



MINISTRY OF REGIONAL AND LOCAL GOVERNMENT, HOUSING AND RURAL DEVELOPMENT  
DIRECTORATE OF DECENTRALISATION CO-ORDINATION

**TRAINING OF NEWLY ELECTED COUNCILLORS OF NEWLY  
PROCLAIMED TOWNS  
(HELAO NAFIDI, RUACANA, OSHIKUKU, OKAHAO, NKURENKURU, LUDERITZ  
AND WITVLEI)**

**BACKGROUND AND PROGRAMME**

October 2007

Programme supported by



## **1. Background and context**

Decentralisation implies that the responsibility for good governance, effective council work, planning, budgeting, prioritisation, decision-making, service delivery, and the efficient and lawful running of sub-national governments is vested in local authority councils or regional councils, as the case may be.

These new responsibilities call for comprehensive political leadership skills and profound understanding of concepts such as decentralisation, political leadership, political accountability, good governance, the rules of law, politician's role vis-à-vis the administrators, politicians role in planning and financial management, the relationship between local authorities and central government.

While training has been offered to the administrative staff from time to time, less attention has been paid to the political leadership. In particular, training is crucial to introduce new councillors to the responsibilities, roles and mandates of political leaders.

To improve political performance at sub-national level, and to facilitate a proper induction to council work for local political leaders, the Ministry of Regional and Local Government, Housing and Rural Development - through support from the Friedrich Ebert Stiftung – has decided to implement a training programme for town councillors from newly proclaimed towns as well as one newly elected councillor from Luderitz Town Council and two newly elected councillors from Witvlei Village Council.

The training aims in part to inform the new councillors about the roles of the political leadership, partly to familiarize them with the principles of good governance, decentralisation and their leadership role in the management of their respective local authorities, as well as the delineation of roles between the administrative and political leadership in the management of local council business.

## **2. Objective of the training**

The objective of the training is to ensure that:

- the participants at the of the training demonstrates a profound understanding on how to use the Local Authorities Act, the Decentralisation Enabling Act, Councillors' Code of Conduct and other relevant documents pertinent to council work,
- the participants understand the delineation of roles and responsibilities between the political leadership and the administrative management,
- the participants at the end of the training demonstrates awareness of what it takes to execute their political leadership role and responsibility in a democratic, transparent and proactive manner,
- that they understand the concept of good governance and participatory democracy, and ensure that the participants understand the interrelationship between central government and sub-national governments, and the distinction between autonomy and relative autonomy vis-à-vis a unitary state.

It is important that the participants through casework and testing during the training demonstrate profound understanding of the subject matters, as well as practical ability to transform acquired knowledge and skills into practice.

### 3. Target group and expected number of participants

The target audience for the training is all councillors from six newly proclaimed towns, (Helao Nafidi, Nkurenkuru, Okahao, Oshikuku and Ruacana) CEOs, and Heads of Departments, one newly elected Councillor from Lüderitz Town Council and two newly elected councillors from Witvlei Village Council, amounting to a total of 44 participants.

<b>Name and Position</b>	<b>Local Authority</b>
1. Hilda N. T. Haipinge, Mayor	<b>Okahao</b>
2. David U Isai, Deputy Mayor	<b>Okahao</b>
3. Cornelia N. Iiyambula, Chairperson of MC	<b>Okahao</b>
4. Paulus Iiyambo, Vice Chairperson of MC	<b>Okahao</b>
5. Bertha M. Kanime, Councillor	<b>Okahao</b>
6. Naftal S. Nuuta Councillor	<b>Okahao</b>
7. Julia M Katoole	<b>Okahao</b>
8. Gisbertus Mukulu, Chief Executive Officer	<b>Okahao</b>
9. HOD	<b>Okahao</b>
10. Heiki H. Ausiku, Mayor	<b>Nkurenkuru</b>
11. Hendrina N. Kadubuli, Deputy Mayor	<b>Nkurenkuru</b>
12. Erastus S. Kandjiimi, Chairperson of MC	<b>Nkurenkuru</b>
13. Thomas M. Ngoma, Vice Chairperson of MC	<b>Nkurenkuru</b>
14. Mirjam N. Sikwaya, Councillor	<b>Nkurenkuru</b>
15. Beata Kaliketu, Councillor	<b>Nkurenkuru</b>
16. Reino P. Simbundu, Councillor	<b>Nkurenkuru</b>
17. Ananias Sheya, Acting Chief Executive Officer	<b>Nkurenkuru</b>
18. HOD	<b>Nkurenkuru</b>
19. Medusalem Handjaba, Mayor	<b>Helao Nafidi</b>
20. Peter G. Carolissen, Deputy Mayor	<b>Helao Nafidi</b>
21. Phillip Namundjebo, Chairperson of MC	<b>Helao Nafidi</b>
22. Lylie Hashoongo, Vice Chairperson of MC	<b>Helao Nafidi</b>
23. Marha Hishidimbwa, Councillor	<b>Helao Nafidi</b>
24. Immanuel Hainghumbi, Councillor	<b>Helao Nafidi</b>
25. Hilime M. Haulyondjaba, Councillor	<b>Helao Nafidi</b>
26. Christian Shivolo, Chief Executive Officer	<b>Helao Nafidi</b>
27. HOD	<b>Helao Nafidi</b>
28. Linda Mbwale, Chairperson	<b>Ruacana</b>
29. Simon Shooya, Vice chairperson	<b>Ruacana</b>
30. Lisias Tjapuha, Councillor	<b>Ruacana</b>
31. Febronia Shapaka, Councillor	<b>Ruacana</b>
32. Christofine Utoni, Councillor	<b>Ruacana</b>
33. Victoria N. Kapenda, Chief Executive Officer	<b>Ruacana</b>
34. HOD	<b>Ruacana</b>
35. Hilya N. Shinana, Chairperson	<b>Oshikuku</b>
36. Salomo Hidulika, Vice chairperson	<b>Oshikuku</b>
37. Mbockoma Mungandjera, Councillor	<b>Oshikuku</b>
38. Magano Shivute, Councillor	<b>Oshikuku</b>
39. Anna Shihwana, Councillor	<b>Oshikuku</b>

