

SUPPLEMENTARY AGENDA NO. 1 ORDINARY COUNCIL MEETING



**ON
THURSDAY, 30 JULY 2026
AT
19:00**



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MUNICIPALITY OF SWAKOPMUND

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11.1.14 **ATTENDANCE OF COUNCILLORS AT TRADE FAIRS, FUNCTIONS, EXHIBITIONS, AND GALA DINNERS**
(C/M 2026/07/30 - 12/1/1, 13/4/2)

Special Management Committee Meeting of 30 July 2026, Addendum **5.1** page **04** refers.

A. This item was submitted to the Management Committee for consideration:

1. INTRODUCTION

The purpose of this submission is to provide a framework when considering Council's approval for the participation of Councillors at trade fairs, exhibitions, and gala dinners held across Namibia, and to propose a structured and rotational system for attendance.

2. BACKGROUND

Trade fairs and related events provide valuable platforms for local authorities to promote economic development, strengthen stakeholder relationships, and identify opportunities for collaboration. For Swakopmund, participation in these events supports the town's positioning as both an investment and tourism destination.

- *Promote Swakopmund as a preferred investment and tourism destination;*
- *Benchmark against best practices in service delivery and innovation;*
- *Network with stakeholders from the public and private sectors;*
- *Showcase Council's developmental initiatives; and*
- *Identify potential partnerships that may benefit the town and its residents.*

Council receives numerous invitations throughout the year to attend festivals, fairs, shows, exhibitions, and gala dinners across the country. Attendance has, however, often been arranged on an ad hoc and inconsistent basis, resulting in increased expenditure and limiting the strategic value and continuity of Council's engagement. A more structured and coordinated approach is therefore required to ensure fairness, accountability, and measurable benefit from participation.

3. DISCUSSION

To ensure a fair, transparent, and cost-effective approach, it is proposed that Council annually identifies five (5) towns, located across three (3) different regions, for participation in selected trade fairs, exhibitions, functions, or gala dinners. Attendance should be managed through a rotational system to provide equal exposure and opportunity for all elected members during the Council term.

- *The rotation schedule should be prepared and maintained annually to promote fairness, continuity, and transparency.*
- *Councillors selected to attend should submit a post-event report to Council outlining key observations, opportunities identified, lessons learned, and recommendations for follow-up.*

- *The Office of the Mayor, in consultation with the Office of the Chief Executive Officer, should coordinate the necessary logistical arrangements, including invitations, travel, accommodation, and related administrative requirements.*

4. FINANCIAL IMPACT

Costs associated with attendance (registration, transport, accommodation, daily subsistence) will be covered under the approved Council travel and subsistence budget line for events and conferences.

B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) **That Council selects five towns annually, across the country in different regions, to support their trade fairs, functions, exhibitions and gala dinners.**
 - (b) **That Council approves the attendance of Councillors at selected trade fairs, exhibitions and gala dinners on a rotational basis.**
 - (c) **That Council directs that a schedule for participation and rotation be prepared and maintained by the Office of the Mayor/CEO annually.**
 - (d) **That Council budgets the following amounts to pledge in other towns in other towns based on a sliding scale to be adjusted annually:**
 - ***Part 1 Municipalities N\$15,000.00***
 - ***Part 2 Municipalities: N\$10,000.00***
 - ***Town Councils: N\$10,000.00***
 - ***Village Councils: N\$5,000.00***
 - (e) **That Council requires submission of post-event reports by attending Councillors to ensure accountability and knowledge-sharing.**
-

- 11.1.15 **INVITATION EXTENDED BY THE UNITED STATES EMBASSY FOR THE MAYOR TO PARTICIPATE IN THE INTERNATIONAL VISITOR LEADERSHIP PROGRAM (IVLP): “WE THE PEOPLE: FREE SPEECH AS A CORNERSTONE OF DEMOCRACY”, UNITED STATES OF AMERICA, 31 AUGUST 2026 – 11 SEPTEMBER 2026**
(C/M 2026/07/30 – 12/5/1)

Special Management Committee Meeting of 30 July 2026, Addendum **5.2** page **06** refers.

A. This item was submitted to the Management Committee for consideration:

1. INTRODUCTION

The submission seeks Council's approval for the Mayor to participate in the International Visitor Leadership Program (IVLP) project titled ***“We the People: Free Speech as a Cornerstone of Democracy”***, scheduled to take place in the United States of America from **31 August 2026 to 11 September 2026**.

2. BACKGROUND

The Mayor has been officially approved to participate in the upcoming International Visitor Leadership Program (IVLP) project titled ***“We the People: Free Speech as a Cornerstone of Democracy”***. The official authorisation was issued by the Bureau of Educational and Cultural Affairs, U.S. Department of State, confirming the Mayor's selection as the nominated participant from the U.S. Embassy in Windhoek in her capacity as Mayor of Swakopmund Municipality.

3. DISCUSSION

The International Visitor Leadership Program is a professional exchange programme of the U.S. Department of State that brings together leaders from across the globe to engage on issues of mutual interest and democratic governance. The project will focus on free speech as a cornerstone of democracy and will provide participants with an opportunity to exchange experiences and perspectives on the role of free expression in strengthening democratic institutions.

The Mayor's participation will enable the Municipality of Swakopmund to be represented in an international exchange programme involving leaders from different countries. The programme will further provide exposure to democratic practices, civic participation, communication, leadership, and public engagement, which are relevant to local governance and the strengthening of transparent and accountable municipal leadership. The Mayor is expected to arrive in the United States of America on **29 August 2026**, participate in the IVLP project titled ***“We the People: Free Speech as a Cornerstone of Democracy”*** from **31 August 2026 to 11 September 2026**, and depart from the United States of America on **12 September 2026**.

4. FINANCIAL IMPACT

International travel arrangements, including the round-trip ticket and related allowances, will be coordinated through the U.S. Embassy in Windhoek. The

Mayor will also be required to apply for a non-immigrant visa and submit the DS-160 confirmation and visa appointment confirmation as part of the required travel formalities.

As the U.S. Embassy in Windhoek will coordinate the international travel arrangements and related allowances for the IVLP programme, the direct financial implication for Council will relate to the Mayor's trip to Windhoek for the visa application process from **26 to 28 August 2026**. The Mayor will be accompanied by the Personal Assistant and the Driver, and Council will be required to cover the Swakopmund to Windhoek travel arrangements and overnight allowances.

Financial Support: Visa Application Trip to Windhoek, 26-28 August 2026

No.	Description	Period	Rate	Quantity	Total
1	VISA application: US Embassy	26-28 August 2026	N\$400.00 lunch tariff per person N\$2200 per person per night (two nights)	Mayor, PA and Driver	N\$13,400
2	Swakopmund to Windhoek travel costs (Before trip to USA)	26-28 August 2026	N\$400.00 lunch tariff per person N\$2000.00 per person per night	Mayor and Driver	N\$8,400
Estimated total excluding actual travel costs					N\$21,600

B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) That the Mayor be permitted to accept the invitation extended through the U.S. Embassy in Windhoek to participate in the International Visitor Leadership Program (IVLP) project titled *"We the People: Free Speech as a Cornerstone of Democracy"*, scheduled to take place in the United States of America from 31 August 2026 to 11 September 2026.
- (b) That Council takes note that international travel arrangements, including the round-trip ticket and related allowances, will be coordinated through the U.S. Embassy in Windhoek.
- (c) That Council seeks Ministerial approval for the travel authorization of the Mayor, where required.
- (d) That Council approves the payment of the Mayor's visa application trip costs to Windhoek from 26 to 28 August 2026, including overnight allowances for the Mayor, Personal Assistant and Driver at N\$4,400 at the total cost of N\$13,200.00, as well as the Swakopmund to Windhoek travel costs and any administrative, visa-related or incidental costs not covered by the U.S. Embassy in Windhoek.

Delinda Hanes

From: Suamma Kautondokwa
Sent: 16 July 2026 07:51 AM
To: Delinda Hanes
Subject: Fw: You Have Been Officially nominated for the U.S. Department of State's 2025 International Visitor Leadership Program (IVLP)

Get Outlook for iOS

Suamma Kautondokwa | Mayor | Council Services

From: Hausiku, John (Windhoek) <HausikuJ@state.gov>
Sent: Wednesday, 15 July 2026 17:55:20
Cc: Tjiho, Josaphat (Windhoek) <TjihoJ@state.gov>; Beukes, George M (Windhoek) <BeukesGM@state.gov>
Subject: You Have Been Officially nominated for the U.S. Department of State's 2025 International Visitor Leadership Program (IVLP)

Dear IVLP Nominee,

It is my distinct pleasure to inform you that you have been selected as a nominee for the International Visitor Leadership Program (IVLP). This is a highly competitive, fully funded, and a U.S. Department of State's premier professional exchange program for current and emerging global leaders. Only a small number of outstanding professionals from Namibia are chosen each year. Your selection reflects the high regard in which both the U.S. Embassy in Windhoek and the Department of State hold your leadership and achievements.

Program Overview

You will travel to the United States for a short-term, tailored professional program. The program is designed to connect you with American counterparts, facilitate high-level exchanges, and build lasting institutional partnerships.

Immediate Action Required – Visa Application

You must begin your visa application immediately.

The Department has set a hard deadline of Tuesday, July 17, 2025, for submission of your DS-160. Given current visa processing timelines in Windhoek, any delay risks jeopardizing your participation.

Please take the following steps today:

1. Complete the DS-160 Nonimmigrant Visa Application at: <https://ceac.state.gov/genniv/>
 - a. You will choose:
 - i. J1-Exchange visa
 - ii. Primary site of activity: Office of the International Visitors, 2201 C ST NW, Washington DC 20522-0099
 - iii. Program Number: G-1-00014
 - iv. Sevis Number: N0037891949
 - v. Contact Person: Office of the international Visitors, 2200 C Street, NW, 3RD Floor, Office of the international visitors, Washington DC, 20037 Tell: +12027311119

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- vi. Second contact add me: John Hausiku, 38 Metje Street, Klein Windhoek, Namibia +264612025304
- vii. Relationship: Business

2. Schedule your visa interview appointment immediately after completing the DS-160 using this link: <https://evisaforms.state.gov/Instructions/SchedulingSystem.asp>

Once both are completed, send me:

- Your DS-160 Confirmation page (with barcode), and
- Your NIV Appointment Confirmation

Please send these documents no later than July 17, 2025.

Travel & Logistics Note:

All international travel arrangements, including your round-trip air ticket and allowances, will be managed directly by the U.S. Embassy in Windhoek.

This is a time-sensitive opportunity. I strongly recommend treating this as your highest priority over the coming days.

I am available to support you through this process. Should you have any questions or encounter difficulties with the online system, reply to this email immediately.

Once again, heartiest congratulations. This is a significant recognition of your work and leadership..

John Hausiku

Professional Exchange & Education Outreach Coordinator
U.S. Embassy Windhoek, Namibia
Public Diplomacy Section
+264 202 5304/ +264 811 251 770





UNITED STATES OF AMERICA
Embassy Windhoek, Namibia

Date: July 20, 2026

Mr. Alfeus Benjamin
Chief Executive Officer (CEO)
Swakopmund Municipality
Swakopmund, Namibia



Dear Mr. Alfeus,

I write to formally notify you that the Honorable Suama Kautondokwa has been nominated to participate in the International Visitor Leadership Program (IVLP), a professional exchange program administered by the United States Department of State, Bureau of Educational and Cultural Affairs (ECA).

The specific project for which Hon. Suama has been nominated is titled "**We the People: Free Speech as a Cornerstone of Democracy**." The program is three weeks in duration and will take place in the United States of America **from August 31, 2026, to September 11, 2026**

The IVLP is a **fully funded program**. All costs associated with Hon. Suama's participation, **including international travel, accommodation, meals, ground transportation, and program-related activities**, are covered entirely by the U.S. Department of State, Bureau of Educational and Cultural Affairs (ECA).

