

MINUTES

of an **Ordinary Council Meeting** held in the Council Chambers, Municipal Head Office, Swakopmund on **Thursday, 29 September 2022 at 19:00.**

PRESENT:

Councillor D Namubes	:	Mayor
Councillor D Am-!Gabeb	:	Deputy Mayor
Councillor W O Groenewald	:	Chairperson of MC
Councillor M Henrichsen	:	Member of Management Committee
Councillor P Shimhanda	:	Member of Management Committee
Councillor B R Goraseb	:	Member of Management Committee
Councillor S M Kautondokua	:	Member of Council
Councillor E Shitana	:	Member of Council
Councillor H H Nghidipaya	:	Member of Council

OFFICIALS:

Mr A Benjamin	:	Chief Executive Officer
Mr V S Kaulinge	:	GM: Economic Development Services
Mr C Mclunne	:	GM: Engineering & Planning Services
Mr H Naruseb	:	GM: Finance
Mr A Plaatjie	:	GM: Corporate Services & HC (Acting)
Mr A Kationdorozi	:	Acting GM: Health Services & SWM (Acting)
Mr U Tjiurutue	:	Corporate Officer: Administration
Ms A Kahuika	:	Administrative officer: Admin

ALSO PRESENT:

Members of the public and the media.

1. OPENING BY PRAYER (IF REQUIRED)

Reverend Markus Nauseb opened the meeting with scripture reading and prayer.

2. ADOPTION OF THE AGENDA OF THE MEETING OF COUNCIL

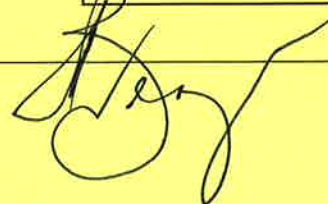
(C/M 2022/09/27 - 5/2/1/1/2)

On proposal of Councillor M Henrichsen seconded by Councillor B R Goraseb, it was:

RESOLVED:

That the agenda be adopted.

CO: A
Acting GM: CS&HC



DN

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

3.1 Application for leave of absence:

- Councillor C-W Goldbeck : Alternate Chairperson of MC

3.2 Declaration of interest:

None.

4. **CONFIRMATION OF MINUTES**

(C/M 2022/09/29 - 5/2/1/1/2)

4.1 **MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 31 AUGUST 2022**

On proposal of Councillor P Shimhanda seconded by Councillor M Henrichsen, it was:

RESOLVED:

CO: A
Acting GM: CS&HC

That the minutes of the Ordinary Council Meeting held on 31 August 2022, be confirmed as correct.

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

(C/M 2022/09/29 - 5/5/2)

HONOURABLE COUNCILORS, THE CHIEF EXECUTIVE OFFICER, MR. ALFEUS BENJAMIN IN ABSENTIA, GENERAL MANAGERS, MANAGERS, OFFICIALS, REVEREND MARKUS NAUISEB, MEMBERS OF THE COMMUNITY, MEDIA REPRESENTATIVES, LADIES AND GENTLEMEN

GOOD EVENING AND WELCOME TO THE COUNCIL MEETING AND ANNOUNCEMENTS FOR THE MONTH OF SEPTEMBER.

IT IS INDEED AN HONOUR FOR ME TO CHAIR MY FIRST COUNCIL MEETING THIS EVENING.

LADIES AND GENTLEMEN

PLEASE ALLOW ME TO THEN INTRODUCE MYSELF BEFORE WE DELVE INTO THE GOAL OF THE OCCASION.

MY NAME IS **DINA NAMUBES**. I AM A MOTHER OF THREE BIOLOGICAL CHILDREN AND THREE ADOPTED CHILDREN.

I HAVE BEEN A PERMANENT RESIDENT OF SWAKOPMUND FOR THE PAST FIFTEEN YEARS AFTER I RELOCATED FROM THE CITY OF WINDHOEK.

I AM AN EXPERIENCED ADMINISTRATOR AND AN HR REPRESENTATIVE WITH 20 PLUS YEARS OF EXPERIENCE. I HOLD AN ADVANCED DIPLOMA IN BUSINESS ADMINISTRATION AND DIPLOMA IN HR.

IN ADDITION, IN MY PRIVATE TIME I AM ALSO AN ENTREPRENEUR RUNNING A FULLY REGISTERED B&B IN THE HEART OF MONDESA.

DEAR RESIDENTS,

AS THE NEWLY ELECTED MAYOR, I AM DELIGHTED AND INDEED HONOURED THAT I WILL BE SERVING THE COMMUNITY OF SWAKOPMUND. I WANT TO CONTRIBUTE TO CHANGE. I WANT TO HELP THE MEMBERS OF OUR COMMUNITY TO REGAIN THEIR

DIGNITY AND WITH GOD'S ASSISTANCE I WANT TO ADDRESS THE VARIOUS CHALLENGES FACED BY OUR COMMUNITY SO THAT THEY ARE LESS PREVALENT.

MY OFFICE HAS PROPOSED SEVERAL ACTIVITIES AND WE ARE WORKING TOWARDS IMPLEMENTATION. IN THE MEANTIME, I WANT TO REASSURE MY COMMUNITY THAT I HAVE AN OPEN DOOR POLICY AND I AM WILLING TO LISTEN TO NOT ONLY THEIR CRIES BUT ALSO SUGGESTIONS ON HOW WE CAN BETTER ASSIST THEM.

MOVING ON...

LADIES AND GENTLEMEN

DURING THIS MONTH, COUNCIL PARTICIPATED IN THE FOLLOWING ACTIVITIES

- ON THE 14TH OF SEPTEMBER, COUNCIL HANDED OVER THE URBAN AGRICULTURAL GARDEN TO THE DRC CLINIC. THE PROJECT IS AIMED TOWARDS PROVIDING VEGETABLES TO PATIENTS WHO ARE IN DIRE NEED SUCH AS THE PREGNANT WOMEN, TB PATIENTS AND ELDERLY.
- THEN COUNCIL ATTENDED AND PARTICIPATED AT THE OFFICIAL OPENING CEREMONY OF THE HERITAGE WEEK THAT WAS CELEBRATED AT THE MUSEUM ON 19 SEPTEMBER 2022.
- WE ALSO HAD A BENCHMARK VISIT FROM THE OUTAPI TOWN COUNCIL IN THEIR QUEST TO LEARN BEST PRACTISES FROM OUR MUNICIPALITY.
- THE ANTI CORRUPTION HOSTED THE NATIONAL ANTI-CORRUPTION STRATEGY & ACTION PLANNING – STAKEHOLDERS' MEETING FOR THE ERONGO REGION. THIS PLATFORM ALSO PAVED WAY FOR THE STAKEHOLDERS TO DELIBERATE ON ISSUES OF GOVERNANCE, ETHICS AND OTHER RELEVANT CORRUPTION RELATED DELIVERABLES UNDER THE NACSAP IN THE ERONGO REGION.
- WE ALSO HAD THE OPPORTUNITY TO DELIVER THE KEYNOTE ADDRESS AT THE 15TH ANNUAL CONFERENCE FOR RETIREMENT FUNDS ON 22 SEPTEMBER 2022 AT THE SWAKOPMUND ENTERTAINMENT CENTRE
- IN ADDITION, WE ATTENDED SEVERAL ENGAGEMENTS SUCH AS THE SWAKOP ATLANTIC WRESTLING ACADEMY'S SPORTS GAMES, EXTRA ORDINARY CONGRESS OF ASSOCIATION OF REGIONAL COUNCILS IN NAMIBIA, 14TH ANNUAL LOGISTICS WORKSHOP ORGANISED BY THE WALVIS BAY CORRIDOR GROUP,

HONOURABLE COUNCILORS, LADIES AND GENTLEMEN,

ON FRIDAY, THE 30TH OF SEPTEMBER 2022 WE WILL BE HOSTING THE FIRST EVER CULTURAL FESTIVAL HERE IN SWAKOPMUND.

THE TOWN OF SWAKOPMUND LIKE ANY OTHER TOWNS IS A HOME TO MANY FROM DIVERSE CULTURAL BACKGROUNDS. IN AN EFFORT TO UNIFY THE COMMUNITY OF SWAKOPMUND AND CREATE A SENSE OF BELONGING, THERE IS A NEED TO CREATE A PLATFORM FOR VARIOUS CULTURAL GROUPS TO SHOWCASE THEIR TRADITIONAL FOOD, ACTIVITIES AND PERFORMANCES.

IN THE END, THE FESTIVAL WILL FURTHER PROMOTE CULTURAL DIVERSITY, INTRODUCE DIFFERENT ACTIVITIES IN MATUTURA AND AS A PLACE WHERE TRADING CAN ALSO TAKE PLACE AND EXHIBIT CULTURAL GOODS TO BOOST THE LOCAL ECONOMY. THE FESTIVAL WILL ALSO CREATE A PLATFORM TO REVIVE CULTURAL VALUES AND NORMS.

WE THEREFORE, INVITE OUR COMMUNITY MEMBERS TO PART TAKE AT THIS JOYFUL OCCASION. SEE YOU ALL THERE.

LADIES AND GENTLEMEN

THAT IS ALL WE HAD FOR THE ANNOUNCEMENTS. WE WILL NOW CARRY ON WITH OUR DELIBERATIONS AS PER THE AGENDA.
THANK YOU VERY MUCH.

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

None.

7. **PETITIONS**

None.

8. **MOTIONS OF MEMBERS**

None.

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

None.

10. **REPORT OF THE MANAGEMENT COMMITTEE REFERRED TO IN SECTION 26(1) (E) OF THE ACT**10.1 **REPORT TO COUNCIL ON RESOLUTIONS TAKEN BY MANAGEMENT COMMITTEE DURING SEPTEMBER 2022****RESOLVED:**CO: A
Acting GM: CS&HC

That the report to Council on the resolutions taken by Management Committee meeting held on 15 September 2022, be noted.

10.2 **FEEDBACK REPORT TO COUNCIL MINUTES:28 JULY 2022****RESOLVED:**CO: A
Acting GM: CS&HC

That the feedback report on the execution of the Council Minutes of 28 July 2022, be noted.

11. **RECOMMENDATIONS OF THE MANAGEMENT COMMITTEE MEETINGS HELD ON SEPTEMBER 2022**11.1 **MANAGEMENT COMMITTEE MEETINGS HELD ON 15 AND 27 SEPTEMBER 2022**11.1.1 **REPAIR WORKS AT A DWELLING ON ERF 759, MONDESA**
(C/M 2022/09/29 - M 759)**RESOLVED:**GM: EPS
GM: F

- (a) That Council takes note of the response by Messrs Hollard Insurance Company.
- (b) That Council approves the repair works to the portion of the dwelling that has been reported to be damaged due to water pipe burst.
- (c) That Messrs Hollard Insurance Company be approached for discussion of their response by the General Manager: Finance with feedback to the Management Committee.



11.1.2

**PROPOSED SALE OF GENERAL RESIDENTIAL 1 & 2 ERVEN
LOCATED IN EXTENSIONS 6 & 7, MATUTURA**

(C/M 2022/09/29

- 16/1/4/2/1/14, E 1090, E 1266 M, E 1438 M, E 1439 M, E 1440 M)

RESOLVED:

CO: P
Acting GM: CS&HC

(a) That Council takes note of:

- (i) *That various potential bidders for the sale of erven zoned "Local" and "General Business" located in Extensions 6 and 7, Matutura expressed interest to construct blocks of flats / sectional title units.*
- (ii) *The availability of the seven erven zoned "General Residential 1 & 2" located in Extensions 6 and 7, Matutura.*
- (iii) *That of the seven available erven, five be offered for sale at a closed bid sale, and the sale of two erven (Erf 1444 and 1445) be held in abeyance pending the relocation of services located on these two erven.*

(a) That Council remains with the decision passed on 25 February 2021 item 11.1.8 to sell the erven zoned "General Residential" by closed bid sale at an upset price of N\$156.00/m².**(c) That Erven 1444 and E 1445 be offered for sale at a later stage after the General Manager: Engineering & Planning Services confirmed relocation and the cost of relocation of services and the upset price is recalculated accordingly.****(b) That Council approves to offer for sale five of the seven erven zoned "General Residential 1 & 2" located in Extension 6 & 7, Matutura subject to similar conditions approved by Council on 24 May 2022 under item 11.1.25 for the closed bid sale of the 8 erven zoned "Local" and "General Business".****(c) That the registration fee remains N\$6 000.00.****(f) That the following 5 erven be sold at a closed bid sale at an upset price of N\$156.00/m, but the two largest (Erf 1439 and 1440) be sold with conditional consent to subdivide these into single residential erven with required roads and upgrading of services at the cost of the purchasers:**

	<i>Erf No</i>	<i>Zoning</i>	<i>m²</i>	<i>Upset Price @ N\$156.00/m²</i>
1	1090	General Res 1	4243	661 908.00
2	1266	General Res 2	3925	612 300.00
3	1438	General Res 2	5903	920 868.00
4	1439	General Res 2	7102	1 107 912.00
5	1440	General Res 2	7026	1 096 056.00

(g) That the closed sale be subject to the following conditions:

- (i) *That the erven are allocated to the highest bidders on the basis of one erf per person / entity (married couples irrespective of the marital regime are regarded as one entity)*
- (ii) *That the connected parties defined as per the Income and VAT Act may only be allocated one erf.*
- (iii) *That the bidders provide proof of sufficient financing on the date of sale.*



- (iv) *The purchase price shall become due and payable to the Council within 120 calendar days from date of sale.*
- (v) *The erven may not be alienated unless a completion certificate is issued in respect of the structural improvements.*
- (vi) *The purchasers must erect structural improvements worth at least 4 times the Municipal valuation of the erf. Structural improvements, for purposes of this condition, shall not include the construction of boundary walls or any changes to the subterranean composition of the property.*
- (vii) *Purchasers are given up to 24 months to develop the erf, failure to develop; Council reserves the right to reposes the erf.*
- (viii) *That an incentive of 15% on purchase price discount be offered to developers who develop the erven within a period of 2 years.*
- (ix) *In the event that the purchaser of an erf is a close corporation, a company or a trust, then, the member's interest in the close corporation or shareholding in the company or interest in the trust, as the case may be, may not be changed without the prior written approval of Council.*
- (x) *That Council shall not accept under any circumstances any process whereby the purchaser of an erf will be allowed to nominate a third party as the eventual purchaser of the erf. To be more specific, the Council shall not entertain any agent bidding on behalf of a principal or any nominee acting on behalf of a legal entity still to be incorporated.*
- (xi) *That caveats be registered against the title deeds of the erven to prevent any contravention of the above conditions.*
- (xii) *That the erven are sold voetstoots or as is with the Council giving no warranty or guarantee, whether express or implied, oral or tacit, as to the suitability of the lay-out or situation or subterranean composition of the erven or any improvements thereon. The Council also does not warrant that the services installed at the erven are suitable for the use intended by the purchasers. It is therefore the obligation of the purchasers to verify that the installed electricity, sewage and water connections are suitable for the intended use of the properties.*

11.1.3 APPLICATION BY MR W E NEUBRECH TO BUY ERF 1742 MONDESA (ROCKY AREA)

(C/M 2022/09/29 - 14/2/1/1, M 1742)

CO: P
Acting GM: CS&HC
GM: EPS

RESOLVED:

- (a) That Council approves the request of Mr W E Neubrech to buy Erf 1742, Mondesa.
- (b) That it be noted that Mr Neubrech is willing to assist Ms Diina Namupala financially.
- (c) That the Engineering and Planning Services and Finance Services Departments consulted regarding the selling price of Erf 1742, Mondesa.
- (d) That the selling price in point (c) above submitted to Council for consideration.
- (e) That Ms Diina Namupala retain the Erf 1742, Mondesa with the property of any value constructed on it even after the employment relationship ends with her current employer, Mr W E Neubrech.

11.1.4 **UNIK CONSTRUCTION ENGINEERING NAMIBIA (PTY) LTD:
RENEWAL OF LEASE AGREEMENT**

(C/M 2022/09/29 - 13/3/1/5)

RESOLVED:

CO: P
Acting GM: CS&HC

- (a) That Council approves the application by UNIK Construction Engineering Namibia (Pty) Ltd for an additional lease period commencing on 1 July 2022 until 31 May 2024, subject to the lease conditions approved by Council on:

- 30 June 2016, item 11.1.16;
- 31 August 2017, item 11.1.24
- 31 May 2018, item 11.1.5 and
- 23 May 2019, item 11.1.18

- (b) That the lease tariffs applicable from 1 July 2022 amounts as follows:

- 14 250m² - total area being leased at N\$2.52 / m² / month = N\$35 892.62.00 / month
- 6 x accommodation units at N\$311.70 / unit / month = N\$2 077.99 / month

- (c) That an application be submitted to the Ministry of Urban and Rural Development to continue with the extended lease period for Unik Construction Engineering Namibia (Pty) Ltd for the lease construction site.

11.1.5 **AESTHETICS COMMITTEE: BI-ANNUAL APPOINTMENT OF
MEMBERSHIP: LOCAL ARCHITECTS & COMMUNITY
REPRESENTATIVES**

(C/M 2022/09/29 - 11/1/4/3)

RESOLVED:

CEO

- (a) That according to the Guidelines the choice of members of the Aesthetics Committee be determined by Council to nominate two (2) Registered Local Architects and two (2) Community Representatives:

<i>Registered Local Architect</i>	1. Ms J Kissler
<i>Community Representatives</i>	1. Mr Nehemia Salomon 2. Sarah-Lee Elago

- (b) That the Local Architects and Community Representatives of the Aesthetics Committee appointed every 3 (three) years by Council to ensure that a rotation of membership takes place.

- 11.1.6 **AESTHETICS COMMITTEE: BI-ANNUAL APPOINTMENT OF MEMBERSHIP: LOCAL ARCHITECTS & COMMUNITY REPRESENTATIVES**
(C/M 2022/09/29 - 11/1/4/3)

RESOLVED:

CEO

That it be recorded it be recorded that this item is a duplicate of Item 11.1.5.

- 11.1.7 **ERF 1597, SWAKOPMUND: TRANSFER OF ASSETS AGREEMENT**
(C/M 2022/09/29 - E 1597, 5/6/3)

RESOLVED:

CO: P
GM: EPS
Acting GM: CS&HC

- (a) That Council takes note of that Erf 1597, Swakopmund is listed as Asset SWNL 0115 in Schedule B of the Asset Transfer Agreement signed between Council and Erongo Regional Electricity Distributor Company (Proprietary) Limited (herein Erongo Red) on 13 December 2005.
- (b) That Council takes note of the application dated 14 July 2022 received from Erongo Red for the subdivision of Erf 1597, Swakopmund which subdivision will provide a separate erf for the Municipal Workshop.
- (c) That Council takes note that Engineering & Planning Services will submit a separate submission regarding the subdivision of Erf 1597, Swakopmund.
- (d) That Council and Erongo Red share on a pro rata basis the cost for the subdivision calculated on the size of the newly created erven.
- (e) That the newly created erf on which the structures of Erongo Red is located be transferred to the entity free of charge as the asset is listed in the Asset Transfer Agreement, but that Erongo Red is responsible for the transfer and associated costs.
- (e) That once the process in point (c) above is finalized, Council applies for Ministerial approval in terms of Section 30 (1) (t) of the Local Authorities Act 23 of 1992 to proceed with the alienation process.
- (f) That the following two resolutions be repealed as these are not in line with the Asset Transfer Agreement between Council and Erongo Red:

Item 11.1.10 of Council's meeting held on 31 May 2006:

That the Erongo Regional Electricity Distributor Company (Pty) Ltd be informed that Council does not consider alienating a portion of Erf 1597, Swakopmund as it has been reserved for future municipal use.



