes    | As and when reviewed                      |
| All current performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act (2018/2019) and resulting scorecards                                    | Yes    | August 2020                               |
| All service delivery agreements (2018/2019)                                                                                                                                   | Yes    | NA                                        |
| All long-term borrowing contracts (2018/2019)                                                                                                                                 | Yes    | June 2020                                 |
| All supply chain management contracts above a prescribed value (give value) for 2018/2019                                                                                     | Yes    | June 2020                                 |
| An information statement containing a list of assets over a prescribed value that have been disposed of in terms of section 14(2) of (4) during the 2017/2018 financial year. | Yes    | List of disposed assets placed on website |
| Contracts agreed in 2018/2019 to which subsection (1) of section 33 apply, subject to subsection (3) of that section                                                          | Yes    | NA                                        |

|                                                                                        |     |           |
|----------------------------------------------------------------------------------------|-----|-----------|
| Public-private partnership agreements referred to in section 120 made in 2018/2019     | Yes | NA        |
| All quarterly reports tabled in the council in terms of section 52(d) during 2018/2019 | Yes | Quarterly |

## HUMAN RESOURCE MANAGEMENT

The Employment Equity Committee was re-established and is actively functioning.

### SERVICE STATISTICS FOR HUMAN RESOURCE SERVICES

| Ref  | Sub-Directorate | KPI                                                                               | Unit of Measurement                               | Overall Performance for Jul 2022 to Jun 2023 |        |   |
|------|-----------------|-----------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------|--------|---|
|      |                 |                                                                                   |                                                   | Target                                       | Actual | R |
| D235 | Human Resources | Submit the Employment Equity Report to the Department of Labour by the 15 January | Employment Equity Report submitted                | 1                                            | 1      | G |
| D236 | Human Resources | Facilitate the Local Labour Forum meetings                                        | Number of Local Labour Forum meetings facilitated | 6                                            | 2      | R |

|      |                 |                                                                                                                                                                                                                         |                                                                      |     |        |   |
|------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----|--------|---|
| D237 | Human Resources | Conduct induction program for newly appointed employees within 30 working days of the starting date                                                                                                                     | % of induction programs conducted within 30 working days             | 90% | 90%    | G |
| D238 | Human Resources | Submit a quarterly report to the managers on the leave status of employees (leave balance exceeding 48 days/negative balance/compulsory leave)                                                                          | Number of reports submitted                                          | 10  | 8      | Y |
| D239 | Human Resources | Conduct exit interviews with employees terminating their services at the municipality within the notice period                                                                                                          | Percentage of exit interviews conducted                              | 90% | 53.33% | Y |
| D200 | Human Resources | Place advertisement for vacant posts within 10 working days after the approval of the Municipal Manager                                                                                                                 | % of advertisements placed within 10 working days                    | 95% | 95%    | G |
| D201 | Human Resources | Submit the HR Strategy to Council by 30 June 2023                                                                                                                                                                       | HR Strategy submitted                                                | 1   | 0      | R |
| D216 | Human Resources | Number of people from employment equity target groups employed (appointed during 2022/23) in the three highest levels of management in compliance with a municipality's approved employment equity plan by 30 June 2023 | Number of people appointed in the three highest levels of management | 1   | 0      | R |
| D217 | Human Resources | Limit the vacancy rate to less than 10% of budgeted posts by 30 June 2023 ((Number of budgeted posts filled/Number of budgeted posts on the organogram)x100)                                                            | % of budgeted posts vacant                                           | 10% | 9.78%  | Y |

|      |                 |                                                                                                                                                              |                                                 |     |       |   |
|------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|-----|-------|---|
| D217 | Human Resources | Limit the vacancy rate to less than 10% of budgeted posts by 30 June 2023 ((Number of budgeted posts filled/Number of budgeted posts on the organogram)x100) | % of budgeted posts vacant                      | 10% | 9.78% | Y |
| D218 | Human Resources | Submit the reviewed organogram to Council by 30 June 2023                                                                                                    | Organogram submitted to Council by 30 June 2023 | 1   | 1     | G |

| Employees: Human Resource Services |       |           |                                  |                                   |
|------------------------------------|-------|-----------|----------------------------------|-----------------------------------|
| Job Level                          | Posts | Employees | Vacancies (fulltime equivalents) | Vacancies (as a % of total posts) |
|                                    | No.   | No.       | No.                              | %                                 |
| 0 - 3                              | -     | -         | -                                | -                                 |
| 4 - 6                              | 1     | 1         | 0                                | 0%                                |
| 7 - 9                              | -     | -         | -                                | -                                 |
| 10 - 12                            | 1     | 0         | 1                                | 1.07%                             |
| 13 - 15                            | -     | -         | -                                | -                                 |
| 16 - 18                            | -     | -         | -                                | -                                 |
| Total                              | 2     | 1         | 1                                | 1.07%                             |

The Human Resource Officer dealing with Skills Development has resigned and the two HR Officer positions are vacant. The Human Resource Officer dealing with labour relations has not been filled due to cost containment measures.

| Employees: Namakwa District Municipality |       |           |                                  |                                   |
|------------------------------------------|-------|-----------|----------------------------------|-----------------------------------|
| Job Level                                | Posts | Employees | Vacancies (fulltime equivalents) | Vacancies (as a % of total posts) |
|                                          | No.   | No.       | No.                              | %                                 |
| 0 - 3                                    | 11    | 7         | 4                                | 4.30%                             |
| 4 - 6                                    | 21    | 20        | 1                                | 1.07%                             |
| 7 - 9                                    | 11    | 11        | 0                                | 0%                                |
| 10 - 12                                  | 37    | 32        | 5                                | 5.38%                             |
| 13 - 15                                  | 7     | 6         | 1                                | 1.07%                             |
| 16 - 18                                  | 6     | 5         | 1                                | 1.07%                             |
| Total                                    | 93    | 81        | 12                               | 12.90%                            |

## INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

During the financial year, we procured new laptops for councillors and employees. We renewed our Zoom and ESET licences.

### SERVICE STATISTICS FOR ICT SERVICES

| Ref  | Sub-Directorate                    | KPI                                                      | Unit of Measurement                  | Overall Performance for Jul 2022 to Jun 2023 |        |    |
|------|------------------------------------|----------------------------------------------------------|--------------------------------------|----------------------------------------------|--------|----|
|      |                                    |                                                          |                                      | Target                                       | Actual | R  |
| D259 | Maintenance and Household Services | Conduct quarterly IT steering committee meetings         | Number of meetings conducted         | 4                                            | 4      | G  |
| D260 | Maintenance and Household Services | Respond to IT formal/written queries/requests within 48h | % of queries responded to within 48h | 90%                                          | 82,50% | G2 |

| Employees: ICT Services |       |           |                                  |                                   |
|-------------------------|-------|-----------|----------------------------------|-----------------------------------|
| Job Level               | Posts | Employees | Vacancies (fulltime equivalents) | Vacancies (as a % of total posts) |
|                         | No.   | No.       | No.                              | %                                 |
| 0 - 3                   | -     | -         | -                                | -                                 |
| 4 - 6                   | -     | -         | -                                | -                                 |
| 7 - 9                   | -     | -         | -                                | -                                 |
| 10 - 12                 | 1     | 1         | 0                                | 0%                                |
| 13 - 15                 | -     | -         | -                                | -                                 |
| 16 - 18                 | -     | -         | -                                | -                                 |
| Total                   | 1     | 1         | 0                                | 0%                                |

# CHAPTER 03: SERVICE DELIVERY PERFORMANCE (PERFORMANCE REPORT PART 1)

## 3.1 DISASTER MANAGEMENT: CALVINIA AND SPRINGBOK

### Attendance of meetings

- ✓ District Disaster Management Advisory Forum Meetings were attended in the province.
- ✓ Provincial Disaster Management Advisory Forum Meeting was attended in the province.
- ✓ Fire Services Summit was held in Springbok
- ✓ Municipal Disaster Management meetings was held during the year.

### Contingency Planning

The following Contingency Plans were compiled and submitted to the PDMC

- ✓ Winter Season Contingency Plan
- ✓ Summer Season Contingency Plan
- ✓ Veldt fire Contingency Plan
- ✓ Contingency Plan for the Festive Season of 2022/2023
- ✓ Contingency Plans for the Easter weekend of 2023
- ✓ Revising of Contingency plans for Namakwa District and the six local B Municipalities

### Compilation of reports

- ✓ Compilation of 4 Quarterly reports for the Namakwa District Municipality Council.
- ✓ Compilation of 4 Quarterly Reports for the Provincial Disaster Management Centre.
- ✓ Compilation of Annual Namakwa District Municipality Report.

### Fire Services

The MOU's for Fire Services was signed by five of the local B – Municipalities. The fire by laws is in process to be gazetted, but funding is still a challenge. During this year attention was on schools and informal house settlements on awareness and training. Schools was visited in conjunction with the Department of Education. Primary schools and cresses was also visited and awareness and the children was made aware of fire and disaster dangers.

In the financial year there was five veld fires due to lightning and electrical faults. The electrical faults were from ESKOM's side and the other was caused by electrical fencing that was faulty. There were also two fires at schools due to arson.

The Namakwa FPA was established and roadshows was held with the farmer unions to explain the working of a FPA and how it could assist the district, municipalities as well as the farmers during veldt fires.

## **RESULTS OF PREVENTION AND MITIGATION INITIATIVES**

### **Road Incident Management System**

Road incident management is the process whereby a set of coordinated activities is initiated when an incident occurs on a road in order to minimize the direct and secondary effects of the incident, as well as to restore normal capacity and safety levels to all affected road facilities as quickly as possible. EMS have a new call centre that will operate from Upington that will cover the Namakwa District Municipality. The Fire Services of the Namakwa District Municipality have personal on standby for afterhours incidents with two cell phones.

### **Training**

Personnel of the Namakwa District as well as personnel of the Local Municipalities were trained on fire services activities. Volunteers were also trained in veld fire extinguishing. Five personal of the Namakwa District was trained as peace officers that can assist the local B Municipalities and Fire Services when the Fire Bylaws is gazetted.

### **Disaster Risk Reduction**

Awareness was done on the different types of disasters at the municipalities as well as the community. There were also two MOU's signed with Hantam - and Karoo Hoogland Municipalities for assistance during disastrous incidents. The local B Municipalities risks and vulnerability was reviewed.

## **CLASSIFICATION, MAGNITUDE AND SEVERITY OF DISASTERS/ INCIDENTS**

### **Emergencies Coordinated by the District Disaster Management Centre**

During emergency incidents or events all relevant sector departments was informed and the situation was handled as prescribed by die relevant SOP's.

### **Veld Fire**

Due to the drought, there were five veldt fires. This was in extinguished by the farmers in a very short period and no property of livestock losses was experienced. These fires occurred and the low risk areas of the Namakwa District. These areas had rain during the summer season with good veldt growth. The root cause of the fires was due to lightning. Only two veldt fires was caused by electrical faults.

### **Drought**

Drought was problematic for the Namakwa District in the winter as well as the summer rainfall regions. Farmers was farming with minimum livestock and was surviving on assistance from government as well as donations from different donors. Communities also suffered due to a lack of drinking water as well as jobs that was lost on the farms.

### **Flooding**

Flooding occurred and gravel roads was damaged. The Department of Transport and the Disaster Management unit assisted where it was necessary and informed the relevant role players and farmer unions of problems on the gravel roads.

### **Problems experienced in dealing with challenges**

- Lack of Communication between role players
- Lack of radio communication

### **Ways in which problems were addressed**

- District Disaster Management Advisory Forum meetings / RIMS meetings and WhatsApp groups
- Namakwa District Municipality in collaboration with National and Provincial Disaster Management to established Fire services for the district
- Meetings with stakeholders to assist with disaster management and fire services funding.
- Action and Contingency plans were compiled and revue on different incidents
- FPA was established for veld fires

### **Disaster Management Plan**

The Disaster Management Plan for the District and its six local B-municipalities are in place with the relevant contingency plans and was reviewed.

### **Radio Communication**

SARAOO established a communications system in the affected area of the SKA. The towns that form part of the area is Brand and Williston in the Namakwa District and Carnarvon and Van Wyksvlei in the Pixley Kha Seme district. There is now communication between relevant sector departments (SAPS, EMS, Local B Municipalities) and the farmers in this area. The main hub for the communications system is in the Williston office of Namakwa District Municipality. If there is an incident in this area there is a panic button on the radio and all the emergency channels of the radios will be opened and assistance can be given.