We kindly request your office to take note of this nomination and to provide any facilitation required to ensure Hon. Suama's availability and timely preparation for the program. Should you require any additional information or documentation in this regard, please do not hesitate to contact us.

We are confident that Hon. Suama's participation in this program will be of great benefit to Namibia and to the continued strengthening of relations between the Republic of Namibia and the United States of America.

Sincerely,

Ryan Bradeen
Public Affairs Officer

11.1.16 **REQUEST FOR COUNCIL SUPPORT FOR COUNCILLORS TO ATTEND OFFICIAL INVITATIONS RECEIVED FROM LOCAL AUTHORITIES**
(C/M 2026/07/30 - 12/1/1)

Special Management Committee Meeting of 30 July 2026, Addendum **5.3** page **11** refers.

A. This item was submitted to the Management Committee for consideration:

1. INTRODUCTION

To seek Council's approval and financial support for Councillors nominated to attend official events hosted by fellow local authorities during August 2026.

2. BACKGROUND

The Municipality of Swakopmund has received official invitations from various local authorities to attend fundraising and stakeholder engagement events. These invitations provide an opportunity for the Municipality to strengthen intergovernmental relations, foster collaboration, and support initiatives aimed at promoting sustainable local government development.

Following internal consultations, Councillors have nominated representatives amongst themselves to attend the respective events as follows:

- **Oniipa Town Council Annual Sports Fair Fundraising Gala Dinner** - Two (2) Councillors to attend from **28 to 29 August 2026**.
- **Khorixas Town Council Fundraising Gala Dinner and Exhibition** - Two (2) Councillors to attend from **22 to 24 August 2026**, with the Gala Dinner taking place on **23 August 2026**.
- **Outapi Town Council Official Event** - Two (2) Councillors to attend on **28 August 2026**.

3. DISCUSSION

Participation in these events presents an opportunity for the Municipality of Swakopmund to strengthen relationships with fellow local authorities and demonstrate its continued support for initiatives that contribute to the advancement of local government.

Attendance by Councillors will:

- *Promote cooperation, networking, and the exchange of knowledge and best practices among local authorities.*
- *Strengthen institutional partnerships that support improved service delivery and local governance.*
- *Enhance the Municipality's visibility and representation at strategic intergovernmental engagements.*
- *Demonstrate solidarity with neighbouring local authorities in support of their fundraising and development initiatives.*
- *Create opportunities to share experiences and explore collaborative approaches to common municipal challenges.*

- Supporting Councillors to attend these events is aligned with the principles of cooperative governance and contributes to building stronger partnerships within the local government sector.

4. FINANCIAL IMPACT

The attendance of the nominated Councillors will require the provision of transport, accommodation and overnight allowances, subject to the Municipality's approved Travel and Subsistence Policy and the availability of budgetary provision.

Financial Support: Visa Application Trip to Windhoek, 26-28 August 2026

No.	Description	Period	Rate	Quantity	Total
1	Rehoboth Mayoral Youth Expo	27 July - 01 August	N\$400.00 lunch tariff per person N\$2,000 per person per night	X2 Councillors	N\$12,800.00
2	Outapi Town Council Official Event - Two (2) Councillors to attend on 28 August 2026	7-9 August 2026	N\$400.00 lunch tariff per person N\$2000.00 per person per night	Chief Executive Officer and 4 Councillors	N\$22,000.00
3	Oniipa Town Council Annual Sports Fair Fundraising Gala Dinner	26-28 August 2026	N\$400.00 lunch tariff per person N\$2,000 per person per night	X2 Councillors	N\$8,800.00
4	Khorixas Town Council Fundraising Gala Dinner and Exhibition	26-28 August 2026	N\$400.00 lunch tariff per person N\$2000.00 per person per night	X2 Councillors	N\$8,800.00
Estimated total travel costs					N\$52,400.00

B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) That approval be granted for the attendance of the nominated Councillors at the official events hosted by Rehoboth Town Council, Oniipa Town Council, Khorixas Town Council, and Outapi Town Council as outlined below:

No.	Description	Period	Rate	Quantity	Total
1	Rehoboth Mayoral Youth Expo	27 July - 01 August	N\$400.00 lunch tariff per person N\$2,000 per person per night	X2 Councillors	N\$12,800.00
2	Outapi Town Council Official Event - Two (2) Councillors to attend on 28 August 2026	7-9 August 2026	N\$400.00 lunch tariff per person N\$2000.00 per person per night	Chief Executive Officer and 4 Councillors	N\$22,000.00
3	Oniipa Town Council Annual Sports Fair Fundraising Gala Dinner	26-28 August 2026	N\$400.00 lunch tariff per person N\$2,000 per person per night	X2 Councillors	N\$8,800.00
4	Khorixas Town Council Fundraising Gala Dinner and Exhibition	26-28 August 2026	N\$400.00 lunch tariff per person N\$2000.00 per person per night	X2 Councillors	N\$8,800.00
Estimated total travel costs					N\$52,400.00

- (b) That approval be granted that the Municipality provides financial support for the attendance of the nominated Councillors in accordance with the approved Travel and Subsistence Policy and the availability of funds.
- (c) That Management Committee authorizes the administration to make the necessary travel and logistical arrangements and that Councillors make use of the Municipal vehicle.
- (d) That the amount of N\$52,400.00 be defrayed from the Conference Vote where N\$675075.00 is available.

- 11.1.17 **INVITATION: INTERNATIONAL & FRENCH TRAVEL MARKET (IFTM) TOP RESA 2026, PARIS, FRANCE**
(C/M 2026/07/30 - 9/4/5)

Special Management Committee Meeting of 30 July 2026, Addendum **5.4** page **14** refers.

A. This item was submitted to the Management Committee for consideration:

1. Introduction

The International & French Travel Market (IFTM) TOP RESA is one of Europe's leading international business-to-business (B2B) travel and tourism trade exhibitions. The 2026 edition will take place from 15-17 September 2026 in Paris, France, bringing together tourism boards, destination management organisations, tour operators, travel agencies, airlines, hospitality establishments, travel technology companies and media from across the globe.

The Namibia Tourism Board (NTB) has invited Swakopmund as a tourism stakeholder to be a co-exhibitor at the Namibia stand during the exhibition.

2. Background

The Namibia Tourism Board has secured exhibition space for Namibia and has made six co-exhibitor tables available to tourism stakeholders at a participation fee of EUR 4,500.00 (N\$84 000.00) per table. Applications will be processed on a first-come, first-served basis.

Swakopmund plays a major role in Namibia's tourism market. Other cities have quickly caught on onto Swakopmund's innovative business strategies and are now actively competing for visitors and investors.

Traditionally Swakopmund has been internally focused, participating in local exhibitions and events and marketing to local and regional tourists. A very small fraction of the marketing budget has traditionally been dedicated to an advert in a South African newspaper and recently the first and only advert in the National Geographic in England. Since the re-brand as the Centre of Adventure, Swakopmund now positions itself as one of *Southern Africa's premier international holiday and Meetings, Incentives, Conference and Exhibitions (MICE) destination for international tourists.*

This international focus means that new marketing strategies are required to make an impact. This exhibition provides Swakopmund an opportunity to engage directly with international travel buyers, tour operators, travel media and investors seeking new destinations and tourism products as the face of the region and local business.

3. Objectives

The visit to IFTM TOP RESA exhibition is dual natured:

1. *It exposes Swakopmund to a relatively untapped market of international tourism professionals, travel buyers and media representatives, to impress*

as a preferred African destination. Participation aligns with Council's Strategic Plan and Tourism Development Strategy by enhancing Swakopmund's international visibility, strengthening destination marketing efforts and creating opportunities for future investment and tourism growth.

2. to meet with and seek partnerships with French local authorities on the 18th and 19th September such as Marseilles, the port used by Green Metals Namibia to export their product to France.

At IFTM TOP RESA Swakopmund will support national tourism marketing initiatives led by the Namibia Tourism Board and be presented as a world-class tourism destination showcasing tourism products, investment opportunities and development to an international audience.

The delegation will seek to increase destination awareness within the European market and generate business leads and partnerships by presenting Swakopmund's diverse offerings including:

- Investment Promotion
 - Energie de France
 - Green Metal Refinery - Marseille
 - Areva
- Business opportunities
 - Council's ICC property
- Promote Swakopmund as Southern Africa and Namibia's leading coastal MICE, investment and business destination.
 - Co-operation with HAN
- Strengthen relationships with international tour operators and travel agencies and promote:
 - sports tourism,
 - adventure tourism.
 - Eco-tourism
 - Cultural tourism
 - Leisure tourism
- Heritage and historical attractions
- Networking Opportunities together with the Swakopmund Business Chamber

Municipal representatives will establish relationships with:

- International tour operators
- Destination management companies
- Travel wholesalers
- Tourism investors
- Airline representatives
- Tourism media

Building relationships and networks leads to confidence in the market, increased tourism packages, destination promotions and collaborative marketing initiatives.

4. Benefits to Council

Council's participation will complement the Namibia Tourism Board's efforts in positioning Namibia as a competitive international tourism destination while

ensuring Swakopmund receives dedicated destination exposure with numerous strategic benefits, including:

- *Increased foreign direct investment (FID)*
- *Improved business climate: Attracts more businesses and increases Councils*
- *Economic Growth & Tourism: International marketing positions the town as a premier destination, increasing visitor spending at local hotels, restaurants, and attractions.*
- *Business & Investment Attraction: Showcasing Swakopmund's commercial potential, entices multinational companies and international startups to open offices, create jobs, and stimulate the local economy.*
- *Talent Acquisition: Promoting a high quality of life helps Swakopmund attract skilled global workers, entrepreneurs, and academics to drive local innovation.*
- *Cultural Exchange & Civic Pride: Global campaigns foster a more diverse community and build stronger local identity, as residents take pride in Swakopmund's elevated international status.*
- *Export Opportunities: Increased international visibility creates a halo effect that makes it easier for locally made products and services to enter foreign markets.*

5. International Partnerships and Twinning Opportunities

In addition to participating in the IFTM TOP RESA exhibition, the delegation will have a strategic opportunity to initiate cooperation discussions with municipal authorities in France, the establishment of future international cooperation or twinning agreement. Such partnerships are globally recognised as effective mechanisms for promoting the exchange of knowledge, best practices and technical expertise between municipalities.

A potential partnership being would seek to strengthen cooperation in areas of mutual interest including sustainable tourism development, destination marketing, cultural exchange, heritage conservation, urban innovation, climate resilience, local economic development, investment promotion and trade facilitation. Furthermore, such collaboration could create opportunities for business exchanges, educational partnerships, skills development, youth programmes and joint participation in international projects funded through development cooperation initiatives.

The pursuit of an international municipal partnership would also support the Municipality of Swakopmund's Strategic Plan by expanding international networks, attracting investment and increasing global visibility. It further aligns with Namibia's development agenda and contributes towards the achievement of several United Nations Sustainable Development Goals (SDGs), particularly SDG 8 (Decent Work and Economic Growth) through tourism and trade promotion, SDG 11 (Sustainable Cities and Communities) through knowledge sharing on sustainable urban development, SDG 17 (Partnerships for the Goals) by fostering international cooperation, and SDG 9 (Industry, Innovation and Infrastructure) through the exchange of innovative municipal practices.

It is further proposed that the following officials represent Council during the exhibition:

- *Chairperson of Management Committee - Councillor Shivute Angula*

- Manager: Corporate Services - Mr Andre Plaatjie
- Public Relations Officer - Ms Linda Mupupa
- Tourism and Investment Officer - Mr Oscar Homateni

The officials are required to attend to the exhibition table in shifts to engage tourism buyers and investors and establish strategic partnerships to support Council's tourism and investment objectives while the Councillor will engage in diplomacy with the relevant officials and representatives when investigating cooperation initiatives. Accordingly, it is proposed that, during the visit to France, the Municipal delegation be mandated to explore the feasibility of establishing an international cooperation or twinning arrangement with a suitable French municipality and report back to Council with recommendations for consideration.

