

# Municipality of Swakopmund

## SUPPLEMENTARY AGENDA **NO. 1**

### ORDINARY COUNCIL MEETING

ON  
THURSDAY  
**27 FEBRUARY 2025**

AT  
**19:00**



**CONTACT US:**

Telephone: +264 64 410 4206

Email: [akahuika@swkmun.com.na](mailto:akahuika@swkmun.com.na)

Website: [www.swkmun.com.na](http://www.swkmun.com.na)

## INDEX

ITEM NO	SUBJECT	REF NO	PAGE
11.1.26	Revenue From Gravel And Sand Resources	17/1/1/1; 17/1/3/4	3
11.1.27	Resubmission: Extensions 30 And 31, Swakopmund: Reservation Of 15 Erven For Employees - Omission Of List Of Allocated Staff Members	E 8228, E 8229, E 8230, E 8231, E 8232, E 8233, E 8234, E 8234, E 8235, E 8236, E 8466, E 8471, E 6472, E 8473, E 8474, 8475, 11/11/6	20
11.1.28	Municipal Celebration Of Independence Day	13/3/1/1	29
11.1.29	Request For Additional Funds: Purchasing Of CCTV Cameras Installed During The Pilot Project At 3 Different Intersections In Swakopmund	4/1/2/3	35
11.1.30	Request For Authority To Utilize Funds For Memorial Activities In Honour Of The Founding Father Of Namibia	12/2/4/1	40
11.1.31	Writing Off Of Redundant Isuzu Single Cab Bakkie, Registration N 8211 S -Stores Section	8/2/14	47
11.1.32	Payment Towards Catering At The Inauguration Of The DRC Police Station	3/15/11	48

11.1.26 **REVENUE FROM GRAVEL AND SAND RESOURCES**  
(C/M 2025/02/27 - 17/1/1/1;17/1/3/4)

**Special Management Committee Meeting of 24 February 2025**, Addendum **5.1**  
page **04** refers.

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

**1. Background Information**

Council on **12 September 2024**, under item 8.19, resolved the following:

- (a) *That the Council approves the implementation of the Volume-Based Fee Revenue Model.*
- (b) *That the Council approves the fee of N\$40.00 per cubic meter removed by the private companies.*
- (c) *That the General Manager of Engineering & Planning Services conducts a larger-scale study to determine the material reserves in the entire borrow-pit area.*
- (d) *That the General Manager of Engineering & Planning Services updates the Sand & Gravel Mining Regulations and re-submit them for the Management Committee's approval.*
- (e) *That the General Manager of Engineering & Planning Services ensures that security measures are implemented to secure the area and prevent illegal sand/gravel mining activities.*
- (f) *That the companies Refuse Solutions/RS Brick Factory and Digits Investments cc T/A Quality Bricks be given preference if they express interest in partnering with the Council.*

The Engineering & Planning Services have amended the Sand and Gravel Mining Regulations and developed an operational plan for sand and gravel mining activities within the Swakopmund townlands.

Attachments:

- Annexure A"** : Amended Sand and Gravel Mining Regulations
- Annexure B"** : Operational plan
- Annexure C"** : Site Layout

**2. Discussion**

**2.1 Amended Sand and Gravel Regulations**

Council on **25 November 2021**, under item 11.1.12, resolved the following:

- (a) *That Council approves the draft sand and gravel mining regulations.*
- (b) *That the Acting General Manager: Corporate Services and Human Capital submits the regulations to the Municipal lawyers for amendment and vetting.*

- (c) *That the draft regulations be re-submitted to Council before they are submitted to the Ministry of Urban and Rural Development and the Attorney General.*
- (d) *That the regulations be implemented by the following Divisions with various departments.*
  - *Engineering & Planning Services Department (Office of the Environmental Officer).*
  - *Economic Development Department (Emergency & Law Enforcement Division).*

The Sand and Gravel Mining Regulations were submitted to the Ministry of Urban and Rural Development. However, it was communicated that the gazetting process should be put on hold until further notice. The regulations were then amended and hereby re-submitted to the Council for approval.

## 2.2 **Sand and Gravel Mining Operational Plan**

An operational plan has been developed outlining the implementation of the Volume-Based Fee Model for sand and gravel mining within the Swakopmund townlands. This plan will enable the Council to efficiently manage the extraction process, ensure compliance with regulations, and generate revenue from the use of local resources.

Objectives of the operational plan:

- *Implement a fee structure that charges private companies for every cubic meter (m<sup>3</sup>) of sand or gravel extracted from borrow pits.*
- *Ensure multiple companies can participate in the extraction process while maintaining control over site management and security.*
- *Allocate a portion of the revenue for the rehabilitation of mining sites in accordance with the environmental rehabilitation plan.*

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

#### **RECOMMENDED:**

- (a) That Council approve the amended Sand and Gravel Mining Regulations.**
  - (b) That the General Manager: Engineering & Planning Services submits the updated regulations to the Ministry of Urban and Rural Development for approval.**
  - (c) That Council approve the Sand and Gravel Mining Operational Plan.**
  - (d) That the General Manager: Engineering & Planning Services ensure the implementation of the operational plan.**
-

**GENERAL NOTICE****MUNICIPAL COUNCIL OF SWAKOPMUND**

No.

2024

**SWAKOPMUND SAND AND GRAVEL MINING REGULATIONS: LOCAL  
AUTHORITIES ACT, 1992**

Under section 94(1) of the Local Authorities Act, 1992 (Act No. 23 of 1992), after consultation with the Minister of Urban and Rural Development, the Municipal Council of Swakopmund –

(a) makes the regulations set out in the Schedule

**B. GORASEB****CHAIRPERSON****BY ORDER OF THE COUNCIL**

Swakopmund,

2024

**SCHEDULE****ARRANGEMENT OF REGULATIONS****PART 1****INTRODUCTORY PROVISIONS**

1. Definitions
2. Application of regulations
3. Appointment of authorised officials
4. Powers and duties of authorised officials

## PART 2

## MINING APPLICATIONS AND REQUIREMENTS

5. Sand and Gravel Mining Application
6. Notification of Application
7. Duration of Approval
8. Suspension and/or Cancellation of Approval

## PART 3

## GENERAL PROVISIONS

9. Liability of Council
10. Notices

## PART 1

## INTRODUCTORY PROVISIONS

**Definitions**

1. In these regulations a word or expression to which a meaning has been assigned in the Act has that meaning, and unless the context otherwise indicates –

“applicant” means the person who applies with Council for approval to undertake sand or gravel mining activities within Council’s area of jurisdiction;

“approval” means the approval or permit granted by the Council to an applicant to continue with commence with, and/or to undertake sand or gravel mining activities within Council’s area of jurisdiction;

“authorised official” means a person who is appointed or authorised by the Council to implement the provisions of these regulations, and it includes persons who are declared as peace officers under section 334 of the Criminal Procedure Act, 1977 (Act No. 51 of 1977);

“authorised vehicle” means any vehicle that has been approved or permitted by the Council

or an authorised official for use within the sand and gravel mining sites, in accordance with the relevant regulations, conditions, and permits;

“borrow pit” means an excavation area where material such as sand or gravel is removed for use in construction or other purposes;

“Council” means the Municipal Council of Swakopmund;

“environment” means the complex of natural and anthropogenic factors and elements that are mutually interrelated and affect the ecological equilibrium and the quality of life, including –

- (a) the natural environment being land, water and air, all organic and inorganic material, and all living organisms; and
- (b) the human environment being the landscape and natural, cultural, historical, aesthetic, economic and social heritage, and values;

“environmental Clearance Certificate” means an environmental clearance certificate issued by the Ministry of Environment, Forestry and Tourism, Department of Environmental Affairs in terms of section 34 or 37 of the Environmental Management Act (Act 7 of 2007);

“environmental management plan” means a plan that describes how activities that may have significant environmental effect on the environment are to be mitigated, controlled and/or monitored;

“fee” means a fee determined by the Council in terms of section 30(1)(u) of the Act;

“nuisance” means any action which is likely to cause inconvenience or annoyance of persons, including excessive noise caused, heavy machinery and the carrying on of any activity which causes a nuisance or which is otherwise objectionable;

“permit holder” means the person has been granted approval or a permit to conduct sand and/or gravel mining activities within Council’s jurisdiction;

"security personnel" means any individual or individuals appointed or contracted by the Council or private entity, authorized to protect property, maintain order, and ensure the security of the designated sand and gravel mining sites, against unauthorized access, theft, vandalism, or any unlawful activity.

