



# Erongo Regional Council

*Plan together; develop together*

## Annual Report 2009-2010

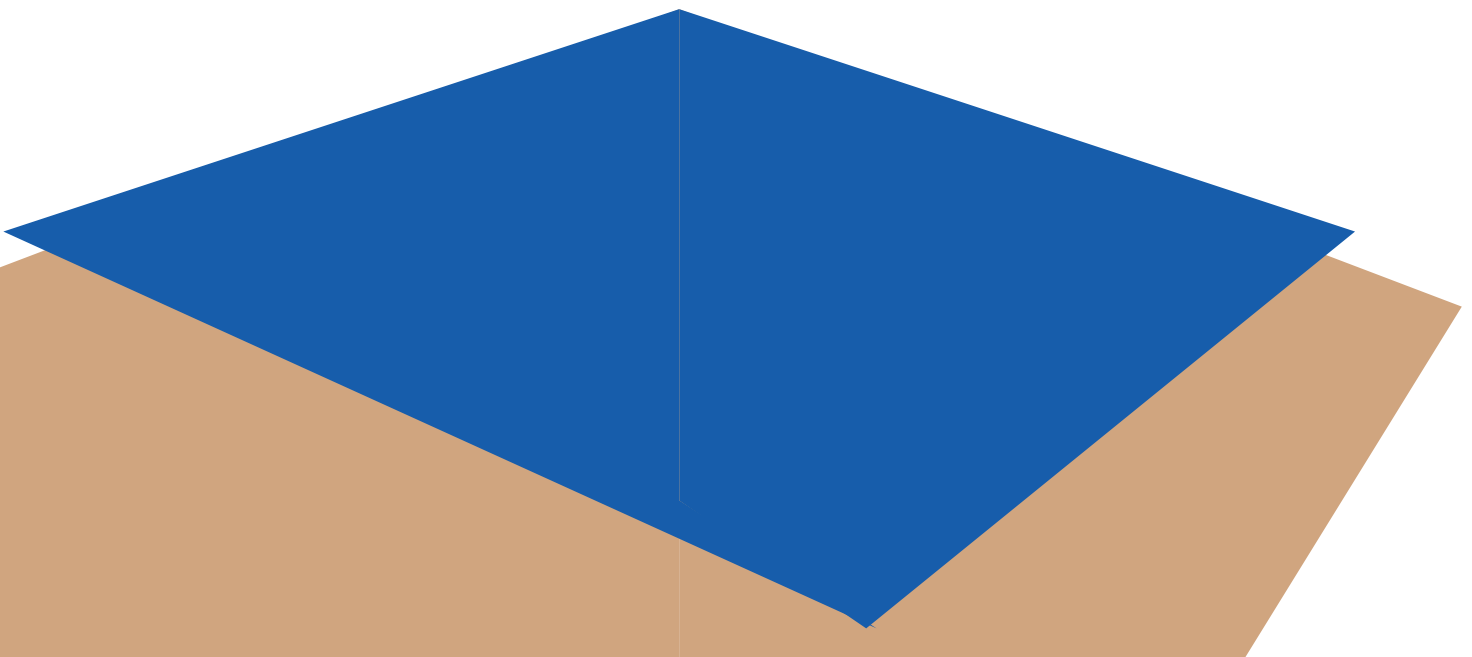




# Erongo Regional Council

Annual Report 2009-2010

*Plan together; develop together*



## VISION

To become the leading Regional Council in socio-economic development.

## MISSION

The Erongo Regional Council, committed to sustained regional development, will serve its customers through the delivery of prompt and accurate services by always striving for customer service, while remaining transparent and maintaining good partnerships.

## VALUES

**Customer excellence:** To identify the needs and expectations of our target market and attend to them quickly and with care for our clients; furthermore to continuously solicit for ways to improve and maintain excellent service to our clients.

**Integrity:** To be committed to maintain the same conduct and behaviour that we verbalise, to remain honest in all our dealings and to build trust in others and ourselves.

**Partnerships:** To assure stakeholders of our dedication by working as a team to manage the region to their advantage in accordance with the rational principles entrenched in our distinctive legislation, and to maintain proper consultation with stakeholders with the utmost care.

**Good governance:** To manage the region and its resources by maintaining clear standards and measures and by rendering prompt action; and also with personal attention, professional appearance and conduct and the continuous improvement of excellence.

**Transparency:** To adhere to ethical standards and legal requirements in all the operations of the Erongo Regional Council, by being honest, fair, open and equitable in everything we do and say.

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## FOREWORD BY THE CHIEF REGIONAL OFFICER



The financial crisis from 2007 to the present is considered by many economists to be the worst financial crisis since the Great Depression of the 1930s. The ensuing economic contraction in the big world economies had spill-over effects on developing countries. The contraction in the Namibian economy also impacted negatively on regions leaving the Erongo Regional Council to face 'tough times ahead'. The effect was not only felt in the short term but the Erongo Regional Council is likely to be affected in the medium and long term as well.

Keeping the development objectives in mind the effect of a cut down in investment and donor funding posed a major challenge in this financial year. The government already set the table with special measures to lessen the socio-economic impact on the citizens as well as several types of policy initiatives designed to mitigate the spill-over of the global economic crisis on the Namibian economy.

In alignment to government's attempts the ERC was determined to keep development targets as set out in the Strategic Plan 2008 – 2012 on track with special focus on the strategic theme of Socio-Economic Development. This theme focuses on uplifting the standard of living within the region by focusing on the following objectives:

- Ensuring regional and rural economic development. During this period the ERC stimulated regional and rural economic development via continuation of development projects and the commencement of new projects such as the construction of the Walvis Bay Rural Constituency Office.
- Creating employment opportunities. The support to Small and Medium enterprises through awarding tenders to local small contractors such as the Fencing of Sewerage Ponds especially contributed towards reaching this objective during the 2009/10 year.
- Improving infrastructure. Infrastructure to deliver basic services to rural areas remains a priority for the ERC. The Water Reticulation and Rural Electrification Projects at Spitzkoppe and Ozondati which commenced the previous year were completed during this year.

- Coordinate training of community members in entrepreneurial skills. Supporting and training the Development Committees in the region enhanced the identification of community development needs in the region.
- Educate the community with regard to the prevalence of HIV/Aids and TB cases. The prevalence of HIV/Aids and TB cases is a constant concern for the ERC. The focus this year was on the efforts of the District Aids Committees to mobilise the communities to curb the spread.

However the above would not be able without improving our operational efficiency. Enhancing a performance culture, ensuring a conducive work environment and developing an organisational culture of service excellence formed the core of operational efficiency objectives relating to our human resources. At the ERC we regard human resources as one of our most valuable assets and our investment in our yet small team adds to their commitment and dedication to service delivery in our region. Their efforts are not going unnoticed and are appreciated.

The economic crises also had adverse effects on the sustainability of development projects especially in attracting funding for new projects. Developing mechanisms for optimal revenue collection as part of our theme of operational efficiency thus became a focal point in this period.

The ERC constantly strives to uphold our vision, mission and values in all our development endeavours. Based on its all round performance, the ERC is well on its way towards becoming a development entity that compares favourably with our counterparts in the SADC region as well as becoming the leading Regional Council in Namibia.



## ABBREVIATIONS AND ACRONYMS

ASDSE	Adult Skills Development for Self Employment
CDC	Constituency Development Committee
CRO	Chief Regional Officer
DDC	Directorate of Decentralization Coordination
ERC	Erongo Regional Council
ETSIP	Educational Training Sector Improvement Programme
FNB	First National Bank
GAAP	Generally Accepted Accounting Practice
GIPF	Government Institution Pension Fund
GRN	Government of the Republic of Namibia
HIV/Aids	Human Immunodeficiency Virus/Acquired Immuno Deficiency Syndrome
HR	Human Resources
ICDL	International Computer Driving Licence
IWRM	Integrated Water Resource Management
LED	Local Economic Development
MME	Ministry of Mines and Energy
MOE	Ministry of Education
MOP	Members of Parliament
MOHSS	Ministry of Health and Social Services
MRLGHRD	Ministry of Regional and Local Government, Housing and Rural Development
NACOMA project	Namibian Coast Conservation and Management project
NBV	Net Book Value
NESE	National External School Evaluation
OPM	Office of the Prime Minister
OVC	Orphans and Vulnerable Children
PIFS	Project Identification Forms
PQA	Programme and Quality Assurance
RACE	Regional Aids Committee of Education
RESE	Regional Internal School Evaluation
REMU	Regional Emergency Management Unit
SADC	Southern African Development Community
SME	Small and Medium Enterprises
TA	Traditional Authority
TB	Tuberculosis
TRC	Teachers Resource Centre
UNAM	University of Namibia
UNCRD	United Nations Centre for Regional Development

**DIRECTORATE:**

**HUMAN RESOURCES MANAGEMENT,  
ADMINISTRATION AND FINANCE**





# DIRECTORATE HUMAN RESOURCES MANAGEMENT, ADMINISTRATION AND FINANCE

## 1. INTRODUCTION

The Directorate consists of three divisions: Human Resources Management, Administration and Finance. The Directorate is responsible to mobilise resources and coordinate activities in support of the services rendered by the Erongo Regional Council (ERC) to its communities and stakeholders. Driven by the mission of sustained regional development, the Directorate is committed to managing the functions within the three divisions to create an environment that enhances service delivery. It aims to live up to the values of customer excellence, integrity, partnerships, good governance and transparency in its realisation of the objectives set out in the strategic plan.

## 2. DIVISION: HUMAN RESOURCES MANAGEMENT

### 2.1 OBJECTIVE

The division is mainly responsible for advising the Council and making recommendations to the Public Service Commission on matters related to staffing e.g. appointments, promotions, transfers, secondments, leave, disciplinary cases, grievances, retirements and deviations.

The coordination of the training function of the Council is assigned to this division. Capacity building is a top priority and therefore the division continuously assesses training needs and identifies staff members for training courses and workshops.

