



DRAFT ANNUAL REPORT 2019/2020 NAMAKWA DISTRICT MUNICIPALITY

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ACRONYMS

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

PMS	-	Performance Management System
PMU	-	Project Management Unit
RRAMS	-	Rural Roads Asset Management
SALGA	-	South African Local Government Association
SETA	-	Sector Education and Training Authority
SDBIP	-	Service Delivery & Budget Implementation Plan
SDF	-	Spatial Development Framework
SLA	-	Service Level Agreement
SMME	-	Small, Medium & Micro Enterprises
SOP	-	Standing Operations Procedure
WSP	-	Workplace Skills Plan
WWTW	-	Waste Water Treatment Works

VISION

Namakwa District Municipality, a centre of Excellence!

MISSION STATEMENT

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

COAT OF ARMS



The new European shield shape was used.

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

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

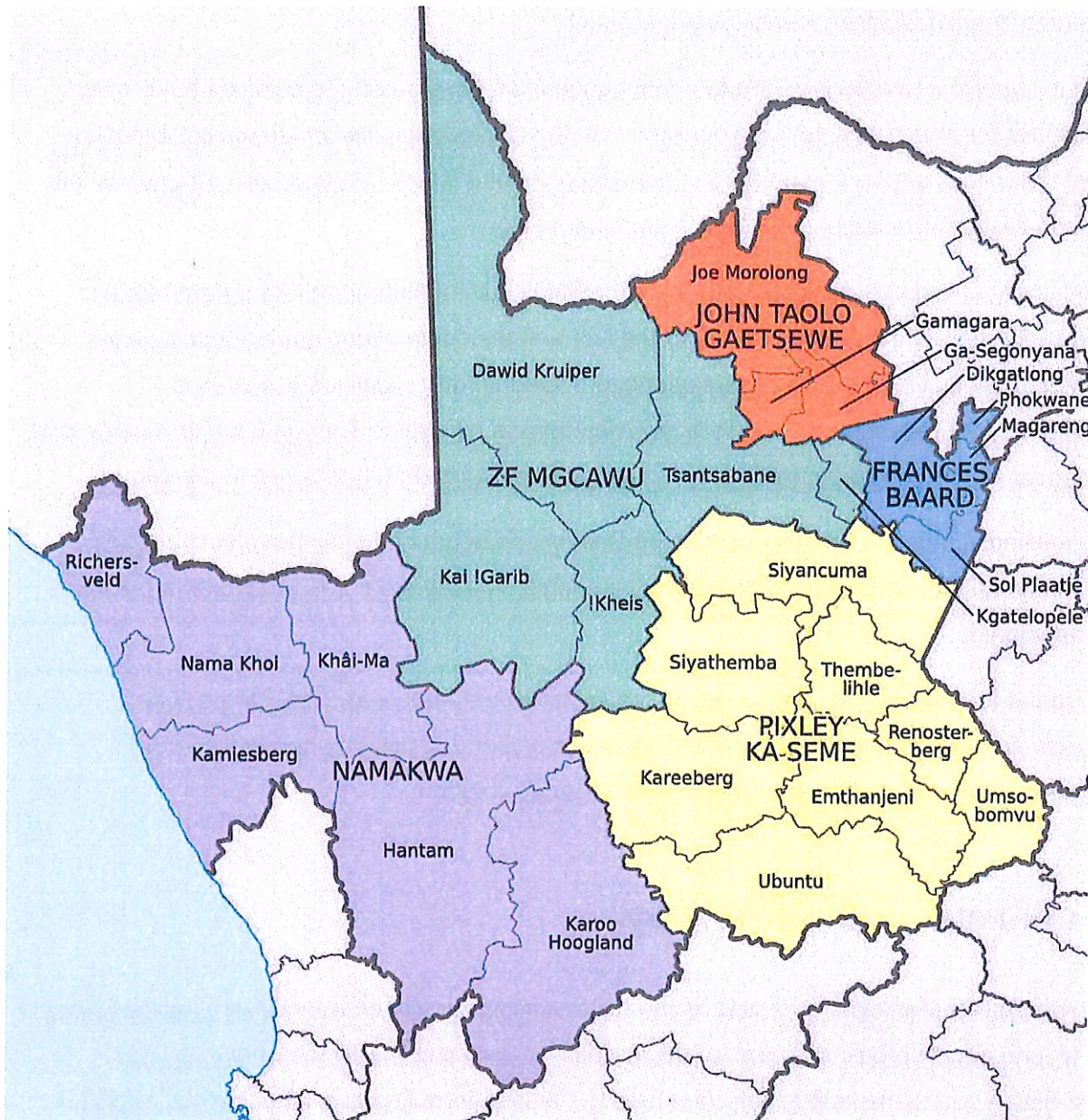
The diamonds represent the natural earthly resources and rich minerals in the region. The arms bearers are 'Dwergvalkies' of the Hantam region, and also appeared on the previous Hantam District Council coat of arms.

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

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

CHAPTER 01: MAYOR'S FOREWORD AND EXECUTIVE SUMMARY

A map showing the 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

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

1.6 STATUARY ANNUAL REPORT PROCESS

No.	Activity	Timeframe
1	Consideration of next financial year's Budget and IDP process plan. Except for the legislative content, the process plan should confirm in-year reporting formats to ensure that reporting and monitoring feeds seamlessly into the Annual Report process at the end of the Budget/IDP implementation period	July 2020
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 2020
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 2020
10	Municipalities receive and start to address the Auditor General's comments	November 2020
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 2021
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 2021
17	Commencement of draft Budget/ IDP finalisation for next financial year. Annual Report and Oversight Reports to be used as input	

The content of an annual report provide information about how well the municipality is doing financially, upcoming changes projected for the next year, and the management staff of the

municipality. Concerned parties, such as stakeholders, can use this information to make important decisions.

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

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

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

CHAPTER 02: GOVERNANCE

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

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

The NDM has a mandate to:

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

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

COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE

2.1 POLITICAL GOVERNANCE

An 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). This process is led by Councillor M Cloete who is the executive mayor of the Namakwa District Municipality (NDM) as contained in Section 54 of the Municipal Structures Act, Act 117 of 1998.

Councillor M Cloete is the chairperson of the Mayoral Committee as contained in Section 60 of the Municipal Structures Act. The political structure consists of 15 councillors of which 10 Councillors represent the African National Congress (ANC) and 5 the Democratic Alliance

(DA). The ANC has 3 directly elected Councillors and 7 local municipal representative Councillors. The DA has 3 directly elected Councillors and 3 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 J Davids
- Municipal Health Services Committee chaired by Councillor H Jack
- Economic Development & Planning Committee chaired by Councillor W Links

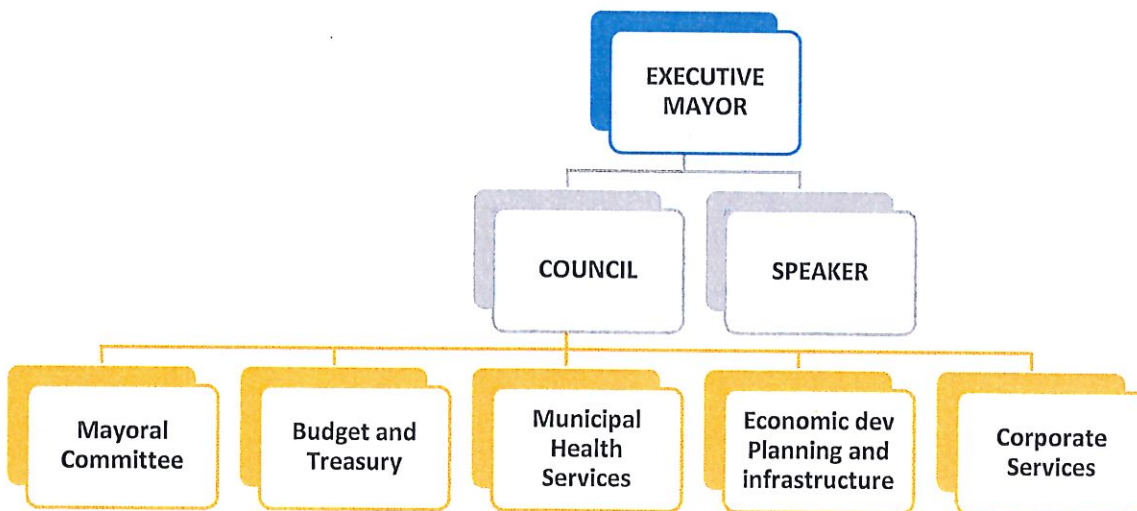
The portfolio committees have no powers and may only make recommendations to the mayoral committee.

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 EP Cloete is the chairperson of the MPAC. She 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.

Council also has an Audit/Performance Committee to advise Council and municipal staff on issues as indicated in the act. The term of one of the members come to an end soon and must be replaced.

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

2.1.1 GOVERNANCE MODEL



2.1.2 POLITICAL DECISION-TAKING

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

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

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

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

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

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

Item submitted to council	Action Taken	Date
Presentation: SALGA small town regeneration	<ul style="list-style-type: none"> ✓ That Namakwa District Municipality adopts the Namaqua STR Initiative as set out in the declaration of the Namaqua STR Conference of 10-11 July 2017. ✓ That Namakwa District Municipality Councilor W J P Links designates as the nominated Political Champion and Mr. JT Loubser as the Administrative Champion for the Karoo STR initiative. ✓ That the NDM Board approves the inclusion of Namakwa District Municipality as part of the Karoo area to be proclaimed as a region for a Spatial Development Framework as per section (18) 1 and 18 (3) of the Spatial Planning and Land Use Management Act (Act 16 of 2013) and the Spatial Development Framework as advertised in section 18 mentioned in the Gazette. ✓ That the NDM Council approves the participation of the Namakwa District Municipality on Interregional Municipal Cooperation protocol as part of the Karoo STR Initiative. 	27 August 2019
Communications by the Executive Mayor	<p>That</p> <p>a) Mr. J Cloete's contract as Housing Officer is extended until 2021 so that it runs with the term of the Executive Mayor.</p> <p>b) Mr. F van den Heever is appointed Audit Committee Chairperson.</p>	27 August 2019

Minutes of council meeting held on 29 March 2019	The Municipal Manager undertakes to follow up and then serve it in accordance with rectified/change if proof of his apology is received.	27 August 2019	Councillor W J P Links mentions that he is sure that he submitted an apology for the Council meeting of 29 March 2019 and that it does not reflect in the minutes.
Minutes of MPAC meeting held on 2 August 2019	That the Minutes of the "MPAC" meeting was held on 2 August 2019 remained until the Chairperson is present at the next Council meeting.	27 August 2019	
Administration: IDP & Budget Process Plan 2020/2021	That "IDP & Budget Process Plan 2020/2021" door that Council approves and becomes a sailing.	27 August 2019	
Administration: Organogram	<ul style="list-style-type: none"> ✓ Only one Audit Intern will be appointed. ✓ One intern will also be appointed at Risk and Compliance. ✓ EPWP – the post of the Implementing agent must be dissolved and the unit will henceforth report to Mr. J Cloete. ✓ The position of Project Manager must change to Civil Technician because it is the service mostly required at Municipalities. ✓ General Assistants (4 vacant posts) – in conversation with the trade unions – only one post will be permanently filled and the other three posts will be handled on a rotational base for job creation. ✓ Senior MHS post will change to an MHS post. ✓ IT Knowledge Management post will change to an IT Officer post. <p>that the Organogram with the above amendments is approved and accepted by the Council.</p>	27 August 2019	

Administration: Yearly Financial Statements (AFS) 2018/2019	That the Annual Financial Statements (AFS) – 2018/2019 are approved and accepted by the Council.	27 August 2019	
Administration: Draft Annual Report 2018/2019	that Annual Report/"Draft Annual Report" 2018/2019 was approved by Council.	27 August 2019	
Administration: Approval of NDM Annual Performance Report for the year 2018/2019	That Annual Performance Report for 2018/2019 financial year was approved by Council.	27 August 2019	The Municipal Manager presents the document. He mentions that there are two more calculations Mr. Datadin should bring in.
Administration: Financial Disciplinary Board	<p>That the designation of</p> <ul style="list-style-type: none"> ✓ Mr. F van den Heever, the newly appointed Chairperson of the External Audit Committee, for Namakwa DM, Nama Khoi Municipality and Richtersveld Municipality, ✓ Mr G Maarman for the Kamiesberg Municipality and ✓ Mr. F Rootman for Karoo Hoogland Municipality with ✓ The Internal Auditor, Ms V Cloete as the Secretariat of this unit, and ✓ Mr. G Cloete, Senior Manager of the Corporate Services Division of NDM as the representative from the Administration as the Financial Disciplinary Board is approved and accepted by the Council. 	27 August 2019	The Municipal Manager gives more information to the Council.
Administration: Supply Chain deviations: November 2018 - June 2019	That the Supply Chain deviations for November 2018 to June 2019 are approved and accepted by the Council.	27 August 2019	Councillor W J P Links refers to p.58 regarding Radio NFM and the payment of airtime. He requests that there be looked at