40. Aktofel Amakutuwa, Chief Executive Officer	<b>Oshikuku</b>
41. HOD	<b>Oshikuku</b>
42. Councillor	<b>Lüderitz Town Council</b>
43. Councillor	<b>Witvlei Village Council</b>
44. Councillor	<b>Witvlei Village Council</b>
45. Mr. C. Sabati	<b>MRLGHRD- Facilitator</b>
46. Mr. L. Uyepa	<b>MRLGHRD- Facilitator</b>
47. Mr. I. Hainghumbi	<b>MRLGHRD- Facilitator</b>
48. Mr/Ms HRM Specialist (name to be provided)	<b>MRLGHRD- Facilitator</b>
49. Mr. J. Kavaa	<b>Kunene Regional Council - Facilitator</b>

#### **4. Scope of the training**

The training is seen as a political leadership training package consisting of four training modules:

**Module I:** The concept of good governance and the scope of local political leadership

**Module II:** Decentralization Process in Namibia

- Definition and type of Decentralization
- Main aims of decentralization
- Objectives of decentralization
- Functions to be decentralized to local authorities
- Achievements of decentralization process and challenges
- The Way forward

**Module III:** Functions and responsibilities of local authorities

- The relationship between regional councils and local authorities
- Relationship between local authority councillors and administrators
- Code of Conduct of local authority councillors

**Module IV:** Land management

- Overview of the planning and development
- Criteria involved in planning and the phases involved
- Allocation, distribution, development cost and sale of land
- Land delivery and land management
- Housing delivery
- Development budget issues
- Guidelines for effective provision of services (required standards)

**Module V:** Financial management for local authorities

- Definition of the Budget
- Purpose of the Budget
- Budget preparation

**Module VI: Human Resources Management**

- Conditions of Service for staff
- Conditions of Service of Political Office Bearers
- Misconduct
- Recruitment and Selection
- Staff Rules

**5. Duration, participants and location of training**

The training will last four days:

**Oshakati**, 29 October – 1 November (44 participants)

For all participants from: Helao Nafidi, Nkurenkuru, Ruacana, Oshikuku, Okahao Lüderitz and Witvlei

**Venue: Oshandira Country Lodge**

## 7. Draft Training Programme

Day	Time	Topic	Facilitator
Day 1	08:30	Opening and welcoming	Mayor Oshakati town Council Representative FES
	09:00	<b>Module I:</b> The concept of good governance and the scope of local political leadership	<b>Mr. J. Kavaa,</b> Deputy Director Rural Services, Kunene Regional Council
	12:00	<b>Module II:</b> Decentralization Process in Namibia <ul style="list-style-type: none"> <li>• Definition and type of Decentralization</li> <li>• Main aims of decentralization</li> <li>• Objectives of decentralization</li> <li>• Achievements of decentralization process and challenges</li> <li>• Functions to be decentralized to local authorities</li> <li>• The Way forward</li> </ul>	<b>Mr. C. Sabati,</b> Deputy Director, Planning and Development, MRLGHRD
		<b>Lunch</b>	
	14:00	<b>Module II:</b> Decentralization Process in Namibia (cont'd)	
	16:00	<b>Module III:</b> Functions and responsibilities of local authorities <ul style="list-style-type: none"> <li>• The relationship between regional councils and local authorities</li> <li>• Relationship between local authority councillors and administrators</li> <li>• Code of Conduct of local authority councillors</li> </ul> Resource person(s): Councillor Uutoni or Mr. Ashipara	<b>Mr Pius Nganate</b>
Day 2	08:00 – 17:00	<b>Module IV:</b> Land management <ul style="list-style-type: none"> <li>• Overview of the planning and development</li> <li>• Criteria involved in planning and the phases involved</li> <li>• Allocation, distribution, development cost and sale of land</li> <li>• Land delivery and land management</li> <li>• Housing delivery</li> <li>• Development budget issues</li> <li>• Guidelines for effective provision of services (required standards)</li> </ul>	<b>Mr. L. Uyepa,</b> Director, DRLGTAC, MRLGHRD
Day 3		<b>Module V:</b> Financial management for local authorities <ul style="list-style-type: none"> <li>• Definition of the Budget</li> <li>• Purpose of the Budget</li> <li>• Budget preparation</li> <li>• Budget approval</li> </ul>	<b>Mr. I. Hainghumbi,</b> Chief Accountant, Regional Council Finance
Day 4		<b>Module VI:</b> Human Resources Management <ul style="list-style-type: none"> <li>• Conditions of Service for staff</li> <li>• Conditions of Service of Political Office Bearers</li> <li>• Misconduct</li> <li>• Recruitment and Selection</li> <li>• Staff Rules</li> </ul>	<b>Mr/Ms. XXXX,</b> Human Resources Practitioner, MRLGHRD