Item 7.2 of the Management Committee's meeting held on 16 May 2012:

- (a) *That Messrs Erongo Regional Electricity Distributor Company (Pty) Ltd be informed that their application was considered but cannot be approved as per Council's resolution passed on 31 May 2006 the portion applied for is reserved for future extensions of the Municipal Work's Section.*
- (b) *That Messrs Erongo Regional Electricity Distributor Company (Pty) Ltd be advised to consider other alternatives.*

11.1.8 SUBDIVISION OF ERF 1994 MONDESA EXTENSION 3 INTO THIRTY ERVEN AND REMAINDER
(C/M 2022/09/29 - M 1994)

RESOLVED:

GM: EPS

That the Council Resolution of 26 April 2018 be repealed and replaced by this resolution:

- (a) **That the subdivision of Erf 1994, Mondesa, Extension 3 into thirty (30) erven and remainder be approved.**
- (b) **That the following conditions shall be registered against the title deeds of all erven, except those reserved as public open space and those zoned for local authority purposes:**
 - A. *The Erf shall only be used or occupied for purposes which are in accordance with and the use or occupation of the erf shall at all times be subject to the provisions of the Swakopmund Zoning Scheme prepared and approved in terms of the Town Planning Ordinance, 1954 (Ordinance 18 of 1954), as amended,*
 - B. *The building value of the main building, excluding the outbuilding to be erected on the erf shall be at least two (2) times the municipal Valuation of the erf.*

11.1.9 NATIONAL UNITY DEMOCRATIC ORGANISATION (NUDO): REQUEST FOR SECOND EXTENSION OF TIME TO PAY THE PURCHASE PRICE
(C/M 2022/09/29 - E 6945)

RESOLVED:

CO: P
Acting GM: CS&HC

- (a) **That Council takes note of the letter received from National Unity Democratic Organisation requesting for another extension of time to secure the purchase price + 15% VAT for Erf 6945, Swakopmund.**
- (b) **That a final extension of time be granted until 31 October 2022 (80 days) subject to interest at a rate of 9.25% being charged from 12 August 2021 until date of transfer (if a bank guarantee is in place on the date or until date of receipt by Council of the purchase price.**
- (c) **That an addendum to the deed of sale be compiled regarding point (b) above.**

DN

- (d) That should NUDO fail to secure the purchase price by the due date, the sale transaction be cancelled, and the Erf be sold to other interested political party.

11.1.10 REQUEST FOR SPECIAL RATES AT THE SWAKOPMUND MUNICIPAL REST CAMP

(C/M 2022/09/29 - 14/2/7/1/2)

RESOLVED:

GM: EDS

- (a) That Council approve the gradual increase of special rates for the Swakopmund Municipal Rest Camp (SMRC) from 1 October 2022 to 28 February 2023:

Unit Type	Normal Rate	Current Special Rate	Proposed Special Rate
<i>Fish</i>	N\$ 562.00	N\$ 450.00	N\$ 500.00
<i>Gecko</i>	N\$ 652.00	N\$ 500.00	N\$ 550.00
<i>Welwitschia</i>	N\$ 681.00	N\$ 500.00	N\$ 550.00
<i>Dune</i>	N\$ 903.00	N\$ 600.00	N\$ 650.00
<i>Dune A</i>	N\$ 846.00	N\$ 600.00	N\$ 650.00
<i>Spitzkoppe</i>	N\$ 947.00	N\$ 700.00	N\$ 750.00
<i>Brandberg A</i>	N\$ 1 058.00	N\$ 850.00	N\$ 900.00
<i>Brandberg B</i>	N\$ 1 225.00	N\$ 900.00	N\$ 950.00
<i>Moon Valley</i>	N\$ 1,336.00	N\$1000.00	N\$ 1050.00

- (b) That the following rates be approved as the new peak season rates for the period 15 December 2022 to 5 January 2023:

Unit Type	Normal Rate	Current Special Rate	Proposed Peak Season Special Rate
<i>Fish</i>	N\$ 617.00	550.00	570.00
<i>Gecko</i>	N\$ 687.00	600.00	620.00
<i>Welwitschia</i>	N\$ 710.00	600.00	620.00
<i>Dune</i>	N\$ 1 018.00	700.00	750.00
<i>Dune A</i>	N\$ 961.00	700.00	750.00
<i>Spitzkoppe</i>	N\$ 1 225.00	750.00	800.00
<i>Brandberg A</i>	N\$ 1 336.00	900.00	1 000.00
<i>Brandberg B</i>	N\$ 1 448.00	950.00	1 050.00
<i>Moon Valley</i>	N\$ 1,671.00	1,050.00	1 150.00


11.1.11 FINANCIAL YEAR END - 2021 / 2022

(C/M 2022/09/29 - 3/1/1/1/1)

RESOLVED:

GM: F

- (a) That Council approves the additional funds request amounting to N\$17 462 700.00 for the Operational Budget of 2021 / 2022 Financial Year.
- (b) That additional funds be funded from the surplus of the Financial Year under review.

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11.1.12 REQUEST FOR APPROVAL TO ADD APPLICANTS ON THE MASTER WAITING LIST

(C/M 2022/09/29 - 14/2/1/2)

RESOLVED:

CO: H
Acting GM: CS&HC

- (a) That Council approves the 323 new applicants who have been registered for housing during the period January 2020 to November 2020 (Annexure "B", on file).
- (b) That upon approval of (a) above ministerial approval be requested to add the names to the Master Waiting List.

11.1.13 OUTCOME OF THE SALE OF 19 AUGUST 2022: GENERAL AND LOCAL BUSINESS ERVEN LOCATED IN EXTENSION 6 & 7, MATUTURA

(C/M 2022/09/29 - E 1008, E 1009, M 1010, 1011ME, 1012ME, 1013ME, 1014ME, M1015E, M1016E, M1017E, M1018E, 1019ME, 1020M, E1021, M1441, E1442M, E 1443)

RESOLVED:

CO: P
Acting GM: CS&HC

- (a) That Council takes note of the outcome of the sale of the 8 erven (business) located in Extensions 6 & 7, Matutura of which the average cost for the installation of services amounts to N\$125.00/m² and the average purchase price obtained amounts to N\$ 256.00/m².
- (b) That the remaining erven (9) zoned "Local" or "General Business" located in Extension 6, Matutura be sold at a closed bid sale in 2023, subject to the same conditions as approved by Council on 24 May 2022 under item 11.1.15:

Extension 6

	Erf No	Zoning	m ²	Upset Price @ N\$156.00/m ² (excl 15% VAT)	Comments
1	1008	Local Bus	1 390	216 840.00	Available
2	1009	Local Bus	1 418	221 208.00	Available
3	1010	Gen Bus	1 740	271 440.00	Available
4	1011	Gen Bus	1 717	267 852.00	Available
5	1012	Gen Bus	1 714	267 384.00	Available
6	1018	Local Bus	2 093	326 508.00	Available
7	1019	Local Bus	1 360	212 160.00	Available
8	1020	Local Bus	1 390	216 840.00	Available
9	1021	Local Bus	1 949	304 044.00	Available

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11.1.14 **RESUBMISSION: REZONING OF ERF 64, VINETA FROM SINGLE RESIDENTIAL 1:600 DENSITY TO GENERAL RESIDENTIAL 1 1:600 DENSITY OF ONE DWELLING PER 600M², CONSENT TO OPERATE A "RESIDENTIAL GUEST HOUSE" WHILE REZONING IN PROGRESS AND RELAXATION OF ON-SITE PARKING REQUIREMENTS**

(C/M 2022/09/29 - V 64)

RESOLVED:

GM: EPS

- (a) The rezoning of Erf 64, Vineta from "Single Residential" with a density of one dwelling per 600m² to "General Residential" with a density of one dwelling per 600m² be tuned down.
- (b) That from date of this council decision, the applicant be granted twelve months to revert building back to the initial state when the consent use to operate a residential guest house was granted.
- (c) That business registration is suspended, and the applicant is not allowed to operate unless the building is reverted to its initial consent approval state.
- (d) That the objector be informed of this Council decision.
- (e) That the applicant be informed that the applicant may appeal the Council decision to the Minister of Urban and Rural Development with valid reasons within twenty-one (21) days from the date of the decision in accordance with Regulations 18 of the Urban and Regional Planning Act.

11.1.15 **INTERNAL AUDIT PLAN 2021/22**

(C/M 2022/09/29 - 12/3/1)

RESOLVED:

CEO

That the Internal Audit's with scope of focus be executed during March / April as follows:

- IT General Controls
- Cyber footprint assessment and external penetration testing
- Stakeholder engagement, performance management and communication
- Procurement and Creditors
- Housing

11.1.16 **REVENUE & DEBT MANAGEMENT**

(C/M 2022/09/29 - 3/2/7 , 12/3/1, 3/11/1/2/2/2)

RESOLVED:

GM: F
GM: EDS
GM: CS&HC
GM: EPS
CEO

- (a) That the observation made, being a high risk, inappropriate staff user rights on the Financial System, being a lack of policies and/or procedures within the Municipality to guide the maintenance of user access control processes; and lack

of a periodic review of user rights on the financial system by management, be noted.

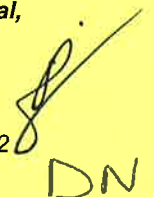
- (b) That the General Manager: Finance considers drafting user access control policies and/or procedures which specifies how user access rights are to be managed.
- (c) That the policies and/or procedures should be submitted to Council for review and approval and should be reviewed periodically by management.
- (d) That Staff user rights on the financial system be determined by the relevant supervisors upon recruitment and/or staff movements in alignment with their roles and responsibilities.
- (e) That the General Manager: Finance performs a review of the user access on the Solar financial system on a periodic basis to ascertain that:
 - *User rights are granted to staff members as per their roles and responsibilities; and*
 - *Adequate segregation of duties is maintained over incompatible functions.*
- (f) That user access should be granted on the least privilege principle. Access to the financial system should be provided with the minimum privileges necessary to fulfil the employees' roles and responsibilities.
- (g) That the Accountant: Administration and Property must perform a review on the information captured on the customer master file by the Debtors and Property Clerk and/or Student Interns prior to finalisation on the system.
- (h) That the action taken by the Finance Department with Business Connexion (IT Vendor) implementing internal control processes for all newly appointed employees to seek approval from Finance before rights are availed to the staff on the Solar System, and for the exit employees the Manager: Finance obtains a list from the Human Resource Manager and forwards it to Business Connexion to deactivate their Solar User Rights, including those of Students/ Interns, be noted.
- (i) That it be noted that the drafted User Right Policy is currently being reviewed by Business Connexion for their input before submission thereof to Council for approval.
- (j) That it be noted that the verification processes for User Rights have been partially implemented and form part of the annual plan activities for Finance being executed on specific Financial Operation Systems in all Sections at Finance.
- (k) That the observation made, being a high risk, inaccurate and incomplete Municipal Tariffs loaded on the Financial System, being a lack of management oversight; and tariffs

not reviewed by a secondary person prior to and after being loaded onto the financial systems, be noted.

- (l) That all Municipal tariffs be thoroughly reviewed by the Manager: Finance prior to and after being made active on the financial systems.
- (m) That the General Manager: Finance designate a staff member who should randomly select transactions from the financial system and compare them against the approved tariffs for accuracy.
- (n) That the General Manager: Finance should load all applicable tariffs onto the financial system and no tariffs must be maintained and billed outside of the financial systems.
- (o) That any anomalies identified be investigated and cleared within a timely manner.
- (p) That it be noted that the tariffs at the Nursery, Rest Camp and Cemetery were verified by the Manager: Finance and verified by the Internal Auditors,
- (q) That it be noted that the variances on the Cemetery tariffs is a result of the rounding off cents on the application fees from the manual spreadsheet used by the relevant Section and which has now discontinued since 1 July 2021.
- (r) That it be noted that the Quick Book System installed at Nursery and Airport only makes provision for tariffs to be captured on the Financial System on 1 July and verifications follows thereafter.
- (s) That it be noted that tariffs are verified against the approved Tariffs by Council after capturing and the last verification was with the Government Gazette which was issued 31 July 2020.
- (t) That it be noted that the newly approved SOP for Accountants which allows for capturing of Tariffs on various Financial Systems was implemented 1 July 2021.
- (u) That the observation made, being a high risk, of inaccurate tariffs loaded onto the financial system and no reconciliations are performed on the revenue records of Council to identify possible revenue leakages and that services have been inaccurately and/or incompletely added to the customer accounts on the financial system with a lack of periodic review of the customer accounts to ensure service tariffs are accurately allocated per customer resulting in financial losses and reputational damage to the Municipality , be noted

- (v) That all tariffs be thoroughly reviewed by the Manager: Finance prior to and after being made active on the financial systems.
- (w) That the General Manager: Finance designate a staff member who should randomly select transactions from the financial system and compare them against the approved tariffs for accuracy.
- (x) That the General Manager: Finance must load all applicable tariffs onto the financial system and no tariffs should be maintained and billed outside of the financial systems; and any anomalies identified should be investigated and cleared within a timely manner.
- (y) That the observation made, being a high risk, of inaccurate customer classifications leading to inaccurate billing and ultimately financial losses; and inaccurate customer information in the records of the Municipality, be noted.
- (z) That the General Manager: Finance performs a data clean up by reviewing the validity, accuracy and completeness of the customer information contained in the master file to ensure that the customers are correctly classified as per the services rendered; and the customer master file should be reviewed periodically by the Accountant: Administration and Property to ensure that customers are accurately classified on the financial system.
- (aa) That the observation made, being a high risk, lack of processes and controls to monitor and action the differences between the financial system and GIS maps of the Municipality; the financial system and GIS maps may not be aligned which could cause major revenue leakages which may not be detected leading to financial losses; residents may not be completely billed for all services rendered which may result in the Municipality not completely recovering all revenue generated from the provision of services rendered which may affect profitability; and water meters installed may not be linked to any customer and subsequently not billed leading to financial losses, be noted.
- (bb) That the General Manager: Finance and General Manager: Engineering & Planning ensures that a revenue enhancement project is performed where reconciliations are performed on a granular level, e.g., on a per erf basis on GIS compared to the specific customer account on the financial system, for all residents.
- (cc) That the revenue enhancement project includes analytics that can detect anomalies such as water usage over time (e.g., sudden spikes in usage compared to the norm); and anomalies identified, should be actioned on an ongoing basis.

- (dd) That the General Manager: Finance and the General Manager: Engineering & Planning investigates the implementation procedure as per Internal Audit recommendation to rectify the account discrepancies of customers and how to incorporate it within the GIS system.
- (ee) That the observation made, being a high risk, inadequate reconciliation processes, errors may not be timely detected and/or rectified; and debtors balances may be inaccurate leading to misstatements in the financial statements, be noted.
- (ff) That the General Manager: Finance ensures that the Accountant: Expenditure and Bank Control prepares the bank reconciliation monthly, the reconciliation should be signed and dated.
- (gg) That the General Manager: Finance ensures that the Manager: Finance performs a monthly review of the bank reconciliation.
- (hh) That the General Manager: Finance ensures that the Accountant: Revenue prepares a monthly reconciliation between the debtors age analysis and the debtors balance as per the general ledger, the reconciliation should be signed and dated and reviewed monthly by the Manager: Finance; and any variances identified should be investigated and cleared within a timely manner.
- (ii) That the General Manager Finance develops and implement a Standard Operating Procedure (SOP) that guides the monthly Reconciliation procedure in terms of Revenue.
- (jj) That the observation made, being a high risk, of inadequate Cemetery Control Processes as a lack of management oversight; inconsistent application of the cemetery control processes; the grave inventory not being adequately maintained which may lead to inaccurate cemetery information within Council; and graves that are issued without receiving payments which may lead to financial losses; and inadequate training to staff members on the use of the cemetery management module, be noted.
- (kk) That the General Manager: Economic Development Services ensures that the cemetery staff clearly defines and document what constitutes a resident which should be consistently applied during the grave application process and that a residency questionnaire should be considered which should include the following information at a minimum:
 - *The place of birth of the deceased.*
 - *The place where the deceased maintained their economic, social, political, and family lives; and*
 - *Where the deceased lived during the past year.*



- (ll) That the General Manager: Economic Development Services ensures that the CMS be configured to pre-populate grave numbers during the grave purchase or grave reservation process; and all cemetery services should be provided only once a proof of payment has been received from the customer.
- (mm) That the General Manager: Economic Development Services ensures that staff members responsible for carrying out the cemetery control processes should be adequately trained to utilize the CMS; and management should perform a periodic check on the information contained in the CMS and perform a review of the data to identify any anomalies that should be rectified.
- (nn) That the observation being made, a medium risk, lack of oversight over the distribution of Customer Account Statements that could lead to:
- *Untimely settlement of customer accounts resulting in financial losses.*
 - *Disgruntled customers; and*
 - *Unsatisfactory vendor performance not being detected and rectified, be noted.*
- (oo) That the General Manager : Finance clearly define the key performance areas of the third-party vendor which should form part of the SLA and be signed by the Municipality and the respective third-party vendor; and periodically monitor the performance of the third-party vendor to ensure that they receive value for money; and provide adequate oversight to ensure that the third-party vendor timely and completely delivers the monthly account statements to all customers, and any discrepancies identified should be investigated and timely rectified.
- (pp) That the remedial actions taken by the General Manager: Finance to rectify the risk and oversight, be noted.
- (qq) That the observation made, being a medium risk, of inadequate retention of documentation of lease agreements, be noted
- (rr) That the General Manager: Corporate Services & Human Capital ensures that all lease agreements are adequately and completely filed to ensure a complete audit trail.
- (ss) That the General Manager: Corporate Services & Human Capital performs a review of all their current tenants to determine if there is a valid lease agreement in place, where no lease agreement is in place, an agreement document must be drafted and signed by all parties concerned.

11.1.17

FIXED ASSETS

(C/M 2022/09/29

- 3/18/1,12/3/1)

GM: F
GM: CS&HC
CEO

RESOLVED:

- (a) That the observation made, being a high risk, inadequate governance over fixed asset management control processes, lack of management oversight; and the review of policy documents has not been prioritized by management, be noted.
- (b) That the General Manager: Finance drafts an Asset Management Policy or Standardized Operating Procedures (SOP) to address the shortcomings identified by Council's Internal Auditors.
- (c) That the Asset Management policy or SOP should be drafted in accordance with the applicable financial reporting standards adopted by the Municipality and be submitted to Council for approval and communication and implementation.
- (d) That the General Manager: Finance performs a periodic review of the policies and/or procedures and monitor periodically that management practices are aligned to the approved policies and/or procedures.
- (e) That the General Manager: Finance's comments feedback to review Depreciation Policy and to incorporate the recommendation with IPSAS implementation, draft an Asset Management Policy and implement an asset verification procedure also to be incorporated with the IPSAS implementation, be noted.
- (e) That the observation made, being a high risk, that Council's Fixed Asset Register is not adequately maintained due to a lack of documented policies and/or guidelines on how the asset records should be maintained and/or updated to the Fixed Asset Register; and assets that are not tagged to enable effective tracking, be noted.
- (f) That the General Manager: Finance ensures that Council's Fixed Asset Register is updated with key information indicated as missing and draft a Standardized Operating Procedure (SOP) on how the Fixed Asset Register must be maintained, to be submitted to Council for approval to be communicated to the relevant staff members for implementation.
- (g) That the General Manager: Finance updates asset movements and/or transfers on Council's Fixed Asset Register, timeously to ensure that the relevant information upon occurrence of the asset related transactions.
- (i) That the General Manager: Finance makes use of a system based Fixe Asset Register, different to a Microsoft excel

based Fixed Asset Register and that the following be considered to ensure a successful transition:

- *A full asset verification should be performed on all Council's assets and the results used to update the Fixed Asset Register.*
 - *The updated Fixed Asset Register should be reconciled to the general ledger and all variances should be investigated and cleared prior to importing the excel based Fixed Asset Register onto the financial system. This exercise should be evidenced and filed for future references.*
 - *A reconciliation between the excel based Fixed Asset Register and the system based Fixed Asset Register should be performed by the Manager: Finance to ensure an accurate and/or complete loading or transition of data onto the system.*
 - *All discrepancies noted during the reconciliations should be adequately investigated and rectified; and*
 - *An overall post-implementation review should be conducted to provide assurance to Council that the transition objectives have been achieved.*
- (j) **That the General Manager : Finance's management comments to incorporate the Fixed Asset Register annually into the Finance Departments activities, and reconcile the Fixed Asset Register and incorporate it in the planned Fixed Asset Register Standard Operating Procedure Policy; to implement the Fixed Asset Register module on the Solar Production system which will be fully compliant with the IPSAS Reporting Standards to ensure that once the implementation of the Fixed Asset Register is in place and automated, be noted.**
- (k) **That the observation made, being a high risk, lack of segregation of duties on the Financial System and periodic review of user rights and reliance placed on manual controls i.e., verification of suppliers' invoices by the relevant user department General Manager prior to processing, be noted.**
- (l) **That the General Manager: Finance performs a review of the user access on the Solar financial system on a periodic basis to ascertain that:**
- *User rights are granted to staff members as per their roles and responsibilities; and*
 - *Adequate segregation of duties is maintained over incompatible functions.*
- (m) **That the General Manager: Finance ensures that functions to create and approve sundry payments should be segregated on the financial system to allow for adequate segregation of duties.**
- (n) **That alternatively, an approved purchase requisitions and/or purchase order should be required for all expenditure including sundry payments.**
- (o) **That the General Manager: Finance ensure that User access be granted on the least privilege principle. Access to the financial system should be provided with the minimum privileges necessary to fulfil employees' roles and responsibilities and that an independent review of the fixed asset reconciliations should be performed. Evidence of this review should be retained and adequately filed.**
- (p) **That the General Manager: Finance's management comments for being in consultation with BCX (IT Vendor) to**

investigate the implementation of the recommendation to approve Sundry Payments Purchase Orders before processing of payment on Solar and the partially implementation of user access on Solar Financial system, be noted.