### **PROBLEMS EXPERIENCED IN DEALING WITH INCIDENTS**

- ✓ Lack of Communication between role players
- ✓ Lack of radio communication

### **WAY IN WHICH PROBLEMS WERE ADDRESSED**

- ✓ District Disaster Management Advisory Forum meetings / RIMS meetings and WhatsApp groups
- ✓ Namakwa District Municipality in collaboration with Nation and Provincial Disaster Management is in a process to establish fire services for the Namakwa Region.
- ✓ Meetings with stakeholders in other districts and Wes Coast District Municipality
- ✓ Action and Contingency plans were compiled to address Covid-19.
- ✓

## **DISASTER MANAGEMENT PLAN**

The Disaster Management Plan for the District and its six local B-municipalities are in place with the relevant contingency plans.

### **ACTIVITIES: CONTROL CENTER OFFICIALS AND GUARDS**

The control center did, throughout the year, fulfil their normal functions such as call taking, and dispatching of the emergency services and coordination.

All calls was, as requested routed to the relevant services and coordinated until the call was completed.

Proper entries of all incoming calls was made in the occurrence book on the computer with an incident number, time of the call, name and address and contact details of the person calling in and the name of the person /service that was activated.

The guards throughout the year rendered service at the NDM building and the office of the municipal health practitioners. At all points they were responsible for the opening and closing of the buildings during the week. Their duties were mainly access and exit control, and monitoring who was entering the building. At all points occurrence books was held and all incidents was stated in that books.

### **Activities: 2022 - 2023**

During June no serious incidents did happen. Nourivier is now in the rehabilitation phase and are monitored by the LED Department and EPWP workers are used in the project.

The EMS calls were transferred to Upington from where the practitioners will be activated.

During the period July to September public awareness and training was done to St Anna High School...; Concordia clinic. Assistance was given in helping them with their contingency and preparedness plans as well as their emergency and evacuation plans.

On 5 September the Communication and Control Centre was permanently closed leaving the four operators without any directions.

October till December municipal visits was done as well as public awareness and capacity building. Institutions that was visited was the NCYCC (OLD BOSASA); Namakwaland Halfway House; Concordia Clinic and Dr Van Niekerk Hospital. Safety inspections was done at these institutions and the emergency-; evacuation-; contingency and preparedness plans was discussed.

Meetings and Workshops attended: Consultative Workshop in Kimberley; District Disaster management committee meeting and the Provincial Disaster management Advisory forum meeting in Upington;

Be part of the Aggeneys Annual Festival safety team.

Trainings attended: The RIMS hazmat awareness and response training and the Eskom Vaalputs First Responders.

The District Disaster Advisory forum was held in December and was well attended by all relevant stakeholders.

### **January – March 2023**

Virtual meetings were held with the four local municipalities regarding their risk reduction measures and the progress they have made on it.

The Kamiesberg Municipality was struggling as the HOD was suspended and the Khai-Ma municipality request for hands-on assistance.

### **Capacity Building – Training and Awareness**

Risk identification was held in every section of Dr Van Niekerk Hospital. Discussions were held around the emergency-and evacuation plans of every section in case of any incident in a specific section.

Drowning of a 7 year old boy in a sewerage dam. The deceased was captured for about 4 hours and forty minutes before being released.

Flood plenary; preparedness and awareness meetings were discussed with communities close to the rivers as well as role players and delegations of SAPS and the Defence Force.

### **April – May 2023**

Visits to Dr Van Niekerk Hospital in order to finalize their contingency and preparedness plan.

Visit SAPS Port Nolloth to do a safety inspection and to discuss a possible simulation exercise in the nearby future. Inspection was done at the offices of the Richtersveld Municipality together with the Fire and Disaster official. All defaults were shown to the official for rectification to comply with the different standards.

Visit was also done to the Rainbow Day Care Creche to discuss and hand over their evacuation plan.

## **3.2 NATURAL RESOURCE MANAGEMENT (To be completed)**

## **3.3 PROJECT DEVELOPMENT**

### **1. Overview**

The Namakwa District Municipality (NDM) does not have a district management area and are thus not directly responsible for service delivery to communities. We aim at achieving our legislative mandate by implementing our Integrated Development Plan (IDP) initiatives and also through rendering support to our category B-municipalities. Achieving our goals and objectives is sometimes challenging because the NDM is grant dependent and do not have sufficient funds to employ additional staff in order to achieve these goals and objectives.

This report discusses the Institutional Mandate and Service Delivery & Budget Implementation Plan (SDBIP). It also discusses the operational activities of the division and grant expenditure of our category B-municipalities. The report ends with Human Resource challenges and Concluding remarks.

### **2. Institutional Mandate**

The functions and powers between district and local municipalities are contained in the Municipal Structures Act (MSA). According to the MSA the following functions and powers (relating to infrastructure) are shared between district and local municipalities:

- a) Integrated development planning
- b) Potable water supply systems
- c) Bulk supply of electricity (transmission, distribution and, where applicable, generation)
- d) Domestic wastewater and sewage disposal systems
- e) Solid waste disposal sites
- f) Municipal roads
- g) Regulation of passenger transport services

Executing these functions as stated in the MSA is somewhat challenging because roles between districts and local municipalities are not clearly defined and can cause confusion because local municipalities also have their own autonomous authority.

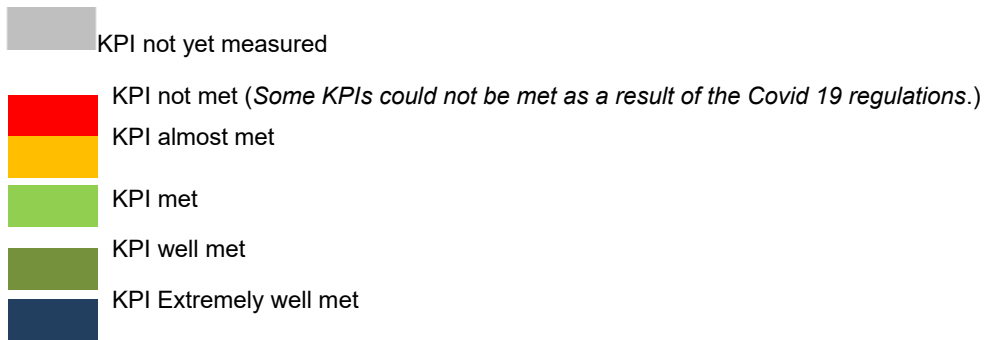
### **3. Service delivery Budget & Implementation Plan**

On approval of an IDP for a municipal financial year by a municipal Council, the Mayor of that municipality is mandated to approve a Service Delivery & Budget Implementation Plan (SDBIP) for that

year of implementation. Table 3-1 is a summary of the Key Performance Indicators, targets and the performance status of the SDBIP for the Projects division.

Table 3-1: Quarter 4 SDBIP performance

| Item nr | Key Performance Indicator (KPI)                                                                                                                                    | Annual target | Actual | Performance status | Performance comment                                                                                                                |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------|--------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Hold quarterly district infrastructure forum meetings                                                                                                              | 4             | 1      |                    | Division Manager was seconded to Nama Khoi Municipality for 7 months. Only 1 meeting was held in May 2023                          |
| 2       | Compile and submit the annual operational plan (OP) for all projects to the senior manager by 31 July                                                              | 1             | 0      |                    | Division Manager was seconded to Nama Khoi Municipality for 7 months. Plan was not submitted. OP was compiled for March to June 23 |
| 4       | Achieve 80% of the monthly deliverables as indicated in the operational plan                                                                                       | 80%           | 31.64% |                    | Division Manager was seconded to Nama Khoi Municipality for 7 months Performance measured from March to June 23                    |
| 5       | Submit quarterly departmental reports to the senior manager by the 15th after the end of the quarter                                                               | 4             | 4      |                    |                                                                                                                                    |
| 6       | Conduct quarterly section meetings with subordinates                                                                                                               | 4             | 3      |                    |                                                                                                                                    |
| 7       | Submit monthly Grant Expenditure Reports (for all grant allocations) i.t.o. implementation, monitoring and evaluation reports to Dept of Roads and Public Works NC | 12            | 12     |                    |                                                                                                                                    |
| 8       | Attend to corrective measures as identified in the risk register reports, to reduce risk areas quarterly                                                           | 4             | 0      |                    |                                                                                                                                    |
| 9       | 100% spend of the RRAMS grant allocation in terms of the approved business plan by 30 June 2023 (Actual expenditure/total grant allocation received) x100 [TL41]   | 100%          | 100%   |                    |                                                                                                                                    |
| 10      | Create full time equivalent (FTE's) with the EPWP grant allocation by 31 June 2023                                                                                 | 100%          | 100%   |                    |                                                                                                                                    |



## 4 Operational activities of the projects division

The following main operational activities were implemented by this division:

- Review of the Rural Roads Asset Management System (RRAMS)
- Implementation of the Integrated Grant (EPWP)
- Support and assistance rendered to our category B-Municipalities
- Convener and chair of the Namakwa District Infrastructure Forum (DIF)

### 4.1 Rural Roads Asset Management System

The purpose of the program is to assist rural district municipalities to set up Rural Road Asset Management Systems and collect road and traffic data on municipal road networks in line with the Road Infrastructure Strategic Framework for South Africa. The program aims at achieving the following outcomes:

- All municipalities (within the district) to have knowledge of roads network within its area of jurisdiction
- Optimal use of funds (for example MIG, etc)
- Training in RAMS principles
- Improved service delivery

The NDM started with the RRAMS implementation during the 2015/2016 municipal financial year. We do not have the inhouse personnel and capacity to implement the programme and make use of external consultants to assist us in achieving the required outcomes of the programme. We make use of the iRAMS pavement management system of EoH (Roads & Highways) to capture and update the entire road and asset management data collected within the various local municipalities of the district.

SMEC was appointed on a 3 year contract to assist the municipality with the implementation of the RRAMS. Their contract will lapse at the end of June 2024. The deliverables for 2022/2023 is conditional assessment and analysis of the municipal roadnetwork. Table 4-1 and Table 4-2 is a summary of performance status for the deliverables for 2022/2023 financial year. Table 4-3 is a summary of the grant expenditure since 2019 until June 2023 and Table 4-4 is the status on reporting as per the DORA requirements.

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## **4.2 Rural Roads Asset Management System**

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expenditure since 2019 until June 2023 and Table 4-4 is the status on reporting as per the DORA requirements.

Table 4-1: Progress on 2022-23 deliverable – Infrastructure Management

| Description                | Paved<br>(307,39 km) | Unpaved<br>(1078Km) | Comment                                                                                      |
|----------------------------|----------------------|---------------------|----------------------------------------------------------------------------------------------|
| Road Geospatial Data       | 100%                 | 100%                |                                                                                              |
| Road visual condition data | 100%                 | 100%                | Graduates completed visual assessments. Data was also analysed and updated on iRAMS          |
| Road Inventory Data        |                      |                     | Started with implementation. Rolled over to 2023                                             |
| Traffic Data               |                      |                     | Started with implementation. Rolled over to 2023                                             |
|                            |                      |                     |                                                                                              |
| Bridge Condition Data      | 12 Bridges           | 100%                | All bridges assessed and data was captured on iRAMS                                          |
| iRAMS                      |                      |                     | iRAMS is the Pavement Management Software used by the NDM. Was updated to the latest version |

Table 4-2: Progress on 2022-23 deliverable - Human Resources

| Description                                     | Comment     |           |
|-------------------------------------------------|-------------|-----------|
| No of Graduates employed                        | S3 Males    | 3         |
| Training of Graduates                           | No attended | No passed |
| • Calibration of Visual Assessors               | 2           | 2         |
| • Bridge and Culvert inspection                 | 2           | 2         |
| • QGIS                                          | 2           | 2         |
| • Fixed Assets verification                     | 2           | 2         |
| • Visual Inspections                            | 3           | 3         |
| • Visual Data Capturing and Analysis            | 3           | 3         |
| • Quality Control - Data Capturing and Analysis | 3           | 3         |

Table 4-3: Grant expenditure since inception and expenditure for 2022-23

| Financial Year | Allocation  | Rollover | Budget      | Expenditure    | % Expenditure |
|----------------|-------------|----------|-------------|----------------|---------------|
| 2019/20        | R 3 076 000 | R 0      | R 3 076 000 | R 3 075 477    | 99,99         |
| 2020/21        | R 2 928 000 | R 0      | R 2 928 000 | R 2 974 762    | 101,60        |
| 2021/22        | R 2 967 000 | R 0      | R 2 967 000 | R 2 966 000    | 99,97         |
| 2022/23        | R 3 106 000 | R 0      | R 3 106 000 | R 3 104 899,51 | 100           |

Table 4-4: Grant Reporting

|                      |                                                                      |
|----------------------|----------------------------------------------------------------------|
| <b>Monthly</b>       | <b>All monthly reports submitted to date</b>                         |
| <b>Quarterly</b>     | Q1, Q2 and Q3 were submitted. Q4 will be submitted before end Jul 23 |
| <b>Annual Report</b> | Annual report will be submitted by August 2023                       |

#### 4.1 Integrated Grant (EPWP)

The Expanded Public Works Program (EPWP) is a government programme implemented across all spheres of government. The aim of the programme is to alleviate poverty and reducing unemployment. The programme also aims at increasing economic growth and improving skills levels through education and training.

