Municipality of Swakopmund

AGENDA

PART 1

ORDINARY COUNCIL MEETING

ON

THURSDAY

03 SEPTEMBER 2026

AT

19:00

CONTACT US:
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Ref No: **12/2/1/1/2**

Enquiries: **Ms A Kahuika**

28 August 2026

The Chairperson and Members
of the Municipal Council
Municipality of SWAKOPMUND

Dear Sir / Madam

NOTICE: ORDINARY COUNCIL MEETING

Notice is hereby given in terms of Section 24 (1) of the Local Authorities Act of 1992, Act 23 of 1992 as amended, of a **ORDINARY COUNCIL MEETING** to be held:

DATE	**:**	**THURSDAY, 03 SEPTEMBER 2026**
VENUE	**:**	**COUNCIL CHAMBERS,** **MUNICIPAL OFFICE BUILDING,** **C/O RAKOTOKA STREET AND DANIEL KAMHO AVENUE, SWAKOPMUND**
TIME	**:**	**19:00**

GENERAL MANAGER Corporate Services, Human Capital & ICT 2026 -08- 28 MUNICIPALITY OF SWAKOPMUND

MPASI HAINGURA
GENERAL MANAGER: CORPORATE SERVICES, HC AND ICT

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3. **ADOPTION OF THE AGENDA OF THE MEETING OF COUNCIL**

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4. **CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING OF COUNCIL**
(C/M 2026/06/29 - 5/2/1/1/2)

4.1 Minutes of the **Ordinary Council Meeting** held on **30 July 2026.**
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5. **INTERVIEWS WITH DEPUTATIONS OR PERSONS SUMMONED OR REQUESTED TO ATTEND THE MEETING OF A COUNCIL**

None.

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6. **PETITIONS**

None.

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7. **MOTIONS OF MEMBERS**

None.

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8. **ANSWERS TO QUESTIONS OF MEMBERS OF WHICH NOTICE WAS GIVEN**

None.

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9. **OFFICIAL ANNOUNCEMENTS, STATEMENTS AND COMMUNICATIONS**

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10. **REPORT OF THE MANAGEMENT COMMITTEE REFERRED TO IN SECTION 26(1) (E) OF THE ACT**

10.1 **REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY MANAGEMENT COMMITTEE DURING JULY 2026**

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11. **RECOMMENDATION OF THE MANAGEMENT COMMITTEE**

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12. **REPORTS AND RECOMMENDATIONS OF COMMITTEES OR THE CHIEF EXECUTIVE OFFICER**

None.

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13. **DRAFT REGULATIONS AND TARIFFS, IF ANY**

None.

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MINUTES

of an **Ordinary Council Meeting** held in Council Chambers, Municipal Head Office, Swakopmund on **Thursday, 30 July 2026** at **19:00.**

PRESENT:

Councillor S M Kautondokwa	:	Mayor
Councillor E Salomon	:	Deputy Mayor
Councillor A S Angula	:	Chairperson of the Management Committee
Councillor M N Amushila	:	Alternate Chairperson of the Management Committee
Councillor H U Weiman	:	Member of the Management Committee
Councillor C A Hartung	:	Member of the Management Committee
Councillor B H Naweses	:	Alternate Member of the Management Committee
Councillor D Aribes	:	Member of Council
Councillor S S Iitembu	:	Member of Council
Councillor M Kooitjie	:	Member of Council

OFFICIALS:

Mr A Benjamin	:	Chief Executive Officer
Mr C McCLune	:	General Manager: Engineering, Urban Development, & EM
Mr A Kationdorozu	:	General Manager: Health Services and SWM (Acting)
Mr M Cloete	:	General Manager: Economic Development Services (Acting)
Mr M Kruger	:	General Manager: Corporate Services, HC & ICT (Acting)
Ms G Mukena	:	General Manager: Finance (Acting)
Mr J T Heita	:	Manager: Town Planning
Ms D Hannes	:	PA to the Mayor
Mr R Ujaha	:	EHP: Standards and Compliance
Mr U Tjiurutue	:	Corporate Officer: Administration

ALSO PRESENT:

Members of the public.

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1. **OPENING BY PRAYER**

Pastor Christopher van der Heever opened the meeting with a scripture reading and a prayer.

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2. **ADOPTION OF THE AGENDA OF THE MEETING OF COUNCIL**
(C/M 2026/07/30 - 5/2/1/1/2)

On the proposal of Councillor B H Naweses, seconded by Councillor A S Angula, it was:

RESOLVED:

That the agenda be adopted.

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3. **APPLICATIONS FOR LEAVE OF ABSENCE AND DECLARATION OF INTEREST BY MEMBERS OF COUNCIL**

3.1 Application for leave of absence:

None.

3.2 Absent without an apology:

None.

3.3 Declaration of interest:

None.

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4. CONFIRMATION OF MINUTES

4.1 MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 29 JUNE 2026
(C/M 2026/07/30 - 5/2/1/1/2)

On the proposal of Councillor C A Hartung seconded by Councillor M N Amushila, it was:

RESOLVED:

That the minutes of the Ordinary Council Meeting held on 29 June 2026, be confirmed as correct.

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5. INTERVIEWS WITH DEPUTATIONS OR PERSONS SUMMONED OR REQUESTED TO ATTEND THE MEETING OF A COUNCIL

None.

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6. PETITIONS

None.

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7. MOTIONS OF MEMBERS

None.

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8. ANSWERS TO QUESTIONS OF MEMBERS OF WHICH NOTICE WAS GIVEN

The Mayor informed the meeting that Councillor M. Kooitjie had submitted questions in terms of Subrule 20(1) of the Standing Rules and Orders requesting details of the pensioners and persons with disabilities who benefited from the Ministerial Directive providing for the write-off of outstanding water debts as part of the Government's COVID-19 intervention and relief measures. The questions are as follows:

Following the Minister's directive requesting local authorities to submit a list of pensioners and persons with disabilities with outstanding water account arrears for possible debt write-off, I request Council Chairperson/Management Chairperson to provide the following information:

1. **Has the Council compiled the required list of qualifying pensioners and persons with disabilities?**
2. **If so, when was the list submitted to the Minister's Office?**
3. **How many beneficiaries were included in the submission?**
4. **If the list has not yet been submitted, what are the reasons for the delay, and when will it be submitted?**
5. **What measures has Council taken to inform eligible residents about this initiative?**

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RESOLVED:

(a) **That the questions received from Councillor M Kooitjie in terms of Subrule (a) That the questions received from Councillor M. Kooitjie in terms of Subrule 20(1) of the Standing Rules and Orders, regarding the list of pensioners and persons with disabilities who benefited from the Ministerial Directive providing for the write-off of outstanding water debts as part of the Government's COVID-19 intervention and relief measures, be noted.**

(b) **That, in terms of Subrule 20(6) of the Standing Rules and Orders, the questions stand over and be referred to the Management Committee for investigation and the submission of a report and recommendations to Council.**

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9. **OFFICIAL ANNOUNCEMENTS, STATEMENTS AND COMMUNICATIONS**
(C/M 2026/07/30 - 5/5/2)

Honourable Councilors, Mr. Alfeus Benjamin, the Chief Executive Officer, General managers, Managers and officials of Council, Pastor, Members of the community, Members of the media, Ladies and gentlemen

Good evening once again

Dear Residents of Swakopmund,

As we conclude another productive month, I am pleased to share some of the important milestones and activities undertaken by your Municipal Council during July. These achievements reflect our continued commitment to building a safer, stronger and more prosperous Swakopmund.

Strengthening Safety and Security

The safety and security of our residents remain one of Council's highest priorities. Therefore, through our Emergency and Law Enforcement Division, Council was privileged to hand over two vehicles to the Namibian Police. These vehicles will strengthen police visibility and improve response times, particularly within the DRC and Mondesa communities. We trust that this contribution will enhance law enforcement's ability to serve our residents more effectively and contribute to creating safer neighbourhoods for all.

In the same spirit of partnership, we were honoured to receive a generous donation of firefighting equipment from Advanced Fire Suppression Namibia. This valuable contribution will further strengthen the operational capacity of our Fire Brigade and improve our readiness to respond to emergencies.

Honourable Councillors

These partnerships demonstrate that public safety is a shared responsibility. It is important that the government, the private sector and the community work together to create safer environments where families can thrive, businesses can grow and visitors can enjoy our town with confidence. We extend our sincere appreciation to Advanced Fire Suppression for their support and to the Namibian Police for their continued dedication to protecting our communities.

Swakopmund Continues to Grow Beyond Tourism

While Swakopmund remains Namibia's premier tourism destination, our town continues to establish itself as a preferred host for strategic national, regional and international *events. Every conference, sporting event and business gathering hosted in our town contributes to our local economy by supporting accommodation establishments, restaurants, transport operators, small businesses and many other service providers.*

During July, we proudly welcomed delegates from more than ten African countries to the Effective Communications Conference, bringing together communication professionals to exchange knowledge and strengthen collaboration across the continent.

Shortly thereafter, Swakopmund was once again honoured to host the Africa Public Service Day celebrations, organised by the Office of the Prime Minister. This prestigious event provided an important platform to celebrate excellence in public service while positioning our town as a trusted destination for high-level continental engagements.

These events reaffirm the confidence that national and international partners continue to place in Swakopmund. We are grateful for every organisation that chooses our town as its destination, and we remain committed to providing an environment that supports successful events and meaningful collaboration.

Honourable councillors, Ladies and gentlemen

Building Strong Partnerships for Community Development

As our town continues to grow, collaboration remains the cornerstone of sustainable development. And I must say that no municipality can achieve lasting progress in isolation. It is through strong stakeholder relationships that we unlock new opportunities for our communities.

The Office of the Mayor therefore continues to engage with key stakeholders through benchmarking initiatives and strategic partnerships aimed at improving service delivery and empowering our residents. During the month, engagements were held with the City of Windhoek to exchange best practices in municipal governance and service delivery. We also met with COSDEF to explore opportunities for skills development, youth empowerment and community advancement.

These engagements reinforce our belief that by learning from one another and working hand in hand, we can continue to elevate Swakopmund's status as one of Namibia's leading municipalities.

Honourable Councillors, Esteemed staff members of Council

Celebrating Dedicated Service

As we close this month, we also take great pride in recognising our long-serving employees, whose commitment, professionalism and loyalty have helped shape the Municipality of Swakopmund into the institution it is today.

Each certificate that will be presented represents years of faithful service, sacrifice and dedication to our community.

We extend our heartfelt congratulations and sincere appreciation to you all. Your contribution does not go unnoticed, and your commitment inspires future generations of public servants.

With that said I would like to call upon the following staff members to join me on stage:

For ten years:
M S Beukes
M D Gaes

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For 15 years,
C Uises
SIF Darius
*And for **35 years,** Ms Marolese Niemand.*

*As you continue serving our residents, may you remain encouraged by the words found in **Colossians 3:23**: and I quote,*

***"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters."** End quote.*

May this scripture continue to inspire each of us to serve with integrity, excellence and humility, remembering that through our daily work, we have the opportunity to make a meaningful difference in the lives of others.

Thank you very much and let us continue working hand in hand to build a safer, more prosperous and more inclusive Swakopmund for generations to come.

Honourable Councillors, Ladies and gentlemen

Thank you very much for your attention. we will now continue with the agenda items.

Thank you, and may God bless Swakopmund.

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10. **REPORT OF THE MANAGEMENT COMMITTEE REFERRED TO IN SECTION 26(1)(E) OF THE ACT**

10.1 **REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY MANAGEMENT COMMITTEE DURING JULY 2026**
(C/M 2026/06/29 - 5/2/1/1/2)

RESOLVED:

That the report to Council on the resolutions taken by Management Committee meetings held on 16 July 2026 be noted.

11.1.1 **REQUEST BY STEELBUILD NAMIBIA FOR A FUNDING PROPOSAL**
(C/M 2026/07/30 - 17/1/4/2/1/7, 17/1/4/2/1/11,17/1/4/2/1/12)

RESOLVED:

(a) That Council takes note of the application dated 30 May 2026 received from Steelbuild Namibia and the presentation made by them.

(b) That Council is to further engage with Steelbuild Namibia on the modalities of the proposed project, subject to the submission of the Joint Venture funding agreement to verify the financial position / capacity to carry out the project.

(c) That Steelbuild Namibia be requested to submit letters of support from the National Planning Commission and the Ministry of Urban and Rural Development.

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11.1.2 **ERF 5229, EXTENSION 15, SWAKOPMUND: ASSESSMENT OF DEVELOPMENT PROPOSAL RECEIVED FOR ERF ZONED *"INSTITUTIONAL"***
(C/M 2026/07/30 - E 5229)

RESOLVED:

(a) **That Council takes note that, although eight (8) applications for development proposal were collected, only three (3) were received in response to Notice 57/2025 for Erf 5229, Extension 15, Swakopmund measuring 1,856m² at a purchase price for profit-making entity as N$309,952.00 and non-profit at N$154,976.00 (N$ 83.50 x 1 856m²).**

(b) **Development Proposal Received**

Entity	*Comments*
Future Forward Learning Centre CC	• *Corporate Entity – Profit making* • *Purchase Price - N$ 309 952.00* • *Financing - Letter of Intent from FNB (N$154 976.00).* • *Bank letter from FNB.* • *Development Proposal - School lay-out is attached, caters for grades 1 to 12. Including learners with challenges like dyslexia, Aspergers, AHD.*
EduSteps Private School CC	• *Corporate Entity – Profit Making* • *Purchase Price - N$309 952.00* • *Management Statement for 10-month period ended 31 October 2025 (Profit N$73 596.00) and cash flow forecast for 2026.* • *No bank letter.* • *Development Proposal – caters for grade 1 to 7 as well as for individual needs (autism and ADHD)*
Pro Ed-Academy-Parent Association	• *Non-Profit Entity* • *Purchase price is determined at N$154 976.00* • *Budget proposal and 36-month cash-flow* • *No proof of income or financial ability.* • *No bank letter.* • *Proposal for Development of High School Hostel adjacent to their existing school.*

(c) **That Council takes note of the requirement that the entity must provide proof of financing to purchase and develop the erf and of the reverting clause that should the erf not be developed within 5 years from date of sale the property reverts to Council. Below is an assessment of the proposals received in this regard:**

1. ***Future Forward Learning Centre CC: Letter of intent from FNB in the amount of N$ 154 976.00, whereas the purchase price is in the amount of N$ 309 952.00. Also, no proof that they will be able to develop the erf immediately after transfer of ownership.***

2. ***EduSteps Private School CC:***
Management Statement by Luminous Financial Consulting CC Income Statement (N$ 73 596.00), Cash Flow for 2026. No bank letter and also no proof that they will be able to develop the erf immediately after transfer of ownership.

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3. ***Pro Ed-Academy Parents Association: No proof of financing from a financial institution, but a detailed cost analysis of expected income. No bank letter and also no proof that they will be able to develop the erf immediately after transfer of ownership.***

   From the above it is not substantiated that 1. Future Forward Learning Centre CC and 2. EduSteps Private School who submitted basically the same proposals for a school, will be able to purchase the erf at the applicable purchase price of N$309 952.00, and construct the required improvements.

(d) **That the primary use of the erf as a hostel *can only be considered as a notarial tie, but such* was not provided for in the invitation document.**

(e) **That as per the Council resolution of 26 June 2025 under item 11.1.2 Council again calls for development proposals from both commercial and non-profit making entities for educational or welfare developments (religious institutions are excluded due to the size of the subject erf) and reasonable alternative uses be considered based on a notarial tie.**

(f) **That the condition regarding *"proof of financial ability"* be clarified as a pre-approval from a financial institution of the actual availability of funding to purchase the erf and construct a facility.**

(g) **That the standard reverting clause remains applicable for failure of developing the property, (Annexure "G" of the development proposal application, submitted together with the applications).**

11.1.3 **<u>EXTENSION 38, SWAKOPMUND: NATIONAL HOUSING ENTERPRISE OFFER FOR A PURCHASE PRICE</u>**
(C/M 2026/07/30 - 17/1/4/2/1/11; 15/2/1/3)

<u>RESOLVED:</u>

(a) **That the sale of the sellable land in Extension 38, Swakopmund to <u>National Housing Enterprise</u> (hereinafter "NHE") be subject to the conditions approved by Council on 26 June 2025 under item 11.1.3 and the various resolutions quoted under point (b) of the said resolution, clarified as follows:**

(i) ***<u>Item 11.1.6 of 28 June 2007</u>***

1. ***that the purchase price per square meter for the sellable land is N$10.00 (see point (c) (i) below).***
2. ***that NHE does not generate any profit on the sale of the land to their clients.***
3. ***that a clause to the above effect be included in the sale and development agreement.***
4. ***That the point that NHE not be permitted to construct core houses on the land, <u>not be applicable</u>.***
5. ***That the statutory requirements for the alienation of land in terms of the Local Authorities Act, Act 23 of 1992, as amended be complied with.***

(ii) ***<u>Item 11.1.3 of 24 April 2008</u>***

1. ***That all costs for the transaction be for the account of NHE.***

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2. ***That NHE provides a report on the breakdown of development costs to ensure that the unserviced land is sold at cost to their clients.***

(iii) Item 11.1.5 of 06 November 2008

1. ***That the point that NHE will be allowed to build a mix of core and conventional houses, not be applicable.***
2. ***Road network to be surfaced with interlocking bricks.***
3. ***NHE will be required at their cost to upgrade the bulk infrastructure (if need be), this is an amendment to the decision of 06 November 2008.***
4. ***NHE agreed to pay rates and taxes upon transfer of the Property in the name of NHE as required in terms of the Local Authorities Act, Act 23 of 1992, as amended.***
5. ***NHE will be allowed to implement a parallel/simultaneous construction programme of services and housing construction. However, such houses will only be occupied once all the services have been completed. Phased completion on the basis of blocks of erven will be discussed with the General Manager: Engineering, Urban Development and Environment.***

(iv) Item 11.1.4 of 02 June 2009, this item related to the approval of the deed of sale for Extension 10, Mondesa at the time.

(b) That NHE be required to build houses for middle income earners on the standard building method, if an alternative building method is considered, it will require prior assessment and approval from the General Manager: Engineering, Urban Development and Environment Management.

(c) That NHE be informed that Council considered their offer in the amount of N$1.00/m², but that such price does not cover the costs Council incurred for the townships establishment during 2012 in the amount of N$202 000.00; and

(i) Council therefore approves a purchase price in the amount of N$ 10.00/m² for the, unserviced, sellable land (i.e. erven zoned "Single Residential" and "General Residential") (see point (a) (i) 1. above) which is calculated as follows:

N$10.00/m² x 85 591 m² = N$855 910.00

(ii) which purchase price will be payable within 120 days from signing the deed of sale.

1. ***The agreement of sale must be signed and returned to the Swakopmund Municipality, by the purchaser within 21 days of receipt thereof by the purchaser.***

2. ***Failure to secure the purchase price within the required period will result in cancellation without the need to place the purchaser on terms.***

3. ***Should the purchase price be secured by a bank guarantee the transfer must be effected on / before the 120th day, otherwise interest will be levied as from the date of last party signing the agreement (date of sale) until the date or registration of transfer at a rate as confirmed with Council's***

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bank on the date of sale, i.e. date of last party signing the agreement.

(iii) That once the purchase price is paid, instruction be given to Council's conveyancer to transfer all erven zoned "Single Residential" and "General Residential" to NHE at once, i.e. one transfer date for the execution of point (d) (vi) below.

(d) That the following standard conditions for the sale of large portions of land be applicable:

(i) That NHE pays a deposit of N$100,000.00 towards the statutory costs relating to the transaction, including, but not limited to, advertising costs, compilation of the agreement of sale, as well as any legal costs that may arise from this transaction.

(ii) That the above deposit be paid within 90 days from the Council resolution approving the sale and purchase price, failing which Council's resolution will be revoked at the next Council meeting following the expiry of the 90 days.

(iii) That any remainder of the deposit in (i) above be refunded to the purchaser on completion of the transfer of the erf less a5% administrative fee.

(vi) That NHE completes the Development within the following time frames:

1. the upgrading of the bulk services infrastructure and the development of the entire internal services infrastructure: within 330 (three hundred and thirty) days of the date of transfer of ownership of the erven zoned "Single Residential" and "General Residential"; and, in the event of the internal services structure being developed in phases, that each such phase be completed within the respective time frame as stipulated in the construction programme (to be submitted by the Developer and approved by the Municipality);

2. the construction of dwelling houses on the "Single Residential" erven: within 330 (three hundred and thirty) days of date of the final completion of the internal services infrastructure, as certified by the Municipality, alternatively, if the development of the internal services infrastructure is carried out in phases (as approved by the Municipality), then within 330 (three hundred and thirty) days of date of final completion, as certified by the Municipality, of the respective phase of which the respective dweling houses form part of.

(v) That the purchaser accepts that no rights will accrue to them from Council's resolution unless all the relevant conditions of the Property Policy are complied with in full and all the relevant authorities have given the necessary permission, if applicable.

(vi) Extension 38, Swakopmund is sold "voetstoots" or "as is" with the Council giving no warranty or guarantee, whether express or implied, oral or tacit, as to the suitability of the lay-out or situation or subterranean composition of the property or any

improvements thereon. The Council also does not warrant that the services installed at the property are suitable for the use intended by the Purchaser. It is therefore the obligation of the purchaser to verify that the installed electricity, sewage and water connections are suitable for the intended use of the property.

(vii) That the purchaser indemnifies Council against any claims in general and for damages in respect of the use of the site and or resulting from blasting, should blasting need to be done.

11.1.4 **APPOINTMENT OF THE CHAIRPERSON OF THE SPONSORSHIP COMMITTEE AND REPLACEMENT OF THE VICE CHAIRPERSON**
(C/M 2026/07/30 - 3/15/1/1)

RESOLVED:

(a) That Council consider and approves the nomination of Councillor C A Hartung and Councillor M N Amushila to serve as Chairperson and Vice Chairperson of the Sponsorship Committee, respectively.

(b) That the following portfolios of the other Sponsorship Committee members will remain unchanged:

Mr M Haingura	:	***General Manager: CS & HC***
Mr H !Naruseb	:	***General Manager: Finance***
Ms G Mukena	:	***Manager: Finance (Secundi)***
Ms A Gebhardt	:	***Corporate Officer: Marketing & Communication (Secretary)***
Ms Kathena	:	***Youth Development Officer (Vice Secretary)***
Mr B Oaseb	:	***Sports & Recreation Officer***

11.1.5 **REQUEST FOR APPROVAL TO PARTICIPATE IN THE 20th EDITION SAIMSA GAMES IN MAVUSO OF ESWATINI, AND FUNDING FROM COUNCIL**
(C/M 2026/07/30 - 13/6/3)

RESOLVED:

(a) That permission be granted to members of the Swakopmund Municipality Sport Team to participate in the 2026 SAIMSA Games.

(b) That Council, *in principle*, grants approval for special leave, as per the conditions of employment, to staff members wishing to participate in the SAIMSA Games, subject to prior leave approval by the respective Head of Departments.

(c) That Council approves the participation of the Councillors to accompany the Swakopmund Municipality Sport Club to the SAIMSA games 2026, to be held in Mavuso of Eswatini.

(d) That permission be granted for the Municipal minibus (N3695S) to be used by Municipal Sport Committee members and Councillors to travel from Mavuso in Eswatini to and from the SAIMSA Games 2026, taking place from 17-26 September 2026.

(e) The Council approves the participation of Swakopmund Municipality in the SAIMSA 2026 Games, along with funding of N$1,200,748.75

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(f) **That the General Manager: Finance transfers the additional N$960,748.75 to Vote: 101015563500.**

(g) **That 50% of accommodation cost (N$187,180.00) to be paid immediately to the service provider for reservation of accommodation.**

(h) **That the following representatives attend the compulsory Team Managers Meeting in Mavuso, Eswatini: Chairperson Ms. Ivy Kaningandu Kandjavera and Sport Officer Mr. Bonnie Oaseb, to attend the Annual General Meeting in accordance with the invitation from 30th to 31st July 2026.**

(i) **That transport cost to be submitted to Management Committee, once a suitable bidder has been short listed.**

11.1.6 **REQUEST FOR FUNDS TO REPAIR DONATED VEHICLES TO THE NAMIBIAN POLICE ERONGO REGION**
(C/M 2026/07/30 - 3/15/1/1)

RESOLVED:

(a) **That Council approves the repair of the two vehicles, N5356S and N11166S which were donated to the Namibian Police as per the quotations attached from the suppliers.**

(b) **That the General Manager: Finance avails the necessary funds for this purpose to the amount of N$142,266.00 for the repairs of the vehicles in (a) above before it is availed to the Namibian Police.**

11.1.7 **FEEDBACK REPORT ON THE EXPERT CONFERENCE ON SOLAR ENERGY AND REQUEST FOR COUNCIL ENDORSEMENT OF THE "DATA-DRIVEN SOLAR ENERGY FOR FUTURE-ORIENTED ENERGY SUPPLY IN SWAKOPMUND" PROJECT**
(C/M 2026/07/30 - 9/2/1)

RESOLVED:

(a) **That Council takes note of the feedback report on the Expert Conference on Solar Energy held in Dar es Salaam, Tanzania, from 22-25 June 2026.**

(b) **That Council endorses the implementation of the project titled *"Data-Driven Solar Energy for Future-Oriented Energy Supply in Swakopmund."***

(c) **That permission be granted to the General Manager: Engineering, Urban Development and Environmental Management, Mr Clarence McClune, and the Project Coordinator, Mr Robeam Ujaha, to undertake local and international benchmarking and engage with relevant stakeholders to ensure the effective implementation of the project and its alignment with all applicable regulatory requirements.**

(d) **That special leave be granted to the above-mentioned staff members to attend relevant workshops and benchmark visits in support of the successful implementation of this project.**

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(e) That traveling and subsistence allowance is paid in terms of Council policy and the expenses be defrayed from the Conference Expenses Vote of the relevant departments.

(f) That Council approves the allocation of funds for the planning and construction of a solar photovoltaic carport to supply renewable electricity to the Municipal Head Office.

(g) That the project report be submitted to the council for endorsement.

11.1.8 **PRESENTATION: PRESENTATION ON THE NEXT MA/GAISA STAR SEASON 5**
(C/M 2026/07/30 - 12/2/1/2/2)

RESOLVED:

(a) That the presentation done by SAN-Welwitschia Music Production be noted.

(b) That SAN-Welwitschia Music Production be requested to submit a formal invitation to Council for the purchase of a table at the next Ma/Gaisa Star Season 5 event.

11.1.9 **REQUEST FOR SPONSORSHIP OF THE TAMARISKIA TOWN HALL AS THE OFFICIAL VENUE FOR MISS TEEN PAGEANT**
(C/M 2026/07/30 - 15/2/3/2/1)

RESOLVED:

(a) That Council approves the request for sponsorship of the use of the Swakopmund Town Hall (Tamariskia) to host Miss Swakopmund 2026 Grand Finale on 25 July 2026.

(b) That the use of the Swakopmund Town Hall be at no cost but that the organisers be responsible for the payment of the refundable deposit of N$1,965.00.

(c) That the total rental fee of the hall amounting to N$2 204.00 be defrayed from the Publicity Vote 150515533000 where N$ 38 697.39 is available.

(d) That Mr Johnathan Harris be advised to visit the Sport and Recreational Office to make the necessary arrangement prior to the event.

(e) That the event's organisers acknowledge Council during the event.

(f) That the event be advertised on Council's social media.

11.1.10 **REQUEST FOR DONATIONS TOWARDS INMATE CULTURAL FESTIVAL**
(C/M 2026/07/30 - 3/15/1/1)

RESOLVED:

(a) That Council approves the monetary sponsorship of food and soft drinks to the Swakopmund Correctional Facility to support the Inmate Cultural Festival event scheduled for June/July 2026.

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(b) **That the total food and soft drinks amounting to N$5,912.87 (i.e. N$1,963.36 + N$3,949.51) be defrayed from the Publicity Vote: 4500155 33000 where N$32,784.52 is available.**

(c) **That the Swakopmund Correctional Services formally acknowledges Council's contribution during the event.**

11.1.11 **APPLICATION FOR THE REZONING OF ERF 3662 (A PORTION OF ERF 313), SWAKOPMUND PROPER FROM *"GENERAL BUSINESS"* WITH A BULK OF 2.0 TO *"GENERAL BUSINESS"* WITH A BULK OF 4.0**
(C/M 2026/07/30 - E 3662)

RESOLVED:

(a) **That the rezoning of Erf 3662, Swakopmund Proper from *"General Business"* with a bulk of 2.0 to *"General Business"* with a bulk of 4.0 be turned down.**

(b) **That Erf 3662, Swakopmund Proper be rezoned from *"General Business"* with a bulk of 2.0 to *"General Business"* with a bulk of 3.0 instead.**

(c) **That the implementation of this Council decision only be affected upon the promulgation of the Amendment Swakopmund Zoning Scheme No.71.**

(d) **That the cost of upgrading and all additional infrastructure leading to and required at the erf as a result of the proposed development be for the account of the applicant and be installed in accordance with the specifications of the General Manager: Engineering Urban Development and Environmental Management.**

(e) **That the applicant be authorised to conduct an infrastructural capacity study to assess the Town's ability to accommodate future densification and identify any potential infrastructure constraints, and where applicable carry out the environmental impact assessment study.**

(f) **That the applicant provides proof that the rezoning of Erf 3662, Swakopmund Proper, from *"General Business"* with a bulk of 2.0 to *"General Business"* with a bulk of 3.0 has been approved by the Minister and promulgated before any submission of building plans to the Engineering, Urban Development and Environmental Management for approval.**

(g) **That the applicant submits a parking layout indicating the parking on-site proportional to the bulk factor in line with the Swakopmund Zoning Scheme. No parking on street reserve; shall be tolerated.**

(h) **That the rezoning of Erf 3662, Swakopmund Proper from *"General Business"* with a bulk of 2.0 to *"General Business"* with a bulk of 3.0 be subject to a 30% compensation fee in respect to betterment, calculated according to the Betterment Fee Policy of 2009 and be paid by the applicant before any submission of building plans to the Engineering, Urban Development and Environmental Management Department for approval.**

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(i) That no building plans inclusive of relaxation of building lines or aesthetics application be approved until proof of payment of the compensation fee for the rezoning has been received by Council.

(j) That the applicant be informed of Council's decision and their right to appeal the Council decision to the Minister of Urban and Rural Development with valid reasons within twenty-one (21) days from the date of the decision in accordance with Regulations 18 of the Urban and Regional Planning Act, 2018 (Act 5 of 2018).