6. Financial Implications

It is proposed that Council participates as a co-exhibitor under the Namibia Tourism Board pavilion during the IFTM TOP RESA 2026. The option of cooperating with HAN and other businesses to share the cost of the co-exhibitor table is being explored in order to reduce the cost for Council and to maximise the outcomes.

Marketing material including destination brochures, investment guides, promotional videos and branded merchandise will be displayed and distributed to visitors. Funding will be sourced from the Marketing Vote and departmental Conference votes. The following costs will be incurred.

SUMMARY OF EXPENDITURE				
Name	Costs	Nights	Lunch	Total
Cllr Shivute Angula	N\$2,100.00	10	N\$400.00	N\$21,400.00
Mr Andre Plaatjie	N\$2,100.00	10	N\$400.00	N\$21,400.00
Ms L Mupupa	N\$2,100.00	10	N\$400.00	N\$21,400.00
Mr Oscar Homateni	N\$2,100.00	10	N\$400.00	N\$21,400.00
Other Expenses				N\$85,600.00
Co-Exhibitor Table	N\$84,000.00 *#			N\$84,000.00* #
Flights	N\$15,785.00*	x4		N\$63,502.00*
Accommodation	N\$1,400.00(x4)*	x6		N\$32,736.00*
Travel Ins. & Visa	N\$2,700*	x4		N\$10,800.00*
Total	*Subject to exchange rate fluctuations #may reduce if businesses contribute			N\$276,638.00 *

B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) That Council approves participation in the International & French Travel Market (IFTM) TOP RESA 2026, scheduled to take place from 15 - 17 September 2026 in Paris, France and the engage with local authorities on cooperation on the 18th and 19th.
- (b) That permission be granted for the following delegation to represent Council during the visit:
- *Chairperson of Management Committee - Cllr Shivute Angula*
 - *Manager: Corporate Services - Mr Andre Plaatjie*
 - *Public Relations Officer - Ms Linda Mupupa*
 - *Tourism and Investment Officer - Mr Oscar Homateni*
- (c) That the requisite permission be obtained from the Minister of Urban Rural Development for the travel of the Councillor outside the boundaries of Namibia.
- (d) That the Municipal delegation be authorized to engage with municipal authorities in France to explore the feasibility of establishing international cooperation or twinning agreements aimed at strengthening tourism, trade, investment, cultural exchange and sustainable development.
- (e) That the following expenditure be approved:

SUMMARY OF EXPENDITURE				
Name	Costs per day/pp	Nights	Lunch	Total
Cllr Shivute Angula	N\$2,100.00	10	N\$400.00	N\$21,400.00
Mr Andre Plaatjie	N\$2,100.00	10	N\$400.00	N\$21,400.00
Ms Linda Mupupa	N\$2,100.00	10	N\$400.00	N\$21,400.00
Mr Oscar Homateni	N\$2,100.00	10	N\$400.00	N\$21,400.00
Other Expenses				
Co-Exhibitor Table	N\$84,000.00			N\$84,000.00*
Flights	N\$15,785.00	x4		N\$63,502.00*
Accommodation	N\$1,400.00(x4)	x6		N\$32,736.00*
Travel Ins. & Visa	N\$2,700	x4		N\$10,800.00*
Total	*Subject to exchange rate fluctuations #may reduce if businesses contribute			N\$276,638.00*

- (f) That the funds for the exhibition participation fee, flight, accommodation, subsistence and travelling allowances, promotional material and any related expenses be recovered from the relevant budget votes.**
 - (g) That special leave be granted to the officials for the duration of the official travel, including reasonable travel days before and after the event.**
 - (h) That local businesses and organizations be approached to share the cost of the co-exhibitor table.**
 - (i) That a comprehensive report on outcomes, partnerships discussions and recommendations be submitted to Council upon completion of the visit.**
-

19
Ordinary Council Meeting - 30 July 2026

ANNEXURE A

Flights

Windhoek to Paris Sun, Sep 13

2:30pm

WDH

11:35pm¹

CDG

33h 5m • 2 Stops

16h 30m in JNB • 2h 50m in MUC

See Details

Lufthansa - Operated by South African Airways, Deutsche Lufthansa AG, Lufthansa City Airlines GmbH

Paris to Windhoek Sun, Sep 20

9:45am

CDG

7:40pm¹

WDH

33h 55m • 1 Stop

23h 0m in ZRH

See Details

Swiss¹ Operated by Edelweiss Air

Price Details (ZAR)

Fare/fee	Price/person	Subtotal ^⓪
Adult (x4)	R15,875.68	R63,502.71

Optional Flight Add-ons

☐ Travel Protection

R1,270.05 /person

Total Price (ZAR)^⓪

R63,502.71

Some airlines may charge [hidden fees](#). Your credit/debit card may be billed in multiple charges totaling the final total price. Promo Code is off our service fees.

Continue to Seats

Upgrade your flight

Outbound

Lufthansa • LH 4357 • Aircraft: 333

WDH - 19:15

13 Sep 2026

Terminal

Hosea Kutako Intl, Windhoek, Namibia

14h 25m

(1 stop)

3h 0m layover

• Charles de Gaulle, Paris, France

• Change of Planes

CDG - 09:40

14 Sep 2026

Terminal 1

Charles de Gaulle, Paris, France

Class: Economy

Checked Bag: 1 piece

Carry-on Bag: 1 piece

Fare Basis: TX0XIYNC

RBD: T

Inbound

SWISS • LX 647 • Aircraft: 223

CDG - 06:45

18 Sep 2026

Terminal 1

Charles de Gaulle, Paris, France

12h 55m

(1 stop)

2h 5m layover

• Hosea Kutako Intl, Windhoek, Namibia

• Change of Planes

WDH - 19:40

18 Sep 2026

Terminal

Hosea Kutako Intl, Windhoek, Namibia

Class: Economy

Checked Bag: 1 piece

Carry-on Bag: 1 piece

Fare Basis: WX0XIYNC

RBD: W

NAD 74323.00

(Taxes & fees included)

Flight Details

✈

13 Sep 2026 • 19:15 • Hosea Kutako Intl, Windhoek - Namibia (WDH)

Travel time: 10h 10m • Lufthansa | Operated By Discover Airlines | LH 4357 • Economy • Aircraft: 333 • RBD: S

🧳 Checked bag: 1 piece

🧳 Carry on bag: 1 piece

• Fare basis: SX0XIYNC

✈

14 Sep 2026 • 05:25 • Frankfurt Intl., Frankfurt - Germany (FRA) Terminal 1

3h 0m layover • Frankfurt Intl., Frankfurt - Germany • Change of Planes ▲

✈

14 Sep 2026 • 08:25 • Frankfurt Intl., Frankfurt - Germany (FRA) Terminal 1

Travel time: 1h 15m • Lufthansa | LH 1028 • Economy • Aircraft: 320 • RBD: S

🧳 Checked bag: 1 piece

🧳 Carry on bag: 1 piece

• Fare basis: SX0XIYNC

✈

14 Sep 2026 • 09:40 • Charles de Gaulle, Paris - France (CDG) Terminal 1

✈

18 Sep 2026 • 06:45 • Charles de Gaulle, Paris - France (CDG) Terminal 1

Travel time: 1h 15m • SWISS | Operated By Air Baltic | LX 647 • Economy • Aircraft: 223 • RBD: W

🧳 Checked bag: 1 piece

🧳 Carry on bag: 1 piece

• Fare basis: WX0XIYNC

✈

18 Sep 2026 • 08:00 • Zurich Airport, Zurich - Switzerland (ZRH)

2h 5m layover • Zurich Airport, Zurich - Switzerland • Change of Planes ▲

✈

18 Sep 2026 • 10:05 • Zurich Airport, Zurich - Switzerland (ZRH)

Travel time: 9h 35m • SWISS | Operated By Edelweiss Air | LX 8082 • Economy • Aircraft: 359 • RBD: W

🧳 Checked bag: 1 piece

🧳 Carry on bag: 1 piece

• Fare basis: WX0XIYNC

✈

18 Sep 2026 • 19:40 • Hosea Kutako Intl, Windhoek - Namibia (WDH)

ANNEXURE B

Accommodation

Budget-Friendly Stays

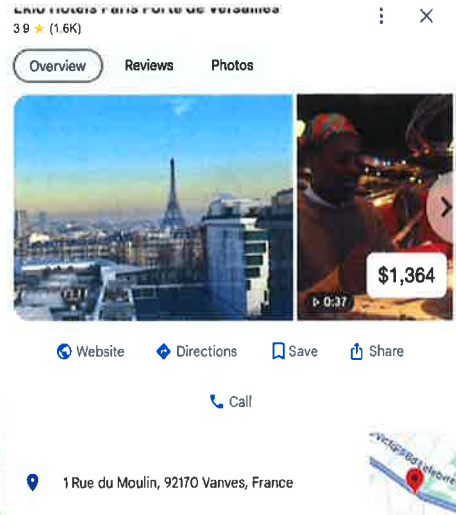


Eklo Hotels Paris Porte de Versailles

NAD 1,364

3.9 ★★★★★ (1.6K) - Hotel

- **Proximity:** Situated on Rue du Moulin just on the border of Vanves, a brief walk to the venue halls.
- **Amenities:** Eco-friendly hotel concept hosting a shared modular seminar area, a lively rooftop terrace with Eiffel Tower views, and an on-site restaurant.
- **Website:** Check rates on the [Eklo Hotels Website](#).



Van der Valk Hotel Paris CDG Airport**NAD 45,425.00**

{Taxes & fees included}

351 Avenue Du Bois De La Pie Bp 40048 Paris Nord 2, 95912 Roissy-en-France,
France



Check-in: 14 September 2026

Check-out: 18 September 2026

Number of Pax: 4 Adults

Nationality: Namibian

Number of Nights: 4 Nights

Number of rooms: 4 Deluxe Double Rooms (B&B), including return Airport Transfers

Van der Valk Hotel Paris CDG Airport is currently reinventing itself to become a new upscale destination for hospitality and events. Ideally located in the heart of the Paris Nord 2 business district, the hotel is just a 5-minute drive from Paris Nord Villepinte Exhibition Center and close to Paris-Charles de Gaulle Airport. Le Bourget Airport can be reached within 15 minutes.

Accommodation Amenities

Wireless internet (WiFi)

Check-In and Check-Out Policies

•

Check-in:
3:00 PM

•

Check-out:
11:00 AM

Property and Cancellation Policies

Free cancellation before 6:00 PM on September 14, 2026

11.1.18 **WRITING OFF OBSOLETE & UNSERVICEABLE OFFICE EQUIPMENT AND FURNITURE: OFFICE OF THE MAYOR/ CHIEF EXECUTIVE OFFICER**
(C/M 2026/07/30 - 3/18/1, 26/2/6/1)

Special Management Committee Meeting of 30 July 2026, Addendum **5.5** page **21** refers.

A. This item was submitted to the Management Committee for consideration:

The purpose of this submission is to obtain approval for the write-off and disposal of office equipment and furniture that have become obsolete, damaged beyond economical repair, or are no longer fit for their intended purpose.

The items listed below were found to be obsolete, beyond repair, damaged through normal wear and tear, or no longer cost-effective to maintain. These assets have reached the end of their useful lives and can no longer support efficient service delivery. Keeping them in storage also takes up valuable office and storage space and may lead to inaccurate asset records.

The following items have become redundant and therefore need to be written off:

Description	Asset Register No.	Serial Number	Reason
<i>Hp Color Laserjet CP5225 Plus 2 x ink cartridges</i>	000596	CNGTH460D5	<i>Damaged through normal wear and tear, or no longer economically viable to maintain.</i>
<i>Acer TravelMate MS2231 Part Number: 5730-654G25Mn</i>	000595	LXTQH03193951 1D76B2000	<i>No longer economically viable to maintain.</i>
<i>Rexel I100X Paper Shredder</i>	000556	100*2210130454	<i>Damaged through normal wear and tear, or no longer economically viable to maintain.</i>
<i>3 Plastic Red Cafeteria Chair With Stainless Steel Legs</i>	<i>No asset register no.</i>	–	<i>Damaged</i>

No significant financial benefit is expected from retaining these items, as their residual value is negligible.

