



# DRAFT ANNUAL REPORT NAMAKWA DISTRICT MUNICIPALITY

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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, 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, a centre of Excellence!*

## **MISSION STATEMENT**

*We are a government institution legislatively mandated to stimulate economic and social transformation within the jurisdiction of the Namakwa District Municipality by fostering partnerships with relevant institutions to ensure sustainable development and proactive supporting and capacitating B-Municipalities. We will be a transparent and accountable centre of excellence.*

## 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 “! Igäi!Osib” is Nama for the word **Prosperity**.



## CHAPTER 01:

# MAYOR'S FOREWORD AND EXECUTIVE SUMMARY

A map of the Northern Cape showing the Namakwa district with the different Municipalities is below;



### 1.3 SERVICE DELIVERY OVERVIEW

The provision of Free Basic Services in all six B-municipalities is applied on different service levels. This is mainly due to the scarcity of resources but is being implemented in all the municipalities in terms of water and electricity.

Service delivery improved extremely significantly during the past few years and in some areas, there are minimal backlogs at present.

It is important to recognize the fact that households have access to services but it is very difficult for municipalities to render effective services economically, due to vast distances, etc. Services are very expensive in certain cases and a lack of resources compounds this fact. Water, for example, is a very scarce commodity.

All the municipalities are dependent on the Municipal Infrastructure Grant (MIG) for the development of infrastructure due to the fact that their own budgets are not sufficient to make funds available for capital expenditure. Certain municipalities achieved low expenditure percentage due to the lack of technical expertise. The District Municipality is in a process of re-establishing the Project Management Unit (PMU) to assist in this regard.

Housing is one of the challenges in the district and although housing projects are being implemented, continuous implementation should be accelerated. A housing Manager was appointed.

Roads are probably one of the biggest economic contributors to the district economy. However due to the distances, conditions of roads and small Provincial allocation for maintenance, it is difficult to keep roads in good condition.



## 1.4 FINANCIAL HEALTH OVERVIEW

The District Municipality as well as the local municipalities are dependent on external grants to fund capital projects. Most municipalities find it difficult to fulfil their developmental function due to the lack of sufficient funds. The long-term financial situation of the District Municipality, as well as that of the local Municipalities, are deteriorating and a solution will have to be implemented in order to keep delivering services in the coming years.

## 1.5 ORGANISATIONAL DEVELOPMENT OVERVIEW

The Namakwa District Council consists of 15 Councillors. Mr. Hendri Niehaus was appointed as Senior Manager of Municipal Support.

## 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 2021
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 2021
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 2021
10	Municipalities receive and start to address the Auditor General's comments	November 2021
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 2022
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 2022
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 provides 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.

The IDP is a strategic document that clearly outlines the development objectives and provides a policy framework that guides management in decision-making relating to budgeting and planning.

The IDP of the municipality is aligned to the budget through programmes and action plans to give operational effect to the objectives. Through the PMS all three are then aligned; the objectives are defined by the inclusion the key performance indicators in the performance plans of directors, line managers and project managers.



## CHAPTER 02:

# POLITICAL & ADMINISTRATIVE 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

The Executive Mayor is the political head of the municipality, working with the Speaker who is the chairperson of Council, are responsible for ensuring and effective governance within the statutory framework as well as within system and policies of the municipality.

Political governance and transformation are one of the major determining factors in driving the vision of driving a district which is development focussed and therefore improves the quality of life of the people in its area of jurisdiction.

The council is empowered to address the existing and future needs of the district community and it does so through its resolutions. Council members embody the public welfare of our communities which means trying to provide basic services within its resource limitations and carry out the concerns expressed by people affected by their decisions.

The Executive Mayor, with his mayoral committee, ensures that there is accountability by the administration through the five established section 80 committees (finance, policy and institutional development, social development, infrastructure development and planning and development).

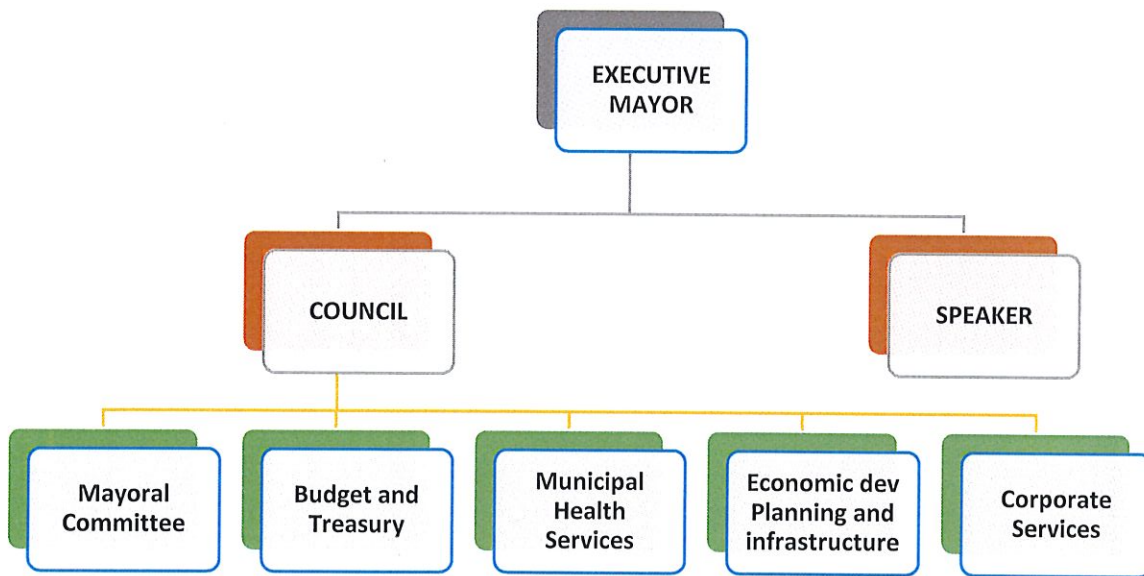
The Municipal Public Accounts Committee (MPAC) remains the watchdog of the municipal resources and recommends its decisions to council for its resolutions. This grants council with the opportunity to keep both the administration and councillors accountable for the usage of the municipal resources and therefore promotes environment of good governance and internal controls.

The Municipality has the following portfolio committees:

- Budget & Treasury Committee chaired by the Executive Mayor, Councillor Mervin Cloete
- Corporate Committee chaired by Councillor J Davids
- Municipal Health Services Committee chaired by Councillor H Jack
- Economic Development & Planning Committee chaired by Councillor W Links
- Municipal Public Accounts Committee chaired by Councillor E Cloete

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

### 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 resolutions 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 2020/2021 financial year:

Item submitted to council	Information and Discussions	Action Taken	Date
	<p>✓ Illegal Green River Development: That NDM assist Kamiesberg Municipality in the dealing of the illegal development at Green River.</p> <p>✓ Senior Manager: Municipal Support vacancy shortlist compilation and maintenance panel:</p> <p>a) The Municipal Manager is appointed as Chairperson of the panel;</p> <p>b) with the councillor responsible for the Division; and then</p> <p>c) a third person, (who may not be a councillor member or Staff member)</p> <p>d) Mnr. R Beukes of Kamiesberg Municipality, as the external member.</p> <p>✓ District Solidarity Fund:</p> <p>a) The management of the District Solidarity Fund be entrusted to the two Whips, Speaker and Executive Mayor and</p> <p>b) that a separate bank account be opened for this at Nedbank</p>	<p>The following decisions were made:</p> <p>1. Illegal Green River Development: that Namakwa District Municipality assist Kamiesberg Municipality in dealing with the illegal development at Green River.</p> <p>1.1 That the Municipal Manager, Mr. Chris Fortuin, and / or Mr. Jannie Loubser, the Senior Manager, Economic Development and Planning is tasked and instructed to give instructions to the attorneys, Mr's. Wessels &amp; Smith Incorporated, Upington, in order to take the necessary steps to:</p> <p>1.1.1 Prohibit the landowner or any other person from proceeding with any further development, in contravention of the aforesaid Legislation and/or erecting any further structures;</p> <p>1.1.2 To bring about the demolition of any structures that have already been erected as aforesaid;</p> <p>1.1.3 Eviction of any occupiers of the structures already erected on the property in contravention of the applicable Legislation.</p>	31 August 2020



- 1.1.4 To take the necessary further steps in the aforesaid relating which include the appointment of Advocates and the instituting of legal action from the Northern Cape High Court in order to achieve the aforesaid purpose;
- 1.1.5 To make the necessary statements and consult with the Council's attorneys and/or the Council's Advocates in order to give effect to the Council's decision;
- 1.1.6 To keep the Council informed throughout the course of the legal processes and actions in order to give effect to the Councils decision.
2. Senior Manager vacancy shortlist compilation and interview Panel that;
- a) The Municipal Manager is appointed as Chairperson of the panel;
- b) with the Council member responsible for the Division; and then
- c) a third person, (who may not be a council member or Staff member)
- Mr. R Beukes of Kamiesberg Municipality, as the external member.
3. District Solidarity Fund that:
- a) The management of the district Solidarity Fund to be entrusted to the two Whips,



		Speaker and Executive Mayor; and b) that a separate bank account be opened for this at Nedbank.	
IDP & Budget Process Plan 2021/2022	The Municipal Manager hands over to Mr. J T Loubser for more information.	That the IDP & Budget Process Plan 2021/2022 be approved and accepted by the Council.	31 August 2020
Draft Annual Report* 2019/2020	The Municipal Manager mentions that the e-mail containing the 2019/2020 Draft Annual Report was far too large to send to Councilors. He mentions that a Special council meeting will be held again by 30 September 2020 and the Draft Annual Report will be provided to the council members before this Special council meeting.	The Board gives permission for the approval of the Draft Annual Report 2019/2020 to be postponed until the September 2020 Special council meeting.	31 August 2020
Approval of Annual Performance Report for the 2019/2020 financial year	He requested an adjournment from the Council for the approval of this.	Notice	31 August 2020
Financial Disciplinary Board	The Municipal Manager provides more information on this matter.	That the designation of: a) Mr. F van den Heever, Chairman of the External Audit Committee, b) Mr. G Cloete, Senior Manager of the Corporate Services Division of NDM as the representative from the Administration c) The Internal Auditor, Ms. V Cloete as the Secretariat of this unit, and d) Mr. Julio Brand representative from Provincial Treasury, as the "Financial Disciplinary Board", is approved and accepted by the Council.	31 August 2020



Designation of the Selection panel for Shortlisting and Interviews: Senior Manager - Municipal Support Unit	It was decided that; a) The Municipal Manager is appointed as Chairperson of the panel; b) with the council member responsible for the Division; and then c) a third person, (who may not be a council member or Staff member) Mr. R Beukes of Kamiesberg Municipality, as the external member.	31 August 2020
Supply Chain Deviations: July 2019 - June 2020	The Council requests that the information be printed larger to make it easier to read. There was decided that the Supply Chain deviations for the months July 2019 to June 2020 be approved and accepted by the Council.	31 August 2020
2019/2020 SDBIP	Notice	
Budget and Treasury Committee Recommendations (Finance) for 4 March 2020	There was decided that the Budget and Treasury Committee recommendations for 4 March 2020 be approved and accepted by the Council.	31 August 2020
Budget and Treasury Committee Recommendations (Finance) for 7 August 2020	There was decided that the Budget and Treasury Committee recommendations for 7 August 2020 be approved and accepted by the Council.	31 August 2020



Corporate Services Committee recommendations for March 3, 2020	There was decided that Corporate Services Committee recommendations for 3 March 2020 be approved and accepted by the Council.	31 August 2020
Corporate Services Committee recommendations for August 4, 2020	There was decided that the Corporate Services Committee recommendations for 4 August 2020 be approved and accepted by the Council.	31 August 2020
Municipal Health Services Committee recommendations for 2 March 2020	There was decided that the Municipal Health Services Committee recommendations for 2 March 2020 be approved and accepted by the Council.	31 August 2020
Municipal Health Services Committee recommendations for 5 August 2020	There was decided that the Municipal Health Services Committee recommendations for 5 August 2020 be approved and accepted by the Council.	31 August 2020
Economic and Infrastructure Development and Planning Committee recommendations for 10 March 2020	There was decided that the Economic and Infrastructure Development and Planning Committee make recommendations for 10 March 2020 approved and accepted by the Council.	31 August 2020
Economic and Infrastructure Development and Planning Committee recommendations for 6 August 2020	There was decided that the Economic and Infrastructure Development and Planning Committee make recommendations for 6 August 2020 approved and accepted by the Council.	31 August 2020



Budget and Treasury Committee Recommendations (Finance) for 4 March 2020	There was decided that the Budget and Treasury Committee recommendations for 4 March 2020 be approved and accepted by the Council.	31 August 2020
Budget and Treasury Committee Recommendations for 7 August 2020	There was decided that the Budget and Treasury Committee recommendations for 7 August 2020 be approved and accepted by the Council.	31 August 2020
Corporate Services Committee recommendations for 3 March 2020	There was decided that the Corporate Services Committee recommendations 3 March 2020 be approved and accepted by the Council.	31 August 2020
Corporate Services Committee recommendations for 4 August 2020	There was decided that the Corporate Services Committee recommendations 4 August 2020 be approved and accepted by Council.	31 August 2020
Municipal Health Services Committee recommendations for 2 March 2020	The Executive Mayor requests that the Municipal Manager of NDM write a letter to all the Municipal Managers of the B-municipalities for the EHP's' attendance at their Council meetings.	31 August 2020
Municipal Health Services Committee recommendations for 5 August 2020	There was decided that the Municipal Health Services Committee recommendations for 5 August 2020 be approved and accepted by Council.	31 August 2020



Economic and Infrastructure Development and Planning Committee recommendations for 6 August 2020		There was decided that the Economic and Infrastructure Development and Planning Committee recommendations for 6 August 2020 approved and accepted by Council.	31 August 2020
Announcements by Speaker	Resolutions register of committee and council meetings	The Speaker requested that the Resolutions register of the committee meetings and Council meetings be provided together with supporting documents to the Municipal Managers and the Representatives of the B-municipalities.	25 November 2020
Christmas leave 2020		There was decided that the application for Christmas leave (offices close on 18 December 2020 and reopen on 4 January 2021) be approved. The request is that the Council grant special leave from 28 December 2020 to 31 December 2020 (4 days). Staff must then take some of their own leave from 21 to 24 December 2020. (4 days).	25 November 2020
Appointment of Senior Manager Municipal Support Unit		There was decided that Mr. H W Niehaus is appointed to the position of Senior Manager: Municipal Support Unit.	25 November 2020
Audit committee reports	The reports of this committee must be provided to the council before they are approved.	Will be discussed in January 2021	25 November 2020



Risk Policy	<ul style="list-style-type: none"> <li>✓ Risk Management Committee Charter</li> <li>✓ Risk management strategy</li> <li>✓ Risk Management Implementation Plan</li> <li>✓ Risk Management Assessment Methodology</li> <li>✓ Compliance policy</li> <li>✓ Compliance Committee Charter</li> <li>✓ Risk Management Policy</li> <li>✓ Prevention of Fraud and Anti-Corruption Policies and the Rules of Procedure</li> </ul>	There was decided that the Risk Policy and the amendments to the Rules of Procedure be approved and accepted by council	25 November 2020
Budget and Treasury Committee recommendations (Finance)		There was decided that the Budget and Treasury Committee recommendations be approved and accepted by the Council.	25 November 2020
Approval of the Financial Policies	<ul style="list-style-type: none"> <li>✓ Purchases under the name of the Council</li> <li>✓ Asset management</li> <li>✓ Services by commercial banks</li> <li>✓ Cash management and investments</li> <li>✓ Credit management</li> <li>✓ Reception</li> <li>✓ Travel and Accommodation</li> <li>✓ Insurance</li> <li>✓ Supply Chain Management</li> <li>✓ Advances</li> <li>✓ Loans</li> </ul>	There was decided that the Financial Policies be approved and accepted by council.	25 November 2020