- (q) That the observation made, being a high risk, of inappropriate capitalization of Operational Expenditure of the relevant expenditure votes are not adequately reviewed and verified by the Finance Department prior to processing on the financial system; and the lack of a periodic detailed review of votes (general ledger) transaction listing to identify inappropriate transaction processed on the votes; and inadequate staff training on the recognition of fixed assets, be noted.
- (r) That the General Manager: Finance performs an adequate review and verification of votes provided by the user departments to ensure that the correct votes have been selected; and sufficient expenditure descriptions should be provided during capturing of transactions on the system.
- (s) That the General Manager: Finance ensure to perform a review of the votes' transaction listing on a regular basis to ensure that transactions are appropriately processed to the correct votes; and staff should be provided with adequate training on accounting standards applicable to the Municipality. Inter-departmental charges should not be recognized at the financial statement level and therefore may not form part the assets cost.
- (t) That the General Manager: Finance's management comments that the User Departments are responsible for allocation of expenditures to appropriate funds, be noted.
- (u) That the observation made, being a high risk, of inaccurate and/or incomplete depreciation charges on Assets; of inadequate staff training on the recognized accounting reporting standards; lack of regular review and update of the Depreciation Policy; and lack of documented policies and/or procedures to provide guidelines on key asset management processes, be noted.
- (v) That the General Manager: Finance ensure to depreciates assets in accordance with the recognized accounting standards.
- (w) That the General Manager: Finance updates the Depreciation Policy with the appropriate depreciation rates and methods applied and the Depreciation Policy be updated in line with the Municipality's adopted Financial Reporting Standards.
- (x) That the General Manager: Finance ensures that ongoing training on accounting standards applicable to the Municipality be provided to all relevant staff members.

- (y) That the General Manager: Finance ensures that all write-offs of asset values should be approved by Council prior to the write off. Evidence of Council approval should be retained and filed by management for future reference; and the rationale and/or basis of all adjustments to asset values should be adequately documented.
- (z) That the General Managers: Finance's management comments to review Depreciation Policy as recommended by Council's Internal Auditors, be noted.
- (aa) That the observation made, being a high risk, of inefficient and ineffective Asset Verification Processes, being a lack of management oversight; and lack of documented policies and/or procedures to provide guidelines on asset tagging and verification processes, be noted.
- (bb) That the General Manager: Finance ensures that all assets are allocated a unique identification number (tag), upon acquisition.
- (cc) That the General Manager: Finance perform a periodic verification on a regular basis to verify accuracy and completeness of fixed asset records; the outcomes of the asset verifications should be reconciled to the Fixed Asset Register and General Ledger and any discrepancies identified, investigated, and cleared; the asset verification outcomes should be documented and reviewed by management.
- (dd) That the General Manager: Finance ensure to verify the assets contained in the Fixed Asset Register against assets contained on the Municipality's Insurance Listings or Schedules on a periodic basis. All discrepancies should be investigated and cleared.
- (ee) That the General Manager: Finance's management comments to draft Asset Management Policy (SOP) and to ensure that an asset verification procedure be incorporated with IPSAS implementation (placed on hold); as well as the asset physical verification to be incorporated yearly in the Finance annual activities, be noted.
- (ff) That the observation made, being a medium risk, that the account reconciling items are not investigated and/or cleared in a timely manner, that can cause possible misallocation of expenditure between the two votes; clearing of the reconciling items was not deemed necessary by management; and the process to perform and review fixed assets reconciliations has not been formalized, be noted.
- (gg) That the General Manager: Finance formalize the process to perform and review fixed assets reconciliations and the following should be documented:


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- *The individual responsible for performing the reconciliations.*
- *The individual responsible for performing a review on the reconciliation. The reviewer should be independent of the preparer; and*
- *By when the reconciliations should be performed.*

- (hh) That the General Manager: Finance ensures that all reconciling items noted should be investigated and/or rectified within a timely manner.
- (ii) That the General Manager: Finance's management comments to agree to the differences as identified in the findings were also known and was corrected as such with consolidation of funding of per Asset type, be noted.

11.1.18 **FINANCIAL REPORTING & BUDGETING**
(C/M 2022/09/29 - 12/3/1,3/1/1/1/1)

RESOLVED:

GM: F
GM: CSHC

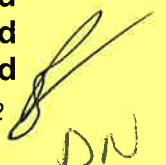
- (a) That the observation made, being a medium risk, of inadequate review and/or update of Governance documents; being a lack of management oversight; and periodic review of governance documentation is not prioritized, be noted.
- (b) That the General Manager: Finance Management performs a periodic review of governance documents; and that the Purchase and Payment Cycle SOP must be updated with the controls identified as missing in the document; and the updated SOP be presented to Council for review and approval, to be implemented and the relevant staff be informed.
- (c) That the Manager: Finance's management comments being in the process of updating the Financial Regulations and amending the SOP for Purchases and Payment Cycles as per audit recommendation for submission thereof to Management Committee for approval, be noted.
- (d) That the observation made, being a high risk, of inadequate segregation of duties and inappropriate user rights on the Financial System; and lack of policies and/or procedures to guide the maintenance of user access control processes; as well as lack of a periodic review of user rights on the financial system by management, be noted.
- (e) That the General Manager: Finance compiles user access control policies and/or procedures which specifies how user access rights are to be managed to be submitted to Council for review and approval and should be reviewed on a periodic basis by Finance for implementation.
- (f) That the General Manager: Finance ensures that staff user rights be determined by the relevant supervisors upon recruitment and/or staff movements in alignment with their roles and responsibilities; and perform a review of the user


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access on the Solar financial system on a periodic basis to ascertain that:

- *User rights are granted to staff members as per their roles and responsibilities; and*
 - *Adequate segregation of duties is maintained over incompatible functions.*
- (g) That the General Manager: Finance ensures that user access be granted on the least privilege principle, access to the financial system should be provided with the minimum privileges necessary to fulfil the employees' roles and responsibilities; and the terminated staff members' user rights should be timely deactivated and/or deleted from the financial system.
- (h) That the management comments and agreement of Finance Department with Business Connexion (IT Vendor) to implement internal control processes for all newly appointed employees seeking approval from the Finance Department before rights are availed to the staff on the Solar system; that Council's Credit and Control Policy that makes provisions for all Accountants to approve journals processed by their subordinates and journals processed by Accountants are approved by the Manager: Finance/General Manager: Finance; the drafted User Right Policy currently being reviewed by Business Connexion for input for submission thereof to Council for approval, and the verification processes for user rights partially being implemented to form part of the annual plan activities for Finance being verified on specific financial operations in all sections at Finance, and the user rights reviewed, be noted.
- (i) That the observation being made, being a high risk, lack of a formalized process over amendments to votes, being a lack of management oversight; and lack of a periodic review of user rights on the financial system by management, be noted.
- (k) That the General Manager: Finance draft policies and/or procedures to govern the control processes relating to the maintenance of votes on the financial system, the policies and/or procedures should detail information not limited to:
- *Conditions that warrant the creation, deletion, or amendment of votes on the financial system; and*
 - *Review and approval of any amendments made to the votes.*
- (l) That the General Manager: Finance ensures that the User Rights to make amendments to the votes should be restricted to authorized staff members only; and Finance must perform regular reviews of the audit log to verify the validity and accuracy of changes made to the votes, any discrepancies identified should be adequately investigated and cleared within a reasonable timeframe.

- (m) That the General Manager : Finance's management comments and agreement for the process to create new vote numbers on the General Ledger will be included in the reviewed SOP for Purchases Payments and Stores; the draft User Right Policy currently being reviewed by Business Connexion for input for submission thereof to Council for approval; the verification processes for user rights partially implemented and forms part of the annual plan activities for the Finance Department being verified on specific financial operation in all Sections at Finance; draft a Policy on Budgeting Process and Financial Reporting as per Audit recommendation be implemented, be noted.
- (n) That the observation made, being a high risk, of Accounts' reconciling items are not investigated and/or cleared in a timely manner as no process has been implemented to guide the reconciliations performed on control accounts, which includes the process to clear any variances identified, be noted.
- (o) That the General Manager: Finance develops and implements a standard operating procedure (SOP) that guides the year-end reconciliation processes, the SOP should include guidance on reconciliation preparation, review, timelines and clearing of reconciling items at minimum; and the account reconciliations be provided to the Manager: Finance for review and approval in a timely manner.
- (p) That the General Manager: Finance performs a thorough investigation of the reconciling items identified, reconciling items should be timely cleared and/or explained.
- (q) That the Finance management's management comments and agreement that the year-end reconciliation is delayed for verification results from processing of all payments before the year-end due to shortage of staff not having Assistant Accountants, the development and implementation of Standard Operating Procedure that guides monthly reconciliation processes, and that all Accountants must review and reconcile their suspense/control accounts monthly to be reviewed by the Manager: Finance, be noted.
- (r) That the observation made, being a medium risk, of lack of documented Month-end and Year-end schedules, being a lack of management oversight; and Management has not developed policies and/or procedures to provide guidance on the monthly and yearly processing activities, be noted.
- (s) That the General Manager : Finance drafts a month-end and year-end schedules and/or timetables outlining month-end and/or year-end processing activities, data submission and reporting deadlines; the schedules and/or timetables should



clearly indicate the individual responsible for executing the activity; and such be communicated to the relevant staff members at the beginning of each period and frequently emphasized; and a progress tracker be maintained by the General Manager : Finance and all pending items should be followed up with the responsible Finance staff members.

- (t) That Finance management's management comments and agreement that the daily updates, month end and year end process for Revenue and Expenditures are available, which will be developed in a Standard Operating Procedure that will guide the reconciliation processes with deadlines, and that Month-end / Year-end processes are documented, be noted.
- (u) That the observation made, being a medium risk, of inadequate staff training, not being prioritized, which results in poor employee performance leading not achieving its financial reporting objectives; misstatements in the financial statements resulting in misleading information being provided to the users of the financial statements; and Financial Statements not prepared in accordance with the recognized financial reporting standards resulting in qualified audit opinions, be noted.
- (v) That the General Manager: Finance ensures that the staff members are provided with adequate training on the reporting requirements of the IPSAS prior to its adoption; and that an on-the-job training system be implemented which should be monitored continuously for effectiveness.
- (w) That the General Manager: Finance have on-going training programs on key accounting standards applicable to the Municipality to achieve an unqualified auditors' opinion must form part of the General Manager: Finance's Key Performance Areas (KPA's)
- (x) That the Chief Executive Officer ensure that the General Manager: Finance's KPA's be measured and monitored on a periodic basis.
- (y) That the Manager: Finance's management comments informing that Messrs Business Connexion is currently providing continuous online consultation with the IPSAS implementation and will provide training to all relevant staff members in the Finance Department as part of the IPSAS implementation scope, to upgrade the skills of the Finance staff to afforded adequate training, be noted.

11.1.19

LEGAL & COMPLIANCE

(C/M 2022/09/29

-

12/3/1,4/P)

M: HC
Acting GM: CS&HC
CEO

RESOLVED:

- (a) That the observation made, being a high risk, being a lack of a Formalized Compliance Charter, that has not prioritized the implementation and formalization of the Compliance Function for Council, that can cause an increased risk of non-compliance with regulations may exist as there are no formal processes and documentation on the elements of the compliance program, the roles and responsibilities of the various personnel and the monitoring of the appropriateness of the compliance procedures throughout the Municipality, be noted.
- (b) That the General Manager : Corporate Services & Human Capital implements an effective Compliance Function, to be guided by a Compliance Charter, and provide adequate oversight over the Compliance Function for Council , the Compliance Charter must be reviewed periodically to ensure that it remains up to date; and the Compliance Function should be independent from the first line of defence and the performance of the Compliance Function must be assessed on a periodic basis to ensure that it remains relevant and effective; and such must be adequately staffed with personnel who have a good understanding of the effect of applicable laws, rules, codes and standards to the Local Authority Council.
- (c) The observation made, being a high risk, a lack of a Formalized Compliance Register, by not prioritized the implementation and formalization of the Compliance Function, that can cause the risk of periodic compliance assessments which may expose the Local Authority Council to unexpected compliance risks; and increase risk of non-compliance with regulations which may exist as there is no formal compliance policies and procedures to help identify, assess, manage and monitor regulatory compliance risks, be noted.
- (d) That the General Manager: Corporate Services & Human Capital develops a compliance policy which provides a uniform and practical approach to ensuring regulatory compliance; to perform a compliance assessment on a periodic basis (i.e., annually, or when there is an update in the existing laws and regulations).
- (e) That the General Manager: Corporate Services & Human Capital develops a Compliance Register which should incorporate the risk of non-compliance (likelihood and impact), management action plans and responsible person; to be submitted to Council for approval and be reviewed periodically by the Compliance Function.


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- (f) That the observation made, being a high risk, of the lack of compliance testing and periodic reporting to Council, and not prioritized the implementation and formalization of the Compliance Function, which can cause a risk of compliance testing that can expose Council to unexpected compliance risks; and that legislative and regulatory compliance risks may not be detected and rectified within a timely manner, be noted.
- (g) That the General Manager: Corporate Services & Human Capital develops a compliance testing plan each year, which details the compliance testing that will be performed for the year, the plan be submitted for approval to Council to implemented without exceptions and delays.
- (h) That the General Manager : Corporate Services & Human Capital documents and carry out compliance testing procedures to independently validate adherence to legislative, regulatory and policy requirements across the Municipality; and that the results of the compliance testing and other compliance issues be reported to Senior Management and to Council on a regular basis; where a non-compliance to requirements is noted, a follow-up process should be conducted by the Compliance Function to facilitate an effective implementation of the corrective action plans; repetitive non-compliance issues should be escalated to the appropriate authorities (i.e., Senior Management/Exco and the Council); and periodic reporting should be made to the Council on how the Compliance Function has discharged its duties and the outcomes of the compliance audits performed.
- (i) That the observation made, being a medium risk, the lack of Compliance Function Training, as Council has not prioritized the implementation and formalization of the Compliance Function, as the risk of the lack of training limits the Senior Management and Compliance Function's awareness of potential compliance issues, be noted.
- (j) That the General Manager: Corporate Services & Human Capital implements a Compliance Function which should be adequately trained to ensure that the function remains up to date with changes in laws and regulations and the interpretation of how the laws and regulations may impact the Municipality, the function to be competent to discharge its functions; and periodic training activities be implemented for the key staff members who are tasked with ensuring compliance within their departments.

11.1.20

CORPORATE GOVERNANCE

(C/M 2022/09/29 - 12/3/1, 5/2/4/6)

GM: F
 CEO
 CO: MC
 M: HC
 Acting GM: CS&HC

RESOLVED:**(a) That the finding on the application of the NamCode, Chapter 1 - Ethical Leadership and Corporate Citizenship, principles:**

- 1) Council to provide effective leadership based on an ethical foundation, partially applied.
- 2) Council to be seen to be a responsible corporate citizen, partially applied.
- 3) Council's ethics are managed effectively, partially applied, be noted.

(b) That Council adopts the principles of the NamCode and that implementation and compliance to the principles of the NamCode be regularly monitored.**(c) That training be provided to staff on a periodic basis on the contents of the code of ethics policy and the monitoring and implementation of the code of ethics policy should be performed on a periodic basis and should not be a once off exercise.****(d) That guidelines be drafted for the Integrity Committee which should set out their mandate and roles and responsibilities for approval by Council and subjected to regular review to ensure that it remains aligned to current practices.****(b) That the finding on the application of the NamCode, Chapter 2 - Councils of Directors (led by the Council), principles:**

- 1) Council act as the focal point for and custodian of corporate governance, applied.
- 2) Council appreciate that strategy, risk, performance, and sustainability are inseparable, not applied.
- 3) Council to provide effective leadership based on an ethical foundation, partially applied.
- 4) Council to ensure that the Municipality is and is seen to be a responsible corporate citizen, partially applied.
- 5) Council to ensure that the Municipality's ethics are managed effectively, partially applied.
- 6) Council ensures that the Municipality has an effective and independent Audit Committee, partially applied.
- 7) Council be responsible for the governance of Risk, not applied.
- 8) Council be responsible for information technology (IT) governance, partially applied.
- 9) Council ensures that the Municipality complies with applicable laws and considers adherence to non-binding rules, codes, and standards, partially applied.
- 10) Council ensures that there is an effective risk - based internal audit, partially applied.
- 11) Council to appreciate that stakeholders' perceptions affect the Municipality's reputation, partially applied.
- 12) Council ensures the integrity of the Municipality's integrated report, not applied.
- 13) Council to report on the effectiveness of the Local Authority's system of internal controls, not applied
- 14) Council to act in the best interest of the Local Authority, applied.
- 15) Council to consider turn around mechanisms as soon as the company is financially distressed, applied.
- 16) Council to elect a chairman of the Council who is an independent non - executive director. The CEO of the company should not also fulfil the role of the chairman of the Council, applied.
- 17) Council to appoint the Chief Executive Officer and establish a framework for the delegation of authority, partially applied.
- 18) Council to comprise a balance of power, with a majority of non - executive directors. The majority of non - executive directors should be independent, applied
- 19) Council be appointed through a formal process, applied.
- 20) The induction of and on-going training and development of the Councillors be conducted through formal processes, applied
- 21) Council to be assisted by a competent, suitably qualified, and experienced company secretary, partially applied.

- 22) *The evaluation of the Council its committees and the individual Councillors should be performed every year, not applicable.*
- 23) *Council to delegate certain functions to well - structured committees but without abdicating its own responsibility, partially applied.*
- 24) *A governance framework be agreed between the group and its subsidiary Councils, not applicable.*
- 25) *Local Authority to remunerate Council members and executives fairly and responsibly, applied.*
- 26) *Council to disclose the remuneration of each individual Councillor, not applied.*
- 27) *Council to approve the company's remuneration policy, applied, be noted.*

- (c) That Council prioritizes the development of the Strategic Plan, without delay.
- (d) That Council establishes a succession plan for the position of the Chief Executive Officer.
- (e) That the job description of the Council Secretary/General Manager : Corporate Services & Human Capital be updated to include all key tasks related to Council.
- (f) That Council annually consider to review the individual Council members, the Council committees and the Council as whole and that the evaluations be performed by independent professional evaluators, the evaluations be shared with the Council and a plan be put in place to implement the recommendations from the evaluation reports.
- (g) That Council's committees' guidelines be reviewed to ensure that they are kept up to date and be aligned with current business practices and should include all the minimum required information and clearly set out the mandate and purpose for each committee.
- (h) That Council considers disclosing the individual compensation of each Council member in the Annual Mayor's Report, after consultation with the line Minister, before implementation.

(i) That the finding on the application of the NamCode, Chapter 3 - Audit Committees, principles:

- 1) *That Council ensures that the Municipality of Swakopmund has an effective and independent Audit Committee, partially applied.*
- 2) *That Council's Audit Committee members be suitably skilled and experienced independent non-executive director, applied.*
- 3) *That Council's Audit Committee be chaired by an independent non - executive director, applied.*
- 4) *The Audit Committee should oversee integrated reporting, not applied.*
- 5) *The Council's Audit Committee ensures that a combined assurance model is applied to provide a coordinated approach to all assurance activities, not applied.*
- 6) *That Council's Audit Committee satisfies itself to the expertise, resources, and experience of the company's finance function, not applied.*
- 7) *The Council's Audit Committee be responsible for overseeing of internal audit, applied.*
- 8) *The Council's Audit Committee should be an integral component of the risk management process, not applied.*
- 9) *The Council's Audit Committee be responsible for recommending the appointment of the external auditors and overseeing the external audit process, not applicable, external auditors are appointed by the Auditor General's office.*
- 10) *The Council's Audit Committee report to Council (in the integrated report) on how it has discharged its duties, partially applied. be noted.*



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- (j) That Council reviews the Guidelines for Council's Audit & Risk Committee to ensure that it is aligned to current practices to be approved and signed off for implementation and periodically be reviewed and updated by Council's appointed Internal Audit Team.
- (k) That Council's Audit & Risk Committee on an annual basis meet with the Internal and External Auditors without the presence of management.
- (l) That Council ensures that the Audit & Risk Committee are suitably skilled and experienced and where skills gaps are identified, adequate training be offered by the appointed internal auditors to enable them to deliver on their mandate.
- (m) That Council's Audit & Risk Committee be subjected to regular performance reviews to ensure that it is fulfilling its obligations.
- (n) That Council considers implementing integrated reporting.
- (o) That Council implements a Combined Assurance Model, where the assurance provided by the different assurance providers is analyzed to identify gaps and duplications in the assurance model to ensure that any duplications are eliminated.
- (p) That Council's Audit and Risk Committee formally assess the relevance and adequacy of the finance function and make a disclose in the Annual Mayor's Report.
- (q) That the mandate of Council's Audit & Risk Committee be documented in a way that sets out what the expectations are for the members of the committee.
- (r) That Council's Audit & Risk committee guidelines be dated and signed off as evidence of approval by Council.
- (s) That the norm be implemented that Council's Audit & Risk committee report on the activities for the period under review and report to Council how it discharges its duties.
- (t) That the finding on the application of the NamCode, Chapter 4 - Governance of Risk, principles:
 - 1) The Council should be responsible for the governance of risk, not applied.
 - 2) The Council should determine the levels of risk tolerance, not applied.
 - 3) The Risk Committee or Audit Committee should assist the Council in carrying out its risk responsibilities, not applied
 - 4) The Council should delegate to management the responsibility to design, implement and monitor the risk management plan, not applied
 - 5) The Council should ensure that risk assessments are performed on a continual basis, applied.
 - 6) The Council should ensure that frameworks and methodologies are implemented to increase the probability of anticipating unpredictable risks, partially applied.
 - 7) The Council should ensure that management considers and implements appropriate risk responses, applied.
 - 8) The Council should ensure continual risk monitoring by management, not applied.
 - 9) The Council should receive assurance regarding the effectiveness of the risk management process, not applied.