11.1.12 **REZONING OF ERF 3042, SWAKOPMUND, EXTENSION 9 FROM *"SINGLE RESIDENTIAL"* WITH A DENSITY OF 1:900M² TO *"GENERAL RESIDENTIAL"* WITH A DENSITY OF 1:100M²**
(C/M 2026/07/30 - E 3042)

RESOLVED:

(a) That the rezoning of Erf 3042, Swakopmund Extension 9 from *"Single Residential"* with a density of 1:900m² to *"General Residential"* with a density of 1:100m² be approved.

(b) That the applicant provides proof that the rezoning of Erf 3042, Swakopmund Extension 9 from *"Single Residential"* with a density of 1:900m² to *"General Residential"* with a density of 1:100m² has been approved by the Minister and promulgated before any submission of building plans to the Engineering, Urban Development and Environmental Management for approval.

(c) That the rezoning of Erf 3042 Swakopmund Extension 9 from *"Single Residential"* with a density of 1:900m² to *"General Residential"* with a density of 1:100m² is subject to a 20% compensation fee calculated according to the Betterment Fee Policy of 2009 and be paid by the applicant, before any submission of building plans to the Engineering, Urban Development and Environmental Management Department for approval.

(d) That no building plans inclusive of relaxation of building lines relaxation or aesthetics application be approved until proof of payment of the compensation fee has been received by Council.

(e) That all additional infrastructures that are to be required as a result of the proposed development be for the account of the applicant to the satisfaction of the General Manager: Engineering, Urban Development and Environmental Management.

(f) That all parking be provided on-site in line with the Swakopmund Zoning Scheme and no parking on street reserve; shall be tolerated.

(g) That access to the property as a result of the proposed development be controlled and provided to the satisfaction of the General Manager: Engineering, Urban Development and Environmental Management.

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11.1.13 **SUBDIVISION OF PORTION 34 OF FARM 163 SWAKOPMUND INTO PORTIONS A, B AND REMAINDER**
(C/M 2026/07/30 - PTN 34/F163)

RESOLVED:

(a) That the subdivision of Portion 34 of Farm 163, into Portions A, B and Remainder be approved as per the table below:

Portion Number	*Size in Ha*	*Zoning*
Portion A	*5.1 ha*	*Agriculture*
Portion B	*7.5 ha*	*Agriculture*
Rem/PTN 34	*10.8961 ha*	*Agriculture*
Total	*23.4961ha*	

(b) That the area of all proposed Portions A, B and Remainder of Portion 34 be not less than 5 Ha in extent as per stipulations of Zone B - Urban Agriculture of the Swakopmund Structure plan 2020-2024.

(c) That a density of one dwelling house or dwelling unit per 20,000m² be assigned to the new portions that do not already accommodate staff quarters and the agricultural activities (chicken farm & horticultural gardens).

(d) That the conditions registered against Portion 34 of Farm 163 Swakopmund be cancelled and the following conditions be registered against Portions A, B and the Remainder of Portion 34, in favour of the Local Authority:

(i) That the portion shall be used or occupied for the purposes which are in accordance with, and the use or occupation of the portion shall at all times be subject to, the provisions of the Swakopmund Zoning Scheme prepared and approved in terms of the Urban and Regional Planning Act, 2018 (Act No.5 of 2018).

(ii) The building value of the main building, excluding the outbuilding to be erected on the portion shall be at least four times the municipal valuation of the portion.

(e) That the applicant obtains a Portion Number from the Surveyor General before certification of the subdivisional plans by the Council's Town Planner.

(f) That upon presentation of portion numbers obtain from the Office of the Surveyor General by the applicant to the Town Planning Department, the Town Planner issue the subdivision certificate and certify the subdivision plan.

(g) That Portion A and B be subject to a compensation fee in respect of an endowment fee of 7.5% of the land value (market values as determined by Council valuer).

(h) That no building plans be approved until proof of payment of the compensation fee for the newly created portions has been received by Council.

(i) That the applicant provides proof that the subdivision of Portion 34 of Farm No. 163, Swakopmund into Portions A, B and Remainder has been surveyed and approved by the Surveyor General and registered

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by the Deeds Registrar before submission of any development proposal (building plans and/or building line relaxations) for Council approval.

(j) **That a fund for road maintenance and construction be created for Farm 163, Swakopmund and that a pro-rata share of future road maintenance and construction costs be paid by the developer into this fund, or an extension of the access road to the two portions not abutting on to District Road 1901be constructed to the satisfaction of the General Manager: Engineering, Urban Development and Environmental Management, at the cost of the applicant (landowner).**

(k) **That the pro-rata contribution for maintenance and construction be paid before registration and transfer of the new portions or the construction of the extension to the two not abutting on to District Road 1901be completed before registration and transfer of the new portions.**

(l) **That the cost of upgrading and all additional infrastructure leading to and required at the portions as a result of the proposed subdivision and subsequent development of land parcels be for the account of the applicant and in accordance with the specifications of the General Manager: Engineering Urban Development and Environmental Management.**

(m) **That the General Manager: Engineering, Urban Development and Environmental Management undertake an audit of septic tanks on the Swakopmund smallholdings, assess their impact on environment and determine mitigation measures in anticipation of future subdivisions.**

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)

RESOLVED:

(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.**

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1.1.15 **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)

RESOLVED:

(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$4,400.00 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.

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)

During the discussion of this item, Councillor B. H. Naweses proposed that the cost of the gala dinner be included in the delegation's budget and that Council confirm its attendance in writing to the host local authority.

Both proposals were unanimously approved by Council.

RESOLVED:

(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*	*7-9 August 2026*	*N$400.00 lunch tariff per person*	*Chief Executive Officer*	*N$22,000.00*

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	attend on 28 August 2026		***N$2000.00 per person per night***	***and 4 Councillors***	
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***	***21-23 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 Council 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.**

(e) **That the cost of the gala dinner table be included in the delegation's budget.**

(f) **That Council confirm its attendance in writing to the host local authority.**

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

During the discussion of this item, Councillor B. H. Naweses proposed that the Tourism and Investment Officer be replaced by Councillor C. A. Hartung as a member of the delegation.

Councillor D. Aribes further proposed that, in future, officials nominated to attend international events be rotated, where practicable, in order to promote equitable access to professional development opportunities and broaden institutional knowledge and experience among employees.

Both proposals were unanimously approved by Council.

RESOLVED:

(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 .**

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(b) **That permission be granted for the following delegation to represent Council during the visit:**

- ***Chairperson of Management Committee:* Councillor *Shivute Angula***
- ***Member of the Management Committee:* Councillor C A Hartung**
- ***Manager: Corporate Services: Mr Andre Plaatjie***
- ***Public Relations Officer: Ms Linda Mupupa***

(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***
Councillor A S Angula	***N$2,100.00***	***10***	***N$400.00***	***N$21,400.00***
Councillor C A Hartung	***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***
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.**

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(j) That, in future, officials nominated to attend international events be rotated, where practicable, in order to ensure equitable exposure and the broad development of institutional knowledge and experience among employees.

1.1.18 **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)

RESOLVED:

(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:

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)

RESOLVED:

(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.

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(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.***

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)

RESOLVED:

(a) **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.**

(b) **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 A 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.**

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)

RESOLVED:

(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.**

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(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.

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12. **DRAFT REGULATIONS AND TARIFFS, IF ANY**

None.

The meeting adjourned: **19:40.**

Minutes to be confirmed on **03 September 2026.**

Mr A Benjamin **CHIEF EXECUTIVE OFFICER**	**Councillor S M Kautondokwa** **MAYOR**

10. (A) REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 19 AUGUST 2026

2. CONFIRMATION OF MINUTES
(M/C 2026/08/19 - 5/2/1/1/2)

2.1 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 16 JULY 2026

On the proposal of Councillor M N Amushila and seconded by Councillor H U Weiman, it was:

RESOLVED:

That the Minutes of Management Committee meetings held on 16 July 2026 be confirmed as correct.

2.2 MATTERS ARISING FROM THE PREVIOUS MINUTES

None.

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7. MATTERS REFERRED BY PREVIOUS COUNCIL- AND MANAGEMENT COMMITTEE MEETINGS

7.4 RESUBMITTED:APPLICATION TO LEASE A FARM AT THE AQUACULTURE AREA: OKONDEKA TROUT AQUACULTURE (PTY) LTD
(M/C 2026/08/19 - 17/1/4/2/1/1; 17/1/4/2/1/14)

RESOLVED:

(a) That the item be referred back for inclusion and listing of all applications received for the aquaculture area.

(b) That the names of the members of the Investment Coordination Committee be listed in the write-up for note taking.

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8. POLICY MATTERS

8.22 FULL COST ESTIMATES ON DAMAGED HOUSES CONSTRUCTED UNDER THE 40/40 HOUSING PROGRAM
(M/C 2026/08/19 - 15/2/1/2)

RESOLVED:

That this item be moved to the *"In-Camera"* Agenda.

8.23 FINANCIAL REPORTING & BUDGET FUNCTION
(M/C 2026/08/19 - 14/3/1)

RESOLVED:

(a) That the observation made, being a low risk finding, relates to inadequate review and updating of policies and procedures governing the Municipality's administration and financial activities as it was noted that certain governance documents are outdated and do not fully reflect current operational

practices, which may result in inconsistent application of control processes and increased operational risk.

(b) That the General Manger : Finance performs periodic reviews of all governance documents to ensure that they remain current, relevant, and aligned with the Municipality's operational and regulatory requirements.

(c) That the Purchase and Payment Cycle Standard Operating Procedure (SOP) be updated to incorporate the control measures identified as missing during the audit process.

(d) That the revised Purchase and Payment Cycle Standard Operating Procedure be submitted to Council for consideration, review, and approval.

(e) That the amendment of the Credit Control and Debt Collection Policy, including the incorporation of the applicable IPSAS requirements, be prioritised to ensure compliance with the relevant accounting standards and best governance practices.

(f) That the observation made, being a low risk finding, relates to inadequate adherence to the Municipality's Purchase and Payment Cycle Standard Operating Procedure (SOP) and that non-compliance with prescribed procedures may increase the risk of unauthorised purchases, inconsistent application of controls, and potential financial and compliance risks.

(g) That the General Manager : Finance ensures that Purchase and Payment Cycle Standard Operating Procedure (SOP) be communicated to all staff members across all departments to ensure awareness of, and compliance with, the prescribed procurement and payment procedures, and that any exceptional transactions be properly documented and justified on the relevant purchase orders and invoices in accordance with the approved SOP.

(h) That the observation made, being a medium-risk finding, relates to inadequate reconciliation processes within the Municipality's financial management environment and it was noted that variances identified during the Salary Control Account reconciliation were not fully investigated or resolved in a timely manner, with some differences being carried forward and cleared without comprehensive investigation.

(i) That the General Manager : Finance strengthening the reconciliation process and implementing appropriate procedures to ensure that all reconciling items are adequately investigated and resolved.

(j) That the General Manager : Finance develop and implement a Standard Operating Procedure (SOP) governing the year-end reconciliation process, clearly outlining the requirements for the preparation, review, approval, timelines, and timely resolution of all reconciling items.

(k) That all account reconciliations be submitted to the Finance Manager for timely review and approval, and that all reconciling items be thoroughly investigated, appropriately explained, and cleared without undue delay to ensure the accuracy and integrity of the Municipality's financial records.

(l) That the observation made, being a low-risk finding, relates to inadequate procedures for the management and review of the Municipality's Chart of Accounts and it was noted that the Municipality does not have a formal process to track amendments to the Chart of Accounts, resulting in the inability to provide a complete record of changes for audit purposes that may

increase the risk of unauthorised amendments and inaccuracies in the Municipality's financial records.

(m) That General Manager : Finance implement an annual review of the Municipality's Chart of Accounts to ensure that it remains accurate, relevant, and aligned with operational and financial reporting requirements.

(n) That the Geneal Manager : Finance establish a formal change management process and maintained to record, monitor, and approve all additions, amendments, and updates to the Chart of Accounts, thereby strengthening financial governance and ensuring an appropriate audit trail.

(o) That the observation made, being a low-risk finding, relates to inadequate record-keeping controls over documents stored in the Finance Department's safe room and it was noted that no access register or logbook is maintained to record the signing in and out of confidential documents, that the absence of such controls increases the risk of unauthorised access to, or removal of, sensitive documentation without management's knowledge, potentially exposing the Municipality to operational, legal, and reputational risks.

(p) That General Manager : Finance ensures that all documents stored in the Finance Department safe room be recorded through a formal sign-in and sign-out register to ensure proper document tracking and accountability and that such register entry include the date, time, document description, and the full name and signature of the individual removing or returning the document.

(q) That General Manager : Finances ensures that the access to the safe room register and the related document control process be restricted to authorised personnel only, to strengthen confidentiality, safeguard municipal records, and prevent unauthorised access or removal of sensitive documents.

8.24 **REVENUE & DEBT MANAGEMENT**
(M/C 2026/08/19 - 14/3/1)

RESOLVED:

(a) That the observation made, being a medium-risk finding, relates to the inadequate review and updating of policies and procedures governing the Municipality's Revenue and Debt Management processes and it was noted that key governance documents, including the Credit Control and Debt Collection Policy and Procedure and the Standard Operating Rules and Procedures (SORP) for Tariffs and Refunds, have not been reviewed since November 2020 and that the lack of regular policy reviews may result in outdated guidance, inconsistent application of controls, reduced operational efficiency, and increased business continuity risks.

(b) That the Geneal Manager: Finance ensures that policies and procedures are reviewed on a periodic basis (best practice, at least every two years) and periodic trainings be provided to relevant employees regarding the contents of these policies/procedures to ensure that employees understand what is expected of them.

(c) That the observation made, being a medium-risk finding, relates to inappropriate staff user rights on the Municipality's financial system and it was noted that certain officials had been assigned access rights to both capture and authorise credit notes, contrary to the principle of segregation

of duties and that the absence of periodic reviews of user access rights increases the risk of incompatible functions being performed, which may expose the Municipality to fraudulent transactions, unauthorised activities, and weaknesses in the internal control environment.

(d) That General Manager: Finance conduct periodic reviews of user access rights on the Solar Financial System to ensure that system access is aligned with employees' roles and responsibilities and the user access rights be reviewed and amended where necessary to ensure appropriate segregation of duties is maintained, thereby preventing incompatible functions from being assigned to the same user and strengthening the Municipality's internal control environment.

(e) That the observation made, being a medium-risk finding, relates to inadequate record-keeping of documents supporting amendments to the Customer Master File on the Solar Financial System and it was noted that, for a number of sampled customer accounts, supporting documentation, including identification documents and records authorising the opening of new accounts, could not be provided during the audit and that weaknesses in document management processes may impair the Municipality's ability to verify customer information, respond to disputes or enquiries, and safeguard sensitive customer data, thereby increasing the risk of unauthorised changes, fraud, and financial loss.

(f) That General Manager: Finance implement and maintain an adequate and efficient document management process to ensure that all supporting documentation relating to customer master file amendments is properly retained, safeguarded, and readily available to support control execution, audit verification, and regulatory compliance.

(g) That the observation made, being a medium-risk finding, relates to the inaccurate classification of customers on the Municipality's Solar Financial System and was noted that an instance was identified where the debtor classification recorded on the system did not correspond with the actual services being rendered, resulting from an error during the capturing of customer information and that inaccurate customer classifications may lead to incorrect billing, financial losses, and inaccurate financial reporting.

(h) That General Manager: Finance undertakes a comprehensive review and data clean-up of the customer master file to verify the validity, accuracy, and completeness of customer information and ensure that all customers are correctly classified according to the services rendered and applicable debtor categories.

(i) That the General Manager: Finance ensures that the Customer Master File be reviewed periodically by the Accountant: Administration and Property to ensure that customer classifications remain accurate, up to date, and aligned with the Municipality's records, thereby promoting accurate billing and reliable financial reporting.

(j) That the observation made, being a low-risk finding, relates to inadequate record-keeping of burial applications and supporting documentation and that insufficient document retention practices may affect the Municipality's ability to substantiate burial records in the event of disputes or enquiries and may contribute to inaccuracies in cemetery records and grave inventory information.

(k) **That General Manager: Finance and Geneal Manager: Economic Development Services implement and maintain an adequate and efficient document management and archiving process to ensure that all burial applications and supporting documentation are properly retained, safeguarded, and readily available to support effective control execution, audit verification, and the accuracy of cemetery records.**

(l) **That the observation made, being a high-risk finding, relates to the lack of adequate oversight and monitoring over the distribution of customer account statements by the appointed third-party service provider and noted that the service agreement does not clearly define key performance areas, resulting in limited oversight over vendor performance and the absence of effective contract management and monitoring controls may result in customers not receiving statements timeously, delayed payments, financial losses, customer dissatisfaction, and the failure to identify and address inadequate service delivery by the vendor**

(m) **That the General Manager: Finance ensures that clear key performance areas and service delivery requirements are defined for the third-party service provider and incorporated into a formal Service Level Agreement (SLA) between the Municipality and the appointed vendor and the performance of the vendor be monitored periodically to ensure compliance with agreed service standards, effective contract management, and value for money.**

(n) **That the General Manager: Finances implement adequate oversight mechanisms to ensure that monthly customer account statements are distributed completely and timeously to all customers, and that any identified discrepancies are investigated and resolved without delay.**

(o) **That the observation made, being a low-risk finding, relates to the absence of evidence confirming the preparer of bank reconciliations and that the lack of documented evidence of the preparer may affect accountability and make it difficult to trace responsibility in the event of errors, omissions, or unauthorised transactions.**

(p) **That General Manager: Finance ensures that the cashbook reconciliation template be amended to include designated sections for the Accountant: Banking and Investment's signature and date, thereby providing documented evidence of preparation and strengthening accountability over the reconciliation process.**

8.25 FOLLOW UP AUDIT PERFORMED 2023/2024: CASH FLOW MANAGEMENT & ADMINISTRATION

(M/C 2026/08/19 - 14/3/1 | 3/1/4)

RESOLVED:

(a) **That the observation, being a medium-risk finding, remains partially implemented and relates to the lack of formal procedures governing the creditors' reconciliation process, it was noted that, although improvements were made to ensure the timely preparation of the annual creditors' reconciliation, the review process still lacks documented evidence of the review date, making it impossible to confirm that reconciliations are reviewed within the prescribed timeframe.**

(b) **That the General Manager : Finance ensures the development of a Standard Operating Procedure for year-end reconciliations is underway and that**

additional controls are required to ensure timely preparation, review, approval, and adequate documentation of the reconciliation process.

(c) That the observation, being a high-risk finding, remains partially implemented and relates to inadequacies in the Municipality's supplier payment processes and it was noted that, although improvements have been made regarding the authorisation of payments and the inclusion of supplier statements, delays in processing supplier invoices continue due to weaknesses in communication and coordination between user departments, Stores, Procurement, and Finance, particularly where invoices are submitted without the required supporting documentation or purchase orders and it was further noted that no additional controls have yet been implemented to address the root causes of late payments.

(d) That the General Manager : Finance implement a standard payment checklist to accompany all supplier payment transactions, ensuring that all required supporting documentation, approvals, and procedural requirements have been completed prior to payment and perform monthly compliance reviews on a sample of supplier payments to verify adherence to the Municipality's payment procedures and to promptly identify and address any control deficiencies.

(e) That the observation made of the previous medium-risk finding relating to inaccuracies in the Finance Report submitted to the Management Committee has been fully implemented and the risk rating has been reduced to low, it was also noted that accrued interest on investments is now included in the monthly finance reports submitted to the Management Committee, thereby improving the completeness and accuracy of financial information available for decision-making.

8.26 **RISK REGISTER**
(M/C 2026/08/19 - 14/3/1)

RESOLVED:

(a) That the Audit & Risk Management Committee noted the updated Detailed Risk Register presented by Messrs EY, which provides an overview of the Municipality's strategic, financial, compliance, operational, and governance-related risks and noted that the risk register identifies key areas requiring continued monitoring and management attention, including economic pressures affecting revenue collection, infrastructure capacity constraints, water security, housing demand, compliance requirements, financial sustainability, information technology risks, and service delivery expectations.

(b) That the Audit & Risk Management Committee further noted that several risks remain classified as High and Very High exposure, particularly relating to revenue recovery, VAT refunds, housing and land demand, infrastructure sustainability, financial reporting, cybersecurity, dependency on external service providers, and human resource capacity.

(c) That the Audit & Risk Management Committee emphasised the importance of ensuring that all identified risk mitigation actions are actively monitored, assigned clear responsibilities, and supported by realistic implementation timelines to ensure that risk exposures are progressively reduced and requested that outstanding actions and progress updates be reported

regularly to enable effective oversight of the Municipality's risk management framework.

(d) That the Chief Executive Officer continue monitoring the implementation of the mitigation measures contained in the Detailed Risk Register and provide regular progress updates to the Internal Audit and Risk Committee on outstanding actions, particularly those relating to High and Very High risk exposures and that the General Managers ensures that action plans are supported by clear implementation dates, measurable outcomes, and evidence of progress to strengthen accountability and effective risk management.

(e) That the Risk Register be reviewed periodically to ensure that identified risks remain relevant, risk ratings are appropriately assessed, and emerging risks are incorporated into the Municipality's risk management framework.

8.27 **<u>HOUSING FUNCTION</u>**
(M/C 2026/08/19 - 14/3/1)

<u>RESOLVED:</u>

(a) That the observation made, being a high-risk finding, relates to inadequate protection, maintenance, and accuracy of housing application lists utilised by the Municipality and it was noted that the Master Waiting List (MWL) and related housing beneficiary lists are maintained in Excel format without adequate access controls, password protection, or audit trails to monitor amendments and that these deficiencies may compromise the reliability, confidentiality, and integrity of housing applicant information and may result in incorrect prioritisation of applicants, duplicate housing allocations, and individuals being unfairly disadvantaged due to inaccurate waiting lists.

(b) That the General Manager : Corporate Services, Human Capital & ITC implement a secondary review and verification process to ensure that all applicants transferred from the Master Waiting List (MWL) to the National Housing Information System (NHIS) are accurate, complete, and supported by reliable records and that the Master Waiting List be comprehensively reviewed and updated to remove duplicate entries and applicants who have already been allocated housing, thereby ensuring the integrity and reliability of the housing waiting list.

(c) That the General Manager : Corporate Services, Human Capital & ITC engage with the National Statistics Agency (NSA) regarding the inaccuracies identified in the information uploaded to the NHIS and request that the data transfer process be reviewed and corrected to ensure that accurate applicant information is maintained on the system and that all housing applicant lists and databases utilised by the Housing Department be appropriately secured through password protection and restricted access controls, with access limited to authorised officials only, to prevent unauthorised amendments, manipulation, or uploading of applicant information.

(d) That the observation made, being a medium-risk finding, relates to the lack of formal communication processes regarding the billing of debtor accounts, specifically bond insurance levies applicable to Build Together and Mass Housing beneficiaries and it was noted that beneficiaries are informed verbally of insurance charges and adjustments, but no formal communication mechanism is in place to notify debtors of changes to insurance amounts or the applicable calculations and that the absence of documented

communication may result in a lack of transparency, customer disputes, reputational concerns, and challenges in providing evidence that beneficiaries were appropriately informed of billing changes.

(e) That the General Manager : Finance develop and implement a Standard Operating Procedure (SOP) for the formal communication of insurance levies to debtors, clearly outlining the initial disclosure of insurance calculations, procedures for communicating future changes, and the approved communication methods to be utilised, such as formal written notices or public announcements.

(f) That the General Manager : Finance review the Loan Agreements to be updated to include a clear explanation of the bond insurance calculation methodology, including the way future adjustments will be determined and communicated, ensuring that beneficiaries acknowledge and sign an agreement that provides transparency on these obligations.

(g) That the observation made, being a medium-risk finding, relates to inadequate reconciliation processes over housing loan accounts and it was noted that the Build Together Loan Account reconciliation could not be provided for audit purposes due to unresolved system variances, while the Mass Housing Loan Account reconciliation was not supported by sufficient evidence confirming timely preparation, review, and approval.

(h) That the Audit & Risk Committee acknowledged that system-related challenges and management oversight contributed to the control weaknesses identified and further noted that inadequate reconciliation processes may affect the completeness and accuracy of financial records and increase the risk that errors, unauthorised transactions, or financial discrepancies are not detected and resolved timeously.

(i) That the General Manager : Finances ensures that the Accountant: Administration and Property prepare the year-end Build Together and Mass Housing loan account reconciliations, with all reconciliations being appropriately signed and dated by both the preparer and the Finance Manager as evidence of preparation and review.

(j) That the Finance Manager ensure that year-end loan account reconciliations are reviewed and approved timeously, and that all identified variances are properly investigated, corrected, documented, and approved by the General Manager: Finance.

(k) That the General Manager : Finance engage with Messrs BCX to investigate and resolve recurring system-related errors affecting the reconciliation process to ensure the reliability, completeness, and accuracy of financial information.

(l) That the observation made, being an improvement opportunity, relates to the enhancement of policy review tracking processes and it was noted that the Municipality does not currently have a formal policy review monitoring system to track review dates, upcoming policy renewals, or ensure that responsible departments are notified timeously when policies require review.

(m) That the Audit & Risk Committee acknowledged that implementing a structured policy review tracking mechanism would strengthen governance, improve accountability, and ensure that policies remain current, relevant, and aligned with operational requirements and legislative changes.

(n) That the General Manager : Corporate Services, Human Capital & ITC implement a structured policy review schedule with defined timelines and appropriate reminders to all departments to ensure that policies are reviewed, updated, and submitted for approval within the required timeframes.

(o) That the General Manager : Corporate Services, Human Capital & ITC implement a centralised policy tracking system be established to monitor policy review dates, progress status, responsible departments, and outstanding actions, thereby strengthening accountability and ensuring effective governance over the Municipality's policy framework.

8.28 **FOLLOW UP AUDIT PERFORMED 2023/2024: PLANNING & BUILDING CONTROL**
(M/C 2026/08/19 - 14/3/1 | 17/P)

RESOLVED:

(a) That the observation made during the follow up review, being a high-risk matter, partially implemented relates to inadequate policies and procedures governing Town Planning and Building Control activities, it was noted that the Council does not have formal procedures governing key Building Control processes, including building plan approvals, delegations of authority, building inspections, compliance inspections and certificate issuance and that no formal delegation of authority exists for the scrutiny and approval of building plans, the updated Property Policy is not readily accessible to relevant Town Planning staff, and the Town Planning Scheme has not been reviewed within the required timeframe in terms of the Urban and Regional Planning Act, 2018.

(b) That the General Manager : Engineering Urban & Environmental prioritise the formalisation and implementation of the Building Control governance framework by finalising the Building Regulations/Policy and issuing a comprehensive Delegation of Authority document that clearly defines the roles, responsibilities and approval authority of all officials involved in the building plan approval, inspection and compliance certification processes.

(c) That the Manager : Town Planning ensure that the Town Planning Scheme review process is formally progressed and adequately documented, including maintaining evidence of Council decisions, engagements with the relevant authorities and actions taken to address outstanding recommendations from the Urban and Regional Planning Board.

(d) That regular reviews should be performed to ensure that Town Planning and Building Control policies, procedures and supporting documentation remain aligned with applicable legislation, regulations and municipal operational requirements.

(e) That the observation made during the follow up review, being a high-risk matter, partially implemented relates to inadequate approval of building plan process the audit review of 25 sampled building plan applications, weaknesses were identified in the documentation and approval controls of the building plan process and two building files could not be located or lacked key supporting documents, and several building permits did not contain evidence of approval by all required departments, including Fire Brigade, Engineering Services, and Traffic Operations.

(f) That the observation made during the follow up review that differences were noted between approved tariffs and amounts charged for building plan applications and these findings indicate inadequate monitoring and record-keeping controls to ensure that building plan approvals are properly documented, authorised, and processed in accordance with approved municipal procedures.

(g) That the General Manager : Engineering, Urban & Environment should strengthen the building plan file management process to ensure that all applications and supporting documentation are properly maintained and readily available for review; and that all departmental approvals, including Fire Brigade assessments, are clearly documented and retained as evidence of review and approval; as well as to establish a formal delegation of authority defining the roles and responsibilities of all relevant departments involved in the building plan approval process; and that regular monthly spot checks be implemented to verify that building plan application fees charged are in accordance with approved municipal tariffs.

(h) That the observation made during the follow up review, being a high-risk matter, relates to inaccurate tariffs charged for compliance inspections and penalty fees, during the audit review of 25 sampled compliance inspection applications, weaknesses were identified in the administration and monitoring of compliance inspection fees and penalty charges and inspection documentation could not be located for one application, and incorrect fees were charged for certain compliance inspections and non-compliant structures due to tariffs not being applied correctly.

(i) That the observation made during the follow up review that non-compliant properties were not consistently invoiced monthly as required by the approved tariffs, and re-inspections were processed as new inspection applications without maintaining a register of outstanding re-inspections and resulted in potential revenue loss and indicates inadequate controls over the billing, monitoring, and recovery of compliance inspection and penalty fees.

(j) That the General Manager : Engineering, Urban & Environment should strengthen the file management process to ensure that all compliance inspection records and supporting documentation are properly maintained and readily available when required and ensure that approved and gazetted tariffs are communicated timeously to all relevant staff to enable accurate invoicing of application, penalty, and re-inspection fees, and to implement an independent review process to verify that applicants are correctly invoiced for applicable fees before compliance certificates are issued.

(k) That the observation made during the follow up review, being a high-risk matter on inadequate inspection of completed structures inspection process, the Council has improved controls over the issuing of completion certificates, a sample of five completed structures was inspected, and it was confirmed that completion certificates were issued only after receiving confirmation of final inspections from the relevant professionals and that no exceptions were noted, however, the risk remains at medium due to the importance of maintaining consistent evidence of final inspections and ensuring that all completion certificates are supported by complete and properly filed inspection documentation.

(l) That the General Manager : Engineering, Urban & Environment ensure that completion certificates are only issued for fully inspected buildings and that

sufficient and appropriate documentation should be maintained and filed to support the successful completion of final inspection.

(m) That the observation made during the follow up review, being a medium-risk for user access controls on the Synapsis system, it was confirmed that access rights have been updated and user profiles belonging to former employees have been disabled, no exceptions were noted and the control environment has improved; however, General Manager : Engineering, Urban & Environment should continue with periodic reviews of Synapsis user access profiles to ensure that access remains limited to authorised employees and aligned with their current roles and responsibilities.

8.29 **FOLLOW UP AUDIT PERFORMED 2023/2024: HUMAN RESOURCES**
(M/C 2026/08/19 - 14/3/1 | 11/P)

RESOLVED:

(a) That the observation made, being a high-risk finding, relates to discrepancies in the Municipality's Human Resources policies, procedures, and performance management framework and it was noted that several key Human Resources policies have not been reviewed within the recommended review period, with some policies remaining unchanged for more than fourteen years.