Approval of the Human Resources Policies and Delegations of Powers	<ul style="list-style-type: none"> <li>✓ Financial misconduct</li> <li>✓ Unauthorized, irregular, fruitless and wasteful expenditure</li> <li>✓ Contingent liability</li> <li>✓ Provision for bad debts</li> <li>✓ Obligations</li> <li>✓ Provision</li> <li>✓ Identification of events after balance sheet date</li> <li>✓ Sale of leave</li> <li>✓ Council property</li> <li>✓ Cellphone</li> <li>✓ Housing subsidy and allowance</li> <li>✓ Group life insurance</li> <li>✓ Long service bonus</li> <li>✓ Temporary workers – Payment</li> <li>✓ Deduction of salaries</li> <li>✓ Rate</li> <li>✓ Land disposal policy</li> <li>✓ Grant in aid policy</li> <li>✓ Cost containment policy</li> </ul>		
	<ul style="list-style-type: none"> <li>✓ Serving on professional structures</li> <li>✓ Productive work environment</li> <li>✓ Medical transmitted diseases</li> <li>✓ Car Allowance</li> <li>✓ Overtime</li> <li>✓ In-Service training</li> <li>✓ Observation / Acting</li> <li>✓ Employment</li> </ul>	There was decided that the Human Resources Policies and the Delegations of Powers be approved and accepted by the Council.	25 November 2020



	<ul style="list-style-type: none"> <li>✓ Training and Development / Training and Development</li> <li>✓ Security</li> <li>✓ Performance management</li> <li>✓ Information, communication and technology</li> <li>✓ Attendance &amp; Absence</li> <li>✓ Rotation Policy</li> <li>✓ Delegation of powers</li> </ul>		
Municipal Health Services Committee recommendations		There was decided that the Municipal Health Services Committee recommendations be approved and accepted by the Council.	25 November 2020
Economic and Infrastructure Development and Planning Committee recommendations		There was decided that the Economic and Infrastructure Development and Planning Committee recommendations be approved and accepted by council.	25 November 2020
Application for funding at Development Bank of South Africa for a) Consolidated Infrastructure Plan for Namakwa District Municipality	<p>Recommendation:</p> <ul style="list-style-type: none"> <li>✓ That the Council approves the "Provincial PMU" on behalf of NDM</li> <li>✓ Apply to the Development Bank of South Africa for funding for the "Consolidated Infrastructure Plan for Namakwa District Municipality"</li> </ul>	There was decided that the Council approve the "Provincial PMU" on behalf of NDM that applied to the Development Bank of South Africa for funding for the "Consolidated Infrastructure Plan for Namakwa District Municipality".	25 November 2020
b) Electricity Master Plan for Namakwa District Municipality	<p>Recommendation:</p> <ul style="list-style-type: none"> <li>✓ That Council approves the "Provincial PMU" on behalf of NDM apply to the Development Bank</li> </ul>	There was decided that Council approve that "Provincial PMU" apply on behalf of NDM to the Development Bank of South Africa for funding for the	25 November 2020



	of South Africa for funding for the "Electricity Master Plan for Namakwa District Municipality".	"Electricity Master Plan for Namakwa District Municipality".	
Staff matters	Application for permission to earn extra income: Ms. J Rooi IN CAMERA	There was decided that the matter be referred to the Mayoral committee and that she should be more specific about what the job entails.	25 November 2020
	Permanent appointments IN CAMERA	There was decided that the Permanent appointments of R Losper, S Makeza and E Hollenbach be approved by council.	25 November 2020
	Disciplinary matters of council IN CAMERA	The Municipal Manager provides feedback on the various disciplinary matters of the NDM.	25 November 2020
	Continuing Medical Membership IN CAMERA	There was decided that Council maintain the status quo regarding the matter and abide by its decision.	25 November 2020
	Hantam request - Municipal buildings IN CAMERA	There was decided that Council approves the Senior Management of NDM to enter into negotiations with Hantam Municipality after which the matter will be referred back to the Council.	25 November 2020
	Application for early retirement D W Pieterse IN CAMERA	There was decided that the request of Mr. D W Pieterse was approved for early retirement and continued medical membership.	25 November 2020
Announcements by Speaker	The Speaker congratulates Councilor Z de Jongh on her birthday which was the previous day.	She also wishes all officials and Council members a blessed Easter. The Speaker mentions that an effort will be made from the Speaker's office to prevent the clash of Council meetings.	31 March 2021
Announcements by Executive Mayor	Declaration of interests:	The Executive Mayor requests that a letter be sent to all churches that the procedures are still followed.	31 March 2021



- ✓ The Executive Mayor expresses the hope that all Councilors have completed the declaration of interests' forms.
- ✓ Closing of NDM Offices - send to all council members and officials
- ✓ COVID-19: Hantam area - Problems in the Hantam in terms of the COVID-19 pandemic.
- ✓ The Executive Mayor informs the Council that the vaccination process has begun in the Namakwa area. He mentions that the communities are very negative about the vaccination process.
- ✓ He mentions that it is the role of council members to encourage people to take the vaccine but that people can also exercise their free will and that the council members support the process.
- ✓ Audit Outcomes - NDM is still awaiting her Audit outcomes. A much more thorough and meticulous audit process took place this year with "requests" still being received.
- ✓ He undertakes to make this known as soon as the outcomes are agreed upon with the Auditor-General.
- ✓ He mentions that only the Kamiesberg Municipality signed their audit report.
- ✓ Premier Visit - Special Economic Zone application.



Minutes of Board meeting was held on 25 November 2020	<ul style="list-style-type: none"> <li>✓ Between elections - he mentions that when we go out, we still act in an orderly and responsible manner. He wishes all parties well with the By-election.</li> <li>✓ He mentions that Board members are paid to attend NDM's meetings. He requested that a meeting be held between the Mayor and the Speaker regarding this matter.</li> <li>✓ He mentions that a lot of work is put into arranging meetings and then meetings are not attended.</li> <li>✓ Easter weekend - this is the most important date of a Christian's calendar.</li> <li>✓ He mentions that if it were not for the death of Jesus on the cross, man would lead a life of despair.</li> <li>✓ He urges Councilors and staff to remember that Easter weekend is not a visit time but a time to spend with their families. He wishes everyone a happy Easter weekend. He mentions that the resurrection brings hope to man.</li> </ul>	<p>There was decided that that the Minutes of council meeting that was held on 25 November 2020, with the correction, be approved and accepted by the council.</p> <p>The Speaker requested that the ad hoc committee meet next Tuesday morning to present an activity plan to her.</p>	31 March 2021
Discussions from minutes	Announcements from the Executive Mayor:		31 March 2021



	<p>✓ Illegal Mining Operations - Councilors C R Warne, H J Jack and W J P Links are the committee.</p> <p>✓ Councilor C R Warne mentions that 1 more meeting took place and he mentions that in the meantime there have been 6 deaths.</p> <p>He mentions that he shudders to think what might happen. He mentions that such a large opening has now been made at one of the mines where 86 -100 people work at any one time.</p> <p>He mentions that there can be no Bontekoe case again and requests that drastic attention be paid.</p> <p>✓ Councilor W J P Links mentions that no co-operation is obtained from DMR.</p> <p>He also mentions that this matter will be discussed at the next Mayoral committee meeting.</p>	
<p>Action Progress Report of Council Meeting that was held on 25 November 2020</p>		<p>There was decided that Action Progress Report of The council meeting that took place on 25 November 2020 was approved and accepted.</p> <p>31 March 2021</p>
<p>Minutes of the Special Council meeting that took place on January 27 2021</p>		<p>There was decided that minutes of the Special council meeting that took place on 27 January 2021 was approved and accepted.</p> <p>31 March 2021</p>



Minutes of the Special council meeting that took place on 26 February 2021.		There was decided that minutes of the Special council meeting that took place on 26 February 2021 was approved and accepted.	31 March 2021
Minutes of Audit committee meetings	<ul style="list-style-type: none"> <li>✓ Mr. F van den Heever wishes everyone a happy Easter and submits the minutes.</li> <li>✓ He requests that the quarterly reports and minutes of the External Audit Committee be presented to the council at least quarterly.</li> <li>✓ He presents the following Audit Committee minutes: <ul style="list-style-type: none"> <li>a) Audit minutes within the 2018/2019 financial year of 11 June 2019.</li> <li>b) Audit minutes within the 2019/2020 financial year of 28 August, 5 November, 3 December as well as the minutes of the two meetings of 18 June 2020;</li> <li>c) Audit minutes within the 2020/2021 financial year of 22 October 2020, approved and accepted by council.</li> </ul> </li> <li>a) Audit minutes within the 2018/2019 financial year of 11 June 2019. Audit minutes within the 2019/2020 financial year of 28 August, November 5, December 3 as well as two minutes of meetings held at 18 June 2020.</li> <li>b) Audit minutes within the 2020/2021 financial year of 22 October 2020.</li> <li>✓ He also presents the following Audit Committee Quarterly Reports: <ul style="list-style-type: none"> <li>• 3rd Quarter 2019/20</li> <li>• 4th Quarter 2019/20</li> </ul> </li> </ul>	<p>Risk Base Internal Audit Plan"- Councilor A M Beukes inquired whether or not can also be laid before the Council.</p> <p>There was decided that the:</p> <ul style="list-style-type: none"> <li>a) Audit minutes within the 2018/2019 financial year of 11 June 2019;</li> <li>b) Audit minutes within the 2019/2020 financial year of 28 August, 5 November, 3 December as well as the minutes of the two meetings of 18 June 2020;</li> <li>c) Audit minutes within the 2020/2021 financial year of 22 October 2020, approved and accepted by council.</li> </ul> <p>that the Quarterly Reports of the First 2020/21, Second 2020/21, Third 2019/20 and Fourth 2019/20 Quarters as well as the "Annual Audit Committee Report for 2019/20" be approved and accepted by council.</p>	31 March 2021



- 1st Quarter 2020/21

- 2nd Quarter 2020/21

- Audit Committee Annual Report for 2019/20

✓ He mentions that there are concerns:

1. That the "Performance Management System" be established across the spectrum for all staff.

2. Financial sustainability needs urgent attention.

3. It is necessary for NDM to become involved with the rest of the Municipalities.

✓ Municipalities' debtors and creditors are of concern. He mentions that the Minister of Finance has made a ruling that the Council of a Municipality can be prosecuted for outstanding third-party payments. He requests that the NDM pay very urgent attention to this.

✓ Councilor A M Beukes thanks Mr. F van den Heever for the good work that they perform and she agrees with him that there is a quarterly report at the advice must serve.

✓ Councilor Z de Jongh requests that NDM pay attention to the recommendations from the committee.



<p>✓ Mr. F van den Heever expresses the hope that the "Municipal Support Unit" that is currently being established will assist Municipalities.</p>			
<p>Minutes of MPAC committee meeting that took place on March 9 2021</p> <p>Removal of amounts below R15 000 on the Unauthorized and Fruitless Expenses Register for the 2017/2018 financial year</p>	<p>✓ The Chairman of MPAC, Councilor E Cloete mentions that a clearer and more complete report has been compiled and presents it to the Council.</p> <p>✓ She mentions that this is the report for the July 2017 to June 2018 financial year.</p> <p>✓ Councilor A M Beukes mentions that this report is not very acceptable to her, she also mentions that it was not indicated under Fruitful, Wasteful etc. what the expenses were for. She also mentions that the report was not numbered either. She refers to the last page and the "Catering" expenses which are quite large. She mentions that Section 32 mentions that a report comes to the Council proving that</p>	<p>There was decided that the minutes of MPAC Committee meeting that took place on 9 March 2021 approved by Council and that the necessary work will be done to assist MPAC and address the gaps.</p> <p>There was decided the report of MPAC, with regard to the removal of amounts under R15 000 on the Unauthorized and Fruitless Expenditure Register for the 2017/2018 financial year, be referred to the Municipal Support Services Unit for investigation in collaboration with MPAC and a comprehensive report to bring to the council for approval.</p>	<p>31 March 2021</p> <p>31 March 2021</p>



these expenses have been reported to Province. She mentions that this report should come to the Council with all the evidence attached to it. She mentions that it must be clearly indicated within the report what exactly "Unauthorized, Fruitless" and "Wasteful" were.

✓ The Speaker mentions that the original report was referred back because it was incomplete and was not clear enough. She also mentions that today the same incomplete report is being used again. She requests that the Council guide her. She reminds the Council that after 14 days a Special Council meeting must be held again,

✓ The Municipal Manager mentions that the concept IDP and Budget does not have to come to Council again after 14 days. He suggests that the report of MPAC be referred to the Municipal Support Unit to assist MPAC.

✓ The Executive Mayor mentions that the problem is that reports are referred back and there is no guarantee that they will be returned to the Council. He



Draft IDP 2021/2022	mentions that NDM has one of two choices: that NDM only uses service providers that are registered on the "Central Suppliers Database" or that it continues as it is now.		
	Mr. T J Loubser mentions that a document was provided to the council members with the changes. He explains the documents.	There will be decided that the 2021/2022 Draft IDP be approved and accepted by the Council.	31 March 2021
DDM Draft (Working Document)	This is a document that the President announced and it runs with the IDP. He mentions that they started compiling a document. COGHSTA has already compiled a profile report.	There was decided that the DDM Draft be accepted as a working document	31 March 2021
	It is a working document that is presented just before the Council so that it takes note of it.		
Draft 2021/2022 Budget	The Executive Mayor gives a brief overview of the 2021/2022 Budget.	There was decided that the 2021/2022 Draft Budget be approved and accepted as a working document.	31 March 2021
	Mr. Datadin presents the Draft budget.		



