

DRAFT ANNUAL REPORT 2021/2022



VAN RIEBEECK STREET
SPRINGBOK
8240

PHONE: 027 712 8000
EMAIL: INFO@NAMAKWA-DM.GOV.ZA

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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.

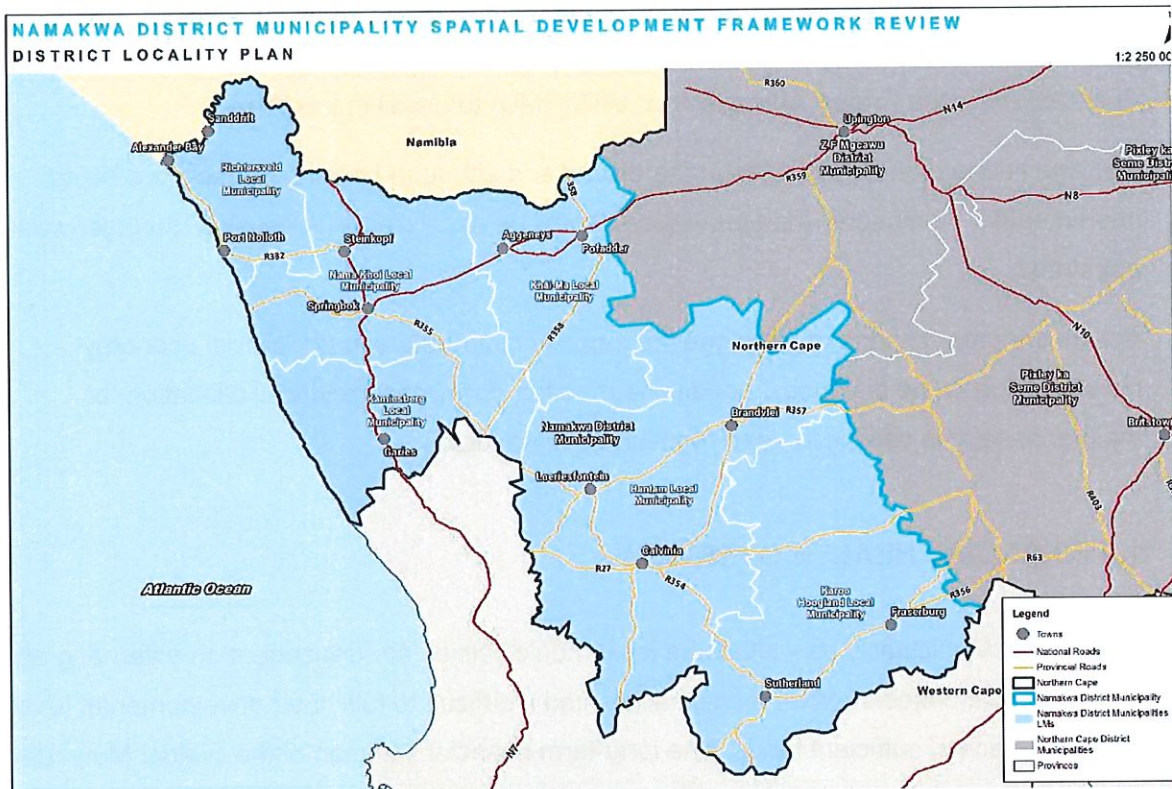
The diamonds represent the natural earthly resources and rich minerals in the region. The arms bearers are 'Dwergvalkies' of the Hantam region, and also appeared on the previous Hantam District Council coat of arms.

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 “! Igǀi/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

Since the local government elections in 2021, the Namakwa District Council now consists of 19 Councillors.

1.6 STATUARY ANNUAL REPORT PROCESS

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

The content of an annual report 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.

CHAPTER 02: GOVERNANCE

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

In terms of Section 151(3) of the Constitution, 1996, each municipality has the right to govern, on its own initiative, the local government affairs of its community, subject to national and provincial legislation.

2.1 POLITICAL GOVERNANCE

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

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

The Municipality has the following portfolio committees:

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

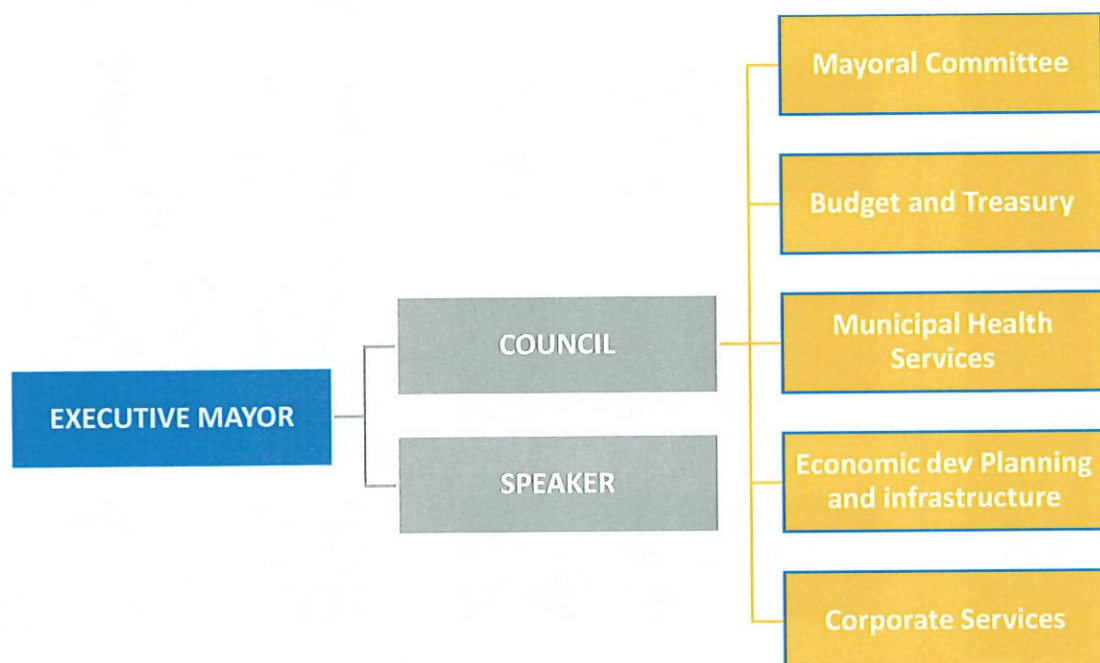
The portfolio committees have no powers and may only make recommendations to the mayoral committee.

