

# ANNUAL REPORT

# Nama Khoi Municipality

2008/09



*In terms of section 46 of the  
Municipal Systems Act and Section 121 of the Municipal Finance Management Act*



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# CHAPTER 1

## CHAPTER I - INTRODUCTION AND OVERVIEW



**Mr. F E Van Den Heever –**

**Mayor Nama Khoi Municipality**

*“Nama Khoi Municipality has overcome many of its challenges, given the vast area that must be served, with a low income base and a small population. Basic service delivery has improved to the extent that the municipality is rated first within the country. Challenges exist within the areas of housing provision, local economic development and financial administration and control. The municipality can only overcome these challenges with the assistance of national and provincial government, however not forgetting the responsibility of local role players and communities in meeting their obligations.*

*A better future for all the people of Nama Khoi is in our own hands:*

*We must use the limited resources that are available to us to the best of our ability. We must work together since we can only achieve more in unity.”*

## I.2 OVERVIEW OF NAMA KHOI MUNICIPALITY

### I.2.1 GEOGRAPHIC AND DEMOGRAPHIC PROFILE

The Nama Khoi Municipal Area is situated in the North Western side of the Northern Cape Province of South Africa. It forms part of the Namakwa District Municipality with the town of Springbok as the administrative centre. The municipality includes the communities of Springbok, Steinkopf, Okiep, Rooiwinkel, Concordia, Komaggas, Buffelsrivier, Nababeep, Bulletrap, Vioolsdrif, Goodhouse, Kleinzee and Carolusberg.

The Nama Khoi Municipality is the largest Municipality (15 025 km<sup>2</sup>) in the Namakwa District Municipality with a population of ± 64 000 people.

Springbok is the most densely populated area, close to the N7 and also functions as the sub-regional centre for administrative, commercial and higher order social facilities. The rural settlements in the municipal area are largely mono-functional rural settlement areas with a poor economic base and depend primarily on the surrounding agricultural resource base to drive the limited economy.

Mining used to form the backbone of the economy with tourism being seen as the new frontier for economic development.

The needs of residents are served by:

- η Fourteen clinics and two hospitals.
- η Road and air links with the major industrial and urban centres.
- η Established businesses in the Nama Khoi Municipality's area of jurisdiction.
- η Established congregations of most of the larger church denominations.
- η Twenty-three schools to meet the needs of the community with regard to primary and secondary education.
- η Namaqualand Campus at Okiep.
- η Social and recreational clubs.



# *Vision*

*To establish the most successful and responsible municipality  
by delivering an outstanding customer orientated service  
to the benefit of the larger community.*

# *Mission*

*To use the limited resources of the municipality optimal, effective and responsible to:*

- 1. Deliver an outstanding service to the community*
- 2. Stimulate economical development in the area with the focus on previously disadvantaged areas.*

### 1.3.1 KEY PERFORMANCE AREAS [2008/2009]

The goals and objectives of the municipality as in the Integrated Development Plan (IDP) have been aligned with the Performance Management System (PMS). Key Performance Areas and Development Objectives stated here are as it appears in the PMS/IDP.

Key Performance Area	Description
Social Development	The creation of a sustainable social environment through empowerment, social development and community care
Environment	To create and maintain a clean, healthy and safe natural and build-in environment
Economic Development	Stimulate, strengthen and improve the local economy in order to achieve sustainable growth
Institutional & Governance	Facilitate and develop sustainable service delivery capacity in the municipality
Health	Facilitate and maintain accessible and affordable medical services for all
Land & Housing	Support and coordinate acceptable and equal access to land and housing
Infrastructure & Basic Services	Provision of applicable infrastructure, and the maintenance of infrastructure
Financial Management	The maintenance and promotion of a financially viable municipality

### 1.3.2 DEVELOPMENT OBJECTIVES BY KEY PERFORMANCE AREA

Development Objectives were reviewed during the financial year as part of the IDP Review process. Development Objectives have been arranged by Key Performance Area as well as per Balanced Scorecard element.

<b>KPA</b>	<b>Balanced Scorecard Element</b>	<b>Development Objectives</b>
<b>Social Development Environment</b>	Internal Processes	To ensure that within 5 years time all residents will have full access to sports and recreation facilities within their wards. To create and maintain a clean, healthy and safe natural and built environment.
	Customer/ Stakeholder	To ensure that the disabled are fully accommodated for and that proper facilities will be in place for old age people within 5 years. To ensure a decrease in crime rate by 5% over a period of 5 years, and ensure that the safety of people is not jeopardized by the high crime rates. The creation of a sustainable social environment through empowerment, social development and community care. Promotion of literacy in all communities. To ensure safe sanitation. To create sufficient institutional capacity to achieve goals of a developmental authority.
<b>Environmental Development</b>	Internal Processes	To upgrade, maintain and develop "green" areas within the residential areas. To ensure safe handling of hazardous substances.
	Customer/ Stakeholder	To ensure safe waste disposal. To ensure a clean, pleasant and healthy environment. To create and maintain a clean, healthy and safe natural and built environment. To maintain effective utilisation of municipal refuse removal site. To ensure good quality indoor air.
<b>Economic Development</b>	Financial	Stimulate, strengthen and improve the local economy in order to achieve sustainable growth.
	Internal Processes	To decrease the unemployment rate with 5% over 5 years as well as 5% rise in the economy within years.
	Customer/ Stakeholder	To reduce unemployment.
<b>Institutional &amp; Governance</b>	Internal Processes	To facilitate and develop sustainable service delivery capacity in the municipality. To ensure proper risk management relating to asset, infrastructure & liability protection. Providing an effective performance management process. To ensure a representative staff composition in line with the Council's Employment Equity Plan. To ensure effective legal services. To ensure an effective administration in accordance with legal requirements. To provide effective Council administration. To ensure the maximum use of resources in the work / operations of the service. To create sufficient institutional capacity to achieve goals of a developmental authority.



<b>KPA</b>	<b>Balanced Scorecard Element</b>	<b>Development Objectives</b>
	Organisation & Learning	To ensure the effective management of human resources.
<b>Health</b>	Internal Processes	In 2 years time every individual should have access to proper daily health care facilities/services within a radius of 20 km and according to RDP standards. To ensure that employees work in a safe and hygienic environment. To effectively implement law enforcement programmes on health regulations.
	Customer/ Stakeholder	To ensure safe food provision. Facilitate and maintain accessible and affordable medical services for all. To ensure good quality indoor air. To prevent the spread of vector-borne & zoonotic diseases. To contribute to a reduction in the effects of the AIDS pandemic. To effectively inspect buildings to comply with health requirements.
<b>Land &amp; Housing</b>	Internal Processes	To ensure ordered building activities. To create sufficient institutional capacity to achieve goals of a developmental authority.
	Customer/ Stakeholder	To provide an effective regional planning and land use service.
<b>Infrastructure &amp; Basic Services</b>	Internal Processes	Ensure that all residents have access to clean drinking water (quality) and that bulk services will be able to handle the required capacity. To implement a program of maintenance and upgrading of internal roads and access roads, providing safe and proper transport to all commuters in 5 years. To establish and implement an effective Maintenance Plan. To provide proper ablution facilities at the business sites when developed. To ensure upkeep of buildings. To provide assistance to ensure the eventual sustainable delivery of electricity to the community.
	Customer/ Stakeholder	To provide basic services for all communities. To ensure that all households have access to basic services. To provide sustainable and clean drinking water for all communities. Provision of applicable infrastructure, and the maintenance of infrastructure. To promote an overall pleasant environment. To provide proper sanitation to all residents within the next year and ensure that the sewerage system capacity is sufficient for the next 20 years according to the estimated population growth rate.
<b>Financial Management</b>	Internal Processes	The maintenance and promotion of a financially viable municipality. To create sufficient institutional capacity to achieve goals of a developmental authority. To ensure the effective and efficient administration and control of basic transaction services.

KPA	Balanced Element	Scorecard Development Objectives
	Financial	<p>To provide effective financial management.</p> <p>To provide effective budget management and control.</p> <p>To provide timeous and accurate reports &amp; financial statements.</p> <p>To ensure proper risk management relating to asset, infrastructure &amp; liability protection.</p> <p>To ensure the effective and transparent conducting of internal audit processes.</p> <p>To ensure optimal spending of capital budget on IDP projects.</p> <p>To ensure that revenue is maximally collected and sustainably managed.</p>

### I.3.3 GOVERNANCE

Nama Khoi Municipality was established by Section 12 notice O.N. 32 of 2000 published in Provincial Gazette 564 of 6 October 2000, and consists of the towns of Springbok, Steinkopf, Okiep, Concordia, Komaggas, Buffelsrivier, Nababeep, Bulletrap, Vioolsdrift, Goodhouse and Carolusberg. Nama Khoi Municipality is classified as a Category B Municipality.

Nama Khoi Municipality has nine (9) municipal wards:

<b>Ward 1</b>	Steinkopf South and Bulletrap	<b>Ward 6</b>	Komaggas, Buffelsrivier
<b>Ward 2</b>	Steinkopf North	<b>Ward 7</b>	Okiep, Rooiwinkel
<b>Ward 3</b>	Concordia, Goodhouse, Henkries, Vioolsdrift, and Rooiwal	<b>Ward 8</b>	Carolusberg, Springbok, Fonteintjie, and part of Bergsig
<b>Ward 4</b>	Nababeep	<b>Ward 9</b>	Vaalwater and part of Bergsig
<b>Ward 5</b>	Matjieskloof, Kleinzee		

The Councillors as on 30 June 2009 were:

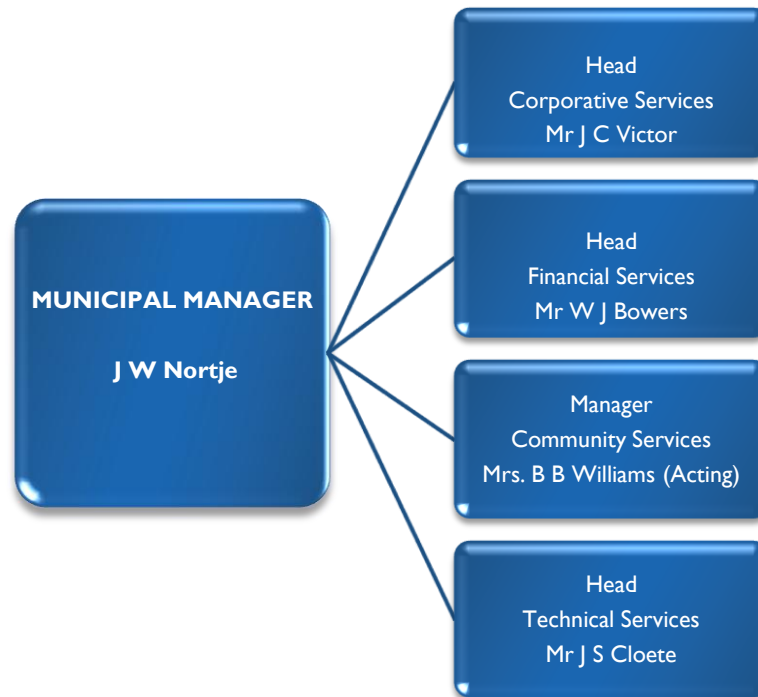
Sammie Joseph Engelbrecht	Ward 1
Edlin Ferdinand.Maritz	Ward 2
Frank Edward Van den Heever (Mayor)	Ward 3
Zuie Phillis de Jongh (Speaker)	Ward 4
Serah Delia Hoskin	Ward 5
John Derrick Diergaardt	Ward 6
John Edward van der Westhuizen	Ward 7
Hendrik Dirkse	Ward 8
Alethea Maxine Magerman	Ward 9
Lorenzo Fabio Faber	Proportional
Jack Steyn	Proportional
Gert Jacobus Coetzee	Proportional
Kathleen Ruth Groenewaldt	Proportional
Hendrik Albertus Paulus Cloete	Proportional
Joslin Mary Theunis	Proportional
Leandra Letitia Vries	Proportional
Willem Steenkamp Jordaan	Proportional

Ward committees ensure that all residents have access to matters relating their area/town. These ward committees submit motivated suggestions to the council for decisions. The Administration Department communicates and monitors all these council resolutions to various role players.

The following Council meetings were held during the year under review:

General Council Meetings	<b>5</b>
Special Council Meetings	<b>14</b>
Executive Committee Meetings	<b>3</b>
Infrastructure Committee Meetings	<b>4</b>
Social Committee Meetings	<b>3</b>
Economic / Institutional Committee	<b>3</b>
Special Executive Meetings	<b>8</b>

The administration of Nama Khoi consists of 4 Departments, namely Corporate Services, Financial Services, Technical Services and Community Services.