10) *The Council should ensure that there are processes in place enabling complete, timely, relevant, accurate and accessible risk disclosure to stakeholders, not applied, be noted.*

- (u) That Council considers delegating the responsibility of risk governance that is currently not in place to a sub-committee of the Council i.e., Council's Audit & Risk Committee.
- (v) That the sub-committee reports to Council on how it has discharged its duties on a periodic basis and the sub-committee be subjected to periodic performance reviews to ensure that it is fulfilling its obligations.
- (w) That Council should consider developing a risk management policy and implementing a risk management function which should report to the delegated sub-committee of the Council on a periodic basis and that Council should define the risk tolerance levels and risk appetite which should be communicated to Senior Management and mechanisms be put in place to ensure that management takes risk decisions that are within the set risk tolerance levels.
- (x) That Council considers implementing a risk management framework and adopt an enterprise-wide approach to risk management that will enhance corporate governance; identification and management of risk; reduce operation surprises and improve stakeholder perceptions, by developing a risk management policy which should include the following information at a minimum:
 - Risk statement.
 - Risk appetite and risk tolerance levels.
 - Responsibility for risk management.
 - Risk management procedure and process.
 - Criteria for risk classification; and
 - Risk response plans.
- (y) That the finding on the application of the NamCode, Chapter 5 - Governance of Informational Technology, principles: -
 - 1) *The Council should be responsible for information technology (IT) governance, partially applied.*
 - 2) *IT should be aligned with the performance and sustainability objectives of the company, applied.*
 - 3) *The Council should delegate to management the responsibility for the implementation of an IT governance framework, partially applied.*
 - 4) *The Council should monitor and evaluate significant IT investments and expenditure, applied.*
 - 5) *IT should form an integral part of the company's risk management, not applied.*
 - 6) *The Council should ensure that information assets are managed effectively, not applied*
 - 7) *A Risk Committee and Audit Committee should assist the Council in carrying out its IT responsibilities, partially applied, be noted.*
- (z) That Council considers drafting and implementing key IT policies, which should be approved by Senior Management and Council and subjected to a periodic review and the compliance thereof should be monitored on a periodic basis.

- (aa) That the General Manager: Corporate Services and Human Capital include IT as a standing item in their monthly report to Management Committee and Senior Management meetings and key aspects of IT, such as Information Security risks and threats be summarized, which include the terms of the agreement that is in place with the IT vendor.
- (bb) That the finding on the application of the NamCode, Chapter 6 - Compliance with laws, codes, rules and standards, principles:
- 1) *The Council should ensure that the company complies with applicable laws and considers adherence to non-binding rules, codes, and standards, partially applied.*
 - 2) *The Council, each individual director and the company secretary should have a working understanding of the effect of the applicable laws, rules, codes and standards on the company and its business.*
 - 3) *Compliance risk should form an integral part of the Council's risk managements process.*
 - 4) *The Council should delegate to management the implementation of an effective compliance framework and processes, be noted.*
- (cc) That the General Manager: Corporate Services & Human Capital identify all laws, rules and regulations that are applicable and develop a compliance checklist, draft, and implement a compliance framework or policy for approval by Council for implementation, monitoring, and periodic review.
- (dd) That the General Manager: Corporate Services & Human Capital incorporate the compliance with laws, codes, rules, and standards in the department's Monthly Report.
- (ee) That the finding on the application of the NamCode, Chapter 7 - Internal Audit, principles:
- 1) *The Council should ensure that there is an effective risk based internal audit.*
 - 2) *Internal audit should follow a risk-based approach to its plan.*
 - 3) *Internal audit should provide a written assessment of the effectiveness of the company's system of internal control and risk management.*
 - 4) *The Audit Committee should be responsible for overseeing internal audit.*
 - 5) *Internal audit should be strategically positioned to achieve its objectives, be noted.*
- (ff) That the Chief Executive Officer ensured that the Internal Audit Charter be reviewed to be in line with current business practices to be considered and approved by Council's Audit & Risk Committee and Council, for implementation and periodic review.
- (gg) That the Chief Executive Officer request the External Auditors appointed by the Auditor General to assess the function of the Internal Auditors and performs a quality review, for submission to Council.
- (hh) That the finding of the application of the NamCode, Chapter 8, - The Governance of Stakeholder Relationships, principles: -
- 1) *The Council should appreciate that stakeholders' perceptions affect a company's reputation.*
 - 2) *The Council should delegate to management to proactively deal with stakeholder relationships.*


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- 3) *The Council should strive to achieve the appropriate balance between its various stakeholder groupings in the best interest of the company.*
- 4) *The Municipality should ensure the equitable treatment of stakeholders.*
- 5) *Transparent and effective communication with stakeholders is essential for building and maintaining their trust and confidence.*
- 6) *The Council should ensure that disputes are resolved as effectively, efficiently, and expeditiously as possible, be noted.*

(ii) That the General Manager: Corporate Services & Human Capital develop a database of Council's Stakeholders which includes the stakeholder contact details and the nature of the relationship with a stakeholder's policy that adequately sets out the process to resolve disputes with stakeholders when they arise, to be submitted to Council for approval, implementation, and periodic review.

(jj) That the stakeholder data base and policy be made available to key staff members and should be updated from time to time.

(kk) That the General Manager: Corporate Services & Human Capital ensures annually to undertake a stakeholder perception survey aimed at both internal and external stakeholders to work attended and such survey be submitted to Council.

(II) That the finding of the application of the NamCode, Chapter 9, -Integrated Reporting and Disclosure, principles:

- 1) *The Council should ensure the integrity of the company's integrated report.*
- 2) *Sustainability reporting and disclosure should be integrated with the Municipality's financial reporting.*
- 3) *Sustainability reporting and disclosure should be independently assured, be noted.*

(mm) That General Manager : Finance with the General Manager : Corporate Services & Human Capital develop for Swakopmund Municipality an annual integrated report that includes Council's financial reporting to improve management information, decision making and for greater focus on measuring the long-term success of the Municipality and greater understanding of strategy and long-term objectives by Council's stakeholder to enhance understanding to the Council on how value is created and the understanding on business risk and opportunities for balanced and improved communication with Council's stakeholders.

11.1.21 MAYORAL ANTI-CRIME FUND

(C/M 2022/09/29 - 12/3/1, 5/5/5/1)

RESOLVED:

CEO
GM: F
GM: CSHC

(a) That the observation made, being a high risk, as a lack of policies and procedures to govern the Mayoral Anti-Crime Fund's Operations, which sets out the following information at a minimum:

- *The purpose of the fund.*

- *Administration of the fund's activities.*
 - *Members of the fund's Committee, including voting powers.*
 - *Handling of receipts to the fund.*
 - *Handling of disbursements made from the fund; and*
 - *Reporting on the fund's activities, be noted.*
- (c) That the Chief Executive Officer ensures that the administration at the Office of the Mayor develop a policy and procedure to guide the administration of the Mayoral Anti-Crime Fund, and continuously monitor compliance to the policies and procedures to promptly address any deviations identified, be submitted to Council for approval, implementation and periodic reviewed that it remains relevant.
- (d) That approved policy and procedure be centrally stored / saved on the server, shared drive, accessible to all staff members.
- (c) That the observation made, being a high risk, due to inadequate controls over the invoicing and funded through revenue generated from the film location permits for filming done in Swakopmund, as the location filming fees are set by Council and forms part of the Municipality's approved tariffs, be noted.
- (d) That the Chief Executive Officer's administration review the Location Filming in Swakopmund and Film Permit Guide, to refer to the Municipality's approved tariffs and amendments recommended to Council for approval.
- (e) That a film permit application form compiled to be approved by Council for implementation, the application form includes but is not limited to the following information:
- *Details of the applicant (i.e., name and capacity of individual applying for the permit, name of production company, physical address of company, contact details, name of the project).*
 - *Synopsis of film.*
 - *Filming dates.*
 - *Filming locations; and*
 - *Indemnity certificate.*
- (f) That the General Manager: Finance issue system-based invoices for all approved filming applications and no invoices should be generated outside of the financial system; and that filming permits only be issued to applications who have settled the full amount of their invoices.
- (g) That the observation made, being a high risk, inadequate controls over the invoicing and receiving of funds, be noted.
- (h) That the Chief Executive Officer's administration review the Location Filming in Swakopmund a Film Permit Guide, refer to the Municipality's approved tariffs and amendments recommended to Council for approval during Council's budget period and commencement of the new financial year.


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- (i) That the observation made, being a high risk, incomplete and inaccurate allocation of funds in Council's financial statements, be noted.
- (j) That the General Manager: Finance ensures that the allocation of receipts be performed daily by the Accountant: Expenditure & Bank Control in conjunction with the Head Cashier to ensure income are timely allocated to the correct vote and that the Mayoral Anti-Crime vote be reconciliated monthly to identify any discrepancies and errors/or omissions to be promptly rectified and cleared.
- (k) That the General Manager: Finance should delegate the responsibility of performing the reconciliation to a staff member within the Finance Department and provide oversight to ensure that the reconciliation is adequately and timely prepared.
- (l) That the observation made, being a high, inadequate reconciliation processes, be noted.
- (m) That the General Manager: Finance implements the issuing invoices from the financial system for all approved filming applications and no invoices should be issued outside of the financial system and receipts be issued timely allocated to the correct invoice and vote.
- (n) That the General Manager: Finance designated a staff member in the Finance Department to reconcile the funds finances in conjunction with the Manager: Finance to be reviewed by the General Manager: Finance, to ensure that discrepancies identified be promptly rectified and cleared.
- (o) That the observation made, being a medium risk, inadequate retention of supporting documents, be noted.
- (p) That the Chief Executive Officer's administration as well as the General Manager: Finance ensures that all supporting documentation and approvals are adequately approved and placed in the applicable file.

11.1.22

MAYORAL DEVELOPMENT FUND

(C/M 2022/09/29 - 12/3/1, 5/5/5/2)

RESOLVED:

CEO
GM: F

- (a) That the observation made, being a medium risk, the organizational practices may not be aligned to the approved policy and / or procedures resulting in the inconsistent application of the control processes and failure to meet Municipal objectives; and compliance to policy requirements is not monitored resulting in a lack of compliance with established policies and failure to meet Municipal objectives, be noted.
- (b) That the Chief Executive Officer ensures that the administration of the office of the Mayor and Mayoral Development Fund Committee review the policies and procedures on a periodic basis



and amendments recommended to the Council for approval as required and that the Mayoral Development Fund Grant application form be made accessible to all staff members and to the residents of Swakopmund (i.e., on the Municipality's website).

- (c) That the General Manager: Finance monitor the financial compliance according to the requirements set out in the Mayoral Development Fund Guidelines to ensure that the guidelines are completely and fully implemented without exceptions or variation, any non-compliance issues identified should be promptly addressed by the Mayoral Development Fund Committee.
- (d) That the observation made, being a medium risk, incomplete, inaccurate, and untimely allocation of the Mayoral Development Fund funds as the balance of the fund may be misstated in the financial statements; and unauthorized expenditure is paid from the fund which may not be aligned to the fund's objectives, be noted.
- (e) That the General Manager: Finance reconciles the Mayoral Development Fund vote monthly to identify any potential errors or omissions for any discrepancies identified to be promptly rectified and cleared.
- (f) That the General Manager: Finance ensures the accuracy and validity of payments made from the Mayoral Development Fund by vouching payments to supporting documents prior to finalizing the payments on the financial system; and that the allocation of receipts be performed on a daily basis by the Accountant: Expenditure & Bank Control in conjunction with the Head Cashier to ensure funds are timely allocated to the correct vote.
- (g) That the observation made, being a high risk, inadequate reconciliation processes of the Mayoral Development Fund as balances that may be misstated in the financial statements; and inadequate monitoring of contributor's funds leading to loss of confidence by the public and inability to attract future support towards the fund, be noted.
- (h) That the General Manager: Finance issue invoices from the financial system for all pledges made towards the fund and no manual invoices be issued and that the allocation of receipts be managed/issued daily against the invoices issued and be allocated to the correct vote.
- (i) That the Manager: Finance ensure that assistance be provided to follow up on unpaid invoices with the respective contributors and that action to be taken for long outstanding unpaid invoices (i.e., write off) which should be authorized by the Mayoral Development Fund Management Committee.
- (j) That the General Manager: Finance in conjunction with the Secretary of the Mayoral Development Fund (PA to the Mayor) monthly reconciles fund taking into consideration the activities of the fund in terms of the Mayoral Development Fund's Guidelines and those discrepancies identified be promptly rectified and cleared.
- (k) That the observation made, being a medium risk, inaccurate and incomplete reporting of contributors' funds leading to loss of



confidence by the public and an inability to attract future support, be noted.

- (m) That the General Manager: Finance in conjunction with the Secretary of the Mayoral Development fund review the accuracy and completeness of the information and that the Mayor's Report reflects accurate and complete information.
- (o) That the observation made, being a low risk, inadequate archiving of supporting documents, be noted.
- (p) That the Secretary of the Mayoral Development Fund (PA to the Mayor) ensure that all supporting documentation is adequately and completely filed to ensure completeness in terms of the Archives Act.

11.1.23 FOLLOW UP: REVIEWS OF AUDITS PERFORMED 2019/2020 CASH COLLECTION & ADMINISTRATION

(C/M 2022/09/29 - 12/3/1, 3/2/2)

RESOLVED:

GM: F
GM: CSHC

- (a) That the observation made, being a medium risk, inadequate governance over the refunds process, being partially implemented, be noted.
- (b) That the General Manager: Finance drafts standardized operating procedures (SOP's) for the refunds process, in consultation with all the relevant stakeholders in the organization and submit the SOPs to the Management Committee and Council for review and approval.
- (c) That the Standard Operating Procedures (dd 27 March 2013) for Booking of Halls, Open Spaces, and Sports be reviewed to be updated by the General Manager: Economic to align with this exercise.
- (d) That the observation made, being a medium risk, inadequate review of approved tariffs on Council systems, being implemented, be noted.
- (e) That the General Manager: Finance and the General Manager: Corporate & HC proactively download the gazette tariffs as soon as they are made available on the Government's website to ensure timely verification of tariffs updates onto the Solar Accounting System and that centralize the review activity of all updated Tariffs on Council systems.
- (f) That the observation made, being a low risk, inadequate review, and incompliance to the Financial Regulations, being partially implemented, be noted.
- (g) That the General Manager: Finance performs a revision exercise on Council Regulations and Standardized Operating Procedures to ensure complete and effective


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procedural instruction and direction as stipulated in the control activities and related documentation.

- (h) That the observation made, being a low risk, inadequate supervision of cash up procedures, being implemented, be noted.
- (i) That the General Manager: Finance ensures that the cash float be independently verified daily by the Accountant: Revenue and/or Head Cashier, and any discrepancies should be adequately followed up.

11.1.24 FOLLOW UP: REVIEWS: INTERNAL AUDIT PERFORMED 2019/2020 FLEET MANAGEMENT

(C/M 2022/09/29 - 12/3/1, 16/2/6/2/1)

CEO
GM: CS&HC
GM: EPS
GM: F

RESOLVED:

- (a) That the observation made, being a high risk, that the bidding process followed for fleet vehicle acquisitions could not be verified, being implemented, be noted.
- (b) That the Procurement Function implement an adequate register and filing record of bidding documentations, in consultation with Municipal Archives.
- (c) That the Head of Procurement in conjunction with the General Manager: Corporate Services & HC address the administrative and archive procedures around the recording and custody of bidding documents and those standard operating procedures be compiled for approval by Council and implementation and the all the relevant staff be trained on the correct implementation.
- (d) That the Head of Procurement ensures that Council's Procurement Committee performs a thorough review of the bidding evaluation reports before any award is granted.
- (e) That the observation made, being a medium risk, inadequate governance over the fleet management processes, being partially implemented, be noted.
- (f) That the General Manager: Finance to draft Policies and Standardized Operating Procedures (SOP's) to govern fleet management, particularly focusing on acquisition of fleet, disposal of fleet, fuel issue and reconciliation and vehicle inspections and logbooks and recommend the SOPs to the Management Committee and Council for review and approval.
- (g) That the observation made, being a medium risk, inadequate maintenance of vehicle logbooks and inspection checklists, being partially implemented, be noted.
- (i) That the General Manager: Engineering & Planning Services review all vehicle Logbooks and inspection Checklists and

ensures a centralized inspection of all fleet vehicles by the Manager: Works, who is responsible of Council's Fleet Management in consultation with the inspection activities performed by the Traffic Section.

- (j) That the observation made, being a medium risk, inadequate update of fleet vehicle odometer readings on the Solar Accounting System, not being implemented, be noted.
- (k) That the General Manager: Finance performs a holistic review of the fuel usage with due regard to the reasonableness of the fuel quantities issued and the vehicle odometer readings and that this exercise, as well as fuel reconciliation activities, be incorporated in the Fuel Issue Standardized Operating Procedures (SOP), compiled for submission to Management Committee for review, approval, and implementation.
- (l) That the General Manager: Finance to implement adequate centralized fuel issue reporting to the Management Committee
- (m) That the General Manager: Finance reconciled the fuel usage to vehicle usage on the details in the Logbook and the Solar Accounting System; and that Vehicle Logbooks and fleet vehicle odometer readings be updated on the Solar Accounting System be reviewed by management on a regular basis and evidence the review by signature on the Logbooks and fuel issue, be performed.
- (n) That the observation made, being a medium risk, expired vehicle license discs, not being implemented, be noted.
- (o) That General Manager: Finance ensures responsible staff and departmental sections for Council's Fleet Management makes use of the Fleet Management Module on the Solar Accounting System for vehicle license monitoring and implement a centralized monitoring activity of fleet vehicle licensing and timely renewal of vehicle license discs.
- (p) That the observation made, being a medium risk, no evidence of approval of the upset prices for disposed fleet vehicles, being implemented, be noted.
- (q) That the General Manager: Finance ensures as determined per Council resolution that upset prices are done by the Chairperson of Management Committee and Chief Executive Officer are done in consideration with the fleet vehicle's book and/or residual values as at disposal dated, and that the upset prices be signed off by the Chairperson of Management Committee and the Chief Executive Officer as evidence of review and approval.
- (r) That the observation made, being a medium risk, lack of centralized management of the fleet monitoring system, being partially implemented, be noted.

- (s) That the General Manager: Engineering & Planning Services in conjunction with Council's Human Capital section reviews the job descriptions of the Manager: Works and appropriately allocate the position with adequate fleet management responsibilities.
- (t) That the General Manager: Engineering & Planning Services provides periodic reporting on the fleet monitoring activity.
- (u) That the General Manager: Engineering & Planning Services in conjunction with the General Manager: Corporate Services & Human Capital re-draft and or obtain a Service Level Agreement from the Service provider of the fleet tracking system, which clearly outlines each party's roles and responsibilities, and ensure that it is signed by both parties.
- (v) That the observation made, being a medium risk, inadequate maintenance of a standardized fleet register, being implemented, be noted.
- (w) That the General Manager: Engineer & Planning in conjunction with the General Manager: Finance maintains complete register of fleet vehicles which clearly details the dates on which the fleet was acquired and/or disposed and performs a periodic matching exercise as a review procedure, between the FAR and the KR030 report, and all nil value items should be removed from the reports.
- (x) That the observation made, being a medium risk, inconsistent repairs, and maintenance purchase order vs invoice detail, being implemented, be noted.
- (y) That the General Manager: Finance implements an adequate review of purchase orders regardless of the order amounts, with appropriate reference and review to the quotations obtained for the maintenance of Council's fleet/vehicles.