Administration: Overall 2018/2019 SDBIP	That the Overall 2018/2019 SDBIP is approved and accepted by council.	27 August 2019	what other methods there are to communicate with the communities.
Administration: Approval of Policies and Delegations	<p>That the</p> <ul style="list-style-type: none"> ✓ Human Resources, Financial, Risk Policies and the Delegations of Powers taking into account the amendments (increase of transport allowance from 50% to 60%) as worked shop on 26 August 2019; And ✓ b) the Gazette number 648 is approved and accepted. 	27 August 2019	
Administration: Transfer of Alexkor Building to Springbok Showgrounds The Municipal Manager gives more information regarding the matter.	That permission is granted by the Council to proceed with the transfer of the Alexkor building to Springbok Showgrounds.	27 August 2019	Mr. J T Loubser mentions that the building was erected in the form of a donation from the Alexkor Foundation.
Budget and Treasury Committee recommendations	<p>The Executive Mayor mentions</p> <ul style="list-style-type: none"> ✓ that it was decided to bring a report on the debtors to the next Council meeting. ✓ that a CPI is brought in for the collection of the debt on the SDBIP of the Finance Division. <p>That the Budget and Treasury Committee recommendations are approved and accepted by the Council.</p>	27 August 2019	
Write off of assets	That the assets as bound on p.72-73 are written off by the Council.	27 August 2019	Mr. R Datadin presents the document.
Corporate Services Committee		27 August 2019	Councilor C Coetzee thanked the Executive Mayor for the trust

recommendations 4 March 2019 and 22 July 2019	That the Corporate Services Committee recommendations for 4 March 2019 and 22 July 2019 are approved and accepted by the Council.		he placed in him to elect him as committee Chairperson and then also serve on the Budget and Treasury committee. He congratulates the new Chairperson on her appointment and expresses the hope that the committee's activities will only improve.
Municipal Health Services Committee Recommendations	That the Municipal Health Services Committee recommendations are approved and accepted by the Council.	27 August 2019	Councilor H Jack invites the Councilors to look at the Air Quality Data device.
Economic and economic Infrastructure Development and Planning Committee Recommendations	That the Economic and Infrastructure Development and Planning Committee recommendations approved and accepted by the Council.	27 August 2019	
Donation of Assets (NDM Outdated Fleet)	That the vehicles as pointed out by the Municipal Manager are donated to Kamiesberg and Richtersveld Municipalities. ii) that from time to time a report is obtained from this municipality on what the impact of the assistance from NDM has in the form of donation of the vehicles. She mentions that Council delved this process to the Municipal Manager and the Executive Mayor.	18 September 2019	The Municipal Manager presents two documents to the meeting.
Twinning Agreement	That NDM is part of that "Twinning Agreement" and that "MOU" sign.	18 September 2019	

Personnel Matters (in camera)	The staff are leaving the venue and the case is being discussed in camera.	18 September 2019
Designation of Acting Speaker	That Councilor G Y Pieters is appointed acting Speaker for the purpose of the meeting.	8 November 2019
Personnel Matters (in camera)	The staff are leaving the venue and the case is being discussed in camera.	8 November 2019
Administration: Christmas leave 2019	<ul style="list-style-type: none"> ✓ that Council approves the request that the offices close and reopen on 6 January 2020; ✓ that the Board grants special leave for 27, 30 and 31 December 2019 (3 days); ✓ c) that Staff are allowed/requested to take their own leave for 23 and 24 December 2019 and 2 and 3 January 2020 (4 days). 	25 November 2019 2019 Approval is required to close the offices on 20 December 2019 and reopened on 6 January 2020. The request is that the Council grants special leave for 27, 30 and 31 December 2019 (3 days). Staff must then take their own leave for 23 and 24 December 2019 and 2 and 3 January 2020 (4 days).
Administration: NDM Housing	That a policy is compiled for the alienation of the Council dwellings to staff and at the Council meeting during which the Adjustments Budget will be handled.	25 November 2019
Administration: "Audit Charter" -Mr. F van den Heever (Chairman of the External Audit Committee)	That the Audit Charter with the Minutes of "Audit Committee Meeting" as held on 27 February 2019" is approved and accepted by council.	25 November 2019 The Chairperson of the External Audit Committee presents the Audit Charter and the minutes of 12 June 2019 to council.

	<p>The Acting Speaker requests that the minutes of the Audit Committee of 12 June 2019 be also approved at the next meeting of this Council so that the committee will commentate the coming year with a clean sheet.</p> <p>AUDIT SECTION/BOARD SECRETARIAT</p> <p>MUNICIPAL MANAGER/CFO</p>	<p>Councilor A Beukes refers to p.49 and states that the minutes that are bound to be the minutes of 27 February 2019 and not the minutes that Mr. F van den Heever has now presented.</p> <p>She also refers to p.44 and the "Remuneration of members" and specifically to the "Traveling time" of the audit committee members.</p> <p>She mentions that these proposed tariffs should be published once a year for which approval must be obtained.</p> <p>The Municipal Manager mentions that there was previously an issue about the "traveling time" and the payment around it and he undertook to look again at it with the Financial Officer.</p>
<p>Budget and Treasury Committee</p>	<p>✓ that the Budget and Treasury Committee recommendations; And</p>	<p>25 November 2019</p> <p>The Executive Mayor presents the recommendations of the</p>

Budget and Treasury Committee
to Council.

recommendations (Finance)			
SDBIP First quarter (2019/2020)	✓ that the SDBIP of the Budget and Treasury Division for the first quarter from 2019/2020 by the Council approved and accepted.	25 November 2019	
Corporate Services Committee Recommendations	✓ that the Corporate Services Committee recommendations; approved and accepted.	25 November 2019	
SDBIP First quarter (2019/2020)	✓ that the SDBIP of the Corporate Services Section for the first quarter from 2019/2020 by the Council approved and accepted.	25 November 2019	
Municipal Health Services: Committee recommendations	That the Municipal Health Services Committee recommendations are approved and accepted by the Council.	25 November 2019.	
Economic and economic Infrastructure Development and Planning Committee Recommendations	✓ that the Economic and Infrastructure Development and Planning Committee Recommendations are approved and accepted by council.	25 November 2019	
SDBIP First quarter (2019/2020)	✓ that the SDBIP of the Economic and Infrastructure Development and Planning Division for the first quarter of 2019/2020 by the council.	25 November 2019	
Staff Matter (in camera)		25 November 2019	

Direction/ election of the Speaker	Councilor G Y Pieters will be appointed Acting Speaker for the next 6 months.	6 December 2019	Councilor H Jack mentions that as the Acting Municipal Manager, Mr. J T Loubser has quoted a portion from the Structures Act she wants to propose according to this that Councilor G Pieters is appointed Speaker of the NDM for a minimum for 6 months.
Article 72 Report 2019/2020 / "Mid-year Performance Assessment Report	That Article 72 Report 2019/2020 / "Mid-year Performance Assessment Report "are accepted and approved by Council	30 January 2020	
Audit Outcomes Report 2018/2019/"2018/2019 Audit Report	That the 2018/2019 Audit outcomes report is approved and accepted by the Council.	30 January 2020	
Approval of newly set Policies	<ul style="list-style-type: none"> ✓ that the Land Disposal Policy and the Grant-in-Aid policy are approved and accepted provided that the enquiries/provisions over the period the dwellings must be owed, before current occupants will be considered to buy the dwellings. ✓ b) that those policies are provided to the Councilors. 	30 January 2020	Councilor C Warne mentions that he does not have MTN signal in his hometown and requests that his policies be put on a "memory stick."
Application for permission to earn extra income – Mr. G Cloete	that Mr. G Cloete's application for permission to earn an extra income is approved provided that it is reviewed after the period of one year.	30 January 2020	
Personnel matters (in camera)	The staff are leaving the venue and the case is being discussed in camera.	10 February 2020	

Restructuring of Committees	that Councilor A W Beukes becomes a member of the Municipal Health Services Committee.	28 February 2020	The Speaker mentions that Councilor C Klaase resigned and that Councilor J Davids was elected as a member of the BMK a few months ago and therefore falls out to the rest of the committees, resulting in the division of Councilors being done to the committee below.
	that Councilor F Faro member of the Health and Safety committee	28 February 2020	
2019/2020 IDP and SDBIP Amendments	That the 2019/2020 IDP amendments are approved and accepted by the Council. that the 2019/2020 SDBIP amendments are approved and accepted by the Council.	28 February 2020	Mr. J T Loubser presents the amendments to the IDP and SDBIP to the Council.
2019/2020 Adjustments Budget	that the 2019/2020 Adjustments budget is approved and accepted by the Council.	28 February 2020	Mr. R Datadin presents the Adjustments budget to council.
2018/2019 Annual Report and "Oversight Report"	<ul style="list-style-type: none"> ✓ that the 2018/2019 Annual Report is approved and accepted by the Council; ✓ that the MPAC's "Oversight Report" over the 2018/2019 Annual Report is approved and accepted by the Council. 	28 February 2020	<p>Councilor A Beukes states that no mentioned whether reporting/feedback will be made on a monthly or quarterly basis.</p> <p>The Acting Speaker requests that the MPAC report also quarterly.</p>

Administration: Draft 2020/2021 IDP (Electronic document)	That the Draft 2020/2021 IDP, as provided electronically to councilors, has been approved and accepted by the Council.	31 March 2020
Administration: Draft 2020/2021 Budget (Electronic Document)	That the Draft 2020/2021 Budget, as provided electronically to the Councilors, is approved and accepted by the Council.	31 March 2020
4% Upper Limits for Councilors Contribution to the NDM Solidarity Fund	UNANIMOUS DECISION	28 April 2020
Circumstances of SALGA on the contribution by Councilors to the NDM Solidarity Fund	<ul style="list-style-type: none"> ✓ That the "Upper Limits" as per Government Gazette 43246 of 24 April 2020 by council approved and accepted. ✓ That the Chief (Whip) of the Democratic Alliance's allowance is adjusted in line with the prescriptions of paragraph 8 of Government Gazette 43246 of 24 April 2020, as per column 4 for category 3 municipalities "Member of the Executive Committee OR Mayoral Committee OR Whip". 	28 April 2020
	UNANIMOUS DECISION	28 April 2020
	<ul style="list-style-type: none"> ✓ That the SALGA accepts NEC's recommendation as per Circular 16/2020 of 26 April 2020 and that the 4% increase on Councilors allowances for the months of April, May and June 2020 to the Municipal Solidarity Fund. ✓ iii) That the representatives of the Local Municipalities' donations contributed should be handled by them. ✓ That the committee of the Namakwa District municipal Solidarity Fund is compiled as per paragraph 4.2 of the SALGA recommendations and that 	

the two Councilors the committee represented by paragraph 4.2.2 by the two parties (Whips)		
The above decisions are also as follows		
"Upper Limits" councilors	<ul style="list-style-type: none"> ✓ that the Upper Limits as per Government Gazette 43246 of 24 April 2020 is accepted by council. ✓ b) that the Chief (Whip) of the Democratic Alliance's allowance is adjusted in line with the directives of paragraph 8 of government gazette 43246 of 24 April 2020, as per column 4 for category 3 municipalities "Member of the Committee OR Mayoral Committee OR Whip". 	14 May 2020
Creating a Namaqua District Municipal Solidarity Fund	<ul style="list-style-type: none"> ✓ that the SALGA accepts NEC's recommendation as per Circular 16/2020 of 26 April 2020 and that the 4% increase on Councilors allowances for the months of April, May and June 2020 is donated to the Municipal Solidarity Fund. 	14 May 2020
ii) 4% Upper Limits for Councilors contribute to the NDM Solidarity Fund	<ul style="list-style-type: none"> ✓ that the representatives of the Local Municipalities' donations contribution are handled by them. ✓ that the Committee of the Namaqua District municipal Solidarity Fund is compiled as per paragraph 4.2 of the SALGA recommendations and that the two Councilors on the committee are represented by paragraph 4.2.2 by the two parties' Chief (Whips). 	
Amendment of the Process Plan of 31 August 2019	That Council is considering reviewing the IDP Budget Process Plan 2019/2020, as on attached amended Process Plan, in order to provide for an amended IDP Budget procedure.	30 May 2020