**Mr. J W Nortje  
(Acting)**  
Municipal Manager



**Mrs. M Auret**  
Administration  
Officer:  
Municipal  
Manager



**Mrs. B B Williams  
(Acting)**  
Manager Community  
Services



**Mr. JS Cloete**  
Head Technical  
Services



**Mr. WJ Bowers**  
Head Financial  
Services

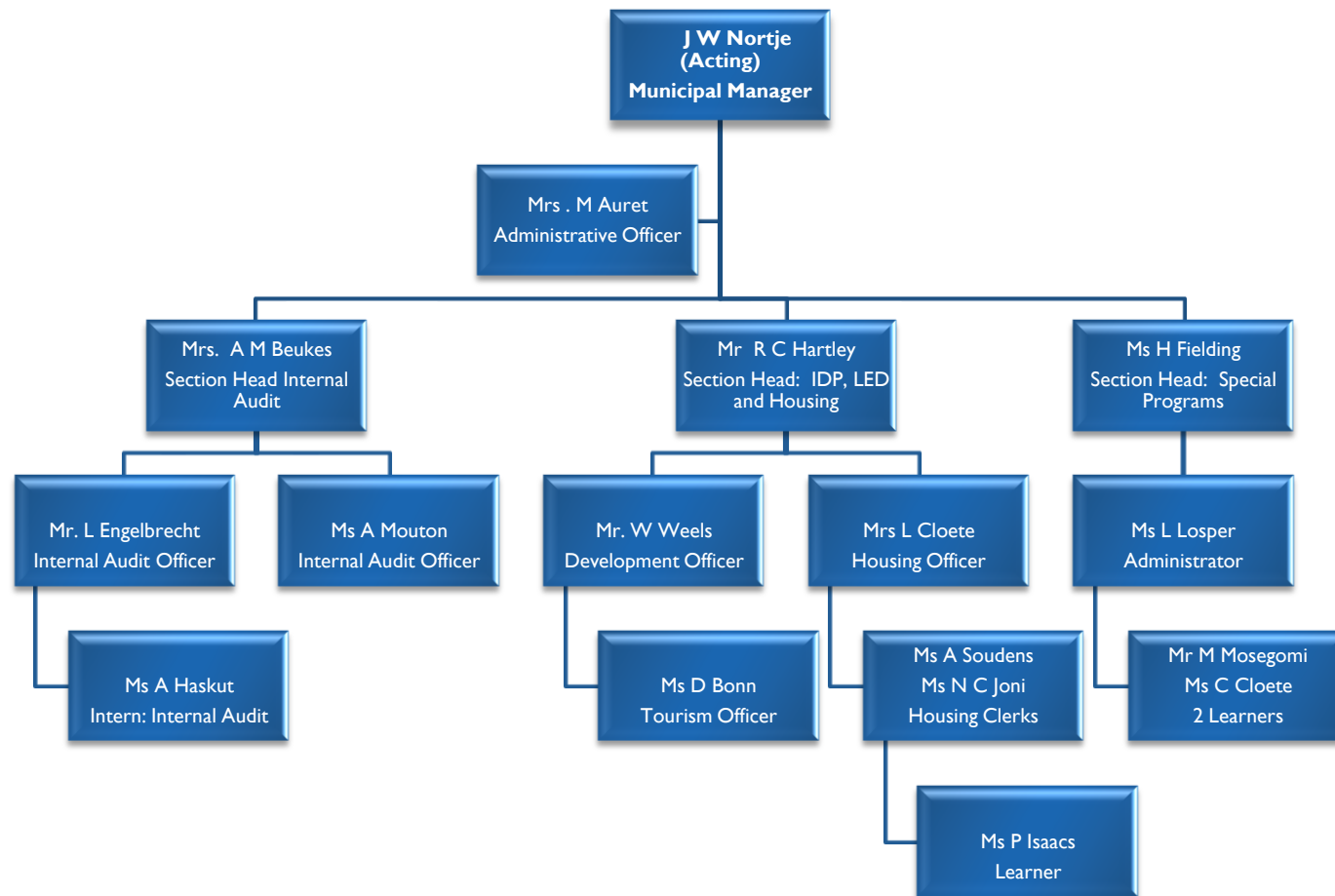


**Mr. JC Victor**  
Head Corporate  
Services

# CHAPTER 2

## CHAPTER 2 - PERFORMANCE HIGHLIGHTS

### 2.1 OFFICE OF THE MUNICIPAL MANAGER





## 2.1.1 INTERNAL AUDIT

The internal audit unit and the audit committee were established respectively under the powers of section 165 and 166 of the Municipal Finance Management Act 56 of 2003. The internal audit was established in 2007 and the audit committee in 2008.

The internal audit unit is an independent, objective function and report administratively to the municipal manager and functionally to the audit committee. The internal audit unit has powers of recommendation only. The final decision to implement recommendations made by the internal audit unit rests ultimately with the heads of the specific departments, however, after the recommendation has been extensively debated and carries a significant risk for the municipality and is decided by the head of department not to implement the recommendation, the specific head of department has to accept the risk (IIASA Std 2600).

### AUDIT COMMITTEE (SECTION 166)

The audit committee is an independent advisory body to the municipal Council. No employee or councillor is a member of the audit committee.

### DEPARTMENTAL OBJECTIVES

The objective of internal audit is to assist members of the organisation in the effective discharge of their responsibilities as prescribed by relevant legislation and thus adding value to the organisation by evaluating the:

- η Reliability and accuracy of financial reporting
- η Effectiveness and efficiency of operations
- η Safeguarding of assets
- η Compliance with relevant legislation, council policies and regulations

### PERSONNEL

The department currently consists of the Chief: Internal Audit, two junior internal auditors and one intern. The department is currently understaffed taken into account that the municipality serves fifteen towns/settlements.

- η Ms A Mouton
- η Mr L Engelbrecht
- η Ms A Haskut



Mrs. AM Beukes

Section Head: Internal Audit



## ACTIVITIES

During the year under review, the following activities were conducted:

### Internal Audit Plan:

In terms of section 165(2)(a) of the Municipal Finance Management Act, Act 56 of 2003 the internal audit unit of a municipality must prepare a risk-based audit plan and a three-year strategic plan.

In the absence of a formally documented Risk Management System risks were informally identified by all departments and prioritized according to the severity of the risk exposure and also in line with the previous three years' Auditor-General reports as per critical issues.

## STATISTICS

Summary of the recommendations submitted by internal audit to all the departments during the year under review and accepted in writing by the heads of departments:

DEPARTMENT	RECOMMENDATIONS MADE	RECOMMENDATIONS IMPLEMENTED	IMPLEMENTATION [%]
Finance	119	35	29%
Corporate Services	92	53	52%
Community Services	92	57	48%
Technical Services	33	15	33%
Office of the Municipal Manager	5	1	13%
TOTAL	341	161	47%

## AUDITS CONDUCTED

Transaction audits where the accuracy of accounting transactions were evaluated.

System audits to evaluate if systems function according to council policies and statutory requirements, also to evaluate if adequate internal controls are put in place and regularly monitored and reported on.

Contract audits to evaluate if obligations were met according to the contractual requirements.

Quarterly follow-up audits were conducted.

## TRAINING 2008/2009

- η The Standards for the Professional Practice of Internal Auditing requires that continuing training is made available to all internal audit personnel (IIASA STD 2030).
- η Various external training courses were attended throughout the year by all internal audit personnel as well as by the audit committee members.
- η Informal training is conducted on a continuous basis, quarterly workshops are held and a mentorship program was developed to maximize capacity for all internal audit personnel.

## REPORT OF THE AUDIT COMMITTEE TO THE COUNCIL OF

Four meetings were held during the book year 2008/2009 and the following members serve currently on the audit committee:

Name	No of meetings attended
<b>Mr CM Jager (Chairperson)</b>	4
<b>Mr JP Vollgraaff (Deputy Chair)</b>	3
<b>Mr F Frazenburg</b>	4

The Audit Committee members were appointed by the Municipal Council for a period of three years. All minutes of the Audit Committee meetings are submitted to Council quarterly. The Audit Committee Charter was recommended by the Audit Committee on 22 July 2008 and adopted by Council on 30 September 2008.

### Effectiveness of internal control systems

The Audit Committee expresses its concern on the lack of internal control systems and internal control policy as shown by internal as well as external audit reports and recommends that the matter should be urgently addressed by the accounting officer as prescribed by section 62(1)(c)(i) of the MFMA. The Audit Committee reports on this matter quarterly to Council.

### **Risk areas of the municipality's operations covered in the scope of internal and external audits**

No formally documented risk management system is in place yet at the municipality, which is in non-compliance with section 62(1)(c)(i) of the MFMA. No risk management policy and strategy were submitted to Council for approval. The Audit Committee has reported these matters to Council and recommends that the accounting officer should address risk management as a matter of the utmost urgency.

The adequacy, reliability and accuracy of financial information provided by management and other users

### **Report of the Auditor General on the Financial Statements for the year ended 30 June 2008**

- η The Annual Financial Statements for the year ended 30 June 2008 was evaluated by the Audit Committee and the following matters were of concern:
- η No audit file with supporting documentation could be submitted with the financial statements to the Audit Committee.
- η A disclaimed audit report was received from the Office of the Auditor General for the year ended 30 June 2008. Further investigation showed that Council had disclaimers for the last three financial years.
- η Late submission of the financial statements (12 November 2008) and backdating to 29 August 2008 as shown on the financial statements.
- η Mathematical errors in the calculations on the financial statements.
- η Unauthorized expenditure was not submitted to Council for approval.
- η Irregular expenditure was not disclosed in the notes to the financial statements.
- η Differences in balances on the financial statements to the General Ledger.
- η Differences in balances between various Appendices of the financial statements to the balances in the notes to the financial statements.
- η Fruitless and wasteful expenditure incurred as a result of payments not made timeously was not disclosed in the financial statements. The going concern risk was not disclosed in the financial statements.
- η The lack of supporting documentation as repeatedly shown in the external audit report.
- η The lack of financial discipline in monitoring and supervision by senior management.

## **Report of the Auditor General on the Performance Measurement System (PMS)**

No PMS has been developed, approved and implemented by the municipality in line with the Integrated Development Plan and as prescribed in Chapter 6 of the Municipal Systems Act. The matter has been reported to Council in the internal audit reports and the Audit Committee recommends that introduction of the PMS be urgently addressed by Council.

### **Quarterly Financial management reports**

The Audit Committee expresses their concern that no quarterly management reports as per section 52(d) of the MFMA are submitted to Council and the Audit Committee by the accounting officer.

### **Reporting on fraudulent activities**

No reporting on any fraudulent activities were made to the Audit Committee for the financial year ending 30 June 2009 or on the status of disciplinary action on any fraudulent activities for the previous book year .

Accounting and auditing concerns identified as a result of internal and external audits

The Annual Financial statements for the year ending 30 June 2009 must be GRAP compliant. The Audit Committee expresses its concern that:

- η The financial statements are not finalised yet by October 2009.
- η The accounting policies could not be submitted to the Audit Committee.
- η The municipality's compliance with legal and regulatory provisions

The Audit Committee expresses its concern about the volume of non-compliance with the Municipal Financial Management Act, the Municipal Systems Act, the Division of Revenue Act, Treasury Regulations as well as non-adherence to approved municipal policies as shown by internal as well as external audit reports. The matter has been reported to Council on various occasions.

### **The effectiveness of the Internal Audit Unit**

After evaluation by the Audit Committee the effectiveness of the Internal Audit Unit was rated at 85%. The effectiveness of the unit is compromised

by the lack of understanding, support and co-operation by senior management.

The unit a shortage of necessary resources, e.g. laptops and computer assisted audit technology programs. The Audit Committee recommends that senior management should attend to these shortcomings as a matter of urgency.

The activities of the Internal Audit Unit including its annual work program, co-ordination with the external auditors, the results of significant investigations and response of management to specific recommendations

The Audit Committee noted the volume of findings regarding weaknesses in internal controls reported by the internal audit unit. The reasons were discussed with senior management during the audit committee meetings and recommendations were agreed for corrective measures to be implemented. Follow-up reports on implementation of recommendations are tabled quarterly at the Audit Committee meetings and submitted to Council.

The percentage of recommendations implemented by senior management at the end of the book year was 47%, which is unsatisfactory and of great concern to the Audit Committee.

Council was advised on the lack of commitment by senior management and it is highly recommended by the Audit Committee that implementation of recommendations from internal audit as well as external audit be included as

SIGNED:

  
\_\_\_\_\_  
Mr CM JAGER  
CHAIRPERSON AUDIT COMMITTEE

  
\_\_\_\_\_  
Mr JP VOLLGRAAFF  
DEPUTY CHAIRPERSON

  
\_\_\_\_\_  
Mr F FRAZENBURG

27.10.2009  
\_\_\_\_\_  
DATE

part of the key performance indicators in the performance contracts of senior management.

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## 2.1.2 IDP, LED AND HOUSING PERSONNEL



Mr. Russel Clinton Hartley is the section head off Economic Development, IDP and Housing. This department is responsible for the Integrated Development Plan, Local Economic Development and Housing for this municipality.



Mr. Wessel Weels Local Economic Development Official



Ms. Daphne Bonn Tourism Clerk

## **TRAINING 2008/2009**

All personnel attended various external training courses throughout the year

Biodiversity Training – This program will generate an understanding of the importance of including biodiversity concerns into all LED Projects identified and pursued by the municipalities within the context of the IDP's as well as the practical know-how to implement them.

Tourism Training - This program will generate an understanding of the importance of customer care.

## **MINING**

Mining was the main economic activity and source of income in our region followed by agriculture and retailers.

Huge downscaling in mining are contributing to large numbers of unemployment.

Prospecting application and mining application are been submit to commonage committee, economic development committee and ward committees on a monthly basis for their inputs.

Completed a database of all mining and prospecting applicants in various towns and submitted it to Council.

Municipality create a conducive climate for these emerging mining applicants due to the fact that the areas is accessible, housing is in some cases provided and all the basic services is in place etc. Water and sanitation.

## **SMALL SCALE MINING**

- η Buffelsbank pebbles project (woman from the Komaggas community)
- η According to a Council resolution all infrastructure development as well as the housing projects should as far as possible be labour intensive
- η Local suppliers and small contractors are used





## **SMALL SCALE MINING CAN BE AN ALTERNATIVE BY FORMING SMALLER MINING COMPANIES**

- η Working granite dumps
- η Recycle copper and granite dumps
- η Local contracting rehabilitation of mining sites

### Manufacturing:

- η Building factories to mill minerals
- η Milling minerals local adds more value
- η Institutional arrangements to stimulate economic development:
- η Employing local unemployed in projects



## **WOMEN, YOUTH AND DISABLED**

- η Tourism
- η Kookfontein tourism project
- η Goegap Nature Reserve Pre Feasibility- Study (Upgrading of the Reserve)
- η Tourism has a huge potential for job creation (Community base tourism).
- η Completed database on tourism attraction in the Nama Khoi area was submitted to Council.
- η Launch of the different tourism forums in various towns.