Annual Report 2019/2020	<p>The Municipal Manager states that because the Audit outcomes have not yet been received, this report is not yet ready and available.</p> <p>He explains that the Systems Act concedes that this report can be submitted to Council a month after the audit report was received.</p>	Will be handled at a later stage.	31 March 2021
Municipal Support Unit: Strategic Risk Register (Documents already provided)		There was decided the Strategic Risk Register be approved and accepted by council.	31 March 2021
Budget and Treasury: Committee recommendations (Finance)		There was decided that Budget and Treasury Committee recommendations be approved and accepted by the Council.	31 March 2021
Copy of assets 2018/2019 and 2019/2020	Councilor W J P Links requests that when the assets are written off in the future, they be distributed evenly.	There was decided that the assets of the 2018/2019 and 2019/2020 financial years be written off by council.	31 March 2021
Business Services: Committee Recommendations	Councilor C Warne presents the report to Council.	There was decided that the Corporate Services Committee recommendations be approved and accepted by council.	31 March 2021



Application for permission to earn extra income: Ms. J Rooi (From Council 25/11/2020 refers to Mayoral committee)		There was decided that the application for permission from Ms J Rooi to earn extra income be granted by council and that the NDM put in place a system to monitor the activities of all persons earning extra income.	31 March 2021
Municipal Health Services: Committee recommendations	<p>The Chairman, councillor H J Jack presents the committee's recommendations to council.</p> <p>She also mentions that the PIGR meetings do not take place regularly where most of the committee's concerns can be passed on to the Municipal Managers and Mayors.</p>	There was decided that the Municipal Health Services Committee recommendations be approved and accepted by the Council.	31 March 2021
Economic and Infrastructure Development and Planning: Committee Recommendations	<p>The Chairman, Councillor W J P Links presented the recommendations to the Council and requested Mr. J T Loubser to provide more information on the Eureka Illegal Development Court Case to the Council.</p> <p>THE WRITING FROM WESSELS AND SMITH MUST BECOME PART OF THE MINUTES.</p> <p>Mr. J T Loubser presents the document to council.</p> <p>He mentions that these documents were necessary to apply for Housing Accreditation.</p>	There was decided that the Economic and Infrastructure Development and Planning Committee recommendations will be approved and accepted by council.	31 March 2021
Municipal Human Settlement Sector Plan		There was decided that the Municipal Human Settlement Sector Plan be approved and accepted by the Council; and that the review of the document takes place.	31 March 2021
Minutes of the council meeting that was held on 31 March 2021		There was decide that the Minutes of the council meeting that was held on 31 March 2021 with the correction of the errors be approved and accepted by council.	29 June 2021



Minutes of the special council meeting that was held on 31 May 2021		There was decided that the minutes of the special council meeting that took place on 31 May 2021 be approved and accepted.	29 June 2021
Minutes of MPAC committee meeting that was held on 3 June 2021		Will be handled at a later stage.	29 June 2021
Administration: Minutes of Audit Committee meetings for quarter 3 and Audit Committee Charter		There was decided that the Audit Committee's report for the third term and the Audit Committee Charter be approved and accepted by council.	29 June 2021
Administration: Final IDP 2021/2022 (Appendix)		There was decided that the final IDP 2021/2022 be approved and accepted by council.	29 June 2021
Administration: Organogram 2021/22 (Appendix)	<ul style="list-style-type: none"> <li>✓ The job description of Mr. D Pieterse changes to Environmental Management which will handle Air Quality, Waste Management and all these other functions.</li> <li>✓ Level 2 Housing Officers 1 Housing Accreditation</li> </ul> <p>He mentions that these two posts will also only be filled when funds are received from the Department.</p> <ul style="list-style-type: none"> <li>✓ Controller posts</li> <li>✓ Name Change to Skill Development and Performance Management.</li> <li>✓ The posts of the Housing Officer - the Municipal Manager mentions that the idea is to give internal staff the opportunity to apply for this.</li> </ul>	<p>There was decided that the 2021/2022 Organogram with the following amendments:</p> <ul style="list-style-type: none"> <li>a) Appointment / appointment of Mr. Gerald Seas as Audit Committee Member</li> <li>b) Extension of Mr. J Cloete (Manager's Housing and EPWP)'s contract to run with the Municipal Manager's contract is approved by the Council.</li> <li>c) The Post of Mr. D Pieterse changes to Environmental Management which will handle Air Quality, Waste Management and all these other functions.</li> <li>d) 2 Housing officers for level 1 Housing accreditation</li> <li>e) 2 Controller posts</li> </ul>	29 June 2021



Administration: Signature Authorization	Approve Mr. Hendri Niehaus as signatory for payments and other transactions of council.  2) To reaffirm that Mr. Christiaan Fortuin, Mr. Gareth Cloete, Mr. Johannes Loubser and Mr. Rajiv Datadin are still approved signatories of the Council.	There was decided that:  1. Mr. Hendri Niehaus as signatory approve for payments and other transactions of the Council; 2. To reaffirm that Mr. Christiaan Fortuin, Mr. Gareth Cloete, Mr. Johannes Loubser and Mr. Rajiv Datadin are still approved signatories of the Council.	29 June 2021
Administration: Draft Disaster Management Plan (Annual Review)	Mr. H Niehaus proposes the change on the documents.	There was decided that the Disaster Management Plan be approved and accepted by council.	29 June 2021
Administration: New National Key Performance Indicators		NOTICE	29 June 2021
Administration: Calvinia Office: Request from Hantam Municipality		There was decided that that the negotiations and discussions with Hantam Municipality be stopped and the process not proceed.	29 June 2021
Budget and Treasury: Committee recommendations (Finance)		There was decided that the Budget and Treasury: Committee recommendations be approved and accepted by the Council.	29 June 2021
Supply Chain management deviations 20/21	July 2020 to May 2021  Mr. Datadin presents the document to council	There was decided that the Supply Chain Management deviations 20/21 - July 2020 to May 2021 be approved and accepted by the Council.	29 June 2021
Business Services: Committee Recommendations	Councilor J Davids presents the report to Council.  Councilor Z de Jongh inquired about the bank cards that had been cloned. Mr. Datadin mentions that the transactions were "reverse" and the cards were canceled.	There was decided that the Corporate Services: Committee recommendations be approved and accepted by council.	29 June 2021



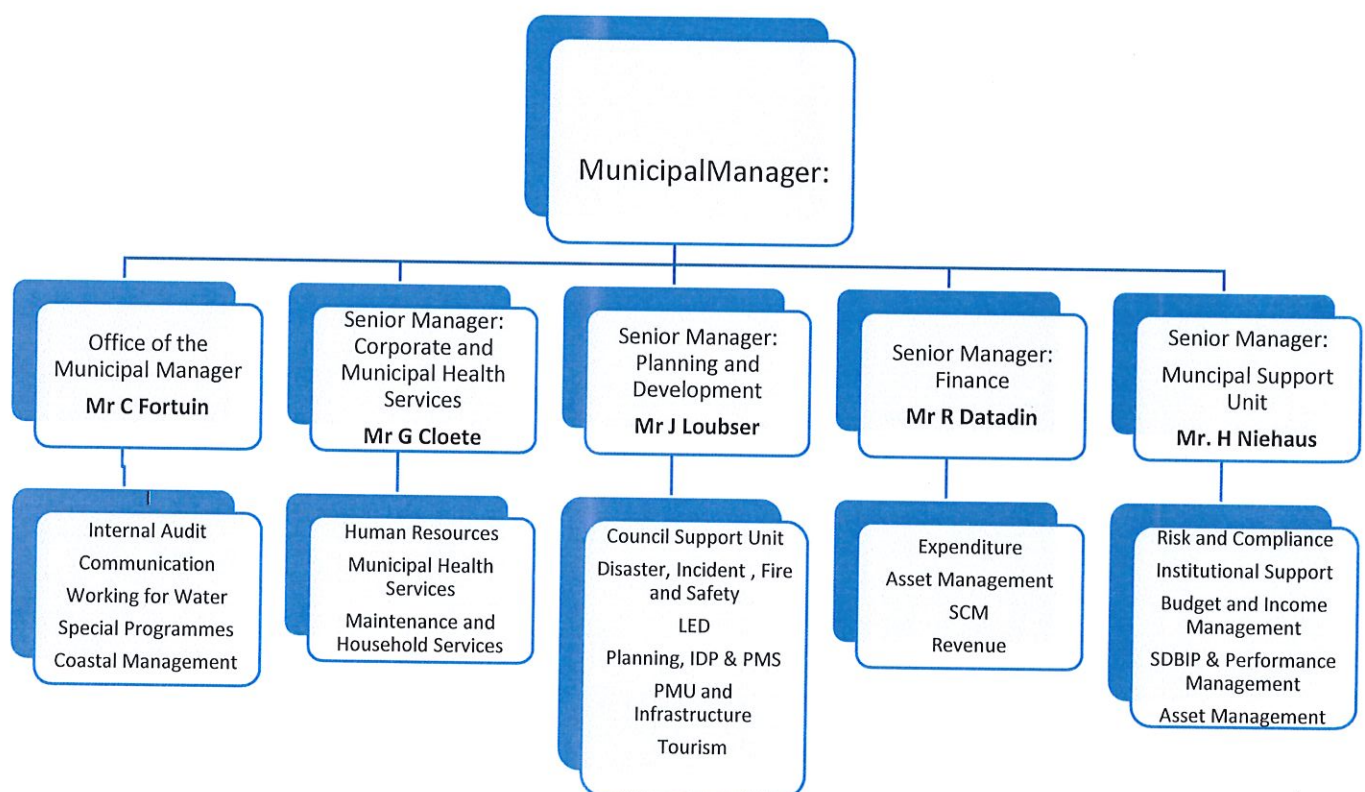
Municipal Health Services: Committee recommendations		There was decided that the Municipal Health Services: Committee recommendations be approved and accepted by Council.	29 June 2021
Economic and Infrastructure Development and Planning: Committee recommendations	The Chairman, Councilor W J P Links requested that the executive mayor be able to liaise with the relevant departments from its office.	There was decided that the Economic and Infrastructure Development and Planning: Committee recommendations be approved and accepted by council.	29 June 2021
Concept LED Strategy Mr. J T Loubser presents the documents to council		There was decided that the Draft LED Strategy is approved and accepted	29 June 2021



## 2.2 ADMINISTRATIVE GOVERNANCE

Mr. C.J. Fortuin is the head of administration and 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 Economic Development & Planning and Senior Manager Corporate & Municipal Health Services are assisting him to fulfil his duties. A Senior Manager Municipal Support was appointed in February 2021 to assist B-Municipalities.

The organogram was reviewed and submitted to Council for approval. A few changes to the structure were approved on 29 June 2021. Below is the top layer:





### **1.2.1 AUDIT PERFORMANCE AND RISK PERFORMANCE**

#### **Purpose**

The purpose of this document is to report on the annual performance of the Internal Audit unit on the implementation of the approved 2020/21 Risk-Based Internal Audit Plans.

#### **Background**

The Internal Audit unit at Namakwa District Municipality was established during October 2013 and comprises of a permanently appointed Internal Auditor and two Internal Audit Interns with a minimum qualification of Diploma in Internal Auditing.

The Internal Audit unit operates independent and objective; and thus, reports administratively to the Accounting Officer and functionally to the Audit Committee.

The following frameworks have been approved by the Audit Committee to ensure the effective establishment and functionality of the unit;

- ✓ The 2020/21 Internal Audit Charter;
- ✓ 2020/21 Annual Risk-based Operational Plan and 3 Year Strategic Plan;
- ✓ 2020/21 Quality Assurance Review Programme; and
- ✓ 2020/21 Audit Committee Charter (adopted by Council)

#### **Legislative requirements**

Legislative requirement – section 166 of the Local Government Municipal Finance Management Act, no 56 of 2003, with Treasury Circular 65, stipulates the requirement of an Internal Audit function within all Municipalities.

#### **The role of Internal Audit is to:**

Add value to the Namakwa District Municipality by assisting management with the achievement of set targets and objectives; by evaluating the effectiveness of risk management, controls and governance processes.



Determination Of Available Hours:		1 July 2020 - 30 June 2021										
		Less Days Provision For										
Name		Working Days	Annual Leave	Sick Leave	Study Leave	Training	Strat planning, team building etc	Admin	Hours in Work Day	Total Hours available	Less Leave & Admin Hours	Nett Productive Hours available
Veronica Cloete		250,00	24,00	12,00	0,00	0,00	0,00	48,00	8,00	2000,00	672,00	1328,00
Denzil Rooi		250,00	24,00	12,00	0,00	0,00	0,00	24,00	8,00	2000,00	480,00	1520,00
Intern 1		250,00	24,00	12,00	0,00	0,00	0,00	24,00	8,00	2000,00	480,00	1520,00
Total Hours available until 30 June 2021		750,00	72,00	36,00	0,00	0,00	0,00	96,00	8	6000,00	1632,00	4368,00

#### 2020/21 Risk-Based Internal Audit Plan

No.	Strategic Objective impacted	Risk number	Extreme/High risk	Risk rating	Audit Area	Proposed Scope of Audit	Timelines	Provisional Budgeted Hours	Motivation for budgeted hours
1	Operational Objective: Sec 45 of the Municipal Systems Act	R133	Inaccurate Top Layer Performance (SDBIP) Information reported to Council	High	Performance Management	Review top layer KPIs for the past year in preparation of external audit.	Q1	80	Prior quarters were already audited. Determine if rectified action was taken for accurate reporting purposes, in preparation of external audit.



No.	Strategic Objective impacted	Risk number	Extreme/High risk	Risk rating	Audit Area	Proposed Scope of Audit	Timelines	Provisional Budgeted Hours	Motivation for budgeted hours
2	Improve administrative and financial viability and capacity	R41	Ghost employees	High	Payroll	To ensure fraud risk of ghost employees are mitigated during high volume of appointments (EPWP/WfW Projects/SETA Learnerships)		500	Area have not been audited before. Entire audit process to be followed; preliminary survey, detailed engagement planning, audit execution and reporting.
3	Improve administrative and financial viability and capacity	R45	Inaccurate/Incomplete Asset Register	High	Asset Management	Review list of assets which were not found to determine age, condition, cost and actual losses to the Municipality.		500	The entire asset verification process was already performed for external audit purposes. Internal Audit will determine the actual losses suffered/submitted to council for write-off.
4	Operational Objective: Sec 45 of the Municipal Systems Act	R133	Inaccurate Top Layer Performance (SDBIP) Information reported to Council	High	Performance Management	Review Quarter 1 supporting evidence to information captured and reported as performed prior to submission to Council Committees	Q2	80	Internal Audit performs an online review of updates and verification of supporting evidence to substantiate performance.
5	Not on the SDBIP		Ineffective implementation of COVID 19 Regulations may result in: Municipal disruptions due to	High	COVID 19	To review whether COVID 19 Regulations have been implemented.		500	Area have not been audited before. Entire audit process to be followed; preliminary survey, detailed engagement planning, audit execution and reporting.



No.	Strategic Objective impacted	Risk number	Extreme/High risk	Risk rating	Audit Area	Proposed Scope of Audit	Timelines	Provisional Budgeted Hours	Motivation for budgeted hours
			infected employees,						
6	Monitoring and support local municipalities to deliver basic services which include water, sanitation, housing, electricity and waste management		Ineffective implementation of Khotso Pula Nala grant	High	Projects	To determine whether the project was effectively implemented.		500	Area have not been audited before. Entire audit process to be followed; preliminary survey, detailed engagement planning, audit execution and reporting.
7	Operational Objective: Sec 45 of the Municipal Systems Act	R133	Inaccurate Top Layer Performance (SDBIP) Information reported to Council	High	Performance Management	Review Quarter 2 supporting evidence to information captured and reported as performed prior to submission to Council Committees		80	Internal Audit performs an online review of updates and verification of supporting evidence to substantiate performance.
8	Improve administrative and financial viability and capacity	R30	Unauthorised expenditure.	High	Unauthorized, Irregular, Fruitless and Wasteful expenditures	To determine accuracy and completeness of Q1 & Q2 UIF&W Registers. Systems and controls implemented for UIF & W	Q3	600	Entire audit process to be followed; preliminary survey, detailed engagement planning, audit execution and reporting.
		R31	Payments made for services not rendered or goods not received.	High					
		R32	Irregular expenditure	High					



No.	Strategic Objective impacted	Risk number	Extreme/High risk	Risk rating	Audit Area	Proposed Scope of Audit	Timelines	Provisional Budgeted Hours	Motivation for budgeted hours
		R33	Non-compliance with the SCM regulation in terms of procuring of goods or services from suppliers not registered on CSD	High					
		R34	Use of suppliers not listed on CSD	High					
		R39	Non-Tax compliance of Suppliers	High					
9	Operational Objective: Sec 45 of the Municipal Systems Act	R133	Inaccurate Top Layer Performance (SDBIP) Information reported to Council	High	Performance Management	Review Quarter 3 supporting evidence to information captured and reported as performed prior to submission to Council Committees	Q4	80	Internal Audit performs an online review of updates and verification of supporting evidence to substantiate performance.
10	Support vulnerable groups in the district	R6	Inability to support all in need	High	Special Programmes	Review whether set objectives are met with all Special Programmes		500	Internal Audit have not performed this area before and upon review of SDBIP indicators concerns arose with regards to supporting evidence.



No.	Strategic Objective impacted	Risk number	Extreme/High risk	Risk rating	Audit Area	Proposed Scope of Audit	Timelines	Provisional Budgeted Hours	Motivation for budgeted hours
						Follow up Audits	Continuously, within 60 days of expiry of action plan	500	
						Support Local Municipalities	As requested,	350	
						Strategic Planning	Continuous	80	The operational & strategic plan will be compiled during June 2021
						<b>Total Provisional hours</b>		<b>4350</b>	
						Total available hours		<b>4368</b>	As per available resource hours
						Difference		18	
						<b>Total Number of Risks 13</b>			

The audit area "Special Programmes" were replaced with an audit for "Risk Management; as approved by the Audit Committee.