### 2.2 STAFFING STRUCTURE OF THE REGIONAL COUNCIL

#### Summary of staffing in the Erongo Regional Council

Number of approved posts	: 119
Number of posts filled	: 72
Number of additional appointments	: 4

#### Current total number of employees by gender of the ERC

Management	Male	Female
	5	3
Below management	29	39
Subtotal	34	42
<b>Total</b>	<b>76</b>	

## 2.3 RECRUITMENT AND APPOINTMENT

Staff in the Human Resources Division assist employees and applicants with all phases of the employment process. The HR Office oversees the recruitment process that involves interviewing, selection, and background checks.

**The following number of employment applications were received and handled by the HR Division during the year:**

Post designation	Number of applications
Computer Technician Grade 2CL1 - Swakopmund	16
Training Officer Grade 3AL2 - Swakopmund	47
Liaison Officer Grade SP2 -Swakopmund	30
Clerk Grade SP2 (REMU)	107
Clerk Grade 2BL3 (W/Bay Urban Constituency Office)	124
Clerk 2B Level 3 (Swakopmund-Section Transport)	62
Development Planner Grade SP2	48
<b>Total</b>	<b>434</b>

### Staff members appointed /promoted and or translated in rank

Name	Rank		Date of engagement
Mr A. Hianya	Labourer Grade 1AL1	Appointment	16 March 2009
Mr M.E. Mukaya	Labourer Grade 1AL1	Appointment	10 March 2009
Ms R.R. Naruses	Record Clerk 1BL3	Promotion	1 April 2009
Mr F. Muyunda	Clerk Grade 2BL3	Appointment	15 June 2009
Ms K.M. Kamwi	Deputy Director Grade 4A (M)	Appointment	6 July 2009
Ms J. Wedeinge	Accountant Grade 3BL2	Transfer/ Promotion	1 July 2009
Mr M. Titus	Driver Grade 1BL3	Appointment	1 August 2009
Ms C.W. Guriras	Development Planner 3BL1	Promotion	1 August 2009
Ms N.G.K Jeja	Clerk Grade 1CL2	Transfer/ Promotion	1 August 2009
Ms F. Guriras	Registry Clerk Grade 1BL3	Translation in rank	1 December 2009

The Council on 1 February 2010 approved the appointment of a job attachment, Mr David Uukongo from the Vocational Training Centre in Windhoek for a period of six (6) months in the Division Administration.

## 2.4 STAFF MOVEMENT

### (i) Resignations

The following staff members resigned from the Public Service on the dates as indicated opposite their names:-

Ms H L Hummel	-	7 Aug 2009
Mr G Nghiwilepo	-	7 December 2009
Mr A Hianya	-	9 February 2010

### (ii). Transfers

The following inter-ministerial transfers of staff members were allowed during the year:-

- i) Ms CE Cloete was transferred from the Oshikoto Regional Council to the Erongo Regional Council with effect from 1 December 2010; and
- ii) Mr D Hikongwa was transferred to the Ministry of Education on 15 February 2010.

## 2.5 COMPENSATION ADMINISTRATION

The HR Division processed two hundred and eighty nine (289) salary advices in respect of annual salary bonuses and increases, overtime claims, implementation/adjustment and/or cancellations of insurance premiums, payments of housing instalments and housing subsidies, implementations of emolument attachment orders, appointments/acting appointments, promotions and transfers.

Staff in the Human Resources Division successfully managed the monthly salary processing of seventy six (76) staff members as well as five (5) honourable councillors on the VIP Payroll System for the current financial year.

## 2.6 TRAINING AND DEVELOPMENT

Staff in the Erongo Regional Council attended several training events throughout the year to stay informed and remain current with compliance issues in their respective fields of specialization.

The following training programmes were identified and attended by staff during the current year:

#### *Non-qualifying training*

- Web Design training course through IIT
- A+ and N+ Combo Special Programme

- Receptionist, Telephone Etiquette and Customer Demand Management course
- Minute Taking and Report Writing
- Power Learning for new managers
- IAS and International Financial Reporting Standards
- New Labour Act No 11 of 2007
- International Financial Reporting Standard
- Microsoft Excel and PowerPoint
- Finance and Budgeting for Non-Finance Managers

#### *Qualifying training*

- Honours in Public Administration
- Masters of Science Degree in Leadership and Change Management

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The Council gave recognition to one staff member who obtained a four year Bachelor of Accounting Degree through UNAM on 24 April 2009.

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## **2.7 LEAVE ADMINISTRATION**

The HRM Division received and processed the following number of leave applications as indicated as follows:

<b>Vacation Leave</b>	<b>231</b>
<b>Sick Leave</b>	<b>58</b>
<b>Compassionate Leave</b>	<b>29</b>
<b>Special leave</b>	<b>15</b>
<b>Study Leave</b>	<b>25</b>
<b>Maternity Leave</b>	<b>1</b>
<b>Unpaid Vacation Leave</b>	<b>1</b>

The HRM Division went electronic with the vacation leave credit days, displaying these at the bottom of every month's pay slip. This improvement ensured monthly up-to-date vacation leave credit days and also reduced requests to the HR Office with regard to the calculations of credits.

## **2.8 ACHIEVEMENTS AND CHALLENGES**

With regard to recruitment of positions, the HR Division successfully managed to fill seven (7) vital positions in a short period of time although compelled to take the long route through the Ministry of Regional and Local Government, Housing and Rural Development for scrutiny and afterwards being forwarded to the Office of the Prime Minister for its recommendation.

Challenges faced by the HRM Division were the inability to fill the position of Deputy Director Engineering Services in the Directorate Planning and Development Services. The Division was also unable to fill the position of Engineer SP3 in the said Directorate due to a shortage of skilled personnel in the market. The next step is to rely on experts from outside Namibia, which will most definitely result in a more costly exercise. The HR Division is many times also challenged with the constant late submissions of leave applications.

## 2.9 CONCLUSION

The HRM Division strives to provide an excellent service to all staff of the ERC and furthermore strongly believes in a system of confidentiality and trust.

## 3. DIVISION: ADMINISTRATION

### 3.1 OBJECTIVE

The division's activities are focused on the administrative and support services of the Council in order to meet regional development challenges. The responsibilities of the division are inter alia procurement and stock control, fleet management and corporate and communication affairs. Furthermore it rendered a support service to the seven constituency offices (Swakopmund, Arandis, Karibib, Omaruru, Daures, Walvis Bay Urban and Walvis Bay Rural). The Council has three settlement offices within the division. These offices are responsible for rendering basic municipal services within their area of jurisdiction.

The division is also tasked with the interpretation of relevant legislation, policies and regulations on administrative matters, the compilation of the divisional budget and the coordination and implementation of the Regional Emergency Management Unit activities.

### 3.2 SUMMARY OF ACTIVITIES

#### 3.2.1 Subdivision Auxiliary Services

##### 3.2.1.1 Section Public Relations and Meetings

This section provides the secretarial services to the Council Management Committee Meetings and the Ordinary Council Meeting i.e. the timely compilation of Regional Council agendas and minutes and the timely dissemination of notices and resolutions.

Meetings Conducted	
Ordinary Council Meeting	Council Management Committee Meeting
2009-04-03	2009-04-21
2009-05-08	2009-05-15
2009-06-05	2009-06-12
2009-07-03	2009-07-17
2009-08-07	2009-08-21
2009-09-04	2009-09-18
2009-10-02	2009-10-16
2009-11-06	2009-11-20
2009-12-04	2010-01-15
2010-02-05	2010-02-19
2010-03-05	2010-03-19

### Section Procurement and Stock Control

The section oversees the maintenance of the procurement and stock control system for the Regional Council. An appointed Stock Taking Committee is responsible for all stock takings at the Regional Council Office and at the Constituency Offices. Annual stock taking was conducted to ensure proper control over stock. Eleven Economizing Committee meetings were conducted. The main purpose was to ensure that procurement procedures are followed and to make recommendations to the CRO for approval.

### Tender Board/Tenders allocated

During the year under review the Council had six Tender Board meetings. The tenders for procurement for the following goods and services were approved:

No.	Tender No.	Company	Description	Amount	
1	ERC-V-001/11/09	Novel Ford Motor Company	Novel Ford Motor Company	One Sedan 1.6 Ford Ikon	N\$136 505.00
2	ERC-SM-EQ-001/11/09	Atlas Copco Namibia (Pty) Ltd	Atlas Copco Namibia (Pty) Ltd	Two Compressors	N\$268 573.71
3	ERC-C-02/08/09	Ruma Construction cc	Ruma Construction cc	Swakopmund Constituency Office	N\$2 889 571.03
4	ERC-S-001-12/09	Namibia Protection Services	Namibia Protection Services	Security Services for Erongo Regional Council Offices, Constituency and Settlement Offices for a period of two years	N\$701 546.40
5	ERC-W-03004/06	WML Consulting Engineers	WML Consulting Engineers	Civil Engineering Service for Omatjete	N\$4 178 274.13
6	ERC-SM-001/06/09	Pashukeni Construction cc	Pashukeni Construction cc	Daures Vendors Market Uis	N\$468 050.00

### 3.2.1.2 Section Transport

The section is responsible for ensuring an effective transport service for the Council that complies with the Fleet Management Policy. A Fleet Management Policy for the Traditional Authorities from the Ministry of Regional and Local Government, Housing and Regional Development was received and implemented. Vehicle inspections at the Regional Office and the Constituency Offices were conducted on a monthly basis.

Two new vehicles were acquired namely a Ford Ikon (GRN 80217) and an Isuzu KB (GRN 80930). Five minor accidents were reported during the period. Vehicle inspections were carried out on a monthly basis to enforce and ensure compliance with fleet management rules and regulations. Nine Fleet Management Steering Committee meetings were held.