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

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

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

2.1.1 GOVERNANCE MODEL

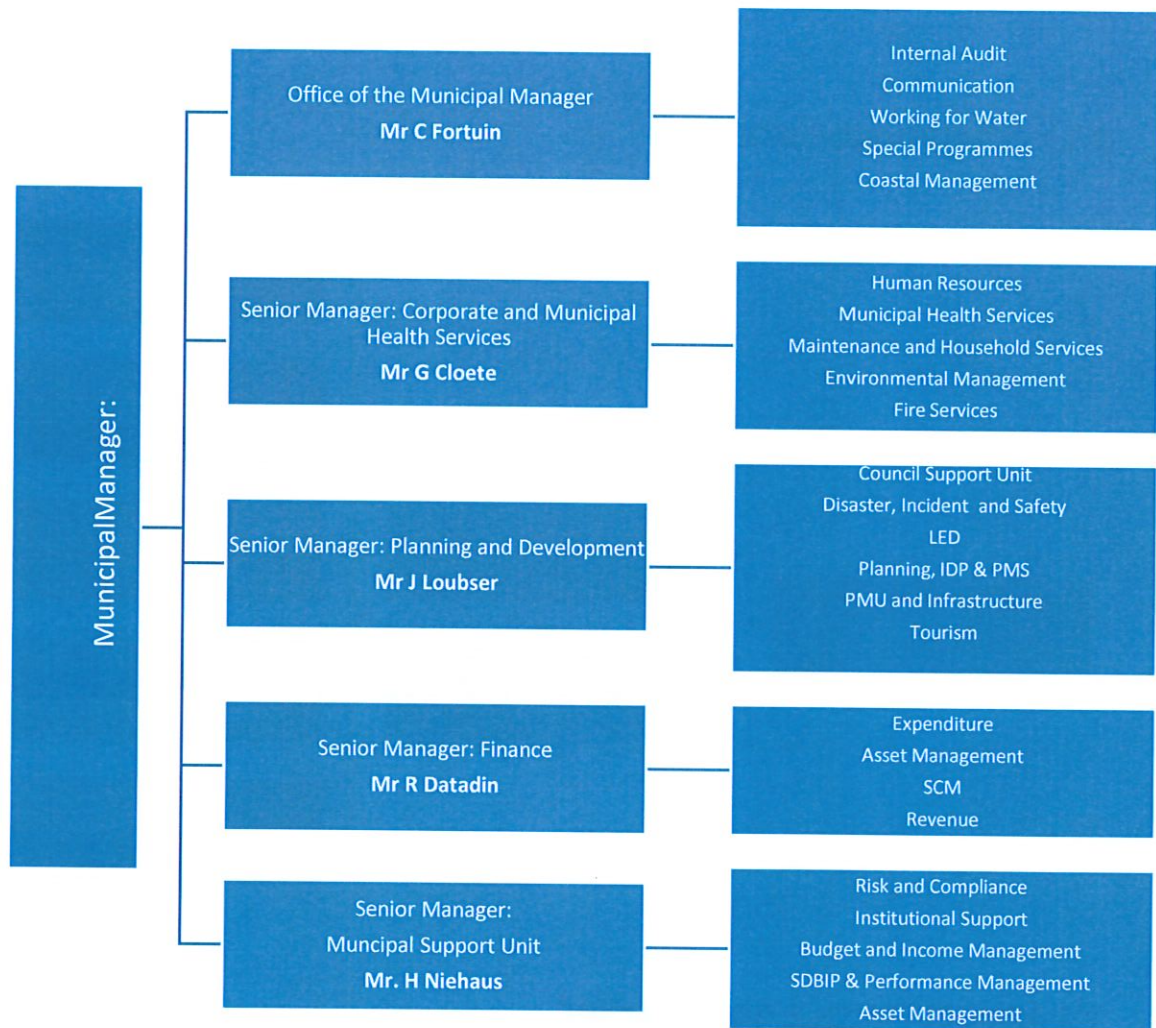


2.2 ADMINISTRATIVE GOVERNANCE

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, Senior Manager Corporate & Municipal Health Services, and Senior Manager Municipal Support are assisting

him to fulfil his duties. The Senior Manager Economic Development & Planning was advertised in July 2022 because the incumbent retired.

The organogram was reviewed and submitted to Council for approval. A few changes to the structure were approved on 28 June 2022. Below is the top layer.



2.2.1 AUDIT PERFORMANCE AND RISK PERFORMANCE

The Audit Committee was established under the powers of section 166 of the Municipal Finance Management Act. The Audit Committee consist of three members on a shared service basis.

The Audit Committee had the following meetings or engagements for 2021/22:

Audit Committee Member	Number of meetings/engagements attended	Meetings held	Nature of meeting/engagement
FE van den Heever	10	2021/08/27	AFS Review
		2021/09/29	Audit Steering
		2021/10/01	Quarterly Review
		2021/10/06	AG Meeting
		2022/03/30	Council Meeting
		2022/04/20	Quarterly Review
		2022/05/06	MM Meeting
		2022/06/02	Internal Audit Meeting
		2022/06/27	Quarterly Review
		2022/06/27	Strategic Planning
F Rootman	5	2021/08/27	AFS Review
		2021/10/01	Quarterly Review
		2022/04/20	Quarterly Review
		2022/06/27	Quarterly Review
		2022/06/27	Strategic Planning
G Seas	2	2021/08/27	AFS Review
		2021/10/01	Quarterly Review

Mr. Seas resigned as a member on 17 May 2022 and the position was advertised.

The Audit Committee had regular quarterly review meetings. The Committee complied as far as possible with the responsibilities arising from its Charter, including legislated requirements.

AUDIT COMMITTEE RESPONSIBILITY

In the execution of its responsibilities, the Audit Committee reports that it had attempted to perform its duties as per section 166 of the Municipal Finance Management Act 56 of 2003, section 79 of Municipal Structures Act 117 of 1998 and paragraph 14(2)(a) of the Local Government: Municipal Planning and Performance Management Regulations 2001 and the King IV Report on the Best Practices on Corporate Governance for South Africa.

INTERNAL CONTROL

The Municipality must guard against instances of irregular expenditure.

PERFORMANCE MANAGEMENT

The administration and management of performance is in capable hands with all structures functioning.

The implementation of the HR regulations, including the cascading of performance management to all levels of the staff must be closely monitored, including providing assistance to the locals in the process.

RISK MANAGEMENT

The Audit Committee is of the opinion that ownership, accountability and responsibility for Risk Management including the administration and structures are well addressed.

FRAUD PREVENTION

The Financial Disciplinary Board has been established and monthly reports on financial misconduct are provided. Action Plan to be developed.

COMBINED ASSURANCE

The Combined Assurance Framework and Policy has been submitted to Council for approval whereafter an Implementation Plan will be developed.

INFORMATION TECHNOLOGY

An inventory of IT Policies and Action Plan must be provided to the Audit Committee. ICT Environment Assessment must be arranged.

INTERNAL AUDIT

The Audit Committee was very satisfied with the level of work by Internal Audit. The Municipality must address the issues with regards to additional resources within the unit. The Audit Committee want to stress the importance of support to the local municipalities and the possible formation of a District Internal Audit Forum.

The Audit Committee completed an assessment of Internal Audit and provided the questionnaire to provide an assessment, by Council and Management, of the Audit Committee.

EVALUATION OF EXTERNAL AUDITOR

The Audit Committee satisfied with the comprehensive Audit Plan prepared by the External Auditor and interacted with the External Auditor and the Auditor General on the Engagement Letter and Audit Strategy and within the Audit Steering Committee to address matters of concern.

AUDITOR GENERAL

The Chairperson attended an engagement with Management and Business Manager Mr Charles Baloyi from The Office of the Auditor General to discuss some matters of concern. The Audit Committee is very proud of the Municipality obtaining an Unqualified Audit Outcome without matters.

FINANCE

The Audit Committee concerned about the financial state of the Municipality as it is grant dependant.

GOING CONCERN

The Municipality is grant dependant and is facing financial challenges, however the management of their financial situation and cashflows has overcome the immediate challenges.

REPORTING

The Audit Committee continued to compile the quarterly reports for submission to Council and the Committee was able to present and communicate with Council on a less than regular basis.

APPRECIATION

The Audit Committee wishes to thank the Municipal Management, Staff, Internal Audit and the Council for their continued commitment in cultivating a culture of compliance and support for the work of Internal Audit and the Audit Committee. Interaction with Council can be improved.

The Audit Committee want to encourage the Municipality to take responsibility and apply themselves in providing guidance in resolving these challenges.

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 2021/2022 were adopted by council on 31 May 2021 and submitted to Coghsta on 11 June 2021. 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

NDM has a monthly internal newspaper (NDM Nuus) which is a compilation of successes and stories within the 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) 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 to fighting fraudulent behavior at all levels within the organization. The organization is driven by its core ethical values which drive its business, the development of its system, policies and procedures, interactions with the public and other stakeholders, and even decision-making by individual managers representing the organization. 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 ALIGNMENT

IDP alignment criteria	Yes/No
Does the municipality have impact, outcome and input indicators?	Yes
Does the IDP have priorities, objectives, KPI's and development strategies?	Yes
Does the IDP have multi-year targets?	Yes
Are the above aligned and can they calculate into a score?	Yes
Does the budget align directly to the KPI's in the strategic plan?	Yes
Do the KPI's apply to the Section 57 Managers?	Yes
Do the KPI's align with the provincial KPI's on the 12 outcomes?	Yes
Were the indicators communicated to the public?	Yes
Were the four quarter's aligned reports submitted within stipulated timeframes?	Yes
Sections 26 Municipal Systems Act 2000	Yes