Approval is requested to grant for the write-off of the office equipment and furniture listed in the schedule. The identified assets be removed from the asset register following approval of the write-off. The disposed assets be dealt with in accordance with the Council's approved asset disposal procedures, including sale, auction, donation, recycling, or destruction where appropriate.

The proposed write-off will ensure that Council's asset register accurately reflects assets currently in service and will facilitate improved asset management practices.

B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) That Council approves the write-off of obsolete, damaged, and unserviceable office equipment and furniture as reflected in the following schedule and authorizes the administration to remove the assets from the asset register and dispose of them in accordance with the approved asset disposal procedures:

Description	Asset Register No.	Serial Number	Reason
Hp Color Laserjet CP5225 Plus 2 x ink cartridges	000596	CNGTH460D5	Damaged through normal wear and tear, or no longer economically viable to maintain.
Acer TravelMate MS2231 Part Number: 5730-654G25Mn	000595	LXTQH031939 511D76B2000	No longer economically viable to maintain.
Rexel I100X Paper Shredder	000556	100*2210130 454	Damaged through normal wear and tear, or no longer economically viable to maintain.
3 Plastic Red Cafeteria Chair With Stainless Steel Legs	No asset register no.	No Serial no.	Damaged

- (b) That the Chief Executive Officer and the Chairperson of the Management Committee determine the upset prices for the redundant items.
-

11.1.19

COUNCIL'S REPRESENTATIVES ON VARIOUS COMMITTEES AND BODIES - 2026

(C/M 2026/07/30 - 9/4/1/1)

Special Management Committee Meeting of 30 July 2026, Addendum **5.6** page **03** refers.

A. This item was submitted to the Management Committee for consideration:

1. Council, from time to time, approves the establishment of various committees/bodies to assist Council in the execution of its social and governance responsibilities.
2. The Local Authorities Act, Act No.23 of 1992, Section 26 (1) states the following:

Powers, duties and functions of management committees

26. (1) A management committee shall be required -

- (a) to ensure that the decisions of the local authority council are carried out;
- (b) to consider any matter entrusted to the local authority council by virtue of any provisions of this Act or any other law in order to advise the local authority council on such matter;
- (c) to prepare and compile for the approval of the local authority council the estimates and supplementary estimates of revenue and expenditure of the local authority council;
- (d) to control the expenditure of moneys voted by the local authority council in its approved estimates and additional estimates, and all other moneys or funds made available to the local authority council;
- (e) to report at meetings of the local authority council on the exercise of the powers and the performance of the duties and functions of the management committee;
- (f) to exercise any power conferred upon the management committee under any provision of this Act or any other law;
- (g) to exercise any power of the local authority council delegated to the management committee by the local authority council under section 31, and

may establish from time to time such committees as it may deem necessary to advise it on the exercise of any of its powers or the performance of any of its duties and functions and may appoint such members of the management committee or such other persons as it may deem fit to be members of such committees.

3. Various committees appear to be dormant, and the Management Committee is advised to reconsider their existence. They are as follows:

- (a) Erongo Education Task Force
- (b) Erongo Regional Gender Permanent Task Force
- (c) Health Board of Namibia: Preliminary Investigation Committee
- (d) Solar User Workshop
- (e) Training Forum
- (f) Housing Development Committee
- (g) Re-Employment After Retirement Committee
- (h) Municipal Sports Facilities Committee
- (i) Steering Committee: Brickmaking Machines
- (j) Regional Development / Constituency Development Committee

4. Below are the recent audit findings regarding the approved Council committees:

Medium risk observation

4.2 Lack of formal mandates for approved committees

Observation(s)

Standard(s)

The Municipality has approved various committees/bodies to assist the Council in the execution of its social and governance responsibilities. The existence of these committees and the members appointed to serve on these committees should be reviewed on an annual basis after the election of the officer bearers to ensure the Council's interests are better served.

Observation(s)

The list of Council representatives on various committees was last reviewed and approved by the Council on 31 March 2022. No review was done on the list of committees and individuals serving on these committees for the 2023 financial year.

After discussions with management, mandates and objectives have not been formalised for each committee. While the approved list of Council representatives is available, it lacks essential details such as the frequency of committee meetings and the specific objectives associated with each committee.

Root Cause(s)

- **The mandates of various committees are not formalised.**

Risk(s)

- **When the mandates of various committees are not formalised, the objectives of the committees are not clearly defined. This could result in the committees not functioning effectively for the intended objectives.**

Recommendation(s)

It is recommended that:

- **Charters for each committee should be developed, reviewed and approved by the appropriate authority.**
- **These charters should have the following, but not limited to:**
 - **the duties and responsibilities of each member;**
 - **the frequency of meetings; and**
 - **the objectives of the respective committee.**

Management Comment(s)

Action: 1. Committees are established in terms of Section 26 (1) of the Local Authorities Act, Act 23 of 1992, as amended.

2. The list of Committees will be submitted to the Management Committee of February for consideration.

3. A number of these committees are dormant, and the Management Committee will have to reconsider their existence.

Person Responsible: Not indicated.

Completion Timing: Not indicated.

5. The Management Committee does not have a Disaster and Risk Management Committee to mitigate the effects of disasters such as the heavy rains experienced recently. In this regard, a committee is proposed for consideration by the Management Committee.
6. **Attached** is a list of Council's representatives on various committees/bodies for consideration.

B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) **That the attached list of Council's representatives on various committees / bodies for 2026 be reviewed by the Management Committee and the necessary committees be approved.**
- (b) **That each of the committees approved in (a) above, be required to develop and submit a mandate on or before 01 November 2026, explaining their purpose and the authority to make decisions for consideration by Council.**
- (c) **That the Management Committee considers the representatives of Council in external bodies and considers whether the representation is required, and if it is required:**
- (i) **Whether it is a benefit for Swakopmund,**
 - (ii) **Whether it is a benefit for the employee,**
 - (iii) **The effectiveness of the committee,**
 - (iv) **The number of activities of the committee.**
-

ADMINISTRATIVE COMMITTEES (EXTERNAL): 2026**1. NATIONAL CHAMBER OF COMMERCE AND INDUSTRY: COUNCIL'S REPRESENTATION**

Mandate: To strengthen partnerships between the Council and the business sector by facilitating dialogue, policy input, and economic collaboration.

Members:

1. **Manager: Corporate Services** - Primary liaison for business relations
 2. **Economic Development Officer** - Supports economic initiatives
-

2. DECENTRALIZED BUILD TOGETHER COMMITTEE

Mandate: To coordinate housing development programs and ensure effective communication between the Council and beneficiaries of the Built Together initiative.

Members:

1. Chief Executive Officer
 2. General Manager: Corporate Services, HC & ITC
 3. General Manager: Finance
 4. General Manager: Engineering, Urban Development & EM
 5. Ms Sophia W. Simon
 6. Ms. Diane Tsuses
 7. Ms. Jeanette Fredericks
 8. Mr Esau P. Eiseb
 9. Ms Helena N. Sakaria
 10. Ms Naftaline N. Mauha
-

3. COALITION ON REDUCTION OF HARMFUL DRINKING EXECUTIVE COMMITTEE

Mandate: To develop and implement strategies for reducing alcohol-related harm through collaboration between public health and law enforcement.

Members:

1. **Environmental Health Practitioner** - Public health expertise
 2. **Senior Traffic Officer (Ms. T. Xoagub)** - Traffic safety enforcement
-

4. ERONGO EDUCATION TASK FORCE

Mandate: To address regional education challenges and improve learning outcomes in Erongo.

Members:

1. **Mr. B. S. //Khaibeb** - Sole representative for education initiatives
-

5. ERONGO REGIONAL GENDER PERMANENT TASK FORCE

Mandate: To promote gender equality and women's empowerment in the Erongo region.

Members:

1. **Ms. T. Xoagub** - Gender equity advocate
-

6. HEALTH BOARD OF NAMIBIA: PRELIMINARY INVESTIGATION COMMITTEE

Mandate: To conduct initial inquiries into health service complaints or systemic issues.

Members:

1. **General Manager: Health Services & SWM** - Oversight of health investigations
-

7. ERONGO REGIONAL ROAD SAFETY FORUM

Mandate: To enhance road safety through awareness campaigns and policy recommendations.

Members:

1. **Ms. T. Xoagus** - Road safety coordinator
 2. **Ms. S. Hansen** - Traffic management
 3. **Mr. B. Khaibeb** - Community liaison
-

8. SOLAR USERS WORKGROUP

Mandate: To promote and manage solar energy adoption within municipal operations.

Members:

1. **General Manager: Finance** - Budget oversight
 2. **Manager: Finance (Secudi)** - Financial administration
 3. **Manager: ITC**
 4. **Accountant: Expenditure and Insurance** - Cost tracking
-

9. NATIONAL URBAN LAND POLICY COMMITTEE

Mandate: To advise on urban land use policies and equitable development frameworks.

Members:

1. **General Manager: Engineering, Urban Development & EM** - Coordination
 2. **Manager: Town Planning** (Secundi)
 3. **General Manager: Corporate Services & ICT**
 4. **Manager: Properties and Housing**
-

10. AERODROME MANAGEMENT COMMITTEE

Mandate: To oversee airport operations, safety, and infrastructure development.

Members:

1. **Former Councillor M. Henrichsen** - Political oversight
 2. **Former Councillor E. Shitana** - Political oversight
 3. **Former Councillor W. O. Groenewald** - Political oversight
 4. **Chief Executive Officer** - Executive management
 5. **General Manager: Economic Development Services** - Economic strategy
 6. **General Manager: Engineering, Urban Development & EM** - Infrastructure planning
 7. **Retired Pilot** - Aviation expertise
-

ADMINISTRATION COMMITTEES (INTERNAL): 2026**1. GRIEVANCE COMMITTEE**

Mandate: To address and resolve employee grievances.

Members:

1. All Managers (3 Managers at a time)
 2. Industrial Relations Officer
-

2. INTERNAL JOB GRADING COMMITTEE

Mandate: To evaluate and assign job grades to positions in Paterson Band C.

A -

Members:

1. Managers (at least 4 Managers at a time)
2. HCP: Staff and Benefits (secretariat)
3. HCP: Training and Development Officer
4. 2 x Union Representatives (Exclusive Bargaining Agent)

Council may make use of the services of a consultant from time to time to provide guidance and advice, and to grade positions.

Grading of positions Paterson Band D-F

5. Independent Consultant
-

3. JOB GRADING APPEAL COMMITTEE

Mandate: To review appeals against job grading decisions in Paterson Bands A - C.

Members:

1. All General Managers (at least 4 General Managers at a time)
2. Manager: Human Capital
3. Human Capital Practitioner
4. Grading Specialist
5. 2 x Union Representatives (Exclusive Bargaining Agent)

APPEAL COMMITTEE FOR POSITIONS PATERSON D - F

1. Chief Executive Officer
 2. Two Grading Specialists
 3. If it is a D band, the relevant General Manager
 4. Human Capital Practitioner (secretariat)
-

4. SALARY NEGOTIATION COMMITTEE

Mandate: To negotiate salary structures and adjustments.

Members:

1. Chief Executive Officer
 2. General Manager: Corporate Services, HC, & ICT
 3. General Manager: Finance
 4. Manager: Human Capital
 5. Industrial Relations Officer
-

5. TRAINING FORUM

Mandate: To oversee employee training and development programs.

Members:

1. All Managers (at least 4 Managers at a time)
 2. HCP: Training and Development
 3. 2 x Union Representatives (Exclusive Bargaining Agent)
-

6. HOUSING DEVELOPMENT COMMITTEE

Mandate: To manage and oversee housing development projects.