(b) The Audit & Risk Management Committee further noted that Council has not yet implemented a formal performance management system despite a Council resolution to do so, and that the existing training procedures do not adequately address approval processes, return on investment, or post-training evaluations.

(c) That the General Manager : Corporate Services, Human Capital & ITC ensure that all Human Resources policies and procedures are reviewed at least every two years and that the latest approved versions are made available to employees on the shared drive.

(d) That the Human Resources training procedures be reviewed and updated to comprehensively address all key training processes, including approvals, evaluation of training outcomes, and post-training assessments.

(e) That the Human Capital Function prioritise the development and implementation of a formal performance management system to strengthen employee performance monitoring, accountability, and organisational effectiveness.

(f) That the observation, being a high-risk finding, remains partially implemented and relates to inadequate configuration and management of user access rights on the PayDay payroll system and it was noted that weaknesses remain in user access management, including excessive system administration rights, incompatible duties assigned to individual users, dormant user accounts that have not been removed, and user access not fully aligned with employees' roles and responsibilities.

(g) That the Audit & Risk Management Committee further noted that the General Manager : Corporate Services, Human Capital & ITC has taken steps to address certain access rights; however, comprehensive periodic reviews and timely removal of unnecessary user access have not yet been fully implemented.

(h) That the Audit & Risk Management Committee noted that Human Capita has implemented the recommendations by ensuring that all successful candidates receive written appointment letters, which are retained on their respective personnel files and that a formal process is in place for Human Capital Practitioners to monitor probation periods and issue reminders to line managers to ensure probation assessments are completed, signed and filed within the prescribed timeframes, temporary positions are advertised in accordance with the Recruitment and Selection Regulations for Local Authority Councils by displaying notices on the Municipality's official notice boards. In addition, access to the job seeker database has been restricted to authorised Human Capital personnel to maintain the integrity and confidentiality of the information.

(i) That the observation, being a high-risk finding, and been changed to a medium risk relates to the non-compliance with to relevant laws and legislations, employees receiving a housing allowance were granted the one-third tax exemption without adequate supporting documentation, such as proof of home ownership, rental or lease agreements, while child aid and garage allowances were paid without the deduction of PAYE and were not declared on employees' PAYE 5 certificates, despite constituting taxable remuneration and no evidence can be provided that the Employment Services Bureau had been notified of all vacant and new positions, including internal, temporary and contract vacancies, as required by legislation.

(j) That these weaknesses indicate that the Municipality's Human Capital processes are not fully aligned with applicable legislative requirements, increasing the risk of regulatory non-compliance, penalties and potential financial implications, be noted.

(k) That the General Manager : Corporate Services, Human Capital & ITC ensure full compliance with the applicable legislative requirements by taxing the full housing allowance until employees provide adequate supporting documentation to substantiate their entitlement to the one-third tax exemption, ensuring that all taxable allowances, including child aid and any other employee benefits, are correctly subjected to PAYE and declared on employees' PAYE 5 certificates, and notifying the Employment Services Bureau of all vacant and new positions, including permanent, temporary and contract positions, in accordance with Section 16 of the Employment Services Act.

(l) That the observation, being a medium-risk finding and partially implemented on incomplete and inadequate exit management process, and upon the review of the employee exit management process identified weaknesses in the application of established controls as exit checklists were not consistently completed and signed, and evidence confirming the return of municipal assets and settlement of outstanding amounts was not always maintained. In addition, exit medical examinations and exit interview forms were not consistently completed for all terminated employees.

(m) That the observation that the Conditions of Service do not adequately document the procedures for asset handovers, exit interviews and the analysis of exit interview outcomes. These deficiencies increase the risk of incomplete employee exits, loss of municipal assets and inadequate documentation, be noted.

(n) That the General Manager : Corporate Services, Human Capital & ITC strengthen the employee exit management process by ensuring that formal

exit interviews are conducted and the results analysed to support staff retention initiatives, that confirmation is obtained from line managers verifying the return of all municipal assets before final salary payments are processed, that all required exit medical examinations are completed.

(o) That the General Manager, Corporate Services, Human Capital & ITC ensures that the Conditions of Service are updated to clearly define the procedures for employee terminations, including asset handovers, exit interviews and related responsibilities.

(p) That the observation, being a medium-risk finding and partially implemented on the review of the Corporate Services and Human Capital monthly reports identified weaknesses in the completeness, accuracy and oversight of management reporting.

(q) That the General Manager, Corporate Services, Human Capital & ITC further strengthen the reporting process by ensuring that training activities are comprehensively monitored and reported, including the planned versus actual training activities, participation details and financial implications per training initiative and centralised training tracker should be maintained and incorporated into the monthly Management Committee reports to provide adequate oversight of training progress and associated costs.

(r) That the General Manager, Corporate Services, Human Capital & ITC should implement a formal register or tracking mechanism for trade union correspondence and disputes, including the date received, responsible person, status of resolution and outstanding actions, to ensure timely monitoring and reporting of employee relations matters

(s) That the observation, being a high-risk finding and partially implemented on the review of the personnel file management process identified weaknesses in the completeness, security and tracking of employee records and it was further noted that employee files were stored in cabinets that were not adequately secured, and no formal register was maintained to track the removal and return of personnel files as these deficiencies increase the risk of incomplete employee records, unauthorised access to confidential employee information and difficulty in verifying payroll-related information.

(t) That the General Manager : Finance and General Manager : Corporate Services, Human Capital & ITC ensure that employee remuneration-related supporting documentation, including medical aid, pension, bank loan, Nampost savings and other deduction authorisations, is maintained in a centralised and secure location with clear ownership and accessibility controls and a formal reconciliation process should be implemented between the salary records and supporting deduction documentation to ensure that employee remuneration can be accurately verified and that all statutory and authorised deductions are adequately supported.

(u) That the General Manager : Corporate Services, Human Capital & ITC ensure that the existing personnel file management procedures are updated to clearly define which employee records are retained in personnel files and which records are maintained in salary files, including the responsibilities for maintaining, reviewing and safeguarding such documentation.

(v) That the follow up observation, being and improvement on organogram structure approval and induction process as it were noted in the employee induction process, with supervisors now responsible for maintaining induction documentation during the probation period and no o exceptions

were noted in this regard, however, it was noted that the process relating to the approval of organisational structures remains unchanged, with organograms only being updated after Council approval of new positions. Furthermore, not all departments include the proposed organogram in their submissions to the Management Committee and Council. This limits the ability of decision-making structures to obtain a complete visual overview of proposed staffing structures, reporting lines and the impact of new positions before approval.

(w) That it be recommended that the General Manager : Corporate Services, Human Capital & ITC ensure that proposed organograms for all departments are included as part of submissions to the Management Committee and Council to provide a clear overview of reporting structures, the placement of proposed positions and the critical roles required for effective municipal operations.

(x) That it be recommended that induction forms should be retained by the relevant supervisor or Human Capital Practitioner throughout the probation period, with completed forms submitted to Human Capital for recordkeeping purposes, to ensure that induction activities are properly monitored and that documentation is safeguarded.

8.30 FOLLOW UP AUDIT PERFORMED 2023/2024: FLEET MANAGEMENT

(M/C 2026/08/19 - 14/3/1)

RESOLVED:

(a) That the follow-up review of the fleet management function identified high-risk weaknesses in the adequacy and implementation of fleet management policies and procedures. The Fleet Management Policy and Procedure Manual remains in draft form and has not yet been formally approved, communicated, or implemented. In addition, the existing Vehicle Policy has not been updated since 2010 and does not comprehensively address key fleet management processes, including vehicle inspections, logbook controls, vehicle acquisitions, transfers, and handover procedures. Inadequate controls were also identified over the management and safekeeping of vehicle spare keys, including the absence of proper identification, tracking records, and the removal of keys for disposed vehicles. These weaknesses increase the risk of inconsistent fleet management practices, loss or misuse of municipal assets, and ineffective monitoring of fleet-related activities.

(b) That the General Manager : Engineering, Urban & Environment ensure that fleet management policies and procedures are reviewed, at least every two years, and formally approved, communicated, and made accessible to relevant employees; and that a formal vehicle spare key control process be implemented, including tagging of all spare keys, secure storage, and maintaining a register to record the movement and custody of spare keys.

(c) That the General Manager : Engineering, Urban & Environment develop and implement comprehensive fleet management procedures addressing key operational activities, including:

- ***Vehicle inspection requirements, responsibilities, frequency, documentation, and monitoring of vehicle logbooks;***
- ***Procedures for the acquisition, registration, insurance inclusion, and commissioning of new vehicles;***

- ***Formal handover procedures when vehicles are allocated to departments or users;***
- ***Controls and documentation requirements for the transfer of vehicles between departments; and***
- ***Clear guidelines for the completion and review of vehicle logbooks and daily vehicle inspection checklists.***

(d) That the observation made on the follow up review of the fleet management function, being a high-risk of fleet logbook and vehicle checklist controls, it was noted that the previous finding has not been implemented and the required controls over the completion, safekeeping, and review of vehicle documentation remain inadequate, MDC logbooks and daily vehicle checklists are still not consistently maintained in vehicles, and vehicle logbooks are not regularly reviewed and analysed by supervisors or line managers, and supervisors have not been provided with formal guidance or procedures on reviewing fuel consumption and monitoring vehicle usage.

(e) That the observation made on the follow up review that the lack of implementation of these controls increases the risk of inaccurate vehicle usage records, ineffective fuel monitoring, non-compliance with MDC logbook requirements, and reduced accountability over municipal fleet resources.

(f) That the General Manager : Engineering, Urban & Environment should draft policies and Standardised Operating Procedures (SOPs) to govern analysing of fuel usage, vehicle inspections and logbooks and recommend a centralised inspection of all fleet vehicles by the Fleet Coordinator who is charged with the responsibility of Fleet Management in consultation with the inspection activities performed by Traffic Operations.

(g) That the fuel consumption should be cross-referenced and scrutinized in conjunction with the distances travelled by each vehicle, as recorded.

(h) That the observation made on the follow up review of the fleet management function, being a high-risk that Council does not maintain a single, standardised fleet register that can be relied upon as a complete and accurate record of all fleet assets although a comparison of the fleet listings obtained from different sources identified discrepancies in the number of fleet items recorded, with registers reflecting different totals and this indicates inadequate reconciliation and coordination between fleet records, increasing the risk that municipal vehicles may not be accurately recorded, monitored, or accounted for.

(i) That the General Manager : Engineering, Urban & Environment in consultation with the General Manager : Finance prioritise the finalisation and implementation of a standardised fleet register that reconciles all municipal fleet records, including the Fixed Asset Register, fleet monitoring system, and departmental vehicle listings and this register should include complete vehicle details, such as registration number, fleet number, acquisition date, responsible department, and vehicle assignment.

(j) That the General Manager : Engineering, Urban & Environment in consultation with the General Manager : Finance ensure that the vehicle barcoding process is completed and supported by a formal Standard Operating Procedure (SOP) to ensure consistent maintenance, verification, and periodic reconciliation of fleet information.

(k) That the Chief Executive Officer monitor the process to provide progress updates to Council's Management Committee until the fleet register has been fully implemented, reconciled, and verified.

(l) That the observation made on the follow up review of the on the finding relating to the inadequate update and monitoring of the fleet monitoring system has not been implemented as Management did not provide sufficient information or supporting documentation to enable follow-up testing and verification of corrective actions taken and in the absence of updated fleet monitoring information, outstanding service reminders, and lack of evidence of formal monitoring increases the risk that vehicle maintenance requirements may not be identified and attended to timeously, potentially resulting in increased repair costs, reduced vehicle availability, and ineffective fleet management.

(m) That the General Manager : Engineering, Urban & Environment incorporate fleet monitoring activities, including vehicle usage, maintenance status, and outstanding service requirements, as part of the regular Management Committee reporting to enhance oversight and accountability; and engage with the fleet monitoring system service provider to ensure that service reminder reports are accurately configured and effectively utilised.

(n) That the Fleet Coordinator should perform regular reviews of service reminder status reports, supported by documented procedures defining the review process, follow-up actions, and escalation of overdue maintenance matters.

(o) That the observation made on the follow up review, being a medium risk of vehicle repair and maintenance records, it was noted that job card documentation is not consistently completed and authorised and indicates weaknesses in the control over vehicle repair records and accountability for maintenance requests, which may result in incomplete audit trails and difficulties in verifying that repairs were appropriately requested and confirmed by responsible users, be noted.

(p) That the General Manager : Engineering, Urban & Environment establish formal procedures around maintenance and repairs of fleet vehicles.

8.31 **FOLLOW UP AUDIT PERFORMED 2023/2024: MUNICIPAL ADMINISTRATION**
(M/C 2026/08/19 - 14/3/1 | 11/2/4/1)

RESOLVED:

(a) That the observation made, being a medium-risk finding, relates to inadequate policies, procedures, and control measures governing the Municipality's administration activities and it was noted that key administrative policies have not been reviewed for more than a decade, with limited formal procedures in place to guide reporting processes, Council agenda management, resolution tracking, and correspondence control, it was also further noted the weaknesses in physical security measures, including ineffective access controls, lack of surveillance monitoring, and inadequate management of spare keys and key custodianship records.

(b) That the General Manager : Corporate Services, Human Capital & ITC establish a formal procedure governing administrative activities, including reporting timelines, preparation of meeting agendas and reports, and the recording, tracking, and communication of Council decisions.

(c) **That** the **General Manager : Corporate Services, Human Capital & ITC implement improved key management controls by maintaining a register for the movement of spare keys, ensuring all keys are appropriately tagged and securely safeguarded.**

(d) **That the General Manager : Corporate Services, Human Capital & ITC ensure all policies are reviewed periodically, at least every two years, to confirm that they remain relevant, current, and aligned with operational requirements.**

(e) **That the General Manager : Corporate Services, Human Capital & ITC reactivate the key tag access system and ensure that emergency exit doors are restricted and used only for emergency purposes.**

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10. **MATTERS NOT ON THE AGENDA, BUT DISCUSSED WITH PERMISSION OF THE CHAIRPERSON**

10.5 **NOTICE OF QUESTION: MINISTERIAL DIRECTIVE ON PENSIONERS AND PERSONS WITH DISABILITIES DEBT**
(M/C 2026/08/19 - 3/11/1/2/1/6)

RESOLVED:

That this item be referred to the Special Management Committee meeting of 27 August 2026.

10.12 **INVITATION TO SPONSOR -HEAL OUR LAND CONCERT**
(M/C 2026/08/19 - 15/2/2/1 /1)

RESOLVED:

That this item be withdrawn from the Agenda.

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10. (B)**REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY PREVIOUS MANAGEMENT COMMITTEE MEETING HELD ON 27 AUGUST 2026**

5. **DISCUSSION POINTS**

5.1 **SUBMISSION OF OUTSTANDING DEBTS OWED BY PENSIONERS AND DESTITUTE PERSONS FOR CONSIDERATION OF WRITE-OFF**
(S/M/C 2026/08/27 - 3/11/2/1/4)

RESOLVED: **(For Condonation By Council)**

(a) **That Council takes note of the correspondence received from the Line Ministry requesting information on outstanding debts owed by Pensioners and Destitute Account Holders.**

(b) **That Council endorses the attached (on file) updated schedule of outstanding debts relating to Pensioners and Physically Challenged persons as at 18 August 2026.**

(c) **That Council gives consent to ensure that Notices be published for registration of potential Destitute Account Holders and be submitted to the Ministry.**

5.5 **FULL COST ESTIMATES ON DAMAGED HOUSES CONSTRUCTED UNDER THE 40/40 HOUSING PROGRAM**
(S/M/C 2026/08/27 - 15/2/1/2)

RESOLVED:

That this item be moved to the *"In-Camera"* Agenda.

11.1.1 **ERONGO RED: REPRESENTATIVE TO SERVE ON ERONGO RED's CONSUMER LIAISON COMMITTEE - AUGUST 2026 TO JULY 2028**
(C/M 2026/09/03 - (5/6/3)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **7.1** page **03** refers.

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

1. Purpose

The purpose of Erongo RED Consumer Liaison Committee is to provide a forum for discussion, consultation, advice, and feedback to the Management of Erongo RED on matters of common concern, interest and to exchange information and views. Also, to give direction on its policies, procedures, and processes as they affect the community.

2. Objectives

The objectives of the Consumer Liaison Committee are:

2.1 To act as a resource to the Management of Erongo RED on planning, implementation and evaluation of service and activities.
2.1 To serve as a formal platform to exchange ideas and concerns as identified by committee members.
2.2 To serve as a communication vehicle to the community on the work plans of Erongo RED and its impact on the community.
2.3 Assist in advising policy issues for services regarding the interest of customers
2.4 To inform the public about electricity related issues.
2.5 To assist with speedy resolution of consumer complaints.
2.6 Creating awareness among consumers of their rights and responsibilities as well as the roles and functions of the service providers and the Regulator.

3. Composition

3.1 The committee shall consist of representatives from the community of the respective towns within the Erongo region.
3.2 Membership of this committee shall be available to those interested on a voluntary basis.
3.3 The Chairperson of the Consumer Liaison Committee will be a permanent employee of Erongo RED. In his/her absence an alternate in acting capacity shall act as Chairperson.
3.4 Committee will be represented by two volunteer members of the community of Swakopmund.

4. Qualifications of members:

4.1. Be resident in an area serviced by Erongo RED,
4.2. Have a good record of paying their Erongo RED bills.
4.3. Have demonstrated experience in consumer or community work and exhibit and willingness to work on a voluntary basis.
4.4 Have a good understanding of the official language and local language(s) in the Area.
4.5 Should not have any criminal record.

4.6 Be willing to undergo training.
4.7 Be at least 21 years and older.
4.8 Basic knowledge of Erongo RED Tariffs.
4.9 Computer Literacy will be an advantage.

Attached, Erongo RED's notice and the approved Consumer Liaison Committee Terms of Reference

Erongo RED requests Council to nominate three (3) active community members who are not employees of the Municipality, with one representative each from Mondesa, Tamariskia and Vineta, to serve on the Committee and represent the community for a two-year term from August 2026 to July 2028.

The option to re-nominate the current representatives is open.

The representatives will be required to comply with the membership requirements as stipulated in the Terms of Reference of the Erongo RED Consumer Liaison Committee and be eligible for the following benefits:

1. *Sitting Allowance of N$500,00 per meeting*
2. *Subsistence & Travelling (S&T) as per the Erongo RED S&T Policy*
3. *Transport Fees per kilometer travelled at AA rate*
4. *Interventions - limited to four (4) meetings per year.*

Council's current representatives are:-

- *Ms Sara-Lee Elago*
- *Mr Rainer Horsthemke (Passed Away)*

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

RECOMMENDED:

(a) That Council nominates three (3) Swakopmund community members that fulfil the required qualifications of members to represent Swakopmund Community on a voluntary basis on Erongo RED's Consumer Liaison Committee on matters of common concern, interest and to exchange information and views and to give direction on its policies, procedures, and processes as they affect the community of Swakopmund, in the following suburbs:

(i) Mondesa/Matutura/DRC/Wagdaar etc. - 1 Representative
(ii) Tamariskia/Oceanview/Mile 4 - 1 Representative
(iii) Vineta/Kramersdrof/CBD - 1 Representative

(b) That each Councillor proposes a potential nominee(s) from which the three (3) most suitable candidates will be selected.

ERONGO red

TEL +264 (64) 201 9000 TOLL FREE 96000 FAX +264 (64) 201 9001 EMAIL support@erongored.com.na
ERONGO RED BUILDING REG NO 2004/074 91 HAGE GEINGOB STREET P O BOX 2975 WALVIS BAY NAMIBIA

Reference: ER 12/5/3/12

The Chief Executive Officer
Swakopmund Municipality
PO Box 53
SWAKOPMUND

Enquiries	Georgina Wohler
Physical Address	91 Hage Geingob Street
Telephone	+264 (64) 201 9000
Facsimile	+264 (64) 201 9001
Cell	
E-mail	gwohler@erongored.com.na
Date	20 July 2026

Dear Mr. Benjamin

REQUEST TO NOMINATE NEW MEMBERS TO SERVE ON THE ERONGO RED CONSUMER LIAISON COMMITTEE FROM 01 AUGUST 2026 – 31 JULY 2028

1. The abovementioned matter refers.

2. Please be informed that the term of office of the current Consumer Liaison Committee (CLC) ended on 30 June 2026. Accordingly, we kindly request that you nominate three new representatives, representing Mondesa, Vineta and Tamariskia, to serve on the Committee for the next two (2) years, effective 01 August 2026.

3. The Committee provides a platform for discussion, consultation, advice and feedback to the Management of Erongo RED and the communities it serves. It also facilitates the exchange of information and views on matters of common concern and interest. In addition, the Committee provides input and direction on policies and procedures affecting the community.

4. **The nominees should preferably be active members of their communities and should not be employees of the Municipality.**

5. The nominated representatives will be required to comply with the membership requirements stipulated in the Terms of Reference of the Erongo RED Consumer Liaison Committee.

6. The nominated representative will be eligible for the following benefits:
   a. Sitting Allowance of N$500.00 per meeting.
   b. Subsistence & Travelling (S&T) as per the Erongo RED S&T policy.
   c. Transport Fees per Kilometre travelled at AA rate.
   d. Interventions – Limited to four (4) meetings per year.

7. Kindly email the details of the nominee to gwohler@erongored.com.na before or by **Friday, 31 July 2026**.

8. Submitted for your attention and further action.

Yours sincerely

21 JUL 2026

Mr Immanuel !Hanabeb
Chief Executive Officer

ERONGO
red
power to the people

Reg. No 2004/074

ERONGO REGIONAL ELECTRICITY DISTRIBUTOR COMPANY (PTY) LTD

CONSUMER LIAISON COMMITTEE (CLC) TERMS OF REFERENCE

Document Control

Revision	Record of change	Date
1	First Draft - Management	17 February 2017
2	Stakeholder Engagement Committee	28 May 2018
3	Approved by the BOARD	01 June 2018

Authorised by:......................................

CHIEF EXECUTIVE OFFICER

Erongo Regional Electricity Distributor (Pty) Ltd
ERONGO red
14 OCT 2020
Office Of The Chief Executive Officer

Approved by the BOARD: 01 June 2018

Contents

1. Purpose and scope of the CLC

The purpose of the Consumer Liaison Committee is to provide a forum, which creates opportunities for discussion and consultation, as well as the provision of advice and feedback to the Management of Erongo RED on matters of common concern and interest. The forum can also give direction on the Company's policies, procedures and processes, particularly in terms of how they affect the community.

2. Objectives of the CLC

The objectives of the Consumer Liaison Committee are:

- To act as a resource to the Management of Erongo RED on the planning, implementation and evaluation of services and activities.
- To serve as a formal platform to exchange ideas and concerns as identified by committee members.
- To serve as a communication vehicle to the community on the work plans of Erongo RED and its impact on the community.
- To assist in advising on policy issues for services, particularly regarding the interests of customers.
- To inform the public about electricity related issues.
- To assist with the speedy resolution of consumer complaints.
- To create awareness among consumers of their rights and responsibilities, as well as the roles and functions of the service providers and the Regulator.

3. Composition of the CLC

- The committee shall consist of representatives from the community of the respective towns and villages within the Erongo Region.
- Membership of this committee shall be available to those interested on a voluntary basis.
- The Chairperson of the Consumer Liaison Committee will be a permanent employee of Erongo RED. In his/her absence, an alternate in acting capacity shall act as Chairperson.
- The Committee will be represented by one volunteer from the following towns:

- Walvis Bay
- Kuisebmond
- Narraville
- Swakopmund
- Mondesa
- Arandis
- Henties Bay
- Usakos
- Karibib
- Uis
- Ex-NamPower (Plots)
- ERC settlements (Omatjete, Otjohorongo, Tubusis, Okombahe, Anigab, Otjimbingwe, Spitzkoppe, etc.)
- Walvis Bay Concerned Group
- Swakopmund Concerned Group
- Elders Committee

4. Qualification of CLC Members

Members must:

- Be resident in an area serviced by Erongo RED and where the need for a Consumer Liaison Committee is established.
- Have a good record of paying their Erongo RED bills.
- Have demonstrated experience in consumer or community work and exhibit a willingness to work on a voluntary basis.
- Have a good understanding of the official language and local language(s) in the area or town he/she represents.
- Should not have any criminal record.
- Be willing to undergo training.
- Be at least 21 years of age or older.
- Possess basic knowledge of Erongo RED tariffs.
- Computer literacy will be an advantage.

5. Termination of CLC Members

Membership will be terminated upon:

- The death of the member.

- A member missing three consecutive CLC meetings without valid reasons.
- Any other reasons that deemed by Erongo RED to be likely to compromise/undermine the operations of the CLC.

6. Orientation of CLC Members

The orientation of CLC members will be carried out by a team constituted for that purpose in line with the Terms of Reference developed by Erongo RED.

7. Induction of CLC Members

CLC members will be inducted on the following topics:

- The roles and functions of Erongo RED.
- The objectives and functions of the CLC.
- Complaints handling procedures.
- Training on relevant policies and procedures.
- Interaction with Erongo RED customers.
- Erongo RED tariffs
- Consumer education on electricity safety.
- Awareness about electricity saving tips.
- Information on the status of projects in their respective areas.
- Any other relevant information that Erongo RED deems fit.

8. Committees of the CLC

For co-ordinated engagement with the communities, where possible, the CLC may have small committees within responsible areas for the following:

- Community sensitisation
- Complaints handling, and
- Any other committee required to enhance effectiveness.

Each of the committees will be responsible for consumer interests in their respective areas and shall report to the Chairperson of the CLC on a regular basis.

9. Meetings

Meetings will be held on a quarterly basis or at the call of the Chairperson. Erongo RED representatives will set an agenda and request inputs from the committee members. Erongo RED will circulate the agenda two weeks prior to the meeting.

The Committee may establish task forces, as agreed to or requested by Erongo RED Management, to investigate and address specific issues and to report thereon to the Committee.

The CLC members will represent each town during the sitting of a meeting.

Interventions to be limited to four (4) meetings in the year.

10. Reporting

The CLC will report quarterly to the Erongo RED Management and the Stakeholder Engagement Committee of the Board.

11. Quorum

A majority of 50% plus 1 of all members shall constitute a quorum for the meetings of the CLC.

12. Venues for meetings

Venues for the meetings will be communicated to all in advance.

Should the need arise to discuss issues relating to a specific town, a meeting will be arranged with the representatives of that specific town.

13. Meals

If necessary, Erongo RED will provide meals.

14. Accommodation

Members of the committee will be eligible for Subsistence & Travelling (S&T) as per the Erongo RED policy.

15. Allowances

Members of the committee will be eligible for following allowance and subsistence and travelling allowance as per the Board of Directors resolution:

- Allowance of N$400.00 per meeting.
- Subsistence and Travelling allowance as per AA rate and Erongo RED Subsistence and Travelling Policy.

This incentive shall be part of the yearly planning budget submitted to Erongo RED by the CLC Chairperson.

The incentive is meant to cover travel costs incurred while attending to CLC business.

16. Amendments to the Terms of Reference

These Terms of Reference are subject to change from time to time with such changes effective upon announcement to the users of Erongo RED and appointed vendors.

17. Review of the Terms of Reference

The Terms of Reference will be reviewed every second year.

18. APPENDIX

11.1.2 **REVISION OF ECC ADMINISTRATION FEES AND INTRODUCTION OF SUPPORTING LETTER FEES FOR LISTED ACTIVITIES**
(C/M 2026/09/03 - 17/1/3/1; 17/1/3/8)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **7.2** page **13** refers.

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

1. Background Information

Council on **08 October 2024** under item 11.1.21 resolved the following:

(a) That the Council approves the introduction of an administration fee of N$200.00 to cover the administrative costs incurred by the Council during the processing of Environmental Clearance Certificate applications.

(b) That the General Manager of Engineering & Planning Services issues a notice to the public informing them of the Management Committee's decision.

The administration fee of N$200.00 applies only to the processing of applications for Environmental Clearance Certificates (ECCs) administered by Council under the delegated authority granted by the Environmental Commissioner's Office.

Since the implementation of the fee, the administrative and technical requirements associated with the processing of ECC applications have increased, resulting in additional staff time and resources being required to assess applications, verify compliance with environmental legislation and conditions, maintain records and correspondence, and issue the necessary documentation.

It is therefore proposed that the existing administration fee be increased from N$200.00 to N$300.00 per application to better reflect the actual administrative and operational costs incurred by Council in administering the process.

2. Administrative Fees for the Evaluation and Issuing of Supporting Letters

The Environmental Management Office is regularly required to assess and review applications for listed activities within the Municipality of Swakopmund's jurisdiction for which Environmental Clearance Certificates are issued directly by the Environmental Commissioner.

As part of this process, applicants are required by the Environmental Commissioner's Office to obtain a supporting letter from the Municipality prior to the issuing of an Environmental Clearance Certificate.

The issuing of such supporting letters requires the Environmental Management Office to undertake a review and evaluation of the applicant's environmental documentation, including Environmental Scoping Reports and Environmental Management Plans (EMPs), provide comments and guidance where necessary, and ensure that all relevant environmental aspects and mitigation measures have been adequately addressed before a supporting letter can be issued.

Currently, Council does not recover any of the administrative and technical costs associated with this process. It is therefore proposed that Council approves the implementation of an administration fee of N$250.00 for the assessment and issuing of supporting letters for listed activities falling within the Municipality of Swakopmund's jurisdiction.

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

RECOMMENDED:

(a) That Council approves the increase of the Environmental Clearance Certificate administration fee from N$200.00 to N$300.00 per application.

(b) That Council approves the implementation of an administration fee of N$250.00 for the assessment and issuing of support letters for listed activities within the Municipality of Swakopmund's jurisdiction.

(c) That the revised and new fees be incorporated into Council's tariff schedule with effect from a date approved by Council.

(d) The General Manager of Engineering, Urban Development & Environmental Management Services will issue a notice to the public informing them of the Council's decision.

11.1.3 **REQUEST FOR ACCOMMODATION AND MEALS FOR THE SPECIAL RESERVE FORCE (SRF) FOR THE FESTIVE SEASON 2026/2027**
(C/M 2026/09/03 - 3/15/1/1, 9/1/5/3)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **7.3** page **15** refers.

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

1. Introduction

This submission seeks approval from Council to provide free accommodation and food to the Special Reserve Force (SRF) which will deployed in Swakopmund to support crime prevention and law enforcement operations during 2026/2027 festive season.