"notice" means –

- (a) a sign, displayed at or in a public amenity, approved by the Council; or
- (b) printed information, by or on behalf of the Council, containing information about the sand and gravel mining site;

"rehabilitation plan" mean a plan developed by to restore the borrow pit site post-mining activities;

"restricted area" means an area declared by resolution of the Council to be a restricted area by means of an official notice or notice board indicating the borders of the restricted area, and "closed area" has the same meaning; and

#### **Application of regulations**

2. These regulations apply to the sand and gravel mining area within the area of jurisdiction of the Council.

#### **Appointment of authorised officials**

3. (1) The Council may appoint persons, in terms of section 27(1)(b) of the Act, to serve as authorised officials and authorise such persons to administer, implement or enforce these regulations.

(2) A person who obstructs an authorised official from administering or enforcing these regulations or interferes with the duties an authorised official commits an offence and



on conviction is liable to a fine not exceeding N\$6000 or imprisonment for a period not exceeding one year, or to both such fine and imprisonment.

#### **Powers and duties of authorised officials**

4. (1) Subject to these regulations, an authorised official is responsible for the administration or enforcement of these regulations within the area where he or she is appointed to act.

(2) An authorised official may request the name and address of any person who, on reasonable grounds, is suspected of contravening these regulations.

(3) A person or entity who contravenes or fails to comply with subregulation (2) commits an offence and on conviction is liable to a fine not exceeding N\$1000 or to imprisonment for a period not exceeding six months, or to both such fine and such imprisonment.

### **PART 2**

#### **MINING APPLICATIONS AND REQUIREMENTS**

##### **Application for Sand and Gravel Mining**

5. Any person or entity seeking to conduct sand or gravel mining activities within the jurisdiction of the Council must submit a formal application to the Council.

6. Applicants must include the following -

- (a) The applicant's full name and description;
- (b) The applicant's physical address;
- (c) Contact details, including email address and telephone number;
- (d) The proposed quantity or volume of sand or gravel to be extracted;
- (e) Any additional documentation or information as required by the Council.

5

7. A person applying for a permit must comply with the conditions stipulated in the Environmental Management Plan (EMP), as approved by the Environmental Commissioner.

8. A person who contravenes or fails to comply with section (7) commits an offence and on conviction is liable to a fine not exceeding N\$6000 or to imprisonment for a period not exceeding six months, or to both such fine and such imprisonment.

#### **Permit Requirements**

9. Any applicant that extract sand or gravel within Council's jurisdiction will be issued a valid permit by the Council.

10. Council must issue a permit that will be valid for a period as determined by Council and is subject to renewal upon compliance with these regulations and other applicable laws.

11. A person or entity mining without a valid permit shall be charged a fee for every per cubic meter ( $m^3$ ), determined by the Council, of the material removed from the borrow pits.

#### **Extraction Conditions**

12. A person or entity may extract only from designated areas as indicated in their permit and must adhere to the approved volumes specified by the Council.

13. A person or entity that contravenes or fails to comply with section (12) will be charged a fee for every per cubic meter ( $m^3$ ), determined by the Council, of the material removed from the borrow pits.

#### **Volume-Based Fee**

13. Any person or entity extracting sand or gravel from designated borrow pits shall be charged a fee for every cubic meter (m<sup>3</sup>) of material removed.
14. The fee per cubic meter shall be determined by Council and subject to periodic review.
15. The fee structure will be outlined separately by Council in the form of a resolution and will not form part of these regulations.
16. The Council reserves the right to adjust fees based on market conditions, resource availability, and other relevant factors.

#### **Revenue Allocation for Rehabilitation**

17. A portion of the revenue generated from the Volume-Based Fee shall be allocated to the rehabilitation of the borrow pit sites.
18. Rehabilitation shall be carried out in accordance with the Rehabilitation Plan developed by the Environmental Practitioner and approved by the Council.
19. A person or entity are required to comply with all rehabilitation measures, which will be enforced throughout and after the mining period.
20. A person or entity who contravenes or fails to comply with section (19) commits an offence and on conviction is liable to a fine not exceeding N\$10 000 or to imprisonment for a period not exceeding two years, or to both such fine and such imprisonment.

#### **Security and Monitoring**

21. Council has the right to implement and maintain security measures to prevent unauthorized access and illegal mining activities within designated borrow pit areas.
22. A person or entity must comply with any monitoring protocols set by the Council to ensure transparency and accountability in the extraction process.
23. Council reserves the right to install surveillance systems, such as remote cameras, and require a person of entity to maintain accurate records of the volumes extracted.
24. Council has the right to suspend or revocation of any permit holder that fails to comply with these regulations or any permit conditions.



**SWAKOPMUND**  
M U N I C I P A L I T Y

**SAND AND GRAVEL MINING OPERATIONAL  
PLAN**



## Table of Contents

<b>DEFINITIONS</b> .....	3
<b>1. PURPOSE</b> .....	4
<b>2. KEY OBJECTIVES</b> .....	4
<b>3. IMPLEMENTATION OVERVIEW</b> .....	4
<b>3.1. Fee Structure</b> .....	4
<b>3.2. Licensing and Permits</b> .....	4
<b>4. SITE MANAGEMENT AND SECURITY</b> .....	5
<b>4.1. Security Measures</b> .....	5
<b>4.2. Monitoring and Reporting</b> .....	5
<b>5. REHABILITATION AND ENVIRONMENTAL COMPLIANCE</b> .....	5
<b>5.1. Rehabilitation Plan</b> .....	5
<b>6. ROLES AND RESPONSIBILITIES</b> .....	6
<b>6.1. The Council</b> .....	6
<b>6.2. Private Companies</b> .....	6
<b>6.3. Environmental Practitioner</b> .....	6
<b>6.4. General Manager: Engineering &amp; Planning Services</b> .....	6
<b>7. COMPLIANCE AND ENFORCEMENT</b> .....	6
<b>7.1. Penalties for Non-Compliance</b> .....	6
<b>7.2. Inspection and Audit</b> .....	7
<b>8. REPORTING AND REVIEW</b> .....	7
<b>8.1. Monthly Reporting</b> .....	7
<b>8.2. Annual Review</b> .....	7



---

## DEFINITIONS

**Council:** The Municipal Council of Swakopmund responsible for regulating and managing sand and gravel extraction activities within the townlands.

**Borrow Pit:** An area where material such as sand or gravel is extracted for construction or other purposes.

**Cubic Meter (m<sup>3</sup>):** A unit of volume used to measure the material extracted from the borrow pit, equivalent to a cube with sides of one meter.

**Environmental Practitioner:** A qualified individual or entity responsible for assessing the environmental impacts of mining activities and developing a Rehabilitation Plan.

**Environmental Management Plan (EMP):** A detailed plan that outlines the measures required to mitigate and manage the environmental impacts of sand and gravel mining.

**Permit Holder:** Any person or entity that has been granted a permit by the Council to extract sand or gravel from the borrow pits.

**Rehabilitation Plan:** A plan developed by the Environmental Practitioner that outlines the restoration activities to be undertaken at the borrow pit site post-mining, ensuring that the land is returned to a sustainable condition.

**Volume-Based Fee:** A fee charged by the Council based on the cubic meters (m<sup>3</sup>) of material extracted from the borrow pit by private companies.



## 1. PURPOSE

This operational plan outlines the implementation of the Volume-Based Fee Model for sand and gravel mining within the Swakopmund townlands. The plan will enable the Council to manage the extraction process efficiently, ensure compliance with regulations, and generate revenue from the use of local resources.

## 2. KEY OBJECTIVES

- Implement a fee structure that charges private companies for every cubic meter (m<sup>3</sup>) of sand or gravel extracted from borrow pits.
- Ensure that multiple companies can participate in the extraction process while maintaining control over site management and security.
- Allocate a portion of the revenue for the rehabilitation of mining sites according to the environmental rehabilitation plan.