## BIO REGIONAL FORUMS

During the Launch of the Namakwa Critical Biodiversity Area Map on 10 July 2009, the newly established Namakwa Biodiversity Advisory Forum was also launched. The main purpose of this forum is to bring all parties (municipalities, departments and NGO's) to one table and train and assist municipalities on biodiversity management issues.

It is intended that this profile will help articulate the biodiversity and environmental conservation and development goals in a manner that can meaningfully inform all land-use and development at Municipal level.

- η Economic Development Plans
- η Business plans are submitted for LED funds
- η Project Funding
- η Access to funding for LED projects remains a major problem
- η Economic development Strategy:
- η An economic development plan was adopted by council;
- η Policy needs to be reviewed due to change in National policy that focuses on SMME Development.
- η Funding and implementation is the biggest obstacle in enrolling out these projects
- η Anchor Projects for Economic Development:



## SMME Development

The municipalities have preferential procurement policies favouring black economic empowerment (BEE) and promoting developing local enterprise, some of these activities include:

- η Local purchasing of materials and tendering on contracts
- η Expended Public Working Programme (EPWP)
- η Housing Projects
- η Projects and Programmes

SMME'S was involved in the Projects during the financial year which included:

- η Construction of low cost housing
- η Number of jobs - **272**
- η Number of these jobs that have benefited women - **52**
- η Number of these jobs that have benefited people with disabilities - **20**

Projects and Programmes

- η The contract value awarded to SMME's in the 07/08 financial year - **R 27 566 999.26**
- η The contract value awarded to women in the 07/08 financial year - **R 4 973 150.00**
- η The contract value awarded to youth in the 07/08 financial year - **R 4 973 150.00**

**The following Projects were undertaken during the financial year by the municipality**

Roads of Infrastructure

Bulletrap road – R15, 5 million (Department Public works)

Komaggas water – R11, 3 million (Nama Khoi/De Beers/MIG)

Concordia water – R 3 million

Housing – R30, 7million (Department Housing)

Upgrading water networks – Nama Khoi jurisdiction areas

Electrification upgrading project

Rooiwinkel Clinic (NDFT)

Springbok Taxi Rank - (Department of Public Works)

Community Hall Steinkopf – R 4 million (De Beers and NDFT)

Youth Centre Bergsig - (Department of Public Works)

# ATTACHMENT A

The details on Local Economic Development information is contained within Attachment A

Current local economic information within Nama Khoi Municipality.

A. Policy							
	Criteria	Yes	No	Remarks	Action	Time	Responsible person and resource
1	Is there a LED policy for the DM / LM?	X		We need the current policy to be amended	Currently busy with establishment of LTA's to assist with review and ward committees.	End of June 2010 to be ready for implementation in new finance year.	Mr. R. Hartley Mr. W.Weels Me. D. Bonn Supported by Mayor
2	Are there clearly defined objectives and are they measurable?	X		Currently reviewing Policy			As above
3	Is the LED strategy aligned to:						
3.1	NSDP		X				
3.2	PGDS		X	Old document and are currently reviewing it and will ensure alignment	Ensure alignment of documents	End June 2010	Mr. E.Julius Mr. R. Hartley Mr. W.Weels
3.3	DGDS	X					
3.4	Provincial LED Strategy	X					
3.5	DM IDP and LED	X					
3.6	District LED Strategy	X					
3.7	Local IDP	X					

<b>4</b>	Is the LED strategy adopted by the DM / LM council?	X					
<b>4.1</b>	Date of adoption?			2006			
<b>4.2</b>	Is there a need to review?	X		Currently busy with review			
<b>5</b>	Does the LED unit report to communities?	X		Currently busy with report back sessions (Imbizo's) See attached document of consultation meetings	Ensure update of LED projects implemented	End 12 November 2009	Mr. R. Hartley Mr. W. Weels Mayor

B. Planning							
	Criteria	Yes	No	Remarks	Action	Time	Responsible person and resource
I	Has there been adequate consideration on special issues relevant to economic development:						
I.1	Sectors	X		SDF outline different Zones for development			
I.2	Spatial Development Framework / Plan	X		Planning approval by CGTA&HS	Follow - up with Province on Progress	End December 2009	Mr. W.Weels
I.3	Spatially plotted nodes	X		Need to review current plan specially Border post development in Vioolsdrift	Ensure incorporation in SDF	Ongoing	Mr. R. Hartley Mr. W. Weels
I.4	Spatially plotted infrastructure		X	Need follow-up with Mayor in terms of LUM's	Follow-up on progress from councilors	End June 2010	Mr R. Hartley Mr. W. Weels
I.5	Skills and technology	X		Huge backlog in terms of skills development	Currently working on plan for capacity building	Ongoing	Mr. R. Hartley
I.6	Political	X		17 councilors. 9 wards. 8 ANC, 1 OD, Proportional 2 ANC, 4 OD, 4 DA. Demarcation of wards will change in 2011			
I.7	Electricity	X		Policy for indigents' in place. All occupants have access to electricity. ESKOM have problems in Steinkopf, Komaggas and Buffelsrivier. R64m of DME was allocated for upgrading of electricity grid in Nababeep, Okiep and Springbok	Upgrading of electricity in the towns have started		Mr. R. Hartley Mr. W. Weels Electric Engineer
I.8	Land	X		SDF in place but need to be reviewed. Policy in place. Land audit outstanding. Moratorium of land is still an issue for development in LM. Communal land has been obtained through	CPA process to be finalized by commonage officer	Ongoing	Mr. R. Hartley Mr. M. Jonas



				Land Reform process. CPA will have ownership of communal land. Concordia (40760.3322ha) Steinkopf (265103.77ha)			
<b>1.9</b>	Water	X		Water policy in place for indigent. Access of water to all communities. Capacity for future development is a problem. R130 m required to upgrade water supply	Assessment to upgrade the current capacity was done by BVI consultants	Ongoing	Mr. R. Hartley Mr. J. Cloete
<b>1.10</b>	Sewerage	X		Combination of systems. Want to upgrade to one system. Cost estimate has been done and a submission was done to MIG for possible funding.		Ongoing	
<b>1.11</b>	Transport		X	Transport plan not in place	Consult with Dept. of Transport for assistance	End of December '09	Mr. E. Julius Mr. W. Weels Mr. G. van der Byl
<b>1.12</b>	ICT: Cellphone coverage Landline Data	X X X		MTN, Vodacom, Cell C and Telkom Telkom Telkom			
<b>2</b>	Is there a LED Forum in the DM / LM?		X	Ward committees to fulfil this purpose up till 2011. Chair Ward councillor. Speaker coordinates. Report in writing	Arrangements of meetings, directives and funding application	Monthly meetings	Mr. W. Weels Mr. R. Hartley
<b>2.1</b>	What is the frequency of the meetings for the LED forum?			Monthly			
<b>2.2</b>	What are the benefits of having the LED forum?			Monthly feedback to wards and committee.			Mr. R. Hartley

<b>2.3</b>	What is the level of participation of stakeholders?						
	Private	X		Ward reps			
	Community			Ward reps			
	Government	X		IDP Rep forum			
<b>3</b>	Does the identified LED project or programmes have the following?						
<b>3.1</b>	A project manager?	X					r. R. Hartley Mr. W. Weels
<b>3.2</b>	Time frames?	X					
<b>3.3</b>	An allocated budget?	X		Budget mostly from Funders Municipality took out loan to add funds for completion of project			
<b>3.4</b>	Do you have projects that require partnerships with Provincial, DM and other LM's	X		Greening of Towns Tourism Youth Development: Entrepreneurial			Mr. R. Hartley
<b>4</b>	Have the competitive and comparative advantages been identified?	X		Strongly Tourism focus			
<b>5</b>	Is a SLP committee in place and do they have an action plan?		X				Mr. R. Hartley Mayor Mr. J. Cloete
<b>6</b>	Indicate any SLP projects that will be funded.	X		Need to revise projects due to change of focus and non implementation			Mr. E. Julius Mr. R. Hartley Mayor

C. Institutional							
	Criteria	Yes	No	Remarks	Action	Time	Responsible person and resource
1	Where does LED reside on the organogram in the DM / LM?			Reports to MM			
	How many dedicated LED incumbents in your institution.			3 LED manager LED official Tourism/Museum Clerk			
2	Does LED report to council?	X					
2.1	How frequent does your Municipality report to council?			Monthly			Mr. R. Hartley
3	Is there an LED budget? Operational Capital	X X	X	Capital dependant on NDM and Government			
4	Are issues of improved governance and municipal service prioritized for the attraction of investment and job creation in the area?	X		Quarterly Imbizo Incentives in terms of tariffs for SMME development			
5	Is an implementation plan in place to support enterprise development in the DM / LM?	X		Housing – Local Labour EPWP principles Procurement policy in place- Supply chain 80/20 principle to accommodate SMME's			Mr. R. Hartley Finance

5.1	Is there a SMME database in place in the municipality?						Mr. W. Weels
5.2	Is there an incubation plan in place as a form of intervention for SMME development?	X		Partly. Steinkopf and Concordia Try to guide SMME's to sustain themselves. NababEEP need funding to start a project. Taxi rank phase 2 to establish incubation and development of SMME's			Mr.R. Hartley
5.3	Is there an implementation plan in LED to stimulate the informal economy?		X	NDFT, NAMDA and SEDA to assist with implementation of second economy			
6	Has the municipality made an audit of the municipal owned land and the application thereof?		X	No audit in place. SDF in place. Policy in place			
7	ICT						
7.1	Does your municipality apply ICT to enhance service delivery i.e.: SMS notification of community Email notification of community Electronic access to services GIS plotting for planning Etc.	X X X	X	Work in progress with RDATA			
7.2	Does your Municipality have a dedicated and advertised phone number / a call centre for information and complains.	X		Advertise in newspapers monthly Call centre operational	Report to community services		Cooperate services Mr. J.C. Victor Mr. D. Fortuin
7.3	Does your municipality have a website?	X			Monthly maintenance		Mr. Brendan Love
8	Human Capital						
8.1	LED and Institutional organogram	X					
8.2	Is there vacant positions in your LED unit	X		One Internal shift will be done			

8.3	Is there a Skills Development Plan that is LED specific in the DM / LM?	X					
8.4	Is there a skill development plan in your municipality and LED unit	X					Mr. W.Weels Cooperate services

D. Stimuli							
	Criteria	Yes	No	Remarks	Action	Time	Responsible person and resource
1	Is there available serviced land in the municipality?	X		Industrial and housing development			Mr. R. Hartley
2	Is the LM focused on issues of creating an environment conducive to attract investments?	X					
2.1	Trade and investment supportive By – laws		X				
2.2	Incentives		X	Incentives for SMME development			
3	Human capital profile of the LM / DM (workforce, educational levels etc.)	X		SDP			
4	Is there a contact person and brochure for investment and marketing promotion?		X				

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### 2.1.3 HOUSING



#### **HOUSING OFFICER**

**Mrs. L C CLOETE**

The delivery of low cost housing to the community based on the poor of the poorest has become a major challenge facing the government hence our major priority as the local government is to eradicate shacks and to upgrade the backlog of housing. Housing is seen as one of the primary service delivery components, most municipalities have been accepting this suggested methodology to improve housing delivery in their municipalities.

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 ensure that:

The inhabitants of this area of jurisdiction have access to adequate housing on a progressive basis;

Conditions not conducive to the health and safety of the inhabitants our area

Services in respect of water, sanitation, electricity, roads, storm water drainage and transport are provided in a manner which is economically efficient,

Set housing delivery goals in respect of our area and jurisdiction.

Identify and designate land for housing development.

The Nama Khoi Municipality Housing Unit consists of 3 personnel members.

## HOUSING CLERK



Miss V A Soudens



Miss N C Joni

They are responsible for the completion of the application form of the RDP houses and also to educate these people on housing use. These are the persons who inform the community how to get a title deed. They are there to serve the community on how to apply for a plot and all the relevant information.

These building inspectors are responsible for site visits and inspections of all projects in the Nama Khoi jurisdiction to see that our contractors deliver proper houses for our community.



During the 2008/09 financial year Nama Khoi Municipality will build 103 low cost housing in its three wards namely:

<b>NAME OF TOWN</b>	<b>NUMBER OF UNITS</b>	<b>TOTAL COST</b>	<b>JOB OPPORTUNITIES</b>
<b>1. Goodhouse</b>	20	R 1 623 232.50	<b>120</b>
<b>2. Concordia</b>	21	R 546 093.60	<b>10</b>
<b>3. Rooiwal</b>	20	R 100 144.00	<b>100</b>
<b>4. Vioolsdrif</b>	26	R 2 110 202.25	<b>55</b>
<b>5. Bergsig</b>	7	R 378 064.80	<b>20</b>
<b>6. Matjieskloof</b>	9	R 378 064.80	<b>20</b>
<b>TOTAL</b>	<b>103</b>	<b>R 30 761 694.00</b>	<b>325</b>

#### 2.1.4 SPECIAL PROGRAMME'S

The Special Programme is a unit working in the Office of the Mayor and Speaker of the Municipality. This Unit works with all the Special Programmes that the Municipality is invited to and/or has to play a role. Different programmes are schedule for different months and days e.g. June (Youth Month).

The Special programme within the Nama Khoi Municipality focus mostly on:

- η Youth
- η Disability
- η Gender
- η HIV and AIDS



**Ms Hazelene  
Fielding**

**Section Head:  
Special  
Programs**

We also focus on areas that the community (The poorest of the poor) needs the help of the Municipality.



**Ms Lizel Losper Administrator   Ms. Claudia Cloete Learner   Mr Thabo Mosegomi – Learner**

## **PROGRAMMES AND EVENTS HELD**

### **Sanitation Week 2008**

The Department of Water Affairs and Forestry as the water sector leader and custodian of our countries resource, is responsible of co-coordinating one of our significant week being the National Sanitation Week.