2.6 SUPPLY CHAIN MANAGEMENT

The Namakwa District Municipality's current SCM revised policy was adopted by council on 23 February 2022. 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 are 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, the authority was delegated 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 were 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, advise 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 and Fraud Prevention Committee (RMC) which coordinates 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 Service
- 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"> Partially funded and unfunded mandates. Not receiving provincial gazetted grants. 	Received grant funding but not enough to deliver the service and implementation of sound budgeting and financial management controls.
	Unwanted damage to ICT infrastructure and security issues in terms of access control.	<ul style="list-style-type: none"> Load shedding / Unplanned power failures. Old infrastructure due to financial constraints. 	Procurement of new firewall, new domain server, new UPS, and upgrading to fibre internet.
Local Economic Development (LED)	Poverty, unemployment and inequality.	<ul style="list-style-type: none"> Lack of LED/ Entrepreneurial skills. Impact of Covid19. Global Economic recession; and Limited Economic Development and job losses. 	<ul style="list-style-type: none"> SMME training; Enterprize Growth Development Fund for SMME's; and Assistance with skilled learnership training.
Disaster Management	Deteriorating health system / Endanger community health	<ul style="list-style-type: none"> Lack of maintenance and budgeting for existing/upgrading of health facilities by National & Provincial Departments; Covid19 - Increase the possibility of the collapse of the health system; and Endangered community health. Ineffective intergovernmental communication system. 	<ul style="list-style-type: none"> DJOC meetings; Political IGR; DDM Meetings; IGR; and Awareness through electronic media
Financial Management	Ineffective functioning of Municipal Chart of Accounts (mSCOA).	<ul style="list-style-type: none"> Outdated ICT infrastructure and software. Understanding of mSCOA. 	Budget and transact by using charts of mSCOA. In-house NT preferred mSCOA Trainer.
	Financial sustainability of the Municipality.	<ul style="list-style-type: none"> Non-cash generating institution and Grant dependent. Budgeting for a deficit in the Medium-Term Revenue & Expenditure Forecast (MTREF) and therefore depleting municipal reserves; and Non-collection of debt from government institutions. 	<ul style="list-style-type: none"> Cost-cutting measures. Operating as an implementation agent to raise additional funding. Council approved cost containment policy.

2.8 BY LAWS

The NDM developed Fire Services and Environmental Health Services By-Laws.

Unfortunately, the final documents have not been published yet in line with Section 11(3)(m) of the Municipal Systems Act, Act 32 of 2000. This will be addressed in the new financial year.

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 2021- May 2022
All current budget-related policies	Yes	As and when reviewed
The previous Annual Report (2020/2021)	Yes	March 2022
The Annual report (2021/2022) 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 (2021/2022) and resulting scorecards	Yes	August 2022
All service delivery agreements (2021/2022)	Yes	NA
All long-term borrowing contracts (2021/2022)	Yes	June 2022
All supply chain management contracts above a prescribed value (give value) for 2021/2022	Yes	June 2022
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 2021/2022 financial year.	Yes	List of disposed assets placed on website
Contracts agreed in 2021/2022 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 2021/2022	Yes	NA
All quarterly reports tabled in the council in terms of section 52(d) during 2021/2022	Yes	Quarterly

All documentation relating to the financial status of the municipality that must be displayed on the website for 2021/2022 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.

COMPONENT D: ENVIRONMENTAL PROTECTION

2.10 ENVIRONMENTAL MANAGEMENT

The NDM's newly established environmental management unit seeks to become self-sustained in terms of revenue in order to expand the environmental management unit to its full capacity and potential.

This component includes:

Air Quality, Waste and Chemicals Management, Pollution Incident Management, Environmental Impact Management (EIM), Conservation and Sustainable Use of Biodiversity, Marine and Coastal Management.

The environmental management unit strives to promote the following:

- **Effective Institutional Framework and Legislation**

Create an effective, adequately resourced and harmonised institutional framework and an integrated legislative system, and build institutional capacity.

- **Sustainable Resource Use and Impact Management**

Promote equitable access to, and sustainable use of, natural and cultural resources, and promote environmentally sustainable lifestyles. Integrate environmental impact management with all economic and development activities to achieve sustainable development.

- **Holistic and Integrated Planning**

Develop mechanisms to ensure that environmental considerations are effectively integrated into the development of government policies and programmes, all spatial and economic development-planning processes.

- **Participation and Partnerships in Environmental Governance**

Establish mechanisms and processes to ensure effective public participation in environmental governance.

- **Empowerment and Environmental Education**

Promote the education and empowerment. Increase awareness of, concern for, environmental issues, and assist in developing the knowledge, skills, values, and commitment necessary to achieve sustainable development.

- **Information Management**

Develop and maintain mechanisms to increase access to information and ensure effective management of environmental information.

- **National/International Cooperation**

Develop mechanisms to deal effectively and in the local interest with national/international issues affecting the environment.

- **Green economy**

Design and integrate a green economy as a vehicle for poverty reduction through the provision of safe and decent work, and environmental sustainability.

For this past financial year, the unit did not reach its goals. With the newly established unit all the programmes will be implemented in the new financial year.

Employees: Environmental Management				
Job Level	Posts	Employees	Vacancies full-time 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%

2.11 FIRE SERVICES

Namakwa District Fire Services was established in July 2021 with 5 persons. At this stage, there are 4 after one official resigned. The service has one fully equipped vehicle and two vehicles with skid units.

The unit started with awareness at schools and communities on Fire Safety. This is an ongoing process. The unit also started with inspection as flammable storage plants, Fuel stations, etc. Inspections are also conducted at business premises on Fire Safety and evacuation plans. The service also established a Namakwa Fire Protection Association for the district. Awareness was also provided in poverty-stricken communities. The training was also done at the local municipalities on Fire.

Fire Services statistics

DETAILS		2021/20221
		Actual No.
1	Total fires attended in the year	37
2	Total of other incidents attended in the year	5
3	Average turnout time – urban fires	10 min
4	Average turnout time – rural areas	1h00
5	Fire Fighters in post at year-end	4
6	Total fire appliances at year-end	3
7	The average number of appliances off the road during the year	0

In Calvinia we daily have firemen on standby with a vehicle at their residence. In the outlying areas, the municipality will assist with fires. At this stage, there are 4 fire officials, but the municipalities also assist when there is a fire. There are only three fire vehicles that can be used. The turnout times to veld fires and accident scenes differ from the distances to be travelled. Municipalities also assist with workers that are on standby at the six B-Municipalities. The Namakwa FPA was established for the district to assist with veld fires. Due to a lack of funding, there is a shortage of PPE for officials at the B-Municipalities as well as fire equipment and vehicles. The fast distances between B-Municipalities as well as the communities is also problematic.

Employees: Fire Services				
Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	%
0 - 3	-	-	-	-
4 - 6	-	-	-	-
7 - 9	4	3	1	25%
10 - 12	-	-	-	-
13 - 15	1	1	0	0%
16 - 18	-	-	-	-
Total	5	4	1	20%

The Fire Services Unit did not have a capital budget this financial year. The Municipality did not receive grant funding from the Provincial Government for fire services.

2.12 DISASTER MANAGEMENT

The Disaster Management Plan for the District and its six B-Municipalities was reviewed as well as the risk assessment was concluded for the B-Municipalities. Awareness was done at schools and in the communities about potential disasters. The unit also played a big role during the drought declaration of the district. Contingency Plans were also reviewed. Disaster Advisory Forums are held on a regular base. During the heavy rainfall flooding occurred and assistance was given to the affected families via the joined effort of sector departments.

Statistics for the Hantam Control Room: 2021 -2022

INCIDENTS	AMOUNT
SAPS	1 800
EMS	7 893
Municipal Enquiries	85
Fire Services	37
Accidents	29
Tourism Enquiries	15
Hospital Enquiries	1 273

Employees: Disaster Management				
Job Level	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	%
0 - 3	1	1	0	0%
4 - 6	6	5	1	16.6%
7 - 9	-	-	-	-
10 - 12	1	1	0%	0%
13 - 15	-	-	-	-
16 - 18	-	-	-	-
Total	8	7	1	12.5%

The Disaster Management Unit did not budget for capital projects because they did not receive grant funding from Province.

2.13 HUMAN RESOURCE MANAGEMENT

The Employment Equity Committee was established but was not functioning this past financial year. The committee will be re-established in the new financial year.