Members:

1. Manager: Property and Housing
 2. Manager: Town Planning
 3. Manager: Economic Development Services
 4. Manager: Design Office and Building Control
-

7. PROCUREMENT COMMITTEE

Mandate: To oversee procurement processes and policies.

Members:

1. Mpasi Haingura (Chairperson)
 2. Lydia Mutenda (Deputy Chairperson)
 3. Clarence McClune (Member)
 4. Hellao !Naruseb (Financial Advisor)
 5. Gaudensia Mukena (Alternate Member)
 6. Hofney Kanandjembo (Ex-officio Member & Secretary)
 7. Ivy Kandjavera (Member of the Secretariat)
-

8. **BID EVALUATION COMMITTEE**

Mandate: To evaluate bids for procurement or projects.

Members:

1. Paulina Engelbrecht
 2. Leonardo Williams
 3. Johan Jacques Beukes
 4. Johana Awene
 5. Rosalia Neshuku
 6. Uanjenguaije Tjiurutue
 7. Marinda Bahr
 8. Trophimus Haiduwa
 9. Andre Louw
 10. Epson !Naruseb
 11. Johannes Heita
 12. Johanna Angolo
 13. Alden Strauss
 14. Kluivert Mwanangmbe
 15. Abel Katiodorozu
 16. Michelle Uwites
 17. Bonny Oaseb
 18. Immanuel Kauwilwa
 19. Melvin Cloete
 20. Geoffrey Salyani
 21. Bainga Matengu
 22. Annalize Swart
 23. Sabina Kathena
 24. Mercia //Gases
 25. Hermien van Ginkel
 26. Jenin Joy Goagoses
 27. Eddie Khoaseb
 28. Trudie Xoagus
 29. Tomas Shindume
 30. Quinton Raw
 31. Harold Ugam
 32. Aili Gebhardt
 33. Delinda Hanes
 34. Aloysia Kahuika
 35. Lucia Kaulinge
 36. Barbara Ramos Viegas
 37. Paulus Petaya
 38. Ndapandula Shipena
 39. Dinina Hamupembe
 40. Ndinelago Kuwa
 41. Laura-Ann Kotze
 42. Robeam Ujaha
 43. Tangeni Shiningombwa
 44. Jeftha Uvanga
 45. Brandon Brinkmann
 46. Mahne Kruger
 47. Mengisto Katire
-

9. **INCAPACITY INQUIRY**

Mandate: To adjudicate medical-related (ill health or injury) disputes or claims.

Members:

1. Chairperson (preferable proficient in legal matters - External)
 2. Medical Practitioner (Appointed by Council)
 3. Medical Practitioner (of the Employee)
 4. Specialist (in the said medical field in question, if required)
 5. Manager: Human Capital
 6. OH&W Practitioner
 7. Employee Relations Officer
 8. Relevant General Manager
 9. 1 x Union Representative
 10. Interpreter if required
-

10. **RE-EMPLOYMENT AFTER RETIREMENT COMMITTEE**

Mandate: To assess requests for re-employment of retired employees.

Members:

1. Mayor or Deputy Mayor
 2. All Members of the Management Committee
 3. Chief Executive Officer
 4. Relevant General Manager
 5. Manager: Human Capital
-

REPRESENTATIVES ON VARIOUS COMMITTEES: 2026**1. AFFIRMATIVE ACTION CONSULTATIVE COMMITTEE**

Mandate: To ensure social transformation by removing employment barriers and promoting historically disadvantaged groups (racially disadvantaged persons, women, and persons with disabilities).

Members:

1. General Manager: Corporate Services, HC & ICT (Chairperson)
 2. 2x representatives for the racially disadvantaged group
 3. 2x representatives for females
 4. 2x representatives for persons with disabilities
 5. 1x representative for previously advantaged group
 6. 2x Union Representatives (Exclusive Bargaining Agent)
 7. Manager: Human Capital
 8. Human Capital Practitioner (Secretary)
-

2. ASSOCIATION OF LOCAL AUTHORITIES IN NAMIBIA (ALAN): MANAGEMENT COMMITTEE

Mandate: To represent the municipality in the Association of Local Authorities in Namibia.

Members:

1. Mayor
-

3. AESTHETICS COMMITTEE

Mandate: To oversee aesthetic and town planning matters.

Members:

1. Former Councillor W O Groenewald
 2. Former Councillor C-W Goldbeck (*Secundi*)
 3. Chief Executive Officer
 4. Manager: Town Planning
 5. Ms Karen Miller (Local Architect)
 6. Mr Michiel Coetzee (Local Architect)
 7. Ms Sara-Leigh Elango (Community Representative)
 8. Mr Hilarius Abraham (Community Representative)
-

4. CONDITIONS OF EMPLOYMENT COMMITTEE

Mandate: To address and manage employment conditions for municipal staff.

Members:

1. Managers (at least 4 Managers at a time)
2. Manager: Human Capital

3. HCP: Training and Development Officer
4. 2x Union Representatives (Exclusive Bargaining Agent)

5. REGIONAL INDEPENDENCE DAY COMMITTEE REPRESENTATIVES

Mandate: To organize and lead preparations for Regional Independence Day celebrations.

Members:

1. Deputy Mayor
2. Corporate Officer: Marketing and Communication

6. MUNICIPAL SPORTS AND RECREATION CLUB COMMITTEE

Mandate: To oversee sports and recreation activities for municipal staff.

Members:

1. Former Councillor P N Shimhanda
2. Former Councillor D Am-Gabeb
3. Former Councillor B R !Goraseb
4. General Manager: Health Services & SWM
5. Manager: Corporate Services
6. Sports and Recreation Officer

7. SPORTS FACILITIES COMMITTEE

Mandate: To manage and develop sports facilities.

Members:

1. Former Councillor D Am-Gabeb
2. Former Councillor P N Shimhanda
3. Former Councillor B R !Goraseb
4. General Manager: Economic Development Services
5. Sports & Recreation Officer

8. REGIONAL CENTRE OF EXCELLENCE / ENVIRONMENTAL COMMITTEE

Mandate: To promote environmental excellence and sustainability.

Members:

1. Mayor
 2. Deputy Mayor
 3. General Manager: Health Services & SWM
 4. HRP: Training and Development Officer
 5. Environmental Health Practitioner
-

9. HOSPITALITY ASSOCIATION OF NAMIBIA (HAN)

Mandate: To represent the municipality in the Hospitality Association of Namibia.

Members:

1. Mayor
 2. Deputy Mayor
 3. Manager: Economic Development Services
 4. Economic Development Officer
-

10. PENSION FUND MANAGEMENT COMMITTEE MEMBERS

Mandate: To oversee the management of the municipal pension fund.

Members:

1. At least two persons as appointed by the participating Employer,
 2. At least two persons as elected by the members,
 3. An alternate to act during the absence of the Employer Appointed Pension Fund Management Committee Member, or for the Member Elected Management Committee Member.
-

11. POLICE PUBLIC RELATIONS COMMITTEE / SEASONS COMMITTEE

Mandate: To liaise with police and manage public relations for seasonal events.

Members:

1. Mayor
 2. Deputy Mayor
 3. Chairperson of the Management Committee
 4. Chief Executive Officer
 5. Corporate Officer: Marketing and Communication
 6. Manager: Emergency & Law Enforcement Unit
 7. PA to Mayor: Secretary
-

12. RECESS COMMITTEE

Mandate: To handle municipal matters during recess periods.

Members:

1. All available Members of the Management Committee
 2. Chief Executive Officer
 3. General Managers
-

13. DRC PLANNING COMMITTEE

Mandate: To oversee planning and development in the DRC area.

Members:

1. All Councillors
2. General Manager: Economic Development Services
3. Manager: Property and Housing
4. Manager: Planning
5. Manager: Health Services & SWM
6. DRC Sub-Committee

COMMITTEE MEMBERS OF SEASIDE

1. Nadia Bikeur
2. Norman Gariseb
3. Censley Naruseb

COMMITTEE MEMBERS OF DRC PROPER

1. Alleta Shaningwa
2. Aphonsina Makuti

COMMITTEE MEMBERS OF THE MOVEMENT OF HOUSING

1. Selma Goamas
2. Miriam Dzimbanete
3. Florence Uiras Goamus
4. Mercia Ochurus
5. Rolinda Gases
6. Celome Timothy

14. ERONGO RED SHAREHOLDERS COMMITTEE

Mandate: To represent the municipality as shareholders of Erongo RED.

Members:

1. Chairperson of the Management Committee
2. Alternate Chairperson of the Management Committee (*Secundi*)
3. Any other Member of the Management Committee (*Secundi*)
4. Chief Executive Officer
5. General Manager: Finance (*Secundi*)

15. INTERNATIONAL RELATIONS COMMITTEE

Mandate: To manage international relations and partnerships.

Members:

1. Mayor (Majority Party Representative)

2. Former Councillor H H Nghidipaya (Minority Representative)
 3. Chief Executive Officer
 4. General Manager: Health Services & SWM
 5. Deputy Director of Education
-

16. SPONSORSHIP AND DONATION COMMITTEE

Mandate: To oversee sponsorships and donations for municipal initiatives.

Members:

1. Former Councillor M Henrichsen (Chairperson)
 2. Deputy Mayor (Vice Chairperson)
 3. General Manager: Finance
 4. Manager: Finance (*Secundi*)
 5. General Manager: Corporate Services, HC & ITC
 6. Manager: Corporate Services (*Secundi*)
 7. Assistant Marketing and Communications (Secretary)
 8. Sports and Recreation Officer
 9. Youth Development Officer (Vice Secretary)
-

17. EMPLOYEE HEALTH AND WELLNESS COMMITTEE

Mandate: To promote health and wellness among municipal employees.

Members:

1. Deputy Mayor
 2. Manager: Human Capital
 3. Occupational Health & Wellness Practitioner
 4. Safety & Loss Prevention Officer
 5. Health and Wellness Peer-Educators Representative
 6. 2x Union Representatives (Exclusive Bargaining Agent)
-

18. COUNCIL'S AUDIT & RISK COMMITTEE

Mandate: To oversee audit and risk management for the municipality.

Members:

1. All Members of the Management Committee
 2. Chief Executive Officer
 3. Designated Representative-Internal Audit (Non-voting)
 4. Executive Assistant: Secretary
-

19. DISTRICT PUBLIC HEALTH AND AIDS COMMITTEE

Mandate: To address public health and AIDS-related issues in the district.

Members:

1. Mayor
2. Deputy Mayor
3. Former Councillor W O Groenewald
4. Manager: Health Services & SWM

20. MAYORAL DEVELOPMENT FUND MANAGEMENT COMMITTEE

Mandate: To manage the Mayoral Development Fund.

Members:

1. Mayor (Chairperson)
2. Deputy Mayor
3. Chairperson of the Management Committee (*Secundi*: Alternate Chairperson of MC)
4. Chief Executive Officer (*Secundi*: General Manager: Corporate Services, HC & ITC)
5. General Manager: Finance (*Secundi*: Manager: Finance)
6. Executive Assistant to the Chief Executive Officer
7. Personal Assistant to Mayor: Secretary (Non-voting)

21. NAMING OF STREETS, PUBLIC PLACES, TOWNSHIPS, AND COUNCIL-OWNED BUILDINGS/FACILITIES ADVISORY COMMITTEE

Mandate: To advise on the naming of municipal assets.

Members:

1. Mayor (Chairperson)
2. Manager: Town Planning

REPRESENTATIVES:

- **Independent Patriots for Change (IPC):** D Namubes, C-W Goldbeck, P N Shimhanda
- **Landless People's Movement (LPM):** Tangeni Musheko
- **Swakopmund Residents Association (SRA):** M Henrichsen, W O Groenewald
- **SWAPO Party:** Elizabeth Manga, Kleopas Ngwena, Katrina Garises
- **United Democratic Party (UDF):** Gerhard Gurirab

22. STEERING COMMITTEE: BRICK MAKING MACHINES

Mandate: To oversee the implementation and management of brick-making projects.