This significant awareness week create a platform for the Department and other relevant stakeholders to communicate important water and sanitation message to its community. This include message of Government's commitment:-

- η To provide access to water and sanitation services to all and its contribution to alleviate the plight of the poor
- η The importance of using water wisely
- η The need for sustainable management of our water resources and

- η The role of water in hygiene matters.
- η The General Assembly (GA) resolution 61/92 of December 2006 declared the year 2008 as the International Year of Sanitation and 26 th – 31 st of May was set as the Sanitation Week.

Dripping taps were fixed and 1500 trees were given to the community of Steinkopf and some were planted.

The door to door was also used for the community to raise their concerns so that all the involved stakeholders must be told and try to solve the matter quick. And yes, there were problems encountered and raised and were given to relevant stakeholders

### **The Prevention of mother to child transmission (PMTCT)**

This was an initiative of Kagisho TV & Communication which embarked on a grassroots awareness project to increase male involvement in preventing of mother to child transmission of HIV.

This awareness was held on the 2 rd June 2008 at the Nama Khoi Municipality facilitated by Rev G H Nutt from NSO. An amount of 11 Municipal workers from different departments attended this awareness. It was a good men only chat whereby they discussed debate etc.

The main aim was to target men only because from the research men always ignore any kind of sickness. They believe to first lie on the bed then they must see the doctor. It was discovered that only woman are the bravest when it comes t handle pressure.

## **Youth Parliament 2008**

The theme of the Youth Parliament 2008 is **“Parliament empowering the youth of South Africa for poverty eradication”**. This theme adopted after a research was done and it was find out that poverty affects the majority of the youth in the country, further disaggregating has revealed that youth are twice more likely to be unemployed.

The objectives of this Youth Parliament were:-

- η To provide a vehicle for youth’s voices to be heard on issues affecting them.
- η To determine the role Parliament can play in poverty eradication amongst the youth.
- η To identify challenges that hinder sustainable developmental opportunities for the youth in South Africa.
- η To ensure that gender and disability are mainstreamed in matters pertaining to the youth.

## **Debates**

Debates were first held on the 13 the of June 2008 of which 36 delegates were chosen in order to attended a provincial debate, which was held on the 19 of June represent the Northern Cape Province Nationally in Cape Town on the 26<sup>th</sup> and 27<sup>th</sup> June 2008. From each debate there must be some resolutions and also from the National Parliament an overall resolution taken from each Province by different commissions.

- η Review of the Youth Parliament 2006/07
- η Youth and Economic Participation
- η Skills Development
- η Youth Development and Institutional Arrangements

## **DISABILITY**

Office of the Status of the People with Disability (OSPD) in conjunction with Capacity Developmental Network organized a mainstreaming training program in Kimberley on the 23<sup>rd</sup> – 25<sup>th</sup> July 2008 of which Ms Hazelene Fielding and Ms Claudia Cloete attended. The training took three (3) days.

This training focused on:-

- η Recognition of Disable People
- η Discrimination of Disable People
- η The love for Disable People

## **Capacity Building for Youth Organisations**

This was an initiative by the Department of Social Service and Population Development (DSSPD) that aimed at empowering the Youth organizations in terms of capacity building. Youth organizations and forums within the Namakwa District Region were invited to take part.

The training was done by a local institution called Golden Rewards. The training was held on the 7<sup>th</sup> -11<sup>th</sup> July 2008 at the Department of Housing Boardroom and it was attended by Mr Thabo Mosegomi. This training aimed at the following:-

- η Administration Policy
- η Basic Project Management
- η Non-profit Organisation Act, 1997
- η Meeting Procedures
- η Role of the Office Bearers
- η Budgets
- η Drafting of a Constitution etc.

## **Youth in Crime Camp**

The Sector 5 SAPS of Bergsig came up with an initiative to try and help or assist youth who are involved in crimes. They then invited some stakeholders who they thought could make a mindset different in their life and Mr Thabo Mosegomi under Nama Khoi Municipality. The following stakeholders were involved:-

The camping has target the age of 11 and 16 years old, boys and girls. And with the help of the Namaqua National Park, we manage to get the accommodation free of charged. The camping was held for three (3) days whereby workshops were held to help these children.

## **Education and Training Opportunities**

The Northern Cape Youth Commission sends us forms that involved one (1) or both of the above mentioned. This year we had the following forms which we had to distribute:-

- η Scholarship from Dept of Housing (2 Youth got the forms)
- η Construction and Refrigeration Training (23 Youth wrote a test in order to be accepted)
- η Security Training (200 Youth are asked to submit their names, ID no and contact no)
- η Youth in Tourism Competition (Because of the year examination it was impossible get these forms distributed.)
- η The problem is still the same whereby the youth don't take action and want everything on tray.

## **CONCLUSION**

The problem is still the same whereby the youth don't take action and want everything on tray.

## **LOVELIFE GOGOGETERS PROGRAMME – 22 OCTOBER 2008**

Loveliflife has launched a new initiative called gogogeter program. The program works with local grandmothers. The goal of this project is to demonstrate how community-level support to orphans and vulnerable children (OVC's) can be enhanced and expanded in a suitable manner. This project involves the recruitment and mobilization of ± 53 gogo's to provide care and support to OVC's within two years in the Province.

Specifically the project will seek to:

- η Focus on the specific needs of older OVC's (including prevention of abuse, HIV prevention and protection) in addition to enhancing the capacity of grandmothers to respond to subsistence of young OVC
- η Mobilize existing human capacity in community's grandmothers who bear much of the burden of care.
- η Strengthen the interaction between prevention and care initiatives within communities.

## **SPRINGBOK CLUSTER SOCIAL CRIME PREVENTION FESTIVE SEASON PLAN**

### **31 October 2008**

Adoption of grade 10 learners by management of different sectors

- η Target Group - 10 grade 10 learners in cluster to empower young person in leadership skills
- η Role Players - SAPS, Nama Khoi, Legislature, Social Service,

### **01 November 2008 Sport Day**

Risk Learners (Sector 1&2) Target groups

- η A child in sport is a child out of court to promote healthy recreation.

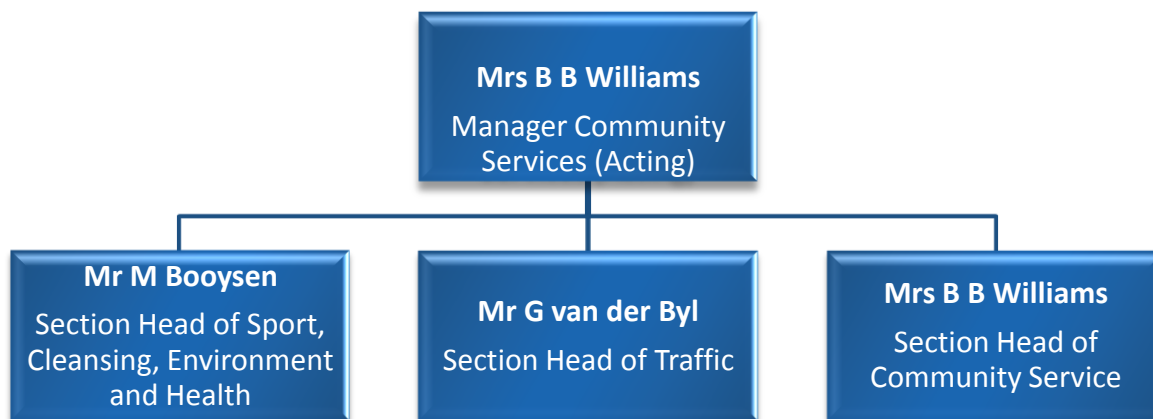
## Election for Ward Committees

DATE	TOWN
25 MAY 2009	ROOIWAL , VIOOLSDRIF, STEINKOPF
26 MAY 2009	GOODHOUSE , CAROLUSBERG, MATJIESKLOOF
27 MAY 2009	BULLETRAP , OKIEP
28 MAY 2009	BUFFELSRIVIER , KOMAGGAS
1 JUNE 2009	NABABEEP
2 JUNE 2009	CONCORDIA
3 JUNE 2009	BERGSIG/VAALWATER
4 JUNE 2009	SPRINGBOK / FONTEINTJIE

The Elections was conducted by Department of Housing and Local Government and all Committees are functional although they have not received any training.



2.2 DEPARTMENT COMMUNITY SERVICES



Mrs. B B Williams is the Acting Manager Community Services.

**The Community Service Department consists of the following sections:**

- η Sport, Cleansing and Environment Health
- η Community Service
- η Traffic Service

**Sport, Cleansing and Environment Health**

This section is responsible for:

- η Cleansing
- η Sport
- η Halls and Parks
- η Grave Yards
- η Airport
- η Environmental Health

**CLEANSING SERVICE**

A new Heavy Duty Vehicle (compacter) was brought to ensure safe waste disposal as well as the removal of household and business refuse.

Several general workers have been appointed in order to provide basic services to all households.

Cleaning projects in all towns takes place on a regular basis.

The Caretaker's house at the entrance of the Landfill site was repaired.



**Mr. M Booyesen**

**Section Head  
Sport,  
Cleansing and  
Environment  
Health Section**



## **SPORT:**

Provision has been made for applicable sport infrastructure and the maintenance of infrastructure.

Canopies for athletic officials were erected at McLeod Park.

The fence and flood lights at McLeod Park were upgraded and repaired.

Sport Forums have been established in all nine (09) Municipality wards.



## **COMMUNITY HALLS AND PARKS:**

Building of a community hall in Steinkopf has been undertaken.

The promotion and maintenance of financially viable recreation facilities. Open spaces are cleaned and grass in parks are cut. The community hall in Okiep was repaired and upgraded.



Concordia Community Hall

## **GRAVE YARDS:**



Cleaning projects and maintenance of graveyards takes place in various towns. Charts for the different graveyards have been drawn and registers for individual graveyards were implemented. Graves are made available for residents on request.

Springbok Grave Yard

## **AIRPORT:**

Maintenance takes place on a daily basis. Fuel is provided at a reasonable price for aircrafts. Red Cross use the airport on a regular basis to transport patients from Springbok to Kimberley.

## **HEALTH:**

Monitoring of water quality and food control takes place on a regular basis. Waste Management and health surveillance of premises are done. Issuing of business licences and inspections of premises are done when needed.

Environmental (air water and noise) pollution control services are provided.

Safe handling of chemical substances are promoted, building plans are approved and awareness campaigns are held in order to prevent the spread of vector borne and zoonotic diseases and effects of Aids.

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## 2.2.1 COMMUNITY SERVICE SECTION

### LIBRARIES

#### **Renovations**

Renovations have been done to meet the standards of a library.

#### **Appointments**

Assistants have been appointed in all libraries in the Nama Khoi

This section is responsible for:

- η Libraries
- η Commonage
- η Vehicle Registrations
- η Learners and Driving Licenses
- η Fire and Disaster Management

#### **Launches**

The Provincial Department of Sports, Arts & Culture enrolled 109 libraries in the Namakwa region and Okiep library was identified in the Nama Khoi area.

**Awareness Programs:** Different programs (HIV & Aids, Cancer etc.) were held to reach people and to increase adult membership.

**Membership:** Membership in the Nama Khoi area is currently at 10456 with a circulation total of 15350.

**New Library:** Matjieskloof library was opened to serve the community.



Matjieskloof Library



Springbok Library

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## 2.2.2 VEHICLE REGISTRATION

A new appointment has been made and operating times were changed (13h00-14h00) to accommodate the public for better service delivery.



### Cashiers capturing new motor vehicle registrations and learners appointments

#### Development

Two cashiers have been upgraded to grade L (eye tests, fingerprints, learners license classes) according to the requirements of the National Road Traffic Act. One traffic officer was upgraded from law enforcement officer to a K53 examiner of driver's license (Grade A-motor cycle, light and heavy motor vehicles.)

#### New Building

The department was moved to comply with the Act.



## LEARNERS LICENSES

MONTH	QUANTITY	PASS	FAILED	NON ARRIVAL
<b>JULY</b>	229	122	88	<b>19</b>
<b>AUGUST</b>	261	126	120	<b>15</b>
<b>SEPTEMBER</b>	190	105	69	<b>16</b>
<b>OCTOBER</b>	222	120	95	<b>7</b>
<b>NOVEMBER</b>	124	46	71	<b>7</b>
<b>DECEMBER</b>	109	72	32	<b>5</b>
<b>JANUARY</b>	213	121	84	<b>8</b>
<b>FEBRUARY</b>	157	72	76	<b>9</b>
<b>MARCH</b>	180	90	82	<b>8</b>
<b>APRIL</b>	147	75	66	<b>6</b>
<b>MAY</b>	131	67	58	<b>6</b>
<b>JUNE</b>	163	92	65	<b>6</b>
<b>TOTAL</b>	<b>2126</b>	<b>1108</b>	<b>906</b>	<b>112</b>



Learners license class in process



**DRIVERS LICENSES:**

MONTH	QUANTITY	PASS	FAILED	NON ARRIVAL
<b>JULY</b>	126	50	56	20
<b>AUGUST</b>	95	26	61	8
<b>SEPTEMBER</b>	140	30	88	22
<b>OCTOBER</b>	150	34	96	20
<b>NOVEMBER</b>	189	47	122	20
<b>DECEMBER</b>	103	24	70	9
<b>JANUARY</b>	154	43	97	14
<b>FEBRUARY</b>	140	37	85	18
<b>MARCH</b>	72	22	39	11
<b>APRIL</b>	112	34	68	10
<b>MAY</b>	86	29	50	7
<b>JUNE</b>	83	40	41	2
<b>TOTAL</b>	<b>1450</b>	<b>416</b>	<b>873</b>	<b>161</b>



**K53 examiners of driver's license busy with applicants.**



## OCC COMMONAGE

This year was marked with many challenges, especially on the Act 9 commonage areas. The National minister has signed the memorandum for the transfer of the land to the different CPA's. The communities reacted positively to the signing of the memorandum. The execution of the decision has been delayed for certain reasons as mentioned in the trancrea report.