## 3. IMPLEMENTATION OVERVIEW

### 3.1. Fee Structure

#### (a) Fee Determination

The Council will charge N\$40.00 per cubic meter (m<sup>3</sup>) of material extracted. This fee will be reviewed periodically to reflect market conditions and inflation.

#### (b) Fee Collection

Companies extracting material will be required to report extraction volumes weekly and remit payments monthly.

#### (c) Monitoring

Council will employ an independent auditor or monitoring team to verify the reported volumes.

### 3.2. Licensing and Permits

#### (d) Permit Application

Companies wishing to mine sand or gravel must apply for permits from the Council. Each permit will specify the maximum extraction volume and designated area.

#### (e) Multiple Operators

The Council will allow multiple companies to apply, creating a competitive environment and maximizing revenue potential.

## 4. SITE MANAGEMENT AND SECURITY

### 4.1. Security Measures

#### (a) Access Control

The Council will install access control systems such as gates, fencing, and trenches around the borrow pit areas to prevent unauthorized entry.

(b) Surveillance Systems

Solar-powered cameras will be installed at strategic locations to monitor activities and ensure that only authorized vehicles and personnel enter the site.

(c) Security Personnel

The Council will employ or subcontract security personnel to patrol the area, especially during peak hours, such as weekends, when illegal activities are more likely.

#### 4.2. Monitoring and Reporting

(d) Material Tracking

Each company will be responsible for tracking the volume of material removed daily, subject to verification by Council-appointed monitors.

(e) Truck Entry/Exit Records

All truck movements will be logged, and each truckload will be cross-checked against reported extraction volumes.

(f) Environmental Monitoring

The Environmental Officer will regularly inspect the site to ensure compliance with environmental regulations and the rehabilitation plan.

## 5. REHABILITATION AND ENVIRONMENTAL COMPLIANCE

### 5.1. Rehabilitation Plan

(a) Allocation of Revenue for Rehabilitation

A portion of the revenue generated from the Volume-Based Fee Model will be allocated to the rehabilitation of the site, as outlined by the rehabilitation plan.

(b) Phased Rehabilitation

Rehabilitation will be conducted in phases, starting with areas where extraction has been completed.

(c) Environmental Clearance

Companies will be required to adhere to the Environmental Management Plan (EMP), ensuring that the borrow pit is restored to its natural or agreed-upon state post-extraction.

## 6. ROLES AND RESPONSIBILITIES

### 6.1. The Council

- Set and periodically review the extraction fees.





- Oversee the issuance of permits and compliance with regulations.
- Manage and secure the site, ensuring compliance with security measures and environmental policies.
- Monitor extraction volumes and collect fees from companies.

#### **6.2. Private Companies**

- Apply for and maintain valid permits.
- Extract material within the specified limits and report volumes to the Council.
- Ensure compliance with environmental regulations and rehabilitation requirements.
- Submit payments based on the extracted volume on a monthly basis.

#### **6.3. Environmental Practitioner**

- Develop and oversee the rehabilitation plan.
- Conduct periodic environmental assessments and ensure compliance with the Environmental Management Plan and Sand & Gravel Mining Regulations.

#### **6.4. General Manager: Engineering & Planning Services**

- Conduct larger-scale studies to assess material reserves across the entire borrow-pit area.
- Update the Sand & Gravel Mining Regulations and ensure they align with operational goals.
- Ensure implementation of security measures and compliance with Council's operational standards.

### **7. COMPLIANCE AND ENFORCEMENT**

#### **7.1. Penalties for Non-Compliance**

- (a) Companies found to be in breach of the permit conditions, environmental management plan and the sand and gravel mining regulations, or who fail to pay the required fees will face fines, permit suspensions, or revocations.
- (b) The Council reserves the right to take legal action against entities involved in illegal extraction or failure to comply with environmental guidelines.

#### **7.2. Inspection and Audit**

- (c) Regular inspections will be carried out to ensure compliance with extraction limits and environmental standards.
- (d) External auditors will conduct independent assessments of reported volumes and payment records.

**8. REPORTING AND REVIEW****8.1. Monthly Reporting**

- (a) Private companies are required to submit monthly reports detailing the total volume extracted, payments made, and any environmental concerns
- (b) The General Manager: Engineering & Planning Services will compile monthly reports on total revenue generated, security issues, and rehabilitation progress

**8.2. Annual Review**

- (c) The operational plan and fee structure will be reviewed annually to assess its effectiveness, with recommendations made for adjustments as needed
- (d) The Council will evaluate the progress of site rehabilitation and make necessary revisions to the rehabilitation plan based on environmental assessments.



**SAND MINING LOCALITY MAPS (TOTAL AREA: 557 Ha)**

11.1.27

**RESUBMISSION: EXTENSIONS 30 AND 31, SWAKOPMUND: RESERVATION OF 15 ERVEN FOR EMPLOYEES - OMISSION OF LIST OF ALLOCATED STAFF MEMBERS**

(C/M 2025/02/27

(E 8228, E 8229, E 8230, E 8231, E 8232, E 8233, E 8234, E 8234, E 8235, E 8236, E 8466, E 8471, E 8472, E 8473, E 8474, 8475, 11/11/6)

**Special Management Committee Meeting of 24 February 2025**, Addendum **5.2** page **22** refers.

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

1. **Introduction**

The purpose of this submission is for Council to approve the list of the 15 longest-serving staff members who applied and qualified for the available staff erven in Extension 30 and 31, Swakopmund. The reservation of the 15 staff members erven was approved by Council on **25 January 2024**, under item 11.1.20.

An application letter dated **16 July 2024** was submitted to the Ministry of Urban and Rural Development to obtain approval to proceed with the sale. Although the identity of the 15 qualifying longest-serving staff members was included in Council's application to the said Minister, it did not form part of Council's resolution. The Minister requires the list of the identity of the allocated staff members to be attached and approved by Council to consider approval.

**Attachments:**

- Annexure "A"** - An application letter dated **16 July 2024** to the Minister of Urban and Rural Development seeking approval to proceed with the sale of 15 reserved staff erven to the 15 qualifying longest-serving staff members.
- Annexure "B"** - A letter dated **11 December 2024** from the Minister of Urban and Rural Development requesting a list indicating the identity of the staff members allocated the 15 erven.
- Annexure "C"** - A map indicating the location of the "single residential" erven of Extension 30 & 31, Swakopmund
- Annexure "D"** - The duly approved and signed Council resolution dated **25 January 2024** under item number 11.1.20

2. **Background**

Council on **25 January 2024**, under item 11.1.20, reserved 15 erven located in Extensions 30 and 31 for allocation to qualifying staff members in terms of Council's Property Policy:

"(a) That Council reserves the 15 identified vacant erven zoned Single Residential" located in Extensions 30 and 31, Swakopmund, for allocation to qualifying employees at a purchase price of N\$165.00 / m<sup>2</sup>, subject to the approval by the Minister of Urban and Rural Development and Section 6 of the Property Policy:

	Erf Number	Size	Extension Number	Purchase Price
1	8228	868	30	143 220.00
2	8229	510	30	84 150.00
3	8230	714	30	117 810.00

	Erf Number	Size	Extension Number	Purchase Price
4	8231	566	30	93 390.00
5	8232	470	30	77 550.00
6	8233	307	30	50 655.00
7	8234	305	30	50 325.00
8	8235	308	30	50 820.00
9	8236	296	30	48 840.00
10	8466	332	31	54 780.00
11	8471	311	31	51 315.00
12	8472	345	31	56 925.00
13	8473	345	31	56 925.00
14	8474	345	31	56 925.00
15	8475	345	31	56 925.00

- (b) That the 15 erven in Extension 30 & 31, Swakopmund, be allocated according to years of service.
- (c) That should the sale for an erf be cancelled, the erf be allocated to the next qualifying employee on the list according to years of service."

3. **Current Status of the Reservation of 15 Erven for Employees**

Reminders have been sent to the Minister dated **16 July, 17 September, and 13 November 2024.**

A reply was only received on **22 January 2025** from the Minister dated **11 December 2024** and is attached as **Annexure "B."**

The Minister requires the erf numbers, the identity of the staff members, sizes, zoning, and prices.

