

These are documents needed to prove the situation analyses:

Results of gender score card

Area assessed	Score Council	Score GL	Agreed score
Policy framework	0		
Governance Representation Participation Public participation	10	6	2
Gender specific programmes	0		
Mainstreaming gender into existing programmes	3	2	2
Employment practises and environment	2	2	2
Gender management system	0		
Overall	13		



SITUATION ANALYSIS

BERSEBA VILLAGE COUNCIL

Vision Statement

A well developed, crime free and attractive village with affordable and equitable service.

Mission Statement

To always strive in collaboration with all stakeholders for the development of the town in the most sufficient and effective way through hard work, dedication and commitment for the enhancement of the social economic welfare for its residence.

2(a) History

Berseba was found during the 1880.

(b) Location: This form.....

Is situated in the South of Namibia in Karas Region, approximately 40km to west from the tarred (B1) road. Berseba is characterized by Bruckaros Mountain, the one of the outstanding tourist attractions in the Karas Region (South) This Mountain (Bruckaros) will attract more tourist if developed fully to its potential with the necessary infrastructure and feasibility studies. Fish river approximately 20km.

3.1 Town Management

The management of the town is in the hands of the Village Council (Councillors) the political leaders and the enter administrative staff of which the Village Secretary is the head (executive officer). The town is governed by the Local Authorities Act, Act no 23, of 1992 as Amended. There are also other committees which assets with development activities, such as Village Development (VDC) Build – Together Committee, Civil Defence Committee etc.



3.2 Organizational Development

A strategic plan stretching from 2003 – 2008 has been brought in place with the involvement of the different Stakeholders in the community.

4. Population

The population size is approximately 1700 of which 265 are pensioners, 700 livestock communal farmers, 425 learners attending local schools, (Primary and Junior Secondary), ± 54 civil servants and the rest unemployed youth and adults.

5. Topography

Berseba has a flat landscape which makes accessibility to it very easy. There is a standard well develop gravel road which links the Berseba town with the national B1 (Tarred) road, approximately 40km to the west form Tses. Via the B1 (Road, Keetmanshoop commonly know the capital of the south is approximately 120km. In addition there is another standard gravel road to Keetmanshoop, which is ±85km.

6. Climate:

Drought is

Policy framework

Yes the Council is aware of national, international commitments that the county has made especially the SADC Protocol on Gender and Development and the National Gender Policy. The Council is not yet having a Gender Policy.

GOVERNANCE Representation

REPRESENTATION OF WOMEN IN COUNCIL		
MEN	WOMEN	TOTAL
2	3	5



Participation

Yes women are equally participating in Council meetings and they have influence on decisions taken by Council.

Public participation

There is no discrimination in terms of participation by women and men in public meetings and events. Actually women are more than men in public meetings and events organised by Council.

PLANNING

There is not yet as of now a definite gender planning in which explicitly gender is mentioned.

MAINSTREAMING GENDER INTO EXISTING PROGRAMMES

LOCAL ECONOMIC DEVELOPMENT

There is no LED plan currently at the Council. Currently its only women that rent the SME stall of the Council.

The Berseba Village strategic development plan focus on the village and are highlighting the broad development needs in the village. The strategic plan will be implemented by the village council with the assistance of the village development committee and the different respective bodies established by the community members. The chairperson of the council and the council as whole will spearhead the process assisted by the village secretary and administrative staff and will from time to time request reports of task assigned to different groups and individuals. The council will re-activate the local village development committee to ensure proper communication flow and information dissemination to very grassroots level. Residents in the village will come up with sound development proposals which will be channelled through village development committee to the council to different institutions and donors. Capital projects can be planned with the assistance to the constituency councillor and the Karas regional council and forwarded to the National Planning Commission for screening and possible approval.



The economy and job creation

Impact of political scenario in terms of reduction in donor funding will naturally impact on the levels of capital inflow into the country and ultimately impact on GDP growth via a reduction in domestic spending.

Internationally the world economy has already entered a recessionary phase which has been exacerbated by the sub-prime lending rate debacle in the USA. Although the crisis in the middle – east has pushed the oil price into the US\$100/barrel realm, coupled with the interest rate decreases in the USA has resulted in a significant surge in the price of gold and other commodities, which collectively softened the effects within the southern African continent, oil price driven inflation has meant a hike in local interest rates resulting in under achievement of GDP growth targets.