The duties of the OCC and Springbok commonage committees have been executed very well.

Special attention has been given to the supply of water in the different areas. Some of the boreholes have been fitted with new pipes, rods and cylinders. In some cases where the boreholes dried up alternative drinking spots has been created or cleaned out like open dams or well points.

## CONCORDIA COMMONAGE

Two new Hofmann engines were installed on the farm Naab. The two new engines replaced the existing Lister engines. These engines are a new for the area and will be monitored continuously. If the engines proof to be good similar engines will be installed in other areas.



Hofmann engine: 1<sup>st</sup> borehole at NAAB Hofmann engine: 2nd borehole at NAAB

The installation of these two engines benefited the Kabib project. Water will be pumped from Naab to Kabib to strengthen the water supply of Kabib. A 32 km pipeline has been laid from Naab to Kabib for this particular project.

### STEINKOPF COMMONAGE

The Steinkopf commonage posses mostly windmills and sun energy pump for the supply of water.

Some of these windmills have been fitted with new pipes, rods and cylinders. Most windmills in the wards were brought up to standard.



**Water reservoir: Taaibosmond Water through: Taaibosmond**



**Open dam: Bulletrap ward**

Special attention has also been given to the residence of Perdewater by installing a sun energy pump for household water (as shown in the pictures below).



Sun panel with green tank



Sun panel



Borehole 100m depth

### **KOMAGGAS COMMONAGE**

The windmill on the Khorkam farm has been fully repaired. The repair on the windmill has long been outstanding but now repaired. The pump supplies enough water for the animals. The other windmills were repaired and maintained through out the year by the resident contractor. The fence between the commonage and the privately owned farm Kameeldoring has also been repaired.



Windmill tower: Khorkam



Windmill tower: Khorkam



Reservoir: Khorkam



## SPRINGBOK COMMONAGE

The supply of water on both the Eendoorn and De Draay farm is good. The farmers on the two farms repair the windmills themselves. The house on the farm Eendoorn has been rented out through the year. The other house is occupied and water is supplied by a Lister engine. The grazing is still in a good condition and the animals can graze on dry fields.



**Sheep and goats been doctored at Eendoorn**

The stock count on the commonage has also been finalized.



**Lister engine and mono pump on the farm Eendoorn**



**Farmhouse on Eendoorn**

As in the case of the OCC commonage the farmers repair the supply of water themselves. The farmers are currently responsible for the entire infrastructure on the farm which includes the maintenance on the fence.

## **DISASTER AND FIRE MANAGEMENT:**

### **DISASTER MANAGEMENT**

According to the Disaster Management Act (Act no. 57 of 2002) a district municipality, in our case the Namakwa District Municipality, must prepare a disaster management plan in consultation with the local municipalities within the area of the district municipality. This means that Nama Khoi Municipality will benefit with every disaster management planning steps/process, the Namakwa District Municipality undertake.

#### **Disaster Management Activities:**

- **Awareness program**

As part of prevention initiatives Nama Khoi Municipality launched awareness programmes at schools, libraries and community members that invited us for awareness/safety/prevention talks.



**During this awareness program, at least 400 persons was reached (adults and children).**

### **Disasters/Incidents and Providing Relief:**

Several cases were reported for the year and Nama Khoi Municipality in collaboration with Namakwa District Municipality, Namaqualand Diamond Fund Trust and different governmental departments provide relief to those who were affected.

Cases reported:

- Heavy rain
- Household fires
- Strong winds

Those who were affected as reported received relief in the form of blankets, food parcels, clothing, canvases, building material, etc.



***These pictures serve as a result of a strong wind and heavy rain that hit the Okiep area.***

## **FIRE SERVICE:**

The fire service of Nama Khoi Municipality has a total of six members, two permanent and four standby members. This service has a fleet that consists of two fire engines, one Volvo fire engine (1000lt water tank), one Chevrolet fire engine (900lt water tank) and eight fire fighter trailers (650lt water tank).

Small river towns like Goodhouse, Henkries, Violsdrift and Rooiwal received AFT units (backpacks) for fire fighting purpose.

This service also assists neighbour municipalities with standby duties for instance where government events took place and fire fighting duties.

### Cases reported:

- Household fires (11)
- Veldfires (27)
- Vehicle Accidents/Fires (3)
- Other (5)



## TRAFFIC SERVICE SECTION

This section is responsible for:

- η Traffic Law Enforcement
- η Vehicle Testing Station
- η Municipal Law Enforcement
- η Maintenance of road marks and signs

**G van der Byl Section  
Head Traffic Service  
Section**



## LAW ENFORCEMENT

This section consists of eight members with eight patrol vehicles. They are responsible for the enforcement of the National Road Traffic Act (NRTA 93/1996) throughout the Nama Khoi Municipal area.

This section is responsible for:

- η Speed law enforcement
- η Passenger and vehicle overloading
- η Roadworthiness of vehicles
- η Road traffic control
- η Roadblocks
- η Vehicle control points
- η Escorting of abnormal loads, marches and sport events
- η Road traffic awareness programs (general public and schools)

The following statistics serves as a result of the enforcement of the National Road Traffic Act during combined operation with Provincial traffic and SAPS:

SPECIAL OPERATIONS - JULY 2008 UNTIL JUNE 2009 (NAMA KHOI TRAFFIC, PROVINCIAL TRAFFIC AND SAPS):

MONTH	OPERATIONS	OFFENCES
<b>JULY</b>	3	<b>43</b>
<b>AUGUST</b>	4	<b>66</b>
<b>SEPTEMBER</b>	2	<b>28</b>
<b>OCTOBER</b>	5	<b>79</b>
<b>NOVEMBER</b>	4	<b>72</b>
<b>DECEMBER</b>	5	<b>107</b>
<b>JANUARY</b>	3	<b>27</b>
<b>FEBRUARY</b>	3	<b>47</b>
<b>MARCH</b>	5	<b>73</b>
<b>APRIL</b>	5	<b>123</b>
<b>MAY</b>	5	<b>87</b>
<b>JUNE</b>	4	<b>66</b>
<b>TOTAL</b>	<b>48</b>	<b>818</b>



**OFFENCES FOR PERIOD JULY 2008 UNTIL JUNE 2009:**

<b>MONTH</b>	<b>OFFENCES</b>
<b>JULY</b>	<b>123</b>
<b>AUGUST</b>	<b>170</b>
<b>SEPTEMBER</b>	<b>90</b>
<b>OCTOBER</b>	<b>175</b>
<b>NOVEMBER</b>	<b>156</b>
<b>DECEMBER</b>	<b>157</b>
<b>JANUARY</b>	<b>107</b>
<b>FEBRUARY</b>	<b>107</b>
<b>MARCH</b>	<b>161</b>
<b>APRIL</b>	<b>213</b>
<b>MAY</b>	<b>174</b>
<b>JUNE</b>	<b>146</b>
<b>TOTAL</b>	<b>1779</b>

## VEHICLE TESTING STATION:

A permanent examiner of vehicles was appointed and has one assistant. His responsibilities are to certify vehicles roadworthy to be use on a public road.

MONTH	PASS	RETEST	FAILED	TOTAL TESTED
<b>JULY</b>	152	82	0	<b>234</b>
<b>AUGUST</b>	89	49	0	<b>138</b>
<b>SEPTEMBER</b>	79	49	4	<b>132</b>
<b>OCTOBER</b>	139	70	0	<b>209</b>
<b>NOVEMBER</b>	105	64	0	<b>169</b>
<b>DECEMBER</b>	87	51	1	<b>139</b>
<b>JANUARY</b>	102	53	0	<b>155</b>
<b>FEBRUARY</b>	101	68	0	<b>169</b>
<b>MARCH</b>	97	48	1	<b>146</b>
<b>APRIL</b>	82	29	0	<b>111</b>
<b>MAY</b>	94	46	0	<b>140</b>
<b>JUNE</b>	111	44	0	<b>155</b>
<b>TOTAL</b>	<b>1238</b>	<b>653</b>	<b>6</b>	<b>1897</b>

Examiner of vehicles busy with a roadworthy test of a light motor vehicle



## MAINTENANCE OF ROAD MARKS AND ROAD SIGNS

This section consists of 3 members with one vehicle. They are responsible for the maintenance of the road markings and -signs through out the Nama Khoi Municipal area.

The chemicals in the tare cause the continuously maintenance (painting) of road markings.

Due to vandalism, accidents and ware out road signs maintenance are also done throughout the year.

## MUNICIPAL LAW ENFORCEMENT:

This section consists of three members and two vehicles and is responsible for the enforcement of municipal by-laws throughout the Nama Khoi Municipal area. Several law enforcement complaints was reported and investigated as follow:



By-law relating to the control of dogs:

- Springbok – 4
- Bergsig – 2
- Matjieskloof – 2
- Okiep – 2
- Nababeep – 1
- Concordia – 2

### ***Dangerous Dogs***

η Okiep: I Admission of guilt – R 500.00

By-law relating to the dump and storage of material and the prevention of nuisances:

η Matjieskloof	7
η Bergsig	6
η Okiep	8
η Nababeep	5
η Concordia	6
η Steinkopf	3

By-law relating to street trading and house shops without a valid trading license/permit:

**Street trading**

Springbok – 8 – R 250.00 each charged

House shops:

η Matjieskloof	2 – R 250.00
η Bergsig	3 – R 250.00
η Steinkopf	2 – R 250.00
η Concordia	1 – R 250.00

By-law for the control of keeping of animals:

Above mentioned complaints attend in Concordia, Steinkopf, Buffelsrivier, Komaggas, Okiep and Nababeep.

### ***Criminal Charges of Municipal Property***

Two criminal cases, one in Okiep and one in Springbok was reported, investigated and charged in Springbok Magistrate Court and was found guilty as charged.

### ***Animals impounded***

η Nababeep	31 Goats, 6 donkeys and 3 horses
η Concordia	4 donkeys and 8 horses
η Matjieskloof	1 sheep lamb

Six donkeys were auctioned at the Springbok municipal pound.

### ***Cash and transit on a daily basis***

Visible policing takes place on a daily base and CPS Payouts (grants) in the different towns in the Nama Khoi Municipal area for the controlling of street trading permits.

## 2.3 DEPARTMENT FINANCIAL SERVICES



Mr WJ Bowers (Head of Financial Services)



Mr B Boois (Section Head Expenditure)



Mrs A Hollenbach (Section Head Income)

This department is responsible for all financial aspects of the municipality as prescribed by legislation.



### 2.3.1 FINANCIAL HEALTH

Nama Khoi Municipality ended the 2008/09 financial years with a deficit of R3 097 076.

Net Operational income for the year increased by 18% over the 2008/09 year to a total of R92 045 633. Expenditure increased by 14% to R95 142 710.

Electricity sales are the biggest source of income and provides for 29% of all income. In future and in view of REDS, income will have to rely on other sources, such as rates, water, sanitation and refuse removal.

Income Sources 2008/9	
Council: General Expenses	2 271 351
Cemetery	39 380
Rates	19 730 829
Corporate Service	1 747 332
Finance	15 371 089
Properties	712 194
Museums	-
Roads & Streets	25 498
Parks	7 252
Sportsgrounds	131 721
Offices	
Workshop	
Equipment Rent	2 812 455
Pound	1 816
Common land	579 836
Library	41 588

Fixed assets decreased from R338 776 513 to R329 723 527.

Outstanding debtors amount to R19 227.436 million as indicated below. Outstanding debtors in the financial statements have decreased with R9 797 224 (33.58%). This amount includes an amount of **R14, 4 million** for the provision for bad debts. The national phenomenon of arrears debtors is also prevalent in Nama Khoi Municipality and steps need to be taken to address this. Payment rate against the billing for June 2009 was 95% but against the total outstanding amount, only 26% on 30 June 2009.

Fire Fighting	34 793							
Health	7 249							
Law Enforcement	2 653							
Refuse	5 377 594							
Traffic	2 083 306							
Sewerage	4 098 518							
Electricity	27 336 144							
Water	10 857 160							
Airport	1 336 051							
Total	94 615 809							

	TOTAL	CURRENT	30 DAYS	60 DAYS	90 DAYS	120 DAYS	+120 DAYS
<b>Electricity, Water, Refuse, Sewerage</b>	12630333	2045492	815501	572795	626215	345016	<b>8225314</b>
<b>Rates</b>	6597103	668504	298306	149507	132043	118970	<b>5229773</b>
<b>TOTAL</b>	<b>19227436</b>	<b>2713996</b>	<b>1113807</b>	<b>722302</b>	<b>758258</b>	<b>463986</b>	<b>13455087</b>

The distributions of the total outstanding amount across the various towns are as follow:

Springbok	R 4,766,205
Steinkopf	R 4,793,211
Concordia	R 1,062,310
Komaggas	R 5,494,963
Okiep	R 1,921,654
Nababeep	R 1,189,093

Indigent subsidies were granted to 4,212 households.

Total salary cost was **34%** of total cost.

EXPENDITURE	2009	2008
Employee related costs	31 823 277.00	25 535 128.00
Remuneration of councillors	3 128 763.55	3 018 637.00
Bad debts	916 630.00	
Collection costs		
Depreciation	10 467 295.00	10 327 104.00
Amortisation		
Repairs and maintenance	10 829 217.93	8 680 968.00
Finance cost	1 229 853.00	1 294 990.00
Bulk purchases	25 310 333.00	21 239 289.00
Grants and subsidies paid	122 400.00	-
General expenses	11 314 940.15	11 935 041.00
Total Expenditure	95 142 709.63	82 031 157.00

## 2.4 DEPARTMENT TECHNICAL SERVICES

**Mr. J S Cloete**

**Head: Technical Services**



The Department is committed to provide quality and sustainable civil engineering services to the community in a culture of public participation, in a cost – effective manner, whilst acting as a catalyst for job creation and in the spirit of alleviating poverty to also contribute to improved quality of life of all inhabitants of Nama Khoi.