The Namakwa District received an Integrated Grant (IG) allocation of R1 073 100 to create work opportunities for the unemployed. The grant is a conditional grant and we also had to meet certain reporting conditions and targets. Table 4-5 summarises the projects, the expenditure and targets achieved through grant implementation and Table 4-6 is a summary of the projects, expenditure and targets achieved through implementation of other job creation initiatives. Table 4-7 is the status on reporting as per the DORA requirements.

Table 4-5: Status of Integrated Grant implementation and expenditure as end June 2023

| <b>Project Description</b>                                                   | <b>Budget</b> | <b>Expenditure to date</b> | <b>Work opportunities created</b> | <b>FTE's created</b> | <b>% Completed</b> |
|------------------------------------------------------------------------------|---------------|----------------------------|-----------------------------------|----------------------|--------------------|
| <b>Cleaning of stormwater infrastructure: Port Nolloth, Garies, Pofadder</b> | R 415 200     | R 484 089.00               | 41                                | 9                    | 100                |
| <b>Installation of stormwater culverts: Nourivier</b>                        | R 208 400     | R 352 882.00               | 26                                | 7.9                  | 100                |
| <b>Stormwater management : Nourivier</b>                                     | R 252 800     | R 217 098.00               | 21                                | 5.2                  | 100                |
| <b>Leliefontein: Stormwater erosion/run-off control</b>                      | R 196 700     | R 29 452.00                | 10                                | 0.8                  | 100                |
| <b>Total</b>                                                                 | R 1 073 000   | R 1 073 819                | 98                                | 22.90                |                    |
| <b>Grant Expenditure as at end June 2023</b>                                 |               |                            |                                   |                      |                    |

| <b>Grant</b>                    | <b>Allocation</b> | <b>Expenditure</b> | <b>%<br/>Expenditure</b> |  |  |
|---------------------------------|-------------------|--------------------|--------------------------|--|--|
| <b>Integrated Grant 2022/23</b> | R 1 073 000       | R 1 073 819        | 100.10%                  |  |  |

Table 4-7: Grant Reporting

|                                                   |                                                                            |
|---------------------------------------------------|----------------------------------------------------------------------------|
| <b>Monthly Financial expenditure and EPWPRSv2</b> | All monthly reports submitted. Reporting on the EPWPRS is also up to date. |
| <b>Quarterly</b>                                  | Q1, Q2 and Q3 submitted. Q4 will be submitted before end July 23           |
| <b>Annual Report</b>                              | Annual report will be submitted by August 2023.                            |

### 4.3 Municipal support

This division does not have the necessary personnel to render effective support to Category B municipalities within the district in line with the mandate for this division. The division supported Karoo Hoogland Municipality with building control services. A Service Level Agreement was also signed between the Karoo Hoogland and NDM for assisting the Karoo Hoogland with building control services.

The division also assisted the Karoo Hoogland Municipality with water safety planning. Kamiesberg municipality was assisted to address water challenges. The Manager of the division was seconded to Nama Khoi municipality to act as Technical Director for a period of 7 months. Municipalities were also provided with technical support. Support to category B municipalities is mostly rendered on a request basis.

#### **4.4 District Infrastructure Forum**

The main purpose of the district infrastructure coordinating forum is to implement and coordinate all infrastructure programmes across all the local municipalities within the district, streamline municipal engagements and align support efforts from all government institutions, in order to minimize duplication and maximise the benefits.

The forum will also ensure effective co-ordination, integration and alignment of service delivery initiatives, to ensure an appropriate consultative process with all relevant stakeholders to avoid duplication and overlap of support initiatives given to municipalities. To this end various forums such as the Water & Sanitation forum, EPWP forum, and Energy forum was incorporated into the Namakwa DIF to streamline supporting efforts.

The forum has the following broad objectives:

- Convene municipalities and the relevant national and provincial departments for meetings;
- To discuss municipal plans on infrastructure development and basic services delivery;
- Coordinate planning, support and intervention activities of relevant national and provincial departments in improving service delivery within the district;
- Develop district infrastructure support plan;
- Monitor implementation of municipal plans and related support;
- Review performance of municipalities against the sector plans;
- Improve IGR system on infrastructure and basic services delivery at district level
- Unlock bottlenecks to service delivery within the district
- Escalate issues to the District IGR Forum and provincial infrastructure planning forum.

Forum meetings were not scheduled because the chairperson of the forum was seconded to Nama Khoi Municipality to act as Director Technical Services. A forum meeting was convened on 16 and 17 May 2023. A revised framework for reporting was introduced and accepted by the stakeholders. This framework will be used for the 2023/2024 financial year to achieve specific deliverables in line with municipal mandate.

## 5 Category B Municipal Grants 2022/23

This section provides a status on the expenditure of various grants received by our local municipalities for the 2022/2023 financial year.

### 5.1 Municipal Infrastructure Grant (MIG)

Data in Table 5-1 is a 3-year comparison of the expenditure of the MIG by our local municipalities.

Table 5-1 Multiyear summary of MIG expenditure (2018 – 2021)

| Municipality   | 2018/2019         |               |       | 2019/2020         |              |       | 2020/2021          |               |       |
|----------------|-------------------|---------------|-------|-------------------|--------------|-------|--------------------|---------------|-------|
|                | Allocation (R,00) | Spend (R,00)  | % Exp | Allocation (R,00) | Spend (R,00) | % Exp | Transferred (R,00) | Spend (R,00)  | % Exp |
| Richtersveld   | 7 287 000         | 1 538 507.01  | 21    | 7 338 000         | 1 631 827    | 22    | 5 531 000          | 0,00          | 0     |
| Nama Khoi      | 14 384 000        | 8 154 008.50  | 57    | 14 593 000        | 8 407 240    | 58    | 15 524 000         | 12 887 437,98 | 83    |
| Kamiesberg     | 11 867 000        | 11 864 267.99 | 100   | 11 553 000        | 7 597 439    | 66    | 13 442 000         | 12 160 499,38 | 90    |
| Hantam         | 9 656 000         | 7 436 000.00  | 77    | 9 760 000         | 10 314 359   | 106   | 13 607 000         | 10 948 422,17 | 80    |
| Karoo Hoogland | 8 020 000         | 14 206 028.67 | 177   | 8 087 000         | 8 229 855    | 102   | 12 966 000         | 8 608 201,69  | 66    |
| Khai Ma        | 7 712 000         | 6 814 104.59  | 88    | 7 773 000         | 2 719 514    | 35    | 5 658 000          | 2 505 613,05  | 44    |
| Total          | 58 926 000        | 50 012 916.76 | 84.87 | 59 104 000        | 38 900 234   | 65.81 | 53 121 000         | 47 110 174,27 | 88.7  |

(Data received by Provincial MIG)

Data in Table 5-2 is the expenditure of the MIG for 21/22 financial year as well as the expenditure of the 22/23 financial year.

Table 5-2: MIG expenditure for FY 21/22 and as at end June 2023

| Municipalities      | 2021/2022  |           |              |       | 2022/2023  |                     |             |       |
|---------------------|------------|-----------|--------------|-------|------------|---------------------|-------------|-------|
|                     | Allocation | Adjusted  | Expenditure  | % Exp | Allocation | Adjusted Allocation | Expenditure | % Exp |
| <b>Richtersveld</b> | 14 480 000 | 6 161 000 | 4 165 296,63 | 67,61 | 7 697 000  | 7 697 000           | R 7 697 000 | 100   |

|                   |            |            |               |       |            |            |                |       |
|-------------------|------------|------------|---------------|-------|------------|------------|----------------|-------|
| <b>Nama Khoi</b>  | 15 182 000 | 10 017 000 | 3 069 271,76  | 30,64 | 16 070 000 | 10 905 000 | R 6 557 470,08 | 60    |
| <b>Kamiesberg</b> | 7 708 000  | 13 708 000 | 4 647 310,21  | 33,90 | 7 945 000  | 7 945 000  | R 4 778 953,89 | 60,15 |
| <b>Hantam</b>     | 10 051 000 | 10 051 000 | 10 051 000,00 | 100   | 10 493 000 | 10 493 000 | R 4 680 281,98 | 44.60 |

|                       |            |            |               |        |            |            |                 |       |
|-----------------------|------------|------------|---------------|--------|------------|------------|-----------------|-------|
| <b>Karoo Hoogland</b> | 8 276 000  | 14 276 000 | 14 849 630,82 | 104,02 | 17 562 000 | 17 562 000 | R 11 1327 99,99 | 63,39 |
| <b>Khai Ma</b>        | 7 492 000  | 14 942 000 | 7 981 267,38  | 53,41  | 8 200 000  | 2 000 000  | R 1 757 699,39  | 87,88 |
| <b>Total</b>          | 63 189 000 | 69 155 000 | 44 763 776,80 | 64,7   | 67 967 000 | 56 602 000 | 36 849 404.39   | 65,10 |

(Data received by Provincial MIG)

## 5.2 Water Services Infrastructure Grant (WSIG)

The data in table 5-3 is a summary of the WSIG allocation and expenditure as at end June 2023.

Table 5-3: Expenditure of the WSIG

| <b>Municipality</b>   | <b>Allocation</b> | <b>Withheld</b> | <b>Adjusted allocation</b> | <b>Expenditure</b> | <b>% Expenditure</b> |
|-----------------------|-------------------|-----------------|----------------------------|--------------------|----------------------|
| <b>Richtersveld</b>   | 10 000 000        | 0               | 10 000 000                 | 10 000 000         | 100                  |
| <b>Nama Khoi</b>      | 20 000 000        | (10 000 000)    | 10 000 000                 | 6 914 470,22       | 69,14                |
| <b>Kamiesberg</b>     | 5 000 000         | (2 500 000)     | 2 500 000                  | 2 427 018          | 97,08                |
| <b>Hantam</b>         | 11 000 000        | 10 000 000      | 21 000 000                 | 18 438 075         | 87,80                |
| <b>Karoo Hoogland</b> | 13 000 000        | 0               | 13 000 000                 | 13 000 000         | 100                  |
| <b>Khai Ma</b>        | 0                 | N/A             | N/A                        | N/A                | N/A                  |

(Data taken from DORA bill 22/23 and information received from municipalities)

## 5.3 Integrated Grant (Public Works)

The figures in table 5-4 is a summary of the Integrated Grant allocation and expenditure as at end June 2023.

Table 5-4: Expenditure of the IG within local municipalities

| <b>Municipality</b>   | <b>Allocation</b> | <b>Expenditure</b> | <b>% Expenditure</b> |
|-----------------------|-------------------|--------------------|----------------------|
| <b>Richtersveld</b>   | 950 000           | 950 000            | 100                  |
| <b>Nama Khoi</b>      | 1 212 000         | 1 144 306,00       | 94,4                 |
| <b>Kamiesberg</b>     | 950 000           | 468 542            | 49,32                |
| <b>Hantam</b>         | 1 564 000         | 3 361 123          | 215                  |
| <b>Karoo Hoogland</b> | 1 073 000         | 1 073 000          | 100                  |
| <b>Khai Ma</b>        | 0                 | N/A                | N/A                  |

(Data taken from DORA bill 22/23 and information received from municipalities)

## 5.4 Energy Efficiency Demand Side Management (EEDSM)

None of our local municipalities received this grant for the 2022/2023 financial year

Table 5-5: Expenditure of EEDSM

| Municipality          | Allocation | Expenditure | % Expenditure |
|-----------------------|------------|-------------|---------------|
| <b>Richtersveld</b>   | 0          | N/A         | N/A           |
| <b>Nama Khoi</b>      | 0          | N/A         | N/A           |
| <b>Kamiesberg</b>     | 0          | N/A         | N/A           |
| <b>Hantam</b>         | 0          | N/A         | N/A           |
| <b>Karoo Hoogland</b> | 0          | N/A         | N/A           |
| <b>Khai Ma</b>        | 0          | N/A         | N/A           |

(Data taken from DORA bill 22/23 and information received from municipalities)

## 5.5 Integrated National Electrification Programme (INEP)

The data in table 5-6 is a summary of the INEP allocation and expenditure as at end June2023.

Table 5-6: Expenditure of INEP

| Municipality          | Allocation | Expenditure  | % Expenditure |
|-----------------------|------------|--------------|---------------|
| <b>Richtersveld</b>   | 0          | N/A          | N/A           |
| <b>Nama Khoi</b>      | 5 000 000  | 1 950 776,11 | 39            |
| <b>Kamiesberg</b>     | 0          | N/A          | N/A           |
| <b>Hantam</b>         | 0          | N/A          | N/A           |
| <b>Karoo Hoogland</b> | 0          | N/A          | N/A           |
| <b>Khai Ma</b>        | 1 500 000  |              |               |

(Data taken from DORA bill 22/23 and information received from municipalities)

## 6 Human Resources

The district municipality needs to render support to 6 local municipalities within its jurisdiction. This division does not have sufficient personnel and cannot effectively support local municipalities as per our mandate and IDP strategic objectives. Figure 6-1 is the current organogram for the division.