A slowdown in investment funding into developing markets as a result of perceived higher risk investments coupled with politically influenced internal conflict scenarios in some developing countries such as Pakistan and India. The above has resulted in a softening of the Rand against key strategic currencies further adding to the inflationary effect as imports become more expensive. However, a mitigating factor which will slow down the descent into recession will be the fact that exports from the region become more attractive. In terms of the KRC they can thus expect additional funding constraints from central government which will result in their inability to achieve some of their development objectives and influence their ability to improve their to service levels via the employment of additional staff irrespective of whether or not posts have been approved.

Procurement

The procurement policy is an indispensable document which defines the procurement intent (objectives), as at the same time also setting priorities against which the purchasing personnel should operate, in order for them to secure a professional approach and effective service, which is consistent for the steady and uninterrupted supply of goods and services throughout the Village Council of Berseba.

Objectives

- Value of money
- Local Economic Development
- Accountability



The local tender board Village Council must consist of five members, constituted as follows:

- the Village Secretary
- three staff members nominated by the village secretary and confirmed by the Council;
- one person employed by the village council, who are residents and appointed by the Council (they must be Namibian citizens.
- An alternate for each member.
- At least two of the members must be women.
- The village secretary shall be chairperson and the council must designate a member as vice-chairperson.
- The village secretary shall designate one of the staff members of the village council as secretary of the Local Tender Board. It is however clear whether the Secretary is appointed in addition to the three staff members or is one of those three staff members.

Regulation

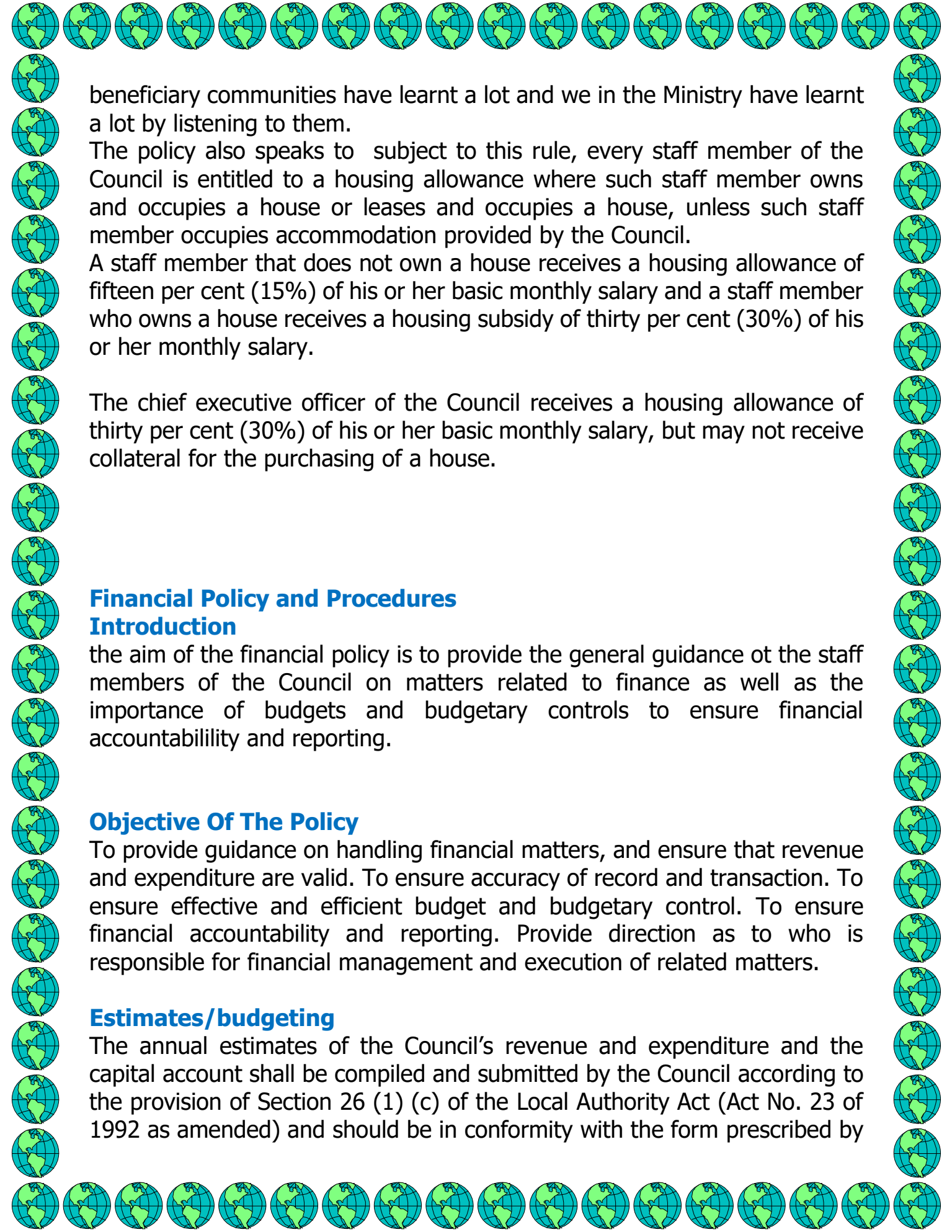
Staff members shall hold, office at the pleasure of the Council, (this means that the Council will determine their term of office) for the period that they are in the employment of the Council, except where they are removed from the Board in accordance with the Regulations. Members who are not staff members shall hold office for a period of three years, and that member is eligible for reappointment.