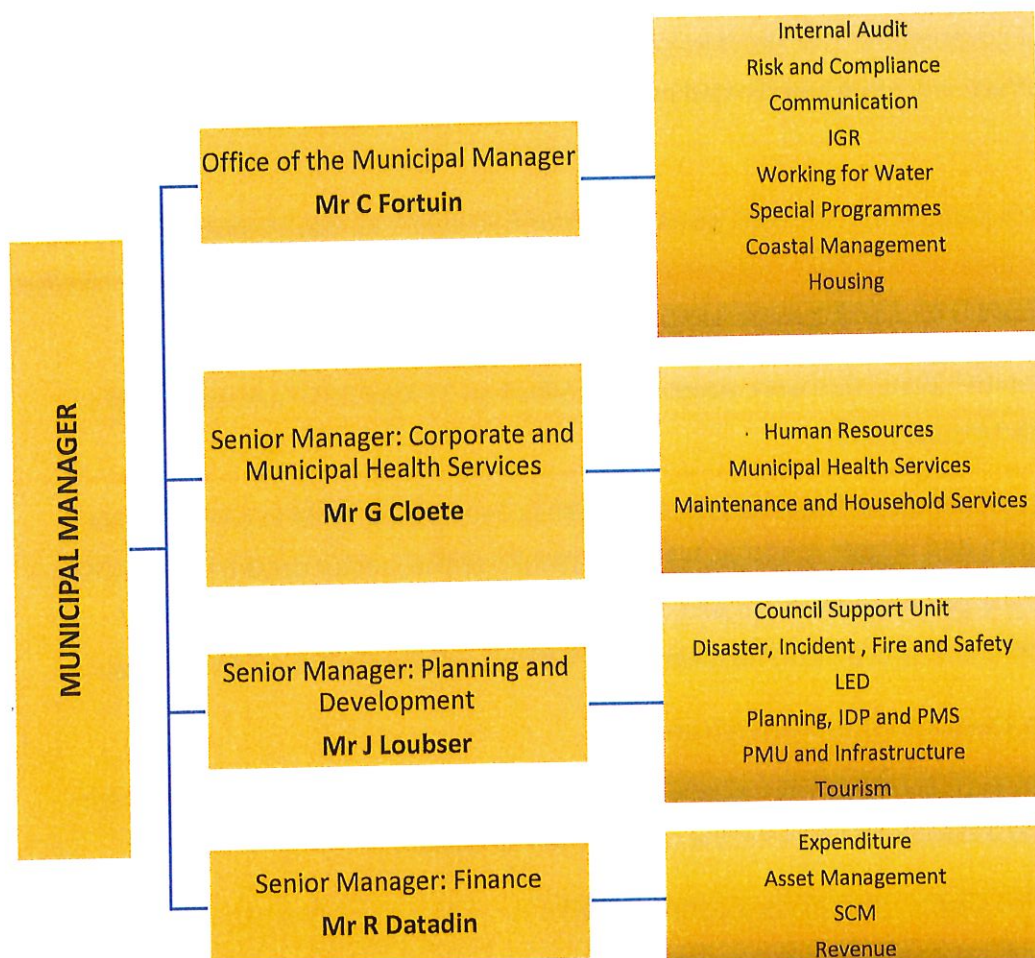
2020/2021 Draft IDP/IDP as well as Budget 2020/2021	That Council considers the 2020/2021 Draft DP as well as Budget 2020/2021 for acceptance as prescribed in section 24(1) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003);	30 May 2020
IDP Amendments 2019/2020: COVID-19	That Council will finally approve the 2020/2021 Draft CEP as well as Budget 2020/2021 on or before 30 June 2020 as prescribed in Section 24(2) of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003)	29 June 2020
Special Appreciations Budget 2020/2021: COVID-19	That the 2019/2020 IDP Amendments: COVID -19 is approved and accepted by the Council.	
Final IDP 2020/2021	That the 2020/2021 Special Adjustments Appreciation: COVID-19 is approved and accepted by council.	
Final Budget 2020/2021	That the Final 2020/2021 IDP is approved and accepted by the Council.	
Organogram	That the Final 2020/2021 Budget is approved and accepted by the Council.	
Namakwa "Spatial Development Framework"	That the organogram, was approved and accepted by Council	
Namakwa "Spatial Development Framework"	That application is made to the Minister of National Department of Agriculture, Land Reform and Rural Development for the deferral for the approval of the Namakwa SDF by 30 June 2020.	
	That the current SPLUMA – Districts Municipal Planning Tribunal members' period for the next 3 years, i.e. be extended from July 2020 to July 2023 where it is possible and in accordance with all legal requirements thereto. If it is necessary to recruit additional members, it is done in accordance with the above mentioned and submitted to the Council.	

Namakwa "Special Economic Zone"	that NDM Council give its support to the Namakwa "Special Economic Zone" initiative with Gamsberg Smelter as anchor project.		
Internal Audit Reports and Plans Attached Schedule A and B	that the Internal Audit Committee's Reports and Plans are approved and accepted by the Council.		
Writing off Assets Attached P. 8	That the assets are transferred to other organ of state subject to Section 14(2)(b) and (3) of the MIFMA (Act 58 of 2003).		
Staff matters Red/Cloete J T Loubser	Attached page.9		

2.2 ADMINISTRATIVE GOVERNANCE

In terms of Section 55 of the Municipal Systems Act, Act 32 of 2000, the Municipal Manager is the head of administration and the accountable person responsible for the formation and development of an economical, effective, efficient and accountable administration. The Chief Financial Officer, Senior Manager Economic Development & Planning and Senior Manager Corporate & Municipal Health Services are assisting him to fulfil his duties.

The organogram was reviewed and submitted to Council for approval. A few changes to the structure were approved on 27 August 2019. Below is the top layer.



COMPONENT B: INTERGOVERNMENTAL RELATIONS

2.3 INTRODUCTION TO CO-OPERATIVE GOVERNANCE AND INTER GOVERNMENTAL RELATIONS

Intergovernmental Relations Forums (IGR)

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

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

The revised IDP 2019/2020 were adopted by council on 31 May 2019 and submitted to Coghsta on 14 June 2019.

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

Namakwa District Municipality News

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

The District Communication Forum (DCF)

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

Council Meets the People

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

Communication

The Namakwa District website (www.namakwa-dm.gov.za) 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 sits 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.

COMPONENT C: PUBIC ACCOUNTABILITY AND PARTICIPATION

2.4 ANTI CORRUPTION AND FRAUD

The NDM commits itself to fighting fraudulent behaviour at all levels within the organisation. The approved Fraud and Corruption Plan is premised on the organisations core ethical values driving its business, the development of its systems, policies and procedures, interactions with the public and other stakeholders, and even decision-making by individual managers representing the organisation. The Fraud and Corruption Plan is guiding all departments and even external stakeholders is guided by the Plan as the point of reference for their conduct in relation to NDM.

The Fraud and Corruption Plan promotes ethical conduct within NDM and is also intended to assist in preventing, detecting, investigating and sanctioning fraud and corruption.

2.5 IDP ALLIGNMENT

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

2.6 SUPPLY CHAIN MANAGEMENT

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

- ✓ Number of quotations we receive because of the vast distances and the fact that the Namakwa area is sometimes limited as to the different type of services.
- ✓ High transport costs as the suppliers are sometimes situated far from Springbok, especially when it is speciality services which cannot be procured in our region which forces us to go beyond the borders of the District.

2.7 BY LAWS

The Fire Services and Environmental Health Services By-Laws is not approved yet. The final documents will soon be published in line with Section 11(3)(m) of the Municipal Systems Act, Act 32 of 2000.

2.8 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 2019- May 2020
All current budget-related policies	Yes	As and when reviewed
The previous Annual Report (2018/2019)	Yes	March 2020
The Annual report (2018/2019) published/to be published	Yes	As and when reviewed
All current performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act (2018/2019) and resulting scorecards	Yes	August 2020
All service delivery agreements (2018/2019)	Yes	NA
All long-term borrowing contracts (2018/2019)	Yes	June 2020
All supply chain management contracts above a prescribed value (give value) for 2018/2019	Yes	June 2020
An information statement containing a list of assets over a prescribed value that have been disposed of in terms of section 14(2) of (4) during the 2017/2018 financial year.	Yes	List of disposed assets placed on website
Contracts agreed in 2018/2019 to which subsection (1) of section 33 apply, subject to subsection (3) of that section	Yes	NA
Public-private partnership agreements referred to in section 120 made in 2018/2019	Yes	NA
All quarterly reports tabled in the council in terms of section 52(d) during 2018/2019	Yes	Quarterly

2.9 HUMAN RESOURCE MANAGEMENT

SERVICE STATISTICS FOR HUMAN RESOURCE SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	Overall Performance for Jul 2019 to Jun 2020		
				Target	Actual	R
D127	Human Resources	Conduct quarterly training committee meetings	Number of meetings conducted	4	2	R
D128	Human Resources	Submit the Employment Equity Report to the Department of Labour by the 15 January	Employment Equity Report submitted	1	1	G
D129	Human Resources	Facilitate the Local Labour Forum meetings	Number of Local Labour Forum meetings facilitated	8	1	R
D130	Human Resources	Place advertisement for vacant posts within 10 working days after the approval of the Municipal Manager	% of advertisements placed within 10 working days	95%	95%	G
D131	Human Resources	Submit a quarterly report to the managers on the leave status of employees (leave balance exceeding 48 days/negative balance/compulsory leave)	Number of reports submitted	3	4	G2
D132	Human Resources	Conduct induction program for newly appointed employees within 30 working day of the starting date	% of induction programs conducted within 30 working days	90%	90%	G
D133	Human Resources	Submit the annual operational plan for HR to Senior Manager Corporate & Municipal Health Services by 30 June	Annual operational plan submitted	1	0	R
D155	Human Resources	Review the Workplace Skills Plan and submit to the LGSETA by 30 April 2020	Plan submitted to the LGSETA by 30 April 2020	1	1	G
D156	Human Resources	Number of people from employment equity target groups employed (appointed during 2019/20) in the three highest levels of management in compliance with a municipality's approved employment equity plan by 30 June 2020	Number of people appointed in the three highest levels of management	1	1	G
D157	Human Resources	The percentage of the municipality's personnel budget actually spent on implementing its workplace skills plan by 30 June 2020 ((Actual amount spent on training/total personnel budget) x100)	% of the personnel budget actually spent on implementing its workplace skills plan	0.86%	0.77%	O
D158	Human Resources	Limit the vacancy rate to less than 10% of budgeted posts by 30 June 2020 ((Number of budgeted posts filled/Number of budgeted posts on the organogram) x100)	% of budgeted posts vacant	10%	12.24%	R
D159	Human Resources	Submit the reviewed organogram to Council by 30 June 2020	Organogram submitted to Council by 30 June 2020	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	2	2	0	0%
13 - 15	-	-	-	-
16 - 18	-	-	-	-
Total	3	3	0	0%

Employees: Namakwa District Municipality				
Job Level	Posts	Employees	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts)
0 - 3	15	10	5	33%
4 - 6	23	18	5	21.7%
7 - 9	19	18	1	0.5%
10 - 12	28	25	3	10.7%
13 - 15	7	6	1	14.2%
16 - 18	6	5	1	16.6%
Total	98	82	16	16.3%

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

A new firewall has been procured and installed. A server will be procured in the new financial year. Due to Covid19 funding had to be used to address IT related issues.

SERVICE STATISTICS FOR ICT SERVICES

Ref	Sub-Directorate	KPI	Unit of Measurement	Overall Performance for Jul 2019 to Jun 2020		
				Target	Actual	R
D146	Maintenance and Household Services	Conduct quarterly IT steering committee meetings	Number of meetings conducted	4	4	G
D147	Maintenance and Household Services	Respond to IT formal/written queries/requests within 48h	% of queries responded to within 48h	90%	75%	O

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

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

3.1 DISASTER MANAGEMENT: CALVINIA AND SPRINGBOK

Attendance of meetings

- ✓ Four District Disaster Management Advisory Forum Meetings was attended in the Province.
- ✓ Four Provincial Disaster Management Advisory Forum Meeting was attended in the Province.
- ✓ Fire Services Summit was held in Springbok

Contingency Planning

The following Contingency Plans were compiled and submitted to the PDMC

- ✓ Winter Season Contingency Plan
- ✓ Summer Season Contingency Plan
- ✓ Veldt fire Contingency Plan
- ✓ Contingency Plan for the Festive Season of 2019/2020
- ✓ Contingency Plans for the Easter weekend of 2020
- ✓ Revising of Contingency plans for Namakwa District and the six local B Municipalities
- ✓ Contingency Plan for Covid-19 and an action Plan for Covid-19 for the Hantam/Karoo Hoogland area

Compilation of reports

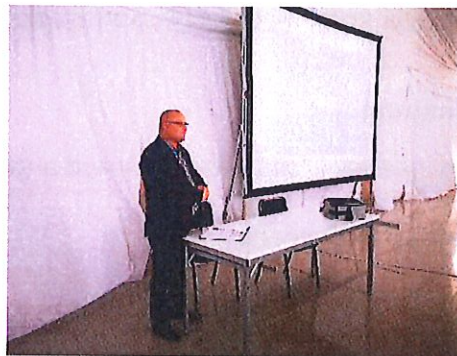
- ✓ Compilation of 4 Quarterly reports for the Namakwa District Municipality Council.
- ✓ Compilation of 4 Quarterly Reports for the Provincial Disaster Management Centre.
- ✓ Compilation of Annual Namakwa District Municipality Report.

- ✓ Compilation of a report on the declaration of the Namakwa District as a drought disaster area.
- ✓ Compilation of a Covid-19 report.

Fire Summit

The Fire Summit took place in Springbok and all relevant stakeholders was invited. This summit was held to promote the establishment of Fire Services in the Namakwa Region and to get the buy in of stakeholders and the B Municipalities. Presentation was also given on this topic by National Disaster Management, SALGA and the Namakwa District Municipality.

The exhibitions were on communication systems and fire equipment.



COVID- 19

A District Joint Operations Centre was established and weekly meetings was held. All sector departments were represented at the DJOC. The outcome of the DJOC was that an action plan was drafted on how this region will deal with COVID 19. There was a vehicle checkpoint established at Calvinia's entrance and all the relevant departments was present at this

roadblock. The departments that was present was, SAPS, Department of Health, EMS, Provincial and municipal Traffic and Disaster Management. The operation hours were 24/7 every day of the week.



RESULTS OF PREVENTION AND MITIGATION INITIATIVES

Road Incident Management System

Road incident management is the process whereby a set of coordinated activities is initiated when an incident occurs on a road in order to minimize the direct and secondary effects of the incident, as well as to restore normal capacity and safety levels to all affected road facilities as quickly as possible. This system is run by the control center in Calvinia and they activate all the responsible sector departments

Training

Personnel of the Namakwa District as well as personnel of the Local Municipalities was trained on fire services activities. This training was done in conjunction with National Disaster Management and FPASA on Fire Services and Risk reduction.