11.1.25 **FOLLOW UP: REVIEWS: INTERNAL AUDITS PERFORMED**
2019/2020 HUMAN RESOURCES

(C/M 2022/09/29 - 12/3/1, 4/2/4/1/3)

RESOLVED:

CEO
GM: CS&HC
GM: HS & SW

- (a) That the observation made, being a high risk, inadequate governance over Human Resource (HR) processes only being partially implemented, be noted.
- (b) That the General Manager: Corporate Services & Human Capital draft policies and procedures for approval and implementation for the following processes:
 - *Formalized Workforce & Succession Plan;*
 - *Management of Master Data Amendments on Payday Audit Report.*
 - *Payday User Access Rights Assessment and Approval by Senior Management.*

- *Staff Onboarding Procedures.*
- *Termination process;*
- *Remuneration Policy; and*
- *Job Evaluation Policy.*

- (c) That the General Manager: Corporate Services & Human Capital implements detail for the frequency of the policy and/or procedure reviews.
- (d) That the observation made, being a medium risk, no human resource compliance framework adopted and maintained by the Municipality, not being implemented, be noted.
- (e) That the General Manager: Corporate Services & Human Capital in collaboration with Legal Services, adopt a human resource compliance register detailing legislation and regulation to which the Municipality should comply, the framework to detail the frequency of compliance reviews, as well as the allocation of responsibility within the Municipality in this regard.
- (f) That the observation made, being a medium risk, non-compliance with the Employment of Service Act 8 of 2011, not being implemented, be noted as evidence had been provided that the Municipality has been exempted from complying with the requirements of the Employment Services Bureau.
- (g) That Council note that the Municipality's recruitment process is guided by the Recruitment and Selection Regulations for Local Authority Councils: Local Authorities Act, 1992, which requires that 2 advertisements be placed in any local newspaper.
- (h) That the observation made, being a low risk, inadequate review, and compliance to the Condition of Service Policy, not being implemented, be noted.
- (i) That the General Manager : Corporate Services & Human Capital revise Council's Condition of Service Policy to ensure complete and effective direction stipulated in the control environment and related documentation and implements detail of the frequency of policy review and update exercise should be included in the policy.
- (j) That the observation made, being a low risk, bonus pay-out adjustment instruction letter not on file, being implemented, be noted.


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11.1.26 **FOLLOW UP: REVIEWS: INTERNAL AUDITS PERFORMED 2019/2020 HEALTH SERVICES**

(C/M 2022/09/29 - 12/3/1, 4/2/4/1/6)

CEO
GM: HS & WM

RESOLVED:

- (a) That the observation made, being a high risk, no renewed management agreement with Enviro-Fill in place, being implemented, be noted.
- (b) That the observation made, being a medium risk, inadequate governance over health services processes, being partially implemented, be noted.
- (c) That the General Manager: Health & Solid Waste Management compile a Business Registration and Animal Control policies and procedures for approval by Management Committee and implementation and the detail of the timing of policy and/or procedure review and update exercise should be included in the drafted and approved policies and procedures.
- (d) That the General Manager: Health & Solid Waste Management compile a detailed Waste Management Plan in line with the Waste Management Policy, be approved by Council and implemented.
- (e) That the observation made, being a medium risk, no health & safety compliance framework adopted and maintained by the Municipality, not implemented, be noted.
- (f) That the General Manager: Health & Solid Waste Management in collaboration with Corporate Services Industrial Relations Officer, draft a Health and Safety Compliance Register detailing regulation to which they should comply with, this Framework should further detail the frequency of compliance review, as well as the allocation of responsibility within the Municipality in this regard.
- (g) That the observation made, being a medium risk, discrepancies relating to the business registration process, being partially implemented, be noted.
- (h) That the General Manager: Health & Solid Waste Management Services, performs a thorough review of the applications for business licenses before businesses are registered; and only be registered after adequate documentation has been provided and approved by management; and after proper inspection has been performed and verified.
- (i) That the observation made, being a low risk, inadequate control over animal licensing activities, being partially implemented, be noted.


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- (j) That the General Manager: Health & Solid Waste Management ensures that an updated register be kept for all licensed animals detailing the type of animal, owner's details and the number of animals owned by the owner; a dog license certificate be issued for every payment made for a dog license; and a tag should be issued for every licensed dog.


11.1.27 **FOLLOW UP: REVIEWS: INTERNAL AUDITS PERFORMED 2019/2020 SEWERAGE & WATER WORKS**

(C/M 2022/09/29 - 12/3/1, 16/2/4/6/2 & 16/2/4/6/4)

CEO
GM: EPS
GM: CSHC

RESOLVED:

- (a) That the observation made, being a medium risk, inadequate governance of sewerage and water works processes, being partially implemented, be noted.
- (b) That the General Manager: Engineering & Planning Services draft Sewerage and Waterworks Policies and Procedures to be approved and implemented, detail of the frequency of policy / procedure review and update exercise be included in the policies and procedures.
- (c) That the General Manager: Engineering & Planning in collaboration with the General Manager: Corporate Services & Human Capital's Industrial Relations Officer draft a Sewerage & Waterworks compliance register detailing the regulations to which the Municipality should comply with, the responsibility within the Municipality and frequency of review and update exercise be included in the register.
- (d) That the General Manager: Engineering & Planning draft and formalize a maintenance plan for approval by Management Committee and implementation, and all repairs and maintenance must be executed within the framework of the Maintenance Plan as well as the frequency of review and update exercise also to be included in the plan
- (e) That the observation made, being a medium risk, no extension to the Sewerage Treatment Plan permit being in effect, implemented, be noted.
- (f) That the General Manager: Engineer & Planning implements a contract management framework / register that adequately details all contracts/permits timing and when contracts be renewed, and continuous monitor to ensure all terms in the agreement are complied with.
- (g) That the observation made, being a low risk, inadequate internal monitoring of staff productivity, not being implemented, be noted.


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- (h) That the General Manager: Engineer & Planning in collaboration with the General Manager: Finance exercise a job card activity, or every job performed by Council's artisans; and a review of the efficiency of the time spent as recorded on the job cards to benchmark hours per specified job/task.
- (i) That the observation made, being a low risk, that no evidence of inspections performed by the Department of Water Affairs, be noted.
- (j) That the General Manager: Engineer & Planning ensures that a report is compiled to serve as a status update of the compliance of the Sewerage Treatment Plant when an inspection is performed by the Department of Water Affairs. the report to include the date of inspection, who performed the inspection, a brief description of the inspection results and signed by a Department of Water Affairs representative and the responsible staff member that observed the inspection.

11.1.28

ICT SUPPORT CONTRACT

(C/M 2022/09/29 - 12/3/1, 8/2/1)

GM: CS & HC
Head of PMU
CEO

RESOLVED:

- (a) That the observation made, being a medium risk, ICT contract review and finalization, being a lack of Management oversight, be noted.
- (b) The General Manager: Corporate Services & Human Capital submit and discuss at EXCO, the recommendations from the attorney and decide whether the revised contract is still relevant or requires update and sign it should they want to renew their relationship with Council's IT vendor, Messrs BCX.
- (c) That the observation made, being a medium risk, monitoring of ICT vendor performance, be noted.
- (d) The General Manager: Corporate Services & Human Capital responsible for the management Council's agreements design and implement a formal process to monitor performances of all its vendors on a regular basis, vendor performances must be monitored in terms of the agreements signed with the respective vendors and associated KPIs in the signed agreements.
- (e) The General Manager: Corporate Services & Human Capital responsible for the management Council's agreements on a quarterly basis, provide a summary of agreement performances to Management Committee information and decision making if required.



- (f) The General Manager: Corporate Services & Human Capital considers the recommendation made by Council's Internal Auditors, to decide on the type of information which Council should receive from the service providers on a regular basis (for example, every 2 months), and the type of information to be included in the service provider's report can include the following, for example:
- % of calls closed in relation to the number of calls logged by the users during a period.
 - Top 5 users who consumed the most data during a period.
 - Users who logged onto financial system or another system on weekends or after hours.
 - % system uptime; and
 - % of successful backups made.
- (g) That consideration be given to the KPIs described in the agreement with the service provider to be used as source of reference in deciding what information the service provider should provide to the Municipality on a regular basis.

ITEM 11.1.29 was omitted.

11.1.30 **APPLICATION BY MR VELSIM LUKAMBA TO WAIVE THE PRE-EMPTIVE RIGHT OVER ERF 4046, MONDESA, EXTENSION 9**
(C/M 2022/09/29 - M 4046)

RESOLVED:

<p style="color: red; text-align: center;">CO: H Acting GM: CS&HC</p>

- (a) That Council does not waive the 10 year restriction over, Erf 4046, Mondesa to permit the transfer of Erf 4046 to his relative, Mr Apollos Mhanda who is not on the Master Waiting List and already owns a house.
- (b) That Mr Lukamba sells Erf 4046 Mondesa to a third party who meets the following criteria :
- (i) *Must be on the Master Waiting List*
 - (ii) *Must reside in Swakopmund*
 - (iii) *Must be a first-time house owner*
 - (iv) *Must earn at least N\$ 6000.00 and more*
- (c) Council commits the transaction and that Mr Velsim Lukamba be informed that he no longer qualifies for allocation of an erf under the low-cost housing projects, as he is no longer a first-time property owner.
- (d) That based on (a) above Ministerial approval be obtained to allow Mr Lukamba to sell Erf 4046 Mondesa, Extension 9 to a third party, who meets the criteria under (b) above.



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11.1.31 **APPLICATION FOR ADDITIONAL SPACE ADJACENT TO HANGAR 76**

(C/M 2022/09/29 - 18/1/1/2, Hangar 76)

CO: P
CEO
Acting GM: CS&HC

RESOLVED:

- (a) That all the applications relating to the leases of land at the airport be delegated to the office of the Chief Executive Officer with feedback to Council.
- (b) That a portion of land measuring 100m² (5m x 20m) located on the eastern side of Hangar 76 which is being leased to Mr Martin Compion be consolidated with Hangar 76.
- (c) That Council grants consent in terms of clause 5 of the lease agreement for the use of the additional portion of land as administrative offices for the flying school established on Hangar 76.
- (d) That the rental tariff for the additional space be the same as the current rate of the hangars for commercial puposes i.e N\$ 6.08/m² (7% escalation due 1 July 2023).
- (e) That an addendum to the current lease agreement reflecting points (a), (b) and (c) above be compiled and entered into.

11.1.32 **TRANSFER OF FUNDS: FIRE PUMPER UNIT**

(C/M 2022/09/29 - 15/4/1;3/1/1/1/1)

GM: F
GM: EDS

RESOLVED:

That approval be granted to the GM: Finance to transfer N\$5 420 000.00 (Vote: 3500310137) and N\$1 180 000.00 (Vote: 350031018400 to the 2022/3 financial year to enable the Economic Development Services Department to purchase the firefighting equipment and the 15000lt Water Tanker Unit.

11.1.33 **APPLICATION FOR SPECIAL CONSENT TO OPERATE A PLACE OF INSTRUCTION FOR CHILDREN FROM SIX (6) WEEKS UP TO AND INCLUDING GRADE THREE (3) ON ERF 442, SWAKOPMUND**

(C/M 2022/09/29 - E 442)

GM: EPS

RESOLVED:

- (a) That special consent to operate a Place of Instruction on Erf 442, Swakopmund for children from 6 weeks up to and including Grade 3 be approved:
- (b) That approval be subjected to the following conditions in terms of Councils "Resident Occupation Policy":
 - (i) That Kingdom Kids Academy registers with the Health Services Department and that the standard Health Regulations will apply.
 - (ii) That Council reserves the right, to cancel a consent use should there be valid complaints received.

- (iii) *That the applicant must operate within the Swakopmund Zoning Scheme provisions.*
- (iv) *That consent is not transferable.*
- (v) *That sufficient parking will be provided on the premises.*
- (vi) *That no on-street parking will be tolerated.*

- (c) That the objectors be informed of Council's decision and his right to appeal to the Minister against Council's Resolution in respect of resolution (a) above in terms of Clause 8 of the Swakopmund Zoning Scheme within 28 days of receipt of notice of this Resolution, provided that written notice of such an appeal shall be given to the Ministry of Urban and Rural Development, as well as Council within the said period.

11.1.34 **SUBDIVISION OF ERF 5977 SWAKOPMUND EXTENSION 23 INTO PORTION A AND REMAINDER**

(C/M 2022/09/29 - E 5977)

RESOLVED:

GM: EPS

- (a) That the subdivision of Erf 5977, Swakopmund, Extension 23 into Portion A and Remainder not be approved.
- (b) That should the applicant wish to proceed to subdivide Erf 5977, Swakopmund, Extension 23 into Portion A and Remainder, the erf be rezoned from general residential to single residential, alternatively they can resubmit the application upon approval of the Swakopmund Zoning Scheme 71 by the Minister.
- (c) That the applicant be informed that they may appeal the Council decision to the Minister against Council's resolution in terms of Section 110 of the Urban and Regional Planning Act, 2018 (Act No 5 of 2018), within 21 days of receipt of notice of this resolution, provided that written notice of such an appeal shall be given to the Ministry, as well as Council within the said period.

11.1.35 **SUBDIVISION OF ERF 334, MYL 4, EXTENSION 1 INTO PORTION A AND REMAINDER**

(C/M 2022/09/29 - M4 334)

RESOLVED:

GM: EPS

- (a) That the subdivision of Erf 334, Myl 4, Extension 1 into Portion A and Remainder (647m² in extent each) be approve.
- (b) That an endowment fee of 7.5% be charged for the newly created portion.
- (c) That a right of way servitude be surveyed and registered over Portion A in favour of Reminder 334, Myl 4 Extension 1.

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- (d) That the current title deed conditions registered against 334 Myl 4 Extension 1, should be retained and be registered against the title deed of Portion A and the Remainder of 334, Myl 4, Extension 1.

11.1.36 CONSOLIDATION OF FARM NO. 183 AND FARM SANTA SUID NO. 98 INTO CONSOLIDATED FARM X

(C/M 2022/09/29 - Farm 183, Farm 184)

RESOLVED:

GM: EPS

- (a) That the consolidation of Farm No. 183 and Farm Santa Suid No. 98 into consolidated Farm X (4.7101 Ha in extent) be approved.
- (b) That the current Title Deed conditions registered against Farm No. 183 and Farm Santa Suid No. 98 be retained for the newly consolidated Farm X.
- (c) That any costs pertaining to the provision of additional services be for the account of the applicant.

11.1.37 REQUEST FOR REDUCED MONTHLY ACCOMMODATION RATE FOR MEDICAL INTERNS

(C/M 2022/09/29 - 14/2/7/1/2)

RESOLVED:

GM: EDS
CEO

- (a) That Council to approves the provision of accommodation to medial interns from the Ministry of Health and Social Services at a flat rate of N\$8 000.00 for 2 persons per house without DSTV and N\$ 8250.00 with DSTV.
- (b) That the approval above is subject to the following conditions:
- *Rent is payable on the first day of each month*
 - *No cleaning services will be provided by the rest camp staff*
 - *Medical Interns will be required to provide their own beddings*
 - *Medical interns will be required to clean their rest houses and provide their cleaning material as well.*
 - *All Municipal Rest Camp rules and regulations will apply to the interns while residing.*

11.1.38 WAIVING OF FILMING FEES: TULINANE ENTERTAINMENT: SHORT FILM: TSOAKHAUB / TULI & JESSICA & ACCOMMODATION AT THE REST CAMP

(C/M 2022/09/29 - 5/6/14/2, 14/2/7/1/2)

RESOLVED:

GM: EDS
CEO

- (a) That Council reduced the location fee to N\$50 000.00 considering that it is a Namibian Production Company focused on Swakopmund and local businesses.

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- (b) That the accommodation at the Rest Camp be offered at the approved special rate and that the General Manager: Economic Development Services be permitted to change the reservation made to be in terms with Council's special rate for the relevant bungalows at the Rest Camp.
- (c) That the Municipality of Swakpmund be acknowledged in the film credits.
- (d) That Messrs Tulinane Entertainment will minimize risks to motorists and disruption to traffic movement, and will need to address issues such as:
- *the nature of the road and its role in the local road hierarchy.*
 - *the time of the filming activity.*
 - *the nature and extent of traffic management required.*
 - *the envisaged impact on normal traffic flow and movement.*
 - *the impact on affected residents and businesses.*
- (e) That Messrs Tulinane Entertainment adhere to all parking regulations, production vehicles must not block driveways or other access/egress ramps, fire hydrants or fire routes.
- (f) That any signage is to comply with Council's advertising guidelines.
- (g) That no temporary closures of roads under the Municipality's jurisdiction are permitted as it was not stipulated in the application.
- (h) That it be Messrs Tulinane Entertainments responsibility to ensure minimum disruption to residents and businesses when filming occurs, and due consideration is to be always given to their rights as they should be free from any negative environmental conditions resulting from filming, including spill-over lighting, exhaust fumes or noise that may affect their ability to enjoy their property or run their business, unless they have given their consent.
- (i) That the applicable filming fees be paid in advance before any filming will take place
- (j) That Messrs Tulinane Entertainment be required to indemnify Council has to be indemnified the and therefore the application indemnity form provided with their approval needs to be completed, signed and returned before any filming takes place.
- (k) That the cost of any additional services provided by Swakopmund Municipality, including security, parking, trades, etc., will be charged in addition to the location fee, in accordance with general policies and procedures.
- (l) That the producer shall take out and keep in full force and effect through the term of filming, general liability insurance including without limitation contractual liability insurance and tenants' legal liability insurance, against claims of


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personal injury, bodily injury including death, property damage or loss arising out of the operations of the producer.

- (m) That Council's Traffic Section coordinates access to all areas in town, except for private property.
- (n) That the production company submits written proof of permissions granted for the use of the various venues/locations in terms of their application.
- (o) That Messrs Tulinane Entertainment submit a detailed program, in terms of their locations with exact dates, times and timelines, (5) five days prior to the commencement of filming to the office of the Chief Executive Officer.
- (p) That all arrangements, including the payment of the location fees, evidence of insurance, must be completed at least two business days prior to the commencement of filming.

11.1.39 WITHDRAWAL OF THE ROSSMUND HOMEOWNER ASSOCIATIONS COUNCIL APPROVAL

(C/M 2022/09/29 - 16/1/4/2/1/10)

RESOLVED:

GM: EPS

- (a) That the approval given, by the Council decision of 30 August 2018 under item 11.1.19, to the Rossmund Golf Estate Homeowners Association to have an access control gate to the Phase 2 Rossmund Golf Estate be revoked for the following reasons:
 - (i) *Unapproved Fences erected.*
 - (ii) *Residents of the Rossmund Township complaining about the access control gate at Phase 2 and the obstructions of the bollards.*
- (b) That the Rossmund Golf Estate Homeowners Association be informed that their approval for the Phase 2 application has been withdrawn because of the abovementioned reasons.
- (c) That the Rossmund Golf Estate Homeowners Association remove the unapproved fences, access control gate and the bollards and reinstate the surfaces and surrounding landscape to condition before the control gate, bollards and fence was installed.

