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11.1.36

**REQUEST FOR APPROVAL TO TRAVEL AND SIGN THE MEMORANDUM OF UNDERSTANDING BETWEEN MUNICIPALITY OF SWAKOPMUND AND THE ZANZIBAR URBAN MUNICIPAL COUNCIL, TANZANIA**

(C/M 2026/03/05 - 12/2/4/5)

**Special Management Committee Meeting of 05 March 2026**, Addendum **5.1** page **04** refers.

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

1. **Introduction**

This submission seeks approval for a delegation from Council to travel to Tanzania to sign the Memorandum of Understanding (MoU) between the Zanzibar Urban Municipal Council and the Municipality of Swakopmund.

2. **Background**

Council resolved on **31 March 2022** under item 11.1.25 as follows:

- (a) That Council approves the collaboration between the Zanzibar Urban Municipal Council and the Swakopmund Council.
- (b) That a Memorandum of Understanding be compiled and signed by both parties, which will include cooperation in the following areas:
1. Revenue Collection
  2. Investment
  3. Training for Capacity Building
  4. Town Planning
  5. Economic Activities
  6. Culture
- (c) That the Office of the Mayor liaises with the Zanzibar Urban Municipal Council through the Ministry of International Relations and Cooperation.

The former Lord Mayor of Zanzibar, His Worship Mr Ali Haji Haji, through the Office of the High Commissioner of Namibia, proposed to collaborate with the Municipality of Swakopmund on the following key areas:

1. Revenue Collection
2. Investment
3. Training for Capacity Building
4. Town Planning
5. Economic Activities
6. Culture
7. Waste Management

The delegations from both parties held a virtual meeting on 14 August 2025 to finalize the draft Memorandum of Understanding (MoU).

It was proposed by the former Lord Mayor of Zanzibar, His Worship Mr Ali Haji Haji that a delegation from the Municipality of Swakopmund should travel to Tanzania for the signing ceremony of the MoU between the two parties.

Due to the limited time for the preparation for the signing of the MoU at the Office of the High Commissioner of Namibia, Tanzania, it is hereby proposed that this item be condoned at Council on **25 September 2025**, for the execution of the travel arrangements.

Council resolved on **2 October 2025** under item 11.1.30 as follows:

- (a) That the Memorandum of Understanding (MoU) between the Zanzibar Urban Municipal Council and the Municipality of Swakopmund be approved.
- (b) That both parties liaise with the Zanzibar Urban Municipal Council through the Ministry of International Relations and Cooperation.
- (c) That the MoU be submitted to the Office of the Attorney-General of the Republic of Namibia for further review and approval.
- (d) That the Memorandum of Understanding (MoU) be signed at the Embassy of Namibia in Dar-Es-Salaam, Tanzania, by both parties on a date to be determined by the Chief Executive Officer.
- (e) That permission be granted to the following officials to travel to Dar-Es-Salaam, Tanzania:
  - Mayor
  - Chairperson of Management Committee
  - Chief Executive Officer
  - General Manager: Corporate Services & Human Capital
  - Corporate Officer: Marketing & Communications
- (f) That Council be responsible for travel and subsistence costs for the five (5) delegates.
- (g) That the cost for the expenditures be defrayed for the relevant departmental votes where sufficient funds are available.
- (h) That a plan of action based on the following areas of interest below be agreed on with the Zanzibar Urban Municipal Council:
  1. Revenue Collection
  2. Investment
  3. Training for Capacity Building
  4. Town Planning
  5. Economic Activities
  6. Culture
  7. Waste Management
- (i) That this item be condoned at Council for execution purposes.

### 3. **Purpose**

The purpose of the partnership and the subsequent signing of the MoU is that Swakopmund Municipality and the Zanzibar Urban Municipal Council share a lot in common, and both municipalities are tourist destination areas with economic activities dependent on tourism and complemented by other sectors. Similarly, and as guided by the Strategic Plan, the Swakopmund Municipality strives to become a SMART City, while on the other hand, Zanzibar Urban Municipal Council is positioning itself to become a regional technology hub with plans to develop Dunia Cyber City, which will operate as a digital free zone area.

The Dunia Cyber City development has some similar elements of a SMART City concept enshrined in the Swakopmund Municipality's Strategic Plan. The visit is therefore of strategic importance to both sister municipalities for

benchmarking purposes and future collaboration through the signing of the Memorandum of Understanding.

4. **Discussion**

Unfortunately, the delegation did not travel during **November 2025**, as per planned arrangements. The Ministerial approval requested during **October 2025** for the authorization of the delegation to travel to Tanzania was turned down.

The Minister requested Council to **"Submit a comprehensively motivated submission which should include the full financial implications for reconsideration."** (Letter from the Minister is attached).

The approved MoU was submitted to the Office of the Attorney-General for further review and approval. Changes were made to the MoU as per instructions from the Attorney General's office. (See amended MoU attached).

All correspondence between the two parties are liaised through the Ministry of International Relations and Trade and the Namibian High Commission in Tanzania.

The Director of the Zanzibar Urban Municipal Council, Mr H A Masoud, invited Council to visit and sign the MoU on either **10 February 2026** or **30 March 2026** in Zanzibar. (Letter and draft programme of the visit from ZUMC is attached)

It is hereby requested that permission should be granted to the following delegation to travel to Dar-Es-Salaam and Zanzibar, Tanzania, from **28 March 2026 to 1 April 2026;**

- Mayor
- Chairperson of Management Committee
- General Manager: Corporate Services, Human Capital & ICT

The flight to Dar Es Salaam, Tanzania, is scheduled under the following traveling details;

28 March 2026:	Departure to Windhoek International Airport, flight to Addis Ababa (Ethiopia)
29 March 2026:	Arrival at Julius Nyerere International Airport, Dar Es Salaam (Tanzania)
29 March 2026:	Departure to Zanzibar
30 March 2026:	Signing Ceremony of MoU and visit to various sites as per programme (attached)
31 March 2026:	Departure from Zanzibar to Dar Es Salaam
1 April 2026:	Departure from Julius Nyerere International Airport to Windhoek
1 April 2026:	Arrival at Windhoek International Airport and departure to Swakopmund

The departure time from the Hosea Kutako Airport is scheduled for **14H30 on 28 March 2026;** the delegation will not need to overnight in Windhoek. It is, however, proposed that a Traffic Officer be assigned to drive the delegation to the airport on **28 March 2026** (Swakopmund to Windhoek) and pick the delegation up from the airport on **1 April 2026** (Windhoek to Swakopmund).

5. **Financial Implications**

Due to possible fluctuations in flight and accommodation, the financial summary in this submission is calculated on the current exchange rates (where applicable). Therefore, it is recommended that Council takes note that prices might be lower/ higher upon payment.

Below is a summary of the potential financial implications this may have for the Council.

<b>Item</b>	<b>Cost per person</b>	<b>Quantity</b>	<b>Amount</b>	<b>Remark</b>
Lunch Tariff	N\$400.00	5	N\$2 000.00	Including Driver
Overnight allowance	N\$2000.00	2	N\$4000.00	Overnight x2 in Windhoek for the driver
Overnight allowance visiting beyond SADC (5x)	N\$2 100.00 per person per night	3	N\$31 500.00	Total of 5 nights for 3 people = N\$10 500.00 per person
Return ticket (to Zanzibar, from Dar Es Salaam)	-	3	N\$6 552.00	
Return ticket (estimate due)	-	3	N\$15 922.00	
<b>TOTAL EXPENDITURE ON SUBSISTENCE AND TRAVEL COSTS</b>				<b>N\$59 974.00</b>

The total cost for three (3) return tickets on the table above reflects a low amount of **N\$15 992.00**. It is because the three flight tickets were purchased during **October 2025** for **N\$48 990.00**. Since the trip was postponed, the travel agency (AirlinePros) was requested to place the tickets on hold pending confirmation of the new travel dates. It was further explained that the tickets issued for the two Councillors could not be transferred in the event of a change in Office Bearers. As such changes have since occurred, the tickets should be reserved under the details of the newly appointed Mayor and Chairperson of the Management Committee. The details of the remaining official remain unchanged. The Ethiopian Airlines was requested to cancel and refund the two tickets (for the former Councillors). A total of **N\$10 752.00** was returned. Furthermore, the airline was requested to refund the tickets of the two officials (CEO & CO:M&C), but the refund has not take place yet, therefore figures can not be presented.

A quotation (**N\$6 552.00**) was received for the return flight date, **29 March 2026**, from Dar Es Salaam to Zanzibar for three delegates. It should be noted that the costs on the quotation for flight tickets keep escalating until the flight seats are confirmed and the tickets are paid in full.

6. **Conclusion**

Given the above content, context, and purpose of the visit with the main aim of signing off the MoU, Council is therefore urged to consider approving the following recommendations.