Figure 6-1 : Organogram: Infrastructure/PMU

## 7 Concluding Remarks

Project implementation to achieve our objectives is not without its challenges. The vast distances between municipalities within our district and capacity constraints within municipalities are but a few. The availability of funds to achieve our strategic goals remains a challenge. We managed to fully spend the grant allocations received for the 2022-2023 financial year. We also met our required performing targets stipulated by the grants.

Grant expenditure by our category B-municipalities remains a challenge. Through the Namakwa District Infrastructure forum the NDM also aims to improve expenditure of municipal grants. This division support and assist the category b-municipalities within its jurisdiction but lack the sufficient human resources in order to effectively render support to our category B municipalities. With additional human resources this division will be able to render better support

### **3.4 HOUSING (To be completed)**

#### **1. BACKGROUND**

Namaqua District Municipality has applied in April 2006 to the MEC of Housing and Local Government to be granted Level 1 Accreditation in terms of the Housing Accreditation Program for municipalities.

A consulting firm was retained by the Department to assist us to prepare a business plan as part of the pre-accreditation support program. The purpose of the business plan was to constitute the accreditation application to the MEC. In the plan we listed our institutional constraints in respect of the accreditation requirements for the performance of level 1 accreditation functions. We also outlined how we would attempt to address these constraints with various capacity building initiatives.

The Municipality was successful in its application to the extent that we were conditionally accredited for level 1 by the MEC in October 2006. It is unfortunate that the municipality was removed from the accreditation pilot by virtue of our lack of sufficient progress since the pre-accreditation business plan. However, the MEC has decided that we remain on the pilot and we are committed to ensure that we make full use of this opportunity to attain full accreditation.

#### **2. The National Housing Act (of 1997)**

The Housing Act, 1997 (Act No. 107 of 1997) (“the Housing Act”) states in Section 9(1)(f) that “Every municipality must, as part of the municipality’s process of integrated development planning, take all reasonable and necessary steps within the framework of national and provincial housing legislation and policy to initiate, plan, coordinate, facilitate, promote and enable appropriate housing development in its area of jurisdiction”. Importantly, this planning should include a local housing strategy and delivery targets.

### 3. HOUSING ACCREDITATION

The Municipality has applied to the Provincial Department of Human Settlements for Level One. The application for Accreditation for level one status will enable the Municipality to assume responsibility for:

- ✓ Beneficiary management
- ✓ Subsidy budget planning and allocation
- ✓ Priority programme management and administration.

(Level two entails project evaluation and approvals and all the above, enabling us to implement national housing programmes and receive funding directly from Treasury).

#### 3.1 FUNCTIONS

| FUNCTIONS                                                                                                      | CRITERIA                                                                                                                       | DISTRICT ACHIEVEMENTS                                                                                                                                                   |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LEVEL ONE ACCREDITATION:<br>Subsidy budget planning and allocation process & priority programme administration |                                                                                                                                |                                                                                                                                                                         |
| Housing and Subsidy Budget                                                                                     | Approved MHSP, Plan and Budget                                                                                                 | Municipal Human Settlements Sector Plan draft completed                                                                                                                 |
| Subsidy fund allocation                                                                                        | Accreditation business plan                                                                                                    | Business Plan approved by Council on 21 February 2013                                                                                                                   |
| Project identification                                                                                         | Necessary capacity to be enhanced                                                                                              | Organogram for Housing Unit approved by council                                                                                                                         |
| (1) Priority programme management and administration<br>(2) Manage beneficiaries                               | Ability to produce and implement housing strategies, plans and budgets.<br>Ability to do project identification and assessment | Housing Manager appointed 1 <sup>st</sup> August 2018 on a contract basis to conclude accreditation.<br>Remaining staff to be appointed as soon as approval is granted. |

### 4. TRAINING

#### 4.1 Consumer education:

Two (2) of the current staff members from the Municipality already went through training the Housing unit will embarking on training campaigns, in conjunction with the B-Municipalities and the Department of Human settlement in all areas where houses were built in the last 5

years. It is however important that we synchronise these programmes to ensure it is effective. Consumer education will be a priority of the unit

HSS Training was provided to four (4) staff members and as soon as accreditation has been allocated these officials will capturing HSS forms for the 6 B-Municipalities.

Consumer education training attended by Joseph Cloete and Ilhaam Kalmeyer in Upington

National Housing Needs training attended by Joseph Cloete in Kimberley.

## 5. HUMAN SETTLEMENT SECTOR PLAN

Draft Human Settlement Sector Plans was Compiled by Bvi for the Namakwa District Municipality and for all B Municipalities in the district.

## 6. ALLOCATIONS FOR NAMAKWA DISTRICT 2019/2020

| NORTHERN CAPE 2019/20 |               | PROJECT LIST                                  |     |            |
|-----------------------|---------------|-----------------------------------------------|-----|------------|
| Mining Town           |               |                                               |     |            |
| Khai Ma               | Pofadder      | Pofadder Bulk Rollover                        |     | 20 500 000 |
| Khai Ma               |               |                                               |     | 20 500 000 |
|                       |               |                                               |     |            |
| NAMAKWA DISTRICT      |               |                                               |     |            |
| All                   | Various Towns | Individuals (Purchase of existing properties) | 30  | 4 165 300  |
| Nama Khoi             | Okiep         | Okiep Infills                                 | 100 | 13 441 200 |
| All                   | Various Towns | Finance Linked Individual Subsidies Programme | 4   | 400 000    |
| Namakwa Studies       | Various Towns | Namakwa Studies ( Geotech Khai Ma/Kamiesberg) |     | 3 500 000  |
| Karoo Hoogland        | Sutherland    | Sutherland 100 ( Town Planning)               |     | 250 000    |
| Hantam                | Calvinia      | Calvinia 247 (Geotech)                        |     | 400 000    |
|                       |               |                                               | 134 | 22 156 500 |
| Sub Total Namakwa     |               |                                               |     | 42 656 500 |

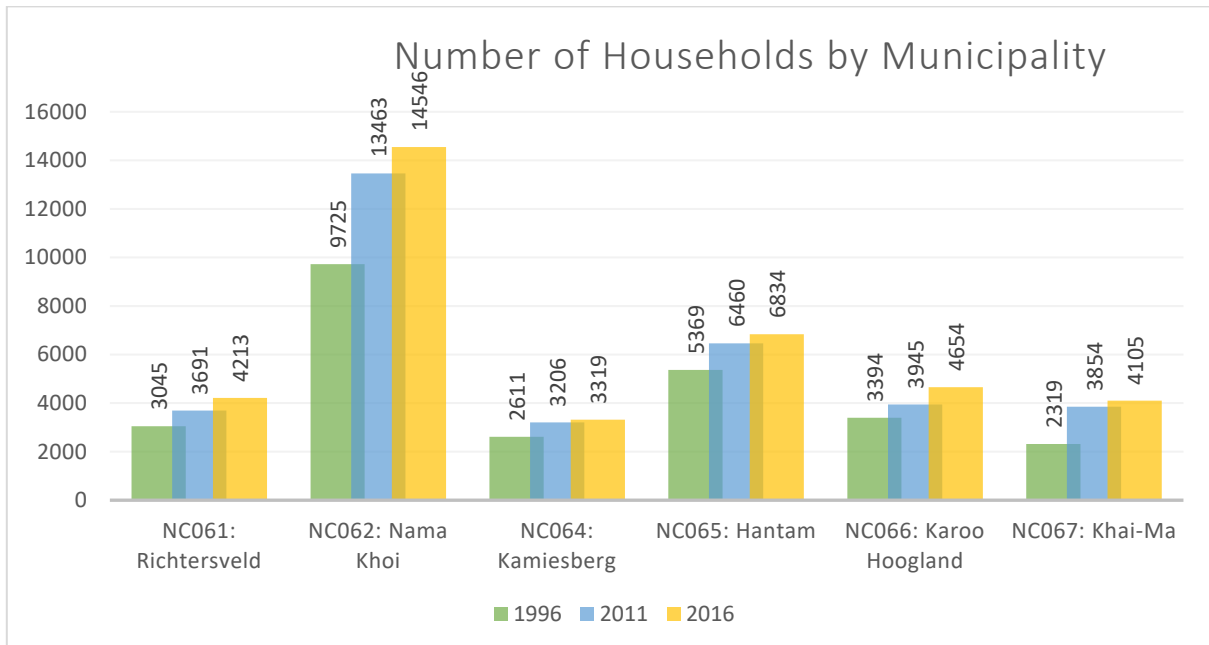
## 7. TRANSFER OF PROPERTY

| TRANSFER OF PROPERTY PROGRESS PER MUNICIPALITY |                     |             |            |            |            |            |           |
|------------------------------------------------|---------------------|-------------|------------|------------|------------|------------|-----------|
|                                                | Approved Applicants | Registered  | Mun        | No Data    | Disputes   | Duplicates |           |
| Nama Khoi Municipality                         | 2257                | 1767        | 239        | 110        | 137        |            | 4         |
|                                                |                     |             |            |            |            |            |           |
| Kamiesberg Municipality                        | 1229                | 887         | 151        | 54         | 130        |            | 7         |
|                                                |                     |             |            |            |            |            |           |
| Richtersveld Municipality                      | 931                 | 523         | 193        | 143        | 64         |            | 8         |
|                                                |                     |             |            |            |            |            |           |
| Hantam Municipality                            | 998                 | 457         | 238        | 269        | 34         |            | 0         |
|                                                |                     |             |            |            |            |            |           |
| Karoo Hoogland Municipality                    | 480                 | 459         | 10         | 2          | 9          |            | 0         |
|                                                |                     |             |            |            |            |            |           |
| Khai Ma Municipality                           | 674                 | 417         | 140        | 9          | 80         |            | 28        |
|                                                |                     |             |            |            |            |            |           |
| <b>TOTAL</b>                                   | <b>6569</b>         | <b>4510</b> | <b>971</b> | <b>587</b> | <b>454</b> |            | <b>47</b> |