In order to achieve this, the Department will attend to investigating of alternative service delivery methods, the introduction of effective maintenance management systems, the implementation of uniform policies and procedures, the optimization of available resources and the monitoring of performances of staff and service providers.

### **FOCUS AREAS**

- η Providing quality and cost – effective service delivery to the community in the form of Building Control, Water, Sanitation, Roads, Stormwater and Fleet Management.
- η Planning and implementing future developmental infrastructure to support municipal/provincial/national programmes and targets
- η Planning and implementing approved Capital Budget
- η Reducing current backlogs in basic services
- η Addressing the aspects of poverty and unemployment
- η Customer care
- η Improving relationships between Municipal Departments as well as the three spheres of Government
- η Addressing alternative service delivery strategy
- η Management Unit for Infrastructure Projects
- η Mechanical Workshop

## **CHALLENGES**

- η The provision of basic services to all communities. The eradication of the sewage bucket system in areas, are major challenges to this Department.
- η The sourcing of funds to refurbish infrastructure assets and maintenance backlogs.
- η The shortage of the technical staff, coupled with the financial constraints in filling the vacancies, is a concern.
- η The formulation of the uniform policies, the need for which arose as a result of the incorporation of local municipalities, must be addressed as a matter of urgency.
- η Management systems must be implemented in order to provide effective services to the communities.
- η The water supply system must be augmented to meet the future water demand (this is a priority)
- η Infrastructural services must be provided to support the Housing Programme(this is a priority)

## **ACHIEVEMENTS**

Metered yard connections were installed, increasing the percentage of households with access to potable water to + 95%

Some sections of roads were sealed according to Labour, Intensive construction methods under the Expended Public Works Programme.

Resurfacing of roads in NababEEP by utilizing emerging BBE Companies



Funded by MIG, the following:

Construction of 3ml reservoir in Concordia



Upgrading of water facilities in Okiep, Bergsig and Concordia

Eradication of bucket system

Funded by Department of Energy,



The following fund applications are approved and the projects are currently under construction:

- η DME
- η Elimination of Safety Hazards and rehabilitation of Electricity Networks **(R47 MILOEN)**
- η Electrification of households and farmers dwellings **(R130.505)**

## PLANNING

Assessment and compilation of Sewage Services Master Plan, Water Services Master Plan and Roads and Stormwater Plan.

## PROJECTS

Monthly reporting takes place as required and draw downs as per schedule. We appreciate the cooperation of both Provincial and National Officials.

Nama Khoi does not have a formal established PMU. Projects are monitored by Technical Department in cooperation with Consulting Engineers. As the PMU is established at the Namakwa District Municipality contribution is made towards them.



## KOMAGGAS BULK WATER SUPPLY (98)

Nama Khoi Municipality received funding for Komaggas Bulk Water Supply Project.



The pump sets are installed; the network is commissioned, tested and certified correct. Minor problems were experienced and rectified as they occurred. Retention Guarantee and defects liability to commence after compliance to above items. The tenders for installation of a telemetry system are awarded to Spectrum Communications Pty Ltd.

The factory run at Cape Town was attended and everything found in order. Installation will take place from 6 July 2009 and will be completed at the end of July 2009.

### **UPGRADING OF WATER RETICULATION (424)**

The tender for Consulting Engineers Services is awarded to BEVY Consulting Engineers. This project is in the Tender and Design Phase. The tenders for construction are adjudicated and one awarded. Two more tenders will be awarded in July 2009. As the projections exceed the allocation, application for Budget Maintenance will be submitted.

### **STEINKOPF UPGRADING OF SPORTS COMPLEX (390)**

The tender for Consulting Engineers Services is to DAR Technical Services. The project is in Tender and Design phase. Project proposals are being awaited.

### **UPGRADING OF STORMWATER FACILITIES (173)**

The project is registered on the MIG MIS and in Tender and Design Phase. The official letter of confirmation is received from the Provincial and National offices. DAR Technical Services is appointed as the Consulting Engineers. A master plan valued at R4, 3 million was submitted, but rejected by council.

## **NEW PROJECTS IN PLANNING**

The following fund applications are approved and the projects are currently in planning phase:

### **MIG-**

Upgrading of Stormwater Facilities                   **(R6 Miljoen )**

Upgrading of Steinkopf Sport Complex               **(R4 Miljoen)**



## **ELECTRICITY SERVICES**

### **OVERALL SUMMARY OF THE SECTION**

The function is to strategically manage and control the Protection, Metering, Training and System Control.

Ensures continuity of supply 24 hours per day through the control and protection of substations and equipment and is also responsible for the health of the network and advising in the event of any faults or equipment failure.

### **METERING**

Manages the metering of domestic, commercial and electricity consumers and the procurement, testing, commissioning and maintenance of all metering equipment and infrastructure. Of particular importance is the transmission of metering information from meters located at the sites of large consumers to a central computer.

### **SYSTEM OPERATIONS**

Accountable for the maintenance of stipulated quality of supply conditions on the electricity network of underground and overhead lines 24 hours per day. In the event of faults have faulty circuits isolated as soon as possible, safely and with minimum damage to plant and no injury to personnel without interrupting the supply to customers. Knowledge of the power flow distribution in the network under both normal operating and fault conditions in all types of weather, as well as the dynamics involved in tap- changing at the various substations is essential.

All operations are governed by the Occupational Health and Safety Act.

### **TRAINING**

Responsible for the training of all staff in the Department in accordance with the Workplace Skills Development Plan as and when required, for Municipal benefits.

### **PLANNING**

Establishment of Electrical Department in cooperation with DOE funded project.

## **BUILDING CONTROL**

Monitors building development to protect the interests of all Property Owners and Government Agencies against undesirable contraventions of existing legislation and acceptable norms in the interests of maintaining a safe and healthy environment, as required by the National Building Regulations and the residents of Nama Khoi.

### ***Functions***

The inspections of the various stages of construction (as specified on the requisition for inspection)

Attending to complaints regarding building work, dangerous buildings, stormwater problems as well as building material on road reserves;

Inspection of premises;

Advice on demolition as well as the relevant application forms (as required by the National Monuments Councils)

## **ROADS / STORMWATER**

To provide appropriate, cost – effective, safe, efficient and also affordable Roads and Stormwater Infrastructure in order to improve quality of life of our community by stimulating economic growth and development.

### ***Statistics***

The length of the road network in the Municipal area is 210 km and maintained by Nama Khoi Roads Section.

This consists of gravel roads, sealed roads, open and underground storm water reticulation.

The Provincial Government Northern Cape Department of Roads and Transport is responsible for maintaining Provincial Proclaimed Roads.

### **Functions**

- η Road and Stormwater Infrastructure (Operations)
- η Deals with road and stormwater maintenance, including tar roads, gravel roads, pavements, small structures, bridges, underground stormwater systems, open stormwater systems, etc.
- η Much of the work carried out by the Department relates to the following activities:
  - η Repair / re-instatement of trenches and potholes;
  - η Replacement of missing manhole covers
  - η Unblocking of stormwater drainage systems;
  - η Grading / re-gravelling of gravel roads
  - η Construction of vehicle access to property.



Mr M E Booy's (Section Head: Water and Mechanical Services)

## **WATER SERVICES**

Providing quality and cost – effective service delivery to the community in the form of Customer Water.

### ***Statistics***

#### Water Distribution

Treated water is purchased from Namakwa Water Board and abstracted from borehole in Komaggas and Buffelsrivier. At Goodhouse water is abstracted from the Orange River, Vioolsdrift and Rooiwal from concrete canal and treated to prescribed standards.

System consists of reticulation water mains, reservoirs, pump stations and metered connections.

### ***Functions***

- η Distribution of water to consumers
- η Emergency and preventative maintenance of the water reticulation systems
- η Provision of water meter connections
- η Management of bulk water supply-reservoir levels

- η Treatment of portable water and conveyance to communities
- η Borehole monitoring

## **MECHANICAL WORKSHOP**

To provide mechanical services and maintenance to the Municipal Fleet and pumps.

### ***Functions***

- η Repairs to defects
- η Emergency maintenance on Fleet
- η Services

## **COSTUMER SERVICES**

Customer services are the gateway to the Technical Department. Customer Services staff strives to offer quality service, to determine customers expectations and to deliver the service at a quality level that will at least equal those expectations and to deliver service efficiently and timorously as guided by the Batho Pele Principals.

This section provides an effective and efficient service to ensure the reduction of electricity and water losses through continuous monitoring of electricity usage and the implementation of measures to reduce it. This involves Control and monitoring of losses in respect of electricity and water theft, by means of our operational activities as reported by the Financial Department.

Tamper Queries – Low consumption reports on meters per allotment areas.

Audit Sweeps – Identify addresses never visited for meter and consumer information

Disconnection – disconnection of P/P and C/R meters.

Reconnection – Reconnection of P/P and C/R meters.

Removal of illegal Connections – Unauthorized connection – crosses erve boundaries.

Service Cables – Report on applications submitted and jobs completed.

Informal to Formal – Shack to house.

Burnt meters – Replacing meter.

Monitoring of Cable Theft – New Electrification.

### **INVESTIGATIONS INVOLVE:**

Random audits/ inspections – detect tampering and update computer system

Attending to queries in terms of account interpretations, faulty meters

Special projects undertaken

Implement measures to reduce theft of electricity and water.

Monitoring illegal connections.

To ensure that tampering is kept to a minimum, the computer database must be maintained with information on the following:

- η Consumer details
- η Meter details
- η Erve details
- η Account Details
- η Owner details
- η Visit history

## 2.5 DEPARTMENT CORPORATE SERVICES

The Corporate Service Department consists of the following sections:

- η Administration
- η Human Resources
- η Legal Services
- η Council Secretarial Services
- η Cleaning Services
- η Municipal Properties

**Mr. J C Victor is the Head  
Corporate Services.**



**Ms A Huisamen**

**Section Head Administration**

**Deon Magerman (Section  
Head: Land-Use Planning  
and Property Management)**



## LAND-USE PLANNING AND PROPERTY

### Spatial Development Plan and Scheme Regulations

The Nama Khoi Spatial Development Plan has been adopted by Council. It has been referred to Department of local Government for their inputs.

### Grave Yards

The process for developing new grave yards is in full swing. The towns in Springbok, Nababeep, Matjieskloof, Bergsig and Komaggas are in line of getting new grave yards. The grave yards of Okiep will be expanded. PFS consulting has been appointed to drive the process of the environmental impact study.



### Erven 224 Springbok

Erven 224 is located in Voortrekker Street, Springbok. The erven was used as the workshop of the SAPS. The erven was exchange for another erven in our Industrial by the Department of Public Works. The Council of Nama Khoi is now the proud of owner of this prime site. These sites provide exiting development option for Council as its location makes it a prime site in the town of Springbok.

### One Stop Truck - Development

The One-Stop Truck-Development adjust the N7 Springbok is making good progress. The environmental impact applications are in process. The site has also been fenced. This project will provide a facility where trucks can overnight with their cargo safety. That way trucks will be prohibited from parking in town, Springbok. Construction will start early 2010.





## **Property Management**

The management and maintenance of buildings in Nama Khoi Municipality is a huge challenge. The remoteness of our area and financial shortages makes the proper maintenance of our buildings a problem. Many of our buildings, specially the old ones will have to be sold. That income can be accommodated for maintaining our buildings in a proper state.

# ATTACHMENT B

## 2.6 SERVICE OFFERINGS

A full range of municipal services are provided by the municipality, through the various departments. Service offerings per department are contained within Attachment B:

DEPARTMENT	SECTION	SERVICES
<b>Municipal Manager</b>	<b>Economic Development</b>	<p>Developing of Economic development plan and implementation thereof</p> <p>National and provincial policy support</p> <p>Create opportunities for the unemployed</p> <p>Networking with NGO'S, CBO'S and Co-operatives</p> <p>Engaging with developmental funding agencies</p>
	<b>Public Relations (PR)</b>	<p>Development of PR plan</p> <p>Co-ordination of internal and external communication, including media liaison</p> <p>Annual reporting</p>
<b>Corporate Services</b>	<b>Auxiliary Services</b>	<p>General Administration: Rendering of support services, including enquiries, correspondence, professional and other support services.</p> <p>Notice administration: This function manages the official notices.</p> <p>Leave Administration: This function renders the leave administration of the workforce according to the relevant legal regulations.</p> <p>Health and Safety – Internal: Internal Corporate Service, Health and Safety are supervised through this function.</p> <p>Front Office Services: This service includes all telephone, radio, reception, enquiries, information and referral support services.</p> <p>Registration and Archive Services: The registration and archive system is managed according to the Archive Act, archive rules and regulations.</p> <p>Reproduction and Printing Services: This service includes the managing of photocopies and printing.</p> <p>Procurement and distribution of consumables: This service includes the managing of procurement and distribution of all general consumables.</p> <p>Messenger Services: This function delivers an effective messenger service to all units.</p>
	<b>Committee Services</b>	<p>General Administration: This function delivers all administrative support services, including enquiries, correspondence, professional and other support services.</p>

