

Executive Agencies (Drilling and Dam Construction Agency) (Establishment)

GOVERNMENT NOTICE No. 11 published on 28/1/2000

THE EXECUTIVE AGENCIES ACT, 1997

(No. 30 OF 1997)

ORDER

Made under section 3

THE EXECUTIVE AGENCIES (DRILLING AND DAM CONSTRUCTION AGENCY)
(ESTABLISHMENT) ORDER, 1999

1. This Order may be cited as the Executive Agencies (Drilling and Dam Construction Agency) (Establishment) Order, 1999.
2. There is hereby established the Drilling and Dam Construction Agency as an Executive Agency and shall be deemed to have come into operation on 26th day of March, 1999.
3. The functions, aims, objectives, responsibility, performance standards and other matters relating to the Drilling and Dam Construction Agency shall be as specified in the Framework Document set out in the Schedule to this Order.

SCHEDULE

FRAMEWORK DOCUMENT FOR DRILLING AND DAM CONSTRUCTION AGENCY

FUNCTIONS

1. The Functions of Drilling and Dam Construction Agency are split into primary and secondary categories as follows-

Executive Agencies (Drilling and Dam Construction Agency) (Establishment)

G.N. No. 11 (contd.)

(a) *Primary Functions:*

- (i) The Primary functions of the Drilling and Dam Construction Agency shall be as follows—
- (ii) ground water exploration and production by drilling, rehabilitating and maintaining shallow and deep boreholes;
- (iii) site investigations boreholes concerned with soil engineering;
- (iv) construction of earth dams;
- (v) government injection holes to reinforce and stabilise soil structures.

(b) *Secondary Functions:*

The secondary functions of the Drilling and Dam Construction Agency shall be as follows—

- (i) core extraction boreholes for mineral exploration and prospecting purposes;
- (ii) blast holes for mining production activities;
- (iii) large diameter boreholes for rescue of miners trapped underground;
- (iv) hiring of equipment to and from other organisations;
- (v) supervising boreholes drilling and dam construction contracts;
- (vi) management supports for donor funded drilling and dam construction contracts;
- (vii) training borehole hand pump care takers;
- (viii) assessment of drilling and dam construction equipment and projects;
- (ix) consultancy services on drilling, dam construction and soil testing.

AMS

2. The aim of Drilling and Dam Construction Agency is to develop sustainable and safe water sources through efficient means and at cost effective prices.

Executive Agencies (Drilling and Dam Construction Agency) (Establishment)
G.N. No. 11 (contd.)

OBJECTIVES

3. In support of the above aims and carrying out its roles, the Drilling and Dam Construction Agency's objectives are to-

- (a) complete an agreed programme of water borehole drilling for clients at reasonable costs in order to develop safe and sustainable groundwater sources;
- (b) complete an agreed programme of small earth dam construction works in order to harvest rainwater for the domestic and economic purposes, and to increase recharge into groundwater aquifers;
- (c) complete and agreed programme for borehole water supply system, rehabilitation, including cleaning, developing and testing;
- (d) improve the Agency's effectiveness by rehabilitating essential existing equipment, strengthening its technical teams, and improving transportation, communication and camping facilities;
- (e) undertake Agency's operations in an economical and efficient manner, making use of appropriate modern technology, and achieve agreed efficiency targets; and
- (f) achieve financial self-sufficiency by the year 2002.

MINISTER'S RESPONSIBILITY

4.-(1) The Minister for Water shall be responsible for determining the policy frame work and operation boundaries within which Drilling and Dam Construction Agency operates and the financial resources to be made available to the Agency.

(2) The Minister shall be responsible for-

- (a) establishing the Drilling and Dam Construction Agency;
- (b) appointing its Chief Executive and Members of the Ministerial Advisory Board; and
- (c) ensuring the Government derives benefit from creation of the Agency.

Executive Agencies (Drilling and Dam Construction Agency) (Establishment)

G.N. No. 11 (contd.)