## **Performance on approved Risk-based Plan**

Internal Audit completed 9 out of the 10 audits scheduled (90% completion)

- ✓ Quarterly Organisational Performance Management – The Namakwa District Municipality uses the Ignite Performance Management system to update/monitor/report on performance. The concerns raised by Internal Audit relates to Key Performance Indicators not being updated; Incorrect/ Insufficient supporting evidence uploaded; Incorrect indication of targets achieved; and some key performance indicators not conforming to the SMART criteria. Towards the end of the financial year significant improvements are made to address these concerns.
- ✓ UIF&W – Major enhancements were noted with regards to Supply Chain processes and systems; Internal Audit still noted concerns surrounding the identification/detection of fruitless and wasteful expenses which could impact on the accuracy of these registers.
- ✓ Risk Management – Governing policies and procedures are in place to identify, monitor and report on risk activities. The only concerns highlighted relates to the absence of an in-depth strategic risk assessment process in line with strategic planning; risk appetite and tolerance levels must still be identified; KING Governance principles on Risk Management must still be implemented.
- ✓ COVID 19 – Internal Audit reviewed controls surrounding Health and safety within all buildings of the Municipality and found sufficient responses to COVID 19 requirements. Management is still in process of compiling a Preparedness -; Contingency and Service Delivery Plan.
- ✓ EPWP & Payroll – Minor administrative control deficiencies were noted on EPWP projects. However, these projects were completed successfully.

Follow up Audits: Internal Audit continuously followed up on outstanding Internal Audit actions as these become due for implementation (normally within 30 days). As at June 2021 the implementation rate of agreed actions to address control deficiencies is at **77%**.

## **Risk Management**

During the 2020/21 financial year, the Namakwa District Municipality had a fully functional Risk Management unit.

## **Performance Management**

Organisational performance is managed in terms of operational and strategic objectives. Individual performance management have not yet been implemented for the 2020/21 financial year.



## **Auditor General Action Plan**

For the financial year under review a draft Audit Action Plan were compiled but never followed up on or implementation monitored, as the Municipality never received a final outcome due to a dispute raised.

## **Disciplinary Board**

The Namakwa District Municipality has a Disciplinary Board which comprises of the Internal Auditor, the Director of Corporate Services and the Chairperson of the Audit Committee. The Committee is appointed as per the Municipal Regulations on Financial Misconduct Procedures and Criminal -Proceedings of 30 May 2014 and as per Council Resolution dated 27 August 2019.

## **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.

#### **Integrated Development Plan (IDP) Representative Forums**

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 IDP were adopted by council on 29 June 2020 and submitted to Coghsta on 10 July 2020.

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 monthly 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 involve 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 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 is 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.

Each sector department as well as municipality must have a disaster management plan in place. Due to Covid-19 all meetings have been done virtually.



## COMPONENT C: PUBIC ACCOUNTABILITY AND PARTICIPATION

### 2.4 ANTI CORRUPTION AND FRAUD

The NDM is committed in fighting fraudulent behaviour at all levels within the organisation. The organisation is driven by its core ethical values which drives 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.

### 2.5 IDP ALLIGNMENT

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

### 2.6 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.

## **2.7 RISK MANAGEMENT**

The Municipal Manager and Council is responsible for managing the municipality and comply with statutory, regulatory, supervisory and best practice requirements and are liable for the consequences of non-compliance.

Therefore, authority was delegate to an Independent Risk and Compliance function to establish and maintain effective, efficient and transparent systems of risk management and internal control. The Risk and Compliance unit is a sub-unit under the Municipal Support Unit and reports directly to the Senior Manager of the Municipal Support Unit. Risk Champions was appointed for each department within the Municipality to assist the Risk and Compliance Officer with the fulfilment of this role. Quarterly risk assessments are conducted to identify, assess, advised on, monitor, and report on the regulatory compliance risks in the municipality.

To reinforce its internal control systems aligned with best practice, Namakwa District Municipality established a Risk Management Committee (RMC) which coordinate audit matters and monitor the implementation of risk management as well as any queries that may be raised by the Council and its Committees. Quarterly meetings are conducted by the committee to provide an oversight role particularly to ensure greater accountability and sound and quality audit responses.

The composition of the committee:

- External Chairperson
- Chief Financial Officer
- Manager: Internal Audit
- Senior Manager: Economic Development and Planning
- Senior Manager: Corporate and Municipal Health Services
- Senior Manager: Municipal Support Unit



- Chief Admin Officer: Performance Management
- Risk and Compliance Officer (Secretariat)
- Any other person who may be co-opted to provide specialist skills, advice and counsel.

In view of the aforementioned paragraphs and after a comprehensive enterprise-wide risk assessment was performed at the Namakwa District Municipality, the following serves as information regarding the top risks to which the Municipality is exposed, determined at residual risk level:

Management Area	Risk Description	Causes	Progress to date
Governance	The inability of the institution to meet its legislative mandate.	<ul style="list-style-type: none"> <li>• Partially funded and unfunded mandates;</li> <li>• Not receiving provincial gazette grants.</li> </ul>	Grant funding but not enough to deliver the service and proper budgeting and financial management.
	Unwanted damage to ICT infrastructure and security issues in terms of access control.	<ul style="list-style-type: none"> <li>• Load shedding / Unplanned power failures;</li> <li>• Old infrastructure due to financial constraints.</li> </ul>	Procurement of 5.5KVA generator, new firewall, new domain server, new UPS, and upgrading to fiber internet.
Local Economic Development (LED)	Poverty, unemployment and inequality.	<ul style="list-style-type: none"> <li>• Lack of LED/ Entrepreneurial skills;</li> <li>• Covid19;</li> <li>• Global Economic recession; and</li> <li>• Limited Economic Development and job losses.</li> </ul>	<ul style="list-style-type: none"> <li>• SMME training;</li> <li>• Enterprise Growth Development Fund for SMME's; and</li> <li>• Assistance to SMME's with Covid funding applications.</li> </ul>
Disaster Management	Deteriorating health system / Endanger community health	<ul style="list-style-type: none"> <li>• Lack of maintenance and budgeting for existing/upgrading of health facilities by National &amp; Provincial Departments;</li> <li>• Covid19 - Increase possibility of collapse of health system; and</li> <li>• Endangered community health.</li> <li>• Ineffective intergovernmental communication system.</li> </ul>	<ul style="list-style-type: none"> <li>• DJOC meetings;</li> <li>• Political IGR;</li> <li>• DDM Meetings;</li> <li>• IGR; and</li> <li>• Awareness through electronic media</li> </ul>
Financial Management	Ineffective functioning of Municipal Chart of Accounts (mSCOA).	<ul style="list-style-type: none"> <li>• Outdated ICT infrastructure and software; and</li> <li>• Understanding of mSCOA</li> </ul>	Negotiations with service provider to render services at a lower rate.
	Financial sustainability of the Municipality.	<ul style="list-style-type: none"> <li>• Non-cash generating institution and Grant dependent;</li> <li>• Budgeting for a deficit in the Medium-Term Revenue &amp; Expenditure Forecast (MTREF) and therefore depleting municipal reserves; and</li> <li>• Non collection of debt from government institutions.</li> </ul>	<ul style="list-style-type: none"> <li>• Cost cutting measures;</li> <li>• Operating as implementation agent to raise additional funding; and</li> <li>• Council approved cost containment policy.</li> </ul>

## 2.8 BY LAWS

The NDM developed Fire Services and Environmental Health Services By-Laws. The final documents will be published in line with Section 11(3)(m) of the Municipal Systems Act, Act 32 of 2000.

## 2.9 WEBSITE

The Communication Officer updates 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 2020- May 2021
All current budget-related policies	Yes	As and when reviewed
The previous Annual Report (2019/2020)	Yes	March 2021
The Annual report (2019/2020) 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 2021
All service delivery agreements (2019/2020)	Yes	NA
All long-term borrowing contracts (2019/2020)	Yes	June 2021
All supply chain management contracts above a prescribed value (give value) for 2019/2020	Yes	June 2021
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 2018/2019 financial year.	Yes	List of disposed assets placed on website
Contracts agreed in 2019/2020 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 2019/2020	Yes	NA
All quarterly reports tabled in the council in terms of section 52(d) during 2019/2020	Yes	Quarterly

All documentation relating to the financial status of the municipality that must be displayed on the website for 2020/2021 have been successfully loaded. We do not deliver services directly to the public and our information does not draw as much attention as in the case of the local municipalities.



## 2.10 HUMAN RESOURCE MANAGEMENT

### SERVICE STATISTICS FOR HUMAN RESOURCE SERVICES

The NDM has a Service Level Agreement with the Construction Seta (CETA) and Local Government Seta (LGSETA) to implement skills programs, learnerships and apprenticeships. Several programmes have been successfully implemented this year.

The Municipality provide students the opportunity to gain practical experience and are currently accommodating 1 Internal Audit, 1 Risk & Compliance, 1 Business Assistant, 1 Human Resources, and 2 Public Management.

The Employment Equity Committee was established and is functioning in line with the Employment Equity Act, Act 55 of 1998 and last meeting was held on 12 January 2021.

Ref	Sub-Directorate	KPI	Unit of Measurement	Overall Performance for Jul 2020 to Jun 2021		
				Target	Actual	R
D121	Human Resources	Conduct quarterly training committee meetings	Number of meetings conducted	4	5	G2
D122	Human Resources	Submit the Employment Equity Report to the Department of Labour by the 15 January	Employment Equity Report submitted	1	1	G
D123	Human Resources	Facilitate the Local Labour Forum meetings	Number of Local Labour Forum meetings facilitated	8	3	R
D124	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%	54.58%	R
D125	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	3	3	G
D127	Human Resources	Submit the annual operational plan for HR to Senior Manager Corporate & Municipal Health Services by 30 June	Annual operational plan submitted	1	1	G
D150	Human Resources	Review the Workplace Skills Plan and submit to the LGSETA by 30 April 2021	Plan submitted to the LGSETA by 30 April 2021	1	1	G
D151	Human Resources	Number of people from employment equity target groups employed (appointed during 2020/21) in the three highest levels of management in compliance with a municipality's approved employment equity plan by 30 June 2020	Number of people appointed in the three highest levels of management	1	1	G
D152	Human Resources	The percentage of the municipality's personnel budget actually spent on implementing its workplace skills plan by 30 June 2021 ((Actual amount spent on training/total personnel budget) x100)	% of the personnel budget actually spent on implementing its workplace skills plan	0.86%	%	G
D153	Human Resources	Limit the vacancy rate to less than 10% of budgeted posts by 30 June 2020 ((Number of budgeted posts filled/Number of budgeted posts on the organogram) x100)	% of budgeted posts vacant	10%	8.60%	Y



Ref	Sub-Directorate	KPI	Unit of Measurement	Overall Performance for Jul 2020 to Jun 2021		
				Target	Actual	R
D154	Human Resources	Submit the reviewed organogram to Council by 30 June 2020	Organogram submitted to Council by 30 June 2020	1	1	G
D155	Human Resources	Conduct induction program for newly appointed employees within 30 working day of the starting date	% of induction programs conducted within 30 working days	90%	54%	R

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	2	2	0	0%
13 - 15	-	-	-	-
16 - 18	-	-	-	-
Total	3	3	0	0%

Employees: Namakwa District Municipality				
Job Level	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	%
0 - 3	14	10	4	28.57%
4 - 6	25	23	2	8%
7 - 9	9	9	0	0%
10 - 12	31	30	1	3.23%
13 - 15	8	7	1	12.5%
16 - 18	6	6	0	0%
Total	93	85	8	8.60%

## INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

A new server has been procured and installed. Some of the laptops have been replaced and the rest will be procured in the new financial year. The financial system will be upgraded to the Solar Venus version. This will run over to the new financial year.



## SERVICE STATISTICS FOR ICT SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	Overall Performance for Jul 2020 to Jun 2021		
				Target	Actual	R
D142	Maintenance and Household Services	Conduct quarterly IT steering committee meetings	Number of meetings conducted	4	4	G
D143	Maintenance and Household Services	Respond to IT formal/written queries/requests within 48h	% of queries responded to within 48h	90%	90%	G

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)

### COMPONENT O: PLANNING

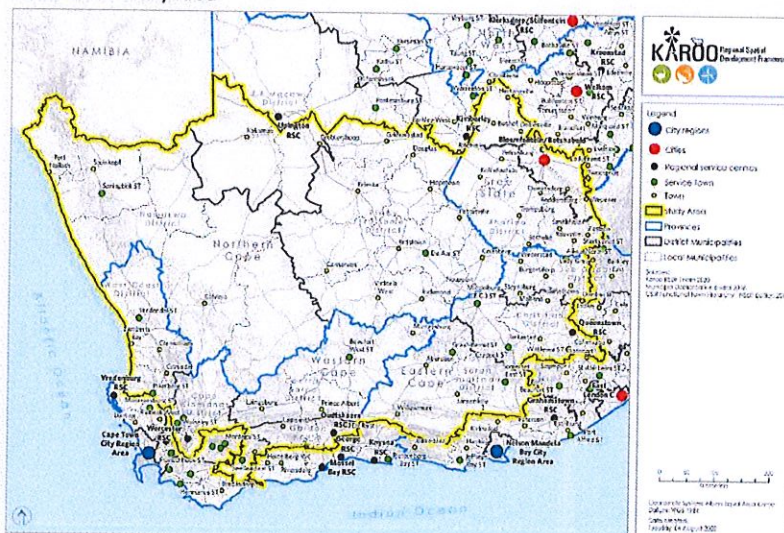
#### Strategic Planning

The past year was in all circumstances a difficult period on all levels of society, internationally and national and the planning function of Namakwa District was also negatively affected due to the pandemic.

However, during the past year the National Spatial Development Framework (NSDF) was completed and it is expected to be approved by Cabinet during the latter half of 2021. This will give a guidance to future spatial development in South Africa, including Namakwa.

The Karoo Regional Spatial Development (KRSDf) was also initiated during this year, it is the first regional SDF for the country in terms of SPLUMA (Spatial Planning Land Use Management Act, 16 of 2013) and include portions of four different Provinces. The map below indicates the area of the Karoo SDF. This will be aligned with the National SDF.

Karoo RSDf: Study Area



The map indicates that the whole of Namakwa is included in the KRSDf and the information, maps and different studies will be used to compile the revision of the District SDF.

The district is also in the process of compiling a District Development Model (DDM) One Plan, which was announced by the President. This will be a long-term strategic development



plan with one of the objectives is to ensure complete alignment of development initiatives through all spheres of Government, as well as the private sector, on a District level.

### **Physical Planning.**

Two Municipal Planning tribunals were established in the District in terms of SPLUMA (Spatial planning Land Use Management Act, 16 of 2013), one on a District level with five Municipalities that are part of it namely Nama Khoi, Richtersveld, Kamiesberg, Khai Ma and Karoo Hoogland and the Hantam Municipality Tribunal, which functioned independently during the year although were affected by Covid19.

A process was also initiated to compile Land Use Management Schemes (LUMS) in five municipalities, namely Richtersveld, Nama Khoi, Kamiesberg, Hantam and Karoo Hoogland which is funded by DARDLR.

The LUMS of Khai Ma municipality is also progressing and nearing completion.



*Participants from Richtersveld, Nama Khoi, Hantam, Kamiesberg and and Namakwa District Municipality working and discussing LUMS at a workshop.*

These will be the first LUMS of all the municipalities that are SPLUMA compliant and a step forward in planning structures of the district.

Detail land-use surveys were done and municipal participation were ensured where different draft schemes were discussed.

These LUMS will ensure that planning in municipalities is done on a structured way.