Remuneration Of The Board Members

Only non-staff members shall be remunerated at a rate determined by the local authority council. However, should staff members attend any meetings after hours; they will be entitled to overtime.

Housing

The implementation of the Build Together National Housing Programme commenced during the 1992-93 Financial Year. As could be expected of a new programme which is radically different from conventional forms of housing development, the Ministry faced many institutional and procedural bottle-necks. Many of these problems have been overcome but some remain to be solved. The first year was a learning process for all the actors. The



beneficiary communities have learnt a lot and we in the Ministry have learnt a lot by listening to them.

The policy also speaks to subject to this rule, every staff member of the Council is entitled to a housing allowance where such staff member owns and occupies a house or leases and occupies a house, unless such staff member occupies accommodation provided by the Council.

A staff member that does not own a house receives a housing allowance of fifteen per cent (15%) of his or her basic monthly salary and a staff member who owns a house receives a housing subsidy of thirty per cent (30%) of his or her monthly salary.

The chief executive officer of the Council receives a housing allowance of thirty per cent (30%) of his or her basic monthly salary, but may not receive collateral for the purchasing of a house.

Financial Policy and Procedures

Introduction

the aim of the financial policy is to provide the general guidance of the staff members of the Council on matters related to finance as well as the importance of budgets and budgetary controls to ensure financial accountability and reporting.

Objective Of The Policy

To provide guidance on handling financial matters, and ensure that revenue and expenditure are valid. To ensure accuracy of record and transaction. To ensure effective and efficient budget and budgetary control. To ensure financial accountability and reporting. Provide direction as to who is responsible for financial management and execution of related matters.

Estimates/budgeting

The annual estimates of the Council's revenue and expenditure and the capital account shall be compiled and submitted by the Council according to the provision of Section 26 (1) (c) of the Local Authority Act (Act No. 23 of 1992 as amended) and should be in conformity with the form prescribed by



the budget circulars issued by the Ministry of Regional, Local Government, Housing and Rural Development from time to time.

The draft estimates of all departments shall be submitted and summarized by the Head of Finance or Accountant and amended, if necessary in consultation with the heads of departments. The Head of Finance or Accountant shall furnish the draft estimates with his/her recommendations to the Chief Executive Officer/Village Secretary before 1st April for submission to the Council on or before 15 April of every year.

CREDIT CONTROL POLICY

Scope of policy

This policy applies to all administration within the defined boundaries of the Berseba Village Council and all debtors of those administrations. The policy shall be enshrined in a Municipal-by-law in terms of the Local Authority Act, 1992 (Act 23 of 1992) and that such Policy will be binding on the public, officials and Councillors of the Berseba Village Council and that no interference in the process will be permitted. The policy is applicable until such time as it is reviewed and any revisions to the Policy approved by Council.