### 3.2.2. Subdivision Constituency Support and Settlement Administration

Council has a total number of 7 constituencies and 4 settlements. Activities at Constituencies are aimed at administrative support services to the Council. The staff was engaged in the following main activities:

- Budgetary inputs: Budgetary inputs for the 2010/11 financial year were made by the Chief Control Officers and Chief Clerks at the Constituency Offices.
- Attending, facilitating and coordinating meetings: Constituency Offices were engaged in several meetings. Constituency Offices also coordinated and facilitated the Constituency Development Committee meetings from time to time. Staff from the Swakopmund Constituency Office attended the Local Business Meeting and input was given at the planning meetings for the action plan and medium term plan of the District Aids Committee.

The Daures Constituency was mainly involved in project meetings i.e. the Water Reticulation Site meeting in Omatjete and the Rural Electrification Consultative meeting.

Staff of the Walvis Bay Rural Constituency and Walvis Bay Urban Constituency offices attended the Police Public Relations Committee meetings regularly held in Walvis Bay.

Several meetings were attended and facilitated by the Omaruru Constituency focusing on the needs of the community i.e. the Shack Dwellers Federation meeting as well as the Ubasen Primary School Needs Assessment meeting.

- Liaison with the community via community meetings and supporting community projects: Examples of liaison activities include Daures Constituency's assistance with the drought relief programme and Walvis Bay Rural assisting the Ministry of Veteran Affairs with registration of approved veterans. Swakopmund Constituency Office assisted with the coordination of the commemoration of Cassinga Day and coordinated the

celebrations for Africa Day as well as facilitated the 2<sup>nd</sup> Registration of the Children of the Liberation Struggle. Daures Constituency coordinated the visit by MRLGHRD to Okombahe and Omatjete Build Together Programmes. Staff of the Walvis Bay Urban Constituency assisted the Housing Project Federations by sourcing further financial assistance.

- Training of staff: The training of staff is important to improve performance and service delivery at constituency level. Staff members from the offices were nominated to attend training sessions on Conducting Interviews, the Record Management System and Protocol Procedures and Social Etiquette. Daures Constituency and Omaruru Constituency attended a workshop on Lessons Learned on Disaster Management organised by the OPM.

## **4. DIVISION: FINANCE**

### **4.1 OBJECTIVES**

The Finance Division provides efficient and effective financial support to the entire Council whereby It ensures adherence of the State Finance Act, Treasury Instructions, Tender Board Procedures and the Regional Council Act, 1992 (Act No 22 of 1992). It also ensures compliance with Generally Accepted Accounting Standard (GAAP) in line with the standards of the International Financial Reporting Standards (IFRS).

### **4.2 BUDGET 2009/2010**

The budget for the financial year 2009/2010 was compiled and approved by the Regional Council and submitted to the Ministry of Regional and Local Government, Housing and Rural Development for the Minister's authorization. An amount of N\$23 635 916.96 and N\$12 249 500.00 were approved for recurrent and capital projects respectively.

A virementation of an amount of N\$330 000.00 was requested and approved during the financial year under review.

### **4.3 ANNUAL FINANCIAL STATEMENTS**

The Erongo Regional Councils books for the financial year ended 31 March 2009 were audited by the Office of the Auditor General. The Auditor General's report for the above mentioned report had not yet been received at the time of the publishing of the annual report.

The following are the submitted but as yet unaudited financial statements for the financial year ending 31 March 2010.

### **3.4 STATEMENTS**



## **Accounting Convention**

The following are the accounting policies of the council which are consistent in all material respects with those applied in the previous year, except as otherwise indicated. The financial statements have been prepared on the historical cost basis.

The Council processes its transactions on accrual basis.

## **Currency**

The financial statements are expressed in Namibian dollars.

## **Property, Plant and Equipment**

Property, plant and equipment (owned or leased) are stated at historical cost less depreciation.

Depreciation is calculated on a straight line method to write-off the cost of each asset over its estimated useful life as follows:

Buildings	50 years
Vehicles	5 years
Computer Equipment	3 years
Office Equipment	3 years
Furniture & Fittings	5 years
Construction Equipments	5 years
Land	No depreciation

## **Revenue**

Revenue is recognized in the financial statements at the date the goods are delivered or services are rendered.

**ERONGO REGIONAL COUNCIL**  
**INCOME STATEMENT**  
For The Period Ending 31 March 2010

	2009/2010	2008/2009
	Note	N\$
<b>INCOME</b>	<b>23,768,815</b>	<b>21,508,470</b>
Government Transfer - MRLGHRD	15,921,200	13,163,000
Income from Settlement Areas	698,170	420,611
Rates & Levy from Local Authorities	4,482,189	3,826,147
Property Rentals & Equipment Hire - Income	396,999	220,491
Shares, Dividends & Royalties	0	0
Interest Earned	1,696,940	3,635,339
Other Income	320,202	228,867
Delegated Functions Income	1 253,115	14,014
<b>EXPENDITURE</b>	<b>19,382,966</b>	<b>16,686,460</b>
Remuneration	9,646,332	8,551,845
Employer's Contribution - GIPF & MOP	1,097,094	849,798
Other Conditions of Services	54,547	87,582
Subsistence & Travel	1,127,725	885,700
Materials & Supplies	353,360	383,181
Transport Charges	801,295	705,397
Utilities	1,703,558	1,621,447
Maintenance Charges	231,938	307,976
Property Rentals & Related Charges	150,744	133,891
Other Services & Expenditures	2,966,068	2,754,380
Membership Fees & Subscriptions	123,652	110,794
Subsidies & Grants Contributions	678,203	78,910
Current Transfer-Public & Department & Private Individuals	152,000	151,665
Delegated Functions Expenditure	1 296,449	63,892
<b>SURPLUS FOR THE YEAR</b>	<b>4,385,849</b>	<b>4,822,009</b>

**ERONGO REGIONAL COUNCIL  
BALANCE SHEET  
AS AT 31 MARCH 2010**

	Note	2009/2010 N\$	2008/2009 N\$
<b>EMPLOYMENT OF CAPITAL</b>			
<b>Fixed As-sets</b>	2	<b>14,960,694</b>	<b>13,678,899</b>
Land		324,249	162,933
Buildings		12,465,341	11,088,000
Machinery & Equipment		534,952	0
Motor Vehicles		957,004	1,696,882
Office Equipment		52,299	248,854
Furniture & Fittings		584,479	305,409
Computer Equipment		42,044	157,714
Other Fixed Assets		326	19,107
<b>Other Fixed Assets - Work in Progress</b>		<b>24,994,366</b>	<b>14,592,509</b>
Capital Projects	3	24,994,366	14,592,509
<b>Invest-ments</b>		<b>15,837,883</b>	<b>18,180,078</b>
Treasury Bills		4,268,621	4,110,000
Stanlib Investments		11,569,262	14,070,078
<b>Shares in Subsidiary Companies</b>		<b>100,000</b>	<b>0</b>
Shares in Erongo Red	4	100,000	0
<b>Total Net Fixed Assets</b>		<b>55,892,943</b>	<b>46,451,486</b>
<b>Current Assets</b>		<b>18,674,890</b>	<b>20,370,397</b>
Bank Accounts & Cash at Hand	5	13,530,785	17,170,809
Debtors Control	6	4,314,168	3,263,189
Stock on Hand		177,598	0
Value Added Tax		652,339	(63,601)

<b>Current Liabilities</b>		<b>647,765</b>	<b>190,221</b>
Creditors Control		647,765	190,221
<b>Working Capital</b>		<b>18,027,124</b>	<b>20,180,176</b>
		<b>73,920,067</b>	<b>66,631,662</b>
<b>CAPITAL EMPLOYED</b>			
<b>Accumulated Fund</b>	7	<b>30,592,848</b>	<b>24,795,548</b>
Capital Projects Development Fund		29,667,848	24,054,707
Build Together Programme Revolving Fund		925,000	740,841
<b>Retained Income</b>		<b>43,327,219</b>	<b>41,836,114</b>
Surplus For The Year		4,385,849	4,822,009
Retained Surplus from Previous Financial Years		38,941,370	37,014,105
		<b>73,920,067</b>	<b>66,631,662</b>

**ERONGO REGIONAL COUNCIL**  
**Cash Flow Statement**  
**For The Period Ending 31 MARCH 2010**

	2009/2010	2008/2009
	N\$	N\$
<b>Operating Activities</b>		
<b>Net Cash Inflows / Outflow From Operating Activities</b>	<b>5,068,602</b>	<b>5,886,835</b>
Cash Receipts from Customers & Others	5,155,133	7,405,428
Delegated Functions Funds Received	253,114	14,014
Government Transfer - MRLGHRD	15,921,200	13,163,000
Cash Payments to Employees	(10,798,823)	(9,485,840)
Cash Payments to Suppliers & Other Payments	(6,844,144)	(8,780,231)
Delegated Functions Payments	(293,671)	(64,875)
Cash Generated From / (Utilised In) Operations	3,392,809	2,251,496
Interest Received from Investments & Bank	1,675,793	3,635,339

### Investing Activities

**Net Cash inflow / Outflow From Investing Activities**

	<b>(13,550,820)</b>	<b>(11,186,753)</b>
Treasury Bills	(7,557)	0
Build Together Loan Disbursements	(180,038)	0
Purchase of Plant & Equipment & Work in Progress	(13,363,225)	(11,186,753)

### Financing Activities

**Net Cash Inflow / Outflow From Investing Activities**

	<b>2,500,000</b>	<b>3,074,903</b>
Development Capital Projects Funds Received	2,500,000	3,074,903
Net Increase / (Decrease) In Cash & Cash Equivalents	(5,982,219)	(2,225,015)
Cash & Cash Equivalents at the Beginning of the Year	35,350,887	33,465,902