## **3.1 DISASTER MANAGEMENT: CALVINIA AND SPRINGBOK**

### **Attendance of meetings**

- ✓ District Disaster Management Advisory Forum Meetings was attended virtually for the year.
- ✓ Provincial Disaster Management Advisory Forum Meeting was attended virtually.
- ✓ Municipal Disaster Management meetings was held during the year combined with JOC meetings.

## **Contingency Planning**

The following Contingency Plans were compiled and submitted to the PDMC

- ✓ Winter Season Contingency Plan
- ✓ Summer Season Contingency Plan
- ✓ Veld fire Contingency Plan
- ✓ Contingency Plan for the Festive Season of 2020/2021
- ✓ Contingency Plans for the Easter weekend of 2021
- ✓ Revising of 15 Contingency plans for Namakwa District and the six local B Municipalities
- ✓ Contingency Plan for Covid-19 and an action Plan for Covid-19 was drafted

## **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
- ✓ Compilation of a Covid-19 report to Provincial Disaster Management

## **Fire Services**

This new unit was established in July 2020. At this stage there are three persons in the unit. There are six B Municipalities in the Namakwa District. The district oversees at this stage only four of the B municipality's fire services. The By Laws for the fire services is in a draft document for public response at this stage. A volunteer policy was drafted and council adopted it in June 2021. The unit started with awareness as businesses to adhere to fire and safety regulations. The businesses also received a certificate if they comply. This will assist the fire services if there are a fire that the necessary precautions are in place. Fuel stations was also inspected and a compliant liquid flammable certificate was issued. There were also 31 veld fire volunteers trained to assist during veld fires.

Fuel stations inspected 18

Business inspections 114

Standing operational procedures for Fire Services was drafted 20

FPA is also in process to be established for the Namakwa Region





## COVID-19

Covid-19 was declared as a national disaster. The Disaster Management Unit is working close with the Environmental Health Officials at district level as well as all the other sector departments. Regular meetings were held where Covid-19 was discussed and problems addressed. The sector departments assisted also with awareness campaigns in the different B Municipalities, with the handing out of flyers and loud hailing. There were also road Blocks held where the Disaster Management and Fire Services was handing out flyers and assisted the colleagues with regular sanitizing of their hands.

Awareness campaigns were conducted in 12 communities and 18 576 people made aware.



## 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

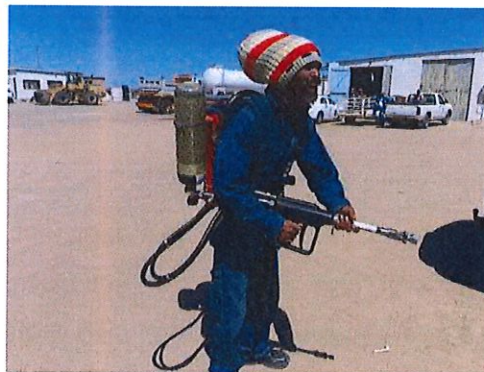
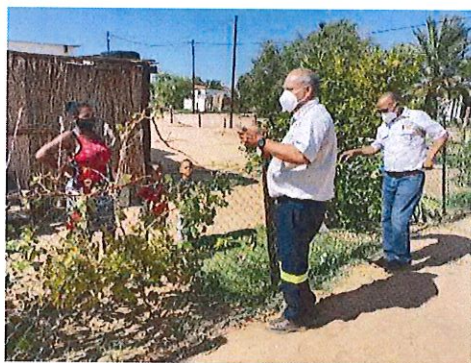
facilities as quickly as possible. This system is run by the control centre in Calvinia and Springbok and they activate all the responsible sector departments

### **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. There were 31 volunteers trained.

### **Disaster Risk Reduction**

Awareness was done on the different types of disasters at the municipalities as well as the community. Covid-19 awareness was done in the whole of the Namakwa District Municipality and its six B Municipalities.



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

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

EMS: 5448

SAPS: 1412

Accidents: 214

Fire Service: 65

Mining Incidents: 3

Drownings: 2

These were emergency calls that were received by the Control room and was given through to the relevant sector departments

SOPS were activated for all emergencies handled.

### **Veld Fire**

In this year there was one veld fire at Vanrhynshoek in the Hantam Region. The fire was extinguished with the assistance of the farmers and the Working for Water team.



The district also started with a process to establish a Fire Protection association for the district.

### **Drought**

Drought is still problematic in the area of Namakwa District Municipality. The summer rainfall region had no to under normal rainfall. The winter rainfall region also received under normal rain. In the districts there are towns that are struggling with the delivering of water for its citizens. The low rainfall has a definitely influence on the under-water tables

### **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 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 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 and was reviewed in this financial year.

## **3.2 HOUSING**

### **BACKGROUND: ACCREDITATION AND THE ESTABLISHMENT OF HOUSING UNIT**

The Namakwa District Municipality has applied for Level 1 Accreditation through the MEC for Cooperative Governance Human Settlements and Traditional Affairs, in the Northern Cape province in terms of S 10 (1) of the Housing Act (1997). Thus, working in collaboration with the provincial government, the relevant Department of Human Settlement (PDHS) approached the national Department's (NDHS) Capacity and Compliance Assessment Panel

(CCAP) to undertake an assessment of circa 2020. Like many economic, developmental and societal activities, the actualization of this initiative was caught up in the mishaps of COVID 19 related lockdown. Needless to say, the provincial department has indicated its support for the Municipality's application.

NDM is a category C municipality located in the south-western border of South Africa near the Atlantic Ocean, and to the west of Namibia. It is the largest of the five District municipalities in the province, and border the Western Cape province to the South. The constituent granular parts of the district municipality are:

- Richtersveld Municipality (NC061)
- Nama Khoi Municipality (NC062)
- Khai Ma Municipality (NC067)
- Kamiesberg Municipality (NC064)
- Hantam Municipality (NW065)
- Karoo Hoogland Municipality (NC066)

## **ACCREDITATION PROCESS**

Consideration of the municipality's submission for Accreditation include the following factors:

- According to the 2016 figures, the municipality has the lowest population by District, which was a marked decline to 115 488 from the 2011 Census of 115 842;
- The landmass of the region is the largest in the country, thus posing a greater possibility for both economic and population growth;
- Whereas the different constituent municipalities differ in size and population figures, this only underscore the need for an asymmetric approach to development within the district;
- Population projections over time are estimated to grow on average by 1.1% to 2023;
- The predominant 25 to 44 year working age group, also underscore the demand for shelter, considering the increasing life expectancy and the anticipated massive harbour development to be located at Boegoebaai on the arid Namakwa coastline, as submitted by the municipality;
- The Economically Active Population (EAP) of Namakwa is 48 000, constituting 36% of its total population. This marked an average EAP increase of 0.72% between 2008 and 2018.



Based on information available, it is not inconceivable to conclude that Nama Khoi Local Municipality is the economic bellwether of the district, contributing the largest to employment in 2015 through the following industries; Mining (65.5%), manufacturing (42.6%), electricity (45.7%), trade (42.0%), transport (46.0%), finance (35.4), community services (37.9%) and households (35.3%). Its tourist attractions remain largely untapped owing to bad roads and poor accessibility. Thus, not fortuitously, Nama Khoi is following its independent route towards application for accreditation.

The NDM area of jurisdiction has both a strong tourism attraction with increasing potential and strong labour absorptive economic potential. For its part, the Karoo-Hoogland municipal area is adjacent to the Kareeberg Municipality wherein is situated Square Kilometre Array (SKA) with its international attributes and attractions.

The Khai-Ma Municipality is an integral part of the proposed Special Economic Zone (SEZ) with its economic spinoffs and labour absorptive potential. Khai-Ma Municipality is also home to the Gamsberg zinc mine, being one of the world's biggest undeveloped zinc deposits. Collectively, these constitute strong pressure points towards the municipality's desire to ultimately self-sustain in the provision of shelter and human settlements.

The present report is submitted as an outcome of an accreditation application for Level 1 as per the application by the NDM. For its part the municipality has submitted or is working on the following documents already:

- Integrated Development Plan (2020-2021);
- Namakwa Accreditation Business Plan;
- Implementation Protocol with the Provincial Department;
- Report of the Auditor-General to the Legislature and Council of NDM;
- The Spatial Development Framework;
- The Human Settlements Sector Plan;
- Section 56 Employment Contracts;
- Internal Audit Charter (2020);
- Waste Management Plan is completed;
- Latest Risk Register & Risk Management Policy;
- Fraud Prevention Policy;
- 2018/2019 Annual Report;
- Disaster Management Plan;
- Municipal Organogram;
- Housing Allocation Policy
- Water Services Development Plan too is under review; as is

- The Integrated Transport Plan for the District Municipality

## **THE OBJECTIVES OF THE ASSESSMENT BASED ON THE APPLICATION**

The Namakwa District Municipality has applied for L1 accreditation, in terms of a Council Resolution taken in May 31, 2012 and in line with the municipal accreditation framework. The Capacity and Compliance Panel (CCAP) was requested to advise the MEC for Cooperative Governance Human Settlements and Traditional Affairs on the merits of the application. The Panel is required to formulate recommendations based on the following objectives:

- Assess the existing capacity of the NDM to perform housing functions in terms of the municipal accreditation framework;
- Undertake a capacity needs assessment of the NDM to determine its state of readiness to assume functions for Level 1 Accreditation;
- Identify the housing delivery challenges/gaps and capacity in relation to these challenges and make recommendations on the support required;
- Apply and maintain the principles of auditing to ensure the credibility of the audit process; and
- Provide overall recommendations to the MEC as to the viability and readiness of the Municipality to be accredited at the level 1, as applied for.

## **TRAINING**

### **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.

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

National Housing Needs training attended by Joseph Cloete in Kimberley

NHNR (National Housing Needs Register) training scheduled for June 2021. Martha Nel and Ilhaam Kalmeyer to attend.



## HUMAN SETTLEMENT SECTOR PLAN

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

### TRANSFER OF PROPERTY PROGRESS PER MUNICIPALITY

Title deeds (Namakwa All)	Progress in Municipalities	Action
	Kamiesberg, Richtersveld, Nama Khoi and Karoo Hoogland Municipalities (Van De Wall)  Outstanding properties to be registered = 874	Complete before end of March 2022
	Hantam Municipality (Louw & Muller)  Outstanding Properties to be registered = 351	Complete before end of March 2022
Namdev 52 Richtersveld (30 properties cannot be register due to the fact that it is registered in the name of Gemeenskap van Richtersveld)	Richtersveld Port Nolloth Lydia Links Park 100  Registered = 72  Outstanding = 28	Van De Wall to complete before end of July 2021

### PROJECTSCOMPLETED

Calvinia 247 (Internal services)	<p>Progress report - 100% Done, currently on Retention value (R4 090 234.54)</p> <p>Water reticulation with stand pipes per erf 260 completed Sewerage reticulation - 260 completed Roads and storm water - 260 sites completed</p> <p>Budget - R16 730 043.10 Expenditure - R15 549 869.53</p> <p>79 Job opportunities created</p>	<p>This project was completed February 2021</p> <p>Currently under retention period</p>
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## 3.3 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)

The vision of the Municipal Health Services unit at Namakwa District Municipality is to present each and every community within the boundaries of the Namakwa district with a clean, healthy environment free from pollution and with good preventative measures to ensure low mortality, by performing the roles and functions as set out in the Health Act 61 of 2003. It includes the following:

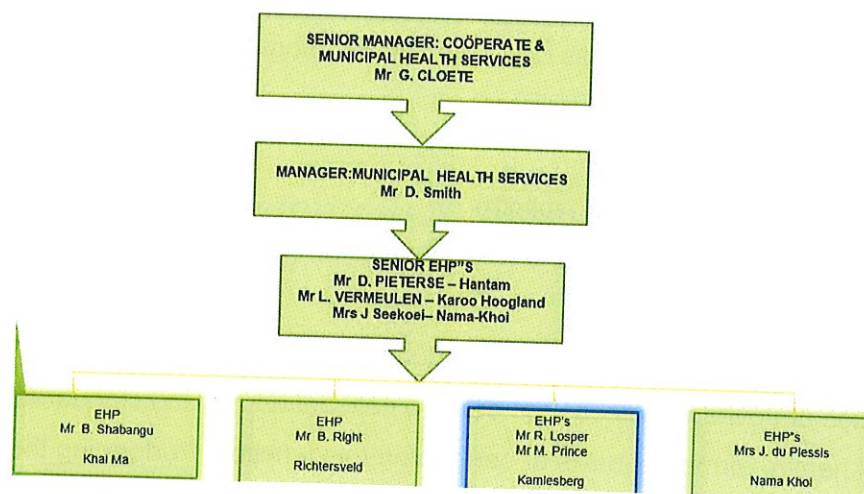
- ✓ Water Quality Monitoring
- ✓ Food Control
- ✓ Waste Management
- ✓ Surveillance and Prevention of Communicable Diseases
- ✓ Vector Control
- ✓ Safe and adequate sanitation
- ✓ Environmental Pollution Control
- ✓ Disposal of the dead
- ✓ Chemical Safety
- ✓ Hazardous Substances Control
- ✓ Tobacco Control
- ✓ Ensure clean air
- ✓ Health Care Waste Monitoring.

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

PROJECT 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	899
D185	Evaluate government premises and private entities	320	256
D186	Conduct health and hygiene initiatives as identified on the EH calendar	240	205
D187	Evaluate funeral homes, mortuaries and graveyards	96	55
D142	Environmental Management Initiatives	32	25
D188	Evaluate landfill sites	96	30
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>sampling depends on the availability of water (in the communities) in the B-municipalities</li> </ul>	1176	1123
D203	Submit and report the municipal health services strategic plans for air quality, waste management and climate change to council	3	3

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.

### **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.
- **Diarrhea** - 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**

#### **Introduction**

Section 24 of the Constitution provides for the right South African citizens to an environment, and therefore air, that is not harmful to their health and well-being. To ensure that this right is fulfilled, the South African Government promulgated the National Environmental Management: Air Quality Act, 2004 (Act 39 of 2004), which was further amended in 2014 and hereafter referred to as AQA. District Air Quality officials appointed in terms of section 14(3) of the National Environmental: Air Quality Act (Act 39 of 2004); to manage Air Quality within the District.

In terms of Air Quality Management Plans and Strategies, the District reported that –

Authority	AQMP in place (Yes/ No)	AQMP Status (Under development/ implementation/ review)	Successes/ Challenges
D.Smith & B. Shabangu	Yes	AQMP Under Review	

In terms of air quality by-laws, regulations, norms and standards, the district reported that–

Authority	Legislation / Regulation / By-Law	Status
D.Smith & B.Shabangu	By-Laws are still under review by relevant stakeholders.	Draft is distributed for inputs.

## Interventions

Air Quality short course was conducted to District Air Quality officials, by DEFF; with the aim of enhancing our Air Quality Management knowledge and to capacitate all the AQO's in terms of Air Quality Management. On the 18<sup>th</sup> of November 2019; Introduction to Air Quality Management course was attended in Pretoria. The following components were addressed:

- Introduction to Air Pollutants and their characteristics.
- Impacts of pollutants on receiving Environment.
- Emissions inventories.
- Mitigations of Emissions.
- Introduction to Air Quality Management, Legal framework and Section 21 Activities AEL's.
- Activities and Atmospheric Emission Licences (AEL).
- Air Quality and Meteorological monitoring.
- Air pollution meteorology.
- Air pollution modelling.
- Air Quality Management planning.