Ref	Sub-Directorate	KPI	Unit of Measurement	Overall Target	Performance Actual	for Jul 2021 to Jun 2022 R
D124	Human Resources	Submit the Employment Equity Report to the Department of Labour by the 15 January	Employment Equity Report submitted	1	1	G
D125	Human Resources	Facilitate the Local Labour Forum meetings	Number of Local Labour Forum meetings facilitated	4	0	R
D126	Human Resources	Conduct induction program for newly appointed employees within 30 working days of the starting date	% of induction programs conducted within 30 working days	90%	0%	R
D127	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	4	7	B
D114	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%	100%	G
D115	Human Resources	Submit the annual operational plan for HR to Senior Manager Corporate &	Annual operational plan submitted	1	0	R

Ref	Sub-Directorate	KPI	Unit of Measurement	Overall Target	Performance Actual	for Jul 2021 to Jun 2022 R
		Municipal Health Services by 30 June				
D170	Human Resources	Number of people from employment equity target groups employed (appointed during 2021/22) in the three highest levels of management in compliance with a municipality's approved employment equity plan by 30 June 2022	Number of people appointed in the three highest levels of management	1	1	G
D171	Human Resources	Limit the vacancy rate to less than 10% of budgeted posts by 30 June 2022 ((Number of budgeted posts filled/Number of budgeted posts on the organogram)x100)	% of budgeted posts vacant	10%	7.50%	Y
D172	Human Resources	Submit the reviewed organogram to Council by 30 June 2022	Organogram submitted to Council by 30 June 2022	1	1	G

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

The Human Resource Officer dealing with Skills Development is reporting to the Senior Manager Municipal Support Services. The Human Resource Officer dealing with labour relations has resigned and left the municipality at the end of June 2022. The position will be filled in the new financial year.

Employees: Namakwa District Municipality				
Job Level	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
	No.	No.	No.	%
0 - 3	13	10	3	46.15%
4 - 6	23	22	1	4.35%
7 - 9	12	10	2	16.67%
10 - 12	35	32	3	8.57%
13 - 15	7	7	0	0%
16 - 18	6	6	0	0%
Total	96	87	9	9.38%

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

During the financial year, we procured 23 new laptops for councillors and employees. We also had to replace 6 communication radios. Four new councillors received Wi-Fi modems. Nine old laptops received SSDs. We renewed our Zoom and ESET licences. We also procured equipment for the IT Support Officer to deliver an effective IT service.

SERVICE STATISTICS FOR ICT SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	Overall Performance for Jul 2020 to Jun 2021		
				Target	Actual	R
D161	Maintenance and Household Services	Conduct quarterly IT steering committee meetings	Number of meetings conducted	4	3	Y
D162	Maintenance and Household Services	Respond to IT formal/written queries/requests within 48h	% of queries responded to within 48h	100%	91,67%	Y

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 M: PLANNING

Namakwa Special Economic Zone

The Northern Cape Department of Economic Development and Tourism, in conjunction with the national Department of Trade and Industry (the dti), is in the process of finalising submission documents for the declaration of a Namakwa Special Economic Zone.

The planned Namakwa Special Economic Zone to be established in the Aggeneys region of the Namakwa District of the Northern Cape Province will have a transformative effect on the local, regional, provincial and national economies.

The anchor investor of the SEZ will be Vedanta Zinc International, which is already running the Gamsberg Zinc Mine and intends to build a smelter. The SEZ would advance the aims of developing infrastructure, accelerating skills development and empowerment, and consolidating economic development in the Northern Cape.

The location of the project is ideal. Aggeneys is in the Khai-Ma Local Municipality within the Namakwa District Municipality of the Northern Cape Province. Aggeneys is 66 km from Pofadder (headquarters of the local municipality) and 110 km from Springbok, where the office of the district municipality is located. All three towns are on the N14, the national road that links Springbok with Pretoria.

The proposed Namakwa SEZ is strategically located along a bulk commodity corridor, which runs from a planned port on the Atlantic coast (the Boegoebaai Deep Port Harbour) through Aggeneys to the large urban center of Upington and beyond to the concentrations of iron ore and manganese ore at Sishen and Kathu. Upington Airport is capable of handling large aircraft.

The railway line that currently transports ore from Sishen to the coast at Saldanha is one of the engineering marvels of the world, moving 40 million tons every year along an 861 km route.

Boegoebaai Deep Sea Port

The Northern Cape is planning for a massive harbour development to be located at one of South Africa's few natural deep-water sites at Boegoe Baai on the arid Namaqualand coastline. The mooted development is estimated at about R40 billion and could anchor the transformation of the province's economic landscape.

A new deep-water harbor could provide supplementary or alternative transport options as well as contribute to making minerals beneficiation in the province feasible. Education and skills development will of course be of critical importance.

The District finalized the draft 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), and are functioning very well one on a District level with five Municipalities that were part of it namely Nama Khoi, Richtersveld, Kamiesberg, Khai Ma and Karoo Hoogland and the Hantam Municipality Tribunal.

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

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

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 was ensured where different draft schemes were discussed.

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

Spatial Plans and SPLUMA Compliance

NAMAKWA DISTRICT			
Municipality	SDF	LUMS	SPLUMA By-Laws
Richtersveld LM	Not compliant	Compliant	In place
Kamiesberg LM	Not compliant	In process	In place
Khai-Ma LM	Compliant	In process	In place
Karoo Hoogland LM	Compliant	In process	In place
Hantam LM	Compliant	Compliant	In place
Nama Khoi LM	Under review	In process	In place

3.1 DISASTER MANAGEMENT: CALVINIA AND SPRINGBOK

Calvinia:

Attendance of meetings

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

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 2021/2022
- Contingency Plans for the Easter weekend of 2022
- 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 were 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 four persons in the unit. There are six B Municipalities in the Namakwa District. The district oversees only four of the B municipality's fire services. There is a request from the other two municipalities that their service must also be taken over by the district. The By-Laws for the fire services are in a draft document and in the process to be gazetted. A volunteer policy was adopted by the council for firefighting as well as disaster management volunteers. The unit started with awareness at 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 is a fire that the necessary precautions are in place. Fuel stations were also inspected and a compliant liquid flammable certificate was issued. There were also 117 veld fire volunteers trained to assist during veld fires. Personnel at the B- Municipalities were also trained and made aware of firefighting. Schools were also visited and the children were made aware of disaster management as well as fire safety.

The Namakwa Fire Protection Association was established for the Namakwa District Municipality and was the first FPA that was established in the Northern Cape for a district.

COVID-19

Covid-19 was declared a national disaster. The Disaster Management Unit is working closely with the Environmental Health Officials at the 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 hauling. There were also roadblocks

held where the Disaster Management and Fire Services were handing out flyers and assisted the colleagues with regular sanitizing of their hands.

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 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 was run by the control centre in Calvinia and Springbok and they activate all the responsible sector departments, but the centre in Calvinia closed at end of March 2022 and the one in Springbok will close at the end of June 2022. EMS have a new call centre that will operate from Upington that will cover the Namakwa District Municipality. The Fire Services of the Namakwa District Municipality have personnel on standby for after-hours incidents.

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. The personnel of the Namakwa District also attended training at the FPASA in Boksburg as well as in Calvinia which was sponsored by SANTAM.

Disaster Risk Reduction

Awareness was done on the different types of disasters in the municipalities as well as the community. This is an ongoing process.

Emergencies Coordinated by the District Disaster Management Centre

Emergency calls that were received by the Control room and were given through to the relevant sector departments

SOP's were activated for all emergencies handled.

Veld Fire

Due to the drought, there was only one veld fire in the Nieuwoudtville region. This was extinguished by the farmers in a very short period and no property or livestock losses were experienced.

Drought

Drought was problematic for the Namakwa District in the winter as well as the summer rainfall regions. Farmers were farming with minimum livestock and were surviving on assistance from the government as well as donations from different donors.

Communities also suffered due to a lack of drinking water as well as jobs that were lost on the farms.

Flooding

From November 2021 to February 2022, the winter, as well as the summer rainfall regions, experienced good rain, but because of the lack of natural plants, hard ground flooding occurred in several of the small communities in the Namakwa region. Flood damage was experienced on most of the gravel roads in the region. The Namakwa District as well as the local B municipalities helped the affected communities.