2. Background:

The festive season results in a substantial influx of visitors to Swakopmund which increases traffic volumes and heightened activity. *"The deployment period overlaps with various popular events such as the Swakopmund Fair, which attracts large public gatherings and places additional demands on safety and security services."*

These conditions place additional pressure on law enforcement resources and are often accompanied by increased incidents of theft, robbery, public disorder, and traffic-related offences." In light thereof Council has for the past 10 years provided the SRF with free accommodation at the Swakopmund Municipal Rest Camp (SMRC) as well as food for their entire stay to the value of N$130 134.16. Through these collaborative measures the safety of residents and visitors was strengthened and subsequently crime incidents reduced significantly.

It is against this background that the Mondesa Police Station Commander, Senior Inspector Beukes, compiled the letter attached hereto **("Annexure A")**, requesting Council's assistance to accommodate the SRF and provide them with food during the upcoming Festive Season from **14 December 2026 until 05 January (23 days)** in Swakopmund.

3. Proposal

The current workforce of the NAMPOL in Swakopmund is currently insufficient to implement the crime prevention strategies required during the festive season. NAMPOL Swakopmund thus wish to request eighteen (18) extra members (14 x Males and 4 x Females) from the Namibian Police Special Reserve Force in Windhoek to re-enforce the local NAMPOL force.

The implementation of the above strategy falls outside the financial provisions within NAMPOL and as such, the Station Commander is requesting Council to provide accommodation at the Municipal Rest Camp as well as food during their stay. The cost implication to Council for the period will be as follows:

1.	*Accommodation **("Annexure B")**:*	*N$106 234.01*
2.	*Meals **("Annexure C")**:*	*N$ 23 900.15*
	Total:	***N$130 134.16***

---

4. Discussion

Council in its resolution 14 October 2025 requested that NAMPOL submit a post-operation report detailing deployments, activities undertaken, arrests made, offences recorded, operations conducted, and measurable outcomes achieved during the deployment period. While Council is requested to fund accommodation and meals, operational control of the SRF remains with NAMPOL, limiting Council's ability to direct deployment activities and priorities.

Previous deployments reportedly resulted in concerns regarding unacceptable behaviour at the accommodation facility, which may require closer supervision and management during the deployment period. Any misconduct by deployed officers or failure to achieve the intended safety outcomes may negatively affect public perception of both Council and NAMPOL. Notwithstanding the above risks, the anticipated benefits of improved public safety, crime prevention, traffic management, and protection of residents and visitors during the peak festive season are considered to outweigh the financial and operational risks associated with the proposal. The identified risks can be mitigated through clear deployment conditions, proper supervision, and the submission of a comprehensive post-operation report by NAMPOL.

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

RECOMMENDED:

(a) That Council approves the request from NAMPOL for the provision of accommodation and meals for members of the Namibian Special Reserve Force (SRF) to assist with crime prevention for the period 14 December 2026 to 05 January 2027.

(b) That recommendation (a) above be provided on condition that all SRF members deployed under this arrangement be accommodated solely for the purpose of crime prevention, law enforcement, traffic management, and public safety operations within the Swakopmund municipal area during the approved deployment period.

(c) That Council's financial contribution be limited to the approved amount of N$130,134.16 for accomodation and food and that any additional costs be borne by the Ministry of Safety and Security unless otherwise approved by Council.

(d) That the Ministry of Safety and Security designate a senior officer responsible for the supervision, discipline, and conduct of all deployed SRF members at the Swakopmund Municipal Rest Camp and during operations.

(e) That the approval is subject to a comprehensive post-operation report by NAMPOL to Council, detailing personnel deployed, operations conducted, arrests made, offences detected, traffic operations undertaken, incidents responded to and measurable outcomes achieved.

(f) That future requests for Council support be accompanied by an evaluation of the previous deployment, including operational

achievements, challenges encountered, and the impact on public safety within Swakopmund.

(g) That any damage to municipal property or facilities arising from the conduct of deployed SRF members be reported immediately and recovered from NAMPOL.

(h) That the cost be defrayed from Vote: 000016509500 Accommodation Namibian Police where N$350,000.00 (2026/27) is available.

ANNEXURE" A"

REPUBLIC OF NAMIBIA

Department of Police

MINISTRY OF HOME AFFAIRS, IMMIGRATION, SAFETY AND SECURITY

Enquires: S/Insp Beukes/S/Insp Peter
Tel: (+264 64) 415009
Fax: (+264 64) 406889
Our ref: 15/3/9/13
Your ref:

Office of the Station Commander
Namibian Police
Private Bag 5016
MONDESA

2026/06/23

The Chief Executive Officer
Swakopmund Municipality
P.O.BOX 53
SWAKOPMUND

REQUEST FOR ACCOMMODATION AND MEALS FOR SPECIAL RESERVE FORCE (SRF) FOR THE FESTIVE SEASON 2026/2027: MONDESA POLICE STATION: ERONGO REGION

1. The above matter refers.

2. This office herewith writes to request for a sponsorship for accommodation and meals for the Special Reserve Force (SRF) during the festive season crime prevention operation.

3. This office is planning to request extra manpower from the Police National Headquarters, in the form of Special Reserve Force to supplement our Crime Prevention Initiative as we are expecting a big influx of holiday goers and tourist that will be visiting the coast and usually criminal activities rise within the festive season.

4. It is against this background that this office needs the reserve force for police visibility during the festive season. We intend to request for a total number of 18 members (14 males and 4 females), since it is our request as per normal practice these members will not be catered for by the police vote for accommodation and meals, hence we plead with your good office for the sponsorship in this regard.

5. These members are professionally trained to enforce the laws under the Criminal Procedure Act 51 of 1977, Liquor Act as well as the applicable Local Authority by Laws and they will be guided to concentrate on the crimes of concern such as Murder, Robbery, Housebreaking, Possession of drugs and public disorder. The operation will commence on the 14th December 2026 to the 5th January 2027.

6. Provisional quotation for meals from certified markets will be provided upon approval. We are requesting that the members be accommodated at the Municipal bungalows as it was done in the past.

We trust that our request receives your favorable attention.

Best regards!

STATION COMMANDER
U.J BEUKES

NAMIBIAN POLICE
MONDESA
23 JUN 2026
S/INSP
MONDESA
ERONGO REGION
STATION COMMANDER
ERONGO REGION

11.1.4 **REQUEST TO REPEAL SALE AND APPROVE DONATION OF ERF 7619, SWAKOPMUND, EXTENSION 28 TO PARA-ATHLETE MR CHRIS KINDA**
(C/M 2026/09/03 - E 7619)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **7.5** page **37** refers.

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

1. **PURPOSE**

The purpose of this submission is to seek Council's approval to partially repeal of point (c) of the resolution adopted on **14 November 2024** (Item 11.1.19), which approved the sale of Erf 7619, Swakopmund Extension 28, measuring 407m², to Mr. Chris Kinda, and further resolved to repeal the sale and approve the donation of the said erf to Mr. Chris Kinda.

This request for repeal is motivated by Mr Kinda's financial circumstances, his disability status, and Council's broader approach of donating erven in Extension 28 (serviced by government funds) to qualifying beneficiaries. A map is attached as **Annexure "A".**

2. **INTRODUCTION**

On **11 June 2024**, an application was received from ASS Investments 98 (Pty) Ltd (MTC Dome), requesting the allocation of tow residential erven a para-athlete, namely Mr Chris Kinda and his guide Mr Kelvin !Goagoseb (**Annexure B**).

Council considered the request and resolved on **14 November 2024** (Item 11.1.19) to allocate the erven at the development cost of N$125.00/m², subject to the standard conditions of sale (**Annexure C**).

Mr Chris Kinda is a visually impaired para-athlete competing in the T11 classification and a member of the Podium Programme at the MTC Dome High Performance Centre. He achieved a gold medal in the 400m T11 event at the World Para Athletics Championships in Kobe, Japan (May 2024), while Mr Kelvin !Goagoseb his (guide in that regard). Despite these achievements, Mr Kinda currently resides in congested and unsuitable living conditions, negatively affecting his wellbeing and athletic performance.

3. **CURRENT SITUATION AND PREVIOUS COUNCIL RESOLUTION**

On **14 November 2024**, Council resolved, inter alia to allocate Erf 7619 to Mr Chris Kinda at a purchase price of N$50,875.00 and Erf 7602 to Mr Kelvin !Goagoseb at a purchase price of N$39,125.00, and that the erven be sold subject to standard conditions of sale. Quoted below is point (c) of the said Council resolution:

(c) That Council allocates two erven to the applicants at the development cost for Extension 28 as follows:

No	*Applicant*	*Erf No*	*Size*	*Zone*	*Land Value*
1	*Kelvin !Goagoseb*	*7602*	*313*	*Residential*	*N$39,125.00*
2	*Chris Kinda*	*7619*	*407*	*Residential*	*N$50,875.00*

The following letters were received on the respective dates from the two approved beneficiaries:

- *On **30 July 2025**, Mr Kelvin !Goagoseb formally withdrew from the allocation (**Annexure D**).*
- *On **05 March 2026,** Mr Chris Kinda submitted a request for financial assistance to be donated Erf 7619 and assistance to construct a house (**Annexure E**).*

4. **DISCUSSIONS**

Mr Kinda claims he has noted Council on **1 April 2025** (Item 11.1.23), Council approved the donation of 71 erven in Extension 28 to qualifying beneficiaries within specified income brackets. This established a clear precedent that erven in this extension are primarily allocated through donation rather than sale, since it was serviced with government funds, particularly to support low- and middle-income residents.

Maintaining the sale condition for Mr Kinda creates inconsistency with Council's current approach, as Mr Kinda falls within the category of vulnerable and deserving beneficiaries, considering:

- *His visual impairment*
- *His national representation and achievements*
- *His financial constraints*
- *His current substandard living conditions*

5. **PROPOSAL**

It is proposed that Council repeals partially of point (c) of its resolution dated **14 November 2024** (Item 11.1.19) approving the sale of Erf 7619, Swakopmund, Extension 28 to Mr Chris Kinda, and that the said erf instead be donated to Mr Chris Kinda.

It is further proposed that the conditions of donation be retained from the initial conditions of sale, which includes a 10-year pre-emptive condition prohibiting the sale of the property shall apply from the date of registration after completion. Council shall cover the transfer costs, which will be recovered over a period of 24 months through Mr Kinda's municipal account, in line with low-cost housing schemes. No temporary structures shall be permitted on the property, and Mr Kinda shall be required to construct a dwelling within 24 months of signing the Deed of Donation.

It is further proposed that Erf 7602, Swakopmund, Extension 28 be revoked from Mr Kelvin !Goagoseb and be donated to the next qualifying applicant or under low-cost housing schemes.

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

RECOMMENDED:

(a) That Council takes note of the request by Mr Chris Kinda to donate Erf 7619, Swakopmund, Extension 28.

(b) That Council considers approving the request of Mr Chris Kinda to repeal partially of point (c) Council resolution passed on 14 November 2024, item 11.1.19 that reads:

(c) That Council allocates two erven to the applicants at the development cost for Extension 28 as follows:

No	Applicant	Erf No	Size	Zone	Land Value
~~1~~	~~Kelvin !Goagoseb~~	~~7602~~	~~313~~	~~Residential~~	~~N$39,125.00~~
2	Chris Kinda	7619	407	Residential	N$50,875.00

And replace it with:

(c) That Erf 7619, Swakopmund, Extension 28, measuring 407m² (serviced with government funds) be donated to Mr Chris Kinda on conditions that the following conditions for donation of erven in Extension 28 be enforced as was approved on 01 April 2025, item 11.1.23:

"(c) The following standard conditions be approved in addition to those passed on 8 October 2024, Council under item 11.1.9:

(i) That the DONEE may not have previously owned or currently own in person or by virtue of marriage (current spouse or divorce) or by donation or inheritance or through the vehicle of a corporate entity, any immovable property in Namibia. That it be explored to see the past marital implications and be forwarded to the Management Committee for consideration.

(ii) That after allocation and transfer, the DONEE may not evict other occupants on the erf until such time Council avails land to offer tenants to be resettled.

(iii) That all costs related to this transaction, which may include the cost for the compilation of the deeds of donation, bond, and transfer registration, be for the account of the DONEE

(iv) That should it be found at any time, that a DONEE has not been honest with Council in obtaining housing or erven, whilst they have owned or own fixed property, the transaction be cancelled, and all payments made in respect of the transaction be forfeited and the erf be repossessed if necessary and allocated to the next qualifying DONEE."

(v) That Ministerial approval be obtained for the transfer of the properties.

(d) That a deeds search be conducted to verify all DONEES selected for donation are indeed first-time property owners.

(e) That all qualifying DONEES pay an administrative fee of N$1,000.00.

(f) That a restriction be placed on the sale of erven for 10 years and a pre-emptive right be included in the Deed of Donation for all erven to be

donated in Extension 28.

(g) That the 10-year period in respect of the restriction of sale of improved erven commences from the date of transfer of the property.

(h) That should the DONEES wish to sell their erven after the expiry of 10 years, and the erven are un-improved, the erven first be offered to Council.

(i) That DONEES who construct houses, and receive completion certificates, may not sell the property for a period of 10 years from the date of the completion certificate. Upon expiry of the 10-year period, the DONEES may sell the erven without first offering it to Council.

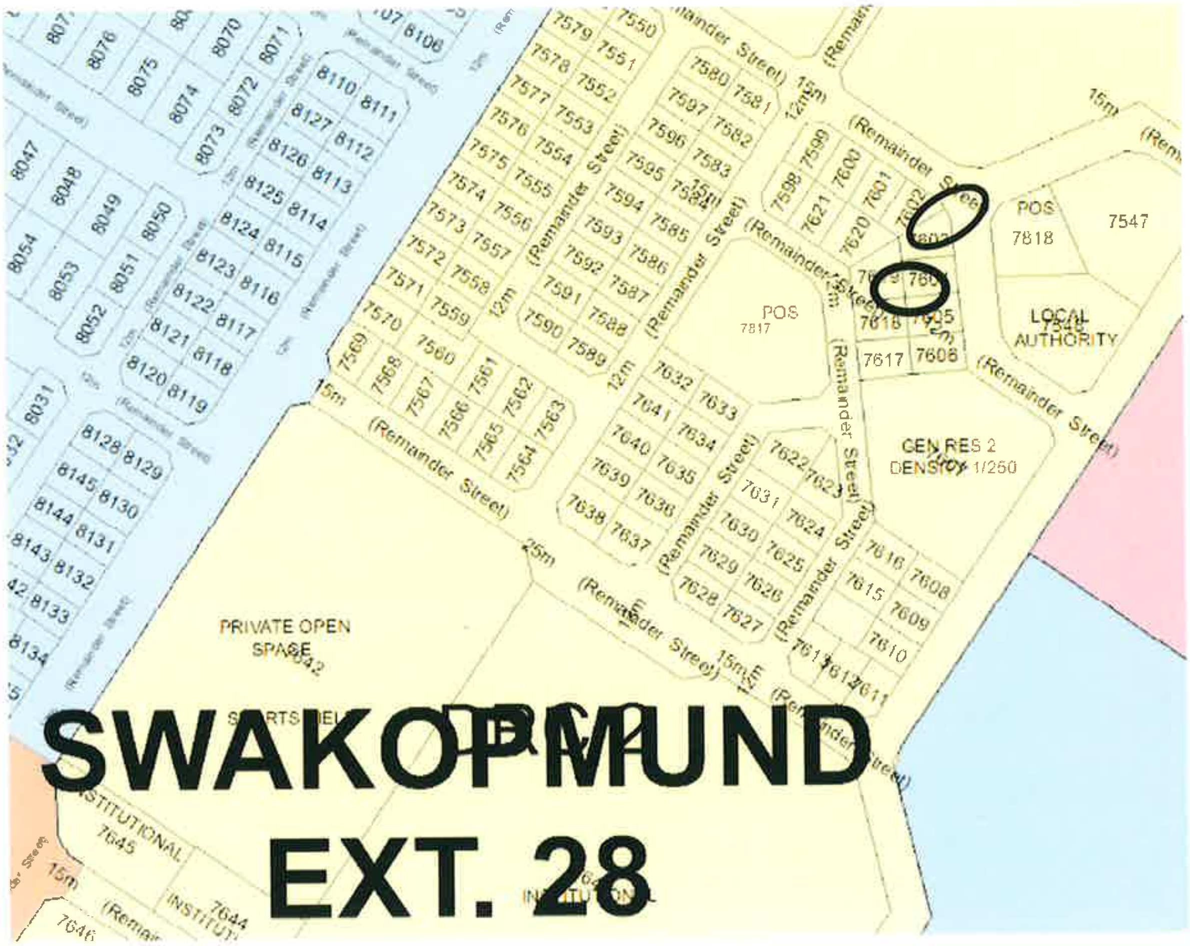
(j) That the DONEES be informed that they will not qualify for low-cost housing scheme again if they sell the erven.

(k) That no temporary structures may be constructed on the erven.

(l) That the occupants of Extension 28 who cannot be accommodated in the said Extension due to unemployment or income below N$3,000.00 (ultra-low) be relocated to the New Reception area at the Northern Wedge once the site is ready for occupation."

(i) That failure to comply with the conditions of donation may result in the withdrawal of the allocation and the reallocation of the property to another qualifying beneficiary with a disability.

ANNEXURE "A"


SWAKOPMUND
EXT. 28
PRIVATE OPEN SPACE
POS
7817
POS
7818
7547
LOCAL AUTHORITY
GEN RES 2
DENSITY 1/250
INSTITUTIONAL
7645
(Remainder Street)
7617
7606
7618
7605

ANNEXURE "B"

THE DOME

June 11, 2024

Swakopmund Municipality
Mr. A Benjamin
CEO: Swakopmund Municipality

Subject: Request for donation of erven to Chris Kinda and Kelvin Goagoseb

Dear Council Members,

I hope this letter finds you in good health. I am writing to you on behalf of Chris Kinda, a distinguished resident of our community, to request your kind consideration in sponsoring him and his guide Kelvin Goagoseb with a plot each. This request is rooted in their outstanding achievements and contributions to our community, as well as their personal circumstances which merit your generous support.

Chris Kinda recently earned the prestigious title of World Champion in the T11, 400m para-athletics event at the World Championship. This remarkable accomplishment not only brings immense pride to our community but also places Swakopmund on the global athletics map. Chris is an elite athlete who is part of the Podium Program at the MTC Dome High-performance Centre, where he continues to train and inspire others with his dedication and perseverance.

Despite his extraordinary achievements, Chris currently resides in a small house with eight other individuals. This living situation is far from ideal for an elite athlete who requires adequate rest and personal space to maintain peak physical and mental condition. The provision of a plot for Chris would enable him to build a home that meets his specific needs as an athlete, thereby enhancing his training and performance.

In addition, Chris's guide, Kelvin, plays a crucial role in his success. The synergy between Chris and Kelvin is vital for their continued achievements in para-athletics. Granting Kelvin a plot would acknowledge his significant contributions and provide him with the stability needed to continue supporting Chris effectively.

We believe that sponsoring Chris and Kelvin with plots is a justifiable investment in the future of our community's sporting excellence. It will also serve as a testament to the Swakopmund Municipality's commitment to supporting its citizens in their pursuit of greatness, regardless of the challenges they face.

We kindly urge the Council to consider this request favorably and look forward to your positive response. By providing Chris Kinda and Kelvin with the plots they need, you will be directly contributing

ASS Investments 9[illegible] (Pty) Ltd
Postal Address: [illegible], Swakopmund, Namibia, [illegible] • Physical Address: [illegible] Swakopmund, Namibia
Tel: +264 64 [illegible] • E-Mail: [illegible] • Reg Nr.: [illegible] • Director: SJ [illegible]

THE DOME

to their ongoing success and well-being, as well as fostering a sense of pride and community spirit within Swakopmund.

Thank you for your time and consideration.

Yours sincerely,

Fanus Engelbrecht
CEO: MTC Dome

ASS Investments 96 (Pty) Ltd
Postal Address: PO Box 3014, Vineta, Swakopmund, Namibia, 9000 · **Physical Address:** MTC Dome Namibia, 5371 Welwitschia Street, Swakopmund, Namibia
Tel: +264 64 400 301 · **E-Mail:** fanus@thedomenamibia.com · **Reg Nr.:** 2008/1002 · **Director:** BJ Engelbrecht

ANNEXURE "C"

11.1.19 **APPLICATION FROM MTC DOME TO DONATE TWO (2) ERVEN TO PARA-ATHLETES (MR CHRIS KINDA AND MR KELVIN !GOAGOSEB)**
(C/M 2024/11/14 - E 7602, E 7619, 14/2/1/2)

RESOLVED:

(a) **That Council takes note of the land application by MTC Dome for a donation of two erven to Mr Chris Kinda and his guide, Mr Kelvin !Goagoseb.**

(b) **That Council takes note that Council's Property Policy only provides for the donation of land to government and non-profit entities.**

(c) **That Council allocates two erven to the applicants at the development cost for Extension 28 as follows:**

1	*Kelvin !Goagoseb*	*7602*	*313*	*Residential*	*N$39,125.00*
2	*Chris Kinda*	*7619*	*407*	*Residential*	*N$50,875.00*

(d) **That the sale be subject to Council's standard conditions of sale which includes compliance with the statutory process prescribed in terms of the Local Authorities Act, Act 23 of 1992, as amended.**

(e) **That MTC Dome facilitates the construction of houses for the two para-athletes.**

(f) **That a pre-emptive condition be registered on the title deed, that the erven may not be sold if unimproved or transferred to third parties within 10 years from the date of issuing of the completion certificate in respect of the construction of a house.**

ANNEXURE "D"

Aina S. Nduuvundi

From:	Nikolas Ndeikonghola
Sent:	23 March 2026 02 30 PM
To:	Aina S Nduuvundi
Subject:	FW Confirmation Required Regarding Allocation of Erf 7602, Extension 28, Swakopmund
Attachments:	Item 11 1.19 Allocation of erven to 2 Para-athelets (Chris Kinda Kelvin Goagoseb) pdf

FYI

Nikolas Ndeikonghola | Admin Officer: Human Settlement | Corporate Services, Human Capital & ICT | +264 64 410 4232

From: Nikolas Ndeikonghola <nndeikonghola@swkmun.com.na>
Sent: 01 July 2025 04 15 PM
To: Kelvin Goagoseb <kelvingoagoseb2@gmail.com>
Cc: Aina S Nduuvundi <ANduuvundi@swkmun.com.na>
Subject: Confirmation Required Regarding Allocation of Erf 7602, Extension 28, Swakopmund

Dear Mr. Goagoseb,

We acknowledge receipt of your email below.

However, as your correspondence does not reference an erf number or an allocation letter, we kindly request confirmation on whether you are withdrawing your interest in the allocation letter dated 25 November 2024, which pertains to Erf 7602, Extension 28, Swakopmund.

Please confirm this in writing so that we may update our records accordingly. We would appreciate it if you could draft and sign a formal letter to this effect at your earliest convenience.

For your reference, the original allocation letter is attached.

Kind regards,

Nikolas Ndeikonghola
Admin Officer: Human Settlement

Tel: +264 64 410 4232 Email: nndeikonghola@swkmun.com.na
Cell: +264 81 141 5738 Address: cnr Rakotoka Street & Daniel Kamho Avenue
Swakopmund, Erongo

swkmun@swkmun.c
www.swkmun.c

From: Kelvin Goagoseb <[illegible]>
Sent: 30 June 2025 03:00 PM
To: Nikolas Ndeikonghola <[illegible]>
Subject: Dear Sir/Madam

I hope this message finds you well.

I am writing to formally inform you that I am no longer interested in the plot of land previously registered or considered under my name, Kelvin Riwaldo Goagoseb. Please treat this as my official withdrawal of interest.

Kindly update your records accordingly. If there are any formalities or documents I need to complete in order to finalize this matter, please do not hesitate to let me know.

Thank you for your attention and assistance.

Best regards,
Kelvin Riwaldo Goagoseb

ANNEXURE "E"

05 March 2026

Dear office of the councillor

Greetings! I hope this letter finds you well and in perfect form. I am Chris Kinda a namibian paralympian.

As I stated earlier I am a paralympian. I took part in the World Championships held in Japan 2024 and won a gold medal also took part in the Para World Championships held in India 2025 but fell out in the semi finals. As a result of my victory in Japan 2024 the municipality of Swakopmund granted me an erven for which I have to make certain payments inorder to get property deed papers, which is the reason for this letter.

As I stated earlier there are a few funds that I have to make inorder to get the land papers for which I am unable to do therefore I would like to seek financial assistance in form of sponsorship so that I can pay off few of the payments required from me and for me to also start with the construction of my house and I am not able to do all this alone as we only get government assistance per championships and all are not on yet and time is not on my side as I might lose my land. There fore your assistance will be appreciated.

I will promptly be waiting for your response and your help would be highly appreciated. Contact me on 0816616957 or 081 4523957. You can also email me your response on kindacsc5@gmail.com or get hold of my assistant Sheraline Kinda on 081 1528921. Thank you in advance.

Yours truly
Chris Kinda
[signature]

11.1.5 **ERF 2592, EXTENSION 12, MATUTURA - MS MARIETTE CECELIA ENGELBRECHT // MR REGINALD ROGER HOFFMAN**
① REPEAL POINT (D) OF THE COUNCIL RESOLUTION OF 28 JULY 2022, ITEM 11.1.14
② REPEAL OF POINT (E) OF THE COUNCIL RESOLUTION OF 30 JANUARY 2025, ITEM 11.1.20
(C/M 2026/09/03 - E 2592 M)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **7.6** page **48** refers.

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

1. **PURPOSE**

The purpose of this submission is to request Council to repeal the following two points:

- *Point (d) of the Council resolution passed on* ***28 July 2022*** *under item 11.1.14*
- *Point (e) of the Council resolution passed on* ***30 January 2025****, under item 11.1.20 to allow the sale of Erf 2592, Extension 12, Matutura, measuring 375m² between Ms Mariette Cecilia Engelbrecht and Mr Roginald Roger Hoffman, without obtaining ministerial approval.*

Attached as **Annexure "A"** is a locality plan of Erf 2592, Matutura, Extension 12. Registration of transfer of ownership took place on **19 March 2020**.

2. **MOTIVATION FOR REQUEST**

This request is motivated based on the decision passed on **03 September 2024**, under item 11.1.30 where a list of 15 names who were non-first-time property owners were approved for allocation of houses under the Mass Housing Development Programme that were exempted from obtaining ministerial consent. The period of these transactions' ranges from 2017 to 21 May 2024; like the case of Ms Meriette Cecilia and Mr Roginald Roger Hoffman that started during 2021.

3. **INTRODUCTION**

Ms Mariette Cecelia Engelbrecht requested Council's consent to waive the pre-emptive right over Erf 2592, Extension 12, Matutura, whereafter Council on **28 July 2022**, passed the following resolution, under item 11.1.14 as follows:

(a) That Council waives the 10-year restriction over, Erf 2592, Matutura and permits the sale of Erf 2592 to third party.

(b) That Ms Engelbrecht be informed that she no longer qualifies for allocation an erf under the low-cost housing projects, as she is no longer a first-time property owner.

(c) That Ms Engelbrecht submits the third party's information in order to determine whether or not he or she is eligible to purchase the house. The purpose of low-cost housing is defeated if the house is sold to a third party who is not on the Master Waiting List and is not a first-time homeowner.

(d)	*That the Ministerial approval be obtained to allow Ms Engelbrecht to sell Erf 2592 to a third party.*

Again, on **08 August 2022**, Ms M C Engelbrecht request Council to reconsider her request by waiving the pre-emptive right over Erf 2592, Matutura whereafter Council the request on **30 January 2025** under item 11.1.20:

(a) *That the same conditions be approved as was approved to Ms Lee Durreta LeHanie on **08 October 2024**, under item 11.1.36 and Mr Hoffmann be exempted to purchase Erf 2592, Matutura, Extension 12, that reads:*

"(a)

(b)

(c) *That Council takes note of factors that may influence first-time-home ownership, which is not limited to divorce, employment status and change of employment location encountered in previous allocations: and the opinion dated 19 August 2024 provided by NHE as a party to the agreements.*

(d) *That should the beneficiaries under the Mass Housing Development Programme who have owned 1 property before in Namibia be exempted, on condition they pay the current land value for allocated erf.*

(e) *That in future, beneficiaries under the Mass Housing Development Programme who own or have owned two or more properties in Namibia is not exempted, and that the above case is not regarded as a precedent."*

(b) *That the donation of Erf 2592 be revoked and the land value of N$68 000.00 be paid back to Council by Ms. Engelbrecht.*

(c) *That the original title deed be submitted to Council and only be given to Mr. Hoffmann after the full amount of N$68 000.00 is recovered by Council.*

(d) *That should the sale not be resolved after Council passes this resolution, the parties (Ms Engelbrecht and Mr. Hoffmann) be informed to seek external legal assistance to resolve the matter.*

(e)	*That a letter be drafted to the Ministry to inform them of Council's decision passed pending their approval.*

The request of Ms Engelbrecht to waive the pre-emptive right over Erf 2592, Extension 12, Matutura was approved at two respective Council meetings as mentioned in the introduction.

4. **BACKGROUND**

With reference to the issue of non-first-time homeowners, a virtual meeting was held on **05 October 2023** with the Ministry of Urban and Rural Development. **Annexure "B"** is a letter dated **1 April 2024** addressed to the National Housing Enterprise and **Annexure "C"** is the response dated **21 May 2024** from NHE.

In response to the letter of NHE allowing 15 transactions of beneficiaries who were non-first-time property owners to proceed, a submission was tabled to Council who resolved the following under item 11.1.30 at its meeting of **03 September 2024**:

"(a) That Council takes note of the letter submitted by National Housing Enterprise to condoning the past allocation of homes to property owners who had already received homes under other schemes or privately.

(b) That the following homeowners who benefitted under the Mass Housing Development Programme be exempted from the allocation criteria defined in clause 6.5.3 of the approved standard triparty conditional donation agreement and ownership of the properties be transferred in their names:

1. *Erf 2026 Matutura - Mr Helmut Benediktus*
2. *Erf 2053 Matutura - Ms Bertha Hengombe*
3. *Erf 2054 Matutura - Mr Leander Cliffton Mouton and Ms Teresa Mouton*
4. *Erf 2116 Matutura - Mr Filemon Namweya and Ms Eva Namweya*
5. *Erf 2157 Matutura – Mr Wendell and Ms Jo-MarieEckardt*
6. *Erf 2189 Matutura – Ms Martha Karingombe*
7. *Erf 2201 Matutura – Mr Junias Annanias and Ms Emilia Annanias*
8. *Erf 2215 Matutura – Ms Ledia Fielding*
9. *Erf 2313 Matutura – Mr Elton Gurirab and Ms Rosiwida Guriras*
10. *Erf 2338 Matutura – Mr Stanley Witbooi*
11. *Erf 2396 M Matutura – Ms Sophie Shipale*
12. *Erf 2423 Matutura – Mr Silas Shilongo*
13. *Erf 2457 Matutura – Mr Faros and Ms Magret Kock*
14. *Erf 2556 Matutura – Mr Wilem Ntjamba*
15. *Erf 7591 Swakopmund – Ms Maggy Sam*

(c) That in future, the beneficiaries under the Mass Housing Development Programme who own two or more properties in Namibia is not exempted, and that the above 15 cases are not regarded as a precedent.