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

**RECOMMENDED:**

- (a) That the Memorandum of Understanding (MoU) between the Zanzibar Urban Municipal Council and the Municipality of Swakopmund be approved.
- (b) That the Memorandum of Understanding (MoU) be signed at the Zanzibar Urban Municipal Council by both parties on 30 March 2026 in Zanzibar.
- (c) That permission be granted to the following delegation to travel to Dar-Es-Salaam and Zanzibar, Tanzania, from 28 March 2026 to 1 April 2026;
- Mayor
  - Chairperson of Management Committee
  - General Manager: Corporate Services, Human Capital & ICT
- (d) That Council seeks Ministerial approval for the travel authorization for the delegation.
- (e) That a Traffic Officer be assigned to transport the delegation to and from Windhoek on 28 March 2026 and 1 April 2026, respectively.
- (f) That the mayoral vehicle be used for transportation to and from Windhoek.
- (g) That Council be responsible for travel and subsistence costs for the three (3) delegates as per the financial summary below:

<i>Item</i>	<i>Cost Per Person</i>	<i>Quantity</i>	<i>Amount</i>	<i>Remark</i>
<i>Lunch Tariff</i>	<i>N\$400.00</i>	<i>5</i>	<i>N\$2 000.00</i>	<i>Including Driver</i>
<i>Overnight allowance</i>	<i>N\$2000.00</i>	<i>2</i>	<i>N\$4000.00</i>	<i>Overnight x2 in Windhoek for the driver</i>
<i>Overnight allowance visiting beyond SADC (5x)</i>	<i>N\$2 100.00 per person per night</i>	<i>3</i>	<i>N\$31 500.00</i>	<i>Total of 5 nights for 3 people = N\$10 500.00 per person</i>
<i>Return ticket (to Zanzibar, from Dar Es Salaam)</i>	<i>-</i>	<i>3</i>	<i>N\$6 552.00</i>	
<i>Return ticket (estimate due)</i>	<i>-</i>	<i>3</i>	<i>N\$15 922.00</i>	
<b>TOTAL EXPENDITURE ON SUBSISTENCE AND TRAVEL COSTS</b>				<b>N\$59 974.00</b>

- (h) That the cost for the expenditures in (g) above be defrayed for the relevant departmental votes where sufficient funds are available.
- (i) That all correspondence be liaised through the Ministry of International Relations and Trade.
- (j) That a plan of action based on the following areas of interest below be agreed on with the Zanzibar Urban Municipal Council:
1. Revenue Collection
  2. Investment
  3. Training for Capacity Building
  4. Town Planning
  5. Economic Activities
  6. Culture
  7. Waste Management

MoU between the Zanzibar Urban Municipal Council and the Municipality of Swakopmund

**THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN**



**ZANZIBAR URBAN MUNICIPAL COUNCIL  
TANZANIA**

**AND**



**MUNICIPALITY OF SWAKOPMUND  
NAMIBIA  
FOR**

**ESTABLISHING OF A PARTNERSHIP BETWEEN THE ZANZIBAR  
URBAN MUNICIPAL COUNCIL AND THE MUNICIPALITY OF  
SWAKOPMUND**

(Hereinafter jointly referred to "the Parties")

MoU between the Zanzibar Urban Municipal Council and the Municipality of Swakopmund

## **THE MEMORANDUM OF UNDERSTANDING (MoU)**

### **Between**

**Zanzibar Urban Municipal Council (ZUMC), P.O. Box 1288, Malindi, Zanzibar, Tanzania**, a Public Corporation established under the Local Government Authority Act, No.7 of 2014 of the Law of Zanzibar (hereinafter referred to as "Zanzibar") of one part.

### **And**

**Municipality of Swakopmund (MoS), P.O. Box 53, Swakopmund, 13001, Namibia**, a Local Government Authority under the Local Authorities Act 23 of 1992 as amended, (hereinafter referred to as "Swakopmund") of the other Party.

### **WHEREAS:**

- A.** Zanzibar and Swakopmund are vested with different functions and responsibilities, and they intend, through this MoU to establish the partnership between Zanzibar and Swakopmund according to the relevant laws under which they were created and under which they function.
- B.** Zanzibar and Swakopmund have consulted and agreed to establish this sister city relationship, with the aim of partnership between Zanzibar and Swakopmund.
- C.** According to Act No 7/2014, Zanzibar has the responsibility to formulate, co-ordinate and supervise the implementation of plans for economic, commercial, industrial, and social development and Swakopmund has the reciprocal responsibility to implement, coordinate and supervise and plans for economic, commercial, industrial, and social development within Swakopmund.

MoU between the Zanzibar Urban Municipal Council and the Municipality of Swakopmund

- D. Zanzibar and Swakopmund establish the sister city development strategy to increase efficiency of both cities' urban development, investment, municipal governance issues and conservation for Traditional and cultural heritage.

**NOW THEREFORE THIS MoU WITNESS AS FOLLOWS:**

**Article 1: THE PURPOSE OF THE MoU**

- a) The purpose of this MoU is to develop a sister cities relationship to promote and broaden economic and scientific, social, municipal governance, environmental, professional, cultural cooperation and cultural exchanges between the two cities.
- b) This MoU intends to provide a collaborative arrangement between the Parties for the purpose of having mutual exchanges to promote education and the establishment of contacts within educational institutions.
- c) That this MoU represents a non-binding expression of intent between the Parties to work together in institutions.

**Article 2: INITIAL SISTER CITY PREPARATION**

- a) The Parties hereby agree that after signing this MoU they shall meet and agree on the execution of the herein referred to Sister City relationship.
- b) Both Parties shall use its necessary and reasonable efforts in developing the Sister City relationship in arranging technical, economic, scientific, social, municipal governance, environmental, professional, cultural cooperation and cultural exchanges between the two cities.

MoU between the Zanzibar Urban Municipal Council and the Municipality of Swakopmund

### **Article 3: SISTER CITY COSTS AND FUND**

- a) The cities able to facilitate funds in education, culture, trade, tourism, municipal governance and environment.
- b) Each Party will be responsible for any expenditure incurred by the delegations arising from visits within the framework of this Memorandum of Understanding. The co-operation activities and financing of co-operations shall be mutually agreed to by the Parties.

### **Articles 4: THE ROLES OF THE PARTIES**

Under this MoU as the strategic mutual relationship, the Parties shall play the following roles:

- a) To Promote exchanges in the field of science and technology, sports, health, and any area that will contribute to prosperity and the further development of the relationship between the people of the two cities.
- b) Facilitate all joint activities between the partners.
- c) Facilitate transport if needed, during the respective sister city visits.
- d) Capacity building and capacity development e.g. on the job training.
- e) To allow relevant actors / cooperation partner networking in pursuit of partnership.
- f) Willing to co-operate with international partnership between the parties.
- g) Facilitate equipment at meetings in the respective sister cities.

*MoU between the Zanzibar Urban Municipal Council and the Municipality of Swakopmund***Article 5: THE COMMON AND GENERAL OBLIGATION OF THE PARTIES**

Notwithstanding the roles of each Party as stipulated under article 4 of this MoU, the Parties shall have the following common and general obligation: -

- a) Strengthening the partnership.
- b) Investment in both areas.
- c) Plan the development of the partnership.
- d) Both sister cities shall promote revenue collection, investment, training for capacity building, town planning, economic activities and culture.
- e) Promote exchange in education and establishment of contracts between educational institutions.

**Article 6: ESTABLISHMENT OF JOINT CONSULTATIVE & TECHNICAL TEAM**

- a) That the Parties shall have the joint consultative and technical team for the execution of the project.
- b) That the Parties shall have regular consultation and meetings to ensure progress and implementation of the goals of this MoU.

**Article 7: DURATION OF THE MoU**

This MoU shall become effective from the date of signing hereof by all the parties and shall be of force and effect for a period of five (5) years from the date of commencement thereof and may be renewed for successive periods of five (5) years by mutual agreement of all the parties.

MoU between the Zanzibar Urban Municipal Council and the Municipality of Swakopmund

#### **Article 8: TERMINATION OF THE MoU**

- a) This MoU shall come into effect on the date of its signing and will come to an end when the parties decide otherwise.
- b) Termination of this MoU shall not affect the rights and obligations of Parties that has been accrued at the time of Termination.

#### **Article 9: CONFIDENTIALITY UNDERTAKING**

The normal rules of non-disclosure shall apply to this MoU. Either Party shall not be allowed to disclose any information regarding this MoU to the third Party without the approval of the sister city institution.

#### **Article 10: ASSIGNMENT**

A Party to this MoU shall not assign or contract all or any part of the liability, obligation or benefit under this MoU without the express prior written consent of the other Party.

#### **Article 11: VARIATIONS**

- a) This MoU may be amended at any time by written agreement of the Parties.
- b) No variations to this MoU shall be of effect unless in writing signed by a duly authorized officer of each of the Parties.

#### **Article 12: FORCE MAJEURE**

- a) All Parties shall be absolved of their obligations in terms of this MoU for as long as they are prevented from performing such obligations as a result of any cause beyond their reasonable control and including but not limited to acts of governments, war, lockouts, strikes and labour disputes of whatsoever cause, action by trade unions of whatsoever cause, changes to any Act and or statutory

MoU between the Zanzibar Urban Municipal Council and the Municipality of Swakopmund

concessions which may affect the services to be rendered, expropriations or forfeiture of facilities, machines or equipment, embargoes or sanctions, fuel or water being rationed by a competent authority or which may not be made available to them for any reason whatsoever.

- b) The Party obligation shall continue immediately after the settlement of the occurrence of any force majeure act.

**Article 13: NOTICE**

Any notice required or permitted to be given hereunder shall be in writing and sent by registered mail or by electronic means or any other acceptable means of communication and shall be addressed to the Parties at the following addresses as either of the Parties may from time to time designate by notice in writing to the other. The notice shall be deemed to be served when received.

**Article 14: COMMUNICATION**

The communication language shall be English and Kiswahili.

**FOR THE ZANZIBAR URBAN MUNICIPAL COUNCIL**

The Director  
Zanzibar Urban Municipal Council  
P.O. BOX 1288,  
Malindi,  
Zanzibar,  
Tanzania.  
Email: [director@zmc.go.tz](mailto:director@zmc.go.tz) / [info@zmc.go.tz](mailto:info@zmc.go.tz) / [mayor@zmc.go.tz](mailto:mayor@zmc.go.tz)

MoU between the Zanzibar Urban Municipal Council and the Municipality of Swakopmund

**FOR THE MUNICIPALITY OF SWAKOPMUND**

The Chief Executive Officer  
Municipality of Swakopmund  
P.O. Box 53,  
Swakopmund,  
13001,  
Namibia.  
Email: swkmun@swkmun.com.na

**Article 15: DISPUTE SETTLEMENT**

In case of any differences or disputes arising on issue relating to this MoU, its implementation or interpretation between the Parties, the efforts will be made to resolve the same through mutual discussion and the Parties shall consult each other to settle the matter amicably.