4. **Proposal**

It is proposed that Council approves the list of the 15 qualifying staff members who applied to be allocated erven in Extensions 30 and 31 Swakopmund, which is allocated according to years of service at a purchase price of N\$165.00/m<sup>2</sup>, subject to approval being granted by the Minister of Urban & Rural Development and the conditions prescribed in Section 6 of the Property Policy.

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

**RECOMMENDED:**

- (a) **That Council approves the list under point (c) below reflecting the identity of the 15 longest serving staff members who comply with Council's conditions and are therefore allocated erven in Extension 30 and 31, Swakopmund.**
- (b) **That it be noted that on 25 January 2024, under item 11.1.20, Council reserved the 15 identified vacant erven zoned "single residential" located in Extensions 30 and 31, Swakopmund, for allocation to qualifying employees at a purchase price of N\$165.00 / m<sup>2</sup>, subject to the approval by the Minister of Urban and Rural Development and Section 6 of the Property Policy:**



	<b>Erf Number</b>	<b>Size</b>	<b>Extension Number</b>	<b>Purchase Price</b>
1	8228	868	30	143 220.00
2	8229	510	30	84 150.00
3	8230	714	30	117 810.00
4	8231	566	30	93 390.00
5	8232	470	30	77 550.00
6	8233	307	30	50 655.00
7	8234	305	30	50 325.00
8	8235	308	30	50 820.00
9	8236	296	30	48 840.00
10	8466	332	31	54 780.00
11	8471	311	31	51 315.00
12	8472	345	31	56 925.00
13	8473	345	31	56 925.00
14	8474	345	31	56 925.00
15	8475	345	31	56 925.00

- (c) That Council approves the allocation of the above 15 erven zoned "Single Residential" located in Extension 30 & 31, Swakopmund, to qualifying staff members according to years of service as per the table below:

<b>Band</b>	<b>Full Names</b>	<b>Surname</b>	<b>ID Number</b>	<b>Appointment Date</b>	<b>Erf No</b>	<b>Purchase Price</b>
A2	Petrus	Angula	69020100645	01-Feb-06	E 8236	48 840.00
A3	Fudeni	Johannes	90022000291	21-Nov-11	E 8235	50 820.00
A2	Alex Kauvi	Kamina	88051501257	01-Feb-13	E 8233	50 655.00
B2	Bruce-Mathews	Ndjahera	78082000082	01-May-14	E8234	50 325.00
B2	Siegreif Lawrence	Areseb	78011300172	17-Mar-15	E 8466	54 780.00
A2	Reinhold	Endjala	80090910907	01-Jun-17	E 8471	51 315.00
C2	Immanuel Lucas	Mandela	77031010047	01-Jun-17	E 8231	93 390.00
A2	Engelhard	Awaseb	85120310028	01-Jul-17	E 8472	56 925.00
A1	Alpons	Katjivikua	75090210284	31-Jul-17	E 8475	56 925.00
A2	Ngumatjiua	Hindjou	98032500267	01-Nov-17	E 8474	56 925.00
A1	Phillipus Namupala	Lot	79043010219	02-May-18	E 8473	56 925.00
A1	Magdalena Mwali	Mungolo	93112300734	02-Jul-18	E 8382	77 550.00
A2	Sakaria Tailombwele	Gideon	7510200027	01-Aug-18	E 8229	84 150.00
A2	Gideon Sipanga	Sipanga	90100500315	01-Feb-19	E 8228	143 220.00
B2	Mathias	Kambinda	92070400670	01-Apr-19	E 8230	117 810.00

- (d) That should the sale for an erf be cancelled, the erf be allocated to the next qualifying employee on the list according to years of service.



+264 64 410 4111 | swakomun@swakomun.com.na | P.O. Box 53, Swakopmund, Namibia

**Ref No** : 8228, 8229, 8230, 8231, 8232, 8233, 8234, 8235,  
8236, 8466, 8471, 8472, 8473, 8474 & 8475

16 July 2024

**Enquiries** : Mr A Benjamin

The Office of the Executive Director  
Ministry of Urban and Rural Development  
Private Bag 13289  
Windhoek  
10005

Attention: Mr J Ishile

Dear Sir

**SALE OF 15 ERVEN LOCATED IN EXTENSIONS 30 AND 31, SWAKOPMUND RESERVED FOR SWAKOPMUND MUNICIPALITY EMPLOYEES**

1. Introduction

With reference to the abovementioned, approval is herewith sought in terms of section 30(1) (i) of the Local Authorities Act 23 of 1992 as amended, to proceed with the sale of 15 erven listed, attached as ANNEXURE "A"

The allocation of the 15 erven will address the lack of proper housing in Swakopmund and reduce the social housing waiting list with the 15 applicants in dire need of housing

Attachments:

- Annexure "A" = The list of erven located in Extensions 30 & 31, Swakopmund zoned "single residential" and the list of qualifying employees
- Annexure "B" = Locality map indicating the location of erven in Extensions 30 & 31, Swakopmund
- Annexure "C" = Duly approved and signed front page item 11.1.20 and last page of Council's minutes as resolved on the **25 January 2024**.
- Annexure "D" = Extract from Council's Property Policy

2. Council Resolution

On **25 January 2024** Council under item 11.1.20 passed the following resolution:



- (a) That Council reserves the 15 identified vacant erven zoned "Single Residential" located in Extensions 30 and 31, Swakopmund for allocation to qualifying employees at a purchase price of N\$165.00 / m<sup>2</sup>, subject to the approval by the Minister of Urban and Rural Development and Section 6 of the Property Policy:

	Erf Number	Size	Extension Number	Purchase Price
1	8228	868	30	143 220.00
2	8229	510	30	84 150.00
3	8230	714	30	117 810.00
4	8231	566	30	93 390.00
5	8232	470	30	77 550.00
6	8233	307	30	50 655.00
7	8234	305	30	50 325.00
8	8235	308	30	50 820.00
9	8236	296	30	48 840.00
10	8466	332	31	54 780.00
11	8471	311	31	51 315.00
12	8472	345	31	56 925.00
13	8473	345	31	56 925.00
14	8474	345	31	56 925.00
15	8475	345	31	56 925.00

- (b) That the 15 erven in Extension 30 & 31, Swakopmund, be allocated according to years of service.
- (c) That should the sale for an erf be cancelled, the erf be allocated to the next qualifying employee on the list according to years of service.\*

### 3. Applications Received

The availability of the 15 erven were circulated from **07 February 2024** to the municipal employees complying with the criteria contained in the Property Policy (attached as Annexure "C") to register for the possible allocation of an erf in Extensions 30 & 31 Swakopmund.

At the closing date Friday, **22 March 2024**, a total of 44 applications from complying applicants were received. All applications were scrutinized and listed according to the years of service.

During the same time, NHE advertised 13 houses available for municipal employees. Among other applicants for those NHE houses, were six of the 44 applicants who applied for the 15 erven. They were allocated houses by NHE, the allocated staff were at the top of the list with longer years of service, they are listed as follows:

Band	Full Names	Surname	ID Number	Cellphone Number	Appointment Date	Erf No
A2	Heilena Lipitwa	Mungandjela	90061000914	816694704	01-Feb-12	E 1627
	Kristian					E 1717
A2	Shimpalishi	Kalyenge	84052010272	812023415	01-Feb-12	
	Tumweneni					E 1713
B2	Marth	Shinedima	82081410701	814692668	01-Feb-13	



B2	Kelas Svandú	Karupu	88112900515	814797625	02-Jan-14	E 1667
	Johanna					E 1706
A1	Ndinadhandje	Nambinga	80110510623	813079192	06-Jul-15	
A2	Ndekondjelapo	Kandjengo	91080300864	814279911	08-Aug-16	E 1606

Prior to the allocation, the 15 qualifying employees were counselled on the financial responsibility of owning a property.