**Cash and Cash Equivalents at End of Period**

**29,368,669**

**31,240,887**

**ERONGO REGIONAL COUNCIL  
DETAILED INCOME STATEMENT  
AS AT 31 MARCH 2010**

	2009-2010	2008-2009
Note	N\$	N\$
<b>INCOME</b>		
<b>Government Transfer - MRLGHRD</b>	<b>15,921,200</b>	<b>13,163,000</b>
Government Transfer - MRLGHRD	15,921,200	13,163,000
<b>Income from Settlement Areas</b>	<b>698,170</b>	<b>420,611</b>
Otjimbingwe - Income	281,906	127,429
Okombahe - Income	84,479	75,427
Wlotzkasbaken - Income	331,784	217,755
<b>Rates &amp; Levy From Local Authorities</b>	<b>4,482,189</b>	<b>3,826,147</b>
5% Rates & Taxes - Karibib	30,934	0
5% Rates & Taxes - Swakopmund	1,735,047	1,490,697
5% Rates & Taxes - Walvisbay	2,233,834	1,821,357
5% Rates & Taxes - Henties Bay	294,732	297,503
5% Rates & Taxes - Usakos	48,452	0
5% Rates & Taxes - Arandis	12,230	216,590
5% Rates & Taxes - Omaruru	91,961	0
5% Rates & Taxes - Uis Village Council	35,000	0
<b>Property Rentals &amp; Equipment Hire - Income</b>	<b>396,999</b>	<b>220,491</b>
Property Rentals - Income	396,999	220,491
<b>Shares, Dividends &amp; Royalties</b>	<b>0</b>	<b>0</b>
Dividends Received from Erongo Red	0	0
Royalties/Surcharges from Erongo Red	0	0
<b>Interest Earned</b>	<b>1,696,940</b>	<b>3,635,339</b>
Interest Received from Bank	526,283	1,621,420
Interest Received from Investments	1,149,510	2,013,919
Interest Received - Build Together Programme	21,147	0

<b>Other Income</b>	<b>320,202</b>	<b>228,867</b>
Tender Fees Received	12,600	24,600
Commission Received from Insurance/loan 2.5%	11,939	0
Electricity Commission 10%	19,718	200,398
Discount Received	900	629
Sundry Income	275,045	0
Profit/Loss on Sale of Fixed Assets		3,239
<b>Delegated Functions Income</b>	<b>253,115</b>	<b>14,014</b>
Ministry of Gender Equality - Income	99,600	8,000
Office of the Prime Minister - Income	153,515	6,014
<b>TOTAL INCOME</b>	<b>23,768,815</b>	<b>21,508,470</b>

#### **EXPENDITURE**

<b>Remuneration</b>	<b>9,646,332</b>	<b>8,551,845</b>
Basic Salary	6,478,603	8,551,845
Overtime / Extra Duty	150,187	0
Management Motor Vehicle Allowance	956,241	0
Housing Allowance	1,274,636	0
Staff Members Transport Allowance	306,228	0
Management Water & Electricity Allowance	11,544	0
Bonus	456,290	0
Rental Allowance	9,200	0
Acting Allowance	3,403	0
<b>Employer's Contribution - GIPF &amp; MOP</b>	<b>1,097,094</b>	<b>849,798</b>
GIPF & MOP-Employer's Contribution	226,853	0
GIPF Staff Members – Employer's Contribution	870,241	849,798
<b>Other Conditions of Services</b>	<b>54,547</b>	<b>87,582</b>
Protective Clothing	19,312	55,185
Social Security Contribution	35,235	32,397
<b>Subsistence &amp; Travel</b>	<b>1,127,725</b>	<b>885,700</b>
S & T - Office of the Governor	166,244	90,577
S & T - Office of the CRO	138,339	97,782
S & T - Office of the Director General Services	45,609	53,995
S & T - Foreign Travel	19,702	45,780
S & T - Finance	37,143	17,309
S & T - Administration	278,019	319,607
S & T - Planning	206,846	97,965
S & T - Human Resource Domestic	47,408	44,278
Incoming Interviewee	12,992	0
Invited Panellist	1,280	0
S & T Councillors	174,143	118,408

<b>Materials &amp; Supplies</b>	<b>353,360</b>	<b>383,181</b>
Computer Consumables & Networking	138,304	131,234
Stationery & Photocopying	121,893	191,844
Newspapers Books & Periodicals	3,936	8,347
General Office Supplies	30,032	11,372
Cleaning Materials Toiletries & Contract	32,372	40,384
Curtains	21,984	0
Photographic Supplies	2,566	0
Fuel & Lubricants for the Generators	36	0
Electrical Material & Consumables	2,237	0
<b>Transport Charges</b>	<b>801,295</b>	<b>705,397</b>
Fuel & lubricants for Motor Vehicles	532,444	542,179
Tyres	50,378	19,074
Batteries	4,983	550
Spare Parts & Accessories	28,704	7,901
Servicing Fees	21,542	35,365
Repairs of Motor Vehicles	79,703	59,202
Insurance for Motor Vehicles	38,945	0
Motor Vehicle Registration & Licenses	33,149	39,109
Air Transport	11,446	0
Government Garage Hire	0	2,017
<b>Utilities</b>	<b>1,703,558</b>	<b>1,621,447</b>
Electricity Charges	112,106	122,154
Water & Sewerage Charges	871,668	994,038
Telephone & Fax Charges	467,515	380,976
Courier Charges & Postage Stamps	52,492	31,808
Cell phone Call Charges	167,949	77,622
Internet Charges & Connections	31,828	14,849
<b>Maintenance Charges</b>	<b>231,938</b>	<b>307,976</b>
Repairs & Maintenance - Building	107,939	200,814
Repairs & Maintenance - Plant & Equipment	114,785	93,833
Repairs & Maintenance - Computer Equipment	1,125	6,348
Repairs & Maintenance - Furniture, Fixtures & Fittings	5,388	2,748
Repairs & Maintenance - Office Equipment	2,702	4,233
<b>Property Rentals &amp; Related Charges</b>	<b>150,744</b>	<b>133,891</b>
Office Equipment rental	75,474	15,844
Post Box / Private Bag	3,118	2,297
Building Rentals	58,929	115,750
Show Stand Rental	13,223	0



<b>Other Services &amp; Expenditures</b>	<b>2,966,068</b>	<b>2,754,380</b>
Training Courses - Qualifying	117,475	0
Training Courses - Non Qualifying	164,878	105,492
Symposiums & Workshops	79,145	102,476
Printing Charges	27,473	0
Show Exhibitions	18,091	0
Security Services & Contracts	341,746	272,248
Entertainment - Politicians	47,363	41,343
Office Entertainment	46,962	56,492
Committee Boards & Committee Fees	1,750	250
Advertisements	74,488	85,703
Refuse Removal	650	0
Consultancy Charges	54,821	95,014
Insurance for Properties	176,451	190,700
Legal Costs	353,601	138,343
HIV/AIDS Activities	395,639	266,012
Bank Charges	14,793	29,318
Interest on Hire Purchase	155	0
Interest on Bank Overdraft	607	0
Depreciation - Buildings	263,710	231,000
Depreciation - Machinery & Equipments	122,091	3,592
Depreciation - Motor Vehicles	413,473	493,435
Depreciation - Computer Equipment	54,544	130,135
Depreciation – Furniture, Fixtures & Fittings	156,378	279,456
Depreciation - Office Equipment	36,127	233,372
Depreciation - Other Fixed Assets	157	0
Decorations & Gifts	500	0
General Expenses	3,002	0
<b>Membership Fees &amp; Subscriptions</b>	<b>123,652</b>	<b>110,794</b>
Membership Fees - Association of Regional Councils	105,105	110,311
Software Purchases & Licenses Renewals	12,583	483
TV Subscription & License Fees	5,964	0
<b>Subsidies &amp; Grants Contributions</b>	<b>678,203</b>	<b>78,910</b>
Contributions to Projects - (5% Levy)	421,410	0
National Events Contributions	31,813	39,562
CDF - Arandis Constituency	55,439	39,347
CDF - Daures Constituency	42,699	0
CDF - Karibib Constituency	38,447	0
CDF - Omaruru Constituency	37,989	0
CDF - Walvis Bay Urban Constituency	50,405	0

<b>Current Transfer-Public &amp; Department &amp; Private Individuals</b>	<b>152,000</b>	<b>151,665</b>
Donations Paid	152,000	151,665
<b>Delegated Functions Expenditure</b>	<b>296,449</b>	<b>63,892</b>
Ministry of Gender Equality - Expenses	191,168	57,126
MRLGHRD - Expenses	11,329	0
Office of the Prime Minister - Expenses	93,953	6,766
<b>TOTAL EXPENDITURE</b>	<b>19,382,966</b>	<b>16,686,460</b>
<b>SURPLUS FOR THE YEAR</b>	<b>4,385,849</b>	<b>4,822,009</b>

**NOTES  
TO THE  
UNAUDITED  
FINANCIAL STATEMENTS  
FOR THE PERIOD ENDING 31 MARCH 2010**

1

**Delegated Functions  
Income and Expenditure Account  
For The Period Ending 31 March 2010**

	2009/2010	2008/2009
<b>Delegated Functions Income</b>	<b>253,115</b>	<b>14,014</b>
Ministry of Gender Equality - Income	99,600	8,000
Office of the Prime Minister - Income	153,515	6,014
<b>Delegated Functions Expenditure</b>	<b>296,449</b>	<b>63,892</b>
Ministry of Gender Equality - Expenses	191,168	57,126
MRLGHRD - Expenses	11,329	0
Office of the Prime Minister - Expenses	93,953	6,766
<b>Deficit for The Year</b>	<b>(43,334)</b>	<b>(50,861)</b>