**IN WITNESS**

WHEREOF the Parties hereto have executed this MoU in the day and manner hereinafter appearing.

**Signed, Sealed and Delivered for and on behalf of Zanzibar Urban Municipal Council at (place) .....by the said;**

Name : .....

Designation: .....

Signature: .....      

Date : .....

MoU between the Zanzibar Urban Municipal Council and the Municipality of Swakopmund

**In the presence of:**

Name: .....

Designation: .....

Signature: .....

Date : .....

**Signed, Sealed and delivered for and on behalf of the Municipality of Swakopmund by (place).....the said:**

Name: .....

Designation: .....

Signature: .....

Date : .....

**In the presence of:**

Name: .....

Designation: .....

Signature: .....

Date: .....



REPUBLIC OF NAMIBIA

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**OFFICE OF THE ATTORNEY-GENERAL**


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Tel: +264 61 251 2243  
 Fax: +264 61 247 886

Private Bag 13345  
 Windhoek

Inquiries: **Sophia Hawala**  
 Ref: **SH/504/25/V/Sept**

Your enquiries: Mr. Mpasi Hingora

**"STRICTLY CONFIDENTIAL"**

12/11/2005

**Mr. Alfeus Benjamin**  
 Chief Executive Officer  
 The Municipality of Swakopmund  
 P. O. Box 53  
**Swakopmund**

Dear Mr. Benjamin

**RE: REVIEW OF THE MEMORANDUM OF UNDERSTANDING FOR  
 THE PARTNERSHIP BETWEEN MUNICIPALITY OF SWAKOPMUND  
 IN THE REPUBLIC OF NAMIBIA AND ZANZIBAR URBAN MUNICIPAL  
 COUNCIL IN THE UNITED REPUBLIC OF TANZANIA.**

1. The letter from The Swakopmund Municipality dated 3 September 2025 bears reference. We apologise for the delay in providing this opinion, which delay was occasioned by circumstances beyond our control.

**2. BACKGROUND**

- 2.1 The Municipality of Swakopmund and The Zanzibar Urban Municipal Council of the United Republic of Tanzania (herein referred to as the "The Parties"), are desirous to enter into a Memorandum of Understanding (MoU) to establish a sister city relationship with the aim of increasing the efficiency of both cities' urban development, investment, municipal governance issues and conservation for traditional and cultural heritage.

2.2. Our Office has been requested to review and clear the MoU for its signature by the Parties. We have scrutinised the MoU and wish to advise as follows:

**3. AD ARTICLE 3: SISTER CITY COSTS AND FUND**

3.1. Article 3(b), reads as follows:

*"Each local authority shall equally be responsible for costs incurred to carry out this MoU, in terms of hosting, traveling and subsistence fees."*

3.2. It is advised that each Party be independently responsible for its costs incurred in carrying out this MoU, save for co-operation activities which shall be agreed to by the Parties per each co-operation activities. A re-draft of Article 3(b) as bellow is advised:

*"Each Party will be responsible for any expenditure incurred by the delegations arising from visits within the framework of this Memorandum of Understanding. The co-operation activities and financing of co-operations shall be mutually agreed to by the parties."*

**4. AD ARTICLE 4: THE CONTRIBUTION AND THE ROLES OF ZANZIBAR URBAN MUNICIPAL COUNCIL**

4.1. The roles outlined in Article 4 of this MoU do not mirror those roles as set out for the Municipality of Swakopmund (Article 5), bearing in mind the intention of the parties is the establishment of a sister relationship, the roles of each Party must create mutual roles. In the absence of that, the MoU's purpose cannot be said to be a strategic mutual relationship, the roles must mirror each other.

4.2. We advise a re-draft of roles that mirror each other, we advise a single Article and a deletion of Article 5 as follows:

***"Article 4: THE ROLES OF THE PARTIES***

*Under this MoU as the strategic mutual relationship, the Parties shall play the following roles:*

- a) To promote exchanges in the field of science and technology, sport, health, youth, and any area that will contribute to prosperity and the further development of the relationship between the people of the two cities.*
- b) Facilitate all joint activities between the partners.*
- c) Facilitate transport if needed, during the respective sister city visits.*

- d) *Capacity building and capacity development e.g. on the job training.*
- e) *To allow relevant actors/ cooperation partner networking in pursuit of partnership.*
- f) *To hold regular planning, feedback, and monitoring talks to develop the partnership.*
- g) *Willing to co-operate with international partnership project between the parties.*
- h) *To participate in sector dialogue between partners.*
- i) *Facilitate equipment at meetings in the respective sister cities."*

#### 5. AD ARTICLE 5; THE ROLES OF MUNICIPALITY OF SWAKOPMUND

5.1. The roles outlined in Article 5 of this MoU do not mirror those roles as set out for the Zanzibar Urban Municipal Council (Article 4), bearing in mind the intention of the parties is the establishment of a sister relationship, the roles of each Party must create mutual roles. In the absence of that, the MoU's purpose cannot be said to be a strategic mutual relationship, the roles must mirror each other.

5.2. As amendments have been advised for Article 4, we advise a deletion of Article 5.

6. Further, we wish to advise that, in compliance with Cabinet Decision N.7/21.07.05/011, all agreements regardless of nature, entered into by the respective government Offices, Ministries and Agencies are required to be submitted to the Office of the Attorney General. Kindly, thus, send both physical and soft copies of the signed agreement to the following address: 11<sup>th</sup> Floor, Sanlam Building, Independence Avenue, Windhoek and per e-mail to: [admin@ag.gov.na](mailto:admin@ag.gov.na)

We trust that we have been of assistance and please do not hesitate to contact my office for any queries in this regard.

Please accept, Hon. Minister, the assurances of my highest consideration.

Yours sincerely,



**FESTUS K. MBANDEKA**  
**ATTORNEY-GENERAL**

cc: **Hon. James Sankwasa**  
**Minister**  
**Ministry of Urban and Rural Development**  
**P. O. Box 13289**  
**Windhoek**

**All correspondences must be addressed to the Attorney-General**

4 

**S. M.Z  
URBAN MANICIPAL COUNCIL**

1213 Creek Road,  
Malindi, P. O. BO.X1288  
71182 Urban, Zanzbar.



**ZANZIBAR**

Web site: [www.zmc.go.tz](http://www.zmc.go.tz)  
Email: [info@zmc.go.tz](mailto:info@zmc.go.tz)

Ref: CD.193/197/02/B/16

Date: 12/07/2025

**CHIEF EXECUTIVE OFFICER  
MUNICIPALITY OF SWAKOPMUND  
NAMIBIA**

**RE: POSTPONEMENT OF VIST TO ZANZINAR URBAN MUNICIPAL COUNCIL  
TO SIGN MEMORUNDUM OF UNDERSTANDING**

Kindly, refer the letter dated 19<sup>th</sup> November, 2025 with reference number 12/2/4/5 as the above mentioned topic.

The Urban Municipal Council accepted your postponement of visit to Zanzibar Urban Municipal Council to sign Memorandum of Understanding (MoU) on 20<sup>th</sup> November, 2025 due to regional council and Local Authority election taking place on 26<sup>th</sup> November, 2025.

We really appreciate to sign MoU between two parts on 10<sup>th</sup> February, 2026 or 30<sup>th</sup> March, 2026.

We look forward hearing from you.

Kind Regards.

  
 .....  
**Hasna A. Masoud**  
 Director  
 Urban Municipal Council  
**ZANZIBAR.**



Republic of Namibia

## Ministry of Urban and Rural Development

Enquiries: Ms. M. Kapula  
Tel: (+264-61) 297-5163  
Fax: (+264-61) 297-5305  
Email: [mun@mun.gov.na](mailto:mun@mun.gov.na)

Government Office Park  
Luther Street

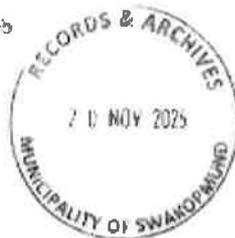
Private Bag 13289  
Windhoek, Namibia

Our Ref: 14/18.1/52  
Your Ref: 2/1731

### OFFICE OF THE MINISTER



Hon. Worship Cllr. Blasius Goraseb  
Mayor  
Swakopmund Municipality  
P.O. Box 53  
SWAKOPMUND  
13001



Dear Hon. Goraseb,

**RE: APPROVAL FOR TRAVEL AUTHORIZATION FOR THE SWAKOPMUND MUNICIPAL DELEGATION TO ATTEND A SIGNING CEREMONY OF MEMORANDUM OF UNDERSTANDING BETWEEN MUNICIPALITY OF SWAKOPMUND AND THE ZANZIBAR URBAN MUNICIPAL COUNCIL, TANZANIA.**

Your letter dated 22<sup>nd</sup> October 2025 on the above mentioned subject matter is hereby acknowledged and refers.

This letter serve to inform your Council that the application from the Swakopmund Municipality for the Mayor Councillor Blasius Goraseb, the Chairperson of the Management Committee, Councillor Wilfried Groenewald, the Chief Executive Officer, Mr. Alfeus Benjamin, the General Manager, Corporate Services and Human Capital, Mr. Mpsi Haingura and the Marketing and Communication Officer, Ms. Alie Gebhardt to travel to Dar es Salaam, Tanzania to sign the Memorandum of Understanding with the Zanzibar Urban Municipal Council from the 19<sup>th</sup> - 23<sup>rd</sup> November 2025 is not approved.

- The Municipal Council is advised to comply with Ministerial directives and to in future submit a comprehensively motivated submission which should include the full financial implications for the trip to the Ministry for consideration and approval.

Please accept, Your Worship, the assurance of my highest considerations.