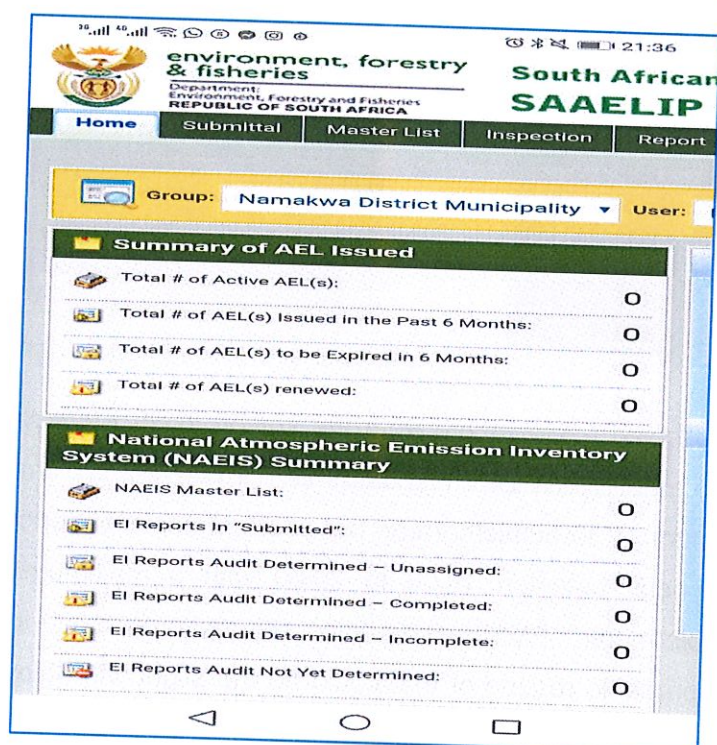
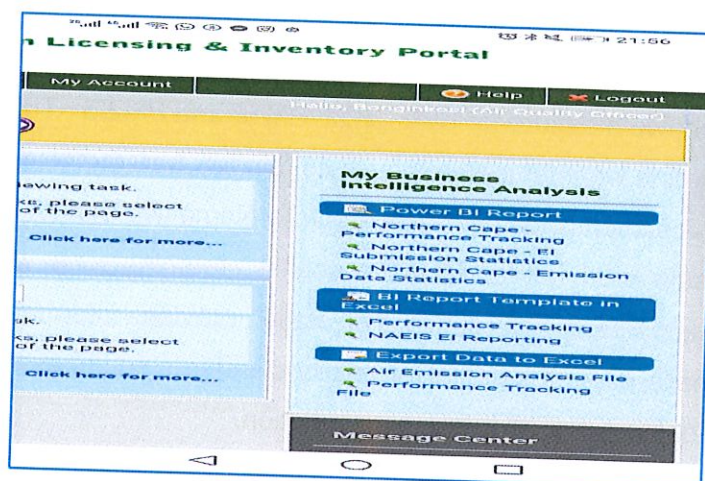
Provincial Air Quality Forum was also attended 06<sup>th</sup> of February 2020, which took place in Upington. The following were presented:

- Provincial/Municipal work plan 2020/2021.
- Updates on AQMP's, NAEIS & SNAEL.
- National framework 2017.

Training on SAAELIP (South African Atmospheric Emission Licensing & Inventory Portal); was also conducted on a same day. SAAELIP is an online portal for licensing Authorities in all spheres of government, to process, issue and manage Atmospheric Emission License (AEL); as well receive, track and manage emission inventory data.

SAAELIP training aimed at capacitating and equipping the District Air Quality Officers in processing of the AEL's; ever since it would be the function of the municipalities to issue AEL's from now onwards. All the Districts Air Quality Officers were given passwords and usernames to log into the portal for future processing and management of AEL applications.





**(Screenshots showing the Inventory portal that the AQO can log into and process AEL'S)**

*Air Quality Management in the District:*

In Springbok we have monitoring station that was put up on the 11<sup>th</sup> of December 2018. On the monitoring station; we measure for SO<sub>2</sub>, NO<sub>2</sub>, PM<sub>10</sub> and PM<sub>2.5</sub>. The monitoring station also gives data regarding weather patterns such as rain fall, barometric pressure, humidity and temperature. The station is located at the deck by Namakwa District Municipality; in which we think it is safe and it not too far from people's breathing zone; with an aim of measuring human exposure to air pollution. The station provides information important in order to assess compliance with ambient air quality standards and to assess impact of intervention strategies aimed at addressing air pollution.



*(Picture showing the monitoring station in Springbok)*

**Results:** Data is collected every month from the station itself. Particulate matter PM<sub>10</sub> in Springbok has been meeting the 24hr standards as per NAAQS of 75micrograms per cubic meter with a maximum of 30-50micrograms per cubic meter experienced between 7am to 8h30am and afternoons between 18:00 to 20:00 with a maximum of between 15-25 micrograms per cubic meter. PM<sub>10</sub> exceedance only occurred once in February between 21h30-22h00. The probable reason of that could be the slight wind blow occurring at night time; ever since Springbok is one of the dry areas.

Since the replacement of the new NO<sub>x</sub> and SO<sub>2</sub> sensors in November 2019, we had not acquired any data on the new sensors. The matter was brought under the provincial Air Quality officer's attention. They looking for means of getting the sensors fixed by the relevant consultants.

**Conclusion:** In terms of air quality information management, systems and monitoring, the district reported that –

Particulate matter 10(PM<sub>10</sub>) has been meeting the 24hour standard as per National Ambient Air Quality Standards of 75µg/m<sup>3</sup> and particulate matter (PM<sub>2.5</sub>) has been meeting the 24hour standard of National Ambient Air Quality Standards of 40µg/m<sup>3</sup> for the year 2020. No proper data has been collected for NO<sub>x</sub> and SO<sub>x</sub> due to faulty sensors. The monitoring station is currently out for repairs.



According to the current monitoring occurring in Springbok, the pollutants are meeting the ambient Air Quality Standards as per the NAAQS. We have not had any exceedances yet. It is therefore proven that the Air Quality status in the Namakwa region is safe for human health, animals and plant life.

## CLIMATE CHANGE

The Climate Change Officer was designated – Mr D. Smith. Vulnerability Assessment was done by Conservation South Africa (CSA) in conjunction with the district municipality. A Climate Change Response Plan flowed out of above-mentioned document.

The plan was developed through the Local Government Climate Change Support (LGCCS) program (<http://www.letsrespondtoolkit.org/>), with support from the Department of Environmental Affairs (DEA) and the Deutsche Gesellschaft für Internationale (GIZ).

Through this program key climate change vulnerability indicators were identified. These are indicators where Namakwa District Municipality may be at risk to the impacts of climate change.

A summary of the key vulnerability indicators is provided in Table 1 below.

Table 1: Key Vulnerability indicators for Namakwa District Municipality

No	Sector	Indicator Title	Exposure Answer	Sensitivity Answer	Adaptive Capacity Answer
1	Agriculture	Change in grain (maize, wheat & barley) production	Yes	High	Low
5	Agriculture	Change in viticulture (grapes) production	Yes	High	Low
6	Agriculture	Change in fruit production	Yes	High	Low
10	Agriculture	Increased risks to livestock	Yes	High	Low
12	Biodiversity and Environment	Loss of High Priority Biomes	Yes	High	Low
22	Human Health	Increased heat stress	Yes	High	Low
24	Human Health	Increased water borne and communicable diseases (e.g. typhoid fever, cholera & hepatitis)	Yes	High	Low
29	Human Settlements	Increased impacts on strategic infrastructure	Yes	High	Low
31	Human Settlements	Increased isolation of rural communities	Yes	High	Low
32	Human Settlements	Increased migration to urban and peri-urban areas	Yes	High	Low
33	Human Settlements	Decreased income from tourism	Yes	High	Low
34	Water	Decreased quality of drinking water	Yes	High	Low
35	Water	Decreased water quality in ecosystem due to increased concentrations of effluent and salt concentrations	Yes	High	Low
36	Water	Less water available for irrigation and drinking	Yes	High	Low
45	Coastal and Marine	Increased damage to property and loss of land from sea level rise	Yes	High	Low
46	Coastal and Marine	Impact on Marine, Coastal and Estuary Ecosystems	Yes	High	Low

Based on the key indicators identified in the table above, a range of interventions were identified to respond to the priority indicators. These responses are listed in Section **Error! Reference source not found. Error! Reference source not found.** of the plan.

There are also 7 adaptation projects on-going in the which is funded by the Small Grants Facility. Each of these projects are ± an average of R 1 000 000.

## **WASTE MANAGEMENT**

### ***Background***

Section 24 of the Constitution Act 108 of 1996 stipulate that “everyone has the right to the environment that is not harmful to their health or well-being and to have the environment protected through reasonable legislative measures”

Poor waste management practices in Namakwa may be attributable to limited resources and lack of knowledge, and this may have a detrimental impact on environment as well as human health or well-being. Namakwa is experiencing severe constraints in terms of the availability of landfill site space, as well as challenges in operating landfills in a manner that is compliant with licensing conditions.

### **Legislative Framework**

The Constitution of the Republic of South Africa (Act 108 of 1996) sets out the environmental mandate as well as the different roles and responsibilities of different spheres of government.

Integrated Waste Management Planning is a basic requirement of all waste management activities in terms of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2008). The IWMP should be reviewed every five years in line with the IDP according to the Waste Act and Namakwa IWMP review process was due in April 2020. Due to unforeseen circumstances of the Covid-19 pandemic, the process was delayed. The review of IWMP will be conducted at the beginning of March 2021, starting with Karoo Hoogland and Hantam.

Waste legislation is influenced and informed by the elements of the waste hierarchy, which dictates the overall strategic approach for waste management. The waste hierarchy is also clearly visible in the NWMS for South Africa (DEA 2012a)

Section 13(3) of the Waste Act requires that annual performance reports prepared in terms of section 46 of the Municipal Systems Act.



Section 10 of the Waste Act stipulates designation of Waste Management Officers.

### **Continuous Development**

#### *Waste Management Forum*

The quarterly Waste Management Forum is integrated into the Environmental Health Forum to form a holistic approach and promote sharing of credible waste management information. The integrated forum serves as the platform for all B Municipalities and other role players to give waste status quo of their respective municipal areas, with the aim to reach collective possible solutions.

#### *IWMP Workshop*

Namakwa District Municipality in conjunction with DEFF and DENC embarked on a two day information session/training on 21 and 22 October 2020 on Integrated Waste Management Plan, with the ultimate goal to capacitate B municipalities on the development, review process and implementation of IWMP.

#### *Way Forward of IWMP Workshop*

- Municipalities are required to develop an Integrated Waste Management Plan, to have this plan approved by the relevant provincial MEC and integrated with the Integrated Development Plan- Road Show to be done to assist municipalities in March 2021.
- Municipalities need to report on their IWMP's at district forums
- Designations of Waste Management Officers is critical at municipal level, thus municipalities that does not have any WMO, should designate as soon as possible. There is a guideline on designation, Section 10 of Waste Act
- SAWIS –It is required from municipalities to report on the system. Training will be held by DEFF at all B municipalities.
- Timelines – Support to municipalities on road shows, dates to be communicated
- Support to municipalities – Province – technical support, National – financial support as well as technical and YCOP officials for their employment duration, District – technical support from WMO
- Legal Service support for IWMP review – assistance from SALGA and COGHSTA

#### *Namakwa Waste Management Challenges*

- Waste Management is not prioritised in some municipal IDP and budgeting. And this has a negative impact in realising the waste hierarchy which promotes waste prevention, Reuse, Recycling and disposal as the last resort.
- Poor management of landfill sites as there is no access control and relevant signs are not displayed.
- Lack of by-law enforcement to hold culprits of illegal dumping accountable

- Landfill sites are running out of space as there are limited activities of recycling in the Namakwa region due to various factors such as distance and lack of resources.
- Lack of sustainable waste management projects
- Minimal support for waste pickers
- Lack of financial resources for waste pickers to transport recyclables

### *Progressive Interventions*

Awareness and clean up campaigns are conducted across the communities and schools of the Namakwa region. These programs are conducted in conjunction with other relevant stakeholders to forge partnership, with ultimate goal to change attitude and behaviour towards waste management practices.

Thuma Mina Good Green Deeds project was established through the National Department of Environmental, Forestry and Fisheries (DEFF) to capacitate the B municipalities in terms waste management personnel (Youth Community Outreach Programme) and Youth Environmental Coordinator. Through this project each B municipality have 22 YCOPS and that includes one Youth Environmental Coordinator to lead the YCOPS.

Functions of YCOPS includes:

- Environmental education and awareness
- Clean up campaigns
- Support to DEFF and Municipality
- Dissemination of information to schools and libraries

Municipal Cleaning and Greening Project which seek to identify hotspots and greening through cleaning and planting trees. The project is on the final stages where 60 people will be employed in each B municipality.

Source to Sea project is also established through the National Department of Environmental, Forestry and Fisheries to assist B municipalities pertaining to Waste Management in Namakwa. The project is on the pipeline to identify 33 participants who will mainly focus on cleaning the sea and rehabilitation of wetlands.

All the waste pickers are being identified in the Namakwa through DEFF for a once off grant relief.



## **Other Municipal Interventions**

Hot spots are identified by Environmental Health Practitioner and special reports are communicated to the Municipal and Technical Manager. Clean up of hot spots is done by the municipality after receiving reports pertaining to illegal dumping.

Local projects such as Ubuntubakho, CWP and WESSA assist the municipality in cleaning up the reported hot spots.

Awareness campaigns are being done in the district. The main aim is to create awareness with regards to the effective management of household waste and also educate target groups on the importance of general hygiene.

## **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.

### **3.4 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**

As a rural district with a fairly large area under community areas, we need to identify new areas for development. The Department of Rural Development and Land Reform is the most appropriate partner for the Namakwa District Municipality to achieve its development goals.

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).

A meeting was held with the developer who developed the land on the Namibian side of the Orange River. The following outcomes emerged from the meeting as a starting point for developing Goodhouse irrigation:

- Ownership of the land
- Water rights
- Community participation
- Funding

The Namakwa DM in collaboration with the Nama Khô Municipality has collected the information on the above items and should therefore participate in another meeting with the potential developer to begin the Goodhouse irrigation process.

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.

An agreement was reached between the community of Goodhouse and a Developer (Black Tiger Agriculture) to commence with development of 300Ha of the land available. The Developer did a presentation to the council of Nama Khoi Municipality for approval and availing the land to commence the project. The council took a resolution to support the project. The Community of Steinkopf had a different developer (Kartsten Farming) in mind and had a session with them to discuss the possible partnership but was indicated to the

community if land and water rights are not secured, they do not see a reason to invest within Goodhouse.

## **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.



## **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.

## **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.

Currently, the Namakwa DM is in the process of establishing a business database of all business in the district and from time to time communicating with this business to indicate changes in legislation and also to advise business to spend on local products and encourage services to the growth of the Namakwa economy.

Together with the Nama Khoi Municipality, the Namakwa DM took particular consideration to develop an industrial park within the industrial side of Springbok. The land identification process was concluded after meeting with COEGA consultants from NCEDA to design a concept and do further planning in the specific area. This particular park will lead to more job

creation on a temporary and permanent basis as well as to ensure sustainable economic growth. Namakwa District Municipality and the Department of Economic Development are currently struggling that Nama Khoi Municipality has not forwarded information they needed to complete the feasible study. It was also that the council of Nama Khoi Municipality has taken a different route to sell the property.

The Department of Economic Development has indicated that they had partnered with NEF (National Empowerment Fund) to provide small business with a Blend fund to support businesses to start up or to grow their individual business. Thus, meant that the previous grant provided by the Department of Economic Development do not exist anymore.

Notice was received from the Department of Economic Development regarding approval of business plans submitted by the Namakwa District Municipality currently out of the two plans submitted one plan ("Removal of prosopis trees Brandvlei"). Funds have already been received but due to "Lockdown" this process could not be implemented yet.

The Removal of prosopis project was completed at the end of March 2021. A new Business plan was submitted to the Department of Economic Development for approval of a similar project in the town of Goodhouse.