Objective of the policy

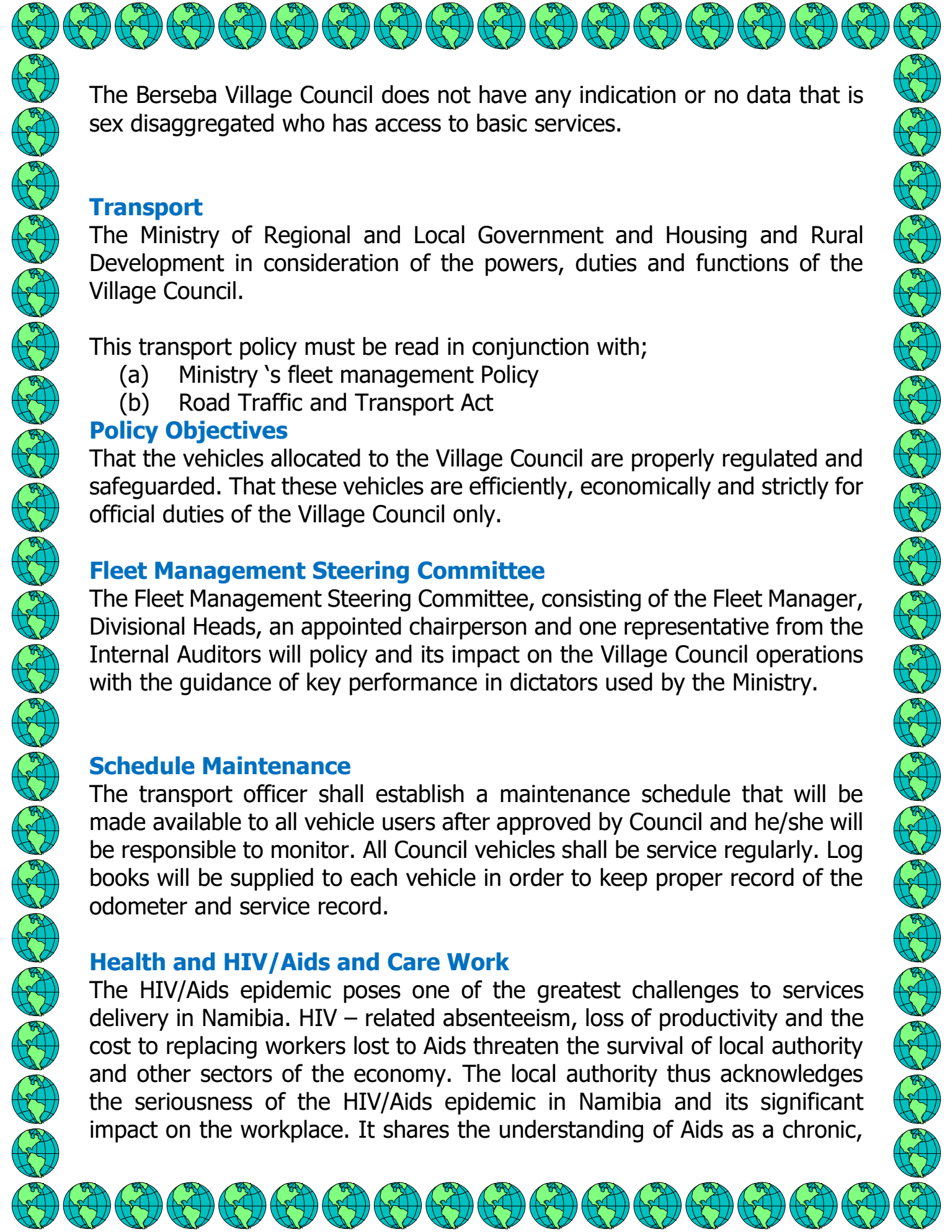
Focus on all outstanding debt as raised on the customer's account. Provide for a common credit control and debt collection policy throughout the Berseba Village Council. Promote a culture of good payment habits amongst the debtors of the Berseba Village Council and install a sense of responsibility towards the payment of municipal accounts and reducing municipal debt.