  
JAMES SANKWASA, MP  
MINISTER

cc: Eredya Nwaniso-Tocycle, Deputy-Minister, MURD

*All official correspondence must be addressed to the Executive Director*

**Schedule of Swakopmund Delegation trip to Zanzibar Urban Municipal Council****Date:** November 30<sup>th</sup>, 2026**Accommodation:** Stone Town View Hotel**Delegation members:**

1. Ms. Suamma Kautondokwa, Her Worship Mayor
2. Mr. Shivute Angula, Chairperson of management Committee
3. Mr. Alfeus Benjamin, Chief Executive Officer
4. Mr. Mpasi Haingura, General Manager: Corporate Service and Human Capital and ICT
5. Ms. Aili Gebgardt, Corporate Officer: Marketing and Communication

**Zanzibar Team**

1. Mohammed Ibrahim Hassanali, the lord Mayor of urban Municipal Council
2. Hasna Atai Masoud, Director
3. Mwajuma Ali Abadi, Contact person of Partnership
4. Juma Khamis Haji, Asistance Contact person of Partnership
5. Amina Simai Msaraka, Head Division of Economy
6. Rajab Khamis Rajab, Legal Officer
7. Ghaitham Mzee Yusuf, Head of Public Relation Unit

**Schedule Programme**

<b>Date/Time</b>	<b>Programme</b>	<b>Participants</b>	<b>Place</b>	<b>Organisation</b>
<b>Monday, March 30th, 2026</b>				
09:00	Meeting point at the Hotel, transfer to ZUMC	All deligated members	Stone town view hotel	ZUMC
9:30 -10:00	Official welcome with the Lord Mayor	All deligated members	ZUMC, Lord Mayor's office	Director of ZUMC
10:00-12:00	Maruhubi Transfer station	All deligated members and Team from ZUMC	Maruhub Transfer Station	Eng. Saleh/MA
12:00-13:30	Lunch	All deligated members	Luqman Restoraunt	Procurement officer, JK
13:30-14:00	Back to hotel	All deligated members	Stone town view hotel	MA,JK
14:30-15:30	Visit Darajani Market	All deligated members	Darajani Market	MA, JK
15:30-18:00	Visit the Old Fort	All deligated members and Team from ZUMC	The Old Fort	The Old Fort Chairperson,MA
18:00-	Self-visit	All deligated members	-	-

# TRAVEL QUOTATION

Date: 17-02-2026

**AILI GEBHARDT**  
 +264 81 143 8763  
[agebhardt@swkmun.com.na](mailto:agebhardt@swkmun.com.na)



Access New Horizons  
**AirlinePros Namibia**  
 Carl Lutz Mall Independence Avenue  
 Windhoek, Khomas Region, Namibia, 9000  
[Dkanqombe@airlinepros.net](mailto:Dkanqombe@airlinepros.net)  
 +264 815038763  
 +264 837239900

**Passenger Details**

**SUAMMA KAUTONDOKWA**  
**SHIVUTE ANGULA**  
**MPASI HAINGURA**

**Flight option**

<p><b>Outbound</b> Ethiopian Airlines • ET 838 • Aircraft: 785</p>		<p><b>NAD 15.922.00</b>  <small>Taxes &amp; Fees Included</small></p>
<p><b>WDH - 14:30</b>                  28 Mar 2026                  Terminal                  Hosea Kutako Intl,                  Windhoek, Namibia</p>	<p><b>1h 40m</b>                  (1 stop)</p> <p><small>Windhoek                  → Lusaka, Zambia                  → Dar es Salaam,                  Tanzania                  → Charles of France</small></p>	<p><b>DAR - 03:10</b>                  29 Mar 2026                  Terminal 3                  Julius Nyerere Intl,                  Dar es Salaam,                  Tanzania</p> <p><b>Class: Economy</b>                  Checked Bag: 2 pieces                  Carry-on Bag: 1 piece                  Fare Basis: TESNA                  RBD: T</p>
<p><b>Inbound</b> Ethiopian Airlines • ET 826 • Aircraft: 7M8</p>		
<p><b>DAR - 04:05</b>                  01 Apr 2026                  Terminal 3                  Julius Nyerere Intl,                  Dar es Salaam,                  Tanzania</p>	<p><b>10h 15m</b>                  (1 stop)</p> <p><small>Windhoek                  → Hosea Kutako Intl,                  Windhoek, Namibia                  → Charles of France</small></p>	<p><b>WDH - 13:20</b>                  01 Apr 2026                  Terminal                  Hosea Kutako Intl,                  Windhoek, Namibia</p> <p><b>Class: Economy</b>                  Checked Bag: 2 pieces                  Carry-on Bag: 1 piece                  Fare Basis: UESNA                  RBD: U</p>

**Flight Details**

- 28 Mar 2026 • 14:30 • Hosea Kutako Intl, Windhoek, Namibia (WDH)  
Terminal 1 • 14:30 • Ethiopian Airlines • ET 838 • Aircraft: 785 • Class: Economy • Checked Bag: 2 pieces • Carry-on Bag: 1 piece • Fare Basis: TESNA
- 28 Mar 2026 • 21:20 • Bole Intl, Addis Ababa - Ethiopia (ADD) Terminal 2  
Terminal 2 • 21:20 • Ethiopian Airlines • ET 838 • Aircraft: 785 • Class: Economy • Checked Bag: 2 pieces • Carry-on Bag: 1 piece • Fare Basis: TESNA
- 29 Mar 2026 • 00:25 • Bole Intl, Addis Ababa - Ethiopia (ADD) Terminal 2  
Terminal 2 • 00:25 • Ethiopian Airlines • ET 838 • Aircraft: 785 • Class: Economy • Checked Bag: 2 pieces • Carry-on Bag: 1 piece • Fare Basis: TESNA
- 29 Mar 2026 • 03:10 • Julius Nyerere Intl, Dar es Salaam - Tanzania (DAR) Terminal 3  
Terminal 3 • 03:10 • Ethiopian Airlines • ET 838 • Aircraft: 785 • Class: Economy • Checked Bag: 2 pieces • Carry-on Bag: 1 piece • Fare Basis: TESNA
- 01 Apr 2026 • 04:05 • Julius Nyerere Intl, Dar es Salaam - Tanzania (DAR) Terminal 3  
Terminal 3 • 04:05 • Ethiopian Airlines • ET 826 • Aircraft: 7M8 • Class: Economy • Checked Bag: 2 pieces • Carry-on Bag: 1 piece • Fare Basis: UESNA
- 01 Apr 2026 • 06:45 • Bole Intl, Addis Ababa - Ethiopia (ADD) Terminal 1  
Terminal 1 • 06:45 • Ethiopian Airlines • ET 826 • Aircraft: 7M8 • Class: Economy • Checked Bag: 2 pieces • Carry-on Bag: 1 piece • Fare Basis: UESNA
- 01 Apr 2026 • 08:35 • Bole Intl, Addis Ababa - Ethiopia (ADD) Terminal 1  
Terminal 1 • 08:35 • Ethiopian Airlines • ET 826 • Aircraft: 7M8 • Class: Economy • Checked Bag: 2 pieces • Carry-on Bag: 1 piece • Fare Basis: UESNA
- 01 Apr 2026 • 13:20 • Hosea Kutako Intl, Windhoek - Namibia (WDH)  
Terminal • 13:20 • Ethiopian Airlines • ET 826 • Aircraft: 7M8 • Class: Economy • Checked Bag: 2 pieces • Carry-on Bag: 1 piece • Fare Basis: UESNA

Page 1 of 1

**DAR ES SALAAM – ZANZIBAR - DAR ES SALAAM FLIGHT OPTION**

**SUAMMA KAUTONDOKWA  
SHIVUTE ANGULA  
MPASI HAINGURA**

**Flight option 1**

<b>Outbound</b>		 Precision Air • PW 420 • Aircraft: A77	<b>NAD 6552.00</b> <small>(Taxes &amp; Fees included)</small>
<p><b>DAR - 06:30</b> 29 Mar 2026 Terminal Julius Nyerere Intl Dar es Salaam, Tanzania</p>	<p>0h 30m (Non-stop)</p>	<p><b>ZNZ - 07:00</b> 29 Mar 2026 Terminal Aboud Amrani Karume Intl, Zanz- ibar, Tanzania</p>	<p>Class: Economy Checked Bag: 23 kg Carry-on Bag: 7 kg Fare Basis: RXPRTTZ RBD, R</p>
<b>Inbound</b>		 Precision Air • PW 710 • Aircraft: A77	
<p><b>ZNZ - 11:30</b> 31 Mar 2026 Terminal Aboud Amrani Karume Intl, Zanz- ibar, Tanzania</p>	<p>0h 30m (Non-stop)</p>	<p><b>DAR - 12:00</b> 31 Mar 2026 Terminal Julius Nyerere Intl Dar es Salaam, Tanzania</p>	<p>Class: Economy Checked Bag: 23 kg Carry-on Bag: 7 kg Fare Basis: RXPRTTZ RBD, R</p>

**Important Note:**

The flight options and fares shared in this quotation are based on current availability at the time of search and are provided for reference purposes only. No booking or seat has been held or confirmed at this stage. All fares and seat availability are subject to change until the actual booking and ticketing are completed. We recommend confirming your preferred option as soon as possible to minimize the risk of fare revision or unavailability.