#### 4. Application

The approval of the honourable Minister of Urban Development is herewith sought in terms of section 30 (1) (i) of the Local Authorities Act 23 of 1992 as amended, to proceed with the sale of 15 even zoned "single residential" which are located in Extensions 30 & 31, Swakopmund (Annexure "C") to the qualifying employees in terms of Council's resolution passed on **25 January 2024** item 11.1.20 attached as (Annexure "B")

Should you have any further enquiries, please do not hesitate to contact the undersigned at ☎ 064 4104100

Yours faithfully,



**Mr A Benjamin**  
Chief Executive Officer

for Executive Officer

**Mr A Benjamin**  
Chief Executive Officer

for Executive Officer





Republic of Namibia

## Ministry of Urban and Rural Development

Enquiries: E. Gende  
Tel: (+264-61) 297-5175  
Fax: (+264-61) 297-5096

Government Office Park  
Luther Street

Private Bag 13289  
Windhoek, Namibia

Our Ref: 14/14/352  
Your Ref:

Mr. Alieus Benjamin  
Chief Executive Officer  
Swakopmund Municipality  
P.O. Box 53  
SWAKOPMUND  
13001

Dear Mr. Benjamin,

**RE: SALE OF 15 ERVEN LOCATED IN EXTENSION 30 AND 31 SWAKOPMUND RESERVED FOR SWAKOPMUND MUNICIPALITY EMPLOYEES**

Reference is made to your letter dated 16 July 2024 and 13 November 2024 regarding the above captioned subject matter.

After scrutinizing your submission, we noticed that in the minutes of the Ordinary Council meeting that was held on 25 January 2024 under Item Number 11.1.20, the specific erven that are being allocated to the employees of Swakopmund Municipality are not outlined. Council must clearly state which erven are being sold and to whom. The resolution must clearly indicate the sizes, zoning and prices thereof.

Secondly, Council is further advised that the advertisement for the sale of the erven in accordance to Section 63(2) of the Local Authorities Act, 1992 (Act 23 of 1992) as amended, should always indicate the name of the applicant, erf sizes, zoning and purchase prices thereof.

You are therefore advised to amend your minutes accordingly to enable us to consider your request.

Yours faithfully,

  
SGHIDINUA DANIEL  
EXECUTIVE DIRECTOR





17 / 2024

- (b) That the Scientific Society Swakopmund be responsible to pay for electricity and water accounts and be responsible for the maintenance of consumable items such as door lock, door handles, bulbs etc.
- (c) That clause 13.1.1 of the notarial lease agreement be amended accordingly to reflect points (a) and (b) above.
- (d) That the Scientific Society Swakopmund be informed that all terms agreed with Council are incorporated in the notarial lease agreement.

11.1.20 **EXTENSIONS 30 AND 31, SWAKOPMUND: RESERVATION OF 15 ERVEN FOR EMPLOYEES**

(C/M 2024/01/25

CO: M  
CO: P  
GM: G&RC

**RESOLVED:**

- (a) That Council reserves the 15 identified vacant erven zoned "Single Residential" located in Extensions 30 and 31, Swakopmund for allocation to qualifying employees at a purchase price of N\$165.00 / m<sup>2</sup>, subject to the approval by the Minister of Urban and Rural Development and Section 6 of the Property Policy:

	Erf Number	Site	Estimated Number	Purchase Price
1	8222	264	30	147 225.00
2	8223	314	30	84 150.00
3	8220	774	30	117 010.00
4	8231	504	30	33 300.00
5	8232	478	30	77 000.00
6	8233	307	30	50 004.00
7	8234	309	30	50 224.00
8	8235	308	30	30 820.00
9	8236	204	30	49 840.00
10	8468	222	21	34 700.00
11	8471	211	21	31 214.00
12	8472	248	21	35 225.00
13	8473	245	21	35 225.00
14	8474	249	21	35 225.00
15	8475	240	21	35 224.00

- (b) That the 15 erven in Extension 30 & 31, Swakopmund, be allocated according to years of service.
- (c) That should the sale for an erf be cancelled, the erf be allocated to the next qualifying employee on the list according to years of service.

11.1.21 **FEEDBACK ON THE SALE OF ERF 3596, MONDESA, EXTENSION 8 TO SHACK DWELLERS FEDERATION OF NAMIBIA**

(C/M 2024/01/25

M 3596)

CO: M  
GM: G&RC

**RESOLVED:**

- (a) That Council approves the sale of subdivided erven on Erf 3596 to the list of 18 Shack Dwellers Federation of Namibia beneficiaries.

DN  
UB

11.1.28 **MUNICIPAL CELEBRATION OF INDEPENDENCE DAY**  
(C/M 2025/02/27 - 13/3/1/1)

**Special Management Committee Meeting of 24 February 2025**, Addendum **5.3** page **31** refers.

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

**Background**

Namibia became independent on **21 March 1990** and this day is celebrated nationwide. The main event is hosted by the Government in a different town annually. Namibians celebrate the event at sports stadiums, community halls and schools and they dress in their traditional attire and demonstrate their traditional dances and cultural performances.

It has become a norm that companies allow their employees to wear traditional attire to work on/ before the day of Namibia's Independence celebration.

During 2024, a well-attended Municipal Independence Day Celebrations took place on Thursday, **22 March 2024**, outside the Municipal Office building. There were sales of traditional cuisine and live traditional performance activities. The **Motswana Traditional Group** scooped the floating trophy for the year 2024. This trophy will be awarded to best performing traditional group for the year 2025. *No prize money or gifts are awarded.*

**Request to host the municipal belated Independence Day celebrations.**

**Namibia's 35<sup>th</sup> Independence Day** will take place on Friday, **21 March 2025**. The Swakopmund Municipality hereby propose to host municipal belated Independence Day on Friday, **28 March 2025** celebrations and would like to share the message from the Head of State.

**The following activities for the event are proposed:**

- *That all municipal employees celebrate Namibia's belated Independence Day on Friday, **28 March 2025** at the Municipal Head Office from **11H30 - 16H00**. (Friday, **21 March 2025** is a public holiday.)*
- *That the municipal offices be closed on **28 March 2025** as from **11H00**, although the essential/ emergency services will be on standby.*
- *That the public be informed about the closing hours of the municipal offices and be invited to attend the event (various media platforms must be used).*
- *The representatives from the various cultural groups be invited to meet and discuss the proceedings and to prepare their traditional performances.*
- *Participating traditional groups should prepare and sell traditional cuisine at a maximum price of N\$20.00 per portion. Cultural displays / stalls can be set up at the parking area in front of the head office building. Sufficient seats and bins should be provided, and the area must kept clean at all times.*
- *That the floating trophy be awarded to the best performing traditional group at the event.*
- *Employees present at the event will be given refreshments (cooldrink and water).*
- *Employees who are not going to attend the event should apply for annual leave.*

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



**RECOMMENDED:**

- (a) That permission be granted to Municipal employees to celebrate the belated 35<sup>th</sup> Independence celebrations on Friday, 28 March 2025.
  - (b) That all the municipal employees report for duty on 28 March 2025 as from 7:30AM, gather at the Municipal Office building as from 11H00, and only leave after the closing of the event.
  - (c) That the Municipal Offices be closed on 28 March 2025 as from 11H00, and that essential and emergency services be on standby.
  - (d) That the public be informed about the closing hours of municipal offices via the different media platforms.
  - (e) That permission be granted to all employees to create traditional groups and prepare themselves to perform a traditional dance and explain their culture.
  - (f) That the different traditional groups prepare and sell traditional cuisines.
  - (g) That three hundred (300) chairs and twenty (20) tables be arranged outside for the seating of the audience.
  - (h) That the Health Services and Solid Waste Management department provides sufficient bins for the event and ensures that the area is always kept clean.
  - (i) That refreshments (bottled water and cooldrink) be provided to each municipal employee present at the event.
  - (j) That the expenses for refreshments (bottled water and cooldrink) valued at N\$6 494.00, be defrayed the Publicity Vote: 150515533000 where N\$216 032.91 is available.
-