### **3.5 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 2020/2021		
	Employees	Posts	Vacant
Manager Maintenance and Household Services	1	1	0
Maintenance and Fleet management	2	2	0
Archives	2	2	0
Household Services	5	8	3
Front Office	2	2	0
Information Technology	1	1	0

## ARCHIVES

The past financial year was very challenging. Planning to assist local municipalities had to be constantly postponed until it was cancelled for the financial year. Zoom meetings were held and we could stay in touch with the Records forum to address challenges in the region.



Mrs. Anna Strauss has achieved 40 years of service at Namakwa District Municipality with many years of experience in the records department. She is passionate about her work, and we are privileged to have someone who makes a great contribution to support local municipalities regarding records management.

## MAINTENANCE OF COUNCIL PROPERTIES

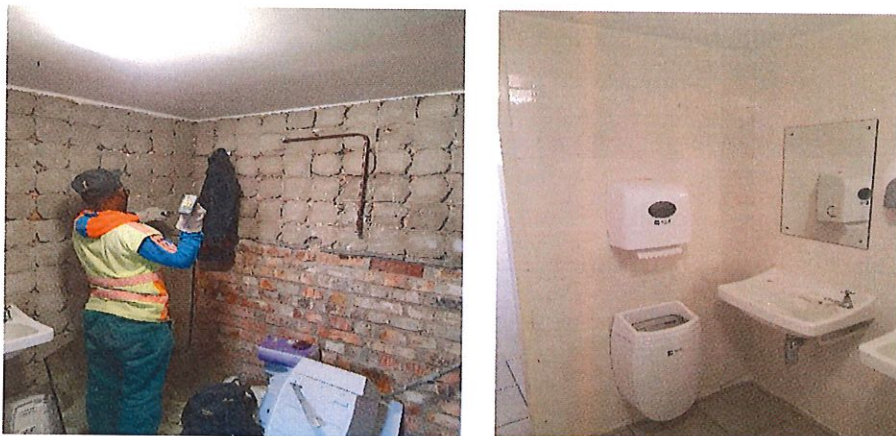
Maintenance is a KPI in the municipality that must be complied with. Council is in possession of various properties which are utilised for offices and residential purposes and are



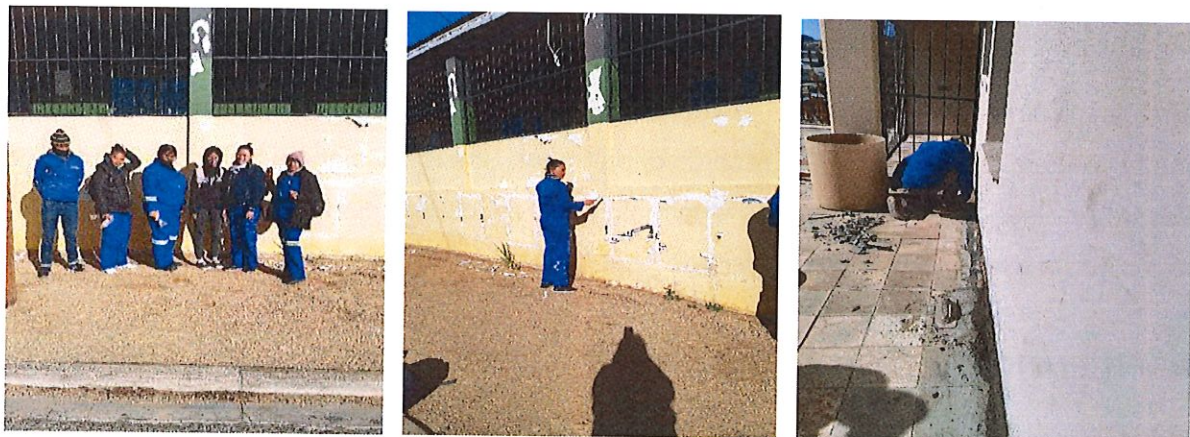
maintained on a continuous basis. All Council properties are occupied. The operational and Capital budget for maintenance was spent in full.



We are currently transforming this recreation building into a multi-purpose center to be use as an office, committee room and sometimes as a recreation hall when needed.



We are proactive with maintenance and high-quality work increase the value of our buildings.



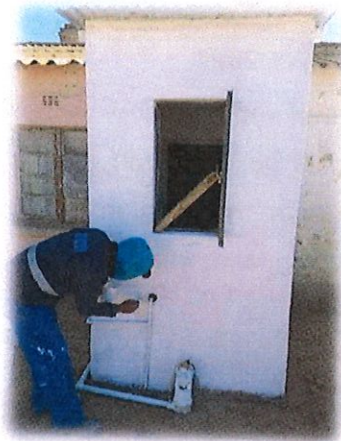
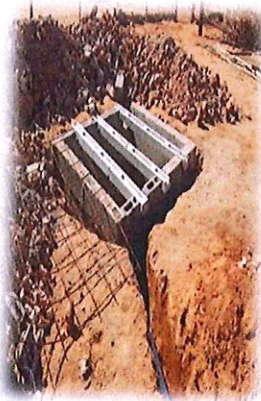
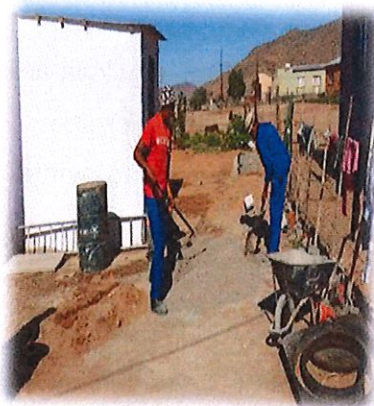


During maintenance/ renovations of council properties, community members have been employed on the EPWP principles. We were fortunate enough to utilise our LGSETA students to do their practical studies while maintaining our properties.

### 3.6 MAYORAL PROGRAMMES

#### MANDELA DAY 2021

During the Mandela Month we embarked on the following programmes: We handed over mattresses and bedding to one of the quarantine sites (Nababeep Hospital) in collaboration with other stakeholders (KHAI-MA Municipality).



*Hondeklip Bay*

*Buffelsrivier*

The office of the Executive Mayor had handover toilets in different towns Buffelsrivier and Hondeklipbay for unprivileged families.

The district additionally decided to dedicate the month of July to Nelson Mandela, due to the difficult time (COVID- 19 Pandemic) our people are going through.

**Achieved:** Although we could not plan big events, we still provided in the need of the quarantine sites and in the need of the disadvantage households.

**Challenges:** We did not have a budget to provide in the need of all quarantine sites in the district and also for the building of toilets indoors especially eldest and disable people.

### **WOMENSDAY AUGUST 2020**

The Executive Mayor in collaboration with MEC of Sports, Arts and Culture joined hands in women's month to improve the living conditions of a disabled resident of Loeriesfontein.



*Handover lounge set*



*handover blankets*



*Handed over snack packs kids (nursery school)*

**Achieved:** We were able to fulfil the women's desire because she had lived in a very small informal structure for years.

**Challenges:** We could only support one household due to budget constraint.

### **HERITAGE DAY 2020**

During Heritage month, DSAC with NDM reached out to various artists in the Namakwa area including uncle Dollie Fortuin, he is a guitar player, Uncle Jimmy Newman, a saxophone player, to capture the talent in Namakwa on a video clip. The purpose of this was to embrace the culture of our Namakwa people. A heritage film was also launched.

**Achieved:** We were able to reach out to the local artists of the early 60's who knows the heartbeat of the Namakwa people. They were so impressed because they thought their talent were forgotten.

**Challenges:** Our local artists did not receive the necessary financial support because our municipalities do not have a budget for that purpose.

### **International World Aids Day and ARV Party**

World Aids Day took place in Kamiesberg (Garies) in collaboration with Kamiesberg municipality and the Civil Society Sector. It was a successful event due to the impact of COVID 19. All relevant stakeholders were part and parcel to the success of this event.



**Achieved:** We could reach more than enough community members to make them aware of the precautions of COVID 19 and HIV/AIDS.

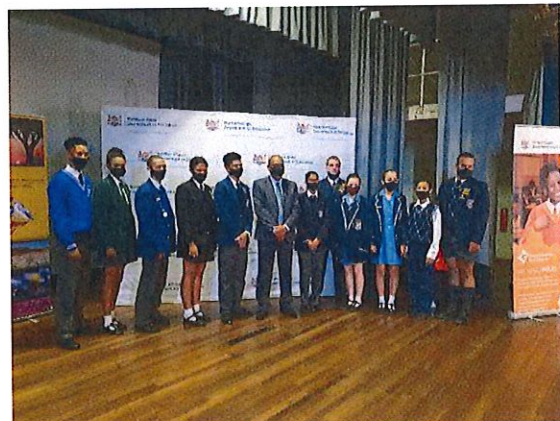
**Challenges:** According to statistics, Kamiesberg municipal area is a hotspot concerning to HIV/AIDS. We do not have enough resources to reduce the numbers of HIV/AIDS.

## **BACK TO SCHOOL PROGRAMMES**

Every year the office of the executive Mayor support first year tertiary students with registration fees. This year the office supported 50 learners. Some of them with vouchers for school uniforms, school stationery and registry fees. It's still a challenge to support all the students and learners in the district due to budget constraint.

The Office also awarded the top 3 schools and the top 10 grade 11 learners in the district. This year the top 3 schools in the district were as follow:

- Calvinia High (Hantam)
- HSN (Nama Khoi)
- Kharkams High (Kamiesberg)

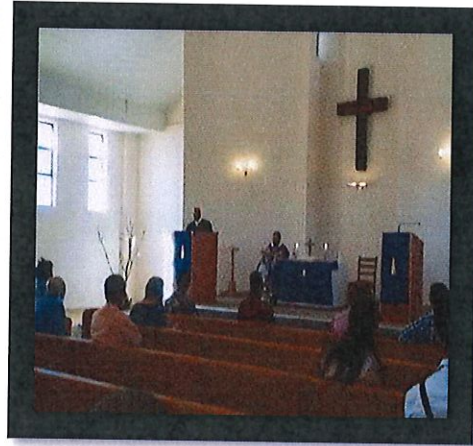


**Achieved:** We were able to support 50 plus learners and students in the Namakwa area.

**Challenges:** We could not support all the applicants due to our budget.

## **HUMAN RIGHT DAY**

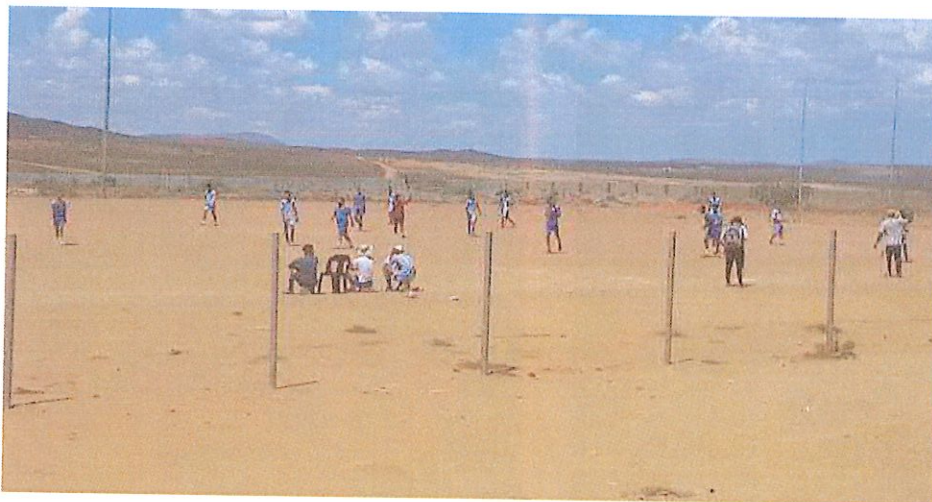
Due to the impact of COVID 19 on gatherings the office attended a church service on Human Right's Day. We visited the VGK church at Steinkopf where the Speaker of the Namakwa District Municipality delivered a message of support to the community/church members. We also had a reconciliation programme (Soccer tournament) at Steinkopf Sportsground on the 22 March 2021 which was part of our Human Rights programmes.



*Attending Church Services*

**Achieved:** We were able to make the community aware of their rights and to spread the message throughout the members of the church.

**Challenges:** Due to COVID 19 we could not gathered in a crowd.



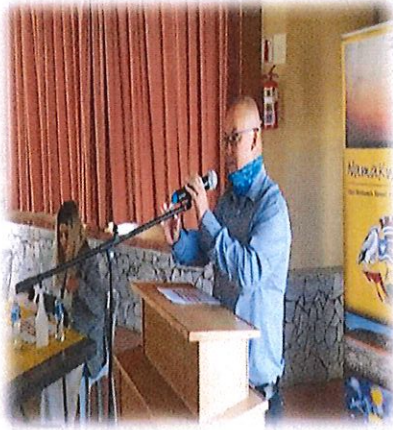
*Soccer tournament ( Reconcilliation program in collaboration with DSAC)*

*MARCH 2021*

## **FREEDOM DAY 2021**

The Freedom Day programme was held in Lekkersing and Eksteenfontein (Richtersveld Municipality area). The programme was very successful and communities of both places attended the programmes very well.





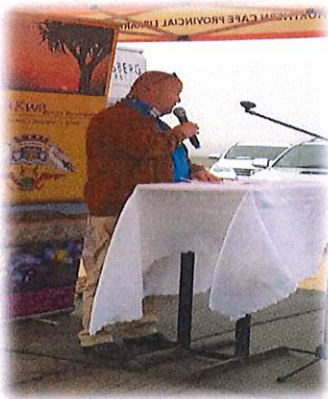
*The Executive Mayor deliver his message for Freedom Day.*



*Community of lekkersing listen to local artist*

## **Youth Day 2021 - Hondeklipbay.**

Youth Day was held in collaboration with DSAC and Kamiesberg municipality in Hondeklipbay. Due to the COVID 19 regulations it was an outside event and communities attended the event. The youth had participated in all the programmes of the day and they appreciated the fact that the district reaches out to them on this historical day.



*The Executive Mayor deliver his message of support to the youth in Hondeklipbaai.*

**Achieved:** We were able to reach a big crowd of the community (youth) due of an open venue.

**Challenges:** We did not have the funds to take more programmes to the remote areas in the Namakwa for our youth, like youth development programmes. We do not have a youth desk in municipalities.

**CLOSING REMARKS:**

This annual report reflects the impact of COVID19. Most of our programmes could not take place due to the limitation of the lockdown regulations which did not allow gatherings of fifty or more people. It also presents an opportunity to us to look at the way we do things differently and start to adopt the “new normal”.



# 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

Mr CJ Fortuin is our current Municipal Manager until September 2022.

#### 4.1 EMPLOYEE TOTALS TURNOVERS AND VACANCIES

Description	Approved Posts	Employees	Vacancies	Vacancies
	No.	No.	No.	%
Political Office	10	10	0	0%
Office of the Municipal Manager	11	11	0	0%
Economic Development & Planning	16	15	1	6.25%
Corporate & Municipal Health Services	45	39	6	13.33%
Budget & Treasury	11	10	1	9.09%
Totals	93	85	8	8.60%

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	0	0,00
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 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



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.	%
Civil Technician	1	0	0,00
Total	10	0	0,00

Turn-over Rate			
Details	Total Appointments as of beginning of Financial Year	Terminations during the Financial Year	Turn-over Rate*
	No.	No.	
2016/2017	84	9	11%
2017/2018	84	17	20%
2018/2019	87	10	12%
2019/2020	86	6	7%
2020/2021	88	6	6.81%

The Civil Technician Intern's contract expired, Senior Environmental Health Practitioner retired, SCM Practitioner and Finance Interns resigned, Watchman was dismissed and Radio Control Officer went on medical disability.