## PAYMENT BREAKDOWN

			N\$
		<b>ALFEUS BENJAMIN</b>	8,836.00
		<b>MPASI HAINGURA</b>	8,836.00
		<b>AILI GEBHARDT</b>	8,836.00
<b>Total ticket price</b>			<b>26508.00</b>
<b>Services Fee- nonref @ NAD350 p/p</b>			1,050.00
<b>Total paid for 3 Adults</b>			<b>27,558.00</b>
		<b>BLASIUB GORASEB</b>	8,836.00
		<b>WILFRIED GROENEWALD</b>	8,836.00
<b>Total ticket price</b>			<b>17,672.00</b>
<b>Services Fee- nonref @ NAD350 p/p</b>			700.00
<b>Total paid for 2 Adults</b>			<b>18,372.00</b>
<b>GRAND TOTAL for 5 Adults</b>			<b>45,930.00</b>
<b>Total Pd</b>			<b>48990.00</b>
<b>Amount to be credited</b>			<b>3060.00</b>
<b>Airline Refund for 2 Adults</b>			
Total airline refund ( Ethiopian Airlines)		<b>BLASIUB GORASEB</b>	5376.00
		<b>WILFRIED GROENEWALD</b>	5376.00
			<b>10752.00</b>
<b>Amount with AirlinePros</b>			
		Credited	3060.00
		Refund	10752.00
<b>Total with AirlinePros</b>			<b>13812.00</b>
<b>Amount to be Paid</b>			
Date change fees		<b>MPASI HAINGURA</b>	3300.00
<b>New tickets @ NAD 12,790.00 p/p</b>		<b>2 ADULTS</b>	25,984.00
Total Service fees			450.00
<b>Total to be Paid</b>			<b>29734.00</b>
Total to be Paid			29734.00
(Total with AirlinePros)			-13812.00
<b>Final payment to be made by client</b>			<b>15922.00</b>
Services Fees- remain nonrefundable			

									
<p><b>INVOICE</b></p> <p>AirlinePros Namibia                  Shop No: 11 Carleton Mall, Independence Avenue                  Windhoek, Namibia                  264 83 723 9900  <a href="mailto:info@airlinepros.com">info@airlinepros.com</a></p> <p>Mrs Linda Mupupa                  264 81 286 3062  <a href="mailto:linda.mupupa@airlinepros.com">linda.mupupa@airlinepros.com</a></p> <p><b>PASSENGER DETAILS</b></p> <p><b>BLASIUS GORASEB</b>  <b>ALFEUS BENJAMIN</b>  <b>WILFRIED GROENEWALD</b>  <b>MPASI HAINGURA</b>  <b>AILI GEBHARDT</b></p>	<p><b>DATE: 29 OCT 2025</b></p> <p>Doreen Karigombe                  Senior Customer Service Agent</p> <p><b>INVOICE NO: APN007</b></p>								
DESCRIPTION							QTY	UNIT	TOTAL NAD
<b>ETHIOPIAN AIRLINES</b>									
Windhoek to Dar es Salaam	From	To	Flight No	Departure Time	Arrival Time				
Return									
19-Nov-25	Hosea Kutako Int'l Airport. (WDH)	Bole Intl, Addis Ababa (ADD)	ET 834	14H30	21H20				
20-Nov-25	Bole Intl, Addis Ababa (ADD)	Julius Nyerere Intl, Dar es Salaam (DAR)	ET 827	01H30	04H15				
23-Nov-25	Julius Nyerere Intl, Dar es Salaam (DAR)	Bole Intl, Addis Ababa (ADD)	ET 826	05H05	07H50				
23-Nov-25	Bole Intl, Addis Ababa (ADD)	Hosea Kutako Int'l Airport. (WDH)	ET 835	08H35	19H20	Adult	5	8,836	44,180
						Service fees	5	350	1,750.00
								<b>Total :</b>	<b>45930.00</b>
								<b>Total Pd</b>	<b>48990.00</b>
								<b>Amount to be credited</b>	<b>3060.00</b>
<p><b>Disclaimer:</b></p> <p>Note that check-in closes an hour prior to departure, therefore report for check-in 2 hours before departure.</p> <p>Tickets non-refundable</p> <p>Travel documents -Passport should be valid for six months by date of travel.</p> <p>No show not permitted pax may forfeit the tickets</p> <p>Date change penalty + Fare diff if any may apply</p> <p>Baggage allowance as per airline baggage policy</p> <p>Weight concept is 20Kg</p> <p>Piece concept is 2 bags 23 KG</p> <p>Names should be as per passport</p> <p>Travel insurance is recommended</p> <p>No booking hold</p>									



## NOTIFICATION OF PAYMENT

To Whom It May Concern:

First National Bank Namibia hereby confirms that the following payment instruction has been received:

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Date Actioned	2025/10/28
Time Actioned	12:42:37
Trace ID	NAM0QRTBGZRB

### Payer Details

Payment From	MUNICIPALITY OF SWAKOPMUND
Cur/Amount	48 990.00

### Payee Details

Recipient/Account No	309496
Name	AIRLINEPROS NAM
Bank	First National Bank
BIC Code	FIRNNANX
Reference	QUOTATION APN004 SwkMunicipali
Reason for payment	Creditor Payment

END OF NOTIFICATION

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To authenticate this Payment Notification, please visit the First National Bank of Namibia Limited website at [fnbnamibia.com.na](http://fnbnamibia.com.na), select the "Verify Payments" link and follow the on-screen instructions.

Our customer (the payer) has requested First National Bank of Namibia Limited to send this notification of payment to you. Should you have any queries regarding the contents of this notice, please contact the payer. First National Bank of Namibia Limited does not guarantee or warrant the accuracy and integrity of the information and data transmitted electronically and we accept no liability whatsoever for any loss, expense, claim or damage, whether direct, indirect or consequential, arising from the transmission of the information and data.

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11.1.37 **COMMEMORATION OF GLOBAL MONEY WEEK IN SWAKOPMUND**  
(C/M 2026/03/05 - 13/3/1/2)

**Special Management Committee Meeting of 05 March 2026**, Addendum **5.2**  
page **30** refers.

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

**1. INTRODUCTION**

The purpose of this submission is to request Council's support and endorsement of the planned commemoration of the Global Money Week (GMW), from 16<sup>th</sup> to 19<sup>th</sup> March 2026.

This initiative aims to promote financial literacy and responsible financial behaviour among learners, youth, micro, small, and medium enterprises (MSMEs), and Swakopmund residents. The 2026 theme "Smart Money Talks" emphasizes the importance of open conversations and discussions around money and equipping young people with knowledge and skills to make informed financial decisions.

**2. BACKGROUND**

Global Money Week is an international annual awareness campaign that focuses on promoting financial education and financial literacy for children and young people around the globe. The campaign encourages the target groups to learn about money matters, smart financial decision-making, savings, entrepreneurship, and economic citizenship through a wider range of activities.

GMW has grown over the years into a worldwide movement involving more than one hundred and seventy (170) countries with thousands of activities that reach millions of children and young people yearly.

**3. PROPOSED ACTIVITIES**

Swakopmund proposes to join this global initiative by hosting a series of educational and community-based activities targeting local learners, youth, micro and small entrepreneurs, and the broader community.

EDS engaged numerous stakeholders to partner with and make the GMW a success. The five key stakeholders who registered their attendance are: Bank of Namibia, First National Bank, Financial Literacy Initiative, Ministry of Education, Innovation, Youth, Arts and Culture, and One Economy Foundation.

The objectives of the interventions are:

- *Promote financial literacy among school learners and youth*
- *Encourage a culture of saving, budgeting, and responsible spending*
- *Expose the youth to financial institutions and entrepreneurship opportunities*
- *Strengthen partnerships between the government institutions, schools, financial institutions, and the private sector*
- *Support youth empowerment and economic participation within the town*

The following activities are planned to take place at various sites/venues, e.g. Municipal Head Office open parking, Amphitheatre, Mandume Ndemufayo Street opposite Owetu (for street vendors), Council Chamber and training room; during the commemoration of GMW in Swakopmund:

- *Official opening at the Head Office parking area*
- *Schools financial literacy outreach - presentations to all schools in Swakopmund*
- *SME training workshop and information sessions at the training room*
- *essay competition, targeted at Primary school learners*
- *poster competition targeted at Primary school learners*
- *panel discussions for high school learners at Council Chamber*
- *financial awareness exhibitions/information booths*
- *entrepreneur business pitch competition*
- *vendors & community outreach in Mondesa*

#### 4. **DISCUSSION**

The theme of 2026 Global Money Week emphasizes the importance of open conversation and dialogue about wise money matters. It highlights that discussing money, asking questions, and learning from others helps young people manage earnings, spending, saving, investments, and financial risks more wisely.

Global Money Week (GMW) presents a powerful opportunity to empower the people of Swakopmund with essential financial knowledge and skills that can transform lives and strengthen the local economy. As a growing coastal town with vibrant tourism, small businesses, and a youthful population, Swakopmund stands to benefit significantly from increased financial literacy and entrepreneurship awareness.

The youth of Swakopmund are the future workforce of Swakopmund and the world, entrepreneurs and leaders, and GMW can kickstart the process of equipping them with critical financial education, focusing on budgeting, saving, investing, responsible borrowing, and understanding financial products. Money management skills help them to develop responsible financial behaviours by making financial sounds, preparing them for tertiary education, employment, or entrepreneurship.

Over the past years, several cases of suicide were recorded among young people, some of which were due to debts and relationships. The Namibian Police have confirmed seven suicide case and one attempted suicide in different regions between 31 December 2025 and 3 January 2026, of which Erongo is no exception. The professionals cited that financial pressure, isolation, and unresolved personal issues are known risk factors. Thus, the introduction of aggressive campaigns on financial literacy reduces the vulnerability of young people to debt traps and financial exploitation.

Financially literate youth are likely to become economically independent, innovative, and resilient, which contributes to sustainable community development.

On the other hand, the MSMEs are the backbone of the economy, participating in tourism, retail, hospitality, and services. However, this segment suffers due to limited financial management skills, lack of access to funding knowledge, weak budgeting and cash flow planning, to mention a few.

With the intervention of GMW, it will strengthen the understanding of financial planning and record keeping, improve knowledge about accessing funding, promote responsible borrowing and innovation, and business stability. Financially empowered SMEs are likely to grow, create jobs, and contribute meaningfully to local economic stability and poverty reduction.