**Independence 2024**

**The Motswana cultural group won the Floating trophy**



**Photos: Traditional Group performances  
Ovaherero group**





**Nama group**



**Traditional stalls and cuisines:**







**Group picture:**





02106777105001

Monday, 13 January, 2025

09:30:56

## METRO C&C SWAKOPMUND

MCHUGH STREET  
INDUSTRIAL AREA  
SWAKOPMUND  
PO BOX 1417 WINDHOEK

### Quotation

<b>Name</b>	14463 - SWAKOPMUND MUNICIPALITY	<b>Phone</b>	
<b>Address</b>	P.O. BOX 53 SWAKOPMUND	<b>Fax</b>	088 651 9140
		<b>E-Mail</b>	pembula@swkmun.com.na
<b>Code</b>		<b>Quotation No.</b>	105#001864
		<b>Tracking No.</b>	106777.105001
		<b>Dated</b>	2025/01/13 09:30:34
		<b>Expiry Date</b>	2025/01/20 23:59:58
		<b>User</b>	MICHAEL UIRAB

Code	Description	Unit Price	Qty	Disc	Total
6001240239469	LIQUIFRUIT CAN MANGO/ORANGE 1 x 300ML (1X300ML)	12.99	20.00	0.00	259.80
6001240239490	LIQUIFRUIT CAN ORANGE 1 x 300ML (1X300ML)	12.99	20.00	0.00	259.80
6001240240007	LIQUIFRUIT CAN TROPICAL 1 x 300ML (1X300ML)	12.99	20.00	0.00	259.80
6001240239346	LIQUIFRUIT CAN APPLE 1 x 300ML (1X300ML)	12.99	20.00	0.00	259.80
6001240239551	LIQUIFRUIT CAN PAS POWER 1 x 300ML (1X300ML)	12.99	20.00	0.00	259.80
5449000257567	SPARLETTA CAN GRANADILLA TWIST 1 x 300ML (1X300ML)	10.99	20.00	0.00	219.80
5449000257628	SPARLETTA CAN SPARBERRY 1 x 300ML (1X300ML)	10.99	20.00	0.00	219.80
5449000257536	SPARLETTA CAN CREAM SODA 1 x 300ML (1X300ML)	10.99	20.00	0.00	219.80
5449000257222	SPRITE CAN VARIANT 1 x 300ML (1X300ML)	10.99	20.00	0.00	219.80
5449000257000	FANTA ORANGE CAN VARIANT 1 x 300ML (1X300ML)	10.99	20.00	0.00	219.80
5449000256805	COKE REGULAR CAN 1 x 300ML (1X300ML)	10.99	100.00	0.00	1099.00
6006101000233	OASIS WATER STILL 1 x 500ML (1X500ML)	9.99	300.00	0.00	2997.00
<b>Total</b>			<b>600.00</b>	<b>N\$ 0.01</b>	<b>N\$ 6 494.00</b>

Authorisation Signature Date	Accept Signature Date

Account  
Details

11.1.29 **REQUEST FOR ADDITIONAL FUNDS: PURCHASING OF CCTV CAMERAS INSTALLED DURING THE PILOT PROJECT AT 3 DIFFERENT INTERSECTIONS IN SWAKOPMUND**

(C/M 2025/02/27 - 4/1/2/3)

**Special Management Committee Meeting of 24 February 2025**, Addendum **5.4** page **37** refers.

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

1. Introduction:

The purpose of this submission is to request the Council to provide funds to procure CCTV cameras and related equipment installed during the pilot projects.

2. Background:

During 2023, the monthly Anti-Crime Committee Meetings highlighted the need to install CCTV Cameras in and around Swakopmund to combat crime and to enhance Traffic Management. The equipment incorporates a Number Plate Recognition (NPR), enabling the swift detection and reporting of criminal activities to pertinent stakeholders involved in combating crime.

Following the above, EDS contacted two different suppliers, Messrs. Greendoor Investments and Messrs. Exclusive Road Safety Consulting & Training CC, to install CCTV cameras at various intersections and hotspot areas in Swakopmund. In accordance with the specified requirements, both suppliers agreed to carry out the installation of the CCTV cameras at their own cost, starting from 01 December 2023 through to May 2024, as part of a pilot project:

**(i) Messrs Greendoor Investments CC** installed CCTV Cameras at two sites- at the intersection of Daniel Kamho Avenue & Rakotoka and Tobias Hainyeko Street and at the intersection of Vrede Rede and Fransiska Van Neel Ave at the Strong Bar Bottle Store. These cameras did not function properly and was removed by the supplier in January 2024 without informing the Traffic Section.

**(ii) Messrs Exclusive Road Safety Consulting & Training CC** installed CCTV Cameras at the three different intersections/areas viz. at the Museum Playground, c/o Nelson Mandela Street and Mandume Ya Ndemufayo Avenue, at Nataniel Maxulili Street Rhode Allee and the Swakop Bridge as indicated in the pictures below. All these CCTV Cameras from **Messrs Exclusive Road Safety Consulting & Training CC** have been functioning properly.

3. Financial Implication

After the completion of the trial period on 30 June 2024, EDS prepared the procurement documents to invite bids for the 'Supply, Delivery and Installation of CCTV Cameras' at designated locations. The bidding process was successfully concluded, and were installed at two intersections at a total cost of N\$378,339.68 All these cameras are functioning optimally and are being closely monitored in real-time through the command centre.

A need has been identified to approach Messrs. Exclusive Road Safety Consulting & Training CC, to purchase the equipment installed at the command centre (computers, software) that we installed during the pilot project in

December 2023. These systems are vital for the operation of the entire CCTV network, as they provide the necessary infrastructure to ensure real-time surveillance and effective monitoring. According to the quotation received, an amount of **N\$774,692.00** is needed to procure the equipment.

<b>SUMMARY</b>	<b>Updated Cost (N\$)</b>
INTERIM CONTROL CENTRE (ICC)	197,916.00
ROADSIDE EQUIPMENT (RSE) (BASELINE)	496,776.00
PROFESSIONAL SERVICES (SERV)	-
E-ROAD OPERATIONS RESOURCES (E-ROAD)	80,000.00
<b>TOTAL (Excluding VAT)</b>	<b>774,692.00</b>

4. Proposal

At present, a sum of N\$422,232.06 is available to purchase the equipment's installed during the pilot project. However, this amount is insufficient to cover the total cost, and as such, EDS approached the Road Fund Administration (RFA) for additional funding (**Annexure "A"**). In reply, the RFA mentioned that they are in the process of finalizing the budget for the 2025/26 financial year, and therefore, the shortfall of N\$352,459.94 will be addressed in the new fiscal year. Consequently, the RFA has suggested Council to temporarily cover the shortfall, with intent to recover the funds from the 2025/26 budget (**Annexure "B"**).

It of utmost importance to note that the amount of N\$422,232.06 allocated during the current financial year will be returned to the Road Fund Administration if not spent by the end of March 2025. To avoid this outcome, it is essential that the project is completed promptly. Furthermore, timely implementation of this project will ensure that the intended objectives of the project are met without delays, contributing to the overall success of the Council security's goals.

5. Conclusion

Given the circumstances mentioned above, EDS respectfully requests that the Council temporarily provide the additional amount of N\$352,459.94 for this project. This interim funding will cover the shortfall until the Road Fund Administration (RFA) transfers the necessary funds to the Council in the 2025/2026 financial year. Once the RFA funds are received, the advanced amount will be reimbursed to the Council. Therefore, approval for the additional funding is being sought from the Council.

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

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

- (a) **That the Council allocates the amount of N\$352,500.00 required for the purchase of CCTV cameras and associated equipment, which were installed by Messrs. Exclusive Road Safety Consulting & Training CC during the pilot phase.**
- (b) **That once the budget allocation for 2025/6 is received from the Road Fund Administration, the amount advanced by the Council for the purchase of the CCTV cameras and related equipment be reimbursed to the Council without delay.**





+264 64 410 4606 |

P O Box 53, Swakopmund, Namibia

Ref No: 13/3/2/1;11/1/5/5

Enquiries: M Cloete

14 November 2024

The Chief Executive Officer  
Road Fund Administration  
Private Bag 13372  
WINDHOEK  
Namibia

Attention: N Kapofi/E Khiba

Dear Sir

#### **ALLOCATION: TRAFFIC LAW ENFORCEMENT FUNDS FOR THIS FINANCIAL YEAR 2024/2025**

Reference is made to your mail dated **07 November 2024** regarding the above.