Disaster Risk Reduction

Awareness was done on the different types of disasters at the municipalities as well as the community. Covid-19 awareness was done in the whole of the Karoo Hoogland and Hantam Municipal area.

CLASSIFICATION, MAGNITUDE AND SEVERITY OF DISASTERS/ INCIDENTS

Emergencies Coordinated by the District Disaster Management Centre

EMS: 7698

SAPS: 1543

Accidents: 43

Fire Services: 27

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

SOP'S were activated for all emergencies handled.

Veld Fire

In this year there was two big veldt fires. In Nieuwoudtville a pine tree plantation caught fire and the other one was in Calvinia where a farmer lost 3 600h a due to lighting.



Drought Classification

The Namakwa District Municipality and its six B-Municipalities was declared as a drought-stricken area by the council of Namakwa District at a council meeting.

PROBLEMS EXPERIENCED IN DEALING WITH INCIDENTS

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

WAY IN WHICH PROBLEMS WERE ADDRESSED

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

DISASTER MANAGEMENT PLAN

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

ACTIVITIES: CONTROL CENTER OFFICIALS AND GUARDS

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

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

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

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

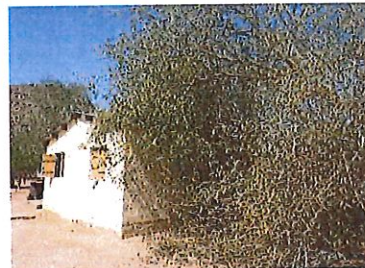
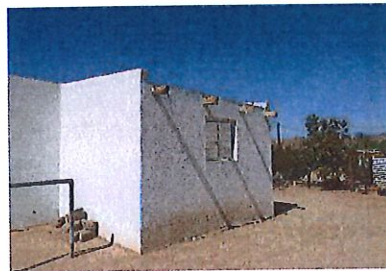
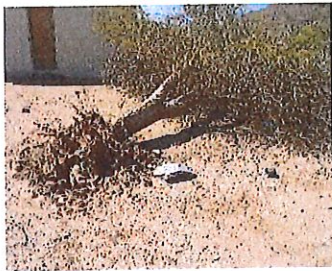
UNSCHEDULED INCIDENTS WITH DISASTROUS EFFECTS:

Following fires were caused by an electrical short circuit:

- ✓ Business: trent tyre roof was damaged during a fire, no life's were lost when the fire occurred
- ✓ Nama khoi store room was damaged during the fire, no life's were lost when fire occurred.

NATURAL INCIDENTS

- ✓ Strong winds at Goodhouse, roofs of houses was damaged and telephone landline was damaged.
- ✓ One tree fell on the roof of the school.



STRONG DUSTY WIND ON THE PORT NOLLOTH ROAD

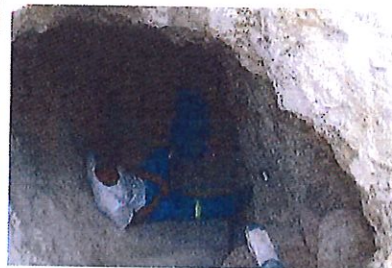


ONE WOODEN STOREROOM COLLAPSED WITH ONE BEACH BUGGY INSIDE AT PORT NOLLOTH DUE TO THE STRONG WINDS



MINE INCIDENTS: LANGHOOGTE/ NUTTABOOI

- ✓ Mineholes collapsed, 4 injuries and no fatalities



DROWNING AT PORT NOLLOTH

- 1 Person drowned at sea.

ARMED ROBBERY AT U-SAVE PORT NOLLOTH

A Robbery took place at U-Save and the workers were held hostage. The security contacted the police. A shooting among the police and the foreigners took place and one foreigner was

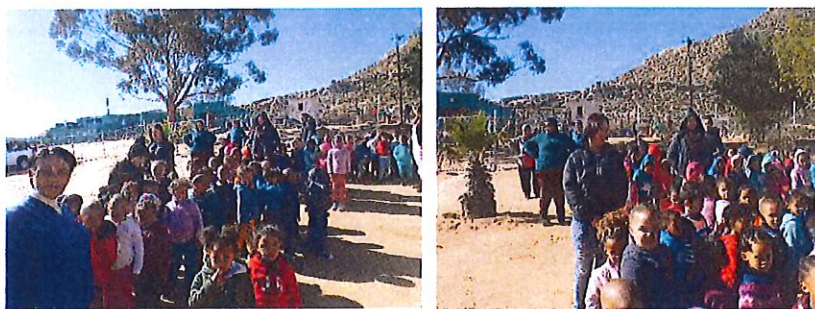
wounded by the police and transported to Springbok hospital under police escort. The other two foreigners were arrested and were being held at Port Nolloth Police Station.

ROAD ACCIDENTS FOR THE YEAR

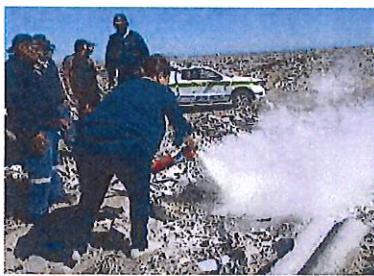
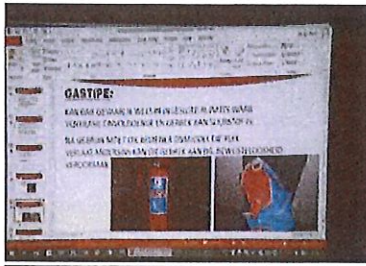
ROUTES	TOTAL	FATALITIES
N7	24	7
N14	23	6
R ROUTES	48	5
OTHER ROADS	10	0

CAPACITY BUILDING AND ASSESSMENT VISITS

- ✓ Wielie Walie creche: this visit was to evaluate the creche capacity and readiness during any incident that may occur such as fire outbreak; bomb threats or incidents from the outside.
- ✓ A fire and bomb threat drill was exercised and the practitioners evacuated the children out of the classrooms to the assembly points.



- ✓ Dr van Niekerk Hospital: this visit was to see if there contingency and preparedness plan was in order.
- ✓ Fire extinguisher training at Port Nolloth SAPS. Presentation and practical exercises was done with the police members at the police station and at the dumping site of the Richtersveld Municipality.



SIMULATION HELD AT KANGNAS WINDFARM:

Worker inside the tower hits his head against a hard object, causing him to passout. The casualty was treated inside the tower by his partner and one other person who was on his way to the top when the incident occurred.



CAPACITY BUILDING AT OKIEP CLINIC

After live simulation was held at Okiep clinic on 1 November, a follow up visit was done in order to guide and assist the clinic staff to write their contingency and preparedness plan.



- ✓ Covid 19 simulation at Dr. Van Niekerk hospital.
- ✓ Shops in Springbok: This visits was to see if the Covid-19 regulations is adhere to.
- ✓ Schools-visits: to see if they adhere to the regulation of Covid -19.

3.2 NATURAL RESOURCE MANAGEMENT

WORKING FOR WATER:

Description: Remove "Prosopis" invasive alien plants in Calvinia, surrounding farms and rivers in the drought-stricken disaster areas of HANTAM to alleviate water shortage and restore water tables.

Namakwa District Integrated Development Plan Goals relevant to the project:

- ✓ Job creation and reducing unemployment
- ✓ SMME development
- ✓ Training and development
- ✓ Basic water provision: ensuring implementation of environmentally sustainable practices along with an integrated approach to addressing climate change.

Estimated Duration:

Start Date	Completion date	Estimated duration
1 April 2019	31 March 2022	3 years

PROJECT FINANCIALS:

PROJECT EXPENDITURE: 1Apr19 – 30June19

	Quarter 1 (Apr,May, June)	Quarter 2 (Jul,Aug,Sep)	Quarter 3 (Oct,Nov,Dec)	Quarter 4 (Jan,Feb,Mar)	Accumulated Expenditure to date
Management fees (or implementation fee)	217 742.14	162 761.63	168 427.47	123 965.14	672 896.38
EPWP Wages/Stipend	339 157.88	74 786.69	1 008 915.50	1 294 501.19	2 717 361.26
COIDA	2 948.00	0.00	0.00	0.00	2 948.00
UIF	3 125.83	722.24	1 338.48	1439.48	6 626.03
Training (EPWP workers)	0.00	0.00	0.00	0.00	0.00
Capital expenditure (for assets to the Dept)	0.00	0.00	0.00	0.00	0.00
Outsourced Services (remaining costs)	249 429.00	343 586.84	345 750.71	247 157.62	1 185 924.17
Total Expenditure	812 402.85	581 857.40	1 524 432.16	1 667 063.43	4 585 755.84

EMPLOYMENT:

Working for Water = 103

Drought Response = 89

Total participants = 192

CHALLENGES:

- ✓ Drawdown from DEA
- ✓ Increase in density due to time lapse between field verification, contract generation and operation
- ✓ Remoteness of area
- ✓ Capture data to WIMS

RECOMMENDATION:

- ✓ DEA to pay drawdown on time
- ✓ GIS needs to make sure that shape files projection is correct
- ✓ Engage with Public works to upgrade roads
- ✓ Data must be captured on a weekly base on WIMS

3.4 HOUSING

1. BACKGROUND

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

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

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

2. The National Housing Act (of 1997)

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

3. HOUSING ACCREDITATION

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

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

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

3.1 FUNCTIONS

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

4. TRAINING

4.1 Consumer education:

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

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

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

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

National Housing Needs training attended by Joseph Cloete in Kimberley.

5. HUMAN SETTLEMENT SECTOR PLAN

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

6. ALLOCATIONS FOR NAMAKWA DISTRICT 2019/2020

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

7. TRANSFER OF PROPERTY

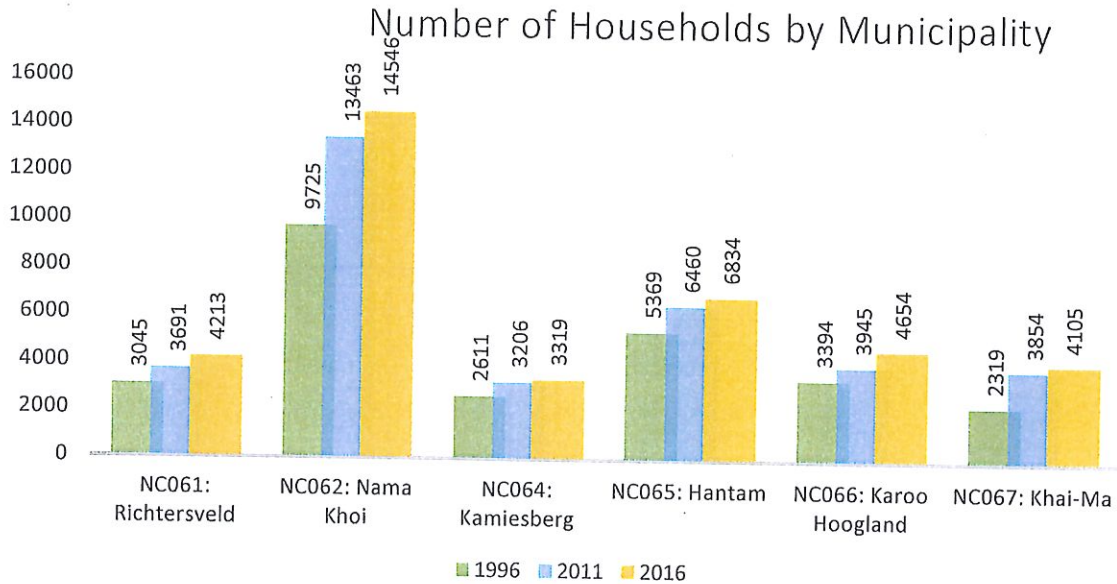
TRANSFER OF PROPERTY PROGRESS PER MUNICIPALITY

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

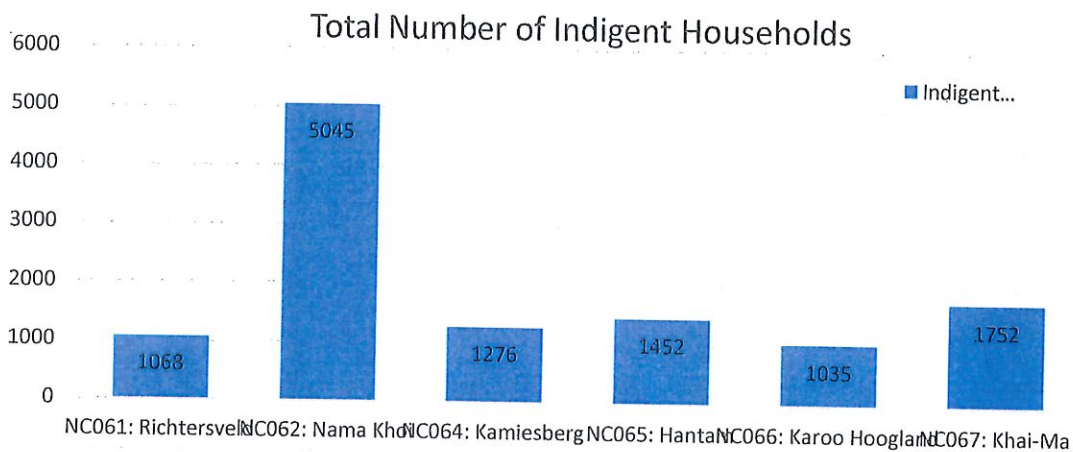
8. PROJECT PIPELINE PER MUNICIPALITY

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

9. NUMBER OF HOUSEHOLDS



10. TOTAL NUMBER OF INDIGENT HOUSEHOLDS



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

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

3.5 MUNICIPAL HEALTH SERVICES

INTRODUCTION

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

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

Constitutional mandate:

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

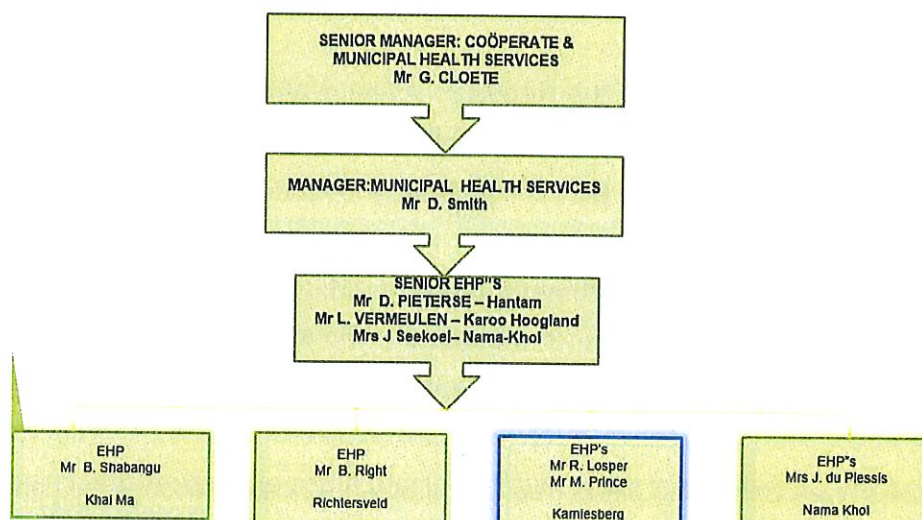
Section 24 of the Constitution of the Republic of South Africa entrenches the right of all citizens to live in an environment that is not harmful to their health or well-being. Section 1 of the National Health Act (Act 61 of 2003) defines municipal health services and clearly stipulates the responsibilities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

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

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

Municipal Health Services are guided by various legislation and policy frameworks including the Constitution of South Africa; the National Health Act; Food Acts; Hazardous Substances Acts; Tobacco Control Acts; Environmental Acts; all applicable legislations and municipal by-laws.

PERSONNEL STRUCTURE



IDP PROJECTS / KPA's

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	578
D185	Evaluate government premises and private entities	320	128
D186	Conduct health and hygiene initiatives as identified on the EH calendar	240	132
D187	Evaluate funeral homes, mortuaries and graveyards	96	34
D188	Evaluate landfill sites	96	24
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 	1176	1065
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.

D186 – Additional programs with other department + EH Calendar.

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

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

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

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

Notifiable Diseases

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

- **Tuberculosis**– cases were investigated, monitored and continuous awareness has been raised in order to prevent further spread of the disease.
- **Diarrhoea** - an outbreak occurred in the Nama-Khoi municipal area and was investigated and handled appropriately.

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

Water monitoring

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

Namakwa Environmental Health shared functions:

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

Co-ordinating & Liaison

Municipal Health Services Forums:

In Namakwa we have two registered forums namely:

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

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

Health Professions Council of South Africa:

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

Co-operative Governance:

Municipal Health Services are in partnership with Departments such as Environmental and Nature Conservation, Environmental Affairs, Water & Sanitation, Education and Veterinary Services as well as regional offices of Departments and role-players who can affect municipal health services positively.

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

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

3.6 TOURISM**Introduction:**

it is always a pleasant time for Namakwa Tourism to kick off the new financial year, with the annual flower season on the horizon. The 2019/2020 flower season did not disappoint although the tremendous drought was a great concern for both tourists and product owners.

The Namakwa region has also shared in the three youth in tourism programs that were rolled out by the National Department of Tourism. These youth employment programs enabled temporary employment among unemployed tourism graduates in the Namakwa region.

The Namakwa Women in Tourism Chapter was established during the month of August 2019. This structure forms part of a national structure that represents and develop women figures in the travel and tourism sector of South Africa.

Namakwa Tourism was also affected by the reality of the Corona Virus spread around the world and finally within the borders of South Africa. We had to stand strong in order to take the lead as a municipal tourism authority in order to ensure stability amongst product owners and future tourists to our region.

Namakwa Flower Season 2019

At Namakwa Tourism we had put the following strategies in place in order to ensure that tourists are directed to the exact places where the wild spring flowers were blooming;

- ✓ Activated the Namakwa flower hotline on the first day of August when the flower season officially started,
- ✓ Issuing of weekly flower updates,
- ✓ Working closely with our West Coast tourism offices in order to guarantee a flower viewing experience to tourists beyond municipal and provincial boundaries,
- ✓ Marketing and promoting of packages and special offers from product owners, tourists guides and tour operators,

The flower hotspots for the 2019 spring season were as follow;

- ✓ Niewoudtville in the Hantam region,
- ✓ The Namaqua National Park in the Kamiesberg region,
- ✓ Groot Hoog between Okiep and Concordia in the Nama Khoi region
- ✓ Nigramoep nearby Nababeep in the Nama Khoi region,

Festivals and events have become a great tourists drawcard to the Namakwa region during the annual flower season. The most popular festivals and events to be hosted were as follow:

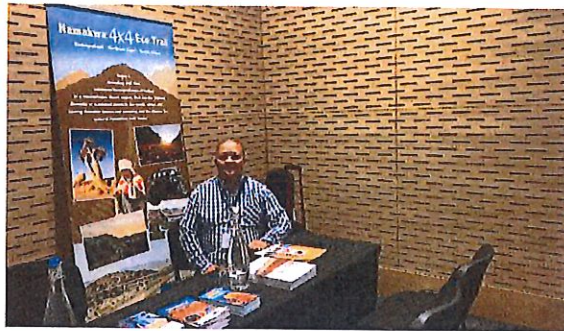
- ✓ The **Namque** Festival in Pella, the cultural capital of the Khai-Ma region,
- ✓ The Namaqua Quest, a cycling tour through the copper mining towns in the Nama Khoi region,
- ✓ The Kamiesberg Flower Trail Run that takes place annually on Rhodebergskloof farm which is located on the highest peak in the Northern Cape Province of South Africa,

The multiplier effect of tourism is quite visible during the months of spring for not only the direct businesses who operates within the travel and tourism sector of the Namakwa region benefits from the peak season of spring but also the indirect enterprises like retail stores, petrol stations and many more economic off springs.

1. Shows and exhibitions

Namakwa Tourism has exhibited at the following shows/exhibitions during the 2019/2020 financial year:

- ✓ TME Cape Town during July 2019
- ✓ SEDA Expo Namakwa during November 2019
- ✓ TME Cape Town during March 2020
- ✓ TME Pretoria during May 2020 was cancelled due to the lock down



All shows/exhibitions were cancelled after the National State of Disaster was announced during the month of March 2020. Therefore, the last exhibition was cancelled for this financial year. We are looking forward to the new normal in terms of the events industry.

We have exercised the following marketing strategies at the travel and trade shows in order to increase the current market share of both domestic and international tourists arriving at our door steps;

- ✓ direct marketing and promotional techniques
- ✓ a ten-minute presentation to a travel and tourism trade company every eight minutes,
- ✓ networking sessions
- ✓ distribution of maps and brochures during consultation sessions with clients,

The Namakwa region's market share can be segmented into the following tourist groups;

- ✓ leisure tourists
- ✓ business tourists
- ✓ pilgrimage tourist
- ✓ Visiting Friends or Relatives

The new normal will be a determining factor of whether there will be a up or a down scaling in our market share as was recorded in the past compared to the new data that we will gather in the months to come after the lifting of the disaster state.

2. Women in Tourism

The Women in Tourism program is a national program under the leadership of the National Minister of Tourism with the mission to empower women product owners and employees working in the tourism industry of South Africa. Every province in South Africa has a chapter that drives this initiative for empowering women in tourism. This program has also manifested its routes on municipal level and we are looking forward to the growth and development among our women stakeholders in the local tourism sector of the Namakwa region.

3. Youth in tourism programs

Three of the unemployment youth in tourism programs were rolled out within the jurisdiction area of the Namakwa region. These programs were as follow;

- ✓ Safety monitors program
- ✓ Data capturers program
- ✓ Youth in hospitality program

A total number of 51 unemployed tourism graduates/matriculates were taken up in these internship programs which had an immediate effect of decreasing the unemployment rate of the Namakwa region.

A break down per region per program were as follow:

- ✓ Safety Monitors Program:
 - Nama Khoi - 4 candidates
 - Hantam - 1 candidate
 - Karoo-Hoogland - 4 candidates

- ✓ Data Capturers Program
 - Richtersveld - 2 candidates
 - Nama Khoi - 4 candidates
 - Kamiesberg - 3 candidates
 - Khai -Ma - 4 candidates
 - Hantam - 2 candidates
 - Karoo-Hoogland - 2 candidates

- ✓ Hospitality program
 - Nama Khoi - 25 candidates

Candidates from all the six local municipal regions within the Namakwa district were recruited for these internship programs. The internship program included quality industry related training with workplace in service training.

This was a great step towards upskilling and retaining our graduate youth.

4. National lockdown in the Namakwa Hospitality sector

The hospitality establishments within the Namakwa region registered to operate as accommodation facilities to host essential workers from the second day of the national lockdown.

Strict protocols were followed and since the announcement that business travel was allowed more doors in the hospitality sector of the Namakwa region were open to business travellers.

True joyful expressions followed after the announcement that intra provincial and inter provincial travelled were allowed.

We are encouraging all product owners to obtain the safe stamp of approval as was recommended by the World Tourism Organisation order to convince the travel market that Namakwa is a safe tourism destination of choice.

5. Tourism Relief Fund

The tourism relief fund had a wide geographic spread of beneficiaries to the extent that more than fourty direct tourism enterprises within the jurisdiction area of the Namakwa region received a grant of R50 000.00 each.

At first the portal did not make provision for sole property enterprises and only companies could do their online application. At last sole proprietors could have directed their applications to the office of the National Minister of Tourism.

The registered tourists' guides were also granted a relief fund that is still in the process of being paid out the qualifying guides.

The public private sector partnership structures within the Namakwa region sustained a stable flow of business activities throughout the different levels of the National lockdown.

6. Tourism Route

The Namakwa region has been organized into three tourism routes by the Northern Cape Provincial Department of Tourism.

These routes are as follow:

- ✓ The Richtersveld Route
 - This route is geographically made up of the Richtersveld region and a small section of the Nama Khoi region which serves as the gateway to the Richtersveld Route.

- ✓ The Namakwa Coastal Route
 - This route consists out of Nama Khoi and Kamiesberg towns.

✓ Karoo - Highlands Route

- This route overlaps with towns of the Karoo district and spans over towns of the Hantam and Karoo – Highlands regions within the Namakwa district municipal boundaries.

The Northern Cape Province are being marketed and promoted through the trademarks of the routes on a provincial level and regional level.

The local tour operators are also compiling their packages in order to align with the routes marketing and promotional strategies.

7. The new normal for Namakwa Tourism

In order to comply to the universal standards that was laid down by the World Tourism Organisation in partnership with the World Health Organisation, the Tourism Business Council of South Africa has develop an application that is downloadable onto electronic devices as an effort to assist the tourism industry of South Africa to comply to the expectation of reopening as a safe tourism facility or destination. Namakwa Tourism will do everything in her scope of practice in order to move the tourism industry of the Namakwa region towards the set standards.

We are also exercising the following marketing and promotional strategies in order to comply with the safe destination standards:

- ✓ To make brochures and maps available to tourists in an electronic method,
- ✓ The development of a podcast for flower updates,
- ✓ The activation of a flower hotline and WhatsApp broadcast groups,
- ✓ To start a chatroom service on the flowers with the tourists who are either on travel along the flower routes or with those who are still planning their holiday trips to the area,
- ✓ To host Webinars or other forms of online meetings with the product owners in the area,
- ✓ To identify outdoor travel bubbles or zones for inter provincial travel,
- ✓ To encourage artists to host virtual concerts,

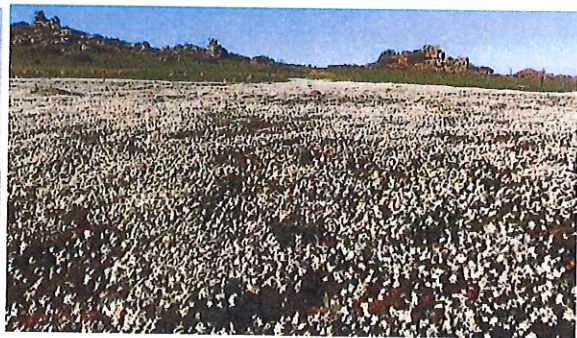
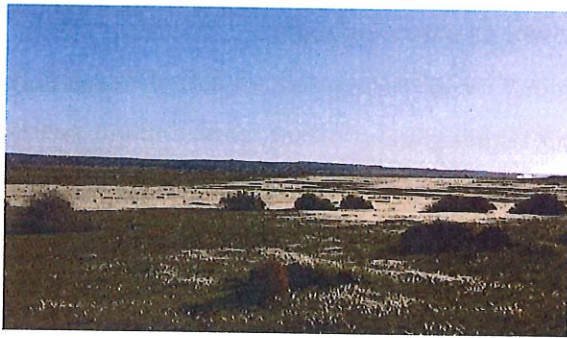
- ✓ To encourage tour guides to compile virtual tours for over casted days when outdoor travel along the flower routes will not be that stimulating,
- ✓ To take footage with a drown of the flowers and also top tourist attractions in order to load onto our website and other social platforms,
- ✓ We have also encouraged product owners to do a SWOT analysis in order to determine what else are they good at in order to find an alternative attribute to add to their business 's product line,
- ✓ We have encouraged our product owners to join the national networks in terms of the UIF claims, protocols as were laid down by the National Department of Tourism and also groups that were establish to work towards safe reopening,
- ✓ We have joined online meetings with tourism stakeholders from all over Africa and the rest of the world in order to stay on track with the latest developments in the universal travel and tourism industry,
- ✓ SEDA was also playing a significant role in guiding product owners to transform from conventional to electronic operational outputs in an effort to make their enterprises surviving the lock down and also to acclimatise to the new normal,

We are confident that the new normal will be more beneficial to the lower seasons when tourists' arrivals will drop and product owners will still be in a position to sell virtual tours or online crafts.