2a

**Property Plant and Equipment  
For The Period Ending 31 March 2010**

	Land & Buildings	Plant, Machinery Equipment & Vehicles	Office Furniture, Equipment & Computers	Total
<b>Opening Carrying Amount-01/04/09</b>	<b>11,250,933</b>	<b>1,696,882</b>	<b>731,084</b>	<b>13,678,899</b>
Gross Carrying Amount	11,712,933	2,564,577	1,989,768	16,267,278
Accumulated Depreciation	(462,000)	(867,695)	(1,258,684)	(2,588,379)
	<b>1,538,657</b>	<b>(208,364)</b>	<b>(48,498)</b>	<b>1,281,795</b>
Depreciation Charge	(263,710)	(535,564)	(247,206)	(1,046,479)
Adjustments	1,802,367	(673,819)	(239,626)	888,921
Additions	0	1,001,019	438,334	1,439,353
<b>Closing Carrying Amount</b>	<b>12,789,590</b>	<b>1,491,956</b>	<b>679,148</b>	<b>14,960,694</b>
Gross Carrying Amount	13,509,726	3,420,668	2,318,806	19,249,200
Accumulated Depreciation	(720,136)	(1,928,712)	(1,639,658)	(4,288,506)

**Property Plant and Equipment**  
For The Period Ending 31 March 2009

	<b>Land &amp; Buildings</b>	<b>Plant, Machinery Equipment &amp; Ve- hicles</b>	<b>Office Furniture, Equipment &amp; Computers</b>	<b>Total</b>
<b>Opening Carrying Amount-01/04/08</b>	<b>11,481,901</b>	<b>1,544,355</b>	<b>1,271,316</b>	<b>14,297,572</b>
Gross Carrying Amount	11,712,901	1,899,964	1,879,797	15,492,662
Accumulated Depreciation	(231,000)	(355,609)	(608,481)	(1,195,090)
	<b>(230,968)</b>	<b>152,527</b>	<b>(540,232)</b>	<b>(618,673)</b>
Depreciation Charge	(231,000)	(512,086)	(650,203)	(1,393,289)
Additions	32	664,613	109,971	774,616
<b>Closing Carrying Amount</b>	<b>11,250,933</b>	<b>1,696,882</b>	<b>731,084</b>	<b>13,678,899</b>
Gross Carrying Amount	11,712,933	2,564,577	1,989,768	16,267,278
Accumulated Depreciation	(462,000)	(867,695)	(1,258,684)	(2,588,379)

## 3

**Fixed Assets - Work in Progress**

The following are the assets under construction

	<b>2009/2010</b>	<b>2008/2009</b>
	<b>24,994,366</b>	<b>14,592,509</b>
Otjimbingwe Settlement Office	3,512	0
Okombahe & Otjimbingwe Sewerage Ponds Fencing	685,457	0
Otjimbingwe Prepaid Water Meters Project	227,669	0
Construction of Okombahe Settlement Office	184,323	0
Wlotzkasbaken Office & Staff Accommodation	141,768	0
Okombahe Upgrading of Sewerage Line	156,642	0
Omatjete Water Reticulation Phase 1 Stage 2	3,599,712	0
Okombahe Land Surveying	83,605	0
Omatjete Surveying	352,011	0
Okombahe Upgrade of Yard Meters	66,025	0
Limbandungila Housing Saving Scheme	1,329,165	0
Services to Okombahe North Area	1,916,386	0
Construction of Walvis Bay Rural Constituency Office	2,858,464	0
Water Services to Okombahe North	1,021,651	0
Otjimbingwe Surveying	378,041	0
Arandis SME/Industrial Park	1,414,137	0
Otjimbingwe Extension & Upgrading Sewerage Reticulation Systems	1,767,592	0

## 3

## Fixed Assets - Work in Progress

Construction of Mondesa Police Station	1,690,678	0
Refurbishment Tamariskia Flats	1,092,319	0
Construction of Swakopmund Constituency Office	184,195	0
Construction of Karibib Community Hall	1,152,588	0
Water Point Fencing & Daures	57,383	0
Uis Town Planning	73,353	0
Immanuel Reuters School	450,000	0
Otjimbingwe Supply & Installation of Water Prepaid Meters	532,763	0
Okombahe Prepaid Water Meters	444,992	0
Otjimbingwe Upgrade-Sewerage Pump Station	281,595	0
Provision of Civil Engineering Services Water Storage & Reticulation	962,665	0
Walvis Bay Informal Trading Area	871,330	0
H/ Bay Rural Electrification for /Goa-OS	65,000	0

## 4

## Investments in Subsidiary Companies

	2009/2010	2008/2009
	100,000	0
Shares in Erongo Red	100,000	0

## 5

## Cash and Cash Equivalents

	31 March 2010	31 March 2009
	N\$	N\$
<b>Total Amount</b>	<b>29,368,669</b>	<b>35,350,887</b>
Ned Bank Current Account 11000033601	(7,110)	(671,527)
FNB Current Account 62086753748	12,496	10,165
Nedbank Call Account 11900002248	2,992,739	503,934
FNB Call Account 62087456531	288,079	111,505
FNB BT Revolving Account 62107891576	10,758	7,540
Capital Projects Call Account 11900008696	6,252,915	15,589,911
Traditional Authority Call Account 11900009862	3,901,599	1,331,537
Nedbank BT Call Account 1190005751	77,410	273,122
Cash Control	1,899	14,622
Treasury Bills	4,268,621	4,110,000
Stanlib Investments	11,569,262	14,070,078

	2009/2010	2008/2009
The Council has five types of customers		
	<b>4,314,168</b>	<b>3,263,189</b>
Water Customers	524,693	523,547
Build Together Programme	1,328,983	621,631
Local Authorities	2,444,100	2,374,520
Subsistence & Travel	(18,063)	1,811
Adjustments to be reconciled	0	(282,643)
Other	34,455	24,323

### Accumulated Fund and Reserves Statement of Changes in Equity

31 March 2010

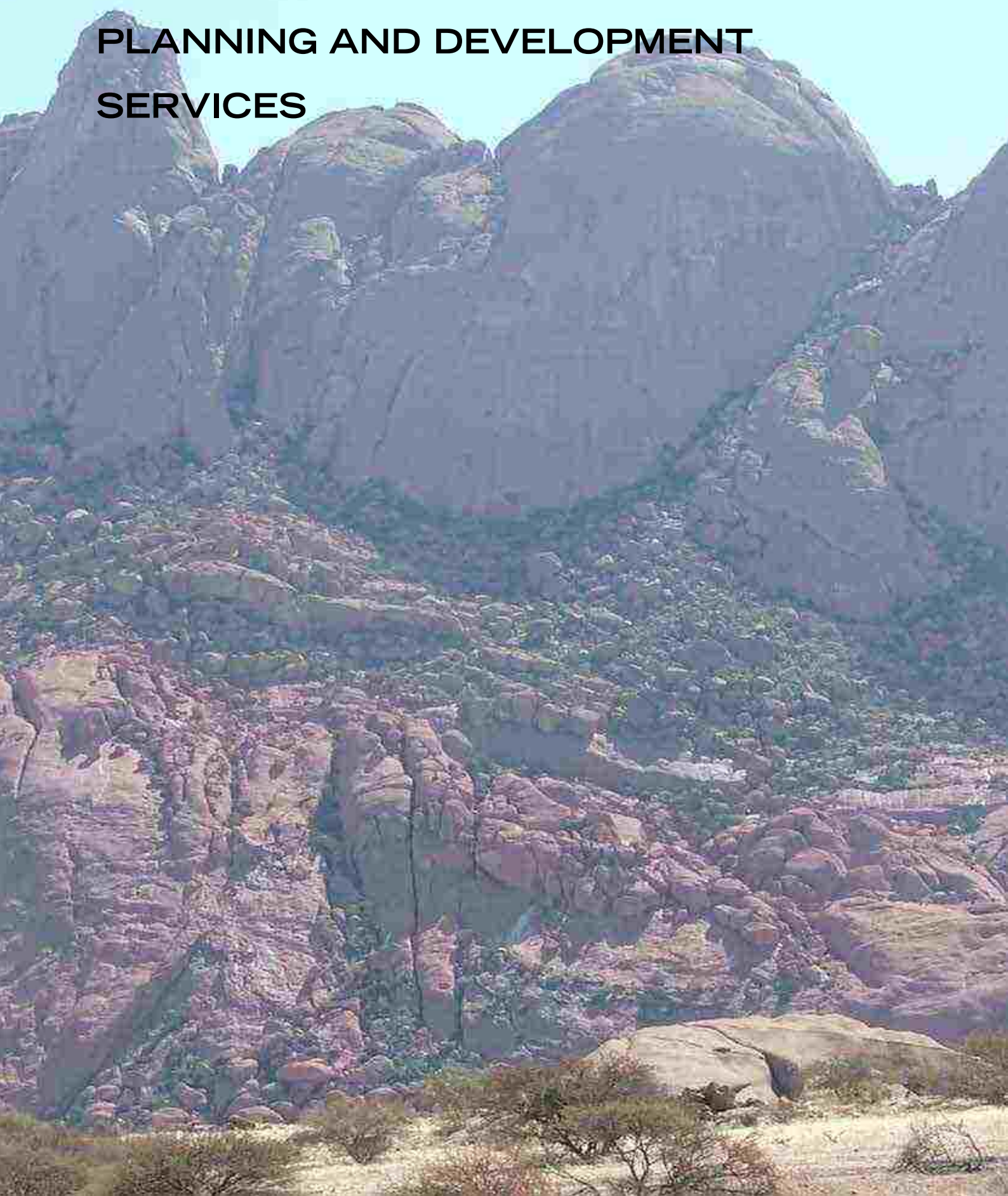
N\$

	Opening Balance (1 April 2009)	Additions & Adjustments	Closing Balance (31 March 2010)
Net Profit / Deficit	41,836,114	4,385,849	43,327,219
Development Capital Projects Funds	24,054,707	5,613,141	29,667,848
Build Together Programme	740,841	184,159	925,000
<b>Total</b>	<b>66,631,662</b>	<b>10,183,149</b>	<b>73,920,067</b>



**DIRECTORATE:**

**PLANNING AND DEVELOPMENT  
SERVICES**





# DIRECTORATE: PLANNING AND DEVELOPMENT SERVICES

## 1. INTRODUCTION

The Directorate of Planning and Development Services focuses on rural development projects to provide services to communities in rural areas. The report gives a summary of the activities of the Directorate during the 2009/10 financial year.