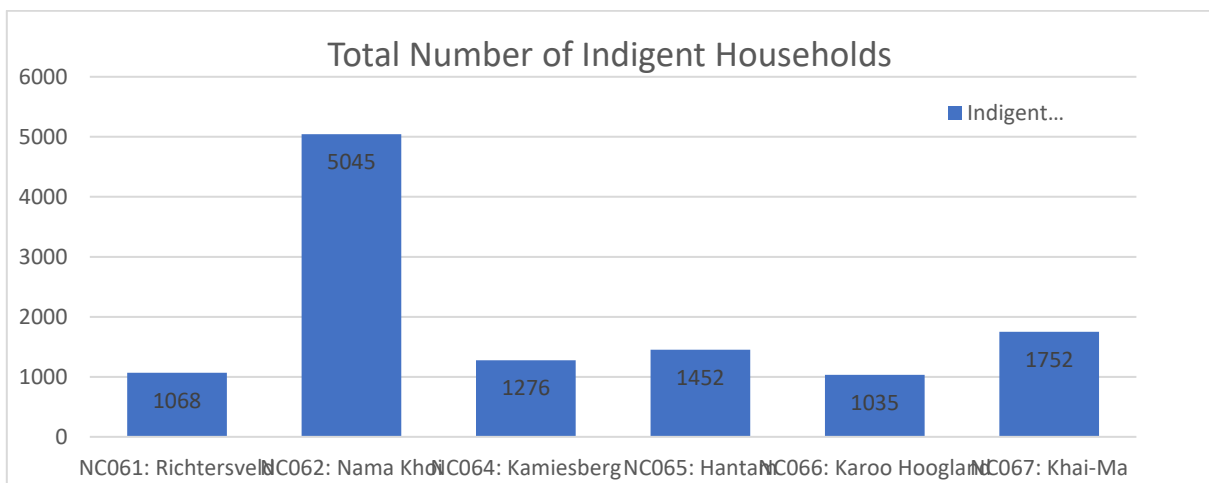
## 8. PROJECT PIELINE PER MUNICIPALITY

| KAROO HOOGLAND MUNICIPALITY      | H/NEED | Bus Plan | T Deeds | HSP/SDF | B Water | B Sanitation | SG Plan | SG diagram | EIA/ROD |
|----------------------------------|--------|----------|---------|---------|---------|--------------|---------|------------|---------|
| <b>PROJECT DETAILS</b>           |        |          |         |         |         |              |         |            |         |
| Frazerburgh                      | 130    | N        | N       | N       | N       | N            | N       | N          | N       |
| Williston                        | 300    | N        | N       | N       | N       | N            | N       | N          | N       |
| Sutherland                       |        | N        | N       | N       | N       | N            | N       | N          | N       |
| <b>HANTAM MUNICIPALITY</b>       |        |          |         |         |         |              |         |            |         |
| Calvinia                         | 247    | N        | N       | N       | N       | N            | N       | N          | N       |
| Calvinia                         | 47     | N        | N       | N       | N       | N            | N       | N          | N       |
| Middelpos                        | 57     | N        | N       | N       | N       | N            | N       | N          | N       |
| Nieuhoudtsville                  | 30     | N        | N       | N       | N       | N            | N       | N          | N       |
| Brandvlei                        |        |          |         |         |         |              |         |            |         |
| <b>KAMIESBERG MUNICIPALITY</b>   |        |          |         |         |         |              |         |            |         |
| Klipfontein                      | 60     | Y        | N       | N       | N       | N            | N       | N          | N       |
| Lepelsfontein                    | 50     | Y        | N       | N       | N       | N            | N       | N          | N       |
| Kamassies                        | 18     | Y        | N       | N       | N       | N            | N       | N          | N       |
| Spoegrivier                      | 18     | Y        | N       | N       | N       | N            | N       | N          | N       |
| Garies                           | 24     | Y        | N       | N       | N       | N            | N       | N          | N       |
| Kharkams                         | 100    | Y        | N       | N       | N       | N            | N       | N          | N       |
| Nourivier                        | 25     | Y        | N       | N       | N       | N            | N       | N          | N       |
| Tweervier                        | 24     | Y        | N       | N       | N       | N            | N       | N          | N       |
| Paulshoek                        | 28     | Y        | N       | N       | N       | N            | N       | N          | N       |
| Rooifontein                      | 45     | Y        | N       | N       | N       | N            | N       | N          | N       |
| Soebatsfontein                   | 25     | Y        | N       | N       | N       | N            | N       | N          | N       |
| Kheis                            | 47     | Y        | N       | N       | N       | N            | N       | N          | N       |
| Kamieskroon                      | 100    | Y        | N       | N       | N       | N            | N       | N          | N       |
| Leliefontein                     | 50     | Y        | N       | N       | N       | N            | N       | N          | N       |
| <b>RICHTERSVELD MUNICIPALITY</b> |        |          |         |         |         |              |         |            |         |
| Sizamile                         | 383    | Y        | N       | N       | N       | N            | N       | N          | N       |
| Sanddrift                        | 150    | Y        | N       | N       | N       | N            | N       | N          | N       |
| <b>KHAI MA MUNICIPALITY</b>      |        |          |         |         |         |              |         |            |         |
| Pofadder                         | 150    | N        | N       | N       | N       | N            | N       | N          | N       |
| Pofadder                         | 49     | N        | N       | N       | N       | N            | N       | N          | N       |
| Pella New                        | 149    | N        | N       | N       | N       | N            | N       | N          | N       |
| Pella New                        | 51     | N        | N       | N       | N       | N            | N       | N          | N       |
| Onseepkans                       | 114    | N        | N       | N       | N       | N            | N       | N          | N       |
| Onseepkans                       | 50     | Y        | N       | N       | N       | N            | N       | N          | N       |
| Witbank                          | 20     | N        | N       | N       | N       | N            | N       | N          | N       |
| Witbank                          | 37     | N        | N       | N       | N       | N            | N       | N          | N       |
| <b>NAMA KHOI MUNICIPALITY</b>    |        |          |         |         |         |              |         |            |         |
| Okiep                            | 250    | N        | N       | N       | N       | N            | N       | N          | N       |
| Carolusberg                      | 400    | N        | N       | N       | N       | N            | N       | N          | N       |
| Nababeep                         | 300    | N        | N       | N       | N       | N            | N       | N          | N       |
| Matjieskloof                     | 79     | N        | N       | N       | N       | N            | N       | N          | N       |
| Nababeep                         | 250    | N        | N       | N       | N       | N            | N       | N          | N       |
| Kommagas                         | 200    | Y        | N       | N       | N       | N            | N       | N          | N       |
| Buffelsrivier                    | 100    | N        | N       | N       | N       | N            | N       | N          | N       |
| Bergsig                          | 500    | N        | N       | N       | N       | N            | N       | N          | N       |
| Vaalwater 7de Laan               | 200    | N        | N       | N       | N       | N            | N       | N          | N       |
| Steinkopf                        | 1500   | N        | N       | N       | N       | N            | N       | N          | N       |
| Kouroep                          | 50     | N        | N       | N       | N       | N            | N       | N          | N       |
| Rooiwinkel                       | 50     | N        | N       | N       | N       | N            | N       | N          | N       |
| Fonteintjie                      | 150    | N        | N       | N       | N       | N            | N       | N          | N       |
| Kouboegas                        | 100    | N        | N       | N       | N       | N            | N       | N          | N       |
| Skietbank                        | 250    | N        | N       | N       | N       | N            | N       | N          | N       |
| Concordia                        | 500    | N        | N       | N       | N       | N            | N       | N          | N       |

## 9. NUMBER OF HOUSEHOLDS



## 10. TOTAL NUMBER OF INDIGENT HOUSEHOLDS



Above table shows that the number of indigent households registered in the Namakwa district for the year 2016 is 11 537 units with Nama-Khoi municipality having the highest number of such households at 5 045 units, followed by Khai Ma, Hantam, and Kamiesberg municipality with 1 752, 1 452 and 1 276 indigent households registered as indigent respectively.

However, Nama Khoi also has the largest number of total households, to the percentage of indigent households is shown in Figure 17 to provide additional information.

### **3.5 MUNICIPAL HEALTH SERVICES**

#### **INTRODUCTION**

Municipal Health Services address and focus on the wellbeing of the total population. It applies preventative health practices to sustain healthy communities and reduce illnesses associated with environmental factors.

According to the constitution of the Republic of South Africa 1996, the local Government: Municipal Structures Act (No.117 of 1998) and the National Health Act (No.61 of 2003) it is the statutory responsibility of the District Municipality to render municipal health services.

#### **Constitutional mandate:**

**Section 24 of the South African Constitution of 1996 states that: *“Everyone has the right to an environment that is not harmful to his/her health or wellbeing.”***

Section 24 of the Constitution of the Republic of South Africa entrenches the right of all citizens to live in an environment that is not harmful to their health or well-being. Section 1 of the National Health Act (Act 61 of 2003) defines municipal health services and clearly stipulates the responsibilities of municipalities in the performance of such services.

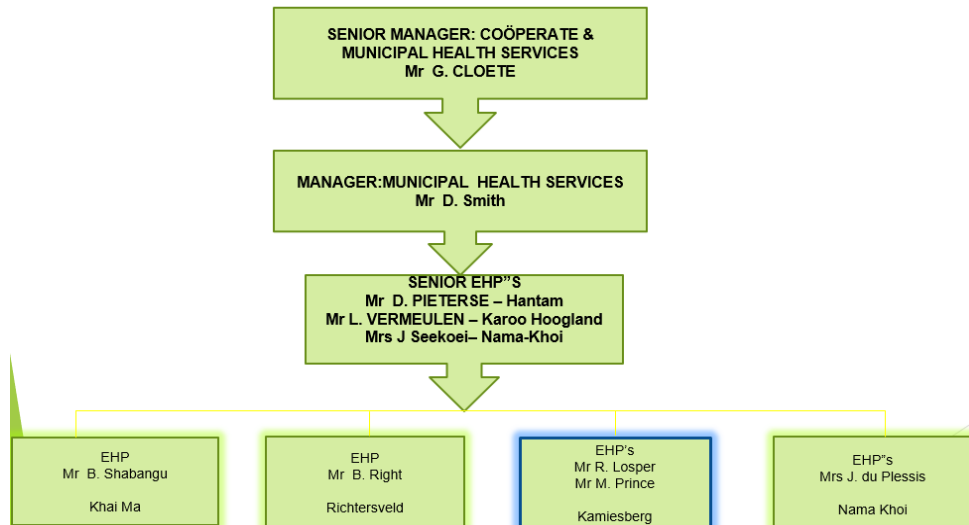
**Environmental health** comprises those aspects of human health, including quality of life, that are determined by physical, chemical, biological, social and psycho-social factors in the environment. It refers to the theory and practice of assessing, correcting, controlling and preventing factors in the environment that can adversely affect the health of present and future generations.

**Environmental Health Services** are services that implement health policies through monitoring and controlling, which improves environmental parameters and encourage the use of environmentally friendly and healthy technologies and behaviours. Controlling and monitoring plays a leading role in suggesting and development new policy areas. (These definitions are in line with the definitions of the World Health Organization).

Municipal Health Services are guided by various legislation and policy frameworks including the Constitution of South Africa; the National Health Act; Food Acts; Hazardous Substances

Acts; Tobacco Control Acts; Environmental Acts; all applicable legislations and municipal by-laws.

## PERSONNEL STRUCTURE



## IDP PROJECTS / KPA's

| PROJE<br>CT NR | PROJECT                                                                                                                                                                                                                                                                       | TARGETS | ACTIONS TAKEN |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------------|
| D179           | Respond to complaints regarding Environmental Pollution within 10 working days of receiving a complaint/ notification                                                                                                                                                         | 95%     | 95%           |
| D184           | Evaluate food outlets and premises                                                                                                                                                                                                                                            | 768     | 921           |
| D185           | Evaluate government premises and private entities                                                                                                                                                                                                                             | 320     | 281           |
| D186           | Conduct health and hygiene initiatives as identified on the EH calendar                                                                                                                                                                                                       | 240     | 213           |
| D187           | Evaluate funeral homes, mortuaries and graveyards                                                                                                                                                                                                                             | 96      | 54            |
| D188           | Evaluate landfill sites                                                                                                                                                                                                                                                       | 96      | 42            |
| D189           | Take monthly samples of bacteriological and chemical levels of potable water in towns and communities within the district <ul style="list-style-type: none"> <li><i>sampling depends on the availability of water (in the communities) in the B-municipalities</i></li> </ul> | 1176    | 1109          |

Operational plans are reviewed and changed annually as well as the KPA's/ IDP Projects. Covid-19 had a big impact on the reaching of the targets.

#### ***D186 – Additional programs with other department + EH Calendar.***

To fulfil its constitutional and legal obligations, the District's Municipal Health Services Unit fulfils its mandate through knowledge and expertise of our highly qualified and skilled environmental health practitioners (EHPs). They provide and facilitate comprehensive, pro-active and needs-related services to ensure a safe, healthy and clean environment by preventing and eliminating sources of diseases.

There are functional municipal health offices located in local municipalities in the District. The municipal health inspectorate has offices in the following 4 regions, namely:

- Karoo-Hoogland Region (Williston)
- Hantam Region (Calvinia)
- Richtersveld Region (Port Nolloth)
- Kamiesberg-, Nama-khoi- and Khai-Ma Region (Springbok)

Municipal health services are personnel driven function because monitoring, according to the scope of practice of environmental health and the national norms and standards for environmental health, forms the basis of performing this function. Performing these functions will add value to “healthier people in healthier places”.

## **SPECIAL PROGRAMMES: NATIONAL/PROVINCIAL**

### **Environmental Health Calendar**

The aim of this calendar is to set a direction for Municipal Health Services events in the Northern Cape. The themes of the calendar are linked to the Health Awareness Calendar of the National Department of Health.

Awareness has been raised on the following:

- World Cancer Day
- World TB Day
- World Water Day
- World Health Day
- Africa Malaria Day
- World No Tobacco Day
- World Environment Day
- World Environmental Health Day
- Global Hand Washing Day
- World Food Day
- World Aids Day

Health education is done within communities, schools, clinics etc. to raise awareness of the above mentioned.



EH calendar days were celebrated to sensitise, educate and mobilise communities for action for the protection of the environment. These days are used as platforms for raising environmental issues such as water pollution, global warming, climate change and the importance of conserving present resources e.g., water for the benefit of current and future generations. Learners and community members were also encouraged to take ownership of their immediate environment.

### Notifiable Diseases

The Municipal Health Services unit in co-ordination with the Disease Outbreak Response Team of Department of Health is actively involved in the control of notifiable diseases in Namakwa. Monitoring, investigations and continuous educational actions are part of the preventative measures taken.

- **Tuberculosis**– cases were investigated, monitored and continuous awareness has been raised in order to prevent further spread of the disease.
- **Diarrhoea** - an outbreak occurred in the Nama-Khoi municipal area and was investigated and handled appropriately.
- **Dog bites** – an incident occurred in the Nama-Khoi, Kamiesberg, Khai Ma and Hantam municipal area and was investigated and handled appropriately.
- **Covid-19** – cases were investigated, contact tracing, monitored and continuous awareness has been raised in order to prevent further spread of the disease.