8. Conclusion

We are thankful for the internal support that we get from top to bottom and vice versa at the Namakwa District Municipality in order to achieve our goals and objectives as the Namakwa Tourism unit. We are positive that Namakwa will uphold an image as a safe tourism destination of choice as we are embracing the new normal.





3.7 LOCAL ECONOMIC DEVELOPMENT

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

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

Economic Development

Introduction

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

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

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

Agriculture

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

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

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

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

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

1. Ownership of the land
2. Water rights

3. Community participation

4. Funding

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

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

Aquaculture

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

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

The Namakwa DM also assisted small-scale fishermen Co-op in the towns of Hondeklipbay and Port Nolloth with the process of obtaining life insurance for the Co-op members as a pilot project. The information was gathered and the Namakwa District Municipality and the Fishery Fund (Lion life) were identified as the best option (life insurance option) as there are no funds such as the Road Accident Fund for fishermen at sea.

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

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

A visit by the technical team of small-scale ports was completed to gather certain information that will help motivate the development of small-scale ports in Hondeklipbay, small sea and Port Nolloth currently awaiting outcomes decision from department of public works and committee responsible for small-scale development. Following these visits, no feedback has been received from Public Works National.

The Namakwa DM has also been notified that an application for funding from the deep - sea port has been submitted and is still awaiting the outcome of this application.

Mining

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

compiled. It was requested that NCEDA assist in reviewing business plan and attracting potential investors.

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

Small Business Development

As one of the functions of the LED unit is to promote local business and help develop. The Namakwa DM attended an enterprise development workshop hosted by the Department of Economic Development to assist SMMEs to develop good practices and learn how the supply chain process works in all spheres of government. The Namakwa DM also assisted businesses with application process and how to obtain grants to start small businesses and also provide advice to enhance business techniques.

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

Together with the Nama Khoi Municipality, the Namakwa DM took particular consideration to develop an industrial park within the industrial side of Springbok. The land identification process was concluded after meeting with COEGA consultants from NCEDA to design a concept and do further planning in the specific area. This particular park will lead to more job creation on a temporary and permanent basis as well as to ensure sustainable economic growth. Namakwa District Municipality and the Department of Economic Development are currently struggling that Nama Khoi Municipality has not forwarded information they needed to complete the feasible study.

Small Business was assisted in applying for the Covid-19 debt relief funds as well as the UIF funds. However, these processes have not yet been completed on the part of SEFA due to

incomplete forms sent. Namakwa is currently awaiting feedback by SEDA to get this information to help small businesses complete the forms.

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

3.8 MAINTENANCE AND HOUSEHOLD SERVICES

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

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

ROLES AND RESPONSIBILITIES

We are responsible for rendering the following line functions:

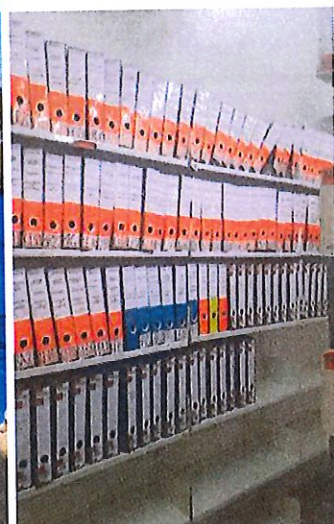
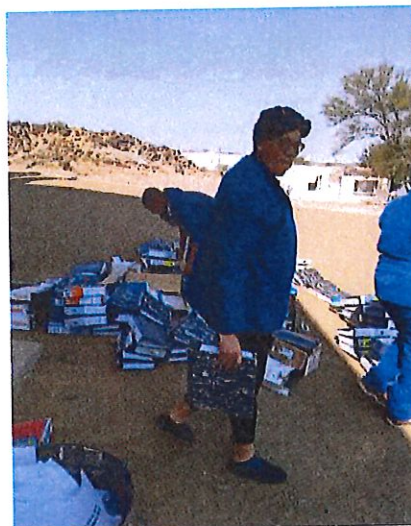
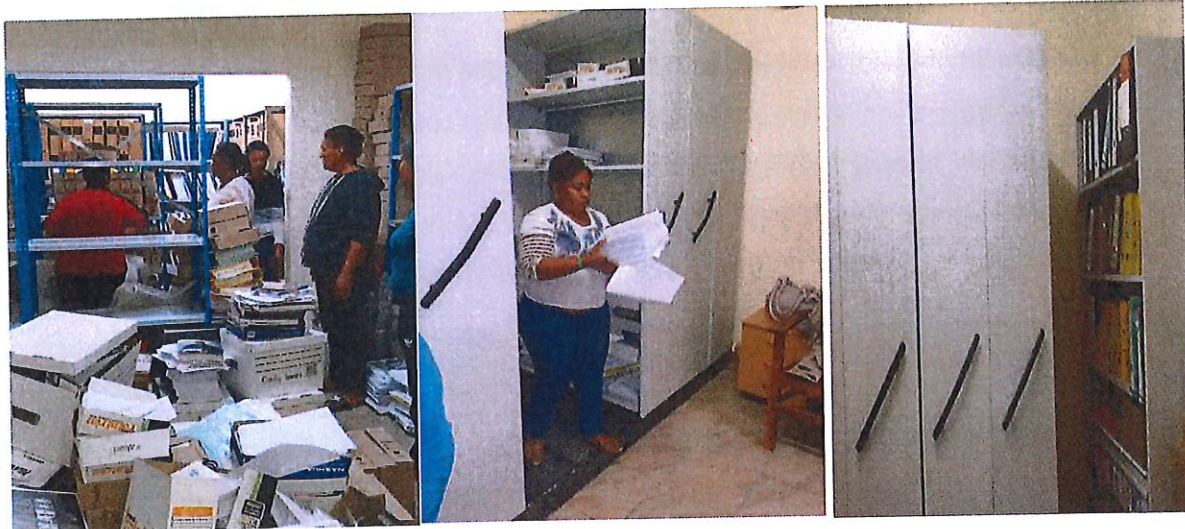
- ✓ Administrative support services
- ✓ Property management
- ✓ Record management, maintenance and archive services
- ✓ Reception and Switchboard services
- ✓ Messenger and cleaning services
- ✓ Maintenance of Council Buildings
- ✓ Management of Council Fleet

Job Title	Year 2019/2020		
	Employees	Posts	Vacant
Manager Maintenance and Household Services	1	1	0
Maintenance and Fleet management	2	2	0
Archives	2	2	0
Household Services	4	6	2
Front Office	2	2	0
Information Technology	1	1	1

ARCHIVES

ACCOMPLISHMENT ENDING IN THE FINANCIAL YEAR 2020

The Records Management Division has launched a program at the B Municipalities during which inspections are conducted to assist all B Municipalities within the region to bring their records management to standard and thereby comply with the National Archives and Records Service of SA Act (Act No. 43 of 1996). For the 2019/2020 period we assisted two (2) municipalities in our region.

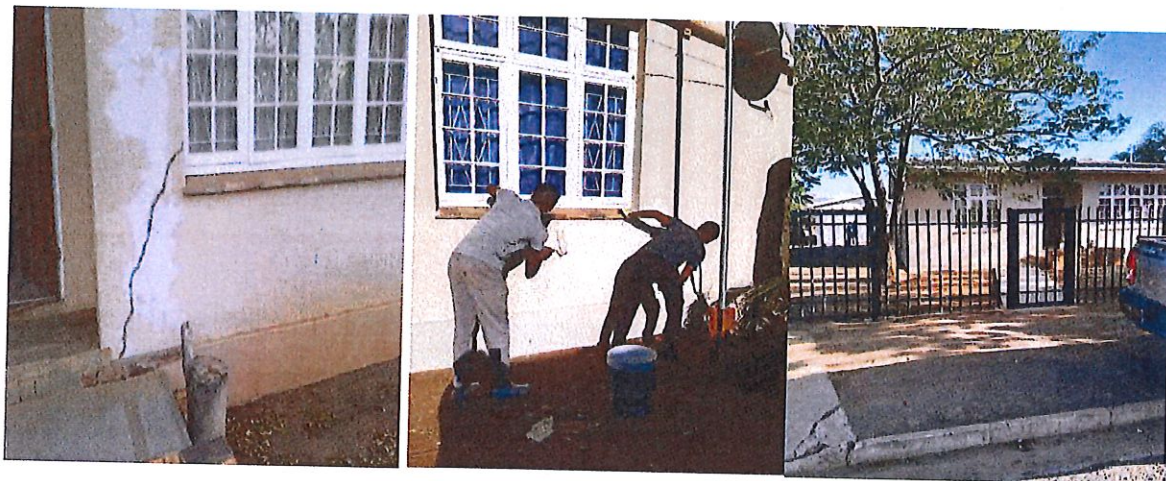


MAINTENANCE OF COUNCIL PROPERTIES

Council is in possession of various properties which are utilised for offices and residential purposes and are maintained on a continuous basis.

ACCOMPLISHMENT ENDING IN THE FINANCIAL YEAR 2020:

- ✓ The operational and Capital budget for maintenance was spent in full.
- ✓ All Council properties are occupied.
- ✓ During maintenance/ renovations of council properties, community members have been employed on the EPWP principles. This contributed to a saving in the maintenance budget due to the fact that individuals, upcoming contractors, and disabled persons, were given the job opportunity. We were fortunate enough to utilise our LGSETA students to do their practical studies while maintaining a council house.



Maintenance of properties remains a top priority within this municipality. For the past financial year, the focus was on the upgrading of residential houses.

FLEET MANAGEMENT

With the acquisition of a new fleet, we were in a position to donate vehicles that were in the old fleet to municipalities as they are still in good condition.



KAMIESBERG MUNICIPALITY



RICHTERSVELD MUNICIPALITY

3.9 MAYORAL PROGRAMMES

MANDELA MONTH PROGRAMME – BUSINESS BREAKFAST

A Business Breakfast were hosted by NDM in partnership with more than 55 different role players etc. Government departments, private sector, Civil Society and mine houses. The session was very successful and we are looking forward working together to decrease the unemployment of our youth in the Namakwa



OBJECTIVES

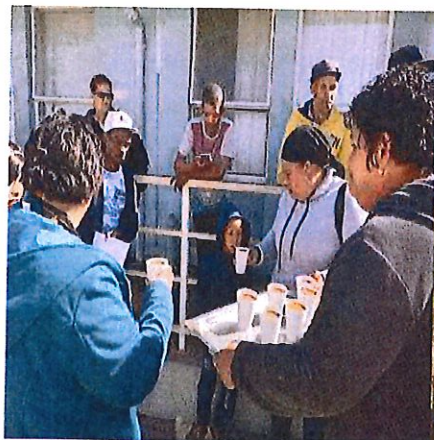
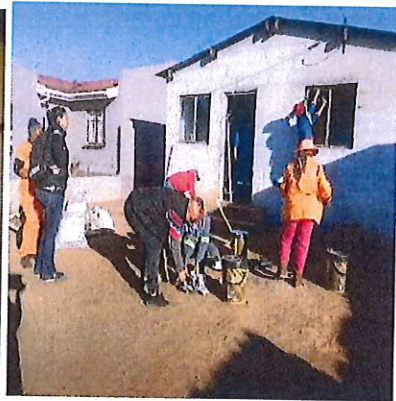
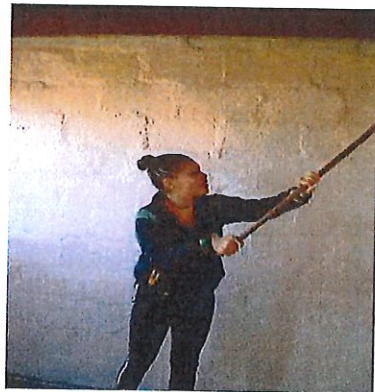
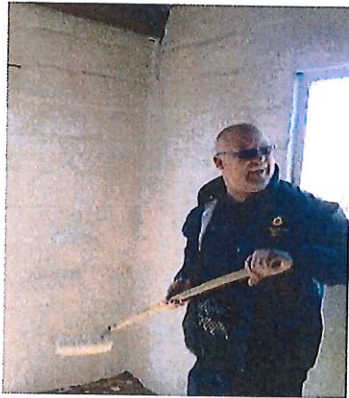
- ✓ Mandela Day celebrations were held in different Municipal areas of the Namakwa District in collaboration with the relevant departments and municipalities. The Namakwa District Municipality in partnership with the department RPW and other stakeholders have handed over school gift packs to disadvantage learners in the Hantam area (Loeriesfontein Primary School).