Members:

1. Mayor
2. General Manager: Economic Development Services
3. Manager: Works
4. Two (2) Members each from Build Together, Benguela, and Shack Dwellers

23. CONSTITUENCY AIDS COORDINATING COMMITTEE

Mandate: To coordinate AIDS-related initiatives in the constituency.

Members:

1. Occupational Health & Wellness Practitioner
 2. Safety & Loss Prevention Officer
-

24. REGIONAL DEVELOPMENT / CONSTITUENCY DEVELOPMENT COMMITTEE

Mandate: To oversee regional and constituency development projects.

Members:

1. Chief Executive Officer
 2. General Manager: Finance
 3. General Manager: Engineering, Urban Development & EM
-

25. SWAKOPMUND TOURISM FORUM

Mandate: To promote and manage tourism initiatives in Swakopmund.

Members:

1. Economic Development Officer
 2. Investment and Tourism Officer
 3. Corporate Officer: Marketing and Communication
 4. Environmental Health Officer
-

26. GIESSEN MUNICIPALITY (GERMANY) - PROJECT

Mandate: To manage partnership projects with Giessen Municipality, Germany.

Members:

1. General Manager: Engineering, Urban Development and Environmental Management
 2. General Manager: Economic Development Services
 3. General Manager: Health and Solid Waste Management
 4. General Manager: Corporate Services and Human Capital
-

27. INVESTMENT COORDINATION COMMITTEE

Mandate: To evaluate investment proposals, unsolicited land, and infrastructural development applications to ensure that investments are aligned with the Council's strategic and development goals as outlined in the strategic plan of Council

Members:

1. Mayor
2. Chairperson of the Management Committee
3. General Manager: Economic Development Services (Chairperson)
4. General Manager: Corporate Services, HC & ITC (Deputy Chairperson)
5. General Manager: Engineering, Urban Development & EM
6. Manager: Economic Development Services
7. Manager: Property and Housing
8. Manager: Corporate Services
9. Manager: Finance
10. Manager: Planning
11. Corporate Officer of Properties
12. Economic Development Officer
13. Investment and Tourism Officer (Secretary)

28. **DISASTER AND RISK MANAGEMENT COMMITTEE**

Mandate: To oversee disaster preparedness, mitigation, response, and recovery efforts, ensuring coordinated risk management strategies to safeguard the community and infrastructure.

Members:

1. **Mayor** (Chairperson) - Political leadership, policy direction, and declaration of emergencies.
2. **Deputy Mayor** - Supports the Mayor and ensures continuity in leadership.
3. **Chairperson of the Management Committee** - Governance oversight and policy compliance.
4. **Chief Executive Officer (CEO)** - Ensures administrative execution of disaster plans.
5. **Director of Finance, Human Resources and Administration (Erongo Regional Council)** - Regional coordination, land-use planning, and climate adaptation.
6. **General Manager: Engineering, Urban Development & EM** - Critical infrastructure resilience (roads, drainage, seawalls).
7. **General Manager: Health Services & Solid Waste Management** - Public health crises, pollution control, and sanitation.
8. **General Manager: Finance** - Budget allocation for disaster response and recovery.
9. **General Manager: Economic Development Services** - Post-disaster economic recovery and business continuity.
10. **Public Relations Officer (PRO)** - Crisis communication, public alerts, and media management.
11. **Safety & Loss Prevention Officer** - Industrial safety, hazardous materials, and workplace risks.
12. **Manager: Traffic & Emergency Services** - Evacuations, road closures, and emergency logistics.
13. **Chief Fire Brigade Officer** - Firefighting, hazardous material spills, and rescue operations.
14. **Namibia Meteorological Services Representative** - Early warnings for storms, high tides, and tsunamis.
15. **Namibia Ports Authority (NamPort) Representative** - Maritime disaster response (oil spills, ship accidents).
16. **Ministry of Fisheries & Marine Resources Representative** - Coastal livelihoods & fishing industry risks.
17. **Swakopmund Tourism Board Representative** - Tourist safety and emergency protocols for visitors.

18. **Local Police Commander (NAMPOL)** - Security, evacuation enforcement, and law & order.
 19. **Community Leaders (Informal Settlement Representatives)** - Ensures vulnerable groups are included in planning.
 20. **Red Cross / NGO Disaster Coordinator** - Humanitarian aid, shelter management, and relief distribution.
-

29. SAFETY COMMITTEE

Mandate:

To promote, oversee, and support the implementation of safety policies, procedures, and initiatives that ensure the protection and well-being of the community, employees, and municipal assets. The committee is responsible for advising Council on safety-related matters, identifying potential risks, recommending preventative measures, and ensuring compliance with relevant safety regulations and standards.

Members:

1. Former Councillor M Henrichsen (Chairperson)
 2. Former Councillor H H Nghidipaya (Deputy Chairperson)
-



Republic of Namibia

Ministry of Urban and Rural Development

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info@munro.gov.na

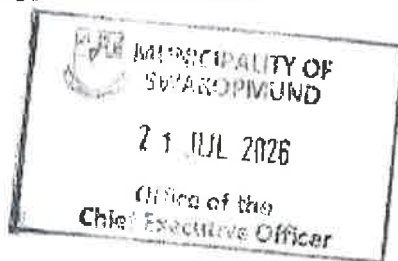
Government Office Park
Luther Street

Private Bag 13289
Windhoek, 10001
Namibia

Our Ref.: 23/6/2 Your Ref.: n/a

OFFICE OF THE MINISTER

Mr. Alfeus Benjamin
Swakopmund Municipality
P. O. Box 53
Swakopmund



Dear Mr. Benjamin

SUBJECT: APPOINTMENT – MEMBERS OF DECENTRALISED BUILD TOGETHER PROGRAMME COMMITTEE MEMBERS FOR SWAKOPMUND MUNICIPALITY

In terms of Section 27(1) of the National Housing Development Act, 2000 (Act No. 28 of 2000), you are hereby appointed as a member on the Decentralised Build Together Committee (DBTC) of the Swakopmund Municipality for a period of three (3) years from the date of this appointment letter.

It is trusted that you will serve the community through the Committee to the best of your ability.

Yours Sincerely,

**SANKWASA JAMES SANKWASA, (MP)
MINISTER**





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Luther Street

Our Ref.: 23/6/2 Your Ref.: n/a

Private Bag 13289
Windhoek, 10001
Namibia
Date: 11 June 2026

OFFICE OF THE MINISTER

Mr. Mpasi Haingura
Swakopmund Municipality
P. O. Box 53
Swakopmund

Dear Mr. Haingura



**SUBJECT: APPOINTMENT - MEMBERS OF DECENTRALISED BUILD TOGETHER
PROGRAMME COMMITTEE MEMBERS FOR SWAKOPMUND MUNICI-
PALITY**

In terms of Section 27(1) of the National Housing Development Act, 2000 (Act No. 28 of 2000), you are hereby appointed as a member on the Decentralised Build Together Committee (DBTC) of the Swakopmund Municipality for a period of three (3) years from the date of this appointment letter.

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Yours Sincerely,


**SANKWASA JAMES SANKWASA, (MP)
MINISTER**





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Our Ref.: 23/6/2 Your Ref.: n/a

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Windhoek, 10001
Namibia
Date: 11 June 2026

OFFICE OF THE MINISTER

Mr. Helao !Naruseb
Swakopmund Municipality
P. O. Box 53
Swakopmund



Dear Mr. !Naruseb

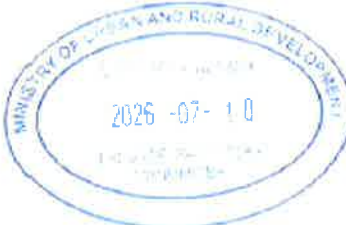
SUBJECT: APPOINTMENT – MEMBERS OF DECENTRALISED BUILD TOGETHER PROGRAMME COMMITTEE MEMBERS FOR SWAKOPMUND MUNICIPALITY

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Yours Sincerely,

**SANKWASA JAMES SANKWASA, (MP)
MINISTER**





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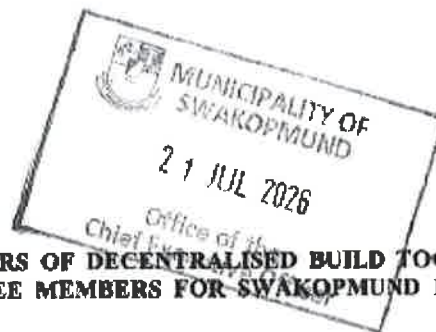
Private Bag 13289
Windhoek, 10001
Namibia
Date: 11 June 2026

OFFICE OF THE MINISTER

Mr. Clarence McClune
Swakopmund Municipality
P. O. Box 53
Swakopmund

Dear Mr. McClune

SUBJECT: APPOINTMENT - MEMBERS OF DECENTRALISED BUILD TOGETHER PROGRAMME COMMITTEE MEMBERS FOR SWAKOPMUND MUNICIPALITY

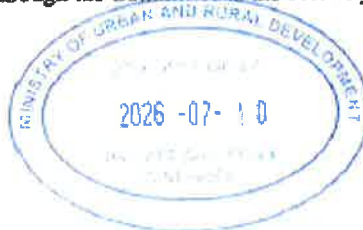


In terms of Section 27(1) of the National Housing Development Act, 2000 (Act No. 28 of 2000), you are hereby appointed as a member on the Decentralised Build Together Committee (DBTC) of the Swakopmund Municipality for a period of three (3) years from the date of this appointment letter.

It is trusted that you will serve the community through the Committee to the best of your ability.

Yours Sincerely,

**SANKWASA JAMES SANKWASA, (MP)
MINISTER**





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Namibia
Date: 11 June 2026

OFFICE OF THE MINISTER

Ms. Diane Tsuses
Swakopmund Municipality
P. O. Box 53
Swakopmund

Dear Ms. Tsuses

SUBJECT: RE-APPOINTMENT (MEMBER OF DECENTRALISED BUILD TOGETHER PROGRAMME COMMITTEE MEMBERS FOR SWAKOPMUND MUNICIPALITY)



In terms of Section 27(1) of the National Housing Development Act, 2000 (Act No. 28 of 2000), you are hereby re-appointed as a member on the Decentralised Build Together Committee (DBTC) of the Swakopmund Municipality for a period of three (3) years from the date of this appointment letter.

It is trusted that you will serve the community through the Committee to the best of your ability.

Yours Sincerely,

SANKWASA JAMES SANKWASA, (MP)
MINISTER





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Our Ref.: 23/6/2 Your Ref.: n/a

Private Bag 13289
Windhoek, 10001
Namibia
Date: 11 June 2026

OFFICE OF THE MINISTER

Mr. Esau P. Eiseb
Swakopmund Municipality
P. O. Box 53
Swakopmund

Dear Mr. Eiseb



SUBJECT: APPOINTMENT – MEMBERS OF DECENTRALISED BUILD TOGETHER PROGRAMME COMMITTEE MEMBERS FOR SWAKOPMUND MUNICIPALITY

In terms of Section 27(1) of the National Housing Development Act, 2000 (Act No. 28 of 2000), you are hereby appointed as a member on the Decentralised Build Together Committee (DBTC) of the Swakopmund Municipality for a period of three (3) years from the date of this appointment letter.

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Yours Sincerely,

**SANKWASA JAMES SANKWASA, (MP)
MINISTER**





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Our Ref.: 23/6/2 Your Ref.: n/a

Private Bag 13289
Windhoek, 10001
Namibia
Date: 11 June 2026

OFFICE OF THE MINISTER

Ms. Helena N. Sakaria
Swakopmund Municipality
P. O. Box 53
Swakopmund

Dear Ms. Sakaria



SUBJECT: APPOINTMENT – MEMBERS OF DECENTRALISED BUILD TOGETHER PROGRAMME COMMITTEE MEMBERS FOR SWAKOPMUND MUNICIPALITY

In terms of Section 27(1) of the National Housing Development Act, 2000 (Act No. 28 of 2000), you are hereby appointed as a member on the Decentralised Build Together Committee (DBTC) of the Swakopmund Municipality for a period of three (3) years from the date of this appointment letter.