When individuals and businesses are financially educated, the entire community benefits. There will be increased savings and investment in the local economy, bills will be paid, and reduced debts and financial stress.

## 6. FINANCIAL IMPLICATIONS

Efforts will be made to secure sponsorships and partnerships to minimize financial burden on Council. The required Council support will be primarily related to:

- *venue provisions* - *free*
- *tents for main event* - *N\$ 15 000.00*
- *ablution facilities* - *N\$ 5 000.00*
- *tables and chairs* - *free*
- *dustbins* - *free*
- *printing flyers and posters-* *in-house, free*
- *logistic coordination and communication support.*
- **TOTAL N\$ 20 000.00**

Activities are planned throughout the week, some of which are scheduled after hours.

Thus far, First National Bank has made financial commitments toward prizes for entrepreneurship clubs' startups and school learners' games. EDS will continue to engage the stakeholders for in-kind donations, discounts, and cash support.

## 7. CONCLUSION

Global Money Week is more than just an awareness campaign; it is an investment in the long-term prosperity of Swakopmund, by empowering the youth, strengthening SMEs, and promoting responsible financial behaviour across Swakopmund. GMW has the potential of fostering economic resilience, innovation, and sustainable development.

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

**RECOMMENDED:**

- (a) That Council takes note and supports the planned Global Money Week 2026 activities in Swakopmund.
  - (b) That Council approves the proposed collaboration between stakeholders such as Financial Literacy Initiative, Bank of Namibia, First National Bank, One Economy Foundation, Ministry of Education, Innovation, Youth, Sport, Arts and Culture, and the Municipality of Swakopmund in the following areas:
    - (i) *To co-host the events planned for the GMW in Swakopmund*
    - (ii) *To avail Council's venues, i.e., Amphitheatre, Mandume Ndemufayo Street opposite Owetu in Mondesa, for vendors' engagements, Council Chamber for dialogues, training room, and Municipal parking lot.*
    - (iii) *Council and Management to participate in the opening rally and closing ceremony at the designated venues*
  - (c) That the event's expenses of N\$ 20 000.00 be defrayed from the Functions & Entertainment Vote: 450015513000, where N\$23 039.81 is available
-

- 11.1.38 **MASS HOUSING DEVELOPMENT PROGRAMME: APPLICATION BY MS. ANTIONETTA HENDRIKA VAN WYK TO WAIVE THE PRE-EMPTIVE RIGHT OVER ERF 2346, MATUTURA, EXTENSION 11**  
(C/M 2026/03/05 - E 2346 M)

**Special Management Committee Meeting of 05 March 2026**, Addendum **5.3** page **33** refers.

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

1. **PURPOSE**

The purpose of this submission is to obtain Council approval to allow Ms. Antionetta Hendrika Van Wyk to sell Erf 2346, Matutura, Extension 11, measuring 374m<sup>2</sup> to a third party.

Attached as **Annexure "A"** is a locality plan.

2. **INTRODUCTION**

This submission requests Council's consideration to waive the pre-emptive right over Erf 2346, Matutura, Extension 11.

As required by Clause 2.3.1 of the Triparty Conditional Donation Agreement (**Annexure "B"**), Ms. Antionetta Hendrika Van Wyk formally offered to sell Erf 2346, Matutura, Extension 11, back to Council at a purchase price of N\$ 450 000.00 (**Annexure "C"**). The property ownership was registered on **22 February 2024** (proof is on file).

It is important to note that Council has not budgeted for the purchase of property and is therefore unable to proceed with such acquisition in terms of clause 2.3.1 stipulated in the Tripartite Agreement.

3. **BACKGROUND**

On **19 December 2017** (Date of signed Home Loan Agreement) (**Annexure "D"**) Erf 2346, Matutura, Extension 11, measuring 374m<sup>2</sup>, was allocated to Ms. van Wyk for **N\$ 225 000.00**.

Further, Council is requested to take note that Ms. Van Wyk has arrears of **N\$9 786.53** on her municipal services account, as well as an outstanding loan of **N\$91 575.18** at First National Bank (FNB). Supporting documents are not annexed in order to maintain confidentiality, but are available on file for internal reference.

4. **CURRENT SITUATION**

Ms. van Wyk first requested a waiver of Council's pre-emptive right in a letter dated **20 October 2025 (Annexure "E")**. Subsequently, on **10 November 2025 (Annexure "C")**, in accordance with Clause 2.3.1 of the agreement, Ms. van Wyk offered the property to Council.

As Council is not in a position to purchase the property, it is recommended that Council consider Ms. van Wyk's request of **20 October 2025** and approve the sale of Erf 2038, Matutura, Ext. 10, to a third party who meets the approved criteria.

Ms. Van Wyk has requested Council's approval to sell Erf 2346, Matutura, Extension 11, due to her current financial hardships. As indicated in her letter to Council dated **20 October 2025 (Annexure "E")**, she advised that her income has changed, as supported by a letter from her employer (**Annexure "F"**), resulting in a reduction in her salary, which has significantly affected her ability to meet her financial obligations.

In November 2022, her brother assisted her in settling the outstanding balance owed to the National Housing Enterprise (NHE). However, he has now requested that she repay the money he lent her. Additionally, Ms. Van Wyk has a personal bank loan and outstanding municipal accounts, including water arrears, which she is unable to settle due to her reduced income.

Given these financial challenges, Ms. Van Wyk seeks to sell her house to repay her brother, settle her bank loan, and clear her municipal debts.

The sale is therefore motivated by financial distress and the need to relieve her current financial burdens.

#### 5. **PRE-EMPTIVE RIGHT**

Tripartite Agreement clause 2.3.1 stipulates that unless Council has, in consultation with NHE, consented to such transfer in writing, and the property was offered in writing for sale to Council, which has, in consultation with NHE, rejected the offer in writing, the transfer cannot proceed.

*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 10 (ten) years as from the date of registration of transfer of the Property into the name of the Beneficiary pursuant to this agreement, unless the Council has in consultation with the NHE consented to such transfer in writing and the Property was offered in writing for the sale to the Council, who has in consultation with the NHE rejected the offer in writing..."*

Therefore, the purchaser is not permitted to sell the property to a third party before the 10-year pre-emptive period expires, unless the property is first offered back to Council and Council has formally declined the offer in writing.

Ms. Antionetta Hendrika Van Wyk has submitted a third party, Ms. Theresia Whisley Aebes. Their identification document will not be attached as an annexure, as Council meetings are open to the public; however, it will be retained on file.

#### 6. **PREVIOUS RESOLUTIONS FOR SIMILAR CASE**

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 Mwashindange for Waiver of the Pre-Emptive Right Over Erf 2077, Matutura, Extension 10** was resolved as follows:

- (a) *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**

Ms. Van Wyk submitted a letter dated **10 November 2025 (Annexure "C")**, formally offering her property to Council in accordance with Clause 2.3.1 of the Tripartite Agreement.

This clause permits the Council the right to appoint an independent valuator to determine the property's market value. A valuation report from Property Valuation Namibia (**Annexure "G"**) assessed Erf 2346, Matutura, Extension 11, at a market value of N\$450,000.00 and a forced sale value of N\$337,500.00.

In light of Council's financial limitations and the applicant's pressing financial circumstances, it is therefore recommended that Council waive the pre-emptive right over Erf 2346, Matutura, Extension 11, and allow Ms. Theresia Whisley Aebes to purchase the property. The proposed third party does not fully meet the eligibility criteria previously established by Council, as outlined in the table below:

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

Although the proposed third party does not fully meet all the eligibility criteria previously established by Council, as outlined in the above table, it should be noted that Ms. Theresia Whisley Aebes has been a resident of Swakopmund for the past seven (7) years (Declared in **Annexure "H"**) and is employed at Mediclinic Swakopmund. Considering her employment and residency within the municipal area, it is therefore advised that Council favourably consider waiving its pre-emptive right in this instance to allow the transaction to proceed.

Council should also further request the attorneys to draft a tripartite agreement. For Council 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 said third party. The property is subject to a 10-year pre-emptive right in

favour of Council, calculated from the original date of registration in the Deeds Office, **22 February 2024**, and expiring on **22 February 2034**. Therefore, where the property is sold before the expiry of the pre-emptive period, the remainder of the pre-emptive right shall automatically be transferred to the purchaser.

As the intended sale is in 2025, the third-party purchaser shall assume the remaining 9 years (2025-2034) of the pre-emptive period.

Therefore, the amended pre-emptive conditions are to 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 9 (nine) 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 and exploited by speculation, as new owners might immediately resell the properties at 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 the lapse of the ten-year period. This prevents the flipping of homes and keeps 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.

## 8. **PROPOSAL**

It is proposed that Council decline the offer from Ms. Antionetta Hendrika Van Wyk to purchase Erf 2346, Matutura, Ext. 11, and instead permit her to sell the property on the open market to a third party, Ms. Theresia Whisley Aebes.

It is also proposed that Clause 2.3.1 of the tripartite agreement be transferred to the new owner. The remainder of the ten years 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 programme's purpose and turning it into a speculative investment rather than a solution for housing scarcity/needs.

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

**RECOMMENDED:**

- (a) That Council takes note of the application by Ms. Antionetta Hendrika Van Wyk to sell Erf 2346, Matutura, Extension 11, measuring 374m<sup>2</sup> to a third party.
- (b) That Council declines to purchase the property on Erf 2346, Matutura, Extension 11, measuring 374m<sup>2</sup>, as offered by Ms. Antionetta Hendrika Van Wyk to Council and permit her to sell the property to a third party.
- (c) 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.
- (d) That should no suitable third party be proposed on or before 31<sup>st</sup> March 2026, Council may proceed to advertise the property at the cost of the sellers to secure a qualifying purchaser.
- (e) That Council approves the third party, Ms. Theresia Whisley Aebes, as submitted by Ms. Antionetta Hendrika Van Wyk to purchase Erf 2346, Matutura, Extension 11, based on the fact that Ms. Theresia Whisley Aebes is employed in Swakopmund and has been a resident of Swakopmund for 7 years, and meeting 95% of the below criteria, as well as the need to alleviate the financial strain faced by the current owner, Ms. Antionetta Hendrika Van Wyk

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

- (f) That the transferring attorney be informed to draft an addendum to the tripartite agreement continuing the above conditions.
- (g) That Council approves the transfer of 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.