- ✓ We need to reach out, visit families in need to bring about a change within the spirit of TATTA Nelson Mandela to the lives of disadvantage communities.

Date implemented:

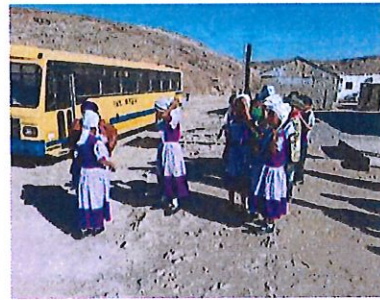
18 July 2019

People that benefit in the Mandela Month programme was disabled households in the different municipalities.



Mandela Day renovation of house, gift pack handed over to schools in Loeriesfontein, and NDM provided soup to Springbok Hospital Day visitors and stuff.

HERITAGE DAY: RICHTERSVELD MUNICIPALITY KUBOES)



Celebrating of Heritage Day at Kuboes.

Heritage day was celebrated in Richtersveld, Kuboes, Namakwa District.

Aims and objectives of commemorating heritage month and Heritage Day:

- ✓ To create a platform for communities to showcase different aspects of the Namakwa diverse heritage;
- ✓ To ensure that heritage landscapes of all cultural groups is not suppressed, threatened but celebrated

Achievements:

There were Language specialist who gave historical background on the **Nama-Language**.
The general development of the Nama-Language.

The difference between the Nama and Damara languages.

They held a Nama Drama exhibition.

The following dance groups entertain the people of Kuboes:

- ✓ The Kuboes Nama Dance group.
- ✓ Lekkersing Nama Dance group.
- ✓ Sandrift Nama Dance Group.
- ✓ Keetmanshoop Nama Dans group

A variety of traditional food were prepared by the Local people. The local people showed how to make traditional cultural houses. Nama choirs and bands entertained the people.

EDUCATIONAL PROGRAMME IN COLLABORATION WITH DEPARTMENT OF EDUCATION AND NAMJIVE:

The Namakwa District Municipality supported the educational programme of the Department of Education on an annual basis. The **Namjive Drama Group** performed the “**MIS**” Drama in

every municipal area of the Namakwa Region where we reached more than 600 Matric Learners.

Achievements:

We reached more than 635 Matric learners. This drama is one of our success stories in terms of our partnership programs and had a great impact on the end of the year exam results Grade 12 learners.

Challenges:

Due to the lack of resources and the vastness of the district we still cannot reach all the learners in the District we would like to reach.

Recommendations:

We need to engage with other stakeholders to assist us to achieved our goal to reach all learners in the Namakwa District.

MANDELA MEMORIAL SERVICE: INTERNATIONAL DAY FOR PEOPLE LIVING WITH DISABILTIES AND WORLD AIDS DAY:

ARV Party was held in the Nama Khoi area (Springbok) this year. The Namakwa District Municipality and department of Health transport the children within the Namakwa to the event. We hosted approximately 120 children at this event last year. This flagship program, champion by the Executive Mayor continue to make a massive impact in the lives of many children who just dream of receiving a Christmas present.

A successful World Aids day event was held in collaboration with Kamiesberg Municipality in Garies.

BACK TO SCHOOL PROGRAMME IN KHAI-MA (WITBANK):

The Namakwa District Municipality in with other stakeholders (Departments)reached out to Khai- Ma Municipality area. NDM handed over vouchers for school wear to Witbank Primary school for disadvantage leaners. We also took all public services to the area where they could engage with the community members about their needs and services. The NDM also support more than 35 leaners towards the back to school program.

Achievements:

We brought the various government department services to the people of Witbank to assist them and address their needs.

HUMAN RIGHTS DAY 2020

Human Rights Day celebration was held in Khaima (Pofadder) with all the relevant role players.

Achievements:

We reach out to the minimum people due to COVID-19 pandemic. We use this platform to make the community aware of the COVID-19 pandemic.

Challenges:

We need more stakeholders on board to integrate our resources.

FREEDOM DAY 2020

Due to Covid-19 there were no programs. The only program we had was to make people aware of Covid-19 virus by distributing flyers and doing screen testing in all 6 B-municipalities in the District.

YOUTH DAY 2020

Youth Day 2020. Youth Day commemorates the Soweto youth uprising of 16 June 1976. In 1975 protests started in South African schools after a directive from the then Bantu Education Department that Afrikaans had to be used on an equal basis with English as a language of instruction in secondary schools. This year we celebrate Youth Day, under the theme: "Working together for youth development and a drug free South Africa".

Objectives:

- ✓ Youth day serves as the annual reminder of the strides the country has made with regards to youth equality
- ✓ The day presents the youth as agents of positive change who also inspire hope for the future.
- ✓ Acknowledging the importance of our youth.
- ✓ Assist in managing current social challenges including the Covid-19 pandemic.
- ✓ Develop a Youth Charter to influence future decision makers and policy.

Date implemented:

18 June 2019

Due to the Covid-19 pandemic, conventional ways in celebrating this day was not possible. The LOC recommended a Virtual Youth Conference, where the topic: "Youth unemployment

and poverty” could be discussed. This gave an opportunity to consult with the youth of Namakwa to address their challenges. In this effort, our intention was also to start developing a Youth Charter for the Namakwa District and to create a platform for youth to influence future policy.

Challenges:

- ✓ Knowledge to use Zoom application was a challenge, participants learned with this experience.
- ✓ Karoo-Hoogland could not participate.
- ✓ Richtersveld had challenges with their network, problem was solved.



Pictures of staff, participants, guests and screenshot of meeting log-in detail:



Closing remarks:

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

This annual report reflects the impact of Covid-19. Most of our programs could not realize due to the limitation of the lockdown regulations which did not allow gatherings of fifty people or more. We would have loved to do much more in the past year but were forced to limit our engagements with society. The term under discussion also presented an opportunity to NDM to look at the way we do things differently and start to adopt the "new normal".

CHAPTER 04: ORGANISATIONAL DEVELOPMENT PERFORMANCE REPORT

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

COMPONENT A: INTRODUCTION TO MUNICIPAL PERSONEL

Mr CJ Fortuin is our current Municipal Manager until September 2022. Councillor G Pieters was elected as Speaker for the NDM.

4.1 EMPLOYEE TOTALS TURNOVERS AND VACANCIES

Description	Approved Posts	Employees	Vacancies	Vacancies
	No.	No.	No.	%
Political Office	8	7	1	12.5%
Office of the Municipal Manager	13	10	3	23%
Economic Development & Planning	35	31	4	11,4%
Corporate & Municipal Health Services	31	24	7	22.5%
Budget & Treasury	11	10	1	0.09%
Totals	98	82	16	16.3%

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
Manager Projects	1	0	0,00
Manager Maintenance & Household Services	1	0	0,00
Manager Municipal Health Services	1	0	0,00
Chief Accountant	1	0	0,00
Internal Auditor	1	0	0,00
Civil Technician	1	0	0,00
Total	10	0	0,00

Details	Turn-over Rate		
	Total Appointments as of beginning of Financial Year	Terminations during the Financial Year	Turn-over Rate*
	2016	2016	
2016/2017	84	9	11%
2017/2018	84	17	20%
2018/2019	87	10	12%
2019/2020	86	6	7%

The Head of Political Office resigned and also the Clerk in Political Office. The Internal Audit Interns contracts were extended and resigned when they were appointed at other institutions.

COMPONENT B: MANAGING THE MUNICIPAL WORKFORCE

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

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

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

4.2 POLICIES

HR Policies and Plans				
	Name of Policy	Completed	Reviewed	Date adopted by council or comment on failure to adopt
1	Serving on professional structures	100%	100%	27-Aug-19
2	Productive work environment	100%	100%	27-Aug-19
3	Medical transmitted diseases	100%	100%	27-Aug-19
4	Car allowance	100%	100%	27-Aug-19
5	Overtime	100%	100%	27-Aug-19
6	In-service training	100%	100%	27-Aug-19
7	Acting	100%	100%	27-Aug-19
8	Employment	100%	100%	27-Aug-19
9	Training & development	100%	100%	27-Aug-19
10	Security	100%	100%	27-Aug-19
11	Performance management	100%	100%	27-Aug-19
12	Information, communication & technology	100%	100%	27-Aug-19
13	Attendance	100%	100%	27-Aug-19
14	Rotation	100%	100%	27-Aug-19

Council reviewed its policies on 27 August 2019 for implementation for the 2019/2020 financial year.

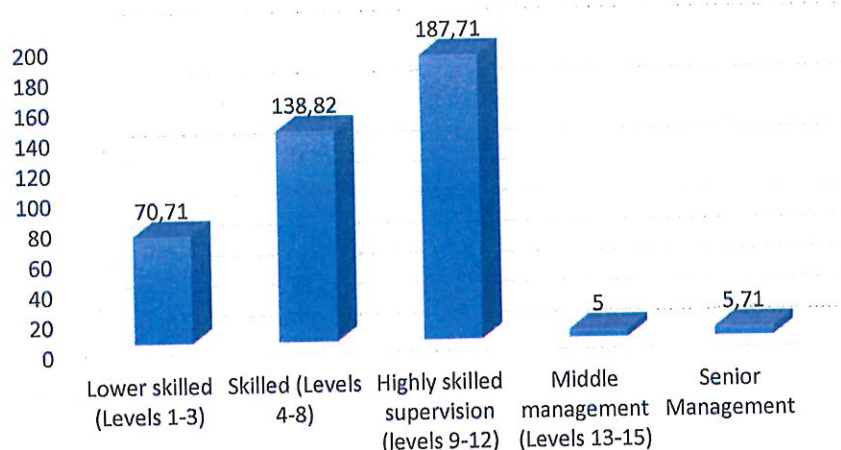
4.3 INJURIES SICKNESS AND SUSPENSIONS

Number and Cost of Injuries on Duty					
Type of injury	Injury Leave Taken	Employees using leave	Proportion employees using sick leave	Average Injury Leave per employee	Total Estimated Cost
	Days	No.	%	Days	R
Required basic medical attention only	0	0	0	0	0
Temporary total disablement	0	0	0	0	0
Permanent disablement	0	0	0	0	0
Fatal	0	0	0	0	0
Total	0	0	0	0	0

We had no incidents of injury on duty this financial year.

Number of days and Cost of Sick Leave (excluding injuries on duty)			
Salary band	Total sick leave	Employees using sick leave	Estimated cost
Lower skilled (Levels 1-3)	70,71	7	30 738,05
Skilled (Levels 4-8)	138,82	17	78 972,95
Highly skilled supervision (levels 9-12)	187,71	20	193 898,45
Middle management (Levels 13-15)	5	3	9 213,98
Senior Management	5,71	3	16 095,95
Total	407,95	50	328 919,39

TOTAL SICK DAYS



The employees in the highly skilled levels had the sickest leave. Middle management had the least sick leave days. The evidence for sick leave applications are kept on personnel file of the employees.

The NDM had no suspensions for the 2019/2020 financial year and 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 are signed with senior managers only.

COMPONENT C: CAPACITATING THE MUNICIPAL WORKFORCE

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

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

Project Name	Duration	Adults		Youth		Differently abled		Total
		Female	Male	Female	Male	Female	Male	
Learnership Building Civil	1 year	0	0	41	32	0	1	74
Learnership Health & Safety	1 year	0	0	16	14	0	0	30
Learnership Roadworks	1 year	0	0	12	6	0	1	19
Apprenticeship Electrical/Plumbing	3 years	0	1	7	11	0	0	19
Apprenticeship Bricklayer	3 years	0	0	5	9	0	0	14
Apprenticeship Carpenter	3 years	0	0	8	6	0	0	14
Apprenticeship Plasterer	3 years	0	0	5	9	0	0	14
Apprenticeship Electrician	3 years	0	0	6	8	0	0	14
Apprenticeship Painter	3 years	0	0	8	4	0	0	12
TOTAL								210

4.5 SKILLS DEVELOPMENT AND TRAINING

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

Skills Matrix					
Management level	Gender	Number of employees trained during 2018/2019 financial year			
		Learnerships	Skills programs & other short courses	Other training	Total
Legislators	Female		8		8
	Male		7		7
Managers	Female				
	Male		3		3
Professionals	Female		4		4
	Male		4		4
Community & Personal Service Workers	Female				
	Male		1		1
Clerical & Administrative Workers	Female		5		5
	Male		1		1
Elementary Workers	Female		1		1
	Male		1		1
Sub total	Female		18		18
	Male		17		17
Total			35		35

The municipality spent R 166 731,00 of its training budget of R 300 000,00 during the financial year.