		Secretarial Services: Timely and comprehensive notices, agendas, minutes, translation and resolutions are produced and kept.
	<b>Legal, Planning and Sustainable Development Services</b>	General Administration: This function delivers all administrative support services, including enquiries, correspondence, professional and other support services. Legal Services: Legal support is given to Council and delegations, regulations and by-laws are reviewed constantly. Land Property Management: Effective management of all Council properties from the sale, contract- and transfer management were undertaken. Land Use/Town Planning: Land usage planning services are rendered in full.
	<b>Human Resource Management</b>	HR and Benefit Administration: normal HR- and benefit administration functions, collective agreements, job descriptions. Planning, Recruitment and Selection: Reviewing of the structure as per legislation and recruitment and selection of staff. Skills development and Training, including Workplace Skills Plan. Labour Relations: Rendering of related functions, including an effective functioning local labour forum.
	<b>Management Support and Continuous Improvement</b>	Management Support: Comprehensive management services to the Council, Municipal Manager and all departments, including agenda items, execution of Council resolutions, linkages with role players and improvement of relationships, improvement of functions. Property Planning and Management: Acquisition of property, physical planning, EIA's, surveying, registration. Employment Equity: This Service provides the complete administration for the Employment Equity Act and its provisions.
	<b>Performance Management</b>	Annual reporting on performance of section 57 staff as well as organisational performance.
<b>Technical Services</b>	<b>Office Services</b>	Management of services to Council, Municipal Manager and other departments Complaint management Project Management HR Management of Department Planning of incorporations
	<b>Building Control</b>	Approval of building plans in accordance with legislation Building inspections
	<b>Sewerage</b>	Maintenance of pump stations

		<ul style="list-style-type: none"> <li>Purification of effluent for irrigation</li> <li>Monitoring the quality of results</li> <li>Opening Sewerage blockages and Pumping of sewerage tanks</li> </ul>
	<b>Water</b>	<ul style="list-style-type: none"> <li>Delivery of household water to all towns</li> <li>Maintenance and operation of water works</li> <li>Maintenance and operation of 13 boreholes</li> <li>Maintenance of water networks</li> <li>Replacement of water meters</li> </ul>
	<b>Streets and Storm water</b>	<ul style="list-style-type: none"> <li>Maintenance of 140 km gravel roads</li> <li>Maintenance of 56km tar roads</li> <li>Opening of storm water channels</li> <li>Cleaning of streets and Upgrading of pavements</li> <li>Scraping of dirt roads</li> </ul>
<b>Community Services</b>	<b>Cleansing &amp; Health Services</b>	Environmental health service which includes, environmental health control, guidance / education, business licences, inspection of food stands and day-care, sites, hawkers, residential areas, implementation and application of environmental health and safety regulations.
	<b>Library Services</b>	Library service which include the provision of literature in various formats to the public.
	<b>Protection Services</b>	<ul style="list-style-type: none"> <li>Technical services: Marking of roads, erection and maintenance of traffic signs</li> <li>Licences: Vehicle roadworthiness and registration and licensing of vehicles and drivers</li> <li>Traffic Law enforcement: Enforcement of traffic legislation</li> </ul>
<b>Financial Services</b>	<b>Budget and Treasury</b>	<ul style="list-style-type: none"> <li>Annual budgets and financial statements</li> <li>Cost accounting</li> <li>Investment and cash flow management</li> </ul>
	<b>Expenditure</b>	<ul style="list-style-type: none"> <li>Administration of expenses</li> <li>Administration of general ledger and funds</li> <li>Asset management, including insurance of assets</li> <li>Supply chain management</li> <li>Payroll administration</li> </ul>
	<b>Income</b>	<ul style="list-style-type: none"> <li>Administration of income and debtors</li> <li>Credit control</li> <li>Indigent management</li> </ul>
	<b>IT</b>	Maintain IT system

## 2.7 SERVICE DELIVERY BACKLOGS

The level of services in Nama Khoi Municipality exceeds National guidelines.

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### 2.7.1 WATER

Water supply backlog – None, all households have erve connections.

Sanitation backlog – Erven are supplied with dry sanitation

Metering efficiency – 95% of water extracted/supplied/purchased are metered

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### 2.7.2 ELECTRICITY

Backlog – all erven in Matjieskloof, Bergsig, Concordia and Okiep without electricity are addressed.

Metering efficiency – 100% of electricity generated/purchased are metered

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### 2.7.3 SOLID WASTE MANAGEMENT

Solid waste backlog – None, all households receive a weekly refuse removal service

Percentage volume of general waste recycled – 2%

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### 2.7.4 ROADS

Number of households without direct access to roads – None

95% of all potholes on tar roads were eradicated over the pass budget spent on upgrading and main months, maintenance on all roads are continuously.

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## 2.7.5 COMMUNITY FACILITIES

A total of 12 community halls serve the community

% households within 2km radius of a community hall – 84%

A total of 6 sports facilities serves the community, and 4 informal sport facilities serves the community in the smaller settlements

A vast number of open areas exist in the region

% households within 2km radius of parks and open spaces – 100%

### **SUBSIDY POLICY: INDIGENT HOUSEHOLDS**

Any household, earning up to R1, 900 qualifies to be registered as indigent. Households in the income bracket of R0 – R1, 500 receives 100% subsidy to a maximum of R130. Households in the R1, 501 – R1, 900 income brackets receive a 50% subsidy. To prevent the misuse of services and possible fraudulent activities by indigents of the Indigent Policy, Council was obliged to establish the following maximum consumption levels for indigent households per month:

Electricity consumption            50 kWh R32.50

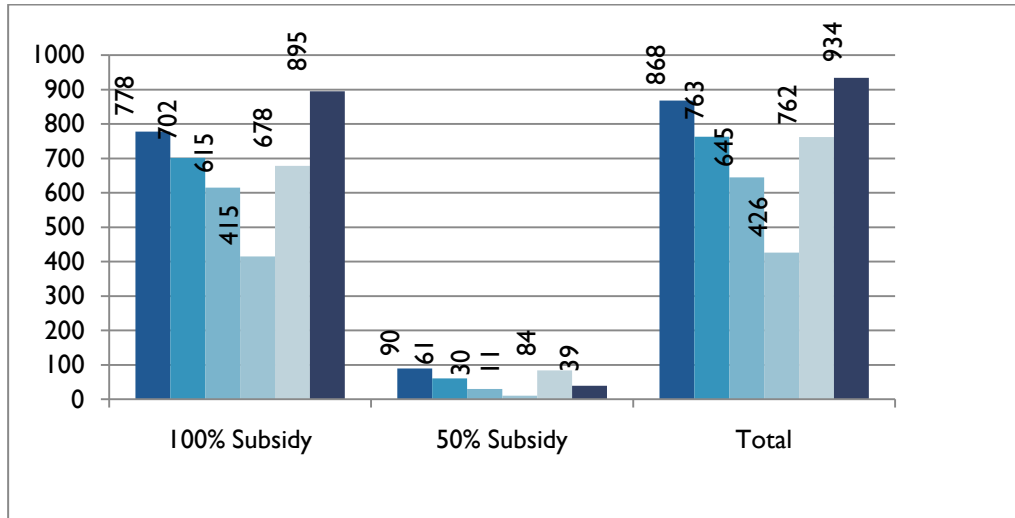
Classified indigent consumers will be held responsible for services rendered and services will be suspended for any consumption up and above the subsidised levies per month as indicated below, if not paid for by the indigent households:

Water (6kl)                            R 39.18

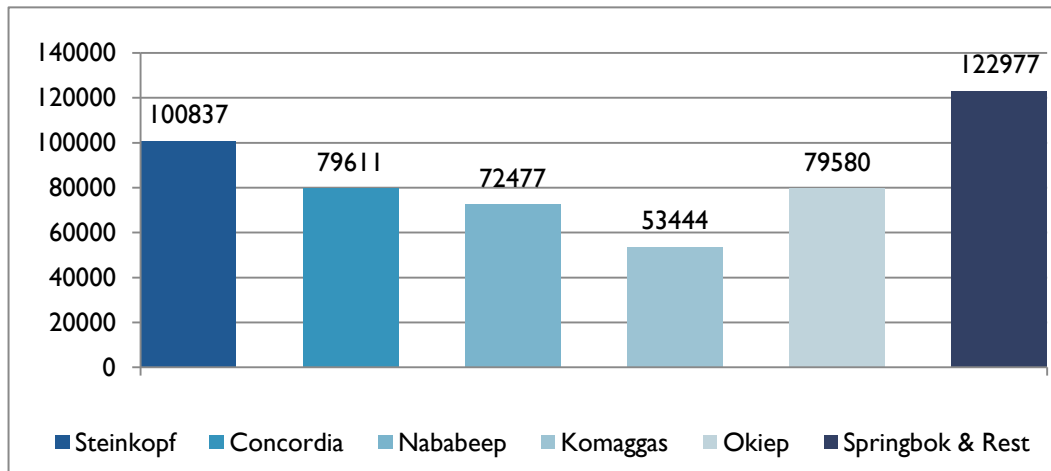
Sewerage/Sanitation            R 22.34

Refuse                                    R 35.98

Indigent subsidies to households during the year amounted to **R6, 570,720**. The distribution of the number of indigents is as follows:



The distribution of the Rand value of indigents is as follows:





## 2.8 PERFORMANCE REPORT

National Indicators, as set out in the Performance Management Regulations are the following:

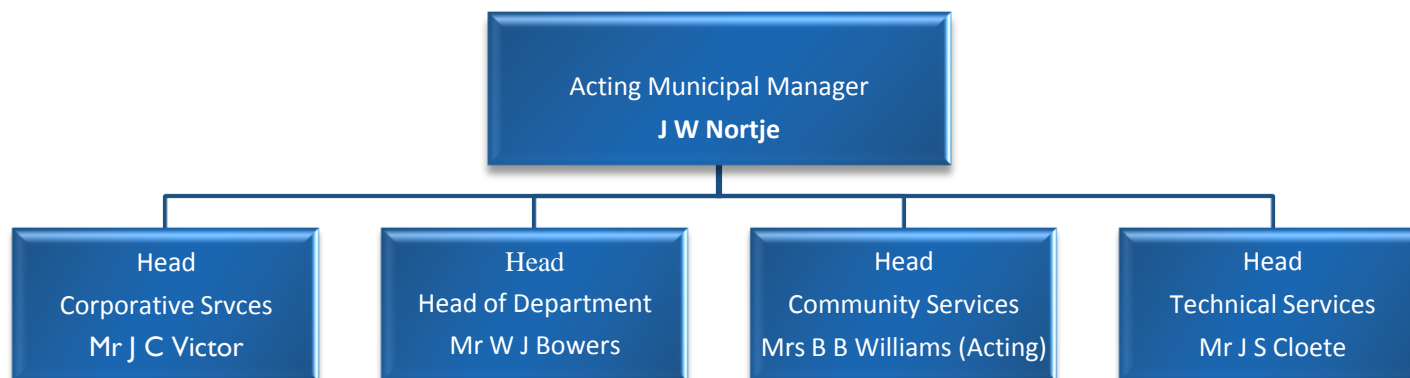
INDICATOR	ACHIEVED 2007/08	ACHIEVED 2007/08
Percentage of households with access to all basic household services	100%	100%
Percentage of households earning less than R1100 per month with imputed expenditure with access to all free basic services	100%	100%
Percentage of capital budget spent on projects identified in terms of the Integrated Development Plans (IDP's)	100%	100%
Number of jobs created through local economic development initiatives supported by the municipality	-	230
Percentage achievement of approved employment equity plan within the first three layers of management		120%
Percentage of skills levy received in rebate as a measure of the municipality's investment in human resource development	45%	
Financial viability defined as: debt coverage = (total revenue-conditional grants)/ debt service payments	1.08	1.01
Outstanding debtors to revenue = total outstanding debtors/annual revenue	0.59	0.53
(cash inclusive of transfers + investments) / (monthly ) salary / wage bill + average fixed expenditure)	-	0.25

# CHAPTER 3

## CHAPTER 3 - HUMAN RESOURCE AND ORGANISATIONAL MANAGEMENT

### 2.9 ORGANISATIONAL STRUCTURE

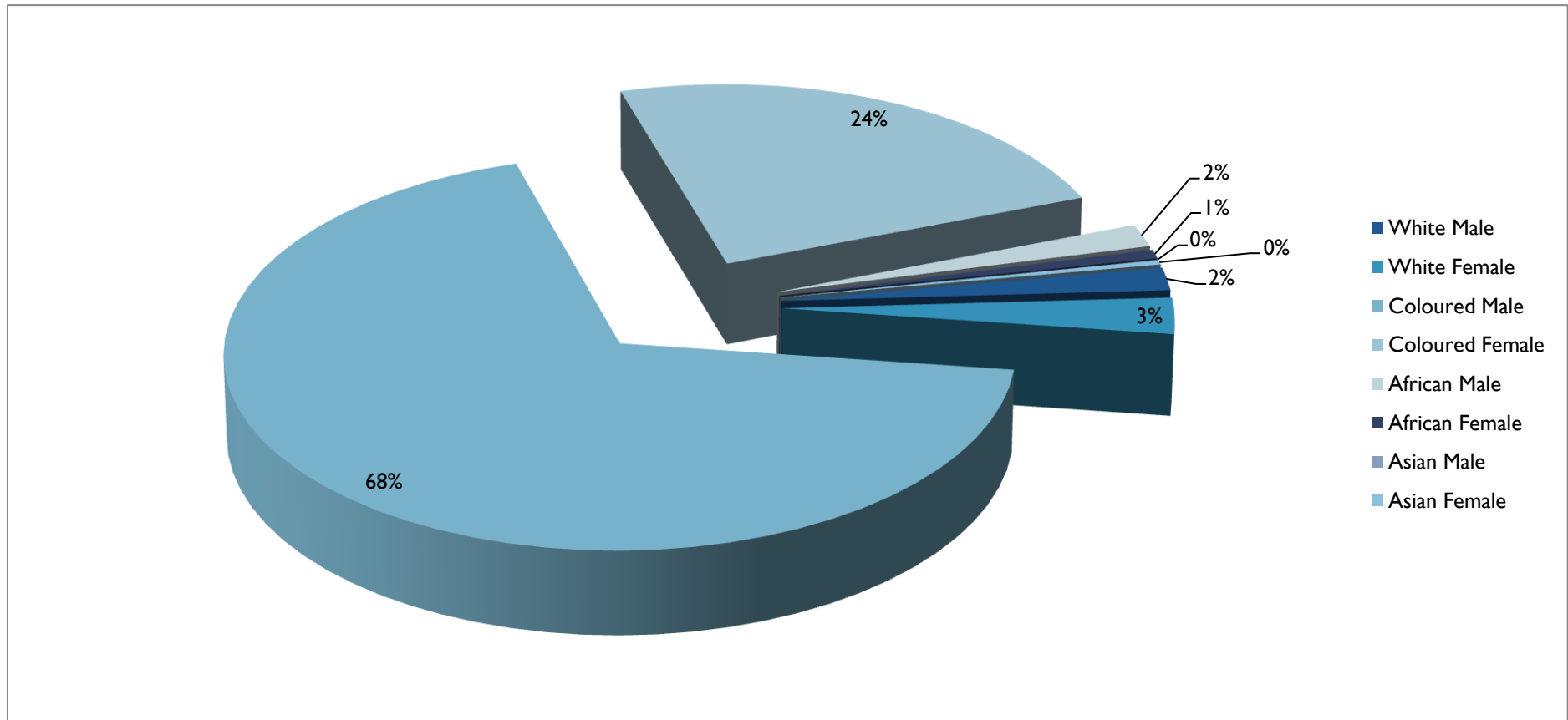
A high level organisational structure of the municipality is as follows:



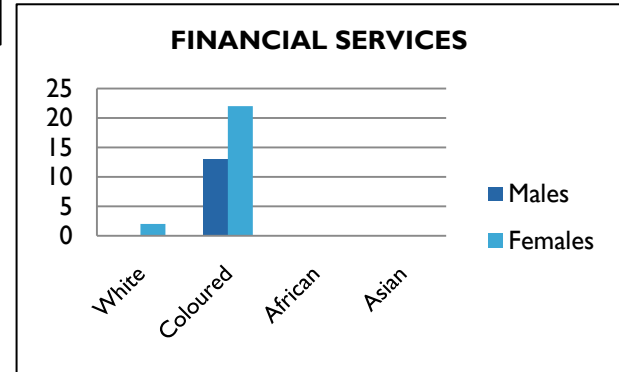
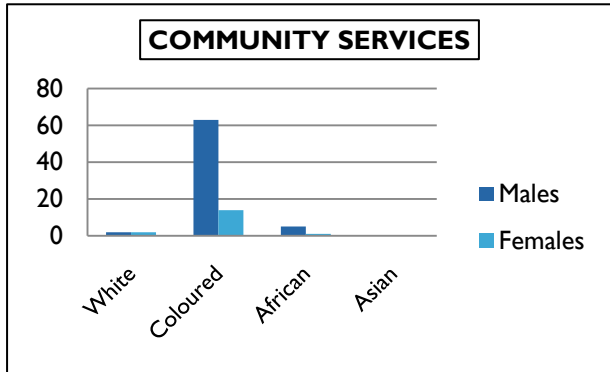
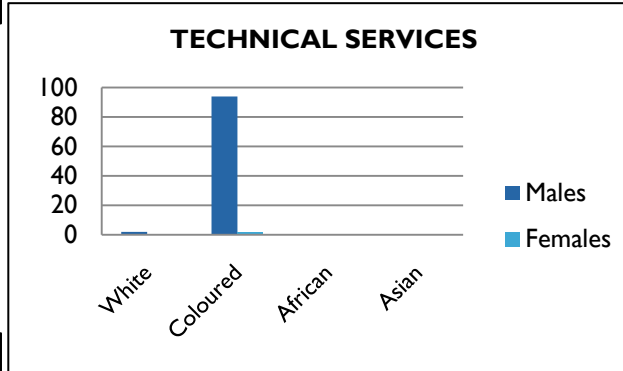
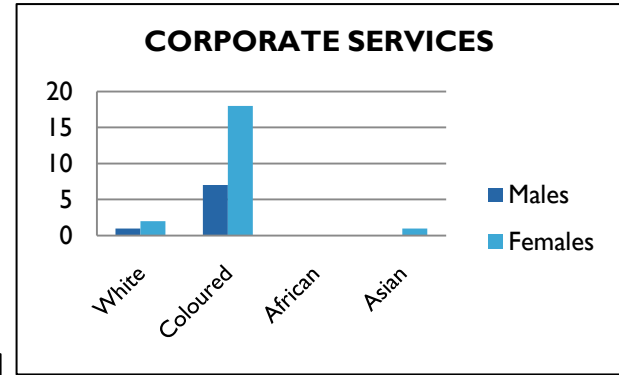
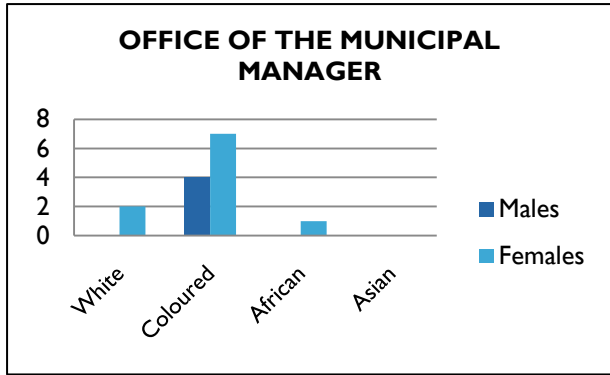
## 2.10 STAFF PROFILE

### STAFF BY RACE

The number and percentage of all staff broken down in terms of race and gender as at 30 June 2009 are indicated in the table below:

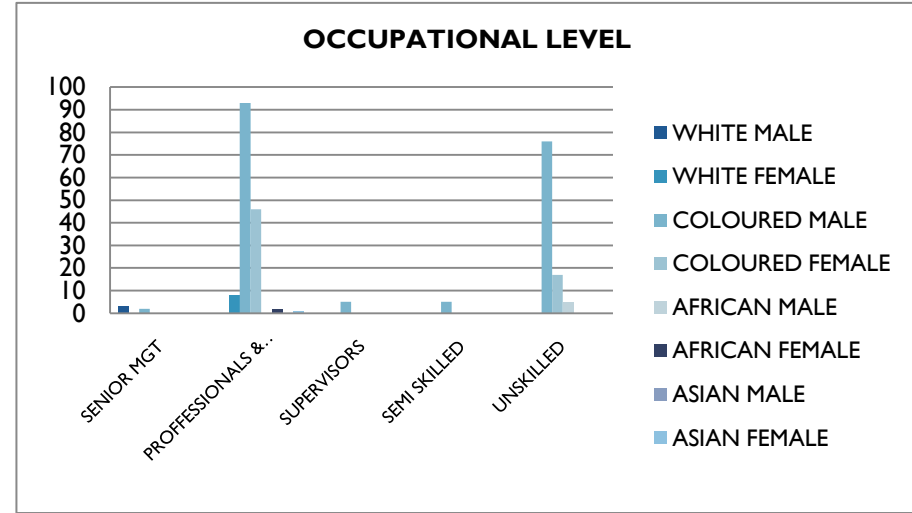
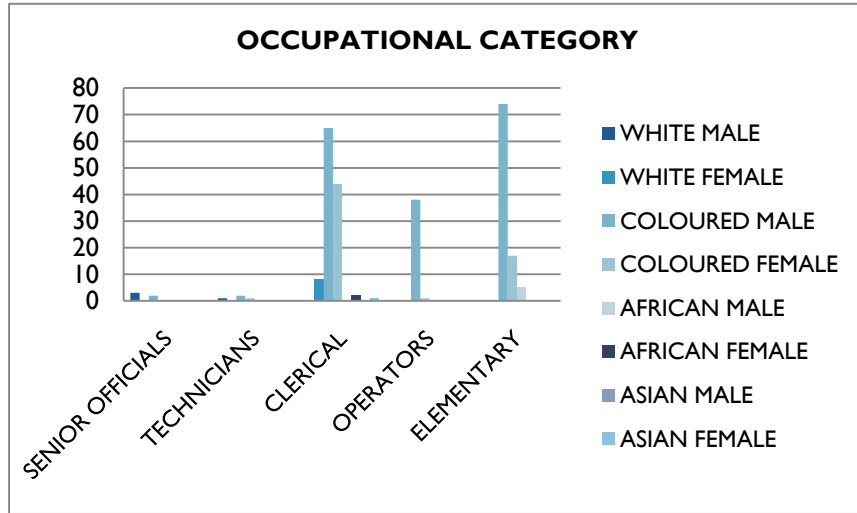


**STAFF BY GENDER AND RACE PER DEPARTMENT**

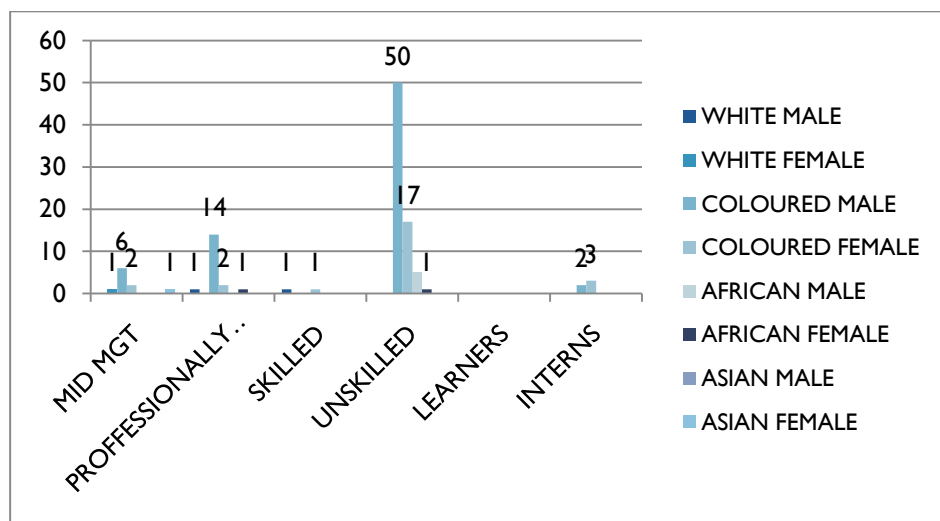


## STAFF BY OCCUPATIONAL CATEGORY

The numbers in occupational categories and levels as per Regulations EEA2, broken down by race and gender at 30 June 2009 are given below:



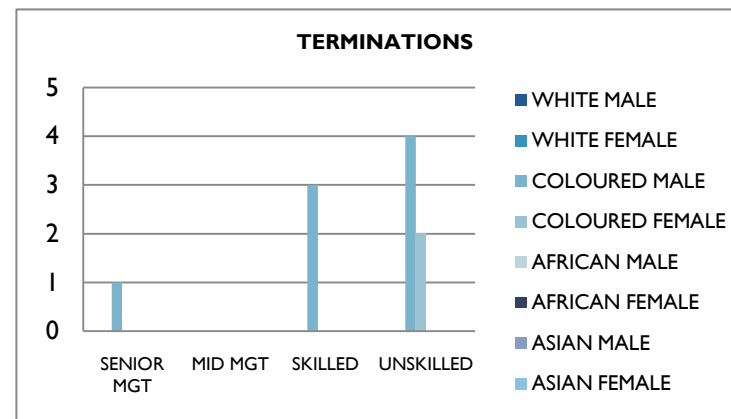
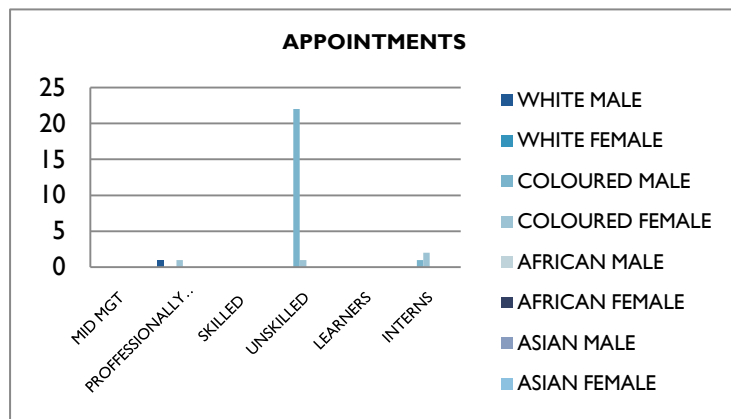
## EMPLOYMENT ACCORDING TO EE PLAN



## TRAINING

TRAINING	NUMBER OF DELEGATES
FIRST AID TRAINING LEVEL I	20
HEALTH & SAFETY REPRESENTATIVE COURSE	23
RISK MANAGEMENT	17
ETHICS MANAGEMENT	3
FIREARM TRAINING	5
INVESTIGATOR, INITIATORS, PROSECUTORS	3
DRY SANITATION TRAINING	18
O&M OXIDATION POND TRAINING	5

## STAFF MOVEMENTS



## MEDICAL AID AND PENSION FUND MEMBERSHIP

MEDICAL AIDS	PENSION FUNDS
SAMWU MED (30 Members)	OPTIMUM (1 Member)
LA HEALTH (7 Members)	NATIONAL FUND FOR MUNICIPAL WORKERS (2 Member)
KEY HEALTH (15 Members)	SAMWU NATIONAL PROVIDENT FUND (200 Members)
HOSMED (3 Members)	SANLAM (52 Members)
	CAPE JOINT PENSION AND RETIREMENT FUND (3 Members)



## **IT SYSTEMS**

The following IT systems are currently in use by the Municipality:

- η PROMUN 2- Financial System
- η WINDOWS XP/ VISTA – Operating Systems
- η MS OFFICE 2003 & 2007 – Office Productivity suite
- η TGIS – GIS system
- η UNICLOX
- η LGNET
- η ePerform – Performance Management System

**APPROVED:**

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**MUNICIPAL MANAGER**  
**MADELEINNE BRANDT**

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**DATE SIGNED**

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**MAYOR**  
**FRANK VAN DEN HEEVER**

---

**DATE SIGNED**