11.1.40 TRANSFER OF FUNDS ALLOCATED TO THE DEVELOPMENT OF EXTENSION 32 KRAMERSDORF TO VARIOUS OTHER PROJECTS FOR 2022 / 2023 FINANCIAL YEAR

(C/M 2022/09/29 - 3/1/1/1/1)

RESOLVED:

GM: EPS
GM: F

- (a) That the General Manager: Finance be granted permission to transfer an amount of N\$ 5 000 000.00 from Votes listed in

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the table below to a new Vote, named Consultancy Services
- Ext. 32, Ext. 33 and Ext. 36 Kramersdorf:

<i>Vote</i>	<i>Description</i>	<i>Available Funds</i>
550031020200	Ext. 32, Kramersdorf (Electricity Supply)	N\$40 000 000.00
600031020400	Ext. 32, Kramersdorf (Water Supply)	N\$3 500 000.00
650031021700	Ext. 32, Kramersdorf (Streets)	N\$7 000 000.00
750031022700	Ext. 32, Kramersdorf (Sewerage)	N\$7 500 000.00
750031022500	Ext. 32, Kramersdorf (Lifting Station)	N\$16 500 000.00

- (b) That the General Manager: Finance be granted permission to transfer an amount of N\$30 000 000.00 from the Votes listed in the table below to a new Vote, named Development of Ext. 42, Swakopmund:

<i>Vote</i>	<i>Description</i>	<i>Available Funds</i>
550031020200	Ext. 32, Kramersdorf (Electricity Supply)	N\$40 000 000.00
600031020400	Ext. 32, Kramersdorf (Water Supply)	N\$3 500 000.00
650031021700	Ext. 32, Kramersdorf (Streets)	N\$7 000 000.00
750031022700	Ext. 32, Kramersdorf (Sewerage)	N\$7 500 000.00
750031022500	Ext. 32, Kramersdorf (Lifting Station)	N\$16 500 000.00

- (c) That the General Manager: Finance be granted permission to transfer an amount of N\$ 14 500 000.00 from the Votes listed in the table below to a new Vote, named Development of Ext. 41, Swakopmund:

<i>Vote</i>	<i>Description</i>	<i>Available Funds</i>
550031020200	Ext. 32, Kramersdorf (Electricity Supply)	N\$40 000 000.00
600031020400	Ext. 32, Kramersdorf (Water Supply)	N\$3 500 000.00
650031021700	Ext. 32, Kramersdorf (Streets)	N\$7 000 000.00
750031022700	Ext. 32, Kramersdorf (Sewerage)	N\$7 500 000.00
750031022500	Ext. 32, Kramersdorf (Lifting Station)	N\$16 500 000.00

- (d) That the funds remaining after the transfer of amounts as requested in (a), (b) and (c) should be considered as savings and that the Votes be closed.
- (e) That permission is granted for an application to be made to commercial banks for the funding to develop Ext. 32 Kramersdorf.


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11.1.41 **TRANSNAMIB LAND: ERF 8677, SWAKOPMUND**
(C/M 2022/09/29 - Erf 8677)

CEO
GM: EPS
CO: P
Acting GM: CSHC

RESOLVED:

- (a) That Council takes note of the valuation for Erf 8677, Swakopmund based on a business zoning received for negotiation purposes with TransNamib in the amount of N\$116 000 000.00.
- (b) That, depending on point (b) above, Council proceeds with the negotiations to acquire Erf 8677, Swakopmund in terms of its decisions passed on 29 April 2021 under item 11.1.18 and on 30 August 2021 under item 11.1.28.
- (c) That a delegation consisting of the Mayor, Management Committee Members and Chief Executive Officer meet with the Minister of Works and Transport on a date to be determined.

11.1.42 **MATSI INVESTMENT (PTY) LTD: EXTENSION OF DUE DATE TO COMPLY WITH CLAUSE 3 OF THE JOINT VENTURE AGREEMENT FOR THE DEVELOPMENT OF EXTENSION 13, MATUTURA**
(C/M 2022/09/29 - 16/1/4/2/1/4)

CO: P
Acting GM: CSHC

RESOLVED:

- (a) That Council takes note that Matsi Investment (Pty) Ltd had to comply with the suspensive clauses of clause 3 of the development agreement by 26 August 2022, being 120 days since Council's decision made on 28 April 2022, under item 11.1.5 approving the reallocation of erven to them.
- (b) That Council takes note of the progress made by Matsi Investment (Pty) Ltd with regard to compliance with clause 3 (attached to their letter dated 26 August 2022).
- (c) That it be noted that four developers of the nine developers forming part of the same development project allocation, were granted a minimum additional period of 180 days to comply with clause 3 of the development agreement.
- (d) That in order to ensure fair treatment of the nine developers, Matsi Investment (Pty) Ltd be granted time until 25 October 2022 to comply with clause 3 of the development agreement, i.e. 180 days from date of Council's decision passed on 28 April 2022.
- (e) That if no full compliance is proved, the agreement is terminated.

11.1.43 RELOCATION OF INFORMAL SETTLERS IN EXTENSION 37 TO EXTENSION 31

(C/M 2022/09/29 - 16/1/4/2/1/14)

CO: H
Acting GM:CSHC

- (a) That the informal settlers in Extension 37 be offered erven to purchase in Extension 31, once the installation of services are finalised.
- (b) That affordability calculations be done while the registration of residents of Extension 37.
- (c) That informal settlers who cannot be accommodated in Extension 31 or 37 be relocated to Extensions 40/41/42 or portion 182/183 or the Northern Wedge, once the areas are ready for occupation.
- (d) That students be appointed to obtain the statistics of the number of people in Extension 37 and identify the unauthorised occupants.
- (e) That airtime equivalent to "Super-Aweh" be provided to all committees once a month, while the project is ongoing, and the cost be forfeited from Vote: 150515546500.

11.1.44 ALLOCATION OF ERVEN TO REMAINING TENANTS IN DRC PROPER

(C/M 2022/09/29 - 16/1/4/2/1/14)

CP: H
Acting GM:CSHC

RESOLVED:

- (a) That Council approves the allocation of the following erven to the registered tenants allocated with the erven in Ext 27, 29 and 30:

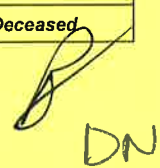
NO	NEW ERF NO	ERF NO	NAMES	ID NUMBER	YEAR	ILLEGAL	COMMENTS
1	7474	1	Konias Iyambo	540 501 007 940	2007		
2	7475	2	Lonia Kamati	77070701128	2000		
3	7495	4	Timoteus Egumbo	64100500599	2007		
4	7494	5	VACANT			Maria Thomas	
5	7493	8	Andrea Thomas	660 127 001 482	2007		
6	7487	18	Silas Tegela Ashitse	76080110237	2010		
7	7486	19	Onesmus Nefeke	68080100462	2004		
8	7485	20	Paulus Kaukuwa	80072710756	2005		
9	7484	21	Absalom Shapopi	72060401070	2005		
10	7483	24	Matias Nghiki	740 802 006 091	2007		
11	7482	25	Martha Abraham	7908210156	2007		
12	7481	28	Toivo Haufiku	70050210092	2007		
13	7480	29	Helvi Mweendobe	74112400489	2005		
14	7479	32	Josophine Geingos-Gawas	77103010080	2003		
15	7478	33	Markus Shitaleni	74112400489	2007		
16	7476	35	Fostina Nghisculu		2007		
17	7477	36	Isaak Kheiseb	66112010054	2001		
18	7496	37	Teopolina Uupinti	65101400041	2007		

19	7497	38	VACANT			Jomoria Uises, 99041300902,	2010, 0814102858, 081655611
20	7516	40	Fillemon Mwandingi	68121800226	2007		
21	7515	41	Stella S G Kaninas	76961900422	2009		
22	7514	44	Susana Paulus	76050710058	2007		
23	7513	45	Timoteus Tateati	76080300117	2007		
24	7512	48	Rosaline Naobes	6 804 030 500 953	2007		
25	7511	49	Naftali	69020101358	2007		
26	7510	52	Gerhard Angula	72092200615	2003		
27	7509	53	Petrus Nghikwa	81070710180	2004		
28	7508	54	Abner Tiriveese	63110600544	2007		
29	7507	55	Ndapewoshali Emilia Matatias	74060900672	2007		
30	7506	56	Ndilimeke Ndahambelela Kahongaifa	87071100907	2007		
31	7505	59	Tulangi Ngulofi	93073100137	2021		
32	7504	60	VACANT			Megdalena Naris,	2005, 0813999835
33	7503	63	Mateus Efraim	62091400149	2007		
34	7502	64	Petelina Johannes	53111000149	2007		
35	7501	67	Tiyus Soverinus	80020110073	2007		
36	7500	68	Adelheid Kavendjii	6 006 140 600 281	2004		
37	7498	70	Gideon Namashana Angala	69080700401	2005		
38	7499	71	Simon Hamundja	81120510589	2009		
39	7282	72	Tongenisheni Philipus Shaduka	41 010 400 501	2007		
40	7283	73	Nicodemus Amadhila	88051400143	2007		
41	7286	104	Anna Nangula Kuutondokwa	6901061100 376	2003		
42	7302	75	T. Sheemange	700 411 100 177	2007		
43	7301	76	Likeus Shikongo	73121200569	2009		
44	7287	103	Josef Shikongo	76030200429	2007		
45	7288	100	Edward Iitembu	60071200975	2004		
46	7300	79	Sebastian Immanuel	69080802077	2007		
47	7299	80	Epafras Matheus	75082800590	2007		
48	7289	99	Samuel Amwele	87092200121			
49	7290	96	Julia Gases	62020100401	2005		
50	7298	83	Menesia Aoxamus	80012610348	2007		
51	7297	84	Josef Kwateikuyeni Mutukauli	63110900904	2001		
52	7291	85	Kefas Leopard	620 202 110 771	2007		
53	7292	92	Tomas Simon Mikael	77030310403	2002		
54	7296	87	Teofilus Kondjashili	70061200832	2004		
55	7295		NEW ERF				
56	7293	91	Stella F.Awases	7 105 300 000 341	2003		
57	7291	95	Vaino Komesho	660 802 500 407	2002	Alweendo Haishongo,	2019, 0812425714
58	7284	106	Abner Thomas	61062200764	2003		
59	7285	107	Theofilus Nghifikwa	61300601127	2000		
60	7334	88	Herbert M Ndungo	76060300480	2009		
61	7330	89	Ambrosius Christiaan Marsh	74062300036	2009		
62	7982	138	Monaliza Garoes	7 009 110 500 216	2008		
63	7981	139	Hileni Veljo	770625	2003		
64	7997	111	Hilma Frans	69060110056	2000		
65	7996	112	Julius Wapota	55061600339	2003		
66	7984	134	Klaudia N Daniel	75080310332	2005		
67	7983	135	Merolina Uises			2016, 0814582843	Unauthorized Occupant

68	7995	115	Filemon Nikanor	6 808 081 102 088	2000		
69	7994	116	Matias Johannes	5 403 061 100 301	2004		
70	7985	131	Alleta Aubes			814216578	Unauthorized Occupant
71	7993	119	Laurencia Shiviku	81022810138	2007		
72	7992	120	Paulus Mwachafa Hamukwaya	74090710111	2005		
73	7987	127	Laurence Gaeb	82020610237	2001		
74	7986	130	Fillipus Sakaria	73120900109	2000		
75	7991	123	Junias Nahuma	75102510290	2007		
76	7990	124	Helena Guibes	52053000368	2009		
77	7989	125	Ewaldine Hoes	76112200287	2006		
78	7988	126	Hashipala Shikongo	50101000138	2003		
79	7957	143	Laban Manyala	19600102	2000		
80	7958	144	Jacob I Paulus	77122810046	2009		
81	7978	146	Maria Simeon	66100401029	2000		
82	7977	147	Matheus Nangombe	65091001506	2000		
83	7972	158	Nikasius Tobias	6 611 051 100 597	2000		
84	7964	170					Unauthorized Occupant
85	7962	174	Moses Haitembu	82081310546	2007		
86	7963	171	Belinda Ana-nus	6 508 200 500 289	2005		
87	7976	150	Rehabeam Katengela Shipembe	73062600802	2001		
88	7975	151	Lukas Kayowa	6 902 060 701 040	2007		
89	7974	154	Daniel Shimando	59072400437	2003		
90	7973	155	Josef Nanghonda	6 507 101 100 232	2007		
91	7965	167	Matheus Ndinelago	75021200577	2007		
92	7966	166	Josua Jacob Nghilenga	83080610792	2007		
93	7967	163	Theopolina Shapumba	62020210045	2002		
94	7971	159	Festus Rainhold	57031100321	2007		
95	7970	160	Festus Shangheta	78061810131	2009		
96	7969	161	Issak Oe-Amseb	65091300244	2005		
97	7968	162	Moses Hambati	PP 0160224	2009		
98	7961	175					Unauthorized Occupant
99	7959	177	Amos Hamunyela	82042010200	2002		
100	7960	178	Junias Kasheeka Hinamwaami	81112150013	2003		
101	7397	179	Matheus Pahangwashime Haimbondi	49072700074	2003		
102	7440	180	Simson Salom	71121900461	2000		
103	7439	181	Mekondjo Martin	760804	2004		Unauthorized Occupant
104	7398	182	Profilius Mwalundange	7 105 031 100 164	2009		
105	7399	183	Nghifefengelwa Fillemon	54060500283	2000		
106	7438	184					Unauthorized Occupant
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108	7400	186	Richard Klerens Ameb	85110210497	2003		
109	7401	187	Maritha Jagger	6 902 160 500 489	2000		
110	7436	188	Magdalena Ujerua	68080100160	2007		
111	7435	189					Unauthorized Occupant
112	7402	190	Primus Ludwig Aitembu Kalola	73103000480	2000		
113	7403	191	Festus Nghihalwa	70072700793	2006		
114	7434	192	Jonas Nghidimondjila Hangula	81042210257	2003		
115	7433	193	Reinhold Longer	70022600515	2005		

116	7404	194	Matheus Mandume	78050710130	2007		
117	7405	195	Pieter Hoeb	73080500571	2000		
118	7432	196	Elizabeth Tsuses	73022600321	2000		
119	7431	197					Unauthorized Occupant
120	7406	198	Johannes Karob	62010301218	2000		
121	7407	199	Johannes Giyerenge Kabongho	5 705 100 700 336	2000		
122	7430	200	Victor Hivaeshali Ndaameshime	82042210331	2002		
123	7429	201	Dolly Ames	74050400383	2008		
124	7408	202	Rigevenus Nghidinwa	73121500295	2003		
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126	7428	204	Petrus Nghoto	63010100930	2002		
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128	7410	206	Salatviel Namwenda	72070510182	2007		
129	7411	207	Ester Paulus	68032411005 98	2000		
130	7426	208	Godfried Uwuseb	76053010154	2006		Unauthorized Occupant
131	7425	209	Lempie Many	74082300341	2007		
132	7412	210	Naemi Amupadhi	581 012 110 124	2000		
133	7413	211	Simeon Epafras	69090700021	2000		
134	7424	212	Applonia Kharuchas	60103100296	2001		
135	7423	213	Sara Christiaan	64070200576	2001		
136	7414	214	Junias Ngheendenanje Nghixupundope	81022310267	2008		
137	7415	215	Jeanetta Garoes	84052810589	2008		
138	7422	216	Gerson Shipuleni		2007		
139	7421	217	Letisia Tuhafeni Zolonimu	68020500863	2000		
140	7416	218	Sesilie Uises	71042000743	2007		
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142	7419	381	Malinda Frederiks	80082910286	2007		
143	7418	382	Lenda Renathe Howotes	84120510654	2005		
144	7364	221	Angelika Tjiwange	6 701 150 600 546	2007		
145	7365	222	Cornelia Kasaona	61122200137	2003		
146	7382	228	Bartholomeus DH Siwombe	820614	2009		
147	7381	229	Petrus Kristian	85041510091	2007		
148	7371	230	Immanuel Guidao-Oab	68081200215	2000		
149	7372	231	Silvester Fillipus	63080401948	2000		
150	7380	232	Fillipine Guidao-Oas	63091100669	2009		
151	7373	234	Valerie Howoses	83092110765	2008		
152	7374	235	Katrina Priscilla Namases	72071400461	2009		
153	7360	268	Gerlinde Medline Awases	72083100476	2004		
154	7376	238	Marian Magano Shipanga	64120900061	2005		
155	7375	239	Isabella Uiras	72081710153	2007		
156	7366	254	Robert Gowaseb	73063000345	2003		
157	7367	255	Veronica Blaauw (Klaaste)	5 305 290 800 124	2005		
158	7348	260	Ndjambuli Andreas	55071000695	2000		
159	7349	261	Baslius Sindimba	5 702 140 700 425	2000		
160	7350	262	Wilma Silas		2007		
161	7363	263	Leonarde Mwanyeka		2007		
162	7364	264	Katrina Uwuses		2007		
163	7352	266	Linus Nawala	67092000963	2007		
164	7354	270	Maria Tjiueza	65061700775	2007		

165	7359	271	Fillemon Noabeb	6 503 090 500 525	2003		
166	7358	272	Timotheus Owoseb	71091300631	2000		
167	7355	275	Lucas Tjizu	74092310037	2009		
168	7307	294	Bantoe Maletzky	6 309 060 800 911	2007		
169	7322	296	Kleofas Khoe-aob	600 727 050 022	2000		
170	7321	299	Elizabeth Guims	62052800638	2000		
171	7320	300	Amalia Tumwindileni Kamati	79042510102	2005		
172	7310	301	Puyeopawa Haihambo	72061400752	2000		
173	7319	303	Jovita Tulamomwenyo Klinge	80071410392	2008		
174	7312	305	Jokolien Garises	820516	2007		
175	7317	307	Abraham Ndaendapo	83011010285	2007		
176	7316	308	Trooitjie M Seibes	60092800203	2000		DECEASED - TRU APPLIED
177	7315	309	Fransiska Nauses	75112110104	2007	Sibora Auxas	
178	7314	310	John Hangora Hamutenya	79022410374	2003		
179	7305	325	Maria Magdalena Job	50112000304	2000		
180	7306	326	Pontianus Mukishi		2007		
181	7998	327	Timotheus Imene	66121100516	2000		
182	7999	328	Sussana Hoaes	74051400352	2001		
183	8002	329	Fridolinus Haibanga	56041001074	2000		
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185	8018	331	Mpande Nyangana	81112210520	2005		
186	8003	332	Matheus Mutima	79040210055	2002		
187	8017	334	Tateus L Kamati	75090200319	2009		
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189	8006	337	Jonatana Hamukoto	70030600952	2000		
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192	8007	340	Nicky Mubasen Subeb	83020510333	2008		
193	8008	341	Paulinus S Kastro	6 001 210 700 136	2003		
194	8013	342	Selma Ganuses	89042800380	2007		
195	8012	343	Maulus Kandjimi	62121800549	2004		
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197	8010	345	Elton Uwu-Khaeb	83061710418	2007		
198	8009	346	Simson Claasen	7009050114	2007		
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208	8028	373	Walter Noabeb	68031210047	2007		
209	8036	374	Emma Awases	72053010096	2002		
210	8035	375	Willemin Khaxas		2007		
211	8030	377	Petrus Andreas	6 410 141 100 298	2010		
212	8034	378	Andrina Irmgard Hoaes	74041400430	2007		
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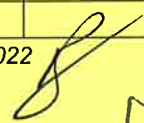
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238	8139	430	Paulina Adam	68071001031	2007		
239	8135	431	Klaus Kakupa	71010200731	2006		
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253	8116	449	Ndumba John Kandjungu	78080700389	2002	Alfons M Mukuti	
254	8117	450	George Gaweseb	730611	2000		
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256	8125	435	Priscilla C Namases	67111500571	2007		
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265	8048	463	Monalisa Kairi	78120710142	2007		
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270	7934	529	Matheus Aiyambula	7 603 030 700 375	2000		deceased
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272	8043	484	Ndjyonisiju Shimenga	D.O.B 11/11/1967	2007		
273	8059	485	Fransiskus Hipwamokanya	69090911071	2000		
274	8041	486	Rauna N Vatileni	61072800047	2008		
275	8042	487	Setson Mengela	6706900357	2009		
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277	7949	492	Gideon Amulungu	78050310547	2009		
278	7950	493	Esther N Niinkoti	77022810060	2009		Unauthorized Occupants
279	7948	491	Justus Tsuseb	78081000011	2006		
280	7946	496	Fatima Ndahomenya	68111101546	2003		
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283	7952	501	Tuyeimo Nalolina Sheehama	70121201848	2010	Junias Wilbard	
284	7944	504	Judith Muvianda	Deceased	2007		Unauthorized Occupant
285	7943	505	Jason Shapopi	78061100029	2003		
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294	7936	516	Rosalia Shiputeni	6 208 051 101 046	2000		
295	7939	517	Sylvia Katjaimo	72090710257	2005		
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297	7920	525	Saltiel Heita	71101800402	2000		
298	7921	526	Amadhila Johannes		2007		
299	7934	529	Matheus Aiyambula	7 603 030 700 375	2000		
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308	7924	556	Paulus Nghuuhulu	76010310148	2008		
309	7926	552	Thalitha Mazupi Haakuria	6 905 100 600 064	2000		
310	7927	551	Alfons Ochs	09.02.1972	2007		
311	7928	548	Julia Shindinge	66031200546	2000		
312	7929	547	Sakaria Halweendo Sheehama	75032500453	2003		
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314	8061	561	Daniel Teofelus	6 201 031 100 514	2000		
315	8064	562	Andreas Dumeni	77062100102	2000		
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317	8079	564	Paulus Hamauta Hamukwaya	75040600194	2000		
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319	8078	567	Johannes Nambuli Petrus	77120110470	2009		
320	8088	568	Johannes M.Petrus	81062010043	2007		
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330	8071	578	Abed Mwasekuna Hailaula	75101800392	2005		
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338	8112	602	Matheus Nangolo	78080610312	2008	Susana Mbatjiua	Matheus Nangolo got a house
339	8104	603	Livithe Nawaseb	84112810164	2008		
340	8103	604	Johanna Swartz	56112900114	2008		
341	8102	605	Somaes Johanna	86031100703	2007		
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344	8430	609	Albertus Nowaseb	61031600965	2003		
345	8094	611	Epafras Shikongo	69111800135	2007		
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365	7910	648	William Ndengu	51010103903	2000		
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375	7919	668	Fillimon Sakaria	77041500136	2000		
376	7918	669	Andelina Kamati	77060210113	2001		
377	7917	672	Aflon Hengombe	49121000156	2007		
378	7916	673	Frans Tyapa	83120310042	2008		
379	7907	653	Rauha Nangolo	64082110011	2000		
380	7915	678	Thomas Natangwe Shau	69032000896	2000		BENEFICIARY UNDER MHDP
381	7914	679	Jason Ashipala Shilongo	70081200293	2000		
382	7913	682	Dicklas Seth Geiseb	4 502 030 500 035	2003		
383	8427	683	Paul Hamutenya Paulus	75051700624	2007		
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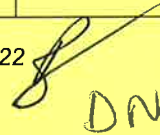
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425	8303	744	Hilma Paulus	84032210314	2005		MHDP BENEFICIARY
426	8206	745	Alfeus Kaulandwa	70102000832	2006		
427	8305	746	Jerimia Naandja	6 412 031 100 446	2000		
428	8307	748	Ooli Simon Johannes	65011000192	2000		
429	8308	749	Thomas Amakali	71101000082	2001		
430	8309	752	Moses Petrus	65062400279	2007		
431	8310	753	Johannes Angula	67011500669	2007		
432	8311	756					Unauthorized Occupant
433	8312	757	Ismael Nangombe	82010570496	2007		
434	8313	760	Annaias Ileni Tuyeni	64073100203	2003		
435	8314	728	Salom Shitumba	710 526 110 004	2007		
436	8315	727	Nikodemus Namuandi Mwandingi	70071201084	2000		
437	8316	726	Petrus Namundjebo	82101011317	2007		
438	8317	729	Ester Ndahambelela Shaduka	63102010032	2005		
439	8318	732	Paulus Nengola	69100500186	2007		
440	8319	733	Henok Josef	64082801162	2000		
441	8320	736	Lea Dyulume	68070501359	2006		
442	8321	737	Emgard Aoxamus	78061310201	2007		
443	8322	740					Unauthorized Occupant
444	8323	741	Paulus Haufiku	69050301428	2000		
445	8283	805	Apias Neumbo	54071800909	2007		
446	8282	806	Josef Hafienyanye	4 908 031 100 111	2006		
447	8284	808					Unauthorized Occupant
448	8285	807	Teofelus Hamukoto	65071600382	2005	Petrus Ndumba	
449	8286	810	Emmanuel Katota Ndjandi	78020810501	2007		
450	8409	811	Josef Kambinda Siteketa	80021610495	2009		
451	8414	814	Lukas Mwiipulifa	76060700519	2009		
452	8413	815	Lahja Muuntula Kamati	66120400168	2009		
453	8407	818	Gerson H Kangube	82080910795	2007		
454	8408	819	Nikodemus K Haufiku	81020510811	2007		
455	8294	789					Unauthorized Occupant
456	8295	788	Paulus Naifo		2007		
457	8296	791	David Shipo	75032400416	2007		
458	8297	794	Kristof Mwendjillile	71052700020	2007		
459	8298	795	Retris Anghuwo	711 025 111 051	2007		
460	8299	798					Unauthorized Occupant