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 National and Provincial Disaster Management to establish Fire services for the district
- Meetings with stakeholders to assist with disaster management and fire services funding.
- Action and Contingency plans were compiled and reviewed on different incidents
- FPA was established for veld fires

DISASTER MANAGEMENT PLAN

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

SPRINGBOK:

During June and early December 2021 a heavy strong wind accompanied by heavy rainfall, hit Namakwa and the Kamiesberg areas causing lots of damages to infrastructure.

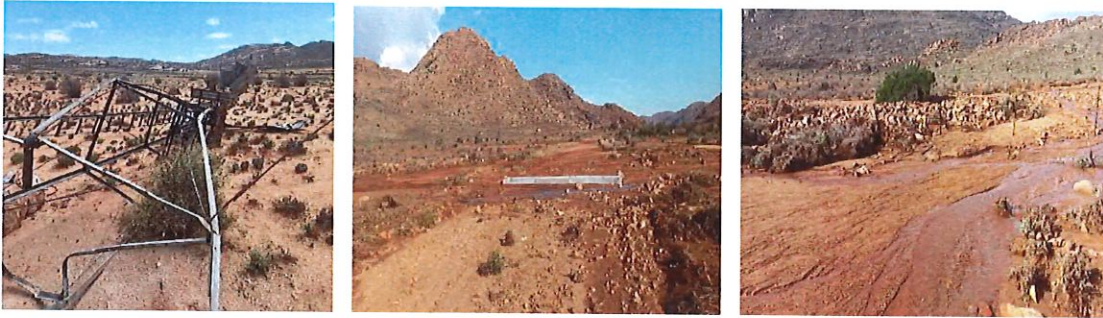
About 22 households were affected. The roofs were blown off and 8 of these households were left homeless and the incident caused them to stay with families or friends.

The very same incident occurred during January 2022 and the very same people who was not rehabilitated during December 2021 were affected.



The wind also blown off the roofs of two houses in Paulshoek during January 2022.





The access roads from Nourivier and the other farms were badly damaged making it inaccessible for entrance to apply relief and mitigation measures.

During February 2022 the Khai-Ma area was also hit by heavy thunderstorms leaving the residential areas of Skerpioendraai en Blyvooruitzig flooded. The sanitation truck was used to absorb the water from the houses and the premises.



ROOIWAL INFORMAL HOUSE FIRE:

During November 2021 about 41 informal houses burnt down. The cause of the fire is still unknown. There were no casualties as the occupants was at work at the time of the fires.



MITIGATION PHASE:

Hot meals, food parcels, blankets and clothing was donated by Coghsta, Namakwa District Municipality, private companies, NGO's, Kleinsee community, Alexanderbay community, Gift of the Givers and Department of Social Development.

Water supply was re-connected by Nama-Khoi Municipality and the EPWP workers assist with the hand-over of the food parcels.



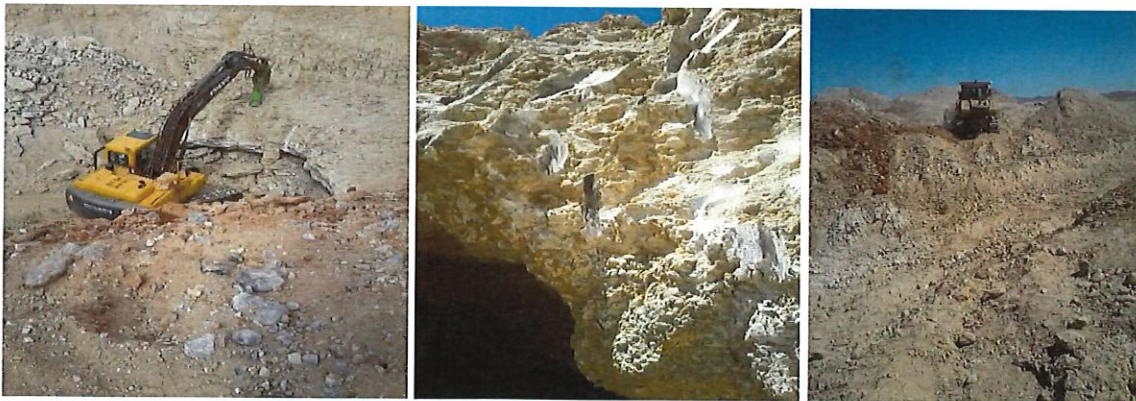
MINING INCIDENT:

During October 2021 a mine collapsing incident was reported at the emergency control center. Several illegal miners was captured under the ground and the total was still unknown.

Response to the scene was done by the EMRS team of Springbok and Upington as well as the Mining Proto rescue and recovery team of Black Mountain.



Heavy duty machines busy with ground breaking to open up space for the recovery of the bodies.





The rehabilitation phase after the recovery of only one body was found.

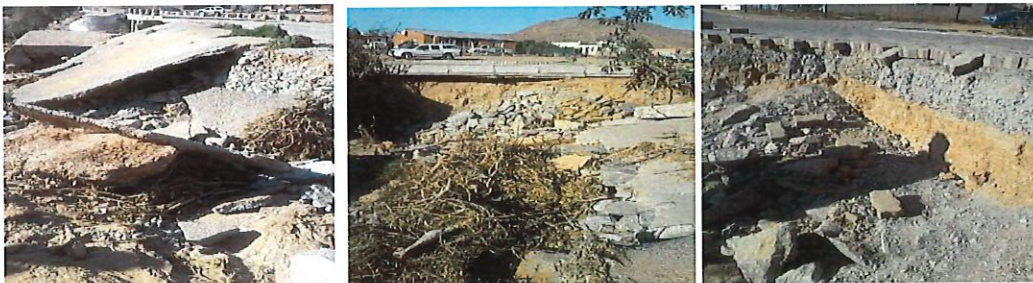
VESSEL MONITORING SYSTEM: PORT NOLLOTH AND HONDEKLIPBAY:

The system in Hondeklipbay is still in a good standing order and fully functional.

The building where the system in Port Nolloth was kept suffered a break-in during June 2021. The computer box and power supply was stolen which caused that the system could not function anymore. The rest of the equipment was taken to the Richtersveld Municipality for safe storage. Due to this incident the whole operation collapsed and the operator was retrenched.

BUFFELSRIVIER BRIDGE:

This bridge was damaged during August 2021 due to heavy rainfall and the flooding of the river.



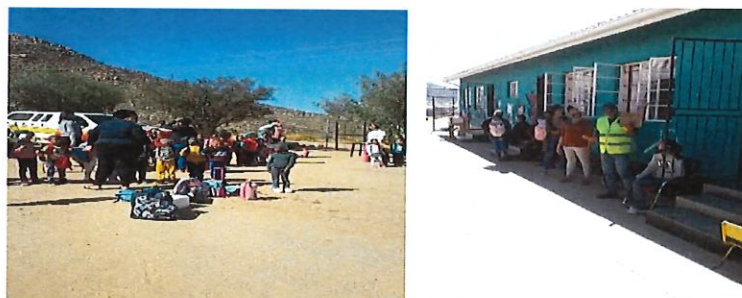
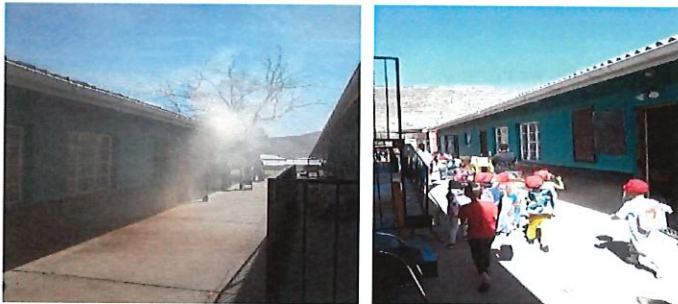
DISASTER MANAGEMENT ADVISORY FORUM:

Quarterly Disaster Management Advisory forum meeting was held and attended very well by all stakeholders.

Disaster Management Advisory forum quarterly meeting was held and very well attended by all the relevant stakeholders.

SIMULATION EXERCISES:

A fire drill and a threat from outside incident were held at Wielie Walie creche in Bergsig. Evaluation was done on both by members of the Control Centre. Exercises was done without any problems and the faults was discussed afterwards. The practitioners will concentrate on their own simulation exercises.



CAPACITY BUILDING AND AWARENESS:

Fire awareness was explained and demonstration of how to use a fire extinguisher was held at several creches in the Khai-Ma area during September 2021.