(d) That Mr Helmut Benedicktus only be exempted once Erf 3218, Mondesa of late Ms Auleria Ayehaantu Kornelius be transferred to her children, Ms Tuwilika Penexupifo Shevanyenga and Ms Eunike Elago who are above 21 years old at his cost.

The case of Ms Engelbrecht and Ms Kotze of Erf 2626, Extension 12, Matutura are similar to the above. A separate submission of Ms Kotze's case will be tabled to Council.

5. <u>**CURRENT SITUATION**</u>

The waiver request of Ms Engelbrecht to sell the property to Mr Hoffman was approved on **28 July 2022** under item 11.1.14 and **30 January 2025**, item 11.1.20. The point (d) of the Council resolution of **28 July 2022**, and point (e) of the Council resolution of **30 January 2025** requires the approval of line Ministry.

As such, a letter dated **08 August 2022**, and a follow-up letter dated **16 August 2023** (**Annexure "D"**) was sent to the Ministry of Urban and Rural Development to approve the Council resolution waiving the pre-emptive right over the property which allows the transaction of Ms Engelbrecht and Mr Hoffman to proceed.

No response to date has been received from the line ministry. Ms Engelbrecht is facing financial challenges due to unemployment and Mr Hoffman alleviate most of the financial challenges for 4 years now.

With reference to the latest resolution in point 3 above, both the National Housing Enterprise and Council condoned the past allocation of 15 non-first-time homeowners and consented the waiver requests in the shortest time possible which could otherwise have legal and financial implication to repossess the properties.

6. **PREVIOUS RESOLUTION FOR SIMILAR CASES**

On **28 August 2025** Council resolved as follows:

(a) _"That Council repeals the resolution taken on 27 February 2025 under item 11.1.25._

(b) _That Council declines to purchase the property on Erf 7604, Extension 28, Swakopmund as offered by Ms Ester Magano Kamulilo to Council and permit her to sell the property._

(c) _That all future waivers be handled accordingly."_

On **29 April 2025** under item 11.1.25: **Application By Ms L Mweshindange for Waiver of the Pre-Emptive Right Over Erf 2077, Matutura, Extension 10** was resolved as follows:

(c) _" That Council approves the application of Ms Loide N Mwashindange by waiving the 10-year restriction over Erf 2077, Matutura, Extension 10 to sell the said erf to Ms Elina N Titus._

(b) ....

(c) _That Ministerial consent be obtained to allow Ms Mwashindange to sell Erf 2077, Matutura, Extension 10, to the third party, Ms Titus._

(d) _That Ms Mwashindange be informed that she no longer qualifies for allocation of an erf under the low-cost housing projects, as she is no longer a first-time property owner."_

7. **DISCUSSION**

The challenges regarding the issue of non-first-time homeowners under the Mass Housing Development Programme as outlined in a letter of **1 April 2024** (**Annexure "B"**) addressed to the NHE. In response to our letter NHE on **21 May 2024** (**Annexure "C"**) gave a detailed analysis that resulted that the waiver request of 15 beneficiaries listed in the above resolution being approved. **Annexure "D"** is a follow-up letter dated **16 August 2023** sent to the line ministry requesting the approval and **Annexure "E"** is a letter issued to Ms Engelbrecht. **Annexure "F"** is an example of consent letter dated **19 June 2025** which was used for similar cases of waiver request approved by Council and consented by NHE on **12 August 2025** in the shortest time possible which alleviated the burden of service account and loan repayment obligation on the approved purchaser.

Consistent redress of similar cases

On **14 December 2021**, Ms Engelbrecht applied for the waiver of pre-emptive right over Erf 2592, Matutura, Extension 12 to be allowed to sell the property to Mr Hofmann. Mr Hofman did not meet the set criteria of being a first-time homeowner. On the other hand, Ms Mariette C Engelbrecht is unemployed and does not have any financial means to refund Mr Reginald R Hofmann. The parties already exchanged money as per contract entered into by the two parties. Quoted is Clause 2 of the Deed of Sale that was drafted by Dr Weder, Kauta and Hoveka at the time:

(i) *Refundable amount of N$133 776.97 paid to NHE for the outstanding balance on the bond.*
(ii) *Refundable amount of N$44 295.44 paid to the Council in respect of outstanding balance.*
(iii) *Refundable amount of N$7 357.13 paid to ENS Africa for legal fees to the outstanding balance of Ms Engelbrecht.*

Ms M C Engelbrecht also took a loan from Mr R R Hoffman that will be deducted at conclusion of the transaction. Therefore, a total indebtedness by Ms Engelbrecht to Mr Hoffman amounts to N$205 429.54.

For consistency, all non-first-time homeowners who benefitted under the Mass Housing Development Programme from **2017** to **21 May 2024** requires exemption from:

- *Being a non- first-time homeowner*
- *Lifting of a moratorium of 10-year period restrictions over the properties*
- *Allocation criteria: Names to be on Waiting List*
- *Repossession of properties*

8. **PROPOSAL**

It is proposed that Council repeals point (d) of the Council resolution passed on **28 July 2022** under item 11. 1.14 and point (e) of the Council resolution passed on **30 January 2025**, item 11.1.20 for National Housing to consent the waiver request and that the request be exempted from obtaining ministerial consent as per virtual meeting held on **05 October 2023** with the Ministry of Urban and Rural Development and National Housing Enterprise response dated **21 May 2024 (Annexure "C")**.

It is further proposed to transfer the remainder of the 10-year pre-emptive right (as outlined in Clause 2.3.1) to the third party, such right to commence on the date of registration of the property in the name of the third party. The 10-years be calculated from the original date of registration in the Deeds Office, **19 March 2020**, and expiring on **19 March 2030**. Therefore, where the property is sold prior to the expiry of the pre-emptive period, the remainder of the pre-emptive right shall automatically be transferred to the purchaser. The remaining years will be 9 years (2020-2030) of the pre-emptive period, commencing from date of registration of ownership.

Therefore, the amended pre-emptive conditions be registered against the title deed as follows:

2.3.1 *"The Beneficiary (or his/her successors in title) is restrained from the alienation of the Property, any share therein, any portion thereof or any sectional title unit or right to erect such unit thereon, for a period of 4 (four) years as from the date of registration of transfer of the Property into the name of the Buyer pursuant to this agreement, unless the Council has consented to such transfer in writing and the Property was offered in writing for the sale to the Council. The Council shall, within 60 (sixty) days of the receipt of the written offer, be entitled to accept the offer to purchase the Property at the price equal to the agreed costs for the construction of the Property herein recorded, plus the reasonable costs which the Beneficiary may have incurred to further permanently improve the Property (excluding the costs of maintenance and upkeep thereof), which costs shall be determined by an independent valuator appointed by the Council, whose determination shall be final and binding on the parties. For the purposes of this clause 2.3.1, "alienation" shall not include the passing of ownership by means of marriage, inheritance or due to legal processes following divorce, sequestration or affecting the Beneficiary's legal status or capacity."*

Transferring the pre-emptive right clause to a third-party buyer is crucial for protecting the integrity of low-cost housing programmes. Without this measure, the programme could be undermined by speculation, as new owners might immediately resell the properties for a profit.

The clause ensures that Council and National Housing Enterprise (NHE) maintain control by giving them the first option to repurchase the property if it is sold prior to lapsing if the ten-year period. This prevents the flipping of homes and keeping them available for applicants on the Master Waiting List. Ultimately, extending this condition to the new owner ensures that the property continues to serve its intended purpose of providing affordable housing and prevents the misuse of public resources.

It is also proposed that Clause 2.3.1 of the tripartite agreement be transferred to the new owner. The remainder of the ten-year period specified in the clause should begin on the date the property is registered in the third party's name.

Without this clause, a third-party buyer could immediately resell the property for a significant profit, undermining the programmes' purpose and turning it into a speculative investment rather than a solution for housing scarcity.

It is further proposed that all non-first-time homeowners to whom houses were allocated under the Mass Housing Development Programme before **21 May 2024** be exempted from the allocation criteria defined in Clause 6.5.3 of the approved standard triparty conditional donation agreement.

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

<u>RECOMMENDED</u>:

(a) That it be noted that Council approved the waving of the pre-emptive right on 28 July 2022 under item 11.1.14 plus 30 January 2025 under item 11.1.20 by allowing Ms Mariette Cecilia Engebrecht to sell Erf 2592, Extension 12, Matutura to a third party.

(b) That Council repeals point (c) and (d) of Council resolution passed on 28 July 2022 under item 11.1.14 and point (e) of the Council resolution of 30 January 2025, item 11.1.20 by allowing the <u>exemption of obtaining ministerial approval</u> and allowing the long overdue sale of Erf 2592, Matutura, Extension 12 between Ms Mariette Cecilia Engelbrecht and to Mr Reginald Roger Hoffman, the third party.

(c) That Council gives approval for Mr Reginald Roger Hoffman to purchase Erf 2592, Matutura, Extension 12, considering the financial investment he has made to alleviate the financial strain faced by the current owner Ms Mariette Cecilia Engelbrecht.

(d) That the National Housing Enterprise provide consent for the sale of Erf 2592, Matutura, Extension 12 from Ms Mariette Cecilia Engelbrecht to Mr Reginald Roger Hoffman.

(e) That all future waiver requests be submitted to the National Housing Enterprise for consent.

(f) That the transferring attorney be informed to draft a tripartite agreement between the Seller, the third party (buyer), NHE and Council.

(g) That a tripartite agreement be a mandatory requirement whenever the third parties intend to sell the property and there is a remainder of the 10 year restriction period which is not completed.

(h) That the remainder of the 10-year pre-emptive right (as outlined in Clause 2.3.1) be transferred to the third party, to commence on the date of registration of the property in the name of the third party.

For example, the property was registered in the name of Ms M C Engelbrecht on 19 March 2020. The 10-year pre-emptive right therefore runs until 2030. Since she now wishes to sell the property in 2026, the third party will assume the remaining 4 years (2026-2030) of the pre-emptive period from the date of registration.

(i) That the condition of the 4-year pre-emptive right below be transferred to the third party to commence on date of the property being registered in the name of the third party.

2.3.1 The Beneficiary (or his/her successors in title) is restrained from the alienation of the Property, any share therein, any portion thereof or any sectional title unit or right to erect such unit thereon, <u>for a period of 9 (nine) years</u> as from the date of registration of transfer of the Property into the name of the Buyer pursuant to this agreement, unless the Council has consented to such transfer in writing and the Property was offered in writing for the sale to the Council. The Council shall, within 60 (sixty) days of the receipt of the written offer, be entitled to accept the offer to purchase the Property at the price equal to the agreed costs for the construction of the Property herein recorded, plus *the reasonable costs which the Beneficiary may have incurred to further permanently improve the Property (excluding the costs of maintenance and upkeep thereof), which costs shall be determined by an independent valuator appointed by the Council, whose determination shall be final and binding on the parties. For the purposes of this clause 2.3.1, "alienation" shall not include the passing of ownership by means of marriage, inheritance or due to legal processes following divorce, sequestration or affecting the Beneficiary's legal status or capacity.*

(j) That Ms M C Engelbrecht be informed that she does not qualify for further allocation in any of the low-cost housing programmes.

(k) That this case shall not be used as a precedent, and that Council, in future, address the recurring issue of attorneys facilitating the sale of low-cost housing properties to third parties despite the pre-emptive rights held over such properties.

(l) That all non-first-time homeowners who were allocated with houses under the Mass Housing Development Programme before 21 May 2024 be exempted from the allocation criteria defined in Clause 6.5.3 of the approved standard triparty conditional donation agreement.

11.1.6 **EXEMPTION FROM PAYMENT OF ASSESSMENT RATES**
(C/M 2026/09/03 - 3/4/1/2)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **7.7** page **58** refers.

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

1. **Introduction**

1.1 Provision is made in Section 75 of the Local Authorities Act, Act 23 of 1992 (herein after "the Act), as amended, that Council, subject to certain conditions, may exempt certain organisations or institutions from the payment of assessment rates.

The definition of "rateable property" and Section 75 are **attached** as **Annexure "A".**

1.2 According to the stipulations of subsection (3) of the Act), a local authority *shall not grant* any exemption under subsection (1), *unless* the application referred to in that subsection has been lodged to, or actually received by it on or before **31 May** in the year immediately preceding the financial year to which the application relates.

2. **Proposed Amendments to the Local Authorities Act, Act 23 of 1992 as amended**

As previously stated, Council on **31 March 2010** under item 11.1.18 resolved to propose the following amendment to the Local Authorities Act, Act 23 of 1992, as amended, to the Minister of Regional and Local Government, Housing and Rural Development:

That the proposed amendments be submitted to the Permanent Secretary of the Ministry of Regional and Local Government, Housing and Rural Development for consideration, subject to following corrections:

(i) ...

(ii) ...

(iii) *Section 75 be amended as: That only those rectories which are registered in the name of the church / mission be exempted.*

Should the above proposed amendment be approved, pastors / reverends / priests / preachers will no longer be able to claim exemption for private residences as manses / parsonages / rectories. To date no reply was received from the said Ministry. The said amendment was not included in the amended act (25 April 2018).

3. **Applications Received**

A notice was published in the **Namib Times** and **The Namibian** newspaper respectively as prescribed in the Local Authorities Act 23 of 1992 with closing Monday, 01 June 2026 as 31 May 2026 was a Sunday (Interpretation of Act, Act 33 of 1957, as amended.

The relevant application form was also posted to those organisations or institutions that previously applied for exemption from the payment of assessment rates.

The applications listed under the recommendation were received in terms of Section 75 (3) of the Local Authorities Act 23 of 1992 (as amended), for the exemption from payment of Assessment Rates for 2025/2026.

The forms received will be available at the Management Committee Meeting for scrutiny.

The local Authority Act, Act 23 of 1992 does not provide for the late application to be considered, few applications were received as follows:

No:	*Name of the entity*	*Purpose*	*Erf No:*	*Submission Date*
1.	*AFM (AGS) Tamariskia*	*Church*	*Erf 614 & 567*	*03 June 2026*
2.	*Gustav Kamatoto Residential*	*Pastor's residential Erf*	*Erf 779 Tamariskia*	*02 June 2026*
3.	*Fresh Water Pentecostal Assembly of God*	*Church*	*Erf 910 Tamariskia*	*02 June 2026*
4.	*Swakopmund Baptism*	*Church*	*Erf 4264*	*16 June 2026*
5.	*Anglikaanse Kerk*	*Church*	*Erf 603*	*25 June 2026*

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

RECOMMENDED:

(a) That exemption from payment of assessment rates in terms of Section 75 of the Local Authorities Act, Act 23 of 1992 (as amended), be granted in respect of the following properties:

Erf Number	***Organisation / Body***	***Purpose for which the Erf is Used***
Erf 4443	***Eagle Christian Centre***	***Church***
Erf 3514	***SFC Sport Club Namibian***	***Sport Club***
Erven 1772 & 1774,3622 Swk	***Private School Swakopmund***	***Educational***
Erf 776, 787	***A.M.E Church***	***Church***
Erf 8159,9104	***Tangeni Shilongo Namibia***	***Educational***
Erven 4235, 4236 & 4237 and Ext 21	***Pro-Ed Akademie Parents Association***	***Educational***
Erf 1613,10028	***Scientific Society Swakopmund Kirche***	***Scientific Development & Educational***
Erf 183, Swk	***Evangelical Luth***	***Church***
Erf 1111 Swk	***Evangelical Mission Church***	***Church***
4371, Mon	***Evangelical Bible Church***	***Church***
Erf 1759, Swk	***Evangelical Stadtmission Swakopmund***	***church***
Erven 5088,	***A F M of Namibia***	***Place of Worship***
Erf 449,3290 Mon	***Owato Parish Elcin***	***Place of Worship***

Erf 8680,Swk	**A G S Filadelfia Swakopmund**	**Place of Worship**
Erf 3534 & 4234, Swk	**Deutsche Pfadfinder**	**Youth Organisation**
Erven 236 & 612 , Tam	**Volle Evangelic Kerk van God**	**Place of Worship**
Erven 723, 724, 725, 726 & 728, Swk	**Deutscher Schulverein Swk**	**Hostel, Kindergarden + School**
Erf 763, 309 Swk	**New Apostolic Church**	**Place of Worship**
Erven 195 & 196 A, & 5065,5064, 5063 Swk	**The Mission Benedictine Sister's**	**Sisters Living Quaters**
Erven 305, 588, 800 & 801 Swk	**United Reformed Church**	**Place of Worship**
Erf 5158, Swk	**Nederduitsh Hervormdkerk van Afrika**	**Place of Worship**
Erf 1544, 4347M	**Swakopmund COSDEC**	**Institutional Training Centre**
Erf 1514, Swk	**Swakopmund Christian Academy**	**Educational**
Erf 1239 Tamariskia	**Namibia Training Foundation**	**Educational**
Erf 4369, Mon	**Morewag Church of Namibia**	**Place of worship**
Erf 5845, Swk	**Believer Fellowship Church**	**Place of worship**
Erf 949,24,284, Swk	**Roman Catholic Church**	**Place of worship**
Erf 4368, Mon	**Ebenezer Christian Church**	**Place of Worship**
Erf 5824, Swk	**Shofar Christian Swakopmund**	**Place of Worship**
4955	**RC Mission Antonius**	**church**
Erf 602, Mon	**Evangelical Bible church**	**Place of Worship**
Erf 681,2108 , Swk	**The Old Apostolic Church**	**Place of worship**
Erf 4367	**Oruuano Protestant Unity**	**Church**
Erf 783,783, 622 Swk	**Rhenish Church in Namibia**	**Church**
Erf 455	**St Boniface Angelican Church**	**Church**
Erf 671	**Rossing Foundation**	**Educational**
Erf 508	**NG Kerk Swakopmund**	**Church**
Erf 2781,801,815, 4200	**Lion's Club Welfare**	**Accommodation for Elderly**
Erf 4377	**Swakopmund Central Seventh Day Adventist**	**Church**
Erf 215	**Solid Rock**	**Education**
Erf 4650	**Stepping Stone**	**Education**

(b) **That the exemption of payment of assessment rates be credited with effect
1 July 2026 where applicable.**

(c) That the late applications be noted, and the applicant be informed that they cannot be exempted due to the late submission.

No.	Name of the entity	Purpose	Erf No:	Submission Date
1.	AFM (AGS) Tamariskia	Church	Erf 614 & 567	03 June 2026
2.	Gustav Kamatoto Residential	Pastor's residential Erf	Erf 779 Tamariskia	02 June 2026
3.	Fresh Water Pentecostal Assembly of God	Church	Erf 910 Tamariskia	02 June 2026
4.	Swakopmund Baptism	Church	Erf 4264	16 June 2026
5.	Anglikaanse Kerk	Church	Erf 603	25 June 2026

ANNEXURE "A"

Definitions

"rateable property" means any immovable property situated within a local authority area, except any-

(a) land of which the ownership and control vests in the Government of Namibia or a regional council and on which no buildings have been constructed or other improvements have been effected;

(b) fixed improvement, other than a dwelling, of which the ownership vests in the Government of Namibia or a regional council and which is used or occupied for public purposes, including the land on which any such fixed improvement is actually constructed and any other land actually occupied for purposes of such fixed improvement;

(c) Immovable property used exclusively as-

(i) a place of worship registered with a local authority on conditions prescribed by the Minister;
(ii) a school or hostel other than a school or hostel which has been established and is maintained and managed by any person for profit or gain whether directly or indirectly;
(iii) a library or museum which has been established and is maintained and managed by the State; or
(iv) a hospital, an institution as defined in section 1 of the Mental Health Act, 1973 (Act No. 18 of 1973), an institution for the care of juveniles or similar institution aided by the State or any charitable institution.

(d) any immovable property of which the ownership vests in a local authority council; or

(e) any immovable property which has been, exempted from the payment of rates in terms of section 75 or any other law;"; and

Definition substituted by Act 3/2018 s1 (e)

Exemption from rates levied on rateable property

75. (1) A local authority council may, upon an application made to it in respect of any financial year in such form as my be determined by the Minister, exempt in respect of such financial year from any rates levied under section 73 -

(a) any land or building or any part of such land or building used exclusively for purposes of the principal activities of -

(i) any church, mission, hospital, school or hostel other than a church, mission, hospital, school or hostel which has been established and is maintained and managed by any person for profit or gain, whether directly or indirectly;
(ii) any amateur sporting organization;
(iii) any State-aided institution or institution aided by any charitable institution;

or any portion of such land or building, or any land set aside for any such purposes;

(b) any land or building -

(i) used wholly and exclusively for the residence of any priest or minister employed on a fulltime basis by any church or mission referred to in paragraph (a)(i);

(ii) used for the boarding and lodging of persons employed on a full-time basis on the medical, nursing and maintenance staff of any hospital referred to in the said paragraph;

(iii) used for the boarding and lodging of any pupils of, or persons employed on a full-time basis as teachers or other members of the staff by, any school or hostel referred to in the said paragraph;

(c) any land or building -

(i) of which ownership vests in, or is occupied by any non-political youth organization -

(aa) which has as its aim the education of the youth or any particular group of youth and to develop amongst such youth the qualities of citizenship; and

(bb) which has, upon an application made by the local authority council in question, been approved by the Minister for purposes of this paragraph; and;

(ii) which is used by such organization exclusively for purposes of its aim or let for an amount not exceeding an amount necessary to maintain such immovable property or to raise funds in order to achieve such aims.

(2) The provisions of subsection (1) shall not apply in relation to any land or building used by an amateur sporting organization on which any trade is carried on for gain.

subsection (2) subsection By Act 24 of 2000

(3) A local authority council shall not grant any exemption under subsection (1), unless the application referred to in that subsection has been lodged to, or actually received by, it on or before 31 May in the year immediately preceding the financial year to which the application relates.

THE ATTACHMENT TO THIS ITEM IS ON FILE.

11.1.7 **CHANGE OF THE ERF 7743 TO ERF 7742, EXTENSION 28, SWAKOPMUND ALLOCATED TO MS GERLINDE METLING //AWASES**
(C/M 2026/09/03 - E 7742)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **7.8** page **79** refers.

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

1. PURPOSE

The purpose of this submission is to correct the erf number, Erf 7742 allocated to Ms. Gerlinde Metling //Awases instead of Erf 7743, Extension 28, Swakopmund. A locality map of Extension 28 is attached as **Annexure A**.

2. BACKGROUND

A submission was tabled to Council regarding a dispute of ownership of the Erf 7360 previously (Erf 268) between Ms Gerlinde Metling //Awases and Ms Julia Nghinghalwa.

On **04 November 2025** the matter was tabled to Council, and it was resolved under item 11.1.28 as follows:

"(a) That Council takes note of a dispute regarding the ownership of Erf 7360, Ext. 27, Swakopmund between Ms Gerlinde Metling //Awases and Ms Julia Nghinghalwa.

(b) That Council approves the allocation of Erf 7743, Extension 28, Swakopmund that is occupied by Ms Julia Nghinghalwa to Ms Gerlinde Metling //Awases in lieu of Erf 7360 (268), Ext. 27, Swakopmund.

(c) That a submission be tabled upon receipt of proof of income (for affordability assessment) to consider the allocation Erf 7360 (268), Ext. 27, Swakopmund to Ms Julia Nghinghalwa.

(d) That a ministerial consent be obtained to donate Erf 7743, Extension 28, Swakopmund to Ms Gerlinde Metling //Awases and same be applied to Ms Julia Nghinghalwa upon approval by Council once all required affordability assessment are complied with.

(e) That Ms //Awases be inform to pay the administrative fee of N$1,000.00 to Council upon receipt of ministerial consent".

3. DISCUSSION

On **09 January 2026** Housing Section officials conducted a site visit to show Ms //Awases where the erf is located. It transpired that Erf 7743 is in fact occupied and the correct erf is actually Erf 7742, Extension 28, Swakopmund since it is vacant.

4. PROPOSAL

It is proposed that Council repeals the previous decision of the allocation of Erf 7743, Extension 28, Swakopmund to Ms Gerlinde Metling //Awases. It is further proposed that Council approves the allocation of Erf 7742, Extension 28, Swakopmund to Ms //Awases with all the conditions contained in its previous decision.

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

RECOMMENDED:

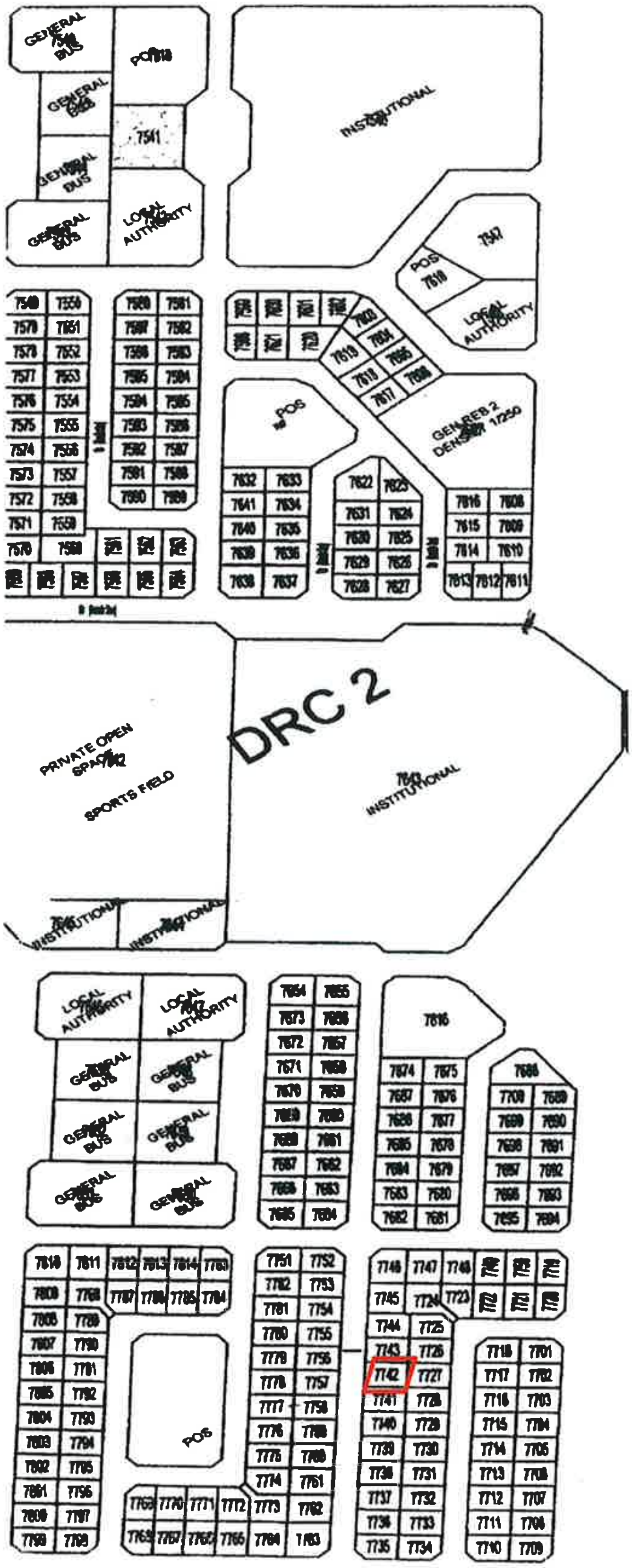
(a) That the Council resolution taken on 04 November 2025 under item 11.1.28 (b), be amended to read:

(b) "That Council approves the allocation of Erf 7742, Extension 28, Swakopmund to Ms Gerlinde Metling //Awases. "

(b) That ministerial consent be obtained to donate Erf 7742, Extension 28, Swakopmund to Ms Gerlinde Metling //Awases.

(c) That Ms //Awases be informed to pay the administrative fee of N$1,000.00 to Council upon receipt of ministerial consent.

ANNEXURE "A"


GENERAL BUS
INSTITUTIONAL
POS
LOCAL AUTHORITY
GENERAL BUS
DRC 2
PRIVATE OPEN SPACE
SPORTS FIELD
INSTITUTIONAL
INSTITUTIONAL
INSTITUTIONAL
LOCAL AUTHORITY
LOCAL AUTHORITY
GENERAL BUS
POS
7742

11.1.8 **MASS HOUSING DEVELOPMENT PROGRAMME: APPLICATION FOR THE APPROVAL OF A SUBSTITUTE PURCHASER FOLLOWING THE WAIVER OF THE PRE-EMPTIVE RIGHT OVER ERF 2202, EXTENSION 10, MATUTURA BY MS YVONNE MALETZKY**
(C/M 2026/09/03 - E 2202 M)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **8.1** page **03** refers.

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

1. **PURPOSE**

The purpose of this submission is to obtain Council's approval for the substitution of the approved purchaser of Erf 2202, Extension 10, Matutura, following Council's earlier approval to waive the 10-year pre-emptive right over the property. The former purchaser, Ms Francina Mukoshange Shinedima, withdrew from the transaction due to the lengthy period taken to obtain Council approval while the Standard Operating Procedures governing such applications were being developed. Ms Yvonne Maletzky has since submitted a new purchaser, Ms Nally Livonia Ghandhi Hones, to replace Ms Shinedima.

2. **INTRODUCTION AND BACKGROUND**

Erf 2202, Extension 10, Matutura was allocated to Ms Yvonne Maletzky under the Mass Housing Development Programme. The land was donated by Council while the dwelling was financed by Standard Bank Namibia.

Clause 2.3.1 of the Tripartite Agreement prohibits the alienation of the property within ten (10) years from the date of transfer unless Council, in consultation with the National Housing Enterprise (NHE), provides written consent; and the property has first been offered for sale to Council, which declines the offer in writing.

Following Ms Maletzky's application dated **5 June 2025** (**Annexure A**) for the cancellation of the pre-emptive condition to enable transfer of Erf 2202, Extension 10, Matutura to Ms Francina Mukoshange Shinedima, Council only approved the request at its meeting held on **5 March 2026** under Item 11.1.30 (**Annexure B**), approximately nine (9) months after the application had been submitted. The delay resulted from the development and formalisation of Standard Operating Procedures governing applications for the waiver of pre-emptive conditions under the Mass Housing Development Programme. By the time Council's approval was granted, Ms Shinedima had withdrawn her interest in purchasing Erf 2202 and consequently cancelled her offer to purchase the property.