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Yours Sincerely,

**SANKWASA JAMES SANKWASA, (MP)
MINISTER**





Republic of Namibia

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Our Ref.: 23/6/2 Your Ref.: n/a

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Windhoek, 10001
Namibia
Date: 11 June 2026

OFFICE OF THE MINISTER

Ms. Jeanette Fredriks
Swakopmund Municipality
P. O. Box 53
Swakopmund

Dear Ms. Fredriks



SUBJECT: RE-APPOINTMENT (MEMBER OF DECENTRALISED BUILD TOGETHER PROGRAMME COMMITTEE MEMBERS FOR SWAKOPMUND MUNICIPALITY)

In terms of Section 27(1) of the National Housing Development Act, 2000 (Act No. 28 of 2000), you are hereby re-appointed as a member on the Decentralised Build Together Committee (DBTC) of the Swakopmund Municipality for a period of three (3) years from the date of this appointment letter.

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Yours Sincerely,


SANKWASA JAMEN SANKWASA, (MP)
MINISTER





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Namibia
Date: 11 June 2026

OFFICE OF THE MINISTER

Ms. Sophia W. Simon
Swakopmund Municipality
P. O. Box 53
Swakopmund

Dear Ms. Simon



SUBJECT: APPOINTMENT – MEMBERS OF DECENTRALISED BUILD TOGETHER PROGRAMME COMMITTEE MEMBERS FOR SWAKOPMUND MUNICIPALITY

In terms of Section 27(1) of the National Housing Development Act, 2000 (Act No. 28 of 2000), you are hereby appointed as a member on the Decentralised Build Together Committee (DBTC) of the Swakopmund Municipality for a period of three (3) years from the date of this appointment letter.

It is trusted that you will serve the community through the Committee to the best of your ability.

Yours Sincerely,

SANKWASA JAMES SANKWASA, (MP)
MINISTER





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mafeus@nurd.gov.na

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Our Ref.: 23/6/2 Your Ref.: n/a

Private Bag 13289
Windhoek, 10001
Namibia
Date: 11 June 2026

OFFICE OF THE MINISTER

Ms. Naftaline N. Mauha
Swakopmund Municipality
P. O. Box 53
Swakopmund

Dear Ms. Mauha



SUBJECT: APPOINTMENT – MEMBERS OF DECENTRALISED BUILD TOGETHER PROGRAMME COMMITTEE MEMBERS FOR SWAKOPMUND MUNICIPALITY

In terms of Section 27(1) of the National Housing Development Act, 2000 (Act No. 28 of 2000), you are hereby appointed as a member on the Decentralised Build Together Committee (DBTC) of the Swakopmund Municipality for a period of three (3) years from the date of this appointment letter.

It is trusted that you will serve the community through the Committee to the best of your ability.

Yours Sincerely,

**SANKWASA JAMES SANKWASA, (MP)
MINISTER**



11.1.20 **ALLOCATION OF ERF 6899 EXTENSIONS 25, SWAKOPMUND (RESERVED AN ERF FOR MUNICIPAL EMPLOYEES) TO MR ALPONS KATJIVIKUA**
(C/M 2026/07/30 - E 6899)

Special Management Committee Meeting of 30 July 2026, Addendum **5.7** page **32** refers.

A. This item was submitted to the Management Committee for consideration:

1. INTRODUCTION

The purpose of this submission is to request Council's approval of the allocation of Erf 6899, Extensions 25, Swakopmund to Mr Alpoms Katjivikua, the next qualifying Swakopmund Municipality employee on the list of 49 applicants for the erven zoned 'Single Residential' located in the said extension.

On **05 March 2026** under item **11.1.31** Council made the decision quoted below, with special reference to point (d):

- "(a) That Council takes note of points (n) and (o) of the Council decision passed on 2 October 2025, under item 11.1.29, which revoked erven allocated under the Swakop Uranium project due to non-performance, and which are to be returned to Council-initiated projects or disposed of through closed bid sales.
- (b) That Council approves the reservation of the six (6) vacant erven zoned "Single Residential" in Extension 25, Swakopmund, for allocation to qualifying employees at a purchase price of N\$198.00 per m², subject to approval by the Minister of Urban and Rural Development and the provisions of Section 6 of the Property Policy:

No	Erf No	Size	Zone	Purchase Price
1	6872	400	Single Residential	NAD79 200.00
2	6890	400	Single Residential	NAD79 200.00
3	6898	400	Single Residential	NAD79 200.00
4	6920	653	Single Residential	NAD 129 294.00
5	6922	400	Single Residential	NAD 79 200.00
6	6933	400	Single Residential	NAD 79 200.00

- (c) That the six (6) erven in Extension 25, Swakopmund, and any other erven revoked from the Swakop Uranium Housing Project due to non-performance, be allocated to qualifying employees according to years of service, at a purchase price of N\$198.00 per m².

- (d) Should the sale of any erf be cancelled, such erf be allocated to the next qualifying employee on the list in accordance with years of service, and this sale be administered by the Property Section."

A memorandum dated **03 July 2026** was received from the Housing Section confirming the availability of Erf 6899 for allocation to Swakopmund Municipality employee **(Annexure "A")**.

Attachments:

- Annexure "A"** - A memorandum dated **03 July 2026** confirming the availability of Erf 6899.
- Annexure "B"** - A map indicating the location of the "Single Residential" erven in Extension 25, Swakopmund.
- Annexure "C"** - Section 6 of the Property Policy regarding the Allocation of Erven to Employees

2. **BACKGROUND**

Erf 6899, is one of the previously allocated erven under the Swakop Uranium Housing Project, zoned "Single Residential" and located in Extension 25, Swakopmund. Due to non-performance the transaction is cancelled, and the erf is available for allocation to qualifying Swakopmund Municipality employees in terms of the above quoted Council decision, point (d).

The notice for the available erven at the time of the above decision, was circulated and the list of 49 staff members who applied in accordance with Council's Property Policy, was approved by Council on **29 June 2026** under item 11.1.27.

Six erven were available and they were allocated the order of years of service as follows:

No	Erf No	Size	Zoning	Purchase Price	Name & Surname
1	6920	653	Single Res	N\$ 129 294.00	Mr Christof Nambudu
2	6922	400	Single Res	N\$ 79 200.00	Mr Lasarus Nghimbisha
3	6898	400	Single Res	N\$ 79 200.00	Mr Engelhardt B Oaseb
4	6872	400	Single Res	N\$ 79 200.00	Mr Matheus P Iheuma
5	6933	400	Single Res	N\$ 79 200.00	Ms Jubeline Tjirare
6	6890	400	Single Res	N\$ 79 200.00	Mr Roberto N Pakara

Erf 6899 is therefore the 7th erf in Extension 25 which became available and although not known at the time of the above decision, it is proposed to continue with the allocation to the employees listed (49 employees) based on years of service.

It is unlikely that any further erven will become available due to cancellations in terms of the Swakop Uranium Project.

3. **EMPLOYEE ENGAGEMENT AND COUNSELLING**

Mr Katjivikua being the seventh (7th) applicant on the list of 49 applicants, was advised on **14 July 2026** regarding the procedures, timelines and responsibilities of acquiring a property. Including but not limited to:

- Obtaining Council's approval to proceed with the sale.
- Advertise two local newspapers for possible objections.
- Obtaining Ministerial approval to proceed with the sale.

- *Signing of the declaration of Purchase and afforded 30 days to provide pre-approval (Should the pre-approval not be provided within 30 days, the sale will be cancelled, and the erf will be allocated to the next longer serving employee).*
- *Upon receiving the pre-approval preparation of the deed of sale and signing, (Should the payment/guarantee not be received within 120 days and a grace period of 21 days, the sale will be cancelled, and the erf will be allocated to the next longer serving employee).*
- *Financial responsibilities and what is expected by the financial institution in order to obtain funding. Estimated loan repayment based on the erf prices and an estimated construction value being 4 times the Municipal value and Subsidies.*
- *Architecture / draftsman, Engineer if applicable and Building plans.*
- *Cost of transfer and Bond registration fees*
- *Monthly Rates and tax payable to Council based on the erf size following the first month of allocation.*
- *Pre-emptive right and single residential zoning.*

4. **PROPOSAL**

It is proposed that Council considers the allocation of Erf 6899, Extension 25, Swakopmund, measuring 400m², zoned "single residential" to Mr Alpons Katjivikua at a purchase price of N\$198.00 per m², subject to approval by the Minister of Urban and Rural Development and the provisions of Section 6 of the Property Policy.

Notice 37/2026 published for the allocation of the first 6 erven stated the following:

Should the listed employees not comply with the conditions of sale by securing the purchase price within 120 days from date of sale, the erf will be offered to the next qualifying, longest servicing staff members listed.

It is not required to publish this allocation in terms of the Local Authority Act, Act 23 of 1992 as amended, as both decisions for the Extensions 25 read to be allocated to next qualifying employees listed as well as notice 37/2026 and subsequent Ministerial approval for the first 6 allocations. The Ministerial approval must be sought in any case.

B. After the matter was considered, the following was:-

RECOMMENDED:

- That Council takes note of cancellation of Erf 6899, Extension 25 from Swakop Uranium Housing Project in terms of point (d) of the decision passed on 05 March 2026 under item 11.1.31.**
- That Council approves the allocation of Erf 6899 Extension 25, Swakopmund, measuring 400m², zoned "single residential" to Mr Alpons Katjivikua as next qualifying employee listed (7th) for available erven in Extension 25, at a purchase price of N\$198.00 per m², subject to approval by the Minister of Urban and Rural Development and the provisions of Section 6 of the Property Policy.**

Erf No	Size	Zone	Purchase Price	Name & Surname	Years of Service
6899	400	Single Res	NAD79 200.00	Alpons Katjivikua	31 July 2017

- (c) That should the allocation to Mr Katjivikua be cancelled, the erf be allocated to the next qualifying employee on the list of applicants for the erven zoned *"Single Residential"* located in Extension 25, in accordance with years of service.
- (d) That should erven in the said extension become available the allocation to the 49 Municipality employees who applied for the initial 6 erven, be continued with.
-

ANNEXURE "A"



+264 64 410 4200

| mhaingura@swkmun.com.na |

P O Box 53, Swakopmund, Namibia

Internal Memorandum

TO : Property Section
FROM : Housing Section
DATE : 2026/07/03
REF : E 6899
SUBJECT: SWAKOP URANIUM: REVOCATION OF ALLOCATED BENEFICIARY OF ERF 6899, SWAKOPMUND, EXT. 25

We refer to the above subject matter.

This memo serves to inform your Section that the offer to purchase Erf 6899, Swakopmund, Ext. 25 has been revoked due to the beneficiary not being a first-time homeowner.

Council resolved at its meeting held on **05 March 2026**, under Item **11.1.31**, point (d) that any future erven under the Swakop Uranium Housing Project that are revoked shall be allocated to the next qualifying employee of the Swakopmund Municipality, in accordance with their years of service.

The property details are as follows:

ERF NO.	SIZE	EXT	ZONE
6899	400	25	Single Residential

Attached is the cancellation notice issued to the revoked beneficiary (Mr Gawaseb) and relevant Council resolution.

Thank you.