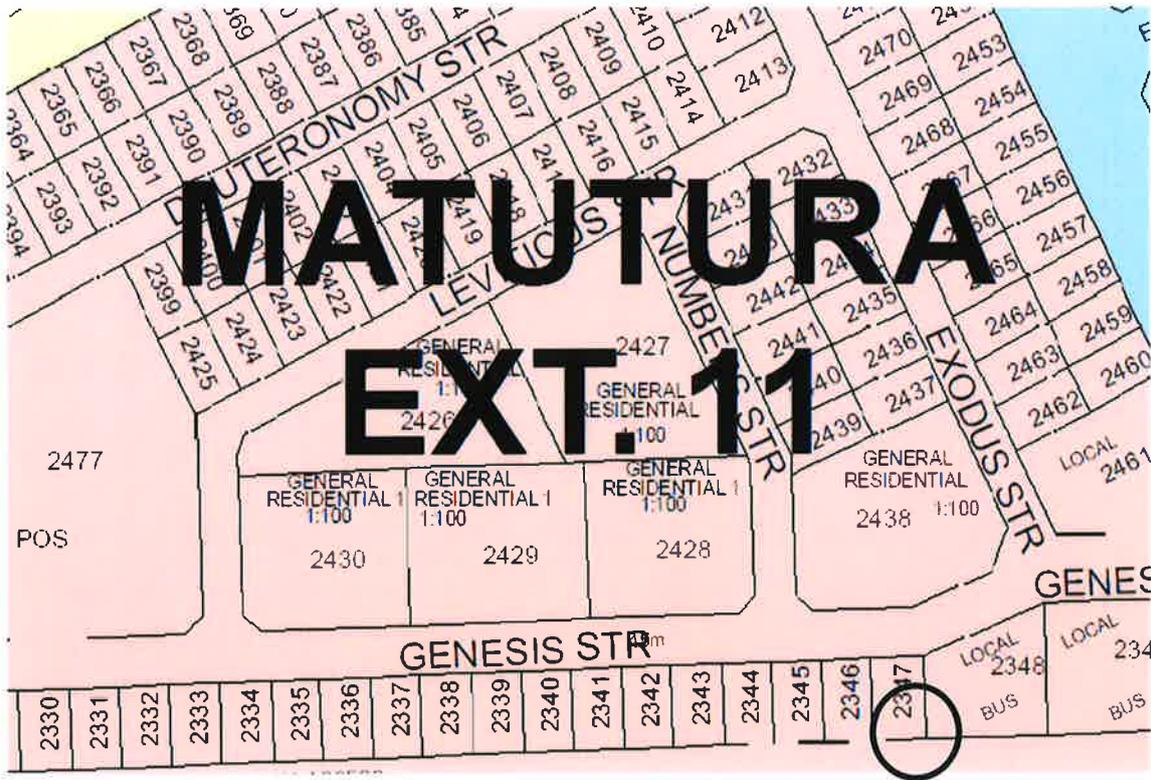
For example, the property was registered in the name of Ms. Van Wyk on 22 February 2024. The 10-year pre-emptive right therefore runs until 2034. Since she now wishes to sell the property in 2025, the third party will assume the remaining 9 years (2025-2034) of the pre-emptive period from the date of registration.

- (h) That Council approves the condition below of the 9-year pre-emptive right to the third party, that will commence on the date of the property 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, for a period of 9 (nine) 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.**

- (i) That Ms. Antionetta Hendrika Van Wyk be informed that she does not qualify for further allocation in any of the low-cost housing programmes.
-

**ANNEXURE "A"**



- 11.1.39 **MASS HOUSING DEVELOPMENT PROGRAMME: APPLICATION BY MR. UAZEMISA MATUNDU TO WAIVE THE PRE-EMPTIVE RIGHT OVER ERF 2264, MATUTURA, EXTENSION 10**  
(C/M 2026/03/05 - E 2264 M)

**Special Management Committee Meeting of 05 March 2026**, Addendum **5.4** page **70** 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 to allow Mr. Uazemisa Matundu and Ms. Theopolitine Matundu to sell Erf 2264, Matutura, Extension 10, measuring 315m<sup>2</sup> to a third party.

Attached as **Annexure "A"** is a locality plan.

2. **INTRODUCTION**

This submission serves to request Council to waive the pre-emptive right over Erf 2264, Matutura, Extension 10, based on the Court Order dissolving the marriage of the beneficiaries, Mr. Uazemisa Matundu and Ms. Theopolitine Matundu, and because Council has no budget to purchase the property. Consequently, Council is unable to proceed with the acquisition in terms of Clause 2.3.1 of the Tripartite Agreement.

Given that Mr. Uazemisa Matundu and Ms. Theopolitine Matundu can only divide their joint estate through the sale of the property, and in accordance with Clause 2.3.1 of the Tripartite Conditional Donation Agreement (**Annexure "B"**). Mr. Uazemisa Matundu, acting on his behalf and his former spouse, Ms T. Matundu, agreed as per the letter dated **22 October 2025** (**Annexure "C"**) to formally offer Erf 2264, Matutura, Extension 10, back to Council at a purchase price of N\$650,000.00.

3. **BACKGROUND**

On **22 January 2018**, the Home Loan Agreement was signed (**Annexure "D"**), and Erf 2264, Matutura, Extension 10, measuring 315m<sup>2</sup>, was allocated to Mr. Uazemisa Matundu and Ms. Theopolitine Matundu at an amount of N\$ 442 875.00.

On **18 August 2025** (**Annexure "E"**), the High Court of Namibia in Windhoek ordered the dissolution of the marriage between Mr. Uazemisa Matundu and Ms. Theopolitine Matundu and subsequently directed the division of their joint estate. As Council is currently not in a financial position to purchase the property, it is recommended that Council consider allowing Mr. Uazemisa Matundu and Ms. Theopolitine Matundu to sell Erf 2264, Matutura, Extension 10, to a third party who meets the approved criteria.

4. **CURRENT SITUATION**

Mr. Uazemisa Matundu is requesting that Council purchase Erf 2264, Matutura, Extension 10, following the decision of the High Court of Namibia in Windhoek on **18 August 2025**, which ordered the dissolution of his marriage to Ms. Theopolitine Matundu and directed the equal division of

their joint estate. In this regard, Council is legally obligated to comply with the directive of the Court.

As the joint estate in this regard can only be divided through the sale of the property, Mr. Uazemisa Matundu, acting in his own capacity and his former spouse are in agreement to formally offer to sell Erf 2264, Matutura, Extension 10, back to Council at a purchase price of N\$650,000.00 (**Annexure "C"**), in accordance with Clause 2.3.1 of the Tripartite Conditional Donation Agreement (**Annexure "B"**).

In light of Council's financial limitations, it is therefore suggested that Council consider waiving the pre-emptive right over Erf 2264, Matutura, Extension 10, by allowing Mr. Uazemisa Matundu and Ms. Theopolitine Matundu to sell the property on the open market.

It is further proposed that Mr. Uazemisa Matundu and Ms. Theopolitine Matundu be advised to submit an eligible third party who meets the criteria outlined below:

<b>The Third-Party Criteria</b>
1. He or she must be on the Master Waiting List
2. Must reside in Swakopmund
3. Must be a first-time homeowner
4. Must earn at least N\$ 6000.00 or more

Alternatively, should no suitable third party be proposed, Council may proceed to advertise the property at the cost of the sellers to secure a qualified purchaser.

In order to transfer the remaining years of the 10-year pre-emptive right, it is suggested that Council request the attorneys to draft a tripartite agreement, and that such right commences on the date of registration of property in the name of the third party. The current owners are legally bound to the 10-year pre-emptive right in favour of Council, calculated from the original date of registration in the Deeds Office, **11 October 2023**, which expires on **11 October 2033**. Therefore, where the property is sold before the expiry of the pre-emptive period, the remainder of the pre-emptive right shall automatically be transferred to the purchaser

It is anticipated that the sale will take place during 2026, pending Council's approval. The third-party purchaser shall assume the remaining 7 years (2026-2033) of the pre-emptive period. 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 7 (seven) 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 and exploited by speculation, as new owners might immediately resell the properties for a profit.

As the joint estate in this regard can only be divided through the sale of the property, Mr. Uazemisa Matundu, acting on his behalf and his former spouse, has formally offered to sell Erf 2264, Matutura, Extension 10, back to Council at a purchase price of N\$650,000.00 (**Annexure "C"**), in accordance with Clause 2.3.1 of the Tripartite Conditional Donation Agreement (**Annexure "B"**).

5. **PRE-EMPTIVE RIGHT**

Tripartite Agreement clause 2.3.1 stipulates that unless Council has, in consultation with NHE, consented to such transfer in writing, and the property was offered in writing for sale to Council, which has, in consultation with NHE, rejected the offer in writing, the transfer cannot proceed.

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 10 (ten) years as from the date of registration of transfer of the Property into the name of the Beneficiary pursuant to this agreement, unless the Council has in consultation with the NHE consented to such transfer in writing and the Property was offered in writing for the sale to the Council, who has in consultation with the NHE rejected the offer in writing..."*

Therefore, the purchaser is not permitted to sell the property to a third party before the 10-year pre-emptive period expires, unless the property is first offered back to Council and Council has formally declined the offer in writing.