461	8300	799					Unauthorized Occupant
462	8301	802	Elifas Johannes	76051610249	2007		
463	8302	803	Jacob Mekondjo Shikongo	80010700110	2008		
464	8360	855					
465	8361	854					
466	8363	866	Teofilus Nghitomoka	68092800340	2008		
467	8362	867	Haitembu Thomas	72122500948	2007		
468	8364	869					
469	8271	870	Wilma Dausas	71122800428	2004		
470	8269	873	Gabriel Kalus Kanime	83081211247	2009		
471	8367	874					
472	8368	877					
473	8268	878					
474	8267	881					
475	8371	849					
476	8372	848					
477	8373	847					
478	8374	850					
479	8675	853					
480	8376	854					
481	8377	857	Kanesius Nendongo	74091200540	2008		
482	8378	858	Fransina Amutenya	6 009 181 100 231	2008		
483	8379	861					
484	8380	862					
485	8281	899	Kristian Silas		2007		
486	8280	900					Unauthorized Occupant
487	8264	905	Lasarus Kamati	70122800559	2002		
488	8265	908	Kornelia Emvula	57051600753	2009		
489	8266	909	Hilda Shafa	63051101311	2008		
490	8267	912					Unauthorized Occupant
491	8268	913	Josefina Haubas	86022500486	2001		
492	8269	916					Unauthorized Occupant
493	8270	884	Tobias Avia	59061200237	2007		
494	8271	883					Unauthorized Occupant
495	8272	882	Nekanda Hipundaka	89121201757	2007		
496	8273	885	Patricia Shimbale	73070810217	2007		
497	8274	888	Maria Orus	69070600861	2007		
498	8275	889	Marha Kuwina	63092500180	2007		
499	8276	892	Kristian Silas	61080400818	2007		
500	8277	893	Lineekela Festus Mwahangavaya	66041001449	2006		
501	8278	896	Michael Kanoni Hangula	80120210417	2008		
502	8279	897	Paulus Mwiixwika	77091610113	2006		
503	8384	936	Immanuel Tjongarero	65101200654	2006		
504	8387	937	Teopolina Makili	62102100952	2009		
505	8386	938	Johannes Showena	81062810368	2006		
506	8400	939	Paulus Nambundunga	86121600373	2007		
507	8385	941	Pinehafo Shileka	76031600579	2007		
508	8382	942	Magdalena Gau Goas	52090900629	2000		
509	8381	943	Jonas Dimbulukweni Johannes	79030710519	2009		
510	8384	944	Pricsilla Nambase	78012810077	2009		

511	8383	945	Johanna Nambili	68090500498	2006		
512	8255	960	Shipingana Andreas	78092900302	2009		
513	8254	961	Erasmus Mapele	70071400656	2009		
514	8252	964	Veiko Hailwa Shapwa	751 119 190 212	2009		
515	8251	965	Hileni Shilikomwenyo Hinamwaami	74100300190	2007		
516	8258	967	Amagulu Festus	79102910071	2009		
517	8250	968	Lamek Aimwata	67120700685	2009		
518	8249	969	Amon Atuhe	75042500464	2000		
519	8259	970	Jonas Amutenya Josef	75011000257	2007		
520	8260	971	Nathanael Timotheus	51022800590	2007		
521	8248	972	Kanumbo Johannes Dinyandi	87093000983	2009		
522	8247	973	Paulus Kapitango	81041310625	2009		
523	8261	974	Moses Nuuyoma Lipwaakena	76121200774	2009		
524	8262	975	Frans Ndjunga Mbangu	82061510388	2008		
525	8246	976	Shilengifa Mateus Ndjebela	76080410028	2005		
526	8243	977	Matias Mwatondange Fiyenipo	79121910197	2009		
527	8242	978	Napot Amupanda	74092400365	2008		
528	8244	980	Hilaria Seibes	66110810037	2007		
529	7530	1001	Isak Moses	64091800688	2007		
530	7529	1002	Lukas Shixuleni	6 808 021 100 615	2000		
531	7526	1003	Simon Shaanika	61021500569	2000		
532	7532	1005	Titus Nghidengwa	72050200994	2000		
533	7525	1006	Elifas Jonathan	73010800460	2000		
534	7524	1007	Maria Ndepewashange Hamunyela	03/04/1971	2000		
535	7534	1009	Mwadhina Shilongo	59062000266	2005		
536	7523	1010	Helena Daniel	46110100110	2000		
537	7522	1011	Duninga Johannes	6 201 101 101 083	2000		
538	7535	1012	Thusnelde Shamena	63090900284	2006		
539	7536	1013	Joseph Haimbodi	5 306 140 600 265	2000		
540	7521	1014	Jeremia Siningeni Heita	68040501105	2000		
541	7520	1015	Nikanor Nauyoma	66092500736	2008		
542	7537	1016	David Johannes	81040510701	2007		
543	7517	1017	Matheus Nghilogwandunge Nghilogwandunge	78040200210	2000		
544	7518	1018	Nghihepa Gabriel	78060810097	2005		
545	7519	1019	Indileni Mwahafipange Ngesheja	68080601739	2003		
546	7528	1034	Kostodiu Hamukoto	7 103 041 100 017	2000	Willemson Matundu	
547	7527	1035	Kashikola Sendelwako	50031000460	2007		
548	7280	1036	Prisca Ames	83062710306	2009		
549	7261	1038	Martha Nyanyukweni Nambili	75092900474	2006		
550	7262	1041	Abraham Shipopyeni	70011001038	2007		
551	7279	1042	Katuperue Mutjavikua	70112200745	2002		
552	7263	1044	Benestus Kazenaime	62121200495	2001		
553	7264	1049	Alfeus Indongo	76090700207	2007		
554	7277	1050	Sheyavali Junias	72110100575	2000		
555	7276	1051	Lukas Japhet	69010102270	2006		
556	7265	1052	Rosalina Ndiwaamapeni Kandiba	78010610135	2007		
557	7266	1057	Johanna Haimbondi	66091501240	2000		
558	7275	1058	Salom Naholo	67010600244	2008		
559	7274	1059	Phillemon ShimunIngeni Nestory	66030701096	2006		



560	7267	1060	Johannes Aluendo Shikongo	76030500635	2000		
561	7268	1065	Maria Hangayifa	7009101100	2007		
562	7273	1066	Hipwamokanya Hindulika	570 707 110 240	2007		
563	7272	1067	Rainhord Gideon	58110900240	2007		
564	7271	1068	Onesmus Alpinge Ngulungulu	65080610034	2001		
565	7270	1069	Andreas Mukoso Kanyanga	83081910544	2003		
566	7269	1070	Martin Angondji	71112400524	2007		
567	7253	1071	Lucia Ortnen	61060500353	2007		
568	7252	1072	Amandhila Jeremia	12806110090	2007		
569	7251	1073	Stefanua V Jakobus	73010101775	2005		
570	7250	1074	Dingi Benfasfungo	64101400334	2001		
571	7249	1077	Shitona Erastus	62080800787			Passed away
572	7254	1078	Tomas Fabian	69090101047	2007		
573	7255	1079	Joseph Shihopo	49031100366	2007		
574	7256	1086	Saara Samuel	48030200374	2007		
575	7258	1087	Petrus Djuulume	73030110044	2006		
576	7259	1094	Immanuel Kamati Mateus	6 405 251 100 260	2001		
577	7245	1096	Donasius Shiinda Taukondjele	77122210162	2005		
578	7244	1101	Jackie Visagie	84031810202	2009		
579	7241	1103	Salomo Pendapala Nakale	77020410251	2005		
580	7243	1105	Issaskar Nawaseb	56010100097	2007		
581	7820	1106	Tomas Aron	71111410038	2000		
582	7821	1107	Simson Noab	67091100417	2001		
583	7822	1108	Gert April	7 000 328 000 339	2001		
584	7823	1111	Annannias Nampala	800328	2000		
585	7839	1113	Cecilia Obes	65122400687	2003		
586	7824	1114	Festus Kandongo	75071600188	2007		
587	7825	1119	Monika Johannes	600 604 110 041	2001		
588	7838	1120	Ronald Kevin Kharuxab	79080610593	2005		
589	7837	1121	Adelaide Uiras	75050800366	2001		
590	7826	1122	Katrina Diergaardt	71011600277	2004		
591	7829	1127	Meriam N Gabriel	48080801045	2007		
592	7836	1128	David Nghindjolavali Nashia	78123100027	2005		
593	7828	1130	Sakaria Akaniime	70080600859	2005		
594	7834	1136	Matheus Hamukwaya	7203130377	2007		
595	7833	1137	Ester Iita	710505	2008		
596	7832	1138	Ingrid Khoemis Ochurus	87072300244	2010		
597	7831	1139	Lyndon Kistine		2007		
598	7830	1140	Elina Tobias	6 012 061 100 170	2000		
599	7853	1142	Alfons Andreas	77040510747	2009		
600	7852	1143	Samuel Nawaseb	73032910072	2007		
601	7851	1144	Sheindi Salomo	60050301098	2001		
602	7850	1147	Petronella Karihinga	76102710207	2009		
603	7855	1148	Willemina So Oabes	69111100850	2009		
604	7849	1150	Fillemon Nghidjavali Josef Ndasiva	7.60913E+11	2001		
605	7848	1155	Stella Constansia Tjikongo	73122200481	2005		
606	7857	1156	Jafet Haishonga	67031400554	2008		
607	7858	1157	Veronica Beatrice Beukes	82070310566	2003		
608	7846	1163	Sylvia Xoagus	72040800530	2001		



609	7859	1164	Gustafine /Huses	70110300785	2007		
610	7844	1171	Priscilla Fudeni Haimbodi	73121900463	2007		
611	7861	1172	Lonstansia Awases	81051910412	2009		
612	7841	1173	Lebontine Gowases	81070310077	2008		
613	7842	1174	Ronnie Ganaseb	820905	2007		
614	7862	1176	Annalize Tsuses	71122501048	2002		
615	7863	1177	Annalie Dausas	80040411303	2006		
616	7864	1178	Chrysantus Ndumba Ngurumbwa	79032110349	2008		
617	7865	1181	Ferdrika Urikhos	69022100685	2007		
618	7866	1184	Magdalena Naris	19770219	2001		
619	7867	1189	Robert Shange Ruben	76080510014	2005		
620	7868	1192	Fernandu Petrus	790817	2007		
621	7869	1197	Meriam Somses	19790412	2001		
622	7871	1205	Susana Hoaes	67080405005 51	2007		
623	7875	1207	Thusnelde Namises	73082100295	2000		
624	7874	1208	Lissa Aubes	76011000401	2001		
625	7872	1210	David Shitaleni	47041910016	2000		
626	7893	1215	Laurentius So-Oabeb	7 301 220 000 110	2003		
627	7890	1217	David Pendukapo Mumwoye	68081800255	2006		
628	7894	1218	Oskar Goreseb	71030301425	2004		
629	7895	1219	Helena Fillipus	73053000482	2008		
630	7889	1220	Issaskar Goreseb	69060100646	2007		
631	7888	1221	Michael Hafeni Ngoshi Nduuvundi	77021810113	2004		
632	7896	1222	Johannes Januari	58060200682	2009		
633	7897	1223	Sikwata Hausiku	59061007009 88	2009		
634	7887	1224	Anna Martha Beukes	69062910114	2008		
635	7886	1225	Robert Gaseb	71081200928	2008		
636	7898	1226	Johanna Gaeses	76120100105	2005		
637	7883	1227	Erika Regina Gaoses	72071200500	2007		
638	7885	1229	Emsie Elfriede //Gowases	81101410515	2007		
639	7870	1200	Petrack Guim	680328	2007		
640	8173	1251	Immanuel Xoagub	55020200662	2009		
641	8172	1252	Tretius Hangula Shikukumbwa	78042200196	2009		
642	8171	1255	Martin Amagulu Nuuyoma	85122410267	2007		
643	8168	1260	Beshot Uirab	91102600164	2008		
644	8165	1262	Patrick Marthin Haraeb	82032110024	2006		
645	8166	1263	Reymond Dixon	88010400106	2008		
646	8167	1264	Malegie Taniseb	73030400956	2007	Albert Gowase	
647	8175	1280	Matias Haindongo	78081800018	2007		
648	8178	1281	Mateus Mwahata Shilomboleni	72050300549	2002		
649	8177	1282	George Karunga	78101910115	2003		
650	8174	1283	Johannes Shikamba Mpande	79063010524	2005		
651	8180	1284	Michael Ruben	74070710485	2006		
652	8173	1286	Ahab Aron	74112000383	2007		
653	8172	1287	Alexander Mushambe Kudumo	79072010574	2008		BENEFICIARY UNDER MHDP
654	8181	1288	Church Build				
655	8182	1289	Rebekka Nelao Petrus	78092810192	2007		
656	8171	1290	Ndlimeke Petrus	70052200531	2007		
657	8170	1291	Agrippa Simaneka Shikalepo	80032410360	2008		
658	8183	1292	Lionel Reagan Eiseb	84012110117	2007		

659	8184	1293	Terline Gorases	76040510110	2009	
660	8176	1314	Philip Katura Shikamba	76070110129	2007	
661	8168	1295	Adelheid Kalili	59111300078	2009	
662	8185	1296	Adelaide Gaoses	58112500258	2009	
663	8165	1297	Ricardo Hoeseb	86101400697	2007	
664	8198	1298	Neumbo Apias	54071800909	2009	
665	8198	1317	Hifilenga Mateus	6.30616E+11	2007	
666	8195	1318	Tefirus Hidengwa	63101201659	2007	
667	8200	1319	Leena Nakale	78022000353	2009	
668	8201	1320	Deleen Naobes	74110710316	2007	
669	8194	1321	Elia Josef	75032110108	2007	
670	8193	1322	Kambata Tobias	69122401172	2007	
671	8202	1323	Nghishekwa Shetekela	59011900227	2009	
672	8203	1324	Elius Tjazerua	73092900596	2009	
673	8192	1325	Linea Ndakemapo Stefanus	74122410215	2009	
674	8191	1326	Anna Naango Helvi Shikongo	79081210677	2009	
675	8204	1327	Iiyambo Nakuumba	72112100386	2007	
676	8205	1328	Nehemia Salom	70102300267	2007	
677	8190	1329	Charmaine Debbie Ceasar	77032810101	2007	deceased
678	8189	1330	Petrus Kakehongo	74030900232	2009	
679	8206	1331	Paulus N Shiwaya	7203060077	2007	
680	8186	1332	Carlos Eixab		2007	
681	8187	1333	Markus So-oabeb	83092710606	2007	
682	8188	1334	Llewellyn Van Wyk	79020910237	2007	
683	8197	1349	Jackson Mberirua	71122400497	2009	
684	8196	1350	Christine Kavari	6 801 080 600 460	2009	
685	8220	1351	Jiana Dausas	81101011262	2009	
686	8216	1353	Rusten Gawaseb	90022000534	2007	
687	8221	1354	Joachim Gaeseb	6 608 150 500 165	2008	
688	8222	1355	Dion Happiness Gawanas	86123100076	2008	
689	8215	1356	Fransiska Gawanas	73111200493	2008	
690	8214	1357	Benny Nghishishivali	77082300190	2009	
691	8223	1358	Josephina N David	70100400736	2007	
692	8213	1360	Jonas Sheehama lipinge	80062210238	2009	
693	8212	1361	Joe Viakondo	750603	2009	
694	8225	1362	Letisia Ndapwoshisho Martin	86120400017	2009	
695	8226	1363	Omutuli Petra Shipopyeni	77082510117	2009	
696	8211	1364	Iita Simon-Petrus	76041610100	2007	
697	8210	1365	Shinene Johannes	75040400462	2007	
698	8227	1366	Johannes Iita	74050400197	2007	
699	8207	1367	Maundu Dawid	63112500113	2007	
700	8208	1368	Mahunga Roide Tjivinga	70030410258	2007	
701	8209	1369	Rauha Aipinge	6106260008	2009	
702	8217	1370	Exodus Kandjimi	85010110504	2009	

- (b) That the registered tenants be requested to submit proof of income to commence with the affordability calculations.
- (c) That the results of the affordability calculations be submitted to Council.

BN



- (d) That the informal settlers in the DRC Proper be relocated to the New Relocation Area at the Northern Wedge once it is ready for occupation.

11.1.45 RENEWAL OF LEASE AGREEMENT FOR ADVERTISING DISPLAY IN SWAKOPMUND // MESSRS ADVERTISING DISPLAYS (WINDHOEK) CC 95/01036

(C/M 2022/09/29 - 7/2/1)

CO: P
Acting GM:CSHC

RESOLVED:

- (a) That Council accepts the offer of a monthly payment in the amount of N\$ 5 000.00 by Advertising Displays CC in addition to the free services provided by Advertising Displays CC as approved by Council on 27 January 2022 under item 11.1.32 point (c).
- (b) That the monthly payment be charged from inception of the new lease period, i.e from 1 December 2021 and increases by 5 % per annum on the annual anniversary of the lease period, i.e the first being 1 December 2022
- (c) That Council accepts the amended agreement (Annexure "B", on file).