General Credit Control Record

Client Credit Record

As financial history plays no role, it is important to capture all relevant information of the client on the application form. Upon application for water supply a passport or Namibian identification card must be produced which then is photocopied and attached to the application. This application form services completed should also indicate the credit terms of the Local Authority

Utilities



The Berseba Village Council does not have any indication or no data that is sex disaggregated who has access to basic services.

Transport

The Ministry of Regional and Local Government and Housing and Rural Development in consideration of the powers, duties and functions of the Village Council.

This transport policy must be read in conjunction with;

- (a) Ministry 's fleet management Policy
- (b) Road Traffic and Transport Act

Policy Objectives

That the vehicles allocated to the Village Council are properly regulated and safeguarded. That these vehicles are efficiently, economically and strictly for official duties of the Village Council only.

Fleet Management Steering Committee

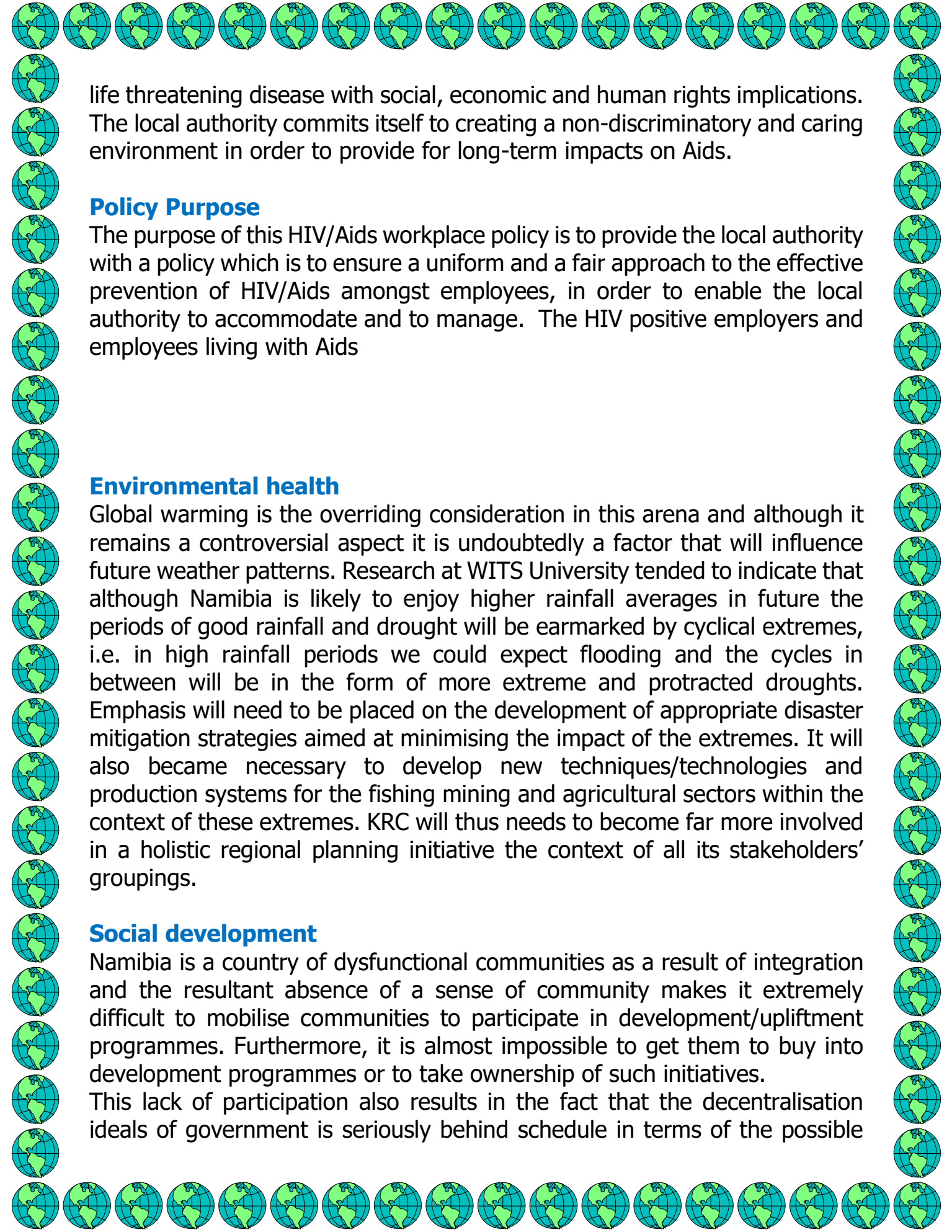
The Fleet Management Steering Committee, consisting of the Fleet Manager, Divisional Heads, an appointed chairperson and one representative from the Internal Auditors will policy and its impact on the Village Council operations with the guidance of key performance in dictators used by the Ministry.