Mpasi Haingura

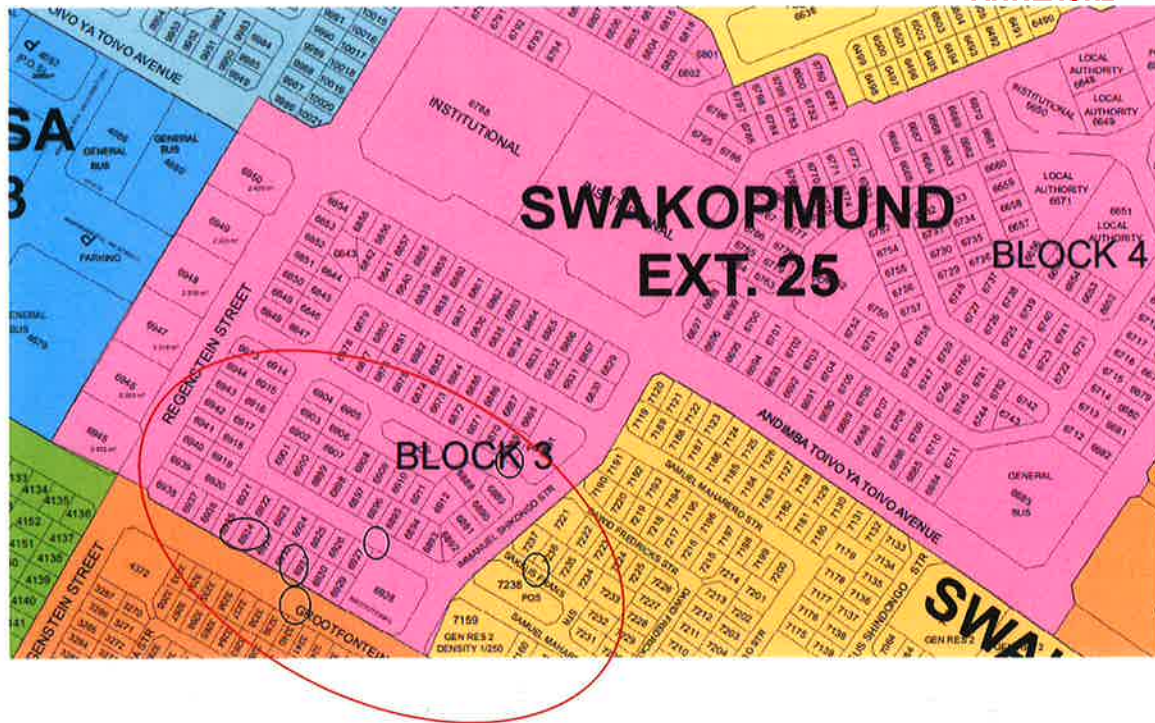
GENERAL MANAGER: CORPORATE SERVICES, HC & ICT

/asn

Corporate Services & Human Capital



ANNEXURE "B"



Section 6 - Sale of Erven to Staff Members

1. Introduction

~~In order to~~ recruit the best candidate possible, and to retain its workforce, Council reserves the right to make erven available to its staff at a price which shall not be less than development cost.

Council shall determine the allotment of erven in a suburb which shall be allocated to municipal staff members²¹, on an annual basis, or as these erven become available.

The purpose of the sale of erven to staff members is for the construction of a house.

for reference purposes, attached as Annexure 'C' is a letter received from the Ministry of Regional and Local government, Housing and Rural Development.

2. Limitation on Participation

2.1 Only permanently appointed staff members will be considered, which exclude

2.1.1 staff members who currently own erven or houses in Swakopmund Namibia;

2.1.2 staff members who owned erven or houses in Swakopmund Namibia while employed by Council;

2.1.3 staff members who have under any other scheme purchase an erf or house in Swakopmund Namibia from a private person and received a housing subsidy from Council; and

Above point amended by Council on 31 August 2020 under Item 11.1.4 as follows:

(a) *That Council confirms the interpretation of point 2.1.3 of the Property Policy to mean that staff embers who own property outside the municipal boundaries, irrespective of whether they receive a subsidy or not, are disqualified.*

2.1.4 staff member who's spouse purchased an erf from Council while employed by Council.

2.1.5 *that once a staff member listed for the allocation of a published list of erven is allocated an erf, the staff member be given a month to provide a pre-approval from a financial institution securing the purchase price, failure which the erf be offered to the next longest serving staff member.*

2.1.6 *once a staff member was allocated an erf, provided a pre-approval, signed the deed of sale and failed to perform within the 120 days, that the staff member be disqualified from applying if remaining erven of the same initial listing (specific erven listed in terms of Council's resolution) are readvertised for allocation.*

²¹ Refer to Council's resolution passed on 28 July 2011 (I/C) under item 6.1.2 – B 1/3

The purpose of points 2.15 and 2.16 is to prevent a longest serving employee from re-applying for an erf once the allocation list is exhausted and the erf/erven in the specific allocation decision is/are readvertised for allocation, thereby blocking next longest serving employees from the opportunity to acquire an erf. (points 2.1.5 and 2.1.6 are added to Council's in Camera resolution passed on 26 October 2023 under item 11.1.4)

The above restrictions on participation are to prevent speculation.

- 2.2 Council reserves the right to determine restrictions on participation as per Council's resolution passed on 29 September 2011 under item 11.1.14 for the allocation of erven in Extension 8, Mondesa:

(b) That 10 residential erven at Extension 8, Mondesa be offered to staff members, who are first time property owners and have not owned property anywhere in Namibia, at full development cost and the offer be valid for 3 months.

- 2.3 In the event that there are more applicants than erven available the erven will be distributed as determined by the Management Committee, to the Municipal staff members.

3. Purchase Price

At a purchase price ~~no less than development cost (the cost for the installation of services)~~ being the upset price approved for a specific extension / neighbourhood in which such erven are located as set-out in section 7.5.2 (amended by Council on 25 April 2019 under item 11.1.22).

4. Method of Payment

- 4.1 The full purchase price is payable in cash or bank guarantee within 120 days from date the Minister of Regional and Local Government, Housing and Rural Development granted approval to proceed with the sale.

4.2 Cancellation

Should the full purchase price or bank guarantee not be received by Council or reflect on Council's bank account on the 120th day from the date of approval being granted by the Minister of Regional and Local Government, Housing and Rural Development, the transaction will be cancelled, without the need for Council to place the purchaser on terms.

5. Cost of Transaction

All costs for the transaction are for the account of the staff member, such as, including, but not limited to the advertising of Council's intention to sell and the compilation of a deed of sale.

6. Conditions of Sale

- 6.1 That the requirements regarding the alienation of immovable property as prescribed in section 30 (1) (t) of the Local Authorities Act, Act 23 of 1992, (as amended), be dealt with successfully.
- 6.2 The deed of sale shall be drafted and signed by all parties within 12 months from date of the relevant Council resolution.

- 6.3 Construction must commence within 24 months from date of sale, being the date of signing the deed of sale, or from availability of municipal services, whichever takes place later in time.

7. Pre-Emptive Right in favour of Council

The property may not be alienated within 5 years from date of a completion certificate being issued, except in the case of retirement, *resignation*, death of staff member or if the staff member has offered the property back to Council at the original purchase price of the erf plus the value of the improvements as obtained from Council's appointed municipal valuer.

(~~Cnl~~ Res of 26 March 2020, item 11.1.16 – added "resignation")

8. General

- 8.1 No rights will accrue to the applicant unless all conditions are complied with in full and all the relevant authorities, if necessary, have given the required permission.
- 8.2 The deed of sale must be signed and returned to Council by the purchaser within 21 days of being requested to do so.
- 8.3 The erf is being sold *voetstoots* and in the condition as on the date of sale, being the date of signing the deed of sale.
- 8.4 Council shall not accept any responsibility for any upgrading work to the erf.
- 8.5 Building activities may only be commenced with once the erf is transferred.
- 8.6 The purchaser is from the date of sale, being the date of signing the deed of sale responsible for the payment of all municipal charges.

11.1.21 **REQUEST FOR APPROVAL FOR ADDITIONAL REDUNDANT ITEMS (WHEELIE BINS AND SKIP CONTAINERS) TO BE INCLUDED IN THE AUCTION ITEM LIST**
(C/M 2026/07/30 – 17/2/5/1)

Special Management Committee Meeting of 30 July 2026, Addendum **5.8** page **40** refers.

A. This item was submitted to the Management Committee for consideration:

Introduction:

The purpose of this submission is to seek Council's approval to write off additional redundant wheelie refuse bins and old skip containers within the solid waste sections of the Health Services & Solid Waste Development, and to include these additional items to the auction list for the auction scheduled for 1 August 2026

Background:

Council, under resolution item 11.1.30 (C/M 2026/05/07 – 17/2/5/1), approved the writing-off of, among other redundant items, 300 old black 140L/240L wheelie bins and 40 old skip containers.

Current Position and Justification

Following further salvaging, recovery and sorting from the larger pile at the landfill site, additional redundant items were identified. These comprise 2,300 wheelie bins and 32 old skip containers. The quantities sought in this submission are additions to the quantities already approved, not revised totals.

The comparison below distinguishes the earlier approval from the additional quantities now requiring permission:

<i>Item</i>	<i>Initially approved</i>	<i>Additional now requested</i>	<i>Position after approval</i>
<i>Old black 140L/240L wheelie bins</i>	<i>300</i>	<i>2,300</i>	<i>2,600</i>
<i>Old skip containers</i>	<i>40</i>	<i>32</i>	<i>72</i>

Implications

Approval will align the write-off record and the auction list with the additional redundant items identified through the completed salvaging and sorting process. It will also permit the additional items to be included in the auction scheduled for 1 August 2026. No monetary values or auction conditions are proposed in this submission.

B. After the matter was considered, the following was:-

RECOMMENDED:

- (a) That permission be granted to write off an additional 2,300 redundant old black 140L/240L wheelie bins.**
 - (b) That permission be granted to write off an additional 32 old skip containers.**
 - (c) That the additional 2,300 wheelie bins and 32 old skip containers be included in the auction item list for the auction scheduled for 1 August 2026.**
 - (d) That the Chief Executive Officer and the Chairperson of the Management Committee determine the upset prices for the above-mentioned redundant equipment and items.**
-

11.1.30 **WRITING OFF OF REDUNDANT ITEMS AT THE SOLID WASTE SECTION**
(C/M 2026/05/07 - 17/2/5/1)

RESOLVED:

- (a) That Council approves the writing-off of the following redundant items and equipment from the Health Services & Solid Waste Department:

No.	Description Of Items	Quantity	Model	Serial Number	Status
1.	Wheelbarrow	21			Damaged
2.	Metal rakes	23			Damaged
3.	Metal drums	138			Damaged
4.	Hino 500 Compactor Truck N18325S	1	2013	VIN: AHHFG1PPXXX22949	Old/Mechanical Issues
5.	Isuzu 850 Skip Truck N14020S	1	2010	VIN: ADMFTR34K8G553769	Old / Mechanical Issues
6.	Isuzu 850 Compactor Truck N12799S	1	2013	VIN: ADMFTR34H8G656914	Old / Mechanical Issues
7.	Toyota loading box	1			Damaged
8.	Isuzu 850 compactor truck N18769S	1	2013	VIN: ADMFTR34H8G656912	Old / Mechanical Issues
9.	Isuzu 850 Skip Truck N20531S	1	2013	VIN: ADMFTR34K8G677369	Old / Mechanical Issues
10	Old black wheelie bins 140 & 240 litter	300			Damaged
11	Old blue pole bins	200			Damaged
12.	Old skip containers	40			Old
13	Colour bins	21			
14	Chair with brown armrest	1		006803	Old
15	Maroon Chairs with black armrest	2		006806 & 006876	Old
16	Window Frame	1			Old
17	Table with a glass on top	1		006898	Old
18	Mahindra N25414S & N24573S tralie	2			Old
19	Citi-golf bumper	1			Old
20	Geysers	2			Old
21	Green chair with black armrest	1			Old

22	Kitchen sink	2			Old
23	Shower sliding door	1			Old
24	Toolbox	1			Old
25	Lockers	6			Old
26	Toilet window	1			Old
27	Ceiling exhaust fan	5			Old
28	HP Laser Jet 1012	1		CNFD049549	Old
29	Garage doors	15			Old
30	Bucket bins	14			Old

- b. That the listed redundant items be auctioned at the next auction.
- c. That the Chief Executive Officer and the Chairperson of the Management Committee determine the upset prices for the listed redundant items.