**Water monitoring**

Bacteriological and chemical drinking water monitoring is conducted monthly in every community to ensure safe drinking water to all in the Namakwa District. Practitioners are continuously providing guidance and training to municipal officials responsible for water services. Municipal water quality reports are distributed to municipalities and to the Department of Water and Sanitation.

**Namakwa Environmental Health shared functions:**

- ✓ Air Quality Management
- ✓ Climate Change
- ✓ Waste management

**Co-ordinating & Liaison****Municipal Health Services Forums:**

In Namakwa we have two registered forums namely:

- ✓ Namakwa Environmental Health– and
- ✓ Namakwa Water & Sanitation Forum.

These forums are both chaired by the Municipal Health Services unit and are functioning with its own constitution and quarterly meetings. All Environmental Health Practitioners of Namakwa are members of the Provincial Environmental Health Forum, which are chaired by the Environmental Health Services Unit of Department of Health and are attended bi – annually. Various stakeholders form part of these forums and it served as an ideal platform to discuss Municipal Health Services issues as well as internal training opportunities.

**Health Professions Council of South Africa:**

All Namakwa personnel are registered and in good standing with the Health Professions Council of South Africa (HPCSA). Annual fees and compliance with the continuous professional development system of this board are compulsory to all members.

**Co-operative Governance:**

Municipal Health Services are in partnership with Departments such as Environmental and Nature Conservation, Environmental Affairs, Water& Sanitation, Education and Veterinary

Services as well as regional offices of Departments and role-players who can affect municipal health services positively.

Municipal Health Services are also part of the Youth in Environmental Services & Youth in Waste projects driven by Department of Environmental Affairs within Municipalities as these programmes also promoting the conservation of the environment and serves to promote our aim further more.

While MHS is serving six municipalities within Namakwa various NGO's and local community committees and organisations play an important role in advocating MHS as well as monitoring development of service delivery within MHS.

### **3.6 TOURISM**

#### **OVERVIEW**

Travel and tourism in the Namakwa region in the Northern Cape Province of South Africa is a well-established economic sector though not yet an industry that contributes to the local economy of the Namakwa districts Gross Domestic Product annually. This 2022 to 2023 financial year was highlighted with effective marketing and development in the regional tourism sector with the emphasis on enhancing the multiplier effect of tourism on the local economy through marketing and promotional campaigns that encourage travel to and through the Namakwa region. Compliancy and standardization of travel and tourism products and services in the Namakwa region as a tourism destination of choice is adding value to the product and service offerings that is a vital catalyst for attracting investment to the district. Therefore we value the empowerment of women, the youth and the disabled through skills development programs in the direct and indirect travel and tourism markets. Quality assurance and universal accessibility at hospitality facilities and tourist attraction is of highly importance in order to stay abreast of a changing travel and tourism market. The overall focus and outcomes for this financial year as per The Service and Budget Implimentation Plans key performance indicators for tourism the following goals and objectives were achieved in collaberation with our stakeholders during the 2022 to 2023 financial year.

#### **Marketing and Promotional Campaigns 2022 to 2023**

Namakwa Tourism in collaberation with Northern Cape Tourism Authority and the four other tourism regions in the province market and promote travel and tourism through three marketing and promotional campaigns annually, namely, the flower, summer and

winter campaigns. This is an excellent marketing and promotional concept for it enables the multiplier effect in tourism especially when the Augrabies Falls are in flood during low season in the Namakwa region we do become a travel through or stop over destination. The 2022 annual flower season had an early start during mid July 2022 and a rare phenomenon was spotted in the form of purple vygies that made their appearance before the orange daisies for according to the natural calendar the blooming of the orange daisies is the first signs of the annual flower season where as the purple vygies announces the last days of the annual wild spring flowers in bloom. This unnatural cycle of the flower season caught a significant attention from the national and local media houses for every one with travel plans to the flower route wanted to hear the from the Namakwa Flower Desk where to view the best flowers for spring 2022. We can report on a ten week cycle of the flower season for this financial year despite the increased fuel prices of 2022. Tourist guides and accommodation facilities reported on a satisfactory level of bookings and occupancy levels for the 2022 flower season.

The summer campaign 2022/23 was highlighted with the annual Orange river floods that started already during the month of November 2-22. An urgency for flood alert forums arose among stakeholders in order to save lives and livelihoods when either flash floods or annual floods occurs and such forums were structured in our three municipal areas that have boundaries with the Orange River. This initiative paid off during the last days of the winter campaign when the Namakhoi, Hantam, Kamiesberg and Richtersveld areas were heavily hit with winter rainfall that led to the closure of several roads and towns that were cut off from the access networks.

Namakwa Tourism in partnership with South African Tourism rolled out a ten day road show namely the Give Me Summer Short Left Campaign. Youth who participated in the campaign were either tourism graduates on tertiary level or who did tourism on secondary level. Twenty four candidates were sourced per town. The exercise was to calculate the geographic footprint of tourists. The teams were dressed in yellow uniforms and were spoken off by locals as the yellow army. Competitions were run and practical branded items were handed out that brought much excitement to our local communities in Springbok, Steinkopf, PortNolloth, Alexander Bay, Garies, Niewoudtville and Calvinia.

### **Women, Youth and Disabled in tourism**

Skills development programs for women emancipation in the travel and tourism sector was rolled out during this financial year. Although the travel and tourism labour market are dominated by women on a global scale men are still serving in the leading roles in both the public and the private sector world wide. Therefore we business skills programs were designed to upskill women and one lady per local municipal area in the Namakwa

district formed part of the trainings that were rendered by the National Department of Tourism in all nine provinces of South Africa.

The tourism safety monitors program of which fifty candidates from all across the Namakwa region formed part of ended during the month of October 2022. A follow up phase will be rolled out during the upcoming financial year. The Give Me Summer Campaign 2023 employed a total number of 168 youth members during the ten day roadshow that took place in February 2023.

The skills development unit in the Northern Capes Department Economic Development and Tourism that focus on persons living with disabilities who are in business rolled out two training sessions in the Namakwa region during this financial year. We was fortunate to host these courses at the conference facility of Namakwa Tourism and with the support of our municipal manager and the fleet unit transportation was made possible to and from the venue .

### **Provincial Tourism Meetings**

Both the quarterly marketers and stakeholder meetings were quarterly held virtually which was an encouraging effort to get more local and district tourism stakeholders actively participating in the tourism dialogues and discussions on a inter regional/provincial platform.

### **Clean up campaigns at Tourist Attractions**

Both Calvinia and Niewoudtville were nominated as a town of the year finalist in the Kwela Kyknet competition during this financial year. Therefore we are of the opinion the conclude service level agreements with the local municipalities in the Namakwa district in order to actively run clean up campaigns in our local towns at tourist attractions in order to maintain a clean and welcoming environment for tourists and host communities.

### **Conclusion**

Although tourism is not a panacea to our domestic challenges its multiplier effect brings stimulation in our local economy. We have a regular flow of tourists who spends time and money in the Namakwa region and we strive to stay abreast of competing tourism destinations in order to maintain and increase our market share. The leading role that Namakwa Tourism fulfils in the districts travel and tourism sector are supported by a stabilized communications system that co-exist among private and public participation.

We would like to extend our gratitude to our honourable councillors, senior managers and fellow colleagues for their continuous support that helps Namakwa Tourism to succeed in her mission and vision as the tourism unit of the Namakwa District Municipality.



### **3.7 LOCAL ECONOMIC DEVELOPMENT**

The purpose of this report is to give the board an overview of the activities of the Department. It is structured in such a way that it reflects all the activities in the different units, namely Agriculture, Aquaculture, Mining and Small Business Development.

It will cover operational issues, as well as additional issues that may be of interest to all stakeholders.

#### **Economic Development**

Our National Government has approved the New National Development Plan that will guide us over the next 30 years and help us achieve our goals as a state organ and country as whole. As a district on local government, it is important to internalize these goals and align our own targets with those of National Development Plan.

As a rural district featured prominently in the document, we must identify all available resources, e.g. soil, mineral resources, etc.

## **Agriculture**

The Namakwa District Municipality has prioritized the corridor of the Orange River from Onseepkans in the east to the Orange River Mouth in the west of the Namakwa District.

The areas Goodhouse, Richtersveld CPA, Kabis, Pella, Onseepkans CPA, Caboob, Henkries, Bloeddrift and Sandrift have been identified as favourable areas to grow table grapes, raisins and dates.

Studies are underway from various stakeholders and partners to develop the landscape and also complete business plans to attract potential investors.

The primary focus for the district currently is to create a funding and business model that encourages job creation, skills transfer, potential development and investment and ownership. This model will also be passed on to the other local municipalities within the corridor boundaries. Goodhouse Irrigation Development has been identified as a possible starting point of the pilot, based on the development across the Orange River (Namibian irrigation).

Thus, Goodhouse irrigation development was identified as a possible starting point, based on the development taking place across the Orange River. A meeting was held to introduce the developer's proposal to the community. A meeting was convened with the role players to ensure unity around all decisions of the project that will take place at Goodhouse because there were allegations that certain role players were excluded. A new meeting will be convened with the role players and potential investors so that they can make a choice with which funder they enter into an agreement. This process was partially completed after a committee consisting of Goodhouse and Steinkopf farmers was selected. However, due to COVID - 19, it was impossible to meet with funders because they come from high risk areas.

The council of Nama khoi Municipality had taken the a decision to support the project but not resolution was conducted to allocate the land to the developer.

A new process needed to be conducted to solve the land allocation issue since the municipality was the custodians of the land but the land owner. There a letter was sent to the office of the Premier to address the issue and obtain a legal opinion in terms of long-term lease agreements.

After the response of the office of the Premier no resolution was taken by the Nama Khoi Municipal council therefore the communities have decided to embark on a journey to establish a Community Property Association in order to speed up development process.

## **Aquaculture**

Aquaculture lies at the heart of the development of dying communities on the west coast of the Northern Cape. Based on the Ocean Economy (Operation Phakisa) and the Presidential Speech, the towns of Hondeklipbay, Port Nolloth, Kleinsee and Alexanderbay were identified to restore the economy of these towns through the ocean economic activities.

Currently, there are no regional fisheries offices to address fisheries and related issues. The Namakwa District Municipality was nominated to run this function as part of the economic related sector within the district. The Namakwa DM was also requested to assist the communities with the applications and related issues of the fisheries.

The National Department of Fisheries and Forestry has begun completing the final phase feasibility study for a land-based abalone hatchery between Kleinsee and Hondeklipbay. After completing this phase, the department will begin engaging with relevant role players to rollout the project. This project will consist of a public-private partnership agreement between the investors and relevant stakeholders. A feasibility report was released to the public and municipality for input.

The Namakwa District Municipality in collaboration with the Public Works Department National is currently planning a session with international stakeholders to begin upgrading the existing ports in Port Nolloth and Hondeklipbay. The infrastructure of Kleinsee will also be focused upon to make it part of this planning as well. This planning is in line with the speech of the former President of South Africa.

Feasibility studies were forward to the Department of Public works fisheries division to commence with action plans to restore and upgrade the current fishing jetties to make it safe for the fishermen to use.

The Namakwa DM in partnership with the Department of Agriculture are currently exploring the possibility of Salmon hatchery on the west coast. This draft study was completed and submitted to the Department of fisheries for inputs.

The Namakwa DM together with the department of fisheries have conducted a scoping report to identify possible low hang developmental projects within the towns of Sandrift, Alexanderbay, Kleinsee en Carolusberg. This report was concluded and the outcome was discussed with the different stakeholders on the way forward.

A Special Economic Zone was planned for the Richtersveld area based on the big catalytic projects planned for the area. These projects includes a Deepsea port as new as the green hydrogen development planned for the area. Currently a pre-feasibility study was being conducted determine the cost factor as well as the planning aspect of the development.

The department of Trade, Industry & Competition had requested that the Northttern Cape development agency must created a masterplan for the green hydrogen development before approval of the Special Economic Zone for the Richtersveld area.

## **Mining**

The Namakwa district is known for its mining potential. A meeting was held between the Namakwa DM, Nama Khoi Municipality and NCEDA to discuss mining contributions. A background on mining activities within the Nama Khôi municipality was provided to the stakeholders at the meeting. It was indicated that the construction mineral such as granite, slate, etc. out of other mining minerals groups, the most valuable product is that can be used primarily in all industries. A feasibility study has been completed and the business plan was compiled. It was requested that NCEDA assist in reviewing business plan and attracting potential investors.

A meeting was convened with the digger's representatives at Namakwa District Municipality to assist them and other involved stakeholders in obtaining mining permits from the Department of minerals and Resources and thereby prevent the illegal mining.

A session was conducted with illegal miners to discussed the new Artisanal Mining Gazette which was release during the month of June 2021 which required the inputs before the Gazette process can commence. Currently we are waiting on the approval of this Gazette so that processes stipulated in the Gazette can be implemented.