## 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 together with the IDP and Budget.

A Wellness Committee was established to deal with employee wellness. The committee has an annual plan whereby activities is scheduled for every month at both offices. All employees are participating in these wellness programs at least twice a year.



## 4.2 POLICIES

HR Policies and Plans				
	Name of Policy	Completed	Reviewed	Date adopted/reviewed by council or comment on 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

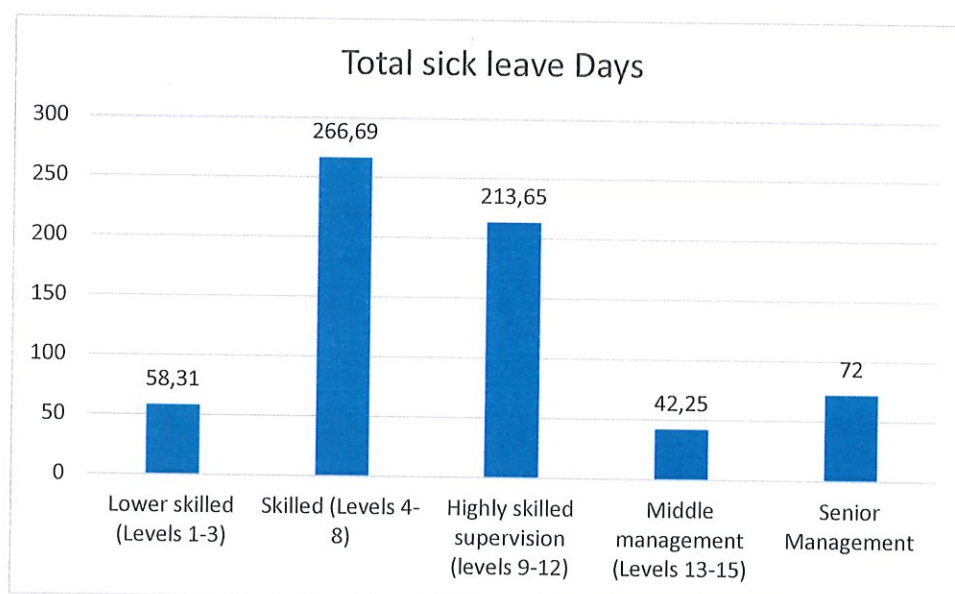
Council reviewed its policies on 29 June 2021 for implementation for the 2020/2021 financial year.

## 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	2.5	1	1.14%	0.03	4 084.44
Temporary total disablement	0	0	0	0	0
Permanent disablement	0	0	0	0	0
Fatal	0	0	0	0	0
Total	2.5	1	1.14%	0.03	4 084.44

We had no incidents of injury on duty 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)	58.31	6	24 685.39
Skilled (Levels 4-8)	266.69	22	163 992.32
Highly skilled supervision (levels 9-12)	213.65	26	246 049.48
Middle management (Levels 13-15)	42.25	6	84 611.66
Senior Management	72	2	170 065.20
Total	652.9	62	689 404.05



The employees in the skilled levels had the sickest leave and highly skilled levels the second most high. Middle management had the least sick leave days. Senior management had the third most high sick leave days due to one person being Covid-19 positive. The evidence for sick leave applications is kept on personnel file of the employees.

Three employees were suspended during the 2020/2021 financial year. The NDM had no disciplinary action against employees for financial misconduct.



## 4.4 PERFORMANCE REWARDS

The Municipality has not paid any performance reward to any employee. Performance agreements and plans are signed with senior managers only.

## COMPONENT C: CAPACITATING THE MUNICIPAL WORKFORCE

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

The Namakwa District Skills Development Forum (SDF) meets on a quarterly basis. It was not possible to meet on a regular basis due to lockdown and the availability of municipal members. The following programs are funded and approved by the CETA:

Project Name	Duration	Adults		Youth		Differently abled		Total
		Female	Male	Female	Male	Female	Male	
Learnership: Supervision Processes	1 year	0	0	16	4	0	0	20
Learnership: Health & Safety	1 year	0	0	16	4	0	0	20
Learnership Roadworks	1 year	0	0	9	11	0	1	21
Apprenticeship Electrical/Plumbing	3 years	0	1	4	11	0	0	16
Apprenticeship Bricklayer	3 years	0	0	4	9	0	0	13
Apprenticeship Carpenter	3 years	0	0	5	4	0	0	9
Apprenticeship Plasterer	3 years	0	0	3	6	0	0	9
Apprenticeship Electrician	3 years	0	0	4	8	0	0	12
Apprenticeship Painter	3 years	0	0	7	2	0	0	9
TOTAL								129

## 4.5 SKILLS DEVELOPMENT AND TRAINING

Training was presented to employees and councillors for the financial year. The following indicates the numbers and in which categories:

Skills Matrix					
Number of employees trained during 2020/2021 financial year					
Management level	Gender	Learnerships	Skills programs & other short courses	Other training	Total
Legislators	Female		1		1
	Male		1		1
Managers	Female				
	Male		1		1



Skills Matrix					
Number of employees trained during 2020/2021 financial year					
Management level	Gender	Learnerships	Skills programs & other short courses	Other training	Total
Professionals	Female		6		6
	Male		3		3
Community & Personal Service Workers	Female				
	Male				0
Clerical & Administrative Workers	Female		4		4
	Male		1		1
Elementary Workers	Female				
	Male		1		1
Sub total	Female		11		11
	Male		7		7
Total			18		18

The municipality spent R 276 333 of its training budget of R 300 000 during the financial year.

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	Remaining Unit Standards
Municipal Manager	on/after 26 Oct 2018	NQF Level 9 - Master's Degree or higher	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
Senior Manager Economic Development & Planning	before 3 Feb 2017	NQF Level 9 - Master's Degree or higher	7 years and more	15 Unit Standards needed	15	0
CFO	before 3 Feb 2017	NQF Level 7 - Bachelor Degree (min 360 credits)	7 years and more	20 Unit Standards needed	9	11
Manager Finance	before 3 Feb 2017	NQF Level 6 - National Diploma (min 240 credits)	7 years and more	15 Unit Standards needed	11	4
SCM Official	on/after 26 Oct 2018	NQF Level 7 - Bachelor Degree (min 360 credits)	2 years and more	16 Unit Standards needed	13	3
Accountant	before 3 Feb 2017	NQF Level 7 - Bachelor Degree (min 360 credits)	7 years and more	15 Unit Standards needed	11	4

A new SCM Official and senior manager has been appointed. The SCM Official must still complete a few outstanding modules and the new senior manager must complete all 15 modules.



## **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 looking at ways of reducing its employee related costs.

### **4.6 EMPLOYEE EXPENDITURE**

The Employee related cost increased with 6.25% due to annual increase.

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.

### **4.7 DISCLOSURE OF FINANCIAL INTEREST**

All employees and Councillors disclosed their financial interests as determined by the Municipal Systems Act, Act 32 of 2000. The information is available at the head office in Springbok.

# APPENDICES

## APPENDIX A: COUNCILLORS COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

Municipality/Council	Council Member	Full Time/Part Time + committee	Attendance
Namakwa District Municipality	Mr Mervin Cloete	Full Time Executive Mayor	4
Nama Khoi Municipality	Ms Ms Gillian Pieters	Part Time Acting Speaker	4
Namakwa District Municipality	Ms Helen Jack	Part Time Municipal Health Services Health and Safety	4
Namakwa District Municipality	Mr Cyril Warne	Part Time Cooperative Services	4
Namakwa District Municipality	Ms Anna Beukes	Part Time Budget & Treasury	4
Hantam Municipality	Ms Geraldine Gous	Part Time Economic Development MPAC	2
Namakwa District Municipality	Ms Alinda Beukes	Part Time Economic Development0	4
Nama-Khoi Municipality	Mr Charles Coetzee	Part Time Budget & Treasury	3
Nama-Khoi Municipality	Mr Gert Coetzee	Part Time Municipal Health Services MPAC	4
Nama-Khoi Municipality	Ms Zuie De Jongh	Part Time Economic Development	3
Karoo-Hoogland Municipality	Mr Jeremia Davids	Part Time Cooperative Services	3
Richtersveld Municipality	Mr Willem Links	Part Time Economic Development Committee	4
Richtersveld Municipality	Ms Annelize Minnies	Part-Time Cooperative Services	4
Khai-Ma Municipality	Ms Estella Cloete	Part-Time MPAC	3
Namakwa District Municipality	Mr. Francois Farao	Part Time Health and Safety	4



## APPENDIX B: COMMITTEES AND COMMITTEE PURPOSES

Committees (other than Mayoral/Executive Committee) and purposes			
Committee	Purpose	Council Members	Attendance
Budget and Treasury	To deal with finance matters	Chairperson: Executive Mayor M Cloete	3
		Other members: C Coetzee;	3
		A Beukes	4
Economic Development	Economic Development planning and Infrastructure development issues	Chairperson: W Links	4
		Other members: AW Beukes;	2
		G Gous;	3
		ZP de Jongh	3
Municipal Health	The primary purpose of the committee is to handle reports from environmental health.	Chairperson: H Jack	4
		Other members: AW Beukes;	2
		G Coetzee	4
Cooperative Services	To deal with Council Policies & Human Resource matters, including Municipal Health Services	Chairperson: J Davids	4
		Other members: A Minnies;	2
		C Warne	4
MPAC	Ensure political insights over financial & performance information.	Chairperson: E Cloete	4
		Other members: G Gous;	4
		G Coetzee	4
Health and Safety	The purpose of the Namakwa District Municipality Safety Committee is to work cooperatively with the employer in identifying and resolving safety and health issues in support of a planned occupational safety and health program and to prevent occupational injuries and diseases in the workplace.	Chairperson: H Jack	0
		Other members: F Faroa	0
Mayoral Committee	The primary purpose of the committee is to handle reports of all the committees. Recommendations are made to the board for approval or disapproval.	Chairperson: M Cloete	4
		Other members: H Jack	4
		J Davids	3
		W Links	3



## APPENDIX C: THIRD TIER ADMINISTRATIVE STRUCTURE

### Tier 1.....



**Mr Christiaan Fortuin**

**Municipal Manager**

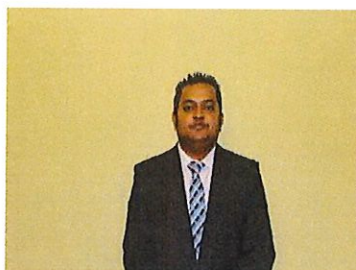
**Section 54A**

**Fixed Term Contract**

**Function:**

- ✓ Provide financial services to ensure financial viability, compliance and reporting.
- ✓ Provide development, community and strategic support services.
- ✓ Provide integrated municipal planning, capacity building of local municipalities in the district and corporate services to ensure adequate support of organizational processes.
- ✓ Maximize the delivery of municipal facilities, infrastructure and other services to local municipalities in the district.
- ✓ Promote a safe and healthy environment.
- ✓ Provide an independent assessment of the adequacy and effectiveness of financial control.
- ✓ 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.
- ✓ Provide comprehensive communication, customer care and public / intergovernmental relations services

### Tier 2.....



**Chief Financial Officer**

**Mr. R Datadin**

**Section 56**

**Permanent**

**Function:**

- ✓ Compile the operating and capital budgets and control expenditure.
- ✓ Responsible for statutory reporting processes.
- ✓ Manage and control the implementation of budget policies, systems and procedures and financial statement processes to ensure legislative compliance and sound financial management practices.



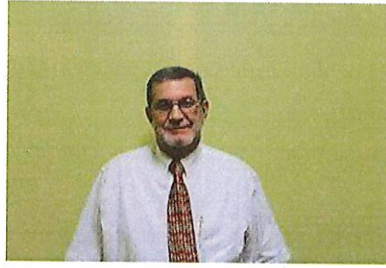
- ✓ Administer budgeting processes, compilation and reporting, compliance and overall budget control, monitoring, reconciliations and control accounting procedures.
- ✓ Implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance.
- ✓ Ensure the recording, authorisation and proper execution of expenditure systems, procedures and transactions.
- ✓ Manage supply chain management processes and procedures and ensure legal compliance.
- ✓ Manage the Municipality's assets, insurance portfolio, cash flow and investments.
- ✓ Develop relevant financial policies in accordance with statutory reporting, legislative and accounting requirements.



**SENIOR MANAGER: CORPORATE & MUNICIPAL HEALTH SERVICES**  
**Mr. G.E. Cloete**  
**Section 56**  
**Permanent**

**Function:**

- ✓ Render administrative support services.
- ✓ Render human resources management and support services to the Municipality that will sustain the optimum utilization of the Municipality's human capital.
- ✓ Provide council/committee and auxiliary services (information communication technology, reception and cleaning and registry and archive services).
- ✓ 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.
- ✓ Render property administrative maintenance functions and manage the Municipality's fleet.
- ✓ Develop and co-ordinate the IDP process and maintain and monitor the institutional performance management system (PMS) and SDBIP of the Municipality.
- ✓ Support high level strategic and operational interfaces and activities (development and maintenance of by-laws and policies, etc.).
- ✓ Render municipal health services in terms of the National Health Act, 2003 and appropriate Regulations, Norms and Standards.



#### **SENIOR MANAGER: ECONOMIC DEVELOPMENT & PLANNING**

**Mr. J.T. Loubser**

**Section 56**

**Permanent**

✓ **Function:**

- ✓ Provide administrative support to the joint Municipal Planning Tribunal established in terms of the Spatial Planning & Land Use Management Act, 2013 and Regulations.
- ✓ Plan and develop a coherent and integrated framework for local economic development.
- ✓ Develop local tourism strategies (marketing and development) and promote local tourism for the area of the District Municipality.
- ✓ Provide institutional capacity to promote and implement LED programs and SMME development.
- ✓ Manage the coordination and implementation of infrastructure and grant funded projects (MIG, EPWP, equitable share, etc.).
- ✓ Manage the planning, design, implementation and maintenance of municipal services and facilities/resources.
- ✓ Render disaster management services in accordance with relevant legislation and plans.
- ✓ Develop and co-ordinate the IDP process and maintain and monitor the institutional performance management system (PMS) and SDBIP of the Municipality.
- ✓ Identifies, defines and implements the immediate and short-term strategic objectives and plans associated with environmental and biodiversity management.

#### **SENIOR MANAGER: MUNICIPAL SUPPORT**

**Mr. H Niehaus**

**Section 56**

**Permanent**

**Functions:**

- ✓ Institutional support.
- ✓ Asset Management.
- ✓ Accounting and audit support.
- ✓ Budget and Income Management
- ✓ Strategic Financial Management
- ✓ SDBIP & Performance Management
- ✓ Risk and Compliance Management



### Tier 3 .....

Third Tier Structure	
Directorate	Director/Manager/Head
Office of Municipal Manager	Internal Audit: Mrs Veronica Cloete Communication Officer; IGR: Ms Jodine Cloete Working for Water: Mr. Joseph Cloete Special Programmes: Ms Cathleen Boois
Finance	Expenditure: Mrs Colleen Jantjies Asset Management: Mr Colwin Brown Supply Chain Management: Mrs Lizelle Richards Revenue: Mrs Colleen Jantjies
Corporate & Municipal Services	Human Resources: Mr Stanley Makeza Municipal Health Services: Mr Denver Smith Maintenance and Household Services: Ms Bettie Bezuidenhout
Infrastructure Services	Council Support Unit: Mrs Jolene Faro Disaster Incident, Fire and Safety: Mr's Leon Vermeulen & Neels Nero Local Economic Development: Mr Shaun Abrahams Planning, IDP and PMS: Mrs's Gerda Bezuidenhout & Sandra Baartman PMU & Infrastructure: Mr Immanuel Smith Tourism: Ms Pearl Heyn Housing: Mr Joseph Cloete
Municipal Support:	Risk and Compliance: Mrs. Beatrice Hagglund Skills Development: Ms. Jenavive Rooi