Schedule Maintenance

The transport officer shall establish a maintenance schedule that will be made available to all vehicle users after approved by Council and he/she will be responsible to monitor. All Council vehicles shall be service regularly. Log books will be supplied to each vehicle in order to keep proper record of the odometer and service record.

Health and HIV/Aids and Care Work

The HIV/Aids epidemic poses one of the greatest challenges to services delivery in Namibia. HIV – related absenteeism, loss of productivity and the cost to replacing workers lost to Aids threaten the survival of local authority and other sectors of the economy. The local authority thus acknowledges the seriousness of the HIV/Aids epidemic in Namibia and its significant impact on the workplace. It shares the understanding of Aids as a chronic,



life threatening disease with social, economic and human rights implications. The local authority commits itself to creating a non-discriminatory and caring environment in order to provide for long-term impacts on Aids.

Policy Purpose

The purpose of this HIV/Aids workplace policy is to provide the local authority with a policy which is to ensure a uniform and a fair approach to the effective prevention of HIV/Aids amongst employees, in order to enable the local authority to accommodate and to manage. The HIV positive employers and employees living with Aids

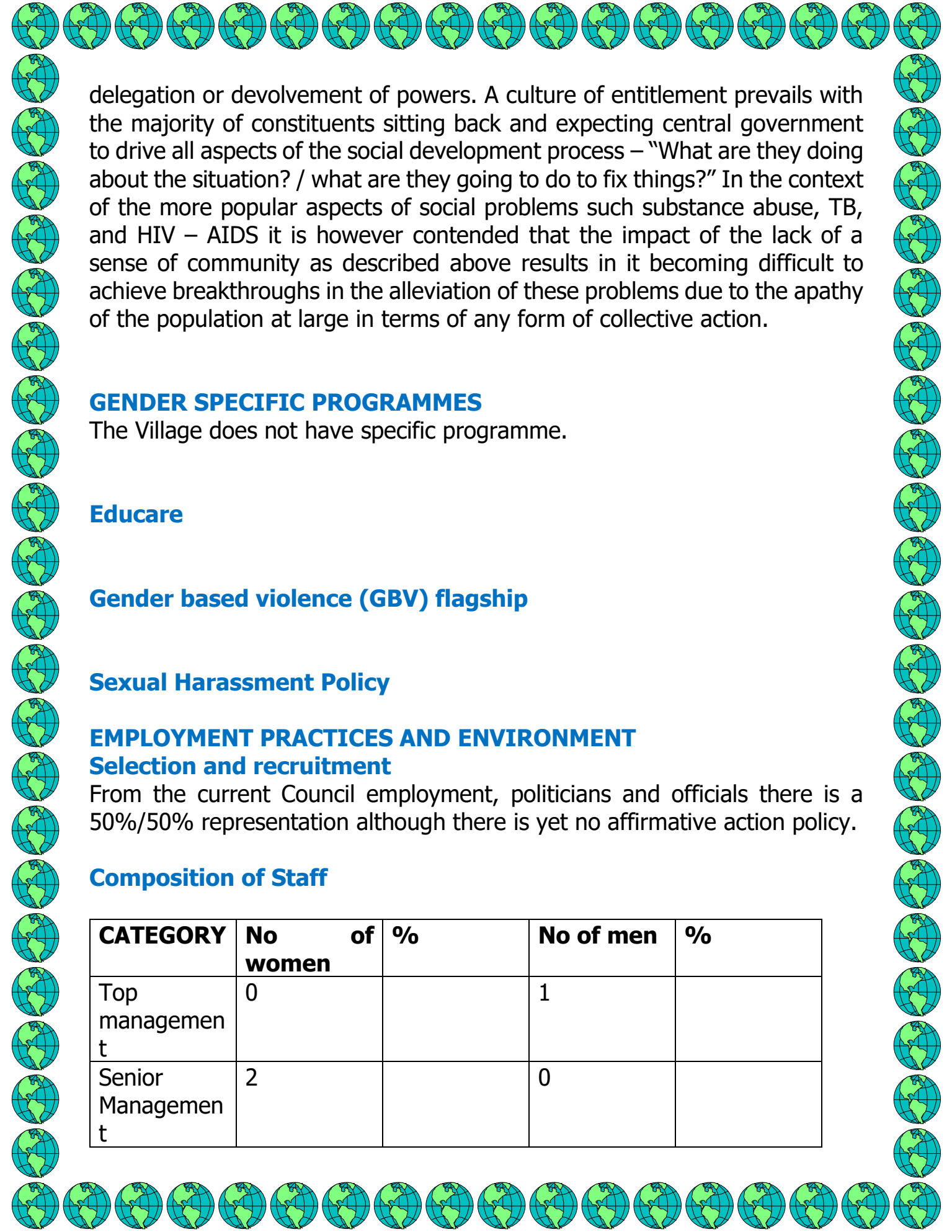
Environmental health

Global warming is the overriding consideration in this arena and although it remains a controversial aspect it is undoubtedly a factor that will influence future weather patterns. Research at WITS University tended to indicate that although Namibia is likely to enjoy higher rainfall averages in future the periods of good rainfall and drought will be earmarked by cyclical extremes, i.e. in high rainfall periods we could expect flooding and the cycles in between will be in the form of more extreme and protracted droughts. Emphasis will need to be placed on the development of appropriate disaster mitigation strategies aimed at minimising the impact of the extremes. It will also become necessary to develop new techniques/technologies and production systems for the fishing mining and agricultural sectors within the context of these extremes. KRC will thus need to become far more involved in a holistic regional planning initiative the context of all its stakeholders' groupings.