Position	Date of Employment (before or on/after Gazette 41996)	Higher Education Qualification (New NQF Levels)	All Relevant Work Related Experience	Financial and Supply Chain Management Competency Areas required	Completed Unit Standards	Remaining Unit Standards
Municipal Manager	on/after 26 Oct 2018	NQF Level 9 - Master's Degree or higher	7 years and more	18 Unit Standards needed	15	3
Senior Manager Corporate & Municipal Health Services	before 3 Feb 2017	NQF Level 8 - Post Graduate Degree (min 120 credits)	7 years and more	15 Unit Standards needed	20	0
Senior Manager Economic Development & Planning	before 3 Feb 2017	NQF Level 9 - Master's Degree or higher	7 years and more	15 Unit Standards needed	15	0
CFO	before 3 Feb 2017	NQF Level 7 - Bachelor Degree (min 360 credits)	7 years and more	20 Unit Standards needed	9	11
Chief Accountant	before 3 Feb 2017	NQF Level 6 - National Diploma (min 240 credits)	7 years and more	15 Unit Standards needed	11	4
SCM Official	between 3 Feb 2017 and 2 Aug 2018	NQF Level 7 - Bachelor Degree (min 360 credits)	less than 2 years	16 Unit Standards needed	23	0

All the outstanding modules has been attended. Employees need to submit their POE's for the final marks to comply with the Minimum Competency Regulations, as amended.

COMPONENT D: MANAGING THE WORKFORCE EXPENDITURE

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

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

4.6 DISCLOSURE OF FINANCIAL INTEREST

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

APPENDICES

APPENDIX A: COUNCILLORS COMMITTEE ALLOCATION AND COUNCIL ATTENDANCE

Municipality/Council	Council Member	Full Time/Part Time + committee	Attendance
Namakwa District Municipality	Mr Mervin Cloete	Full Time Executive Mayor	6
Nama Khoi Municipality	Ms Ms Gillian Pieters	Part Time Acting Speaker	7
Namakwa District Municipality	Ms Helen Jack	Part Time Municipal Health Services Health and Safety	7
Namakwa District Municipality	Mr Cyril Warne	Part Time Cooperative Services	7
Namakwa District Municipality	Mr Chandre Klaase	Part Time Health & Safety	4
Namakwa District Municipality	Ms Anna Beukes	Part Time Budget & Treasury	5
Hantam Municipality	Ms Geraldine Gous	Part Time Economic Development MPAC	6
Namakwa District Municipality	Ms Alinda Beukes	Part Time Economic Development	7
Nama-Khoi Municipality	Mr Charles Coetzee	Part Time Budget & Treasury	6
Nama-Khoi Municipality	Mr Gert Coetzee	Part Time Municipal Health Services MPAC	7
Nama-Khoi Municipality	Ms Zuie De Jongh	Part Time Economic Development	7
Karoo-Hoogland Municipality	Mr Jeremia Davids	Part Time Cooperative Services	6
Richtersveld Municipality	Mr Willem Links	Part Time Economic Development Committee	4
Richtersveld Municipality	Ms Annelize Minnies	Part-Time Cooperative Services	7
Khai-Ma Municipality	Ms Estella Cloete	Part-Time MPAC	5
Nama Khoi Municipality	Mr. Francois Farao	Part Time Health and Safety	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	3
		Other members: C Coetzee;	2
		A Beukes	3
		J Davids (moved to Cooperate Service on 28/02/2020)	1
Economic Development	Economic Development planning and Infrastructure development issues	Chairperson: W Links	4
		Other members: AW Beukes;	3
		G Gous;	2
		ZP de Jongh	3
Municipal Health	The primary purpose of the committee is to handle reports from environmental health.	Chairperson: H Jack	4
		Other members: AW Beukes;	2
		G Coetzee	4
		J Davids	1
Cooperative Services	To deal with Council Policies & Human Resource matters, including Municipal Health Services	Chairperson: J Davids	1
		Other members: A Minnies;	3
		C Warne	4
MPAC	Ensure political insights over financial & performance information.	Chairperson: E Cloete	4
		Other members: G Gous;	4
		G Coetzee	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.

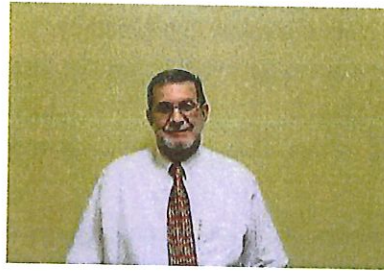
- ✓ Administer budgeting processes, compilation and reporting, compliance and overall budget control, monitoring, reconciliations and control accounting procedures.
- ✓ Implement and maintain revenue and credit control policies and procedures to ensure sound revenue management practices and compliance.
- ✓ 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.

Tier 3

Third Tier Structure	
Directorate	Director/Manager/Head
Office of Municipal Manager	Internal Audit: Mrs Veronica Cloete Communication Officer; IGR: Ms Jodine Cloete Working for Water: Mr. Joseph Cloete Special Programmes: Ms Cathleen Boois Risk & Compliance: Mrs Beatrice Hagglund'
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: Ms Jenavive Rooi & Mr Stanley Makeza Municipal Health Services: Mr Denver Smith Maintenance and Household Services: Ms Bettie Bezuidenhoudt
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 Bezuidenhoudt & Sandra Baartman PMU & Infrastructure: Mr Immanuel Smith Tourism: Ms Pearl Heyn Housing: Mr Joseph Cloete

APPENDIX G: RECOMMENDATIONS OF THE AUDIT COMMITTEE

1. Purpose

The purpose of this document is to report on the annual performance of the Internal Audit unit on the implementation of the approved 2019/20 Risk-Based Internal Audit Plans.

2. Background

The Internal Audit unit at Namakwa District Municipality was established during October 2013 and comprises of a permanently appointed Internal Auditor and two Internal Audit Interns with a minimum qualification of Diploma in Internal Auditing. The Internal Auditor has 15 years' experience in Internal Auditing, BTech degree and IAT (Internal Audit Technician) completed. The Audit Interns all have Diplomas with at least two years' experience and busy completing their IAT.

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

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

- The Internal Audit Charter;
- 2019/20 Annual Risk-based Operational Plan and 3 Year Strategic Plan

3. Legislative requirements

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

4. The role of Internal Audit is to;

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

5. Resources

Determination of Available Hours:	1 July 2019 - 30 June 2020										
	Less Days Provision For										
Name	Working Days	Annual Leave	Sick Leave	Study Leave	Training	Strat planning, team building etc	Admin	Hours in Work day	Total Hours available	Less Leave & Admin Hours	Nett Productive Hours available
Veronica Cloete	244,00	21,00	12,00	17,00	17,00	0,00	48,00	8,00	1952,00	920,00	1032,00
Denzil Rooi	244,00	20,00	12,00	0,00	25,00	0,00	24,00	8,00	1952,00	648,00	1304,00
Intern 1	244,00	20,00	12,00	0,00	20,00	0,00	24,00	8,00	1952,00	608,00	1344,00
Intern 2	122,00	9,00	6,00	0,00	13,00	0,00	12,00	8,00	976,00	320,00	656,00
Total Hours available until 30 June 2020	854,00	70,00	42,00	17,00	75,00	0,00	108,00	8	6832,00	2496,00	4336,00

No.	Strategic Objective Impacted	Risk number	Extreme/High risk	Risk rating	Audit Area	Proposed scope of Audit	Timeline	Provisional Budgeted Hours	Motivation for budgeted hours
	Operational Objective: Sec 45 of the Municipal Systems Act	R133	Inaccurate Top Layer Performance (SDBIP) Information reported to Council	High	Performance Management	Review top layer KPIs for the past year in preparation of external audit.	Q1	80	Prior quarters were already audited. Determine if rectified action was taken for accurate reporting purposes, in preparation of external audit.
2	Improve administrative and financial viability and capacity	R45	Inaccurate/incomplete Asset Register	High	Asset Management	Review list of assets which were not found to determine age, condition, cost and actual losses to the Municipality.		400	The entire asset verification process was already performed for external audit purposes. Internal Audit will determine the actual losses suffered/submitted to council for write-off.
3	Caring for the environment: Create person's days annually in terms of Working for Water project	R22	Target person days not achieved	High	Working for Water	To determine whether targeted person days / hectares to be cleared will be achieved		500	Area have not been audited before. Entire audit process to be followed; preliminary survey, detailed engagement planning, audit execution and reporting. Audit to be finalized during Quarter 2 as the work on the project has not commenced as at 28 August 2019.
	Caring for the environment: Clear alien vegetation by 30 June 2020 in	R24	Hazardous Material Storage (Chemical)	High					
		R26							

8	Operational Objective: Sec 45 of the Municipal Systems Act	R133	Inaccurate Top Layer Performance (SDBIP) Information reported to Council	High	Performance Management	Review Quarter 2 supporting evidence to information captured and reported as performed prior to submission to Council Committees	80	Internal Audit performs an online review of updates and verification of supporting evidence to substantiate performance.
9	Improve administrative and financial viability and capacity	R30	Unauthorized expenditure.	High	Unauthorized, Irregular, Fruitless and Wasteful expenditures	To determine accuracy and completeness of Q1 & Q2 UIF&W Registers. Systems and controls implemented for UIF & W	500	Entire audit process to be followed; preliminary survey, detailed engagement planning, audit execution and reporting.
		R31	Payments made for services not rendered or goods not received.	High				
		R32	Irregular expenditure	High				
		R33	Non-compliance with the SCM regulation in terms of procuring of goods or services from suppliers not registered on CSD	High				
		R34	Use of suppliers not listed on CSD	High				
		R39	Non-Tax compliance of Suppliers	High				
10	Improve administrative and	R41	Ghost employees	High	Payroll	To ensure fraud risk of ghost	200	Area have not been audited before. Entire audit process to be followed;

	financial viability and capacity						employees are mitigated during high volume of appointments (EPWP/WWP Projects/SETA Learnerships)				preliminary survey, detailed engagement planning, audit execution and reporting.
11	Operational Objective: Sec 45 of the Municipal Systems Act	R133	Inaccurate Top Layer Performance (SDBIP) Information reported to Council	High	Performance Management	Review Quarter 3 supporting evidence to information captured and reported as performed prior to submission to Council Committees	Q4	80		Internal Audit performs an online review of updates and verification of supporting evidence to substantiate performance.	
12	Governance	n/a	Risks to be identified and scored		Ethics	Consulting engagement: To introduce ethics and ethical practices to the Municipality. Procedures, training, awareness sessions, posters		300		Internal Audit to assist with the introduction of ethical behavior within the workplace.	
13	Definition of Internal Audit	n/a			Risk Management	To assist Risk Management with risk assessments.		300		To assist on a quarterly basis.	
Follow up Audits											
							Continuously, within	300			

	60 days of expiry of action plan		
Support Local Municipalities	As requested, 300		
Strategic Planning	Continuuous 116		The operational & strategic plan will be compiled during July 2019

Total Provisional hours

4336

Total available hours

4336

Difference

0

As per available resource hours

Total Number of Risks 13

6. Performance on Risk-based Plan

Internal Audit was unable to complete the implementation of the operational plan due to the National Lockdown which was implemented during March 2020, and could not complete the following audits;

- Ethics
- Payroll
- Debtors

7. High level summary of each audit area

- a. 2018/19 Annual & 2019/20 Quarter 1, 2, 3 and 4 Performance Management
 - ✓ Incorrect indication of targets achieved;
 - ✓ Incorrect/Inaccurate supporting evidence;
 - ✓ Updates not performed on the Ignite Performance Management system
 - ✓ KPI's do not conform to the SMART criteria
- b. Working for Water
 - ✓ Inaccurate targets on SDBIP;
 - ✓ Incomplete employment contracts;
 - ✓ No first-aid kit on site;
 - ✓ No Personal Protective Equipment issued to workers;
 - ✓ Health and Safety concerns on-site;
 - ✓ Logbooks not signed-off by Project Managers;
 - ✓ Same bank account used by beneficiaries;
 - ✓ More than one beneficiary from the same household;
 - ✓ No selection criteria for contractors/supervisors
- c. Disaster Centre Relief Workers
 - ✓ Discrepancies with contractual agreements;
 - ✓ Leave not captured / inaccurately captured on the leave system resulting in incorrect leave balances;
 - ✓ Constant use of temporary replacement workers
- d. EPWP
 - ✓ No criteria set for identifying disabled employees;
 - ✓ Agreement not signed by National Department of Public Works;
 - ✓ Provision for Compensation for Occupational Injuries and diseases not made
 - ✓ No safety gear issued;
 - ✓ UIF not deducted and paid over to SARS;
 - ✓ Payments done without authorization by Project Manager

e. Unauthorised, Irregular, Fruitless and Wasteful Expenses

- ✓ Incomplete/Incorrect UIF&W register;
- ✓ Inflated quotations obtained;
- ✓ Inaccurate classification of S&T Allowance;
- ✓ Incomplete supporting evidence to financial assistance provided;
- ✓ Sec 32 Irregular expenses not recorded or reported.

f. Follow up Audits

Internal Audit continuously followed up on outstanding Internal Audit actions as these become due for implementation (normally within 30 days).

8. Risk Management

During the 2019/20 financial year, the Namakwa District Municipality had a fully functional Risk Management unit.

9. Performance Management

During the 2019/20 financial year The Namakwa District Municipality used an electronic performance management system to effectively manage performance information. Difficulties are still experienced with timely updates and the upload of the correct supporting evidence. Management will in future address these concerns.

10. Auditor General Action Plan

The Finance unit compiled the AG Audit Action Plan (based on the 2018/19 Audit outcome/findings raised) and submitted it to Provincial Treasury on 31 January 2020 as required. Follow-ups were performed on the implementation of the actions by Management. By 30 June 2020 the total implementation rate of corrective measures was at **43%**.

11. Disciplinary Board

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