3.2 HOUSING

LEVEL 1 ACCREDITATION

The DM was granted conditional Level 1 accreditation and has partially performed subsidy and beneficiary management functions.

A comprehensive housing consumer education and awareness campaign must be developed in line with national Housing Consumer Education Framework. The education to pay special attention to youth, women and persons with disabilities. An urgent recruitment plan must commence to fill vacancies in the next financial year 2021/2022. A Housing Allocation policy should be developed and approved by Council before end of new financial year.

HUMAN SETTLEMENT DIVISION/UNIT

The unit is fully functional although we still have to appoint or placed two additional officials for admin and HSS in the unit.

The unit is currently funded through the budget of NDM. The Department only contributes R250 000 in the year.

The Capacity grant received from Province are utilised in the following fields:

- Capacity building/Training for officials
- Traveling and Subsistence
- Salary for temporary staff.

CURRENT FUNCTIONS OF THE UNIT

- Conducting consumer education
- Assisting with the capturing of housing Needs on the National Housing Needs Register system.
- Assisting in the distribution of Title Deeds
- Attend Allocation Committee meetings
- Assist Municipalities with the HSS system
- Liaise with The National Human Settlements Department on the Emergency Housing Grant.

TRAINING

Two (2) of the current staff members from the Municipality already went through training the Housing unit will embark 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 synchronize these programs 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 attended.

Joseph Cloete and Ilhaam Kalmeyer successfully obtained accreditation on the HSS.

HOUSING SECTOR PLAN AND ACCREDITATION BUSINESS PLAN

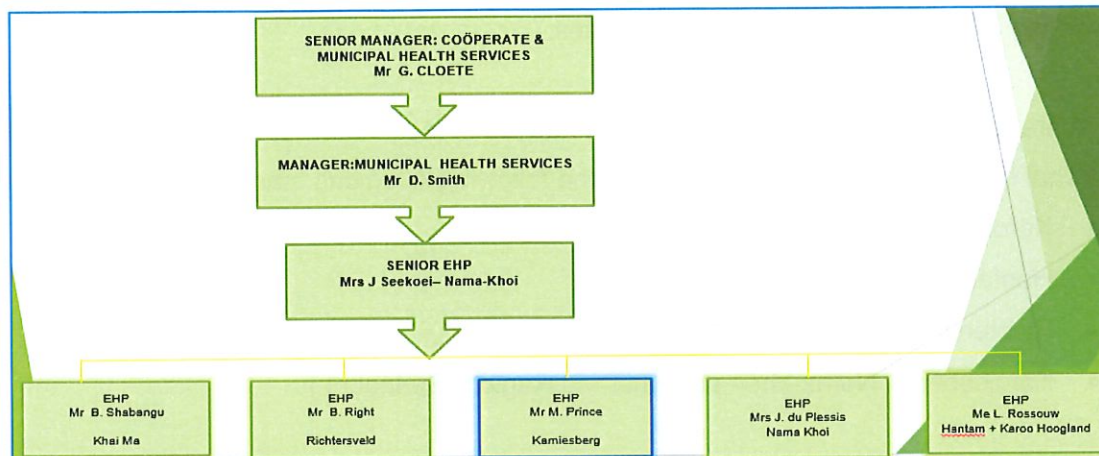
Both plans were approved by National Cogta through their Human Settlements Department but need to undergo a review process. In the coming year. The NDM to request Province in writing to assist with this process.

ALLOCATIONS FOR TOP STRUCTURE

OKIEP 30	2021/2022	R5 580 000,00
POFADDER 20	2021	R3 600 000,00

3.3 MUNICIPAL HEALTH SERVICES

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	921
D185	Evaluate government premises and private entities	320	281
D186	Conduct health and hygiene initiatives as identified on the EH calendar	240	213
D187	Evaluate funeral homes, mortuaries and graveyards	96	54
D188	Evaluate landfill sites	96	42
D189	Take monthly samples of bacteriological and chemical levels of potable water in towns and communities within the district <ul style="list-style-type: none"> sampling depends on the availability of water (in the communities) in the B-municipalities 	768	921
D203	Submit 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.

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, proactive 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."

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.

NAMAKWA ENVIRONMENTAL MANAGEMENT FUNCTIONS

An Environmental Management unit was established which deals with all related functions. Mr Rodrigo Losper was appointed in as Environmental Management Officer and is responsible for all related functions.

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 proposed irrigation development has the potential to have a significant impact on the economy of the specific areas, communities, District and Province. It is estimated that the proposed development of the 13 projects will generate an amount of R988 million per annum in value of production when all projects are in full production as planned. This production has economic impact on various levels of the economy.

It is estimated that the development would add an additional R380 million to the economy on a direct level. If the indirect- and induced levels are added, the impact on GDP increases to more than R517 million per annum for the entire economy.

The impact on employment due to increased production is estimated at 6 538 on a direct level, which will include 252 skilled and 3 360 semi-skilled positions. Most of these direct employments will be at the place of production. With the indirect- and induced levels added, the impact on employment increases to more than 7 482 for the entire economy.

This project consists out two phases whereas phase 1 which is the feasibility studies conducted on the banks of the orange river and the phase 2 the implementation of the project.

The primary focus for the Namakwa District Municipality 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 requested with the Nama Khoi Local Municipality to conclude the lease agreements as the municipality is the custodians of the land. A legal opinion was provided to the Municipality by the Premier's office to indicate that they may give long term lease agreements but this decision may only be made at a full council meeting open to the public.

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.

This region is home to specific fish and shellfish species unique and adapted only for this coastal area. Based on this the Department of Fisheries Forestry and Environmental affairs has identified this area to form an aquaculture node to development economics and food security for the district and province as whole.

Specific studies were conducted by the National Government and Chinese Government to revive the local fishing industry. It was concluded that these coastal towns have a huge impact on the economy of the west coast if the infrastructure is refurbished.

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.

A scoping report was conducted on breeding the Atlantic Salmon species on the west coast of South Africa. It was advised that since the area consists of a lot of natural predators the focus should be on rainbow trout as it is feasible to start with it and at a later stage introduce salmon.

Mining

Mining in the Namakwa District used to form the backbone of the local economy since the 17th century. The downscaling of mining activities within the borders of the Namakwa District Municipality had increase poverty and job scarcity within the region and thus promoting illegal mining activities.

Although Namakwa is blessed with development opportunities the reality of the matter is that the Namakwa Region is facing huge levels of poverty and unemployment which creates a negative investor perception.

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

processes stipulated in the Gazette can be implemented. The currently policy has been approved by the Parliament and therefore the implementation of this needs to take place.

The Namakwa District Municipality has also explored other commodities of mining especially construction minerals since it is in a greater demand in an ever-developing construction and infrastructure industry. Therefore, a meeting was conducted with the department of Minerals to introduce the construction minerals hub concept. The stakeholders agreed to provide the department with the letter and report of the construction minerals which will assist the department to render assistance to the Namakwa DM to implement this project.

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 with aligned stakeholders therefore have to assist local SMME's with their non-financial and financial needs.

The Namakwa District Municipality has embarked on a journey to support and promote SMME's through skills development process to make them resilience to unfavorable economic environments. The Namakwa with its stakeholders had applied to SEDA for funding to establish an incubation hub to develop business to a commercial platform. Thus far Namakwa DM is partnering with MLAB, Lepharo & Northern Cape Entrepreneurship Academy to facilitate the incubation process in Information Technology, Agro-processing, Manufacturing and Renewable energy.

A letter was received from the Department of Economic Development regarding approval of business plans submitted by the Namakwa District Municipality currently out of the five business plans submitted two business plans were approved. The aim of these projects is to create better employment opportunities as well as stimulate economic development in the production section of agriculture.

3.5 MAINTENANCE AND HOUSEHOLD SERVICES

MAINTENANCE AND HOUSEHOLD SERVICES DIVISION

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	1	1	0
Archives	2	2	0
Household Services	5	9	4
Front Office	2	2	0
Information Technology	1	1	1

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.



Our strategy is to add value to the property by making smart upgrades and maintaining the properties as when there is extra money available, so that it never becomes a financial burden.