Social development

Namibia is a country of dysfunctional communities as a result of integration and the resultant absence of a sense of community makes it extremely difficult to mobilise communities to participate in development/upliftment programmes. Furthermore, it is almost impossible to get them to buy into development programmes or to take ownership of such initiatives.

This lack of participation also results in the fact that the decentralisation ideals of government is seriously behind schedule in terms of the possible



delegation or devolvement of powers. A culture of entitlement prevails with the majority of constituents sitting back and expecting central government to drive all aspects of the social development process – “What are they doing about the situation? / what are they going to do to fix things?” In the context of the more popular aspects of social problems such substance abuse, TB, and HIV – AIDS it is however contended that the impact of the lack of a sense of community as described above results in it becoming difficult to achieve breakthroughs in the alleviation of these problems due to the apathy of the population at large in terms of any form of collective action.

GENDER SPECIFIC PROGRAMMES

The Village does not have specific programme.

Educare

Gender based violence (GBV) flagship

Sexual Harassment Policy

EMPLOYMENT PRACTICES AND ENVIRONMENT

Selection and recruitment

From the current Council employment, politicians and officials there is a 50%/50% representation although there is yet no affirmative action policy.

Composition of Staff

CATEGORY	No of women	%	No of men	%
Top management	0		1	
Senior Management	2		0	

Professional	0		3	
Secretarial/ clerical	1			
Semi- Skilled	1		1	
Un-skilled				
Overall total	4		5	

Capacity building- training

Training is provided at all levels.

Career pathing

There are equal opportunities for all, women as well as men.

Working conditions and environment

There is only maternity leave provision in the Council's personnel rules.

GENDER MANAGEMENT SYSTEM

Gender structures

There is no gender structure in place yet, however there is no discrimination and currently the Gender Links as trained two TOTs who is the Gender Focal Person and the Gender Champion who is Mrs. Koooper and the Hon. Cllrs Ms. Sabina Esterhuizen

Budgets

Monitoring and evaluation

Political profile and champion