The Municipality of Swakopmund wish to tender their appologies for not attending the Busiiness Plan stakeholders meeting which was held on 05 November 2024, due to circumstances beyond our control.

Furthermore, the Procurement Committee recently awarded the bid for the supply and installation of CCTV Cameras to Exclusive Road & Safety Consulting & Training CC for installation at the following intersections:

- 1. Daniel Kamho Avenue and Rakatoka Street**
- 2. Vrede Rede Street and Fransiska Van Neel Avenue.**

This bid was necessitated by the recent surge in criminal activity, which presents a significant threat to the safety and welfare of our community. This situation not only impacts communal life and economic stability, but it also affects social cohesiveness and the emotional well-being of our community, therefore interfering with the normal operation of the community.

In view of the above, the same supplier installed CCTV Cameras as a Pilot project in December 2023 for Council and wish to continue to acquire this infrastucture to supplement the project above. Unfortunately, our allocation for funds for Traffic Law Enforcement for this finanacial year 2024/25 is not enough to procure the pilot project for CCTV Cameras at the following intersections:



1. Nelson Mandela Street and Mandume Ya Ndemafayo Ave
2. Nataniel Maxulli Street and Rhode Allee and Swakopm Bridge
3. Museum Building Pathway

It is against this background, that Council hereby seek for additional funds to the amount of **N\$352 459.06** to procure the pilot project, which can be deducted from our provisional amount of **N\$1 755 700.00** in the next financial year **2025/2026** to be able to finance this before the Festive Season commenced in December 2024

Please do not hesitate to contact our offices on the details provided above, should you require any further information

We hope and trust that your good office finds the above in order as a priority.

Yours sincerely



A BENJAMIN  
CHIEF EXECUTIVE OFFICER  
Mjac/accj



12/6/8

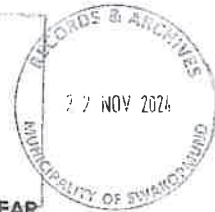
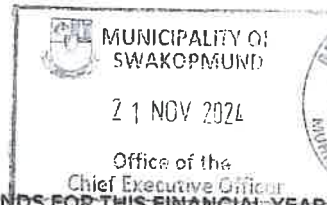


Our ref: 13/30  
Your ref: 13/3/2

Enquiries: E Khiba  
Telephone: +264 (61) 433 3000  
E-mail: ekhiba@rfanam.com.na

Date: 20 November 2024

Chief Ececutive Officer  
Swakopmund Municipality  
P O Box 53  
**SWAKOPMUND**



Dear Mr A Benjamin

**SUBJECT: TRAFFIC LAW ENFORCEMENT FUNDS FOR THIS FINANCIAL YEAR 2024/2025**

1. Your letter dated 14 November 2024 has reference.
2. The RFA recognises your funding need requirements for the financial year 2024/2025, specifically for the acquisition of CCTV cameras.
3. However, the RFA would like to clarify that the RFA's funding to the Swakopmund Municipality (SWK) cannot exceed the ceiling amount allocated as outlined in the Procedures Agreement and the allocation.
4. It is proposed that the Council seeks alternative funding sources to cover the shortfall of N\$352,459.06.
5. The RFA is committed to providing funding for this shortfall during the financial year 2025/2026 for this commendable project.
6. The installation of CCTV cameras is indeed commendable as it enhances modern traffic management and policing.

Yours sincerely

A Ipinge  
  
**CHIEF EXECUTIVE OFFICER**  
 RFA  
 20 NOV 2024  
 Chief Executive Officer  
 Tel: +264 61 433 3000  
 Fax: +264 61 433 3000  
 Website: www.rfanam.com.na

11.1.30 **REQUEST FOR AUTHORITY TO UTILIZE FUNDS FOR MEMORIAL ACTIVITIES IN HONOUR OF THE FOUNDING FATHER OF NAMIBIA**  
(C/M 2025/02/27 - 12/2/4/1)

**Special Management Committee Meeting of 24 February 2025**, Addendum **5.5** page **42** refers.

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

**1. Introduction**

As per the directive from the Office of the Governor, all local authorities in the Erongo Region are required to set up a memorial book and table in honour of the Founding Father. Additionally, each local authority is to hold a memorial service for its employees to pay tribute. In compliance with this directive, the Municipality of Swakopmund has outlined the following activities to take place between 21 - 26 February 2025.

**2. Background**

The Founding Father of Namibia played a significant role in shaping the country's independence and development. To honour his legacy, the Municipality of Swakopmund intends to undertake the following commemorative activities:

1. **Procurement of a Condolence Book**
  - A condolence book will be placed at Council's offices for members of the public to express their condolences.
2. **Memorial Service at the Multipurpose Centre**
  - The Swakopmund Constituency Office has arranged a memorial service at the Multipurpose Centre on 21 February 2025 at 17H00.
  - EDS Management to avail venue.
  - Health Services to provide sufficient refuse bins for after-event cleaning.
3. **Street Parade in Honour of the Founding Father**
  - A street parade is scheduled for 22 February 2025.
  - The Emergency and Law Enforcement and Engineering Planning Services departments to lead the procession.
4. **Procurement of Banners, Posters and Billboards**
  - Posters and billboards will be set up from **21 February 2025** to honour the memory of the Founding Father
5. **Council's Memorial Service for Employees**
  - Council will host a memorial service for staff on Thursday, 26 February 2025, from 08:00 to 09:30.
  - External speakers will be invited to share memories and experiences with Founding Father
  - This event will provide an opportunity for municipal employees to reflect on and honour the legacy of the Founding Father.
  - Staff will be served with refreshments after the ceremony



**3. Required Items and Costs**

To facilitate these activities, the following items need to be procured:

1. *Condolence Book - N\$0.00*
2. *Flowers - N\$4,800.00*
3. *Candles and table setup - N\$2,700.00*
4. *Posters and banners - N\$3,513.25*
5. *Logistics for the street parade - N\$0,000.00*
6. *Refreshments for staff memorial services - N\$6,500.00*

**Total Request:** N\$17,513.25

It is recommended that Council grants authority for the procurement of the above-listed items and the defrayment of the total cost of N\$17,335.00 from the Publicity vote number 101015533000.

This will enable the Municipality of Swakopmund to fully participate in the regional directive and appropriately honour the Founding Father of Namibia.

In order to participate in the memorial drive-through, Municipal employees and Emergency and Law enforcement officials will work on Saturday, 22 February 2025; therefore, overtime will be claimed for the hours worked.

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

(a) **That Council grants authority for the procurement of the below-listed items and the defrayment of the total cost of N\$17,335.00 from the Publicity Vote Number: 101015533000, where N\$28,058.98 is available.**


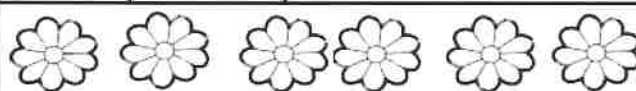
(b) **Additionally, the following will be required:**

<b>1. <i>Flowers</i></b>	<b>-</b>	<b><i>N\$4,800.00</i></b>
<b>2. <i>Candles and table setup</i></b>	<b>-</b>	<b><i>N\$2,700.00</i></b>
<b>3. <i>Posters and banners</i></b>	<b>-</b>	<b><i>N\$3,513.25</i></b>
<b>4. <i>Refreshments for staff memorial services</i></b>	<b>-</b>	<b><i>N\$6,500.00</i></b>
<b>5. <i>Total:</i></b>		<b><i>N\$17,513.25</i></b>

(c) **That below listed staff claim overtime for the hours worked during street parade.**

- 1. *Public Relations Officer, Office of the CEO- Linda Mupupa***
- 2. *Marketing & Communications Officer, CS & HC- Veimuna Vihanga***
- 3. *Personal Assistant to the Mayor - Delinda Hanes***