The Directorate compiles the overall planning framework within which all planning activities are executed. In its endeavour for sustainable development the Directorate aims to strengthen and coordinate development planning activities and manage programmes and projects.

To ensure customer satisfaction and services that uphold the values of the ERC, the Directorate regularly evaluates planning performance and outcomes of all development activities.

## 2. CAPITAL PROJECTS

Capital projects implementation, monitoring and evaluation form an integral part of the responsibilities of the Directorate of Planning and Development Services. For the year under review, the Directorate implemented the following capital projects.

### 2.1 Omatjete Water Network

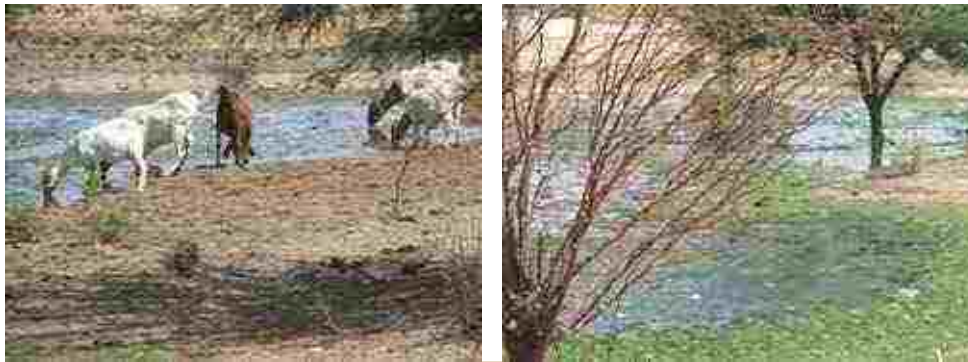
Tenders closed in the previous financial year and were awarded to KL Construction on 12 May 2009 and the site was handed over on 10 June 2009. The Regional Council approved an additional amount of N\$1,7 million due to costs being higher than estimated.

Provision was made to connect 100 households. With the total number of households in Omatjete not more than 60, it was agreed to reduce the number of household connections from 100 to 60 and provide more community standpipes. This issue was discussed at the site meeting on 6 July 2009 as well as with WML Consulting Engineers.

The hand-over of the project took place on 26 February 2010. During the handover requests were made by the community for additional community standpipes as well as additional connections to the houses outside the surveyed area. A site inspection and verification was subsequently done in March combined with feedback to the Zeraua Traditional Authority on these requests.

## 2.2 Sewerage Ponds Fencing: Okombahe & Otjimbingwe

This project was completed in August 2009 with the tender being awarded in April 2009. The final site inspections were conducted in Okombahe and Otjimbingwe on 5 and 6 August 2009 respectively. The project was completed well in advance of the practical completion including all additional work such as rehabilitation of pond walls, removal of prosopis and other trees in and around the ponds. The quality of work on this project was rated outstanding. The project was handed over to the Regional Council in September.



*The as yet unenclosed sewerage ponds at Otjimbingwe.*

## 2.3 Rural Electrification Programme

The Rural Electrification Programme aims at providing electricity to rural communities with public institutions.

### 2.3.1 Spitzkoppe Rural Electrification

Site and line inspection was done in April 2009 and tie-in and energizing was done on 5 May 2009. Electricity supply was connected to all water points as well as the Rest Camp. The consultant was also requested to provide a ready board and connection with pre-payment meters to the gate, reception and restaurant of the Rest Camp.

### 2.3.2 Ozondati Rural Electrification

The Ozondati Rural Electrification Project in the Daures Constituency faced several obstacles during its progress. One of the main obstacles was the lack of consultation with key stakeholders in the surveying, planning and design of the project. This resulted in the Traditional Leaders' House as well as the larger number of the community members and the water point not being supplied with electricity. Further surveys were conducted by the consultant without the involvement of the Regional Council and other key stakeholders. At a meeting with all concerned stakeholders MME and the consultants, Buhrmeister & Partners, explained that a limited budget and the ratio of 500m from the nearest transformer was the reason for the exclusion of some community members from the project.

As a solution it was decided that the 2009/10 budget be utilised to supply the excluded community members of Ozondati with electricity. Ozondati rural community was the last area with a school not yet supplied and was therefore set as a priority.

### 2.3.3 Okaumbaha Rural Electrification Project

The Okaumbaha rural community was successfully surveyed to be included under the Rural Electrification programme in November.

### 2.3.4 Otjimbingwe Rural Electrification project

At the request of a concerned community group of Otjimbingwe, the Erongo Regional Council held a meeting on a Rural Electrification Programme in Otjimbingwe. The meeting was convened by the Development Committee in August. An explanation on the history of the Rural Electrification Master Plan and the current developments of the programme addressed the concerns of the community.

## 2.4 Arandis Constituency Office

Major retention work to the amount of N\$ 47 692.22 was done on the Arandis Constituency Office. Tunga Electric who was the main contractor on the project, failed to complete the retention work on the Arandis Constituency Office. Site visits by the directorate and civil engineers revealed serious cracks in the walls of the Boardroom, Office 1 and the entrance main wall. Other retention work included the repainting of the main boundary wall, the replacement and adjustment of the safe door lock as no key was handed over during the practical completion. The building of an outside



braai facility that is standard to the main building but was excluded as it was not carried in the bill, had to be covered under contingencies. Burglar bars had to be installed for the store room where a glass see-through aluminium door had been installed.

As the main contractor failed to do the retention work, R.F. Renovators and Builders were appointed and completed the retention work on the Arandis Constituency Office during the month of August.

## 2.5 Swakopmund Constituency Office

The Erongo Regional Tender Board awarded the tender for the construction of the Swakopmund Constituency Office to Ruma Construction cc for a tender amount of N\$2,889,571.03. The practical handover of the project was done on 4 March 2010. The contract period is 8 calendar months and the project is expected to be completed by 4 November 2010.

## **2.6 Tsoaxudaman Traditional Authority Office Construction**

A new smaller design accepted by the MRLGHRD was received from L I Architects. Photos were attached to the designs of the office that had been constructed for the Okalongo TA Office in the Omusati Region. The designs were presented to the Tsoaxudaman TA and were well accepted. However, there will be a shortfall on the budget as the new cost estimate including professional fees amounts to N\$4'024'001.00. An additional amount of N\$1'074'001.00 is required for the construction. A visit was undertaken to the Tsoaxudaman Traditional Authority Office during February 2010 to discuss the new designs of the office construction with the stakeholders. The designs were accepted and a new plot for the office construction was allocated close to the Agriculture Extension Office and Veterinary Services. The construction work on the office is expected to commence in the new financial year provided that funds are secured for the project.

## **2.7 Walvis Bay Rural Constituency Office**

The Walvis Bay Rural Constituency Office was constructed at a cost of N\$ 2,572,296.80 by Ruma Construction cc. The site was handed over on 24 April 2009 and the project was completed in March 2010. The Office of the Constituency Councillor is now operating from the new Constituency Office.

## **2.8 WlotzkasBaken Administrative Offices and Staff Housing Construction**

In the absence of the availability of institutionally zoned erven and residential plots, it was recommended that sectional title type of staff housing be constructed on the available public open space together with the office to reduce construction costs. New designs for the residential structures were received for Wlotzkasbaken. Instead of houses, flats were proposed for accommodation facilities. Parts of the project such as the petrol station were withheld as it was the most costly part. This project is however still in discussion with Council Management and a final decision will be taken on whether to implement this project or not.

## **3. DEVELOPMENT OF HUMAN RESOURCES**

Investing in unlocking and exploiting the full potential of the human resources in the Directorate remains a top priority. Various workshops and training programmes were attended by the staff in the Directorate to enhance their abilities and skills. These workshops included:

### **3.1 The Rural Development Workshop**

A progress report on the activities of the Regional Rural Development Planner was presented at the workshop in Ongwediva in March 2009.

### **3.2 Consolidation Workshop for the Regional Water Sector Programme**

The Regional Water Sector Programme (RWSP) has since 2006 been implementing IWRM demonstration projects in communities in five different SADC member states. The projects have been implemented by agents in collaboration with national and local government agencies. At the workshop in Swaziland the specific projects for each of the participating SADC countries were discussed and specific programmes were developed for each of the IWRM projects including the projects of the Omaruru Basin, Namibia.

### **3.3 Course on the Namibian Planning System & Contemporary Challenges**

A training course on the Namibian Planning System and Contemporary Challenges was attended by the Development Planners of the Erongo Regional Council. The course aimed to improve working knowledge of participants in the practical aspects of the Namibian planning systems and important contemporary challenges, through an intensive training programme supported by field work. It was an intensive practical course that has distinguished itself from other programmes in terms of its offerings, content and class.

### **3.4 Training of Focal Persons in Monitoring & Evaluation of Public Programmes**

The National Planning Commission Secretariat sponsored a training workshop on monitoring and evaluation of public programmes and information systems for the focal persons to introduce them to the discipline of monitoring and evaluation. The training was attended by the Development Planners. The training equipped the Development Planners with the necessary skills in monitoring and evaluation of programmes.

### **3.5 Short Course on Integrated Coastal Zone Management**

Attendance of a short course on Integrated Coastal Zone Management, offered through consultations between NACOMA and UNAM, gave the Development Planners an overview on coastal processes, socio-economic systems, approaches and tools for Integrated Coastal Management, Integrated Water Resource Management (IWRM) and biodiversity conservation and planning.

### **3.6 Local Economic Development Conference**

Local Economic Development (LED) has become prominent in development strategies of Namibia. Taking into consideration Vision 2030 and the National Development Plan, a white paper on LED was created and was adopted by cabinet in March 2009. Based on this paper, Regional Councils and Local Authorities had to bear greater responsibility to create an enabling environment for the

local economy to prosper, to generate employment and ultimately to improve the quality of life in the locality. The two day conference was organized by MRLGHRD in cooperation with GTZ and was attended by representatives from the Directorate and various other stakeholders.