6. **PREVIOUS RESOLUTIONS FOR SIMILAR CASE**

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 Mwashindange for Waiver of the Pre-Emptive Right Over Erf 2077, Matutura, Extension 10** was resolved as follows:

- (a) *" 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**

Mr. Uazemisa Matundu is requesting that Council purchase Erf 2264, Matutura, Extension 10, following the decision of the High Court of Namibia in Windhoek on 18 August 2025, which ordered the dissolution of his marriage to Ms. Theopolitine Matundu and directed the equal division of their joint estate.

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 before the lapse of the ten-year period. This prevents the flipping of homes and keeps them available for applicants on the Master Waiting List and residing in Swakopmund. 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.

8. **PROPOSAL**

It is proposed that Council decline the offer from Mr. Uazemisa Matundu and Ms. Theopolitine Matundu to purchase Erf 2264, Matutura, Ext. 10, and instead permit them to sell the property on the open market to a third party.

It is also proposed that Clause 2.3.1 of the tripartite agreement be transferred to the new owner. The remainder of the ten years 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 programme's purpose and turning it into a speculative investment rather than a solution for housing scarcity/needs.

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

- (a) **That Council acknowledges the application by Mr. Uazemisa Matundu, acting on his own behalf and his former spouse, Ms. Theopolitine Matundu, to waive the pre-emptive right over Erf 2264, Matutura, Extension 10, measuring 315m<sup>2</sup> due to the Court Order ordering the equal division of the joint estate.**
- (b) **That Council declines to purchase the property on Erf 2264, Matutura, Extension 10, measuring 315m<sup>2</sup>, as offered by Mr. Uazemisa Matundu and Ms. Theopolitine Matundu to Council and permit them to sell the property to a third party.**
- (c) **That Mr. Uazemisa Matundu and Ms. Theopolitine Matundu be advised to submit an eligible third party who meets the criteria outlined below:**

<b><i>The Third-Party Criteria</i></b>
<b>1. He or she must be on the Master Waiting List</b>
<b>2. Must reside in Swakopmund</b>
<b>3. Must be a first-time homeowner</b>
<b>4. Must earn at least N\$ 6000.00 or more</b>

- (d) That should no suitable third party be proposed on or before 31<sup>st</sup> March 2026, Council may proceed to advertise the property at the cost of the sellers to secure a qualifying purchaser.
- (e) That the transferring attorney be instructed to draft an addendum to the tripartite agreement to address the condition.
- (f) 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.
- (g) That Council approves the transfer of 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.

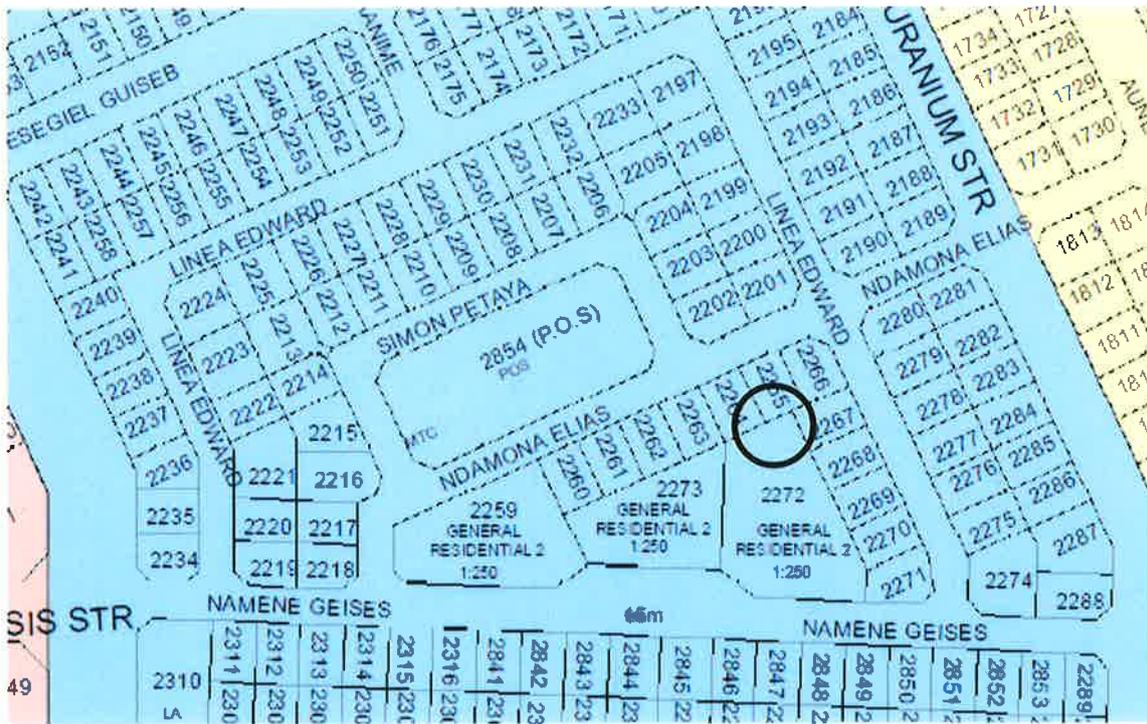
For example, the property was registered in the name of Mr. Uazemisa Matundu and Ms. Theopolitine Matundu on 11 October 2023. The 10-year pre-emptive right therefore runs until 2034. Since the property will be sold in 2026, the third party will assume the remaining 7 years (2026-2033) of the pre-emptive period from the date of registration.

- (h) That Council approves the condition below of the 7-year pre-emptive right to the third party, that will commence on the date of the property 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, for a period of 8 (eight) 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.**

- (i) That Mr. Uazemisa Matundu and Ms. Theopolitine Matundu be informed that they do not qualify for further allocation in any of the low-cost housing programmes.
-

**ANNEXURE "A"**



11.1.40 **YELO GENERAL ASSEMBLY, DAKHLA, KINGDOM OF MOROCCO**  
(C/M 2026/03/05 - 12/5/1)

**Special Management Committee Meeting of 05 March 2026**, Addendum **5.5**  
page **99** refers.

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

**1. INTRODUCTION**

The purpose of this submission is to request Council's approval for the Mayor of Swakopmund, Her Worship Cllr Suamma Kautondokwa, to travel to Dakhla, Kingdom of Morocco, to attend the General Assembly of the Network of Young Local Elected Officials (YELO), scheduled to take place from **16-17 March 2026**.

**2. BACKGROUND**

The Mayor has received a formal invitation from **United Cities and Local Governments of Africa (UCLG Africa)** to participate in the caucuses and General Assembly of the Network of Young Local Elected Officials (YELO). This event forms part of the renewal of the governing bodies of UCLG Africa.

The General Assembly will bring together young local elected leaders from across the African continent to engage on issues of governance, leadership development, youth participation in local government, and the strategic direction of UCLG Africa. Cllr Suamma Kautondokwa is currently the only Mayor under the age of 35, thereby qualifying as a youth and uniquely positioning her to represent young elected leaders at this continental forum. The invitation further indicates that UCLG Africa will assist with logistical arrangements, including flight tickets and accommodation, subject to confirmation of participation.

**3. DISCUSSION**

The participation of the Mayor in this General Assembly is of strategic importance to the Municipality of Swakopmund for the following reasons:

- *It strengthens Swakopmund's representation and visibility within continental local government structures.*
- *It reinforces the Municipality's commitment to youth empowerment, leadership development, and inclusive governance, which aligns with the objectives of the Junior Town Council and broader youth initiatives.*
- *It provides an opportunity to engage with peer leaders and share best practices on urban governance, service delivery, and sustainable development.*
- *It contributes to the strengthening of international cooperation and partnerships under the auspices of UCLG Africa.*

Attendance at this forum will further enable the Mayor to represent the interests of Swakopmund and Namibia at a continental level and to bring back valuable insights that can inform local governance and policy direction.

**4. FINANCIAL IMPACT**

According to the invitation, flight tickets and accommodation will be covered by the host, UCLG Africa. Any additional costs, if applicable, will be managed in line with the Municipality's approved travel and subsistence policies.

The costing for the S&T are as follows:

<b>Item</b>	<b>Lunch Tarif (1x 400,00)</b>	<b>Overnight Allowance (3 days X N\$1000,00)</b>	<b>Accommod ation (3 days X N\$1000,00)</b>	<b>Overnight allowance beyond SADC (Morocco) 4 Nights</b>	<b>Total</b>
	N\$400.00	N\$3,000.00	N\$3,000.00	N\$8,400.00	<b>N\$14,800.00</b>
<b>TOTAL EXPENDITURE ON SUBSISTENCE AND EVENT COSTS</b>					<b>N\$14,800.00</b>

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

**RECOMMENDED:**

- (a) That the Management Committee approves the travel of the Mayor of Swakopmund, Her Worship Cllr Suamma Kautondokwa, to Dakhla, Kingdom of Morocco, to attend the General Assembly of the Network of Young Local Elected Officials (YELO) scheduled for 16-17 March 2026.
- (b) That Ministerial approval be obtained for the Mayor's travel and all costs related to the travel be submitted.
- (c) That the following expenditure be approved.

<b>Item</b>	<b>Lunch Tarif (1x 400,00)</b>	<b>Overnight Allowance (3 days X N\$1000,00)</b>	<b>Accommodation (3 days X N\$1000,00)</b>	<b>Overnight allowance beyond SADC (Morocco) 4 Nights</b>	<b>Total</b>
	N\$400.00	N\$3,000.00	N\$3,000.00	N\$8,400.00	<b>N\$14,800.00</b>
<b>TOTAL EXPENDITURE ON SUBSISTENCE AND EVENT COSTS</b>					<b>N\$14,800.00</b>

- (d) That the amount of N\$14,800.00 be defrayed from the Conference Vote 101015505500 where N\$ N\$189,734.76 is available.