**ANNEXURE A**

 <p style="font-size: 1.2em; font-family: cursive;">Blumenkorb Florist</p> <p style="font-size: 0.8em;">064 404 620</p>		<p style="font-size: 0.8em; margin: 0;">P.O. BOX 4480 VINETA, SWAKOPMUND NAMIBIA FNB SWAKOPMUND ACC: 62244300969 BRANCH: 280472 FAX: 0886520675 E-MAIL: blumenkorb@iway.na VAT: 6874509015</p>			
<b>QUOTATION:</b>					
<b>To:</b>	Municipality Of Swakopmund PO Box 53 Swakopmund Centre of Rakotoka str & Daniel Kanho Avenue	<b>Quote:</b>	MSQ20250202		
		<b>Date:</b>	20.02.2025		
Date	Reference	Item	Qty	Price	Total
		Large upright arrangements	2	1600	3200
		Small upright arrangements	2	800	1600
				Total (Excl)	4173.91
				Val	626.09
				Total (Incl)	4800

## ANNEXURE B

Product/ Item No.	Description	Qty	Price Excl Unit	Total Price Exc VAT	Total Price Inc VAT
1	Pillars	2	150.00	300.00	300.00
2	Candle holders	2	200.00	400.00	400.00
3	Labour & Transport	1	500.00	500.00	500.00
4	Candles	10	100.00	1,000.00	1,000.00
5	Candle holders	10	50.00	500.00	N\$ 500.00
			<b>850.00</b>	<b>2,700.00</b>	<b>2,700.00</b>

**NB: Any breakage, the host is responsible**

**Banking Details**  
 BJ Investment cc  
 FNB Namibia  
**Account no: 62266849416**  
**Cheque**

**ANNEXURE C**



VAT NO. 6244248-015 Tel: 064 462146 CELL: +26812 941 652  
 REG NO D/CC 2013/03083 P.O BOX 2593 SWAKOPMUND, NAMIBIA Fax: 088 648 897  
 Email: [williamdaniel2@hotmail.com](mailto:williamdaniel2@hotmail.com) / [williamsigns2@gmail.com](mailto:williamsigns2@gmail.com)

**Quotation 21022025**  
 Date 21 February 2025

**Atte: Mrs Aili Gebhardt**  
 Swakopmund Municipality  
 P.O. Box 53  
 Email: [agebhardt@swkmun.com.na](mailto:agebhardt@swkmun.com.na)  
 Cell: 264 811438763

Payment terms
Due on receipt

Qty	Description	Unity Price	VAT AMT	Total
1	PVC BANNER WITH EYELIDS (2.2x1m)	2900.00	435.00	2900.00

**PLEASE NOTE:** Once this form has been approved and signed, you, the client will be held responsible for FULL payment of the final product. Please ensure that artwork, colours and sizes are CORRECT.

A 50% non-refundable deposit is required on acceptance of the quote. The outstanding amount is payable on completion of job. Installation, travel and delivery charges included.

BANK DETAILS: FNB  
 ACCOUNT HOLDER: WILLIAM SIGN WRITING CC  
 ACCOUNT NR: 62200285337  
 BRANCH CODE: 280472  
 SWAKOPMUND

All prices are quoted with 20% in consumption TAXES. 1. Price per letter or number may vary according to FONT SIZE or character from the original size. 2. Further charges may be required if additional work is needed.	<b>Total</b>	<b>N\$2900.00</b>
	<b>Deposit</b>	<b>N\$ 00.00</b>
	<b>VAT TOTAL</b>	<b>N\$435.00</b>
	<b>Total Inclusive</b>	<b>N\$3335.00</b>

This quotation is only valid if signed and stamped by the following conditions:  
 This quotation is valid for 15 days only. Production time is 15 days from date of confirmation.  
 Once you are satisfied please sign and return with proof of payment.

Full name: \_\_\_\_\_ agree not agree to the content and Condition of the quotation



REPUBLIC OF NAMIBIA

OFFICE OF THE PRESIDENT

OFFICE OF THE GOVERNOR - ERONGO REGION

Tel no: (064) 417900  
Fax no: (064) 417905  
Email: [office@erongo.gov.na](mailto:office@erongo.gov.na)

Private Bag 5033  
Swakopmund  
Erongo Governor Office

Mr. Alfeus Benjamin  
Chief Executive Officer  
Municipality  
**SWAKOPMUND**

18 February 2025

Dear Mr. Benjamin,

**SUBJECT: INVITATION TO MEETING FOR ERONGO REGIONAL  
MEMORIAL PREPARATION**

It is with great respect and reverence that I extend an invitation to your esteemed self and Local Authority Councilors to participate in an important meeting aimed at preparing for the Erongo Regional memorial of our late founding father, Dr. Sam Nujoma.

This significant event is scheduled to take place on Tuesday, 25th February 2025, and it is crucial that we come together to honor his legacy and contributions.

The meeting is set to occur on Wednesday, 19th February, at 09:00 in the Governor's Boardroom. We will discuss various aspects of the memorial

preparations, including the program structure, guest list, and logistical arrangements to ensure that the event is a fitting tribute to Dr. Nujoma's enduring impact on our community and nation.

Your participation will be invaluable, and I encourage you to confirm your availability at your earliest convenience so that we can adequately prepare for our discussions and ensure all voices are heard as we plan this important occasion. Thank you for your attention to this matter, and I look forward to seeing you all there.

occasion.

Yours sincerely,



OFFICE OF THE GOVERNOR  
P.O. BOX 1000  
WINDHOLE  
ERONGO REGION

**NEVILLE ANDRE**  
GOVERNOR, ERONGO REGION

11.1.31

**WRITING OFF OF REDUNDANT ISUZU SINGLE CAB BAKKIE, REGISTRATION N 8211 S -STORES SECTION**

(C/M 2025/02/27 - 8/2/14)

**Special Management Committee Meeting of 24 February 2025**, Addendum **5.6** page **49** refers.

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

The purpose of this proposal is to seek council approval to write off an Isuzu Single Cab Bakkie with the following details:

Registration: **N8211S**  
 Fleet No: **FST0120**  
 Year Model: **2005**  
 Kilometre Reading: **126334**

**Background:**

Due to substantial corrosion damage, extreme maintenance costs and mechanical failures, the vehicle is no longer useful to the Stores Section. This vehicle was procured 19 years ago and is nearing the end of its useful life.

This vehicle was replaced in November 2024 with an Isuzu, Single Cab Bakkie, 2024 Model, Fleet No: **FST0488**.

**Conclusion:**

It is against this background that it is proposed that the above vehicle be written off.

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

- (a) **The following old and redundant vehicle be written off and sold at the next public auction.**

<b>Registration No</b>	<b>Make</b>	<b>Fleet No</b>	<b>Model Year</b>	<b>Kilometres</b>
<b>N 8211 S</b>	<b>Isuzu Single Cab Bakkie</b>	<b>FST0120</b>	<b>2005</b>	<b>126334</b>

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

11.1.32 **PAYMENT TOWARDS CATERING AT THE INAUGURATION OF THE DRC POLICE STATION**

(C/M 2025/02/27 - 3/15/11)

**Special Management Committee Meeting of 24 February 2025**, Addendum **5.7** page **50** refers.

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

**BACKGROUND**

The purpose of this submission is to seek Council's approval for the expenditure of N\$50,000.00 towards the successful hosting of the inauguration ceremony of the DRC Police Station scheduled to take place on **06 March 2025**.

The establishment of the DRC Police Station marks a significant milestone in improving safety, security, and law enforcement within the DRC informal settlement and surrounding areas. The station will enhance policing efforts, promote crime prevention, and ensure better service delivery to the residents.

To commemorate this achievement, an official inauguration ceremony has been planned. The event will serve as an opportunity to acknowledge the collaborative efforts of stakeholders, reinforce the importance of community policing, and engage the public on safety and security matters.

In light of the above, Rössing Uranium will cover the majority of the expenses, including event décor, the PA system, and catering for 150 invited guests. However, due to financial constraints, they have requested Council to contribute **N\$50,000.00** towards catering for the public attendees.

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

**RECOMMENDED:**

(a) **That Council approves expenditure amounting to N\$50,000.00 towards the payment for the catering of the DRC Police Station inauguration.**

(b) **That the expenditure be defrayed from:**

<b>Vote Description</b>	<b>AMOUNT (N\$)</b>
<b>1010155505500 Conference Vote</b>	<b>N\$83,444.13</b>