3. **DISCUSSION**

Ms Maletzky has since entered into a sales agreement with another prospective purchaser, Ms Nally Livonia Ghandhi Hones, to substitute the purchaser previously approved by Council (Ms Shinedima). Ms Hones earns more than N$6,000.00, she is a resident of Swakopmund and a first-time homeowner; however, she is not registered on the Master Waiting List. It is indicated that Ms Hones was below the qualifying age when applications for inclusion on the Master Waiting List were accepted, and that the waiting list has remained closed since 2020.

It is submitted that this transaction be excluded from the application of the Standard Operating Procedures, as Council has already approved the waiver of the 10-year pre-emptive right. The substitution of the purchaser became necessary solely due to the delay in obtaining Council approval while the Standard Operating Procedures were being formalised. Accordingly, only the approval of the substitute purchaser is required, with all conditions attached to Council's previous approval remaining unchanged.

5. PROPOSAL

It is proposed that Council approve the substitution of the previously approved purchaser, Ms Francina Mukoshange Shinedima, with Ms Nally Livonia Ghandhi Hones as the purchaser of Erf 2202, Extension 10, Matutura.

The substitution became necessary due to the delay in processing the application, which resulted from Council's development and approval of the Standard Operating Procedures governing applications for the waiver of pre-emptive conditions under the Mass Housing Development Programme. As a result, the originally approved purchaser withdrew from the transaction before the transfer could be concluded.

Ms Maletzky continues to experience financial hardship, and Ms Hones meets the essential qualifying requirements of the programme. It is further proposed that the restrictive pre-emptive condition be re-imposed on the title deed for the unexpired remainder of the original ten-year period following registration of transfer.

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

RECOMMENDED:

(a) That Council takes note that Ms Francina Mukoshange Shinedima, previously approved by Council on 05 March 2026 under item 11.1.30 as purchaser of Erf 2202, Extension 10, Matutura, withdrew from the transaction due to the prolonged period taken to finalise Council's approval while the Standard Operating Procedures for the waiver of pre-emptive rights were being developed.

(b) That Council approves the substitution of the previously approved purchaser with Ms Nally Livonia Ghandhi Hones as the new prospective purchaser of Erf 2202, Extension 10, Matutura, who meet the eligibility criteria such as:

	The Third-Party Criteria	*Do They Comply*
1.	*He or she must be on the Master Waiting List*	*No*
2.	*Must reside in Swakopmund*	*Yes*
3.	*Must be a first-time homeowner*	*Yes*
4.	*Must earn at least N$ 6000.00 or more*	*Yes*

(c) That Council confirms that all other conditions contained in its resolution of 5 March 2026 under Item 11.1.30, shall remain enforceable to Ms Nally Livonia Ghandhi Hones.

(d) That that this transaction be excluded from the application of the Standard Operating Procedures, as Council has already approved the waiver of the 10-year pre-emptive right.

ANNEXURE "A"

Yvonne Maletzky
P.O.Box 1192
Swakopmund
yvnmaletz@gmail.com
0812343339
05 June 2025

The Manager
NHE
Swakopmund

Subject: Request for Consideration Regarding Sale of Property

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally explain the recent sale of my property located at 2202 Simon Pateya Street, Matutura, Swakopmund which was financed through your institution.

At the time of sale, I was not aware of the clause or condition that prohibited the sale of the property within the first ten years of ownership. I sincerely regret any breach of agreement that may have occurred and would like to express that it was never my intention to violate the terms of the loan or housing agreement.

The decision to sell the property was made due to financial hardship. Over time, the associated costs of maintaining the home became increasingly burdensome, and I could no longer afford to keep up with the financial obligations. After careful consideration, I concluded that selling the house was the only viable option to prevent further financial distress.

In light of the above, I kindly request the institute to consider waiving any penalties or restrictions that may apply due to the premature sale. I assure you that this situation arose purely out of necessity and not out of disregard for the agreement.

Thank you for your understanding and consideration. I look forward to your positive response.

Yours sincerely,

Yvonne Maletzky

ANNEXURE "B"

11.1.30 **MASS HOUSING DEVELOPMENT PROGRAMME: APPLICATION FOR CANCELLATION OF PRE-EMPTIVE RIGHT OVER ERF 2202, EXTENSION 10, MATUTURA BY MS YVONNE MALETZKY**
(C/M 2026/03/05 - E 2202 M)

RESOLVED:

(a) That Council takes note of the request by Ms. Yvonne Maletzky to cancel the pre-emptive condition and alienate Erf 2202, Extension 10, Matutura, measuring 366m² in extent, due to financial hardship.

(b) That Council takes note that the 10-year pre-emptive right registered over Erf 2202, Extension 10, Matutura, is set to expire on 30 June 2029.

(c) That Council declines the offer to purchase Erf 2202, Extension 10, Matutura and approves the waiver of the pre-emptive condition that enables the transfer of Erf 2202, Extension 10, Matutura, from Ms. Yvonne Maletzky to the third-party, Ms. Francina Mukoshange Shinedima, who is not on the Master Waiting List; however, she is a resident of Swakopmund and a first-time homeowner (meeting 95% of the criteria).

(d) That both Council and NHE each sign the cancellation certificate for the pre-emptive condition, as proof of the written consent required in terms of Clause 2.3.1 of the Deed of Donation.

(e) That the transferring attorney be informed to draft a tripartite agreement between the Seller, the third party (buyer), and Council.

(f) That a tripartite agreement be served as a mandatory requirement whenever the third parties intend to sell the property.

(g) That Ms. Yvonne Maletzky be informed that she no longer qualifies for the allocation of an erf under the low-cost housing projects, as she will no longer be a first-time property owner.

(h) That the restrictive pre-emptive clause be re-imposed for the remaining period on the new title deed of Erf 2202 after transfer to Ms. Shinedima, to preserve the purpose and intent of the Mass Housing Development Programme.

(i) That this case shall not be used as a precedent, and that Council, in future, address the recurring issue of attorneys facilitating the sale of low-cost housing properties to third parties despite the pre-emptive rights held over such properties.

(j) That Council should ensure that this practice is discontinued, and that priority for the allocation or purchase of such properties be given to individuals and residents listed on the Master Waiting List, in line with Council's prior resolutions and commitments.

11.1.9 **INTRODUCTION OF THE INFORMAL TRADING FRAMEWORK FOR SWAKOPMUND**
(C/M 2026/09/03 - M1)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **8.2** page **07** refers.

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

1. Purpose of Submission

The purpose of this submission is to request Council approval to implement the Informal Trading Framework accompanied by the provision of a permit as a municipal instrument to regulate, support and formalise informal trading within the municipal area. The framework seeks to balance livelihood support and local economic development with orderly use of public spaces, public health, safety, cleanliness and compliance.

2. Background and Motivation

The illegal use of pavements, road reserves, open areas and other public spaces around Swakopmund for informal trading has become increasingly disorderly. This has resulted in obstruction of pedestrian movement, encroachment onto public areas, accumulation of litter, safety concerns and growing pressure on municipal enforcement and service delivery.

These challenges highlighted the need for a structured and consistent approach, which prompted the initiation of an Informal Trading Framework to guide the regulation, allocation, permitting and monitoring of informal trading activities within the municipal area.

Informal trading is an important source of livelihood, income generation and micro-enterprise development for residents and emerging entrepreneurs. However, in the absence of a consolidated framework, informal trading may result in inconsistent site occupation, congestion, public health risks, littering, obstruction of pedestrian and traffic movement, conflict with formal businesses and uneven enforcement.

The proposed framework provides a clear administrative basis for registration, permitting, designated trading areas, operating standards, trader support, compliance monitoring and periodic review. The framework aligns with Council's role under the Local Authorities Act, 1992, to manage municipal affairs, public places and services in the interest of orderly local governance and community wellbeing.

Council has in the meantime allocated 3 new trading sites where trading activities can take place and with the approval of a framework relocating vendors to the designated areas will serve as an additional motivation.

3. Key Elements of the Framework

The framework calls on a consolidated intervention between departments of Economic Development, Health, Finance and Engineering services because it will include the following key elements requiring

- *Registration of informal traders and issuing of temporary or long-term permits.*

- *Identification and allocation of designated trading areas based on accessibility, safety, sanitation, traffic flow and compatibility with surrounding land uses.*
- *Operating standards for cleanliness, approved goods and services, food hygiene, operating hours, trading structures, waste management and public safety.*
- *Institutional responsibilities for Economic Development Services, Health Services and Solid Waste, Engineering Services, Finance, and Law Enforcement.*
- *Trader support measures, including business training, information sharing, market linkages and promotion of trader associations or committees.*
- *Compliance measures that prioritise education and voluntary compliance before proportionate enforcement action is taken.*

4. Financial, Legal and Administrative Implications

The framework will operate subject to applicable national legislation, municipal by-laws, gazetted regulations, tariffs and any lawful directives issued by Council or authorised municipal officials.

Implementation will be undertaken within approved municipal processes and budgets where possible. Permit fees will be charged in accordance with approved and gazetted tariffs, and future infrastructure requirements ie. Ablution facilities will be submitted separately for Council consideration.

Economic Development Services will coordinate implementation with relevant departments, maintain trader records, facilitate stakeholder engagement, monitor implementation and submit updates to Council when required.

5. Conclusion

The Informal Trading Framework provides a structured and practical basis for managing informal trading within the municipal area in a manner that supports livelihoods, promotes local economic development and ensures orderly use of public spaces. Its approval will enable the Municipality to implement a transparent permit system, designate appropriate trading areas, strengthen compliance and provide coordinated support to informal traders. Council is therefore requested to consider the proposed resolutions set out below.

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

RECOMMENDED:

(a) That Council approves the Informal Trading Framework as the guiding framework for the regulation, support and formalisation of informal trading within the municipal area.

(b) That Council approves the temporary and long-term trading permit templates attached to the framework for administrative use by the Municipality.

(c) That Council authorises the Chief Executive Officer, through the relevant departments, to implement the framework, including trader registration, permit administration, site allocation, stakeholder consultation, compliance monitoring and trader support activities.

(d) That Council notes that trading fees will be applied in accordance with approved and gazetted tariffs, and that any future infrastructure or budgetary requirements will be submitted separately for consideration.

(e) That the framework be reviewed periodically, or as directed by Council, based on implementation experience, stakeholder feedback, compliance levels and changes in municipal priorities.

ANNEXURE "A"

Informal Trading Framework

MUNICIPALITY OF SWAKOPMUND

Economic Development Services | Draft Framework and Permit Templates

This framework provides a practical approach for managing, supporting and formalising informal trading within Swakopmund Municipality. It recognises informal trading as an important livelihood activity, a contributor to local economic development, and a stepping stone toward formal enterprise growth.

1. Purpose and Objectives

- Provide clear, fair and transparent rules for trading in Swakopmund.
- Promote orderly use of public spaces while protecting public health, safety, mobility and urban aesthetics.
- Support livelihoods, entrepreneurship and the gradual transition from informal to formal business operations.
- Improve municipal planning, service delivery and stakeholder coordination around trading spaces.
- Reduce conflict between traders, residents, formal businesses, law enforcement and municipal officials.

2. Scope of Application

- This framework applies to all trading activities conducted in municipal areas, public places, open markets, designated trading sites, temporary event spaces and any other location approved by Swakopmund Municipality.
- It covers activities such as food vending, fresh produce sales, arts and crafts, mobile vending, second-hand goods, small repair services, seasonal trading and other micro-enterprise activities approved by Council.

3. Institutional Arrangements

- **Council:** Approves policy direction, trading fees, designated trading areas and major infrastructure plans.
- **Economic Development Services:** Coordinates trader support, registration, stakeholder engagement, training and business development programmes.
- **Health Services and Solid Waste:** Oversees hygiene standards, waste management, food safety requirements and environmental health compliance.
- **Engineering and Planning Services:** Identifies suitable trading sites, prepares layouts and ensures that trading spaces align with town planning, traffic and infrastructure requirements.
- **Finance Department:** Administers approved fees, receipts, revenue records and financial reporting.
- **Law Enforcement:** Promotes compliance through education, warnings and proportionate enforcement action where necessary.

4. Registration and Permitting

- All informal traders operating in municipal spaces should register with the Municipality.
- Application forms can be obtained from EDS SME Administrator
- Application must be accompanied by the following documents:
    - *Namibian ID card*
    - *Proof of Namibian Residence*
    - *Trading Fee (As per gazetted tarrifs)*
    - Area/ward, residential address and contact details.
- Application forms obtained from EDS SME Administrator
- Registration should capture the following:
    - Trader's name,
    - Identity details,
    - Contact information,
    - Type of goods or services,
    - Preferred trading area and
    - Validity period and renewal requirements (**not exceeding 6 months**).
- Permits should specify the
    - Approved trading activity,
    - Location,
    - Operating conditions (ie. Trading days &/or hours),

  - Validity period and
  - Renewal requirements.
- Permits should not be transferable without municipal approval.
- Your permit must be clearly visible and available for inspection by authorized Municipality officials or the Namibian Police Force upon request.
- Vendors may only sell the specific items or services approved and listed on the permit (e.g. clothing, crafts or fresh produce).
- At the close of business day, you must remove all litter, stock and equipment from your trading area and leave the space clean.
- Obtain Application form for hawkers permit at HS
  - *Pay relevant fees*

5. Designated Trading Areas and Site Allocation

- The Municipality identified the following designated temporary trading zones:
  - Erf 3193 Mondesa (Next to Owetu)
  - Erf 1152 Mondesa (Opposite Woerman Brock)
  - Erf 4370 (Opposite Hanganeni Play Park)
  - Erf 2348 and 2349 Matutura
- Trading sites will be selected based on accessibility, pedestrian movement, proximity to customers, safety, sanitation, waste management, traffic flow and compatibility with surrounding land uses.
- Trading will be **restricted** in areas where it obstructs sidewalks, entrances, emergency routes, fire hydrants, road visibility, public transport operations or municipal infrastructure.
- Site allocation should be transparent and based on clear criteria, including availability of space, type of trade, public safety, trader history and fairness.
- Special applications may be made for events, tourism seasons, festive periods, beachfront activities and community markets.
- Security will be assigned to police illegal trading and maintain peace and order
- Type of trading structures should be approved by the Municipality to ensure uniformity and

6. Operating Standards

- Traders must operate only within approved trading areas and within the conditions of their permits.
- The municipality will not be responsible for providing trading structures however will ensure that structures used are safe, neat, removable where required, and consistent with municipal design guidelines.
- Food traders must comply with applicable health and hygiene requirements, including safe food handling, clean water use, waste disposal and protection of food from contamination.
- **Traders must keep their trading area clean during and after operating hours.**
- Noise, smoke, odours, waste and other nuisances must be managed to avoid unreasonable disturbance to the public, residents and nearby businesses.
- Goods that are illegal, unsafe, counterfeit, expired or prohibited by law may not be sold.
- Operating hours 06h00 to 20h00 strictly
- No alcoholic beverages will be sold at these sites

7. Trader Support and Development

- Provide basic business training on pricing, record keeping, customer care, stock management, digital payments and compliance.
- Facilitate access to information on business registration, tax obligations, social protection options and financing opportunities.
- Support market linkages between informal traders, local suppliers, tourism operators, events, cooperatives and formal businesses.
- Develop serviced trading infrastructure where feasible, including shelters, lighting, ablution facilities, water points, waste bins and storage options.
- Encourage trader associations or committees to strengthen communication, self-regulation and dispute resolution.

8. Compliance and Enforcement

- Enforcement should prioritise education, awareness and voluntary compliance.
- Where non-compliance occurs, officials may issue verbal guidance, written warnings, compliance notices, suspension of permits or other lawful action depending on the seriousness of the matter.
- Confiscation of goods should be used only where legally justified, properly recorded and proportionate to the offence.
- Traders must be informed of the reason for enforcement action and the process for appeal or review.
- Enforcement officials must act professionally, consistently and without discrimination, harassment or abuse of power.

9. Implementation Plan

Action	Lead Unit	Timeframe
Map existing informal trading activities and hotspots	Economic Development Services with Planning	0-3 months
Consult traders, residents, businesses and relevant stakeholders	Economic Development Services	0-3 months
Identify and approve designated trading areas	EDS with Planning and Health Services	3-6 months
Introduce registration and permit system	Economic Development Services and Finance	3-6 months
Develop operating standards and trader information materials	Economic Development Services with Health and Law Enforcement	3-6 months
Provide training and trader support programmes	Economic Development Services with partners	Ongoing
Monitor compliance and review implementation	Economic Development Services	Ongoing; annual review

10. Monitoring and Evaluation

The framework should be reviewed annually or as directed by Council. Monitoring should consider the number of registered traders, permits issued, compliance levels, disputes resolved, training delivered, infrastructure improvements, revenue collected, trader satisfaction and impacts on public spaces. Lessons from implementation should inform updates to procedures, fees, site planning and trader support programmes.

Trading Permit

Permit Type: Temporary Trading Permit
Validity: One day up to three months, or as approved by the Municipality
Purpose: Temporary trading activities, including events, seasonal trading, once-off vending, mobile trading, tourism-related vending, community markets and other short-duration opportunities.

Field	Details to be Completed
Permit Number	
Date of Issue	
Expiry Date	
Trader Full Name	
Identification Number	
Contact Number	
Residential Address	
Type of Goods or Services	
Approved Trading Location	
Approved Trading Dates and Hours	
Permit Fee Paid	

Receipt Number	

Temporary Permit Conditions

- The permit is valid only for the approved dates, times, activity and trading location.
- The permit holder must display the permit when trading and present it upon request by municipal officials.
- The trading area must be kept clean during and after trading.
- No obstruction of roads, sidewalks, entrances, emergency routes or municipal infrastructure is allowed.
- Food traders must comply with applicable health and hygiene requirements.
- The Municipality may suspend or withdraw the permit if the trader breaches the permit conditions or applicable municipal rules.
- The permit is not transferable and may not be sold, rented or assigned to another person.

Trader Declaration: I confirm that the information provided is true and correct. I undertake to comply with the permit conditions and all applicable municipal requirements.

Trader Signature		**Date**	
Municipal Official Name		**Signature**	
Designation		**Official Stamp**	

11. Long-Term Trading Permit

Permit Type: Long-Term Informal Trading Permit
Validity: Six months to twelve months, renewable subject to compliance, availability of space and municipal approval
Purpose: Ongoing informal trading from an approved municipal trading site, stall, kiosk, market space or other designated trading area.

Field	Details to be Completed
Permit Number	
Date of Issue	
Expiry Date	
Trader Full Name	
Identification Number	
Contact Number	
Residential Address	
Business or Trading Name, if applicable	
Type of Goods or Services	
Approved Trading Site or Stall Number	
Approved Trading Days and Hours	
Assistant or Employee Details, if applicable	
Permit Fee Paid	
Receipt Number	

Health or Food Handling Clearance, if applicable	

Long-Term Permit Conditions

- The permit holder must trade only from the approved site, stall or designated area.
- The permit must be renewed before expiry and renewal is subject to compliance with municipal requirements.
- The permit holder must keep the trading site clean, safe and orderly at all times.
- Structures, tables, shelters or equipment may not be erected, extended or modified without municipal approval.
- The permit holder must not sublet, sell, transfer or allow unauthorised persons to occupy the approved trading site.
- Approved operating hours must be observed unless written municipal approval is granted.
- Food traders must comply with applicable health, hygiene, storage and waste management requirements.
- The Municipality may inspect the trading site and request corrective action where standards are not met.
- The Municipality may suspend, withdraw or refuse renewal of the permit for repeated non-compliance, non-payment, abandonment of the site or breach of permit conditions.

Trader Declaration: I confirm that the information provided is true and correct. I accept the approved trading site and undertake to comply with all permit conditions, municipal by-laws, health requirements and lawful instructions issued by authorised municipal officials.

Trader Signature		**Date**	
Municipal Official Name		**Signature**	
Designation		**Official Stamp**	
Recommended by		**Approved by**	

INFORMAL TRADINING FRAMEWORK

PROJECT TIMELINE

Map Existing Hotspots

- Map existing activities of trading
- Compile a map with existing and tentative trading hotspots
- 1-3 Months

CONSULTATIONS

- Conduct public consultations with existing traders, residents, businesses and relevant stakeholders
- 1-3 months

APPROVAL OF DESIGNATED AREAS

- Develop operating standards and procedures
- Submit identified areas to Council for approval
- 3-4 months

Market New Permit System

- Public Notices and Awareness campaigns
- Obtain trader information through registration processes

Launch, Monitor and Evaluate

- Official Launch of permit system and associated tarrifs
- Provide ongoing trader support programmes
- Monitor compliance
- Review implementation annually

11.1.10 **REQUEST FOR SPONSORSHIP ADVERTISEMENT ON VREDE REDE PRIMARY SCHOOL BOUNDARY WALL**
(C/M 2026/09/03 - M 1)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **8.3** page **19** refers.

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

INTRODUCTION

The purpose of the submission is to bring before Council the Boundary Wall Advertising application that has been made by the Vrede Rede Primary School.

BACKGROUND

The Vrede Rede Primary School of the Ministry Of Education shares aportion of Erf 1 Mondesa. This Erf is located in Extension 2, "Mondesa" in close Festus Gonteb Primary School and neighbouring the Mondesa Police Station. Mondelani street passes the Erf that is a main arterial road linking the subburbs with Festus Gonteb Street at the rear with no access to the school. The Erf is Zoned as "Institutional". See Annexure C for locality diagram.
The boundary walls around the school have already been constructed and no new wall are proposed.

DISCUSSION

The school is situated in an area with a high volume of pedestrian traffic. It is believed that the initiative to invite corporate entities to lease sections of the boundary wall for advertising purposes will provide valuable exposure for their brands and products. This wil simultaneously generate additional revenue to support the schools' activities and development. Attached is the motivational letter from the Vrede Rede Primary School in **Annexure A** that provides more insight into the request.

According to the Town Planning Scheme, Clause 7.5, Boundary Wall advertisement on this Erf, that is Zoned 'Institutional" requires consent from Council.
Attached in Annexure B is an illustration of what such a boundary wall advertisement will look like with potential sponsors. The sponsors illustrated are not sponsors as of yet and is only for presentation purposes.

The location of the Erf is ideal to display such advertisements and funds raised by this initiative will go a long way. The Erf is located in a residential area, but the surrounding environment, being in close proximity with the neighbouring institutional, Namibian Police Station in the area, this type of Advertisement will not detract from the general amenity, peace and aesthetics. It is recommended to allow advertisements on the portion of wall facing Mondelani street and Festus Gonteb Street.

Other examples of such special allowances approved for similar purposes are the boundary wall advertisements located on the Lions Old Age Home, SFC Sport Club, Stepping Stones Special Needs School, Pro-Ed Academy.

Conditions to maintain such advertisements will have to be strictly adhered to and pre-approval of any signage will have to be made to the General Manager: Engineering & Planning Services for approval before the advertising to be placed on the boundary wall. This will be to protect the public from any lude, discriminatory, politically inciteful or obscene illustrations that might find its way on the wall.

This application is for a non-profit organization for a specific need that will contribute to the community. In light of this, the proposal is recommended. However, boundary wall advertisements will at this stage not be recommended for erven other than those zoned "Light Industrial" & "General Industrial" until such time that the new Advertising Policy is presented to Council and approved.

ANNEXURES

Annexure A: *Motivational Letter Vrede Rede Primary School*
Annexure B: *Illustration of Advertisements*
Annexure C: *Locality Map*

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

RECOMMENDED:

(a) That approval be given to the Vrede Rede Primary School to place Boundary Wall advertisements for Erf M 1 as per illustration provided.

(b) That the advertisement illustration be limited to the portion of boundary wall on Mondelani Street & Festus Gonteb Street.

(c) That the actual advertisements to be placed on the Boundary wall be presented to the General Manager: Engineering, Urban Development & Environmental Management for approval before illustrations are placed.

(d) That the Advertisements always be kept in a well-maintained state and be repaired if any environmental damages or graffiti be found on the advertisements.

(e) That Council retain the right to withdraw approval of the Boundary Wall Advertisement if the wall is not sufficiently maintained.

ANNEXURE A

VREDE REDE PRIMARY SCHOOL

P.O BOX 1311, Swakopmund, Namibia
Tel: +264 64 462 963, Fax: -264 64 404549, email: vrederedeps@gmail.com

ERONGO REGIONAL COUNCIL
DIRECTORATE OF EDUCATION, INNOVATION, YOUTH, SPORTS, ARTS AND CULTURE
SWAKOPMUND

15 April 2026

The General Manager (Engineering Department)
Swakopmund Municipality
P. O. Box 53

Dear Sir

REQUEST FOR SCHOOL WALL ADVERTISEMENT PERMISSION

I hope this letter finds you will, we hereby write to your kind office to request permission to use school wall for advertising.

We hereby request to be granted permission to use our school wall for advertising purpose to generate extra funds for the school. Our school is situated in one of the streets that has high volume of feet daily therefore believe the initiative to invite corporate to rent advertising space on our wall will help expose their brands as well as help the school to generate extra income to improve the surrounding as well as the quality of education.

The permission will help the school generate extra funds that will help improve the standard of the school environment.

Looking forward to your positive response on our request. Please don't hesitate to contact Mrs Paul (school principal) 064 404549 or Mr Presley (schoolboard chairperson) 0813771152, skrywerprince@gmail.com for more information.

Your Sincerely

Ms C.Paul
Principal

MINISTRY OF EDUCATION
VREDE REDE PRIMARY SCHOOL
15 APR 2026
P.O. BOX 1311 SWAKOPMUND
TEL: 064 - 462963 FAX: 064 - 404549
EMAIL: vrederedeps@gmail.com
ERONGO REGION

Mr P. Skrywer
School board Chairperson

ANNEXURE B

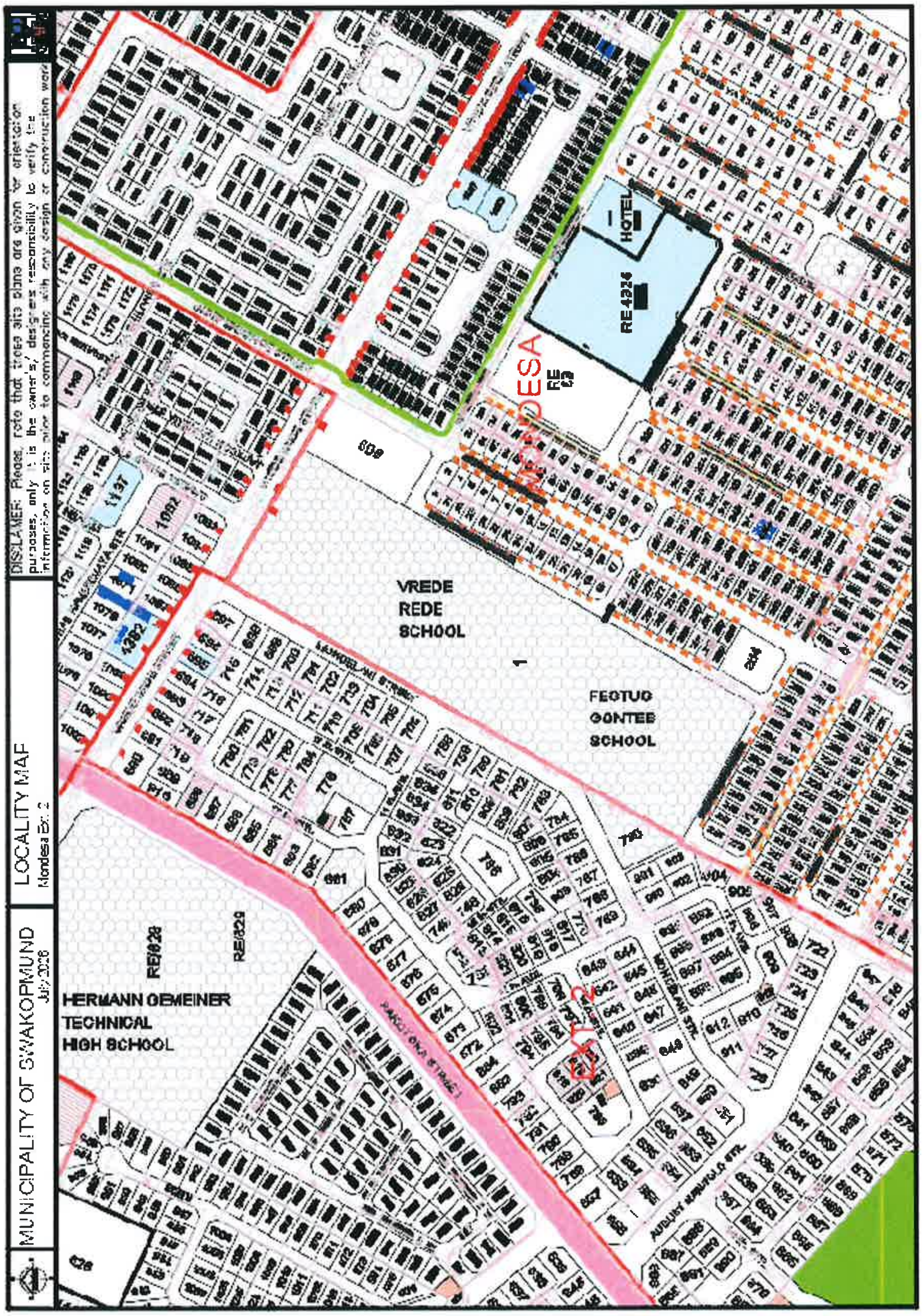

SINCE, SINCE...
Castrol


You can now withdraw, deposit
and buy with FNB AgencyPlus
Bank eSloot
First National Bank


THE TRADITIONAL FAVOURITE


KFC
IT JUST MAKES SENSE

ANNEXURE C


MUNICIPALITY OF SWAKOPMUND
July 2026
LOCALITY MAP
Mondesa Ext 2
DISCLAIMER: Please, note that these site plans are given for orientation purposes, only. It is the owner's/ designer's responsibility to verify the information on site prior to commencing with any design or construction work
MONDESA
HOTEL
RE 4324
VREDE
REDE
SCHOOL
FESTUS
GONTEB
SCHOOL
HERMANN GEMEINER
TECHNICAL
HIGH SCHOOL
RE/828
RE/829
EXT 2

11.1.11 **APPLICATION FOR CONSENT TO LEASE MUNICIPAL LAND – PORTION OF PARKING AREA IN FRONT OF SFC HALL**
(C/M 2026/09/03 - 17/2/8/1/2)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **8.4** page **25** refers.

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

1. **Introduction**

The purpose of this submission is to consider an application to lease the portion of land, located in front of the SFC Hall within the existing parking area by Swakopmund Karnevalsverein (herein referred to as Kuska).