### **3.7 Interviewing Skills Training**

The training was identified and funded by the Erongo Regional Council and was attended by the senior and middle management of the ERC.

### **3.8 NDP3 Consultative Conference**

The National Planning Commission Secretariat has consolidated the draft of the NDP3 Review Report for 2007/08 and April-September 2008. The draft report was forwarded to all Offices/Ministries/Agencies for their inputs. A conference was organised to conduct a performance assessment of the implementation of the NDP3 over the past 18 months and was attended by the Chief Regional Officer and the Chief Development Planner. Deadlines for submission of reports were set at the conference in order to have the NDP3 Mid-term Review National Conference in March/April 2010.

### **3.9 Completion Workshop for the SADC Water Sector Programme**

The Regional Water Sector Programme has for the past two years implemented community driven Integrated Water Resource Management (IWRM) projects in 5 different SADC member states aimed at improving livelihood. Implementation was done by agents in collaboration with national and local government agencies. The Regional Water Sector Programme has offered consolidation support during a phase out period from March to November 2009. A consolidation workshop, an Impact Workshop and the Completion Workshop were organized. The purpose of the latter was to study the achievements of the programme and also to discuss the way forward for this programme.

In Namibia the project funded under this programme is the Omaruru Water Basin Management Project aiming to establish the Omaruru Water Basin Management Committee and to look into the activities of managing water in the basin. The two pilot projects funded under the Omaruru Basin Management Project are the Hakahana Women Gardening Project and the #Eiseb Prosopis Projects.

### **3.10 Workshop on Strengthening Regional Development Planning Guidelines and Practices under the Decentralisation Process**

The MRLGHRD under the Directorate of Decentralisation Coordination (DDC) in collaboration with the French Support to the Namibian Decentralisation Process developed the Regional Development Planning Guidelines during 2009. The guidelines were formulated in consultation with the National Planning Commission. The aim of the workshop was to agree on the way forward in implementing the

guidelines and to consult with the Regional Councils prior to the implementation of these guidelines. The workshop was attended by the Director of Development Planning and the Chief Development Planner. The Chief Development Planner made a presentation on the Project Cycle Process of the ERC highlighting the shortcomings/challenges in the process and forwarded recommendations to the DDC to be considered in the finalization of the Regional Development Planning Guidelines.

### 3.11 Training on Regional Development Policy Management & Practices

The Directorate of Decentralization Coordination (DDC) within the MRLGHRD has identified the need to build capacity and skills among stakeholders in regional planning and development, which is the core function of sub-national governments, specifically Regional Councils. In order to address the identified shortcomings, the DDC approached the United Nations Centre for Regional Development (UNCRD) for assistance to conduct an "In-country Regional Training Program". This training has been offered in the past, however this specific training program has been reviewed and served as refresher training to the ones offered before. The training course was divided into several different but complementary modules, including: (a) Regional Development and Planning; (b) Project Planning and Management; (c) Introduction to Data Collection and Analysis; (d) Computer Application for Data Analysis; (e) Field exercise; and (f) Techniques of ToT and re-entry planning. The training course was attended by the Chief Development Planner and the Regional Development Planner. The main objective of the training was to train Namibian planners on effective regional development policies and practices. The course also aimed at equipping the participants with the techniques of conducting effective training programmes so that they can train more planners when they return to their respective workplaces.

## 4. INFORMATION PROGRAMMES

In addition to development activities the Directorate also strives to inform the residents in the region in particular and the larger public in general on the development programmes of the ERC.

### 4.1 The Ongwediva Annual Trade Fair

The Erongo Regional Council attended this trade fair for the first time. The Erongo Regional Council took up the challenge to attend the fair as an exhibitor to market and showcase the Erongo Regional Council and the Region at large. The Trade Fair is a very good platform that is used by many organisations and government ministries to inform the nation about their products and services. With the Namibian Government moving towards decentralisation, such a platform is one of the ways and means of reaching the nation. Many Namibians from that part of the country did not really have correct and adequate information on our region, more specifically on the semi precious stones and the regional opportunities, and the Trade Fair created a good platform to convey this information.



## **4.2 The Annual Windhoek Industrial and Agricultural Show**

The positive results from the Ongwediva Annual Trade Fair resulted in the Erongo Regional Council realising the importance of attending such platforms and thus the Erongo Regional Council also attended the Annual Windhoek Industrial and Agricultural Show in September. The platform was used to inform the nation about the Regional Council's existence and its service to the public.

## **4.3 Erongo Trade Expo**

The Erongo Regional Council also participated in the Erongo Trade Expo in Walvis Bay in October.

# **5. AD-HOC PLANNING ACTIVITIES**

## **5.1 Development Budget Hearings**

The annual development budget hearings was held in October. The aim of the hearings, attended by all Offices/Ministries/Agencies, is to provide progress reports on the funds allocated for the 2009/2010 financial year and to forward development budget proposals for the 2010/2011-2012/2013 period. The hearings were attended by the Director, Deputy Director, Chief Development Planner and the Development Planner from the Directorate of Planning and Development Services.

## **5.2 Henties Bay Waterfront Development Meeting**

A representative from the Directorate attended this meeting where the decision was taken to call tenders for the appointment of a consulting engineering team to do the designs and supervision of the project.

## **5.3 Karibib Constituency Committee Meeting**

The Karibib Constituency Development Committee meeting was attended on invitation by a Development Planner. The attendance of a Development Planner to CDC meetings is of utmost importance for guidance and advice on developmental issues.

## **5.4 Needs Assessment Visits to the Constituency Development Committees**

Visits to the Constituency Development Committees have been identified as one of the activities in the annual plan of the Directorate of Planning and Development Services. The purpose of this activity is to undertake a needs assessment and to prioritize the development needs of the constituencies. The Constituency Development Committees were visited during November 2009. Out of the seven (7) Constituency Development Committees, four (4) committees namely Daures CDC, Omaruru



CDC, Karibib CDC & Arandis CDC were visited and meetings were held. The remaining CDC's will be visited in the next financial year.

### **5.5 Appointment of Consultants for the Design and Construction of Otjimbingwe & Okombahe Administration**

Karen Miller Architects was appointed as the principle agent for this project. The principle agent is expected to work with other consulting teams to complete the work successfully. The Quantity Surveyor has already been appointed for this project. However, Structural & Mechanical Engineers need to be appointed. Architectural designs are already completed and paid for. The engineering designs are still lacking since the Structural, Mechanical & Electrical Engineers have not yet been appointed.

### **5.6 Waste Dumping Site**

A site was identified for waste dumping in Otjimbingwe. The site requires fencing and the construction of an open pit for the dumping of un-recycled waste. However the site needs to be verified and approved by the Ministry of Agriculture, Water & Forestry.

### **5.7 Allocation of Plot for the Christian Mission of Jesus Christ**

A meeting was held with the representative of the Christian Mission of Jesus Christ to determine the possible site for the construction of their Mission Church. Plot number 319 was identified as the most suitable plot in the absence of a zoned plot for a church mission. It was recommended that the Directorate of HR, Finance and Administration together with the Directorate of Planning & Development Services design criteria for the allocation and leasing of plots in settlement areas.

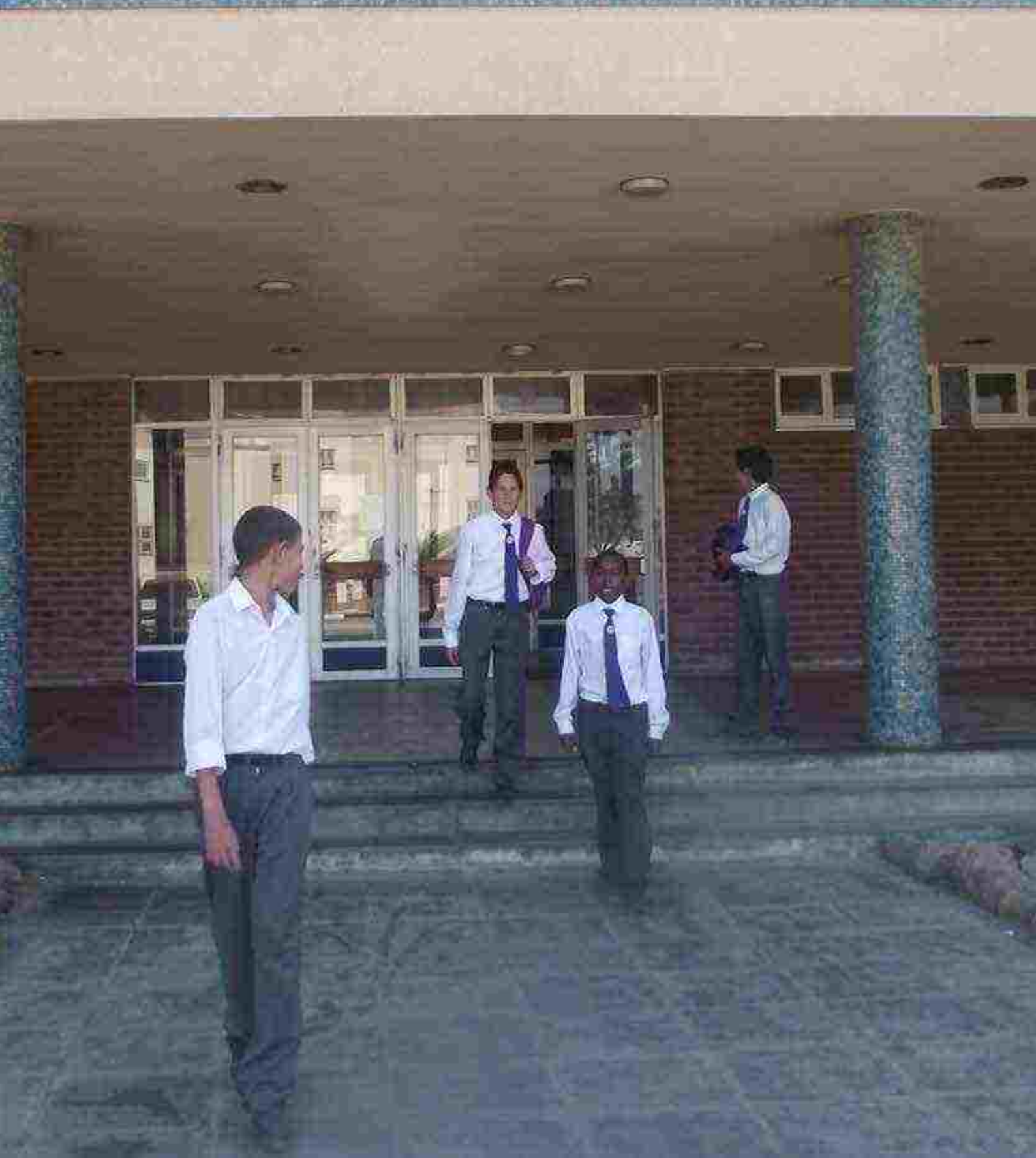
### **5.8 ERC Head Office Restructuring Committee**