The South African Parliament had approved the Gazette for artisanal and small scale mining and the Namakwa DM had adopted the approach of assisting the communities of obtaining mining permits to conduct mining operations legally.

## **Small Business Development**

As one of the functions of the LED unit is to promote local business and help develop. The Namakwa DM attended an enterprise development workshop hosted by the Department of Economic Development to assist SMMEs to develop good practices and learn how the supply

chain process works in all spheres of government. The Namakwa DM also assisted businesses with application process and how to obtain grants to start small businesses and also provide advice to enhance business techniques.

The Namakwa District Municipality had established a partnership with Lepharo (NPC) to start with a incubation centre to enable businesses to be eligible for the current as well as future business opportunities within the whole of South Africa and abroad. Currently the proposal are drafted to the different stakeholders to obtain their interest within the program.

Stellenbosch University and the Namakwa DM had partnered to equip SMME's with business studies in order to become more resilient to the current economic development changes. This was a 9-month programme and was conducted successfully.

### **3.8 MAINTENANCE AND HOUSEHOLD SERVICES**

This division is responsible for household services, property- and fleet management.

Our mission is to ensure efficient, effective and economic utilization of departmental resources to maximize service delivery.

#### **ROLES AND RESPONSIBILITIES**

We are responsible for rendering the following line functions:

- ✓ Administrative support services
- ✓ Property management
- ✓ Record management, maintenance and archive services
- ✓ Reception and Switchboard services
- ✓ Messenger and cleaning services
- ✓ Maintenance of Council Buildings
- ✓ Management of Council Fleet

| Job Title                                  | Year<br>2022/2023 |       |        |  |
|--------------------------------------------|-------------------|-------|--------|--|
|                                            | Employees         | Posts | Vacant |  |
| Manager Maintenance and Household Services | 1                 | 1     | 0      |  |
| Fleet Management                           | 2                 | 2     | 0      |  |
| Maintenance                                | 1                 | 1     | 0      |  |
| Archives                                   | 2                 | 2     | 0      |  |
| Household Services                         | 4                 | 7     | 3      |  |
| Front Office                               | 2                 | 2     | 0      |  |
| Information Technology                     | 1                 | 1     | 1      |  |

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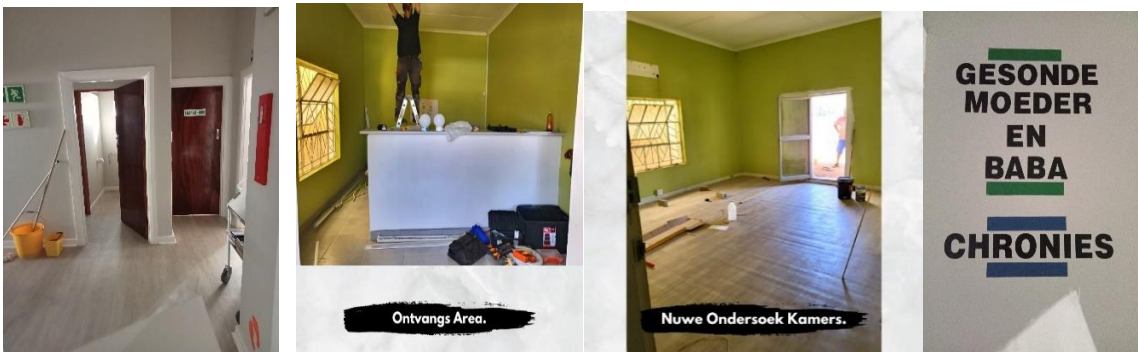
### Maintenance of council properties

Namakwa District Municipality owns fixed assets comprising of buildings and land worth of millions of rand. For Namakwa District Municipality, their properties are their most valuable asset, and if not properly cared for, its useful life will be drastically shortened, adversely affecting service delivery. Strategic maintenance objectives are our maintenance plan, day to day operational maintenance, preventative maintenance.

In the year in review, our department continued its work to maintain and upgrade minor repairs throughout the buildings. Labour intensive methods are prioritised to generate employment for members of surrounding communities.



Labour intensive methods are prioritised to generate employment for members of surrounding communities with the focus on youth development.



The Department of Health utilized one of our buildings. They partnered with local bussiness and transformed the building into a customer friendly clinic for the local community.

### 3.9 FLEET MANAGEMENT

Our fleet management team seeks to ensure that the council vehicle fleet is maintained and kept in a roadworthy and safe, working condition to ensure the safety of council personnel and all road users

### 3.9 MAYORAL PROGRAMMES



#### **Mayoral Programs and Achievements: Fostering Social and Youth Development in Namakwa District Municipality**

In the spirit of promoting Social and Youth Development, the Namakwa District Municipality, under the visionary leadership of the Executive Mayor, embarked on a transformative journey aimed at uplifting communities and empowering the youth. The mayoral programs of the past year have not only manifested the Municipality's commitment to progress but also underscored its dedication to commemorating the rich cultural tapestry of South Africa.

#### **Empowering Youth, Enriching Lives: A Year of Distinctive Initiatives**

The overarching theme of Social and Youth Development set the tone for a series of innovative and impactful programs championed by the Executive Mayor. Beyond this overarching theme, the Mayor ingeniously tailored programs to coincide with significant commemorative days, creating a well-rounded approach to community engagement. From July 2022 to June 2023, the Municipality left an indelible mark on the lives of its residents.

#### **Commemorative Day Engagements: A Tribute to Diversity**

The Namakwa District Municipality demonstrated its commitment to unity in diversity by celebrating the cultural and historical mosaic of South Africa through targeted programs aligned with commemorative days. Notably, the Heritage Day celebration in Middelpos, Hantam in 2022 stands as a hallmark achievement. This event united the community in a colorful showcase of heritage, reinforcing the importance of preserving and cherishing our shared history.

#### **Education Empowerment: Nurturing Future Leaders**

Acknowledging education as a cornerstone of progress, the Executive Mayor's Back 2 School program garnered significant praise. Throughout January and February, the program

extended a helping hand to over 100 learners, equipping them with vouchers for uniforms and nutritious meals. This thoughtful initiative not only relieved financial burdens but also instilled a sense of pride and confidence in these young learners, fostering an environment conducive to learning.

Moreover, the Executive Mayoral Education Drive provided a beacon of hope for more than 100 university students. Through scholarships, mentorship, and support, the Municipality demonstrated a profound commitment to nurturing academic excellence. By investing in higher education, the mayor catalyzed the development of skilled individuals poised to contribute meaningfully to the District's growth.

### **A Glimpse into the Future: Inspiring Progress, Transforming Communities**

As we reflect on the year's accomplishments, we anticipate a future brimming with promise and potential. The dedication shown by the Namakwa District Municipality and its Executive Mayor in the realm of Social and Youth Development serves as a source of inspiration for generations to come. With a firm belief in the transformative power of community engagement, education, and cultural preservation, the Municipality stands poised to chart a course towards a more prosperous and harmonious future for all.

In the pages that follow, we delve deeper into the milestones achieved, the lives impacted, and the partnerships forged. Through the synergy of visionary leadership, unwavering commitment, and collaborative efforts, the Namakwa District Municipality paves the way for a vibrant, inclusive, and prosperous community.

As we look forward to the years ahead, let us embrace the lessons of our past, the opportunities of our present, and the potential of our future. Together, we build, uplift, and thrive.

### **Mandela Day 2022**

In observance of Mandela Day in 2022, a deeply significant event was held at the Nababeep Safe House, underscoring the enduring legacy of Nelson Mandela and his ideals. During this occasion, a collective effort transpired, characterized by transformative activities and initiatives aimed at making a tangible difference in the lives of our community members. The Executive Mayor donated a contribution of R10,000.00. This financial support symbolized the Municipality's commitment to uplifting and empowering those who serve vulnerable members of our society. The Nababeep Safe House was thus provided with a commendable resource to aid in their noble mission.

### **Women's Day 2022**

The Speaker of the Namakwa District Municipality extended her outreach to Nama Khoi on the occasion of Women's Day. Her engagement spanned three days, during which she delivered a series of motivational speeches to the women of Nababeep. The itinerary comprised a prayer session on the first day, followed by insightful sessions over the subsequent days. Notably, a grand gala evening was hosted on the third day to honor the women. Additionally, an advertising board was erected to commemorate the event's significance.



### **Heritage Day 2022**

The program was conducted in Middelpos through a collaborative effort involving multiple Departments, Hantam Municipality, and UMANYANO, an established NGO operating within the HANTAM area. This initiative effectively engaged the wider community spanning Middelpos and HANTAM Municipality, leaving a profound imprint on the commemoration of heritage within the populace.



### **World Aids Day 2022**

On the 3rd of December, a resounding message of unity and commitment echoed through the heart of Port Nolloth as the Namakwa District Municipality joined hands with the provincial government to mark World AIDS Day. This collaborative endeavour aimed to underscore the theme "Putting Ourselves to the Test: Achieving Equity to End HIV."

## Back 2 School 2023

With the Executive Mayor's theme for this year being Youth & Social Development, the office of the executive mayor had a number of programs to assist the communities with back-to-school essentials such as school uniforms, vouchers and more.



The Office of the Executive Mayor also started an educational drive called the Executive Mayoral Education Drive that assisted more than 100 higher education students with supplies, applications and mentorship.

To conclude this drive, the Office of the Executive Mayor also collaborated with multiple departments to host an award ceremony for the top achievers in the district.



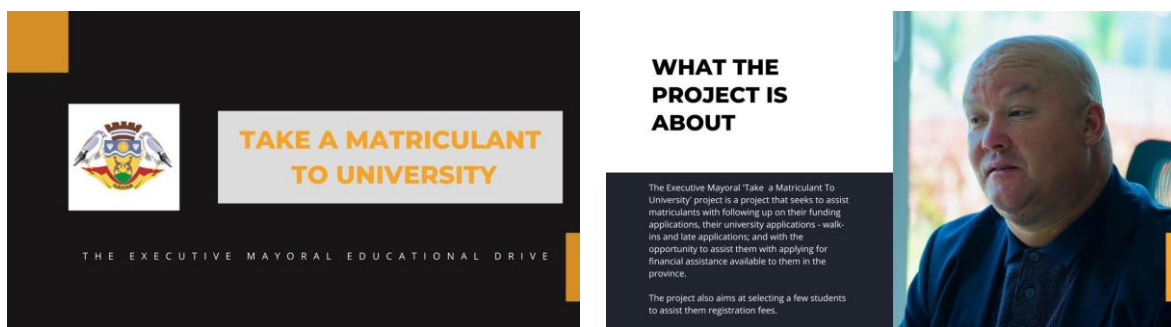
## Human Rights Day 2023

Theme: Dignity Freedom, and Justice for all and the call to action  
#StandUp4HumanRights#

Human Rights Day, this year, was held in the Nama Khoi area in Goodhouse on the 21 March 2023 where the lives people were celebrated. Human Rights Day in South Africa is historical.

## Youth Day 2023

Throughout the entirety of June, the Office of the Executive Mayor joyfully celebrated Youth Day 2023 with a series of dynamic and engaging events that brought together the spirit of collaboration and youth empowerment. Partnering closely with the Sol Plaatje Municipality, the region shone a spotlight on the importance of education and cultural heritage through workshops, art exhibitions, and community dialogues. Adding to the fervour, the Department of Sports, Arts, and Culture (DSAC) orchestrated exhilarating sport events that not only promoted physical well-being but also fostered a sense of camaraderie among the youth. As echoed by the Executive Mayor, the resounding theme remained: "A child in sport is a child out of court," emphasizing our commitment to channeling youthful energies positively. Through this month-long celebration, the office reaffirmed their dedication to nurturing a generation that thrives academically, culturally, and physically, ensuring a promising and harmonious future for all.



**WHAT THE PROJECT IS ABOUT**

The Executive Mayoral 'Take a Matriculant To University' project is a project that seeks to assist matriculants with following up on their funding applications, their university applications - waiting and late applications and with the opportunity to assist them with applying for financial assistance available to them in the province.

The project also aims at selecting a few students to assist them registration fees.

## Closing remarks:

The office of the Executive Mayor strives to deliver effective and efficient services, in line with government's principle of Batho Pele to our people and will always have great appreciation for the opportunity to serve the people of Namakwa and to grow the motto of our institution: **"centre of excellence"**. Our aim as an office is to plan and execute our activities with all relevant stakeholders and partners in such a way that we effectively address the need of our citizens."

# CHAPTER 04: ORGANISATIONAL DEVELOPMENT PERFORMANCE REPORT

Chapter 4 provides information on the organisational development of the Municipality and will look at the municipal staff, managing of the staff, training to staff and staff expenditure.

## COMPONENT A: INTRODUCTION TO MUNICIPAL PERSONEL

A new Municipal Manager was appointed on 1 February 2023.