List of Annexures:

Annexure "A"	:	*An application letter dated 24 March 2026 received from Swakopmund Karnevalsverein*
Annexure "B"	:	*A map indicating the street portion in front of SFC hall*
Annexure "C"	:	*Email dated 16 April to Mr Karl Heinz Schulte*
Annexure "D"	:	*A memo date 21 April received from Town Planning Department*

2. **Background**

Kuska is a non-profit organization and is the entity that hosts KusKa carnival annually. For the past 15 years they have been storing their equipment's at a premises in the industrial area that was sold recently.

KusKa seeks Council's approval to temporary lease the portion of land located in front of the SFC hall parking.

3. **Comments from Town Planning Division regarding Allowed Land Usage**

A site inspection was conducted and the comments from the Town Planning Division was received (**Annexure "D"**) confirming that the street portion can accommodate approximately 3, 12-meter-long containers for temporary storage purposes. The subdivision plan (SUB/KUSKA/STR/2026.04) reflects that the proposed lease area can accommodate the placement of the 3 containers. The map attached as **Annexure "B"** indicates that the lease area measures approximately 237m² in extent.

Should the lease be for a period longer than 24 months the applicant must comply with various statutory planning procedures, such as a formal land survey, subdivision, and environmental assessment and the closure of the street in terms of the Local Authorities Act, Act 23 of 1992, as amended.

4. **Lease Conditions and Rental Tariff**

The applicant was informed per e-mail dated **16 April 2026** that for a lease period shorter than 12 months only a Council resolution is required. If the lease period would exceed 12 months, such must be published for possible public objections, wherafter approval must be sought from the Minister of Urban and Rural Development.

Council currently leases street and pavement portions at a rate of N$ 34.50/m², therefore the monthly rental will be in the amount of N$8,176.50. No comments were received from Engineering, Urban Development and Environment regarding the rental tariff for storage containers for building activities.

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

RECOMMENDED:

(a) That Council takes note of the lease application by Swakopmund Karnevalsverein to lease a portion of land in front of SFC hall, measuring approximately 237m² for a temporary period for the purpose of storage of equipment.

(b) That Council approves the application of Swakopmund Karnevalsverein lease on a temporary basis for a maximum period of 12 months.

(c) That the monthly rental be N$ 34.50/m² x ±237m² = N$ 8 176.50 + N$ 1226.50 (15% VAT) = N$ 9 402.99 with an annual escalation of 7% starting 1 July 2027.

(d) That Council reserves the right to cancel the lease if valid objections from the public are received.

(e) That the lease be subject to the standard conditions and the following:

(i)* *That the lease accepts the conditions of the lease in writing and pay deposit equal to 1 month's rental amount
(ii)* *That a notice of termination period of three (3) months for both parties be applicable and reinstate the area to its original condition at the lease's cost.
(iii)* *That no fixed structures be erected and that temporary structures be erected at the risk of the lessee and be removed at the cost of the lessee at the termination / lapsing of the lease period.
(iv) **That all costs involved be for the lease's account.**
(v) **That should the lessee cease operating, they must inform Council in writing.**
(vi) **That the applicant shall indemnify and keep Council indemnified during the full period of this agreement against possible claims, which may arise from the use of a portion of the sidewalk concerned by the lessee.**

(f) That Karnevalsverein be informed that the lease is only for a 12-month period and not renewable as the main purpose of the area is for parking for the general public.

ANNEXURE "A"

SWAKOPMUNDER KARNEVALSVEREIN

Postfach 1111, Swakopmund (Namibia)
Telefon: +264 64 415100 Cell: +264 81 122 7412
EMail: khs@fcsnam.com

Mr Alfeus Benjamin
Chief Executive Officer
Swakopmund Municipality
Private Bag 5017
Swakopmund
Namibia

24 March 2026

Dear Mr Benjamin,

Subject: Application for Consent to Lease Municipal Land – Portion of Parking Area in Front of SFC Hall

Swakopmund Karnevals Verein hereby formally requests consent from the Swakopmund Municipality to lease a portion of municipal land situated in front of the SFC Hall, specifically within the existing parking area.

The intention of this application is to place three (3) 12-metre shipping containers on the identified portion of land. These containers will be utilized for storage and operational purposes related to the annual Küsten Karneval ("KüsKa") and will be positioned in a manner that minimizes disruption to existing traffic flow and parking functionality.

As a non-profit organization, Swakopmund Karnevals Verein operates with limited financial resources. For the past 15 years, we have been fortunate to utilize premises in the industrial area at no cost for the storage of equipment, construction of floats, and preparation of decorations for the annual KüsKa. Unfortunately, the property has recently been sold, and we are now required to vacate the premises and secure an alternative location for planning, preparation, and storage.

Given our financial constraints, we currently do not have the means to rent or develop permanent infrastructure. However, we have access to three (3) 12-metre containers, which provide a practical and cost-effective interim solution. We therefore would like to place these containers on the above-mentioned site on a rental basis until such time that we are able to secure funding to establish our own permanent facilities.

The Swakopmund Karnevals Verein works closely with the SFC, and the club has kindly indicated its willingness to support our activities by allowing access to their premises, specifically the small courtyard adjacent to the hall. This would enable access to basic facilities such as water and ablutions during planning and preparation sessions.

We are committed to ensuring that:

- The installation complies with all applicable municipal regulations, zoning requirements, and safety standards.
- The visual and environmental impact remains minimal and in line with the surrounding area.
- Any required services will be installed in accordance with municipal guidelines and approvals.

Kindly advise on the following:

1. The formal application process and documentation required for such a lease.
2. Applicable zoning considerations and whether consent use or rezoning would be required.
3. The applicable rental rates, fees, and any additional costs associated with leasing municipal land for this purpose.
4. Any conditions, restrictions, or design guidelines that may apply.
5. The expected timeframe for review and approval of such an application.

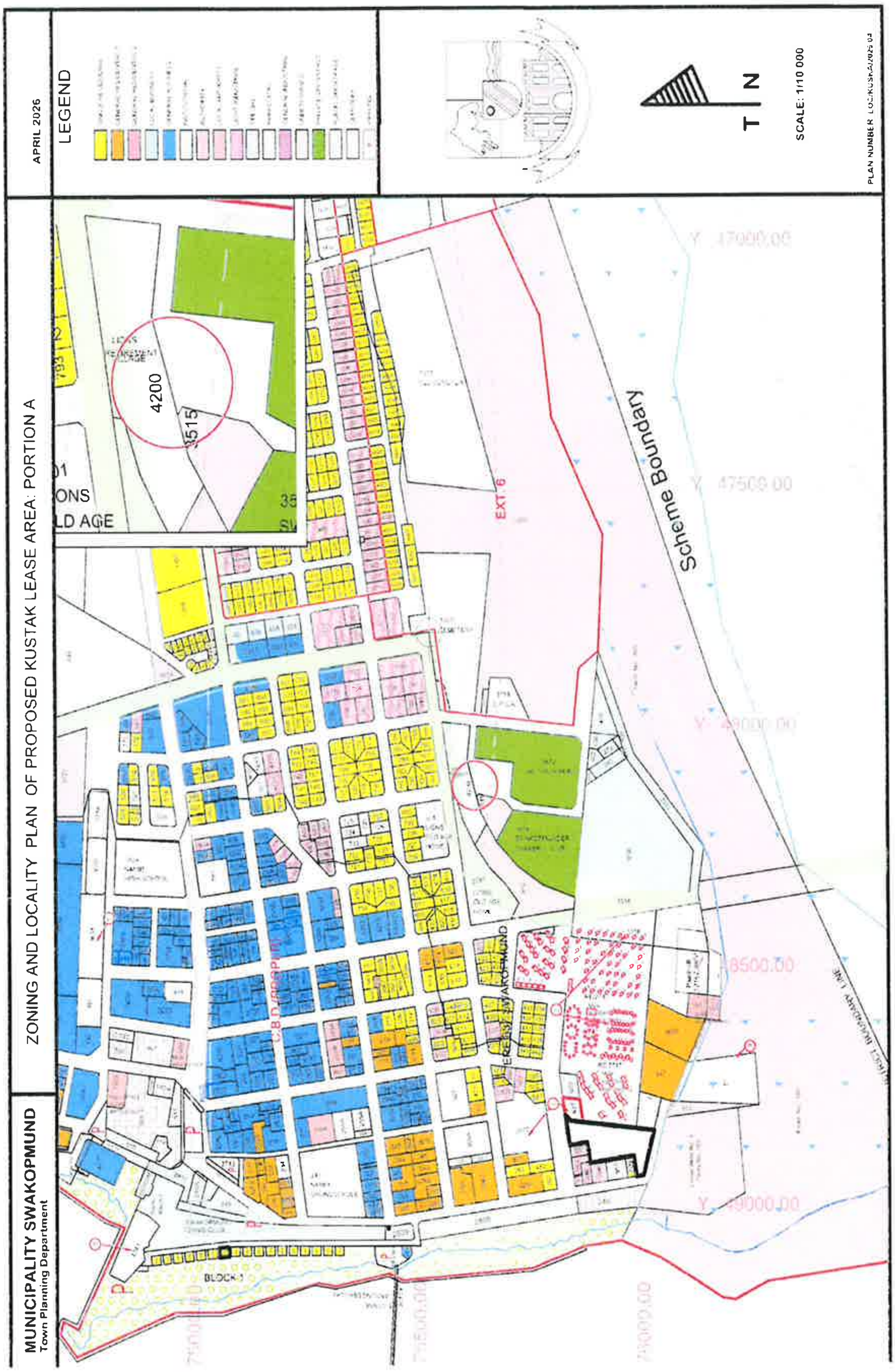
We believe that this request is essential to ensure the continuation and sustainability of the KüsKa, an event that contributes significantly to the cultural and social life of Swakopmund. We would appreciate the opportunity to meet with the relevant municipal officials to discuss this proposal further.

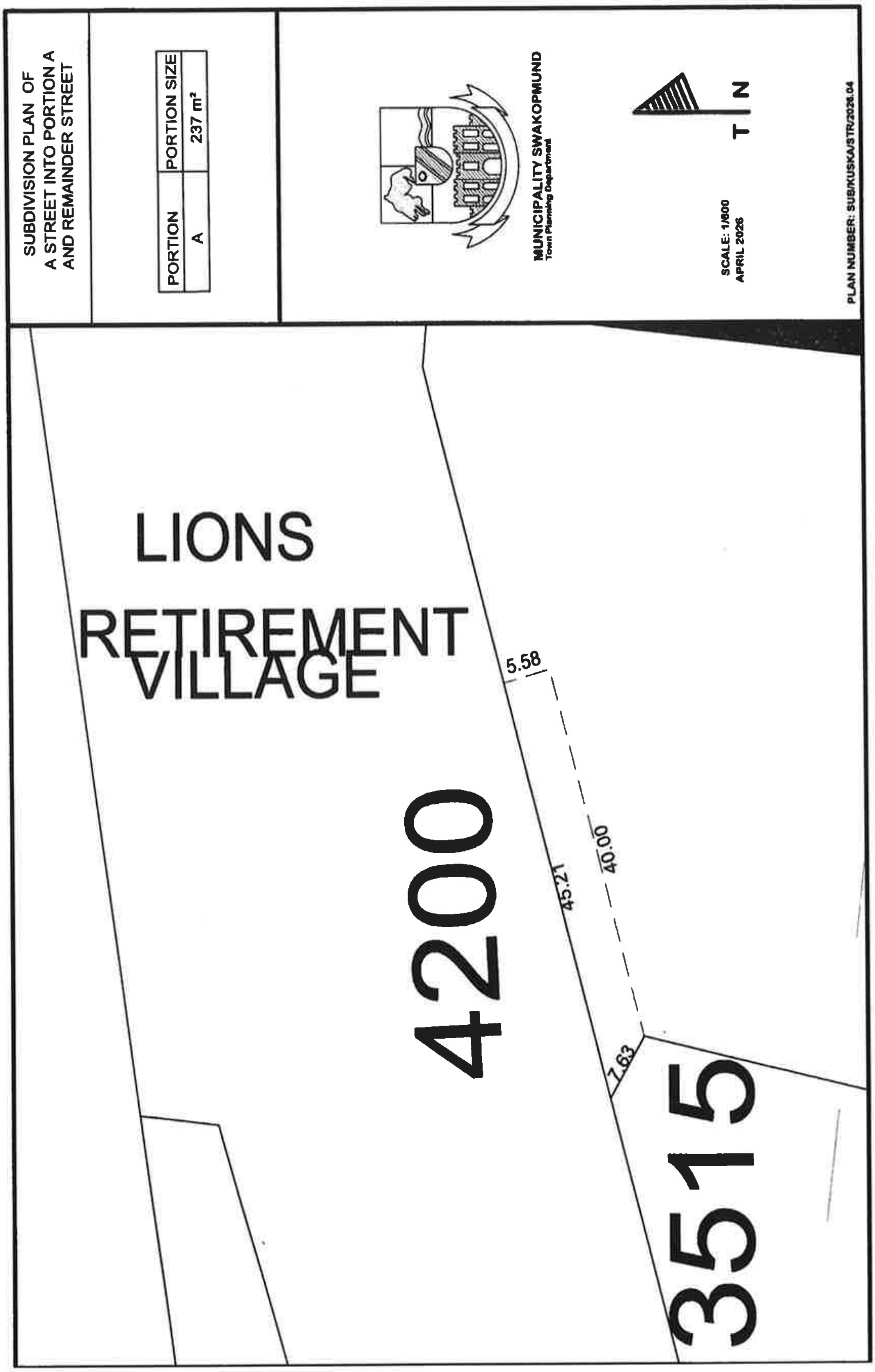
Thank you for considering this application. We look forward to your guidance and a favourable response.

Yours faithfully,

Karl Heinz Schulte
Chairperson
Swakopmund Karnevals Verein

ANNEXURE "B"


MUNICIPALITY SWAKOPMUND
Town Planning Department
ZONING AND LOCALITY PLAN OF PROPOSED KUSTAK LEASE AREA: PORTION A
APRIL 2026
LEGEND
N
SCALE: 1/10 000
Scheme Boundary
EXT. 6
C.B.D
4200
3515
BLOCK 1


SUBDIVISION PLAN OF
A STREET INTO PORTION A
AND REMAINDER STREET
PORTION
A
PORTION SIZE
237 m²
MUNICIPALITY SWAKOPMUND
Town Planning Department
T N
SCALE: 1/600
APRIL 2026
PLAN NUMBER: SUB/KUSKA/STR/2026.04
LIONS
RETIREMENT
VILLAGE
4200
3515
5.58
45.21
40.00
7.63

ANNEXURE "C"

Fredrik Namukwambi

From:	Stephny Bruwer
Sent:	16 April 2026 08.09 AM
To:	mitch.henrichsen@gmail.com; khs@fcsnam.com
Cc:	Fredrik Namukwambi; Margaret Sheehama; Annalize Swart
Subject:	FW: Kuska Lease appliaction
Attachments:	Municipal rental application.pdf

Good Morning Mr Karl Heinz Schulte

Your application is being circulated for comments to our ①Town Planning Section regarding the land usage and to our ②Engineering Services and Planning Department for their input in general with regard to placement and services location underground on the site indicated by you:

Please take note that lease applications must be submitted to Council for consideration.
If the lease period is shorter than a year, the intended lease is not required to be published for public objection and neither does approval form the Minister of Urban and Rural Development have to be obtained (a process that can take up to 6 months to finalize).

The latest tariff approved by Council for the use of parking bays is indicated below:

Council's standard rate for the lease of parking areas will be as follows on 01 July 2026:

⇨ lease tariff on 01 July 2026 = N$34.50/m² (15% VAT excluded).
⇨ based on a recent decision for parking space:

On **27 June 2024,** Council considered to renew the lease agreement of the abovementioned portion and passed the following resolution under item 11.1.2

"(a) **That approves the renewal of the lease of a portion of the sidewalk adjacent to Erf 2200, Swakopmund situated in Moses //Garoëb Street measuring ±85m² to Guesthouse Indongo Trust for a period of nine (9) years and eleven (11) months, commencing 01 October 2024 until 30 September 2033 for the purpose of parking facilities only.**

(b) **That the lease amount be N$30.13/m² per month x ±85m²=N$ 2 561.05 + N$ 384.16 (15% VAT) N$30.13/m²= N$2 945.21, with an annual escalation of 7% starting 1 July 2025.**

Our Engineering & Planning Services Department was requested to confirm whether the standard rate for the placing of containers for building sites can be applied.

It is anticipated that your application will be discussed by the Management Committee on **11 June**; whereafter Council will consider a recommendation for decision on **25 June 2026**.
A further correspondence will be addressed to you as soon as circumstances allow.

Kind regards

Stephny Bruwer | Corporate Officer: Property | Corporate Services, Human Capital & ICT | +264 64 410 4212

From: Matthias Henrichsen <mitch.henrichsen@gmail.com>
Sent: Tuesday, March 24, 2026 5:00 PM
To: Alfeus Benjamin <abenjamin@swkmun.com.na>; Annalize Swart <aswart@swkmun.com.na>
Subject: Küska Lease appliaction

Dear Mr Benjamin,
I Hope that all is well and that the new year is treating you well.
I would like to forward to your office, a Formal Application for consideration. Below is a Letter from Our Chairman of The Kuska, with all relevant Information for the formal request to Lease a portion of the Parking area at the SFC Hall in swakopmund. I have also attached an Arial picture from Google earth for reference of the location mentioned in the letter below.

Please feel free to contact me if there is any information that is needed or if there are any Questions.

Looking forward too be hearing from you.

With Kind Regards and on behalf of the Swakopmund KarnevalsVerein

Matthias Henrichsen

ANNEXURE "D"

MANAGER – PROPERTY & HOUSING
KINDLY RECEIVE THE BELOW
FEEDBACK FOR FURTHER
PROCESSING OF THE APPLICATION
22/04/2026

N Gustav
Please process
urgently

SWAKOPMUND
MUNICIPALITY

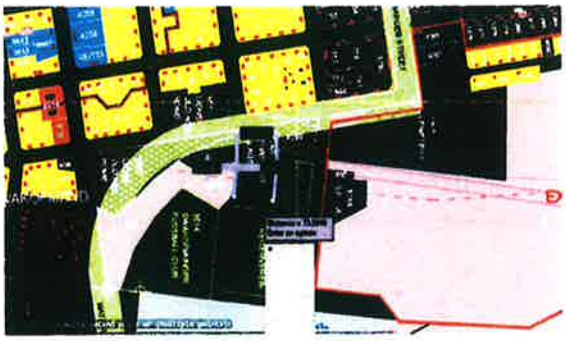
+264 64 410 4400 | cmccune@swkmun.com.na | P O Box 53, Swakopmund, Namibia

Internal Memorandum

TO : **General Manager: Corporate Services, Human Capital & ICT**
FROM : **Chief Executive Officer**
DATE : **21 April 2026**
REF : **17/2/8/1/2**
SUBJECT : **Küska Lease Application**

Your request by email dated 1st April 2026 on the application for the lease of land dated 14 March 2026 has reference,

A site inspection was conducted, and it has been confirmed that the street is able to accommodate the proposed placement of containers. The street has an approximate width of 73 meters, as illustrated in the image below.



Kuska has applied to lease a portion of the street reserve to accommodate approximately three (3) 12-metre-long containers for temporary storage purposes. The attached subdivision plan (SUB/KUSKA/STR/2026.04) reflects the proposed lease area as Portion A, measuring approximately 237 m² in extent. From a spatial perspective, the area is adequate to accommodate the containers on a temporary basis.

However, please note the following conditions:

1. Should the lease period be less than twenty-four (24) months, the leased area must be clearly demarcated at Kuska's cost.

2. Should the lease period exceed twenty-four (24) months, the leased portion will be subject to the required statutory planning procedures, including formal land surveying, as outlined below:

The proposed lease area is to be subdivided into Portion A and the Remainder, as indicated on plan SUB/KUSKA/STR/2026.04, in accordance with the Urban and Regional Planning Act, 2018 (Act No. 5 of 2018).

Furthermore, in terms of the Environmental Management Act, 2007 (Act No. 7 of 2007), as amended, the closure of streets and public open spaces is a listed activity. Accordingly, an environmental assessment must be undertaken for the proposed permanent closure of the street in terms of Section 50(1) of the Local Authorities Act, as amended.

Upon successful completion of the subdivision and street closure processes relating to the subject street, Portion A may be alienated to Kuska. The purchaser of Portion A shall be responsible for all associated town planning, cadastral, and closure procedures. This includes applications to Council and/or the Urban and Regional Planning Board, land surveying, and registration of the newly created erf.

In addition, the purchaser shall be granted Power of Attorney to act on behalf of the Swakopmund Municipal Council for purposes of lodging and finalizing all necessary planning, closure, and cadastral procedures pertaining to the creation of the new erf.

Regards

A. Benjamin
Chief Executive Officer
hk

MUNICIPALITY OF SWAKOP...

11.1.12 **APPLICATION FOR EXEMPTION FROM THE FIRST-TIME HOMEOWNERSHIP REQUIREMENT: MS GRIETJIE PALMER - ERF 8510, EXTENSION 31, SWAKOPMUND (NORTH)**
(C/M 2026/09/03 - E 8510)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **8.5** page **35** refers.

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

1. PURPOSE

This submission seeks Council's consideration and approval to exempt Erf 8510,
Extension 31, Swakopmund (North), allocated to Ms Grietjie Palmer, from the first-time homeownership and allow the allocation to proceed. The requirement applicable to beneficiaries under the Informal Settlement Upgrading Programme (ISUP) is that a beneficiary must not own, and must not have previously owned, any property in Namibia, either in their own name or through a marriage regime. A locality map is attached as **Annexure "A"**.

2. INTRODUCTION AND BACKGROUND

Council allocated Erf 8510, Extension 31, Swakopmund (North), to Ms Grietjie Palmer on **12 February 2024 (Annexure "B")** under the Informal Settlement Upgrading Programme. Following the allocation, Ms Palmer paid an amount of N$18,000 towards the settlement of the purchase price **(Annexure "C")** and subsequently qualified for housing finance through the National Housing Enterprise (NHE), whereupon construction of the dwelling commenced and subsequently completed.

During a deeds search conducted on **13 March 2026**, Messrs Weder, Kauta and Haikali law firm established that Ms Palmer had previously been registered as a co-owner of Erf 1644, Kuisebmund, Walvis Bay, together with her former spouse (**Annexure "D"**). The parties divorced in 2013 (**Annexure "E"**). As Ms Palmer had previously held ownership rights in residential property, she did not meet the first-time homeownership requirement stipulated in the applicable allocation conditions. Consequently, the offer of allocation was cancelled on **24 March 2026** (**Annexure "F"**). On **7 April 2026**, Ms Palmer lodged an appeal against the cancellation decision (**Annexure "G"**).

The following facts are relevant to Council's consideration:

- *Ms Palmer and her former spouse were the joint owners of Erf 1644, Kuisebmund, Walvis Bay. Their marriage was dissolved in a court order on 19 February 2013, and in terms of the divorce settlement, the property was sold to settle the outstanding bond, after which the joint estate was divided between the parties. Consequently, Ms Palmer no longer retained any ownership interest in, or benefit from, the property following the divorce.*
- *Following the dissolution of her marriage, Ms Palmer returned to Swakopmund and took up residence adjacent to her mother's structure in the Seaside Informal Settlement. Her structure was subsequently registered during the mass household registration conducted in Extension 37 (Seaside) on **24 January 2023** and was allocated*

*household number 9509/4. During the informal settlement enumeration process, Ms Palmer indicated that she had been residing on the property for approximately ten (10) years. In addition, she has been registered on the Municipal Waiting List since **3 February 2017** under reference number 14362.*

- *It is further noted that the Walvis Bay property was not acquired through any government housing subsidy programme, the Mass Housing Development Programme, or any other low-cost housing initiative. The property was purchased through a private transaction financed by a commercial bank.*

3. PREVIOUS RESOLUTIONS FOR SIMILAR CASE

Council previously considered a substantially similar matter relating to Ms Lee Duretta LeHanie at the Council Meeting held on **8 October 2024**, under Item 11.1.36 as follows:

(a) "That note be taken of Ms Lee Duretta LeHanie's application to be exempted from the requirement to be a first-time homeowner based on her divorce cases of which the two (2) properties were sold as per the divorce order.

(b) That Ms Lee Duretta Lehanie who benefitted under the Mass Housing Development Programme be exempted from the allocation criteria defined in clause 6.5.3 of the approved standard triparty conditional donation agreement and ownership of the property be registered, subject to point (d) below.

(c) That Council takes note of factors that may influence first-time-home ownership, which is not limited to divorce, employment status and change of employment location encountered in previous allocations: and the opinion dated 19 August 2024 provided by NHE as a party to the agreements.

(d) That should the beneficiaries under the Mass Housing Development Programme who have owned 1 property before in Namibia be exempted, on condition they pay the current land value for allocated erf.

(e) That in future, beneficiaries under the Mass Housing Development Programme who own or have owned two or more properties in Namibia is not exempted, and that the above case is not regarded as a precedent. "

4. DISCUSSION

The purpose of the first-time homeownership requirement is to ensure that housing opportunities are directed toward individuals who do not currently own or owned residential property and who are in genuine need of housing assistance.

Although Ms Palmer does not meet the strict interpretation of the first-time homeownership criterion, the circumstances of her case are significant and cannot be disregarded. The property in question was disposed of as part of the divorce settlement, resulting in neither party retaining ownership of residential property following the dissolution of the marriage.

Council has previously acknowledged that circumstances such as divorce, relocation, and other significant life events may materially affect an individual's housing status and should be taken into account when assessing compliance with first-time homeownership requirements.

5. **PROPOSAL**

It is proposed that Council consider exempting Ms Grietjie Palmer from the first-time homeownership requirement applicable to the allocation of Erf 8510, Extension 31, Swakopmund (North). This proposal is based on the fact that her previous property ownership arose through a marriage in community of property and that the property was subsequently disposed of as part of the divorce proceedings. Ms Palmer does not currently own any immovable property in Namibia and is therefore not deriving any benefit from prior property ownership.

Furthermore, her circumstances are materially similar to those considered by Council under Resolution Item 11.1.36 of **8 October 2024**, where an exemption was granted following the disposal of property pursuant to a divorce settlement. It is further proposed that granting such an exemption would not undermine the objectives of the housing programme, as Ms Palmer is presently without residential property and requires access to permanent accommodation.

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

RECOMMENDED:

(a) That Council takes note of Ms Grietjie Palmer's appeal against the cancellation of the allocation of Erf 8510, Extension 31, Swakopmund (North).

(b) That Council takes note that Ms Palmer previously co-owned Erf 1644, Kuisebmund, Walvis Bay, together with her former spouse, and that the property was disposed of following their divorce and settlement of the outstanding mortgage bond.

(c) That Council, takes note of the factors which influence first-time homeownership, including divorce, relocation and changes in personal circumstances, exempting Ms Grietjie Palmer from the first-time homeownership requirement applicable to the allocation of Erf 8510, Extension 31, Swakopmund (North).

(d) That the cancellation of the allocation be withdrawn and that the allocation and transfer process relating to Erf 8510, Extension 31, Swakopmund (North), proceed in accordance with the applicable housing programme requirements.

(e) That Council confirms that this exemption is granted on the specific facts and merits of this case and shall not automatically constitute a precedent for future applications.

ANNEXURE "A"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ANNEXURE "B"

MUNICIPALITY OF SWAKOPMUND

(064) 4104232
088 614 514
53 Swakopmund
NAMIBIA
swakopmun.com
nndeikonghola@swkmun.com.na

Ref No: E 8510

Enquiries: Mr N Ndeikonghola

12 February 2024

Grietjie Palmer
ID: 75042300295
Erf 8510, Ext 31, DRC
HAND DELIVERED
Swakopmund
Namibia

814886907/857622905

Dear Sir/Madam

ALLOCATION AND SALE OF ERF 8510, DRC, EXT. 31, NORTH

We refer to the above subject matter and the notice number 14/2024 published in the Namib Times Newspaper on **2 February 2024** and The Namibian Newspaper on **9 February 2024**.

We are pleased to inform you that **Erf 8510**, Ext 31, DRC has been allocated to you. You are requested to make payment of the purchase price in the amount of **N$ 45900.00**.

The conditions of sale are:

(i) That the PUCHASER may not have previously owned or currently own in person or by virtue of marriage (current spouse or divorce) or by donation or inheritance or through the vehicle of a corporate entity, any immovable property in Namibia that it be explored to see the past marital implication and be forwarded to Management Committee for consideration.

(ii) That the PURCHASER must be on the Master Waiting List or resides on the erf for 3 years or longer

(iii) The PURCHASER must provide proof of income exceeding N$3 000.00 per month.

(iv) That no permission be granted for multiple families to be housed on one erf in additional informal structures.

(v) That Council applies for approval from the Minister of Urban & Rural Development in terms of Section 30 (1) (t) of the Local Authorities Act, 23 of 1992; as amended to proceed with the alienation process.

(vi) That the proposed sale be published in terms of section 63 of the Local Authorities Act, Act 23 of 1992 and subsequent thereto approval be applied for from the Ministry of Urban and Rural Development.

(vii) That all costs related to this transaction be for the account of the purchasers, such as (but not limited to) the cost for the compilation of the deeds of sale, securing of the purchase prices, bond and transfer registration.

(viii) That should it be found that a purchaser did not reveal that they own or previously owned immovable property, and it is discovered after the agreement is signed or the

property has been transferred, the beneficiary be disqualified from the process, the transaction be terminated.

(ix) That if a purchaser does not pay the full purchase price within 4 years or remains in default for 6 months, the transaction be cancelled.

(x) That the previous condition requiring a once off 50% deposit payment be amended to 50% deposit payable within a period five (5) months.

On 12 December 2023 Council resolved under item 11.1.39 that beneficiaries could use one of two payment options to settle the purchase price, ie:

1. Cash Payment
2. 50% deposit payable within a period of five (5) months from receipt of this letter.

Please take note that this allocation is subject to approval by the Ministry of Urban and Rural Development in terms of Section 30(t)(i) of the Local Authorities Act 23 of 1992, as amended, and compliance of the conditions of allocation above.

For further enquiries, do not hesitate to contact Mr N Ndeikonghola at ☏ 064-4104232 or Mr R Rukoro at ☏ 064-4104614 or visit the Municipal Head Office situated at the corner of Rakotoka Street, and Daniel Kamho Avenue Swakopmund, Room B0-12, ground floor

Should you not comply with the above-mentioned conditions, the property will be allocated to the next qualifying beneficiary.