A meeting chaired by the Director of Development Planning was held with the various Heads of Departments. At this meeting it was agreed that the existing office block be plotted and allocation and grouping of the different directorates to take place thereafter. It was also recommended that alternative options be looked at to create additional office space.

Secondary

**DIRECTORATE:**

**EDUCATION**



# DIRECTORATE: EDUCATION

## 1. INTRODUCTION

The decentralisation process of specific functions of the Ministry of Education to the Regional Councils commenced in May 2008 (Notice No. 4260) with the regulations governing the education functions decentralised to the Ministry of Regional and Local Government, Housing and Rural Development gazetted on 15 May 2009. The following functions were identified and decentralised: Primary and Secondary Education, Library Services, Information Services, Adult Education and Professional Development.

The handing over of the documented number of staff, secondment letters, job profiles, number of assets, transfer certificates and the budget to the Regional Council were to commence on 1 April 2010. Inductions and orientation workshops were held to ensure a smooth transition of these functions to the Regional Council. The Directorate of Education in the region currently has 63 schools of which 11 private schools are under its auspices.

## 2. MAIN ACTIVITIES AND ACHIEVEMENTS

The year was characterised by several positive developments that enhanced the quality of education at schools in the region. These include Regional Internal School Evaluation (RESE) and National External School Evaluation (NESE) visits to schools, bookkeeping and financial training for principals and refresher and induction training courses for promoters. Other factors that contributed positively were the election of new school board members and the introduction of performance award ceremonies to give recognition to teachers who delivered quality symbols above 80%.

### 2.1 Improving the quality of education

Erongosig Primary School, Kuisebmond Senior Secondary School and Petrus!Ganeb Secondary School received follow-up visits. These were aimed at extending the implementation of the recommendations made in the NESE reports as well as providing the programme and quality assurance (PQA) with a report on the improvement. From these visits it was evident that the Erongosig Primary School took the lead, followed by Kuisebmond Senior Secondary School in their attempts to address the areas of improvement indicated in the NESE reports. With regard to Petrus! Gareb Secondary school there are still shortcomings which need to be addressed.

The training of Heads of Centres and Invigilators focuses on the procedures to be followed prior to, during and post the writing of the examinations. The training has resulted in minimizing the number of irregularities and also ensuring that correct procedures are followed where an irregularity is detected. Kamwandi Combined School and Coastal High School were selected for RESE visits this year, rated 2.9 and 2.4 respectively on the NESE scale. Both schools received their final reports from the inspector within this year. A RESE inspection was also carried out at !oe #gab Primary School hostel.



*Mr. Jacobs from De Duine Secondary School demonstrates how Heads of Centres will open a sealed question paper poly bag*

Improving hostels remains a high priority. All 14 hostels received furniture such as beds, mattresses, dining hall tables and chairs, washing machines, deep freezers, electrical stoves, floor polishers and platform scales although not in sufficient numbers. Warehouse inspections were carried out at Outjo for the Kunene Catering Company (GRN hostels) and at Khorixas where school feeding maize is stored for Ehupo training.

Comprehensive investigative visits were undertaken to schools by advisory teachers on the allocation of Continuous Assessment. Many discrepancies were identified and the relevant actions were taken to address the shortcomings.

Learners from the Erongo region had a successful national debating contest in Katima Mulilo. As a result one Grade 9 learner from Swakopmund Secondary School represented the region at an international event in China.

A very successful Spring School Enrichment Programme was hosted for close to 700 Grade 10 learners at Omaruru, Swakopmund and Walvis Bay during the August holiday.

## 2.2 HIV/Aids

The Regional Aids Committee of Education (RACE) office sensitised principals and Heads of Departments (HOD's) on the review of the current evidence on major factors driving the HIV/Aids epidemic in Namibia during meetings in Swakopmund and Omaruru.

First Aid training aimed at equipping staff with good knowledge on basic First Aid concepts was conducted in Swakopmund. The workshop was attended by a total of 15 Regional Office and Teachers Resources Centre (TRC) staff.

A Trainers of Trainees workshop on Male Engagement was conducted in Swakopmund and was attended by 27 participants and trainers. The objective of the workshop was to engage males in the fight against HIV/Aids.

## 2.3 Special Education

Special education activities focus on, amongst others, life skills as a compulsory non-promotional subject in schools and to equip educational staff with skills in counselling and life skills and to convey information on policies such as the Orphans and Vulnerable Children (OVC) policy. A large part of the syllabus consists of career guidance and is highlighted by the annual career exhibition.

The Annual Career Expo, initiated in 1995, attracts between 1000 and 1500 Gr 10 to Gr 12 learners from 20 different schools at the coast and the rest of the Region. The aim of the Career Expo is to create awareness about academic and career opportunities, offered by educational institutions from Namibia and South Africa, corporate organizations and various ministries.



The Career Expo has proven to be an effective tool in providing direction and new study possibilities for the learners. Career possibilities that were showcased included: Marine Biology, Cosmetics and Beauty courses, Engineering, Maritime and other Technical fields, Sport Management, Information

Technology, Project Management, Tourism and many more. Globalisation has placed tremendous pressure on the young to compete both nationally and internationally. Past experience indicated that the Career Expo inspired learners to constructively build their own career paths.

This venture has grown over the past few years with leaps and bounds and the success is evident from the positive feedback received from exhibitors and learners alike.

Courses attended by principals, heads of departments and teachers to equip them with the necessary skills:

Course	Target group	Number of participants
Counselling	Teachers	27
Bereavement Counselling	Teachers	22
OVC policy	Principals HOD's	50
Register & Annual Summarised Register Course	Principals HOD's	50
Life Skills	Teachers	60

## 2.4 Lifelong learning

Workplace Literacy was introduced at prisons, police stations and military bases in Swakopmund, Usakos and Walvis Bay. The aim is to provide all Namibians the opportunity to read and write and be productive.

As the Adult Skills Development for Self Employment (ASDSE) programme only kicked off this year, enrolment was still low. Several applications for loans were successful and applicants are now in the process of servicing their loans.

An administrative workshop was held in Omaruru for all library assistants of Community Libraries.

## 2.5 Project Facilities

Project information forms (PIFS) and proposals were prepared for the following capital projects:

- A combined school in Walvis Bay as well as one in Swakopmund to accommodate between 1000 – 1500 learners;
- A circuit office for Walvis Bay;
- An office block for Erongosig Primary School

Forty four renovation projects were attended to during the year of which 33 were completed and one is currently in progress.

Five projects are already committed at Head Office.

Two of the six donor aided projects are already completed namely Kamwandi Primary School (six new classrooms and two stores) and Katora Primary School (renovation of the toilet block).

The pergolas at U.B. Dax that posed a safety risk were removed with the assistance of Rössing Uranium Limited. Classrooms at four schools were upgraded into computer labs.

Regional staff attended an International Computer Driving Licence (ICDL) computer course. Three members received laptops and six received the beginner's certificate.

### 3. FIFTEEN DAY STATISTICS FOR 2010

The number of learners in the Erongo Region is constantly increasing due to several factors i.e. the increase in uranium mining and exploration activities in the Erongo Region and the resulting influx of job seekers.

The statistics below indicate the number of learners and teachers 15 days after the opening of the schools (government and private) in the Erongo Region for the 2010 year. A total of 32 learners attended special schools and 80 were registered for other grades.

Grade 1		
New entries	Repeaters	Total
2938	447	3385

Total number of learners Gr. 1 to 7	
Pre primary	773
Grade 1	3385
Grade 2	2937
Grade 3	2769
Grade 4	2921
Grade 5	3075
Grade 6	2651
Grade 7	2599
Total	21100

Total number of learners Gr. 8 to 12	
Grade 8	3003
Grade 9	2354
Grade 10	1926
Grade 11	1205
Grade 12	1149
Total	9647

Total number of teachers	
Government schools	930
Private schools	162
Total	1092

#### 4. PROBLEMS AND CONSTRAINTS

The Directorate identified the following problems and constraints in the course of the execution of services:

- The hostel division could not carry out health examination of hostel staff due to the shortage of staff at MOHSS.
- Many vacancies, especially in the division of PQA are not filled and hamper quality assistance to schools and teachers.

#### 5. RECOMMENDATIONS

We are constantly looking forward positively that all hindering factors brought under attention will be addressed in the next year. This will enable us to focus on our core function of creating a conducive environment which will enhance the performance of learners and staff.

The support from Head Office, Educational Training Sector Improvement Programme (ETSIP) and stakeholders enabled us to implement our programmes in an innovative way to the benefit of education in the Erongo Region.





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*Plan together; develop together*