Municipality has a number of buildings that are historically very old, therefore maintenance of buildings is high on our priority list. Proactive maintenance reduces the expenses and increases the value of the assets. In these challenging times we strive to keep our properties in good state to increase the value of the assets.

This once again proof that the management and maintenance of the fleet within Namakwa District Municipality is of such a quality that when vehicles have reached their lifespan, they are still usable where needed.

FLEET MANAGEMENT



The Speaker handing over a vehicle to Namakwa Sport Council.

The Namakwa Sport Council wants to thank the Namakwa District Municipality for the motor vehicle sponsored by them. The vastness of our District always poses the challenge of how to reach the peripheries of our District and through this motor vehicle sponsorship, the Namakwa District Municipality enabled the NSC to reach all corners of our District, to promote sport.

3.5 MAYORAL PROGRAMMES

MANDELA DAY 2021

Mandela day celebrations could not take place as usual because we were still in lockdown during that time. Gatherings were still prohibited. The office of the Executive Mayor took the initiative to reach out to Nababeep Soup Kitchen and handed out soup for the organisation to provide nutritional support to disadvantage people.



WOMENSDAY 2021

The Speaker of NDM, Ms Gillian Pieters reached out to Hantam High School on Women's Day, where she delivered a motivational speech to the learners and also did the handover of sanitary packages.



HERITAGE DAY 2021

The Heritage Day programmes in collaboration with all departments, municipalities and Umanyano, an NGO which is established in the Hantam area took place in the Hantam and Kamiesberg municipalities. We were able to reach different communities and make a valuable impact in the celebration of our heritage in the lives of our people.



WORLD AIDS DAY AND ARV PARTY

ARV Party and World Aids Day were held in Williston. The program took place in Karoo-Hoogland (Williston) and the focus was on the children and youth.



BACK TO SCHOOL

The office of the Executive Mayor assisted disadvantage learners with vouchers, sponsored by Pep Store for school uniforms, registration and school fees. The Executive Mayor in collaboration with the Provincial leadership also visited HSN (Hoërskool Namakwaland) at the opening of the school for the first quarter of the year.



Executive Mayor motivates learners



Handover of vouchers to school.

HUMANS RIGHT DAY 2022

Theme: The Year of Unity and Renewal: Protecting and Preserving our Human Rights Gains

Humans Right Day was held in Leliefontein on the 21 March 2022 where we commemorated the Leiefontein massacre. Human Rights Day in South Africa is historical linked with March 1960, and the events of Sharpeville. 31 January 1902 during the South African war, 37 people included women, children and men were killed by Manie Maritz and his troops. The

CANDLE MEMORIAL SERVICE

A Sunday service at VGK Church in Williston were attended where the Executive Mayor also handed over bibles to Sunday school children in partnership with Umanyano.



Candlelight Memorial Service



Handover of Bibles

TOP TEN LEARNERS AND TOP 3 SCHOOLS

This event took place in Concordia where we awarded our top 10 learners and top 3 schools on their excellent achievements. The NDM Executive Mayor handed over a cheque to the top 3 Schools and Standard bank rewarded the top 10 learners with an amount of R1300 each



YOUTH DAY 2022

Youth Day was celebrated in Nababeep, under the theme: "Working together for youth development and a drug free South Africa".



Closing remarks:

I would like to congratulate each of you who spared no effort in contributing to shape the strategic path of the Namakwa District. I know that some of you are working through unusual times and with great enthusiasm in completing your tasks with outstanding distinction.

You timeless dedication and hardwork will go a long way in reaffirming our District's commitment to the call of Thuma Mina which should be reflected by our desire to be there to serve our people. It is my sincere conviction that we will do it passion, honesty, excellence, respect and transparency.

In conclusion, I would like to pay tribute to those employees and stakeholders who worked tireless to make this past financial year a remarkable success. As we are entering a new era, let us do it, knowing that we carry our District to a brighter and bigger future that our people anticipate and seek from our daily actions and efforts.

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

Our Municipal Manager's contract of employment expires at the end of September 2022.

4.1 EMPLOYEE TOTALS TURNOVERS AND VACANCIES

Description	Approved Posts	Employees	Vacancies	Vacancies
	No.	No.	No.	%
Political Office	11	11	0	0%
Office of the Municipal Manager	12	12	0	0%
Economic Development & Planning	18	15	3	16.66%
Corporate & Municipal Health Services	44	38	6	13.63%
Budget & Treasury	11	11	0	0%
Totals	96	87	9	9.38%

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
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.	
2017/2018	84	17	20%
2018/2019	87	10	12%
2019/2020	86	6	7%
2020/2021	88	6	6.81%
2021/2022	84	18	21.43%

Nine employee's contracts of employment expired during the year. Three employees resigned and two employees died. Three employees were appointed in new contract positions and one employee retired.

COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE

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

The organogram was reviewed and approved by Council before the start of the financial year on 28 June 2022 together with the IDP and Budget.

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

4.2 POLICIES

HR Policies and Plans				
	Name of Policy	Completed	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
15	Volunteer policy	100%	100%	16-Sept-21

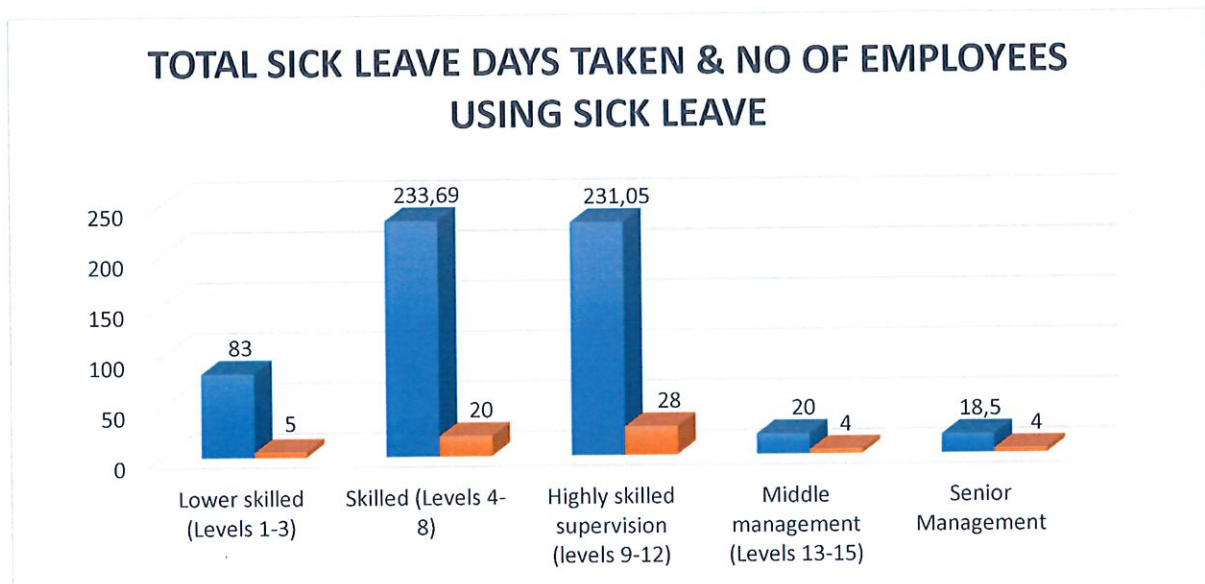
Council reviewed its policies on 23 February 2022 for the 2021/2022 financial year after the new Council was elected.

4.3 INJURIES SICKNESS AND SUSPENSIONS

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

We did not have any injury on duty for this financial year. We had one employee who died due to Covid19 but it was not an injury on duty.

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)	83	5	36 015.41
Skilled (Levels 4-8)	233.69	20	143 752.76
Highly skilled supervision (levels 9-12)	231.05	28	277 528.10
Middle management (Levels 13-15)	20	4	38 971.25
Senior Management	18.5	4	47 774.81
Total	585.82	61	544 042.31



The employees in the skilled levels had the sickest leave and highly skilled levels the second most high. Senior management had the least sick leave days. Lower skilled employees had the third most high sick leave days. The evidence for sick leave applications is kept on the personnel files of the employees.

No employees were suspended during the 2021/2022 financial year. No disciplinary action was taken against employees for financial misconduct.