11.1.46 SALE OF ERVEN IN EXT 31 TO SEASIDE AND DRC RESIDENTS

(C/M 2022/09/29 - 16/1/4/2/1/14)

CO: H
Acting GM:CSHC

RESOLVED:


That Council approves the sale of 214 serviced erven listed in Extension 31 at the prices below:

No	Erf_Number	Zoning	Extension	Area_sqm	Dev.Cost/SQM	Price
1	8561	Single Residential	Swakopmund Ext. 31	330	150	49500
2	8563	Single Residential	Swakopmund Ext. 31	316	150	47400
3	8562	Single Residential	Swakopmund Ext. 31	397	150	59550
4	8447	Single Residential	Swakopmund Ext. 31	315	150	47250
5	8446	Single Residential	Swakopmund Ext. 31	315	150	47250
6	8445	Single Residential	Swakopmund Ext. 31	352	150	52800
7	8444	Single Residential	Swakopmund Ext. 31	399	150	59850
8	8564	Single Residential	Swakopmund Ext. 31	316	150	47400
9	8580	Single Residential	Swakopmund Ext. 31	315	150	47250
10	8575	Single Residential	Swakopmund Ext. 31	315	150	47250
11	8596	Single Residential	Swakopmund Ext. 31	316	150	47400
12	8581	Single Residential	Swakopmund Ext. 31	494	150	74100
13	8574	Single Residential	Swakopmund Ext. 31	315	150	47250
14	8573	Single Residential	Swakopmund Ext. 31	314	150	47100

DN

15	8597	Single Residential	Swakopmund Ext. 31	304	150	45600
16	8614	Single Residential	Swakopmund Ext. 31	302	150	45300
17	8616	Single Residential	Swakopmund Ext. 31	303	150	45450
18	8613	Single Residential	Swakopmund Ext. 31	315	150	47250
19	8617	Single Residential	Swakopmund Ext. 31	315	150	47250
20	8612	Single Residential	Swakopmund Ext. 31	315	150	47250
21	8640	Single Residential	Swakopmund Ext. 31	302	150	45300
22	8618	Single Residential	Swakopmund Ext. 31	316	150	47400
23	8611	Single Residential	Swakopmund Ext. 31	315	150	47250
24	8641	Single Residential	Swakopmund Ext. 31	303	150	45450
25	8639	Single Residential	Swakopmund Ext. 31	315	150	47250
26	8610	Single Residential	Swakopmund Ext. 31	330	150	49500
27	8619	Single Residential	Swakopmund Ext. 31	315	150	47250
28	8642	Single Residential	Swakopmund Ext. 31	315	150	47250
29	8638	Single Residential	Swakopmund Ext. 31	316	150	47400
30	8659	Single Residential	Swakopmund Ext. 31	307	150	46050
31	8643	Single Residential	Swakopmund Ext. 31	356	150	53400
32	8620	Single Residential	Swakopmund Ext. 31	455	150	68250
33	8609	Single Residential	Swakopmund Ext. 31	460	150	69000
34	8658	Single Residential	Swakopmund Ext. 31	311	150	46650
35	8637	Single Residential	Swakopmund Ext. 31	514	150	77100
36	8660	Single Residential	Swakopmund Ext. 31	364	150	54600
37	8644	Single Residential	Swakopmund Ext. 31	329	150	49350
38	8621	Single Residential	Swakopmund Ext. 31	314	150	47100
39	8608	Single Residential	Swakopmund Ext. 31	316	150	47400
40	8661	Single Residential	Swakopmund Ext. 31	364	150	54600
41	8657	Single Residential	Swakopmund Ext. 31	301	150	45150
42	8636	Single Residential	Swakopmund Ext. 31	315	150	47250
43	8662	Single Residential	Swakopmund Ext. 31	363	150	54450
44	8622	Single Residential	Swakopmund Ext. 31	314	150	47100
45	8656	Single Residential	Swakopmund Ext. 31	353	150	52950
46	8607	Single Residential	Swakopmund Ext. 31	317	150	47550
47	8645	Single Residential	Swakopmund Ext. 31	339	150	50850
48	8663	Single Residential	Swakopmund Ext. 31	363	150	54450
49	8655	Single Residential	Swakopmund Ext. 31	353	150	52950
50	8651	Single Residential	Swakopmund Ext. 31	350	150	52500
51	8623	Single Residential	Swakopmund Ext. 31	312	150	46800
52	8635	Single Residential	Swakopmund Ext. 31	403	150	60450

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53	8654	Single Residential	Swakopmund Ext. 31	352	150	52800
54	8606	Single Residential	Swakopmund Ext. 31	317	150	47550
55	8646	Single Residential	Swakopmund Ext. 31	459	150	68850
56	8588	Single Residential	Swakopmund Ext. 31	303	150	45450
57	8653	Single Residential	Swakopmund Ext. 31	352	150	52800
58	8647	Single Residential	Swakopmund Ext. 31	316	150	47400
59	8634	Single Residential	Swakopmund Ext. 31	331	150	49650
60	8624	Single Residential	Swakopmund Ext. 31	295	150	44250
61	8652	Single Residential	Swakopmund Ext. 31	340	150	51000
62	8605	Single Residential	Swakopmund Ext. 31	318	150	47700
63	8648	Single Residential	Swakopmund Ext. 31	315	150	47250
64	8589	Single Residential	Swakopmund Ext. 31	303	150	45450
65	8633	Single Residential	Swakopmund Ext. 31	316	150	47400
66	8587	Single Residential	Swakopmund Ext. 31	316	150	47400
67	8649	Single Residential	Swakopmund Ext. 31	314	150	47100
68	8632	Single Residential	Swakopmund Ext. 31	316	150	47400
69	8604	Single Residential	Swakopmund Ext. 31	257	150	38550
70	8590	Single Residential	Swakopmund Ext. 31	315	150	47250
71	8586	Single Residential	Swakopmund Ext. 31	316	150	47400
72	8625	Single Residential	Swakopmund Ext. 31	521	150	78150
73	8650	Single Residential	Swakopmund Ext. 31	315	150	47250
74	8631	Single Residential	Swakopmund Ext. 31	316	150	47400
75	8626	Single Residential	Swakopmund Ext. 31	313	150	46950
76	8603	Single Residential	Swakopmund Ext. 31	313	150	46950
77	8627	Single Residential	Swakopmund Ext. 31	303	150	45450
78	8591	Single Residential	Swakopmund Ext. 31	315	150	47250
79	8630	Single Residential	Swakopmund Ext. 31	314	150	47100
80	8585	Single Residential	Swakopmund Ext. 31	315	150	47250
81	8627	Single Residential	Swakopmund Ext. 31	314	150	47100
82	8602	Single Residential	Swakopmund Ext. 31	316	150	47400
83	8629	Single Residential	Swakopmund Ext. 31	316	150	47400
84	8592	Single Residential	Swakopmund Ext. 31	314	150	47100
85	8584	Single Residential	Swakopmund Ext. 31	315	150	47250
86	8628	Single Residential	Swakopmund Ext. 31	303	150	45450
87	8598	Single Residential	Swakopmund Ext. 31	302	150	45300
88	8601	Single Residential	Swakopmund Ext. 31	315	150	47250
89	8600	Single Residential	Swakopmund Ext. 31	316	150	47400
90	8593	Single Residential	Swakopmund Ext. 31	315	150	47250

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91	8583	Single Residential	Swakopmund Ext. 31	315	150	47250
92	8599	Single Residential	Swakopmund Ext. 31	302	150	45300
93	8577	Single Residential	Swakopmund Ext. 31	302	150	45300
94	8594	Single Residential	Swakopmund Ext. 31	315	150	47250
95	8578	Single Residential	Swakopmund Ext. 31	314	150	47100
96	8582	Single Residential	Swakopmund Ext. 31	316	150	47400
97	8579	Single Residential	Swakopmund Ext. 31	315	150	47250
98	8576	Single Residential	Swakopmund Ext. 31	303	150	45450
99	8595	Single Residential	Swakopmund Ext. 31	315	150	47250
100	8572	Single Residential	Swakopmund Ext. 31	314	150	47100
101	8571	Single Residential	Swakopmund Ext. 31	429	150	64350
102	8487	Single Residential	Swakopmund Ext. 31	408	150	61200
103	8488	Single Residential	Swakopmund Ext. 31	313	150	46950
104	8486	Single Residential	Swakopmund Ext. 31	308	150	46200
105	8489	Single Residential	Swakopmund Ext. 31	313	150	46950
106	8485	Single Residential	Swakopmund Ext. 31	315	150	47250
107	8490	Single Residential	Swakopmund Ext. 31	315	150	47250
108	8491	Single Residential	Swakopmund Ext. 31	315	150	47250
109	8496	Single Residential	Swakopmund Ext. 31	484	150	72600
110	8497	Single Residential	Swakopmund Ext. 31	315	150	47250
111	8484	Single Residential	Swakopmund Ext. 31	315	150	47250
112	8492	Single Residential	Swakopmund Ext. 31	303	150	45450
113	8495	Single Residential	Swakopmund Ext. 31	316	150	47400
114	8498	Single Residential	Swakopmund Ext. 31	315	150	47250
115	8483	Single Residential	Swakopmund Ext. 31	315	150	47250
116	8494	Single Residential	Swakopmund Ext. 31	315	150	47250
117	8493	Single Residential	Swakopmund Ext. 31	302	150	45300
118	8499	Single Residential	Swakopmund Ext. 31	315	150	47250
119	8482	Single Residential	Swakopmund Ext. 31	315	150	47250
120	8518	Single Residential	Swakopmund Ext. 31	303	150	45450
121	8500	Single Residential	Swakopmund Ext. 31	315	150	47250
122	8481	Single Residential	Swakopmund Ext. 31	314	150	47100
123	8519	Single Residential	Swakopmund Ext. 31	302	150	45300
124	8517	Single Residential	Swakopmund Ext. 31	316	150	47400
125	8501	Single Residential	Swakopmund Ext. 31	315	150	47250
126	8480	Single Residential	Swakopmund Ext. 31	315	150	47250
127	8542	Single Residential	Swakopmund Ext. 31	315	150	47250
128	8520	Single Residential	Swakopmund Ext. 31	316	150	47400

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129	8516	Single Residential	Swakopmund Ext. 31	315	150	47250
130	8502	Single Residential	Swakopmund Ext. 31	315	150	47250
131	8479	Single Residential	Swakopmund Ext. 31	315	150	47250
132	8543	Single Residential	Swakopmund Ext. 31	315	150	47250
133	8541	Single Residential	Swakopmund Ext. 31	315	150	47250
134	8521	Single Residential	Swakopmund Ext. 31	315	150	47250
135	8515	Single Residential	Swakopmund Ext. 31	315	150	47250
136	8503	Single Residential	Swakopmund Ext. 31	315	150	47250
136	8478	Single Residential	Swakopmund Ext. 31	315	150	47250
138	8544	Single Residential	Swakopmund Ext. 31	315	150	47250
139	8540	Single Residential	Swakopmund Ext. 31	315	150	47250
140	8522	Single Residential	Swakopmund Ext. 31	315	150	47250
141	8514	Single Residential	Swakopmund Ext. 31	315	150	47250
142	8504	Single Residential	Swakopmund Ext. 31	315	150	47250
143	8477	Single Residential	Swakopmund Ext. 31	302	150	45300
144	8545	Single Residential	Swakopmund Ext. 31	315	150	47250
145	8539	Single Residential	Swakopmund Ext. 31	315	150	47250
146	8523	Single Residential	Swakopmund Ext. 31	315	150	47250
147	8513	Single Residential	Swakopmund Ext. 31	315	150	47250
148	8476	Single Residential	Swakopmund Ext. 31	302	150	45300
149	8546	Single Residential	Swakopmund Ext. 31	315	150	47250
150	8538	Single Residential	Swakopmund Ext. 31	315	150	47250
151	8524	Single Residential	Swakopmund Ext. 31	315	150	47250
152	8512	Single Residential	Swakopmund Ext. 31	315	150	47250
153	8547	Single Residential	Swakopmund Ext. 31	315	150	47250
154	8471	Single Residential	Swakopmund Ext. 31	265	150	39750
155	8537	Single Residential	Swakopmund Ext. 31	315	150	47250
156	8525	Single Residential	Swakopmund Ext. 31	315	150	47250
157	8511	Single Residential	Swakopmund Ext. 31	374	150	56100
158	8548	Single Residential	Swakopmund Ext. 31	315	150	47250
159	8536	Single Residential	Swakopmund Ext. 31	316	150	47400
160	8472	Single Residential	Swakopmund Ext. 31	316	150	47400
161	8510	Single Residential	Swakopmund Ext. 31	304	150	45600
162	8526	Single Residential	Swakopmund Ext. 31	433	150	64950
163	8535	Single Residential	Swakopmund Ext. 31	316	150	47400
164	8549	Single Residential	Swakopmund Ext. 31	315	150	47250
165	8473	Single Residential	Swakopmund Ext. 31	316	150	47400
166	8509	Single Residential	Swakopmund Ext. 31	316	150	47400

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167	8527	Single Residential	Swakopmund Ext. 31	316	150	47400
168	8534	Single Residential	Swakopmund Ext. 31	301	150	45150
169	8550	Single Residential	Swakopmund Ext. 31	372	150	55800
170	8474	Single Residential	Swakopmund Ext. 31	314	150	47100
171	8508	Single Residential	Swakopmund Ext. 31	316	150	47400
172	8528	Single Residential	Swakopmund Ext. 31	316	150	47400
173	8533	Single Residential	Swakopmund Ext. 31	316	150	47400
174	8551	Single Residential	Swakopmund Ext. 31	316	150	47400
175	8475	Single Residential	Swakopmund Ext. 31	315	150	47250
176	8507	Single Residential	Swakopmund Ext. 31	316	150	47400
177	8529	Single Residential	Swakopmund Ext. 31	315	150	47250
178	8532	Single Residential	Swakopmund Ext. 31	314	150	47100
179	8555	Single Residential	Swakopmund Ext. 31	314	150	47100
180	8552	Single Residential	Swakopmund Ext. 31	314	150	47100
181	8558	Single Residential	Swakopmund Ext. 31	315	150	47250
182	8559	Single Residential	Swakopmund Ext. 31	377	150	56550
183	8560	Single Residential	Swakopmund Ext. 31	406	150	60900
184	8467	Single Residential	Swakopmund Ext. 31	527	150	79050
185	8466	Single Residential	Swakopmund Ext. 31	303	150	45450
186	8506	Single Residential	Swakopmund Ext. 31	303	150	45450
187	8505	Single Residential	Swakopmund Ext. 31	301	150	45150
188	8531	Single Residential	Swakopmund Ext. 31	303	150	45450
189	8530	Single Residential	Swakopmund Ext. 31	303	150	45450
190	8569	Single Residential	Swakopmund Ext. 31	316	150	47400
191	8568	Single Residential	Swakopmund Ext. 31	315	150	47250
192	8567	Single Residential	Swakopmund Ext. 31	315	150	47250
193	8566	Single Residential	Swakopmund Ext. 31	314	150	47100
194	8565	Single Residential	Swakopmund Ext. 31	315	150	47250
195	8464	Single Residential	Swakopmund Ext. 31	399	150	59850
196	8463	Single Residential	Swakopmund Ext. 31	316	150	47400
197	8462	Single Residential	Swakopmund Ext. 31	315	150	47250
198	8461	Single Residential	Swakopmund Ext. 31	314	150	47100
199	8460	Single Residential	Swakopmund Ext. 31	315	150	47250
200	8459	Single Residential	Swakopmund Ext. 31	315	150	47250
201	8458	Single Residential	Swakopmund Ext. 31	316	150	47400
202	8457	Single Residential	Swakopmund Ext. 31	314	150	47100
203	8456	Single Residential	Swakopmund Ext. 31	347	150	52050
204	8455	Single Residential	Swakopmund Ext. 31	378	150	56700

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205	8454	Single Residential	Swakopmund Ext. 31	337	150	50550
206	8453	Single Residential	Swakopmund Ext. 31	316	150	47400
207	8452	Single Residential	Swakopmund Ext. 31	316	150	47400
208	8451	Single Residential	Swakopmund Ext. 31	314	150	47100
209	8450	Single Residential	Swakopmund Ext. 31	315	150	47250
210	8449	Single Residential	Swakopmund Ext. 31	315	150	47250
211	8448	Single Residential	Swakopmund Ext. 31	315	150	47250
212	8557	Single Residential	Swakopmund Ext. 31	314	150	47100
213	8556	Single Residential	Swakopmund Ext. 31	315	150	47250
214	8554	Single Residential	Swakopmund Ext. 31	314	150	47100

- (a) That qualifying residents of DRC Proper and Extension 37 permitted to buy the 214 erven.
- (b) That the current residents in DRC Proper, Extension 28, 31 and 37 whose income is below N\$3000.00 be relocated to the New Relocation Area in the Northern Wedge, when the area is ready.
- (c) That the properties be made available for sale over a period not exceeding 48 months, interest free where necessary.
- (d) That no informal structures be permitted.

11.1.47 ALLOCATION OF ERVEN TO REMAINING TENANTS IN DRC PROPER

(C/M 2022/09/29 - 16/1/4/2/1/14)

RESOLVED:

CO: A
Acting GM:CSHC

That it be recorded it be recorded that this item is a duplicate of Item 11.1.44.

11.1.48 REQUEST FOR ADDITIONAL FUNDS FOR THE HIRING OF SOUND, & LIGHTING AND ARTISTS AND OTHER EXPENSES REQUIRED FOR THE 130TH SWAKOPMUND ANNIVERSARY CELEBRATIONS

(C/M 2022/09/29 - 9/3/1/3)

RESOLVED:

CO: MC
Acting GM:CSHC

- (a) That Council approves the request for additional funds of N\$125 000.00.
- (b) That the funds be transferred to the Anniversary Celebrations Vote: 10101600400 to cater for the excess expenses incurred for the 130th anniversary.

11.1.49 **WALVIS BAY MAYORAL FUND ANNUAL FUNDRAISING GALA**
(C/M 2022/09/29 - 5/1/1)

RESOLVED:

CEO

- (a) That Council supports the Walvis Bay Mayoral Fundraising Gala Dinner to be hosted on 01 October 2022.
- (b) That approval be granted for payment of all the support of two seats for the Mayor, 4 Councillors and the Traffic Officer to attend the gala dinner.
- (c) That provision be made for the pledge of the Municipality of Swakopmund at the gala dinner.
- (d) That Council determines the pledge amount to be made.
- (e) That the Walvis Bay Council provides Council with an invoice to effect payment.
- (f) That the payment of N\$2000.00 be defrayed from the Publicity Vote: 101015533000 where N\$35 000.00 is available.

11.1.50 **APPLICATION FOR SPONSORSHIP FOR SWAITEX**
(C/M 2022/09/29 - 14/1/4/3)

RESOLVED:

GM: EDS
CEO

- (a) That Council grants permission to the Namibia Chambers of Commerce and Industry to host the SWAITEX at Vineta Sport Field free of charge at the locations identified by the Economic Development Services Department from 06-17 October 2022, subject to the applicant paying a refundable deposit of N\$20 101.00.
- (b) That the request from the Namibia Chambers of Commerce and Industry to utilize Council Chamber to host conferences and workshops during the event not be approved and that they be advised to find an alternative venue i.e. pitch a tent on site or Tamariskia or Multipurpose Center.
- (c) That the request from Messrs. NCCI for Council to offer cleaning services during the SWAITEX event be turned down due to shortage of staff and budget constraints.
- (d) That the request for Council to sponsor accommodation, transport, and office space for the organizing committee not be considered.
- (e) That Council sponsor (*in kind*) the following items - refuse bins, skip containers, palm trees and plants (for display), and be responsible for the removal of refuse bins during and after the event.

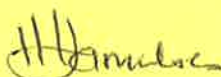
- (f) That the Namibia Chambers of Commerce and Industry be advised to apply to Erongo RED for the electricity supply during the SWAITEK.
- (g) That permission be granted for the NCCI to erect signs and billboard to market the event in accordance with Council's outdoor advertising policy.
- (h) That the applicant indemnifies Council against all and any claims in respect of damage to property and/or bodily injury to / loss of life of people that may arise from the utilization of the property.

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

None.

The meeting adjourned: **20:00.**

Minutes to be confirmed on: **27 October 2022.**



D Namubes
MAYOR



A Benjamin
CHIEF EXECUTIVE OFFICER