### 4.1 EMPLOYEE TOTALS, TURNOVER AND VACANCIES

| Description                           | Approved Posts | Employees | Vacancies | Vacancies |
|---------------------------------------|----------------|-----------|-----------|-----------|
|                                       | No.            | No.       | No.       | %         |
| Political Office                      | 11             | 11        | 0         | 0%        |
| Office of the Municipal Manager       | 13             | 11        | 2         | 2.15%     |
| Economic Development & Planning       | 19             | 14        | 5         | 5.38%     |
| Corporate & Municipal Health Services | 38             | 34        | 4         | 4.30%     |
| Budget & Treasury                     | 12             | 11        | 1         | 1.07%     |
| Totals                                | 93             | 81        | 12        | 12.9%     |

| Vacancy Rate                                         |                      |                                                                        |                                                             |
|------------------------------------------------------|----------------------|------------------------------------------------------------------------|-------------------------------------------------------------|
| Designations                                         | Total Approved Posts | Vacancies (Total time that vacancies exist using fulltime equivalents) | Vacancies (as a proportion of total posts in each category) |
|                                                      | No.                  | No.                                                                    | %                                                           |
| Municipal Manager                                    | 1                    | 0                                                                      | 0,00                                                        |
| CFO                                                  | 1                    | 0                                                                      | 0,00                                                        |
| Senior Manager Economic Development & Planning       | 1                    | 1                                                                      | 1,07                                                        |
| Senior Manager Corporate & Municipal Health Services | 1                    | 0                                                                      | 0,00                                                        |
| Senior Manager Municipal Support                     | 1                    | 0                                                                      | 0,00                                                        |
| Manager Projects                                     | 1                    | 0                                                                      | 0,00                                                        |
| Manager Housing                                      | 1                    | 1                                                                      | 1,07                                                        |
| Manager Maintenance & Household Services             | 1                    | 0                                                                      | 0,00                                                        |
| Manager Municipal Health Services                    | 1                    | 0                                                                      | 0,00                                                        |
| Manager Finance                                      | 1                    | 0                                                                      | 0,00                                                        |
| Manager Internal Audit                               | 1                    | 0                                                                      | 0,00                                                        |
| Civil Technician                                     | 1                    | 0                                                                      | 0,00                                                        |
| <b>Total</b>                                         | <b>12</b>            | <b>2</b>                                                               | <b>2,15</b>                                                 |

| Turn-over Rate |                                                      |                                        |                 |
|----------------|------------------------------------------------------|----------------------------------------|-----------------|
| Details        | Total Appointments as of beginning of Financial Year | Terminations during the Financial Year | Turn-over Rate* |
|                | No.                                                  | No.                                    |                 |
| 2017/2018      | 84                                                   | 17                                     | 20%             |
| 2018/2019      | 87                                                   | 10                                     | 12%             |
| 2019/2020      | 86                                                   | 6                                      | 7%              |
| 2020/2021      | 88                                                   | 6                                      | 6.81%           |
| 2021/2022      | 84                                                   | 18                                     | 21.43%          |
| 2022/2023      | 82                                                   | 8                                      | 9.76%           |

Five employees' contracts of employment expired during the financial year and three employees resigned. Six employees were appointed in contract positions.

## COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE

A municipality, in accordance with the Employment Equity Act, 1998, must develop and adopt appropriate systems and procedures to ensure fair, efficient, effective and transparent personnel administration (Municipal Systems Act, Act 32 of 2000).

The organogram was reviewed and approved by Council before the start of the financial year on 9 June 2023 together with the IDP and Budget. The report was then submitted to the MEC of COGHSTA for input.

Our Wellness Committee is dealing with the wellness of personnel and assists where possible. All employees are encouraged to participate in wellness activities during the year.

### 4.2 POLICIES

| HR Policies and Plans |                                    |                |               |                                                                             |
|-----------------------|------------------------------------|----------------|---------------|-----------------------------------------------------------------------------|
|                       | Name of Policy                     | Completed<br>% | Reviewed<br>% | Date<br>adopted/reviewed<br>by council or<br>comment on<br>failure to adopt |
| 1                     | Serving on professional structures | 100%           | 100%          | 27-Aug-19                                                                   |
| 2                     | Productive work environment        | 100%           | 100%          | 27-Aug-19                                                                   |
| 3                     | Medical transmitted diseases       | 100%           | 100%          | 27-Aug-19                                                                   |
| 4                     | Car allowance                      | 100%           | 100%          | 27-Aug-19                                                                   |

|    |                                         |      |      |            |
|----|-----------------------------------------|------|------|------------|
| 5  | Overtime                                | 100% | 100% | 27-Aug-19  |
| 6  | In-service training                     | 100% | 100% | 27-Aug-19  |
| 7  | Acting                                  | 100% | 100% | 27-Aug-19  |
| 8  | Employment                              | 100% | 100% | 27-Aug-19  |
| 9  | Training & development                  | 100% | 100% | 27-Aug-19  |
| 10 | Security                                | 100% | 100% | 27-Aug-19  |
| 11 | Performance management                  | 100% | 100% | 27-Aug-19  |
| 12 | Information, communication & technology | 100% | 100% | 27-Aug-19  |
| 13 | Attendance                              | 100% | 100% | 27-Aug-19  |
| 14 | Rotation                                | 100% | 100% | 27-Aug-19  |
| 15 | Volunteer policy                        | 100% | 100% | 16-Sept-21 |

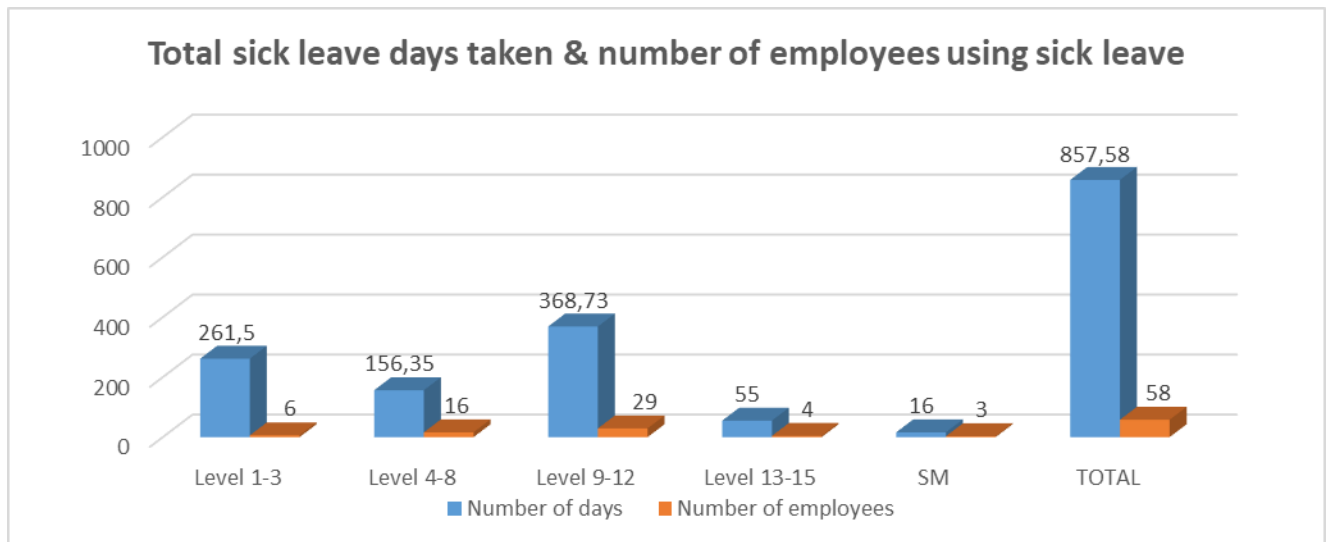
Council reviewed its policies in March 2023.

#### 4.3 INJURIES, SICKNESS AND SUSPENSIONS

| Number and Cost of Injuries on Duty   |                    |                              |                                       |                                   |                      |
|---------------------------------------|--------------------|------------------------------|---------------------------------------|-----------------------------------|----------------------|
| Type of injury                        | Injury Leave Taken | Employees using injury leave | Proportion employees using sick leave | Average Injury Leave per employee | Total Estimated Cost |
|                                       | Days               | No.                          | %                                     | Days                              | R                    |
| Required basic medical attention only | -                  | -                            | -                                     | -                                 | -                    |
| Temporary disablement total           | -                  | -                            | -                                     | -                                 | -                    |
| Permanent disablement                 | -                  | -                            | -                                     | -                                 | -                    |
| Fatal                                 | -                  | -                            | -                                     | -                                 | -                    |
| Total                                 | -                  | -                            | -                                     | -                                 | -                    |

We did not have any injury on duty for this financial year.

| Number of days and Cost of Sick Leave (excluding injuries on duty) |                  |                            |                   |
|--------------------------------------------------------------------|------------------|----------------------------|-------------------|
| Salary band                                                        | Total sick leave | Employees using sick leave | Estimated cost    |
|                                                                    | Days             | No.                        | R                 |
| Lower skilled (Levels 1-3)                                         | 261.5            | 6                          | 122 733.64        |
| Skilled (Levels 4-8)                                               | 156.35           | 16                         | 113 770.31        |
| Highly skilled supervision (levels 9-12)                           | 368.73           | 29                         | 473 799.80        |
| Middle management (Levels 13-15)                                   | 55               | 4                          | 121 127.42        |
| Senior Management                                                  | 16               | 3                          | 39 931.44         |
| Total                                                              | <b>857.58</b>    | <b>58</b>                  | <b>871 362.61</b> |



The employees in the highly skilled supervisory levels (9-12) had the most sick leave and lower-skilled levels (1-3) had the second most high. Senior management had the least sick leave days. Skilled-level (4-8) employees had the third most high sick leave days. The evidence for sick leave applications is kept on the personnel files of the employees. It is now possible to upload your evidence for sick leave onto the electronic leave system.

No employees were suspended during the 2023/2024 financial year. No disciplinary action was taken against employees for financial misconduct.

#### 4.4 PERFORMANCE REWARDS

The Municipality has not paid any performance reward to any employee. Performance agreements and plans were signed by senior managers and other staff members.

### COMPONENT C: CAPACITATING THE MUNICIPAL WORKFORCE

Skills development is important for the NDM. Not only for its employees and councillors, but also for unemployed people. Therefore, NDM is still implementing skills programs and learnerships from different Seta's to unemployed people.

#### 4.5 SKILLS DEVELOPMENT AND TRAINING

The following minimum competency report was submitted for the end of June 2023.

| Position                                             | Date of Employment (before or on/after Gazette 41996) | Higher Education Qualification (New NQF Levels)      | All Relevant Work Related Experience | Financial and Supply Chain Management Competency Areas required | Completed Unit Standards | Remainin Unit Standard |
|------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------|--------------------------|------------------------|
| Municipal Manager                                    | on/after 26 Oct 2018                                  | NQF Level 7 - Bachelor Degree (min 360 credits)      | 7 years and more                     | 18 Unit Standards needed                                        | 15                       | 3                      |
| Senior Manager Corporate & Municipal Health Services | before 3 Feb 2017                                     | NQF Level 8 – Post-Graduate Degree (min 120 credits) | 7 years and more                     | 15 Unit Standards needed                                        | 20                       | 0                      |
| CFO                                                  | before 3 Feb 2017                                     | NQF Level 7 - Bachelor Degree (min 360 credits)      | 7 years and more                     | 20 Unit Standards needed                                        | 13                       | 7                      |
| Senior Manager Municipal Support Services            | on/after 26 Oct 2018                                  | NQF Level 8 – Post-Graduate Degree (min 120 credits) | 7 years and more                     | 15 Unit Standards needed                                        | 2                        | 13                     |
| Manager Finance                                      | before 3 Feb 2017                                     | NQF Level 6 - National Diploma (min 240 credits)     | 7 years and more                     | 15 Unit Standards needed                                        | 10                       | 5                      |
| SCM Manager                                          | on/after 26 Oct 2018                                  | NQF Level 7 – Bachelor's Degree (min 360 credits)    | 2 years and more                     | 10 Unit Standards needed                                        | 8                        | 2                      |
| Accountant                                           | before 3 Feb 2017                                     | NQF Level 7 - Bachelor Degree (min 360 credits)      | 7 years and more                     | 15 Unit Standards needed                                        | 15                       | 0                      |

Employees are busy completing the outstanding unit standards.

#### COMPONENT D: MANAGING THE WORKFORCE EXPENDITURE

Workforce expenditure are managed by the Municipal Manager and CFO. It is also reported and monitored by the Budget & Treasury Committee.

No appointments are made which were not approved by Council. The municipality is still looking at ways of reducing its employee related costs.

#### 4.6 EMPLOYEE EXPENDITURE



#### Disclosure of financial interest

The Councillors of the Municipality declared their financial interest as required. The senior managers and other officials also declared their financial interests. See Appendix J for more details.