4.4 PERFORMANCE REWARDS

The Municipality has not paid any performance reward to any employee. Performance agreements and plans were signed 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 for unemployed people. Therefore, NDM is also implementing skills programs and learnerships from different SETAs to unemployed people.

The Namakwa District Skills Development Forum (SDF) meets every quarter. It was not possible to meet regularly due to lockdown and the availability of municipal members. The following programs are funded and approved by the relevant SETA's:

Project Name	SETA	Duration	Adults		Youth		Differently abled		Total
			Female	Male	Female	Male	Female	Male	
Learnership: Supervision Processes	CETA	1 year	0	0	16	4	0	0	20
Learnership: Health & Safety	CETA	1 year	0	0	16	4	0	0	20
Learnership: Roadworks	CETA	1 year	0	0	9	11	0	1	21
Apprenticeship: Electrical/ Plumbing	CETA	3 years	0	1	4	11	0	0	16
Apprenticeship: Bricklayer	CETA	3 years	0	0	4	9	0	0	13
Apprenticeship: Carpenter	CETA	3 years	0	0	5	4	0	0	9
Apprenticeship: Plasterer	CETA	3 years	0	0	3	6	0	0	9
Apprenticeship: Electrician	CETA	3 years	0	0	4	8	0	0	12
Apprenticeship: Painter	CETA	3 years	0	0	7	2	0	0	9
Learnership: Municipal Finance Management	LG SETA	1 year	0	1	3	1	0	0	5
Learnership: Electrical Engineering – Renewable Energy	LG SETA	1 year	0	0	4	11	0	0	15
Learnership: Electrical Engineering – Renewable Energy	LG SETA	1 year	0	0	1	9	0	0	10
Learnership: Local Economic Development	LG SETA	1 year	0	6	7	0	0	0	13
Learnership: Water Purification Process	LG SETA	1 year	0	0	6	9	0	0	15
Learnership: Water Purification Process	LG SETA	1 year	0	0	5	5	0	0	10
TOTAL									197

4.5 SKILLS DEVELOPMENT AND TRAINING

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

Skills Matrix					
Number of employees trained during the 2021/2022 financial year					
Management level	Gender	Learnerships	Skills programs & other short courses	Other training	Total
Legislators	Female	0	10	0	10
	Male	0	9	0	9
Managers	Female	0	4	0	4
	Male	0	10	1	10
Professionals	Female	0	7	0	7
	Male	0	2	0	2
Community & Personal Service Workers	Female	0	0	0	0
	Male	0	0	0	0
Clerical & Administrative Workers	Female	0	1	2	3
	Male	0	0	0	0
Elementary Workers	Female	0	0	0	0
	Male	0	0	0	0
Subtotal	Female	0	22	1	23
	Male	0	21	2	23
Total		0	43	3	46

The following minimum competency report was submitted for the end of June 2022.

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	13	7
Senior Manager Municipal Support Services	on/after 26 Oct 2018	NQF Level 8 – Post-Graduate Degree (min 120 credits)	7 years and more	15 Unit Standards needed	2	13
Manager Finance	before 3 Feb 2017	NQF Level 6 - National Diploma (min 240 credits)	7 years and more	15 Unit Standards needed	10	5
SCM Manager	on/after 26 Oct 2018	NQF Level 7 – Bachelor's Degree (min 360 credits)	2 years and more	10 Unit Standards needed	8	2
Accountant	before 3 Feb 2017	NQF Level 7 - Bachelor Degree (min 360 credits)	7 years and more	15 Unit Standards needed	15	0

Some employees still need to complete a few outstanding unit standards.

COMPONENT D: MANAGING THE WORKFORCE EXPENDITURE

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

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

4.6 EMPLOYEE EXPENDITURE

The Employee related cost increased with 3,5% 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.

APPENDICIES

APPENDIX A: COUNCILLORS COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

Since the local government elections in 2021, the Namakwa District Council now consists of 19 Councillors. This is the attendance before the new council was elected.

Municipality/Council	Council Member	Full Time/Part Time + committee	Attendance	Date
Namakwa District Municipality	Mr Mervin Cloete	Full Time Executive Mayor	1	30 August 2021
Nama Khoi Municipality	Ms Ms Gillian Pieters	Part Time Speaker	1	
Namakwa District Municipality	Ms Helen Jack	Part Time	1	
Namakwa District Municipality	Mr Cyril Warne	Part Time	1	
Namakwa District Municipality	Ms Anna Beukes	Part Time	1	
Hantam Municipality	Ms Geraldine Gous	Part Time	1	
Namakwa District Municipality	Ms Alinda Beukes	Part Time	1	
Nama-Khoi Municipality	Mr Charles Coetzee	Part Time	0	
Nama-Khoi Municipality	Mr Gert Coetzee	Part Time	1	
Nama-Khoi Municipality	Ms Zuie De Jongh	Part Time	1	
Karoo-Hoogland Municipality	Mr Jeremia Davids	Part Time	1	
Richtersveld Municipality	Mr Willem Links	Part Time	1	
Richtersveld Municipality	Ms Annelize Minnies	Part-Time	0	
Khai-Ma Municipality	Ms Estella Cloete	Part-Time	1	
Namakwa District Municipality	Mr. Francois Farao	Part Time	1	

The new council was elected on 3 December 2021.

Municipality/Council	Council Member	Full Time/Part Time + committee	Attendance
Namakwa District Municipality	Mr Mervin Cloete	Full Time Executive Mayor	7
Nama Khoi Municipality	Ms Ms Gillian Pieters	Full Time Speaker	7
Namakwa District Municipality	Ms. Pasqualine van Heerden	Part Time	7
Namakwa District Municipality	Mr Cyril Warne	Part Time	6
Namakwa District Municipality	Ms Anna Beukes	Part Time	7
Hantam Municipality	Ms Johanna Wilschut	Part Time	6
Namakwa District Municipality	Ms Esmé Hough	Part Time	7
Nama-Khoi Municipality	Mr Josua Losper	Part Time	6
Nama-Khoi Municipality	Ms Sylvia Cloete	Part Time	7
Nama-Khoi Municipality	Ms Zuie De Jongh	Part Time	6
Kamiesberg Municipality	Mr Leonard Petersen	Part Time	2
Richtersveld Municipality	Mr Ryno Thomas	Part Time	7
Nama Khoi Municipality	Ms Anna Julie	Part-Time	7
Hantam Municipality	Mr Thomas Bantom	Part-Time	4
Namakwa District Municipality	Mr. Malcom Grace	Part Time	2
Khai Ma Municipality	Ms Cacilia Waterboer	Part Time	6
Namakwa District Municipality	Ms Eden Oliphant	Part Time	6
Richtersveld Municipality	Mr Willie Links	Part Time	2
Nama Khoi Municipality	Mr Gert Coetzee	Part Time	7
Namakwa District Municipality	Mr Riaan Cloete	Part Time	5
Namakwa District Municipality	Mr. Richard Cloete	Part Time	5
Kamiesberg Municipality	Mr Brandon Brandt	Part-Time	1

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 Other members: R Thomas; A Beukes	2
			2
			3
Economic Development	Economic Development planning and Infrastructure development issues	Chairperson: J Wilschut Other members: C Waterboer, Z de Jongh	3
			3
			2
Municipal Health	The primary purpose of the committee is to handle reports from environmental health.	Chairperson: P van Heerden Other members: S Cloete, A Julie	3
Cooperative Services	To deal with Council Policies & Human Resource matters, including Municipal Health Services	Chairperson: E Oliphant Other members: J Losper, F Bantom, R Cloete	2
			3
			3, 2
MPAC	Ensure political insights over financial & performance information.	Chairperson: R Cloete Other members: L Petersen, G Coetzee	3
			3
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: T Bantom	-
LLF (Local Labour Forum)		Chairperson: M Cloete Other members: J Losper, C Warne	-
Training Committee		Chairperson: G Pieters, C Waterboer, C Warne, E Hough	-
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 Other members: E Oliphant, J Wilschut, P van Heerden	3 3 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 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 PMU & Infrastructure: Mr Immanuel Smith Tourism: Ms Pearl Heyn Housing: Mr Joseph Cloete Working for Water: Mr. Joseph Cloete
Municipal Support:	Risk and Compliance: Mrs. Beatrice Hagglund Skills Development: Ms. Jenavive Rooi PMS: Sandra Baartman