Yours faithfully

Mpasi Haingura
General Manager: Corporate Services & HC

ANNEXURE "C"

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53, SWAKC

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SWAKOPMUND MUNICIPALITY

(064) 4104111

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Purchase N$ 14000.00

ANNEXURE "E"

CASE NO: I 3104/2011

FINAL ORDER OF DIVORCE

IN THE HIGH COURT OF NAMIBIA, MAIN DIVISION

WINDHOEK, TUESDAY, THE 19TH DAY OF FEBRUARY 2013

BEFORE THE HONOURABLE MR JUSTICE GEIER

In the matter between:

GRIETJIE PALMER (BORN AMA-GOAS) — **PLAINTIFF**

and

GERALD WINSTON PALMER — **DEFENDANT**

Having heard **Ms Hans-Kaumbi**, on behalf of the plaintiff and having read the documents filed of record:

IT IS ORDERED THAT:

1. The bonds of the marriage subsisting between the plaintiff and the defendant are hereby dissolved.
2. The agreement between the parties, filed of record and marked "B", is hereby made an order of court.

BY ORDER OF THE COURT

REGISTRAR

TO: Ueitele & Hans Inc.

Ministry of Home Affairs & Immigration

ANNEXURE "F"

PROVIDENTIAE MEMOR

SWAKOPMUND
The Centre of Adventure

[illegible]

Ref No: **E 8510**
Enquiries. **Mr N Ndeikonghola**

24 March 2026

Ms Grietjie Palmer
Swakopmund

Cell: +264 814886907

Dear Madam

REVOCATION OF ERF 8510, SWAKOPMUND, EXT 31 (NORTH)

The above matter bears reference, as well as your visit to the Housing Office on **24 February 2026**.

You are hereby informed that you do not meet the eligibility criteria for low-cost housing, as you do not qualify as a first-time homeowner.

Council policy requires that beneficiaries must not have previously owned immovable property in Namibia, including ownership acquired through marriage or divorce. A deeds search conducted by Messrs Dr Weder, Kruger and Haikali confirms that you previously held ownership in Erf 1644, Kuisebmond, Walvis Bay.

Accordingly, the offer to purchase Erf 8510, Extension 31 (North), has been cancelled and will be allocated to the next qualifying beneficiary.

Notwithstanding the above, Council, on **23 December 2023**, resolved under item 11.1.39 (d)(i) that:

"That the purchaser may not have previously owned or currently own, in person or by virtue of marriage (current spouse or divorce), or by donation or inheritance, or through the vehicle of a corporate entity, any immovable property in Namibia, and that past marital implications be explored and forwarded to the Management Committee for consideration."

For any further enquiries, please do not hesitate to contact Mr Nikolas Ndeikonghola at ☏ 064-4104232/NNdeikonghola@swkmun.com.na

Yours sincerely,

GENERAL MANAGER
Corporate Services, Human Capital & ICT
2026 -03- 3 1
MUNICIPALITY OF SWAKOPMUND

Mpasi Haingura
GENERAL MANAGER: CORPORATE SERVICES, HUMAN CAPITAL & ICT
/rr \h

ANNEXURE "G"

Mr Hangula / Ms Hage
Kindly engage with the complainant & discuss the matter.

Grietjie Palmer

ID: 750423 0029 5

Cell: 081 488 6907

Date: 07 April 2026

The Chief Executive Officer

Swakopmund Municipality

Swakopmund

Namibia

Re: Appeal Against revocation of ERF: 8510, Swakopmund, EXT: 31 (North)

Dear Sir

I Grietjie Palmer, Hereby formally submit my appeal against the letter received on the 24 March 2026 from Swakopmund Municipality regarding revocation of ERF8510, SWK EXT:31 (North)

I'm writing this letter with a heavy heart, I would like to share a personal part of my journey to help you understand my situation. I was previously married in community of property, unfortunately due to circumstances beyond my control our marriage end in a messy divorce court. As part of the separation process the house my Husband owned was sold on court in order to settle the outstanding bank bond.

However the sale in 2017 meant that I walked out of my marriage with my children and few furniture. I landed in DRC seaside, at my pensioner mother's shack. It marked a complete reset for me both emotional and financially. This situation has not been easy, as it means starting all over again depending on my Mom for accommodation.

Long Story short, in 2023 I was finally registered for a erf in exstention31, which give me renewed hope for the possibility of having a place of my own again. This opportunity come as (prayers answered from God) it has taken years in trying to rebuild my life again. I'm doing my best to rebuild a safe and stable environment for me and my children.

On the 12th February 2024, I received a letter confirming that I had been allocated to Erf: 8510 in EXT: 31. In this letter Municipality request me to pay off an amount of NAD45 900.00 for erf cost. I started to paying off my erf until I paid NAD18 000.00 to the Municipality. In this same, the letter also outlined the condition that the purchaser may not have previously owned a house. I respectfully consider myself a first time buyer, as according the research I have conducted including guidance aligned with the bank Of Namibia, individuals who previously owned property that was disposed of through legal or court-related processes may still be regarded as first time buyers. Based on this understanding, I believe I meet the criteria to this program.

Another thing that I also observed with this situation is that the GRN, Municipalities and their Councillors must consider its policies and laws regarding previously owned properties through marriage. Many of us divorcees have been associated with property ownership, but after divorce we no longer benefit from that property. Despite this we are often still treated to own property which places us at a disadvantage when applying for housing or land.

I personally feel is unfair to the divorcees, as we starting all over again and do not owe any land. Like others we deserve a fair second change to access housing opportunities and rebuild our lives.

Lastly, I humbly on my knees appeal to the Municipality and their Councillors to take this into account and review existing policies to ensure they are inclusive and equitable for all, including us who lost property rights through divorce. If divorced individuals are excluded from municipality Housing programs it can unintentionally worsen housing shortages instead of solving it. I respectfully request that the municipality review my case and reinstates my allocation. It has taken a great deal of emotional strength for me to ink this letter. (It's literally a last kick of a dying Horse)

I hope and trust that my appeal will receive fair consideration and thanking you in advance for your and consideration.

Yours Faithfully

Grietjie Palmer

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11.1.13 **REQUEST FOR TRANSFER OF FUNDS FOR THE COMPLETION OF RENOVATION OF THE FACILITIES ON ERF 610, TAMARISKIA TO SERVE AS AN EMERGENCY SHELTER**
(C/M 2026/09/03 - T 610)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **8.6** page **46** refers.

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

Purpose

The purpose of this submission is to attain permission to transfer funds from capital vote number 25-05-3-10-059-00 [The Renovation of the Facilities on Erf 610 Tamariskia to serve as an Emergency Shelter] under the 2024/2025 Financial Budget into the new capital budget under the 2026/2027 Financial Budget.

Discussion

Provision was made in the 2024/2025 capital budget for the renovation of the facilities situated on Erf 610, Tamariskia, to serve as an Emergency Shelter.

The procurement process for the project commenced on 02 August 2024 and was successfully concluded on 09 October 2024 through the office of the Procurement Management Unit (PMU). Following the completion of the procurement process, a contractor was appointed under Contract Reference W/ONB/SM-007/2024: The Renovation of the facilities on Erf 610, Tamariskia to serve as an Emergency Shelter and the works commenced 26 March 2025.

During the implementation phase of the project, the contractor experienced significant delays that adversely affected the construction programme and the timely completion of the works. On 10 April 2026, the appointed consultants responsible for contract administration submitted an Extension of Time (EOT) claim on behalf of the contractor. The claim was motivated by delays resulting from the late delivery of construction materials as well as delays associated with the contractor's financing arrangements through the Development Bank of Namibia (DBN).

Subsequently, a memorandum was submitted to the Office of the Chief Executive Officer recommending that the contractor be granted an Extension of Time on an ex-gratia basis from the original completion date of 26 January 2026 to 30 June 2026 (refer to Annexure A). Subsequently, the extension was approved to allow the contractor an opportunity to complete the outstanding works.

Despite the extension granted and efforts made by the contractor to accelerate progress on site, the project could not be completed within the 2025/2026 financial year. According to correspondence received from the contractor (Annexure B), the majority of the construction works have been completed, and only outstanding finishing items remain. The contractor further indicated that the completion of the remaining works is outstanding because the materials are being sourced from South Africa due to nationwide stock shortages.

At present, all major structural and external works have been completed (such as concrete structures, roof structures, installation of windows and doors, painting works, and paving, etc). The remaining works are largely finishing items required to achieve practical and final completion. The project is currently estimated to be approximately 80% complete.

In light of the above, and considering the advanced stage of the project, it is essential that the remaining budget allocation be transferred to the 2026/2027 financial year to ensure the successful completion and commissioning of the Emergency Shelter. Failure to make provision for the remaining funds will result in an incomplete facility, potential deterioration of completed works, and a delay in making the intended social and community benefits of the project available to the public.

An amount of N$ 2,993,378.05, being the balance remaining under the approved contracts, is therefore required in the 2026/2027 financial year to enable the completion of the outstanding works and close out the project successfully as per table below:

CONTRACT REFERENCE	***CONTRACT AMOUNT (N$)***	***AMOUNT PAID TO DATE (N$)***	***REMAINDER AMOUNT (N$)***
W/ONB/SM-007/2024: *THE RENOVATION OF THE FACILITIES ON ERF 610 TAMARISKIA TO SERVE AS AN EMERGENCY SHELTER*	*8,068,784.13*	*5,221,685.25*	*2,847,098.88*
CS/RP/SM-014/2022: *CONSULTANCY SERVICES FOR THE PLANNING, DESIGN, DOCUMENTATION & SUPERVISION FOR THE RENOVATION OF THE FACILITIES ON ERF 610 TAMARISKIA TO SERVE AS AN EMERGENCY SHELTER*	*508,380.00*	*440,530.89*	*67,849.11*
CS/DP/SM-001/2025: *EXTENSION TO CONSULTANCY SERVICES FOR THE PLANNING, DESIGN, DOCUMENTATION & SUPERVISION FOR THE RENOVATION OF THE FACILITIES ON ERF 610 TAMARISKIA TO SERVE AS AN EMERGENCY SHELTER*	*502,615.90*	*424,185.84*	*78,430.06*
		TOTAL REMAINDER FUNDS (INCL. VAT)	***2,993,378.05***

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

RECOMMENDED:

(a) **That the General Manager: Finance be granted permission to transfer the amount of N$2,993,378.05 from Vote: 250531005900 [The Renovation of the Facilities on Erf 610, Tamariskia to serve as an Emergency Shelter] to a new vote for the completion of the the renovation of the facilities on Erf 610 Tamariskia to serve as an Emergency Shelter as well remuneration for the consultancy services.**

(b) **That the vote by included on the Capital Budget 2026/2027 as a continuation project.**

ANNEXURE A

Mr. Mdue / M. Kanyeko
Accordingly effect fully
agree with recommendation

SWAKOPMUND
MUNICIPALITY

+264 64 410 4400 | cmdane@swkmun.com.na | P.O Box 53, Swakopmund, Namibia

Internal Memorandum

2026 -04- 16

TO	:	**Office of the Chief Executive Officer**
FROM	:	**General Manager: Engineering & Planning Services**
DATE	:	**15 April 2026**
REF	:	**W/ONB/SM-007/2024**

SUBJECT : GRANTING OF EXTENSION OF TIME (WITHOUT COST) AND WAIVER OF LIQUIDATED DAMAGES FOR RENOVATION OF THE FACILITIES ON ERF 610 TAMARISKIA TO SERVE AS AN EMERGENCY SHELTER

We refer to the above matter and advise that the project consultants, Loubser Kotze Architects Incorporated, submitted a letter dated 2 February 2026 (attached hereto) on behalf of the Contractor. The letter requested an extension of time from the Intended Completion Date of 26 January 2026 to 31 March 2026 on the grounds of:

1. Delays in the delivery of materials; and

2. Delays attributed by the Development Bank of Namibia (DBN).

We carefully reviewed the submission against the provisions of the General Conditions of Contract (GCC) and Special Conditions of Contract (SCC), and our findings are set out below:

1. Claim for delayed Delivery of Materials

The first claim related to the delayed delivery of materials, with a recommendation to grant a 14-day extension with compensation. However, Clause 26.1 of the General Conditions of Contract (GCC) states that ***"The Project Manager shall extend the Intended Completion Date if a Compensation Event (as defined in GCC 41) occurs"***. Upon further review of GCC 41, delays caused by suppliers did not qualify as a Compensation Events warranting an extension with compensation. While the Special Conditions of Contract (SCC) make provision under Clause 41.1(m) for late delivery of free-issue materials, this applies only where such materials are ordered, arranged, or supplied by the Employer and where the delay directly affects completion of the Works. In the present case, the delay did not fall within this provision. Accordingly, this claim was not applicable under the terms of the Contract

2 Claim for delay attributed by the Development Bank of Namibia

The second claim concerned a delay caused by the Development Bank of Namibia (DBN) which is valid under clause 41.1(h) of the GCC provides that delays caused by "Other contractors, public authorities, utilities, or the Employer does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor". We noted that Interim Payment Certificate (IPC) 4 was submitted on 27 August 2025 and was due for payment on 25 September 2026.

Payment was processed within the contractual 30-day period and deposited into the DBN account in accordance with the cession agreement submitted by the Contractor. We confirmed that payment was made within the timeframe stipulated in the Contract and without delay.

Our contractual obligation is with the Contractor, and this obligation was duly fulfilled. Any external circumstances arising after the successful transfer of funds fall outside our contractual responsibility and do not provide grounds for reconsideration under Clauses 26 and 41 of the GCC. Accordingly, the delay cannot be attributed to the Employer under the provisions cited.

On 05 March 2026, an email (attached) was submitted to the consultants requesting a re-evaluation of the outstanding work and a recalculation of the anticipated completion date for final submission to the CEO's office. This was necessary to avoid submitting multiple requests for an extension of time, as progress on site remained slow and it had become evident that completion by 31 March 2026, as indicated in the initial request, was not feasible. Subsequently, on 10 April 2026, the consultants responded (attached) following consultation with the contractor. In their correspondence, the consultants recommend a revised completion date of the end of June 2026. The delay is primarily attributed to late delivery of materials. The contractor has also submitted a revised programme of works, indicating that most of the works will be completed by the end of May 2026, with final completion anticipated by the end of June 2026.

As the delay is not attributable to the Employer, the Contractor is in breach of contract for failing to complete the Works by the Intended Completion Date of 26 January 2026. In terms of Clause 57.2(g) of the General Conditions of Contract (GCC), a breach occurs where ***"the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as defined in the SCC"***.
The Special Conditions of Contract (SCC) further stipulates that ***"the liquidated damages for the whole of the Works are 7% of the Contract Amount, to a maximum N$ 10 000 per day. The maximum amount of liquidated damages for the whole of the Works is 10% of the contract price"***.

Therefore, calculation of Liquidated Damages is as follows :

Contract Amount (VAT inclusive): N$ 8,068,784.13

Delay Period: 27 January 2026 to 30 June 2026

Total Delay: 126 days

a) **Daily Liquidated Damages**
The SCC limits liquidated damages to a maximum of N$ 10,000 per day.

b) **Total Liquidated Damages for 126 Days**
126 days × N$ 10,000 per day = N$ 1 260 000.00

c) **Check Against Maximum Allowable (10% of Contract Price)**
10% × N$ 8,068,784.13 = N$ 806,878.41

Strictly in terms of the Contract, there are no valid grounds for granting an extension of time with compensation. The Employer is therefore entitled to impose liquidated damages calculated at N$ 10,000 per day for 126 days, amounting to N$ 1,260,000.00, but limited to 10% of the Contract Price, that is N$ 806,878.41.

Therefore, recommendation is that :

a) An extension of time be granted to the contractor from 26 January 2026 to 30 June 2026,

b) The extension be granted without cost to the contractor on an ex-gratia basis;

c) Council (the employer) waives the imposition of liquidated damages associated with the delay; and

d) This arrangement be formalised through a written agreement (addendum to the contract) to be drafted and signed by both parties, clearly recording that:
   - The extension of time is granted without compensation;
   - The waiver of penalties is a once-off concession and does not set a precedent; and
   - The Contractor remains fully responsible for completing the works by 30 June 2026.

This approach will allow for the orderly completion of the project while preserving the working relationship between the parties and avoiding further administrative or legal disputes. Your approval of this recommendation is kindly requested.

The following documents accompany this memo:

ANNEXURE A	: First Extension of Time letter sent by consultants on 2 February 2026
ANNEXURE B	: Re-evaluation email sent to the consultants on 05 March 2026
ANNEXURE C	: Second Extension of Time letter send by consultants on 10 April 2026

Regards,

Swakopmund Municipality

2026-04-15

GENERAL MANAGER: ENGINEERING SERVICES
JG

ANNEXURE B

From: Jesaya Shigwedha <shigwedhajm73@gmail.com>
Sent: Thursday, 18 June 2026 10:47 pm
To: Jenin J. Goagoses
Subject: Re: W/ONB/SM-007/2024 : REQUEST FOR PROJECT STATUS UPDATE AND CONFIRMATION OF COMPLETION DATE

Good afternoon Ms Joiy as per requested to update you on work progress of the project renovation of erf 610 Tamariskia, that we are not yet completion while we are under condition of extension period that were granted to finalize by the end of June 2026, I am very appreciate with big thanks the Municipality.

Now I want to analyst as follows;
@All the four dormitory blocks waiting the Everite ceilings those come from Johannesburg because in Namibia its out of stock, today I approach the supplier ask regard the arrival of this materials and the manager he told me that it will be available by next week in Swakopmund then immediately I install within one-week on both dormitories because the brandering is already in place.
@Administration Block I am busy with tile skirting, painting ceilings and while we are waiting the alluminium doors, I left only the air conditioners and facia boards.
@Kitchen, we installed the kitchen canopy,tlle,ceilings and we wait only three pieces of Duct of kitchen canopy that we order from RSA it will install urgently when arrived in Namibia and the other works are finished, the stainless-steel materials is available at the site as well.
@Guard house is finished the windows,concrete countertop,painted,roof covering and floor...etc..only left alluminium door and ablution.
@Caretaker/Adminstration block roof covering,windows,floor is finished only on top plastering on top will be finished by saturday and we left Everite ceilings that we wait from Johannesburg, kitchen equipments ,tiling and ablution as well.
@Garage all the brickworks is finished and roof covering. we are waiting only windows, doors and facia boards.
@Boundary walls is finished we are waiting the gates, alluminium pallisades and repainting the existing one.
@Landscaping the western side is finished with interlocks,kerbs and paved, the kerbs in dormitory and parking between the caretaker,main enterance and guardhouse is completed as well as the levering. we expected the G5 materials to come because was finish at the supplier,to finishing with compaction and interlocks because is it available at the site. now we are waiting the paved, G5 sands and few kerbs to close between the gap in the middle. Eastern site of garage today we do the landscaping level already. between the male dormitories the paved is covered until on edge to finish the area.
@The alarm and cctv I send the quotes to the agents
@The Booster Pumps,Fire hyndrants and domestic water line it will install after the provision of supplied from municipality Main line provision [water meters] to be done. the materials I bought already on behalf of the municipality and a shortage of others I bought today at Walvis Bay and the bitumen materials to refixed the road I wait the quotes from colas Okahandja. the application for connection is already submitted. after all the delivered of all materials the Municipality will give the public notice of closing water at the areas affected.

I thank you Ms Goagoses under correction to read my explanation.

11.1.14 **FEEDBACK REPORT ON THE EXPERT CONFERENCE ON SOLAR ENERGY AND REQUEST FOR COUNCIL ENDORSEMENT OF THE *"DATA-DRIVEN SOLAR ENERGY FOR FUTURE-ORIENTED ENERGY SUPPLY IN SWAKOPMUND"* PROJECT**
(C/M 2026/09/03 - 9/2/1)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **8.7** page **52** refers.

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

1. Purpose

The purpose of this submission is to provide Council with feedback on the Expert Conference on Solar Energy held in Dar es Salaam, Tanzania, from 22-25 June 2026, and to seek Council's endorsement and financial support for the planning and construction of a solar carport system to generate renewable electricity for the Municipal Head Office under the project titled "Data-Driven Solar Energy for Future-Oriented Energy Supply in Swakopmund."

2. Background

The Municipality of Swakopmund, through its municipal partnership with the City of Giessen (Germany), was invited by Engagement Global / Service Agency Communities in One World (SKEW), on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), to participate in the Expert Conference on Solar Energy held in Dar es Salaam, Tanzania.

The conference brought together approximately 60 municipal representatives and renewable energy experts from Germany and several African countries, including Namibia, Kenya, Ghana, Rwanda, South Africa, Tanzania, Uganda, Mozambique, Tunisia, Togo, Burkina Faso, and the Republic of Congo.

The conference focused on strengthening municipal capacity in designing, financing and implementing solar energy projects, while promoting knowledge exchange among partner municipalities on sustainable local energy solutions.

The Municipality of Swakopmund was represented by Mr. McClune, and Mr Ujaha, conference-related expenses were fully sponsored by Engagement Global.

3. Key Outcomes of the Conference

The conference highlighted:

- *Innovative municipal solar energy projects successfully implemented across Sub Sahara Africa and Germany.*
- *Best practices in planning, financing and managing municipal renewable energy infrastructure.*
- *The integration of digital technologies and energy data to improve the efficiency and sustainability of municipal energy systems.*
- *Opportunities for international cooperation and technical support for municipalities pursuing renewable energy projects.*

- *The importance of reducing dependence on national electricity grids through locally generated clean energy.*

4. Proposed Municipal Project

At the conference the Municipality of Swakopmund and its partners City of Giessen have submitted a joint fund proposal to Nakopa for the project titled: Data-Driven Solar Energy for Future-Oriented Energy Supply in Swakopmund

The project aims to design and construct a solar photovoltaic (PV) carport at the Municipal Head Office that will generate clean electricity, enhance more car parks and significantly reduce dependence on the Erongo RED electricity grid.

The proposed solar carport will:

- *Generate and supply renewable electricity for the Municipal Head Office.*
- *Reduce municipal electricity expenditure.*
- *Reduce greenhouse gas emissions and support climate change mitigation.*
- *Provide covered parking while making productive use of existing space.*
- *Establish a demonstration flagship project for renewable energy and sustainable urban development within Swakopmund.*

Further benefits of this flagship project is the intense data monitoring and evaluation on the performance of this solar carport, but mainly solar systems within Swakopmund, which will allow Council to advise and recommend to residents and commercial entities on the best practices and application for solar systems to address their electrical needs and demands.

The project will also incorporate an element of training during the implementation, the development and setting up of a monitoring and evaluation dashboard, construction of the carport and installation of the solar system.

One of the main aims of this project is to provide a solution to the high electrical costs that is burdening homeowners, especially living in informal areas or areas in Swakopmund which does not have full electrical supply. Through this project it envisages that the concept of solar carports can be erected by individuals using the data and the designs generated from the Municipality's solar carport project.

5. Financial Implications

The proposed *"Data-Driven Solar Energy for Future-Oriented Energy Supply in Swakopmund"* solar carport project is a joint initiative between the Municipality of Swakopmund, the City of Giessen (Germany), and Technische Hochschule Mittelhessen (THM) University. The project seeks to strengthen international municipal cooperation while advancing renewable energy, innovation, and sustainable municipal infrastructure.

To facilitate the successful planning and implementation of the project, Council is requested to provide financial support for the following activities:

Items	Cost
a) *Planning*	*N$ 100 000.00*
b) *Feasibility studies*	*N$ 120 000.00*
c) *Detailed engineering designs*	*N$ 280 000.00*
Total	*N$ 500 000.00*

Council funding will complement the technical expertise and collaborative support provided by the City of Giessen and THM University, thereby ensuring the successful delivery of the project and contributing to the Municipality's long-term energy security and sustainability objectives.

6. Strategic Alignment

The proposed project supports:

- *Vision 2030*
- *National Development Plan 6 (NDP6)*
- *Harambee Prosperity Plan II*
- *Sustainable Development Goal 7 (Affordable and Clean Energy)*
- *Sustainable Development Goal 11 (Sustainable Cities and Communities)*
- *Sustainable Development Goal 13 (Climate Action)*
- *Swakopmund Municipality's Strategic Plan 2022-2026*

7. Conclusion

Participation in the Expert Conference on Solar Energy provided valuable technical knowledge and practical experience that can be translated into tangible benefits for the Municipality of Swakopmund. The proposed solar carport project represents a strategic investment that will reduce operating costs, improve energy resilience and position the Municipality as a leader in sustainable local government infrastructure in Namibia.

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

RECOMMENDED:

(a) That Council takes note of the feedback report on the Expert Conference on Solar Energy held in Dar es Salaam, Tanzania, from 22-25 June 2026.

(b) That Council endorses the implementation of the project titled *"Data-Driven Solar Energy for Future-Oriented Energy Supply in Swakopmund."*

(c) That should there be a need for benchmarking such request be submitted to Council for consideration.

(d) That Council approves the allocation of funds for the planning and construction of a solar photovoltaic carport to supply renewable electricity to the Municipal Head Office.

(e) That the project report be submitted to the council for endorsement.

11.1.15 **REQUEST FOR TRANSFER OF FUNDS FOR THE SUPPLY AND DELIVERY OF A PLOTTER TO THE SWAKOPMUND MUNICIPALITY**
(C/M 2026/09/03 - 5/3/1/1/1)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **8.8** page **55** refers.

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

Purpose

The purpose of this submission is to attain permission to transfer funds from capital vote number 50-00-3-10-328-00 [THE SUPPLY AND DELIVERY OF A PLOTTER TO THE SWAKOPMUND MUNICIPALITY] under the 2025/2026 Financial Budget into the new capital budget under the 2026/2027 Financial Budget.

Discussion

Provision was made in the 2025/2026 capital budget for the supply and delivery of a plotter to the Swakopmund Municipality. The procurement process for the equipment commenced on 30 March 2026 and was successfully concluded on 18 May 2026 through the office of the Procurement Management Unit (PMU). Following the completion of the procurement process, a supplier was appointed under Contract Reference G/RFQ/SM-036/2026 - SUPPLY AND DELIVERY OF A PLOTTER TO THE SWAKOPMUND MUNICIPALITY and the order was placed on the 16 June 2026.

The equipment has been ordered from South Africa and is only scheduled to arrive beginning of August. Once all items have been satisfactorily completed and verified, the payment will only be processed. Failure to make provision for the funds will result in the unavailability of specialised machinery for works, necessitating the design office's reliance on third-party service providers to produce detailed technical drawings, schematics, and relatable works. Various internal printing services can not to be rendered.

An amount of N$ 186,022.00, being the balance under the approved contracts, is therefore required in the 2026/2027 financial year to enable payment for the required goods:

CONTRACT REFERENCE	***CONTRACT AMOUNT (N$)***	***REMAINDER AMOUNT (N$)***
G/RFQ/SM-036/2026 *SUPPLY AND DELIVERY OF A PLOTTER TO THE SWAKOPMUND MUNICIPALITY*	*186,022.00*	***186,022.00***

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

RECOMMENDED:

(a) That the General Manager: Finance be granted permission to transfer the amount of N$ 186,022.00 from Vote: 500031032800 [Supply and Delivery of a Plotter to the Swakopmund Municipality] to the new 2026/2027 financial year.

(b) That the vote be included on the Capital Budget 2026/2027 as a continuation project.

11.1.16 **REQUEST FOR TRANSFER OF FUNDS FOR THE COMPLETION OF RENOVATION OF THE SEATING CUBICLES AT THE MOLE**
(C/M 2026/09/03 - 14/2/4/3)

Ordinary Management Committee Meeting of **19 August 2026**, Addendum **8.9** page **56** refers.

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

Purpose

The purpose of this submission is to attain permission to transfer funds from capital vote number 40-00-3-10-188-00 [Upgrade and Renovations of Mole Seating Cubicle] under the 2024/2025 Financial Budget into the new capital budget under the 2026/2027 Financial Budget.

Discussion

Provision was made in the 2024/2025 capital budget for the Renovation of the Seating Cubicles at the Mole.

The procurement process for the project commenced on 16 August 2024 and was successfully concluded on 09 October 2024 through the office of the Procurement Management Unit (PMU). Following the completion of the procurement process, a contractor was appointed under Contract Reference W/ONB/SM-008/2024: Renovation of the Seating Cubicles at the Mole and the works commenced 31 March 2025.

The project reached practical completion in June 2026. However, a number of outstanding items identified during the final inspection remain to be rectified by the contractor. These items have been compiled into a snag list, which consists of minor construction defects and incomplete works that must be addressed to ensure the infrastructure meets the required quality standards. Following practical completion, the contractor was issued with the snag list and has been attending to the outstanding works. Once all snag items have been satisfactorily completed and verified, the penultimate payment will be processed.

Unfortunately, while the contractor was still carrying out the snag rectifications, the project extended into July 2026, marking the beginning of Council's new financial year. As part of the year-end financial processes, all unspent funds allocated to the project vote were withdrawn. Consequently, there are currently no funds available to cover the remaining project activities, including the penultimate payment, consultant remunerations, final completion procedures, and the commencement of the defect's liability period in accordance with the construction contract and project timeline.

In light of the above, and considering the advanced stage of the project, it is essential that the remaining budget allocation be transferred to the 2026/2027 financial year to ensure the successful completion and commissioning of the Seating Cubicles at the Mole. Failure to make provision for the remaining funds will result in an incomplete facility, potential deterioration of completed works, and a delay in making the intended social and community benefits of the project available to the public.

An amount of N$ 1,313,243.21, being the balance remaining under the approved contracts, is therefore required in the 2026/2027 financial year to enable the completion of the outstanding works and close out the project successfully as per table below:

Contract Reference	***Contract Amount (N$)***	***Amount Paid To Date (N$)***	***Remainder Amount (N$)***
W/ONB/SM-008/2024*: Renovation Of The Seating Cubicles At The Mole*	*4,729,331.68*	*3,530,670.69*	*1,198,660.99*
CS/RP/SM-015/2022*: Consultancy Services For The Planning, Design, Documentation And Supervision Of The Renovation Of The Seating Cubicles At The Mole*	*667,680.60*	*581,415.56*	*86,265.04*
CS/DP/SM-002/2025*: Extension To Consultancy Services For The Planning, Design, Documentation And Supervision For The Renovation Of The Seating Cubicles At The Mole*	*268,431.85*	*240,114.67*	*28,317.18*
		Total Remainder Funds (Incl. VAT)	***1,313,243.21***

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

RECOMMENDED:

(a) That the General Manager: Finance be granted permission to transfer the amount of N$1,313,243.21 from vote 40-00-3-10-188-00 [Upgrade and Renovations of Mole Seating Cubicle] to a new vote for the completion of the Seating Cubicles at the Mole as well as remuneration for the consultancy services.

(b) That the vote by included on the Capital Budget 2026/2027 as a continuation project.