PERMANENT SECRETARY

5. The Permanent Secretary shall be responsible for strategic management of the Drilling and Dam Construction Agency and for that purpose he will give directions to Chief Executive, having due regard for need to uphold Drilling and Dam Construction Agency's autonomy in the day to day management of its affairs.

THE MINISTERIAL ADVISORY BOARD

6.-(1) There shall be a Ministerial Advisory Board (MAB) whose functions shall be to assist the minister with the review of Agency's plans, budgets and in setting objectives and key performance targets.

(2) The functions of the Ministerial Board shall be to give advice to the Minister and the Permanent Secretary on the following-

- (a) the development and maintenance of a strategic framework
 - (b) the objectives of the Agency;
 - (c) the acceptability of the Chief Executive's plans and associated budgets;
 - (d) the setting of priorities and annual performance targets for the Agency;
 - (e) the Agency's annual reports and accounts;
 - (f) the evaluation of the Agency's performance; and
 - (g) any other matter provided for in the Executive Agencies Act (No. 30 of 1997).
3. (a) The Permanent Secretary shall be the Chairman of the Ministerial Advisory Board;
- (b) The Ministerial Advisory Board shall hold its meeting as often as the Chairman may determine but not less than twice in each financial year.

CHIEF EXECUTIVE

7.-(1) The Chief Executive shall be responsible for managing Drilling and Dam Construction Agency and he shall be specifically responsible for-

Executive Agencies (Drilling and Dam Construction Agency) (Establishment)
G.N. No. 11 (contd.)

- (a) the preparation and submission of strategic and business plans and associated budget;
- (b) the implementation of approved plans, including the achievement of performance targets;
- (c) the delivery of the agreed programmes of services to customers, on schedule and to specifications;
- (d) efficient, effective and economical organisations and management of the assets and resources allocated to him, and in accordance with the principles of fairness and equality as outlined in government policy;
- (e) the setting of prices and user charges;
- (f) the provision to the Permanent Secretary of such information as may be required to enable performance to be monitored and measured;
- (g) the preparation of an Annual Report and Accouts for submission to the Permanent Secretary, the Minister of Water and thereafter to the Parliament.

(2) The Chief Executive Officer shall be responsible for the effective personnel management of the Agency's employees in particular control, discipline and development. He shall appoint such number of employees as he may consider necessary or desirable for the efficient and effective discharge of the functions of the Agency and on such terms and conditions of service as he may determine in accordance with any directions issued by the Minister responsible for Civil Service.

PERFORMANCE STANDARDS

8. When measuring the Drilling and Dam Construction Agency's performance, quality of service, efficiency and financial self-sufficiency are the specific parameters that will be used --

- (a) when assessing quality of service, the following will be taken on account-
 - (i) timely response to requests of clients;
 - (ii) adherence to control requirements;

Executive Agencies (Drilling and Dam Construction Agency) (Establishment)

G.N. No. 11 (contd.)

- (iii) number of accepted services against total services;
 - (iv) number of contracts won compared to private companies.
- (b) when assessing financial performance the following shall be considered and looked at-
- (i) actual cost as percentage of approved target cost;
 - (ii) level of financial control achieved;
 - (iii) increase in revenue collections;
 - (iv) clean external audit reports;
 - (v) acceptability to financial lending institutions (Banks etc);
 - (vi) timely and accurate quarterly and annual financial reports to the Ministerial Advisory Board and the Permanent Secretary.
- (c) when assessing efficiency the following shall be taken into account-
- (i) reduction of overhead costs;
 - (ii) reduction of products costs;
 - (iii) chargeable time as a percentage of total time manpower utilisation;
 - (iv) equipment utilisation.
- (d) the quality of services and products shall be in accordance with accepted national and international standards and to the satisfaction of customers.

Dar es Salaam,
31st December, 1999

MUSSA S. K. NKHANGAA,
Minister for Water